

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

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4 **December 3, 2020, 6:00 p.m.**

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6 **I. CALL TO ORDER**

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8 Chair Palmer called the meeting to order at 6:00pm. The task force members, staff, and presenters were  
9 present through the virtual meeting platform Zoom. Chair Palmer explained the meeting is being held  
10 through Zoom due to Governor Brown’s Executive Order 20-16 and House Bill 4212.

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

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

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25 **Presenters/Guests:**

26 From Mackenzie Engineering: Cathy Bowman  
27 From Civic Center Internal Design Team: City Councilor Dana Smith

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30 **II. APPROVAL OF MINUTES from September 24, 2020 Regular Meeting**

31 Chief Anglemier made a motion to approve the minutes as written. Member Bradford seconded the  
32 motion. All members approved and minutes were passed as written.

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34 **III. PUBLIC COMMENT – None**

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37 **IV. DISCUSSION/ACTION**

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39 **4.1 Participant Introductions**

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41 No formal introductions were made as all in attendance had attended prior meetings together.

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43 **4.2 Updates on Civic Center Project and Opportunities for Input – with Mackenzie Engineering**

44 Assistant to the City Manager/HR Coordinator Elizabeth Gray explained that Cathy Bowman would be  
45 sharing the work of the Mackenzie team from the last several weeks, which flowed from the October 19<sup>th</sup>  
46 City Council and Task Force Joint Work Session. This would include floor plan and lobby adjustments.  
47 She explained that Cathy would also share information about the project calendar, sustainability in the  
48 project, and future opportunities for input around interior spaces.

49  
50 Cathy Bowman summarized the action taken by City Council on November 2, 2020: approving value  
51 engineering items, reducing the square footage by one structural bay, and having separate entrances to  
52 the City Hall and police facility. Additionally, the Finance Department would be relocated to the first floor  
53 and the Mackenzie team would explore a covered walkway between the two entrances.

1 Cathy shared the site plan and the plaza entrance for the City Hall entry, which includes landscaping and  
2 flag poles. The ADA parking stalls are closest to this entry. A sidewalk connects the two entrances and a  
3 recessed design for the entrances maintains privacy for individuals entering either side. Code does not  
4 require an ADA stall on the police side. Cathy described the covered walkway option under discussion. It  
5 would be a separate item from the building if undertaken (for budgetary reasons). The Police side has  
6 access stairs and a small plaza and the City Hall entrance on Water has a larger plaza. Member Olivas-  
7 Levya asked about a sidewalk connector from the back of the building; Cathy Bowman described the 1<sup>st</sup>  
8 street connector as connected to the Police side. Cathy Bowman confirmed that the back of house  
9 parking is for City Hall and Police vehicles as well as staff vehicles. Member Olivas-Levya is in favor of  
10 additional ADA parking near the Police facility entrance. Councilor Smith commented on the internal  
11 design team logic of the current parking layout; because of the grade challenges, the ramp on the Police  
12 side would need to travel nearly all the way back out to the street in order to have an appropriate slope,  
13 which results in a distance equivalent to traveling from the City Hall side.  
14

15 Cathy reviewed the current floor plans. The City Hall entrance faces the Finance counter and to the left is  
16 the Finance hallway and offices after passing by a generously sized (and ADA) all-user toilet room.  
17 Cathy pointed out the secondary hallway designed to facilitate discreet passage for an individual such as  
18 a domestic violence survivor, who might prefer to enter the building on the City Hall side and then could  
19 be led through by a City Hall side staffer and met on the other side by a Police Department staffer or  
20 domestic violence advocate. The Training Room can be used as a secondary Community Room;  
21 because of the primary Police use there is no glass facing the public lobby.  
22

