

# Park Safety Council Special Meeting Minutes Standard Form

DATE OF SPECIAL MEETING: 11/8/2022

LOCATION: Parks Dept Office

COMMITTEE NAME: Parks

Special meeting start time: 10:35 End time: 11:55

Who attended the special meeting?

Bruce TYSON  
WALTER BLYTHE  
DARYL JOSEPH  
KEITH NEYERL

CITIZUITA MOORE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did you discuss?

Please describe matters discussed during the meeting.

Write down any final recommendations from the PSC Special Meeting.

[Please continue on the back if you need more space.]

1. Director Joseph mentioned that a Parks Master Plan is being developed that will include an inventory of all park amenities & equipment. A computer dashboard will be created.
2. The council was provided copies of inspection forms that are used by maintenance personnel for inspection of parks & docks. These reports could be expanded to include safety standards.

Who prepared these minutes? \_\_\_\_\_

[Submit minutes to the Neighborhood Coordinator at the next meeting.]

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DATE OF SPECIAL MEETING: \_\_\_\_\_

LOCATION: \_\_\_\_\_

COMMITTEE NAME: \_\_\_\_\_

Special meeting start time: \_\_\_\_\_ End time: \_\_\_\_\_

Who attended the special meeting?

_____	_____
_____	_____
_____	_____

What did you discuss?

Please describe matters discussed during the meeting.

Write down any final recommendations from the PSC Special Meeting.

[Please continue on the back if you need more space.]

3. The format of the quarterly report & depth of reporting safety was discussed. We agreed that the format of the second quarter report was acceptable to Director Joseph. Review & distribution of the quarterly report was discussed.
4. We briefly discussed the format of the monthly safety report.
5. We discussed finalizing the 2nd quarter report and distribution. Michelle will a draft of the report to Director Joseph.
6. The Council will be responsible for creating the first draft of the park safety standards.
7. Director Joseph said he would like to continue having periodic workshops with the council & parks staff.

Who prepared these minutes? \_\_\_\_\_

[Submit minutes to the Neighborhood Coordinator at the next meeting.]