



KEIZER PARKS & RECREATION ADVISORY BOARD AGENDA
Tuesday, March 10, 2020, 6:00 p.m.
Keizer Civic Center

1. CALL TO ORDER
2. APPROVAL OF MINUTES ~ February 2020
3. APPEARANCE OF INTERESTED CITIZENS
4. NEW/OLD BUSINESS
 - **Grant Request – Clint Holland**
 - Memorial Policy
 - Budget Discussion
 - Plan April 13 Parks Tour – Staff suggests: Claggett Creek, Northview, KLL, and Carlson Skate Park
 - Park Reports:
 - Tanya Hamilton: Bob Newton & Ben Miller
 - Dylan Juran: Sunset & Claggett Creek
 - David Loudon: Northview & Meadows
 - Jeff Sargent: Northridge & Ryan J. Hill
 - Wayne Frey: Clear Lake & Palma Ceia
5. STAFF REPORT
 - Robert Johnson
 - Debbie Lockhart – Dissolution of Festival Advisory Board and resultant task for Parks Advisory Board (Band approvals for Summer Concert Series at Amphitheater)
6. COUNCIL LIAISON REPORT
7. OTHER BUSINESS
8. ADJOURNMENT

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, February 11, 2020
6:00 p.m. Keizer Civic Center**

CALL TO ORDER – Chair David Loudon called the meeting to order at 6:01 p.m.

ATTENDANCE

Present

David Loudon, Chair
Tanya Hamilton, Vice Chair
Matt Lawyer
Michael Pantalone
Jeff Sargent
Dylan Juran
Clint Holland
Clay Rushton
Wayne Frey

Staff Present

Robert Johnson, Parks Division Manager
Debbie Lockhart, Deputy City Recorder
Councilor Roland Herrera

APPROVAL OF MINUTES: Tanya Hamilton made a correction and moved for approval of the January 2020 Minutes. Clay Rushton seconded. Motion passed unanimously as follows: Loudon, Hamilton, Lawyer, Pantalone, Sargent, Juran, Rushton, Holland and Frey in favor.

APPEARANCE OF INTERESTED CITIZENS: Carol Doerfler, Keizer, President of the West Keizer Neighborhood Association, introduced Carol and Dennis Phipps noting that Carol is the current Vice President and Dennis has been appointed as an ad hoc member of the board to monitor the parks within the west Keizer neighborhood.

Carol Phipps asked how and when the holes in the dog park at Keizer Rapids Park are going to be filled. Clint Holland explained that it is done once a year with volunteers. Parks Division Manager Robert Johnson added that the city provides a large pile of dirt with shovels and wheelbarrows inside the fenced area so that volunteers can fill holes as soon as their dogs dig them.

NEW/OLD BUSINESS

➤ **Park Reports**

- **Mike Pantalone ~ Meadows:** Looks good; a cut-up tree trunk on the southwest side of the park needs to be removed as well as a pile of brush that is closer to the road. **Clear Lake:** In good shape.

- *Clay Rushton*: **PFC Ryan J. Hill Memorial**: In good shape; some blown-in litter in lower area. **Northridge**: Wet
- *Clint Holland*: **Keizer Little League**: PGE work resulted in damage to the main line coming into the complex so there is no power. Temporary overhead power was put in to service the lights. Estimated 2-3 weeks before work will be completed. Leaf removal is 90% complete. **Mike Whittam**: Looking good.
- *Matt Lawyer*: **Chalmers-Jones**: Skate park getting heavy use; Community Garden is in excellent shape. **Bob Newton**: Tanya Hamilton reported that the park looks great but the access road has potholes that need filling.
- **Reassignment of Parks**: Parks were reassigned as follows with Board members choosing one park and the remaining parks being drawn at random.
 - Tanya Hamilton: Bob Newton & Ben Miller
 - Mike Pantalone: Country Glen & Mike Whittam
 - Dylan Juran: Sunset & Claggett Creek
 - Clay Rushton: Bair & Willamette Manor
 - David Loudon: Northview & Meadows
 - Clint Holland: Keizer Little League & Hidden Creek
 - Jeff Sargent: Northridge & Ryan J. Hill Memorial
 - Matt Lawyer: Chalmers-Jones & Wallace House
 - Wayne Frey: Clear Lake & Palma Ceia

STAFF REPORT: Robert Johnson reported that the Charge house demolition project was completed in three days thanks to volunteers Jerry Nutbrock, Randy Miller, Mark Caillier, Garry Whalen and Herc Equipment Rentals who donated the equipment. Winter pruning is being done at all parks. Staff urged everyone to check out the old records on display in the lobby, found in the attic at the Charge house and donated to the City.

