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KEIZER PARKS & RECREATION ADVISORY BOARD **AGENDA**

Tuesday, March 12, 2024, 6:00 PM
Keizer Civic Center

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
 - a. February Minutes**
- 3. APPEARANCE OF INTERESTED CITIZENS**
- 4. MATCHING GRANT PROGRAM**
 - a. \$7,423.25 Grant Request Submitted by Connor Graham for Bair Park to Replace Invasive Plants with Native Plants**
- 5. NEW/OLD BUSINESS**
 - a. Overview by Jenny Ammon (City's Environmental Educator Coordinator) on the Tree Plotter Inventory & Associated Volunteer Training - May 4, 2024**
 - b. Parks Reports:**
Tanya Hamilton: Ryan J. Hill & Willamette Manor
Gwen Carr: Claggett Creek & Clearlake
David Loudon: Wallace House & Keizer Little League
Katie Brady: Hidden Creek & Northridge
Lisa Cejka: Palma Ciea & Sunset
All ~ Keizer Rapids Park
- 6. STAFF REPORT**
 - a. TURF FIELDS UPDATE**
- 7. COUNCIL LIAISON REPORT**
- 8. OTHER BUSINESS**

9. ADJOURNMENT

Reminder ~ **Next Board Meeting: April 9th**

“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 13, 2024
Keizer Civic Center

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

Present: Matt Lawyer, Chair (via speaker phone) Lisa Cejka, Vice Chair Tanya Hamilton Gwen Carr Michael Pantalone Clay Rushton David Loudon Absent: Bob Shackelford Katie Brady	Staff Present: Robert Johnson, Parks Division Manager Dawn Wilson, Deputy City Recorder Council Liaison Present: Councilor Kohler Council Liaison Absent:
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2. **APPROVAL OF MINUTES**
 - a. **January 2024** Tanya Hamilton moved for approval of the January 2024 Minutes. Gwen Carr seconded. Motion unanimously passed as follows: Cejka, Pantalone, Carr, Rushton, Hamilton, and Lawyer in favor and Brady and Shackelford absent and Loudon and Rushton abstained.
3. **APPEARANCE OF INTERESTED CITIZENS** Charles Stitt, Sam Opmiaaew, and Liam Stitt, Keizer and Boy Scouts, attended this meeting to earn their Citizenship and Community Merit Badges. Andra Stitt, Keizer and Committee Chair, stated that the Boy Scouts really like the Keizer parks, so they chose to attend the Parks Advisory Board meeting to earn their badges.
4. **STRATEGIC PLAN**
~ Feedback
Requested ~
Additional
Discussion

a. Draft Strategic Plan Review

Vice Chair Cejka invited discussion on the Strategic Plan. Tanya Hamilton said that the only thing she thought was missing was the Americans with Disability Act (ADA) directly in the parks so there could be a focus on accessibility within the parks. Parks Division Manager Robert Johnson said that it's in the budget to redo the Bob Newton Park for the upcoming budget year. Mike Pantalone agreed about the ADA piece missing.

Gwen Carr said that the Claggett Creek Park is supposed to be accessible, but it's not accessible to anyone down by the creek. This could be added to enhance the parks and trails section in the Strategic Plan. Vice Chair Cejka would like to see connectors between all parks for safety purposes, and the parks are a place where people can connect in Keizer.

Matt Lawyer wants to make sure we have communication with Cherriots, so we have connectivity when things are being built. The City needs to consider transit stops downstream and upstream. Mr. Lawyer asked Councilor Kohler to talk with the City Council.

5. MATCHNG GRANT PROGRAM

a. \$250.00 Grant requested for Garden Flowers in the Community Garden at Chalmers Jones Park ~ TOTAL Project Value is: \$630

Peggy Moore, Keizer and oversees the Community Garden in Chalmers Jones Park, provided details about the proposed improvements, noting that the money was for hanging flowers and beds. They have gardeners who have agreed to do the project.

Parks Division Manager Johnson updated the board on a matching grant. The remaining budget is \$14,568 for the placement of projects, which need to be completed by June 30, 2024.

Tanya Hamilton moved to approve the \$250 matching grant. Clay Rushton seconded. Motion passed unanimously as follows: Cejka, Pantalone, Carr, Rushton, Hamilton, Loudon, and Lawyer in favor and Brady and Shackelford absent.

b. \$650 Grant Request Submitted by Connor Graham for Bair Park to Replace Invasive Plants with Native Plants

Postponed to the March meeting.

6. NEW/OLD BUSINESS

a. Parks Reports:

Mike Pantalone reported that *Northview* was freshly mowed and asked

Mike Pantalone ~ *Northview and Country Glen*

Clay

Rushton ~ *Bair and Chalmer-Jones*

Bob Shackelford ~ *Meadows and Bob Newton*

Chair Matt Lawyer ~ *Ben Miller and Mike Whittam*

All ~ **Keizer Rapids Park**

children what they thought about the parks and only received praise | *Country Glen* looks good, but there's a mole or gopher holes by the exercise equipment and children's toys. The trees were starting to grow along the path.

