

Board Summary/Actions

New members – Kirk

Community Center line item budget – Tom G.

4000 – KPFF Wastewater Proposal

2000 – Pivot for site plan for the SUP preparation

12000 – 15000 Survey work for both CC site and road vacation

2500 – Permit application package for CC

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36K Total using high end for estimates with road vacation included

Community Center Committee Meeting

December 21, 2015 – Town Office

Attendees: Thom Lanfear, Thomas Brandt, Lynda Gingerich, Andy Strickland, Tom Gannon, Jon Silvermoon joined at 6:30pm

Via Go To: Kirk Schultz, Charlie Ruff, Anna Scott, Crystalyn Autuchovich, Sandra Bauer

Not in attendance: Paxton Hoag

Facilitator: Thom

Scribe: Lynda

Meeting convened at 6:11 pm

Agenda

1. Committee Business (membership, minutes)
2. How vacating Aero and Chickadee impacts the site for the Community Center
3. Report back from Tom G. about the budget for the wastewater
4. Report back from Thom on surveyor proposals

Committee Business (membership, minutes)

Do we have a quorum?

Thom – We have a quorum with 6 voting members plus Kirk. Welcome Sandra, joining us for the first time.

Approve minutes from November

Charlie – I vote to approve November 23rd Community Center meeting minutes. Anna seconded.

Motion passed 6-0.

Vacation of Aero Road and Chickadee and how it might impact the Community Center

Thom – What the Fair is looking to do is vacate Aero and Chickadee so that they are no longer public roads. They are classified as public with the County although we take control of them during the Fair. There is a process you can go through with the Board Commissioners to vacate the public interest in

those right of ways. If we get them to do that, they become part of our property and there is no public access. Since those roads only access our land, they serve no public purpose. There is a small section that parallels Suttle and Aero, across from Dug's Green so we would not be able to vacate that section.

Anna – Could we take care of that with an easement or would we have to provide access to anyone who wants to access that little section of privately owned property?

Thom – If we leave that stretch in public ownership, we would not have to deal with the property owner and it would stay like it is now. But we would be able to put up a gate right at the end of that property.

Anna – A lot of this is more pertinent to the Land Use Management and Planning Committee and I'd like to see this discussion targeted towards the Community Center.

Thom – Once the road is vacated, we could move it as part of the Community Center design. I don't think we want to do that and we aren't at that point in the design but we would have that flexibility.

Kirk – There are benefits to the Community Center. We can look at the junction of Aero and Chickadee as well as make improvements to that road, especially if we're bringing in large trucks for the kitchen

Thom – The County will charge a special benefit fee and they won't tell you how much until you submit the application for the vacation.

Kirk – Anna, would you want to update the LUMP committee on this?

Anna – I can do that. It would be good to provide them with the synthesis of how this impacts the Community Center.

Sandra – This is a vacation from being a county owned road to private road but it's not being vacated as a road?

Thom – There are 2 types of public roads. One is a county road built and maintained by the county like Suttle. Aero and Chickadee are public but are not maintained by the County. But the County holds an interest in allowing the public to access. That's what they would be giving up, the public right to use.

Sandra – This is their process for turning a public road to a private road

Thom – It would become private property for us. What we do with it is up to us. Basically it becomes a driveway for us. We can put a gate there and close it off.

Tom B. – It would be in the deed?

Thom – They would deed it to the Fair.

Budget for Wastewater Proposal

Thom – We authorized Tom G. to look into the budget for the Wastewater Proposal. That proposal was \$4,000 for the wastewater and there was \$2,000 in there from Pivot to prepare the site plan. We didn't authorize the Pivot part but did make a motion to go forward with the wastewater part.

Tom G. – It seems like something that can come out of the community center fund. I asked Hilary about it and she seemed to think it was fine as well.

Thom – At what point would we be able to tell them to go forward with it, that the money is there?

Tom G. – The money is there.

Thom – We already made a motion so Kirk do you want to tell them to go forward?

Kirk – What are those numbers again?

Thom – KPFF estimated \$4000 to assist with the water and septic portion of the permit application. Lane County requires us to meet the soil and water requirements. We've asked KPFF to assist with identifying what the requirements will be, what we have now, where a sewer system would go and if there's enough water. There's a list of tasks they would perform.