COUNCIL LIAISON REPORT: Councilor Herrera reported on the recent Work Session and announced the funeral of Officer Dan Carroll, the League of Oregon Cities Board meeting and City Budget Committee meetings.

OTHER BUSINESS: Matt Lawyer provided a Claggett Creek Watershed Council update. Jeff Sargent reported that REI is hosting a free event in February with Oregon Wild: Protecting Oregon's Rivers.

Board member to Council: Mike Pantalone will report.

ADJOURNMENT ~ Meeting adjourned at 6:55 p.m.

Next Meeting: March 10, 2020

Approved: _____

MEETING: March 10, 2020

TO: KEIZER PARKS AND RECREATION ADVISORY BOARD

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: DONATION AND NAMING POLICIES

We were asked to review proposed memorial/donation policies for the parks. A Council Resolution already exists on this topic which had some policies that were still relevant. In addition, there is a Resolution on naming and renaming of parks. We attempted to merge all three of these documents. Many thanks to our assistant Tammie Harms, who took the lead on editing and merging these documents.

I have attached the new draft, the Parks Board draft from January, Resolution R2009-1917, Resolution R96-894, and Resolution R2006-1740. Here are some high points/considerations:

1. We deleted the old opening paragraph and replaced it with the new Parks Board paragraphs because it better stated the background.
2. We left the old Sections 1 and 2 from the Resolution as they provide a general philosophy of the donation process.
3. We split the donations into non-cash, general cash and specific cash categories using the Parks Board language for the most part; we made no substantive or policy changes.
4. One minor point is in Section 6(C). I would suggest the word “immediate” be replaced with “appropriate” in the first sentence.
5. One policy issue to consider is the maintenance issue in Section 7. I reviewed this matter with Robert Johnson. Section 7(A) calls for the maintenance of the landscaping at tree donation sites to be the responsibility of the donor. Having the donor maintain the site may be problematic. First, there may be some liability issues with this scenario. More importantly, most people have good intentions, but often a few years later people may move or people may pass away. You may want to consider having the City maintain the site similar to Sections 5(A)(6) and 5(B)(5). In such cases, the City should simply not accept proposals that are high maintenance.
6. At Robert’s suggestion, we added a new Section 7(E) that states the City will not replace a damaged park element. However, this is a policy decision for the Parks Board. You could determine that the City should budget for some park element replacement.

If you choose to change this subsection 7(A), subsection 7(B) needs to be deleted or rewritten.

Please let me know if you have any questions or concerns in this regard. You may contact me at Johnsons@Keizer.org or 503-856-3432. Thank you.

ESJ/tmh

City of Keizer Park and Public Space Donation Opportunities and Naming of Parks and Public Spaces

The Keizer City Council and the Keizer Parks and Recreation Advisory Board 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.

1. **TYPES OF DONATIONS:** Gifts donated to parks can be designated for a specific park or program or undesignated leaving use of the donation to the discretion of city staff. Donation opportunities are limitless but may include:

- Park Equipment (benches, picnic tables, kiosks, walkways)
- Playground Equipment
- Trees and shrub plantings
- Recreation Programs and Scholarships
- Sports Equipment
- Artwork
- Structures & facilities
- Property

Gifts may be tax deductible. Donors are advised to consult their own tax professional to determine deductibility. If requested, each individual, group, or organization will receive a letter of appreciation and appropriate tax verification information.

2. **CRITERIA FOR ACCEPTING NON-CASH DONATIONS:** The following general principles have been established to help determine the appropriateness of donations:

- A. *Preserve the integrity and artistry of the parks, trails, and open spaces.* Donations should be placed in a park to enhance the master plan and be part of the overall landscape design of the site.

- B. *Provide a “Quiet Reverence” instead of a public display.* Donations should allow the existing natural scenery and architecture to dominate. Donations should not detract from the quality of the visitor’s experience or overpower the setting.
- C. *Less is better than more.* A conservative approach is warranted and great consideration must be given to site design if a donation is located in scenic or historic environs of parks, trails, and open spaces.
- D. *Incorporate Broad Community Values.* All donations should have significance that is readily apparent to the general public and not that of a small special interest group.

