

8/27/2019 | 7:00 PM

The meeting of the Community Center Feasibility Task Force was called to order at 7:01 p.m. in the Lower Level Meeting Room, located at 3600 Tremont Road by Chairperson Nick Lashutka.

MEMBERS PRESENT: Chairperson Nick Lashutka, Chairperson Margie Pizzuti, Dianne Albrecht*, Supen Bowe, Greg Comfort, Wendy Gomez, Merry Hamilton, Chuck Manofsky, Linda Moulakis, Linda Mauger, Brian Perera, Matthew Rule, Todd Walter*, Bill Westbrook*

MEMBERS ABSENT: Kelly Boggs-Lape, Friedl Bohm

STAFF PRESENT: City Attorney Jeanine Hummer, Community Affairs Director Emma Speight, Parks & Recreation Director Debbie McLaughlin, Parks Planning & Development Manager Jeff Anderson, and Assistant Deputy City Clerk Sherry Dean

1. Approval of minutes of the August 13, 2019 Minutes

Mr. Perera moved, seconded by Ms. Gomez, to approve the minutes of the August 13, 2019 Community Center Feasibility Task Force Meeting.

VOTING AYE: Bowe, Comfort, Gomez, Hamilton, Lashutka, Manofsky, Moulakis, Mauger, Perera, Pizzuti, Rule

VOTING NAY: None

ABSENT: Albrecht, Boggs-Lape, Bohm, Walter, Westbrook

Motion carried.

*Ms. Albrecht, Mr. Walter, and Mr. Westbrook arrived at 7:05 p.m. and were present for all subsequent business.

2. Welcome/Opening Remarks

a. Introduction of Task Force Member Friedl Bohm

Chair Lashutka advised that Mr. Bohm was not able to attend the meeting tonight.

b. UA City Council’s Charge to the Task Force

Chairs Lashutka related it is important the Task Force stay grounded during every meeting in the framework established by City Council and continue to refer back to the document reflecting that charge (attached hereto and incorporated herein by reference as Exhibit A).

c. Process for Public Comment

Chair Lashutka announced the Task Force will take public comment at all meetings. Individuals who would like to speak should fill out a speaker slip and give them to the Clerk. In order to be consistent with Council, comments will be limited to 3 minutes and must be on agenda topics.

d. Revision of Group Name by UA City Council (8/19/19)

Resolution No. 11-2019 passed by City Council at their August 19, 2019 meeting revised the group name. This Task Force shall be formally known as the Community Center Feasibility Task Force.

e. Confirmation of Co-Chairs by UA City Council (8/19/19)

Resolution No. 11-2019 passed by City Council at their August 19, 2019 meeting confirmed the appointments of Margie Pizzuti and Nick Lashutka to serve as Co-Chairs of the Task Force.

Chair Pizzuti advised the Task Force has been provided with a replacement page from the Parks & Recreation Comprehensive Plan excerpt (attached hereto and incorporated herein by reference as Exhibit B).

3. Final Review/RFQ for Third Party Facilities Consultant

a) Appointment of RFQ Selection Sub-Committee

Chair Pizzuti related there will be a subcommittee charged with the selection of a consultant. The following people have been appointed to the RFQ Selection Subcommittee: Greg Comfort, Bill Westbrook, Linda Mauger, Matthew Rule, Nick Lashutka and Margie Pizzuti.

b) Schedule/Timeline for Selection Process

The Task Force reviewed the Community Center Feasibility Study Request for Qualifications and Draft Timeline (attached hereto and incorporated herein by reference as Exhibit C).

Mr. Westbrook requested the last sentence on page 2 “Our City has a history of exploring recreation center concepts to no avail,” be edited or removed. The Committee agreed to remove “to no avail” and to add the timeline as a reference for the consultant.

Mr. Perera questioned if the RFQ should include language that would preclude the consultant selected from participating in the project moving forward. The City Attorney advised the Committee can consider adding language into the RFQ. She said the Committee could also make a recommendation to City Council to have that as an option. The Committee decided to move forward without adding additional language.

