

N.F.

OFFICIAL MINUTES  
NEIGHBORHOOD FACILITY TASK FORCE

May 17, 1973

The Neighborhood Facility Task Force meeting was called to order at 6:00 p.m. by the Acting Chairman, Mr. Fred Ehelebe. The meeting was held in the Martin Luther King School at 4906 N.E. Sixth Avenue.

Those present at the meeting were:

D. N. Unthank	Fred Ehelebe	Martha E. Warren	Werner Jessen
Rosadelle Parker	Ed. W. Smith	Marie B. Smith	Marian L. Scott
Evangeline Smith	Doshie Clark	Bernice Thomas	Betty Walker
Clifton A. David	Theodore Baugh	Michael S. Lyons	Neva VerMeer

Chairman waived reading of the minutes and stated they would stand approved as written.

The first item on the Agenda was a report on the meeting with the School Board to discuss their becoming the Operating Agency for the Facility.

Mr. Lyons stated that on May 14 the School Board met and approved the concept of the School District becoming the Operating Agency for the Neighborhood Facility. At a previous meeting they had approved the site change. There are some technical problems which need to be worked out as to the financial responsibility of the Facility. It was determined that the City will assume approximately 75 percent of the responsibility and the School District 25 percent.

On Tuesday night, May 15, the Citizens Planning Board approved the Part II submission. On May 22 we will have the informal hearing with the City Council and on May 30 it will come before the regular meeting of the City Council. Matters which will be considered include the conditional use request, the application, the ordinances relating to the application and the acquisitions and various contracts. The application is almost ready except for the legal agreement between the City and the Operating Agency. There will be a separate agreement for the use of the land and for the use of the school which will be prepared in time for the formal hearing. By next week we hope to have copies for everyone of the entire application.

We had planned previously to go before the Council on May 23. The date was changed to May 30 because the Planning Commission staff did not get their report in on time for the City Auditor to give notice for that hearing.

Ms. Betty Walker asked who would present it to the Council and Mr. Lyons said the main spokesman would probably be Mr. Raubeson.

Mr. Ehelebe asked if we have had any recent communication with HUD. Mr. Lyons answered that he had taken over a copy of everything we have to date for their review. The total grant now works out to be \$343,421, whereas before we were asking \$359,186. HUD will be getting back approximately \$15,675. Mr. Menneley seemed satisfied with this figure. The time schedule will be no problem as long as we have everything together and take it over to them by June 1.

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Mr. Baugh said that in his capacity as Leasing Agent he has made additional contacts and as a result more verbal commitments have been obtained. The Collins Foundation wrote asking for information on what type of use we would put the \$4,000 they have pledged. Edgefield Lodge was also contacted and they made a verbal commitment for 300 sq. ft. of space for their services, which will be a mental health program. Salvation Army is not certain at this time but are still considering our invitation. We are looking forward to hearing from the Senior Adult Service Center. Tecronics are interested in the child care services but are unable to follow through as it would be unfeasible; however, we may be able to anticipate something in the way of a contribution from them.

Martha Warren suggested that since many of us have not seen a Neighborhood Facility, that we tour the Southeast Facility. They have remodelled a former church building and have made a very attractive facility. Clifton David did not think it a good idea as they could be tired of visitors. Mrs. Warren said they are very proud of their building and enjoy showing it off to visitors.

MARTHA WARREN MADE A MOTION WE TOUR THE SOUTHEAST NEIGHBORHOOD FACILITY AT OUR NEXT MEETING. SECONDED.

Ted Baugh spoke in favor of the Motion and said it could be extremely beneficial and could be a deepening of our knowledge of what is involved. Clifton David thought we should wait until after the City Council meeting. MOTION CARRIED.

It was decided the committee would have dinner at Earl Kelley's after the tour of the Southeast Neighborhood Facility.

Next item on the Agenda was a report from the Architect, Mr. D. Unthank. Mr. Unthank mentioned that the proposed construction of the new structure will be reinforced brick, heavy timber and one-hour-fire-resistive roof and ceilings. The estimated construction costs total \$240,020 which equals \$25.80 per sq. ft. Parking and service and landscaping total \$37,500 or 85¢ per sq. ft. Remodeling of the existing building totals \$43,740.

Mr. David asked if they had allowed for expansion or growth in their planning. Mr. Unthank stated we don't have funds in the budget to allow for growth within the structure. The logical way is to arrange for space from the School District.

Mr. Lyons added that the land acquisition would probably run close to \$85,000, and relocation services are estimated at \$57,280. One-third of the relocation will be paid for by Model Cities. Mr. Lyons mentioned other expenses such as demolition, inspection fees and contingencies for construction which would bring the total federal grant to \$343,421.

Next item on the Agenda was a report on the petitions. Some of the areas had not been fully covered. The volunteers were asked to bring back their signatures by our next meeting. Ms. Scott had obtained 31 signatures. Several other members had also covered their area.

Ms. Scott had called on the Marcus Glenn home and Mr. Glenn offered to write a letter to the Mayor saying he favors the Neighborhood Facility being located on the south end of King School. Mrs. Glenn wanted the Committee to know that she would be a willing seller if we needed her property. At our Block Meeting last month the Glens protested the Facility being located on the school site.

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Mr. Fred Ehelebe gave a moving talk on the importance of the Policy Board. He mentioned that integrity, dignity and trust must be exercised in all of our decisions concerning the Facility. We have a grave responsibility to the citizens to see that everything concerning the Facility is handled in a fair and equitable manner, and we will be consulted by the School District where major decisions are to be made.

Mr. Jessen stated he had good news to report concerning the attitude of Mayor Goldschmidt on the Facility. He had attended a luncheon this noon of the annual meeting of the Tri-County Community Council and Mayor Goldschmidt was the speaker. The Mayor said the communities deserve consideration and citizens participation should be encouraged. We ought to share with those closest to the situations and where agencies exist we should purchase services. He spoke of youth and aging and said this is a crummy place to live if you are elderly. He spoke of Model Cities and was asked how he would encourage neighborhood activities when Model Cities leaves. He hoped that at least one staff member would be kept for each neighborhood to attend all meetings that wear down the average citizen.

