



Minutes – Meeting #1
Concord Property and Library Planning Task Force
Wednesday, December 5, 2018, 6:30 p.m.

Concord Property
3811 SE Concord Road,
Oak Grove, OR 97267

FINAL

Task Force Members Present: Gary Bokowski, Grover Bornefeld, Ron Campbell, Jean Chapin, Mark Elliott, Lynn Fisher, Denis Hickey, Anna Hoesly, Doug Jones, Stephanie Kurzenhauser, Jan Lindstrom, Mike Schmeer, Eric Shawn, Kristi Switzer, Chaunda Wild

Others Present: Paul Savas, Clackamas County Commissioner; Laura Zentner Business and Community Services (BCS) Director; Donna Robinson, BCS Project Manager; Jeanne Lawson, Facilitator with JLA Public Involvement; Allison Brown, Facilitator with JLA Public Involvement; Scott Archer, North Clackamas Parks and Recreation District (NCPRD) Director; Greg Williams, BCS Deputy Director.

The meeting began at 6:30 p.m.

Welcome and Introductions

Commissioner Savas welcomed Task Force members and thanked them for their involvement in the project and their community.

Laura Zentner thanked everyone for attending and spoke to the excitement surrounding this project.

Donna Robinson welcomed the group and described her professional background working as a project manager for the Oregon Department of Transportation (ODOT) and other clients.

Allison Brown with JLA Public Involvement walked through the meeting agenda and started introductions of the Task Force members.

- **Gary Bokowski** introduced himself as the appointee from the Gladstone Library Board and a frequent library user. He previously served on the Clackamas County Library Board of Trustees.
- **Grover Bornefeld** is the Chair of the Clackamas County Library Board of Trustees and is on the Board of the Jennings Lodge Community Planning Organization (CPO). He and his wife are frequent library users and longtime constituents of both districts (Library District and NCPRD).

- **Ron Campbell** is the President as well as the Board Chair of the Concord Partnership, which has advocated for the Concord Property’s preservation for over four years.
- **Jean Chapin** is the appointee to from the Friends of the Oak Lodge Public Library. She is a former teacher for Portland Public Schools and an active artist who moved to the community in 2005.
- **Mark Elliott** is an architect who enjoys the light rail in Milwaukie. He is new to the community and very excited for this opportunity to be more involved.
- **Lynn Fisher** is an appointee from the NCPRD District Advisory Board and a Director on the Oak Lodge Water Services District (OLWSD) Board. He formerly served on the Oak Grove Community Council. He is a retired Controller and worked in finance throughout his career in Ohio.
- **Denis Hickey** was a teacher at Concord Elementary School in the North Clackamas School District. He was a co-founder and director of Sojourner School.
- **Anna Hoesly** is a mediator with a background in marriage and family therapy and leads a non-profit. She has done a good deal of work in communities and has experience with meeting stakeholders and working through processes.
- **Doug Jones** is a reference librarian at the Happy Valley Library, who previously worked at the Oak Lodge Library. His appointment is by the Clackamas County Library Board of Trustees. His children attended school Concord Elementary School and grew up in the community.
- **Stephanie Kurzenhauser** is President of the Friends of Oak Lodge Public Library and the Vice Chair of the Oak Lodge Community Library Advocates. She has four children, one of whom attended Concord Elementary School. She is interested in reflecting the diversity of the area and ensuring access to everyone in the community.
- **Jan Lindstrom** is on the Clackamas County Library Board of Trustees as well as a member of the Friends of the Oak Lodge Pubic Library and the Oak Lodge Library Community Advocates. She grew up in the community using the library. Her professional background is in journalism and marketing.
- **Mike Schmeer** is a member of the Concord Partnership and Chair of the Oak Lodge History detectives. His family, himself and his children, attended Concord Elementary School. He spoke to the history of the property and its importance as an iconic structure in Oak Lodge.
- **Eric Shawn** is an NCPRD District Advisory Board appointee. His professional background is in school facilities management and is a longtime community member active in matters affecting libraries, schools and parks.
- **Kristi Switzer** is a community member with three children in the North Clackamas School District. She has a background in horticulture and enjoys trees and plants.
- **Chaunda Wild** is an appointee of the Library Board of Trustees and serves on the Board of the Oak Grove Community Council. She is a longtime community member and is passionate about libraries.

Donna Robinson added that her background is in architecture and landscape architecture, which she described as her passion in addition to art. She has experience working in a library and is excited this project is so diverse and different than her transportation projects.

Scott Archer reflected on his history with NCPRD and in the parks profession. He grew up in Gladstone, near to the school and worked in the neighborhood in high school.

Laura Zentner explained the relationship between the Parks district and the Oak Lodge Library within her portfolio as the BCS Director at Clackamas County. She is excited to have the task force assembled and see the project moving forward.

Jeanne Lawson described her role at the meeting, to help establish the groundwork for how the group will work together over the course of the project. She reflected on the depth of experience and knowledge represented by the Task Force.

Other staff present were acknowledged. Donna Robinson introduced the staff presentation, which started with a video on the history of property.

Staff Presentation: Property and Project Background

Scott Archer presented on the partnership with the North Clackamas School District that resulted in the District acquiring the Concord Property, as well as the synergy between library and parks staff thus far on this project. He reviewed the services, programs and facilities offered by NCPRD.

Greg Williams introduced Mitzi Olson, the Library Director at the Oak Lodge Library and Gladstone Library, before giving a brief overview of the libraries. Williams presented on the history of the Clackamas County Library District as well as the legal settlement between Clackamas County and the City of Gladstone regarding the future of the Oak Lodge and Gladstone Library locations.

Donna Robinson reviewed the process chart developed in the preliminary planning period, which included hiring the Project Manager. She stated she would present a new process chart at the next meeting and explained a Project Plan would be the guidebook for staff and Task Force members on how the project will progress. Robinson impressed the need to complete an exercise that identified how the community values the Concord Property, which will be the focus of the next meeting.

Robinson briefly reviewed the organizational chart for the project. She explained the Board of County Commissioners (BCC) are the ultimate authority over the project. The BCS Director, Project Manager and the Project Management Team directs the project staff. The primary role of the Task Force will be to assist in the providing recommendations to the Project Team and in turn, the BCC.

Group Discussion: Meeting Protocols

Jeanne Lawson introduced the meeting protocols provided to the members for discussion. These are the rules that govern how the group will work collaboratively toward the common goals identified in the Task Force charter.

The first protocol concerns attendance and the number of meetings a member can miss before being excused from the Task Force. The language in the draft protocol read:

- Missing 3-4 consecutive, unexcused meetings will result in removal from the task force.

Lawson asked for the members' opinions. There was discussion among the Task Force members about the frequency of meetings (monthly, with special meetings on an as-needed basis) as well as whether absences can be excused for cause. *The group agreed that they would change the verbiage in the protocols from "will" to "may," remove the word "unexcused" and change the threshold from three meetings to four.* The updated protocol now reads:

- *Missing 4 consecutive meetings may result in removal from the task force.*

The group clarified that the process would last approximately three to four years. Lawson moved onto the next section regarding discussion protocols. There was a clarifying question about the wording of a

protocol and Lawson expanded how the protocol would be implemented. *The group added in a clarification on one protocol to “let others who wishing to speak” do so before speaking a second time. The group agreed to add a new protocol that reads:*

- *Make points succinctly and clearly. If someone has made a point that you agree with, consider voicing your agreement without repeating the same point to conserve time and keep discussions on track.*
 - *The meeting facilitator may bring tools to help advance the discussion.*

Lawson stressed the importance of consensus in this process and within the group. There was discussion around what will constitute acceptance, or reaching agreement on a matter. Lawson asked the group what level of consensus they would consider a solid recommendation. *The Task Force members agreed that 75% of the Task Force’s agreement would constitute a recommendation, but also that a minority opinion could be expressed.* There was discussion about accepting a simple majority, but allowing a minority opinion. *The group agreed to add this as a protocol, should a consensus not be able to be reached. This protocol reads:*

Minority opinions may be noted in the final recommendations of the Task Force, if requested by Task Force members.

There was discussion regarding the meeting minutes and their distribution. Donna stated the meeting minutes will be a summary of discussions and decisions made and not verbatim transcripts of the meetings, but that audio recordings will be maintained on file. *It was agreed the minutes will be distributed at least a week in advance of the next meeting.*

The members discussed what would happen if the group failed to reach consensus or a recommendation. *The group agreed to specify the Board of County Commissioners as the “decision makers” referred to in the protocols.* The group then discussed the issue of alternates. Jeanne Lawson highlighted the importance of dialogue in these Task Force meetings, and how the inclusion of alternates presents a set of challenges to bring them up-to-speed on the work of the Task Force. *The members were polled and all were in agreement that there would not be alternates.*

There was a question about what milestones or recommendations would be forwarded to the Board. Lawson summarized that these will be public meetings pursuant to applicable public meetings law. Of specific concern are the statutes that govern communication between members of the Task Force related to the project. *The group agreed they would like County Counsel Stephen Madkour to provide an abbreviated presentation regarding the applicable restrictions on communications.* The issue was tabled pending this presentation.

The Task Force members agreed they would like to accept public comment in each meeting and to set aside time on the agenda for this purpose. The idea was raised to leave it to the discretion of the chair to call on members of the public as they have comments throughout the meeting. Members asked about how that affects compliance with the public meetings law and the potential for problems to arise. There was further discussion and Lawson stated they would bring back language that reflects the points raised by members. *The group also agreed to make changes to the protocols through consensus with the 75% voting threshold.*

The majority of the group agreed the next standing meeting date, Wednesday, January 2nd would not be a good meeting date. The question of whether the meetings would be quarterly or monthly was raised and members Eric Shawn and Kristi Switzer expressed concern with attending a monthly meeting.

A couple of members voiced issues with having the standing meeting date on the first Wednesday of the month and suggested using a different polling method.

Closing

Allison Brown provided closing thoughts. Allison noted she will send out Doodle Poll to determine a meeting date in January.

Scott Archer reminded the group that the building would be open to tour at future meetings and that these meetings would soon transition to a larger room.

The meeting concluded at 8:40 p.m.

Relevant Post-Meeting Communication

After the meeting, on December 18th, Allison Brown emailed more information to the Task Force members, including some clarifying language on the level of commitment and frequency of meetings (noting that meetings may be monthly, but there could be periods where the Task Force will meet less frequently). Allison Brown also posted a Doodle Poll to receive feedback on a January meeting time. Allison also followed up with one member of the Task Force on their commitment and availability, and noted that Task Force members can always email Allison or Donna Robinson (project manager) if they have further thoughts on a topic covered in a meeting, or would like to add additional information or thoughts to the documented discussion.

Eric Shawn contacted the project team and informed them that he is resigning from the task force.



**Minutes – Meeting #2
Concord Property and Library Planning Task Force
Wednesday, January 16, 2019, 6:30 p.m.**

**Concord Property
3811 SE Concord Road
Oak Grove, OR 97267**

APPROVED

Task Force Members Present: Gary Bokowski, Ron Campbell, Jean Chapin, Mark Elliott, Lynn Fisher, Denis Hickey, Anna Hoesly, Doug Jones, Jan Lindstrom, Michael Newgard, Mike Schmeer, Kristi Switzer, Chaunda Wild

Members Excused: Grover Bornefeld, Stephanie Kurzenhauser

Others Present: Paul Savas, Clackamas County Commissioner; Laura Zentner Business and Community Services (BCS) Director; Donna Robinson, BCS Project Manager; Allison Brown, Facilitator with JLA Public Involvement; Scott Archer, North Clackamas Parks and Recreation District (NCPRD) Director; Greg Williams, BCS Deputy Director; Kathryn Krygier, NCPRD Planning & Development Manager; Heather Koch, NCPRD Project Manager.

The meeting began at 6:30 p.m.

Welcome and Introductions

Donna Robinson welcomed the group to the meeting and introduced new Task Force member Michael Newgard, who is a member that lives in close proximity to the project and neighbor to the property.

Allison Brown reviewed the agenda and stated the objective for the meeting was to reach consensus on the meeting protocols and to begin to examine community values. The next meeting will be on February 6th, which is the first Wednesday of the month and will be the standing meeting date going forward.

Denis Hickey asked if the composition of the Task Force has changed based on the discussion at the previous meeting. Brown reported that Task Force member Eric Shawn did resign from the Task Force due to the monthly meeting schedule and level of commitment. His position will be filled in the future.

Allison Brown reported that the Task Force has the meeting summary from the previous meeting in their materials. Any discrepancies or issues should be reported to Allison Brown or Donna Robinson via email. This will be a standing agenda item to approve the previous meeting's minutes.

Process Update

Donna Robinson stated that the community values exercise would inform the project goals and the uses for the Concord Property. The Task Force will use the community values in their recommendation process, as a basis for evaluating recommendations; i.e. do recommendations meet the values of the community. The Task Force will examine and evaluate the possibility of locating a new Oak Lodge library on the Concord Property based on the stated community values, site and building assessments and proposed uses. A Request for Proposal (RFP) for an Architectural Team is currently being drafted. The selected Team will complete a site and building assessment and provide information for the Task Force's use in reviewing the Concord Property.

Denis Hickey asked about the Gladstone Task Force status. Robinson reported their first meeting would take place on Tuesday, January 29th at Gladstone City Hall. Robinson also stated that this Task Force would be selecting a chairperson in the next meeting or two.

Jan Lindstrom asked how alternative site locations for the library are being introduced. Donna Robinson stated she hoped the planning process could move ahead under an assumption that the Concord Property is the site until we know otherwise. If the Concord Property site and building investigation show fatal flaws, then a site selection process would proceed for selection of another location for the library. She reminded the Task Force that there is no identified funding to acquire a new site for the Oak Lodge Library.

Denis Hickey asked when the Architectural Team would be selected, and Donna Robinson believed it would be late April. Hickey clarified that BCS and NCPRD staff would like a recommendation from the Task Force on the Concord Property, as a possible library location by that April date. In response to the question by Hickey, Robinson recommended moving ahead with an assumption that the Concord Property is the location for the library, unless site and building assessments change the assumption. Allison Brown explained that at this early stage the Task Force should be focused on the Concord site holistically and the envisioned future for the property.

Mark Elliot asked whether the Parks District had done any analysis on the property. District Director Scott Archer stated that there was preliminary due diligence work completed to determine whether to purchase the building, but further study would be needed. Planning and Development Manager Kathryn Krygier reported that they completed a Phase I and II environmental study related to hazardous materials, previous property uses, but not structural considerations. She said staff were happy to share these materials with members. Michael Newgard asked about the soundness of the building, especially for seismic impacts. Kathryn Krygier explained the school district had completed some preliminary seismic reports, but that further studies would be needed.

Lynn Fisher stated that he would need to know what other properties are available before deciding the best location for the library. Donna Robinson said staff could discuss this in their next strategy meeting for this process. Hickey asked if the library being at the Concord location was a given and Brown confirmed that it is not a given. Hickey asked whether there was money identified to purchase a property other than the Concord site. Robinson affirmed the library location is not predetermined, that the Concord Property was seen as a potential option for the library location, and no funding has been identified for acquisition of another site.

Doug Jones asked about the impacts of having a separate library facility on the Concord site. He explained the Task Force needs this information in order to make a decision regarding the library location. Another

member asked whether Stringfield Park was still a potential location for the library. Staff was unsure at this time and will bring back information at the next meeting.

Public Comment

No public comment.

Presentation: Public Meetings and Records Laws

Stephen Madkour, County Counsel for Clackamas County, reviewed guidelines for communications among the Task Force members. He explained he was there to answer any questions about public meetings issues and laws.

Allison Brown asked what would be required from a public records request when it comes to emails between multiple Task Force members. Madkour said that members should always copy a County staff member so that all email records are retained and accessible should a request be made. Agendas can be sent out, but replies should be limited to avoid any group deliberation via email. Conversations or informal meetings where a quorum of the Task Force is present are at the greatest risk of running afoul of public meetings law requirements. Several Task Force members asked about specific situations and Madkour addressed them in turn.

Allison Brown reminded the group that the Chair will be the primary spokesperson for the Task Force in public. Madkour reassured members that social situations involving more than eight members are allowed.

Commissioner Savas reiterated that any email communication should copy a County staff member for record retention requirements. Madkour agreed and stated that regardless of medium, all materials related to Task Force business is public record, including text messages, notes, handouts and so on. Denis Hickey assured members that these issues are addressed in the revised draft of the Meeting Protocols document.

Group Discussion: Meeting Protocols

Allison Brown reviewed the changes made to the draft protocols in response to discussion at the last meeting, including:

- Additional language regarding the facilitator's role in moving discussion forward
- Three-quarters majority for a recommendation; if no consensus, all viewpoints will be forwarded to the BCC, including minority opinions
- Alternates or proxies not appropriate
- The timing of public comment during the meeting will depend on the topic of agenda items and when public comment would be most useful
- Written comments circulated to everyone on the Task Force

There was discussion regarding the decision to remove a member from the Task Force after missing four consecutive meetings and who would make that decision.

- *The group agreed that the Chair and Project Manager should decide whether removal of a Task Force member is appropriate following four consecutive absences.*

The group agreed that the protocols would be updated as needed, by a three-quarters majority and that it would be a majority of members present at any given meeting, so long as the total is a quorum.

Community Values Exercise

Allison Brown introduced the activity as a big picture look at the values important to the community with an objective of developing a set of core community values for the group. The Task Force members divided into small groups to discuss what they value about the Oak Grove community in order to find common themes.

Small group discussions.

Brown collected the written component of the activity and started to cluster values with common themes on the sticky wall. She asked clarifying questions of the teams regarding what several of the terms meant to the group. The feedback from the groups included the following statements:

- Open-mindedness
- Beauty
- Inclusive and engaging to all people
- Seeds and growth
- Future planning
- Accessibility
- Diversity
- Stewardship (passing community health onward to future generations)
- Embracing our rich socio-economic diversity
- Independence and Interdependence (how political decisions are made in unincorporated County, but also recognition of connections and dependence between people)
- Self-determination
- Quality of Life
- Sense of community identity
- Community Center (x2)
- Neighborhood Character
- A sense of safety (comfortable in a place, feeling looked after)
- Historical character
- Respect history
- Heritage
- Honor our history
- Historic preservation
- Trees
- Parks and greenspace
- Public services
- Performance space
- Arts
- Flexible use of property
- Community (rooms)
- Recreation
- Recreational opportunities
- Green space is important

- Respect for nature
- Community park space
- Library
- Good design
- Cost-effectiveness
- Safety (seismic safety)
- Good stewards of site, thinking about public benefit
- Value education
- Lifelong learning
- Centralizing resources so they are easier to access
- A community living room
- A community hub, a place we can access resource and know and meet the needs of our own community
- People who are diverse feeling sense of belonging and connection
- Physical safety

After some discussion on key themes that emerged from these value statements, Allison Brown worked with the group to identify the following draft value statements during the meeting on the flip chart:

- We value being good stewards of funds and supporting sound planning and design.
- We value a multi-purpose site that can accommodate many community needs.
- We value the preservation of the history of this place, and telling the many stories of this community.
- We value a welcoming physical community center that serves people, with a sense of identity and heart.
- We value inclusion and diversity, and culturally informed accessibility that accommodates people regardless of age, race, gender, socioeconomic status, etc.
- We value our shared future, and want to plan for future generations.

