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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](http://www.KeizerTV.com) and cable-cast on Comcast Channel 23 within the Keizer City limits.



**KEIZER PARKS & RECREATION ADVISORY BOARD**  
**AGENDA**

**Tuesday, June 10, 2025, 6:00 PM**  
**Robert L. Simon Council Chambers**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
  - a. April 8, 2025**
  - b. April 29, 2025**
- 3. APPEARANCE OF INTERESTED PERSONS**
- 4. PARK RULES AMENDMENT**
  - a. Proposed Park Rules' Amendments: Keizer Code Section 28-23 and Section 28-43 Relating to the Keizer Rapids Park Artificial Turf Fields**
- 5. PARKS REPORTS**
  - a. Tanya Hamilton ~ Hidden Creek | Northridge**  
**Mike Pantalone ~ Northview | Country Glen**  
**Clay Rushton ~ Clearlake | Bair**  
**Bob Shackelford ~ Bob Newton | Mike Whittam**  
**Chair Matt Lawyer ~ Ryan J. Hill | Chalmer-Jones**  
**All ~ Keizer Rapids Park**
- 6. OTHER BUSINESS**
  - a. Discussion on Standards for Plaques in the Parks ~ Please see the Naming and Donation Policies for Keizer Parks Resolution in the Packet**

7. **STAFF REPORT**
8. **COUNCIL LIAISON REPORT**
9. **MEMBER REPORTING TO COUNCIL: BOB SHACKELFORD ON JUNE 16TH AT 6PM**
10. **NEXT BOARD MEETING: JULY 8TH**
11. **ADJOURNMENT**

*“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, April 8, 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  
Tanya Hamilton  
Michael Pantalone  
Clay Rushton  
David Loudon  
Bob Shackelford  
Jill Gust

**Absent:**

Gwen Carr

**Staff Present:**

Robert Johnson, Parks Division Manager  
Dawn Wilson, Deputy City Recorder

**Council Liaison Present:**

Councilor Parsons

**Youth Liaison Present:**

Liam Stitt

- 2. ANNUAL VOLUNTEER RECOGNITION ~ by Tina Richmond** Tina Richmond, member of the Volunteer Coordinating Committee, recognized the Community Diversity Engagement Committee volunteers, read the proclamation, and handed out City of Keizer lapel pins and Certificates of Appreciation.

**3. APPROVAL OF MINUTES**

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

- 4. APPEARANCE OF INTERESTED PERSONS** David Philbrick, Keizer, spoke on a plaque in Keizer Rapids Park. He provided written public comments for the members. He wanted to talk about the natural beauty at an overlook in the park. He shared that the plaque had been diminished, and the colors were distracting and conflicted with the natural surroundings. He felt that plaques should be attached to benches and blend with the colors of the natural scenery. He requested a replacement plaque be attached to the back of the bench.

Vice Chair Cejka commented that the plaque started out less intrusive and was an antique bronze color, but it was tagged several times with graffiti and repainted.

Parks Director Robert Johnson shared that they currently use the bronze plaque as the standard, and that there wasn't a standard when the donated bench and plaque were installed. Mr. Johnson suggested bringing back the naming and donation documents to discuss the standards at the next meeting for discussion.

## 5. PARKS REPORTS

- a. **Mike Pantalone ~ Northview and Country Glen** **Mike Pantalone** reported that *Northview* that he would like to see a sidewalk installed from the stairs to the sports court | *Country Glen* looks great and the lawn was being mowed. He would also like to see a sports court at Country Glenn.

**Clay Rushton ~ Clearlake and Bair**

**Clay Rushton** reported that *Clearlake* and *Bair* looks well kept and are in good shape.

**Bob Shackelford ~ Bob Newton and Mike Whittam**

**Bob Shackelford** reported that *Bob Newton* looks good.

**Chair Matt Lawyer ~ Ryan J. Hill and Chalmer-Jones**

**Chair Matt Lawyer** reported that *Ryan J. Hill* was prepped and ready to go for the Gold Starr Memorial. April 26th would be the groundbreaking ceremony for the monument. *Chalmer-Jones* looks fantastic. He commented that there were over 100 volunteers for the annual cleanup, and there was a lot of great work. The KP Crew did great work in the skate park.

