

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Policy Session Worksheet

**Presentation Date:** 10/9/18      **Approx. Start Time:** 3:30 PM      **Approx. Length:** 30 mins

**Presentation Title:** Concord Property and Library Planning Process update

**Department:** Business and Community Services (BCS)

**Presenters:** Laura Zentner, BCS Director  
Greg Williams, BCS Deputy Director  
Scott Archer, NCPRD Director  
Donna Robinson, Project Manager

**Other Invitees:** Amy Kyle, PGA Public Affairs Manager  
Katie Wilson, PGA Community Relations Specialist  
Mitzi Olson, BCS Oak Lodge Library Manager  
Kathryn Krygier, NCPRD Manager  
Eleanore Hunter, Citizen

### WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Staff will be updating the Board on the status of the Concord Property and Library Planning Process. Significant milestones since our last update include the hiring of a dedicated Project Manager, recruitment and evaluation of applicants for the Concord Property and Library Planning Task Force, and initiating recruitment for the Gladstone Community Library Task Force.

In addition, staff is recommending seven community members to fill “at large” positions on the Concord Property and Library Planning Task Force, and is requesting the Board’s approval and appointment of these members.

### EXECUTIVE SUMMARY:

**Background:** In October 2017, the County and the City of Gladstone entered into a Settlement Agreement which contemplates the construction of two new libraries, one located within the City of Gladstone, and one located in unincorporated Clackamas County within the Oak Lodge library service area with a specific site to be determined after appropriate public input. In February 2018, the North Clackamas Parks and Recreation District (NCPRD) acquired the former Concord Elementary School property.

In April 2018, staff proposed and the Board approved a unified Concord Property and Library Planning Process, to be coordinated by a dedicated Project Manager. This unified planning process was designed to 1) make efficient use of staff resources, 2) address community desires for a holistic, inclusive planning process for the Concord Elementary School property in

conjunction with site selection for the future Oak Lodge Library, and 3) incorporate project planning activities and community engagement efforts for the new Gladstone Library facility.

In June 2018, staff updated the Board on the status of the Concord Property and Library Planning Process and, with the Board's approval, finalized a charter for the Concord Property and Library Planning Task Force, a 15-member community task force charged with recommending the best future use(s) for the Concord School Property. The Task Force composition included:

- Nine members residing within and representing the NCPRD service area, with at least three of these members residing within NCPRD Zone 2.
  - Two members drawn from and appointed by the NCPRD District Advisory Board.
  - Seven "at large" members selected through a recruitment process.
- Five members residing within and representing the Oak Lodge Library service area.
  - Four members drawn from and appointed by the Clackamas County Library Board of Trustees.
  - One member drawn from and recommended by the Friends of the Oak Lodge Public Library, and appointed by the Clackamas County Library Board of Trustees.
- One member residing within and representing the Gladstone Library service area, recommended by the Gladstone Library Advisory Board and appointed by the Gladstone City Council.

Staff also assured the Board that the process for evaluating and selecting a dedicated Project Manager, as well as the process of selecting "at large" members for the Concord Property and Library Planning Task Force, would incorporate community involvement and feedback.

Since the last staff update to the Board, the following progress has been made:

- A Project Manager Selection Committee was formed, including BCS staff and a member of the community (Stephanie Kurzenhauser). The selection committee evaluated candidates for the Project Manager position, unanimously recommending Donna Robinson, who started on August 20, 2018.
- Staff worked with the NCPRD District Advisory Board, Clackamas County Library Board of Trustees, Friends of the Oak Lodge Public Library, Gladstone Library Advisory Board, and Gladstone City Council to fill appointed positions on the Concord Property and Library Planning Task Force.
- Public and Government Affairs (PGA) coordinated the recruitment process for the NCPRD "at large" positions on the Concord Property and Library Planning Task Force. Community interest and response was strong, with over 40 applications for seven available "at large" positions received.
- A Concord Task Force Member Selection Committee was formed, including BCS staff, and a member of the community (Eleanore Hunter). This committee evaluated applications, interviewed candidates, and is recommending appointments for these seven at-large positions. This committee also identified additional applicants who, while not appointed to the Task Force, possess significant subject matter expertise that can hopefully be utilized at future stages of the planning process.
- A Charter for a Gladstone Community Library Task Force has been drafted and approved by the Gladstone City Council. PGA is currently coordinating recruitment efforts for this Task Force.

