



**Keizer Festivals & Events Services Team (K-FEST)
Meeting Minutes
Monday, September 23, 2013 at 6:00 p.m.
Keizer Civic Center**

CALL TO ORDER ~ Chair Wurzburg called the meeting to order at 6:00 p.m.

Attendance was taken as follows:

Present:

Stephan Wurzburg
Sherrie Gottfried
Jill Bonney-Hill
Erin Ellis, Chamber Representative (6:13)
Carol Doerfler
Marlene Quinn, Councilor
Cathy Clark, Councilor

Absent:

David Loudon, Parks Board Representative
One Position Vacant

Staff Attending:

Debbie Lockhart, Deputy City Recorder

APPROVAL OF MINUTES

Marlene Quinn moved for approval of the July 22, 2013 minutes. Sherrie Gottfried seconded. Motion passed as follows: Wurzburg, Gottfried, Bonney-Hill, Quinn and Clark in favor with Doerfler abstaining and Loudon absent, one position vacant and Ellis absent at time of vote.

APPEARANCE OF INTERESTED CITIZENS ~ None

WALKING KEIZER SIGNAGE/PROMOTION ~ Carol Doerfler referred to a written list of suggested signs and locations that she would email to the committee. Sherrie Gottfried reported that she had spoken with a representative of the sign agency that made Salem's signs and will be meeting with him on the 24th. She will have more information then and will send that to committee members via email. Ms. Gottfried suggested that signs be placed at Keizer corner (Lockhaven and River), the focal point (Chemawa and River), Windsor Island Road and Chemawa and at the south end of River Road.

YOUTH SPORTS REPORT – Councilor Clark reported that Salem and the School District signed a cooperative use agreement recently. She suggested the committee focus on that document and perhaps use it as a template for negotiating use of facilities in Keizer. She noted that the original rules which were formulated in 2004, are still being used and they make it difficult to plan an event because the District will not schedule facilities until they have all the sports scheduled for the year. District policies make it difficult even for Salem schools to plan ahead. Discussion then took place regarding

who uses the facilities, cost, administration, school districts who host tournaments, fairs and other activities, and the need for consistency in the school district.

It was suggested that agreements from other school districts be reviewed for possible use as examples of agreements that Keizer could make with Salem. Discussion followed regarding talking with the school board rather than the school district.

PARKS BOARD UPDATE – Councilor Quinn reported that the last meeting was the Parks Tour with City Council. The Community Build Task Force and Council have approved Leathers & Associates as the consultant for the community build at Keizer Rapids Park. She invited K-FEST members to the next Task Force meeting.

EVENT PLANNING PACKET – Carol Doerfler distributed copies of a portion of the Oregon Fire Code which she received from Deputy Fire Marshal Rod Conway. She noted that Mr. Conway had indicated that the District is working on developing one of their own but for the time being they default to the Oregon Code. Ms. Doerfler noted that she had not had time to review the Oregon Fire Code in detail and requested that it be put on the agenda for the next meeting.

Discussion then took place regarding the ratio of crowd managers to event participants and including fire code verbiage in the event package. Ms. Gottfried urged that special attention be paid to keeping egress and ingress areas clear. Committee members suggested that Ms. Doerfler contact City Attorney Shannon Johnson regarding the need to include this information in the event planning packet.

OTHER BUSINESS ~ Discussion then took place regarding the role of K-FEST, inviting event planners to K-FEST meetings to give a presentation of what they are planning and getting their feedback to help develop policies and improve events. Stephan Wurzburg volunteered to contact the Renaissance Inn to find out about upcoming events and invite them to K-FEST meetings. Additional discussion took place regarding reader boards on River Road being used to advertise upcoming events. Mr. Wurzburg noted that the Chamber has a list of those and he would send it to team members.

ADJOURNMENT ~ Meeting adjourned at 6:47 p.m.

Next Meeting: November 25, 2013

Minutes approved: 11-25-13