The Task Force agreed that these statements accurately captured their discussions and value statements.

Task Force member Stephanie Kurzenhauser was unable to attend the meeting, but sent her thoughts on community values via email (received on January 23, 2019). Kurzenhauser included the following statements:

- A prioritization of equity and recognition of existing diversity (and this encompasses race/ethnicity, able-bodied/special needs, socio-economic, etc.)
- Preservation and enhancement of green spaces and parkland
- Increased beautification (for lack of a better word), especially along and off SE McLoughlin, through intentional design and (overlay) zoning changes
- Establishing a "center" or "heart" of the community that would serve as a public gathering space/place
- Improved opportunities for cultural, artistic, and educational activities in the community that are accessible to all

- Ensuring robust community engagement efforts that mindfully outreach to our marginalized communities

Closing

Allison Brown made closing remarks and reminded the group that the next meeting would be Wednesday, February 6 at 6:30 p.m.

The meeting concluded at 8:30 p.m.

Update since Meeting

The February 6, 2019 meeting was cancelled on January 31, 2019. Task Force members, staff and interested parties were notified via email.

The next meeting would be Wednesday, March 6, 2019 at 6:30 p.m.



**Minutes – Meeting #3
Concord Property and Library Planning Task Force
Wednesday, March 6, 2019, 6:30 p.m.**

**Concord Property
3811 SE Concord Road
Oak Grove, OR 97267**

APPROVED

Task Force Members Present: Gary Bokowski, Grover Bornefeld, Ron Campbell, Jean Chapin, Mark Elliott, Lynn Fisher, Denis Hickey, Anna Hoesly, Jan Lindstrom, Michael Newgard, Mike Schmeer, Chaunda Wild

Members Excused: Doug Jones, Kristi Switzer

Others Present: Laura Zentner Business and Community Services (BCS) Director; Kathryn Krygier, Project Manager; Allison Brown, Facilitator with JLA Public Involvement; Scott Archer, North Clackamas Parks and Recreation District (NCPRD) Director; Greg Williams, BCS Deputy Director.

The meeting began at 6:30 p.m.

Welcome and Introductions

Laura Zentner welcomed the group and introduced Kathryn Krygier, the new Project Manager. Kathryn Krygier told the Task Force how thrilled she is to work on this project. She encouraged the Task Force members to contact her anytime. Krygier noted there are now two vacancies on the Task Force. Both Eric Shawn and Stephanie Kurzenhauser have resigned.

Allison Brown, facilitator, reviewed the agenda and the plan for the evening before a short icebreaker.

Mike Schmeer joked that staff needs to double the available parking at the property. Scott Archer stated that staff are looking into possibilities for opening up more of the existing paved area on the site to allow for additional parking. Denis Hickey shared that he had his first teaching job at Concord Elementary School in 1980 and he brought a staff photo from that year to share with the group.

Lynn Fisher asked about the procedure for filling vacancies on the Task Force since it would be nice to get them filled quickly. He explained that the replacement of the District Advisory Board representative, formerly held by Eric Shawn, would necessarily be a lengthier process since the advisory board is on hiatus. The group would like to fill the vacant at-large position as soon as possible. Krygier stated that the Charter lays out the process and that the Task Force is to appoint a replacement member that fits the

original criteria for recruitment. Krygier said she thought it would be good if there was a chair in place before the appointment occurred.

Fisher asked about whether a solicitation would be opened and staff thought that was likely the case. Krygier invited members to send her ideas for reaching a diverse audience. Laura Zentner also stated that there were many applicants that met all the original criteria during the original recruiting process and that the Task Force may look to that pool of applicants for a replacement.

Jan Lindstrom asked staff if there was a timeframe within which staff was trying to elect a chair. Krygier explained that staff wanted the Task Force members to get to know one another before electing a chair and vice chair. Some members have previous knowledge of one another, whereas others do not.

Gary Bokowski asked about the costs of running the Task Force and where the funds are coming from. Laura Zentner said she could cover this question during the staff presentation portion of the meeting.

Brown asked whether there were any edits to the unapproved meeting minutes from meeting #2. Michael Newgard pointed out he was not listed as present in the document. The group agreed to bring the unapproved minutes from meeting #2 to the next meeting for approval, once members had had an opportunity to review.

Brown opened the floor for any public comment and encouraged people to leave written comments on the public comment cards provided.

Public Comment

No public comment.

Group Discussion: Values Statements

Allison Brown introduced the value statements the Task Force members worked on over the first two meetings. She explained that she tried to capture the group's conversations and frame the ideas as criteria that can be used in evaluating future options. She asked the group to respond to the document and if the ideas presented accurately reflected the thoughts and feelings discussed.

Brown read the value statements. Mark Elliott stated he would consider adding "building" to the third bullet under preserving the histories. The group agreed to this change. Mike Schmeer clarified that it should be the entire property and not strictly the building.

Lynn Fisher stated he doesn't want to concentrate on preserving the building at the expense of other, better opportunities or better uses for the space. He emphasized that this value statement should not be considered absolute. Brown thought the value statement reflected the desire to preserve and understand the histories of the site, even as it physically changes.

Grover Bornefeld stated he is committed to preserving and honoring the history of the site. He emphasized that Task Force does not know what it will cost to preserve the building and that the value statement reflects a larger commitment to the history more generally. Schmeer stated he agreed with both points of view.

Brown said she was hearing a lot of agreement that this value is still important. Ron Campbell stated that he felt preserving at least the façade of the building is important to the community. He reminded the members that they have existing engineering reports that show preservation is possible and seismic

upgrades can be achieved. Brown said that staff would be presenting on some of these issues later in the evening.

Brown clarified that adding the word “and this property” would satisfy the discussion regarding the value statement. The group agreed.

Bornefeld reminded the group that the purpose of the Task Force is to advise the BCC on the future use of the *property*. He also stated the values mention green spaces, but not being environmentally green. Brown asked if others agreed to add a value statement regarding being environmentally sustainable. There was discussion among the members.

Brown asked whether members were okay with the term “green space” given the alternative meanings. Chaunda Wild said she thought it should remain “green space.” Brown confirmed the members were okay with her and staff working these changes into the document and returning next meeting to review those changes.

Wild also asked Brown to add meeting space as one of the primary needs listed. Michael Newgard stated that gathering place may encompass that. Anna Hoesly asked about adding a line under access that spoke to accessibility to diverse needs and services.

Staff Presentation: Considering a Library Location

Kathryn Krygier introduced the presentation, explaining that staff has been gathering questions over the past several months and plan to address many of them here. Staff will review the guiding question regarding the library location, go over the Request for Proposals (RFP) process, the library settlement agreement, previous community feedback and the NCPRD perspective on the property. Allison Brown asked members to hold their questions until the end.

The presentation summarized:

- Community feedback has indicated a strong preference that the new the Oak Lodge Library location be on the Concord property
- The library settlement agreement assumes no funds for land purchase
- No other county-owned properties are available
- Alternative site research is not a good use of funds at this time

Lynn Fisher stated that it feels like the decision has been made to put the library on the property. If the decision has not been made, he does not feel like they have enough information about other options that are available to recommend the Concord property. He does not know of any work staff has done to research other site options in the service area.

Brown clarified Fisher’s questions and Krygier explained that NCPRD is planning on doing a feasibility study on the Concord property regardless. She argued that it makes the most fiscal sense to then see if the library will work on this site (the Concord property) before expending funds exploring other options. Fisher asked how staff would know this is the best site if they’re not assessing feasibility on other sites.

Laura Zentner added that this is the only site for the library that has been paid for. At any other site, the library will be paying more and will not capitalize on the shared efficiencies of operating in conjunction with the Parks district. Scott Archer stated that the District got the property for less than fair market

value and with these savings, the District would charge a reduced lease rate should the Oak Lodge Library go on this site. There was some further clarifying discussion regarding the lease rate for the Oak Lodge Library.

Staff emphasized that they were asking the Task Force to look at this site as a first option because of the cost savings associated with locating the library on the Concord property. Denis Hickey clarified that staff would like to look at the Concord property first due to the substantial cost savings potential for the library in comparison with acquiring new land at fair market value.

Mike Schmeer asked how many acres the Concord property is without the building. He asked about the restrictions cited by staff at the Stringfield Family Park site. Archer clarified several of the funding and site restrictions.

Gary Bokowski brought up concerns regarding the seismic conditions at the Concord property and the costs associated with necessary upgrades as well as regular ongoing meetings of the task force. Staff answered that costs associated with providing monthly Task Force meetings would be split evenly between the library and NCPRD.

Grover Bornefeld expressed concerns with the direction of the Task Force.

Anna Hoesly asked what the square footage of the Concord building was and staff answered approximately 47,000 square feet. Hoesly wondered how many square feet are needed to develop a community center and whether additional space will be needed. Staff explained that once a firm is on board following the RFP process, they will complete a needs assessment for both the library and NCPRD. If it is determined that more space is needed, there are alternate site locations for other NCPRD needs. Moving forward, staff will be relying on the contracted firm to help staff and the Task Force weigh the opportunities at the site.

There were several clarifying questions from the Task Force members and discussion with staff. Hickey stated that it does make sense to vet the Concord Property first and as fast as possible due to the great cost savings it could represent for the library.

Jan Lindstrom asked about potential issues from having a single contracted firm to help develop plans for both the Oak Lodge and Gladstone libraries. Staff reassured the Task Force that this would not be a problem for a professional firm and that the two sites will have very different conditions, as well as varying needs and wants.

Allison Brown polled the group via a round robin.

- Mark Elliott stated that he advocates looking at the Concord property as a first choice for this project, while recognizing that there are still lots of consequential unknowns yet to be determined.
- Anna Hoesly stated that it makes a lot of sense to look at the Concord property first, given the costs associated with researching other sites, which may likely lead to the same conclusion. She thinks that libraries and open space go really well together and likes that aspect of the site.
- Denis Hickey stated he was a yes on whether the Concord property should be considered first.

- Michael Newgard stated that he thinks it is wise to start by looking at existing resources, such as the Concord property. He stated he would need additional financial information to make a recommendation.
- Gary Bokowski agreed that the Concord building should be considered first, but that staff should gather additional information regarding the building and its structural stability before making a final decision.
- Jan Lindstrom stated she was definitely a yes on looking at the Concord property before moving on to other sites.
- Grover Bornefeld said he agreed with Jan that the Task Force needs to learn about the possibilities at the Concord property before looking elsewhere. He called out that the recommendation states the Oak Lodge Library location is assumed to be on the property and not necessarily in the building.
- Ron Campbell said it would be nice to do a cursory look at other potential properties in order to assess their feasibility but that it does make sense to proceed with analysis of the Concord property first.
- Mike Schmeer stated that from the beginning the Concord property has been a logical site to locate the Oak Lodge Library and thinks it is reasonable to pursue studies of the site to learn more about options and costs before moving forward.
- Lynn Fisher has heard for years that this is the most park-deficient area of the District and thinks that the Parks district should maximize green space and recreation uses at the site. He said his answer to considering the Concord property first was no.
- Chaunda Wild stated she agreed the Concord property should be considered first, barring feasibility studies that show the site will not work. She also expressed concerns about preserving the park space on the site.
- Jean Chapin said it was a very complicated issue, but that it made sense to look at the Concord property before searching elsewhere.

Jan Lindstrom asked about potential grant opportunities to help address the seismic and other structural issues. Staff reassured her that they would be seeking all available grant funding for the project.

Brown polled the group and found that more than three-quarters of the group present approved the recommendation proposed by staff:

The Task Force agrees that the Concord Property should be the first choice for the Oak Lodge Library location, if feasible.

Closing

Thelma Haggemiller shared several comments with staff regarding the meeting. She encouraged staff to think creatively in how to fund the project and the large amount of structural improvements that will be required.

Staff promised to give Task Force members a tour of the building at the next meeting.



**Minutes – Meeting #4
Concord Property and Library Planning Task Force
Wednesday, April 3, 2019, 6:30 p.m.**

**Concord Property
3811 SE Concord Road
Oak Grove, OR 97267**

APPROVED

Task Force Members Present: Grover Bornefeld, Ron Campbell, Jean Chapin, Lynn Fisher, Denis Hickey, Anna Hoesly, Doug Jones, Jan Lindstrom, Michael Newgard, Mike Schmeer, Kristi Switzer

Members Excused: Gary Bokowski, Mark Elliott, Chaunda Wild

Others Present: Laura Zentner Business and Community Services (BCS) Director; Kathryn Krygier, Project Manager; Allison Brown, Facilitator with JLA Public Involvement; Scott Archer, North Clackamas Parks and Recreation District (NCPRD) Director; Greg Williams, BCS Deputy Director.

The meeting began at 6:30 p.m.

Welcome and Introductions

Kathryn Krygier welcomed the group. Michael Schmeer provided a handout to the Task Force with information about the history of the Concord School District and the Concord School site and the building. He directed the group to the Oak Lodge History Detectives' website for more information on the history of the school.

Alison Brown explained that there would be one public comment period later in the evening before the tour and that the ADA entrance to the building is now open and accessible every meeting. She invited everyone to attend the tour of the school scheduled at the end of the meeting and reviewed each item on the agenda. The group engaged in a quick icebreaker exercise.

Business Items

Allison Brown asked the Task Force if there were any edits to the meeting minute drafts for meetings #2 and #3. Grover Bornefeld stated that on page 4 for Meeting #2 the sentence should say Oak *Lodge* community instead of Oak Grove. He asked about the Vice Chair and the duties that role would play. Bornefeld also asked for greater clarity on how the Task Force defines consensus versus majority, specifically the line "three-quarters majority for consensus" was misleading. Staff noted they would update the minutes to reflect these changes.

The group approved the minutes for Meeting #2. Brown asked for any edits for the minutes from Meeting #3.

Michael Schmeer asked what was meant by “PMG.” Staff noted that it should read PMT, which stands for Project Management Team and comprises the internal staff team. Schmeer noted that his comment regarding parking was made in jest and clarified that he was not in favor of demolition of the Concord building.

Bornefeld thought that the phrase *“The Task Force agrees that the Concord Property should be the first choice for the Oak Lodge Library location, if feasible”* should be amended after “the first choice” to be more specific. He suggested several alternatives, like “for evaluation” or “for vetting” in order to communicate that the Task Force agreed only to *examine* the Concord site as a possible location for the library first. Bornefeld worried that was not being effectively communicated after the meeting or in the meeting minutes. Staff agreed to make the change with the approval of the Task Force.

Bornefeld also asked about the statement, “Staff answered that the costs would be split evenly between the library and NCPRD.” He stated he did not believe Library funds should be used for a seismic evaluation on the Concord property because it is only being evaluated as a potential location for the library and it has not yet been determined. Staff explained it was referring to another aspect of the conversation, specifically the costs of the ongoing Task Force meetings, and agreed to update the verbiage in the minutes to reflect that.

Anna Hoesly asked about whether the group was planning on adding another member to the Task Force. Denis Hickey drew attention to page 2 where the conversation is noted. Staff agreed to provide an update on this process at the current meeting. Bornefeld stated a concern that the charter stated that a member missing four consecutive meetings would be grounds for dismissal and that the longer the Task Force waits to fill the vacancies, the further behind that member would be.

Brown asked if the Task Force was comfortable to approve the minutes for Meeting #3 with the aforementioned changes. The Task Force agreed.

Kathryn Krygier, Project Manager, reviewed several items of business, including ongoing staff efforts to fill the NCPRD at-large vacancy. The vacant NCPRD District Advisory Board (DAB) member position will not be filled until the advisory board is reconstituted to ensure it is a more permanent appointment. She reminded the group that this would be a lengthy public process and that members would come and go before its conclusion.

Finalize Draft Values

Allison Brown reviewed the draft values developed by the Task Force and drew attention to the several edits made in response to comments in the last meeting on March 6. She explained the next steps for the values include bringing them to the community at upcoming events and get feedback and thoughts on the values.

Ron Campbell explained some additional comments he had sent to the staff team since the last meeting. Campbell stated that throughout the values process, members have discussed both parks and green spaces and he believes both should be mentioned in the Values Statements. Campbell would also like to include the term “features” when discussing the history of the site and the building.

Further, he suggests adding community gardens to the Task Force’s raw meeting notes on values. Brown explained she did not want to include it in the raw notes since she would like them to stay true to the discussion the Task Force had.

Lynn Fisher stated that the community has been working on developing community values since 2010 through other projects such as MAP-IT [McLoughlin Area Planning-Implementation Team]. He does not like that the group is developing a separate set of values when a lot of this work has already been contemplated. Krygier explained that the group is developing values for this project specifically and noted that the group will later examine how congruent these values are with those developed by other similar groups.

Jean Chapin stated a concern that a lot of the community has not yet been a part of this process and they should be incorporated into this exercise. She asked what was meant by bringing the values to the community. Krygier responded that there will be a fully developed public participation plan as part of the larger project once the consultants have been chosen, but that it will likely include components at public outreach events and open houses like surveys, focus groups.

Grover Bornefeld said that there is no one community and that the MAP-IT group’s values have been published in a document he would like made available to the Task Force.

Jan Lindstrom stated she felt that the group needed to include a value to reflect economic development.

Campbell reflected that in addition to other groups’ work in the community a great deal of comments have been made regarding the Concord School and the site itself. He hopes that all the work to date preceding NCPRD ownership will be acknowledged within this process. Staff invited Campbell to submit a report similar to that provided by the Oak Lodge History Detectives that provides the Task Force with a comprehensive overview of public comments to date.

Doug Jones weighed in on adding a value to reflect economic development. He spoke in support of keeping the values statement more general as opposed to specifying a business incubator as a defined value. Lindstrom stated they could frame the statement as an acknowledgment that there is economic development needed in the area generally and not specifically at the Concord site.

Anna Hoesly said she would like to stay mindful about the impacts of this process on the community, especially in light of the housing crisis. Brown reiterated that the group could add verbiage to the sustainable practices value that takes into account impacts on the community.

Hickey asked a clarifying question about the word robust in referring to the public process. Brown clarified that Hickey was comfortable with the value generally and was just worried about the wording. Brown said staff would enter edits and circulate an updated draft via email. She asked the group if they were comfortable with the values as a whole and the Task Force agreed.

