



# Civic Facilities Task Force Minutes

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## Meeting #4:

Wednesday, March 18, 2015

6:30 p.m.

Police Department Training Room

**Members Present:** Council President Monique Beikman, Sonya Ambuehl, Bill Beers, Collin Beikman, Robert Kellogg, Robert Knight, Candice Kelly, Scott Miller, Janet Newport, Mike Riley

**Members Absent:** Mayor Lou Ogden, Councilor Nancy Grimes, Adam Butts

**Staff Present:** Deputy City Manager Sara Singer, Deputy City Recorder Nicole Morris

**Others:** John Medvec, Debbi Moody, and Iren Taren from YGH

1. Call to Order

Deputy City Manager Singer called the meeting to order at 6:34 p.m.

2. Adopt Minutes from February 4, 2015 Meeting

Council President Beikman made a motion to adopt the minutes from the February 4, 2015 meeting. Task Force Member Kelly seconded. The Task Force unanimously approved the minutes.

3. Old Business

a. February Community Workshop Recap

Consultant Medvec recapped information presented at the workshop. Feedback from the workshop included considering the 100 year flood plain, populations projections, recognition of outdated buildings, and inefficiencies from being located in different areas. Overall the workshop was a success.

Consultant Moody recapped the staff needs and program assessment. She noted adjustments had been made to the Community Development staff projections. An adjacency matrix was presented showing desired working relationships. This matrix will be used for stacking and blocking of spaces when looking at alternatives. Task Force Member Kellogg asked how the information was gathered to populate the matrix. Consultant Moody explained data was gathered from interviews with staff.

b. Public Involvement Update

Deputy City Manager Singer updated the committee on current public outreach activities. Activities included distribution of fact sheets, surveys, newsletter articles, social media promotions, briefings to advisory committees and Citizen Involvement Organizations (CIO), a open house, and Spanish outreach efforts.

Deputy City Manager Singer distributed preliminary survey results and comments from #TualatinTownHall. Task Force Member Knight presented concerns over citizens taking the survey and not being aware of the current conditions of the older facilities. Council President Beikman suggested adding a "Did you know?" section to #TualatinTownHall. Deputy City Manager Singer stated she will be posting new topics on the forum and can add a section like this. She encouraged task force members to direct people to #TualatinTownHall where they can take the survey and post comments. Paper copies of the survey are also available for distribution.

Public involvement next steps include an open house on April 16 to share alternatives, Spanish outreach efforts, and presentations to the City Council and CIO's.

#### 4. New Business

##### a. Alternatives Analysis

Consultant Taren presented three preliminary options including a library expansion, purchase of Aspen Place, and constructions of a City Hall facility on the Police Department site. Preliminary option one, expansion of the library consists of three alternatives. Options to the alternative included a north or south expansion and a two story addition. Advantages and disadvantages of each option were presented.

Task Force Member Beers asked if the Library has a need for a expansion. Deputy City Manager Singer stated the Library was originally built smaller than its projected needs. Task Force Members asked questions about the need of book stack space in the future. Deputy City Manager Singer explained some of the needs outlined through the visioning process for the Library to serve as a community gathering space. Consultant Moody explained the projected space needs for the library includes providing adequate work space for staff and the growing programming the Library provides.

Task Force Member Riley expressed concerns regarding a north or south expansion and the potential negative impacts to parking and circulation in the area.

Consultant Taren presented preliminary option two, purchase of Aspen Place aka Oregon Nurses Association (ONA). Advantages of this option included location, public parking, and its ability to meet required space needs. Consultant Moody presented the blocking and stacking plan for

the building and addressed some of the disadvantages. Disadvantages included the inability to accommodate public access on the ground floor, substantial modifications to the building, and column spacing for the Council Chambers.

Task Force Member Miller stated he has a business interest in the property and removed himself from discussion on the property. Human Resource Director Newport stated she likes the close proximity to public transportation at this site.

Consultant Taren presented preliminary option three, new construction of a City Hall at the Police Department site. Advantages included the ability to provide appropriate space and layout as well as accommodate future parking needs. Disadvantages included the building not fronting a major public street and inconvenient pedestrian and bike access. Consultant Moody presented proposed blocking and stacking of a potential new facility and the advantages of the layout.

Deputy City Manager Singer noted cost estimates for these preliminary options will come forward as the alternatives are studied further. The task force was asked if there are additional alternatives they would like considered. Task Force Member Ambuehl asked to have the Robinson Crossing Building be considered. Consultant Medvec stated their initial review of the building shows it maybe too small. They will complete another review to confirm.

Council President Beikman asked if traffic impacts are factored into the analysis of the presented options. Consultant Medvec stated they have only been contracted to look at space needs. Manager Singer said a future traffic analysis would be required for any new buildings.

Task Force Member Kelly asked if other buildings besides the options presented had been considered. Consultant Medvec stated other buildings have not been considered as the consultant team would like for task members and the community to make recommendations. Task Force Member Kelly would like to see further research done on available buildings in the downtown area.

Task Force Member Miller requested the Threat Dynamics location be considered for evaluation. Task Force Member Kellogg requested the Clark Lumber site be evaluated. Council President Beikman requested the Lakeside Building be evaluated.

Deputy City Manager Singer updated the task force on the status of deed restrictions on current buildings being occupied by staff. She stated there are no restrictions in the current locations that would prohibit staff from continuing to occupy these buildings on a temporary basis.

- b. April Community Workshop  
Deputy City Manager Singer noted the next community workshop will be held on April 16.

5. Public Comment

Marisa Houlberg suggested the City contact local business owners with large enough facilities to accommodate city hall to see if they would be interested in selling their properties.

6. Communications from Staff  
None

7. Communications for the Task Force

Task Force Member Knight asked when the next meeting would be taking place. Deputy City Manager Singer stated the next meeting will be April 29.

Human Resource Director Newport stated City staff will be receiving a update on the progress of the task force next week.

Task Force Member Knight stated he would work with the Chamber of Commerce to help push the survey to citizens.

Task Force Member Beers stated the Riverpark and Midwest CIO's have asked him to present an update on the study at their next meetings.

The meeting adjourned at 8:18 p.m.



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Sara Singer, Recording Secretary