In order to proceed to the next phase of the planning process, staff is requesting that the Board approve and appoint the seven “at large” members of the Concord Property and Library Planning Task Force as recommended by the Concord Task Force Member Selection Committee.

**FINANCIAL IMPLICATIONS (current year and ongoing):**

Is this item in your current budget?  YES       NO

What is the cost? N/A

What is the funding source? NCPRD/Oak Lodge Library budgets

**STRATEGIC PLAN ALIGNMENT:**

- How does this item align with your Department’s Strategic Business Plan goals?
  - Build public trust through good government
  
- How does this item align with the County’s Performance Clackamas goals?
  - Build a strong infrastructure
  - Ensure safe, healthy and secure communities

**LEGAL/POLICY REQUIREMENTS:** Board Order 85-1221 entitles the Library Board of Trustees to conduct studies of and make recommendations to the Board relating to appropriate sites for the location of the Library building or satellite facilities. Accordingly, the Library Board of Trustees has significant representation on the Concord Property and Library Task Force, and will also be represented on the Gladstone Community Library Task Force.

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

The Project Manager Selection Committee and the Concord Property and Library Planning Task Force Member Selection Committee each included a citizen member.

PGA is currently coordinating recruitment for the Gladstone Community Library Task Force.

The voting membership of both the Concord Property and Library Planning Task Force and the Gladstone Community Library Task Force will consist entirely of community members.

**OPTIONS:**

1. Approve and appoint the seven “at large” members of the Concord Property and Library Planning Task Force as recommended by the Concord Task Force Member Selection Committee.
2. Provide alternative direction.

**RECOMMENDATION:**

Staff recommends the Board approve option 1: Approve and appoint the seven “at large” members of the Concord Property and Library Planning Task Force as recommended by the Concord Task Force Member Selection Committee.

**ATTACHMENTS:**

1. Proposed membership, Concord Property and Library Planning Task Force
2. Gladstone Community Library Task Force Charter

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval \_\_\_\_\_

County Administrator Approval \_\_\_\_\_

A handwritten signature in cursive script, appearing to read "Laura Zentner", is written over the signature lines for the Department Director/Head Approval and County Administrator Approval.

For information on this issue or copies of attachments, please contact **Laura Zentner @ 503-742-4351**

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DEPUTY DIRECTOR

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503-742-4399

## DIVISIONS

### NORTH CLACKAMAS PARKS & RECREATION DISTRICT

SCOTT ARCHER

DIRECTOR

### ECONOMIC DEVELOPMENT

CATHERINE GRUBOWSKI-JOHNSON

MANAGER

### AGRICULTURE & FOREST

### COUNTY PARKS & FOREST

### PROPERTY DISPOSITION

RICK GRUEN

MANAGER

### STONE CREEK GOLF COURSE

GORDON TOLBERT, PGA

OWNER, TOTAL GOLF  
MANAGEMENT

### LINCC LIBRARY SERVICES

GREG WILLIAMS, MLIS

MANAGER

### OAK LODGE LIBRARY

MITZI OLSON, MLIS

MANAGER

### COUNTY FAIR & EVENT CENTER

LAURIE BOTHWELL, EXECUTIVE  
DIRECTOR

## Proposed Concord Property and Library Planning Task Force Members

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### *NCPRD At-Large Appointees*

Ron Campbell

Mark Elliott

Denis Hickey

Anna Hoesly

Stephanie Kurzenhauser

Michael Schmeer

Kristi Switzer

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### *Library Appointees*

Grover Bornefeld

Leslie Shirk

Doug Jones

Chaunda Wilde

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### *Friends of the Oak Lodge Public Library Appointee*

Jean Chapin

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### *NCPRD Advisory Board Appointees*

Lynn Fisher

Eric Shawn

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### *Gladstone Appointee*

Gary Bokowski

# Gladstone Community Library Planning Task Force



## Charter

### **BACKGROUND**

In October 2017, the City of Gladstone and Clackamas County entered into an agreement which contemplates the County constructing and managing two new libraries, one in the Oak Lodge library service area, and one in the City of Gladstone on the current City Hall site (525 Portland Avenue).

In May 2018, City of Gladstone voters approved ballot measure 3-530, which provided necessary Charter approvals for the implementation of the agreement between Clackamas County and the City of Gladstone.

