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KEIZER PARKS & RECREATION ADVISORY BOARD
AGENDA

Tuesday, December 9, 2025, 6:00 PM
Robert L. Simon Council Chambers

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**
 - a. **October 2025**
3. **APPEARANCE OF INTERESTED PERSONS**
4. **PARKS MATCHING GRANT**
 - a. **Disc Golf Course Improvement Project at Keizer Rapids Park ~ Submitted by Marshall Dunst (Total Project Value: \$11,320)**
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 | Chalmer-Jones
All ~ Keizer Rapids Park
6. **NEW/OLD BUSINESS**
7. **STAFF REPORT**
8. **COUNCIL LIAISON REPORT**
9. **MEMBER REPORTING TO COUNCIL: LISA CEJKA ON DECEMBER 15TH AT 6PM**

10. NEXT MEETING: JANUARY 13TH

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, October 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
Tanya Hamilton
Gwen Carr
Clay Rushton
David Loudon
Jill Gust

Youth Liaison Present:

Liam Stitt

Staff Present:

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

Council Liaison Present:

Councilor Kyle Juran

Absent:

Bob Shackelford
Michael Pantalone

2. APPROVAL OF MINUTES

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

- 3. APPEARANCE OF INTERESTED PERSONS** Rhonda Rich, Keizer, President West Keizer Neighborhood Association, shared a recent meeting and handed the Parks Fund Capital Improvement Plan. She shared that there was an unfortunate incident at Keizer Rapids Park when Nike was developing a commercial that lasted all night until 5:00 a.m. for two nights in a row and also had about 12 bright lights shining towards the neighborhood. She requested to talk about not having events like this or including something in the contract about being considerate of the neighbors.

Daniel Nelson, Keizer, Keizer Scout Troop 7105, shared his eco project and displayed a bulletin board with pictures of his project. He started the project in April with the Parks Director Robert Johnson. He chose to make garbage can holders that are in Keizer Rapids Park. He expressed appreciation for the Parks and Recreation Advisory Board for providing the necessary

funding from the Youth Grant. The board members expressed appreciation for Mr. Nelson's and his excellent work. Mr. Nelson provided Mr. Johnson with his early plans on how he built the containers, so other Scouts could follow suit.

Hans Schneider, Keizer, updated everyone on the pickleball courts. The pickleball courts were a huge success, and a group was managing them so everyone was getting playing time due to the rotations. They need some type of shade, especially in the summer months and have an issue with the gravel getting on the courts. Clay Rushton suggested setting the net crank and then removing the crank for safety purposes. Mr. Schneider commented that wind sales on the north side would block the view of visitors' vision, so they should be on the south side.

Chair Lawyer reminded everyone of the Matching Grant Program and encouraged folks to apply. Parks Director Robert Johnson shared that there was \$15,000 in the grant program, and \$5,000 was usually used for the youth portion.

Rodney Dean, Keizer, shared that Mr. Schneider got him into beach ball and pickle ball. He has a group that plays several days a week during the summer and expressed appreciation for the pickleball courts and all of the work that has been done. He mentioned the gravel on the courts and that it was getting muddy and needed to be cleaned. He requested that a broom be available. Mr. Rushton suggested a combo-lock box to hold the crank and broom.

**4. MIG
CONSULTANT ~
PAVILLION
CONVERSATION
FOR KEIZER
RAPIDS PARK**

Lauren Scott and Ryan Mottau, MIG, Inc. presented on the Keizer Rapids Park Pavilion Concept.

Ms. Scott shared that their task was to talk with the community about a pavilion or permanent shelter to guide the direction. Their goal was to receive the members' input to describe the location, uses, and size and scale. They conducted outreach at the KeizerFEST and a Community Workshop. There was a general idea for flexibility.

Mr. Mottau shared that there were a lot of questions, and they needed real, on the ground examples to determine the actual visual, space, and cost. The objective was to decide where a facility would be a realistic location. He defined several types of facilities. A qualified facility of all the types was possible, but would come with a cost.