**All ~ Keizer Rapids Park**

**Tanya Hamilton** commented that the pickleball court and dog park in *Keizer Rapids Park* were busy with people.

**Liam Stitt** commented that the *Keizer Rapids Park* looked good, and he saw that every part of the park was being used, namely the Big Toy and the volleyball and pickleball court.

## 6. NEW/OLD BUSINESS

- a. **The Big Toy Cleanup at Keizer Rapids Park**

Chair Lawyer shared that the plan for the Big Toy Cleanup at Keizer Rapids Park would be in June for painting by the volunteers. June 21st was tentatively scheduled to paint pending nice weather with the pressure washing and repairing the surface holes in May on some weekends. It was suggested to have a dedication anniversary the same day.

It was noted that volunteers were needed for the painting, and the paint and brushes would be provided by the City. Councilor Parsons would contact the artist, Beth Melondy, about touching up the artwork and the Keizer Public

Arts Commission to see if any of the members were available to paint. It was noted that the Keizer Fire District and Marion County Fire District would love to paint their fire track. Discussion ensued about having volunteers prepping in the fall to avoid mildew.

Bob Shackelford commented that users of the pickleball court seemed to not know how the rules worked or if it was your turn or another group's turn to play on a court. Chair Lawyer shared that the rules would be discussed again in the Spring and the discussion could take place sooner if complaints were received. Signage for skill-level courts was discussed, and it was requested to have more pickleball users bring their suggestions to the board.

Chair Lawyer provided an update on the Gold Star Memorial. \$12,000 in fundraising was received plus \$5,000 raised by the Elks Club, the monument was ordered, and the bids were done. Upcoming on May 31st would be an event for tickets to a private concert put on by City Councilors to raise money. He expressed appreciation to everyone who got this project materialized.

## **7. STAFF REPORT**

Parks Division Manager Robert Johnson shared that KeizerFEST was planning on having a small clinic to introduce pickleball, the wind screen was put back up and the wind screens may need to be taken down yearly, the damaged fence should be repaired shortly, the lawn at the amphitheater was being reseeded, Park's staff was keeping an eye on the Willamette River level and the docks would be re-installed in May.

Mr. Johnson commented that Ben Miller Park still had a parking issue and staff discussions were had about posting signs and if cars could still be allowed to park there.

Clay Rushton asked about the plan for the existing courts at the Bob Newton Park. Mr. Johnson commented that the sports court would remain, but the type of courts were in question because some of the multi-combination courts are challenging to play on as it's difficult to see the specific sports striping. Mr. Johnson would like to have as much input as possible from the members on this board who were players to build the courts to help determine the number of users for each sport.

## **8. COUNCIL LIAISON REPORT**

Councilor Parsons shared that the budget season was coming up. There were a lot of events at the Event Center coming up that everyone could attend. A pilot pedestrian flag program would be happening by Keizer Rapids Park at 15th and Chemawa.

Mayor Clark shared that there was a matter of logistics to have a Cherriots bus at the Keizer Rapids Park and to get through the turnaround and to determine the timing of the routes. There was interest and a desire to see this happen. Mayor Clark would reach out to our representative Ramiro "RJ"

Navarro for further discussion.

Chair Lawyer noted that May 24th was Soggy Day in the Park.

**9. NEXT BOARD MEETING: June 10th (the May meeting was Cancelled due to the Budget Committee meeting)**

**10. ADJOURNMENT ~** Jill Gust would report to Council on April 21st.  
**Clay Rushton**  
**Reports to** Meeting adjourned: 7:13 p.m.  
**Council on April**  
**21st - 6pm** Minutes approved: \_\_\_\_\_

*“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, April 29, 2025**  
**Robert L. Simon Council Chambers**

**1. CALL TO ORDER** CALL TO ORDER – Chair Matt Lawyer called the meeting to order at 6:30 p.m. Attendance was noted as follows:

**Present:**  
 Matt Lawyer, Chair  
 Lisa Cejka, Vice Chair  
 Clay Rushton via Zoom  
 David Louden  
 Bob Shackelford  
 Jill Gust via Zoom