Project Manager Items: Proposed Process & RFP Components

Kathryn Krygier went over the high-level schedule first, titled “NCPRD Concord Property, Oak Lodge Library & Gladstone Library Planning Processes.” She highlighted that all three projects will be master planned in the course of this process and a preferred alternative determined for each property.

Jan Lindstrom clarified that the consultants would consider an Oregon City-like combination with an older building with a new addition. Krygier confirmed this was a possibility that would be determined during the design process.

Lynn Fisher stated he felt the decision has already been made to place the Oak Lodge Library on the Concord Property. Krygier disagreed, pointing out the graphic illustrates a “branch off” of the Oak Lodge Library process should it be determined to not be placed at the Concord site.

Anna Hoesly said she was curious whether there would be books or articles shared with the Task Force to better prepare them for this process. Staff agreed that assigning homework to the group would be a good idea. Krygier also stated they would be taking the Task Force on field trips to other relevant sites to help get their “head in the project.”

Lindstrom asked about the needs in the community for parks and other recreational resources. Krygier explained that the District has done some of that work, but that more work will need to be done specific to the Concord property as well as the two additional school sites acquired in March 2018.

Brown asked if the group was ready to move onto reviewing the near-term schedule in the interest of time. Krygier went through the proposed near-term schedule, including a recess in May and June. She went over several community events occurring over the summer at which she is proposing Task Force members attend to interact with the public regarding this project.

Brown asked if there were any comments or questions. Denis Hickey stated that during the months off, the Task Force could complete the homework.

Grover Bornefeld said he was concerned that the Task Force does not have a chair or vice chair and staff are proposing that elections not take place until October. Krygier explained that staff wanted to let the members get to know one another since the chair and vice chair are such important roles.

Kristi Switzer asked if during the summer recess Task Force members would be willing to come together to compile some of the public comment on the Concord School and Property that predated NCPRD’s ownership. Jan Lindstrom suggested members explore Google for ideas about what other communities are doing in terms of renovating public facilities.

Fisher asked what would cause the Task Force to determine Concord is the appropriate site for the Oak Lodge Library. He expressed concern regarding how much the Task Force has accomplished thus far in the process. Staff apologized for the seeming lack of progress and explained that once the consultant is on board the process will advance more quickly.

Bornefeld stated he was unclear about the scope of the RFP [Request for Proposals] and wanted to know when the Task Force would be allowed to review it. Staff explained the major components of the RFP and stated that the Procurement Division Director at the County has advised staff not to share the document directly with the Task Force. Bornefeld said he now had a great concern that staff were directing this process. He also complained that staff did not provide the process document in advance of the meeting.

Staff explained the RFP needs to be confidential until it is posted to make it fair to those bidding on the project. If introduced to the Task Force, the RFP would become a public document. Fisher suggested that

would be an executive session. Staff stated that a Task Force is not meant to hold executive sessions since they are not a decision-making body.

Bornefeld stated staff was dictating the guidelines and that the Task Force was not playing a significant enough role.

Anna Hoesly stated she had been involved in many public processes and that they often begin slowly due to the extraordinary groundwork and organization required to get started. She thought this process has moved at an appropriate pace. She reflected that the major point of contention is surrounding the timing of electing the chair and vice chair.

Allison Brown polled the group as to whether to address the topic immediately or move onto the next agenda item. There was discussion and the Task Force voted to hold a May meeting to further discuss some of the issues raised at this meeting. As a result, staff moved the Selection Committee agenda item to the May meeting agenda for greater discussion. Kristi Switzer asked if the chair and vice chair could be selected at the May meeting.

Campbell said he understood the privacy concerns with the RFP document, but that he would like to see the list of qualifications that are being solicited within the document. Krygier stated staff would provide a list outlining the various areas of expertise the RFP will be requesting from the consultant team to Campbell via email.

Bornefeld asked clarifying questions regarding the type of procurement process that Krygier then answered. Bornefeld asked whether the Task Force would get to see the RFP document via email in advance of it being posted. Staff reiterated that they would not be sharing the RFP document as it would then become a public document. Bornefeld stated that once it is posted it could no longer be changed and Krygier explained that there are opportunities to change requirements through adding an addendum or through negotiations.

Bornefeld requested that staff provide the meeting agenda with enough advanced notice to let the members provide feedback on the agenda before it is published. Brown explained that the agenda is published one week prior to the meeting per Task Force protocols. Bornefeld said that members do not have a chance to weigh in on the agenda items in advance. Brown stated that if members have comments on the agenda, the agenda can be updated and reposted in advance of the meeting date.

Lindstrom asked whether the RFP would request the firm have past experience in certain areas, such as libraries or parks. Krygier said that they were asking for that. Doug Jones pointed out that the architects chosen to design and build the Happy Valley Library had never built a library before that project.

Kristi Switzer stated she felt the issue of the chair and vice chair was unsettled and that she was sensing a lot of hostility at the table regarding this issue. Staff agreed to move the election of chair and vice chair to the May meeting. Brown polled the group and the Task Force agreed to put the election on the agenda. Hickey acknowledged Switzer for bringing up her concerns regarding the chair/vice chair discussion and related hostility.

Jean Chapin reported having similar feelings and her desire to schedule another tour to take place not during a regularly scheduled meeting. Staff agreed to hold a more thorough tour during daylight hours to encompass the entire property.

Public Comment

No public comment.

Closing

The meeting closed at 8:40 p.m. to accommodate a tour of the Concord building's interior.



**Minutes – Meeting #5
Concord Property and Library Planning Task Force
Wednesday, May 1, 2019, 6:30 p.m.**

**Concord Property
3811 SE Concord Road
Oak Grove, OR 97267**

UNAPPROVED

Task Force Members Present: Gary Bokowski, Grover Bornefeld, Ron Campbell, Jean Chapin, Mark Elliott, Lynn Fisher, Denis Hickey, Anna Hoesly, Doug Jones, Jan Lindstrom, , Mike Schmeer, Kristi Switzer, Chaunda Wild

Members Unexcused: Michael Newgard

Others Present: Laura Zentner Business and Community Services (BCS) Director; Kathryn Krygier, Project Manager; Allison Brown, Facilitator with JLA Public Involvement; Scott Archer, North Clackamas Parks and Recreation District (NCPRD) Director; Greg Williams, BCS Deputy Director.

The meeting began at 6:30 p.m.

Welcome and Review Agenda

Kathryn Krygier welcomed the group and reviewed the agenda for the meeting. Allison Brown shared there will be public comment at the end of the meeting. Jean Chapin presented some flyers to join the Friends of the Oak Lodge Public Library group, of which she is a part. Their annual Garden Tour is happening on July 13th.

Krygier stated that there is a report on the Concord Property, drafted by the Concord Partnership, that is available this evening. Task Force members are encouraged to read the thorough report over the summer recess. She also went over all the comments that had been received from Task Force members since the last meeting on April 3rd.

Allison Brown asked whether anyone had any edits to the last set of Meeting Minutes. Changes that had already been noted and made include:

- Updating the top of Page 4 to read, “Krygier confirmed this was a possibility that would be determined during the design process”
- Edit the verb “argued” to “said” on Page 5.

Lynn Fisher questioned the characterization of his statements at the bottom of Page 4 onto Page 5 and raised a concern that the Task Force is described as not being a decision-making body. Brown clarified that in the Charter, the Task Force makes decisions on recommendations, but that they are not the decision-making body (e.g. the Board). Fisher stated the group did make decisions. He also stated he was

bothered that the minutes suggested staff had provided materials to a single task force member and not the group as a whole. Staff assured Fisher that the items alluded to were—and will consistently be—shared with the entire task force.

Denis Hickey brought up a concern that the meeting minutes were too verbose and difficult to review. Grover Bornefeld said that the County does not have consistently detailed minutes and that they are usually more abbreviated. Gary Bokowski stated that the minutes were useful for him since he was not present at the last meeting and he felt like he was up to speed on everything that happened. Brown said staff would distill the minutes down to key points.

Project Updates

Kathryn Krygier gave a status update on the Request for Proposals (RFP) document, which went live Thursday, April 25th and will close on May 23rd at 2:00 p.m. Jan Lindstrom asked about the composition of the RFP Selection Committee. She stated that community members had questioned the equal representation from both the Concord Property and Library Planning Task Force and the Gladstone Library Task Force on the RFP Selection Committee.

Krygier reviewed the new Volunteer Code of Conduct and told members that each member of any County advisory board is being required to review and sign, as per newly passed Board policy.

RFP Selection Committee

Allison Brown reviewed the process for electing members of the task force to the RFP Selection Committee. Kathryn Krygier described the RFP selection process overall, requiring at least three in-person meetings totaling an estimated 16 hours of participation. There was some discussion regarding the composition of the full RFP Selection Committee.

Nominations included Lynn Fisher, Mark Elliott, Doug Jones and Ron Campbell. Each member spoke to their qualification for the role before voting occurred.

Lynn Fisher and Mark Elliot were selected to represent the Task Force on the RFP Selection Committee.

Chair & Vice Chair Elections

Allison Brown pointed out the role of the Chair and Vice Chair positions as presented in the members' meeting materials. Kathryn Krygier clarified what "group" each task force member is representing and whether they are an NCPRD-appointee or a Library-appointee. Brown stated there would be a chair and a vice chair, one of which the Charter requires be an NCPRD-appointee and the other a Library-appointee.

Chaunda Wild raised a question about the roles and whether a chair/co-chair set-up was more desirable. Brown explained that the way the Charter is currently written, the positions are for a Chair and Vice-Chair, not co-chairs. Lynn Fisher asked what the process was for amending the Charter and Brown explained it could be amended by a three-quarters majority of the Task Force.

The group decided to review the roles of the Chair and the Vice-Chair as stated in the current charter before discussing potential amendments thereto. Then the group decided to consider whether to amend the charter. There was discussion regarding what an amendment would look like and several members stated it would still be a Chair and Vice-Chair, but that the two would work together throughout the process.

There was discussion regarding what roles the two positions would and would not play. Based on the discussion, Brown summarized that the proposal was to amend the language in the charter to reflect the Vice-Chair's involvement in setting the agenda with the Project Manager and staff, participation in any meeting planning discussions for task force meetings, as well as an additional role in the task force meetings to be determined by the Project Management Team, Chair and Vice-Chair.

Chaunda Wild made a motion to amend the charter to include the Vice-Chair in agenda and planning of the meetings and other duties as designated. Jan Lindstrom seconded the motion.

Mark Elliott suggested the language for the Vice-Chair match the language for the Chair. Brown suggested they add "and Vice-Chair" to the charter so that the text reflects the same duties for both Chair and Vice-Chair.

The amendment passed (three-quarters majority).

Brown explained that the group will take nominations and vote for Chair, then accept nominations and vote for Vice Chair. Accepted nominations (proposed nominations that were accepted by the task force member) included Grover Bornefeld and Doug Jones. Each member spoke to their qualifications for the role before voting occurred.

Doug Jones was selected as Chair.

Because Jones is a Library-appointee, the Vice-Chair will automatically be an NCPRD-appointee per the charter. Accepted nominations for Vice-Chair included only Denis Hickey.

Denis Hickey was selected as Vice-Chair.

Public Comment

Allison Brown invited the audience to engage in public comment. The following members of the audience spoke:

- Leslie Shirk, of both the Clackamas County Board of Trustees and Gladstone Library Task Force, stated she supported detailed minutes and voiced concerns regarding the project budget.
- Geoffrey Janke of the Concord Partnership encouraged the task force to review the provided property report on Concord. He voiced concerns regarding preserving the history of the site and the school.

Staff responded to Janke's comments by reassuring him a specialist in historic preservation is a required member of the Consultant Team within the RFP.

Grover Bornefeld echoed comments made by Shirk regarding Library funds being spent on the planning process itself. He requested staff provide an accounting of the Library District funds spent in each fiscal year related to this project.

Closing

Krygier discussed next steps in the process and questioned whether there was a sufficient agenda to schedule a June meeting of the Task Force. There was discussion among members of the task force and staff, who promised to update the Task Force as to whether or not a June meeting will be held.

The meeting closed at 8:30 p.m.



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Joint Meeting Minutes
Oak Lodge and Gladstone Community Project Task Force
Wednesday, July 31, 2019, 6:30 p.m.

Gladstone Senior Center
1050 Portland Avenue
Gladstone, OR 97027

APPROVED

Gladstone Task Force Members Present: Todd Anslow, Debrah Bokowski, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Natalie Smith, Beverly Chase, Leslie Shirk

Concord Property/Oak Lodge Library Planning Task Force Members Present: Gary Bokowski, Grover Bornefeld, Ron Campbell, Jean Chapin, Mark Elliott, Lynn Fisher, Denis Hickey, Anna Hoesly, Doug Jones, Jan Lindstrom, Mike Schmeer, Kristi Switzer, Chaunda Wild

Gladstone Task Force Members Excused: Libby Spencer & Oscar Haugen

Concord Property/Oak Lodge Library Planning Task Force Members: Michael Newgard

Opsis Design Team Members Present: Jennifer Hoffman, Opsis; Jim Kalvelage, Opsis; Ray Johnston, Johnston Architects; Kurt Lango, Lango Hansen Landscape Architects; Jared Lewis, Catena Consulting Engineers; Maya Foty, Architectural Resources Group; Allison Brown, Facilitator with JLA Public Involvement

Staff and Officials Present: Paul Savas, County Commissioner; Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Scott Archer, NCPRD Director; Mitzi Olson, Library Director, Gladstone and Oak Lodge Libraries; Kathryn Kohl, Library Network Manager; Amber Johnson, Public & Government Affairs; Jacque Betz, City Administrator, City of Gladstone; Liz Weber, BCS Administrative Specialist; Kathryn Krygier, Project Manager

The meeting began at 6:30 p.m.

Gladstone and Concord Task Force Chairs Lisa O'Brien and Doug Jones welcomed the group and reviewed the evening's agenda.

Lisa asked members of both task forces to introduce themselves and pick a value from either task force lists of Community Values to share with the group.

Gladstone (G)
Concord Property (C)

Lisa O'Brien (G Task Force Chair): Community, art
Doug Jones (C Task Force Chair): Multi-functional site that serves the community
Kristi Switzer (C): Community involvement
Kristi Haller-Shaffer (G): Safe and inclusive spaces
Mike Schmeer (C): Preservation and history
Anna Hoesly (C): Providing a welcoming space for the community
Lynn Fisher (C): Stewardship of parks and green spaces
Grover Bornefeld (C): Multi-functional site that serves the community
Chaunda Wild (C): Providing a welcoming and inclusive space for the community
Mark Elliott (C): Multi-functional site that serves the community
Beverly Chase (G): Affordable and easily accessible spaces both large and small
Lani Saunders (G): Inclusivity
Laurene McClintock (G): Shared sense of community
Nancy Eichsteadt (G): Accessible spaces
Nancy Turner (G): Nature, sustainability and livability
Debrah Bokowski (G): Bring the library to life for the entire service area
Gary Bokowski (C): Stewardship of funding
Denis Hickey (C): Inclusive and diverse accessibility
Jan Lindstrom (C): Multi-functional site that serves the community
Leslie Shirk (G): Stewardship of public funding
Natalie Smith (G): History
Jean Chapin (C): Inclusive and diverse accessibility
Margaret Bertalan (G): Inclusive and diverse accessibility
Todd Anslow (G): Creating a site that can serve multiple functions
Ron Campbell (C): Multi-functional site that serves the community

Lisa O'Brien reminded the group that there were four task force members who participated on the design team selection. She asked each of them to describe how they came to choose Opsis Architecture:

Beverly Chase (G): Enthusiasm, experience
Nancy Eichsteadt (G): Programming, design experience
Mark Elliott (C): Cohesive team, well-rounded experience
Lynn Fisher (C): Diverse experience, enthusiasm

The next part of the meeting began with a presentation from Opsis followed by breakout groups. The breakout groups provided an opportunity to speak one-on-one with the team members regarding their area of expertise and how it related to the project. During this time, notes were taken on behalf for each member of the design team. Once the breakout session was complete, the group came together and the team presented the comments they heard from the task force members.

Design Team Presentation:

Jennifer Hoffman, Opsis Project Manager, introduced the design team:

Jim Kalvelage, Lead Designer, Opsis

Ray Johnston, Library Architect, Johnston Architects

Allison Brown, Facilitator and Project Manager, JLA Public Involvement

Kurt Lango, Landscape Architect, Lango Hansen Landscape Architects

Ken Ballard, Recreation Operations and Facilities, Ballard*King and Associates (not present, represented by Jim Kalvelage)

Mark Stoller, Opsis, Partner-In-Charge (not present, Mark will be mostly be providing support in-house

Matt Davis, Preservation Planner, Architectural Resources Group (not present, represented by Maya Foty)

Jared Lewis, Structural Engineer, Catena Consulting Engineers

Will Gerstner, Cost Estimator, ACC Cost Consultants (not present)

Jim Kalvelage provided some background on Opsis, a firm celebrating their 20th year. Jim reviewed a few similar projects and allowed each team member to speak on their own behalf.

Ray Johnston reviewed his experience designing libraries and highlighted his work designing smaller libraries.

Kurt Lango described his 19 years of experience and work on several parks and libraries in the surrounding areas.

Allison Brown introduced herself as member of the JLA firm. She noted she would be providing facilitation services and a colleague would be leading the community engagement effort.

Maya Foty represented her colleague Matt Davis, who is very familiar with the Concord Building through his work as President of Restore Oregon, a non-profit who supports historic places and buildings identifying Concord elementary as one of Oregon's Most Endangered Places in 2017.

Jared Lewis said his company has been in existence for fourteen years. He has worked on many projects with Opsis. Jared said he specializes in adaptive reuse.

Ballard*King & Associates (not present). Jim noted Ken Ballard would be providing needs assessment and planning/operations expertise for the community center.

Jennifer reviewed the overall project plan showing how the team will manage this complex project. Jennifer explained how each task force's value would inform decision-making at all phases, making this an iterative planning process. She then reviewed how cost containment begins with the first step of this process—needs assessment and programming. Finally, Jennifer outlined how they will be gathering information from the community and stakeholders about the project, refine their feedback, and make recommendations to the task forces.

Grover Bornefeld asked if he could have the PowerPoint sent to him or have it posted on the website. Kathryn said she would post it on the website at clackamas.us/jointprocess

Allison then directed task force members to break into groups to ask questions of the design team. There were index cards available to write down your questions if questions went unanswered. Allison said the questions would be addressed later.

Recording stopped at 7:30pm

Recording resumed at 8:00pm

The group was reassembled by Allison. She asked the task force chairs to share what they observed during the breakout session:

Doug Jones said the group shared a lot of enthusiasm for the project and it was nice to see ideas being shared with the design team.

