Keizer Little League Park Long Range Planning Task Force
Meeting Agenda
Thursday, November 21, 2019, 6:00 pm
Keizer Civic Center

1. Call to Order
2. Appearance of Interested Citizens
3. Approval of Minutes – September 4, 2019
   Requirements for KLL Park
5. Discussion – Options for KLL Park oversight and management
6. Next Steps – Draft recommendations from Task Force to Council to discuss at
   next meeting
7. Adjourn

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of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible; if you require any
service that further 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.
CALL TO ORDER ~ Vice Chair Lawyer called the meeting to order at 6:05 pm.

Attendance was taken as follows:

Present:
- Mayor Cathy Clark, Chair (6:12)
- Matt Lawyer, Vice Chair
- Marlene Parsons, Councilor (6:14)
- Dan Kohler, Councilor
- Bo Lane, McNary Youth Baseball
- Rob Tavares, McNary Youth Baseball
- Brad Arnsmeier, Keizer Little League

Absent:
- Lisa Buik, Keizer Little League
- James Hutches, Citizen

Also Present:
- Clint Holland
- Alycia Sanders
- Ryan Siegel
- Shane Diarmid

Staff Present:
- Debbie Lockhart, Deputy City Recorder

APPEARANCE OF INTERESTED CITIZENS: None

APPROVAL OF MINUTES: Brad Arnsmeier moved for approval of the April 24, 2019 Minutes. Bo Lane seconded. Motion passed as follows: Lawyer, Lane, Kohler and Tavares in favor with Arnsmeier abstaining, Buik and Hutches absent and Clark and Parsons absent at time of vote.

REPORT AND DISCUSSION – ‘Parent Organization’ Plan: Matt Lawyer reviewed the proposed new structure which would have an Operations and Maintenance entity that would take care of the field and concessions so that the two baseball organizations could simply focus on running their programs. The annual concessions goal would be $35,000 and any profit over that would be divided between the organizations.

Discussion followed regarding the difficulty of getting volunteers to work the concession stand, concession pricing, the reduced number of games at the park and resultant lower concession profits, and the importance of holding tournaments. Bo Lane noted that MYB held their games and practices at other fields due to the slot fees charged at the KLL fields but that they lose money on those games because there are no concessions. If there were no slot fees at the KLL fields, MYB could make use of the fields and sell concessions to defray costs. Brad Arnsmeier noted that KLL would not open the fields for just one game. Matt Lawyer pointed out that if there was a game on one field and a practice on another, revenue would be generated from concessions.
Discussion continued on scheduling tournaments, increasing use of the fields, the importance of giving volunteers a break, the sustainability of using volunteers, elimination of slot fees, having an outside party run the concessions, sharing the work at the park, reaching an equitable agreement involving both organizations, educating the users on what is expected of them, scheduling, determining how concessions will be handled, an organization having control of the maintenance/operations of the park rather than the City, developing a maintenance plan for during the season, how to handle coaches who don’t do their part on the fields, taking away a field from a team that doesn’t do their required maintenance in order to encourage compliance with the required maintenance, having a sign-in/sign-out system so that non-conforming teams could be identified and bringing in tournament teams.

Additional dialog took place regarding the duties of the third party entity: would it be responsible for maintenance/operations AND concessions? Should concessions be handled by an outside group or should concessions be a shared duty of the two baseball organizations?

Next steps:
- Figure out the schedule: schedule tournaments first with scheduling of league games to follow
- Set before/after use expectations for all organizations with on-premises monitoring and a penalty for not complying
- Clint Holland/Shane Diarmit/Bo Lane will work together on the concession piece.

Goal: No slot fees for home organizations – outside users will pay slot fees

Matt Lawyer, Bo Lane and Brad Arnsmeier will meet prior to the next meeting to finalize a plan for the third party entity.

FIELD PROJECTS AND PRIORITIES: Field drainage, ADA pathways, lighting, parking improvements.