23 Cathy then described the Police entry side. This side has a vestibule for both energy efficiency and for  
24 lockdown options. There is a soft interview room accessible from the lobby side and the department side.  
25 The Police administrative staff face the walkway and park. There will be privacy film to obscure the view  
26 at the work level but allow for natural light to enter higher up on the windows. On the interior of the  
27 building and the side facing the parking are operational functions such as storage, evidence processing,  
28 and patrol rooms.  
29

30 Returning to the City Hall side, Cathy explained the idea of a built out secondary lobby from the Finance  
31 department to allow for more privacy in finance and court-related conversations. This would allow for a  
32 secondary lobby situation similar to the City's current set-up. Cathy reviewed the security set-up for the  
33 Domestic Violence and Peer Court room and Chief Anglemier clarified that this room will be secured at all  
34 times due to the records needs for the positions working inside of it and the need to protect any  
35 occupants of the room. Anyone needing access to that room to meet with an advocate or officer would  
36 be escorted to the room by a staff member with the appropriate swipe card.  
37

38 Member Farrell asked for a clarification on the locker rooms and restrooms. Cathy explained that the  
39 men's and women's locker rooms for staff are supplemented by a single-occupancy, all-user restroom for  
40 staff on the first floor and that all of the public facing restrooms are the single-occupancy, all-user model.  
41

42 Chair Palmer commented that visitors to the Finance Department often have a personal issue to address  
43 and he is in favor of more privacy for those conversations. Member Olivas-Levya agreed. Member  
44 Olivas-Levya asked to clarify around the toilet/shower room next to the men's locker room and if a police  
45 officer who identified as non-binary or preferred a private shower or dressing space could use that space  
46 in lieu of a sex-specific locker room; Cathy confirmed this.  
47

48 Cathy shifted to the second floor and explained that the Community Development and Public Works  
49 counters are located where the Finance counter used to be. Coming up the stairs is a large second floor  
50 lobby and a clear view into the lobby. There is space to fill out forms and a space for the Court Clerk to  
51 work during court sessions and be accessible to the court room and the lobby. The small conference  
52 room is available for continued consultations with Community Development/Public Works staff such as for  
53 reviewing plans. 4 counters are available to serve the public including one at ADA height. Three all-user,  
54 single occupancy restrooms are available for the public and one in the secure staff area as well. The  
55 remainder of the layout has stayed similar with offices on the north and south windows and facilities such  
56 as the plotter, printers, and file storage in the center of the building. The floor also features a break room

1 for staff and a Council office. The secondary stair has been moved to the north wall. Member Olivas-  
2 Levya asked if there would be glass looking into the Council Chambers; Cathy confirmed yes. Cathy  
3 noted that the Council Chambers will be an area of discussion for January with more perspectives and  
4 visuals available to discuss how to cultivate a welcoming space.  
5

6 Cathy shared the updated renderings of the building to show the difference between having a  
7 freestanding canopied walkway and no walkway. Member Olivas-Levya was in favor of covering the  
8 walkway.  
9

10 Chair Palmer asked about the technology in the new building and if there will be a station to conduct  
11 broadcasting or if there will be another solution. Cathy confirmed that the team is investigating the latest  
12 technology and has included that in the project budget.  
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14 Cathy then shared the building elevation slides and summarized the energy efficiency charts. The  
15 building is meant to perform at a high efficiency level, using solar panels for energy and ensuring that the  
16 glass and glazing are performing. This is an ongoing process.  
17

18 Chair Palmer asked about the Council Chambers windows facing west during sunset. Cathy confirmed  
19 that the team is investigating sunshades and the overhangs will help as well. Member Olivas-Levya  
20 asked about the view being open to the public during court proceedings. Chief Anglemier noted that the  
21 proceedings will be on the second floor and so those at street level would not have a clear view in.  
22 Member Olivas-Levya asked about the second story lobby view into the Chambers. Cathy indicated that  
23 the team could investigate window treatments. Elizabeth Gray asked Cathy to add to a list of options  
24 some kind of shades or other flexible options for those windows into the lobby if there were ever a  
25 situation requiring more privacy in the Chambers.  
26

