



KEIZER PARKS & RECREATION ADVISORY BOARD AGENDA
Tuesday, June 11, 2019, 6:00 p.m.
Keizer Civic Center

1. CALL TO ORDER
2. APPROVAL OF MINUTES ~ May 2019
3. APPEARANCE OF INTERESTED CITIZENS
4. NEW/OLD BUSINESS
 - Youth Grant Program
 - Park Reports:
 - Mike Pantalone: Meadows & Clear Lake
 - Donna Bradley: PFC Ryan J. Hill Memorial & Northridge
 - Clint Holland: Keizer Little League & Mike Whittam
 - Matt Lawyer: Chalmers-Jones & Bob Newton
5. STAFF REPORT
6. COUNCIL LIAISON REPORT
7. OTHER BUSINESS
8. ADJOURNMENT

Reminders: **Next Board Meeting: Tuesday, July 9, 2019**

Board Member Reporting to Council: Clint Holland, Monday, June 17

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, May 14, 2019
6:00 p.m. Keizer Civic Center**

CALL TO ORDER - Chair David Loudon called the meeting to order at 6:00 p.m.
ATTENDANCE

Present

David Loudon, Chair
Matt Lawyer, Vice Chair
Clint Holland
Wayne Frey
Ben Hittle
Donna Bradley
Michael Pantalone
Zaira Marin-Flores

Absent:

Dylan Juran

Council Liaison Present:

Roland Herrera

Staff Present

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

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

APPEARANCE OF INTERESTED CITIZENS: None

NEW/OLD BUSINESS

Youth Grant Program: Matt Lawyer reported that he had incorporated changes in the language suggested at the last meeting and sent the document to Bill Lawyer and Robert Johnson. It will need to be approved by the City Attorney as well. He expects to have something for the next meeting.

Park Reports:

- Zaira Flores Marin: **Claggett Creek** – Basketball court is complete and getting a lot of use. There is still a pile of dirt in the park. **Wallace House** - Playground surface is weathering poorly. Robert Johnson responded that the surface was the first iteration of that material and that newer versions perform better but if the newer version is installed the curbing won't be high enough. It will need to be replaced eventually but staff is waiting for further wear.
- Dylan Juran: Palma Ciega & Willamette Manor – No report

- David Loudon: **Bair** – Questioned if pathway around fence could be graveled. Robert Johnson responded that the pathway was created by the neighbors and if the City improves it the City will need to maintain it. **Ben Miller** – Would like to get rid of the cherry tree stump and would like a paved parking strip in front of the park. Mr. Johnson responded that he has a volunteer who will be removing the stump and that paving the strip for parking is out of Parks Division jurisdiction and would have to be approved by both Stormwater and Street Departments.
- Ben Hittle: **Sunset** – No report. **Northview** - Looking good.
- Wayne Frey: **Country Glen** – Soccer field is up and running; anticipating replacing the goals at the end of the year. **Hidden Creek** – Looking good; tree rounds and fallen tree have been removed.

Inventory of Area Park Bike Racks: Wayne Frey explained that he has started a bike rack inventory for schools and wants to do an inventory of parks. He has a form that he will send to Board members so they can assist by inventorying their parks. It is anticipated that the inventory may be helpful if applying for a 'Safe Routes to Parks' grant.

STAFF REPORT: Robert Johnson reported that:

- The recent good weather has given parks a jump start for the summer; all parks have seen a large amount of trash but a temporary employee started working on Saturday to help with litter control.
- The dirt work is complete at Willamette Manor Park and has been seeded.
- A public meeting was held to receive input on the skate park improvements and was well attended. At one point he counted 41 people from ages 13 to 50+ participating in the lobby. There were multiple tables set up with design concepts and participants filled in note cards with their suggestions.
- Excavations for the fitness stations at Claggett Creek and Country Glen parks is complete. Staff anticipates that the projects will be complete by July 1.
- Additional funding for the grant program was approved by the Budget Committee.

COUNCIL LIAISON REPORT: Councilor Herrera announced the kickoff lunch for KeizerFest and shared a story about Allie Martinez who was chosen to play in the All-American softball games but cannot afford to go. He urged anyone who wanted to donate to contact Pat Curran at Whiteaker Middle School.

OTHER BUSINESS:

- **Keizer Little League Park Long Range Planning Task Force:** Matt Lawyer reported that the two baseball organizations have developed a plan for establishment of a third entity which would be responsible for maintenance and operations of the facility and will work to meet the individual operational needs of both organizations. They have also been looking at concession plans, long term goals and initial operating procedures.

- **Claggett Creek Watershed Council Soggy Day in the Park:** Matt Lawyer reported that there were about 200-250 people who attended in spite of the fact that it was Easter weekend. He also announced that some students from Whiteaker Middle School had organized a cleanup event at the arboretum.
- **Other:** Robert Johnson formally thanked Darrell Richardson for all he has done for Keizer noting that in the 12 years he has worked for Keizer staff has mowed Sunset Park twice because Darrell has been doing it for the past 35 years as well as moving benches and taking care of the trees. Mr. Richardson is moving away and will be missed.

