

**TUALATIN TOMORROW  
VIC STEERING COMMITTEE**

**MEETING #7**

July 9, 2008

6:30 P.M. – 8:30 P.M.

City Offices, 18876 SW Martinazzi Avenue

**MEMBERS PRESENT:** Frank Bubenik, June Bennett, Neta George, Candice Kelly, Connie Ledbetter, Larry McClure, Gary Rusynyk, Dave Volz, and Jay Wilcox

**MEMBER ABSENT:** Monique Beikman

**STAFF:** Carol Rutherford, Office Coordinator; Doug Rux, Community Development Director (8:00 p.m.)

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**AGENDA**

Mr. Bubenik welcomed everyone and reviewed the agenda. Doug Rux is not participating in the meeting this evening, as he's facilitating an Architectural Review Board meeting in the Council Chambers.

**ACCEPTANCE OF MINUTES FROM MAY 14, 2008 VIC STEERING COMMITTEE**

MOTION by George, SECOND by Ledbetter, to approve the minutes of the June 11, 2008, VIC Steering Committee meeting. MOTION PASSED unanimously.

**DISCUSSIONS**

**NEW BUSINESS:**

**How we want to format our meetings going forward:**

Mr. Bubenik facilitated a discussion regarding the format of our future Steering Committee meetings. Since these meetings will not be followed by a VIC meeting, we will no longer be subjected to time constraints. One goal is to start looking at the six focus areas and what we can do to make them more productive. These meetings will serve as preparation for the full VIC meetings especially if there are any items that will require their approval. Mr. McClure suggested discussing one focus area in depth with 2-3 priority issues. Ms. Kelly suggested presenting things currently being addressed or things that the focus area lead might have issues with. We can talk more openly, do some coordination and mitigation, set priorities, and develop a measurement technique for evaluation using standard criteria. Mr. Volz suggested that we insure that focus leads know what is going on in all focus areas. Some focus areas may take more time because of the diversity of the area (i.e. Larry's). Groups like Dave's and Neta's areas have similar issues since they both have strong ties to government. Neta also suggested discussing how we evaluate each strategy and involvement with the Partners.

It was agreed to allocate time to deal with routine business topics, an in-depth review of one primary focus area, and short updates for the other five areas at each Steering Committee meeting. It was further agreed to schedule the focus area discussions to coincide to the timing of the City Council presentations. Connie Ledbetter is on target for her presentation in August. The August Steering Committee could focus on Jay Wilcox's area since he's doing his Council presentation in October. It was stressed that these groups will likely require different levels of assistance due to the dynamics of each group. It is important to remain flexible and realize that the format can change as needed.

### **2008/2009 Schedule and Work Plan:**

Mr. Bubenik referenced the information on the white board and indicated that our work plan will follow the format used by Hillsboro. Steering Committee members reviewed the information by the various participants on a monthly basis for FY 08/09 and created the following schedule:

***Vision Implementation Committee:*** September; December; March; June

***VIC Steering Committee:*** July; August; October; November; January; February; April; May

***Speakers Bureau*** July (Tualatin Tomorrow Annual Report to Council) August (Crawfish Festival). October (Pumpkin Regatta); May (Spring Fling)

Additional options could include the summer concert series and Art Splash. We could also participate in outreach events such as the Rotary and other service clubs. It was agreed that the Christmas lighting ceremony likely would not be an effective venue.

***City Council*** July (presentation of Annual Report); August (PRN); October (HSS); December (ACE); February (TTC); April (GHT); June (GLC)

***Town Hall*** Planning begins in early August and will extend through May 2009 when the actual event will be held. The initial goal is to make a presentation on proposed venues and dates to the VIC in September.

***Partner Survey*** This project will begin in August, using information provided by Hillsboro and will be presented to the VIC in either December or March. We will leave it open for now, and it should be approved by the VIC.

**Contract Employee**

The RFP has been drafted and submitted to Doug Rux for review. Recruitment should begin in July with the selection of an employment service and have someone hired in August.

**Marketing Materials:**

Ms. Kelly has secured three quotes and would like to have the draft of a brochure for review by the VIC in September with printing done in October. This will be in lieu of the first periodical. The second periodical will be April. Also in October we would like to determine if we can secure a volunteer from Goldfish to assist in updating the Tualatin Tomorrow website. Portions of the brochure should be used as a basis for the web update. On a related issue, portions of the annual report will be used as a handout in the Crawfish Booth in August.

