



## **KEIZER PARKS & RECREATION ADVISORY BOARD AGENDA**

**Tuesday, October 8, 2019, 6:00 p.m.**

**Keizer Civic Center**

1. CALL TO ORDER
2. APPROVAL OF MINUTES ~ August 13
3. APPEARANCE OF INTERESTED CITIZENS
4. GRANT REQUEST – Peggy & Jerry Moore Community Garden
5. NEW/OLD BUSINESS
  - Memorial Structures in Parks – Zaira Flores-Marin
  - Keizer Rapids Park Security – Clint Holland
    - Surveillance Cameras
    - Motion Activated Lighting
    - Locking Gates
  - 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
6. STAFF REPORT
7. COUNCIL LIAISON REPORT
8. OTHER BUSINESS
9. ADJOURNMENT

**Reminders: Next Board Meeting: Tuesday, November 12, 2019**

**Board Member Reporting to Council: Zaira Flores-Marin, Monday, October 21**

### **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](mailto: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, August 13, 2019  
6:00 p.m. Keizer Civic Center**

**CALL TO ORDER** – Vice Chair Matt Lawyer called the meeting to order at 6:02p.m.  
**ATTENDANCE**

**Present**

Matt Lawyer, Vice Chair  
Clint Holland  
Michael Pantalone  
Dylan Juran  
Zaira Flores-Marin

**Council Liaison Present:**

Cathy Clark for Roland Herrera

**Absent:**

David Loudon, Chair  
Donna Bradley  
Wayne Frey  
One Position Vacant

Robert Johnson, Parks Division Manager

**Staff Present**

Debbie Lockhart, Deputy City Recorder

**APPROVAL OF MINUTES:** Mike Pantalone moved for approval of the July 2019 Minutes. Zaira Flores-Marin seconded. Motion passed as follows: Holland, Lawyer and Pantalone in favor with Juran and Flores-Marin abstaining, Loudon, Bradley and Frey absent and one position vacant.

**APPEARANCE OF INTERESTED CITIZENS**

*Peggy and Jerry Moore*, Keizer, announced that they would be coming to the October meeting with a grant request to replace the boxes in the garden and make them taller so that root vegetables can be grown.

**NEW/OLD BUSINESS**

***Grant Requests***

*Spencer Millis:* Applicant was not in attendance but Board agreed that since the request was for only \$300 and they were familiar with the project, they would consider it. It was noted that this is the first grant in the Youth Grant Program and that Robert Johnson will buy the materials rather than reimburse Mr. Millis. Clint Holland provided additional information on the project. Board members indicated that they wanted Mr. Millis to submit photos and a report upon completion of the project.

Mike Pantalone moved that the Parks Advisory Board accept the grant proposal of Spencer Millis with the understanding that when the project is complete he will

submit a report either in person or via email. Clint Holland seconded. Motion passed as follows: Holland, Lawyer, Juran, Flores-Marin and Pantalone in favor with Loudon, Bradley and Frey absent and one position vacant.

*Wayne Frey:* Board members noted that this request was substantially different from the one submitted at the previous meeting and since Mr. Frey was not available to answer questions they would postpone making a decision until the next meeting.

**September 9 Park Tour Planning:** Board members agreed to visit the following parks: Claggett, Northview, Keizer Little League and Bob Newton. The tour will begin at the shelter at Claggett Creek Park at 6 p.m. on Monday, September 9.

**Park Reports:**

- *Mike Pantalone:* **Meadows** is looking very good. Users asked if one picnic table could be moved closer to the play area so that parents could sit there while their children play. **Clear Lake** remains obscure. There is graffiti on one of the trees. Mike will send a picture to Robert.
- *Donna Bradley:* **PFC Ryan J. Hill Memorial & Northridge** – No report
- *Clint Holland:* **Keizer Little League** is not being watered like it has in the past. They have 1 or 2 games a night there. **Mike Whittam** is a thriving community garden. The people using the park are very happy.
- *Matt Lawyer:* **Chalmers-Jones** is being used all the time. The homeless issues in the area are being handled by police and city staff. **Bob Newton** is a fun park

**STAFF REPORT:** Robert Johnson was absent. No report.

**COUNCIL LIAISON REPORT:** Mayor Clark provided information regarding the solar sails that will be installed at the Big Toy in Keizer Rapids Park and skate park improvements. She also informed the Board that the proposed Park Host at Keizer Rapids Park will not be possible due to the fact that the State regulations for Park Hosts are specific to campgrounds. The City will rent out the house and funds will go into the Parks Fund.

**OTHER BUSINESS:**

Matt Lawyer reported that the Keizer Little League Park Long Range Planning Task Force would be meeting September 4 for a first look at By-Laws of the combined organizations.

Clint Holland announced that Sprague Little League is in the World Series playoffs, commended Parks staff for their stellar work in the parks, reported that the chemical toilet at the boat-in campsite was burned down, and suggested that surveillance cameras, security lights and locking gates at the two driveways be installed at Keizer Rapids Park.

Zaira Flores-Marin questioned who is responsible for taking care of memorial pieces in area parks, specifically the one at the north end of Claggett, which is a garden trellis

and appears to be in disrepair. She volunteered to do additional research into who it is memorializing and how long it has been there.

