



**Keizer Rapids Park Community Build Task Force  
Meeting Minutes  
Wednesday, September 3, 2014 at 6:00 p.m.  
Keizer Civic Center**

**CALL TO ORDER** ~ Chair Quinn called the meeting to order at 6:03 p.m. Attendance was taken as follows:

**Present**

Marlene Quinn, Chair	Councilor	Carolyn Ream	Citizen at Large
Jim Taylor	Councilor	Mark Caillier	Citizen at Large
Janet Carlson	Marion County	Randy Cook (6:06)	Citizen at Large
Ron Freeman	West Keizer NA	Linda Baker (left @ 6:30)	Citizen at Large
Meredith Coy	Gubser NA	<b>Staff:</b>	
Richard Walsh	Parks Board	Debbie Lockhart, Deputy City Recorder	
David Loudon	Parks Board		
Brandon Smith	Parks Board	One position vacant	

**APPROVAL OF MINUTES:** Mark Caillier moved for approval of the July Minutes. Jim Taylor seconded. Motion passed as follows: Quinn, Taylor, Carlson, Walsh, Loudon, Caillier, Smith, Ream and Freeman in favor; Cook absent at time of vote; Coy and Baker abstaining and one position vacant.

**APPEARANCE OF INTERESTED CITIZENS:** Rick Day circulated flyers showing the building materials that he would use for a castle at the playground. He explained that walls would be two blocks long, 3 blocks high (for a total of 16 feet) on either side of an 8' wide arch with a drawbridge for a total footprint of 42 feet. This is larger than the Leathers castle which is 16-20 feet long. He explained that lagging panels could be put around the perimeter curb to contain the wood chips and that inserts would be placed on the back of the walls so that a deck and stairs could be attached. He added that he would use a half pipe for a trench and fill it with water or polymer for the moat and suggested that perhaps the sternwheeler feature could be incorporated into that making it a focal point of the playground.



Jim Taylor moved to recommend moving forward with the castle structure proposed by Rick Day. Richard Walsh seconded. Motion passed as follows: Quinn, Taylor, Carlson, Walsh, Louden, Caillier, Smith, Ream, Cook, Coy, Baker and Freeman in favor and one position vacant.

**PARKS FOUNDATION UPDATE:** Marlene Quinn reported that the Foundation had not met during the summer but she hoped to have a report next month.

**MARION COUNTY FAIR/RIVERFAIR BOOTH UPDATE:** Marlene Quinn reported that both the Marion County Fair and Riverfair provided an opportunity to talk to many people. She urged everyone to distribute posters to all businesses, not just those that donate, to get the word out.

**GENERAL COORDINATOR REPORT:** Mark Caillier reported that he had been working with the consultant on extending the contract; there may be an added cost but that has not been determined. He has been negotiating with them to ensure that additional costs are appropriately billed as hours that are exceeded by the original contract. He distributed "homework" for each member noting that it must be completed by September 8 so that Valeria Moore can finish the website. He also voiced concern about the structural integrity of the pickets because they had bowed when left overnight in his garage.

**CIRCULATION OF VOLUNTEER HOURS TABULATION TABLE:** Circulated.

**COORDINATOR REPORTS:**

*Fundraising – Janet Carlson/Richard Walsh:* Janet Carlson reported that the next two Fundraising Committee meetings are scheduled for September 17 and October 16. She urged everyone to continue fundraising efforts and volunteered to keep the Key Contact sheet up to date. Jim Taylor suggested that the committee meet with all the Rotary Clubs in Salem. Mark Caillier added that Lowe's has indicated that they want to buy and build a component. Randy Cook indicated that Home Depot has grants available and wishes to participate and he expects Parr Lumber to participate as well. Janet Carlson suggested that brochures be given to the Salem Chamber of Commerce committees.

*Public Relations – Brandon Smith:* No report.

*Volunteer Coordinators – Ron Freeman:* Ron Freeman reported that 18 people signed up to volunteer at the Riverfair and there were many lookers at the Marion County Fair. He added that many Salem residents were unaware of Keizer Rapids Park, the dog park and the free concerts.

*Child Care – Danielle Bethell:* No Report

*Children's Group – Carolyn Ream:* Ms. Ream reported that she has high school girls distributing posters in area businesses.

Chair Quinn urged everyone to attend the upcoming meetings addressing the expansion of the Urban Growth Boundary at Keizer Rapids Park and the upcoming Master Plan amendment.

*Materials – Randy Cook/Rick Day: No Report*

*Food – Dave Bauer: No Report*

*Tools – Rob Miller: No Report*

*Design & Special Features – Linda Baker: No report.*

*Special Needs: Mark Construction Captains – Bill Lawyer & Randy Cook: No report.*

**OTHER BUSINESS:**

Chair Quinn inquired about the need for hardhats and where to get them. Mark Caillier indicated that he would take care of this.

*Beth Melendy*, representing Keizer CERT, reported that Mark Caillier had recruited CERT to provide security during the build. She explained that they would have a trailer with lights and radio communication on site during the length of the build. CERT can also assist with parking. Mark Caillier added that they will be in charge of initial check-in and will also have radios to find answers to questions and will be an additional project team: Safety & Security. Ms. Melendy indicated that she hopes to have 4 people each day and 2 during the night. She will be reaching out to Marion County Cert, Keizer Reserve Police Officers and Cadets in April and May. She requested that if she has to stay overnight during the project she be allowed to bring her motor home on site.

**ADJOURNMENT** ~ Meeting adjourned at 7:00 p.m.

***Next Meeting: Wednesday, October 7, 2014***

*Minutes approved: 10-7-14*