After the Mayor opened for questions, Mr. Jessen asked him what his idea was on the climate in City Hall in relation to the Neighborhood Facility coming before the City Council. The Mayor said the King Neighborhood Facility is a very fine concept and he spoke of its using some of the facilities of the school, how it would be built, and how the school would be the operating agency. He even mentioned the six houses which would be removed for parking. He said "In my opinion, if everything is in order, I see no reason why it shouldn't be accepted by the City."

With no further business, the meeting adjourned at 7:00 p.m.

Neva VerMeer  
Transaction Secretary

THE CITY OF  
**PORTLAND**



**OREGON**

DEPARTMENT OF  
PUBLIC AFFAIRS

MILDRED SCHWAB  
COMMISSIONER

MODEL CITIES  
AGENCY

ANDREW RAUBESON  
ACTING DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

May 1, 1973

Dear Committee Member:

There will be a Neighborhood Facility Task Force meeting, Thursday, May 3, 1973, at 5:30 p.m. in the faculty lunchroom of King Elementary School (4906 NE 6th). Discussion to take place will include:

1. Critical path
2. Report from Leasing Agent
3. Planning Commission hearing report
4. Operating Agency
5. Contract between City and Operating Agency
6. Operating budget

This is an important meeting and your input is greatly needed.

Sincerely,

Michael S. Lyons  
Physical Program Specialist

OFFICIAL MINUTES  
NEIGHBORHOOD FACILITY TASK FORCE

April 26, 1973

The Neighborhood Facility Task Force meeting was called to order at 5:50 p.m. by the Acting Chairman, Mr. Fred Ehelebe. The meeting was held in the Martin Luther King School at 4906 N.E. Sixth Avenue.

Those present at the meeting were:

Doshie Clark	Clifton A. David	Bill E. Ingram	Fred Ehelebe
Marie B. Smith	Ed W. Smith	W. Hill	G. R. Schreiner
Werner Jessen	Lydia Schreiner	Rosadelle Parker	Jeanne Franz
Theodore Baugh	DeNorval Unthank, Jr.	Eddie Moss, Jr.	Betty Walker
Marian L. Scott	Michael S. Lyons	Neva VerMeer	

First item on the Agenda was a discussion on the Critical Path. Mike Lyons had good news to impart on his discussions with the staff at CRAG. Their approval of the Part I is a signoff on the complete project. We will not have to go through the City Administrative Review Committee. In conferences with the State regarding A95 we will not have to go that complete process again, but only get approval of the three agencies who had objections in the Part I application. We are doing good as far as the time schedule is concerned. We will go before the Planning Commission on May 1; the Citizens Planning Board on May 15; and the City Council on May 23.

Next item on the Agenda was the Conditional Use Request. Mr. Lyons stated that instead of getting a conditional use for school purposes, it will be for a government facility. The applicant must be a deed holder. We will go to the Planning Commission on May 1 and apply for a Conditional Use for the school and for the new building. Upon the approval of Part II we can apply again to the Planning Commission for a conditional use for the other area.

Eddie Moss inquired if there was any opposition in the neighborhood? Mr. Lyons stated that only four homeowners showed up at the Block meeting which will be in our favor at the Planning Commission meeting.

After more discussion the Agenda was moved to the Operating Budget. Mr. Lyons informed Committee members that Mr. Baugh has been quoting a price of \$3.12 per sq. ft. for the Facility space, which will include maintenance, utilities and a core staff person. They will also get scheduled use of the gymnasium, kitchen, cafeteria and auditorium.

The Workshop held on April 18 was discussed and declared to be a big success. Jeanne Franz said she thought the Workshop was very well done and the agencies responded very well. Doshie Clark felt that it was very good and that Mr. Unthank did a beautiful job in his participation. She did get some comments afterwards from agencies who felt they would want to come in. Mrs. Smith was very proud of our presentation and stated she had a good talk with the YWCA. Ted Baugh stated he liked what happened and thought the workshop did a lot of things for all of us. It caused us to feel proud of what we have. Mr. Unthank said the people seemed quite attentive and asked questions. Clifton David asked how many agencies were represented and Mr. Ehelebe said there were over a dozen. Mr. David suggested sending out a letter of thanks to the agencies. It was agreed that the staff would send out letters of appreciation to each agency involved.

Next Agenda item was a report from the Leasing Agent. Mr. Baugh stated his job is much easier now as a result of the Workshop. The YWCA had a number of questions which are leading to their making a commitment. The Salvation Army had answers to their questions at the Workshop. Commissioner's Schwab's office made a comment that they heard we had a terrific Workshop and all the reports were favorable. A letter was received from the Yaun Youth Center indicating a desire for 800 sq. ft. which would be shared with Albina Ministerial Alliance. The representative from the Housing Authority of Portland was very enthusiastic. Mrs. Smith observed that they needed an office within the area. Mr. Baugh stated he had been in contact with the Bruce Thomas Memorial Youth Center and it would be to their advantage to come into the NF. They will need 900 sq. ft.

We have made progress with the PDC and have an appointment with them next week. They will need at least 3,200 sq. ft. Mr. Ingram asked the total square footage in the Facility and Mr. Lyons stated approximately 11,000 sq. ft. rentable space. Mr. Baugh stated we are continuing to work on an optometry facility with Pacific University. We are also working with Senior Adult Service Center who would need 2,000 sq. ft. if they decide to come in. If Albina Contractors should decide to relocate, we have reminded them of their tie with us. Mr. Baugh said that child care services is still a problem. He has a follow-up appointment with Portland State. Multi-Service Center is asking us to work with them in their child care services. Mr. Moss asked about the Albina Child Care program and Mr. Baugh said they have no money to rent space. Portland State is interested in getting a small office for their crime research program.

Mr. Moss asked if Kaiser had signed as the Operating Agency and Mr. Lyons stated that Dr. Larson will be on vacation for the next two weeks. There is a possibility that the School District could be the Operating Agency and HUD is showing no resistance to this possibility. If the Committee wishes, we can explore it with the School District when we meet with them on Monday.

More discussion followed on the Operating Agency. Mrs. Smith was worried about the school having control of the Facility. Mr. Baugh said the NF has to be a people's program and the Facility would receive a release from the School Board.