3. **GUIDELINES FOR GENERAL CASH DONATIONS:** The City and Keizer Parks and Recreation Advisory Board will work to visibly acknowledge cash donations in a manner that is appropriate for the given donation, that does not detract from the quality of a park or program, and that serves to encourage further donations to improve public facilities and programs. Sponsorships are temporary agreements with the City of Keizer for donations that fund events or recreational activities. The acknowledgement for sponsorships will be in the form of a sign and/or recognition published in event materials or other agreed upon recognition methods.

4. **GUIDELINES FOR SPECIFIC CASH DONATIONS:** 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 may have significant impact on financial or other resources, and has not been explicitly approved as part of an existing plan, must be approved by the City Council.

5. **GUIDELINES FOR SPECIFIC NON-CASH DONATIONS:**

A. Tree Donations

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

- 1. Locating a tree in the proposed site is appropriate and would preserve the integrity and aesthetics of the site.
- 2. Special location requests will be considered with the final location to be determined by the City.
- 3. Tree species and size must be approved by the City.

4. 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.
5. 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.
6. Trees will be pruned and maintained by the City to the same standard as other trees in the park.
7. 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.
8. Due to concerns over maintenance, vandalism, and the more natural setting associated with a living memorial, plaques may not be included as part of the tree donation program.
9. 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.

B. Shelters, Table and Bench Donations

Shelters, benches, tables 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:

1. 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.
2. 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.
3. All park amenities will be designed, constructed, and installed in a manner that meets the standards and requirements of the City. The City maintains a list of commercially available tables and benches approved for use in Keizer parks and their approximate cost.
4. 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.
5. The City of Keizer will maintain site furnishings and amenities according to the maintenance schedule for the selected park or public space.
6. If intended as a memorial, appropriate plaques may be attached to the amenity provided the following standards are met:
 - a) The size, placement, and wording of the plaque do not change or detract from the public use and enjoyment of the site.
 - b) The plaque materials, construction, and installation meet City standards for durability and maintenance.

- c) 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.
- 7. If determined necessary by City, a financial donation covering the expected cost of the amenity, its installation, and a ten year maintenance plan shall be provided by the donor.
- 8. Keizer will maintain park amenities accepted as memorials for ten years in their original location, or in an area near their original location. After 10 years, the amenity may be removed or relocated without notice should park needs change.

6. DONATION PROCEDURES:

- A. Cash donations shall be made payable to the City of Keizer.
- B. Proposed non-cash or restricted cash donations must be submitted in writing on a form provided by the City. The form must contain a brief summary of the person who is being memorialized, if applicable.
- C. The City will review proposed donations and approve those that meet an immediate [**suggest “appropriate”**] 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.
- D. Depending on the type of potential donation or memorial, other City Departments, the Parks and Recreation Advisory Board, the City Manager, the City Council, and others may review the proposal. 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, etc.
- E. Specific donations will be documented in writing. Once such documentation has been agreed to 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.
- F. 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.
- G. As used herein, "the City" shall mean the City Manager or his/her designee.

7. MAINTENANCE/REPLACEMENT OF DONATED ITEMS:

- A. 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.
- B. If a donor determines that donor 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 trees become City property. Donations made previous to the adoption of this document are to be maintained by the City during its salvageable life span.
- C. Donated park elements and/or their associated donation acknowledgement are 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.
- D. Existing memorials may be replaced by another memorial or removed at any time with the approval of the Keizer Parks and Recreation Advisory Board.
- E. Due to limited funding, donated park elements that are destroyed or damaged beyond repair will not be replaced. If appropriate, the City may repair such elements depending on funds being reasonably available.

8. GUIDELINES FOR DONATION NAMING RIGHTS: One of the most visible and sensitive forms of acknowledgement is the naming of a park or a facility within a park after an individual, company, or organization. The following process is for situations where new park land has been donated to the City or the funds for a specific major facility are donated. In an effort to treat all “naming” suggestions in a fair and open manner, and recognizing the potential for controversy surrounding such decisions, the following guidelines must be followed:

- A. General Procedure for Naming Rights:
 - 1. Naming suggestions from the public, advisory board members, organizations, and others should be made to the Parks Division in Keizer’s Public Works Department in writing. The information provided should include justification for the name in order to aid in considering the suggestion.
 - 2. After review by the appropriate City staff, the proposal will be placed on the agenda of the Keizer Parks and Recreation Advisory Board and will be brought forward with a recommendation from City staff. Public input will be solicited via normal publication methods and time will be provided for public input at a designated Keizer Parks and Recreation Advisory Board meeting. Procedures for naming and renaming of parks will at a minimum include the provisions outlined below pertaining to the naming of city parks.

