

Conference Report



CLIENT: City of Ashland
PROJECT: Facilities Master Plan Update
LOCATION: Ashland, Oregon
REPORT NO. 001
JOB NO. 0752
DATE: November 26, 2007

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Lee Tunenberg, Mike Morris, Joe Franell, Ann Seltzer, Keith Woodley, Paula Brown, David Wilkerson, Ken Ogden

I. PURPOSE OF MEETING: Kick-Off Meeting

II. PROJECT STRUCTURE:

- A. Paula is on board for another three months, Ann Seltzer will co-lead the project, and will take over after Paula's departure. The attendees present represent all the staff members on the ad hoc committee.
- B. Mike will provide access to facilities, as well as previous documentation.
- C. Committee will meet monthly.
- D. Project likely will extend until June, not March as originally forecast.
- E. Last plan was done in 1999, needs updating. Certain projects are on hold (council chambers, police station, et). Strong desire for MASTER PLAN to avoid "piecemeal" approach to repairs, work.
- F. In 2005, space needs analysis was done for Council Chambers.
- G. Goal / end product: overall plan to guide city for 20 years.
- H. THINK OUTSIDE THE BOX!!! But not outside the UGB.
- I. Consider adding Juli DiChiro to larger committee. Other possibilities include Jim Teece and Bruce Moats.
- J. Look at space utilization from the standpoint of conservation as well as efficiency.
- K. Ann requested that ORW build in time to get any information that is required of Department Heads, so that they can add it into their workload. Staff members from this group do not need to be present.
- L. One of the goals of the Master Plan Update is to provide the substantiation of any needed changes
- M. Key elements for council support: Smaller, greener, trade-offs for housing. How to address growth space so that it does not seem excessive? ("intern" spaces), or a luxury (tie in to staff retention, "workforce retention").
- N. Ann has the ability to get survey data from the city website (answers to particular questions).
- O. Ken suggested that the Council be included in the process, either in small groups or individually. David suggested using the study sessions to accomplish this. Ann agreed that this would be a great way to get council support, check perceptions, and verify information received from all user groups – even council. Lee and Paula agreed that both meeting venues are an important way to interface with the council. Ann will schedule these meetings.

III. MISC PLANNING THOUGHTS:

- A. 90 North Mountain Shops are probably in the wrong place, could be better used as location for low-income housing. Additional new land would be required.
- B. Fire Station 2 is well located, but is it the best location?
- C. Is Parks included in the Master Plan? Possible to consolidate / co-locate all heavy equipment from various departments (parks, streets, etc).
- D. Use of Grove for other purposes has been resolved with regard to CDBG funds.
- E. What about use of schools? Possible co-location of yards?? Look for redundancy . . . even consider co-location w/ ODOT. Look for possible partnerships with other agencies: Jackson Co, USFS, ODOT, ACH, OSF
- F. Benefit to co-locating Public Safety functions (fire and police).
- G. Security is a concern at City Hall. In 1999, PRESENCE of City Hall downtown is very important!! Must keep City Attorney, City Administrator, and Mayor all together. Finance Director could move.
- H. City Hall space is leased, not owned. Moving out of City Hall entirely is probably not an option.
- I. City looked at Wells Fargo bank space previously.
- J. Community input will likely include complaints about noise issues at B Street yards, Gun Club,
- K. Dick Wonderscheid is looking at solar panel utilization at 90 N. Mountain. These panels can be moved. AFN head-in can be moved at a cost.
- L. Certain facilities CANNOT be moved: cemeteries, city hall, hospital, FS1, library. Identify these "sacred" locations to show to public that this group is looking for the most efficiency.
- M. Consider getting rid of fueling depot
- N. Shortage of records storage, in poor condition. Also short on equipment storage (valuable stuff) that needs to be protected.
- O. In order to garner funding for future improvements. Getting the Plan adopted is critical.
- P. Mike to gather existing data on facilities (CAD dwgs of exit plans; staff roster by title). ORW to send Programming Worksheet to Mike for review, prior to distribution to dept heads.

IV. NEXT STEPS:

- A. Next Construction Meeting: **Thursday, January 17 at 3:30 pm**, at Siskiyou Conference Room. Subsequent meetings will be on the second Thursday, beginning in February.
- B. At this meeting, ORW will have done all existing conditions analysis and background work
- C. Open Houses:
 - 1. First meeting, after SECOND ad hoc meeting: look at options
 - 2. Second meeting, end of March: optimal configuration
 - 3. Third meeting: "we heard you", how it's resolved.
- D. ORW to revise schedule and add to contract. Schedule will be issued as Microsoft Project file as well. Schedule to include tentative dates for Open Houses (tentative **Thur**, 4pm to 6pm) with Ad Hoc committee meeting just beforehand, to give them a ROLE in the Open House process.

E. Council study session needs be scheduled for early April, before budget process intensifies.

Route to:	<input type="checkbox"/> Ogden	<input type="checkbox"/> Wilkerson	<input type="checkbox"/> Brown
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