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KEIZER PARKS & RECREATION ADVISORY BOARD
AGENDA

Tuesday, June 9, 2026, 6:00 PM
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
 - a. April 2026**
- 3. APPEARANCE OF INTERESTED PERSONS**
- 4. PARKS REPORTS**
 - a. Mike Pantalone ~ Country Glen and Willamette Manor**
Clay Rushton ~ Clearlake and Bair
Bob Shackelford ~ Bob Newton and Keizer Little League
Chair Matt Lawyer ~ Ryan J. Hill and Wallace House
All ~ Keizer Rapids Park
- 5. NEW/OLD BUSINESS**
 - a. Map of Northridge Park ~ Access Points**
 - b. New Policy for Committees, Boards, and Commissions to Apply for Grants**
 - c. Parks Master Plan Revision**
- 6. STAFF REPORT**
- 7. COUNCIL LIAISON REPORT**

8. **MEMBER REPORTING TO COUNCIL: CLAY RUSHTON ON JUNE 15TH AT 6PM**
9. **NEXT MEETING: JULY 14TH**
10. **ADJOURNMENT**



MINUTES
KEIZER PARKS & RECREATION ADVISORY BOARD

Tuesday, April 14, 2026

Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. **CALL TO ORDER** CALL TO ORDER – Chair Matt Lawyer called the meeting to order at 6:04 p.m. Attendance was noted as follows:

Present: Matt Lawyer, Chair Lisa Cejka, Vice Chair Tanya Hamilton Gwen Carr Michael Pantalone David Louden Bob Shackelford Jill Gust	Youth Liaison Present: Liam Stitt
Absent: Clay Rushton	Staff Present: Robert Johnson, Parks Division Manager Dawn Wilson, Deputy City Recorder Adam Brown, City Manager
	Council Liaison Present: Mayor Cathy Clark Councilor Lore Christopher

2. **ANNUAL VOLUNTEER RECOGNITION ~ by Larry Jackson** Larry Jackson, Member of the Volunteer Coordinating Committee, expressed appreciation for the volunteer members by reading the Annual Volunteer Month Proclamation and handed out Certificates of Appreciation and Pens as tokens of appreciation.

3. **APPROVAL OF MINUTES**
 - a. **March 2026** Lisa Cejka moved for approval of the March 2026 Minutes. Jill Gust seconded. Motion unanimously passed as follows: Cejka, Pantalone, Carr, Hamilton, Shackelford, Lawyer, and Gust in favor with Louden abstained and Rushton absent.

4. **APPEARANCE OF INTERESTED PERSONS** Chair Lawyer summarized the discussion on the Indoor Activities Center from the last meeting by outlining the framework for the Board’s discussion, stating that the primary question was whether to recommend including an Indoor Activity Center in the Master Plan. It was noted that, at the previous meeting, the Parks Board unanimously supported locating the facility in “Part

B” (the dog park area) if it were to be included. Staff was also asked to review a map identifying allowable construction areas and corresponding percentage limits, which could be considered independently of the Indoor Activity Center decision. The speaker clarified that the discussion was not intended to address design or specific features of a facility, but rather whether the Master Plan should accommodate one. Additionally, it was noted that any future development should consider consolidated parking to serve multiple facilities.

Ruth Ann Fry, Keizer, shared that the majority of the walkers were in favor of the facility over by the road. One neighbor thought the item was tabled and was unhappy about the name of the structure changing. The field closer to the river was used mostly by people with drones. Both fields were used for dog activities. She shared about the usages of the fields. The majority of neighbors preferred the grounds to be kept green. She spoke about a lighting situation where there may have been undue light pollution. Chair Lawyer encouraged her to talk with the City if there were other lighting concerns. She summarized that the majority of neighbors prefer to have the structure off of Chemawa in the parking area.

Tammy Kunz and Jacqueline Green, Greater Northeast Keizer Neighborhood Association, shared that the neighbors wanted lots of green space. They asked for bathroom or porta potty access at the Northview Terrace Park. There was a suggestion to add a community park, enhanced seating, and safe outdoor cooking. Discussion ensued about seasonal porta potties.