3. The Keizer Parks and Recreation Advisory Board recommendation will be forwarded to the Keizer City Council for final action and official designation.

B. Criteria for Names: The following are criteria the Keizer Parks and Recreation Advisory Board will use in considering suggestions for names:

1. Names will be considered if appropriate for the park, facility, or amenity within a facility. The name must not duplicate, or be closely relate to, or pronounced similarly, to any other name within the Keizer system to minimize confusion to the general public; or be a name associated with a company whose business is deemed illegal; or be discriminatory or derogatory of race, gender, creed, religious or political affiliations, or other similar factors.
2. To be recommended, names should be relevant to the item being named, be reviewed by other individuals, corporations, and organizations who have made significant contributions to the completion of the park or facility being named, and meet one or more of the following criteria:
 - a) Recognize a person or organization that has made an exceptional contribution to and a positive impact in the community, either through many acts over time or one exceptional contribution. Relevant contributions can include: significant funding or donations of material, time, and/or talent to build, maintain or develop a park or facility; donations enabling the acquisition, development or conveyance of land or facility; or other tangible or intangible contributions or positive impacts.
 - b) Highlight a relevant, important historical event, natural phenomenon or geographic location.
 - c) Names reflecting private business identities will be considered when it results from donations that made a park or facility available to the public that otherwise would not exist and reflects either the initial agreement concerning the donation and/or ongoing contributions helping to maintain or improve the park or facility. Commitments for names conferred through this provision are only for the period of time specified in the associated agreements. Names reflecting business donations will only be considered when the donation covers in excess of 50% of the costs associated with the facility.

9. GUIDELINES FOR NAMING AND RENAMING OF CITY PARKS: This process is for non-donation naming or renaming situations. The following process for naming and renaming of City Parks shall be followed:

- A. Criteria: Park properties should be named for their location, or in memory of a deceased individual who has positively impacted the City of Keizer.
- B. Public Input: In the case of a Neighborhood park, include a question on a park survey that is distributed to the neighbors of the park, asking their ideas for a name. If the park is larger and would be considered a Community park, ideas for a park name could be asked in the local paper, City Newsletter or water bill.
- C. Parks and Recreation Advisory Board Review: All ideas will be reviewed by the Keizer Parks and Recreation Advisory Board and a recommendation forwarded to the City Council.

- D. City Council Decision: The City Council will receive from the Keizer Parks and Recreation Advisory Board a review of the possible park names along with the recommendation.
- E. Renaming: For the renaming of existing, named parks, the City Council may adopt a new name for a park after such review, recommendation the Parks and Recreation Advisory Board, and public input as the City Council may see fit without necessarily following Section 9(A) through 9(D) above.

City of Keizer Park and Public Space Donation Policies

POLICY STATEMENT:

The Keizer Council and the Keizer Parks and Recreation Citizen Advisory Board 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 included as part of the tree donation program.

- 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 and Bench Donations

Shelters, benches, tables 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. The City maintains a list of commercially available tables and benches approved for use in Keizer parks and their approximate cost.
- 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. If necessary, a financial donation covering the expected cost of the amenity, its installation, and a ten year maintenance plan shall be provided by the donor.
- h. Keizer will maintain park amenities accepted as memorials for ten years in their original location, or in an area near their original location. After 10 years, the amenity may be removed or relocated without notice should park needs change.

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.

Additional text to be considered:

Replacements

Only under extremely rare and unusual circumstances shall existing memorials be replaced by another memorial.

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.

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.

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.

Other items

4) **Exhibition Period.** The Exhibition Period is for an indefinite period, although it may be shortened or extended by agreement between the City and the donor. The City reserves the right, with or without cause, of deaccession, or to terminate exhibition of the Monument or adjacent benches at any time.