**Youth Liaison Present:**  
 Liam Stitt

**Staff Present:**  
 Robert Johnson, Parks Division Manager  
 Dawn Wilson, Deputy City Recorder

**Council Liaison Absent:**  
 Councilor Parsons

**Absent:**  
 Tanya Hamilton  
 Gwen Carr  
 Michael Pantalone

**2. APPEARANCE OF INTERESTED PERSONS** There were no interested persons.

**3. NEW/OLD BUSINESS**

**a. Matching Grant Application ~ Garbage Can Holders Project ~ Total Project** Chair Lawyer summarized the matching grant application for the garbage can holders project and invited Daniel Nelson to talk about his project.  
 Daniel Nelson, Gervais, presented his garbage can holder project. He commented that with his research, he found several materials at Home

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Keizer Parks & Recreation Advisory Board AGENDA

Hybrid Meeting via Zoom & In-Person

Zoom Link: <https://us02web.zoom.us/j/89274696333>  
 Webinar ID: 892 7469 6333

Phone one-tap:  
 +16694449171,,89274696333# US

Join via audio:  
 +1 669 444 9171 US Minutes  
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**Value: \$2,300**

Depot and Lowes and arrived at a total value of \$2,300. Each can holder would cost about \$100, and he wants to make 10 cans which was \$1,000 for the materials and there would be 60 hours of volunteered manual labor to build the can holders. He was asking for a \$1,000 grant to make all of the can holders.

Parks Director Robert Johnson shared the need, safety, and sturdiness of the cans for staff and park users. He noted that there was a template can that has been installed at Keizer Rapids Park for at least two years, and a lot of people have commented on how much they like the can.

It was noted that Mr. Nelson would be doing this project as an Eagle Scout project.

Chair Lawyer requested that Mr. Nelson work with Mr. Johnson on the design changes and capture the changes with a drawing to ensure consistency when future volunteers want to help build more cans. Chair Lawyer suggested that Mr. Nelson prepare an Eagle Scout's report.

All of the members were in favor of the matching grant for this project.

It was noted that Mr. Nelson asked the Night's of Columbus for a \$300 donation to pay for an electric ogger to dig the can holder holes. Mr. Nelson was also looking for a donation to provide food for the volunteers.

Lisa Cejka moved to approve the grant up to \$1,500. Jill Gust seconded. Motion unanimously passed as follows: Cejka, Rushton, Loudon, Shackelford, Lawyer, and Gust in favor with Pantalone, Carr, and Hamilton absent.

Chair Lawyer summarized that the \$1,500 was approved because costs were increasing, and the board members want to make sure that Mr. Nelson can purchase the necessary resources to complete this project. Chair Lawyer commended Mr. Nelson and invited him back to report on his school project.

**4. MEMBER  
REPORTING TO  
COUNCIL: David  
Louden - May 19th**

David Loudon would report to Council on May 19th.

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Keizer Parks & Recreation Advisory Board AGENDA

Hybrid Meeting via Zoom & In-Person

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Webinar ID: 892 7469 6333

Phone one-tap:  
+16694449171,,89274696333# US

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- 6pm

**5. NEXT BOARD MEETING: June 10th**

Chair Lawyer noted that on April 26th, the official groundbreaking for the Keizer Gold Star Family Memorial Monument occurred, and it was really special that the groundbreaking was on Ryan J. Hill's birthday.

**6. ADJOURNMENT**

Meeting adjourned at: 5:46 p.m.

Minutes approved: \_\_\_\_\_

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Keizer Parks & Recreation Advisory Board AGENDA

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## Sec. 28-23. Special uses and areas.

