



KEIZER PARKS & RECREATION ADVISORY BOARD AGENDA

Tuesday, July 10, 2018, 6:00 p.m.

Keizer Civic Center

1. CALL TO ORDER
2. APPROVAL OF MINUTES
3. APPEARANCE OF INTERESTED CITIZENS
4. NEW/OLD BUSINESS
 - Grant Requests
 - Peggy & Jerry Moore – Solar Greenhouse
 - Hidden Creek Homeowners Association - Irrigation Project
 - Park Reports:
 - Zaira Flores Marin: Claggett Creek & Wallace House
 - Dylan Juran: Palma Ciea & Willamette Manor
 - David Loudon: Bair & Ben Miller
 - Jim Taylor: Sunset & Northview
 - Wayne Frey: Country Glen & Hidden Creek
5. STAFF REPORT
6. COUNCIL LIAISON REPORT
7. OTHER BUSINESS
8. ADJOURNMENT

Reminders:

- Next Board Meeting: **Tuesday, August 14, 2018**
- Board Member Reporting to Council: **Jim Taylor, July 16, 2018**

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, June 12, 2018
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
Jim Taylor, Vice Chair (6:03)
Matt Lawyer
Dylan Juran
Donna Bradley
Cat Gaynor

Council Liaison:

Cathy Clark for Roland Herrera

Absent:

Zaira Marin Flores
Clint Holland
Wayne Frey

Staff Present

Shannon Johnson, City Attorney
Robert Johnson, Parks Division Manager
Debbie Lockhart, Deputy City Recorder

APPROVAL OF MINUTES: Matt Lawyer moved for approval of the May 2018 Regular Session Minutes. Dylan Juran seconded. Motion passed as follows: Juran, Bradley, and Lawyer in favor, with Loudon and Gaynor abstaining, Marin-Flores, Holland and Frey absent, and Taylor absent at time of vote.

APPEARANCE OF INTERESTED CITIZENS:

Clay Rushton, Keizer, showed a video about Pickle Ball and asked if a tennis court in one of the City's parks could be converted to a pickle ball court noting that four pickle ball courts can be put on one tennis court. He shared details about other cities' courts and how many users they attract and noted that nationwide statistics show that municipal tennis courts are not getting used as much as Pickle Ball courts. Following discussion regarding location and multi-use courts the Board indicated that, since resurfacing of the courts at Bob Newton Park was planned in the next fiscal year, that location might be an appropriate one to start with. Board suggested that staff put out a sign at that location to get feedback from neighbors before the work begins.

Peggy Moore, Keizer, explained that a greenhouse was donated to the Rickman Community Garden and that she will be applying for a matching grant to equip it with solar energy. She is hoping that gardeners will use it to start their plants earlier in the year and increase productivity. She is also hoping to have classes on greenhouse

growing and solar energy and to have a plant give-away if things go well. Board members suggested that she contact the Extension Service and Energy Trust of Oregon for additional assistance.

NEW/OLD BUSINESS –

Review of Parks Rules/Regulations: City Attorney Shannon Johnson reviewed changes noting that the green type indicated the most recent changes. Matt Lawyer distributed his suggestions for section 16 of the ordinance. Lengthy discussion followed.

Matt Lawyer moved that Section 16 read as follows: “Small unmanned aerial systems commonly referred to as drones may be used in city parks. Operation of drones shall be done in accordance with FAA regulations and Oregon Revised Statutes. Keizer may establish ‘drone zones’ where usage is encouraged so long as said usage is done in compliance with FAA regulations and Oregon Revised Statutes.” Jim Taylor seconded. Motion passed unanimously as follows: Loudon, Taylor, Juran, Bradley, Gaynor and Lawyer in favor, with, Marin-Flores, Holland and Frey absent.

Board continued review of the regulations focusing on fines in section 26. Mr. Johnson provided details of fines assessed by Marion County and Salem. Discussion followed regarding restitution judgements and grouping classes of violations together with the same fine.

Matt Lawyer moved that the violations be changed to exclude reference to a Class and that the dollar amounts presented by the City Attorney for each violation be accepted. Jim Taylor seconded. Motion passed unanimously as follows: Loudon, Taylor, Juran, Bradley, Gaynor and Lawyer in favor, with, Marin-Flores, Holland and Frey absent.

