



**Keizer Rapids Park Community Build Task Force
Meeting Minutes
Tuesday, July 7, 2015 at 6:00 p.m.
Keizer Civic Center**

CALL TO ORDER ~ Chair Parsons call the meeting to order at 6:02 p.m. Attendance was taken as follows:

Present:

Marlene Quinn Parsons	Councilor
Brandon Smith	Councilor
Carolyn Ream	Citizen at Large
Mark Caillier	Citizen at Large
Jim Taylor	Citizen at Large
Meredith Coy (6:05)	Gubser NA
Ron Freeman	West Keizer NA
Randy Cook	Citizen at Large
Richard Walsh	Parks Board
David Loudon	Parks Board

Absent:

Heather Weathers	Citizen at Large
Janet Carlson	Marion County
Tanya Hamilton	Parks Board

Staff Present:

Debbie Lockhart, Deputy City Recorder
Bill Lawyer, Public Works Director

APPROVAL OF MINUTES: David Loudon moved for approval of the June 2 Minutes. Richard Walsh seconded. Motion passed as follows: Parsons, Smith, Ream, Caillier, Freeman, Cook, Walsh, and Loudon in favor with Taylor abstaining, Weathers, Carlson and Hamilton absent and Coy absent at time of vote.

APPEARANCE OF INTERESTED CITIZENS - None

WEBSITE – Members agreed that the website was a valuable resource for donations and should be maintained. Volunteer information can be removed but the Goal, Fundraising, and picket sales information should be updated and remain. Because the picket page is labor intensive and getting too large, Ms. Moore agreed to change it to a page listing the names of people who have purchased pickets. The option to buy will remain open for both pickets and components. Committee members agreed that the cut-off for the next picket order should be July 15. Ron Freeman noted that the need for volunteers will remain for cleaning and maintaining the playground. A new, simpler form should be posted on the web. Brandon noted that the Facebook page would remain operational.

SIGNAGE – Lengthy discussion took place regarding signage. It was noted that donors were promised a 5 x 7 plaque on the component. Mark Caillier reported that he had met

with Sign Crafters and they have agreed to donate the signs. We will need to send them the finished layout for each sign. Marlene Parsons volunteered to handle getting the signage ready to order. She will contact the donors and work with Ms. Lockhart on the layouts. It was noted that donors who gave cash will get a sign on their component, all other donors will get their names on the kiosk. Mr. Lawyer reported that the design work needs to be complete by August 1 in order to get the printing done before the Open House.

KIOSK – Discussion took place regarding design of the kiosk. Mark Caillier noted that the city does not have enough Bedford construction materials to build it. Members reviewed three options for the design and voiced preference for the one designed by Leathers & Associates. It will be four-sided and list donors, contributors (including in-kind contributors) and members of the Task Force. Logos will be permitted on the listing in the kiosk.

Marlene Parsons moved to approve the kiosk design by Leathers & Associates for the Big Toy kiosk to be built on or about July 18. Brandon Smith seconded. Motion passed unanimously as follows: Parsons, Smith, Ream, Caillier, Freeman, Cook, Walsh, Loudon, Taylor and Coy in favor with Weathers, Carlson and Hamilton absent.

Brandon Smith moved to approve a 4' x 4' (printable area) sign for each of the four sides on the kiosk. Jim Taylor seconded. Motion passed unanimously as follows: Parsons, Smith, Ream, Caillier, Freeman, Cook, Walsh, Loudon, Taylor and Coy in favor with Weathers, Carlson and Hamilton absent.

Discussion followed regarding valuing donations and converting in-kind labor to dollar amounts. It was suggested that signage say: “Keizer children designed this playground and _____ volunteers contributed _____ hours to build it.”

OPEN HOUSE IN AUGUST – Open House is scheduled for August 29 from 2 to 5 p.m. Ron and Kim Freeman volunteered to secure the pizza and water; Lore Christopher the cake and to work on the program; Richard Walsh to contact Uptown Music for a portable sound system.

ADJOURNMENT ~ Meeting adjourned at 7:27 p.m.

Minutes approved: _____