



KEIZER PARKS & RECREATION ADVISORY BOARD AGENDA
Tuesday, November 12, 2019, 6:00 p.m.
Keizer Civic Center

1. CALL TO ORDER
2. APPROVAL OF MINUTES ~ October 2019
3. APPEARANCE OF INTERESTED CITIZENS
4. GRANT REQUESTS:
 - Jeff Davis
 - Wayne Frey
5. NEW/OLD BUSINESS
 - Appointment of K-FAB Representative from Board
 - Discussion on Memorial Policy
 - Park Reports:
 - Zaira Flores Marin: Claggett Creek & Wallace House
 - Dylan Juran: Palma Ciega & Willamette Manor
 - David Loudon: Bair & Ben Miller
 - Jeff Sargent: Sunset & Northview
 - Wayne Frey: Country Glen & Hidden Creek
 - Inventory of Area Park Bike Racks
6. STAFF REPORT
7. COUNCIL LIAISON REPORT
8. OTHER BUSINESS
9. ADJOURNMENT

Reminders: **Next Board Meeting**
Tuesday, December 10, 2019

Board Member Reporting to Council: Clint Holland, November 18

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

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

Present

David Loudon, Chair
Matt Lawyer, Vice Chair
Michael Pantalone
Dylan Juran
Zaira Flores-Marin

Absent:

Clint Holland
Donna Bradley
Wayne Frey
One Position Vacant

Council Liaison Present:

Cathy Clark for Roland Herrera

Staff Present

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

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

APPEARANCE OF INTERESTED CITIZENS: None

GRANT REQUESTS

Peggy and Jerry Moore, Keizer, representing the Peggy & Jerry Moore Community Garden which partners with Marion County Food Share, explained that their grant request was to replace all the beds with treated lumber, taking out the rotten lumber and making the beds 4" deeper to grow better crops. Included in the request is compost and bark chips as well.

Dylan Juran moved to approve the grant application of Peggy & Jerry Moore as submitted. Mike Pantalone seconded. Motion passed as follows: Loudon, Lawyer, Pantalone, Juran and Flores-Marin in favor Holland, Bradley and Frey absent and one position vacant.

Peggy & Jerry Moore then reviewed a dateline of everything that had been done in the garden during 2019.

NEW/OLD BUSINESS

- *Memorial Structures in Parks* – Zaira Flores-Marin provided background information noting that the structure is a rose trellis with climbing roses on it and a plaque with the name Rose Sovereign, 1911-1992. She indicated that she had been unable to find information relating to the memorial and questioned if there was a process in place for handling a neglected memorial. Robert Johnson suggested that the family be contacted to see if they would consider replacing it with a tree and keeping the plaque. Staff volunteered to do further research into family contacts.
- *Keizer Rapids Park Security, Surveillance Cameras, Motion Activated Lighting, Locking Gates*: Clint Holland was absent – No report. David Loudon noted that cameras do not stop vandals and managing the locking and unlocking of gates would be cumbersome. Robert Johnson added that the gate by the disc golf course is the third replacement.

Park Reports:

- *Mike Pantalone*: **Meadows** is looking very good. Picnic table has been moved closer to the play area so that parents can sit there while their children play. **Clear Lake** is good. The graffiti is still on one of the trees. Robert noted that paint has been applied. Sometimes it takes several coats.
- *Donna Bradley*: **PFC Ryan J. Hill Memorial & Northridge** – No report
- *Clint Holland*: **Keizer Little League & Mike Whittam** – No report
- *Matt Lawyer*: **Chalmers-Jones** report deferred to Robert Johnson. **Bob Newton** gets a lot of use.

STAFF REPORT: Robert Johnson reported that

- The Skate Park opened October 7 and has been full of kids ever since. He provided details of the improvements noting that simple maintenance will be done every few years and will cost much less.
- Shade Sail posts have been installed at the Big Toy and powder coated to match the materials in the park. It is hoped that the sails will be installed in the next few weeks. They will go up briefly for testing and then come down for winter. The rubberized surfacing around the posts and damaged landscaping still need to be repaired.
- Willamette Manor sports court was poured 3-4 weeks ago. Because of weather and timing the tennis surface will not be added until spring.
- Parks Tour was cancelled due to weather. Board members suggested that perhaps having one in the spring and another at the end of summer would allow Council to see all the work that has been done in all the parks.

COUNCIL LIAISON REPORT: Councilor Herrera reported on the recent Council meeting reviewing awards received and proclamations made and announced the upcoming Hall of Fame event and West Keizer Neighborhood Association meeting.

OTHER BUSINESS: Matt Lawyer announced the upcoming Claggett Creek Watershed Council tree planting and cleanup event and noted that they will be working with Robert Johnson and Keare Blaylock to do some other projects and focus attention to streams and healthy water.

Board member reporting to Council: Zaira Flores-Marin October 21

ADJOURNMENT ~ Meeting adjourned at 7:08 p.m.

Next Meeting: November 12, 2019

Approved: _____



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).



