



KEIZER PARKS & RECREATION ADVISORY BOARD AGENDA

Tuesday, February 12, 2019, 6:00 p.m.

Keizer Civic Center

1. CALL TO ORDER
2. APPROVAL OF MINUTES ~ January 2019
3. APPEARANCE OF INTERESTED CITIZENS
4. NEW/OLD BUSINESS
 - Park Reports:
 - Ben Hittle: Meadows & Clear Lake
 - Donna Bradley: PFC Ryan J. Hill Memorial & Northridge
 - Clint Holland: Keizer Little League & Mike Whittam
 - Matt Lawyer: Chalmers-Jones & Bob Newton
 - David Loudon: Bair & Ben Miller
5. STAFF REPORT
6. COUNCIL LIAISON REPORT
7. OTHER BUSINESS
 - Claggett Creek Watershed Report – Matt Lawyer
 - Parks Foundation Report – Donna Bradley
 - Other
8. ADJOURNMENT

Reminders: Next Board Meeting: Tuesday, March 12, 2019

Board Member Reporting to Council: Zaira Flores-Marin, Tuesday, February 19

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, January 8, 2019
6:00 p.m. Keizer Civic Center**

CALL TO ORDER - Chair David Loudon called the meeting to order at 6:02 p.m.
ATTENDANCE

Present

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

Council Liaison:

Roland Herrera

Absent:

Zaira Marin Flores
One Position Vacant

Staff Present

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

APPROVAL OF MINUTES: Clint Holland moved for approval of the December 2018 Minutes. Dylan Juran seconded. Motion passed as follows: Loudon, Lawyer, Bradley, Holland, and Frey in favor with Juran and Hittle abstaining, Marin-Flores, absent and one position vacant.

APPEARANCE OF INTERESTED CITIZENS: None

NEW/OLD BUSINESS

Election of Chair and Vice Chair: David Loudon and Matt Lawyer were elected by unanimous consent to serve as Chair and Vice Chair respectively.

Solar Eclipse Plaque Report: No report

3-5 Year Parks Plan for Dedicated Park Fee: Mr. Johnson reviewed the list which he had emailed to Board members. Wayne Frey suggested that the pathway on the south side of Country Glen Park along Labish ditch be leveled. Mr. Johnson responded that a small project like that can be fit into a more significant project budget. He noted that he would make a note of the need to keep it on the radar and do it next time asphalt work is done. Matt Lawyer suggested shade trees, benches and maybe some swings be included in Country Glen Park along with shade trees around the Big Toy. Mr. Johnson responded that staff is looking into installing shade kites over the Big Toy; there were nine trees planted around the Big Toy about a year after it was completed. They will get to be 50-100 feet tall and will provide shade in the next few years. Staff is hoping to put in a couple of picnic shelters as well.

Matt Lawyer moved to forward the 3-5 Year Park Project Plan to City Council for approval. Dylan Juran seconded. Motion passed as follows: Louden, Lawyer, Bradley, Holland, Juran, Hittle and Frey in favor with Marin-Flores, absent and one position vacant.

Update on Exercise Equipment in Parks: Dylan Juran reported that Council seemed lukewarm on the idea of the National Fitness Campaign equipment and that the high cost may have been a concern. Matt Lawyer suggested that if the Board worked out a way to get funding, Council might consider it. He suggested someone from the Board talk to Kaiser Permanente.

Jeff Davis reported that he had an incomplete proposal when he approached the Rotary; he didn't have prices on concrete and site prep. Rotary, however, is interested once the proposal is complete. They indicated that they would be willing to fund \$10,000. He is also talking to Legacy Health in Woodburn. Board recommended names of concrete companies for him to contact. Clint Holland indicated he would talk to Salem Concrete. Board members urged Mr. Davis to apply for a Park Matching Grant.

Park Reports:

- Park Reports:
 - Zaira Flores-Marin: Claggett Creek & Wallace House – No report
 - Dylan Juran
 - Palma Ciega – It is still there.
 - Willamette Manor – Tennis court is in need of repair. The park has a new pathway but there are places that need to be filled adjacent to the pathway. *Dennis Phipps*, Keizer, complained that the pathway is 8-10 inches above adjacent land and a hazard. Robert Johnson responded that the West Keizer Neighborhood Association complained about the pathways at the last meeting. Fill dirt is on site and will be used to level the area next to pathways but weather has prevented staff from getting a back hoe in to do the work. The finish on the pathways will be improved with the seal coat and staff will work on the uneven edging as weather permits. The tennis court will be replaced in July with the new budget. Staff will solicit input from the neighborhood to see if they want basketball or pickle ball included in the new court.
 - David Loudon: Bair & Ben Miller – No report. He asked that his report be put on the agenda for next month.
 - Ben Hittle
 - Sunset: Extremely wet and muddy
 - Northview: Has nice new basketball court and pathway
 - Wayne Frey:
 - County Glen looks good. A resident's fence on the east side of the park has graffiti on it. He suggested that a mural be painted on the park side of the private residents' fences and shared a history of what was done in Ontario. Mr. Johnson indicated that he would advise Code Enforcement about the graffiti.