Anna – Does that include a soil percolation test?

Thom – It does not include site inspections.

Anna – Can we ask for a little more detail?

Charlie – For that kind of money they should be providing percolation rates. If that's not called out, it should be. Back to how to pay for this, Tom G., you talked to Hilary and this would come out of the CC

fund. But I don't think there is any budget authorization. You'll probably want to do a budget adjustment and have a CC line added to the GM budget or build it in to the January proposal.

Kirk – Isn't there a line item in the budget already for the CC?

Charlie – No, everything from this last year was out of contingency. There isn't a line item but there should be.

Anna – We might want to do a synthesized board report. We do a lot of our business by motion, which is great but is difficult to translate into actions for the Board. We could do our minutes with actions for the BOD at the top.

Tom S. – Did you get multiple bids for the bid?

Thom – We asked KPFF to do this because they have done a fair amount of the work already.

Jon – Some people might push back if they find out we are using Pivot.

Lynda – What are we using Pivot for?

Thom – We didn't ask Pivot to do anything, but they included it in the proposal.

Anna – In an architect relationship, the architect often plays the role of coordinator for the various kinds of contractors. For this initial land use permit, who is playing the role of coordinator for the multiple contractors and professional services? This work is definitely time-consuming.

Kirk – I agree. The \$2000 proposed by Pivot may be the cheapest way to get this work done. We have to hire someone to do this. It is not the kind of thing we want to ask a volunteer to do because of liability as well as level of participation. The \$2000 Pivot is proposing to do the site plan is very reasonably priced. Pivot already has all the files. This does not mean they would be the designers of the building.

Jon – We need to be prepared for the learning curve on how this process works.

Anna – I'd like to add an agenda item for the next meeting to discuss Public Education, used to be PR. Jon, I hope you'll help on the education sub-committee.

Thom, Anna, et al. – It's a logical conclusion to the work we've done. Ethically anyone else could not reuse what Pivot has done, so no one can do it for that price.

Thom – Do we need to make a motion to recommend the Pivot piece of this work?

Jon – Do we have an overall cost for what it will take for the SUP?

Kirk – The next agenda item, the survey, will contribute to that.

Tom B. – Where will we talk about alternative systems for things like greywater?

Kirk – That's after the SUP.

Thom – Getting approval for the "standard" does not preclude us from moving to alternatives as further refinement. In the building design phase we would go into those details.

Report back from Thom/Anna on surveyor proposals

Anna – I sent out requests to Balzhiser & Hubbard Engineers (BHEGroup) and KPFF. We should expect 12-15k. I asked for a .pdf format as well for people like us on the committee.

Thom – These two surveyors reached out to us. There are other surveyors if we want to send it out.

Jon – The more we send it out the better.

Thom – I can give you a list of three or more to send it to.

Charlie, Thom, Jon, et al. – Suggestions of other surveyors and ways to get this out to Fair Family.

Kirk – The total cost to get us to submitting the SUP I get is:

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Jon, Charlie – I see this as asking the Board for a 36K line item in the GM budget in order to get the SUP submitted, with line items to show how the total was obtained.

Lynda, Kirk, Thom, Charlie et al. – Lively discussion around whether the road vacation should be included in the Community Center budget and determining how much Tom should request for his budget line item.

Additional Item

Discussion around process for making recommendation to BOD for Crystalyn and Paxton to be added to the committee, as well as discussion around the decision last month for interested folks to attend three meetings.

Kirk to provide a report to the Board including the recommendation of Crystalyn and Paxton (have both attended for many months) and the “getting to know each other” three meetings for Jim and Sandra.

Action Items

Thom – Send names for additional surveyors to Anna

Anna – Request bids from additional surveyors

Tom G. – Put the Survey RFP on the .net site

Tom G. – Make request for CC line item in GM budget

Kirk – Present report to Board on new members to the committee and add the recommendation to the February (previously January) Board meeting.

Meeting adjourned at 7:58pm

Next meeting will be on January 18th at 6:00pm at the town office.

February meeting will be February 15th

March meeting will be March 21st

Draft Agenda Items for January 18th, 2016

Public Education (Used to be PR) – Anna

Budget Update – Tom G.

Bids back from survey – Thom/Anna