



CITY OF SILVERTON – CIVIC CENTER EQUITY AND INCLUSION TASK FORCE Zoom Web Conference Platform

Thursday, September 24, 2020 – 6:00pm

Americans with Disabilities Act – *The City of Silverton intends to comply with the A.D.A. The meeting location is accessible to individuals needing special accommodations such as a sign language interpreter, headphones, or other special accommodations for the hearing impaired. To participate, please contact the City at 503-874-2206 at least 48 hours prior to the meeting.*

A copy of the full packet is available on the City's website at www.silverton.or.us/agendacenter. In accordance with Governor Brown's Executive Order 20-16 and House Bill 4212 the meeting will be held electronically using the Zoom web conference platform. Please submit written comments to egray@silverton.or.us by 10:00 a.m. on Thursday, September 24, 2020. Comments received will be shared with the Civic Center Equity and Inclusion Task Force before the meeting and included in the record.

Zoom meeting link:

<https://us02web.zoom.us/j/82267490550?pwd=My9yQVpGZGIFaXFBdHVkODIrSkIxUT09>

Webinar ID: 822 6749 0550

Passcode: 171981

Dial In: (253) 215 8782

AGENDA

- I. OPENING CEREMONIES – Call To Order & Roll Call**
- II. APPROVAL OF MINUTES**
- III. PUBLIC COMMENT – Items not on this agenda**
- IV. DISCUSSION/ACTION – NEW BUSINESS**
 - 4.1 Participant Introductions (if needed)**
 - 4.2 Updates on Civic Center Project and Opportunities for Input – with Mackenzie Engineering**
- V. COMMITTEE COMMUNICATIONS**
- VI. ADJOURNMENT**

1 CITY OF SILVERTON
2 **CIVIC CENTER EQUITY AND INCLUSION TASK FORCE MINUTES**

3
4 **August 27, 2020, 6:00 p.m.**

5
6 **I. CALL TO ORDER**

7
8 Chair Palmer called the meeting to order at 6:02pm. The task force members, staff, and presenters were
9 present through the virtual meeting platform Zoom. Mayor Palmer explained the meeting is being held
10 through Zoom due to Governor Brown’s Executive Order 20-16 and House Bill 4212.

11
12

Present	Absent	
X		Kyle Palmer
	X	Lara Ghio Gaitan (excused)
X		Enez Bradford
X		Brianna Wolterman
X		Orianna Farrell
X		Micole Olivas-Leyva

13
14
15
16
17
18
19
20
21

22 **Staff Present:** City Manager, Christy Wurster, Chief of Police, Jim Anglemier, and Assistant to the City
23 Manager/Human Resources Coordinator, Elizabeth Gray.

24
25 **Presenters/Guests:**

26 From Mackenzie Engineering: Cathy Bowman, Jeff Humphreys, Seth Bradshaw, Holly Zahra, and Alexis
27 Bauer.

28
29 **II. PUBLIC COMMENT – None**

30
31 **III. DISCUSSION/ACTION**

32
33 **3.1 Appointment of Chair**

34 Mayor Palmer explained any member of the Task Force could express interest in being the Chair or
35 nominate another member to be the Chair. The role of the Chair is to read the meeting introduction for
36 virtual meetings, to facilitate the meeting and keep an eye on Zoom functions and to try to bring order to
37 discussion. Mayor Palmer indicated if Chair he would not shape the discussion as it is not his discussion,
38 but a Task Force member as Chair might do more shaping. Mayor Palmer invited anyone to express their
39 interest. No members of the Task Force expressed interest or nominated another person. Mayor Palmer
40 assumed the Chair position.

41
42 **3.2 Participant Introductions**

43 Assistant to the City Manager/HR Coordinator Elizabeth Gray welcomed the members of the Task Force,
44 staff, and presenters/guests and asked all to introduce themselves along with their personal pronouns
45 and any information about themselves they would like to share with the group. Introductions were made.

46
47 **3.3 Formation and Purpose of Task Force**

48 Assistant to City Manager/Human Resources Coordinator Elizabeth Gray shared a presentation regarding
49 the history of the Civic Center Project and the past diversity/equity/inclusion efforts at the City. The
50 presentation included sharing the project timeline available on the City’s website. Next it covered the
51 community events in summer and fall of 2019 which offered opportunities to hear experiences from fellow
52 community members and consider paths to support and allyship. The selection of Mackenzie as the
53 contracted architect for a public safety facility/City Hall and the online survey which took the place of an
54 in-person workshop because COVID-19 restrictions were in place was also explained. The survey results

1 included comments on accessibility, recognition of Native tribes and balancing community spaces with
2 police spaces. Lastly, the opportunity to use consensus as a decision making process and the process for
3 other individuals to be appointed to the Task Force were discussed and agreed upon.
4