Carolyn Homan, Keizer, felt that that Keizer Rapids Park (KRP) was a jewel and needs to be treasured and protected. She was concerned that we didn't know the definition of what had been talked about, and that we only wanted to say whether or not a structure should be in the park. She could not determine whether it should be included without knowing its intended use. For instance, a picnic shelter-type pavilion was one thing. An events center would be something entirely different, which she did not support and felt that it did not belong on a dead-end street, and there was no bus service. She expressed concern that, if used as an emergency center, people could become stranded due to the dead-end street. She shared that she was not in favor of a structure.

Rhonda Rich, West Keizer Neighborhood Association (WKNA), shared that while the specific use of a proposed pavilion or Indoor Activity Center remains unclear, the WKNA would support an Indoor Activity Center in Area B near Chemawa if pursued. She emphasized that they do not oppose the dog park and recommended it be relocated (e.g., near Area A) if displaced. WKNA also supported improving Area A as a central, family-oriented space, potentially integrating the dog park with other family activities.

David Philbrick, Keizer, spoke about the Northridge Park area, emphasizing its potential for a future off-road multi-use path connecting neighborhoods and parks. He encouraged the City to further evaluate the park's viability and improve public access by clarifying and opening existing rights-of-way, noting that current access points are unclear or blocked. He also referenced broader long-term trail concepts identified in past Master Plan and expressed concern about gaps in pedestrian connectivity related to recent development patterns.

Chair Lawyer stated willingness to support development of the park if a feasible plan is developed and approved by the City, including potential coordination with volunteers and partner organizations for long-term implementation and maintenance. Mr. Philbrick emphasized the need for sustainable, ongoing efforts rather than one-time projects, and reiterated that limited or unclear access currently prevents meaningful evaluation of the site. Staff confirmed access challenges and agreed to provide additional information on current park conditions, access points, and constraints.

The Board discussed the need to clarify right-of-way conditions, including whether recent fencing affects access, and noted the importance of notifying adjacent property owners before any site visits. The Board supported continued evaluation of the area, including a potential future site tour.

Mr. Philbrick emphasized the importance of comprehensive planning for any future trail connections and, if included, ensuring appropriate master planning for relocation of existing park amenities, such as the dog park.

Mr. Philbrick stated that he preferred KRP not to be paved and enclosed.

**5. DISCUSSION ~
INDOOR
ACTIVITIES
CENTER: Make
Recommendation**

**a. Map of Keizer
Rapids Park ~
Percentage of
Currently
Developed Area**

Parks Division Manager Robert Johnson shared about the map in the packet. There was a question about the green space and disc golf course. It was noted that there were structures around the disc golf course, and the trails around the disc golf course could be considered developed areas.

Chair Lawyer spoke about Ms. Homan's comment about not knowing that the use for the structure. He expected that there would be a robust conversation in the future about the use of a structure that was placed back in the Master Plan. He believed that this project would be held to the same standards as The Big Toy and soccer fields. He expressed strong support for ensuring that any development would follow the City's established approach, often referred to as the "Keizer Way," emphasizing communication and collaboration.

Chair Lawyer shared that at the last meeting, the Parks Board felt confident that if there was a yes for the structure, it would be in Area B. The question for tonight would be where to place the dog park. There was concern about walking through the turf field parking area. It was suggested that the pathway could be split, with the large dog area on one side of the path and the small dog area on the other side. Mr. Johnson noted that Master Plan designations do not require the exact placement of facilities and that features can be shown in a general area rather than a specific location. He stated that agreement on a general area would be sufficient for inclusion in the Master Plan, with specific siting details to be determined later if and when implementation occurs.

Chair Lawyer suggested a conceptual “straight line” from the southeast corner of The Big Toy across to the walking path as a way to define a boundary between developed and undeveloped areas on the map showing developed and undeveloped areas.