**Part Time Staff Person - how to utilize and when will person be on board?**

Mrs. Rutherford provided a brief overview of this process. She has drafted a Request for Proposal (RFP) and submitted it to Doug Rux for review. The interview team (after the selection of an employment agency) will include Frank, Candice, and Connie. Carol stated that strong technical skills were requested and also the desire for one person to fill the position for the duration of the fiscal year. A brief discussion was held regarding an office area for this person. Ms. Rutherford will discuss some options with Doug Rux. One of the first tasks to be assigned to the new support person will be the development of the brochure.

**OLD BUSINESS:****Focus Area Leads Report/Questions:**

Health, Safety and Social Services: Jay is continuing to get people involved particularly in the faith-based community. Providence will become an active partner later this year when their facility opens. Jay will be out of town in mid August and early September and may designate someone as an alternate in his absence. It was agreed that we should recruit another Partner from Kaiser since Dr. Thiessen has not been actively involved. Jay plans to attend the Clean Water Services' open house on July 16<sup>th</sup>.

Growth Housing and Town Center: Gary met Doug Rux since the City is the Lead Partner for most of his actions. He inquired about the percent of strategies being worked on, the timelines, and how to determine where we are on each one. Mr. Bubenik indicated that he should focus on items within a 1-2 year timeline.

Governance Leadership and Community Engagement: Neta stated that she has also met with Doug Rux and things are "status quo." There are some things in the parking lot and also some that are already complete.

*Parks, Recreation, and Natural Areas:* Connie has created a handout. The marsh restoration project is done, and she has met with Carl Switzer from the City's Parks' division. The one area where support is needed is involvement with Metro. It was suggested that either Carl or Paul contact Metro on our behalf to solicit a representative. Another option for a Partner is a representative of the Bike Alliance. Mr. Bubenik will follow up with them on her behalf

*Traffic Transportation and Connectivity:* Open houses for the proposed bypass have been held, but this proposed project is quite controversial and political with much organized opposition. The Regional Transportation Plan is scheduled for amendments this September. Commuter Rail continues to deal with the issue of noise mitigation and will be discussed at the July 28<sup>th</sup> City Council Meeting. TriMet is considering wayside horns that operate at 96 decibels and will be used for the 32 trains per day. The Chamber is putting together a position paper on the I-5 Connector project.

*Arts, Culture, Education, Youth and Family Activities:* Larry stated that he is still wrestling with basic definitions of things. Should he select one item from each area? It was the consensus that this would be a good approach, while recognizing that some things may never be done and remain in the parking lot. It was reiterated that items cannot be removed or changed by the Steering Committee without approval from the VIC and City Council. In looking ahead, we may need to make a recommendation if the status of the former elementary school should change. Options for neighborhood community centers could be affected by the outcome of the bond measure. Other options for these facilities could include churches or apartment buildings with community rooms. Larry will arrange to meet with Jill on things that are already being done by the school district.

A brief discussion was held regarding a representative from the Chamber of Commerce. Neta stated that they are in the process of hiring someone, but it will take some time. Frank has emailed the Chamber, and they will have a representative attend these meetings beginning next month. He is trying to set up a meeting with Cheryl Dorman, Chamber president.

Mr. Bubenik stated that an important question to ask at the August Steering Committee meeting is the role of the City. Sherilyn Lombos is the Partner on behalf of the City. Is Doug representing the entire City at the Steering Committee/VIC meetings or just sections of his particular area?

**Financial Report Update:** Ms. Kelly provided an overview of the outcome of the FY 08/09 budget which was spent almost in its entirety. Prior to the end of the fiscal year, we ordered 10 CD's of the May 2009 Community Event from TVCTV. Other purchases included a tent, two tables, giveaways, labels, etc. There may be an invoice surfacing from the Chamber for an advertisement prior to the May event. As mentioned earlier, it is our intent to create a brochure and one newsletter for FY 08/09.

### **Annual Report to City Council on July 14, 2008:**

The Power Point presentation was submitted to Doug on Monday. We wanted to change one bullet item, but we will leave it "as is" since it must be submitted to Administration tomorrow.

All Steering Committee members were encouraged to either attend the meeting or watch it on television. The Council will have copies of all materials included in the presentation.