PROJECT PLANNING: To be addressed at next meeting

ADJOURNMENT: Meeting adjourned at 7:40 p.m.

Next Meeting: TBD - October

Minutes approved: ______________
**Mission:** Management of the Keizer Softball/Baseball Complex is to provide for ongoing maintenance, operation, scheduling, and improvements for the facility known as Keizer Little League Park. The Keizer Little League Park exists to provide a facility for recreational, developmental, and tournament baseball and softball activities.

1. Participating Keizer-based Youth Baseball and Softball organizations

These organizations shall be based in the city of Keizer and provide baseball and softball related training, games and events for the purpose of children and youth participation and development as well as the recreational enjoyment of the sport by the Keizer community.

Organizations that want to be recognized under this definition shall submit their request for recognition. Requirements for recognition are defined in section __. Benefits will include scheduling priority, opportunity to commit to volunteer hours in exchange for a reduced or flat/group rate for slots.

2. Management requirements:

   a. Maintenance: establish and keep current ongoing maintenance of the complex; establish requirements for field usage expectations for every team for Game day Operations; monitor complex conditions and work with the city on issues that are either part of the agreed partnership with the city or part of the long range facilities development plan.

   b. Scheduling: establish protocols for scheduling use of the fields, with priority given to the Participating organizations; establish procedures and costs for scheduling non-Participating organizations and tournaments.

   c. Communications: establish continuity of communications between the Participating Organizations, the City, and the community for facility use information and scheduling.

   d. Revenue and Finance: establish an annual budget for operations and maintenance of the Complex; develop a funding/fundraising plan for projects identified in the Maintenance Plan.

**Maintenance:**

- See attached outline for Maintenance, Short Term and Long Term Capital needs
- Safety and security plan
- Game day Operations
  - Establish how Game Day monitoring will be carried out
  - The Game Day staff/designee on site will have all of the authority to enforce complex rules and conduct of play.
  - If the management wants to include officiating as part of its services, establish how that will be carried out.
Scheduling:
Scheduling is done annually with allowances for organizational tournaments. Scheduling will be done collaboratively with the Participating organizations.

- Participating Organizations shall have priority.
- Participating Organizations will have the opportunity to purchase slots at a reduced or group rate.
- Special consideration may be given for District/State playoff tournaments involving Participating Organizations (i.e. District 7 LL All-Stars or JBO valley playoffs).
- Weekends may be used to maximize larger tournament potential.**
- Non-Participating Organizations shall pay regular slot fees
- Organizations outside of the KBSCC may also be asked to pay a deposit commensurate with usage in the event they mismanage, mistreat or otherwise harm the complex outside the normal wear and tear.

Communications:
- Clear and timely communication with Participating Organizations to ensure safe and effective use of the facilities.
- Continuity of information particularly during changes in board membership of Participating Organizations.
- Social Media
- Website
  - Scheduling inquiries
  - Posted schedules for Participating Organizations
  - Weather related information
  - Promotional opportunities for events, sponsorships, etc.
  - Rules, procedures and other information on use and management of the facility

Revenue and Finance:
- Facility Use Fees:
  - Participating Organizations – will pay a per team flat fee that will include up to XX practice sessions and XX regular season games. This will be significantly discounted from the non-Participating Organizations slot fees and will include volunteer hours to be provided. Rates for additional field usage beyond the slots in the fee will be established.
  - Non-Participating Organizations – each team will pay a slot fee for field usage, rates to be set annually. Multiple reservation rates with a cost break, non-refundable but flexible scheduling, may be established.

- Tournaments
  - Work with Participating and Non Participating Organizations on recruiting and operating tournaments.
  - Establish a fee schedule for Tournaments with break points for numbers of fields used per day.
    - Participating Organizations – fee structure and revenue sharing with the Complex
    - Non-Participating Organizations – fee structure and event coordination costs
• Sponsorships:
  o Establish a sponsorship program through which donations can be made targeted toward the facility itself. Examples – dugout improvements, field lights, fencing, parking facilities. Naming rights process will be established.
  o Program-specific sponsorships or organizational sponsorships go to the respective organization and are not part of this process.