Facility Types with examples were noted as follows:

- Fieldhouse example was the Pavilion in Bend, OR
- Indoor Event Venues was the Wedding Barn in Escondido, CA and Mountain Ranch in Montrose, CO
- Event Hall was the Farmers Market in Eugene, OR

- Event Shelter was the Park Pavilion in Arlington, TN and the Market Pavilion in Union City, TN
- Concession Stand and Shelter was the Concessions Pavilion in Arlington, TN

Mr. Mottau asked for the members' initial reactions. Chair Lawyer confirmed that a facility would need to be added back to the Keizer Rapids Park Master Plan and asked to hear top choices for a location, uses, size, and uses.

Chair Lawyer commented that MIG would benefit from collecting the community's feedback, how the natural beauty of the park wouldn't be taken away by a facility, landscaping should be compatible with the potential uses of the park, and the concern about overflow parking and turning the field into a parking lot.

Lisa Cejka shared that this was new to her and a little frustrating because she hadn't seen anything for the public who don't attend the KeizerFEST and simply like to walk and use the parks because of the natural beauty. She felt that a giant facility would take away from the beauty, create a rodent issue, and would add to the lack of parking issue. Ms. Cejka noted that the City was only in phase II of the turf fields and the timing was not good.

Tanya Hamilton felt that the timing and pacing of the facility was not good. She shared that there were a lot of people using the park, it was beautiful space, and there would be a parking issue. Mr. Mottau confirmed that the smaller facilities wouldn't require as much parking. Ms. Hamilton asked about having a venue like this at a different place in Keizer, such as at Keizer Station.

David Loudon agreed that this concept was overwhelming when considering the updates that were being made and had concern about the parking issue.

Mr. Mottau asked about getting the facility added to the Master Plan for the long-term view of the park, even though the funding wasn't available. If someone wanted this to proceed down the road, not having it in the Master Plan would be a hindrance. By including the location in the Master Plan, the location would be reserved for a facility.

Gwen Carr shared that there were 19 parks, so designating the facility to the Keizer Rapids Park wasn't needed, and she commented that there wasn't any funding.

Jill Gust would like to keep the conversation going, and acknowledged a lot of activities and a facility could be useful in upcoming years for multi-activities in the Keizer Rapids Park.

Liam Stitt asked about the current phase of turf fields. Mr. Johnson shared that they were on Phase II, which included concessions and permanent restrooms, and the approach and sidewalks to the soccer field. Phase III would include paving the parking lot, finishing the lighting, and build a shop for the equipment. Mr. Stitt would like to see a facility built in upcoming years because of all the projects currently in place. He asked if MIG talked with the City Council. Mr. Mottau shared that they talked with the community, and now with the Parks Board and would eventually go to the City Council. Mr. Mottau felt that with funding and building, a five-year plan would be optimistic.

Chair Lawyer recognized the timing issue and commented about having a contract, so a planning opportunity would be available. He clarified that just because something was in the Master Plan, it did not have to actually be constructed. Chair Lawyer shared that he was confident that Mr. Johnson and Mr. Lawyer would be transparent by communicating with the public.

Mr. Johnson confirmed that today's conversation was about adding one of the concepts to Keizer Rapids Park.

Public Works Directly Bill Lawyer shared that he observed pressure being felt by the Board. He said that what was most important was for staff to get this right. Chair Lawyer offered to invite MIG back to a future meeting and to recommend certain areas for them to talk about. Mr. Mottau invited questions and feedback to be directed through staff.

The members shared how they would like to move forward as follows: Chair Lawyer and Ms. Gust would like to have the facility concept added to Master Plan

Mr. Louden, Ms. Hamilton, Ms. Cejka, Ms. Carr, and Mr. Rushton would like additional conversation at the December meeting.

It was noted that MIG would attend the December meeting for additional conversation.

a. **Memorandum
from MIG, Inc.**

5. **PARKS REPORTS**

a. **Tanya Hamilton ~
Hidden Creek |
Northridge**

Tanya Hamilton reported that at *Hidden Creek*, the signs were clean with no graffiti and no damage.

