

CITY OF NORTH PLAINS PARKS BOARD
REGULAR SESSION MINUTES
May 27, 2015, 6:00 P.M.
North Plains City Hall
31360 NW Commercial Street

1. **CALL TO ORDER:** Chair Nunnenkamp called the meeting to order at 6:00 p.m.
2. **FLAG SALUTE:** Nunnenkamp led the flag salute.
3. **ROLL CALL:**
Board Members: Chair Doug Nunnenkamp; Heather LaBonte; Patti Burns; Teri Lenahan
Excused: Joanna Orgill
Staff: Public Works Director Blake Boyles; City Recorder Margaret Reh
4. **REGULAR SESSION AGENDA**
 - A. Approval of Regular Session Agenda

Motion by Burns. Seconded by LaBonte to approve the Regular Session Agenda for May 27, 2015. Motion was approved unanimously.

5. **REGULAR SESSION MINUTES**
 - A. Approval of April 22, 2015 Regular Session Minutes

Motion by LaBonte. Seconded by Lenahan to approve the Regular Session Minutes with the addition of "by Clean Water Services (CWS)" on page 2 for April 22, 2015. Motion was approved unanimously.

6. **PUBLIC COMMENT**
None were forthcoming.

7. **NEW BUSINESS**
 - A. Review Woofter conceptual design of Jessie Mays Community Hall for clarification of details

Boyles met with Woofter Architecture. The next step of this project is to come up with a set of plans that is almost ready to build. The Board will need to start making decisions regarding the detail of the project: type of flooring, number of windows, type of windows, etc. Woofter requested a list of specific design ideas. It was decided to focus on the building design and work on the site design at a different time. Woofter had given Boyles a list questions to work on with the Parks Board members. This list was distributed to the Parks Board members at this meeting. It was decided the project scope would be phased in. Discussion ensued as to what should be included in the two different phases. Phase I would include the center footprint of the building, event hardscape on east side and converting 309th into parking spaces.

In the Phase II discussion, the Board will need to talk about the possibility of having a

covered area. Earth movers and grading things out would be part of Phase II.

The Parks Board reviewed the Facility Needs Assessment and Preliminary Conceptual Design Final Report dated December 12. Discussion followed regarding their thoughts and feedback about the building and site concept. The Board is working on which aspects to move forward with vs. which aspects to revisit.

Discussion ensued regarding the primary overall project priorities in terms of the overall site and the building. Boyles compiled a list and will forward it to Woofter Architecture.

Square footage of meeting room, community room, lobby, bathrooms, and mechanical room have all been approved by the Parks Board.

It was decided to move the trash outside the building and have it be in a separate enclosure away from building. The area that was labeled for trash will be converted into more storage. There is a need for ample storage to fit the existing number of chairs plus additional chairs that would be purchased for this larger facility.

A temporary stage will be sectional in design and have the ability to be stored away when not in use. Having the additional storage area mentioned above will help facilitate the storage of this stage.

This temporary stage could be used along the west side of the building as there are elevated windows along this wall instead of doors.

The Board would like to see the Community Room plumbed for a small sink and have an area for coffee. There should also be a small area for a mini fridge.

Audio visual equipment should be built in to both rooms.

The Board would like to see French doors installed instead of overhead doors for east wall. This will allow for better insulation and will look better with the opened beamed ceiling.

Entrance on both east and west side is perfect.

Restrooms in the lobby are a good size with three stalls in each.

The Board would like to see a reader board installed outside of building to advertise upcoming events.

Stage lighting should be installed to be used when the temporary stage is set up for events and programs.

Two doors going into the storage room from the main room should be moved to the east to make more continuous wall space.

Discussion ensued regarding the commercial grade of the kitchen.

Discussion ensued regarding the plaza on the south side of the building. The Board would like to see this designed so it can be used as a drop-off zone. This would assist in making it accessible for all and help meet ADA standards.

Need to get a consensus as to what the exterior of the building should look like and what materials should be used. The exterior could be sided with hardy plank-cement boards. This is more durable and would withstand kids throwing balls against the building much better than other siding. It was suggested to choose a neutral color to withstand the test of time. The existing roof was put on eight years ago—it is a 20 year roof—the possibility of using solar panels was discussed.

The mechanical room would house the air conditioning; electrical; phone; furnace; and water heater. 115 feet should be sufficient.

Having an extra door into the kitchen from the porch on the east side next to the concession window was discussed. Having an easy access out to the porch without going through the main hall would be beneficial to individuals using the kitchen for events outside. The flip side is that more usable counter and/or wall space would be lost by adding another door.

Don't need a garage door into the kitchen. Installing a double door would still allow for ease of loading items into the kitchen. Again, this would be better for insulation and you would retain more counter and/or walls for counter space and shelving.

Concrete should be the material used for the porch as it is the easiest to clean.

Discussion ensued regarding contracting with an interior designer to help with colors. Boyles suggested a group take a field trip to the Cloverleaf building and get feedback from them regarding what worked and what did not work with their project.

The Board decided a committee should be created that includes members from groups that are stakeholders in the use of the Jessie Mays. This committee will become the decision-making team for this project. Staff will contact the groups and committees inviting them to send representatives to a meeting scheduled for Tuesday, June 30, 2015 at 7:00 p.m. Staff will find a location for this meeting. This team will be comprised of existing Parks Board members; members from the Chamber of Commerce, NPEA Planning Commission, City Council, Friends of the Library, North Plains Library Board, Envision North Plains Steering Committee.

Throughout the discussion there were items brought up that the Board was unsure of the answer. It was suggested to make a list of questions we need to get clarification on from Woofter:

- Is there an entrance into the Meeting Room from the electrical room?
- Is there access from the storage area to the mechanical room?

The Board would like to get the cost for the scope of the entire project. Boyles will get this information back to the Board.

8. UNFINISHED BUSINESS

- A. Continued discussion and revision of the North Plains Parks and Open Space Master Plan

Due to the lateness of the hour the Board decided to not work on this project this evening. It will continue to be worked on at the next Parks Board meeting.

9. ADDITIONAL PARKS BOARD BUSINESS.

- A. Review of the Parks Capital Fund (131) budget report.

The Parks Capital Fund (131) budget report that was reviewed by the Parks Board.

- C. Other Updates and Additional Business

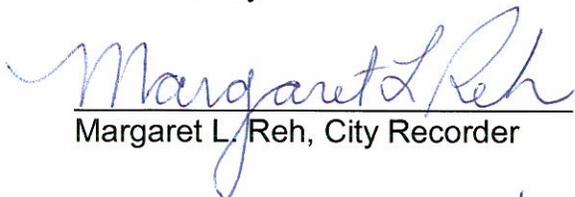
Discussion ensued regarding the Pacific Street repaving.

Discussion ensued regarding the cleaning of signs throughout town.

10. ADJOURNMENT:

It was decided to cancel the next meeting that was scheduled to be held on Wednesday, June 24, 2015 due to Board members being absent. However, the Board would like to meet one hour prior to the Decision Making team meeting on Tuesday, June 30, 2015 to go over any unfinished business arising during the next month. The Board will meet at 6:00 for the Parks Board members prior to the Decision making team meeting which will begin at 7:00 at the North Plains Senior Center. The meeting was adjourned at 8:05 p.m.

Submitted by:


Margaret L. Reh, City Recorder

Date Minutes Approved: 06/30/2015