KEIZER PARKS IMPROVEMENT
MATCHING GRANT PROGRAM APPLICATION

Submit

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 Wayne Frey	Address 5870 River Road N Keizer, OR 97303
	Phone 541-709-8873
	Email freywayne79@gmail.com
Project Director Wayne Frey	Address 5870 River Road N Keizer, OR 97303
	Phone 541-709-8873
	Email freywayne79@gmail.com
Project Name Soccer Goal and Net Replacement	Proposed Park Site: Country Glen
Is the project identified in the current Parks Master Plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (example: vegetative buffer along River Road at Meadows Park)	
Estimated project start date: 03-01-20	Estimated project completion date: 04-01-20
Budget: Parks Board Matching Grant	\$ 1,891.50
Private Cash/Materials Donations	\$ 1,641.5
Corporate Sponsorship	\$ 0.00
Labor (estimated value)	\$ 250.00
Total:	\$ 3,783.00
Will a recognition sign be required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Type of Project: (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	
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> Replace the broken and weathered PVC pipe Soccer Goals and Nets at Country Glen Park with 7' x 21' Aluminum Goals. The new goal posts will include permanent wheels. 3 cases (12 cans each) of white paint will be included. 2 new 4mm nets	
*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.	
Wayne Frey	10/08/19
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).

Country Glen Soccer Field - Request for Replacement of Goal Posts and Nets

Issue: One of the goal posts at the Country Glen Soccer Field has been broken creating a Safety issue and making the goal post non-functional.

The original goal posts and nets were installed September 7, 2017 and used for about 3 months in 2017. They were taken down during the rainy season

Goals and Nets were set up again in April 2018 for about 8 month. They were taken down during the rainy season

The goal posts and nets were set up again in April, 2019.

On May 31, 2019, Wayne Frey painted the lines again for the soccer field and the goal posts were fine at this time.



On June 1, 2019, Wayne Frey checked Country Glen Park Soccer Field and found that one of the goal posts has been broken near the base, which creates a safety hazard and non-functional goal post. Both goal posts are very weathered. The PVC pipe has faded from Red to White. The purpose of this request is to replace both goal posts and nets with a Matching Grant Program Application.

Option 1 Planned Expenses per Vendor "Stackhouse" using 2019 Catalog

<u>Item Number</u>	<u>Description</u>	<u>Amount</u>
21ASGOL	pair 7' x 21' 3" Aluminum Soccer Goal	\$2,536.00
ASGOLW	Wheel Kit (Set of 4)	444.00
SPJR	3mm Junior Soccer Net	198.00
SOSGP	1" x 72" Soccer Goal padding (Set of 4)	436.00
Sub-total available for Distributor Donation		\$3,614.00

Other necessary items

Fold-a-Goal	3 Cases of 12 cans 18 oz White Paint	36.00 each	108.00
WORKX	Lawnmower 14" 40V battery powered		275.00
Grand Totals			\$3,997.00

Methods to pay the 50% match

Clint Holland reports he has a Distributor Agreement with Vendor "Stackhouse" and that he could probably get a **30% Distributor Donation** that could be applied to the match $3614.00 \times .30 = 1,084.20$

Clint reports **volunteer labor hours can be applied to match**. Per Kiwanis International, an hour of volunteer time is valued at about \$25.00/hour.

Set up the Goal Posts, Anchor Goal Posts, Nets and Stripe the Field 10 hours \times \$25.00 = \$250.00

50% match \$ 3997.00 / 2 = \$1,998.5

\$1,998.50	Match Requirement
1,084.20	Distributor Donation (estimated at 30%)
<u>250.00</u>	Value of Volunteer Time
\$664.50	Remaining Match Requirement

Option 2 Planned Expenses per Vendor "Fold-a-Goal" using internet prices

Item Number	Description	Amount
SP7X21RE	Pair Deluxe European Aluminum goals	\$2,970.00
SPPWD	Deluxe Permanent Wheels	300.00
N721T\$	4mm 7' x 21' nets without depth pair	130.00
Fold-a-Goal	3 Cases of 12 cans 18 oz White Paint 36.00 each	<u>108.00</u>
Sub-total		\$3,508.00
Other necessary items		
WORKX	Lawnmower 14" 40V battery powered	<u>275.00</u>
Grand Totals		\$3,783.00

50% match = $\$3783.00 / 2 = \$1,891.5$

Methods to pay the 50% match

Volunteer labor hours can be applied to match. Per Kiwanis International, an hour of volunteer time is valued at about \$25.00/hour.

Set up the Goal Posts, Anchor Goal Posts, Nets and Stripe the Field 10 hours \times \$25.00 = \$250.00

50% match \$ 3,783.00 / 2 = \$1,998.50

\$1,891.50	Match Requirement
<u>-250.00</u>	Value of Volunteer Time
1,641.50	Remaining Match Requirement

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2006- 1737

4 ADOPTING POLICIES FOR KEIZER PARKS AND
5 PUBLIC PLACES DONATION OPPORTUNITIES
6

7
8 WHEREAS, the City Council has considered the adoption of policies with regard
9 to donations to parks and public spaces;

10 WHEREAS, the City Council wishes to adopt such policies for future donations;

11 NOW, THEREFORE,

12 BE IT RESOLVED by the City Council of the City of Keizer that the attached
13 "City of Keizer Park and Public Space Donation Policies" is hereby adopted.

