

STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

March 5, 2019
6:00 p.m.

Stayton Public Library
515 N. First Avenue
Stayton, OR 97383

ROLL CALL

Present: Pam Pugsley – Chair, Dan Brummer, Wayne Houghtaling, Richard Lewis, Cherie Peckfelder – Vice-Chair (6:03 PM arrival), AJ Westlund (6:02 PM arrival)

Absent: Patrick Mulligan (excused)

Staff: Lance Ludwick, Public Works Director
Lisa Meyer, Administrative Assistant

Guest(s): None

CALL TO ORDER: Ms. Pugsley called the meeting to order at 6:00 p.m.

Mr. Brummer made a Motion to excuse Patrick Mulligan’s absence, Mr. Lewis seconded. Motion Passed 3:0.

Ms. Pugsley welcomed new Board member Wayne Houghtaling.

PRESENTATIONS / COMMENTS FROM THE PUBLIC

None

REVIEW AND APPROVAL OF MINUTES

Mr. Lewis made a Motion to Approve Minutes from February 5, 2019, Mr. Houghtaling seconded. Motion Passed 4:0

PARKS DEPARTMENT

The Board reviewed the Parks Report provided by Bob Parsons (Attachment B). An inquiry was made if there is a directional sign on Virginia Street or First Avenue directing the public to the Community Center Park. Board members asked if the portable restroom could be removed from Pioneer Park since the park restroom is now open to the public. Mr. Ludwick will check into both inquiries. A suggestion was made to screen the Community Garden portable restroom with bamboo container plants. Members complimented Park staff for keeping the blackberry bushes under control at Riverfront Park.

UNFINISHED BUSINESS

Soil Amendments: Mr. Westlund confirmed that he can get 5 yards of organic soil amendments donated. He will work with Bob Parsons to get the delivery scheduled.

Merry-Go-Round Update: The merry-go-round is scheduled to be delivered this week and City

staff plans to install it this spring.

Future Mill Creek Park: Mr. Ludwick shared that the City is running up against the April 1st deadline to meet the grant requirements. Staff has been working with the City's consultant to finalize the Park's Master Plan this past fall/winter. Two of the three Environmental Assessments from State agencies have been returned (DSL & DEQ). The City's consultant is finishing up on the Wetland Delineation Report. Mr. Ludwick suggested waiting to apply for the OPRD grant next fiscal year and requesting the 40% match to be funded with next year's budget including budgeting for a grant writer. The Board members agreed to hold off applying for an OPRD Large Grant until next fiscal year to allow time to gather the information needed for the grant requirements and produce a professional presentation.

Mr. Brummer suggested planting trees to represent every state in the union when developing Mill Creek Park. Plaques could be made at a later date.

NEW BUSINESS

Mr. Ludwick would like to see the Board work on a Parks project. The group discussed their role as a Board. Brummer suggested making videos of the parks with audio and posting them on our website.

The Board discussed different funding mechanisms to support the maintenance of the City's parks. Mr. Brummer made a motion for the Board and staff research how other cities fund their parks, Mr. Houghtaling seconded. Motion Passed 5:0. Mr. Houghtaling & Ms. Meyer will reach out to other communities to find out how they fund their park maintenance & report back next month. After the information is gathered, the Parks & Recreation Board will come up with a proposal for permanent funding and make a presentation to City Council.

Ms. Peckfelder suggested that the Board look for grants the City may be eligible for, note the timeline for the grant cycle and check-in monthly to make sure timelines are met.

Mr. Brummer suggested putting out fish feeding stations along the power canal between the power station and the head gate as a fundraising opportunity. Swimming and fishing are not allowed in that stretch of the water.

Mr. Lewis inquired if Mill Creek Park could be used by the public this summer for soccer or baseball. Mr. Ludwick will check into it.

Rotary Trail: Mr. Ludwick explained the next step for the Rotary Trail along the Salem Ditch is a Site Plan Review by the Planning Commission. Once the Planning Commission approves the trail, the contractor working on the project will move forward.

FUTURE AGENDA ITEMS- Research for Park Funding

ADJOURN: Meeting was adjourned at 7:00 p.m.

Minutes prepared by Lisa Meyer, Administrative Asst.