



**Keizer Rapids Park Community Build Task Force
Meeting Minutes
Tuesday, May 28, 2013 at 6:00 p.m.
Keizer Civic Center**

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

Attendance was taken as follows:

Present:

Janet Carlson	Marion County
Meredith Coy	Gubser NA
Ron Freeman	West Keizer NA
Marlene Quinn, Chair	Councilor
Brandon Smith	Parks Board
Will Stitt	Citizen at Large
Jim Taylor	Councilor
Richard Walsh	Parks Board

Absent:

David Loudon (Parks Board)

Staff Attending:

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

ELECTION OF VICE CHAIR ~ Councilor Taylor nominated Richard Walsh for Vice Chair. Janet Carlson seconded. Motion passed as follows: Carlson, Coy, Freeman, Quinn, Smith, Stitt, Taylor and Walsh in favor with Loudon absent.

APPEARANCE OF INTERESTED CITIZENS ~ None.

VERIFY/COMPLETE TASK FORCE ROSTER INFORMATION ~ Rosters were distributed, corrections made and blanks filled.

ESTABLISH REGULAR MEETING DATE AND TIME ~ First Tuesday of each month beginning August 6, 2013.

COMMUNITY BUILD POWER POINT PRESENTATION ~ Richard Walsh shared a presentation which included the history of the formation of the park, the process for the community build, playground maintenance, project management, playground examples, accessibility and visibility, construction and the next steps.

REVIEW TASK FORCE PURPOSE ~ Bill Lawyer reported that he had begun preparing the Request for Proposals and hoped to have it out by the middle of June with 3-4 weeks allowed for reply and a July bid opening. Then the task force would be asked to help evaluate the proposals and select a contractor. It will not be necessary to advertise because the value of the contract is small enough. Discussion then took place regarding getting grants, school and community involvement, use of volunteers, maintenance, scheduling, next steps, and tasks to include in the RFP. Mr. Walsh suggested that

perhaps some members of the task force could attend the community build that is taking place in Pendleton this summer for some first-hand experience.

ADJOURNMENT ~ Meeting adjourned at an undetermined time.

Next Meeting: August 8, 2013

Minutes approved: 8-8-13