• Grants:
  o Seek grant funding for repair, restoration, and capital improvements. The Committee will work with the City of Keizer on all grants to ensure obligations are compatible with requirements of a publicly owned facility.
  o Participating Organizations may not seek facility grants on their own. Participating Organizations may partner with the City on grant applications.

• Concessions
  o Concessions Revenues:
    ▪ Establish a Concessions net revenue goal in the annual budget process.
    ▪ Revenues generated beyond the budgeted operating revenue shall be distributed to the Participating Organizations through a Revenue Sharing formula. Volunteer hours to be provided by each Participating Organization are established annually.
    ▪ Financial management of Concessions shall be accounted for separately
  o Concessions Operations:
    ▪ The operation of the Concessions facility and any other food service on the Complex site shall be overseen by the KLL Park operator.
      • To ensure compliance with public health regulations, no other organization may provide food for sale at the Complex
      • Other organizations will be discouraged, because of liability, from giving food to patrons outside their own organizations
      • Food trucks shall be contracted through the KLL Park operator and a Mobile Food Vendor site plan established.
    ▪ The Concessions facility and equipment are the property of the City of Keizer and maintained by the Committee
    ▪ The Concessions operating plan shall be established by the KLL Park operator
      • Establish volunteer hours required
      • Ensure the Concessions facility operates within all the requirements of Marion County Health Department and all other food handling, safety and labor regulations
      • Manage all financial accounting and reporting; may consider hiring a Concessions Manager
MAINTENANCE PLAN:

- **Capital needs (Current):** Drainage, replace press box on field 3, repair press box field 5, backstop pads to protect fencing behind home plate, repair field 6 storage area, 5 sets of new bases appropriate for youth play, security door for main office, security cameras around garage area, improved lighting throughout the complex, repair bullpen areas and renovate as needed.

- **Capital needs (3 year):** Updating and streamlining irrigation system, updating or replacing dugouts to meet tournament standards, add scoreboards to fields 1, 3, 8, and 10, replace round rock with a more appropriate surface in common areas of the park, replace field 6 fence and backstop, field grooming equipment (Toro SandPro or John Deere 1200h)

- **Capital needs (5 year):** Resurfacing of south parking lot, update field 6 scoreboard, fencing to secure the park and create more defined entry/exit points, new bleachers, batting cages onsite

- **Capital needs (10 year):** Make park ADA accessible, pave North lot, lights for the wheel fields, artificial turf (infields minimum),