4. Review of Open Meetings/Public Records Q&A

The City Attorney provided an Open Meetings/Public Records Q&A (attached hereto and incorporated herein by reference as Exhibit D).

Chair Pizzuti related if the Task Force has additional questions they can follow up with the City Attorney. The City Attorney conveyed she can be reached anytime.

5. Responding to Information Requests by Task Force Members

Chair Pizzuti advised information requests should be directed to the Chairs and they will work with the City to provide the answers.

6. Subcommittees

Chair Pizzuti related the subcommittee charges have been shared with Members (attached hereto and incorporated herein by reference as Exhibit E). Chair Lashutka reviewed the subcommittee charges. He asked each member to choose at least two subcommittees that they are interested in.

Chair Pizzuti advised they will work to balance the subcommittees, taking into consideration Members' preferences. She asked Members to indicate if they are willing to chair a subcommittee.

7. Future Meeting Dates

Chair Pizzuti advised the next meeting is September 11, 2019 at 5:30 p.m. She conveyed additional meeting dates for 2020 will be forthcoming.

The Community Affairs Director provided the Members with the Community Center Feasibility Task Force Fall Outreach Opportunities (attached hereto and incorporated herein by reference as Exhibit F).

8. Public Comment

In response to Chair Pizzuti's invitation to speak, there were no questions or comments from the public.

* * *

There being no further business before the Community Center Feasibility Task Force, Mr. Westbrook moved, seconded by Mr. Manofsky, to adjourn the meeting at 7:46 p.m.



Chairperson

Chairperson

ATTEST: _____
City Clerk



Upper Arlington City Council's Charge to the Community Center Feasibility Task Force

The Community Center Feasibility Task Force is charged with presenting to the City Council a complete and comprehensive report of their recommendations as to a potential community center that will serve our community with indoor recreation and gathering space; to include, but not limited to:

1. A review of the history of previous efforts to develop a community center in Upper Arlington;
2. A review of the findings of the Parks & Recreation Comprehensive Plan;
3. A review of our existing facilities and programs including a review of options for the replacement of the existing Senior Center;
4. Review of possible locations for a community center;
5. A review of other indoor recreation/community gathering centers outside of Upper Arlington;
6. An examination of prospective cost scenarios including possible amenities and associated costs; funding strategies for both capital and operating costs, including an examination of options for public/private partnerships for both capital and operating costs;
7. Involve community participation in this feasibility study;
8. Based on the finding of the feasibility study, provide a recommendation to City Council on whether and how we might proceed in the consideration of a community center for Upper Arlington



CITY OF UPPER ARLINGTON

For All Types of Households, Less Than 45% Are Supportive of Replacing the Current Senior Center with Programming Space for Older Adults. Households Ages 20-54 (no children) Are the Most Supportive; Households with Children Under Age 10 Are the Least Supportive.

Q9 Support for Replacing the Current Senior Center with Programming Space for Older Adults				
Rating	Households with children under age 10	Households with children ages 10-19	Households ages 20-54 (no children)	Households ages 55+ (no children)
Very Supportive	15%	11%	22%	26%
Somewhat Supportive	8%	21%	20%	15%
Neutral	23%	19%	22%	24%
Somewhat Unsupportive	22%	20%	17%	12%
Very Unsupportive	32%	28%	19%	22%

For All Types of Households, at Least 70% Are Supportive of Exploring the Feasibility of an Indoor Recreation Facility Serving All Ages, and Less Than 20% Are Dissatisfied. Households with Children Under Age 10 Are the Most Supportive; Households Ages 55+ (no children) Are the Least Supportive.

Q10 Support for the City Exploring the Feasibility of an Indoor Recreation Facility Serving All Ages of the Population				
Rating	Households with children under age 10	Households with children ages 10-19	Households ages 20-54 (no children)	Households ages 55+ (no children)
Very Supportive	82%	70%	61%	49%
Somewhat Supportive	11%	16%	18%	21%
Neutral	4%	2%	8%	13% ¹
Somewhat Unsupportive	1%	2%	3%	7% ¹
Very Unsupportive	1%	10%	10%	10% ¹

For All Types of Households, Over 85% Rated Upper Arlington Programs as Excellent or Good, and 5% or Less Rated Them as Poor. Households with Children Under Age 10 Are the Most Satisfied; Households Ages 10-19 Are the Least Satisfied.