14 PASSED this 20th day of November, 2006.

15
16 SIGNED this 20th day of November, 2006.

17
18 
19 Mayor

20
21 
22 City Recorder

City of Keizer Park and Public Space Donation Policies

POLICY STATEMENT:

The Keizer Council, Keizer Parks and Recreation Advisory Board, and other boards and task forces appreciate individuals and organizations who wish to observe, acknowledge or remember a significant historical event, occasion, or individual through donations to improve public spaces, parks or buildings by planting trees, installing site furnishings or other amenities.

When carried out in a manner that helps accomplish a recognized need within Keizer and that adds to the quality of a public space, park or building, such donations are both a positive memorial and significant contribution to the community.

Donors are encouraged to consider methods that provide a meaningful contribution in the name of an individual or event without the need for a physical memorial. Assisting with the renovation of a feature or structure or the design and construction of a site, trail, structure, or the planting of a tree or grove of trees may be a lasting memory that also contributes to the quality of a site. The donation of land or the assistance with the acquisition of land can be a very significant and lasting memorial.

SPECIFIC GUIDELINES

The following guidelines are adopted to clarify City requirements relating to common donation requests.

1. Tree Donations

The City accepts trees or financial donations for trees when the following guidelines are met:

- a. Locating a tree in the proposed site is appropriate and would preserve the integrity and aesthetics of the site.
- b. Special location requests will be considered with the final location to be determined by the City.
- c. Tree species and size must be approved by the City.
- d. Donations may be made at any time of the year but actual planting will take place during the best time of year for survival; usually in the spring or fall.
- e. The City of Keizer will install or arrange for installation of all approved trees. When agreeable to both the City and the donor, installation can be carried out by the donor or another approved installer.
- f. Trees will be pruned and maintained to the same standard as other trees in the park.
- g. In instances where trees do not survive, tree replacements will be provided if the City was responsible for planting the tree. Replacement trees may or may not be of the same variety and in the exact location as that of the original donation.

- h. Due to concerns over maintenance, vandalism, and the more natural setting associated with a living memorial, plaques may not be appropriate in every situation.
- i. Should donors wish to participate in the planting of a memorial tree, or wish to host a commemorative ceremony, they may make arrangements with the City to do so. Donors are responsible for all ceremonial arrangements and associated costs.

2. Shelters, Table, Bench and Art Donations

Shelters, benches, tables, art and other amenities of a similar scale enhance the beauty and utility of Keizer's parks and public spaces. In making donations for a specific amenity or site, the following guidelines apply:

- a. Staff will work to identify existing benches and other site amenities which need to be replaced or installed. Donors are encouraged to provide amenities at these locations.
- b. Although suggestions will be considered for particular locations, placement must be approved by the City. Final decisions as to location will be determined by the City in consultation with the donor.
- c. All park amenities will be designed, constructed, and installed in a manner that meets the standards and requirements of the City.
- d. The City of Keizer will install or arrange for installation of all approved site furnishings, and amenities. When agreeable to both the City and the donor, installation can be carried out by the donor or another approved installer.
- e. The City of Keizer will maintain site furnishings and amenities according to the maintenance schedule for the selected park or public space.
- f. If intended as a memorial, appropriate plaques may be attached to the amenity provided the following standards are met:
 - The size, placement, and wording of the plaque do not change or detract from the public use and enjoyment of the site.
 - The plaque materials, construction, and installation meet City standards for durability and maintenance.
 - Should donors wish to plan a memorial or commemorative ceremony associated with a donated amenity, they may make arrangements with the City to do so. Donors are responsible for all ceremonial arrangements and associated costs.
- g. A financial donation covering the future maintenance of the amenity may be required.
- h. Keizer will maintain donated park and public space amenities. The amenity may be removed or relocated upon consultation with the donor.

3. Cash Donations

Except as stated below, cash donations will be used to best meet current needs of the parks and public spaces as determined by the City.

From time to time, the City may accept cash donations that the donor requires to be used for a specific project. Restricted cash donations will be carefully reviewed on a case-by-case basis. Projects will be approved only if they:

- a. maintain or improve the public space consistent with its existing or planned character and use. It is important that the character of natural areas, athletic fields, playgrounds, picnic areas, meeting spaces, and other public areas be maintained and enhanced. It is important that if the donation is intended as a memorial that it not transform the site into a location that is perceived as a site of memorials.
- b. are consistent with specific plans (if any) approved by the City for the proposed site. Only proposals that are consistent with such plans and advance the quality of the area as a public space will be approved.
- c. involve acceptable liabilities, expenses, and maintenance obligations for the City of Keizer over the expected life of the donation. Any proposal that has significant impact or financial implications for the City, and has not been explicitly approved as part of an existing plan, must be approved by the City Council.