5) **Termination.** 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 a memorial 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.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2009- 1917

4
5 ADOPTING POLICIES FOR KEIZER PARKS AND
6 RECREATION DONATION OPPORTUNITIES;
7 **REPEALING RESOLUTION R2006-1737 (ADOPTING**
8 **POLICIES FOR KEIZER PARKS AND PUBLIC**
9 **PLACES DONATION OPPORTUNITIES)**

10
11 WHEREAS, Resolution R2006-1737 (Adopting Policies for Keizer Parks and
12 Public Places Donation Opportunities) was adopted by the Keizer City Council on
13 November 20, 2006;

14 WHEREAS, the City Council wishes to repeal such Resolution and replace it
15 with new policies for future donations;

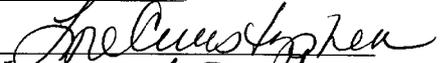
16 NOW, THEREFORE,

17 BE IT RESOLVED by the City Council of the City of Keizer that the attached
18 "Keizer Parks and Recreation Donation Opportunities" is hereby adopted.

19 BE IT FURTHER RESOLVED that Resolution R2006-1737 (Adopting Policies
20 for Keizer Parks and Public Places Donation Opportunities) is hereby repealed in its
21 entirety.

22 PASSED this 2nd day of February, 2009.

23 SIGNED this 2nd day of February, 2009.

24
25 
26 Mayor
27 
28 City Recorder

Keizer Parks and Recreation Donation Opportunities

The Keizer City Council and Keizer Parks and Recreation Board encourage individuals, groups and organizations to make donations to improve public parks, places and facilities.

I. Types of Donations: Gifts donated to parks can be designated for a specific park or program or undesignated leaving use of the donation to the discretion of city staff. Donation opportunities are limitless but include:

- Park Equipment (benches, picnic tables, kiosks, walkways)
- Playground Equipment
- Trees and shrub plantings
- Recreation Programs and Scholarships
- Sports Equipment
- Artwork
- Structures & facilities
- Property

Gifts to improve Keizer parks can be donated to the City of Keizer or the Keizer Parks Foundation. This foundation was established in 2007 to provide a volunteer citizen organization and fundraising effort focusing solely on improving Keizer's parks and associated recreation programs. The foundation will work with the Keizer Parks Department to implement its projects in a manner that is coordinated with and beneficial to the city

Gifts may be tax deductible. Donors are advised to consult their own tax professional to determine deductibility. Each individual, group, or organization will receive a letter of appreciation and appropriate tax verification information.

II. Criteria for Accepting Donations: The following general principles have been established by the Keizer Parks and Recreation Board to help determine the appropriateness of donations:

- A. *Preserve the integrity and artistry of the parks, trails, and open spaces.* Donations should be placed in a park to enhance the master plan and be part of the overall landscape design of the site.
- B. *Provide a "Quiet Reverence" instead of a public display.* Donations should allow the existing natural scenery and architecture to dominate. Donations should not detract from the quality of the visitor's experience or overpower the setting.
- C. *Less is better than more.* A conservative approach is warranted and great consideration must be given to site design if a donation is located in scenic or historic environs of parks, trails, and open spaces.

- D. *Incorporate Broad Community Values.* All donations should have significance that is readily apparent to the general public and not that of a small special interest group.

III. Recognition for donations:

- A. Acknowledgement of general donations:** The city and parks and recreation advisory board will work to visibly acknowledge significant donations in a manner that is appropriate for the given donation, that does not detract from the quality of a park or program, and that serves to encourage further donations to improve public facilities and programs.
- B. Acknowledgement of sponsorships:** Sponsorships are temporary agreements with the city of Keizer for donations that fund events, recreational activities, or specific items (i.e. benches, trees, tables, fountains). The acknowledgement will be in the form of a plaque and/or recognition in event materials or other agreed upon recognition methods. For specific items, the recognition may extend to the life of the item at the City's option.
- C. Acknowledgement through Naming Rights:** One of the most visible and sensitive forms of acknowledgement is the naming of a park or a facility within a park after an individual, company, or organization. In an effort to treat all "naming" suggestions in a fair and open manner, and recognizing the potential for controversy surrounding such decisions, the Parks and Recreation Advisory group has developed the following guidelines.
1. **General Procedure for Naming Rights:**
 - a. Naming suggestions from the public, advisory board members, organizations, and others should be made to the Parks Division in Keizer's Public Works Department in writing. The information provided should include justification for the name in order to aid in considering the suggestion.
 - b. After review by the appropriate city staff the proposal will be placed on the agenda of the Keizer Parks and Recreation Advisory board and will be brought forward with a recommendation from city staff. Public input will be solicited via normal publication methods and time will be provided for public input at a designated Parks Advisory meeting. Procedures for naming and renaming of parks will at a minimum include the provisions outlined in City Council Resolutions R96-894 and R2006-1740 pertaining to the naming of city parks.
 - c. The Keizer Parks and Recreation Board recommendation will be forwarded to the Keizer City Council for final action and official designation.
 2. **Criteria for Names:** The following are criteria the advisory board will use in considering suggestions for names:

- a. Names will be considered if appropriate for the park, facility, or amenity within a facility. The name must not duplicate, or be closely relate to, or pronounced similarly, to any other name within the Keizer system to minimize confusion to the general public; or be a name associated with a company whose business is deemed illegal; or be discriminatory or derogatory of race, gender, creed, religious or political affiliations, or other similar factors.
 - b. To be recommended, names should be relevant to the item being named, be reviewed by other individuals, corporations, and organizations who have made significant contributions to the completion of the park or facility being named, and meet one or more of the following criteria:
 - (1) Recognize a person or organization that has made an exceptional contribution to and a positive impact in the community, either through many acts over time or one exceptional contribution. Relevant contributions can include: significant funding or donations of material, time, and/or talent to build, maintain or develop a park or facility; donations enabling the acquisition, development or conveyance of land or facility; or other tangible or intangible contributions or positive impacts.
 - (2) Highlight a relevant, important historical event, natural phenomenon or geographic location.
 - (3) Names reflecting private business identities will be considered when it results from donations that made a park or facility available to the public that otherwise would not exist and reflects either the initial agreement concerning the donation and/or ongoing contributions helping to maintain or improve the park or facility. Commitments for names conferred through this provision are only for the period of time specified in the associated agreements. Names reflecting business donations will only be considered when the donation covers in excess of 50% of the costs associated with the facility.
3. In all cases, the Parks Advisory Board and City of Keizer are strongly committed to appropriately acknowledge all critical contributors through signage at the site of major donations. Signage shall be approved and placed by the City or its agents only.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

RESOLUTION NO. R96- 894

ESTABLISHING A PROCESS FOR NAMING OF CITY PARKS

WHEREAS, The City of Keizer desires a formal policy for naming park properties , and

WHEREAS, , and a policy was reviewed and recommended by the Parks and Recreation Advisory Board. **NOW THEREFORE** ,

BE IT RESOLVED that the Council adopt the following process for naming park properties:

1. **Criteria:** Park properties should be named for their location, or in memory of a deceased individual who has positively impacted the City of Keizer in his/her lifetime.
2. **Public input:** In the case of a Neighborhood park, include a question on a park survey that is distributed to the neighbors of the park, asking their ideas for a name. If the park is larger and would be considered a Community park, ideas for a park name could be asked in the local paper, City Newsletter or water bill.
3. **Parks and Recreation Advisory Board review:** All ideas will be reviewed by the Board and a recommendation forwarded to the City Council.
4. **City Council Decision:** The City Council will receive from the Parks Board a review of the possible park names along with the Board's recommendation.

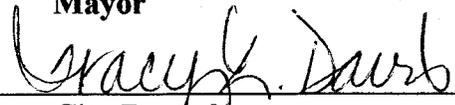
PASSED this 15 day of April, 1996.

SIGNED this 15 day of April, 1996

FMAGIC



Mayor



City Recorder

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2006- 1740

4 AMENDING RESOLUTION NO. R96-894 (ESTABLISHING
5 A PROCESS FOR NAMING OF CITY PARKS)
6

7
8 WHEREAS, Resolution No. R96-894 was adopted by the Keizer City Council on
9 April 15, 1996;

10 WHEREAS, the City Council wishes to amend such Resolution to provide for the
11 renaming of City Parks;

12 WHEREAS, the Keizer City Council has considered the matter and wishes to
13 amend the Resolution as set forth below;

14 NOW, THEREFORE,

15 BE IT RESOLVED by the City Council of the City of Keizer that Resolution No.
16 R96-894 (Establishing a Process for Naming of City Parks) is amended as set forth
17 below:

18 Section 1. Addition of Section 5. A new Section 5 is added to Resolution No.
19 R96-894 as follows:

20 5. ***Renaming of Parks:*** For the renaming of
21 existing, named parks, the City Council may adopt a new
22 name for a park after such review, recommendation by

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the Parks and Recreation Advisory Board, and public
input as City Council may see fit without necessarily
following the above process.

