

**CITY OF NORTH PLAINS PARKS BOARD  
SPECIAL SESSION AGENDA**

Wednesday, June 30, 2015, 6:00 P.M.  
North Plains Senior Center 31450 NW Commercial Street

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **SPECIAL SESSION AGENDA**
  - A. Approval of Special Session Agenda
5. **REGULAR SESSION MINUTES**
  - A. Approval of May 27, 2015 Regular Session Minutes
6. **PUBLIC COMMENT:** *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a "Public Comment Registration form" prior to the meeting. You are not required to give your address when speaking to the Parks Board, only your name. Presentations are limited to five minutes.)*
7. **NEW BUSINESS**
  - A. None Scheduled
8. **UNFINISHED BUSINESS**
  - A. Review Woofter conceptual design of Jessie Mays Community Hall for clarification of details. Prepare for Decision Making Team meeting.
9. **ADDITIONAL BUSINESS**
  - A. Any old, unfinished or additional issues the Board would like to address before the meeting is closed.
10. **ADJOURNMENT**

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If you require special accommodations to permit your attendance at a meeting, please contact the City Recorder by calling (503) 647-5555 or e-mailing [margaret@northplains.org](mailto:margaret@northplains.org) before 4:00 p.m., five calendar days prior to the meeting.

Future City Parks Board Meetings are tentatively scheduled to be at the North Plains City Hall, 31360 NW Commercial Street, North Plains, Oregon, on the 4<sup>th</sup> Wednesday of the month.

The next three meetings are scheduled to be held on the following dates at 6:00 pm:

***July 22, 2015***

***August 26, 2015***

***September 23, 2015***

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 309<sup>th</sup> 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:

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Margaret L. Reh, City Recorder

Date Minutes Approved: \_\_\_\_\_

City of North Plains  
Jessie Mays Community Hall + Park Design  
May 25, 2015

Questions

General

- Thoughts/feedback about building and site concept presented in Facility Needs Assessment and Preliminary Conceptual Design Final Report dated December 12. We are hoping to have direction on which aspects to move forward with vs which aspects to revisit.
- What are primary overall project priorities in terms of the overall site and the building?

Project Scope

- Will the project be phased? If yes, what is likely to be included in the first phase?

Project Budget

- Has a project budget been established? If yes, what is the overall project budget?

Project Team

- Who will make up the City of North Plains's decision-making team for this project?

Building Design:

- What areas/functions of the building are priorities?
- What elements are critical for the success of the project?
- Are the proposed sizes and locations of rooms acceptable? Do they meet the need?
- Any initial thoughts on the proposed exterior design: form, materials, color(s).

Park/Site Design:

- What areas/functions of the site are priorities?
- What elements are critical for the success of the project?
- Are the proposed sizes and locations of exterior spaces acceptable?

## Margaret Reh

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**From:** Blake Boyles  
**Sent:** Thursday, May 28, 2015 9:44 AM  
**To:** Miles Woofter  
**Cc:** Margaret Reh  
**Subject:** RE: Jessie Mays Questions  
**Attachments:** SKMBT\_C65415052809410.pdf

Miles,

Last night was a good meeting... we got a lot of ideas out in the open and answered some of the questions you asked: Thoughts/feedback about building and site concept presented in Facility Needs Assessment and Preliminary Conceptual Design Final Report dated December 12. We are hoping to have direction on which aspects to move forward with vs which aspects to revisit.

· What are primary overall project priorities in terms of the overall site and the building?

Sq footage of meeting room, community room, lobby, bathrooms, mech room all approved

Trash area was decided to be converted into more storage... trash to be in a separate enclosure away from building.

Community room should have a small sink and area for coffee.

Audio visual equipment built in to both rooms

French doors instead of overhead doors for east wall (better insulated)

Stage will be sectional in design and stored away in storage.

A reader board placed on outside of building to advertize upcoming events.

(see attached file for scribbled notes)

Will the project be phased? If yes, what is likely to be included in the first phase?

(See attached file)

Has a project budget been established? If yes, what is the overall project budget?

No waiting for construction estimate + design

Who will make up the City of North Plains's decision-making team for this project?

Existing Parks Board with Chamber member rep, NPEA rep, Planning rep

What areas/functions of the building are priorities?