Q12c Satisfaction with Upper Arlington Parks and Recreation Programs				
Rating	Households with children under age 10	Households with children ages 10-19	Households ages 20-54 (no children)	Households ages 55+ (no children)
Excellent	32%	34%	30%	32%
Good	60%	53%	58%	60%
Fair	7%	11%	7%	4%
Poor	2%	3%	5%	3%

1. Q10 Corrected 08/2019



SUPPORT FOR PROGRAMMING SPACE AND INDOOR RECREATION FACILITY

Respondents were asked to indicate their level of support for replacing the current Senior Center with programming space for older adults. Twenty percent (20%) indicated they were “very supportive,” 16% were “somewhat supportive,” 23% were “neutral,” 17% were “somewhat unsupportive,” and 25% were “very unsupportive.”

Residents were also asked to indicate their support for exploring the feasibility of an indoor recreation facility that serves all ages and segments of the population. Sixty-four percent (64%) of respondents indicated they were “very supportive,” 17% were “somewhat supportive,” 8% were “neutral,” 4% were “somewhat unsupportive,” and 7% were “very unsupportive.”

FACILITY NEEDS AND PRIORITIES

Facility Needs: Respondents were asked to identify if their household had a need for 24 parks and recreation facilities and rate how well their needs for each were currently being met. Based on this analysis, ETC Institute was able to estimate the number of households in the community that had the greatest “unmet” need for various facilities.

The three parks and recreation facilities with the highest percentage of households that indicated a need for the facility were: walking & biking trails (84%), neighborhood parks (82%), and green space & natural areas (75%). When ETC Institute analyzed the needs in the community, these same three facilities had a need that affected more than 10,000 households. ETC Institute estimates a total of 8,263 households in the City of Upper Arlington that have a need have unmet needs for indoor fitness and exercise facilities. The estimated number of households that have unmet needs for each of the 24 facilities that were assessed is shown on the following page.

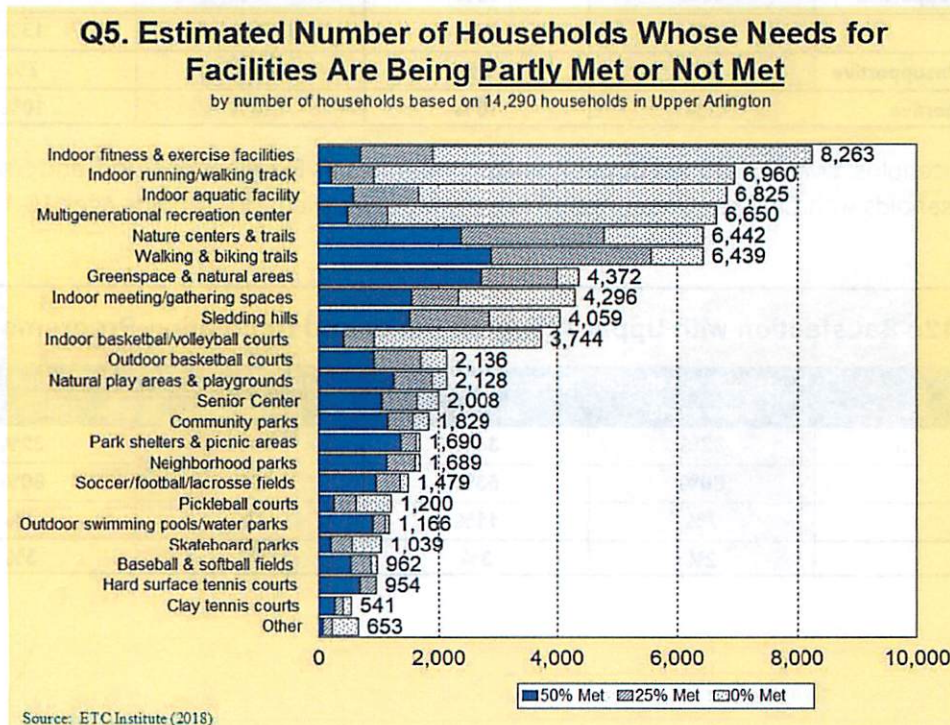


EXHIBIT C

Request for Qualifications (RFQ)

