



KEIZER PARKS & RECREATION ADVISORY BOARD AGENDA

Tuesday, April 10, 2019, 6:00 p.m.

Keizer Civic Center

- 1. CALL TO ORDER**
- 2. VOLUNTEER APPRECIATION – Laura Anson**
- 3. APPROVAL OF MINUTES ~ March 2019**
- 4. APPEARANCE OF INTERESTED CITIZENS**
- 5. CHANGES IN MATCHING GRANT APPLICATION**
- 6. NEW/OLD BUSINESS**
 - **Park Reports:**
 - Mike Pantelone: Meadows & Clear Lake
 - Donna Bradley: PFC Ryan J. Hill Memorial & Northridge
 - Clint Holland: Keizer Little League & Mike Whittam
 - Matt Lawyer: Chalmers-Jones & Bob Newton
- 7. STAFF REPORT**
- 8. COUNCIL LIAISON REPORT**
- 9. OTHER BUSINESS**
- 10. ADJOURNMENT**

Reminders: Next Board Meeting Tuesday, May 14, 2018

Board Member Reporting to Council: Donna Bradley, Monday, April 15

Americans with Disabilities Act (ADA) Notice

The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible; if you require any service that furthers inclusivity to participate, please contact the Office of the City Recorder at least 48 hours prior to the meeting by email at davist@keizer.org or phone at 503-390-3700 or 503-856-3412. Most Parks Advisory Board meetings are streamed live through the City's website and cable-cast on Comcast Channel 23 within Keizer city limits.



**KEIZER PARKS & RECREATION ADVISORY BOARD
REGULAR SESSION MINUTES
Tuesday, March 12, 2019
6:00 p.m. Keizer Civic Center**

CALL TO ORDER - Chair David Loudon called the meeting to order at 6:04 p.m.
ATTENDANCE

Present

David Loudon, Chair
Matt Lawyer, Vice Chair
Clint Holland
Wayne Frey
Dylan Juran
Ben Hittle
Donna Bradley
Michael Pantalone

Council Liaison:

Dan Kohler for Roland Herrera

Absent:

Zaira Marin-Flores

Staff Present

Robert Johnson, Parks Division Manager
Debbie Lockhart, Deputy City Recorder

APPROVAL OF MINUTES: Matt Lawyer moved for approval of the February 2019 Minutes. Dylan Juran seconded. Motion passed as follows: Loudon, Lawyer, Holland, Juran, Hittle, Frey and Pantalone in favor, with Bradley abstaining and Marin-Flores absent.

APPEARANCE OF INTERESTED CITIZENS

Peggy & Jerry Moore, Keizer, submitted a thank you letter to the Parks Board, provided an update of the garden, beds and greenhouse, and shared anticipated plans. They noted that Greenridge Solar out of Tualatin was their biggest contributor: they did not charge full price for the parts or the work and contributed \$1500 in kind. Because it was an older greenhouse that was donated and no one knew if the lights, fans or heaters worked, Greenridge also bought an exhaust fan, light and heater and donated that.

FUNDING FOR YOUTH PROJECTS

Matt Lawyer distributed and reviewed a plan on what youth project fund could look like adding that he has talked to youth groups, scouts, etc., and received positive feedback. He suggested that \$2,000 be allowed for the projects for the first year and invited discussion. Robert Johnson indicated that staff is supportive of the concept and recommends looking closely at the matching grant program; rewriting it so that the youth projects would fit into it. This would allow flexibility to work with the youth. Approval of all projects would remain at the discretion of the board.

Following lengthy discussion Matt Lawyer moved to recommend that the Parks Board ask the Budget Committee to increase the matching grant program to \$15000, and that the Parks Board change the language in the application to 'grants *may be* reimbursable grants', and add the youth portion of this to funding up front as opposed to when the project is completed at the discretion of the Parks Board. Dylan Juran seconded.

Donna Bradley indicated she was opposed to this because she felt the funding should be kept separate and tracked separately. Clint Holland indicated he was opposed because he felt like the youth programs might use up all the funds available leaving none for other projects.

Motion passed as follows: Louden, Lawyer, Juran, Hittle, Frey and Pantalone in favor, with Bradley and Holland opposed and Marin-Flores absent.