Matt Lawyer moved to recommend the Parks Regulations as amended to Council. Jim Taylor seconded. Motion passed unanimously as follows: Loudon, Taylor, Juran, Bradley, Gaynor and Lawyer in favor, with, Marin-Flores, Holland and Frey absent.

Park Reports:

- **Cat Gaynor:**
 - *Meadows:* Photograph of the Meadows play structure circulated. Robert Johnson provided information about the progress of the play structure replacement project.
 - *Clear Lake:* Needs mowing in trees and front area. Mr. Johnson explained that the City mows the area in the trees but the School District mows the front part.
- **Donna Bradley:**
 - *PFC Ryan J. Hill Memorial:* Looking Good
 - *Northridge:* Suggested that a sign be put up prohibiting use of the park because it is a natural area and access is only through private property.
- **Clint Holland:** Absent
- **Matt Lawyer:**
 - *Chalmers-Jones:* Concerned that restroom facility is not ADA compliant.
 - *Bob Newton:* Talked to tennis players who are intrigued by the Pickle Ball opportunity. This park is used and loved by neighborhood families.

STAFF REPORT: Robert Johnson reported that

- The Meadows play structure replacement project is moving along faster than anticipated. Staff is working on irrigation repairs so that when the play structure is done everything else will be ready.
- Hidden Creek Homeowners Association would like to put in irrigation along Hidden Creek on the narrow strip of park. Now that the City has manpower to mow irrigated areas, this may be possible. Board members should be prepared to consider a grant request from them.
- Splash fountain will be open from noon to 7 p.m. on days over 75°.

COUNCIL LIAISON REPORT: Mayor Clark urged everyone to attend the upcoming Community Conversation on expansion of the Urban Growth Boundary and the cost of growth. She added that the Homeless Initiative continues to move forward and is already seeing results in a number of projects.

OTHER BUSINESS: Matt Lawyer reported that the orchard debris was burned successfully. He urged everyone to visit the area and pick up sticks to prep the field for the farmer. He also reported that he had received a complaint regarding the lack of handicap accessibility in area parks. He informed the complainant about Keizer Rapids Park and the upcoming new play structure at Meadows. He urged that ADA compliant toys be included in all parks as play structures are upgraded.

Donna Bradley thanked Robert Johnson for the signage at Meadows: "This project being funded with your parks fee collected on the city services bill".

REPORT TO COUNCIL: David Loudon volunteered to report to Council for Mr. Holland.

ADJOURNMENT ~ Meeting adjourned at 8:02 p.m.

Next Meeting: July 10, 2018

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 Rickman Community Garden Marion Polk Food Share	Address 1660 Salem Industrial Dr NE
	Phone 503-581-3855
	Email
Project Director Peggy & Jerry Moore	Address 5117 Springfield Crt N
	Phone 503-304-2212
	Email moore.5881@comcast.net
Project Name Green House Solar Install	Proposed Park Site Chalmers - Jones
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: 7-30-2018	Estimated project completion date: 6-30-2019
Budget: Parks Board Matching Grant	\$ 1,270 -
Private Cash/Materials Donations	\$
Corporate Sponsorship	\$ 1,270 grants
Labor (estimated value)	\$(400) included w material list w volunteer installation
Total:	\$ 2,540 + 400 volunteer hrs
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 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. Additional documentation may be attached to email that displays when "Submit" button is pressed. Installation of solar equipment to a green house. To fully utilize the benefit of a donated green house by allowing gardeners to start and grow plants earlier than depending on donations. Would be able to create classes to teach the use of green houses. Educate on the benefits of solar use. Allow Rickman garden to be more self sufficient. Further develop the garden and show diversity in Chalmers-Jones Park. Future plans include a program to donate plants to Keizer neighborhood residents	
*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 (electronic signature accepted) Peggy Moore	Date 6-10-2018

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).

