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To provide oral comments via electronic means, please contact the City Recorder's Office no later than 2:00 p.m. on the day of the meeting. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits.



KEIZER PARKS & RECREATION ADVISORY BOARD
AGENDA

Tuesday, February 11, 2025, 6:00 PM
Robert L. Simon Council Chambers

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**
 - a. January 2025
3. **APPEARANCE OF INTERESTED PERSONS**
4. **MATCHING GRANT APPLICATION**
 - a. Submitted by Peggy and Jerry Moore ~ Community Garden Improvements at Chalmers Jones - Total Project Value: \$779
5. **PARKS REPORTS**
 - a. Mike Pantalone ~ *Northview | Country Glen*
Clay Rushton ~ *Clearlake | Bair*
Bob Shackelford ~ *Bob Newton | Mike Whittam*
Chair Matt Lawyer ~ *Ryan J. Hill | Chalmers-Jones*
All ~ Keizer Rapids Park
6. **NEW/OLD BUSINESS**
7. **STAFF REPORT**
8. **COUNCIL LIAISON REPORT**
9. **OTHER BUSINESS**

10. ADJOURNMENT

Reminders: **Next Board Meeting: March 11th**

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”



MINUTES
KEIZER PARKS & RECREATION ADVISORY BOARD
Tuesday, January 14, 2025
Robert L. Simon Council Chambers

- 1. CALL TO ORDER** CALL TO ORDER – Chair Matt Lawyer called the meeting to order at 6:00 p.m. Attendance was noted as follows:

Present: Matt Lawyer, Chair Lisa Cejka, Vice Chair Gwen Carr Michael Pantalone Jill Gust Absent: David Louden Clay Rushton Tanya Hamilton Bob Shackelford	Youth Liaison Present: Liam Stitt Staff Present: Robert Johnson, Parks Division Manager Dawn Wilson, Deputy City Recorder Council Liaison Present: Councilor Kohler
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- 2. ELECTION OF CHAIR & VICE CHAIR** Gwen Carr nominated Matt Lawyer for Chair and Lisa Cejka as Vice Chair.

With no further nominations, nominations were closed and Matt Lawyer and Lisa Cejka were elected by unanimous consent to serve as Chair and Vice Chair respectively.
- 3. APPROVAL OF MINUTES**

a. December 2024 Lisa Cejka moved for approval of the December 2024 Minutes. Gwen Carr seconded. Motion unanimously passed as follows: Cejka, Pantalone, Carr, Hamilton, Shackelford, Lawyer, and Gust in favor with Rushton, Louden, Hamilton, and Shackelford absent.
- 4. APPEARANCE OF INTERESTED PERSONS** Tammy Kunz, Keizer and Greater Northeast Keizer Neighborhood Association (GNEKNA) asked about the proposal for Carlson Skate Park and would like to know where the Parks and Recreational Advisory Board stands on it and if they would like a letter in support.

Lisa Cejka shared that the Parks and Recreational Advisory Board was probably not ready yet to move forward at this point in time. When she gave her Park's Report to the Council, they were also in support of it. Chair Lawyer shared that all of the members were in support of the proposal. He encouraged the letters of support for the KP Crew.

Ms. Kunz shared that the GNEKNA recently reviewed the Parks Master Plan. She provided a list of several items that the GNEKNA would like to see repaired, replaced, or added to the parks. The Parks Board Members and Park's Division Manager Robert Johnson addressed the various requests.

Keith Standridge, Keizer, offered to help the Parks Board in any way that he can. He's willing whatever was needed, such as organizing some tournaments, especially Pickelball. Chair Lawyer shared that March 15th at 9:00 am. was the annual Event Center Cleanup and invited him to help clean up the property.

5. MATCHING GRANT APPLICATION

- a. Gold Star Families Memorial Monument ~ asking Parks Board for \$10,000**
- Chair Lawyer summarized the matching grant request. He stated that he does not have any conflict of interest, but he does support the grant request. It was noted that no members were concerned about Chair Lawyer engaging in the conversation.

