



# CITY OF West Linn

22500 Salamo Road  
West Linn, Oregon 97068  
<http://westlinnoregon.gov>

**WEST LINN POLICE STATION  
STEERING COMMITTEE  
Minutes  
April 18, 2012**

## **Attendees**

Committee Members Present: Thomas Frank, Glen Freidman, Karen Hensley, Grant Oakes, Dennis Richey  
Committee Member Absent: Troy Bowers  
City Staff Present: Bob Galante, Elissa Preston, Terry Timeus, Vic Lancaster

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

## **3/21/12 Meeting Minutes Approved**

### **AE RFP Pre-Proposal Meeting (4/17/12) Results**

Bob provided committee with list of all Pre-Proposal Meeting attendees, and reviewed potential applicants. Bob summarized the details of the meeting.

Karen asked Bob if there was anyone who he thought would show up that didn't. Bob answered, no.

Karen asked Bob if he thought there was any particular reason Group Mackenzie showed up late to the Pre-Proposal meeting. Bob suggested it was possibly just traffic. Vic said he talked to the Group Mackenzie rep outside and he was waiting to come in last, to see who was on the list. He was only two minutes late, and others came in after him.

### **Council Update**

Chris has conveyed to Bob that monthly Council meeting updates are not necessary at this time. A written report will be acceptable when necessary.

### **Logistics of Proposal Review**

Group discussed when the RFP Selection Committee will meet and review the RFP's.

Bob reminded the committee of the evaluation criteria documents they will use to review the RFP's.

Glen suggested they review committee could meet at the Willamette Fire Station. Elissa will call for a conference room reservation.

Bob also provided the committee with the next steps after a firm is chosen.

### **Other Business**

Art - Bob mentioned that the City Code states that the Police Station must maintain a storefront look. Grant suggested that the front would be the best place to put the art. A conversation ensued regarding art, style and security of the building. (Added after committee review at 5/2/12 meeting - Karen read West Linn Ordinance No. 1543, found in the [West Linn Municipal Code, Section 2.225](#):

*"The participating department shall consider the siting of public art as part of the design and engineering phase of any City project. If costs are incurred by the participating department to comply with this subsection prior to*

*transfer of the 1.5 percent for the project to the Public Art Trust Fund, the department may deduct such costs from the applicable portion of the 1.5 percent at the time such funds are transferred.”)*

It was strongly suggested that the Art Committee should be sure to look at local artists. Dennis also recommended that the art should be fairly functional. Thomas advised that the Art committee should be put together as soon as possible.

**Adjourn at 5:52 p.m.**