After more discussion on the Operating Agency, Mr. Jessen MADE A MOTION WE TABLE THE DISCUSSION UNTIL THE NEXT MEETING. SECONDED AND CARRIED.

Next Agenda item was a Design Work Session with Mr. Unthank. Mr. Unthank displayed the same graphics which he presented on slides at the Workshop. He mentioned acquiring the property for parking, and said we have a good facility for child care. He pointed out where the courtyard and multi-use purpose area would be. The Library people at the Workshop were interested. Mr. Unthank proposed we use glass in the courtyard which will be a very important part of the physical building. He explained the proposed landscaping which would make the Facility really outstanding and relate to the residential area. He also explained the use of brick for one of the basic materials which would be very appropriate and substantial. The study model was displayed. Mr. Unthank met with the PDC today and obtained their approval on what we are doing.

After a question and answer session, meeting adjourned at 7:30 p.m.

Neva VerMeer  
Transaction Secretary

# portland model cities

CITY DEMONSTRATION AGENCY  
5329 N.E. UNION AVENUE  
PORTLAND, OREGON 97211  
288-8261

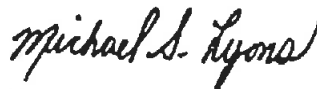
March 20, 1973

Dear Committee Member:

There will be a Neighborhood Facility Task Force meeting, Thursday, March 22, 1973, at 5:30 p.m. Due to the school closure this week the meeting will be held in the Model Cities Conference Room #226. Discussion to take place will include: 1) report on site change; 2) report on meeting with Dr. Lairson; 3) critical path review; 4) design discussion by Mr. Unthank and report from leasing agent.

Included are the minutes from the March 15, meeting. Your attendance at this meeting is important to the success of the Neighborhood Facility.

Sincerely,



Michael S. Lyons  
Physical Program Specialist

P.S. Remember the meeting this week is to be held in the Model Cities Conference Room #226.

OFFICIAL MINUTES  
NEIGHBORHOOD FACILITY TASK FORCE  
March 15, 1973

The Neighborhood Facility Task Force meeting was called to order at 5:50 p.m. by the Acting Chairman, Mr. Fred Ehelebe. The meeting was held in the Martin Luther King School at 4906 N.E. Sixth Avenue.

Those present at the meeting were:

Marie B. Smith	Edward W. Smith	Albert Green
Theodore Baugh	Bill E. Ingram	Clifton A. David
Fred Ehelebe	Rosadelle Parker	Ella Mae Gay
Bart Jankans	Jesse Tufts	Werner Jessen
Doshie Clark	Marian L. Scott	Sol Peck
Michael S. Lyons	Betty Walker	Neva VerMeer

Mr. Green, the new Chairman of the Citizens Participation Working Committee, was introduced to the committee members.

Ella Mae Gay read the minutes of the last meeting. The Chairman stated if there were no corrections or additions, the minutes would stand approved as read.

First item on the Agenda was a report on the site change.

Mike Lyons reviewed the site change approval from the last meeting and the approval by the various Neighborhood organizations. On Monday night the School Board took a favorable view of the change. It was passed by the CPB on Tuesday night. The site change and Mr. Unthank's contract went before the City Council on Wednesday. The council approved Mr. Unthank's contract and looked favorably on the site being changed to King School. Ted Baugh added that the Coordinating Committee of King-Vernon-Sabin approved the new site. Ella Mae Gay was concerned that if the building is constructed on the school site, the City would be taking control of the facility. Ted Baugh noted that by virtue of the Facility being given authority to build on the school site, the school will release back to the City that portion of land designated as the Facility site. This will be confirmed in legal documents filed with HUD. The control will remain with us who have been developing the Facility. With what we have accomplished we have created an opportunity to be more positive in our movements, but not to relax our efforts. Fred Ehelebe asked what this new approach will do to our Critical Path? Mike Lyons answered that we will need to revise the time table from June 11th forward and having the site changed will greatly expedite construction time. As soon as we have the change officially, we can work out the second phase reflecting the appropriate dates. The request for extension of time was mailed from the Commissioner's office to HUD yesterday.

Next item on the Agenda was the Citizens Policy Board.

Mike Lyons stated that the Citizens Policy Board had their first meeting on Monday night and were familiarized with their responsibilities. He further noted that according to the City Attorney's office, the Incorporation procedure will probably take only about a month's time. Ted Baugh stated it has been strongly recommended



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by the Commissioner's office that we request an appointee be chosen by the Mayor to serve on our Policy Board. A precedent has been set by the Southeast Facility when they had a member appointed by the Mayor. Discussion followed on incorporating the Policy Board. Mr. Lyons had received a legal opinion from the City Attorney's office in effect that incorporating the Board is not absolutely necessary. However, it is strongly advised in order for the Board to have a definite identity. Fred Ehelebe mentioned again inviting participation from City Hall. Jesse Tufts MOVED THAT WE REQUEST THE MAYOR TO SEND A REPRESENTATIVE FROM HIS OFFICE TO SIT IN ON THE POLICY BOARD. SECONDED AND CARRIED. Fred Ehelebe asked if Boise has made their appointments to the Policy Board? Mike Lyons stated they have appointed Beatrice Thomas and we are pushing them to make their other appointment at their meeting tomorrow night.

Next item on the Agenda was a report from the Leasing Agent.

Ted Baugh stated that his involvement during the past week has been with the school and site change. We did, however, get a report from Consumer Protection requesting 1600 sq. ft. instead of 800. They want their lease commitment on a yearly basis to be renewed annually. Mr. Baugh read a letter from the Human Resources Bureau disclosing that they were unable to make a commitment at this time for an exact amount of space. The commitment should be discussed with the Mayor's office. A letter from the Housing Authority indicated they had referred the information to their Northwest area for consideration. Mr. Baugh stated that he had run into some problems as a result of the agencies' funds being cut back severely. We are now contacting agencies and asking for an answer as to amount of space needed and the amount of money they are able to pay. We are still asking for commitments even though they don't have any money. Jesse Tufts asked Mr. Baugh if he had contacted the Salvation Army? Ted Baugh agreed it would be a good idea to ask them. Red Shields is planning a new building in Woodlawn Park but they are having money problems.

