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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, March 11, 2025, 6:00 PM
Keizer Event Center

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**
 - a. February 2025
3. **APPEARANCE OF INTERESTED PERSONS**
4. **MATCHING GRANT APPLICATION**
 - a. Submitted by Tammy Kunz and Jacqueline Green with GNEKNA for a Mini-Library & Garden Project: Total Grant Request - Total Project Value: \$4,089 - \$5,529
 - b. Submitted by Paul Massey for a KP Pollinator Garden in the Carlson Skate Park - Total Project Value: \$6,600
5. **NEW/OLD BUSINESS**
 - a. Pickleball Court Rules (Current Set of Rules are attached) ~ Collective Dialogue with Interested Parties
 - b. The Big Toy Clean-up Project
6. **STAFF REPORT**
7. **COUNCIL LIAISON REPORT**
8. **OTHER BUSINESS**
9. **ADJOURNMENT ~ GWEN CARR REPORTING TO CITY COUNCIL ON MARCH 17TH @ 6PM**

Reminders: **Next Board Meeting: April 8th**

"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, February 11, 2025
Robert L. Simon Council Chambers

- 1. CALL TO ORDER** CALL TO ORDER – Vice Chair Lisa Cejka called the meeting to order at 6:01 p.m. Attendance was noted as follows:

Present:

Lisa Cejka, Vice Chair
Tanya Hamilton
Gwen Carr
Michael Pantalone
Clay Rushton
David Loudon
Bob Shackelford
Jill Gust

Youth Liaison Present:

Liam Stitt

Staff Present:

Bill Lawyer, Public Works Director
Dawn Wilson, Deputy City Recorder

Absent:

Robert Johnson, Parks Division Manager

Council Liaison Present:

Councilor Parsons

Council Liaison Absent:

Absent:

Matt Lawyer, Chair

2. APPROVAL OF MINUTES

- a. January 2025** Jill Gust moved for approval of the January 2025 Minutes. Mike Pantalone seconded. Motion unanimously passed as follows: Cejka, Pantalone, Carr, Rushton, Loudon, and Gust in favor with Lawyer absent, and Hamilton and Shackelford abstained.

- 3. APPEARANCE OF INTERESTED PERSONS** Rhonda Rich, President of the West Keizer Neighborhood Association (WKNA) shared Ms. Phipps received the volunteer of the quarter award and does a lot of volunteer work and worked at Willamette Manor Park. Ms. Rich commented on several parks improvements and asked about clearing out the ivy and poison oak issue and adding more shelters and would like a new play structure. The WKNA would be involved on upcoming projects for the parks. They would like to be invited to the Master Plan development and are particularly interested in the progress at Keizer Rapids Park.

Public Works Director Bill Lawyer said that a Focused Master Plan for Keizer

Rapids Park on the term of "Pavilion" would have public input and outreach at the KeizerFEST to receive community input.

Carol Phipps on the WKNA board updated the Parks Board on the work that was done as a result of receiving a park's grant. A lot of plants didn't survive due to the weather, and the first plants spread out nice. The second set of plants are doing okay, the hillside should be covered with plants in the next year or so.

4. MATCHING GRANT APPLICATION

Peggy and Jerry Moore shared their request for a matching grant and the improvements that they would be making.

a. Submitted by
Peggy and Jerry Moore ~ Community Garden Improvements at Chalmers Jones - Total Project Value: \$779

Peggy Moore, Keizer, and was representing Peggy and Jerry Moore Community Garden and requested \$300 to help keep the garden successful. She has the gardeners buy and plant or hang their plants. She also works with the stores to receive discounts. They grow a lot of herbs because they are very expensive in the store and affordable to plant, dry, and create gourmet recipes.

Tanya Hamilton moved to approve the request for the \$300 Parks Board matching grant for the Peggy and Jerry Moore Community Garden. Clay Rushton seconded. Motion unanimously passed as follows: Cejka, Pantalone, Carr, Rushton, Hamilton, Loudon, Shackelford and Gust in favor with Lawyer absent.

