

Community Center Committee Meeting

November 23, 2015 – Town Office

Attendees: Thom Lanfear, Charlie Ruff, Anna Scott, Thomas Brandt, Lynda Gingerich, Andy Strickland
Via Go To: Paxton Hoag, Crystalyn Autuchovich

Not in attendance: Jon Silvermoon, Kirk Schultz

Facilitator: Thom

Scribe: Lynda

Meeting convened at 6:05 pm

Agenda

1. Committee Business (membership, quorums)
2. Approve minutes from October
3. Review draft proposal for survey work (attached)
4. Community Center Operations (continued)

Committee Business (membership, minutes)

Do we have a quorum?

Thom – There are 7 members on the committee plus Kirk. Kirk is a Board Liaison. That means, when he's here he can vote and it counts towards a quorum. When he's not here it does not count against the quorum. So with 7 members, 4 is a quorum. When Kirk is here it will take 5 to make a quorum.

Committee Membership

Thom – We put out a call for additional members for the committee and we received 3 responses, Crystalyn, Jim Goettler and Sandra Bauer.

Lynda – Paxton had said that he wanted to join as well.

Thom – He still needs to write a letter of interest to the committee. For the 3 responses we received, I sent along the emails and hope you had a chance to read them.

<Paxton joined via GoTo>

Thom – The process is to talk about it as a committee and make a recommendation to the BOD. The BOD then are the ones that make the appointments.

Anna – I think it's important to consider the size. We've had issues in the past when we were deadlocked.

Andy – I do think we need to bring in some professional people.

Anna – I agree. Even people who have worked in professional kitchens and managed kitchens. That kind of experience could also be valuable.

Paxton – I wanted to say that I am interested in joining the committee and am sending my letter of interest now.

<Letter of interest received from Paxton and read to the group by Lynda>

Thom – Depending on how many people join the committee we need to keep in mind what that does to the quorum. Needing 6 for a quorum has been a problem in the past.

Lynda –Attending a committee meeting prior to being voted on by the Board certainly shows the level of commitment that someone will be willing to provide to attend monthly meetings. Since reaching a quorum has been the biggest impediment to making progress recently, maybe we ask people to attend for a few meetings prior to becoming

Anna/Charlie/Andy et al. – Good idea.

Thom – We already have 2 people who have done that, Crystalyn and Paxton.

Crystalyn – On the budget committee, people have to attend for a year before they can become an official member. People who aren't devoted tend to not show up for a year.

Anna – I like the idea that Crystalyn brought up to see if people will continue to attend. And also to see how we operate and to see what would be expected of them. It's going to get more technical from here.

Charlie – I motion to recommend Crystalyn and Paxton to the BOD, since they have participated and attended for many months. Anna seconded.

Motion passed 6-0.

Charlie – For the other interested folks, attend 3 months and then we'll recommend to the BOD. It takes 3 months of not attending to get removed from the committee. It seems fair to have the same amount to get on the committee.

Anna – I motion that we ask new members to show interest by attending three out of four months in order to be recommended for committee to the Board. Lynda seconded.

Motion passed 6-0.

Go-To Meetings

Thom – I'd like to have Go-To meetings set up ahead of time for future meetings.

Charlie – I think we should book it out 6 months at a time.

Anna – We can just send out the one month at a time.

Thom – I can include it with the agenda

Anna, Charlie – Will set up the Go-To for the next 6 months at the end of the meeting.

Approve minutes from October

Anna – I vote to approve October 19th community center meeting minutes. Andy seconded.

Motion passed 4-0. Approved by Tomas, Anna, Andy and Thom. Charlie and Lynda abstained.

Review draft proposal for survey work (attached)

Thom –I drew the yellow line around the area to be surveyed. I included the right of way for chickadee as we are asking the county to vacate the right of way for aero and chickadee. We need to know if there are any utilities within the right of way. I didn't include Dug's Green but we should talk about that.

Lynda – If that's a potential parking do we need to include it in the survey?

Thom – That's the question. It's pretty open. It wouldn't take much to survey it. I did include the trees in the survey.

<Reviewed draft of survey work. Committee made updates to the draft to increase clarity>

Charlie – I'm wondering what is the benefit to surveying all the trees to this level?

Anna – Putting my general contractor hat on, I want to know everything about your site.

Andy, Anna – Inventorying all these trees is going to take more work than all the rest of the survey. If we were to include trees, maybe we do canopy vs not canopy.

Thom – We are going to have to make decisions about what trees come down depending on where we put the community center and also for where we site the septic system. Those guys are going to want to know where there are trees and the root systems. We could make it where only the larger trees are included.

Andy – You're talking hundreds of trees

Thom – This is what the City of Veneta uses.

Charlie – You still have to look at every tree in the whole area. And I still haven't heard the case for needing it. We're going to be hands on for what trees need to be cleared. I realize you pulled this as a standard metric to start with.

Thom – If we have a good base map, we can always add the trees later.

Anna – If I'm going to understand the scope of work, it's easier knowing if it's heavily treed.

Paxton – I've walked around all the significant trees in the area and there are not 20 of them. There are a lot of little ones. I don't think we want to inventory them all.