PASSED this 20th day of November, 2006.

SIGNED this 20th day of November, 2006.



Mayor



City Recorder

Over the past several years the Festival Advisory Board has been responsible for approving the bands that are scheduled to play at the Keizer Rotary Amphitheater in Keizer Rapids Park. **The list below** is all the bands that have been approved in the past by KFAB.

The following page is a list of bands scheduled for the 2020 season with band names as LINKS so that you can go to their web or Facebook page and hear their music.

The 2020 bands and the ongoing list below will be on the May Parks Board agenda for approval.

Bands approved as of 2015 - Ongoing

Abby Road Live

Big Time Band

Brady Goss

Brian Odell Band

Briana Renea

Cherry City Band

David Bowie Tribute Band

David Klinkenberg

Dina Y Los Rumberos

Harvest Gold

High Point

Hope United

Infamous Soul

JFK

Joe Stoddard

Johnny Limbo and the Lugnuts

Lloyd Jones

Magical Mystery Four

My Brothers and I

Oregon Valley Boys

Paradise of Samoa

Patrick Lamb

Shasta Ray & the Down Home Band

Shwing Daddies

Stephanie Michals

Still Water Vibes

Sugar Sauce Band

Syco Billy's

The Boomers

The Fam Jam

The Loafers

The North Santiam Band

The Severin Sisters

Tim Davis Band

Tony Smiley

Thunder Road

Ty Curtis

Will West & the Friendly Strangers

Friday, June 26 – [Schwing](#)
Saturday, June 27 – [Joe Stoddard](#)
Friday, July 10 – [The Fam Jam](#)
Saturday, July 11 – [Syco Billy Band](#)
Saturday, July 18 – [Johnny Limbo & the Lugnuts](#)
July 21–27 – **Keizer Homegrown Theatre**
Friday, July 31 – **TBA**
Friday, August 7 – [Ellen Whyte Band](#)
Saturday, August 8 – [Ty Curtis Band](#)
Saturday, August 15 – [JFK](#)
Saturday, August 22 – [Patrick Lamb](#)
Friday, August 28 – [Jeanne Gregg Band](#)
Saturday, August 29 – **Hope United** *featuring* [All That Sound](#)
Saturday, September 5 – **TBA**
Saturday, September 12 – [Brady Goss](#)

KEIZER PARKS IMPROVEMENT

PARKS MATCHING GRANT PROGRAM

The City of Keizer, through its City of Keizer Parks and Recreation Advisory Board, endeavors to create opportunities to work with local citizens through a "Parks Matching Grant Program" to improve the quality of the parks system.

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 Matching 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.

Each year, the Board will solicit applications from citizens 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.

Applications must be received two (2) weeks prior to the next Board meeting in order to be considered at that meeting. Applications can be submitted via electronic submission, or a hard copy can be hand delivered or mailed, but must be received by the deadline set to be considered at the next Board meeting. Applications shall be submitted on a city-approved form. All applications must be addressed to Deputy City Recorder.

Completed applications received by the deadline will be considered at the next Board meeting. Applicants (or an authorized representative) must attend to be eligible, unless the Board votes to waive such appearance. A Board member cannot be an applicant.

The Public Works Director or designee shall work with the applicant to make the applications and proposed budgets complete prior to the application being considered by the Board. Projects must meet all local, state, and federal laws for parks and recreation facilities to be considered.

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

1. Projects that benefit the greatest number of Keizer residents and provide the "best bang for the buck";
2. Identified need for the project;
3. Likelihood the project can be accomplished on time and on budget;

4. Other projects that have been considered and deferred (see below);
5. Whether the proposed project is identified in the Parks Master Plan;
6. 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.

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.

Once an application has been approved, a meeting shall be set up between the Project Director and the Public Works Director or designee to explain the process for making donations and submitting funds toward the project, as well as to report progress being made. Prior to beginning the project, the Public Works Director must approve an itemized list of materials.

These are strictly reimbursement grants. Applicant will need to complete the project, have the project accepted by the City, and provide appropriate copies of receipts for materials and other costs associated with the project to receive reimbursement. The project is subject to city audit and receipts must be approved by the Finance Director.