The Board of County Commissioners has authorized the creation of a Gladstone Community Library Planning Task Force to evaluate the needs of the Gladstone community and advise the Board of County Commissioners on the new Gladstone library's facilities, services, and governance.

### **CHARGE**

The Task Force will serve in an advisory capacity to the Board of County Commissioners, and is charged with the following purposes:

- To assist in the assessment, evaluation, and prioritization of the needs of Gladstone library users. This assessment may include, but not be limited to: analysis and prioritization of community library needs; assessing conditions at the Portland Avenue site; recommending best use(s) of space within a new library facility based on prioritized needs; evaluating opportunities for cost savings and operational efficiencies between Gladstone and Oak Lodge locations; working with consultants as necessary; and assisting in the review of financial estimates and forecasts.
- To evaluate best practices for library governance and make recommendations on the future role of the Gladstone Library Advisory Board.
- After submission of the Task Force's recommendations to the Board, and consistent with the Board's subsequent direction, to assist with and advise on the creation of a Master Plan for the development of the Gladstone library. The Master Plan will likely include, but not be limited to: project principles, a site plan, conceptual building floorplans, cost estimate and schedule, phasing plan, and a funding strategy.

- During any subsequent construction of the Gladstone Library, to serve as a community liaison group. The Task Force will receive periodic project updates, assist with disseminating project information to the community, and provide community feedback.
- To provide quarterly updates on Task Force activities to the Board of County Commissioners and the Gladstone City Council.

### **MEMBERSHIP AND STAFF SUPPORT**

The Task Force will consist of 13 voting members, selected/appointed as follows:

- The Gladstone Library Advisory Board shall recommend a total of six members, as follows:
  - A minimum of three members shall be drawn from the Gladstone Library Advisory Board.
    - Once appointed, members drawn from the Gladstone Library Advisory Board may continue serving on the Task Force even if their Board terms expire before the conclusion of the Task Force’s work.
  - A minimum of two members shall be drawn from the Gladstone Library Foundation.
- One member shall be recommended by and drawn from the Clackamas County Library Board of Trustees.
  - If this member’s term on the Library Board of Trustees expires before the conclusion of the Task Force’s work, a new member recommended by and drawn from the Clackamas County Library Board of Trustees shall be appointed.
- Six at large members shall live within the Gladstone Library service area, with at least one of these members living in the unincorporated portion of the Gladstone Library service area.
  - These members shall be selected through a recruitment process. Applications will be solicited by Clackamas County, and reviewed by a Selection Committee composed of:
    - Two members of the Gladstone City Council
    - The Gladstone City Manager
    - One member of the Gladstone Library Advisory Board who is not serving on the Task Force
    - The Director of the Oak Lodge Library
    - The Project Manager

- A representative from Clackamas County Business and Community Services
- The Board of County Commissioners shall appoint the Task Force members selected/recommended above.

In the event of a vacancy, the Task Force (by majority vote) shall appoint a new member. Any such appointment shall be consistent with the membership criteria above.

The Task Force will be supported by a dedicated Project Manager, employed by Clackamas County. The Project Manager shall be an ex-officio, non-voting member of the Task Force. Additional administrative support will be provided by County staff.

### **TERM**

The term of membership shall be until the completion of the Task Force's work, or until dissolution of the Task Force by the Board of County Commissioners. The anticipated time commitment for Task Force members is three years, lasting from Task Force formation through the end of any potential construction.

The Task Force shall meet at least quarterly; membership may establish a more frequent meeting schedule to meet project needs.

### **GOVERNANCE STRUCTURE**

The elected officers of the Task Force shall consist of a Chair and a Vice-Chair.

Officers shall serve for a term of one year. Officers shall be elected by a majority vote of Task Force members and may be removed for any reason by a two-thirds vote of Task Force members.

The Chair and the Project Manager shall jointly establish the agenda for Task Force meetings. The Chair shall preside over meetings. The Vice-Chair shall preside in the absence of the Chair.

The Task Force advises the Board of County Commissioners, the Project Manager, and County staff, and has no formal delegated power of authority to represent Clackamas County or commit to the expenditure of any funds. The Task Force may identify members to present recommendations to the Board, other governing bodies, and/or other community groups as needed.