PROCEDURES

1. Cash donations are made payable to the City of Keizer.
2. Proposed non-cash or restricted cash donations must be submitted in writing on a form provided by the City.
3. The City will review proposed donations and approve those that meet an immediate need of Keizer parks or public spaces, that are appropriate for the site, are consistent with city principles regarding memorials and that meet applicable standards relating to design, materials, construction, and installation.
4. When there are questions regarding a potential donation or memorial other entities will be involved with the review as appropriate. This can include City Departments, the Parks and Recreation Citizens Advisory Board, the City Manager, the City Council, and others. Questions can include the desirability or consistency of a proposal within the context of existing plans, aesthetic impact, cost and maintenance implications for the City, liability, and others.
5. Specific donations will be documented in an agreement. Once such an agreement has been signed by a donor and the City, and the associated funding or materials associated with the donation received by the City, the City will proceed with arranging for final design (if needed) and installation.
6. In no event shall any tree, shrub, other vegetation, shelter, bench, table, site furnishings or any other item of any type be placed on park or other public property

without the express written consent of the City. If any item is placed without such permission, it is subject to removal without notice.

7. As used herein, "the City" shall mean the City Manager or his/her designee.

Examples of Memorial Policies

PARKS MEMORIAL AND NAMING POLICY
(City Council Policy)

Background: The City of Roseburg periodically receives requests for installation of memorials within parks and to name and/or rename existing City parks or specific sections therein. To address such request, the City Parks & Recreation Commission developed a policy outlining requirements for installing memorials and/or naming or renaming City parks or sections therein; and recommended Council approval of the policy. On November 22, 2010, the City Council adopted Resolution No. 2010-16, which reads as follows:

PARK MEMORIAL & NAMING POLICY

1. DEFINITIONS.

1.1 "City Property" means a parcel of land or improvement owned and / or controlled by the City of Roseburg.

1.2 "Park" means a parcel of land owned and/or controlled by the City of Roseburg for park and recreation purposes, or as an area of City beautification.

1.3 "Facility" means a building or structure located on a City property, including but not limited to libraries, office buildings, utility buildings, recreation centers, community centers, plazas, pathways, sports fields or structures used for specific sports such as tennis courts, basketball courts and skateparks.

1.4 "Amenity" means a smaller support structure located within a larger City park facility, such as benches, picnic tables, conference rooms, playgrounds, drinking fountains, decorative or water play fountains, gardens, gazebos or vegetation.

1.5 "Memorial" means a facility or amenity placed within a City park facility or on City park property in remembrance of a particular person or event. For the purposes of this policy, "memorials" also include features designated for purposes such as celebrations, or other special recognition. Memorials are divided into two categories:

- a.** "Minor Memorial" means an amenity or facility proposed for use as a memorial with a value of less than \$5,000.
- b.** "Major Memorial" means an amenity or facility proposed for use as a memorial with a value of more than \$5,000.

The value of a memorial will be determined based on the costs attributable to the project.

1.6 “Resident” means a person residing or owning land within the Roseburg city limits, or a business located within the Roseburg city limits.

1.7 “Plaque” means a marker used to identify an amenity or facility as a memorial.

2. PROCESS; EXEMPTION.

2.1 All requests to place memorials on City property shall be submitted in writing to the Public Works Director. Major memorial requests may be made no sooner than two years after an event, activity or occurrence that has generated the desire to create a memorial.

2.2 Requests shall be evaluated as follows:

a. Minor Memorials. The Public Works Director shall decide whether to approve or deny any minor memorial request in consultation with other City staff or individuals, as necessary.

b. Major Memorials. Staff shall make a recommendation to the City of Roseburg Parks Commission, who shall review all major memorial requests. The Parks Commission will forward a recommendation to the City Council for approval, or issue a denial, which can be appealed to the City Manager.

2.3 The criteria to be used to evaluate a minor or major memorial request shall include, but not be limited to, the following:

a. Whether the request for memorial includes the direct cost of the amenity or facility including design, purchase of the amenity or facility, installation, and whether any special maintenance requirements are being borne by the requesting party. Staff time to coordinate the memorial and minor levels of effort to assist with design and installation may be borne by the City.

b. Whether the memorial will interfere with the existing or planned design, function or intended user experience of the area in which it is to be located.

c. Whether the placement of the memorial will create a condition in which a significant number of amenities or facilities within a City facility or park are used for memorial purposes. The intent is to assure that placement of memorials will not detract from the overall design, intended experience, vision or appeal of any park facility or property.

d. Whether the placement of the memorial is proposed to replace a facility or amenity currently serving as a memorial for another purpose. Only under extremely rare and unusual circumstances shall existing memorials be replaced by another memorial.

e. Whether the design of the memorial makes use of equipment, structures, vegetation, or features that are of similar quality and design to existing or planned standards for amenities or facilities within the City.

f. Whether any identifying plaque associated with the memorial is constructed of heavy duty, high quality material, and no more than 5"x7" in size.

g. Whether the placement of the memorial will create an increased maintenance or long-term replacement burden.

h. Whether the installation or construction of the memorial will be completed or overseen by trained individuals in consultation with City staff, in accordance with all applicable master plans, codes, rules and regulations at the local, state and federal level.

i. Whether the requesting party agrees and understands that all memorials become the property of the City, and the City shall not be required to replace any memorial or portion of a memorial that is vandalized, damaged or stolen. The requesting party must also agree that the memorial may be removed, at the City's sole discretion, if the Public Works Director finds the removal to be in the public's best interest.