- Hidden Creek: The fallen tree has been removed; irrigation put in by the Hidden Creek Homeowners' Association is working well.

STAFF REPORT: Robert Johnson reported that the bathrooms at Keizer Rapids Park are coming along. They should be open by spring. Conversations are underway with the skate park designers for phase 2 of the skate park rehab. All other parks are soggy but detailed pruning and minor cleanup is being done.

COUNCIL LIAISON REPORT: Councilor Herrera welcomed new Board member Ben Hittle and new Councilors and commended Councilors Ryan and Anderson for their past efforts.

OTHER BUSINESS:

- **Claggett Creek Watershed Council Report:** No January meeting. A lot planned for the next few months. They are looking for new members for the Executive Council.
- **Parks Foundation Report:** Money is still available for grants.
- **Other:**
 - Matt Lawyer announced that the money was finally received from "Go Fund Me" so the solar greenhouse project is now complete.
 - Wayne Frey reported that the Traffic Safety/Bikeways/Pedestrian Committee would like to work with the Parks Board on applying for a Safe Routes to Parks grant. Matt Lawyer added that those grants are mostly 'study grants' but it is something that could be explored. He volunteered to work with the committee to develop a plan.

ADJOURNMENT ~ Meeting adjourned at 6:48 p.m.

Next Meeting: February 12, 2019

Approved: _____

Position #	JD = Jump Drive NB = Notebook		Keizer Parks Advisory Board Roster Updated: February 5, 2019						
	Member	Address/Phone/E-Mail	Appnted	Exp	Council Rpt	Mstr Pln		Park Assignment*	Park Report
1	Zaira Flores Marin	4858 13 th Avenue NE 971-720-5010 Zaira.mflores@gmail.com	2018	12/19	January	JD	NB	Claggett Creek	Jan-Mar-May-July Sept-Nov
								Wallace House	
2	Mike Pantalone	6844 Arborwood Court NE 503-508-0855 johnpantalone@comcast.net	2019	12/19	February			Meadows	Feb-Apr-Jun-Aug Oct-Dec
								Clear Lake	
3	Dylan Juran	765 Ventura Street N 503-385-6188 dylanjuran@me.com	2014	12/19	March	X		Palma Ciea	Jan-Mar-May-July Sept-Nov
								Willamette Manor	
4	Donna Bradley	5076 Springfield Court N Cell: 503-302-3233 Home: 503-393-6123 bradlede@hotmail.com	2014	12/20	April	X		PFC Ryan J. Hill	Feb-Apr-Jun-Aug Oct-Dec
								Northridge	
5	David Louden	639 Dennis Lane N Day: 503-588-7922 Eve: 503-990-1033 oryankeeman@comcast.net	2012	12/20	May October	X	X	Bair	Jan-Mar-May-July Sept-Nov
								Ben Miller	
6	Clint Holland	4315 Shoreline Drive Day: 503-399-1352 Eve: 503-910-3232 clinholland@gmail.com	2005	12/20	June November		X	Keizer Little League	Feb-Apr-Jun-Aug Oct-Dec
								Mike Whittam	
7	Ben Hittle	4812 Hayesville Drive NE 971-218-2169 Ben.r.hittle@doc.state.or.us	2019	12/21	July December		X	Sunset	Jan-Mar-May-July Sept-Nov
								Northview	
8	Matt Lawyer	7055 Pierce Drive N Day/Eve: 808-393-8700 Mattlawyer82@yahoo.com	2016	12/21	August	X		Chalmers Jones	Feb-Apr-Jun-Aug Oct-Dec
								Bob Newton	
9	Wayne Frey	5870 River Road N 541-709-8873 Freywayne79@gmail.com	2017	12/21	September	X		Country Glen	Jan-Mar-May-July Sept-Nov
								Hidden Creek	
Roland Herrera, Council Liaison hererrar@keizer.org			Robert Johnson, Staff Liaison 503-856-3569 JohnsonR@keizer.org				Debbie Lockhart, Deputy City Recorder 503-856-3418, lockhardt@keizer.org		

* All members share Keizer Rapids Park assignment.



KEIZER PARKS IMPROVEMENT MATCHING GRANT PROGRAM APPLICATION

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	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"/> New Park Feature(s) <input type="checkbox"/> Replacement of Existing Park Feature <input type="checkbox"/> Park Rehabilitation	
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. <i>Additional documentation may be attached to email that displays when "Submit" button is pressed.</i>	
*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.	
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).