Clay Rushton reported that *Bair* looks good | *Chalmer-Jones* looks good and is really busy in the evenings.

Lisa Cejka reported that *Ben Miller* and ran into Ben Miller's son who was happy he was to have his dad honored with the Parks Tour.

Lisa Cejka reported on *Keizer Rapids Park* that the water has receded and it's still muddy. The park has been well-used, she and hasn't seen much of the graffiti.

b. New 3 to 5-year Draft Park Plan Review ~ see attachment.

Parks Division Manager Robert Johnson summarized his draft three- to five-year plan by stating that the list is staff's priorities, and he would like the board's input. Vice Chair Cejka pointed out that it was nice to see all of the ADA features. Mr. Johnson stated that every time they make a replacement to the playground, they will replace the bark dust with the pour and play rubber.

Vice Chair Cejka really likes the addition of having the picnic shelter and hopes that trash cans would be nearby. She also said that the board wants people to follow the rules at the park, and it would be nice to have some small, off-leash areas for dogs. Mr. Johnson said that there is some room in the plan for the small, off-leash areas and other items.

Mr. Johnson stated that items could be moved up a year or swapped out with something else. He also stated that a lot of items are from the Parks Master Plan, such as wanting to make sure that there are paths that connect folks to the river. Mr. Johnson stated that the overall parks budget could roughly pay for the items on the list. Councilor Kohler questioned the budget amount because the amount doesn't match last night's Long Range Planning Task Force meeting.

Chair Matt Lawyer spoke to the fact that we may need to replace the City vehicles and that grant money may be leveraged.

Mike Pantalone moved for the board's seal of approval for the three- to five-year plan. Seconded by Gwen Carr. Motion passed as follows: Cejka, Pantalone, Carr, Rushton, Hamilton, Loudon, and Lawyer in favor and Brady and Shackelford absent.

7. STAFF REPORT

- a. **TURF FIELDS UPDATE** Mr. Johnson provided an update on the turf fields, and they're on schedule for the work to begin March 1st. Staff has been mowing this week.
- b. **Big Toy Pickets Available** Mr. Johnson reported that Big Toy Pickets would be available soon for \$50 with a fillable, online application on the City's website. The pickets with people's names would be installed after a couple of months of collecting the applications.

The graffiti hasn't been too bad lately, and the Willamette Manor sign has been re-installed. Staff is getting ready for Spring by getting seasonal employees lined up and working on the budget.

- 8. **COUNCIL LIAISON REPORT** Councilor Kohler reported that the City has three reservoirs, 15 pumps, and 127.4 miles of waterlines in Keizer. He said that there would probably be a discussion at the Budget Committee about installing cameras. He encouraged everyone to complete the Draft Strategic Plan survey on the City's website and asked members to contact staff if they noticed that something was not right in a park.

Councilor Kohler asked about the Pickle Ball Courts. Mr. Johnson said that they are in plan review. The project should be put out to bid in the next few weeks, as staff would like to see the courts built this summer.

9. OTHER BUSINESS

- a. **Board Member Reporting to Council: Katie Brady, Tuesday, February 20th** Lisa Cejka volunteered to report to Council on February 20th since Katie Brady is absent.
Matt Lawyer announced the annual Community Center clean up on Saturday, March 16th from 9:00 a.m. to 12:00 p.m. and encouraged to help with the trimming and clean up.

- 10. **ADJOURNMENT** Adjourned at 6:51 p.m.

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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: Debbie Lockhart

Name of Organization or Individual	Address		
	Phone		
	Email		
Project Director	Address		
	Phone		
	Email		
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	\$		
Private Cash/Materials Donations	\$		
Corporate Sponsorship	\$		
Labor (estimated value)	\$		
Total:	\$		
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).

Connor Graham
2 March 2024

Keizer Parks Improvement Matching Grant Application Page 2

Common Snowberry- (15) 1 gallon pots \$2.75 each. TOTAL- \$41.25

Western Spirea- (20) 1 gallon pots \$2.75 each. TOTAL- \$55.00

Western Sword Ferns- (10) 3.5" pots \$1.75 each. TOTAL- \$17.50

Common Camas- (35) 3.5" pots \$1.50 each. TOTAL- \$52.50

FINAL TOTAL- \$166.25

Connor Graham
5 March 2024

Keizer Parks Improvement Matching Grant Application Page 3

Requested fundings listed on page 1 (after correction) - \$511.25

Estimated Labor Value - \$6,912

FINAL TOTAL- \$7,423.25