Allows selection of consultant firm based on qualifications, selected firm would work with CCTF to develop the study process.

Potential timeline

8/28/2019	RFQ Finalized, Submitted to Purchasing
9/4	RFQ First Advertisement (City advertises projects on Wednesdays)
9/11	RFQ Second Advertisement
9/20	Qualifications Due & Sub-committee team members receive packets
Week of 9/23	Team meets to discuss applicants, rank scores, notify firms
10/3-10/4	Firm in person presentations
10/4	Notify lead firm
Week of 10/7	Receive technical and fee proposals, project timeline from lead firm
10/11-10/25	Negotiate scope, timeline and fees; communicate with CCTF
10/16	Committee update to CCTF
10/30	Committee update and CCTF recommendation on consultant firm
11/4	CCTF present recommendation to City Council at Conference Session
11/12	City Council Award of Contract to Selected Vendor
11/26	Contract finalized, Notice to Proceed

DRAFT



MEMORANDUM

CITY ATTORNEY'S OFFICE

3600 Tremont Road | Upper Arlington, OH 43221
614-583-5020 | upperarlingtonoh.gov

Date: August 27, 2019

To: Community Center Feasibility Task Force

From: Jeanine Hummer, City Attorney

RE: Public Records and Open Meeting Questions and Answers

The below questions were pulled from the audio tape of your last meeting. I will be at the next meeting to address other follow-up questions related to these subjects.

1.) When using your email to correspond regarding City Business does that make everything on your phone discoverable?

Answer: We need to first start with the definition of public record. Refer to your earlier document on public records.

In short if you creating a document, text, or email and this record includes information about your work as a Task Force Member, it is most likely a public record subject to release in response to a public records request. Other personal items on your phone or computer are not subject to the public records disclosure rules.

“Discoverable” is used as a word in litigation. Public records requests are not discovery. In a public records request, we would only release those records responsive to a specific request.

2.) What constitutes as public records being discoverable?

Answer: All public records are subject to release unless a specific exception exists to exempt the record from release. An example of an exception is attorney/ client correspondences or legal opinions.

3.) How many people have to be on the chain?

Answer: The majority of members are not permitted to engage in discussion outside of those public meetings that includes conversations after the meeting was adjourned, social media comments, emails, texts, and other communications. There are a number of precautions we advise to avoid these issues:

- Back-to-back meetings on the same topic is disallowed.
- The discussions do not have to be in person to be problematic: email, social media comments, tweets, phone calls, texts, can all be considered a means of “discussing public business.”
- It is easy to make mistakes in email chains. Individuals may be blind copied; different individuals may be added and taken off, opening the City up to violations.
- Communication to all Members from a single source is permitted, as long as there is not discussion or exchange from the Members

4.) When discoverable, how deep does it go?

Answer: When the City receives a public records request, the City Clerk reviews the request. The City Clerk makes a determination as to whether the request may be easily filled. If the request needs legal review, she will refer it to our office. Proper public records request must be for specific records and not just the information a requester is seeking, and cannot be so broad that the City cannot reasonably determine what records a person is seeking. For example, if a requester asks for all of the text messages sent by every Member of the Task Force, that would likely be overly broad and we would respond that the requester must clarify his request to seek specific records.

Community Center Feasibility Task Force (CCFTF) DRAFT Subcommittee Charges

Please note: These sub-committees are being created concurrently, as we address our first question, which is “does the City of UA need a Community Center.”