3. NAMING OF CITY PARK PROPERTIES, AMENITIES OR FACILITIES.

3.1 Consideration of the following in naming City park properties, amenities or facilities is strongly encouraged:

- a.** Historical significance;
- b.** Geographical identifiers; and
- c.** Natural characteristics, including flora and fauna that are characteristic of the Roseburg area.

3.2 All requests to name or re-name a City park property, amenity or facility shall be made in writing to the Public Works Director. Such requests may be made no sooner than two years after an event, activity or occurrence that has generated the desire to name a City property, park, amenity or facility.

3.3 Requests to name or re-name a City park property, amenity or facility shall be evaluated by the Parks Commission along with a staff recommendation. The Parks Commission shall make a recommendation to the City Council for approval

of the name. A denial by the Parks Commission may be appealed to the City Manager.

3.4 Generally, the naming of a City park property, amenity or facility shall occur before or during development, and be the product of a public participation process.

3.5 For purposes of evaluation and recommendation, the naming of a City park property, amenity or facility shall be divided into two categories:

a. Service and Non-monetary Contribution. A City park property, amenity or facility may be named to honor a person, living or deceased, in recognition of that person's extraordinary volunteerism, employment, leadership or similar service or non-monetary contributions to the mission and purpose of parks and recreation in the City of Roseburg. The applicant should submit a letter providing a summary and examples of the significant contributions to the mission and purpose of parks and recreation in Roseburg, with supporting documentation such as newspaper clippings, letters of support, or other relevant information.

b. Financial Contributions. The Parks Commission may consider naming a City park property, amenity or facility for a resident, organization or a business that has given or offered to give an appropriate and significant financial contribution to acquire, construct or otherwise enhance a park and recreation facility. A significant contribution means a donation of at least 51% (or \$300,000, whichever is greater) of the cost of the acquisition, construction or improvement of the City property, park, amenity or facility requested for naming. The Parks Commission may consider a time limitation on naming of a park property, amenity or facility by a business.

3.6 Renaming of City Park Properties, Facilities or Amenities. The City of Roseburg intends that the name on a facility be the permanent designation. Only under extreme or extraordinary circumstances shall facilities be renamed, unless the duration of naming was identified by prior agreement.

3.7 An application to rename a facility shall comply with and be evaluated in accordance with the procedures set out in the previous 'Process; Exemption' section.

4. DEVIATIONS FROM POLICY.

The Public Works Director may allow minor deviations from this policy if he/she finds that such deviation will further the goals and intent of this policy and will help further the mission of parks and recreation in the Roseburg community.

CITY OF PORT ANGELES

Park and Recreation Outdoor Facilities

Memorial and Donation Policy

Adopted by Parks Commission 10/20/05



Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, public art, monuments (by exception only), drinking fountains, flags, and other types of park trails accessories. This policy does not apply to buildings or land. The City desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on city owned property.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration and long term care of all donations made after the adoption of this policy.

GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics: Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and the appearance of the donated item if not cared for on a regular basis and installed properly. Nothing shall be hung or tied to trees. Because landscaping installed in and around picnic tables and benches can be trampled, landscaping shall not be done around site furniture. Decorations which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclist or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time as they can weather, and become unattractive and detract from the image of the community.



Materials: If landscaping around trees is desired, donors are encouraged to utilize natural materials in the construction of a six (6') foot border around the tree i.e. (one row of rocks no larger than eight inches in diameter). Prior approval of the landscaped area must be obtained from the Recreation Division.

Maintenance: Maintenance of the landscaping at tree donation sites is the responsibility of the donor. All landscaped sites will be maintained weed and debris free. All dead flowers and shrubs will be removed and disposed of by the donor. Donors must request direct supervision by City Parks Maintenance staff during pesticides, fertilizers or herbicidal application to manage the proper type and amount of pesticides, fertilizers, or herbicides. If a donor determines that he or she can no longer maintain the donor site, the donor is requested to contact the City in order that City staff may restore the site to its original condition. Donated park elements (i.e. benches, trees, plaques, etc.) become City property. Donations made previous to the adoption of this policy are to be maintained by the city during its salvageable life span.

STANDARDS FOR NEW DONATIONS

Definitions of New Donations: New donations are those made after the adoption of this policy.

Acquisition or Purchase: The City and the community have an interest in ensuring that park elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The City staff will be responsible for the purchase and installation of all park elements.

Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgments should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become City property. Accordingly, the city has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

Cost: The City has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation,



and maintenance. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently the City will assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated park elements during their expected life expectancy.

PROCEDURE FOR MAKING A DONATION

The City's Recreation Division office will manage all donations located on City park property, with the assistance of the Parks Maintenance Operation staff.

Application: The donor must contact the Recreation office to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail or in-person at the Recreation Division office. Completed applications and payment will be made to the Recreation Division office for review and processing.