ADJOURNMENT ~ Meeting adjourned at 6:32 p.m.

Next Meeting: June 11, 2019

Approved: _____

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2019-_____

4
5 ADOPTING POLICIES FOR KEIZER PARKS YOUTH
6 GRANT PROGRAM
7

8 WHEREAS, the Keizer Parks and Recreation Advisory Board requested that the
9 City of Keizer establish a Keizer Parks Youth Grant Program that endeavors to enable
10 and encourage Keizer youth to participate in the volunteer experience through creative
11 projects to improve the quality of the parks system;

12 WHEREAS, the City Council desires to adopt a policy that allows the Keizer
13 Parks Youth Grant Program to operate in a fair and efficient manner;

14 NOW, THEREFORE,

15 BE IT RESOLVED by the City Council of the City of Keizer that the policy
16 relating to the Keizer Parks Youth Grant Program attached as Exhibit "A" and by this
17 reference incorporated herein is hereby adopted.

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

20 PASSED this _____ day of _____, 2019.

21
22 SIGNED this _____ day of _____, 2019.

23
24 _____
25 Mayor

26
27 _____
28 City Recorder

CITY OF KEIZER
KEIZER PARKS YOUTH
GRANT PROGRAM

The City of Keizer, through its City of Keizer Parks and Recreation Advisory Board, endeavors to enable and encourage Keizer youth to participate in the volunteer experience through creative projects to improve the quality of the parks system.

A grant funding stream that allows Keizer youth to do projects ranging from maintenance, such as painting, to capital projects, such as benches or picnic tables is established to be either reimbursable or materials purchase grants. Reimbursable grant requests will follow the process in the "Parks Matching Grant Program." Materials purchase grants will follow the following process:

1. 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 Youth 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.

2. Each year, the Board will solicit requests from youths up to the age of 18 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.

3. Applicant shall thoroughly research the proposed project. Applicants must complete the Youth Project Fund Plan (Plan) and submit it at least two (2) weeks prior to the next Board meeting in order to be considered at that meeting. The Plan can be submitted via electronic submission, or a hard copy can be hand delivered or mailed, but must be received by the deadline to be considered at the next Board meeting. The Plan must be addressed to the Deputy City Recorder and shall consist of the following information:

Step 1: Detailed description of the project idea or one from a pre-determined list of ideas supplied by the City.

Step 2: Detailed description of the research results describing what it will take to get the project done.

Step 3: Detail the steps to be taken to get the project done. Some items to consider are: Dates, Times, People involved. The Plan should include a detailed

list of all materials to be purchased. Include the following relating to the materials:

- a. Company Name
- b. Company Location
- c. Cost per item
- d. Quantity
- e. Shipping or delivery costs

Step 4: Identify someone from the Keizer City Council or the City of Keizer Parks and Recreation Advisory Board who has agreed to be the project advisor to ensure that the project does not fall through and creates a layer of accountability.

Step 5: Provide an outside date for staff purchase of the materials.

Step 6: Provide a project completion date.

Step 7: Provide a detailed timeline including a project follow-up with Board.

4. Completed Plans received by the deadline will be considered at the next Board meeting. Applicants (or an authorized representative) must attend the meeting to be eligible, unless the Board votes to waive such appearance.

5. The Public Works Director or designee shall work with the Applicant to complete a Plan and proposed budget prior to the Plan being considered by the Board. Projects must meet all local, state, and federal laws for parks and recreation facilities to be considered.

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

- a. Projects that benefit the greatest number of Keizer residents and provide the “best bang for the buck”;
- b. Identified need for the project;
- c. Likelihood the project can be accomplished on time and on budget;
- d. Other projects that have been considered and deferred (see below);
- e. Whether the proposed project is identified in the Parks Master Plan;
- f. 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.

7. 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.

8. Once a Plan has been approved, a meeting shall be set up between the Applicant and the Public Works Director or designee to explain the process and to determine a timeline for updates on the project. The Applicant shall report to the Public Works Director or designee the progress being made on the project as agreed to at the initial meeting between the Applicant and the Public Works Director or designee. Prior to beginning the project, the Public Works Director must approve the itemized list of materials.

9. This program is for materials purchase grants only. In this program, the City purchases materials for a project. (Reimbursement grants follow the process in the Matching Grant Program.) For materials purchase grants, the City will purchase the materials directly and supply them to the Applicant. The Applicant must have the Plan approved, will need to complete the project, have the project accepted by the City, and provide detailed expenses reports and appropriate copies of receipts for incidental costs associated with the project to receive reimbursement. If the project involves in-kind contributions, the Applicant must provide copies of invoices and receipts for donated materials, equipment, etc., the number of volunteers, and the number of cumulative volunteer hours. The project is subject to city audit and receipts must be approved by the Finance Director.