The intent was to help clarify how much of the park could be considered developed (or developable) versus open space, consistent with the board’s discussion of maintaining a target of approximately 15–20% developed area. The areas south of the lawn were described as protected open play space, while areas north of it were identified as more flexible for potential future uses, such as a dog park or other facilities, within the same general Master Plan area.

Councilor Christopher shared the original intent of the park to be green and clean. She suggested limiting the development of an Indoor Activity Center to no more than 20 percent of the park while preserving flexibility in the Master Plan. Councilor Christopher asked to list the activities that would be in the Indoor Activity Center.

Mayor Clark commented that the original intent of the Master Plan was to concentrate developed uses in one area of the park while preserving the majority for trails and open space. She emphasized the importance of maintaining flexibility in allowable uses rather than prescribing specific facilities, noting that this allowed the park to adapt to evolving community needs. She referenced pickleball as an example of an amenity that was not originally anticipated but later became popular, illustrating the need for adaptability in future park planning.

Tanya Hamilton commented about the activity in the park, the need for parking, and felt that the consultant did a disservice to the City when looking at such large spaces, and agreed that there needed to be flexibility.

Lisa Cejka shared that she had been contacted by several people who were upset with the content of the packet and noted that every structure had the

size of the KeizerFEST tent.

Chair Lawyer summarized the discussion about having a structure in Area B, which would be a maximum of 20 percent, the south lawn and 138 green acres would never be touched, retain the dog park, provide the flexibility necessary for Public Works for the limited number of developable opportunities remaining, and request public communication as much as possible with design and implementation of anything moving forward in this park. Mayor Clark commented that there was a lack of clarity in the information.

Each of the members shared their preferences on the location of having a structure.

Ms. Kunz shared that there were mixed feelings of the youth, but most of them wanted to keep the green space.

Ms. Rich shared that she hadn't heard from the youth, and she felt that having an obstacle course would be good for the youth.

Chair Lawyer phrased what he thought a motion might be.

Lisa Cejka motioned a recommendation to Council is to put the Indoor Activity Center back in the Master Plan, limit development to no more than 20%, with a footnote for the disc golf park, and Area B, which in MIG's recommendation would be the dog park area, is the dedicated area for an Indoor Activity Center and second footnote is the dog park has to remain. Seconded by Tanya Hamilton.

Chair Lawyer emphasized for the record the importance of transparency, public engagement, and adhering to the "Keizer Way," adding that involvement of neighbors, youth, and the Community Diversity Engagement Committee would help ensure this in development within the 20 percent area.

Mr. Loudon was not supportive of the Indoor Activities Center. He strongly supported the 20 percent limit.

Ms. Cejka felt that if this were a covered use area, it should be open to the public without charging them. She believed that this would be an asset to the community. However, she wished that it could be in a neighborhood where children could walk to it. She felt that a covered structure would be fine, but walls were not necessary, and she felt strongly that we should not further monetize our park.

Motion passed as follows: Cejka, Pantalone, Carr, Hamilton, Shackelford, Lawyer, and Gust in favor with Loudon opposed and Rushton absent.

b. Overview by MIG
Consultants

6. PARKS REPORTS

a. **Mike Pantalone ~ Country Glen | Willamette Manor** **Mike Pantalone** reported that the trees looked like they had dead spaces in them along the street edges at *Country Glen*, and *Willamette Manor* was being used quite a bit, and there were a lot of dandelions.

Clay Rushton ~ Clearlake | Bair **Bob Shackelford** reported that *Bob Newton* looked great, and *Keizer Little League Park* was well-managed.

Bob Shackelford ~ Bob Newton | Keizer Little League **Chair Matt Lawyer** reported that *Ryan J. Hill* had some electrical problems, and Salem Electric was working on it.

Chair Matt Lawyer ~ Ryan J. Hill | Wallace House **Tanya Hamilton** reported that the pickleball courts at *Keizer Rapids Park* were popular with visitors.