Andrew Hemenway and Tim Berg, Keizer and with Gold Starr Families Memorial Monument, shared an update on the progress. They have raised over \$10,000 and received a lot of community support. The \$10,000 request would go towards the initial down-payment for the actual monument.

Chair Lawyer shared that the handout that Mr. Hemenway and Mr. Berg provided was very helpful, especially for City Manager Adam Brown on the monument placement.

The project deadline was discussed for the Gold Star Families Memorial Monument. All of the members were in support of issuing the grant money even with the deadline being beyond the current fiscal year.

City Manager Brown shared that he took pictures of the Ryan J. Hill park area for the monument and saw that the tree was down. He feels this was a great idea and although this grant process would be a little different and that was fine.

He would like to see the monument orientation of the monument be faced West with a little South so that the sunset shines through it in the evening. He shared that the timing was perfect for him because he was writing a grant for the State Park's Veteran's Memorial so the handout provided by Mr.

Hemenway and Mr. Berg was super helpful.

Liam Stitt introduced a motion: He unofficially made a motion to approve a matching grant application.

Lisa Cejka moved to approve the \$10,000 for the matching grant and request Council's exception to the policy to pay in advance of completion of the project. Jill Gust seconded. Motion unanimously passed as follows: Cejka, Pantalone, Carr, Hamilton, Lawyer, and Gust in favor with Rushton, Loudon, Shackelford, and Hamilton absent.

Mr. Brown said that the Parks Grant would be on the February 3rd Council Agenda for action. Chair Lawyer would introduce the parks matching grant for the Gold Star Monument at the January 21st Council meeting.

6. NEW/OLD BUSINESS

a. Parks Reports:

**Tanya Hamilton ~
Ryan J. Hill and
Willamette Manor**

Gwen Carr reported that there was someone on Facebook complaining about fireworks at *Claggett Creek*, but she couldn't find any evidence of fireworks. There was a little graffiti on the utility box. She said *Clearlake* looks good.

**Gwen Carr ~
Claggett Creek
and Clearlake**

Lisa Cejka reported on Willamette Manor that it was a little spongy and there weren't leaves everywhere. *Palma Ciea* had a cracked sign that seems to be getting worse and that the path surface was easy to walk on. *Sunset* looks beautiful and has new gravel.

**David Loudon ~
Wallace House
and Keizer Little
League**

Lisa Cejka reported that **Keizer Rapids Park** has some moles.

**Jill Gust ~ Hidden
Creek and
Northridge**

Liam Stitt shared that he's creating a club at McNary and his goal was to plan community service projects for the parks or help the City. He invited students to be involved with the City, specifically with the parks. Chair Lawyer encouraged Mr. Stitt to move forward with this and offered to connect him with a previous Youth Liaison. Parks Director Robert Johnson had several ideas for work they could do and offered his support.

**Lisa
Cejka ~ Palma
Ciea and Sunset**

**All ~ Keizer
Rapids Park**

7. REASSIGNMENT OF PARKS FOR MEMBER REPORTS

Each member selected one park and drew park names for their second parks for their 2025 assignments.

a. See attached lists.

8. STAFF REPORT Parks Division Manager Robert Johnson shared that it was a very wet month so there was lots of soggy and large logs being deposited from the Willamette River. The Keizer Rapids Park had high water at the boat ramp. A lot of limbs were falling down from the wind storms. They've been trying to keep the lawns mowed and leaves picked up.

Mr. Johnson recently learned about the Emerald Ash Borer. Mr. Johnson has some concern about this bug, and he would be devising an action plan because the bug will eventually, long-term kill the ash trees. He invited interested persons to contact him or Environmental and Technical Division Manager Jenny Ammon to conduct a tree inventory using the City's Geographic Information System by identifying and tagging the trees.

Mr. Johnson has a group of volunteers who would be working in Ryan J. Hill Park to remove the shrubs and island and relocating some boulders in the parks. It was suggested to have some sort of celebratory kick-off for the monument groundbreaking. They were able to grade the gravel the road for Keizer Rapids Park at end of Chemawa Road heading West. The parks' cameras are installed, operating, and the problems have stopped.