**Gwen Carr ~ Claggett
Creek | Keizer Little
League**

Gwen Carr reported that *Claggett Creek* looked really great and has a big branch ready to detach near the creek, and the ground wasn't spongy today. She walked the *Keizer Little League* and realized how large it was and shared concern about the The Sports Facilities

David Louden ~ Wallace House | Ben Miller Companies doing elaborate work that would take away from the little league children.
David Louden reported that *Wallace House was turning Fall*, and Ben Miller looked as good as usual.

Jill Gust ~ Willamette Manor | Meadows **Jill Gust** reported that *Meadows* looked good and was wet.

Lisa Cejka ~ Palma Ciega | Sunset **Lisa Cejka** reported that *Palma Ciega* has a small issue with the hand-painted sign as it had a crack, and that park was gorgeous, was nicely mowed, and the path has new bark chips. *Sunset* was a gem as usual, and it wasn't wet so the falling leaves weren't a danger.

All ~ Keizer Rapids Park

6. NEW/OLD BUSINESS

- a. Parks Fund Capital Improvement Plan ~ Feedback Requested** Parks Director Robert Johnson invited feedback on the updated Capital Improvement Plan for about five-year and noted that it would continue to be reprioritized and changes would be made. He asked the board if they had any concerns.
- Ms. Cejka shared that she loved the plan and asked about the picnic shelter. Mr. Johnson shared that it would be by the river in the general area of the picnic table.
- Chair Lawyer would like to see the paving from Chemawa, at the end of the pavement, down to the disc parking lot.
- b. 2026 Meeting Dates Taken by Other Committees:** By consensus, the members decided to cancel the May and September 2026 meetings.
- 1. May 12, 2026 is a Budget Committee meeting. The May meeting has been canceled the last two years.**
- Cancel the meeting or select a different date?
 - Available dates: May 5th (Tues), May 20th (Wed), and May 26th (Tues)
- 2. September 8, 2026 is a Council meeting. The September meetings usually are canceled because of the Parks Tour (Sept. 14th)**
- Cancel the meeting?
 - Available dates: Sept. 1st (Tues) or Sept. 22nd (Tues)

- 7. STAFF REPORT** Parks Director Robert Johnson shared that the shade sails were taken down for winter at The Big Toy, the seasonal boarding floats would be removed at

the Keizer Rapids Park once the Willamette River reached a certain height. There was a lot of pruning done at Keizer Rapids Park, so he was hesitant to plant commercial landscape because of the amount of labor needed for maintenance. Leaf season has started, and staff would be 100 percent focused on removing the leaves over the next two months.

- 8. COUNCIL LIAISON REPORT** Councilor Kyle Juran expressed appreciation for the information provided on the pavilion concept.
- 9. MEMBER REPORTING TO COUNCIL: Mike Pantalone - October 20th at 6pm** Tanya Hamilton would report to Council on October 20th.
- 10. NEXT MEETING: December 9th (November meeting was cancelled because of Veteran's Day Holiday)** Chair Lawyer shared that he and Councilor Kohler with the help of his church members from The Church of Jesus Christ of Latter-Day Saints cleaned up the natural area and took care of a lot of path work at Keizer Rapids Park on September 13th. Chair Lawyer expressed appreciation for Mr. Johnson's coordination and Councilor Kohler's church volunteers coming forward once again to clean up the landscaping.
- Chair Lawyer provided an update on the Gold Star Family Monument. The Home Depot Foundation, courtesy of his Albany friend, provided a little over \$20,000 in grant money for the project to finish the concrete bed, finish the plaza and lighting. It was hoped for a December or early January unveil, and he expressed appreciation for Keizer Rotary.
- Liam Stitt shared that McNary Performing Arts Orchestra and bands would be performing on November 10th for Living History Day Assembly to honor Veterans at McNary High School.
- 11. ADJOURNMENT** Meeting adjourned: 8:01 p.m.

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."



