



**MINUTES
CIVIC CENTER TASK FORCE
Tuesday, September 9, 2003,
Keizer City Hall
Conference Room B
Keizer, Oregon**

1. Call to Order

Chair Gaynor called the meeting to order at 12:00 pm.

2. Roll Call

In attendance were:

Councilor Michael Gaynor, Chair
Councilor Jim Taylor
Christine Jones for Jack Lowry,
Governmental Affairs Board
Chairman for the Chamber of
Commerce
Greg Rands, KURB
Michael Smith, Planning Commission
Alan Costic, Arbuckle Costic
Architects, Consultant
Lisa Mance, Arbuckle Costic Architects,
Consultant
Jerry McGee, Citizen at large
Randy Jackson, Fire Department
Representative

Staff

Chris Eppley, City Manager
Marc Adams, Chief of Police
Captain Kent Barker, Police Department
Debbie Lockhart, Recording Secretary

Absent:

Mark Caillier

3. Approval of Minutes

Randy Jackson moved for approval of the Minutes for the July 15, 2003 and August 12, 2003, meetings as written. Jim Taylor seconded the motion.

The motion passed unanimously.

4. Appearance of Interested Citizens

None.

FWAG:G

5. Other Business

✓ **Recognition of Volunteers**

Jerry McGee, representing the Volunteer Coordinating Committee, presented Certificates of Appreciation to the following volunteers: Garry Whalen, Mark Caillier, Randy Jackson, Jerry McGee, Greg Rands, Mike Smith and Phil Bay.

✓ **Introduction of New Community Development Director**

City Manager, Chris Eppley, introduced the new City of Keizer Community Development Director, Nate Brown.

6. Old Business/New Business

Alan Costic informed members that Lisa Mance is continuing with collection of information about current facilities. He noted that he and City Manager, Chris Eppley, had developed ideas for the project and established the importance of communication with the public through scheduled meetings. Mr. Costic explained that he had some preliminary sketches indicating potential growth areas, impact on surrounding area, etc., but the sketches are very preliminary and will be contingent upon feedback received from staff and interested public. A draft plan is expected sometime in November with final wrap up by the end of 2003. When the final product is available, Mr. Costic stated that he would be available for assisting staff in presentation to various groups in the city. Prior to that time, however, Mr. Costic indicated that three meetings needed to be scheduled with various groups. He then gave the floor to Lisa Mance.

Lisa reported that she had met with the Public Works Department, Human Resources, Finance, and Support Services at the Police Department. She indicated that meetings with various departments should be finished by the end of the following week, paving the way for determination of square footages for departments and the entire facilities. A presentation would be done addressing individual department needs.

Mr. Costic indicated that the goal was to have a department meeting and presentation finalized before public meetings would begin. He proposed three meetings, all on the same day with the same topic, with three different audiences. He suggested breakfast, lunch and evening sessions. The morning and mid-day sessions would target two distinct groups of 15-25 participants each and be formatted as discussion rather than presentation. The earlier meeting would be directed at immediate neighbors and primary users of city hall, the mid-day meeting would include "friends of the City" – people who actively participate in the shaping of the city, and the evening meeting would be a public meeting. Members discussed the people who should be invited to the various meetings, suggesting city volunteers, chair persons of committees, the Heritage Organization, youth sports organizations, and McNary.

The focus of these meetings would be the question "What services do you want the City of Keizer to provide for you now and through the next 20-25 years?" Mr. Costic pointed out that by focusing on "services" it would be possible to project the desired services into what the facilities have to offer. He noted that he would facilitate the meeting, keeping it on track and brief, 60-90 minutes. Additionally, he would inform those in attendance that they would have a chance to review the proposal before it would go to Council for final approval.

Focusing on the subject matter of the upcoming meetings, members questioned whether or not there would be a concrete proposal for the public and what the proposal would be. Mr.

Costic reiterated that the meetings would have to focus first on services operating from these buildings, before he could determine if the buildings would be adequate. Christine Jones affirmed that these meetings would be a fact-finding or educational type of forum. Mr. Costic acknowledged that his hope was to gain substantial information from these meetings.

Mr. Costic indicated there has already been some data accumulated such as air quality and structural issues and they would be a factor in the cost of reconfiguring the civic center. Additionally, he pointed out that off-site usage impacts the efficiency of operations and would be a factor in determining needs.

In response to a query regarding determination of growth, Mr. Costic explained that past growth, mandates, community growth, population, etc. influence potential growth, and that consideration must be given to whether or not the same trend would continue and require additional services. City Manager Chris Eppley noted that growth has occurred sporadically. Additionally, he suggested that consideration be given to in-house engineering and legal services.

Mr. Costic replied that growth and needs issues would be addressed department by department noting that department heads needed to be at the first meeting in order to answer questions relating to space and services. He stated that issues such as meeting rooms, kitchens, lobbies, courtrooms, etc., are all service related features that will be affected by the input received at the meetings.

Mr. Costic presented general ideas regarding the future of this particular site and surrounding area, suggesting that Chemawa could become a signature street in terms of how Kiezer looks in the future. He noted that the character of the corridor between River Road and the current site would be important suggesting the possibility that this area could become the heart of a downtown center, with fountains, covered sidewalks, benches, landscaping, open store fronts, etc.. Discussion continued with focus on the community creating a new urban renewal district for the area around the Civic Center.

Mr. Costic noted that he would bring a video tape about renewal projects produced by American Institute of Architects called "Back from the Brink" to an upcoming meeting.

7. Scheduled Meetings

It was agreed that September 30 would be an acceptable date for all three meetings. Mr. Costic noted that he felt strongly that members of the task force should attend at least one of the meetings. He detailed the times: Meeting No. 1 – 7:00 a.m. to 8:00 a.m.; Meeting No. 2. – 11:45 a.m. to 1:15 p.m. and Meeting No. 3 – in the evening. It was suggested that the evening meeting be telecast on Channel 23. A follow-up meeting would be announced after input from these meetings had been compiled.

An additional meeting was scheduled for City department heads for Tuesday, October 14 at 9:30 a.m. to look at spaces, square footages, and growth projections.

Next regular Task Force meeting is set for Tuesday, November 4, 2003, at City Hall, 12:00 pm.

8. Adjournment

The meeting was adjourned at 1:20 pm.