Finance Subcommittee

The CCFTF Finance Subcommittee is charged with exploring all financial considerations associated with a prospective community center. This includes, but is not limited to:

- Identifying possible sources of capital funding
- Identifying possible sources of ongoing operations and maintenance funding
- Consideration of financial business models for facilities in comparable communities
- Developing an overarching summary of funding strategy options

Community Engagement Subcommittee

The CCFTF Community Engagement Subcommittee is charged with developing an extensive, open and transparent community engagement process that encourages multiple opportunities for citizen participation and input. With the support and guidance of the professional feasibility study consultant firm, the work of this subcommittee will include, but is not limited to:

- Planning and conducting a variety of public meetings (open houses, focus groups, pop up gatherings, etc.)
- Planning and conducting citizen surveys, to include one statistically valid survey, informal online surveys as appropriate, questionnaires, etc.
- Reviewing data and resident input gathered through previous outreach (2018 Parks & Recreation Comprehensive Plan, etc.)
- Creating summaries of the feedback obtained through these processes

Facilities & Partnerships Subcommittee

The CCFTF Facilities & Partnerships Subcommittee is charged with developing the parameters for a prospective community center facility—to include the consideration of partnership opportunities—that would best fulfill residents needs and desires. This includes, but is not limited to:

- Visiting/reviewing facilities in comparable communities
- Assessing the community’s needs and existing amenities
- Considering potential locations for a prospective facility
- Exploring existing models of public and private partnership opportunities

**Community Center Feasibility Task Force (CCFTF)
Fall Outreach Opportunities**

Materials Available

- Awareness postcard
- Comment carts

Event Details

Labor Day Arts Festival

- 10 am-4 pm, Monday, September 2, Northam Park
- City tent to feature CCFTF poster, postcards and comment cards

Get Fresh UA Farmers Market

- 4-7 pm, Wednesdays, through September 25, Tremont Pool parking lot
- Postcards, comment cards

Lane Avenue Planning Study Open House

- 6-8 pm, Wednesday, September 18, COhatch, 1733 Lane Avenue
- Postcards, comment cards

****Park Projects Open House*** – Reed Road Playground, Northam Park shared-use path

- 6:30-7:30 pm, Thursday, September 19, Municipal Services Center
- Postcards, comment cards

Cycle UA

- 1-4 pm, Sunday, September 22, begins and ends at Northam Park
- Put postcards in participant packets

****Fall Fest***

- 1-5 pm, Sunday, October 6, Fancyburg Park
- Postcards, comment cards

****Leadership UA Candidates Night***

- 6-9 pm, Thursday, October 10, Municipal Services Center
- Postcards, comment cards

* Potential for Task Force member attendance



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TASK FORCE OUTREACH OPPORTUNITIES SIGN UP SHEET

Park Projects Open House

(Reed Road Playground, Northam Park shared-use path)

6:30-7:30 pm, Thursday, September 19, Municipal Services Center

Opportunity to share information about the CCFTF and to gather ideas and input from meeting attendees.

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Fall Fest

1-5 pm, Sunday, October 6, Fancyburg Park

Pop-up tent with information about CCFTF, opportunity to meet with families, gather ideas and input.

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Leadership UA Candidates Night

6-7 pm, Thursday, October 10, Municipal Services Center

Opportunity to have a table of information about the CCFTF and to network with residents and community leaders, from 6-7 pm, before the candidates presentation begins at 7 pm.

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Columbus Dispatch

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Notice Content

54509/04/201909/05/201909/06/201909/07/201909/08/201909/09/201909/10/201909/11/2019PUBLIC NOTICE REQUEST for QUALIFICATIONS Community Center Feasibility Study- The City of Upper Arlington is seeking qualifications for the necessary services to conduct a feasibility study for a multi-generational indoor recreation center and community gathering facility. Local Authority: City of Upper Arlington Response Deadline: September 23, 2019 at 3:00 P.M., E.S.T Submit RFQ to: 3600 Tremont Road, Upper Arlington, Ohio 43221 For Inquiries: Contact Debbie McLaughlin at parks@uaoh.net 9/4. 11

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