All ~ Keizer Rapids Park

7. NEW/OLD
BUSINESS

a. **Naming of Fields at Keizer Rapids Park Synthetic Turf Complex** City Manager Adam Brown summarized the staff report.

There was a question about any sign code provisions that could apply to the turf fields.

Lisa Cejka moved that the Keizer Parks and Recreation Advisory Board recommend to the Keizer City Council that SMI and Loren's Sanitation be approved as field name sponsors at the Keizer Rapids Synthetic Turf Field Complex. Tanya Hamilton seconded. Motion unanimously passed as follows: Cejka, Pantalone, Carr, Hamilton, Loudon, Shackelford, Lawyer, and Gust in favor with Rushton absent.

8. STAFF REPORT

Parks Division Manager Robert Johnson shared that they have been extremely busy with the nice weather, and they would be getting weekend staff. The Bob Newton Park had been under construction for about 10 days, working on the sports courts and sidewalks.

Paving of the parking lot and Americans with Disabilities Act (ADA) stalls would happen last. Keizer Little League sports group had been fantastic to work with and had made extreme progress on the fields. He noted that the boarding floats would be coming back in when the Willamette River height was about 11 or 12 feet. May 1st was the latest date that the crew would use

the larger equipment to install the boarding floats.

**9. COUNCIL
LIAISON REPORT**

Mayor Clark shared that the Budget Committee would be meeting on May 11th and 12th for the upcoming fiscal year, and the Police Services Fee and considerations for setting it for the upcoming fiscal year would be discussed. She shared about the joint work session with all of the neighborhood associations on April 13th. A Chamber of Commerce meeting included a presentation on public safety by the Police Department.

Chair Lawyer shared about the annual Event Center Cleanup and noted that Loren's Sanitation provided trash dumpsters, and he expressed appreciation for the help of all the volunteers. The annual Soggy Day in the Park would be on May 23rd.

**10. MEMBER
REPORTING TO
COUNCIL: Clay
Rushton on April
20th at 6pm**

Lisa Cejka and Tanya Hamilton would report to Council on April 20th.

**11. NEXT MEETING:
June 9th (no
meeting in May
because of
Budget meetings)**

It was noted that the next meeting would be June 9th.

Chair Lawyer inquired about establishing a nominal amount of \$1,000 as an annual budget line item for each of the Community Gardens that could be used for materials and related needs. He had asked Public Works Director Keare Blaylock whether funds could be designated for that purpose. He noted that he was unsure whether it could be included in the 2026–2027 budget, but if not, it could be considered for the 2027–2028 budget.

Mr. Johnson added that he would review his overall budget to determine how the City might strategically support Community Garden groups.

12. ADJOURNMENT

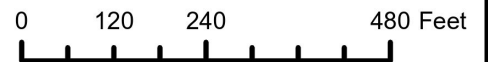
Meeting adjourned at 8:00 p.m.

Minutes approved: _____

Northridge Park Map



X Park Access Points



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5/26/2026

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-3669

4
5
6 ADOPTING POLICY FOR KEIZER COMMITTEES, BOARDS, AND
7 COMMISSIONS DESIRING TO APPLY FOR GRANTS

8
9
10 WHEREAS, the Keizer City Council adopted Resolution R93-684 on November
11 1, 1993 adopting policy statement governing the application for grant funds;

12 WHEREAS, occasionally, Keizer Committees, Boards, and Commissions desire
13 to apply for grants;

14 WHEREAS, Keizer Committees, Boards, and Commissions are advisory to the
15 Keizer City Council;

16 WHEREAS, there is a need for a policy on how Keizer Committees, Boards, and
17 Commissions can apply for grants to stay in line with Council adopted policy;

18 NOW, THEREFORE,


19 BE IT RESOLVED by the City Council of the City of Keizer that the attached
20 grant application policies for the Keizer Committees, Boards, and Commissions are
21 hereby adopted.

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

3 PASSED this 18th day of May, 2026.

4
5 SIGNED this 18th day of May, 2026.