Lisa O'Brien said she loved listening to the questions. The most heard question how soon will the taskforce and design team be actually making decisions on the project. People feel there has been a lot of generalizing up to this point and it's exciting to have the design team on board.

Kristi Haller-Shafer said this was a great first step and it felt like she had a voice tonight. We went crazy with the library wish list and having it validated was nice.

Allison then asked for feedback from the Design Team from the breakout session:

Jennifer Hoffman said she most of her time at the library discussion board and the biggest take away for me was how anxious everyone was to get going!

Mark Elliott, a task force member asked Jennifer how often she expected the task forces to meet. Jennifer said she was working on that right now and she would discuss this more in the "Next Steps" part of the agenda.

Kurt Lango said Indoor and outdoor relationships were important to both Task Forces. He noted while the Gladstone Library is a different scale than the Oak Lodge Library, greenery is important.

Jim Kalvelage said his group discussed how important it will be to incorporate everything (Oak Lodge Library and Community Center) into one building is to the members. Members also expressed how important identifying what the community needs will be and how important the legacy the Concord building is.

Maya Fota said she was impressed with the community interest in getting the Concord building on the endangered list. Several people asked about getting the building on the National Register of Historic Places. Several questions were asked about what is existing and how it could be preserved.

Ray Johnston said he had of questions in his group about flexibility and future possibilities for each building. There were a lot of concerns about the size of the Gladstone Library. Acoustics were also noted to be a concern. Ray said this is a fascinating process for him and he is looking forward to designing both libraries.

Ray reminded the Joint Task Force that they are in the process of collecting a lot of data for both projects but things are really going get started! There were also some questions about how the task force will be able to visualize the design concepts and there will be lots of options available: movies, photographs, and visualization tools; there is a lot of new technology to help people understand the project.

Jared Lewis said he had several questions about the Concord building in his group. There were also questions about the community center (Concord Property) serving as a disaster shelter and how those needs need to be assessed as part of this process.

Allison asked for public comment. There was none.

Prior to reviewing the near-term schedule, Kathryn expressed her enthusiasm about the milestone that was shared in the meeting and noted she enjoyed the excitement in the room.

Kathryn reminded everyone that the scope of work was currently being developed and it would be ready for review at the September 4th joint task force meeting. The task forces will have an opportunity to review and comment on the draft scope of work at that meeting which will be sent one week prior to the September 4th meeting. There is no contract yet and the goal is to have the contract ready for Board for approval in September. For the next several months, there will be joint Task Force meetings at least through December as we work through the programming aspects of the park, community center and libraries.

Kathryn reviewed three community events happening in August and invited task force members to sign up on the sheets provided to talk to the public about these projects:

- August 1st, Gladstone Community Festival
- August 10th, NCPRD Concerts & Movies in the Park, Concord Property
- August 24th, Trolley Trail Festival

Lynn Fisher asked why these programming meetings are joint when they are two separate projects. Kathryn explained for the library both task forces need be present for programming meetings. She said in addition, the community center and park will need to be closely associated with the library spaces. Allison suggested she would present a draft agenda for the October 2nd joint task force meeting at the September meeting and see how everyone feels about the format.

Kathryn reminded everyone that the Concord Task Force is still looking for NCPRD at-large member. A recruitment has been opened through Public and Government Affairs. The Task Force members are particularly interested in recruiting a member that has a diverse background.

Allison asked the chairs of each Task Force for their closing thoughts.

Lisa noted there was apprehension among the members regarding the joint meetings. Lisa encouraged members to reach out to Kathryn about the agenda for the next meeting.

Doug had nothing to add.

Meeting adjourned at 8:30pm.

Next Meeting

6:30-8:30 p.m., Wednesday, September 4th

Location: Concord Property, 3811 S.E. Concord Rd., Oak Grove, 97267

Design Team Breakout Session Notes

Library

- Space for book signings
- Movable shelving
- Family bathrooms/gender neutral bathrooms
- Multi-use furniture
- Spaces to control noise
- Private areas for computers and spaces to plug in
- Local community/children's art
- More opportunities to share space and programming
- Wanting visualizations of small libraries
- Library of things/Tool library
- Provide full service with limited staff
- Kitchenette
- Flexibility
- Gathering Space
- Storage for emergency supplies/potential as a community shelter in a disaster/emergency
- Thinking of library/park/community center as one entity – all well integrated, sharing spaces and energy
- Library store, with sorting area
- Design which can be expanded later
- Flexible space for children and other programs
- Small group/study rooms
- Independent entry to library and community center
- Avoid floor level shelves – and not too high – for accessibility
- Park being an extension of the library
- Line of sight security
- Parking
- Makerspace

Seismic

- How much will it cost?
- Who pays for the upgrades?
- Can the library be integrated into the Concord building?
- Options for seismic upgrade
- Community center should be available as a shelter
- When will we know about the seismic requirements?
- What are the potential roadblocks for having the library on the site?

Historic

- How far to go back in time for historical preservation/renovation?

Community Center

- Library bookstore
- Café
- Events open up to the park
- Grow something new out of the old

- Access to programs
- No central access to social services
- What services can a community center offer?
- Do NCPRD administration offices need to be in the District?
- One stop to learn about services, synergy and collaboration
- Inclusive facility
- Reach out to underserved children
- Meeting the needs of the demographic
- Place that identifies needs in community with the resources to address them
- Integrate library and community center
- Library with community garden to pantry

Park/Landscape

- Oak trees on Oak Grove property line
- Close relationship between parks, Concord community and library – understands overlaps
- Indoor/outdoor event spaces that are flexible for a variety of purposes
- How to incorporate greens paces in Gladstone Library
- How to bring beauty into a space that is small and limited
- Understand abilities/maintenance up front and make right partnerships (Gladstone)
- Feasibility of having a rock feature at Gladstone
- Opportunity to excavate rock in the area/preserve/natural history/potential for drought-friendly
- Sculpture? Relationship with local artists
- Concern about losing green space depending where the library goes (Concord)
- Park needed that meets needs of all abilities/all-inclusive
- Accessibility paramount to design
- Community garden space at Concord
- Other spaces in Oak Lodge may be suitable for the library
- Concord belongs to the parks district. 2/3 of residents of NCPRD are in unincorporated and paid \$90 million to parks
- Visualizing all elements coming together
- Is there an obvious space where the greenspace will go?
- A need for “contained spaces” for kids where parents feel safe but kids feel like they’re playing freely



**BUSINESS AND COMMUNITY SERVICES
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT**
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

**Joint Meeting Minutes
Oak Lodge and Gladstone Community Project Task Forces
Wednesday, September 4, 2019, 6:30 p.m.**

**Concord Property
3811 SE Concord Road
Oak Grove, OR 97267**

APPROVED 10/2/2019

Gladstone Task Force Members Present: Todd Anslow, Debrah Bokowski, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Natalie Smith, Beverly Chase, Leslie Shirk, Nancy Turner

Concord Property/Oak Lodge Library Planning Task Force Members Present: Gary Bokowski, Grover Bornefeld, Ron Campbell, Jean Chapin, Anna Hoesly, Doug Jones, Jan Lindstrom, Michael Newgard, Michael Schmeer, Kristi Switzer, Chaunda Wild

Gladstone Task Force Members Not Excused: Oscar Haugen, Nancy Turner

Concord Property/Oak Lodge Library Planning Task Force Members Excused: Mark Elliott, Lynn Fisher

Concord Property/Oak Lodge Library Planning Task Force Members Not Excused: Denis Hickey

Opsis Design Team Members Present: Jennifer Hoffman, Opsis; Jim Kalvelage, Opsis; Allison Brown, Facilitator with JLA Public Involvement

Staff and Officials Present: Paul Savas, County Commissioner; Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Scott Archer, NCPRD Director; Kathryn Krygier, Project Manager; Mitzi Olson, Library Director, Gladstone and Oak Lodge Libraries; Kathryn Kohl, Library Network Manager; Ellen Rogalin, Public & Government Affairs; Jacque Betz, City Administrator, City of Gladstone; Caroline Patton, NCPRD Administrative Specialist.

The meeting began at 6:30 p.m.

Welcome

Concord Property and Library Planning Task Force Chair Doug Jones and Gladstone Library Task Force Chair Lisa O'Brien welcomed members to the meeting. Doug shared that both task forces had events

since they had last met: the NCPRD Concert and Movie in the Park at the Concord School Property, the Gladstone Community Festival and the Trolley Trail Fest in Oak Grove.

O'Brien reviewed the meeting agenda and introduced Jennifer Hoffman from Opsis who would be reviewing the process and scope of work document.

Kathryn Krygier mentioned staff has been recruiting for a vacancy on the Concord/Oak Lodge Task Force, providing a flyer so members could distribute to interested community members.

Kathryn shared that one question had been asked via note card at the last meeting, and that was whether the Oak Lodge and Gladstone Libraries needed to be completed at the same time or if one project could start before the other. Laura Zentner described the goal for the joint project is to complete master planning of the two sites concurrently and that the goal is to keep both projects together due to the cost efficiencies that would be achieved. She noted the draft Intergovernmental Agreement (IGA) currently under negotiation between Clackamas County and the City of Gladstone, does allow the projects to be decoupled in the event the Oak Lodge Library is not sited at the Concord Property.

Kathryn introduced Brandy Hibben who is with JLA Public Involvement and will be working leading public involvement for the project.

Lisa called a vote on approval of the meeting minutes for with the above changes incorporated therein. The minutes for the July 31, 2019 Joint Task Force Meeting were approved unanimously after several changes were made.

Lisa introduced the Opsis Project Manager, Jennifer Hoffman, who would be outlining the planning process and answer any questions.

Scope of Work Presentation & Review

Jennifer Hoffman reviewed the updated infographic, scope of work and timeline. Jennifer described the four phases of the project.

Phase I is the technical investigation phase. The consultants will research previous information about the libraries, NCPRD, the Concord Property and Gladstone City Hall site. Jennifer noted the community center consultant, Ken Ballard, will be working with NCPRD staff in this phase to gather background information and to understand all of NCPRD's indoor facilities including the potential of each facility. The seismic conditions of the Concord Property will also be researched and reported on.

Phase II is the programming phase. The design team will get a good understanding of what the community needs through public engagement at task force meetings, various community meetings, other public involvement and staff meetings. After everyone is in agreement on the spaces needed for each facility, the team will produce a report. The consultants will also start developing costs based on particular space programs. Jennifer noted the task force meetings in this phase will be joint meetings.

Phase III is the alternatives phase. The design team will develop alternatives for each site. Jennifer said there are options and challenges of each site. Cost estimates will be done for each alternative. This phase will determine if the Oak Lodge Library should be located on the Concord Property. Jennifer noted task force meetings during this phase will likely be adjacent meetings (back-to-back) for efficiency.

Phase IV is the final phase of work. The design team will refine the final design alternative and coordinate all of the project information into a final report; this is collection of all the work completed in every phase.

Allison reviewed several of the questions that had been raised during Jennifer’s presentation. Following are a summary of concerns expressed by the task force members:

- Library settlement agreement numbers are three-years old, costs will exceed \$300 per square foot
- Library needs to address funding issues before moving forward with planning, particularly before the master planning is complete
- Oak Lodge Library location can be determined after phase one
- Library public outreach has been completed and the work does not need to be duplicated
- A breakdown of fees is needed – what will be funded by the library versus NCPRD
- Gladstone process should go faster since they are not facing as many issues
- Construction beginning in 2022 for the Gladstone Library is not soon enough
- Gladstone library has already created plans and done outreach so it shouldn’t need to be done again
- Gladstone shouldn’t need to be held up by NCPRD

Lisa asked task force members to hold up their colored cards to get a sense of how the task force members were feeling about the scope of work. A majority of the card were yellow.

Kathryn explained the contract has a contingency fund that would provide for flexibility and the ability to amend the work as the project progresses. Kathryn asked the task force members whether it is acceptable to move the scope of work forward in its current form to the BCC and work on issues moving forward.

Allison asked what concerns each task force member had. The individual concerns were:

- I would like to hear more about the issues surrounding a joint process
- I feel good about the process, but we should avoid duplicative work
- I am concerned around the budget
- Phase 2 is important and I am sympathetic to Gladstone members
- I would like to know the funding sources for the project fee and more focus on the libraries as opposed to the parks district
- We should speed up the Gladstone process
- Gladstone is being slowed down by the Concord process and 2022 is too long before construction starts
- I feel comfortable knowing the scope can be adjusted as needed
- I think the timeline is fine and I have no issues with moving forward as is; I want to see deliverables and tangible work
- The plan is thorough; I am concerned about seismic costs and funding
- It is a thought out and detailed plan and I am comfortable with it being tweaked; I am concerned that not moving forward may extend timeline further

- I want more information about the deliverables and I have no specific objections to the plan; I want to know what portion of the \$1 million fee will be paid by library funds; I am not comfortable moving forward without complete funding picture
- I am concerned about the timeline and the amount of outreach that has already been completed
- The plan is thorough and it would be a mistake to delay it moving forward
- I agree, the plan is thorough and it would be a mistake to delay it moving forward
- I agree, the plan is through and trust that tweaking will happen as the process moves on
- I am concerned about the cost
- I am concerned about the timeline and the involvement of parks and rec since he believes it isn't relevant to Gladstone
- I am concerned about the timeline; the Gladstone process needs to be revised
- I believe each step was a critical phase and wholeheartedly recommend we pass the scope of work to the Board for approval
- I think it would be a mistake not to move forward and slowing down would create a loss of public faith

Allison suggested polling the task force members on whether they were comfortable moving forward having had that discussion. Allison noted they are not looking for an official recommendation, but simply support of the group.

Allison polled the group again, asking them to vote yes or no. There were three red cards, but a majority voted to move the scope of work and contract forward to the BCC for approval.

Public Comment

A member of the public asked if there was a generic library design that could be used.

Closing

Several members asked clarifying questions and expressed concerns.

Allison described how the task force meetings could be held back-to-back; the library issues could be discussed first from 5:00pm-6:30pm and then the park and community center could be discussed from 6:45pm-8:30pm.

Allison stated they would adjourn for today and the task force chairs and staff to determine how to address the outstanding questions from members.

Kathryn sent funding details to the task force members via email. She also noted she would post background materials, such as the environmental reports, to the web for reference.

Lisa O'Brien asked members to send any unaddressed questions or issues directly to staff to be discussed at the next meeting.

The meeting adjourned at 8:45 p.m.

Next Meeting

6:30-8:30 p.m., Wednesday, October 2nd

Location: Rm 119, Development Services Building, 150 Beaver Creek Road, Oregon City, OR 97045

Written Questions from Task Force Members During Meeting

- Parking [at] Gladstone [Library location]
- What is the estimated cost for air conditioning the Concord Building?
- Planning + Building costs related to funding options, Library operations vs. funds available
- How many NCPRD people/cars if Concord is headquarters?
- Where is the \$1 million coming from specifically for this scope of work?
- Who is the final decider for where Oak Lodge Library is [s]ited?
- Phase One Bullets
 - Financial expectations
 - Operational revenue
 - Expectations
- Concord Parking
 - Community center
 - Library
 - NCPRD
- Phase Four – Finished July - Sept. 2020, When will construction actually start?
- I have comments and concerns I would like to raise.
- Underrepresented population-
 - Consider homeless count strategy
 - Utilizing agency partners who serve populations



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Joint Task Force Meeting Summary
Oak Lodge and Gladstone Community Project

Concord Property and Library Planning Task Force
Gladstone community Library Planning Task Force

Optional Meeting
Thursday, September 19, 2019, 6:00 p.m.
Concord Property
3811 SE Concord Road
Oak Grove, OR 97267

Reviewed by Gladstone Task Force 11/6/2019
Reviewed by Concord/Oak Lodge Community Project 11/6/2019

Gladstone Task Force Members Present: Todd Anslow, Kristi Haller-Shaffer, Natalie Smith, Margaret Bertalan, Nancy Turner, Laurene McClintock, Debrah Bokowski, Lisa O'Brien, Leslie Shirk

Concord Property/Oak Lodge Library Planning Task Force Members Present: Gary Bokowski, Grover Bornefeld, Ron Campbell, Jean Chapin, Jan Lindstrom, Denis Hickey, Doug Jones, Mark Elliot

Opsis Design Team Members Present: Jennifer Hoffman, Opsis

Staff and Officials Present: Laua Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Mitzi Olson, Library Director; Gladstone and Oak Lodge Libraries; Scott Archer, North Clackamas Parks and Recreation District Director; Kathryn Kohl, Library Network Manager; Jacque Betz, City Administrator, City of Gladstone; Kathryn Krygier, Project Manager

The meeting began at 6:02 p.m.

Gladstone and Concord Task Force Chairs Lisa O'Brien and Doug Jones welcomed the group and reviewed the evening's agenda.

Doug stated the purpose of this meeting was to have more time to discuss concerns that came up at the last Joint Task Force meeting on September 4, 2019 regarding project timing and funding. Kathryn Krygier shared that she had met with the Chairs and Vice-Chairs the previous week. They recommended this additional meeting to allow for more discussion. See attached photograph for white board notes.

Kathryn Krygier drew a timeline on the board for the group to review. It outlined the four parts of the master planning process which are research, programming, design alternatives, and preferred alternative. The masterplanning process is expected to take one year. The

subsequent design phases will take an additional 1.5 years (approximately). Construction could take 1-1.5 years.

The group shared questions/comments regarding the timing of the project. Highlights from the discussion were:

- The timeline is subject to change as the project commences. If the Concord Property is not selected as the site for the Oak Lodge Library, the Gladstone Library will continue as a separate project.
- Design alternatives will be produced at step three. The preferred alternative will be refined in step four.
- Design alternatives will be created for both the Gladstone and Oak Lodge Libraries to show options on the existing City Hall site for the Gladstone Library and options for Oak Lodge Library on the Concord Property.
- Currently, the Opsis team is doing research (step one) evaluating potential needs (step two).
- The master planning process is lengthy because it includes a robust community engagement process.
- Engaging the Gladstone community will be difficult because Gladstone has already done community outreach and people will not want to do it again.
- JLA Public Involvement will reach out to community groups who generally don't attend a "town hall" meeting. The goal is to be as inclusive as possible.
 - There was a suggestion to visit the Gladstone Senior Center at lunch time (and during storytimes at the library) to find people to talk to about the projects.
- The programming needs for both libraries are interrelated because it is a "one library, two building" library solution.
- Scott Archer stated the county is committed to this project.
- There was a request to post the task force(s) community values during meetings to allow for regular review.
- The timeline and current project costs assume a concurrent process for the projects. If the projects are separated it will cost more.
- Several people expressed the desire to compress the timeline. There were assurances that the Opsis team will look for opportunities to shorten the timeline. Some elements of the timeline are outside the control of the Opsis team such as the permitting process.

The group discussed funding of the project. Kathryn added information to the white board.