RICKMAN COMMUNITY GARDEN

Solar Equipment for Green House

Material List from Home Depot

Model # GS 400 Kit \$ 1,179.00

Includes:

4--100 watt panels
Xantrex Pure Power 1800 inverter
Grape Solar Comet Controller
All wiring

Grape 100 watt panels	@ \$145.95 each	\$ 290.98
Grape Solar 15 ft extension cable		\$ 23.67
Grape zippity feet Z mounts (4 per panel) 6 sets		
	@ \$14.95 each	\$ 89.70
2 AGM deep cycle batteries	@ \$250.00 each	\$ 500.00
Material for shelving		\$ 50.00
Volunteer Labor 20 man hrs	@ \$ 20.00 per hr.	\$ 400.00
		<hr/>
Total		\$ 2,533.35

Peggy & Jerry Moore
Jennifer Humphries
503-304-2212
moore5881@comcast.net

PAUL SOLONIKA AND SONS LLC
4114 FRALER RD
SUBLIMITY, OR 97385
Ph# 503 873-2508 CCB#169100

Proposal

TO <u>Peg Moore</u>	PROPOSAL NO.	DATE <u>6-6-18</u>
ADDRESS <u>E-mail Moore 588@comcast.net</u>	BID NO.	ARCHITECT
CITY, STATE	WORK TO BE PERFORMED AT:	
PHONE NO. <u>503 304-2212</u>	DATE OF PLANS	

We hereby propose to furnish the materials and perform the labor necessary for the completion of 6 KW off Grid Solar Electric System for 8x8 Greenhouse for community garden in Reizer

Area below for additional description and/or drawings:

2 Grape Solar 300 Watt Solar Panels
mounted on adjacent tool shed

GS-MPPT-Zenith-40 charge controller
GS-PurePower-1800 Inverter

2-12 Volt AGM Deep Cycle Batteries

Charge controller, Inverter and Batteries need
to be located in weather-proof building

System will produce approximately 2000 Watthrs per month

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Twenty five hundred
Dollars (\$ 2500) with payments to be made as follows.

Any alterations or deviations from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, cancellations, or delays beyond our control.

Respectfully submitted

Per

Paul Solonika
PAUL SOLONIKA AND SONS LLC

Note - This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date _____

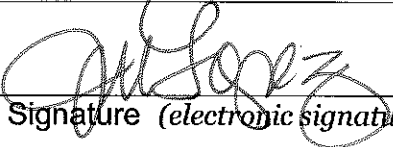
Signature _____

**Submit****Print**

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 Hidden Creek Estates Owners Association Jill Lopez, President		Address PO Box 21064, Keizer	
		Phone (503) 393-1192	
		Email islandheart@Q.com	
Project Director Jeff Long		Address 6525 Whisper Creek, Keizer	
		Phone (503) 930-5165	
		Email jupsman97@gmail.com	
Project Name Hidden Creek Park Irrigation Project		Proposed Park Site: Hidden Creek Park	
Is the project identified in the current Parks Master Plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (example: vegetative buffer along River Road at Meadows Park)			
Estimated project start date: July, 2018		Estimated project completion date: Oct. 1, 2018	
Budget: Parks Board Matching Grant		\$ 892	
Private Cash/Materials Donations		\$ 892.20 (Hidden Creek HOA)	
Corporate Sponsorship		\$ 0	
Labor (estimated value)		\$ 1,800 (Hidden Creek HOA Volunteers)	
Total:		\$ 3584.20	
Will a recognition sign be required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Type of Project: (check all that apply) <input checked="" 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> See: Attachment a; "Request For Matching Funds, Hidden Creek Park Irrigation Project" Attachment b; "Quotation"			
<small>*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.</small>			
		Jill Lopez, President, Hidden Creek HOA	
Signature (electronic signature accepted)		Date 7/9/2018	

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).

REQUEST FOR MATCHING FUNDS

HIDDEN CREEK PARK IRRIGATION PROJECT

The Hidden Creek Estates Owners Association seeks \$892 in matching funds from the City of Keizer's Parks Department for completion of an automated irrigation system for the segment of Hidden Creek Park known within the neighborhood as the "Park Triangle" along with an adjacent rectangular plot (referred to here as the "Park Triangle +"). In order to complete this project the Owners Association has authorized an equal cash expenditure of \$892.20. In addition, Association members will provide an In-Kind Contribution estimated at \$1,800 in the form of volunteer labor.