6
7 
8 _____
Mayor

9
10 
11 _____
City Recorder

POLICY FOR
KEIZER COMMITTEES, BOARDS, AND COMMISSIONS
DESIRING TO APPLY FOR GRANTS

Purpose.

The purpose of this policy is to align with the Keizer City Council policy statement governing the application for grant funds. It is to provide guidance to Keizer committees, boards, and commissions desiring to apply for grants.

Process.

Keizer Committees, Boards, and Commission desiring to apply for grants must take the following steps prior to the submittal of a grant application:

1. The advisory Committee, Board or Commission shall meet to discuss the proposed grant application. A motion and vote must be made prior to the grant application being moved forward to the next step.
2. If the motion passes, the grant application is to be reviewed by the Department Director for appropriateness for the City.
3. If the Department Director believes it is appropriate, the Department Director shall place the matter on the next City Council meeting agenda for the Council's consideration. Such consideration shall include the financial information.
4. If the City Council approves the application, the Department Director shall sign the grant application on behalf of the City and submit it. Council has the sole right to deny the authorization to sign the grant application.

Monitoring.

The Department Director shall be responsible for monitoring the project to ensure that the project is being completed as required under the terms of the grant agreement. The Committee, Board and/or Commission shall be responsible for the day-to-day activities connected with the project and shall report to the Department Director.



To: Parks & Recreation Advisory Board
From: Adam Brown, City Manager
Subject: Parks Master Plan

Proposed Motion

I move that the Keizer Parks and Recreation Advisory Board recommend to the Keizer City Council, that the Parks Master Plan review other parks in the park system before having the Keizer City Council approved amendments to the current plan.

I. Summary

Through informal community conversations, a quorum of Parks & Recreation Advisory Board members were asked if there was merit in reviewing plans for each neighborhood park while the plan is open for review. Without knowing if comments from committee members were shared with other committee members, the Parks & Recreation Board can rectify the potential claim for a serial meeting having occurred by having the discussion in front of the public at their meeting.

II. Background

- A. The Parks Master Plan was opened to review a specific addition at Keizer Rapids Park. That recommendation regarding that issue has been discussed and made by the Parks and Recreation Advisory Board. The City Council has not yet deliberated that recommendation at their meeting.
- B. In the meantime, conversations were had with 7 members of the Parks and Recreation Advisory Board by a City Councilor. The City Councilor says that they did not share what other board members said with the other board members.
- C. The issue at hand is whether the city should review the remainder of the plan while it is opened to provide updates to other city parks.

III. Current Situation

- A. To err on the side of caution, it would be best to discuss the issue in front of the public so that the public can observe the deliberations at their next meeting.
- B. If the advisory board chooses to visit the other parks, Chair Matt Lawyer has developed a plan on his own, but in consultation with the City Manager, and a timeline that he can share with the board during the discussion to help guide a

recommendation to the City Council.

IV. **Analysis**

- A. **Strategic Impact** - Amending the Parks Master Plan is a goal in the strategic plan.
- B. **Financial** - If the Board does decide to open up the rest of the plan, it is anticipated that all the work will be done internally and not with a consultant. There would only be the cost of time and materials for staff.
- C. **Timing** - It is best if the Parks and Recreation Advisory Board discusses this issue at the earliest meeting to rectify any potential serial meeting claim.
- D. **Policy/Legal** - Oregon law requires governing bodies, of which the Parks and Recreation Advisory Board qualifies to be, to deliberate in public and prohibits a quorum from assembling in private or serially to conduct public business. It also prohibits the use of an intermediary to communicate between the governing body members.

V. **Alternatives**

- A. Discuss the issue and make a recommendation.
- B. Discuss the issue and make no recommendation.

VI. **Recommendation**

Staff recommends the Parks and Recreation Advisory Board debate the issue in front of the public at their meeting. We also see merit in looking at other revisions while the plan is under the limited scope of review.

Attachments

None