**Crawfish Festival and Parade Update:**

Ms. Kelly had hoped that Diane Bonica would attend tonight's meeting to provide an update on the parade. In conversations with her, she has purchased all the materials needed and requested a jpeg version of our logo. Sign ups for working in the tent are OK, but we are still lacking people to participate in the parade. It would be desirable to recruit more children and teenagers to walk with us. Monique may be able to help with this effort. Connie will follow up with Paula at Senior Center for volunteers affiliated with that organization. Ms. Kelly also encouraged focus area leads to obtain materials from the Partners for handouts at the booth. We will also have a summary of the annual report available. Connie will bring chairs. Carol will contact Operations/Bob Martin to arrange to have the tent put up. Since we can't anchor it into the ground, she will ask for his recommendation on how to secure it. Neta, Gary, and Frank offered to provide either milk jugs or concrete/cinderblocks. Rope will also be needed to tie it and support poles to keep them in the ground. Ms. Kelly indicated that we will not be using the table banners.

Connie also reiterated her intent to contact the high school for youth representation at future focus area meetings. There are opportunities to recruit youth outside of the YAC.

**Update on Bond Measure:** Ms. Ledbetter provided an update. Council approved a slightly reduced plan in the amount of 49.4 million dollars. She reviewed the breakdown which includes issuing bonds to cover construction costs and a fee on the water bill to every resident who has a door as well as fees per employee to employers in Tualatin. There are some exemptions. If approved, the tax increase will be an average of \$18.25 per month based on a dwelling's assessed value. The parks maintenance fee put onto the water bill will on average be less than \$10.00 per home. The third way to derive funding is a user/membership fee approved by the City Council. In looking ahead, the timing will be construction of a dog park next summer and artificial turf sports fields in Fall 2009. New parks and trails would be done the following year with construction of a 73,000 square foot community center in 2012.

Mr. Rux provided an overview of the involvement of the City and City-sponsored committees. We are permitted to only provide factual information. Paul Hennon is currently working on an information sheet, and he will be the contact for all public information. City committees are not allowed to advocate for the bond measure during committee time. It can be done independently but not as a group (i.e. Tualatin Tomorrow). This fact sheet will be available in both tents at the Crawfish Festival.

**Discussion About Summer Concerts and Art Splash:**

Ms. Kelly has talked to Becky Savino and Amy from the library staff regarding a table or booth at the concerts, Art Splash, Saturday night movies, and the Tuesday evening library program on the Commons. They indicated that we were welcome to have a table at most events, but Becky would have to get back to us regarding Art Splash due to space constraints. The movies could be a different audience, and our table would be prior to the

start of the movie. Tuesdays also would reach a different audience and would suggest having a table from 6-7 p.m. prior to the beginning of the program.

Candice also mentioned that perhaps we could put some things off until next year when we have the brochure available. The concerts are well attended, and our main purpose is outreach and to solicit additional volunteers. She suggested having a table at one concert in July and one in August. She will review the sign up sheet circulated at the June meeting to determine if there are volunteers who could participate. Mr. Rux commented that there was an error on the concert brochure. Curtis Salgado will be performing on Saturday evening, August 9<sup>th</sup>.

## **ACTIONS**

### **Any needed actions on any of the above items:**

Connie referred back to a discussion regarding “branding” as related to the components of the bond measure and Tualatin Tomorrow. Mr. Rux reiterated that this is not permitted by Oregon law and that Paul Hennon will handle all public information on behalf of the City. This policy will be relayed to all City committees.

## **PUBLIC COMMENTS**

None

## **ANNOUNCEMENT/OTHER ITEMS**

Ms. Kelly reminded Steering Committee members of the open house scheduled for Thursday evening from 5-8 p.m. at the high school regarding Urban/Rural reserves. Mr. Rux reiterated the importance of this event as it will provide an overview of the proposed growth for the region over the next 50 years. In response to an inquiry, Mr. Rux responded that the City Council has not yet formulated a position on this subject. In September, a Regional Steering Committee will endorse it and then the technical component of the project will commence. Our City Council will get a briefing from Councilor Barhyte at their meeting on Monday night.

Steering Committee members were reminded of the opportunity to attend the Clean Water Services tour of the Durham facility on July 16<sup>th</sup>. Reservations are required.

Summary notes compiled by: Carol Rutherford, City of Tualatin