This project speaks to the Goals and Objectives set forth in the Parks and Recreation Master Plan adopted by the City in January, 2008. Specifically, the project will contribute to the City's plan to:

- Provide efficient and high quality maintenance of parks, facilities, and natural open space areas (Goal 6) by "Maintain(ing) park and recreation facilities in a manner to make them safe, attractive, and a positive part of the neighborhood and the City." (Objective 6a.)
- Be an efficient and effective provider of the parks and recreation services desired by the community (Goal 7) by "Maximiz(ing) operational efficiency to provide the greatest public benefit for the resources expended." (Objective 7b.)
- Encourage public involvement in park and recreation issues. (Goal 8) by "Encourag(ing) citizen involvement and participation in maintaining and restoring the quality of parks....." (Objective 8e.)

Previous Cooperative Projects Linking Keizer Parks Dept. with the Hidden Creek Estates Owners Association:

Hidden Creek homes clearly demonstrate that owners take pride in their homes and neighborhood. That pride is reflected in the fact that the Owners Association has for nearly a decade worked, in cooperation with the City Parks Department, to enhance and maintain Hidden Creek Park (Designated as a 3.7 Acre "Natural Area/Open Space Park")

Past cooperative Parks-Association projects have included (but have not been limited to):

- Providing and leveling, soil to improve conditions in the "Park Triangle".
- Providing and planting trees in the "Park Triangle +" area
- Providing, and installing, park signs

The Association has been grateful for the many maintenance services provided by the Parks Department. However, in the true spirit of partnership the Association has, at times, helped the Department reduce strain on limited budget resources by assuming the cost of labor and materials for work (consistent with Park Department goals) to:

- Reduce encroachment into open areas by blackberries and cottonwood
- Eradicate ivy (an invasive species)
- Spray noxious weeds
- Mow open areas
- Provide, and install, an attractive park bench
- Provide, install, and maintain "Doggie Po" stations
- Provide, and install, "water retention bags" on young trees

The Current Problem:

The "Park Triangle +" encompasses an area of approximately 0.38 Acres that serves as a buffer between the Labish Ditch wetlands and Whisper Creek Loop. This plot is bisected by an asphalt pathway that connects Hidden Creek neighborhood sidewalks, to the South, with Country Glen Park and the Gubser neighborhood (via a footbridge over Labish Ditch) on the North. As such, it is a popular route for neighbors enjoying a pleasant stroll or a walk with their dogs. During the greener times of year, the open, grassy region of the "Triangle +" draws a visitor's attention away from the wetlands and to the more inviting "public" area.

Currently this "Park Triangle +" of grass and young trees becomes extremely dry in the summer time; as a result the grass dies, weeds are encouraged, and the young trees are stressed to the point of being stunted, and in many cases killed.

Consequently, what could be an attractive, inviting area for walkers and for casual play and informal gatherings becomes an unwelcoming eyesight every summer. Association members have planted grass, and replanted numerous trees in the "Park Triangle +" area; but the grass has struggled and the new trees have survived only because they have been laboriously hand watered by nearby neighbors.

The Parks Department does mow the grass periodically; while mowing shortens the grass and reduces noxious weeds it results in dry, sharp stubble interspersed by weeds that are the heartier survivors under the prevailing conditions.

The Solution:

The "Park Triangle +" will be an appealing area within the Hidden Creek Park, and enhance the over-all attractiveness of the park with the addition of regular, periodic irrigation, and practices which promote the growth of grass and trees instead of weeds. This project will result in regular irrigation. The Association, in cooperation with the Parks Department, is committed to practices that encourage hearty grass and healthy trees.

The Project:

The Hidden Creek Park Triangle irrigation system will be completed by Association volunteers who will:

- Work cooperatively with City Parks personnel to design the system in compliance with code and good practices, and to identify the material necessary to complete the irrigation system
- Dig approximately 1100 linear feet of ditch with a rented ditching machine.
- Install plastic pipe originating from an available water source (through an approved back-flow monitor), through electric valves (two stations) to pop-up, impulse sprinkler heads.
- Install a battery-powered control system

Material and Cost:

- One day rental, 36" ditching machine: **\$220**
- Plumbing materials and supplies (see **Attachment b "Quotation"**, Ewing Salem): **\$1564.20**

Total estimated cost of all materials, supplies, and equipment: **\$1784.20**

Total In-Kind Contribution; 3 laborers x 3 days labor (volunteered) for a total of: 72 hours (at a value of \$25/hr. = **\$ 1,800 total value**) at no actual cost to the project.

