Civic Facilities Task Force Minutes

Meeting #1:

Wednesday, October 8, 2014
6:30 p.m.
Library Community Room

Members Present: Council President Monique Beikman, Councilor Nancy Grimes, Sonya Ambuehl, Bill Beers, Collin Beikman, Adam Butts, Robert Kellogg, Candice Kelly, Scott Miller, Janet Newport, Mike Riley

Members Absent: Mayor Lou Ogden

Staff Present: Deputy City Manager Sara Singer

Public Present: Joe Lipscomb

Others: None

1. Introductions

   Deputy City Manager Singer welcomed everyone to the meeting and thanked them for agreeing to participate. The group completed introductions.

2. Task Force Roles and Responsibilities
   Manager Singer distributed information about the roles of the task force and asked the group for input on their goals. The group agreed their goals would include:
   - Gather lots of community input from the beginning of the project as part of the Needs Assessment process. Engage the community in the process from start to finish. Ensure we are involving people by gathering their ideas and then presenting options instead of presenting options and then waiting for the community to react.

   - Gather opinions from the silent majority, use a customer-oriented approach, and gather input from city customers.

   - Broadly reach people in the community to gather enough data that is irrefutable. Take the door-to-door approach in gathering community input. Use a multi-faceted approach by going to where people gather, insert a

postcard in the City newsletter, talk to customers at our City counters. Be sure to document all objections or suggestions and provide responses to these.

- Look beyond city spaces and buildings and consider the economic opportunities and the potential development which could be spurred depending on the location of buildings.

- Consider co-locating services with other agencies (state, counties, etc.).

- Utilize the Library as a space to engage the community. There is a lot of diversity among Library customers, including youth, Latino, 55+, etc., and it can be a good place to gather public input using incentives such as fine forgiveness, prizes, etc.

- Assist in the selection of a consultant to work with the community on the Civic Facilities Study.

- Work with staff and the consultant to become educated and familiar with the existing conditions of Tualatin's city facilities and help find ways to share a summary of these conditions with the public.

- Offer ideas on community facility needs, and help to broadly engage different segments of the community to share their ideas for future community facilities.

- Work with staff and the consultant to summarize the ideas offered by the community into a plan for future Civic Facilities.

- Present committee feedback and/or recommendations to the Council.

Member Riley asked about the project approach. Manager Singer skipped forward to discuss information about the project and the approach. The approach includes public involvement, needs assessment, facilities evaluation, options analysis, and recommendations and a consultant report. She said this would be further refined once a consultant was selected.

Manager Singer asked the group to consider ground rules for conducting their task force meetings and accomplishing their goals. The task force agreed on a set of ground rules.

3. Meeting Logistics
   Manager Singer asked if the task force members had preferences regarding meeting times and days. The group expressed that Wednesday evenings at 6:30 p.m. worked well. She said a meeting schedule would be developed and distributed following the consultant selection process.

4. Project Overview & Public Outreach Approach
   Manager Singer shared additional information about the project background, and asked the group for their input on public involvement strategies. The following list was developed:

- Engage youth, make it relevant to them and help to explain why they should care.
- Use the pumpkin regatta to distribute information about the project and gather input.
- Talk to other cities about their facilities (Wilsonville, Sherwood, etc.). Use caution about having pre-determined outcomes regarding a city hall, but focus on gathering input about their process and public involvement strategies.
- To gather youth opinions, go out to the schools and work with the Future Business Leaders of America (FBLA).
- Engage and involve the CIOs throughout the entire process.
- Make the questions to the stakeholder groups specific.
- Focus the Public Involvement efforts to meet specific needs at each stage of the project.
- Tailor questions to the audiences.
- Use phone calls to gather input.
- Document objections and concerns, provide responses and make the summary available online.
- Use video to communicate information about the project and use the public access channel.
- Each task force member represents a different stakeholder group, share meeting information with your constituencies, and have all information available on the City's website.
- Keep people informed about "the process."

Other Tools for Public Involvement

- Print Newsletters
- Electronic Newsletters
- Social Media
- Online Forums
- Community Meetings/Open Houses
- Neighborhood Meetings/CIO Meetings

- City Advisory Committee Meetings
- City Website
- Utilize the Tualatin Tomorrow Partner Network
- Use entertainment to get the message out (social campaigns, videos, etc.)
- Community events
- Personal interaction, word of mouth

There will be additional input and discussion about the public involvement strategy at future meetings.

5. Consultant Proposals
   Manager Singer said there are two proposals which were submitted by LRS Architects and YGH Architecture. She asked if there were any volunteers from the task force to assist with the consultant interviews and selection process. Mike Riley and Adam Butts volunteered. Manager Singer said she would send out the proposals for everyone to review and offer suggestions for interview questions.

The meeting adjourned at 8:30 p.m.

Sara Singer, Recording Secretary