



# City Facilities Task Force

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## Meeting #3:

Wednesday, February 4, 2015

6:30 p.m.

Police Department Training Room

## Agenda

1. Call Meeting to Order
2. Adopt Minutes from December 10, 2014 Meeting
3. Overview of Preliminary Space Requirements and Facility Conditions – Yost Grube Hall (YGH)
4. Public Involvement Activities
  - a. Community Workshop
  - b. Community Surveys
  - c. Marketing Materials
5. Public Comment
6. Communications from Staff
7. Communications from the Task Force

## Notes:

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# Civic Facilities Task Force Minutes (Draft)

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## Meeting #2:

**Wednesday, December 10, 2014**

**6:30 p.m.**

**Police Department Training Room**

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

**Members Absent:** None

**Staff Present:** Deputy City Manager Sara Singer

**Public Present:** Joe Lipscomb

**Others:** Nels Hall, John Medvec and Debbi Moody from YGH

### 1. Introductions

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

### 2. Adopt Minutes from October 8, 2014 Meeting

Council President Monique Beikman made a motion to adopt the minutes from the October 8, 2014 meeting. Task Force Member Kelly seconded. The Task Force unanimously approved the minutes.

### 3. Project Scope & Schedule

John Medvec from Yost Grube Hall (YGH) Architecture shared a presentation about the project scope and schedule of activities. Council President Beikman asked about the process for forecasting the space needs for the Library and Police facilities. Ms. Singer said the City could share any available information with YGH. Mayor Ogden asked about the public involvement for the project. Ms. Singer said this would be covered in the next item on the agenda.

Robert Kellogg said it will be important to share the reasons "Why" the City is doing this project, and sharing the information from the facilities assessment. Robert Knight asked if people in the broader community know that the City

operates out of seven different buildings, and offered that it will be important to communicate this and how it impacts services.

Robert Kellogg asked how we will anticipate future services needed by the community. He said there are services provided by the County which are now mostly located in Hillsboro. Council President Beikman said she has talked with some of the Washington County Commissioners regarding this project and future services.

4. Public Involvement Plan Overview

Manager Singer shared an overview of the public involvement ideas which were shared by the Task Force at the last meeting. She distributed a worksheet to the Task Force to complete to assess the desired level of public involvement for this project. She said this input will help to guide the public involvement strategy and assess the resources needed to meet the public involvement goals for this project. The group shared their scores and comments on the level of public involvement desired for this project.

Robert Knight asked if a survey could be prepared to target members of the business community. Ms. Singer said this could be included as part of the Public Involvement Strategy.

Council President Beikman said she had communicated with some of the Washington County Commissioners about this study, and said the County should be engaged in the outreach efforts.

Manager Singer said she would distribute the draft public involvement plan in addition to a schedule of upcoming meeting dates the following week.

5. Next Steps: Existing Conditions Report/Staff Interviews

John Medvec and Debbi Moody explained the process for developing the existing conditions and facilities space needs report. This will provide the baseline information for the study. A team of architects, engineers and cost estimators will go through the City's existing facilities and assess all of the conditions including structure

6. Public Comment

No members from the public present.

7. Communications from Staff

Manager Singer reminded the task force to look for communications regarding the public involvement plan and a proposed schedule of meeting dates in the coming week.

8. Communications from the Task Force

None.

The meeting adjourned at 8:20 p.m.

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Sara Singer, Recording Secretary