- (a) *Generally.* The director may select and designate specific areas and facilities in any park which may be limited to special uses, at all times or at certain times. Special uses may require a permit in writing or a reservation. Fees shall be established by council resolution.
- (b) *Special uses.* Special uses may include, but are not limited to: Sports, games or other recreational activities, picnics, assemblies, entertainments, exhibitions, and weddings.
- (c) *Carlson Skate Park regulations.* In addition to the park regulations set forth in this article, Carlson Skate Park is subject to the following specific regulations:
  - (1) Permitted uses in the skate park surface include skateboards, rollerblades, and BMX bikes, scooters and "Big Wheels" type tricycles only; no foot traffic or motorized vehicles.
  - (2) The use of helmets is mandatory.
  - (3) Use or placement of additional obstacles or other materials including, but not limited to, ramps, jumps, etc. are prohibited.
  - (4) Glass containers are prohibited.
  - (5) Food and/or drink is prohibited on or within five feet of the skate park surface.
  - (6) Use of Carlson Skate Park is prohibited if hazardous conditions exist. Any damage/hazardous conditions must be reported to the city parks department.
  - (7) Use of skate park surface is prohibited when the surface is wet.
- (d) *Keizer Little League Park usage.* Any individuals not affiliated with groups or organized teams may use the park or individual fields at any time the park is open if such use does not interfere with the priority or reserved use, cause safety concerns, or cause undue wear and tear in the city's reasonable discretion.
- (e) *Keizer Rapids Park artificial turf fields usage.* Any individuals not affiliated with groups or organized teams may use the individual fields at any time the park is open if such use does not interfere with the priority or reserved use, cause safety concerns, or cause undue wear and tear in the city's reasonable discretion. All organized activities that include, but are not limited to, team practices, skills camps, individual training sessions, and other organized activities that require a fee or other payment to that organization or individual for participation cannot be held unless a reservation for the field or fields is obtained.

(Ord. No. 2023-869, § 5, 10-2-2023; Ord. No. 2024-881, § 5, 9-3-2024)

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**Sec. 28-43. Closing time; emergency closing.**

- (a) *Hours generally.* Subject to the exception noted below, or unless modified by the director, all parks shall be open one half hour prior to sunrise to one half hour after sunset as determined by the U.S. Naval Observatory (Astronomical Applications Department), unless such agency no longer provides this service. In such case, the determination of the time of sunrise and sunset shall be pursuant to the appropriate official governmental agency. All amplified sound shall completely cease by 9:00 p.m., unless permitted by the director during the permitting process. The usage of the boat ramp and parking lot at Walsh's Landing in Keizer Rapids Park for purposes of putting in or taking out a vessel are allowed two hours before sunrise and one and one half hours after sunset.
- (b) *Entering or remaining after closing time.*
- (1) No person may enter or remain in any park or portion thereof at any time when the same is closed to the public unless specifically allowed in these regulations or authorized to do so by the director in writing.
  - (2) The director shall, by appropriate signs or other means, give notice of closing times, and may designate certain areas which will be closed to the public at a regular closing time, regardless of whether or not any outdoor or indoor event is being or is scheduled to be conducted elsewhere in the park.
  - (3) Persons may remain after closing time if camped in a specifically designated camping area. The director shall determine the locations for such areas and a maximum number of nights and maximum number of persons allowed.
  - (4) Section 36-3 (prohibiting camping on sidewalks, public property and public rights-of-way; declaring an emergency) as amended is applicable within city parks. If section 36-3 conflicts with these park regulations, section 36-3 shall apply.
- (c) *Events after closing time.* Any portion of a park or any enclosed building in a park in which an event is being conducted or is scheduled to be conducted, based upon a permit issued by the director, shall not be considered closed after the regular closing time to members of the public who are attending or participating in the event, and who are within the permitted portion of the park, the building, any paths leading thereto from any street, or any other facility, outdoor area or off-street parking area intended for use in connection therewith, until 30 minutes after the conclusion of the permitted event. As to other members of the public who are not participants in the event, the park and all structures therein shall be considered closed at the regular closing time.
- (d) *Keizer Little League Park.* Keizer Little League Park may be open after normal closing times where fields are appropriately lighted within the dates and times as follows:
- (1) Lighting may extend the park hours from March 1 to October 31.
  - (2) The park will close, and the lights will be off, at 11:00 p.m.
  - (3) Extended hours shall be limited to Monday through Saturday; the park shall close at normal closing times on Sundays.
  - (4) City council may extend these hours for special events.
- (e) *Keizer Rapids Park artificial turf fields.* Keizer Rapids Park artificial turf fields may be open after normal closing times where fields are appropriately lighted within the dates and times as follows:
- (1) Lighting may extend the Keizer Rapids Park artificial turf fields hours year round. If no programming/games are scheduled, then the lighting will not occur and the hours will not be extended.