### **OTHER COMMITTEES**

The Task Force Chair and Project Manager shall jointly establish and select members for any other standing or special committees, as deemed necessary. For all committees, the Task Force Chair shall be an ex-officio, voting member, and the Project Manager shall be an ex-officio, non-voting member.

### **QUORUM AND CONDUCT**

A quorum shall consist of a majority of voting members.

All Task Force meetings shall be conducted in accordance with Oregon Public Meetings Law. Task Force members will work cooperatively and collaboratively with each other and the Project Manager. The Task Force will endeavor to reach consensus on all decisions and recommendations.

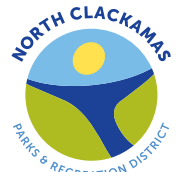
Business & Community Services

# Concord Property & Library Planning Task Force Update



BCC Policy Session 10/9/2018

Laura Zentner, BCS Director  
Greg Williams, BCS Deputy Director  
Scott Archer, NCPRD Director  
Mitzi Olson, Oak Lodge Library Manager  
Amy Kyle, Strategic Communications Manager



# Current Status



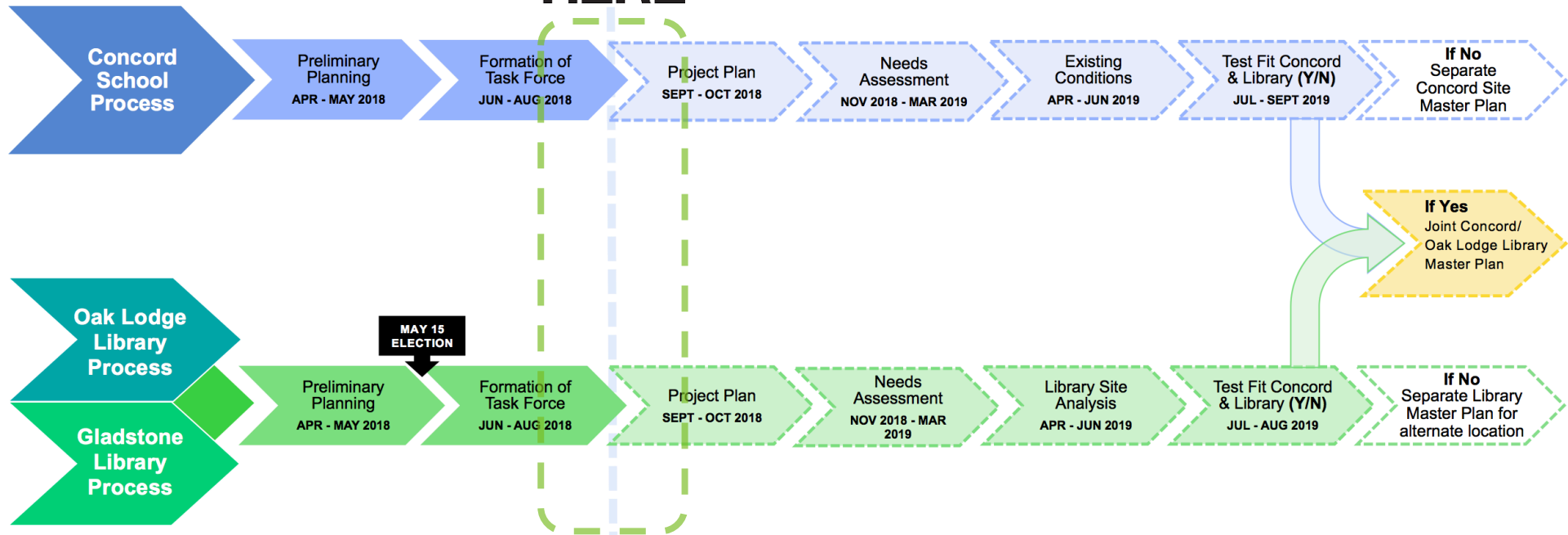
- Planning Process Review
- Project Manager
- Concord Property and Library Planning Task Force
- Gladstone Community Library Task Force