EWING, SALEM #143
3475 PIPE BEND PL NE
SALEM, OR
(503) 588-1250 97301

* Q U O T A T I O N * PAGE: 1
IN REPLY TO YOUR INQUIRY QUOTE DATE: 7/05/2018
PRINT DATE: 7/05/2018
- SUBJECT TO CONDITIONS BELOW - QUOTATION#: 2939721
JOB: JDL-C/O KEIZER HIDDEN CREEK

FOR: 65908
CITY OF KEIZER
PO BOX 21000
KEIZER

CUSTOMER PHONE: (503) 856-3422
OR 973071000

DESCRIPTION	ITEM NUMBER	QUANTITY	LIST PRICE	NET PRICE	EXTENDED PRICE
1-1/2 950XLTA WILKINS W/FT	40000150	1	615.10	430.570	430.57
JUMBO ARMOR BOX/GREEN LID	38008510	1	85.41	51.246	51.25
12IN ARMOR RECT BOX/GREEN LID	38008410	1	42.12	25.272	25.27
1/2 X 100 L/P SWING RISER PIPE	01004100	1	35.80	21.480	21.48
PGP-ADJ-B HUNTER 4IN POPUP ADJ	44000400	19	20.00	8.880	168.72
3/4 MPT SWING RISER 90 ELL	01004420	50	.35	.189	9.45
1 X 1 X 3/4 PVC TEE SST	04402131	20	5.67	1.418	28.36
1-1/2 X 1-1/2 X 1 PVC TEE SSS	04401211	15	11.10	2.775	41.63
1-1/2 PVC 90 ELL SS	04406015	2	4.59	1.148	2.30
1-1/2 X 3/4 PVC RED BUSHING ST	04438210	2	7.05	1.763	3.53
1-1/2 X 1-1/2 X 3/4 PVC TEE SST	04402210	5	13.55	3.388	16.94
1-1/2 X 1 PVC RED BUSHING SS	04437211	2	3.47	.868	1.74
1-1/2 PVC TEE SSS	04401015	4	6.08	1.520	6.08
NODE-200 HUNTR 2STA BATTERY CNT	44007602	1	235.00	129.250	129.25
TBOS SOLENOID W/O ADPT FOR RB	35009420	2	45.65	26.021	52.04
1-1/2 PVC COUPLING SS	04429015	2	2.81	.703	1.41
1 PVC COUPLING SS NESTING	04429010	2	1.89	.473	.95
1-1/2 PVC MALE ADAPTOR TXS	04436015	6	4.04	1.010	6.06
QT 721 BLU PVC CEMENT W/BRUSH	08007216	1	40.10	22.857	22.86
QT P-70 PURPLE PRIMER	08008606	1	37.45	21.347	21.35
1-1/2 CL200 PVC BE PIPE	07000250	1060	114.11	45.644	483.83
1 CL200 PVC BE PIPE	07000130	220	53.90	17.787	39.13

NET PRICES ARE FOR QUANTITIES AND DESCRIPTIONS
SHOWN HEREIN ONLY, AND NO IMPLICATION OR WARRANTY
IS MADE WITH REGARD TO THEIR CORRECTNESS OR
AGREEMENT WITH THE SPECIFICATIONS. SHIPMENT SUBJECT
TO CREDIT CLEARANCE. NO LIABILITY IS ASSUMED FOR
QUANTITY SHOWN.

SUBTOTAL 1,564.20
NO TAX .00

THE ABOVE QUOTATION IS FOR ESTIMATING PURPOSE ONLY.
WHEN ORDER IS PLACED IT WILL BE SHIPPED AT PRICE
IN EFFECT AT TIME OF SHIPMENT UNLESS OTHERWISE
NOTED ON THIS QUOTATION.

QUOTE TOTAL 1,564.20

Taxes on quote are estimated and will be calculated
based on tax rates in effect at time of order.

PRICES SHOWN ARE CURRENT AS OF 7/05/2018 AND WILL
BE GOOD UNTIL 8/04/2018. EXCEPTION: PIPE IS PRICED AT TIME OF SHIPMENT ONLY.
BY JASON LEBOLD

EWING IRRIGATION PRODUCTS & INDUSTRIAL PLASTICS