



CITY OF  
**West Linn**

22500 Salamo Road  
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**WEST LINN  
POLICE STATION  
STEERING COMMITTEE  
Minutes  
February 1, 2012**

**Attendees**

Committee Members Present: Troy Bowers, Thomas Frank, Glen Freidman, Karen Hensley, Grant Oakes, Dennis Richey

City Staff Present: Bob Galante, Chris Jordan, Vic Lancaster, Elissa Preston, Terry Timeus

**Call to Order at 5:00 p.m.**

**Overview of roles and responsibilities from Chris Jordan**

Chris gave explanation of purpose of hiring a Project Manager. He has never managed this large of a project, and needed to get someone on board immediately who has the expertise to manage the project. No one on staff has all of the expertise needed to effectively manage this project. Secondly, he explained the objective for the committee, is to represent to the community and reach out to citizens to keep them involved, as well as help advise the council.

Troy brought up many questions to Chris to bring clarity in regards to roles. He offered to diagram on the white board of how he sees the roles of the committee, project manager, City Manager and City Council. Chris and the group agreed on the diagram of how the roles relate to each other. (Diagram attached) He also suggested the group should discuss the value of a Project Manager.

Chris clarified that Bob is on contract, and works for Chris. His contract is currently for about \$24,000 and will last a few months, as he does bill the City hourly (\$150/hr).

Thomas brought up that there needs to be a discussion as to why a Project Manager is needed, and at the rate we've contracted with him. Justification should be available on the website to the public. Karen suggested that it would be good to get a written explanation (PR piece) on how construction projects work and why the City needed to hire a Project Manager, so when others in the community ask, it is clearly explained.

Glen said he is good with the value of hiring Bob, and agrees it would be good to have the PR piece.

Chris presented the committee with a draft of the committee's job description, which included scope, resources and schedule, as well as committee involvement. He asked for feedback. Elissa suggested that once the document is finalized, it would be good to post it on the Steering Committee web page to share with the community what their purpose is.

The committee also agreed that appointing a new chairperson is not necessary. Troy recommended the committee should be mindful of copying the whole committee when communicating via email.

Troy requested from Chris that the committee be given "ground rules", a document of do's and don'ts of the committee, so the group can sign it. Glen agreed.

Karen also brought up wanting to see that we are still on target with our budget (high level overview). Chris told the committee that Elissa could pull Group Mackenzie's cost summary and do a spreadsheet analysis between what Group Mackenzie projected the costs would be, and where we are currently.

### **Bond Oversight**

Chris asked Mike Jones to talk about a similar committee he serves on for bond oversight of long range planning for the school district, and how this committee oversees the bond projects at a high level. He also gave an example of a quarterly report the committee provides to the school board. He explained that the numbers/details come from the staff, but he, as a committee member, writes the report to the board. The intended audience for the report is the general public.

After Mike talked, the conversation was brought back to roles and responsibilities. See above.

Later in the meeting, the conversation circled back to bond oversight. Thomas suggested that the WLWSD has a good bond oversight website for Trillium Creek. Elissa brought the website up for the committee to see. She also brought up the City's website for the Police Station and pointed out that we do not have the same web designer, however we are doing as much as we can to provide the same amount of information and transparency as the school district has. Thomas asked if we can provide result statistics on how much traffic our web page is getting. Elissa will get that information.

### **Design Review Committee**

Topic deferred to next meeting.

### **Council Member Liaison**

Chris said he would prefer that the committee did not have a liaison. After discussion around the table, the committee agreed a liaison is not necessary.

### **Minutes from 1/18/12 Approved**

#### **Project Timeline**

Elissa provided an updated timeline to the committee. The next decision to be made in next three weeks is the selection criteria for the Architect/Design Team RFP.

#### **Architect/Design Team RFP Status (Selection Criteria)**

"Maximizing value" is a repeated term used by committee. Bob presented the selection criteria for the A/E Design team. The committee will review and discuss at the next committee meeting.

Troy pointed out that as of January 2012, some of the laws on evaluation criteria have changed.

Bob asked for committee comments/suggestions to be emailed to him within next 5 days, so as not to slow down the process.

### **Financial (Budget) Status Report**

Elissa explained that the Finance Department is working on a monthly (or quarterly) financial report to post on the website.

### **Committee Report to Council**

Agenda item not discussed.

### **Committee Meeting Schedule**

A schedule was not defined. Many members serve on many committees and/or have other commitments. It was suggested that Elissa send a meeting time proposal via TimeBridge, to coordinate everyone's schedules.

### **Adjourned 7:00 p.m.**

Roles + Resp.

