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KEIZER PARKS & RECREATION ADVISORY BOARD AGENDA
Tuesday, March 14, 2023, 6:00 p.m.
Keizer Civic Center

1. CALL TO ORDER
2. APPROVAL OF MINUTES ~ February 2023
3. APPEARANCE OF INTERESTED CITIZENS
4. NEW/OLD BUSINESS
 - Matching Grant Request – Mark Caillier
 - Park Reports:
 - Tanya Hamilton: Country Glen & Mike Whittam
 - Gwen Carr: Claggett Creek & Ben Miller
 - David Loudon: Wallace House & Meadows
 - Katie Brady: Ryan J. Hill & Northridge
 - Lisa Cejka: Palma Ciega & Willamette Manor
 - All: Keizer Rapids Park
5. STAFF REPORT
6. COUNCIL LIAISON REPORT
7. OTHER BUSINESS
 - Board Member Reporting to Council: **Gwen Carr, Monday March 20**
8. ADJOURNMENT

Reminders: **Next Board Meeting**
Tuesday, April 11, 2023



**KEIZER PARKS & RECREATION ADVISORY BOARD
REGULAR SESSION MINUTES
Tuesday, February 14, 2023
6:00 p.m. Keizer Civic Center**

CALL TO ORDER – Chair Tanya Hamilton called the meeting to order at 6:00 p.m.
Attendance was noted as follows:

Present

Tanya Hamilton, Chair
Lisa Cejka, Vice Chair
David Loudon
Gwen Carr
Matt Lawyer
Clay Rushton
Michael Pantalone

Staff Present

Robert Johnson, Parks Division Manager
Tracy Davis, City Recorder

Council Liaison Present

Councilor Kohler

Absent:

Mathew Poteet
Katie Brady

APPROVAL OF MINUTES: Mike Pantalone moved for approval of the January 2023 Minutes. Lisa Cejka seconded. Motion passed as follows: Hamilton, Loudon, Carr, Cejka and Pantalone in favor with Rushton and Lawyer abstaining and Brady and Poteet absent.

APPEARANCE OF INTERESTED CITIZENS:

Rhonda Rich, President of the West Keizer Neighborhood Association, introduced herself and members of the WKNA Board and explained that Carol and Dennis Phipps will be attending Parks Board meetings and reporting to members of the association in order to keep everyone informed.

Carol Phipps, WKNA, asked that more bark chips be delivered to Palma Ciega Park so that volunteers could spread it and asked that another picnic table be put at the park. Parks Division Manager Robert Johnson responded that he would have the chips delivered and noted that he is looking for volunteers to build more tables. If more are built then another could be placed in Palma Ciega.

NEW/OLD BUSINESS

Park Reports:

- **Mike Pantalone:** *Sunset Park* looks good; ground is clear; staff doing a great job | *Bob Newton* looks good; teens smoking on the tennis court but otherwise good.
- **Clay Rushton:** *Bair & Hidden Creek* both look great.

- **Mathew Poteet:** *Keizer Little League & Northview* – No report
- **Matt Lawyer:** *Chalmers-Jones* is always in use. He picked up trash recently and one of the kids came over to help him. | *Clearlake* looks good
- **All:** *Keizer Rapids Park* is looking good. Parks staff are clearing the banks and people are noticing; the semi-dangerous cottonwood is now on the ground; trails look good; disc golf people are putting down chips in some areas. The park is always well-used and looks beautiful.

Parks Grant Money: \$9,400 remaining of \$15,000. Robert Johnson noted that projects need to be finished by June 30. He encouraged Board members to reach out to people and encourage them to come up with projects and apply for grants.

STAFF REPORT: Robert Johnson reported that the parks are being heavily-used on sunny days during the winter. Graffiti abatement continues – mostly at the skate park and Bob Newton. Turf at Claggett Creek was damaged by cars; staff has been cleaning that up. A lot of tree work was done recently at some of the parks and more is planned since it is time to do the winter pruning and take care of hazards. The tree that went down at Wallace Park will be taken care of this spring

Ben Miller Park will be updated this spring (April-May-June) with a new playground.

COUNCIL LIAISON REPORT: Councilor Kohler thanked the Board for all their work.

OTHER BUSINESS: Lisa Cejka volunteered to report to Council on February 21 for Mike Pantalone.

Tanya Hamilton thanked David Loudon for his continued support on the Board and voiced appreciation for his past leadership. Matt Lawyer echoed her comments and shared details regarding Mr. Loudon’s tenure on the committee. He also mentioned that on April 22nd City staff and others will be doing an Earth Day project at Keizer Rapids Park. He noted that Soggy Day in the park is usually done at this time but volunteers are needed to keep the event going this year. He urged anyone interested in volunteering to contact Jenny Ammon.

Chair Hamilton urged Board members to volunteer and noted that the City is hosting a scavenger hunt March 24 through April 3. More information to come.

ADJOURNMENT ~ Meeting adjourned at 6:18 p.m.

Next Meeting: March 14, 2023

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).