With no further business, the meeting adjourned at 7:00 p.m.

Neva VerMeer  
Transaction Secretary

# portland model cities

CITY DEMONSTRATION AGENCY  
5329 N.E. UNION AVENUE  
PORTLAND, OREGON 97211  
288-8261

April 10, 1973

Dear Committee Member:

There will be a Neighborhood Facility Task Force meeting, Thursday, April 12, 1973, at 5:30 in the faculty lunchroom of King Elementary School (4906 NE 6th). Discussion to take place will include: 1) report on meeting with the School District; 2) Workshop; 3) press conference; 4) report from Leasing Agent and 5) design work session with Mr. Unthank.

Included are the minutes from the April 5, meeting. This is an extremely important meeting and your input is greatly needed.

Sincerely,



Michael S. Lyons  
Physical Program Specialist

OFFICIAL MINUTES  
NEIGHBORHOOD FACILITY TASK FORCE  
April 5, 1973

The Neighborhood Facility Task Force meeting was called to order at 5:45 p.m. by the Acting Chairman, Mr. Fred Ehelebe. The meeting was held in the Martin Luther King School at 4906 N.E. Sixth Avenue.

Those present at the meeting were:

Marie B. Smith	Ed. W. Smith	Rosadelle Parker	Allan Jones
Jesse Tufts	Mark Estill	Curtis Stanley	Fred Ehelebe
Ted Baugh	D.N. Unthank, Jr.	Bart Jankans	LeRoy Moore
Jeanne Franz	Wilson Hill	Werner Jessen	Betty Walker
Ella Mae Gay	Eddie Moss	Michael Lyons	Neva VerMeer

Mr. LeRoy Moore, Principal of King School, was present to conduct a tour of King School and the space which will be shared by NF. Mr. Moore informed the Committee we would tour the better rooms which will be given to NF. The enrollment of King School has dropped and we can also afford to give up some of our playground. Mr. Moss asked Mr. Moore how the School Board might look upon being the Operating Agency for NF. Mr. Moore stated he feels the School Board thinks the community should have an outside agency rather than being put into a position where it would seem the School Board is trying to control the Neighborhood Facility.

The first rooms viewed were the Girls' Gym and the Boys' Gym. These rooms have folding accordion doors which will open for a full larger gym. The boys' gym has a modern locker room. The next room viewed was the auditorium which is quite large with an upstairs balcony. Four classrooms on one side of the building have running water. From the classrooms the tour continued outside to the play area and courtyard, and then into the wing with a large kindergarten room and library. The cafetorium is a large multi-purpose area with adjoining kitchen. The tour led back to the faculty lunchroom, the room where our meetings are held.

Next item on the Agenda was the Critical Path review.

Mr. Lyons stated the application has to be submitted by June 1. Between now and the first of May the most critical things is to obtain the necessary lease agreements. We are planning on having the workshop on April 18, and on April 20, and we have to file an intent with the State for the A-95 review process. At that time, we will have to have some firm cost estimates from the Architect and be in the process of finalizing sketches. Mr. Lyons read a copy of a letter from HUD to Commissioner Schwab in regards to the new site which is agreeable to them. However, they are concerned about the parking near Mr. Berry's multiple dwelling site. Mr. Unthank is now working on the problem of parking for the Facility. Mr. Lyons drew a sketch on the blackboard to show where we can purchase four of the six lots and develop it into a playground.

Next item on the Agenda was the Leasing Agent's report.

Mr. Baugh stated he had a meeting this morning with Commissioner Schwab. We have been thinking in terms of having the Commissioner and Mayor at our workshop. Ministerial Alliance wants us to meet with them on Monday to be present when they write the letter for leasing space.

Albina Family Counsel are thinking in terms of providing services in the Facility on a part-time basis. Mr. Baugh met with the Metropolitan Youth Commission Director. Some problems have developed there as the City Council had quite a session on the youth situation in the City yesterday. Mr. Baugh also contacted the Human Resources Bureau. The possibility of that department coming into the NF is contingent upon phasing out of Model Cities. At the present, we are getting very little support from the City. Mr. Baugh expects to meet with the Mayor tomorrow morning, but advised committee members that they will have to be responsible for the work involved in making the Facility a reality. We will need your cooperation in every way possible for the workshop as we have to overcome the resistance with the agencies.

Discussion followed regarding the advisability of asking the Commissioner and Mayor to the workshop. Mr. Jesse Tufts wondered if a press conference would be desirable.

MOTION MADE THAT THIS COMMITTEE GO ON RECORD AS INVITING THE MAYOR AND COMMISSIONER IN CHARGE TO OUR FACILITY WORKSHOP. SECONDED.

Discussion followed in which Mrs. Gay noted that since the Mayor did make a commitment to support the NF, we should ask for that support. Mr. Lyons expressed his reluctance in asking the Commissioner as she is taking the position that at this point in time it is up to this Committee and the MC staff to prepare the application and then when the NF comes before City Council, and if the application is in order, she will be more than willing to support it.

More discussion in which Mr. Baugh stated this Committee should have some support from the City. He had received a letter from Portland Art Museum in which it was stated they will be unable to lease space in the Facility, but will be able to assist in presenting exhibits.

Vote taken on the Motion. MOTION CARRIED.

Mr. Werner Jessen MADE A MOTION THAT WE HAVE A PRESS CONFERENCE BEFORE THE WORKSHOP IN ORDER TO GET ALL THE PUBLICITY WE CAN. SECONDED.

Discussion followed in which Mr. Lyons thought it would be more beneficial to have the press conference after the workshop, and presented his reasons. Mr. Baugh thought we should have all the publicity possible.

Mr. Jesse Tufts MADE AN AMENDMENT TO THE MOTION THAT WE HAVE A PRESS CONFERENCE BOTH BEFORE AND AFTER THE WORKSHOP. SECONDED AND CARRIED.

Vote taken on Motion. MOTION CARRIED.

It was decided that Mr. Tufts would arrange the press conferences and Mr. Ehelebe would write the invitations to the Mayor and Commissioner. Mr. Baugh suggested wording the letters in such a manner that the Mayor and Commissioner could send representatives if they were unable to attend.

