

Community Enhancement Committee

Committee Meeting

Date: 10/29/15

Time: 5:00 p.m.

Location: City of Hermiston, Council Chambers

Committee Members in attendance:

- Karen Zacharias

City Council Liaisons

- David Drotzmann, Mayor
- Jackie Myers, Councilor

Committee Members Excused:

- Billie Jean Morris
- Debbie Pedro
- Phillip Spicerkuhn

City Staff in attendance:

- Mark Morgan, Asst. City Mgr
 - Larry Fetter, Parks & Rec. Dir.
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1. Call to order: Mayor Drotzmann

2. Public Comment: None.

3. Old Business:

- Approve Minutes of 9/16/15- Postponed due to lack of quorum.
- Public Art Plan- Mark Morgan stated that the City Council had unanimously re-affirmed it's desire for the CEC to develop a Public Art Plan on Oct. 26. He stated that the City has applied for a \$4,500 Arts Builds Communities grant, which would also require a \$4,500 match from the City if awarded. The review of these grants will take place November 9th, with selection soon thereafter.

Most of the meeting consisted of reviewing a draft Work Plan Outline which Morgan presented to the group. The work plan outline will be used to develop a Request for Qualifications seeking to hire a short-term contractor to assist in developing the Plan.

Staff will develop the RFQ in November, advertise in late November, through early January, and then review the responses before bringing them to the CEC for their review in mid-January. The purpose of going with an RFQ, rather than an RFP is so that the CEC can specifically request what it wants from the contractor, and have more involvement in the development process.

The contractor is expected to begin in early February, and take approximately 2 months to accomplish the various work tasks to develop a draft plan.

Starting in April, the contractor will have two months to accomplish most of the public outreach portions.

In June, the contractor will incorporate all of the public comments and actually write a proposed final plan for presentation to the CEC, at which point it will be presented to the CEC for final comments before presentation to adoption by the City Council in July.

The members present agreed that the outlined work tasks appeared appropriate, but there were several concerns about how long the process was scheduled for. Morgan replied that by structuring it the way that it is, the contractor could reasonably accomplish all of the work within about 100 hours of work, however, this is by no means going to be someone's full-time job, and finding a qualified person who is willing to work with our budget will be difficult. Therefore, the long schedule is designed to give the contractor the most flexibility to accomplish the specific tasks assigned.

Karen Zacharias recommended that the RFQ be sent specifically to the Pendleton Arts Center, so that they can help distribute it. There was then conversation that this job will definitely require direct solicitation to those types of groups, as well as regional universities where there may be a student who could do the project as part of a capstone project, or Master's project.

Morgan stated that he would send out the draft work plan outline to all of the CEC members, and seek input no later than November 2. Then, depending on that feedback, staff will begin drafting the RFQ.

4. New Business:
 - a. None- Mayor Drotzmann asked about any of the other CEC projects that the group should be working on. Morgan responded that the group, in the past, had decided that it would rather tackle one task at a time.
5. Officer/Staff Reports: None.
6. Next meeting: TBD, but the next meeting won't be until mid-January
7. Meeting adjourned at 5:35pm by chairman Drotzmann.