NEW/OLD BUSINESS

- Park Reports:
- Zaira Flores Marin: Claggett Creek & Wallace House – No report
- Dylan Juran: Palma Ciega & Willamette Manor – No report
- David Louden: Bair & Ben Miller – Bair Park gophers are happy, Ben Miller needs gravel in parking area
- Ben Hittle: Sunset & Northview – Sunset has some branches down, Northview looks good.
- Wayne Frey: Country Glen & Hidden Creek – Country Glen on the creek side of the pavement there are holes that need repair and leveling that needs to be done, Hidden Creek pathway has some lifting and cracks that need repair.

STAFF REPORT: Robert Johnson reported that spring is just around the corner, grass is beginning to grow and gophers are digging. Staff is fertilizing area parks and anticipates that mowing will begin sometime next week.

COUNCIL LIAISON REPORT: Councilor Kohler thanked the Board for their work.

OTHER BUSINESS:

- **Claggett Creek Watershed Council Report:** Matt Lawyer reported that the Council was given the “Chair’s Choice” Award by the Council of Governments. This Saturday is the annual Civic Center Cleanup and next month is the Second Annual Soggy Day in the Park.
- **Parks Foundation Report:** Donna Bradley reported that the Foundation is working with the City to fund the solar sails over the Big Toy.
- **Other:** Staff urged everyone to submit local photographs for use on the City website.

ADJOURNMENT ~ Meeting adjourned at 7:33 p.m.

Next Meeting: April 9, 2019

Approved: _____



KEIZER PARKS IMPROVEMENT MATCHING GRANT PROGRAM APPLICATION

All areas must be filled in and signed before submission.

Please 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Project: (check all that apply) <input type="checkbox"/> Park Rehabilitation <input type="checkbox"/> New Park Feature(s) <input type="checkbox"/> Replacement of Existing Park Feature <input type="checkbox"/> Other	
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. Attach additional pages if necessary.	
_____ _____ _____ _____	
*Successful applicants will be expected to follow all applicable city/state requirements/laws. *Grants will be withdrawn and recipients will be required to reapply for funds if the project is not completed thirty (30) days after the estimated completion date noted above.	
_____ _____	
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).

KEIZER PARKS & RECREATION ADVISORY BOARD GRANT PROGRAM

The City of Keizer Parks and Recreation Advisory Board endeavors to create public/private partnerships with local citizens through a “Parks Matching Grant Program” to improve the quality of the parks system. The Board wants to engage motivated residents to get the best ‘bang for the buck’ with the limited resources available.”

- Award of the grants will be by “weight” with projects on the Master Plan receiving more weight than those not included in the Master Plan.
- Testimony will be received from applicants with the Board evaluating each application according to the “best bang for the buck” and the benefit to the greatest number of Keizer residents.
- There will be no minimum or maximum amount (aside from the total available)
- Firm start and completion dates must be provided by the applicant
- Funding must be complete by June 30 of the budget year
- Applications will not be limited to one project
- Applicants may apply for more than one grant
- Grants are reimbursement grants. Applicant will need to complete the project, have it accepted by the City, and provide copies of receipts for materials and other costs associated with the project to receive reimbursement.

CITY OF KEIZER KEIZER PARKS IMPROVEMENT PARKS MATCHING GRANT PROGRAM

The City of Keizer, through its City of Keizer Parks and Recreation Advisory Board, endeavors to create opportunities to work with local citizens through a "Parks Matching Grant Program" to improve the quality of the parks system.

Each year, the Budget Committee and the City Council will consider the recommendation of the Keizer Parks and Recreation Advisory Board with regard to the total amount to budget for the Parks Matching Grant Program for the upcoming fiscal year. The Keizer Parks and Recreation Advisory Board (hereinafter "Board") will have authority to approve grants each fiscal year up to the amount budgeted. All requested projects must meet the requirements set forth herein.

For the reimbursable portion of the matching grant program, each year, the Board will solicit applications from citizens for projects that will benefit parks in Keizer. To be eligible, the project must qualify under one or more of the following categories:

1. Projects that are listed in the Keizer Parks Master Plan, or;
2. Projects that qualifies as a City of Keizer standard park amenity, or;
3. Projects that would improve a park or parks in Keizer.