Minutes of the last meeting were briefly discussed and Mr. Moss stated the letter from Red Cross, a potential participating agency, had not been mentioned. Mr. Ehelebe stated minutes would be approved with the addition.

Next item on the Agenda was a design work session with Mr. Unthank.

Mr. Unthank showed two sketches of the NF and explained the kinds of uses for various segments of the building, such as child care, meeting places, and classrooms for people who will be operating a program. He explained how some agencies could fit in with the existing rooms. He also spoke of additional accesses and of public, or unassigned space, that would hook everything together. He spoke of digging up the courtyard and having a nice lawn space, and of spaces that could be opened up for various activities outdoors in good weather. He also spoke of hookup ramps to the existing building and whether we could have access from both streets.

Rosadelle Parker wondered about the sound proofing and Mr. Unthank assured her the ceiling would be of especially good grade of absorption acoustical and the carpeting would also be of good grade. We will specify the level of performance we want in the construction. Committee members asked other various questions concerning air conditioning, child care areas and playgrounds. Mr. Unthank said at our next meeting we will carry it into more detail. We want to generate as many ideas as we can, as we have more space than we originally anticipated and we have more possibilities than we anticipated.

Mr. Jessen expressed appreciation on behalf of the Committee for Mr. Unthank's comments. Mr. Baugh asked Committee members if they should hear of anyone who wants to make contributions in the way of money or furniture to contact him. The Workshop will be held at Ireland's Restaurant on Wednesday, April 18, at 12:00 noon. Luncheon will cost \$2.75 each. Meeting adjourned at 8:15 p.m.

Neva VerMeer  
Transaction Secretary

*DeRay Patton*

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

*File*

Interoffice Memorandum

*Edna for yr info*

*CK*

TO: Mildred Schwab, Commissioner In-Charge

FROM: Andrew Raubeson, Acting Director

DATE: January 30, 1973

SUBJECT: Neighborhood Facility Project

This memorandum is concerned with the hiring of an architect by the City for the purpose of designing the Neighborhood Facility. It describes the process utilized by the Task Force in selecting an architect, who was selected and why, the architect's scope of services and fee, and certain specifics that should be included in the contract for his services.

Seven architectural firms were asked to compete for the designing of the Neighborhood Facility. Included were six firms which have had either architectural or planning involvement in the Model Neighborhood: Perry/York/Yodogawa, Pierce/Davis, Colburn/Sheldon/Kaji, Broome/Selig/Oringdulph, Howell/Parmeter, DeKanter/Holgate/O'Kane/Jankans. A seventh firm, Unthank/Seder/Poticha which is based in Eugene, Oregon, has previously participated in one Model Neighborhood project. All of these firms submitted background information which was reviewed by the Task Force and the Albina Contractors Association. On December 16, 1973, all firms were interviewed by the Task Force which took approximately six hours. Following the interviews, the Task Force voted on the architect it felt was most capable of designing the Facility.

Mr. Unthank was selected by the Task Force on the basis of his well-established architectural work and experience. He is the founder of a firm that has done extensive design work and he is the only registered Black architect in the State of Oregon. He has indicated that his work load is currently as such to allow him to commit the time required to do the job, and that it would have first priority. Also, Mr. Unthank emphasized his availability to work with the Task Force and Citizens Policy Board in light of his firm's location. The Planning Board on January 13, 1973, approved the Task Force's recommendation of Mr. Unthank. Also, Mr. Loyal Lang, the City Architect, interviewed Mr. Unthank and concurs with the Task Force's recommendation.

The services to be provided by Mr. Unthank will include: Developing preliminary plans and building program with the Task Force, Citizens Policy Board and participating agencies, secure cost estimates, produce working drawings and specifications, and construction supervision. Preliminary plans, specifications and realistic cost estimates must be included in the Part II Submission, although final plans and specifications are not required until the City is ready for advertising for construction bids.

Architect fees are generally determined as a percentage of the building construction cost. The architect for the Neighborhood Facility should receive a fee of 7.85 percent of the \$294,531 allocation for building construction cost or \$23,121. The 7.85 percent is derived from the included AIA fee schedule which indicates architect fees for various types of structures. The Neighborhood Facility structure would fall under a "C" classification.

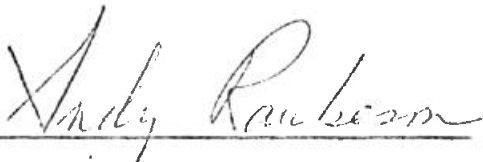
Memo to Mildred Schwab  
From Andy Raubeson  
January 30, 1973  
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Particular provisions that should be included in the contract are: (1) the architect selected, rather than another member of his firm, will be the partner-in-charge of the project from the initial programming development through the design and construction phases, (2) the architect will work with and be responsive to the Task Force, Citizens Policy Board and participating agencies in developing the design and (3) the architect will hire one of the local minority architectural designers and involve him in the project in a meaningful way.

Regarding the third provision, the Task Force requested that the involvement of a local minority architectural designer be made a condition of the architect's contract. The Task Force made this request in order to allow one or more of the local minority designers to obtain the necessary experience required to become a licensed architect. The Citizens Planning Board concurred with this request. Mr. Jankans, a Model Neighborhood minority architectural designer and planner for the King-Vernon-Sabin Neighborhood, was recommended by the Task Force. Although, during the interview process Mr. Jankans associated himself with another architectural firm, he has indicated he would be able to work with Mr. Unthank. Mr. Jankans was recommended by the Task Force because he is the most qualified of the local minority architectural designers and is the nearest to taking the AIA examination. In the event that Mr. Unthank would not agree to utilization of Mr. Jankans or any of the minority architectural designers, it would be necessary to recommend an alternative architect who is capable of agreeing to this provision.

My staff and I are available to discuss any of these points with you.

AR



cc: M. Opton/Model Cities Liaison  
M. Henniger/Physical Prog. Coord.  
Leroy Patton/Chairman, CPB ✓  
E. Warmoth/C.D.R. - HUD  
D. Jeffery/City Attorney's Ofc.  
Official Files (2)  
ML/pl

OFFICIAL MINUTES  
NEIGHBORHOOD FACILITIES TASK FORCE  
December 14, 1972

The Neighborhood Facilities Task Force meeting was called to order at 5:40 p.m. by Chairman, Theodore Baugh. The meeting was held in the Model Cities Conference Room No. 226, at 5329 N. E. Union Avenue.