Thom – I'm in favor of taking # 7 off. (Tree survey)

Thom – We should have the discussion of whether to include Dug's Green?

Andy, Lynda, Anna et al. – Agree to include Dug's Green in the proposal.

Thom reviewed all the changes to be made to the draft based on feedback.

Anna – I make a motion to send the amended survey work for upland properties out to 2 or 3 local surveyors for pricing. Andy seconded. **Motion passed 6-0.**

Wastewater Proposal

Thom – I'd like to insert an item here to discuss the Wastewater proposal we got from KPFF and Pivot. I was hoping Tom G. would be here. In the last meeting we talked about going forward with it but we need to talk about the money. It's a \$4,000 item. We weren't sure how that would be funded. I talked to Tom G. a couple weeks ago and he said that it comes out of the community center fund.

Charlie – He needs to do a budget adjustment at the next board meeting if we have enough detail. He just needs to send it to the board ahead of time and I recommend running it by the Treasurers first.

Thom – We can't authorize KPFF to do any work until that happens. So we need to recommend to the General Manager to go forward. We need to give him that direction and he'll take care of the money piece.

Anna – We need to show we are making progress on the next steps. This is a natural next step. I think it's good to remind the board that we do need these professional services and there is a limit to what can be done by volunteers in this type of situation. I think this is work we need to move forward with and it goes well in parallel with the survey.

Lynda – I motion to make a recommendation to the GM to move forward with the wastewater analysis by KPFF with the cost as outlined in the memo of Sept. 28, 2015. Charlie seconded.

Tomas – does that include greywater and blackwater?

Thom, Anna – Yes both, as well as analysis of our water requirements, fire suppression and potable.

Motion passed 6-0.

Community Center Operations (continued)

Thom – Next agenda item is to talk about Community Center hours of operations. How late could the facility be open in the winter or summer months. We had discussion 2 meetings ago and there was a

general consensus that we didn't need a limit indoors but that we did need a limit for outdoors and somewhere around 10pm was discussed as a limit. We need to decide this so that we can include it in the permit to the county. Then they use this to analyze whether it's going to bother the neighbors too much. I was hoping Jon Silvermoon was going to be here because I think he has some opinions on this issue and being a musician I'd like to hear what he has to say.

Lynda – Is that all music, or just live bands?

Anna – That's any sound, DJ, whatever.

Andy – What about the fair ordinance? If we put this in to make the county happy then down the line is 10pm really what we want? It's just getting dark in the summer at that point. What is our sound ordinance?

Anna – (Read from guidelines)

“During the event week, the end time for sound amplification is 12am Monday through Thursday and 2am Friday through Sunday. The rest of the year, all amplified sound will end no later than 11pm weeknights and no later than midnight on Friday and Saturday, subject to management approval.”

Thom – The decision is do we want to keep in line with the fair sound policy and will the county approve that?

Andy – I think we should go with what's in the OCF Guidelines. That keeps it consistent.

Thom – There are ways to mitigate the sound so that it doesn't bother people. The question is really how late do we want people using the facility on our property, as managers of the property?

Anna, Thom, Lynda et al – We need to follow the Fair guidelines which is our culture and design so that we can maintain our culture without annoying the neighbors.

Anna – **This is an amendment to what we said last time when we discussed programming. We had said 10pm for outside amplification and we are amending that to 11pm on weeknights and no later than 12am on weekends.**

Thom – For the inside operations do we want people to be able to use the community center past midnight? This could be relevant because of parking. People will leave and get in their cars and drive away. If we put the parking in Dug's Green, it may impact the neighbor. Those are the kinds of conflict that come up in land use permits.

Crystalyn – During pre-fair we will use the space 24 hours a day.

Anna – Load in, load out, prep noise. That activity does happen.

Thom – The loading noise in the community center is pretty removed from everyone. I think it's really the parking that could get close.

Anna – I like the idea of using the 11pm for indoors and outdoors. I like the consistency.

Thom – To recap for the permit, the outdoor limit is for May through October. The indoor is year round.

Lynda – To clarify, for the non-event time, we follow the sound policy for indoor and outdoor. For the event time, it is the same as designated in the guidelines for Thursday – Sunday until 2am.

Charlie – I would actually advocate that during the Event the Community Center is closed to events. It is just the kitchen at that point.

Anna et al. – Agreed. During the event, this is just the kitchen for us.

Thom – To recap. We figured out the size of the facility and now we're moving forward getting the survey done. We have someone on board to figure out the wastewater. Once that is done we can focus on parking and figure out where we want to put that. Then we have all the pieces to make a good site plan for a permit to the county. That's where we are right now.

Action Items

Anna/Charlie – Set up the Go-To meetings for the next 6 months or so

Thom – Update the survey request document and give it to 2 or 3 local surveyors

Charlie – Talk to Norma about including the letters from Crystalyn and Paxton in the board packet

Charlie/Thom – Include the survey proposal into the board packet for December

Meeting adjourned at 7:31pm

Next meeting will be on December 21st at 6:00pm at the town office.

January meeting will be January 18

February meeting will be February 15th

Draft Agenda Items for October 19th

How vacating Aero and Chickadee impacts the site for the Community Center

Report **back from Tom G. about the budget for the wastewater**

Report back from Thom on surveyor proposals