



MINUTES
CIVIC CENTER TASK FORCE
Tuesday, July 15, 2003
Keizer City Hall ~ Conference Room B
Keizer, Oregon

These minutes were composed solely from the recorded tape of the session. Consequently, names of those in attendance may be incomplete as no roll call was taken. Additionally, throughout the meeting, the speakers are frequently not identified. The tape does not begin until the meeting is actually underway.

Call to Order

Information unavailable

In attendance were:

Present: Mayor Lore Christopher
Alan Costic of Arbuckle Costic Architects
Lisa Mance of Arbuckle Costic Architects
Jerry McGee, Citizen at large
Michael Smith, Planning Commission
Rick Roemer, Chamber of Commerce
President
Councilor Jim Taylor
Staff: Dianne Hunt, Human Resource Department
Tracy Davis, City Recorder

Approval of Minutes Information unavailable

New & Old Business

Facilitating the brainstorming session, Alan Costic stated that the beginning of school year would coincide with the beginning of the public process for the Civic Center. Consideration is being given to hosting a series of meetings, perhaps with special interest groups in order to get input. These meetings would be used to gather and distribute information and test ideas that have been formulated. The process is currently in the "investigation state" with consideration being given to construction determinations, asbestos concerns and conditions of site.

Lisa Mance reported that she has visited Police Department, City Hall and Public Works and taken photographs for documentation. She also stated that she has sent a questionnaire to department heads (via e-mail) which needs to be completed by 7/22.

Alan stated that the information received from this questionnaire will be translated into new square footages and compared to old areas. It is hoped that at the end of the

compilation of this information, Arbuckle Costic will be able to give the City a 10-year projection of City facility needs. **Goals:** What do we want to accomplish? What impressions do we want to give the community? **Ideas:** Would like everyone to share their own vision for the future...**Issues:** Would like to decide if there are issues that exist today that can be solved by things we do on this site. Will there be issues to overcome?

In reviewing notes from last meeting, Alan made the following determinations: Staff desires a facility that meets their needs. One facility/one location is preferred. Design should address security concerns, be easily accessible by the public, support long-time expansion needs and be arranged so that the public can be easily directed to separate department services. Public and employee space should be separate. Site location: easily locatable entrance, safe path through parking, site expandable for future needs, large group gathering spots, opportunities to connect to community facilities, environmentally compatible, long-term plan for more connections to City center, construction and operation should be efficient and cost effective. Consideration could be given to the possibility of a "campus" sort of effect for the City facility.

A member of the committee spoke about an out-of-state Civic Center that was well thought out. He mentioned their covered walkways as well as an easily understood color-coded directory. It utilized dots on the directory and colors on the buildings. This makes it accommodating for citizens and newcomers. There was additional discussion about other cities like Old San Diego and Scottsdale, where instead of building new buildings, existing buildings have been used with covered walkways connecting them. This might be a possibility for Keizer.

The issue of the location of the site has not been addressed. However, the probability is that the current site will be the one most likely to be used. Consideration should be given to the purchase of additional properties as they become available around the site.

An important consideration would be cost. The attitude of the public and their willingness to pay for these buildings will be a very important consideration. The facility's primary function, however, should be considered as an administration site for the City. A Civic Center would offer other facilities, such as a library; these would not necessarily be funded now, but would be in the Master Plan.

There are two things happening simultaneously. (1) the existing facilities are being reviewed for structural, energy, and efficiency concerns, and (2) the space required to run the city today and in the future is being analyzed. It may be that some buildings can remain unchanged and others will need improvements to meet the needs of the city. Additionally, there may be a need for new buildings.

Mayor said to keep in mind we are looking at the 20 year picture, with the idea that the City would need to expand its facilities during that time. Special attention needs to be given to changes that will take place when Keizer Station is built. Chemawa Road will become a major thoroughfare. Additionally, the Police Station is in immediate need of updating. Police officers are working on top of one another, evidence is not being

adequately maintained, and there are no facilities to hold gang members that get picked up. This project could be viewed in component pieces. There may be several pieces in the final plan, but each piece will be implemented in order of priority.

In response to what the City will receive from Arbuckle Costic, Alan stated that it would be a conceptual Master Plan. It will not necessarily have plans and elevations of new structures, but will address the question of how many more years the existing facilities will hold up. Priority and relative cost of upgrading and/or repairs and costs of maintenance at the present time as well as in the future will be addressed. The core needs would be Administrative Offices, Police, Planning and Public Works. If it is determined that the site will accommodate City needs for the next 20-25 years, then utilization of the existing facilities to achieve that goal with possible modifications needs to be addressed. If the property is large enough to accommodate additional buildings that may be deemed necessary in the future, then there will be no need to relocate.

Putting a new building on the outside perimeters of the property with parking in the interior areas of the property was discussed. It was recommended that members consider the cost of upgrading a building as opposed to starting from scratch. Thought should be given to energy, structure and space issues. It may be possible to build a smaller, more energy efficient, facility and still meet all the future needs of the City with a more efficient use of space.

Alan explained how the process of planning has worked with other clients in the past. Starting out with meetings with members of every department in an organization, recommendations were scrutinized, then the entire group (several different departments) signed off on the finished document. He assured board that they would see every line item and have opportunity to ask questions.

At the next meeting, members will review results from Lisa's questionnaire, and consider opportunities and constraints of the current site. There will be an aerial photograph to review.

Next meeting is set for August 12, 2003, at City Hall, 12:00 pm.

Other Business No other business was conducted.

Adjournment The meeting was adjourned at 1:30 pm.