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KEIZER PARKS & RECREATION ADVISORY BOARD AGENDA
Tuesday, June 2, 2020, 6:00 p.m.
Keizer Civic Center

1. CALL TO ORDER
2. VOLUNTEER APPRECIATION ~ Laura Anson
3. APPROVAL OF MINUTES ~ March 2020
4. APPEARANCE OF INTERESTED CITIZENS
5. NEW/OLD BUSINESS
 - Grant Request – Palmer Snapp
 - Approval of Summer Concert Series Bands **not previously approved**
 - [Kenny Sears Band](#)
 - [Ellen Whyte Band](#)
 - [Jeanne Gregg Band](#)
 - [All That Sound](#)
 - Approval of Keizer Festivals Advisory Board **Pre-Approved** Concert Series Bands – *See packet for list*
 - Park Reports:
 - Mike Pantalone: Country Glen & Mike Whittam
 - Clay Rushton: Bair & Willamette Manor
 - Clint Holland: Keizer Little League & Hidden Creek
 - Matt Lawyer: Chalmers-Jones & Wallace House
6. STAFF REPORT
7. COUNCIL LIAISON REPORT
8. OTHER BUSINESS
9. ADJOURNMENT

Reminders: **Next Board Meeting**
Tuesday, July 14, 2020

Board Member Reporting to Council: Clint Holland, Monday, June 15



**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: Louden, Hamilton, Lawyer, Pantalone, Sargent, Juran, Rushton and Holland in favor with Frey absent

- **Park Reports**

- o *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).
- o *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.
- o *David Louden: 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.
- o *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)
- o *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: _____



**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 Palmer David Snapp / Boy Scout Troop 121 Eagle Scout Candidate	Address	1586 El Segundo Ave NE
	Phone	(971) 701 - 1761
	Email	pbksnapp@gmail.com
Project Director Peggy and Gerald Moore	Address	4900 Block of Rickman RD
	Phone	(503) 304 - 2212
	Email	moore5881@comcast.net
Project Name	Community Garden Eagle Scout Project	
Proposed Park Site:		Peggy and Jerry Moore Community Garden
Is the project identified in the current Parks Master Plan? (example: vegetative buffer along River Road at Meadows Park)		
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Estimated project start date:	6 / 12 / 2020	Estimated project completion date: 6 / 30 / 2020
Budget:	Parks Board Matching Grant	\$ 201.83
	Private Cash/Materials Donations	\$ 198
	Corporate Sponsorship	\$ 146.65
	Labor (estimated value)	\$ 840
Total:		\$ 1386.48
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>		
The Peggy and Jerry Moore Community Garden needs seating for those that use the garden. My Eagle Scout project is to refurbish the two donated cast-iron/wooden chairs and the one matching bench. Work includes disassembling, cleaning and preparing all three for new wood, stain, paint and hardware. Description of labor and materials and project completion is attached to the email that displays when I select the "submit" button.		
*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.		
Palmer D. Snapp		6 / 1 / 2020
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).

Palmer David Snapp - Boy Scout Troop 121 Eagle Scout Candidate - Community Garden Chair and Bench Refurbish - (971) 701-1761 - pbksnapp@gmail.com

The Peggy and Jerry Moore Community Garden is great, but it is in sore need of extra seating for those in need to relax their sore bodies. Two chairs and a bench were previously donated to the Community Garden but all three were in disrepair. Peggy and Jerry have been very helpful in describing how to apply for this grant, and have been very lenient with me during the lengthy Eagle Scout proposal period due to current COVID-19 circumstances. My Eagle Scout Project is to refurbish the two donated weather beaten cast-iron-and-wood chairs and one matching cast-iron-and-wood bench.

The project includes labor and materials for disassembly, cutting and preparing the wood, cleaning, preparing and painting the cast iron, staining the new wood, and assembling the chairs/bench with all new weather resistant fasteners.

Below are the materials for my project and labor hours listed with both the original prices and discounted/donated prices listed:

1) 15.416 board feet of oak wood @ \$3.95/BF =	\$60.89
2) 43 brass bolts (1/4"x20x1 1/2") @ \$0.63 ea. =	\$27.09
3) 43 brass locking nuts (1/4"x20) @ \$0.34 =	d-\$14.62
4) 43 brass washers (#16 small) @ \$0.25 =	\$10.75
- Shipping for brass fasteners =	\$10.00
5) 1 box of brass flat phillips screws (3/4" 75 count) =	\$5.98
6) 1 day router rental @ \$50.00/day =	\$50.00 Donated
7) 1 day miter saw rental @ \$50.00/day =	\$50.00 Donated
8) 1 day drill press rental @ \$45.00/day =	\$45.00 Donated
9) 1 day table saw rental @ \$53.00/day =	\$53.00 Donated
10) 10 hours barn rental @ \$10/hour =	\$100.00 Donated
11) Paint and stain w/ supplies (see attached quote) =	\$119.15 \$72.50

Man hours @ \$20.00/hr:

- Paint, stain, assembly: 8 hours x 4 workers = 32 hours = ~~\$640.00~~ Donated
- Wood cutting and preparation: 5 hours x 2 workers = 10 hours = ~~\$200.00~~ Donated

Total: \$201.83



MILLER PAINT
 12812 NE WHITAKER WAY
 PORTLAND, OR 97230

United States of America
 Phone: 503.255.0190
 Fax: 503.255.0192

Quote Number
 33381807-000

QUOTE ONLY NOT A RECEIPT

Date
 6/01/20

Page
 1

Customer: #000006
 CASH SALE SALEM

Ship To: PALMOR SNAPP
 390 LANCASTER DRIVE NE

..OR.
 United States of America

SALEM, OR 97301-4722
 United States of America

Entered...: 6/01/20 Bid/Promo...: palmer quote
 Expiration: 7/31/20 Entered by.: RICHARD KELLEY - 40

Item	Description	Quantity	UOM	Disc %	Unit Price	Extend. Price
10167	STORM CAT 3 34095 SEMI SOLID A 1GL EXTERIOR OIL STAIN	1.00	1GL		25.0000	25.00
11001	PAINTCARE FEE	1.00	EA		.9500	.95
3102774	ACRIMETAL DTM VELVET BLACK	1.00	QT		10.0000	10.00
11004	PAINTCARE FEE	1.00	EA		.4500	.45
3205774	ACRINAMEL SEMIGLOSS BLACK	1.00	QT		10.0000	10.00
11004	PAINTCARE FEE	1.00	EA		.4500	.45
03060	PINK POLY COVER 4" X 1/2" 58406 W/19" FRAME	2.00	EA		2.9000	5.80
23000	MARLIN BLACK 2" CHINA ANG SASH	1.00	EA		6.0000	6.00
13721	MILLER PROFESSIONAL ANGLE SASH	2.00	EA		4.9500	9.90
11141	WIDE BRASS STRIPPING BRUSH HYDE 46801	1.00	EA		3.0000	3.00
12812	BRUSH COMB	1.00	EA		.9500	.95
Material total:						72.50
Total Quote:						72.50

original = 119.15

QUOTE ONLY NOT A RECEIPT

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