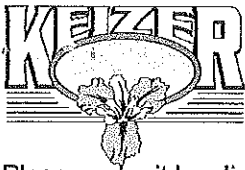
Committee members agreed by consensus to cancel the September 10 meeting since they would be attending the September 9 Work Session/Parks Tour on the day before.

*Board member reporting to Council:* Matt Lawyer volunteered to report at the August 19 Council meeting.

**ADJOURNMENT** ~ Meeting adjourned at 6:52 p.m.

***Next Meeting: October 8, 2019***

Approved: \_\_\_\_\_



KEIZER PARKS IMPROVEMENT  
MATCHING GRANT PROGRAM APPLICATION

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: Debbie Lockhart

Name of Organization or Individual Peggy & Jerry Moore Community Garden	Address Rickman Road Keizer OR
	Phone
	Email
Project Director Peggy & Jerry Moore	Address 5117 Springfield Crt N Keizer OR
	Phone 503-304-2212
	Email moore5881@comcast.net
Project Name	Proposed Park Site: Chalmers Jones Park
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: November 15 2019	Estimated project completion date: June 30 2020
Budget: Parks Board Matching Grant	\$ 1050.00
Private Cash/Materials Donations	\$ 931.88
Corporate Sponsorship	\$
Labor (estimated value)	\$ 1275.00
Total:	\$ 3256.88
Will a recognition sign be required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Type of Project:</b> (check all that apply) <input type="checkbox"/> New Park Feature(s) <input checked="" type="checkbox"/> Replacement of Existing Park Feature <input type="checkbox"/> Park Rehabilitation	
<b>Project Description:</b> 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> Funds are requested to remove and replace raised garden beds built in 2013 with untreated lumber which has deteriorated. New raised beds will be built with treated lumber which has a much longer life-approximately 20 years or longer and will increase the growing depth from 6 inches to 10 inches. The monetary value of this completed project will be \$3256.88. The value of increased food production is unmeasurable. The work on this project will be completed with all volunteer workers. The gardeners are expected to contribute labor to projects involving the community garden. This not only gets the work done it creates pride in the garden and friendship and camaraderie among the gardeners. Many of the gardeners are low or fixed income, this is a way for them to "give back".	
*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.	
Peggy & Jerry Moore	October 1, 2019
Signature (electronic signature accepted)	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).

## Parks Matching Grant Information

### Peggy & Jerry Moore Community Garden

Project: Remove and replace raised garden beds with treated lumber beds

#### Material List--treated lumber

2"x10"x10ft	54 @ \$1.85 per linear ft	\$999.00
2"x4"x10ft	10 @ \$ .85 per linear ft	\$ 51.00
		-----
		\$ 1050.00

#### Donated Materials

1 50 # bucket 3" screws @ \$89.00	\$ 89.00
72 metal 4" corner brackets @ \$1.29	\$ 92.89
10 yards compost delivered @ \$25.00 yrd	\$ 250.00
20 yard wood chips delivered @ \$ 25.00 yrd	\$ 500.00
	-----
	\$ 931.89

#### Donated Labor

Take apart, remove, dispose old boards	
18 man hours @ \$ 25.00 per hr	\$ 450.00
Build and install new beds	
18 man hours @ \$ 25.00 per hr	\$ 450.00
Install 10 yards compost into beds	
5 man hours @ 25.00 per hr	\$ 125.00
Spread 20 yards wood chips	
10 man hours @ 25.00 per hr	\$ 250.00
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	\$ 1275.00

Sub Total:	\$ 1050.00
	\$ 931.89
	\$ 1275.00
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TOTAL	\$ 3256.89
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13025 SW Tualatin Sherwood Road  
 Sherwood, OR 97140  
 (503) 625-7535  
 www.conradlumberco.com

ALL MATERIALS RETURNED SUBJECT TO 15% RESTOCKING FEE. AMOUNTS PAST DUE ARE SUBJECT TO A SERVICE CHARGE OF 1.5% PER MONTH, WHICH IS AN ANNUAL RATE OF 18%. IF COLLECTION ACTION IS INSTITUTED, THE BUYER NAMED BELOW AGREES TO PAY ALL COSTS AND EXPENSES OF COLLECTION INCLUDING REASONABLE ATTORNEY'S FEES.

PLEASE REFER TO TRANSACTION  
 TYPE AND TRANSACTION NUMBER  
 ON ALL CORRESPONDENCE

**SOLD TO**

**SHIP TO**

**TRANSACTION TYPE**

REPRINT

DUPLICATE - DUPLICATE

CDD (DELIVERY / WILL CALL)

JERRY 503 509 5218

TRANSACTION NUMBER

75438 PAGE# 1

ACCOUNT NUMBER

4-000

**CUSTOMER ORDER NUMBER**

--INVOICED--

--ORDERED--

--SOLD BY--

STORE NO. → 1

RICKMAN COMM. GARDEN

7/17/19

18:01 7/17/19

DK /CEP

ORDERED	LOADED	U/M	SKU NUMBER	DESCRIPTION	SHIPPED	PRICE	U/M	AMOUNT
54.00		LF	21010PT	2X10-10 2&B PT	54.00	1.8500	LF	999.00
6.00		LF	2410PT	2X4-10 S&B PT	6.00	.8500	LF	51.00
				CCB# *****				
				SUB TOTAL	SALES TAX		TOTAL →	
				1050.00	NT		1050.00	