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- (2) All programming/games shall be completed by 109:00 p.m. and the lighting shall be dimmed at 109:00 p.m.
  - (3) Artificial turf fields will close, and the lights will be off, at 109:30 p.m.
  - ~~(4) Extended hours shall be limited to Monday through Saturday; the artificial turf fields shall close at normal park closing times on Sundays.~~
  - (5) City council may extend these hours for special events.
  - (6) The extended closing times only apply to the artificial turf fields at Keizer Rapids Park and not any other part of Keizer Rapids Park unless specifically permitted under these park regulations.
- (f) *Emergency closing.*
- (1) The council, the director, or the chief of police, or their authorized representatives, may direct any park or designated portion thereof to be closed at certain times or from time to time if the closing is reasonably necessary for the proper conduct of any activity by city, to protect public property or natural resources within a park or any private or public property or natural resources in the vicinity of a park from damage, or to preserve the public peace or safety in a park or portion of a park or in the vicinity thereof.
  - (2) When a park or portion thereof is closed to the public, pursuant to the above authority or any other proper authority, no person may enter the park or closed portion thereof after notice of closing or fail or refuse to promptly leave the park when requested to do so by the director, any park attendant, guard, special officer authorized by the director, or law enforcement officer.

(Ord. No. 2023-869, § 25, 10-2-2023; Ord. No. 2024-881, § 25, 9-3-2024)

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2  
3 Resolution R2020- 3069

4  
5  
6 ADOPTING DONATION AND NAMING POLICIES  
7 FOR KEIZER PARKS; **REPEALING RESOLUTIONS**  
8 **R96-894, R2006-1750 AND R2009-1917**  
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10  
11 WHEREAS, Resolution R96-894 (Establishing a Process for Naming of City  
12 Parks) was adopted by the Keizer City Council on April 15, 1996;

13 WHEREAS, Resolution R96-894 was amended by Resolution R2006-1740 on  
14 November 20, 2006;

15 WHEREAS, Resolution R2009-1917 (Adopting Policies for Keizer Parks and  
16 Recreation Donation Opportunities) was adopted by the Keizer City Council on February  
17 2, 2009;

18 WHEREAS, the City Council wishes to repeal such Resolutions and replace it  
19 with new policies;

20 NOW, THEREFORE,

21 BE IT RESOLVED by the City Council of the City of Keizer that the attached  
22 "City of Keizer Park and Public Space Donation Opportunities and Naming of Parks and  
23 Public Spaces" is hereby adopted.

24 BE IT FURTHER RESOLVED that Resolutions R96-894 (Establishing a Process  
25 for Naming of City Parks), R2006-1740 (Amending Resolution No. R96-894), and

1 R2009-1917 (Adopting Policies for Keizer Parks and Recreation Donation  
2 Opportunities) are hereby repealed in their entireties.

3 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately  
4 upon the date of its passage.

5 PASSED this 20th day of April, 2020.

6

7 SIGNED this 20th day of April, 2020.

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Cathy Clark  
Mayor

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Arny D.V.  
City Recorder

## City of Keizer Park and Public Space Donation Opportunities and Naming of Parks and Public Spaces

The Keizer City Council and the Keizer Parks and Recreation Advisory Board appreciate individuals and organizations who wish to observe, acknowledge or remember a significant historical event, occasion, or individual through donations to improve public spaces, parks or buildings by planting trees, installing site furnishings or other amenities.

When carried out in a manner that helps accomplish a recognized need within Keizer and that adds to the quality of a public space, park or building, such donations are both a positive memorial and significant contribution to the community.

Donors are encouraged to consider methods that provide a meaningful contribution in the name of an individual or event without the need for a physical memorial. Assisting with the renovation of a feature or structure or the design and construction of a site, trail, structure, or the planting of a tree or grove of trees may be a lasting memory that also contributes to the quality of a site. The donation of land or the assistance with the acquisition of land can be a very significant and lasting memorial.

1. **TYPES OF DONATIONS:** Gifts donated to parks can be designated for a specific park or program or undesignated leaving use of the donation to the discretion of city staff. Donation opportunities are limitless but may include:

- Park Equipment (benches, picnic tables, kiosks, walkways)
- Playground Equipment
- Trees and shrub plantings
- Recreation Programs and Scholarships
- Sports Equipment
- Artwork
- Structures & facilities
- Property

Gifts may be tax deductible. Donors are advised to consult their own tax professional to determine deductibility. If requested, each individual, group, or organization will receive a letter of appreciation and appropriate tax verification information.