Highlights from the discussion were:

- Funding sources for the library projects are:
 - \$4.2M - Revenue bond (this does not require a vote of the people). Ideally, this would be issued for both libraries at the same time to save costs.
 - \$2.5M - Undistributed Library District Funds
 - \$1M - County capital reserve
 - \$200K/year - City of Gladstone (for operations)
- There is an anticipated funding gap for the libraries. Based on an estimated \$500/square foot for construction, there would be a gap of \$5M. The county will cover the funding gap.
- The county will be looking for opportunities to keep the buildings affordable. Mitzi Olson has been working to identify ways to be more efficient in the operation of both libraries.
- The options for funding for North Clackamas Parks and Recreation District (NCPRD) are:
 - Revenue bond

- System development charges (fees assessed on new development)
- Grants
- Proceeds from disposition of Hood View Park
- Metro local share (part of a bond on the ballot for voter approval in November)
- The cost allocation for current project expenses is divided as follows:
 - 50% paid by NCPRD
 - 25% paid by Gladstone Library
 - 25% for the Oak Lodge Library

Note: if costs are clearly benefiting one entity, they will be charged accordingly.

- It was discussed that NCPRD owns the Concord Property but the county is looking at options for the Oak Lodge Library to own a portion of the building/property.
- The group discussed options for the buildings (libraries and community center) to be used as emergency shelters
- It was noted that the State of Oregon is reviewing legislation related to seismic retrofitting. Staff will want to consider how this may affect the project.
- There was a request for public education to be included as part of the planning process so residents can be more aware of the complexities of the project

“Parking Lot” Items:

- What is Gladstone’s relationship with Clackamas County?
- Are their grants or other funds available for the library?
- What is the library operating budget?

Next Steps:

Doug Jones discussed how the next meeting, on October 2nd, will include a review of the discussions from this meeting and Brandy Steffen/JLA will discuss the public engagement process.

Kathryn Krygier shared that the Opsis contract will be going to the Board of County Commissioners for approval on Thursday, September 26th. Everyone is welcome to attend. Kathryn Krygier shared that there is a field trip scheduled for Saturday, October 12th.

Public Comment:

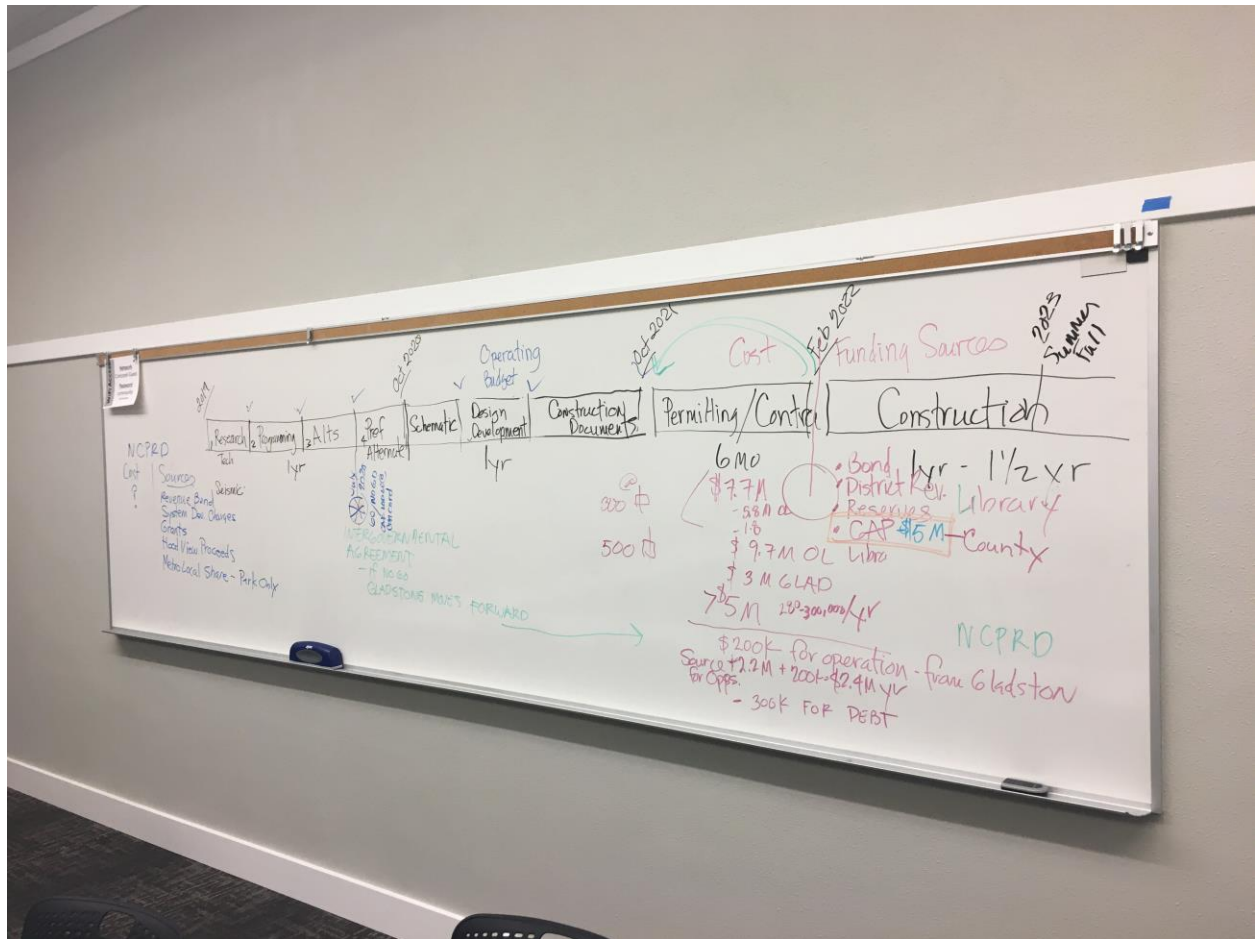
Michael Milch shared that he was part of the group involved in selecting Gladstone Task Force members, and that elected officials from Gladstone met with the State of Oregon, in the past, to look at options for including State funding in the process (e.g., providing low income housing with the library similar to what the City of Cornelius recently built).

The meeting adjourned at 7:52 p.m.

Next Meeting

6:30-8:30 p.m., Wednesday, October 2nd

Development Services Building
150 Beaver Creek Road, Oregon City



White Board Image September 19, 2019



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Joint Task Force Meeting Summary
Oak Lodge and Gladstone Community Project

Concord Property and Library Planning Task Force
Gladstone community Library Planning Task Force

Wednesday, October 2, 2019, 6:30 p.m.
Clackamas County Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

APPROVED by Gladstone Library Task Force 11/6/2019
APPROVED by Concord Property Task Force 11/6/2019

Gladstone Task Force Members Present: Debrah Bokowski, Kristi Haller-Shaffer, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Natalie Smith, Beverly Chase, Leslie Shirk, Todd Anslow, Libby Spencer

Gladstone Task Force Members Excused: Lani Saunders, Laurene McClintock, Nancy Eichsteadt

Gladstone Task Force Members Not Excused: Oscar Haugan

Concord Property/Oak Lodge Library Planning Task Force Members Present: Mark Elliott, Michael Schmeer, Gary Bokowski, Chaunda Wild, Kristi Switzer, Grover Bornefeld, Ron Campbell, Doug Jones, Denis Hickey, Jan Lindstrom

Concord Property/Oak Lodge Library Planning Task Force Members Excused: Anna Hoesly, Jean Chapin

Staff and Officials Present: Paul Savas, County Commissioner; Ken Humberston, County Commissioner; Gary Schmidt, County Administrator; Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Scott Archer, NCPRD Director; Mitzi Olson, Library Director, Gladstone and Oak Lodge Libraries; Jennifer Hoffman, Opsis; Brandy Steffen, JLA; Allison Brown, JLA; Kevin Cayson, NCPRD; Melina DeFrancesco, NCPRD; Amber Johnson, Public & Government Affairs; Jacque Betz, City Administrator, City of Gladstone; Liz Lawson Weber, BCS Administrative Specialist; Kathryn Krygier, Project Manager

The meeting began at 6:30 p.m.

Gladstone and Concord Task Force Chairs Lisa O'Brien and Doug Jones welcomed the group and reviewed the evening's agenda. The meeting summary from September 4th, 2019 was approved with changes.

Kathryn Krygier announced that Lynn Fisher has moved. This leaves another task force position to fill. Applications are being collected and Kathryn will have more to report about empty positions at the next meeting. Kathryn reminded the group there would be a field trip to tour the Opsis-designed library and community center in Vancouver, and passed around a sign up sheet. Kathryn reminded the task force

to plan for upcoming events, listed on the back of the agenda. Natalie Smith expressed concern that the December 18th meeting date was very close to the holidays and it was explained that this date is dependent on having enough time to compile upcoming public involvement events.

Kathryn reviewed the project timeline and funding, which were discussed during the optional September 19th task force meeting. Based on the feedback, staff will check-in during each phase of the project to determine if it is feasible to separate the Gladstone and Oak Lodge projects. Kathryn also noted the future Intergovernmental Agreement (IGA) between Gladstone and Clackamas County provides for the projects to separate if the Oak Lodge Library process would slow down the Gladstone Library process. In addition, the Concord and Gladstone task force meetings will be scheduled as back-to-back meetings in November and December. Everyone is invited to attend either meeting.

Kathryn introduced Jacque Betz, Gladstone City Administrator and Gary Schmidt, County Administrator. They expressed their commitment to honoring the IGA between the County and the City of Gladstone and to building both libraries. Doug Jones introduced County Commissioners Savas and Humbertson. They described their deep commitment to build the library and thanked staff for their hard work.

Chair Jones took comments from task force members:

- What about items placed in the “parking lot” at the September 19th meeting? [Kathryn will include them in the meeting minutes.]
- I don’t have any concerns with the project or timeline, but am concerned about the politics and I don’t have a positive feeling about the county.
- Did the County Commissioners approve the Opsis contract? [Yes.]
- I support the project given the ability for the Gladstone Library to separate from the Oak Lodge Library if it slows down. I don’t think many people from Gladstone would attend an open house since they have already had extensive public engagement.
- The timeline was a concern at the most recent Gladstone Library Foundation meeting, but they are pleased the contract with Opsis was approved and the new check-ins are in place. Has there been any decision about the lot where the current library sits? [Jacque Betz said the property is city-owned and will not be sold. It is not part of the Settlement Agreement or future Intergovernmental Agreement.]

Chair Jones introduced Brandy Steffen from JLA. She reviewed the draft Public Involvement Plan (see attachment) and will be back in December with the results from multiple outreach efforts. The members broke into small groups to brainstorm potential contacts that could be included in community outreach efforts. Ideas were written down and given to Brandy.

Allison took a “temperature check” to see if the task forces were supportive of moving forward with the project as planned. The cards were approximately 50/50 green and yellow.

Public Comment:

Geoffrey Janke said he has provided his contact information but doesn’t receive any information as to when meetings are happening, etc. [Amber Johnson said a newsletter will be posted soon.]

Meeting adjourned at 8:30pm.

Next Meeting:

Nov. 6, 2019; Development Services Building, Rm 118, 150 Beaver Creek Road, Oregon City
Gladstone Task Force – 5 p.m. to 6:30 p.m.

Concord Property and Library Task Force - 6:45 p.m. to 8:15 p.m.



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Meeting Summary

Oak Lodge and Gladstone Community Project

Concord Property and Oak Lodge Library Planning Task Force Meeting
Wednesday, November 6th, 2019, 6:45 p.m.

Development Services Building
150 Beaver Creek Road
Oregon City, OR 97045

APPROVED

Task Force Members Present: Mark Elliott, Jean Chapin, Michael Schmeer, Gary Bokowski, Chaunda Wild, Grover Bornefeld, Ron Campbell, Denis Hickey, Jan Lindstrom, Michael Newgard, Denis Hickey, Anna Hoesly

Task Force Members Absent, Excused: Doug Jones

Task Force Members Absent, Not Excused: Kristi Switzer

Staff and Officials Present: Commissioner Paul Savas, Allison Brown, JLA Public Involvement; Brandy Steffen, JLA Public Involvement; Jennifer Hoffman, Opsis; Ray Johnston, Opsis; Kurt Lango, Lango Hansen Landscape Architects; Kathryn Kohl, Library Network Manager; Scott Archer, Director North Clackamas Parks and Recreation (NCPRD); Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Liz Lawson Weber, Administrative Specialist, BCS; Melina DeFrancesco, NCPRD; Kathryn Krygier, Project Manager

Guests: Geoffrey Janke, Natalie Smith

An audio recording of this meeting is available on the Clackamas County website:
<https://www.clackamas.us/communityproject#meetingsandagendas>

The meeting began at 6:45 p.m.

Task Force Vice-chair, Denis Hickey welcomed the task force, reviewed the meeting agenda and reminded everyone of meeting protocols.

The optional joint meeting on September 19, 2019, and meeting on October 2, 2019 were reviewed.

- Optional joint September 19 meeting minutes were revised with edits. (Since this was an optional meeting, there was no vote to approve.)
- October 2nd minutes were approved with edits.

Kathryn Krygier reminded the group that there are task force positions open. There were many applications submitted for the at-large position and staff and they were in the process of interviewing candidates.

Denis asked the members if they would like to share anything from the field trip they took to Cascade Park Community Library and Firstenburg Community Center. Denis said he enjoyed the community center and the teen area in the library. Grover Bornefeld shared he enjoyed the flow of the library.

Presentation: Upcoming Community Engagement - Update

Brandy Steffen, JLA Public Involvement, thanked everyone for their input on community outreach at the last joint task force meeting. Brandy reminded everyone of the upcoming Open House at the Concord Property on Saturday, November 16th and invited everyone to sign up to volunteer. Stakeholder interviews are currently being held to help identify underrepresented groups in the area.

Small Group Discussion: Survey

Task force members broke into small groups to review the draft survey which will be sent out to the community to collect feedback. She asked the groups to take the survey together, take notes and see if there is anything missing or problematic with the survey. The groups spend the next 25 minutes of the meeting reviewing the survey.

The group reconvened to ask questions and offer suggestion on edits to the survey.

Public Open House

Brandy and Kathryn reviewed activities planned for the upcoming open house. Kathryn asked for volunteers for the open house and passed around a sign-up sheet.

Public Comment

Geoffrey Janke suggested that it would nice for people to share experiences and stories of the Concord Property as part of the survey and suggested some revised formatting of the online survey.

Commissioner Savas thanked everyone for their participation.

Meeting Adjourned at 8:15pm

Next Task Force Meeting: December 18, 2019

6:45-8:15pm
Gladstone Senior Center, 1050 Portland Ave.
Gladstone, OR 9702



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Meeting Summary
Oak Lodge and Gladstone Community Project
Concord Property and Oak Lodge Library Planning Task Force Meeting
Wednesday, December 18th, 2019, 6:45 p.m.

Gladstone Senior Center
1050 Portland Ave.
Gladstone, OR 97027

APPROVED

Task Force Members Present: Doug Jones, Mark Elliott, Jean Chapin, Michael Schmeer, Gary Bokowski, Chaunda Wild, Kristi Switzer, Grover Bornefeld, Ron Campbell, Denis Hickey, Jan Lindstrom, Michael Newgard, Denis Hickey, Anna Hoesly, Kristi Switzer, Kim Parmon, Monica Rohrscheib

Tasks Force Members Excused: Rose Ojeda

Design Team, Staff and Officials Present: Brandy Steffen, JLA Public Involvement (JLA); Jennifer Hoffman, Jim Kalvelage, Opsi Architecture; Ray Johnston, Johnston Architecture; Kathryn Kohl, Library Network Manager; Scott Archer, Director North Clackamas Parks and Recreation (NCPRD); Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Liz Lawson Weber, Administrative Specialist, BCS; Amber Johnson, Public and Government Affairs (PGA); Kathryn Krygier, Project Manager

An audio recording of this meeting is available on the Clackamas County website:
<https://www.clackamas.us/communityproject#meetingsandagendas>

The meeting began at 6:50 p.m.

Task Force Chair, Doug Jones welcomed the task force and reviewed the meeting agenda.

The task force reviewed the minutes from November 6, 2019 meeting and they were approved with edits.

Several task force members expressed their pleasure at seeing a good turnout at the Community event at the Concord Property. Jennifer Hoffman specifically thanked NCPRD and County staff for the success of the event.

Consideration to Approve New Task Force Members

Doug reminded the group of the three open task force positions and that he and the Vice-chair had three recommendations for the task force to consider for approval. The three people recommended for the task force positions were Kim Parmon, Monica Rohrscheib, and Rose Ojeda. Kim and Monica introduced themselves. Rose could not attend but sent her application.

Following are summaries of the candidates:

- Kim Parmon has lived in the area for some time. Kim has a child in a local school and works in real estate. Kim impressed the selection committee with her views on community values and expectations for the community. She expressed an interest in participating in and learning about the design process.
- Monica Rohrscheib lives near the Concord Property and is new to the area. She has a background in community involvement and is interested in historic preservation. The selection committee was impressed with her background in community projects. Monica also has a child in a local school.
- Rose Ojeda has lived in Oak Grove since 2008 and is a community activist in Hispanic housing issues and recently joined the Clackamas County Housing Board. The selection committee was impressed with her work with diverse communities and experience with development projects.

Before the task force voted on new members, Kathryn reminded the group that the task force has 15 positions and the current vacancies consist of one NCPRD at-large member and two NCPRD District Advisory Board (DAB) members. Because no DAB members are available, the Project Management Team (PMT) recommended changing the charter to allow for these two positions to become at-large members during this critical time in the project. She explained the task force would be voting on two things: 1) Changing the charter, and 2) approving the new task force members.

Action Item

VOTE: To amend the charter to allow the two additional at-large positions in place of two District Advisory Board positions: Passed unanimously.

VOTE: On the three new task force member candidates: Passed unanimously.

Brandy Steffen presented the preliminary feedback from the community engagement event on November 16th and survey results. Demographics were reviewed from the community event and survey, programming rankings and feedback about sustainability.