CRITERIA FOR ACCEPTANCE

Park Plan: To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the City may accept the donation under certain conditions. Under this circumstance the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgments, as approved by the City, and memorial plaques are to be directly affixed to the donation and/or, are to be made of bronze and purchased through the City. Donation acknowledgements/memorial plaques will be a maximum 5 x 7 or 2 x 18 (pending application) inches in size, utilize "cheltenham light" lettering and numbers, have a leatherette background, be of light brown type "A" color (subject to change, due to availability) and manufactured by a City approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, City staff may suggest alternative types. These types will be in character with the intent of this section and acknowledgments shall be tasteful, and subtle. To prevent obscene or potentially offensive text from being displayed on city property, the City must approve all text for donation acknowledgements/memorial plaques.

In park bench applications the donation acknowledgment will be routed into the seat back of the bench.



In picnic table applications the donation acknowledgment will be inserted into the concrete pad installed under the picnic table. Multiple donors (up to 6 per table) will be allowed.

In tree installation applications the donation acknowledgment will be installed in a flush mounted concrete pad.

Notification: This criteria is a requirement for both existing (at the expiration of its life-cycle period) and new donations. It shall be the responsibility of the donor to provide the Recreation Division with a current address for purposes of notification regarding their donation. For the purposes of notification the City will send a certified letter to the donor, notifying the donor of changes related to the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

PARK BENCHES, BICYCLE RACKS, PICNIC TABLES, AND DRINKING FOUNTAINS

Park benches, bicycle racks, picnic tables, drinking fountains, and playground components may be sited in locations approved by the Recreation Division in accordance with an available site plan. Items donated must be of a product approved by the Recreation Division, and these items become City property at time of purchase.

TREES

Landscaping and plant selection for park facilities is critical due to the marine coastal environment in Port Angeles. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the City. Trees will only be accepted for areas that have active irrigation systems in place.

MONUMENTS

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City park facility. Exceptions to this policy are the Veteran's Park and monuments installed by the City commemorating the history and/or dedication of a park facility.

FLAGS

Flags may be sited in locations approved by the Recreation Division in accordance with an available site plan. Flags deteriorate quickly when exposed to the elements and the size of a flag is determined by the type, size and configuration of the pole on which it is to be mounted. Consequently, donated flags must of a size and quality suitable for the site and the environment in which it is to be located. Flags may be subject to replacement, paid for by the donor at the time when City park personnel determine replacement is needed.



INTERPRETIVE SIGNS

Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

OTHER DONATIONS

There may be other donations possible, other than those expressly listed or contained within this policy. The City may accept those donations subject to a review by the Recreation Division. The City may, at their discretion, bring any donation proposal to the Parks, Recreation and Beautification Commission for review and approval.

BUILDINGS, STRUCTURES, AND PUBLIC ART

Donated buildings, structures (including playgrounds) and public art (with the exception of public art placed at the Port Angeles Fine Art Center and the Art Outside Program) are subject to full review and approval of the Parks, Recreation and Beautification Commission and the City Council and are not considered as part of this policy.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed by City personnel. The installation will be scheduled at a time and date as determined by Parks Maintenance Operations section so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedure in this policy, the City will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location.

MAINTENANCE AND REPAIR

The long term care and maintenance of donated park elements is important to both the donor and the City.

Life Cycle Care Fund: The establishment of the Life Cycle Care Fund ensures that the City will care for the donation for the estimated life of the donation, or until such time the City determines that the memorial donation must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance sufficient based upon the expected life cycle for a donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

Accordingly, the City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation and its associated maintenance cost. The City reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the City has not been able to contact the original donor.

It is in the City's interest to exclude certain donations from this policy. Donations with short life spans are to be replaced and paid for by the donor at the time when the Recreation Division determines replacement is needed. This policy shall not apply to land or building donations.

Adopted and approved by the City of Port Angeles Parks, Recreation and Beautification Commission:

Adopted by Parks Commission 10/20/05_



Date:10/24/05

MEMORIALS AND DONATIONS FEES SCHEDULE				
Donation Type	Element Installation Cost *	Annual Maintenance Cost	Life Cycle	Extended Life Cycle Cost
Park Bench 6'0" recycled plastic planks w/concrete pad	\$820.00	\$25.00	25 Years	\$1,445.00
Picnic Table 6 x 5" w/concrete pad	\$1,160.00	\$40.00	25 Years	\$2,160.00
Drinking Fountain ADA	\$3,235.00	\$50.00	20 Years	\$4,235.00
Street Tree – 2" Caliper	\$300.00	\$60.00	25 Years	\$1,800.00
Granite Plaque 12" x 12"	\$150.00	\$15.00	30 years	\$600.00
Bronze Plaque 5 x 7"	\$200.00	\$15.00	30 Years	\$650.00
Bike Rack 3 spaces	\$400.00	\$20.00	20 Years	\$800.00
Outdoor Basketball Standard	\$700.00	\$20.00 (net replacement)	20 Years	\$1,100.00
Tennis Nets	\$195.00	\$15.00	2 years	\$225.00
Play Equipment	**		1-5	** As determined based on specific equipment
Lighting	**	\$20.00	20 years	**
Trash Receptacles	\$425.00	\$40.00	20 years	\$1,225.00

* plus applicable sales tax (on element only)