5 **3.4 Orientation to Civic Center Project – Mackenzie Engineering**

6 Cathy Bowman and Jeff Humphreys of Mackenzie Engineering indicated the design team would provide
7 an overview of the project and then facilitate a discussion around inclusive design. The team is focused
8 on the half of the site containing the building; the other half is reserved for park amenities. The area has
9 public parking, a plaza area, three flag poles, stormwater treatment areas for sustainable design,
10 preservation of the trees, and the building footprint. Mackenzie has worked with staff and council to
11 develop the floor plans for the building. The floor plans indicate police areas, shared staff areas, and
12 public areas. Mackenzie shared inclusive features already discussed and planned for including gender
13 neutral restrooms in all public and staff areas, exclusive of the locker rooms. Mackenzie reviewed the
14 precedent images for Silverton buildings and for civic buildings in other entities which could be
15 inspirations. Building materials are still under consideration.
16

17 Mackenzie began the facilitated discussion. Cathy Bowman introduced the questions and explained
18 Mackenzie team would share a word cloud of common words and phrases after each discussion phase.
19 The first question was “What does inclusive design mean to you?”. Mackenzie team is interested in the
20 human experience of this building, because some individuals come to a civic building for happy occasions
21 and others for stressful ones. The team would like to understand from the community their experiences;
22 there are no right or wrong answers. When Member Bradford thought about an inclusive building in
23 design and function it felt abstract at first. The more she thought about it, it is about the atmosphere. Do
24 I feel included in the welcoming of the building and feel represented by the building? That goes beyond
25 décor. Member Wolterman shared the word accessible and said the building should be welcoming to
26 those experiencing all types of disabilities, language barriers, and there is signage for gender neutral
27 facilities. Cathy Bowman noted she is seeing a wayfinding theme. Member Olivas-Levyva noted
28 disabilities of sight or hearing need to be included as well and language messaging should be
29 representative of the community. People need to know where to go to pay a water bill or file a report and
30 be able to navigate the building. Member Farrell added inclusive design helps you feel comfortable in
31 your own skin and body. Member Wolterman noted the vestibule would be a good place for safe signage,
32 making it obvious how to get help (i.e. if a person needs assistance paying their bill.) Alexis Bauer said it
33 can be very noticeable when good navigation is not in place. She recognized the awareness of abilities
34 and the experience of walking through the door and removing barriers along the way. Mackenzie Team
35 shared the first word cloud derived from Question 1. Member Farrell commented a City Hall or civic
36 building often feels like a location for adults; it’s important adults and seniors feel welcome, but also that
37 younger community members do as well.
38

39 Cathy Bowman introduced the second question; “What words would you use to describe your past
40 experiences with existing Silverton facilities”? Ms. Bowman expanded the question to include general
41 Silverton experiences. Member Olivas-Levyva stated “separate” and described the partition between staff
42 and customer in the Finance Department. She mentioned the small police window and tall wall which
43 could be a safety design feature. Member Bradford has lived in Silverton for 25 years and sometimes she
44 still feels out of place; especially when she is with her extended Puerto Rican family and said they feel
45 uncomfortable in the park though she herself feels comfortable. She sometimes feels different and the
46 atmosphere is not always the most welcoming. Member Farrell explained in the high school this past
47 year there were discussions among people of color and feeling like two different people – one version of
48 yourself at school and another among family or other people of color. She does not want to enter a space
49 and have to change herself. Member Farrell mentioned “closed off” as a description for facilities.
50 Member Olivas-Levyva named “privileged” as a word, in the sense of not being sure how to access the
51 Council Chambers if she were an individual with a physical disability. In addition, the step-down at the
52 parks is a potential roadblock for a caregiver or child with a disability and recognized she does not have
53 to worry about how she would access this feature. Member Wolterman explained she did not previously
54 realize there was more to the police department than the tiny window; much is hidden. The buildings do
55 not feel welcoming, you need to walk in with a lot of confidence, because you are not sure if you are
56 welcome; does not feel casual. Cathy Bowman asked if there were emotions or words which could

1 describe the feeling. Member Wolterman stated “red”, Member Olivas Levya said “alone”, and Member
2 Farrell mentioned “small” and “alone”. Mackenzie Team shared the word cloud derived from Question 2.
3