9. COUNCIL LIAISON REPORT Councilor Daniel Kohler shared that this Board would probably have a new Council Liaison next month, and he appreciates the time given and communication by these members. He appreciates the work and kindness by this Board.

Chair Lawyer recognized Council Kohler's parks' work predating this work on this Board. One of the most impactful things he brought forward to this Board was the Youth Matching Grant.

Councilor Kohler was excited on the progress for the Gold Star Memorial and parks cameras, which caught some people from doing cookies at Keizer Rapids Park.

10. OTHER BUSINESS Chair Lawyer invited everyone to help out at the annual Keizer Event Center cleanup on March 15th at 9:00 a.m.

He passed around some pamphlets on the Gold Star Monument Foundation and invited folks to view additional information on the website and make donations.

11. ADJOURNMENT Meeting adjourned: 7:30 p.m.

Minutes approved: _____

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**Submit****Print**

KEIZER PARKS IMPROVEMENT MATCHING GRANT PROGRAM APPLICATION

All areas must be filled in and signed before submission.

Please submit by clicking the "Submit" button or deliver to City Hall at 930 Chemawa Road, Keizer, Attention: Dawn Wilson

Name of Organization or Individual <i>Peggy & Jerry Moore Community Garden</i>	Address <i>Rickman Rd</i>
	Phone
	Email
Project Director <i>Peggy Moore</i>	Address <i>[Redacted] Keizer</i>
	Phone <i>[Redacted]</i>
	Email
Project Name <i>Garden Improvement</i>	Proposed Park Site: <i>Chalmers Jones</i>
Is the project identified in the current Parks Master Plan? ☐ Yes ☒ No (example: vegetative buffer along River Road at Meadows Park)	
Estimated project start date: <i>3-1-2025</i>	Estimated project completion date: <i>6-30-2025</i>
Budget: Parks Board Matching Grant	\$ <i>300.-</i>
Private Cash/Materials Donations	\$ <i>483.- 383.-</i>
Corporate Sponsorship	\$
Labor (estimated value)	\$ <i>96.-</i>
Total Project Value:	\$ <i>879.- 779.-</i>
Will a recognition sign be required? ☐ Yes ☒ No	
Type of Project: (check all that apply) ☐ New Park Feature(s) ☐ Replacement of Existing Park Feature ☒ Park Rehabilitation	
Project Description: Describe the project for which the matching grant funds are requested including a description of labor and materials needed for completion of the project, a cost estimate for project completion if available, impact on the community, involvement of the organization itself and its volunteers. Additional documentation may be attached to email that displays when "Submit" button is pressed. <i>Plan to use money to purchase plants and flowers to make garden successful and visually pleasant. Garden members provide the labor while receiving learning experiences and continuing care of projects. This projects also improves the appearance of the garden and this area of Chalmers Jones Park. Neighbors appreciate appearance.</i>	
*Successful applicants will be expected to follow all applicable city/state requirements/laws. *Grant recipients will be required to reapply for funds if the project is not completed by the agreed deadline.	
<i>[Redacted Signature]</i>	
Signature (electronic signature accepted)	Date <i>1-30-2025</i>

Applications must be received by the first Tuesday of the month in order to be considered at the next Parks Board meeting (second Tuesday of each month).

Keizer Parks Matching Grant Request Peggy & Jerry Moore Community Garden

Grant request -

\$ 300.-

Purpose - To have the garden function at a high level of success. To attract pollinators, add color and beauty to the garden making it a pleasant experience. Also a teaching tool about plants and their benefits in the garden. Many plants need to be replaced annually. Some plants take so long to grow and bloom that it is more beneficial to buy plants rather than grow from seed.

Materials on hand for this project

1 Drip line (around pergula)	\$ 25.-
11 Shepherd hooks	1 30.-
4 large hanging baskets (value after planting \$100.-)	28.-
12 medium hanging baskets (value after planting \$180.-)	60.-
Potting mix and fertilizer	50.-
Flower Seed packs	40.-
Numerous flower pots (20+) Various sizes	50.-
	\$ 383.-
Also 2 flower beds to plant	
Labor 8 hrs @ \$12 per hour	\$ 96.-
Total Value	\$ 479.-