



**KEIZER PARKS & RECREATION ADVISORY BOARD
REGULAR SESSION MINUTES
Tuesday, March 10, 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 Louden, Chair
Tanya Hamilton, Vice Chair
Matt Lawyer
Michael Pantalone
Jeff Sargent
Dylan Juran
Clint Holland
Clay Rushton

Absent

Wayne Frey

Staff Present

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

APPROVAL OF MINUTES: Jeff Sargent moved for approval of the February 2020 Minutes. Mike Pantalone seconded. Motion passed as follows: Louden, Hamilton, Lawyer, Pantalone, Sargent, Juran, Rushton and Holland in favor with Frey absent.

APPEARANCE OF INTERESTED CITIZENS: *Blayne Elder*, Keizer, asked permission to repaint the gazebo as his Eagle Scout project. He questioned the physical process and the funding process and received direction from the Board and from Parks Division Manager Robert Johnson. He indicated that he would apply for a Youth Parks Grant to be awarded in the 2020-2021 budget cycle to allow enough time to complete the project. He will work with Mr. Johnson on details.

NEW/OLD BUSINESS

- **Grant Request – Clint Holland:** Application was not received.
- **Memorial Policy:** Robert Johnson summarized the staff report of City Attorney Shannon Johnson and pointed out the suggested edits. Discussion followed regarding same. Dylan Juran moved to recommend Council approve the Memorial Policy as recommended by the City Attorney. Clint Holland seconded. Motion passed as follows: Louden, Hamilton, Lawyer, Pantalone, Sargent, Juran, Rushton and Holland in favor with Frey absent
- **Budget Discussion:** Robert Johnson distributed the proposed project list for fiscal year 20-21 which included replacement of the play structure and swings at Claggett Creek Park including rubberized fall protection, resurfacing and expansion of the

parking lot on the north side of Claggett Creek Park, replacement of stairs on the southern hillside at Northview Park, repair of asphalt pathways in various areas throughout the park system, installation of power, water and gravel pad for food trucks at the Keizer Rotary Amphitheater and Parks Master Plan update with possible SDC methodology update. He noted that all items are from the 3-5 year plan except the Claggett Creek Park play structure which was bumped up a year since it is wearing out. This project takes the place of the shelters around the Big Toy which will be included in the next fiscal year. He provided details on each project, fielded questions and provided clarification.

- **Parks Tour:** Board agreed that the parks to visit should be: Claggett Creek, Northview, Keizer Little League and Carlson Skate Park.

Dylan Juran moved to cancel the April 14 Parks Board meeting. Clay Rushton seconded. Motion passed as follows: Loudon, Hamilton, Lawyer, Pantalone, Sargent, Juran, Rushton and Holland in favor with Frey absent

- **Park Reports**

- *Tanya Hamilton: Bob Newton:* One sign missing (staff indicated it is in the shop being repaired), tennis court is good, access road has pot holes (staff indicated that street crew is aware of this) | *Ben Miller:* Small neighborhood park with children everywhere but no sidewalks in that community (staff urged Ms. Hamilton to attend the Traffic Safety/Bikeways/Pedestrian Committee meeting to work with them on getting sidewalks through the Safe Routes to Parks grant program).
- *Dylan Juran: Sunset:* A beautiful park. Who will mow? (staff replied that the City will be responsible for mowing the park now that Darrell Richardson has moved away.) | *Claggett Creek:* All items he was going to report were covered in earlier budget discussion.
- *David Loudon: Northview:* Volunteered to locate property corners for the City. Other items were included in the budget discussion. | *Meadows:* Perfect! Lots of children using the play structure.
- *Jeff Sargent: Northridge:* Entrance difficult to find; a nice undeveloped wetland area. | *Ryan J. Hill:* A nice park with good informational signage. Suggested that a plaque be placed on the bridge identifying Ryan J. Hill. (staff suggested that Ryan's mother be contacted before signage is considered)
- *Wayne Frey: Clear Lake & Palma Ceia* – Absent, no report

STAFF REPORT:

- Robert Johnson reported that staff has been working on winter projects and trying to keep the grass mowed. Cleanup at the boat ramp parking lot has been completed and bark dust is scheduled for next week. The amphitheater has been fertilized and spring park spraying will be done in the next month or so.
- Debbie Lockhart explained that one of the duties of the Keizer Festival Advisory Board was to approve the bands for the summer concert series at the Keizer Rotary Amphitheater and now that KFAB has been disbanded, that duty has been assigned

to the Parks Board. KFAB has a list of bands that they have approved over the past several years and the Parks Board will need to consider if they want to approve the list or not. This can be done at a future meeting, but the bands for the upcoming season will need to be approved at the May meeting. Mr. Holland indicated that he needed approval prior to that time so that he can schedule the bands. Members agreed by consensus to hold a short meeting prior to the Parks Tour in order to vote on the bands for the summer concert series.

COUNCIL LIAISON REPORT: Councilor Herrera reported on the recent Council, Long Range Planning Task Force and Charter Review Committee meetings and urged everyone to stay calm and wash their hands to prevent the spread of the Corona Virus.

OTHER BUSINESS: David Loudon suggested the City look into buying the pie shaped piece of property at Northridge.

Tanya Hamilton questioned when the play structure at Ben Miller was scheduled for replacement. Robert indicated it was not in the 5-year plan but would be done soon after. Tanya indicated that perhaps it could be a project for the Youth Leadership kids.

Matt Lawyer reminded everyone of the Annual Civic Center Cleanup and the Soggy Day at the Park event, shared information about the planned Claggett Creek Watershed Council project at Lockhaven and River Road and noted that the Wallace House project was still in the works.

Board member to Council: Mike Pantalone will report.

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

Next Meeting: April 13, 2020 (Parks Tour)

Next Regular Meeting: May 12, 2020

Approved: 06-09-20