4 Cathy Bowman introduced the third question; “What does success look like for this project and for the
5 Silverton community”? Ms. Bowman noted the Task Force has touched on barriers and this question is
6 looking for key words to envision success. Member Bradford stated more populations besides the
7 majority accessing the building. Populations have historically been alienated in Silverton and schools
8 which is being worked on in the school community. Member Olivas Levya stated busy and occupied –
9 everything’s happening – people are going there - using the spaces – there’s community there. Member
10 Wolterman said it should look like people want to use the space. It should be a meeting space to use for
11 important conversations. She mentioned there is a sense of gatekeeping with City information and
12 walking into this building should feel like you know where to find the Mayor, where to pay a bill, and
13 where to get resources; perhaps someone could be in the front asking how they can help visitors. Cathy
14 Bowman said there are places to rent out in the City and asked if people knew about them. Member
15 Wolterman stated no and only some people know about them. There could be the opinion that certain
16 places are for certain people. Some barriers include the need to make a reservation, navigate the website
17 or call to pay, or having to walk past a certain building that you’d rather not go by. Alexis Bauer said
18 some of the issues can be addressed through built environment and others relate to programming and
19 staff communication. Member Wolterman asked if there is one central entrance or if there is another
20 entrance providing access directly to City Hall. Cathy Bowman explained the front door is central, but
21 there are other egresses. The central lobby and the police lobby is located off of the main lobby with
22 windows facing out. Upon entry to the second floor, one can see the entry to the Council Chambers, as
23 well as the finance and community development counters. Member Wolterman stated first sight of the
24 police department upon entry is an inclusivity question and it should be acknowledged this could create
25 concerns for some for visiting the building. Member Farrell has discussed with several fellow students of
26 color stories of difficult interactions with Silverton police. Member Farrell shared a testimony from a peer
27 about being racially profiled in Silverton and experiences of racial slurs from peers and a teacher in the
28 school system. Mackenzie Team shared the word cloud derived from Question 3. Chair Palmer asked if
29 access to the police and finance departments will be through a window or counter and explained the
30 current situation of waiting at the window when a police employee has to stop what they are doing to
31 attend to a visitor. Jeff Humphrey described large glass windows with deal trays and being able to see up
32 to the ceiling. The finance window is slightly tucked. Police is separated by a door to the police lobby.
33 Cathy Bowman explained the new COVID-19 health requirements and the need to incorporate those into
34 the design, as well as trying to maximize transparency while maintaining appropriate space.
35

36 Cathy Bowman introduced the fourth question “what word or words would you use to describe your ideal
37 new Silverton Civic Center”? Member Wolterman stated an active community and added a hub of
38 community events always occurring. Member Olivas-Levya added engaging. Member Farrell noted
39 when she thinks of Silverton she thinks of community gatherings such as the tree lighting and pet parade.
40 People are interactive with each other and it would be nice to have an additional hub or event space
41 celebrating that. Member Wolterman added it would be nice to have additional meeting space, such as
42 common spaces at a university with tables and areas to work if you want to work or space to just be
43 there. Member Bradford would love to see a place that honors indigenous communities or others outside
44 of the majority that have made an impression on the community through the decor. Member Farrell
45 mentioned the murals in town represent white males and it would be nice to have décor or a mural for
46 everyone. Member Olivas Levya added the Civic Center should be accepting and inclusive, no matter
47 what you are wearing, what your hair looks like, or the color of your skin or gender preference. She
48 added inclusivity and part of inclusivity is the gender neutral bathrooms. Information should be in
49 languages other than English to facilitate navigation. Member Wolterman added safe and elaborated,
50 meaning being welcomed regardless of what you need or how you are saying it. Cathy Bowman
51 summarized her understanding to be personal safety and also safe to be yourself. Member Wolterman
52 added as a queer person she is very aware of personal safety when entering any space. Signage and
53 accessibility can help a lot. Mackenzie Team shared the word cloud derived from Question 4.
54

55 The Mackenzie team will take the feedback and work to implement it into the design. Assistant to CM/HR
56 Coordinator Elizabeth Gray asked the members what, if any, information they would like from staff and/or

1 Mackenzie and asked Cathy Bowman to summarize upcoming topics and opportunities for feedback.
2 Cathy Bowman said there will be opportunities to provide specific feedback on specific spaces, such as
3 what an individual sees when entering the lobby. This will include art and other features. Member
4 Wolterman asked if there will be a safe zone in the Civic Center, such as a neutral zone for someone who
5 does not want to engage with the police department. Member Wolterman provided the example of a
6 known sex worker or someone without legal status who needs help with paying a bill, but might not come
7 to City Hall for fear of being arrested. She noted this as an example of an accessibility issue.
8