2. **CRITERIA FOR ACCEPTING NON-CASH DONATIONS:** The following general principles have been established to help determine the appropriateness of donations:

- A. *Preserve the integrity and artistry of the parks, trails, and open spaces.* Donations should be placed in a park to enhance the master plan and be part of the overall landscape design of the site.

- B. *Provide a "Quiet Reverence" instead of a public display.* Donations should allow the existing natural scenery and architecture to dominate. Donations should not detract from the quality of the visitor's experience or overpower the setting.
- C. *Less is better than more.* A conservative approach is warranted and great consideration must be given to site design if a donation is located in scenic or historic environs of parks, trails, and open spaces.
- D. *Incorporate Broad Community Values.* All donations should have significance that is readily apparent to the general public and not that of a small special interest group.

3. GUIDELINES FOR GENERAL CASH DONATIONS: The City and Keizer Parks and Recreation Advisory Board will work to visibly acknowledge cash donations in a manner that is appropriate for the given donation, that does not detract from the quality of a park or program, and that serves to encourage further donations to improve public facilities and programs. Sponsorships are temporary agreements with the City of Keizer for donations that fund events or recreational activities. The acknowledgement for sponsorships will be in the form of a sign and/or recognition published in event materials or other agreed upon recognition methods.

4. GUIDELINES FOR SPECIFIC CASH DONATIONS: The City may accept cash donations that the donor requires to be used for a specific project. Restricted cash donations will be carefully reviewed on a case-by-case basis. Projects will be approved only if they:

- A. Maintain or improve the public space consistent with its existing or planned character and use. It is important that the character of natural areas, athletic fields, playgrounds, picnic areas, meeting spaces, and other public areas be maintained and enhanced. It is important that if the donation is intended as a memorial that it not transform the site into a location that is perceived as a site of memorials.
- B. Are consistent with specific plans (if any) approved by the City for the proposed site. Only proposals that are consistent with such plans and advance the quality of the area as a public space will be approved.
- C. Involve acceptable liabilities, expenses, and maintenance obligations for the City of Keizer over the expected life of the donation. Any proposal that may have significant impact on financial or other resources, and has not been explicitly approved as part of an existing plan, must be approved by the City Council.

5. GUIDELINES FOR SPECIFIC NON-CASH DONATIONS:

A. Tree Donations

The City accepts trees or financial donations for trees when the following guidelines are met:

- 1. Locating a tree in the proposed site is appropriate and would preserve the integrity and aesthetics of the site.
- 2. Special location requests will be considered with the final location to be determined by the City.
- 3. Tree species and size must be approved by the City.

4. Donations may be made at any time of the year but actual planting will take place during the best time of year for survival; usually in the spring or fall.
5. The City of Keizer will install or arrange for installation of all approved trees. When agreeable to both the City and the donor, installation can be carried out by the donor or another approved installer.
6. Trees will be pruned and maintained by the City to the same standard as other trees in the park.
7. In instances where trees do not survive, tree replacements will be provided if the City was responsible for planting the tree. Replacement trees may or may not be of the same variety and in the exact location as that of the original donation.
8. Due to concerns over maintenance, vandalism, and the more natural setting associated with a living memorial, plaques may not be included as part of the tree donation program.
9. Should donors wish to participate in the planting of a memorial tree, or wish to host a commemorative ceremony, they may make arrangements with the City to do so. Donors are responsible for all ceremonial arrangements and associated costs.

B. Shelters, Table and Bench Donations

Shelters, benches, tables and other amenities of a similar scale enhance the beauty and utility of Keizer's parks and public spaces. In making donations for a specific amenity or site, the following guidelines apply:

1. Staff will work to identify existing benches and other site amenities which need to be replaced or installed. Donors are encouraged to provide amenities at these locations.
2. Although suggestions will be considered for particular locations, placement must be approved by the City. Final decisions as to location will be determined by the City in consultation with the donor.
3. All park amenities will be designed, constructed, and installed in a manner that meets the standards and requirements of the City. The City maintains a list of commercially available tables and benches approved for use in Keizer parks and their approximate cost.
4. The City of Keizer will install or arrange for installation of all approved site furnishings, and amenities. When agreeable to both the City and the donor, installation can be carried out by the donor or another approved installer.
5. The City of Keizer will maintain site furnishings and amenities according to the maintenance schedule for the selected park or public space.
6. If intended as a memorial, appropriate plaques may be attached to the amenity provided the following standards are met:
  - a) The size, placement, and wording of the plaque do not change or detract from the public use and enjoyment of the site.
  - b) The plaque materials, construction, and installation meet City standards for durability and maintenance.