Those present at the meeting were:

Theodore Baugh	Fred Ehelebe	Eddie Moss, Jr.
SoI Peck	Mike Lyons	Clifton David
Ella Mae Gay	Constance Harris	Mark Estilt
Curtis Stanley	Jeanne Franz	Doshie Clark
	Neva VerMeer	

Ella Mae Gay MADE A MOTION WE ACCEPT THE MINUTES OF TRANSACTION SECRETARY AS OFFICIAL MINUTES AND THAT NECESSARY CORRECTIONS WILL BE MADE AT THE FOLLOWING MEETING. SECONDED AND CARRIED.

Chairman asked each member to introduce himself to the Committee in order to become better acquainted.

First item on the agenda was Board appointments.

Ted Baugh stated we have received Board appointments notification from the Youth Council. Mrs. Harris and Mrs. Warren are the Board members from Sabin. We have requested other Neighborhood Organizations to make appointments. There should be two people each from five Neighborhood Organizations. The Neighborhoods represented are Boise, Humboldt, Vernon, King and Sabin. There also will be two members from the Senior Adult Center and two members from the Model Cities Planning Board. A question was raised Tuesday night at the Executive Committee meeting on our not having representation from all Neighborhood Facilities. City Council did say we should include only the five Neighborhoods.

Fred Ehelebe stated he had attended the Humboldt meeting and the attendance was very poor. The Chairman announced that representatives to the Neighborhood Facilities Board would be appointed in the immediate future.

Next item on the agenda was prioritizing potential participating agencies. Mr. Lyons distributed lists he had prepared of the potential participating agencies. He explained that an asterisk indicated the ones from whom letters of intent had been received. Mr. Lyons further explained that during the preparation of the Part I submission, a workshop had been held in which the potential participating agencies were able to familiarize themselves with the concept of a Neighborhood Facility. Subsequently, a letter was sent to each participating agency asking them to indicate their interest.

Mike Lyons asked members of the Committee to review the list as we need to assign priorities to the potential participating agencies. Asked also if committee members felt any additional agencies should be added to the list.

Discussion followed in which Mr. Eddie Moss mentioned Kaiser as a possibility. Mr. Lyons stated he did not indicate Kaiser on the list as we selected Kaiser as the Operating Agency. Mr. Moss expressed his concern over various agencies who may fight over federal funds. Mr. Lyons informed the Committee we would only be



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able to house eight to ten agencies and we should determine which would be more desirable in terms of the needs of the community. He suggested further that we expand the list.

State Employment Service, Bruce Thomas Memorial Center, HUD, and Albina Action Center were among those suggested. Mr. Lyons suggested a food co-op similar to those existing in Eugene and Corvallis where the people can work several hours a month to defray food costs. He further commented that if serious consideration was made of this idea, it would be necessary that close attention was given to the HUD Guidelines for there are definite restrictions with regards to commercial components within a Neighborhood Facility.

Ted Baugh stated that as we think of other agencies, we should let Mr. Lyons know because the broader the list the better the opportunity. We can select on the basis of what these various firms can offer us.

Mike Lyons stated the names with the asterisks should be the first ones we contact. All those letters are in the first part submission.

Ted Baugh asked which of these do we consider high priority? We do need a child center.

Eddie Moss stated the need in this community at the present time is Albina Child Center as they will have to vacate their building. They do have \$1,200 per month for rent.

Mike Lyons suggested that since the Facility will not be built in time that we find temporary space for Albina Child Center.

Doshie Clark stated she feels we need Tri-County Community Council. Curtis Stanley suggested we have City-County Council on Aging, and Ella Mae Gay suggested we have Consumer Protection. Eddie Moss mentioned that Albina Youth Opportunity School already has a good location.

Fred Ehelebe stated most of the services that will be working in the Center will be more on the screening level. It will be more informational with emergency temporary assistance.

Eddie Moss stated that it is necessary we get away from duplicating services.

Doshie Clark MADE A MOTION WE HAVE A SUBCOMMITTEE TO WORK ON THIS AND THEN REPORT BACK TO OUR NEXT MEETING. SECONDED AND CARRIED.

Mrs. Franz and Mrs. Clark volunteered to be on the Subcommittee.

Next item on the agenda was the selection of a Leasing Agent.

Mike Lyons stated we need to determine who the Leasing Agent will be. We should look towards someone within the Task Force who is able to fulfill this role. Criteria should be having the time and the expertise. It will take perhaps two months

of intensive effort on a full-time basis. It will require expertise in handling contracts and being able to convey to potential participating agencies what would be required of them.

Ella Mae Gay asked what the requirements were in the way of a degree and educational background.

Mike Lyons stated he didn't think a degree would necessarily qualify a candidate.

Eddie Moss asked if a license would be required and Ted Baugh stated that no license would be required as it would be a special agent doing a special job such as banks have. Mrs. Franz asked what was the possibility of having two or three people working part-time instead of one person working full-time. Mr. Lyons stated we need one person to work full-time.

Ella Mae Gay MADE A MOTION THAT WE SELECT MR. TED BAUGH AS THE LEASING AGENT. SECONDED AND PASSED UNANIMOUSLY.

Doshie Clark MADE A MOTION WE HAVE A SUBCOMMITTEE WORK DIRECTLY WITH THE LEASING AGENT. SECONDED AND CARRIED.

Fred Ehelebe, Jeanne Franz, Constance Harris and Doshie Clark were selected to work on the subcommittee.

Mike Lyons stated the next item on the agenda was the critical path for Neighborhood Facility Project, but due to our limited time, he would like to present this item on Saturday, and in its place discuss a recent HUD action. HUD has informed us they no longer can provide a 100% grant for relocation, which has placed us in a situation where Model Cities has to provide a one-third match for the relocation. This has gone to the Executive Board and it is on the agenda for the Tuesday night CPB meeting. Eighty-two thousand dollars is the figure for relocation. HUD will provide \$54,000 and Model Cities Relocation budget \$27,000. HUD has this \$27,000 to either deduct from the total grant, or we have the option to pick it up. We have submitted a proposal to the CPB to pick it up. We have to go to the Board for additional funds of \$13,000. The justification we are making to the Board is primarily the increase in construction cost that have occurred since the Part I submission.