Community Engagement

Brandy Steffen presented the preliminary feedback from the community engagement event on November 16th and survey results. The survey numbers were reviewed with the number of online and printed submissions received. Brandy reviewed the demographics from the community event and survey including programming rankings. Her presentation can be found at <https://www.clackamas.us/meetings/communityproject/oakqladproj>

Programming Discussion (based on community engagement)

Jennifer Hoffman introduced the additional design team members: Jim Kalvelage, partner at Opsis Architecture and Ray Johnston, partner at Johnston Architecture. The tasks force discussed the, library, community center and park programming with the consultants. Topics are summarized here:

Library

- Libraries are trending toward lower and less densely packed materials – they are assessing the movability and accessibility of stacks
- Limited square footage of existing library has impact on the size and height of the future collection
- Suggestion to look at what is the norm for population served and what is typical
- Meeting space could be shared between the library and community center
- Desire to be welcoming – lower stacks and more sightlines sounds more modern
- Not all books need to be accessible but this has staffing implications
- What is proposed square footage based on and what is it typical for this population?
- Square footage is based on .5 square feet/per capita in the Oak Lodge Library Service Area and unincorporated Gladstone per the Settlement Agreement – this is in-line with other libraries
- Managing books – technology is introducing changes but there is still a desire for hard copies
- Space for digital training and computer use is needed – this is a lower income need
- Children’s area is important and needs to be flexible
- Want to have event space for book signings, authors, etc.
- There are options of placement of library – inside or outside of the existing building, or an addition
- Meeting space – doesn’t have to be in the library, only accessible to the library
- Happy Valley example – space for books needed there, lots of turnover – being part of the library consortium (LINCC) allows for materials to be elsewhere in the county but accessible to each library
- Study rooms and meeting rooms are needed for birthday parties, etc.
- Flexible space is key
- Parent’s perspective: Oak Lodge feels dangerous - now Ledding library provides the need for families – they have a safe parking lot – think about safety
- Notice that people are forming responses to what they have now – not what they might be able to have
- Friends of the Library needs a bookstore
- Is coffee shop option – coffee opportunity will draw of people

Community Center Feedback:

- Community meeting space is particularly important to families – we could use a space that fits 100-200 people
- History Detectives experience – we can only accommodate 80 people – we need space for larger groups
- Past NCPRD feedback is that the current gym is undersized with no enough area for spectators
- Basketball court could be an amenity – consider that it could even be in a separate building
- Community services are needed – consider space for rotating service providers
- Need space for training – GED classes, language, citizenship classes
- Could computers possibly be on moveable cart or checked out
- There is a lack of community gathering spaces – this has forced the conversation to move online – it would be interesting to explore a physical manifestation of this

- Flexibility is key – larger spaces that can break down into smaller spaces
- Afterschool childcare is in high demand
- Kitchen and art spaces are needed – it is hard to share these uses with studio/dance spaces – they have specific needs (easily cleanable, unmovable equipment, storage, etc.) that aren't flexible
- Studio and classroom spaces can vary program uses
- Eating is important – let's think about what food we want to accommodate and how to accommodate food in community room
- A café could be an option or coffee shop / coffee cart which has less demand on food storage
- Active spaces needed such as Zumba, yoga
- Cardio weight equipment for fitness, general health can be a higher revenue generating element
- Community feedback – gym or pool – community already feels it is already provided for in the area.
- Some families can't afford gym memberships – affordable option is nice for teens
- Concord Partnership met with resistance from commercial athletic facilities about active space, when in actuality it can be a future provider of clients

Parks Feedback:

- Emphasis on reintroducing nature back into the part, walking trails, nature play – less about active fitness space – what is the balance between passive and active
- Park is an extension of the community center - educational space / hosting space outside is important
- Accommodate horticulture / community garden area
- Covered play area would be great per community input
- Consider modified amphitheater with available grade changes
- Children's area / amphitheater – mixed use space – performance / reading area
- Looped trail with marked off with distance has interest
- Areas with overhangs / weather protection
- Teaching garden for seed library
- White oak trees are important in Oak Grove, we have lost a lot of them
- Pavilion space where partial covering for weather is provided
- More trees
- Westmoreland park example – nature play
- Be sure to include places for parents to sit
- Use nature
- Pathways where kids can play, run, and parents can see
- Large trees with shade and rain protection
- Active space important
- Risley Park and elementary schools already have many of these things in the area
- Learning garden / cooking classes – think about “garden to table”
- Outdoor space – we are badly in need of an efficient use of space. Property is not huge.
- Sports field use currently – will need to know what will be the plan for them

Public Comment

Rich Nepan of Oak Grove expressed he is new to the area and has a keen interest in the Concord project. He was previously on a planning board and a school director. He's specifically interested in having community theater space as part of the project. He advocated for the stage to be upgraded with lighting and sound.

Geoffrey Janke stated he hopes that certain attributes of Concord's history of being a school will be maintained. He has a desire to have it continue to look like the school it has always been.

Next Steps

Kathryn Krygier suggested that due to the scope of the Concord Project, that we increase the meeting time to 2 hours to each meeting to cover all program elements. This change was approved unanimously.

Meeting Adjourned at 8:50pm

Next Task Force Meeting: February 5, 2020

6:45 p.m.-8:45 p.m.
Concord Property
3811 SE Concord Road, Oak Grove



Meeting Summary
Oak Lodge and Gladstone Community Project
Concord Property and Oak Lodge Library Planning Task Force Meeting
Wednesday, February 5, 2020, 6:45 p.m.

Concord Property
3811 SE Concord Rd.
Oak Grove, OR 97267

UNAPPROVED

Task Force Members Present: Doug Jones, Michael Schmeer, Gary Bokowski, Chaunda Wild, Kristi Switzer, Grover Bornefeld, Ron Campbell, Denis Hickey, Anna Hoesly, Kim Parmon, Monica Rohrscheib, Rose Ojeda

Tasks Force Members Excused: Mark Elliot, Jan Lindstrom, Michael Newgard, Paul Boundy

Design Team, Staff and Officials Present: Allison Brown, JLA Public Involvement (JLA); Jennifer Hoffman, Jim Kalvelage, Opsi Architecture; Ray Johnston, Johnston Architecture; Ken Ballard, Ballard King and Assoc.; Kurt Lango, Lango Hanson Landscape Architects; Scott Archer, Director North Clackamas Parks and Recreation (NCPRD); Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Liz Lawson Weber, Administrative Specialist, BCS; Jessica Botteron, Administrative Specialist, NCPRD; Amber Johnson, Public and Government Affairs (PGA); Kathryn Krygier, Project Manager

An audio recording of this meeting is available on the Clackamas County website:

<https://www.clackamas.us/communityproject#meetingsandagendas>

The meeting began at 6:50 p.m.

Task Force Chair, Doug Jones welcomed the task force and reviewed the meeting agenda.

The task force reviewed the minutes from December 18, 2019 meeting and they were approved without edits.

Project Updates

Kathryn Krygier announced that Jean Chapin has stepped down from the task force as a representative of the Friends of the Oak Lodge Public Library. Her replacement, Paul Boundy, will be at the next meeting on March 4, 2020.

She also informed the task force that they will review the historic and seismic analysis completed on the Concord building at the March 4th meeting.

Allison Brown updated the group on continued outreach efforts in the community including meeting with several underrepresented community groups. Kathryn and Jennifer commented on their meetings at the Oak Grove Elementary School, Gladstone Children and Family Center, Gladstone Library Teen Group and a group of teens to discuss the community center at the Concord site. A few highlights include:

- Teens wanted a “game room” at Concord with a pool table, foosball, etc. They did not want electronic games.
- Spanish speaking community members expressed an interest in:
 - classes for learning income-generating skills (while kids are in school) – arts/painting, crafts, sewing, pastry/cake making, cooking, repurposing recycled material, and beauty
 - Group activity studios – Zumba, group fitness exercise for moms, dance, yoga, fitness for little (toddler/preschool) kids
 - Places in the park to barbeque, and splash pad

**A community outreach summary can be found in the meeting materials*

Kathryn shared that Greg Williams has left BCS as the Deputy Director of Business and Community Services to take a job as the Oregon City Library Director. She also introduced Jessica Botteron, a new NCPRD administration specialist who will be assisting on the project.

Presentation: Site Analysis & Draft Programming

Jennifer Hoffman reviewed building zoning, design review, parking standards. Jim Kalvelage provided an overview of the site analysis. Jim reviewed the parking area which will be one of the largest programs in this project. Kurt Lango reviewed the topography for the park program. Ken Ballard reviewed the community center program. Finally, Ray Johnston reviewed the draft library program. Following the presentation, all of the consultants took several questions from the task force members.

Next Steps

Kathryn Krygier reviewed the upcoming community events on February 19th at Gladstone Children and Family Center for the Gladstone Library and February 20th at the Concord Property for the Oak Lodge Library, a community center and park. Amber Johnson reviewed how the community event is being advertised across multiple platforms.

Public Comment

Jana Krelich requested space for Special Olympics activities.

Bruce Rosenblum represented local pickleball players and requested court space both indoor and outdoor.

Victor Prudhomme expressed the need for keeping the existing soccer field for the North Clackamas Soccer Club, a youth soccer organization that promotes soccer for kindergarten through 8th grade children.

Rich Nepon expressed his interest in community theater space.

Geoffrey Janke expressed his desire to keep significant historic features of the Concord building in-tact.

Meeting Adjourned at 8:50pm

Next Task Force Meeting: March 4, 2020

6:45 p.m.-8:45 p.m.

Gladstone Senior Center



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Meeting Summary
Oak Lodge and Gladstone Community Project
Concord Property and Library Planning Task Force Meeting

Wednesday, March 4, 2020 6:45 – 8:45 pm
Gladstone Senior Center
1050 Portland Ave. Gladstone, OR 97027

APPROVED

Task Force Members Present: Doug Jones, Denis Hickey, Ron Campbell, Michael Schmeer, Michael Newgard, Monica Rohrscheib, Gary Bokowski, Chaunda Wild, Kristi Switzer, Anna Hoesly, Rose Ojeda, Kim Parmon, Jan Lindstrom, Gary Bokowski

Task Force Members Excused: Grover Bornefeld, Paul Boundy, Mark Elliot

Design Team, Staff, and Officials Present:

Jennifer Hoffman, Jim Kalvelage, OPSIS Architecture; Brandy Steffen, JLA Public Involvement; John McDonald, Catena Consulting Engineers; Matt Davis, Architectural Resources Group; Amber Johnson, Public and Government Affairs (PGA); Jessica Botteron, NCPRD Administration Specialist, Scott Archer, NCPRD Director; Laura Zentner, BCS, Director, Kathryn Krygier, Project Manager

An audio recording of this meeting is available on the Clackamas County website:

<https://www.clackamas.us/communityproject#meetingsandagendas>

The meeting began at 6:46 p.m.

Task Force Chair, Doug Jones welcomed the task force and reviewed the meeting agenda. They thanked everyone who attended the workshop. Kathryn noted the graphics from the February 20th public work session were summarized and posted on the Clackamas County website: <https://www.clackamas.us/meetings/communityproject/oakgladproj>.

The task force reviewed the meeting minutes from February 5, 2020, and they were approved without edits.

Presentation: Seismic Analysis

John McDonald, Catena Consulting Engineers, reviewed the seismic analysis of the Concord building. He discussed three options for seismic upgrades to the building. Option 1 was to leave the building as is. Option 2 was seismic strengthening, and option 3 adds on to the upgrades from option 2. Jennifer noted the building will likely be seismically reinforced to the level a new building would be required to be reinforced by code. Gary Bokowski asked about how the Oatfield Fault will impact the building. He said he would send any information he has on the fault to Kathryn.

Presentation: Historic Analysis

Matt Davis, Architectural Resources Group, reviewed the historic analysis of the Concord property. This included a building description, the summary of current historic significances, and a list of character defining features. During this presentation, Matt reviewed what items he anticipated the State Historic Preservation office (SHPO) would weigh in on.

Next Steps

The next Task Force meeting is April 1st, where alternatives will be looked at. There will be an online survey going out in April.

Public Comment

Elisabeth Goebel represented New Century Players Community Theatre and requested a performing venue in the Milwaukie/Oak Grove area.

Geoffrey Janke expressed a need for a large community gathering area in emergencies.

Thelma Haggemiller expressed the desire to have the design and construction process of the Concord building become part of a teaching experience, collaborating with entities such as Clackamas Community College or Sabin Skill Center, where people learn while doing.

Meeting Adjourned at 8:37 p.m.

Next Task Force Meeting:

April 1, 2020

6:45 p.m.-8:45 p.m.

Concord Property

PUBLIC COMMENT CARD

Date: 3-4-2020

Name

Geoffrey Janke

Address

City, State Zip

Oak Grove, OR

Phone

Email

geoffrey.janke@netcom

Representing

Issue or

Comment

Concern about

Have you previously spoken on this issue? Yes No

Please note that public comment may be limited to 3 minutes per person.

PUBLIC COMMENT CARD

Date: 3/4/2020

Name

Elisabeth Goebel

Address

14001 SE Laurie Ave

City, State Zip

Milwaukie OR 97267

Phone

503-786-0727

Email

GOEBEL86@msn.com

Representing

New Century Players Community

Issue or

Comment

We need a performing Theatre venue in the Milwaukie/Oak Grove area.

Have you previously spoken on this issue? Yes No

Please note that public comment may be limited to 3 minutes per person.

PUBLIC COMMENT CARD

Date: 3/4/20

Name THELMA HAGGENMILLER

Address 3405 SE WESTVIEW AV

City, State Zip OAK GROVE OR 97267-4636

Phone 503-659-5590 OUTLOOK.COM

Email THELMA.HAGGENMILLER@

Representing SELF

Issue or Comment CONCORD PROPERTY & LIBRARY PLANNING - SEE COMMENT ON BACK OF THIS CARD

→ INVOLVES MORE PEOPLE IN THE PROJECT

Have you previously spoken on this issue? [] Yes [] No

Please note that public comment may be limited to 3 minutes per person.

I SUGGESTED THIS IDEA A LONG TIME AGO BUT I'M NOT HEARING IT BEING DISCUSSED AS ANY PART OF THE PLANING. THE IDEA IS TO USE THE CHANGES/UPGRADES BECOME PART OF A LABORATORY/TEACHING EXPERIENCE. PARTNER WITH ENTITIES SUCH AS CCC/SABIN SKILLS CENTER WHERE PEOPLE CAN LEARN WHILE DOING. EXAMPLE: SEISMIC UPGRADE SKILLS PAID CLASSES, ETC. - OUT OF THE BOX INSTEAD OF JUST HIRING WORK TO BE DONE, THE FOREST SERVICE HAS DONE THIS AND HAD A WAIT LIST FOR THE CLASSES. SLOWER PROCESS BUT →

Krygier, Kathryn

From: Michael Schmeer <gennutt@gmail.com>
Sent: Tuesday, February 18, 2020 9:40 AM
To: Ron & Renae Campbell; Geoffrey Janke; Krygier, Kathryn
Subject: Concord "Features" - addendum

Categories: Blue Category

When we last spoke I mentioned that the entire front façade of the Concord building is a significant feature worth preserving. I also mentioned that the windows above the north and south entrances look to me to be original, and ought to be preserved.

After thinking about it I would like to add the south façade as a significant feature - - - in that it is original to the 1936 building, as well as adding the 1936 portion of the north facade. Although the north and south entryway doors could in no way be original, the windows above them certainly must be, and both facades match the style of the front façade. I am not particularly enamored by the 1948 north wing facade. Though the architect took care to make it match the rest of the building it doesn't have the "iconic" look to it that the other facades do.

As far as indoor features: we discussed generalizing those (having mentioned the stage, some of the pillars, and the staircase handrails), but we didn't even mention the BELL. Whatever happens, that BELL must be preserved.

Schmeer

--

Mike Schmeer
Genealogy - *It's Magic !!*

Spam Email
Phishing Email

Krygier, Kathryn

From: Elisabeth Goebel <goebel86@msn.com>
Sent: Wednesday, February 19, 2020 9:24 PM
To: Krygier, Kathryn
Subject: Concord School project workshop meetings

Categories: Blue Category

I was able to attend the library workshop in Gladstone tonight and thought it illuminating. Unfortunately, I am unable to attend the Concord School workshop on February 20.

I would like to commend you and your team on the organization and planning that was put into this meeting. I also appreciated the consideration shown by having food available for those of us who gave up our dinner hour to attend. (I especially appreciated the gluten-free option.)

I have attended as many of the Concord School planning events as possible. I am very interested in the future of the Oak Lodge Library, but I am also extremely interested in other uses for the property. As I am unable to attend on Thursday night, I would like to have an opportunity to have input. Is there any way to do that?

Thank you so much,

Elisabeth

Elisabeth Goebel

Spam Email
Phishing Email

Krygier, Kathryn

From: Annaliesa Hoesly <anna.hoesly@gmail.com>
Sent: Thursday, February 20, 2020 7:15 AM
To: Krygier, Kathryn; Jennifer Hoffman
Subject: A thought

Categories: Blue Category

Hey Kathryn and Jennifer,

As we are in the stage of really exploring and honing our imagination of what this building can be, I just wanted to share something that has been on my mind.

It overlaps with the coffee/snack space question I've been asking, but I think the reason I've been asking it is bigger than that. There are a couple reasons this is a key question for me, and there simply hasn't been space to imagine what this could look like or consider assets and obstacles in our task force meetings. I think it could be quite simple, but could still impact the spaces we design. I was a little disappointed it wasn't even a part of the questions we asked the community, because I'd be really interested in hearing community feedback on it, to see if those I've heard from are in the minority or not.

Here's the gist:

1) This connects to what I said in my last email. I envision (and I think this is true of the values we set out at the beginning) Concord not just being a place to connect with community services and programs, but to find a warm landing spot. A place where you are always welcome. A place where you can come and sit and have a cup of coffee, even if you don't know exactly what you need, but you don't want to be alone. A place you can meet casually with others in the community to dream and conspire about what the community needs. A place you can meet a friend for a low-cost cup of coffee or tea and be connected to the whole community ethos rather than a chain-coffee-shop ethos.

2) I think this is probably more about the ambiance than the offerings. I have never imagined this being a "cafe" that is "about" the food or drink it provides, but rather a space that invites people to come and sit, and has some very low level basics. The reality is that we as humans gather around nourishment. It is just what we do. For many, we don't say, "Would you like to meet with me... or spend time with me", we say, "let's grab a cup of coffee". We are not saying that because of our shared interest in coffee, we are saying it because this is how we gather. This is how we connect.

This could be drip coffee and tea and a few low cost packaged snacks for purchase (like granola bars) just to meet a need. (And perhaps a space where you can pay for a ticket to donate a coffee or snack for someone who needs it and does not have money on them). And perhaps even more importantly, these basics would be in the context of an ambiance that invites people to gather casually, with enough seating that doesn't feel like an afterthought, but is intended for that kind of gathering.

I have heard this need many times from the following types of people:

- People who want to gather around food or drink or basic nourishment, but who cannot afford Starbucks prices. People who do not need a \$4 coffee, but would be perfectly happy with a \$1 drip and an inexpensive granola bar or apple. There is a bit of a justice of access component here, that in my

1/2

experience, is not well addressed in our area. It comes up often when I set up relational meetings with members of the community at all income levels. (And for the record, I think there are a lot of potential community partners that I suspect would be really interested in investing in this need, and creatively engaging in what this looks like. This is an example of something that would be interesting to have space to brainstorm).