- c) Should donors wish to plan a memorial or commemorative ceremony associated with a donated amenity, they may make arrangements with the City to do so. Donors are responsible for all ceremonial arrangements and associated costs.
- 7. If determined necessary by City, a financial donation covering the expected cost of the amenity, its installation, and a ten year maintenance plan shall be provided by the donor.
- 8. Keizer will maintain park amenities accepted as memorials for ten years in their original location, or in an area near their original location. After 10 years, the amenity may be removed or relocated without notice should park needs change.

6. DONATION PROCEDURES:

- A. Cash donations shall be made payable to the City of Keizer.
- B. Proposed non-cash or restricted cash donations must be submitted in writing on a form provided by the City. The form must contain a brief summary of the person who is being memorialized, if applicable.
- C. The City will review proposed donations and approve those that meet an appropriate need of Keizer parks or public spaces, that are appropriate for the site, are consistent with city principles regarding memorials and that meet applicable standards relating to design, materials, construction, and installation.
- D. Depending on the type of potential donation or memorial, other City Departments, the Parks and Recreation Advisory Board, the City Manager, the City Council, and others may review the proposal. Questions can include the desirability or consistency of a proposal within the context of existing plans, aesthetic impact, cost and maintenance implications for the City, liability, etc.
- E. Specific donations will be documented in writing. Once such documentation has been agreed to by a donor and the City, and the associated funding or materials associated with the donation received by the City, the City will proceed with arranging for final design (if needed) and installation.
- F. In no event shall any tree, shrub, other vegetation, shelter, bench, table, site furnishings or any other item of any type be placed on park or other public property without the express written consent of the City. If any item is placed without such permission, it is subject to removal without notice.
- G. As used herein, "the City" shall mean the City Manager or his/her designee.

7. MAINTENANCE/REPLACEMENT OF DONATED ITEMS:

- A. Maintenance of the landscaping at tree donation sites will be maintained by the City according to the maintenance schedule for the selected park or public space.
- B. Donated trees become City property. Donations made previous to the adoption of this document are to be maintained by the City during its salvageable life span.
- C. Donated park elements and/or their associated donation acknowledgement are City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.
- D. Existing memorials may be replaced by another memorial or removed at any time with the approval of the Keizer Parks and Recreation Advisory Board.
- E. Due to limited funding, donated park elements that are destroyed or damaged beyond repair will not be replaced. If appropriate, the City may repair such elements depending on funds being reasonably available.

8. GUIDELINES FOR DONATION NAMING RIGHTS: One of the most visible and sensitive forms of acknowledgement is the naming of a park or a facility within a park after an individual, company, or organization. The following process is for situations where new park land has been donated to the City or the funds for a specific major facility are donated. In an effort to treat all “naming” suggestions in a fair and open manner, and recognizing the potential for controversy surrounding such decisions, the following guidelines must be followed:

A. General Procedure for Naming Rights:

- 1. Naming suggestions from the public, advisory board members, organizations, and others should be made to the Parks Division in Keizer’s Public Works Department in writing. The information provided should include justification for the name in order to aid in considering the suggestion.
- 2. After review by the appropriate City staff, the proposal will be placed on the agenda of the Keizer Parks and Recreation Advisory Board and will be brought forward with a recommendation from City staff. Public input will be solicited via normal publication methods and time will be provided for public input at a designated Keizer Parks and Recreation Advisory Board meeting. Procedures for naming and renaming of parks will at a minimum include the provisions outlined below pertaining to the naming of city parks.
- 3. The Keizer Parks and Recreation Advisory Board recommendation will be forwarded to the Keizer City Council for final action and official designation.