** price will be provided upon request, pending size and location.

A 50% deposit of the total amount due must be paid at the time of the order, with the remainder due prior to installation

CITY OF PORT ANGELES

Recreation Division

321 East Fifth Street / Port Angeles, WA 98362

Phone: 360-417-4550 Fax: 417-4559



PARKS AND RECREATION OUTDOOR FACILITIES MEMORIAL AND DONATION APPLICATION			
Name of Donor:			
Address of Donor:			
Phone Number: Work:		Home:	
		Fax:	
Email:			
Description of Donation:			
Location of Donation:			
Wording on Memorial Acknowledgement:			

Donation Cost Calculations		
Element Type		
Cost of element (1)		\$
Life Cycle Term	Years (x)	
Annual Life Cycle Cost	\$ (=)	
Life Cycle Cost		\$
Total Cost of Donated Element		\$ (2)

* Includes purchase, tax, shipping and installation.

**A 50% deposit of the total cost must be paid at the time of the application, with the remainder due prior to installation.

I have read the Memorial and Donations Policy

Requested by: _____ Date: _____

Reviewed by: _____ Date: _____
Parks Maintenance

Recreation Division Approval:

By: _____ Date: _____

**Agreement for Public Exhibit of Art
at SCOTT PARK in the City of MILWAUKIE, OREGON**

Monument Title: Vietnam Veterans Memorial Monument	
Location: Scott Park, Milwaukie, Oregon	Exhibition Period: Indefinitely
Artist: Bruce Polone (the Artist)	Installation Date: November 2017

This agreement is effective upon execution by Milwaukie American Legion Post 180 (Post 180), the City of Milwaukie, Oregon (the City), the Susannah Lee Barlow Chapter of the Daughters of the American Revolution (the Chapter), and Bruce Polone also known as Threshold Studio (the Artist).

WHEREAS, from 2015 to 2017 the Milwaukie Vietnam 50th Commemoration Partners participated in a program of events to commemorate the 50th anniversary of the Vietnam War; and

WHEREAS, the Partners, working with the Milwaukie Arts Committee (the artMOB), selected the Vietnam Veterans Memorial Monument (the Monument), which was installed by agreement between the Artist and the Partners at Scott Park, located in Milwaukie, Oregon, on Veterans Day November 11, 2017; and

WHEREAS, it is the Parties' desire that this agreement serve as a record of the ownership and rights to the Monument, placement of the Monument, and provide for the care of the Monument and adjacent benches.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 1) **Installation.** In July 2017, the Artist submitted a Design Proposal, attached to this agreement as Exhibit A. By agreement with the Partners, the Artist transported and installed the Monument and benches, undamaged, at the site by the identified installation dates.
- 2) **Ownership.** By this agreement the City is entitled to and shall retain possession and ownership of the Monument and the adjacent benches in perpetuity.
 - a) **Donation.** The City acknowledges and recognizes that the Monument and adjacent benches were donated to the City by Post 180, the Chapter, and the Artist to keep and maintain on behalf of the veterans of Clackamas County and the people of Milwaukie, subject to the terms of this agreement.
 - b) **Copyright.** The Artist, the Chapter, and Post 180 grant the City, in perpetuity, the copyright and all right, title and interest to the Monument, benches and installation, including but not limited to the right to photograph, film, videotape, or otherwise to record or depict the Monument and adjacent benches at any time and to use such photographs, films, videotapes, records or depictions at any time thereafter for the promotion of the Monument, Scott Park, the Ledding Library, or the City, and to authorize third parties to do the same provided that artistic credit to the Artist is provided concurrently with such use.

- c) **Insurance.** The City shall insure the Monument and adjacent benches against damage or loss in the amount of \$32,000, an amount determined by the parties as an estimate of fair market value (FMV), see Exhibit B attached to this agreement. The City's obligation to provide insurance is for the duration of the Exhibition Period and only while the Monument is located at the existing site.
- 3) **Maintenance.** During the Exhibition Period, the City shall be responsible for the routine maintenance of the Monument and adjacent benches. The City reserves the right to decline to implement any Artist or Partner recommended maintenance procedures if circumstances, including but not limited to cost, render implementation unreasonable. If the City declines to implement such procedures, the Artist, Post 180, or the Chapter may, with the City's prior approval, undertake such procedures at their own expense subject to any laws or rules governing repair of City owned facilities.
- a) **Routine Care.** The City shall work with the North Clackamas Parks and Recreation District (NCPRD), or the City's otherwise contracted maintenance agency, to ensure that regular and routine maintenance of the site around the Monument and adjacent benches is done.
 - b) **Adding to or Altering the Text.** If additions or changes are proposed to any part the inscription on the Monument or adjacent benches, including the list of Vietnam War casualties, the following process shall be initiated:
 - i) Acknowledge and Vet. The Partners will acknowledge the proposed change and will conduct a research and a vetting process of the proposed addition or change to ensure historical accuracy, taking the following factors into consideration:
 - (1) The Memorial Wall in Washington, District of Columbia (DC). Names of Vietnam conflict casualties to be engraved on the Monument or adjacent benches must first be engraved on the Vietnam Memorial Wall in Washington, D.C. This provides proof of service in the Vietnam conflict and proof of death or missing-in-action (MIA) status within Vietnam, and
 - (2) Clackamas County Residency. Evidence that the fallen soldier resided in Clackamas County, Oregon, at some time in his/her life must be documented to the satisfaction of the Partners.
 - ii) Partner Approval. The Partners will meet to discuss the proposed change or addition, and if all Partners agree to make the proposed addition or change to the Monument or adjacent benches, the Partners will identify the appropriate source of funding and contract with an appropriate contractor to make the approved additions or changes.
 - c) **Catastrophic Damage of Defacement.** In the event the Monument or adjacent benches are damaged during the Exhibition Period, from whatever cause, and the City Manager, or his or her designee, reasonably deems the Monument or benches to be a danger to the public health or safety; or the Monument or adjacent benches are defaced by graffiti (as defined in ORS 164.381), the City may take the following actions:
 - i) Give notice (written, email, or telephonic) to Post 180 and the Chapter that the Monument or adjacent benches must be removed or protected within 5 (five)