Eddie Moss expressed concern for people to be relocated that live across from the project site.

Mike Lyons suggested we have this problem on the agenda for the next meeting.

Eddie Moss MADE A MOTION WE INVITE TO OUR NEXT MEETING THE PEOPLE INVOLVED IN RELOCATION.

Ted Baugh stated we will arrange to get a report from King-Vernon-Sabin area to see what they are planning to do about it.

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Mike Lyons stated we are going to be interviewing architects this Saturday. It was decided at the last meeting that all the Task Force members would be present. The interviews will be held in this room.

Doshie Clark explained she would not be able to attend the interviews on Saturday, but she would meet with the Committee to draw up the questionnaire.

Meeting adjourned at 7:30 p.m.

Neva VerMeer  
Transaction Secretary

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OFFICIAL MINUTES  
NEIGHBORHOOD FACILITIES TASK FORCE  
December 21, 1972

The Neighborhood Facilities Task Force meeting was called to order at 5:45 p.m. by Chairman, Theodore Baugh. The meeting was held in the Model Cities Conference Room No. 226, at 5329 N. E. Union Avenue.

Those present at the meeting were:

Bea Gilmore	Fred Ehelebe	Doshie Clark
Stanley Curtis	Theodore Baugh	Mark Estilt
Betty Walker	Clifton David	SoI Peck
	Michael Lyons	Neva VerMeer

Minutes of the last meeting were distributed and members asked to check them over for corrections or additions.

Mr. Baugh stated that since the last meeting some progress has been made. The committee interviewed architects Saturday and our proposal for the Neighborhood Facilities went before the Citizens Planning Board on Tuesday evening. The Board did not act on selecting appointees for the NF Task Force or the Citizens Policy Board. The Youth Affairs Council selected Mr. Stanley Curtis and Miss Dianne Hamilton as their representatives. Sabin selected Mrs. Warren and Constance Harris. So far that is the extent of the official appointments to the Citizens Policy Board.

Mrs. Gilmore asked if there were any Neighborhood meetings scheduled before the first of the year. Mr. Baugh stated we can only urge them to appoint representatives as soon as possible.

Mr. Baugh distributed copies of a letter from the Citizens Planning Board to the Neighborhood Facilities Task Force dated December 18, in which the Executive Board had asked to review all major decisions before they were finalized. Examples of the kinds of decisions the Executive Board wished to review were as follows: (1) Selection of an Architect. (2) Selection of a Building Contractor. (3) Composition of and individuals named to the Citizens Policy Board. (4) Choice of agencies to provide services in the Facility.

Discussion followed on having members of the Executive Board appointed to the Task Force. It was decided that it would definitely be beneficial to the Task Force to have members from the Executive Board since the Board's approval is needed for all major decisions.

Next item on the agenda was the selection of an architect for the Neighborhood Facilities. Mr. Lyons stated the Task Force needs to prepare justifications for the architects it decided upon last Saturday and this will then be taken to the Executive Committee for their approval and then be forwarded on to the City. The architectural firms in the order selected were: (1) Unthank (2) Decanter & Holgate (3) Kaji (4) Broome, Selig & Orindulph. It was decided that one of the minority Urban Designers would have to be involved with the firm awarded the job. Mr. Jenkins was the committee's first choice of the Urban Designers.

Discussion followed that Mr. Unthank could not, at the interview, guarantee he would hire a local designer.

MR. FRED EHELEBE MADE A MOTION THAT WE DRAW UP A WRITTEN STATEMENT ON HOW WE CHOSE THE CANDIDATES. SECONDED.

Comments followed on the Motion. Vote taken and MOTION CARRIED.

Next item on agenda concerned citizens affected by NF who reside on the West side of Grand Avenue. Chairman stated the first 4th Action Year priority for the Vernon/King Sabin is to acquire the property from the citizens on the West side of Grand Avenue. There are six houses there now. We are asking for a boundary change and we are asking for money to make the necessary purchases.

Next item on the agenda was the Neighborhood Facility Critical Path. Mr. Lyons passed around charts drawn up to illustrate the various phases in the planning of the Facility and the time it will take to complete each phase. Mr. Lyons stated the starting date for the Facility was December 11, 1972 and extends to April 11, 1973. Within four months the application has to be submitted to HUD. Mr. Lyons asked committee members to study the charts at home and then we will go through them step by step at our next meeting. Chairman asked Mr. Lyons to mail copies of the Critical Path to all members of the Task Force.

MR. EHELEBE MADE A MOTION THAT MINUTES OF PREVIOUS MEETING BE ACCEPTED. SECONDED AND CARRIED.

Chairman suggested assigning each week a member of the Task Force to make contact with other members of the committee to make sure they be on hand for the meeting. Mr. Clifton David volunteered this service.

Meeting adjourned at 7:15 p.m.

Neva VerMeer  
Transaction Secretary

UNOFFICIAL MINUTES  
NEIGHBORHOOD FACILITIES TASK FORCE  
November 2, 1972

The Neighborhood Facilities Task Force meeting was called to order at 7:00 p.m. by Chairman, Theodore Baugh. The meeting was held in the Model Cities Conference Room No. 226, at 5329 N. E. Union Avenue.

Those present at the meeting were:

Clifton David	Eddie Moss	Ella Mae Gay	Fred Ehelebe
Martha Warren	Theodore Baugh	Rosadelle Summers	Jeanne Franz
Betty Walker	Michael Lyons	Neva VerMeer	Willie Davis

TED BAUGH: Stated the Neighborhood Facilities Task Force has moved the project up to its present status. Our application has gone through the various processes and is presently with HUD. HUD has reviewed it and there are some questions we must answer before approval for the first phase. Funds have been made available to the Area office and as soon as we qualify for Phase One grant we will be given it.