- B. Criteria for Names: The following are criteria the Keizer Parks and Recreation Advisory Board will use in considering suggestions for names:
1. Names will be considered if appropriate for the park, facility, or amenity within a facility. The name must not duplicate, or be closely relate to, or pronounced similarly, to any other name within the Keizer system to minimize confusion to the general public; or be a name associated with a company whose business is deemed illegal; or be discriminatory or derogatory of race, gender, creed, religious or political affiliations, or other similar factors.
  2. To be recommended, names should be relevant to the item being named, be reviewed by other individuals, corporations, and organizations who have made significant contributions to the completion of the park or facility being named, and meet one or more of the following criteria:
    - a) Recognize a person or organization that has made an exceptional contribution to and a positive impact in the community, either through many acts over time or one exceptional contribution. Relevant contributions can include: significant funding or donations of material, time, and/or talent to build, maintain or develop a park or facility; donations enabling the acquisition, development or conveyance of land or facility; or other tangible or intangible contributions or positive impacts.
    - b) Highlight a relevant, important historical event, natural phenomenon or geographic location.
    - c) Names reflecting private business identities will be considered when it results from donations that made a park or facility available to the public that otherwise would not exist and reflects either the initial agreement concerning the donation and/or ongoing contributions helping to maintain or improve the park or facility. Names reflecting business donations will only be considered when the donation covers in excess of 50% of the costs associated with the facility.
  3. The City's commitments for names are only for the period of time specified in the associated agreements.

9. GUIDELINES FOR NAMING AND RENAMING OF CITY PARKS: This process is for non-donation naming or renaming situations. The following process for naming and renaming of City Parks shall be followed:

- A. Criteria: Park properties should be named for their location, or in memory of a deceased individual who has positively impacted the City of Keizer.
- B. Public Input: In the case of a Neighborhood park, include a question on a park survey that is distributed to the neighbors of the park, asking their ideas for a name. If the park is larger and would be considered a Community park, ideas for a park name could be asked in the local paper, City Newsletter or water bill.
- C. Parks and Recreation Advisory Board Review: All ideas will be reviewed by the Keizer Parks and Recreation Advisory Board and a recommendation forwarded to the City Council.

- D. City Council Decision: The City Council will receive from the Keizer Parks and Recreation Advisory Board a review of the possible park names along with the recommendation.
- E. Renaming: For the renaming of existing, named parks, the City Council may adopt a new name for a park after such review, recommendation the Parks and Recreation Advisory Board, and public input as the City Council may see fit without necessarily following Section 9(A) through 9(D) above.

April 8, 2025

TO: Keizer Parks and Recreation Advisory Committee

FROM: David Philbrick

RE: Requesting changes to dedication plaque at Keizer Rapid Park

I am here to raise a concern about a "dedication" plaque that I believe degrades the natural beauty and emotional tranquility of one of the nicest overlooks of the Willamette River in Keizer Rapids Park.

When sitting on the bench at this overlook, and looking to the south, one's view is interrupted by a fairly prominent relatively bright blue plaque mentioning an individual, what I assume are the dates of their birth and death, and something to the effect, "please enjoy the view"; ironically a view that the plaque has diminished. I assume whoever paid for the plaque paid for the bench, but instead of providing a bench to the park, the city gave them one of Keizer Rapids most special viewpoints as a memorial to their friend or family member.

I do not think this should have been allowed. Ideally, any such plaque should be attached to the front or back of the bench and should be of a color that does not clash with the surroundings. At a minimum this plaque should be moved so someone can sit on the bench and not be distracted by the plaque.

Many years ago, I served on the Keizer's Parks Advisory Committee and remember wrestling with issues similar to this. I could not find anything on the Keizer website regarding existing policy regarding donations, but I did find this document on my computer. It represents some of our discussions in 2007. I do not remember whether something was adopted at that time as policy, and even if it had been, it certainly could have been changed in the interim.

This plaque in Keizer Rapids clashes with its surrounding natural scenery and detracts from the general visitor's experience. Ideally, it should be removed and replaced with an appropriate plaque made of a color similar to the bench (black or bronze) and attached to the bench. At a minimum, the existing one should be moved behind the bench, where it does not detract from the view.

Thank You

*Recommend moving the plaque behind the bench.*