calendar days of the receipt of the notice, to eliminate the risk of injury or death to the public, or to remove the graffiti.

- ii) Temporarily protect the public from risk or injury during that 5 (five) day period, if the Monument or adjacent benches were damaged or if defaced, to obscure the Monument or adjacent benches to protect the surrounding area from the negative effects of graffiti.
 - iii) Long-Term Storage. If Post 180 or the Chapter do not remove or otherwise secure the damaged Monument or adjacent benches so they no longer present a danger to the public health or safety, or, remove the graffiti, within the 5 (five) calendar day period, the City may cause the Monument or adjacent benches to be removed from display and stored on City property that is reasonably secure, at the City's expense (subject to claim for reimbursement under the insurance policy noted in this agreement).
 - iv) Repair and Replacement. The City may consult with Post 180 and the Chapter, or their designee(s), to identify an appropriate fundraising strategy and to identify repair technician(s). As outlined in this agreement the City reserves the right to take all necessary actions to secure and remove the Monument or benches as it deems necessary. Further, the City is not financially responsible for repairing or replacing the Monument or adjacent benches in the event of any damage to the Monument or adjacent benches.
- 4) **Exhibition Period**. The Exhibition Period is for an indefinite period, although it may be shortened or extended by agreement between the City and Post 180 and Chapter. **The City reserves the right, with or without cause, of deaccession, or to terminate exhibition of the Monument or adjacent benches at any time.**
- a) **Location**. The City agrees to maintain the Monument and benches at their initially installed location in Scott Park for as long as it is appropriate and practical to do so. As outlined in this agreement, the City retains the right as owner of the Monument and benches of deaccession and to store or otherwise move, remove, relocate, or dispose of the Monument or benches for any reason. The City may consult with Post 180 and the Chapter about any relocation of the Monument or benches, but is not required to do so.
- 5) **Termination**. This agreement may be terminated at any time by mutual written consent of the Chapter, Post 180 and City. Should this agreement be terminated, the **City reserves the right to retain, maintain, and dispose of the Monument or benches as it deems appropriate. In addition, the City may terminate this agreement at any time upon the occurrence of any of the following events:**
- a) Statutory Changes. Federal or State laws, regulations or guidelines are modified or interpreted in such a way that the City is prohibited from proceeding under the terms of this agreement;
 - b) Damaged or Defaced. The Monument or adjacent benches are damaged or defaced and the City Manager, or his or her designee, elects to have the Monument or benches removed from display, as described in this agreement.

- c) The City exercises its right of deaccession. In this event, the City shall provide Post 180 and the Chapter with thirty (30) calendar days' notice and opportunity to acquire and remove the Monument and benches on such terms and conditions as reasonably agreed by Post 180, the Chapter and City.
- 6) **Parties and Enforcement.** The Parties, as noted in this agreement are the only parties to this agreement and are the only parties entitled to enforce its terms. Nothing in this agreement gives, is intended to give, or shall be construed to give or provide any enforceable benefit or right, whether directly, indirectly, or otherwise, to third persons.
- a) Failure to Enforce. The failure of the City to enforce any provision of this agreement shall not constitute a waiver by the City of that or any other provision.
- b) Party Contact Information:

Post 180:

Jerry Craig, Chaplain
2146 SE Monroe Street
Milwaukie, OR 97222
squish5213@comcast.net
(503) 723-9988

The City:

Scott Stauffer, City Recorder
10722 SE Main Street
Milwaukie, OR 97222
stauffers@milwaukieoregon.gov
(503) 786-7502

The Chapter:

Phyllis Hines, Regent
12075 McCord Heights Court
Oregon City, OR 97045
hinesp@q.com

The Artist:

Bruce Polone
Threshold Studios
10447 SE 23rd Ave, Apt F
Milwaukie, OR 97222
brucepolone@gmail.com

- 7) **Agreed.** The undersigned Party representatives do hereby agree to this agreement.

Post 180:

Post Commander

Date signed: _____

The City:

City Manager

Date signed: _____

The Chapter:

Regent

Date signed: _____

The Artist:

Artist

Date signed: _____