- People who CAN afford Starbucks prices sometimes but simply don't always want to pay them every time they meet or gather.
- People with small (or medium-sized :) children. Honestly, kids get hangry so so easily. I often rule out places where I cannot grab something small to nourish them. I had a friend who said many times she thinks about going to the library, but often does not when her little one is with her and she hasn't fully prepared her go-bag, because there is not an easy way to quell a hangry need that might come up. And stopping somewhere else along the way often adds another layer of clunkiness that is too hard to work into the precious pre-nap-time window. This is a need that has come up time and time again on Milwaukie and Oak Grove Chit Chat and Milwaukie Moms on Facebook. I'd have to do some deeper digging for data-driven storytelling on this, but just anecdotally it's about once a week that I see a post on one of those sites or another asking for recommendations on where good places are to meet or take their small children, toddlers etc. where they can nourish their kiddos in some way and talk with others. This is especially true in the rainy PacNW weather where outside at the park isn't always an option.

Those are just initial thoughts! Would love the opportunity to discuss more!

:) Anna

Spam Email

Phishing Email

Krygier, Kathryn

Subject: FW: Concord School project interest

From: Elisabeth Goebel <Goebel86@msn.com>

Sent: Thursday, February 20, 2020 4:26 PM

To: Krygier, Kathryn <KKrygier@ncprd.com>

Subject: Re: Concord School project interest

I try to attend the Task Force meetings when I can, because I am acutely interested in what happens.

Part of this attention comes from my interest in the health of our libraries. As a former library worker and a devoted twice-a-week user of the library, I feel invested in the future of the Oak Lodge library. Libraries are a lifeline for many of us.

But a large part of my interest in the Concord project stems from my work in community theater. I am the Managing Director of New Century Players Community Theater in Milwaukie. NCP has been in existence since 2004. We perform in the Milwaukie area, mainly at Rex Putnam High School and currently, at Rose Villa retirement community's Performing Arts Center.

One of the current crises in the theater scene in the Portland area is the lack of theater venues to perform in. Milwaukie is especially poor in performing spaces. I was so excited when the Chapel Theater opened in Milwaukie. However, their rentals are priced out of a small community theater's reach. (I'm still delighted that Chapel Theater is here in my community. Milwaukie needs spaces like Chapel Theater and, as a resident, I appreciate them.)

The Concord property doesn't have an auditorium, but it does have a space that could be used as a theater, and the space available for rehearsals and possibly storage. To be blunt, those of us at New Century Players are hoping that 1) a performing venue will be possible and 2) the price for using it will be affordable. You can imagine how excited we all were when we heard about the possible conversion of the Concord School into a community center.

So that's a large part of my interest in the project.

As a resident of the area, I dream of a place like the Multnomah Art Center in southwest Portland, which offers art classes and gatherings and a number of equally enticing events. To combine that with a library and a performance space would be heavenly!

If there are other people I should contact to express my interest, I'd be happy to do that. My commitment to both the library and to community theater is strong.

Thank you so much for your time.

Sincerely,

Elisabeth

14001 SE Laurie Ave
Milwaukie, OR 97267

Krygier, Kathryn

From: Betsy Holzgraf <holzgrafjb@comcast.net>
Sent: Thursday, February 27, 2020 10:15 AM
To: Krygier, Kathryn
Subject: Oak Lodge Library

Good Morning, Kathryn.

I left this comment at last week's meeting at Concord but didn't know who got those comments. Having been a school librarian and advising an architect team when N. Clackamas School District was building some school libraries, I know it is imperative to have advice, input from people currently working in our Clackamas County Libraries. Talk to clerks and professional librarians; at the new libraries, find out what changes they would make and what they're happy with. At the older libraries, what features might be overlooked when planning a new library but should be included. What works but could be improved ("baby with the bath water" issues). It's amazing how little details can be overlooked by architects but a library worker homes right in on them.

Thank you.

Betsy

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END-ANTISPAM-VOTING-LINKS

Krygier, Kathryn

Subject: FW: Concord School

-----Original Message-----

From: Rich Nepon <richnepon@gmail.com>
Sent: Sunday, March 1, 2020 6:54 PM
To: Community Project <communityproject@co.clackamas.or.us>
Subject: Concord School

I want to remind everyone that it is important to provide a location for theater to occur in the new plans. This includes not only a stage, but also sound and lighting to be able to have a community theater to provide a cultural outlet to the residents. Seating could be moveable and collapsible to allow the floor space to be used for other purposes.

I am only not coming to the meetings because I am involved in a community theater rehearsing at Oak Grove Methodist Church on the dates of your meetings. It is a wholly inappropriate setting and difficult to stage , use and rehearse at.

Thanks

Rich Nepon
3463 SE McCartney Ln
Oak Grove 97267
Sent from Rich's iPhone

--
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END-ANTISPAM-VOTING-LINKS

Krygier, Kathryn

Subject:

FW: March 4 Concord TF Meeting at Gladstone Sr. Center

From: Mark Elliott <markport@hotmail.com>

Sent: Tuesday, March 3, 2020 11:54 AM

To: Krygier, Kathryn <KKrygier@ncprd.com>

Subject: RE: March 4 Concord TF Meeting at Gladstone Sr. Center

Hi Kathryn,

A few comments from my review of the Historical Resource Assessment by ARG:

- 1) Exterior description and summary of alterations: The report should make mention of the condition and alteration of the existing roof parapets located primarily on the west façade, The original coping atop these sloped and stepped parapets are currently covered with a metal coping flashing added at some time since original construction as part of a re-roofing effort. I mention this because as part of a re-roofing effort for the renovation of the project I am hopeful this original element can be restored and made visible rather than being covered up by metal coping.
- 2) Exterior conditions: If possible it would be good for the report to mention original materials and colors used (through investigation or photographs) in the original construction of the building for certain elements now replaced. For instance, almost all original ground and second floor windows have been replaced with aluminum frame windows and screens. It would be good for the report to identify the colors of these elements in the event they are replaced as a part of the project. Equally, exterior doors are mentioned as being replaced. If possible it would be good to mention what the original doors were made of and their architectural composition. This again intended to aid restoration work if possible as a part of this project.
- 3) Exterior conditions: It would be good to mention additions to the building exterior that could be potentially removed or replaced with elements that coincide with the architectural style. For instance, a wall mounted exhaust fan is located on the west end bay extension of the southern wing that I believe serves the kitchen in the ground floor. It is relatively new and rather unsightly and would be great if it was removed and the wall repaired as a part of this project. Another
- 4) Historical Landmark Status: Does this report intend to make a recommendation on applying for historical Landmark designation with County, State or Federal entities including the National Register? I'm unclear if the building has any historical landmark status that restricts changes to the original building design. If historical landmark designation is recommended what would be the recommended timeline for submitting such an application and what impact might that have on potential changes to the building exterior?
- 5) I'm unclear what jurisdiction the SHPO has on changes to the property? Its mentioned in Paragraph 5 but some further clarification on their status and extent of influence as a jurisdictional authority would be helpful.
- 6) Exterior Addition: I appreciate the author's thoughts and observations regarding the placement of any potential addition but would not consider their recommendations as guidelines for the architectural team. I expect their opinions on placement and size will be controversial and perhaps limit justifiable building expansion options so I would think it appropriate for Task Force members to weigh in on these observations and opinions so the design team has clear direction from the Task Force if they are to take these recommendations as design direction. I for one do not agree with the recommendations as stated in this report and would direct the design team to take their recommendations into consideration but not limit options to those referenced in the report.
- 7) Process: Perhaps ARG can elaborate on the impact to future historical landmark designation if we do not comply with SHPO recommendations?

8) Original drawings: The original drawings appear to indicate a rather elaborate capstone at the main entry arch and north and south arches. They are not there now. Wondering if they were removed or were never installed?

I haven't made any comments about the interior considering that a majority of the interior is likely to be altered but special attention should be given to the gymnasium in restoring it to its original state.

Thanks Kathryn, my apologies again for not being able to attend but hope that my comments can be included in Wednesday's discussions.

Mark Elliott
3238 SE Riesling Road
Oak Grove, OR 97267



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Meeting Summary
Oak Lodge and Gladstone Community Project
Concord Property and Library Planning Task Force Meeting
Wednesday, April 23, 2020
5:30pm – 6:30pm
Zoom Meeting

APPROVED

Task Force Members Present: Ron Campbell, Denis Hickey, Anna Hoesly, Michael Schmeer, Kristi Switzer, Michael Newgard, Grover Bornefeld, Doug Jones, Gary Bokowski, Paul Boundy, Kim Parmon, Mark Elliot, Jan Lindstrom, Chaunda Wild, Rose Ojeda

Task Force Member Absent: Monica Rohrscheib

Staff and Officials Present: Laura Zentner, BCS Director; Scott Archer, NCPRD Director; Mitzi Olson, Gladstone and Oak Lodge Library Director; Jennifer Hoffman, Opsis; Allison Brown, JLA Public Involvement; Amber Johnson, Public and Government Affairs (PGA); Kathryn Krygier, Project Manager

The meeting began at 5:30pm.

Allison Brown welcomed everyone on to the meeting and reviewed a techniques for using Zoom software.

Allison Brown conducted a round robin check-in of all task force members. She asked each of the task force members to share how they are doing during the covid-19 crisis. Each member shared information about their well-being and new environment.

Next Steps

Kathryn Krygier reviewed the upcoming schedule for the task force including the four stages of the project status:

- Phase 1 – Technical Investigation
- Phase 2 – Needs Assessment/Programming
- Phase 3 – Alternatives Analysis - Current Phase**
- Phase 4 – Preferred Alternative & Refinement

Kathryn Krygier polled the members regarding weekly meetings, starting May 7th. Weekly meetings work for a majority of the members. It does not work for a few task force members. Kathryn will follow up with these members to discuss alternatives that might work for them.

Task Force members expressed concerns regarding the review process of the alternatives including what criteria will be used to evaluate the alternatives. Kathryn noted this information will be discussed at our next meeting.

Kathryn Krygier stated that the design alternatives will be presented on May 21st. Hard copies of the drawings will be sent to everyone prior to the Task Force. There will be a thorough presentation of the alternatives. Follow up meetings will be held to review the alternatives, and to allow adequate time for Q&A.

Allison Brown requested feedback to make the Zoom meetings more effective.

Grover Bornefeld requested an explanation regarding the timeline of decoupling the projects. Kathryn noted the separation of the projects is described in the Settlement Agreement between Clackamas County and the City of Gladstone. She will make sure Grover gets this information.

Kathryn Krygier polled the members regarding a May 7th meeting at 5:30pm. Members agreed that this date would work.

Public Comment

Commissioner Paul Savas: He appreciates the hard work that the task force has done. In addition he mentioned the virtual format may be difficult for people; it may be difficult to access all the materials for the meetings.

The meeting adjourned at 6:45pm.

Next Task Force Meeting: May 7th at 5:30pm



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Meeting Summary
Oak Lodge and Gladstone Community Project
Concord Property and Library Planning Task Force Meeting
Wednesday, May 7, 2020
5:30pm – 7:00pm
Zoom Meeting

APPROVED

Task Force Members Present: Doug Jones, Michael Newgard, Ron Campbell, Michael Schmeer, Mark Elliot, Paul Boundy, Kim Parmon, Gary Bokowski, Grover Bornefeld, Denis Hickey, Chaunda Wild, Rose Ojeda, Jan Lindstrom, Kristi Switzer.

Task Force Members Excused: Anna Hoesly

Staff Present: Laura Zentner, BCS Director; Scott Archer, NCPRD Director; Mitzi Olson, Gladstone and Oak Lodge Library Director; Amber Johnson, Public and Government Affairs (PGA); Kathryn Krygier, Project Manager

Design Team Members Present: Jennifer Hoffman, Jim Kalvelage, Opsis Architecture; Ray Johnston, Johnston Architects, Kurt Lango, Lango Hansen Landscape Architects, Allison Brown, JLA Public Involvement (JLA)

This meeting was recorded and the audio is available on the Clackamas County website at <https://www.clackamas.us/communityproject#meetingsandagendas>.
These minutes document action items approved at the meeting.

The meeting began at 5:33pm.

Allison Brown welcomed everyone on to the meeting and reviewed a few technical aspects of using Zoom.

Doug Jones provided an overview of the agenda. He said the goal of the meeting was to review the draft design evaluation criteria.

The task force reviewed the meeting minutes from March 4, 2020 and they were approved with one minor correction. The task force reviewed the meeting minutes from April 23, 2020 and they were approved without corrections.

Denis Hickey announced that Monica Rohrscheib resigned from her position on the task force. He thanked her for her participation.

Grover Bornefeld requested additional information about the project near-term goals. Kathryn said she would talk with him outside of the meeting.

Project Updates:

Kathryn mentioned that emails from the task force and the public come to her about the project. She said she will send them to the task force by attaching them to the meeting minutes to be reviewed.

Evaluation Criteria Workshop:

Allison Brown noted the draft criteria was based on the task force values. Kathryn reviewed how the design team will be utilizing the criteria to review the design alternatives with the task force and later this summer, with input from the public. Kathryn stated the evaluation criteria is also a good tool to help understand the differences between the alternatives.

Design team members presented the criteria and how it relates to the task force values.

Questions and comments were collected from task force members.

The task force was asked to vote on the draft criteria. The task force approved the criteria with changes. Doug proposed sending out a meeting summary so it can be looked over with changes for a final approval. Kathryn stated it would be attached to the meeting minutes for review at the next meeting.

Next Steps

The next two task force meetings will be a design presentations, and the following meeting will be a Q&A. Meetings will be held weekly. They will also be recorded via Zoom and posted on the website so that absent task force members can review the material. This also makes the meeting presentations available to the public.

Public Comment

Rich Nepon expressed his interest in theater space through the chat function of Zoom.

Meeting Adjourned at 7:04pm

Next Task Force Meeting:

May 21, 2020

5:30 pm – 6:30 pm via Zoom



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Meeting Summary
Oak Lodge and Gladstone Community Project
Concord Property and Library Planning Task Force Meeting

Thursday, May 21, 2020
5:30pm – 7:00pm
Zoom Meeting

APPROVED

Task Force Members Present: Doug Jones, Denis Hickey, Chaunda Wild, Mark Elliot, Ron Campbell, Rose Ojeda, Jan Lindstrom, Gary Bokowski, Michael Schmeer, Michael Newgard, Kim Parmon, Kristi Switzer, Grover Bornefeld, Paul Boundy

Task Force Members Excused: Anna Hoesly

Staff and Officials Present: Commissioner Savas; Laura Zentner, BCS Director; Mitzi Olson, Gladstone and Oak Lodge Library Director; Scott Archer, NCPRD Director, Jessica Botteron, Administrative Specialist; Tracy Grambusch, BCS Financial Analyst; Amber Johnson, Public and Government Affairs (PGA); Kathryn Krygier, Project Manager

Design Team Members Present: Jennifer Hoffman, Jim Kalvelage, Opsi Architecture; Mona Zellers, Ray Johnston, Johnston Architects, Kurt Lango, Brain Martin, Lango Hanson Architects; Allison Brown, JLA Public Involvement

This meeting was recorded and the video is available on the Clackamas County website at <https://www.clackamas.us/communityproject#meetingsandagendas>.
These minutes document action items approved at the meeting.

The meeting began at 5:33pm.

Doug Jones welcomed everyone to the meeting and stated the goal of this meeting is to review the design alternatives for the Concord property. He said people are welcome to use the “chat” function and send their questions to Kathryn. She will send questions to staff and the design team to compile for discussion at the June 4th and June 11th meetings.

Doug noted who was in attendance. Kathryn Krygier introduced staff. Jennifer Hoffman introduced consultants.

The task force reviewed the meeting minutes from May 7, 2020. They were approved without corrections.

Design Presentations from Design Team

The Opsi design team gave a presentation on the Concord design alternatives. It can also be found on the website with the May 21st meeting agenda at:

<https://www.clackamas.us/meetings/communityproject/oakgladproj>

Next Steps

May 28th – Second part of the design presentation
June 4th – Design Q&A
June 11th – Design Q&A
June 18th – Criteria Evaluation
July 2nd – Review Draft Public Survey
July 2020 – Public Outreach

Kathryn mentioned the potential for the task force to make a recommendation to the Board in July about whether or not the Oak Lodge Library be on the Concord Property. She is going to discuss this possibility with the Chair and Vice-chair at their meeting next week.

Public Comment

Commissioner Savas thanked the Concord Task Force for all of the work they are doing.

Meeting Adjourned at 6:55pm

Next Task Force Meeting: May 28th at 5:30pm



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Meeting Summary
Oak Lodge and Gladstone Community Project
Concord Property and Library Planning Task Force Meeting

Thursday, May 28, 2020
5:30pm – 7:00pm
Zoom Meeting

APPROVED

Task Force Members Present: Doug Jones, Denis Hickey, Chaunda Wild, Mark Elliot, Ron Campbell, Jan Lindstrom, Gary Bokowski, Michael Schmeer, Michael Newgard, Kim Parmon, Kristi Switzer, Grover Bornefeld, Paul Boundy, Anna Hoesly, Rose Ojeda.

Task Force Members Absent: None

Staff and Officials Present: Kathryn Krygier (Project Manager), Scott Archer (NCPRD Director), Laura Zentner (BCS Director) Jessica Botteron (NCPRD), Tracy Grambusch (BCS), Paul Savas (Clackamas County Commissioner) Allison Brown (JLA Public Involvement), Amber Johnson (PGA: Public and Government Affairs), Mitzi Olson (Gladstone and Oak Lodge Library Director), Jennifer Hoffman (Opsis), Jim Kalvelage (Opsis), Ray Johnston (Johnston Architecture), Kurt Lango (Lango/Hansen)

This meeting was recorded and the audio is available on the Clackamas County website at <https://www.clackamas.us/communityproject#meetingsandagendas>.
These minutes document action items approved at the meeting.

The meeting began at 5:31pm.

Allison Brown welcomed everyone on to the Zoom meeting, and went over technical aspects of the meeting.

Doug Jones did a roll call of task force members. Kathryn Krygier introduced staff. Jennifer Hoffman introduced the design team.

Design Presentations from Design Team

The Opsis design team gave a presentation on the Concord design alternatives.

Next Steps

June 4th – Design Q&A
June 11th – Design Q&A
June 18th – Criteria Evaluation (Narrow down to three alternatives)
July 2nd – Review Draft Public Survey
July 2020 – Public Outreach

Public Comment

Elizabeth Goebel (New Century Players Community Theater) - Was disappointed with the option where the stage disappears. They really want a performing area.

Paul Savas (Clackamas County Commissioner) – Stated how he appreciates everyone’s participation in this, and would really enjoy listening to what the community has to say.