The board may also consider the Youth Project Fund:

Goal: To enable and encourage Keizer's youth to participate in the volunteer experience through creative projects within the Keizer Park's system.

What: A funding stream that will allow Keizer youth to do projects ranging from maintenance, like painting, to capital projects like benches or picnic tables.

Youth project Fund: Grantees shall complete the Youth Project Fund Plan and have it approved by the parks board.

How:

Step 1: Keizer youth come up with an idea as outlined in the project categories listed above or work from a preset list of ideas.

Step 2: Do research and find out what it will take to get the project done.

- In many cases, if it is a pre-determined project, we may already know this.

Step 3: Create a plan

- Dates
- Times
- People involved

Step 4: Get a project sponsor from Council or the Parks Board

- This will ensure that the project does not fall through and creates a layer of accountability

Step 5: Present to parks board and request funding

Step 6: Staff purchases the material

Step 7: Project Completion

Step 8: Project follow-up with parks board.

Applications must be received two (2) weeks prior to the next Board meeting in order to be considered at that meeting. Applications can be submitted via electronic submission, or a hard copy can be hand delivered or mailed, but must be received by the deadline set to be considered at the next Board meeting. Applications shall be submitted on a city-approved form. All applications must be addressed to Deputy City Recorder.

Completed applications received by the deadline will be considered at the next Board meeting. Applicants (or an authorized representative) must attend to be eligible, unless the Board votes to waive such appearance. A Board member cannot be an applicant.

The Public Works Director or designee shall work with the applicant to make the applications and proposed budgets complete prior to the application being considered by the Board. Projects must meet all local, state, and federal laws for parks and recreation facilities to be considered.

The Board will review each proposal and make a determination on the proposal based on the following criteria:

1. Projects that benefit the greatest number of Keizer residents and provide the "best bang for the buck";
2. Identified need for the project;
3. Likelihood the project can be accomplished on time and on budget;
4. Other projects that have been considered and deferred (see below);
5. Whether the proposed project is identified in the Parks Master Plan;
6. Any other criteria the Board believes are appropriate to consider.

The Board shall give more weight to projects that are identified in the Parks Master Plan.

The Board may approve or deny the proposal, or they may approve it with conditions. The Board may also defer decision on the proposal due to timing of the season or concern that other proposed or deferred projects would not be able to be funded. In such case, the Board may consider the deferred project in the same or next fiscal year. The maximum total grant awards cannot exceed the amount budgeted by the Keizer City Council each fiscal year.

Once an application has been approved, a meeting shall be set up between the Project Director and the Public Works Director or designee to explain the process for making donations and submitting funds toward the project, as well as to report progress being made. Prior to beginning the project, the Public Works Director must approve an itemized list of materials.

Applicant will need to complete the project, have the project accepted by the City, and provide appropriate copies of receipts for materials and other costs associated with the project to receive **funds or** reimbursement. The project is subject to city audit and receipts must be approved by the Finance Director.

Grants approved under this section may be reimbursable.

Reimbursable grants: Grantees will need to complete the project, have the project accepted by the City.

Grantees will provide documentation to support all monies spent as well as details related to all in-kind contributions as follows:

For monies to be reimbursed:

- 1. Detailed expense reports**
- 2. Copies of invoices and receipts**

For in-kind contributions:

- 1. Copies of invoices and receipts for donated materials, equipment etc.**
- 2. Number of volunteers**
- 3. Number of cumulative volunteer hours**

Youth Project Fund:

Shall comply with the requirements set-forth in the Youth Project Fund program.

For materials to be purchased:

- 1. Detailed list of all materials to be purchased**
 - a. Company Name**
 - b. Company Location**
 - c. Cost per item**
 - d. Quantity**
 - e. Shipping or delivery costs**

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- 1. Detailed expense reports**
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- Applicants may apply for more than one grant
- Grants ~~may be~~ are reimbursement grants. For reimbursable grants, the grantee applicant will need to complete the project, have it accepted by the City, and provide copies of receipts for materials and other costs associated with the project to receive reimbursement. For the Youth Project Fund, the grantee will need to comply with the rules established for that program.