27 Chair Palmer noted that many people have told him that testifying to the Council is intimidating. He  
28 suggested moving the testimony table to be parallel to the audience rather than its current location out  
29 alone between the audience and the council dais. Cathy indicated that Construction Documents will focus  
30 on these finer details. She noted these discussions include also the height of the dais itself to ensure  
31 wheelchair accessibility.  
32

33 Cathy transitioned to discussing the schedule. Mackenzie will present the new cost estimate to the City  
34 Council at the regular meeting on Monday, December 7<sup>th</sup>. The next phase, Design Development, will be  
35 developed at released to the staff for review on January 7<sup>th</sup>. The cost estimator and City will have a few  
36 weeks to review and add comments. On February 1<sup>st</sup>, the cost estimate will be presented again and  
37 Mackenzie will seek approval to continue on to the next phase. No further Task Force meetings are  
38 scheduled for the month of the December. Cathy would plan to bring Alexis Bauer to the January  
39 meeting to further discuss the look and feel of public spaces in the building. Elizabeth will poll Task Force  
40 members regarding scheduling and finalize the January date.  
41

42 Cathy shared the slides from the first Task Force meeting and revisited the questions around creating a  
43 welcoming space. She asked if members had any further thoughts after seeing the revised floor plans  
44 tonight. Member Bradford said she appreciated the thought that was put into the revised design and that  
45 many points of view were able to be incorporated –such as finding a way to have separate entrances and  
46 also have a way for domestic violence survivors to have discreet passage. Elizabeth Gray asked if  
47 members would like to think about any specific spaces before adjourning, suggesting starting small with  
48 the public restrooms. Cathy noted that one item to add there could be baby changing stations in all of the  
49 single-occupant, all-user restrooms. Member Olivas-Levya added that she has seen a “safe chair” to  
50 strap in a small child while a caregiver uses the restroom. Elizabeth Gray asked about the Council  
51 Chambers and thinking about the placement of the chair for public comment and also other features.  
52 Chair Palmer said the room makes him think of a tribunal. Member Bradford said that she has had the  
53 experience of being nervous using the current space at School Board meetings. She appreciates the  
54 sentiment around a welcoming space and would like the group to consider this more. Member Palmer  
55 noted that the Marion County Commissioners’ meeting room has some placement that could be  
56 interesting to look at. Elizabeth Gray mentioned the public lobbies as well as two other major spaces to

1 consider now and at the January meeting. Member Olivas-Levya asked if there would be signage in the  
2 City Hall lobby indicating that the door which goes to the Police side. Cathy discussed possibilities to  
3 have one or not, and Elizabeth Gray indicated that both lobbies may need to have signage indicating  
4 what services are available at the other side. Chair Palmer asked about the council room and Cathy  
5 confirmed that room is still there and available for Mayor and Council use as well as an attorney for  
6 meeting if necessary.  
7

8 Member Olivas-Levya asked about the staff entrances. Cathy showed the back entry from the north side  
9 via the parking lot that leads to the Finance department and locker rooms. There is also a  
10 decontamination vestibule leading into the secure police area. For the staff ADA parking there is a  
11 landing that leads up.  
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#### 13 **V. COMMITTEE COMMUNICATIONS**

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15 Chair Palmer commented on his vision for expanding the Task Force to look at other issues in the future.  
16 This discussion can resume in January with more Task Force members present. Elizabeth summarized  
17 that she and Cathy had discussed that the project will be moving into the details of implementation and so  
18 Task Force input on the Civic Center site would likely pause until the project pivots to the park site.  
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#### 21 **VI. ADJOURNMENT**

22 Member Olivas-Levya made motion to adjourn and Chair Palmer seconded. Chair Palmer adjourned the  
23 meeting at 7:21pm.  
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25 Respectfully submitted by:  
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27  
28 /s/Elizabeth Gray, Assistant to the City Manager/Human Resources Coordinator  
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