Constructing the building first and making it functional before attempting phase 2 (grounds)

One you get these and review give me a call and we can discuss next steps.

Maybe give me a call next week.

Thanks

Blake Boyles  
Public Works Director  
31360 NW Commercial St  
North Plains, Or 97133  
503-389-1397  
blake@northplains.org

## meeting notes

**Project:** City of North Plains  
Jessie Mays Community Hall and Park Design

**Regarding:** Meeting 1

**Location:** City Hall

**Date of Meeting:** Tuesday, May 19, 2015

**Attendees:** **Blake Boyles (BB)**, NP PW Director      **Jonathan Bolch (JB)**, w+a  
Miles Wofter (MW), w+a

Attendees listed in Bold text

Meeting notes are organized by meeting number/section number/item number and collected by according to issue/topic/action versus sequence of meeting. Please communicate any corrections or additions to the Architect within one week of issue.

Mtg#/Sec#/Item#	Issue/Topic/Action	Responsible
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### 1. Introductions and Roles

1.1.1	<p>City of North Plains will establish a project stakeholder group. Group will likely include the following:</p> <ul style="list-style-type: none"> <li>City Engineer</li> <li>Park Board members</li> <li>City Council member</li> <li>City Manager</li> <li>Director of Public Works</li> </ul> <p>Group should represent all of the project stakeholders and should be 4-8 members. Blake will establish the group.</p>	BB 6/24/15
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### 2. Feasibility Study Review

1.2.1	<p>Initial review and response to study was very positive</p> <p>w+a requests review and input from the City prior to kick-off meeting. JB will provide a</p>	<p>JB 5/24/15 BB 6/15/15 Complete</p>
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	list of questions for City/Park Board review and response. Intent is to clarify project and program goals and identify and specific project issues or challenges.  City of NP, Parks Board to provide feedback.	
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### 3. Scope of work and deliverables

1.3.1	w+a scope is for design and design estimates for budgeting purposes. Construction documentation is not included. Blake requests a proposal for construction documentation.	MW 6/24/15
1.3.2	Construction will likely be phased. Phased documentation and construction. CoNP initial thoughts are to have 2 phases: Phase 1: Building. Phase 2: Site work. Site work may be broken into 2 phases.	
1.3.3	Survey of site is required. w+a to review.	MW 6/24/15

### 5. Glencoe and Commercial Intersection

1.5.1	Reviewed intersection and CoNP Sign Project document. W+a to review intersection and provide proposal for design ideas to address the intersection of Glencoe and Commercial.  Several items to consider:  <ol style="list-style-type: none"> <li>1. Intersection islands</li> <li>2. Garden wall and bench. Wall is not holding up.</li> <li>3. County right of way and roadway signage regulations to be reviewed</li> <li>4. Goal is announce provide way finding signage for CofNP. Goal is to reduce/eliminate sandwich board signage and address garden wall and bench</li> <li>5. City entry signs in addition to Welcome to North Plains</li> </ol>	MW 6/24/115
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### 5. Project Schedule, Next Steps/ Meeting Schedule

1.5.1	Reviewed schedule. Kick-off meeting with CofNP stakeholder group will be in June.  Initial schedule will be adjusted to complete Design Documents in early fall following September presentation to stakeholder group.	MW 6/24/115
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End of Notes

## agenda

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**Project:** North Plains  
Jessie Mays Community Hall and Park Design  
**Subject:** Kick-off Workshop #1  
**Meeting Date:** Wednesday, June 24, 2015  
**Location/Time:** Location and Time to be determined

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### Jessie Mays Park and Community Hall (2:00-3:00):

1. Introductions Roles and Responsibilities (2:00)
2. Review of Feasibility Study (2:05)
  - a. General overview
  - b. North Plains comments and input
  - c. Confirm project program and priorities
3. Review Scope of Work and Deliverables (2:35-2:50)
  - a. Clarify Scope of Work
    - i. Site
    - ii. Building
  - b. Program Refinement
  - c. Design Documentation and Outline Specification
  - d. Cost Analysis
4. Process, Schedule and next steps/meeting (2:50-3:00)
  - a. Design Process
  - b. Schedule