**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 Capital City Disc Golf Club, an Oregon nonprofit	Address [REDACTED]
	Phone [REDACTED]
	Email [REDACTED]
Project Director Patrick Erickson	Address [REDACTED]
	Phone [REDACTED]
	Email [REDACTED]
Project Name Disc Golf Course Improvement	Proposed Park Site: Keizer Rapids Disc Golf Course
Is the project identified in the current Parks Master Plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (example: vegetative buffer along River Road at Meadows Park)	
Estimated project start date: 12/15/2025	Estimated project completion date: 02/15/2026
Budget: Parks Board Matching Grant	\$ 4,000.00
Private Cash/Materials Donations	\$ 4,000.00
Corporate Sponsorship	\$ 1,000.00
Labor (estimated value)	\$ 2,320.00
Total Project Value:	\$ 11,320.00
Will a recognition sign be required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Type of Project: (check all that apply) <input checked="" type="checkbox"/> New Park Feature(s) <input type="checkbox"/> Replacement of Existing Park Feature <input checked="" type="checkbox"/> 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> Please see attached.	
*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.	
Marshall Dunst	November 6, 2025
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).

Project Description: Enhancing the Keizer Disc Golf Course

Our primary goal for this project is to create an exceptional and accessible disc golf experience for all members of the Keizer community. We are requesting support to **add a second set of 18 baskets** and implement **important course improvements**, including new navigational aids and a permanent walkway on Hole 11.

Rationale for Course Improvements

Since installing new baskets in 2021 through the Keizer Parks Improvement Matching Grant Program, our volunteers, in coordination with the city parks facility, have continually enhanced the course. Our dedicated work over the past four years includes:

- Installing new retaining walls, pin positions, and tee signs.
- Repairing and replacing broken pins and baskets.
- Conducting extensive land management, including clearing invasive species (blackberries, scotch broom, and ivy) and debris.

As a result of these efforts, **course usage has increased dramatically**. We currently average over 250 unique players per month recording scores on the UDisc app; given that only 25% to one-third of players use the app, actual monthly usage is significantly higher. In September, Keizer Rapids was the tenth most played course in Oregon recording UDisc rounds. We are also seeing an increase of players travelling to play the course.

Addressing Community Needs with Dual Baskets

Currently, we alternate basket locations to balance the needs of our diverse disc golf community—a mix of recreational players seeking an easier course and advanced players desiring greater difficulty. This compromise means neither group is fully satisfied on a given day.

Adding a second, permanent set of baskets will resolve this conflict. Players of all skill levels will be able to enjoy the course simultaneously, with one set of baskets permanently placed in the easier, recreational positions and the other in the more difficult, advanced positions. Having a second set of baskets will also make the course easier to play in the winter when the Willamette River floods and several holes become unplayable for months at a time.

Critical Safety and Navigational Upgrades

The following targeted improvements will enhance player safety and improve the overall flow of the course:

1. **Hole 11 Walkway:** Erosion is a recurring problem around the existing wooden steps. The installation of a **new, permanent walkway** on Hole 11 will alleviate this erosion, mitigate environmental damage, and make the descent safer for all players.
2. **Navigational Aids:** Installing new and improved navigational signage will make the course easier to follow, particularly for new and visiting players.

Volunteer Commitment and Installation

Once funding is secured and materials are purchased, installation will be swift. Our dedicated volunteers are prepared to transport, assemble, and install all 18 additional baskets within one to two days. We estimate the total volunteer effort for basket installation to be approximately **36 volunteer hours** (approximately two hours per basket).

The new walkway will take approximately **60 volunteer hours** to complete once final designs are submitted to the City and approved.

The additional signage will take approximately **20 volunteer hours** to complete.

Total volunteer hours: 116 volunteer hours.

Cost

The cost for the additional baskets and materials will be \$7,500.00. We have raised a little over \$1,000 towards the new baskets so far and will be making a concerted effort at the beginning of the year to raise the rest of the funds needed from players and local establishments.

The cost for the new walkway on Hole 11 will be approximately \$1,000.00

The cost for other additional signs and materials will be approximately \$500.00

Total cost: \$9,000.00