In order to get a broader representation, the Task Force should have a representative from each of the Model Cities Working Committees, three people from Vernon, King, Sabin, Boise, Humboldt areas, and one each from the Neighborhood Organizations, and one from the Model Cities Board. The problem that confronts the Task Force consists of helping to supply the necessary answers to HUD for satisfaction of Phase One and engage in the process of working towards Phase Two of the organization. An Operating Agency should be brought in as soon as possible to enable the Task Force and Operating Agency to work together. The Board would be the third basic force.

EDDIE MOSS: Stated there is a concern amongst the citizens adjacent to the site selected. Has this been worked out?

TED BAUGH: Stated our money will be used for acquiring the site. In order to satisfy the people across the street it was necessary for us to appeal to Vernon-King-Sabin. They have been working with citizens in arranging to acquire the property of the people across the street. That project is under way with Vernon-King-Sabin Coordinating Committee. The only thing we can do at present is to move along to Phase Two.

EDDIE MOSS: Argued the point and stated we cannot move on to Phase Two without all the citizens being involved and without solving the problem of land acquisition.

TED BAUGH: Stated we are ready to move on the basis of addressing ourselves to the three major factors involved and get set up for planning for the second part of our operation, arrange for coordination and initiate the citizens board.

MARTHA WARREN: Asked Mr. Baugh how he proposes going about setting up a Board? Are you going to ask people to be on the Board?

MIKE LYONS: Stated there would be 15 board members. Two appointments would be made by Model Cities Advisory Committee; Adult Center Advisory Committee, Youth Affairs Council; and, two from the Model Cities Neighborhood Organizations; Boise, King, Humboldt, Sabin, Vernon and one from the Citizens Planning Board.

MARTHA WARREN: Stated she would like to know how we go about naming these people.

TED BAUGH: Stated that at this time he is suggesting that the Neighborhood Facilities Task Force direct letters to each of the areas where the Neighborhood Facilities have representation, to the Senior Adults, the Youth Affairs Council, the Neighborhood Organizations involved, and to the Model Cities Board to select representatives to this Model Neighborhood Task Force. Stated he thinks it should be done within a reasonable length of time, possibly from 30 days to six weeks.

MARTHA WARREN: MADE A MOTION THAT WE SEND SUCH A LETTER. SECONDED.

Discussion and argument followed with Mr. Moss insisting the selection should involve each neighborhood. It was suggested by Mrs. Warren that the other neighborhoods may eventually want their own neighborhood facilities.

TED BAUGH: Stated there are only two questions which yet need resolving: some of the City Council's approval, and a write-off from the State. We have received verbal agreement from the State and are awaiting their written approval. These are the only two areas holding up funding for our application for Phase One. We have met all of the guidelines required by Model Cities, the Neighborhoods, the Council and HUD. Stated he hopes we find no other reasons among ourselves for holding it up.

R. SUMMERS: Stated her concern is whether or not it will be limited to the designated neighborhoods.

TED BAUGH: Stated a Neighborhood Facility cannot be constructed that would be limited in services. Anyone in the State of Oregon can use those facilities.

MIKE LYONS: Added all the citizen board members would have to be residents.

EDDIE MOSS: Argued his point that we should guarantee the adjacent property owners that they will actually have a right to take part in this program. You haven't clarified the point of land acquisition. This has to be done.

MARTHA WARREN: MADE A MOTION ON THE PREVIOUS QUESTION. THAT IS TO APPROVE THE NOTIFICATION OF THE INTERESTED ORGANIZATIONS TO APPOINT REPRESENTATIVES ON THE BOARD OF THE NEIGHBORHOOD FACILITIES, AND TO DIRECT A LETTER TO INSTRUCT THEM TO SEND IN THEIR REPRESENTATIVE TO THE NEIGHBORHOOD BOARD. SECONDED AND CARRIED.

More discussion followed on the neighborhoods not involved and whether or not they would eventually have their own neighborhood facility.

TED BAUGH: Stated we had considered this as centrally located in the Model Neighborhood area. HUD reminded us that a neighborhood facility has to have a service area of around 10,000 people. The board structure should be of citizens within the service area. Stated further that Model Cities does not control Neighborhood Facilities.

TED BAUGH: Stated it is important that we move forward with the agenda so we can initiate action for an architect and coordinate ourselves for an operating agency.

Argument, loud talk and chaotic disorder followed. Point of order was called and it was some time before order was restored. Mr. Moss was adamant in demanding that he be quoted verbatim in minutes being taken by Transaction Secretary.

JEANNE FRANZ: Asked whether or not the Board would be over the Operating Agency.

MIKE LYONS: Read from the draft that the City will set up a policy making board to oversee the operation of the Neighborhood Facilities program. Stated he interprets this to mean that it has to be a legally incorporated body, and that it does not mean that the City will appoint the members.

TED BAUGH: Stated we want to make sure that we reserve the power. If we are not satisfied with the type of service, we would have the right to request a change. We would control the destiny of our community. Our next stage would be that we would be ready to talk about contracts with the operating agency. Our next move would be to sit down with the City Attorney, the Operating Agency and Mr. Jordan and outline what we have in mind. On this basis we would anticipate that the City Attorney would draw up a contract for the operating agency and have it approved by this Task Force. The City would then go ahead and hire on what we have agreed upon.

Chairman asked if committee members had any opposition to our request that Albina Contractors submit names of individuals recommended for architects.

EDDIE MOSS: MADE A MOTION WE SHOULD INVOLVE THE ALBINA CONTRACTORS AND MAKE SURE THEY BE INVOLVED IN THE SELECTION OF ARCHITECTS AND THE BUILDING OF THE FACILITY.

Discussion followed motion. Chairman entertained a Motion that we request Albina Contractors to recommend an architect only at this time.

WILLIE DAVIS: Agreed that Albina Contractors should be involved in the selection of an architect, with the stipulation that they choose one of two whom he suggested.

TED BAUGH: Stated in his opinion we should have the Albina Contractors very much involved but the selection should be done by the Task Force. We will do it according to the rules.

Mr. Moss' Motion was not seconded, and no further Motions were made regarding the architects. Mr. Baugh stated we would submit the information to the AIA and ACA for their recommendations.

Meeting adjourned at 7:50 p.m.