5. PARKS REPORTS

a. Mike
Pantalone ~ Northview | Country Glen

Mike Pantalone ~ Everything was in good shape at *Northview. Country Glen* was beautiful but has an issue with gopher or mole holes by the playground area.

Clay Rushton ~ Clearlake | Bair

Clay Rushton ~ *Bair* looks good as usual.

Bob Shackelford ~ Bob Newton | Mike Whittam

Bob Shackelford ~ *Bob Newton* didn't see any new graffiti. *Mike Whittam* looks good and the garden box would be cleaned up soon.

Chair Matt Lawyer ~ Ryan J. Hill | Chalmers-Jones

Lisa Cejka reported that Chair Lawyer thanked everyone who helped with the removal of the water feature and relocation of the boulders at *Ryan J. Hill*.

All ~ Keizer Rapids Park

Keizer Rapids Park ~ **Clay Rushton** report that the pickleball courts were getting used regularly even with the winter weather.

6. NEW/OLD BUSINESS

There was no new or old business.

- 7. STAFF REPORT** Public Works Director Bill Lawyer shared that the plan for Bob Newton Park would be rebuilt over the next two fiscal years. They have a concept drawing for the playground that has been sent to the neighborhood association.
- He would be discussing the bids and have them done by the end of next summer. He would be working with Parks Division Manager Robert Johnson on the budget for parks maintenance.
- 8. COUNCIL LIAISON REPORT** Councilor Marlene Parsons shared that the \$10,000 Gold Star Memorial Grant that Adam Brown applied for a \$30,000 matching grant and partnered with Rotary and the Elks. The Council was gearing up for the budget process and asked for items to add to the Budget Committee's short-term goals. Ms. Cejka asked about the property on Shoreline where there was a pump house and an old well that City staff maintains to have it turned into another park with river access. Councilor Parsons would add the request for more parks to the Council's short-term goals.
- Councilor Parsons reminded everyone to report graffiti on the City's website and there would be McNary students helping to remove graffiti.
- 9. OTHER BUSINESS** Liam Stitt followed up on the motion that he made from the last meeting about getting a McNary school staff person. He has dates setup and would be contacting Mr. Johnson for potential projects.
- 10. ADJOURNMENT** Meeting adjourned: 6:03 p.m.
- Minutes approved: _____

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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	Address [REDACTED]
	Phone [REDACTED]
	Email [REDACTED]
Project Director	Address [REDACTED]
	Phone [REDACTED]
	Email [REDACTED]
Project Name	Proposed Park Site:
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:	Estimated project completion date:
Budget: Parks Board Matching Grant	\$ [REDACTED]
Private Cash/Materials Donations	\$ [REDACTED]
Corporate Sponsorship	\$ [REDACTED]
Labor (estimated value)	\$ [REDACTED]
Total Project Value:	\$ [REDACTED]
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. <i>Additional documentation may be attached to email that displays when "Submit" button is pressed.</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.	
Signature <i>(electronic signature accepted)</i>	Date

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).

Greater Northeast Keizer Neighborhood Association

nekna2022@gmail.com

Mini library and garden project

Take a book leave a book; Community literacy programs can help build stronger, more resilient communities

11/32-in x 4-ft x 8-ft Douglas fir Plywood Sheathing (6) @**21.50** = **\$129.00**

Lowe's

Power Pro #10 x 2-1/2-in Epoxy Exterior Wood Screws **(80-Per Box)**

Item #580302 | Model #4830 **\$12.98 (2) = \$25.96**

RELIABILT 200-Degree 3/8-in Overlay 3/8-in Inset Surface Chrome Plated Cabinet Hinge, 1 Pair (2-Pieces) Item #228921 | Model #32154CHXLG-BL **(10) \$2.98 = \$29.80**

Reliabilt Black screen/ storm door replacement pull handle item #803450/ #605650 **\$3.98 (10) = \$39.80**

Power Pro #10 x 3-in Epoxy Exterior Wood Screws (70-Per Box) Item #580303 | Model #48309 **(2)\$12.98 = \$25.96**

\$250.52

Have city staff help by placing post for each library for the parks.

