

Board Summary/Actions

None at this time

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

Up to 5000 – Preparing the permit application

3000-5000 – Road vacation application submittal package

2500 – Road vacation application fee

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

Community Center Committee Meeting

March 21, 2016 – Town Office

Attendees: Andy Strickland, Crystalyn Autuchovich, Jon Silvermoon, Lynda Gingerich, Anna Scott, Ann Rogers

Via Go To: Charlie Ruff, Kirk Schultz, Paxton Hoag (joined at 6:30pm)

Not in attendance; Thom Lanfear, Thomas Brandt, Sandra Bauer, Jim Goettler

Facilitator: Anna

Scribe: Lynda

Meeting convened at 6:10pm

Agenda

1. Approval of February 15, 2016 Minutes
2. Report back on County requirements for Sound and Guidelines – Kirk
3. Public Education Materials – Anna and Jon
4. Survey Update – Thom
5. Q&A – Review questions from Ann's email

Committee Business

Do we have a quorum?

Lynda – Yes, we have a quorum.

Kirk – Paxton is now an official member of the committee. Sandra's recommendation is on the agenda for the next Board meeting.

Approval of 3/21/16 Minutes

Andy – I move to approve the Community Center meeting minutes. Jon seconded.

Motion passed - unanimous

Report back on County requirements for Sound and Guidelines – Kirk

After further review of the minutes, realized that there was an amendment to the motion that made the guidelines the same as the county regulations, which is 10pm. No further action is required.

Public Education - Anna

Anna and Jon have been working on the documentation and putting together an updated timeline that shows where we are in the larger process. It will not give us a date for building the Community Center, for a variety of reasons. They want to have something to be able to send to the committee via email prior to the next CCC meeting. The goal is to educate the fair family.

Budget and Survey Update – Tom

Tom G. was not in attendance the BOD minutes state that a budget item was BOD approved to allow spend of 36k for the Community Center SUP prep activities. This includes the survey. The surveyors were seen by Ann and Andy on sight working the last few weeks and Shane confirmed this via text. Crystalyn will find out when we can expect a report out from the surveyors.

Review of Ann's email and Jim's reply

Scribe Note: Text in *italics* are from Ann's email, the rest is from CCC discussion

I unpacked a box with some of the 2008/2009 archaeology information. The whole area proposed - all the way to the chickadee/aero intersection- is high probability.

Ann has a rough map that shows the various spots of archeological interest around the portion of the site that may be part of the community center. We will certainly have to consider this as we move forward. Ann will continue to think about ways to address the archeological concerns as well as the need for an upland kitchen. She hopes to get the map updated that shows the sites of interest. The CCC is concerned about this topic and appreciate Ann's continued input.

How well defined are drained field needs? Can existing drain fields for the HUB and Tommy's old place be employed? Part of the survey is determining what is there and what potential areas to use for draining supplementation are. Certainly we want to use the existing as much as possible. However, it might not be in the right location or be in the necessary state to be able to utilize.

I am not sure of the kitchen discussion in the minutes. Is that just to have a kitchen at this point? I am concerned about the SUP application because the fair one has evidently not moved. Who would be notified of that SUP?

We all want to know the status of the Fair parks permit SUP! We are still waiting for the county to reply. The County is running out of time that they must legally respond by so we should hear something soon. In the even the County responds favorably, there is a good chance that the decision will be appealed.

We can still move forward but know it's with the uncertainty that comes with that.

Also, the vacation of the road was not included in the SUP for a variety of reasons. It's a completely separate process. However, if the fair SUP is approved, it would include any vacated road.

For the kitchen, the ultimate size of the building and not finalized but we have some numbers approved by the Board that are working numbers. Those numbers, which include square footage of indoor and outdoor spaces, are posted on the community center .net site.

Scribe Note: Jim G. replied to Ann's email. As he was not able to attend, his email was read and discussed, copied here in italics in its entirety.

