



**Keizer Little League Park Long Range Planning Task Force
Meeting Agenda
Wednesday, January 2, 2019, 6:00 pm
Keizer Civic Center ~ Claggett Room A**

1. Call to Order
2. Appearance of Interested Citizens
3. Approval of Minutes – November 20, 2018
4. **Field Projects and Priorities – KLL & MYB short term (12-18 month list)**
5. **Project Planning – Future uses and opportunities (i.e. tournaments), facility requirements**
6. Adjourn

Next Meetings:

Tuesday, February 5, 2019 ~ Claggett

Tuesday, February 26, 2019 ~ Claggett

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**Keizer Little League Park Long Range Planning Task Force
Meeting Minutes
Tuesday, November 20, 2018
Keizer Civic Center**

CALL TO ORDER ~ Chair Clark called the meeting to order at 6:00 pm. Attendance was taken as follows:

Present:

Mayor Cathy Clark, Chair
Marlene Parsons
Matt Lawyer
Ryan Walsh MYB
Bo Lane, MYB
Brad Arnsmeier, KLL
Lisa Buik, KLL
James Hutches

Absent:

Dan Kohler

Also Present:

Rick Kuehn
Jon Clark
Ben Hittle

Council Liaison/Staff:

Bill Lawyer, Public Works Director
Chris Eppley, City Manager
Debbie Lockhart, Deputy City Recorder

APPROVAL OF MINUTES: Marlene Parsons moved for approval of the October 24, 2018 Minutes. Matt Lawyer seconded. Motion passed as follows: Clark, Parsons, Lawyer, Walsh, Lane, Buik and Hutches in favor with Arnsmeier abstaining and Kohler absent.

DECISION ON MEETING SCHEDULE: Members agreed to cancel the December meeting due to various conflicts.

APPEARANCE OF INTERESTED CITIZENS: None

SUSTAINABILITY METHODS:

1. Both organizations were urged to use an external bookkeeping service so that the records remain accurate and complete.
2. The organization that has the management agreement should work with the City Finance Director (meeting either annually or bi-annually) in order to maintain clear financial reporting.
3. For clear financial reporting a third account would provide clarification:
 - a. Concessions Account: specifically for purchases/sales in concessions. Currently these are overseen by Clint Holland who will provide a report at the end of the season. It is a separate bank account and credit card. Proceeds from this account are split between the complex and the

managing organization. Because of the way fall ball runs, the fiscal year is different. A full financial report will be available next year in mid-November; this year it will be December.

- b. League Account: Separates out the funds and is strictly for the program.
 - c. Complex Account – Maintenance & Improvements: This account is to take care of the complex. As of this time there are no expectations in writing for use of the funds.
4. A Long Range Maintenance and Improvement Plan should be handed off to the managing organization in order to maintain continuity. It needs to be long-term; perhaps a detailed master plan or a list of 5-year improvements to reach the goal of where they want to be. Improvements would be something like adding lights to the quad or paving the parking lot. Maintenance would be mowing, weed control, replacing the backstop, benches, etc.

Discussion continued regarding the role of the City and the vision for the park: a regional tournament center or a home for home baseball groups, other sports such as softball and lacrosse using the fields, fields with flexible space, facility capability, adult programs, tournaments and competitive uses. It was noted that if the managing organization wanted the park to be a city park and home for home baseball groups then the City should be more involved, but if the organization wants the park to be a baseball/softball destination, then it would not involve the City as much. Mr. Eppley noted that the City may be able to provide some resources which might be used for a match for grants to make unattainable things attainable but it does not want to be involved in the day to day operations of the program. A framework needs to be put in place to identify the roles clearly so that they can be passed on without confusion.