2 Claggett one on each side

1 Northview terrace park

2 Chalmer Jones Park 1 near the picnic area and 1 near Skate Park

6 out in community locations listed

Keizer Road and Keizer Terrace apartments (Pending approval)

Dearborn and Claggett creek rd.

18th Ave and Verda and Lawless Ave

We are looking at adding one to each community Garden in our community as well.

Register libraries cost; fundraiser to cover this cost at a later time

\$250.56 total Cost for building 10 mini libraries

Garden boxes near each Take a book

Community gardens are collaborative projects on shared open spaces where participants share products of the garden, including healthful and affordable fresh fruits and vegetables. To help with food insecurities.

Use of material left from building the book libraries will be used.

Garden beds and community beatification project for Kennedy and our parks

Soil; Bi-mart Keizer Power Pro #10 x 3-in Epoxy Exterior Wood Screws (70-Per Box)

Item #580303 | Model #48309 \$12.99 (10) \$129.90

BI-MART PLANTING MIX 1.5 CUBIC FEET SKU #:174590 \$7.99 (5) \$39.95 (168.95) total

\$298.85 total cost of soils for boxes with plants

Plants donated by 5 families valued at **\$150.00**

Labor 10 to 15 per hour in labor (\$12.00 @\$96.00 per day per person) \$768.00 for 8 people to donate time for this project (\$2,304) for 3 days of time to provide for the project

\$15.00 @ \$120.00 for 8 hours of time times \$960.00 for a day of 8 people time valued times 3 days \$2,880.00

Labor cost; (8) @ \$2,880 for \$360.00 donated time for 8 people Per day is the estimated value of time.

Labor cost; \$540.00 for the same would be \$4,320.00 value of worth for time donated for an 8 people

All donated time; cost varies from \$2,880.00 to \$4,320.00 cost of donated time for 8 people to donate time. For the project

Food plants donated for community use is \$150.00 vegetables and herbs

Donated items \$690.00 for donated time and items for the match

Community Roi is our population about 4000 families and community businesses who use the areas of placement including the sporting teams that use Claggett Creek Park, Northview Terrace Park and Chalmers Jones Park.



KEIZER PARKS IMPROVEMENT
MATCHING GRANT PROGRAM APPLICATION

Submit

Print

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 Paul Massey	Address	
	Phone	
	Email	
Project Director Paul Massey	Address	
	Phone	
	Email	
Project Name	KP Pollinator Garden	
Proposed Park Site:		Carlson Skate Park
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: 3/12/2025		Estimated project completion date: 5/31/2025
Budget:	Parks Board Matching Grant	\$ 500
	Private Cash/Materials Donations	\$ 100
	Corporate Sponsorship	\$ 0
	Labor (estimated value)	\$ 6000
Total Project Value:		\$ 6600
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. <i>Additional documentation may be attached to email that displays when "Submit" button is pressed.</i> We are applying for the City of Keizer Youth Grant. The focus of the project is to introduce a pollinator garden of ~3,000 sq feet at the back of the Carlson Skatepark. It will be a mix of Oregon native perennial flowers, shrubs and trees with a focus on providing the best habitat for local pollinators. Labor is calculated based on the rate of \$25 dollars per hour, times 3 people, 8 hours a day, for 10 days work. The main materials that we need will be barkchips, plants, shrubs and trees. The estimated cost to complete this project is \$500. The project will provide much needed habitat for pollinators, and great natural beauty for the residents and visitors of Keizer.		
*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.		
paul massey		03/03/2025
Signature (electronic signature accepted)		Date

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).

1

(Beginner Court)

2

3

4

COURT RULES

COURT USE:

- Courts are for intended sports only. No other uses are permitted.
- Courts are open to the public for drop-in play on a first-come, first-served basis.
- Limit play to 1 hour if others are waiting.
- Use at your own risk. Surface may be slippery when wet.
- Court #1 is a beginners court

PROTECT THE COURTS:

- Wear non-marking athletic shoes.
- No bikes, skateboards, scooters, roller blades, remote control cars, etc.
- No food or glass containers.
- No smoking or use of tobacco products.
- No climbing on fence.
- No pets.

COURT HOURS DAWN - DUSK



5

6