9 Member Farrell asked if there would be an opportunity for a face to face conversation in the lobby or if the
10 space is empty with an access to the Police Department. Cathy Bowman commented this could be a
11 question of staff resources as well to consider for the future. Member Olivas Levya asked why the Police
12 Department was placed on the first floor. Cathy Bowman explained response time and the City Hall
13 footprint is two thirds of the police spaces and so fitting departments into the footprint would have
14 required splitting police between two floors. There is also the consideration of a possible multiphase
15 project. Jeff Humphreys explained the possible consideration of two separate entrances. Assistant to
16 CM/HR Coordinator Elizabeth Gray mentioned the new building will include better access to the Council
17 Chambers and public access to the 2nd floor deck. She added seismic requirements dictate prioritizing
18 the police facility and all are hopeful City Hall can be finished at the same time if it pencils out. Chair
19 Palmer stated there is a lot of interest in a separate entrance. Member Wolterman suggested the Task
20 Force resume the discussion of the entrance and lobby next meeting.
21

22 **IV. COMMITTEE COMMUNICATIONS**

23 Mayor Palmer confirmed the availability of those present for the next meeting on Thursday, September
24 24th at 6pm via Zoom.
25

26 **V. ADJOURNMENT**

27
28 Member Olivas Levya made motion to adjourn and Chair Palmer adjourned the meeting at 7:38 pm.
29

30 Respectfully submitted by:
31

32
33 /s/Elizabeth Gray, Assistant to the City Manager/Human Resources Coordinator
34
35
36

Q1: WHAT DOES INCLUSIVE DESIGN MEAN TO YOU?

A word cloud of responses to the question 'Q1: WHAT DOES INCLUSIVE DESIGN MEAN TO YOU?'. The words are arranged in a non-linear fashion, with varying sizes and colors. The colors used are shades of blue, brown, and light blue. The words are: WAYFINDING, GENERATIONAL, DIVERSITY, SIGNAGE, GENDER NEUTRAL, COMFORT, ATMOSPHERE, SAFETY, WELCOMING, LANGUAGE BARRIERS REMOVED, REPRESENTATIVE OF THE COMMUNITY, DIFFERENT ABILITIES, and SAFE PLACES. The words 'SAFE PLACES' and 'WELCOMING' are the largest and most prominent.

WAYFINDING GENERATIONAL
DIVERSITY
SIGNAGE GENDER NEUTRAL
COMFORT ATMOSPHERE
SAFETY WELCOMING
LANGUAGE BARRIERS REMOVED
REPRESENTATIVE OF THE COMMUNITY
DIFFERENT ABILITIES
SAFE PLACES

Q2: WHAT WORD(S) WOULD YOU USE TO DESCRIBE YOUR PAST EXPERIENCES WITH EXISTING SILVERTON FACILITIES?

SEPARATED DATED
ALONE BODY LANGUAGE
NOT CHANGE WHO YOU ARE
"I FEEL DIFFERENT" UNWELCOME
OUT OF PLACE BULKY
UNSURE CLOSED OFF
GATE KEEPER OF INFORMATION
PROHIBITIVE ACCESSIBILITY
OLD UNCOMFORTABLE
ISOLATION

Q3: WHAT DOES SUCCESS LOOK LIKE FOR THIS PROJECT &
FOR THE SILVERTON COMMUNITY?

A word cloud of various terms and phrases arranged in a roughly circular pattern. The words are in different colors and sizes, with 'INCLUSIVE' being the largest and most prominent. Other words include 'EASY TO ACCESS', 'ENGAGING MORE OF THE POPULATION', 'DIVERSITY', 'AVAILABLE', 'BUSY', 'WELCOMING', 'FEELING SAFE', 'COMMUNITY', 'LIVELY', 'OCCUPIED', 'INVITING', 'REMOVING BARRIERS', 'OPEN', 'COMFORT', 'EASY TO NAVIGATE', and 'ACCESSIBLE TO EVERYONE'.

EASY TO ACCESS
ENGAGING MORE OF THE POPULATION
DIVERSITY AVAILABLE
BUSY
EASY INCLUSIVE WELCOMING
FEELING SAFE
ACTIVATED COMMUNITY
OCCUPIED LIVELY
INVITING
REMOVING BARRIERS OPEN
COMFORT EASY TO NAVIGATE
ACCESSIBLE TO EVERYONE

Q4: WHAT WORD(S) WOULD YOU USE TO DESCRIBE YOUR IDEAL NEW SILVERTON CIVIC CENTER?

RECOGNITION MURALS OF DIVERSITY
INTERACTIVE HISTORY
ENGAGING OPEN TO ALL
HONOR ACTIVE THIRD PLACE
CAFE / HUB / COMMUNITY LOUNGE SPACE
INVITING COMMON SPACE
COMMUNITY HUB GENDER NEUTRAL
INCLUSIVE WELCOMING ACCEPTING
EVERYONE INDIGENOUS
EMOTIONALLY SAFE SAFE