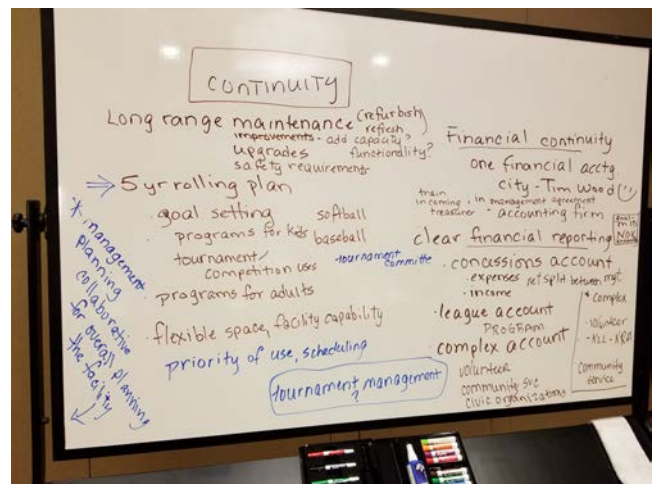
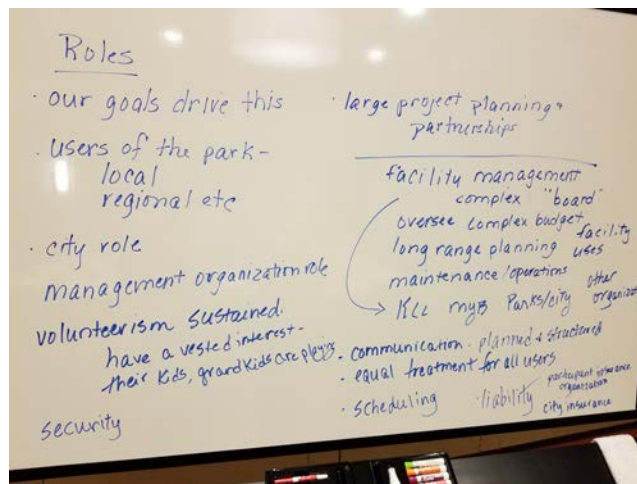
Additional discussion took place regarding tournaments, hiring staffing to host and organize tournaments and a volunteer committee specifically tasked to bring in tournaments. Public Works Director, Bill Lawyer noted that the park is only a City park because the City purchased the land. It was for the kids in the community, owned by the people of Keizer. Its safety, maintenance and continuity need to be addressed to keep the Keizer kids using the facility.

Ryan Walsh explained that the two organizations are the primary users of the park. A possible option might be formation of a separate umbrella board made up of two members from each organization to manage the field. Both organizations would pay into the third party board who handles the complex (not the program). Mr. Eppley suggested that a City representative be included on that board as well.

Discussion followed regarding ensuring the participation of volunteers. It was noted that if the representation of the Complex Board is made up of representatives from Keizer Little League, McNary Youth Baseball, ASA, and whatever local leagues there are, then volunteerism will remain intact. Volunteers will be parents of the children who play. It will be important that the people on the management board are invested in the community – their kids are playing in the leagues.

Mr. Eppley stated the problem: We have an activity that the community feels is important: youth sports/baseball. It ran great when it was one program, but now it has divided interests. Then the City became too involved because there were too many groups wanting to provide the activity from different perspectives. The City wants to be less involved and give it back to the kids in Keizer. What if the City didn't own the park? What if a third party group owned it? Mr. Lawyer added that today the people in the room have good communication and are working together, but that cannot be guaranteed two years from now. Brad Arnsmeier noted that the common goal is the fields the children play on. Philosophically the two organizations differ on rules, games, etc., so that prevents them from coming together as one and working as one group. He expressed support for coming together on keeping up the condition of the fields.

Mayor Clark asked task force members to look at the current structure - what is working, and what they would like to see in terms of a Facility Board or Complex Board that would focus on sustained maintenance of the facility/complex. She brought attention to her notes on the white board and provided a review of the meeting.



FIELD PROJECTS AND PRIORITIES: To be addressed at next meeting.

PROJECT PLANNING: To be addressed at next meeting

ADJOURNMENT: Meeting adjourned at 7:30 p.m.

Next Meeting: January 2, 2019

Minutes approved: _____