Meeting Adjourned at 6:55pm

Next Task Force Meeting: June 4th at 5:30pm



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Meeting Summary
Oak Lodge and Gladstone Community Project
Concord Property and Library Planning Task Force Meeting

Thursday, June 4, 2020
5:30pm – 7:00pm
Zoom Meeting

APPROVED

Task Force Members Present: Doug Jones, Denis Hickey, Chaunda Wild, Rose Ojeda, Mark Elliot, Ron Campbell, Jan Lindstrom, Gary Bokowski, Michael Schmeer, Michael Newgard, Kim Parmon, Kristi Switzer, Grover Bornefeld, Paul Boundy, Anna Hoesly

Task Force Members Excused: None

Staff and Officials Present: Commissioner Savas; Laura Zentner, BCS Director; Mitzi Olson, Gladstone and Oak Lodge Library Director; Scott Archer, NCPRD Director, Jessica Botteron, Administrative Specialist; Kandi Ho, NCPRD Recreation Manager, Amber Johnson, Public and Government Affairs (PGA); Kathryn Krygier, Project Manager

Design Team Members Present: Jennifer Hoffman, Jim Kalvelage; Opsi Architecture; Ray Johnston; Johnston Architects, Kurt Lango, Brain Martin; Lango Hanson Architects, Allison Brown; JLA Public Involvement

A video of this meeting is available on the Clackamas County website at
<https://www.clackamas.us/meetings/communityproject/oakgladproj>

The meeting began at 5:31pm.

Welcome and technical check

Allison Brown welcomed everyone on to the Zoom meeting, and went over technical aspects of the meeting.

Welcome and review agenda

Doug Jones did a roll call of task force members. Kathryn Krygier introduced staff and Jennifer Hoffman introduced the design team in attendance. He said the purpose of the meeting is to clarify and answer questions from the task force about the design alternatives. Tonight the discussion will focus on parking, access, transportation, park parking and site issues.

The meeting minutes from the May 21st, 2020 meeting, and the May 28th 2020 meeting were reviewed by the task force, and were approved without corrections.

Jennifer Hoffman reviewed the design process. She noted that there is a significant amount of design work to be done after the master plan is complete. She reviewed the future phases of design. Jennifer thanked the task force members for all of their questions. She said they have been reviewed by the design team and grouped together for the meeting discussion. She noted

tonight the discussion will focus on parking, access, transportation, park parking and site issues. Next week we will discuss interior layouts and project costs.

Design Q & A: Discussion

Task force members asked the design team their questions about the design alternatives. A video of the meeting, including the Q & A discussion, and the presentation materials can be found on the project website at this link: <https://www.clackamas.us/meetings/communityproject/oakgladproj>

Next Steps

<p>Thursday, June 11th 5:30-7:00 pm Zoom Meeting</p> <p>TF: Design Q&A</p>	<p>Thursday, June 18th 5:30-7:00 pm Zoom Meeting</p> <p>TF: Criteria Evaluation</p> <p>Narrow to three alts. for public review</p>	<p>Thursday, July 2nd 5:30-7:00 pm Zoom Meeting</p> <p>TF: Yes/No recommendation for Oak Lodge Library to be located on Concord Property and review draft public open house</p>	<p>July-Aug.</p> <p>Board: Policy Session, July 14st, 2:00 PM</p> <p>Public: Open House – July 6-August 2nd.</p>
<p>Aug. TBD Zoom Meeting</p> <p>TF: Review public input</p>	<p>Sept. TBD 9</p> <p>TF: Final evaluation with criteria, selection of preferred alternative</p> <p>Board: Issues project update time TBD</p>	<p>Sept. - Oct. TBD</p> <p>Design team: Refinement of preferred alt.</p> <p>TF: review refined alternative</p>	<p>Oct. TBD</p> <p>TF: Make recommendation to Board to accept preferred alternative</p> <p>Board: Consider TF Recommendation time TBD</p> <p>Public: Open House – share refined/approved alternatives</p>

Public Comment

Geoffrey Janke asked if a letter submitted by the Oak Grove Community Council would be read aloud at the meeting. Kathryn said she will send the letter to Doug to read at next week’s meeting She will attach the letter to the June 11th meeting summary.

Meeting Adjourned at 6:57pm

Next Task Force Meeting: June 11th at 5:30pm



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Meeting Summary
Oak Lodge and Gladstone Community Project
Concord Property and Library Planning Task Force Meeting

Thursday, June 11, 2020
5:30pm – 7:00pm
Zoom Meeting

APPROVED

Task Force Members Present: Doug Jones, Denis Hickey, Chaunda Wild, Mark Elliot, Ron Campbell, Jan Lindstrom, Gary Bokowski, Michael Schmeer, Kim Parmon, Grover Bornefeld, Paul Boundy, Anna Hoesly, Jan Lindstrom

Task Force Members Excused: Rose Ojeda, Kristi Switzer, Michael Newgard

Staff and Officials Present: Commissioner Savas; Laura Zentner, BCS Director; Mitzi Olson, Gladstone and Oak Lodge Library Director; Scott Archer, NCPRD Director, Jessica Botteron, Administrative Specialist; Kandi Ho, NCPRD Recreation Manager, Amber Johnson, Public and Government Affairs (PGA); Kathryn Krygier, Project Manager

Design Team Members Present: Jennifer Hoffman, Jim Kalvelage; Opsis Architecture; Ken Ballard; Opsis, Ray Johnston; Johnston Architects, Brain Martin; Lango Hanson Architects, Allison Brown; JLA Public Involvement,

A video of this meeting is available on the Clackamas County website at
<https://www.clackamas.us/meetings/communityproject/oakgladproj>

The meeting began at 5:32pm.

Welcome and technical check

Allison Brown welcomed everyone on to the Zoom meeting, and went over technical aspects of the meeting.

Welcome and review agenda

Doug Jones did a roll call of task force members. Kathryn Krygier introduced staff and Jennifer Hoffman introduced the design team members in attendance. Doug noted the goal of the meeting was for task force members to ask questions about the design alternatives.

Design Q & A: Discussion

Jennifer Hoffman presented an overview of the project timeline. She noted that the questions have been grouped into categories. Last week we discussed parking, access, traffic issues as well as questions about the site including the park, plaza and site. This week we will discuss interior layouts and project costs of the design alternatives.

Task force members asked the design team their questions about the design alternatives. A video of the meeting, including the Q & A discussion, and the presentation materials can be

found on the project website at this link:

<https://www.clackamas.us/meetings/communityproject/oakgladproj>

Next Steps

<p>Thursday, June 18th 5:30-7:00 pm Zoom Meeting</p> <p>TF: Criteria Evaluation</p> <p>Narrow to three alts. for public review</p>	<p>Thursday, July 2nd 5:30-7:00 pm Zoom Meeting</p> <p>TF: Yes/No recommendation for Oak Lodge Library to be located on Concord Property and review draft public open house</p>	<p>Thursday, July 2nd 5:30-7:00 pm Zoom Meeting</p> <p>TF: Yes/No recommendation for Oak Lodge Library to be located on Concord Property and review draft public open house</p>	<p>July-Aug.</p> <p>Board: Policy Session, July 14st, 2:00 PM</p> <p>Public: Open House – July 6-August 2nd.</p>
<p>Aug. TBD Zoom Meeting</p> <p>TF: Review public input</p>	<p>Sept. TBD 9</p> <p>TF: Final evaluation with criteria, selection of preferred alternative</p> <p>Board: Issues project update time TBD</p>	<p>Sept. - Oct. TBD</p> <p>Design team: Refinement of preferred alt.</p> <p>TF: review refined alternative</p>	<p>Oct. TBD</p> <p>TF: Make recommendation to Board to accept preferred alternative</p> <p>Board: Consider TF Recommendation time TBD</p> <p>Public: Open House – share refined/approved alternatives</p>

Public Comment

Doug Jones summarized the letter from Oak Grove Community Counsel that was submitted as a written public comment last week and noted it would be attached to the meeting notes.

Commissioner Savas stated that he appreciates what the Task Force is doing and he is interested to find out how the task force navigates all of the issues.

Meeting Adjourned at 7:05pm

Next Task Force Meeting: June 18th at 5:30pm



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Meeting Summary
Oak Lodge and Gladstone Community Project
Concord Property and Library Planning Task Force Meeting

Thursday, June 18, 2020
5:30pm – 7:00pm
Zoom Meeting

APPROVED

Task Force Members Present: Doug Jones, Denis Hickey, Chaunda Wild, Mark Elliot, Ron Campbell, Gary Bokowski, Michael Schmeer, Kim Parmon, Grover Bornefeld, Paul Boundy, Jan Lindstrom, Rose Ojeda, Anna Hoesly, Jan Lindstrom

Task Force Members Excused: Kristi Switzer, Michael Newgard

Staff and Officials Present: Commissioner Savas; Laura Zentner, BCS Director; Mitzi Olson, Gladstone and Oak Lodge Library Director; Scott Archer, NCPRD Director, Jessica Botteron, Administrative Specialist; Kandi Ho, NCPRD Recreation Manager, Amber Johnson and Ellen Rogalin, Public and Government Affairs (PGA); Tracy Grambusch, BCS; Kathryn Krygier, Project Manager

Design Team Members Present: Jennifer Hoffman, Jim Kalvelage; Opsis Architecture; Ken Ballard; Opsis, Ray Johnston; Johnston Architects, Kurt Lango; Lango Hanson Architects, Allison Brown; JLA Public Involvement

A video of this meeting is available on the Clackamas County website at
<https://www.clackamas.us/meetings/communityproject/oakgladproj>

The meeting began at 5:33pm.

Welcome and Review agenda

Doug Jones did a roll call of task force members. He said the goal of this meeting is to discuss a draft evaluation of design alternatives.

Kathryn Krygier introduced staff. She noted that all of the questions submitted will be attached to the meeting summary. Jennifer Hoffman introduced the design team.

Evaluation Survey Results

Allison Brown reviewed the task force review of the survey they took using the criteria to evaluate the three design alternatives. She noted the purpose of the survey is to better understand each alternative and to gain a thorough understanding of each alternative.

The task force members discussed the survey results and discussed various issues with the design team. The survey results are attached to this meeting summary. A video of the meeting including the discussion can be found on the project website at this link:

<https://www.clackamas.us/meetings/communityproject/oakgladproj>

Allison reminded the group of the design team will be taking all of their comments and suggestions and are working hard to incorporate them into the public open house and survey.

Evaluation Workshop

Allison summarized the survey results. Option 2 had the highest votes. Allison asked the task force to focus on what other two options should move forward to the public. Kathryn suggested the task force could consider only taking two options to the public. Allison stated the team would assume three options would be considered but this could also be discussed at next week’s meeting.

The task force discussed what other options should go to the public for feedback and decided that Option 2, Option 3, and Option 1B should be presented to the public.

Next Steps

<p>June 17th 5:30-7:00 pm Zoom Meeting</p> <p>TF: Criteria Evaluation</p>	<p>July 1st 5:30-7:00 pm Zoom Meeting</p> <p>TF: Input on draft survey</p>	<p>July-Aug. TBD</p> <p>Board: Policy Session, July 14st, 2:00pm via zoom</p> <p>Public: Open House – July 6-August 2nd</p>	<p>Aug. TBD Zoom Meeting</p> <p>TF: Review public input</p>
<p>Sept. TBD</p> <p>TF: Final evaluation with criteria, selection of preferred alternative</p> <p>Board: Issues project update</p>	<p>Sept. - Oct. TBD</p> <p>Design team: Refinement of preferred alt.</p> <p>TF: Review refined alternative</p>	<p>Oct. TBD</p> <p>TF: Make recommendation to Board to accept preferred alternative</p> <p>Board: Consider TF recommendation</p> <p>Public: Open House – share refined/approved alternatives</p>	

Public Comment

Commissioner Savas – The Commissioner thanked everyone for their work. He said the task force might consider if they want to include their rankings or rationale about their choices in the information the public receives—to help inform the public.

Geoffrey Janke (Concord Partnership) – Goeffry said he thought that three options was an appropriate number of alternatives to take to the public. He noted that giving people more options will give them confidence and will show that a variety the options have been considered. He said he loves the fact that 1B, 2, 3 are the ones being considered. He would like to hear from the parks department if losing the opportunity for a park in option 3 would be impactful.

Meeting Adjourned at 7:15pm

Next Task Force Meeting: July 2nd at 5:30pm



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Meeting Summary
Oak Lodge and Gladstone Community Project
Concord Property and Library Planning Task Force Meeting

Thursday, July 2, 2020
5:30pm – 7:00pm
Zoom Meeting

APPROVED

Task Force Members Present: Doug Jones, Denis Hickey, Chaunda Wild, Ron Campbell, Gary Bokowski, Michael Schmeer, Kim Parmon, Grover Bornefeld, Paul Boundy, Rose Ojeda, Kristi Switzer, Mark Elliot; Jan Lindstrom

Task Force Members Excused: Anna Hoesly,

Staff and Officials Present: Laura Zentner, BCS Director; Mitzi Olson, Gladstone and Oak Lodge Library Director; Scott Archer, NCPRD Director, Ellen Rogalin, Public and Government Affairs (PGA); Kathryn Krygier, Project Manager

Design Team Members Present: Jennifer Hoffman, Jim Kalvelage; Opsis Architecture; Allison Brown; JLA Public Involvement

A video of this meeting is available on the Clackamas County website at
<https://www.clackamas.us/meetings/communityproject/oakgladproj>

The meeting began at 5:33pm.

Welcome and Review agenda

Doug Jones did a roll call of task force members. He said there are two agenda items for the meeting: the decision to locate the Oak Lodge Library on the Concord Property and a discussion and take feedback about the upcoming virtual open house and survey.

Meeting summaries from task force meetings held on June 4, June 11, June 18 were approved as submitted.

Kathryn Krygier introduced staff. She noted that all of the questions submitted will be attached to the meeting summary. Jennifer Hoffman introduced the design team.

Oak Lodge Library on the Concord Property Decision

Gary Bokowski noted that the Preliminary Geotechnical Report recommended doing additional testing. He suggested the issue of locating the Oak Lodge Library on the Concord Property might be too soon given the testing has not been completed. Kathryn suggested the decision to locate the library on the Concord Property could be made with the consideration that no fatal flaws arise in the future.

Jennifer said the tests are required as part of the permit process.

Additional discussion occurred about seismic requirements, possible project fatal flaws, desirability of the Concord Property, project budget and funding, and process.

Allison asked the task force to vote on the following:

Is it feasible to move forward with the Oak Lodge Library to be on the Concord Property given what is known is known to-date, no fatal flaws arise in the future, and based on the three alternatives (1b, 2 and 3) the task force recommended to be reviewed by the public?

The vote was approved unanimously.

Ron Campbell qualified his vote by stating he only approved if alternative No. 2 is selected as the preferred alternative.

Online Open House Review and Feedback

Allison Brown reviewed the Online Open House which will be available online from July 6th to August 2nd that has been developed for community input and took questions and suggestions from task force members.

Allison reminded the group of the design team will be taking all of their comments and suggestions and are working hard to incorporate them into the public open house and survey.

Suggestions, thoughts and questions were:

- Identify project costs so the public understands the differences between the alternatives.
- How will people w/o internet give feedback? Mitzi said laptops will be available by appointment at the library to be used in the parking lot.
- Will the survey be translated into Spanish? Rose suggested a Spanish survey would be a good idea. She suggested it would need to be simpler than the English survey if it is to be targeted to immigrants who are still learning English and written Spanish. She also suggested exploring simultaneously translation on Zoom.
- Can survey be printed?
- This masterplan work does not include more work on exterior materials and details. That work will be part of schematic design.
- Are we reaching out to the Russian community? Allison said she will discuss this outside of the meeting.

Next Steps

Kathryn reviewed the next steps. She pointed out that the task force is nearing the time to make recommendation to the BCC; that is scheduled to take place in October.

Public Comment: None

Meeting Adjourned at 7:15pm

Next Task Force Meeting:

August 20, 2020

5:30 PM – 7:00 PM

Review results from the Open House/survey



BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Meeting Summary
Oak Lodge and Gladstone Community Project
Concord Library Planning Task Force Meeting

Thursday, August 20, 2020
5:30 – 7:00 pm
Zoom Meeting

APPROVED

Task Force Members Present: Doug Jones, Denis Hickey, Chaunda Wild, Ron Campbell, Gary Bokowski, Michael Schmeer, Kim Parmon, Grover Bornefeld, Paul Boundy, Kristi Switzer, Mark Elliot; Jan Lindstrom

Task Force Members Excused: Rose Ojeda, Michael Newgard

Staff and Officials Present: Laura Zentner, BCS Director; Mitzi Olson, Gladstone and Oak Lodge Library Director; Scott Archer, NCPRD Director, Ellen Rogalin, Public and Government Affairs (PGA); Kathryn Krygier, Project Manager; Jessica Botteron, Administrative Specialist

Design Team Members Present: Jennifer Hoffman, Jim Kalvelage; Opsis Architecture; Ken Ballard, Ballard*King & Associates, Brandy Steffen, Allison Brown; JLA Public Involvement

A video of this meeting is available on the Clackamas County website at
<https://www.clackamas.us/meetings/communityproject/oakgladproj>

The meeting began at 5:32pm.

Welcome and Review agenda

Allison Brown did a technical check. Doug Jones did a roll call of task force members. Doug provided a summary of the agenda, which includes going over the results of the public outreach.

Meeting summary from task force meeting held on July 2, 2020 was approved with one correction.

Project Updates

Kathryn informed the task force that a Geotechnical Engineer has been hired to report on the Oatfield Fault and to determine the structural properties of the soil.

Presentation: Outreach Review

Brandy Steffen from JLA presented the results from the public outreach. Option 2 was favored over the other options. The presentation can be found on the Clackamas County website at:

<https://www.clackamas.us/meetings/communityproject/oakgladproj>

Jennifer Hoffman discussed future design considerations for the Concord Property. She said parking and accessibility were big considerations. Other design topics discussed were the plaza, park amenities, library, community center, and stewardship.

Discussion: Reactions and thoughts

Task force members provided their thoughts regarding the public outreach. Parking was a significant concern. Several members noted they were disappointed with the lack of engagement from underrepresented communities.

Additional comments should be sent to Kathryn.

Next Steps

Kathryn reviewed the next steps. She mentioned that the task force will be voting for a preferred alternative on September 10th. The Board of County Commissioners will consider the task force recommendation after the refinement phase which is tentatively scheduled for late October.

September:

- Task Force recommends a preferred design option

October:

- Task Force reviews refined design option.
- Board of County Commissions considers recommendation

Late Fall:

- Community celebrates selected option.

Nov/Dec:

- Design and Engineering begin

Public Comment:

None

Meeting Adjourned at 7:03pm

Next Task Force Meeting:

September 10, 2020

5:30 PM – 7:00 PM