I think this question goes to the heart of what I raised at the last meeting which is that as the committee has chosen to forgo many of the traditional roles and processes (budget, timeline, project manager) that any complex project of this nature would adopt - it leaves the committee constantly juggling multiple

elements without any form or clarity...still questioning its very purpose even as money is being requested and spent and the legal permitting underway.

A project manager's first order of business would be to establish all the baselines - locate ALL the old data, maps, surveys, stuff in old boxes, etc- get ALL the legal ducks into a row - as well as a working budget - and from there be able to plan a route forward, so the very valid questions being raised would simply never need to be asked.

As it is - there are multiple overlapping elements - all good elements- but nothing tying them together into a cohesive form to give it positive strength/energy moving forward - leaving folks entirely confused as to what exactly is the plan.

I do not have an answer, but believe the answer will come about once the committee adopts a few easy process steps with the resulting work product then providing the needed answers.

I suggest that for the committee to continue to bypass the basic organizing/process steps is to do so at its own peril.

Anna – Thank you Ann for bringing up important questions that are being asked and we need to be able to answer. We are a committee that has been directed by the Board to provide scoping for a project without a budget. The Board would have to decide if they want to hire a Project Manager, once we get far enough along in the scoping. That is not the committee's mission. We should probably go back over what the Board asked the committee to do.

Ann – So you're still in a scoping exercise?

Anna – Absolutely. Unless we get a BOD member who is pushing it forward and is excited about it, it is a challenging process. Projects need champions. And the committee is not set up to champion this project.

Kirk – All projects need a champion. None of these things happen without someone staying and pushing throughout the years. This project is so large, it needs that champion and I'm not sure who it's going to be. To speak to Jim's email, he's absolutely right. The first thing would be to set up a Project Manager, who is the focal point. And I know that's not an easy sell. We think we can do everything with volunteers because that's how we've always done it. This cannot be done that way. I wonder when we as a committee will reach the point where we ask the Board to hire someone to focus on it.

Jon – I think that point will be after we've submitted the special use permit and it's approved. At that point, we can move into the design. This committee at any time could recommend to the Board that we hire a Project Manager. I don't think the Board is prepared to do that right now.

Anna – I don't think it's the mission of the CCC to actually build anything. As soon as the permit goes in, we can make a recommendation to the Board about the next step in the process. There are lots of services that go along with something like this, including the survey.

Lynda – What's the actual motion from the Board to set up the Committee? It would be helpful to put this on the website and clarify the purpose of this committee and what we're actually supposed to be doing.

Crystalyn – February 2009, OCF BOD. The following motion was passed unanimously. Establish a community center committee to investigate the building of a community center on site.

Jon – Investigate

Anna – That's why I keep saying this is not our ball game.

Kirk – I think you're right, at this point we're a start-up. But at some point if the Fair wants to get serious about this, we have to shift gears. Maybe it's changing this committee to a building committee. That's very common. At the heart of that will be a Project Manager. Someone representing the best interests of the organization while interacting with the various professionals that need to be hired.

Anna – I want to put this on the agenda for next month, specifically about when we might recommend a Project Manager or PM team. I'd feel better about discussing this when our Chair is here.

Jon – How much does a Project Manager cost?

Anna – \$72-100K a year in the public sector, however you want to slice it.

Kirk – When we get there, we'll need hard numbers and a contract process, etc. Need a lot of data in place before we can go there.

Lynda – Unless we have the permit to use the land to build a community center, what's the point? I wouldn't designate money for a project manager unless I knew we could actually build something.

Meeting adjourned 7:08pm

Action Items

Crystalyn/Tom G. – Find out when we can expect a report from the surveyors

Anna and Jon – Email updated documentation prior to next month's meeting

Charlie/Lynda – Update the CCC website

April meeting will be April 18th at 6:00pm at the town office.

May meeting will be May 16th at 6:00pm at the town office

Draft Agenda Items for April 18, 2016

1. Approval of March 21, 2016 Minutes
2. Public Education Materials – Anna and Jon
3. Survey Update – Tom G.
4. When we might recommend to BOD to have a building committee/Project Manager