### Annual maintenance needs:

<table>
<thead>
<tr>
<th>Maintenance Item</th>
<th>When to do it</th>
<th>Frequency</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backflow system</td>
<td>As required</td>
<td>Annually</td>
<td>City of Keizer</td>
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<tr>
<td>AC/Heat pump inspection</td>
<td></td>
<td></td>
<td>Complex</td>
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<tr>
<td>Bark mulch for common areas</td>
<td>Fall</td>
<td>Annually</td>
<td>Complex</td>
</tr>
<tr>
<td>Equipment Maintenance (mowers, gator etc.)</td>
<td>As required</td>
<td>Annually</td>
<td>Complex</td>
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<tr>
<td>Leaf pickup and removal</td>
<td>Spring</td>
<td>Annually</td>
<td>Complex</td>
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<tr>
<td>Leveling of playing surface</td>
<td>Spring</td>
<td>Annually</td>
<td>Complex</td>
</tr>
<tr>
<td>Aerate grass</td>
<td>Spring</td>
<td>Annually</td>
<td>Complex</td>
</tr>
<tr>
<td>Trim trees</td>
<td>Spring and Fall</td>
<td>Semi-annually</td>
<td>Complex</td>
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<tr>
<td>Sod cut infield, infield foul lines and pitchers mounds</td>
<td>Spring</td>
<td>Annually</td>
<td>Complex</td>
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<tr>
<td>Light cleaning field 6</td>
<td>Spring</td>
<td>Annually</td>
<td>Complex</td>
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<tr>
<td>Weed control</td>
<td>Spring and Fall</td>
<td>Semi-Annually</td>
<td>Complex</td>
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<tr>
<td>Crane fly spraying</td>
<td>Spring and Fall</td>
<td>Semi-Annually</td>
<td>Complex</td>
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<tr>
<td>New dirt on infield and condition with turface.</td>
<td>Spring and Fall</td>
<td>Semi-Annually</td>
<td>Complex</td>
</tr>
<tr>
<td>Repair batter’s box clay brick</td>
<td>Spring and Fall</td>
<td>Semi-Annually</td>
<td>Complex</td>
</tr>
<tr>
<td>Maintenance Item</td>
<td>When to do it</td>
<td>Frequency</td>
<td>Responsible Party</td>
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<tr>
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<tr>
<td>Repair pitcher’s mound clay brick</td>
<td>Spring and Fall</td>
<td>Semi-Annually</td>
<td>Complex</td>
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<tr>
<td>Roll smooth surfaces</td>
<td>Spring and Fall</td>
<td>Semi-Annually</td>
<td>Complex</td>
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<tr>
<td>Clean drain</td>
<td>Spring and Fall</td>
<td>Semi-Annually</td>
<td>Complex</td>
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<tr>
<td>Fertilize playing fields</td>
<td>Spring and Fall</td>
<td>Semi-Annually</td>
<td>Complex</td>
</tr>
<tr>
<td>Repair irrigation issues</td>
<td>Spring and Fall</td>
<td>Semi-Annually</td>
<td>Complex</td>
</tr>
<tr>
<td>Nail drag infield</td>
<td>As needed</td>
<td>Monthly</td>
<td>Complex</td>
</tr>
<tr>
<td>Repair softball pitcher plates and dirt area</td>
<td>As needed</td>
<td>Monthly</td>
<td>Complex</td>
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<tr>
<td>Paint foul lines outfield grass (there and back to ensure coverage)</td>
<td>As needed</td>
<td>Weekly</td>
<td>Complex</td>
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<tr>
<td>Pull weeds in common areas and warning tracks</td>
<td>As needed</td>
<td>Weekly</td>
<td>Complex</td>
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<tr>
<td>Nail dragging on infield dirt</td>
<td>As needed</td>
<td>Weekly</td>
<td>Complex</td>
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<tr>
<td>Clean bathrooms</td>
<td>As needed (more often with more use)</td>
<td>Daily</td>
<td>Concessions</td>
</tr>
<tr>
<td>Mowing fields and common areas</td>
<td>As needed</td>
<td>Daily</td>
<td>Complex</td>
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<tr>
<td>Trash removal</td>
<td>As needed (more often with more use)</td>
<td>Daily</td>
<td>Complex</td>
</tr>
<tr>
<td>Concessions Stand clean-up</td>
<td>As needed (more often with more use)</td>
<td>Daily</td>
<td>Complex</td>
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<tr>
<td>Irrigate</td>
<td>As needed every three days for 2x hours</td>
<td>Daily</td>
<td>Complex</td>
</tr>
<tr>
<td>Rake and smooth drag or broom infields</td>
<td>As needed</td>
<td>Pre-Game/Post Game</td>
<td>User</td>
</tr>
<tr>
<td>Remove trash from dugouts</td>
<td>As needed</td>
<td>Pre-Game/Post Game</td>
<td>User</td>
</tr>
<tr>
<td>Repair mounds and softball circle</td>
<td>As needed</td>
<td>Pre-Game/Post Game</td>
<td>User</td>
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</tbody>
</table>