# Process Review



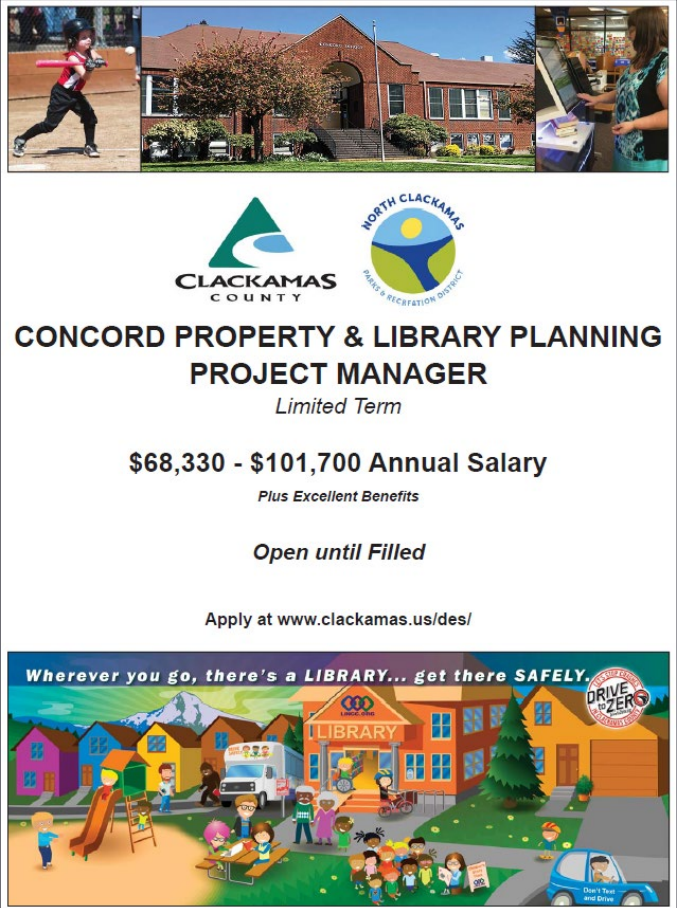
**WE ARE  
HERE**



# Project Manager

- Selection committee included the BCS Director, three senior project staff and one community member, Stephanie Kurzenhauser
- 26 applicants
- 6 candidates interviewed

***Welcome Donna!***



The advertisement features three small images at the top: a person playing tennis, a brick building with a large archway, and a person working at a computer. Below these are the logos for Clackamas County and North Clackamas Parks & Recreation District. The main text reads: 'CONCORD PROPERTY & LIBRARY PLANNING PROJECT MANAGER Limited Term \$68,330 - \$101,700 Annual Salary Plus Excellent Benefits Open until Filled Apply at www.clackamas.us/des/'. At the bottom is a colorful illustration of a neighborhood with a library, a playground, and a 'DRIVE ZERO' sign.

**CLACKAMAS COUNTY**

**NORTH CLACKAMAS PARKS & RECREATION DISTRICT**

**CONCORD PROPERTY & LIBRARY PLANNING PROJECT MANAGER**  
*Limited Term*

**\$68,330 - \$101,700 Annual Salary**  
*Plus Excellent Benefits*

*Open until Filled*

Apply at [www.clackamas.us/des/](http://www.clackamas.us/des/)

*Wherever you go, there's a LIBRARY... get there SAFELY.*

**DRIVE ZERO**

**CLACKAMAS COUNTY**

**NORTH CLACKAMAS PARKS & RECREATION DISTRICT**

# Donna Robinson

- Senior project manager with over 30 years of experience
- Degrees in architecture and landscape architecture
- Has managed large transportation projects (including the Newberg Dundee Bypass), as well as land use, energy and building/facility projects
- Experience in multidisciplinary project teams, addressing the needs and expectations of clients and the public



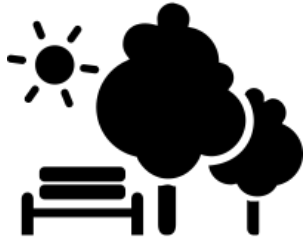
*Newberg Dundee Bypass*



**CONCORD PROPERTY AND LIBRARY  
PLANNING TASK FORCE**

# Task Force Recruitment

Sought applicants with expertise or professional experience in:



- Architecture, construction or development
- Park planning and/or landscape architecture
- Historic preservation
- Accessible design
- League sports
- Needs and interests of adults/seniors
- Early childhood recreation and education
- Community recreation and health
- Outdoors, open spaces and natural resources
- Public finance
- Equity, diversity and inclusion
- Arts



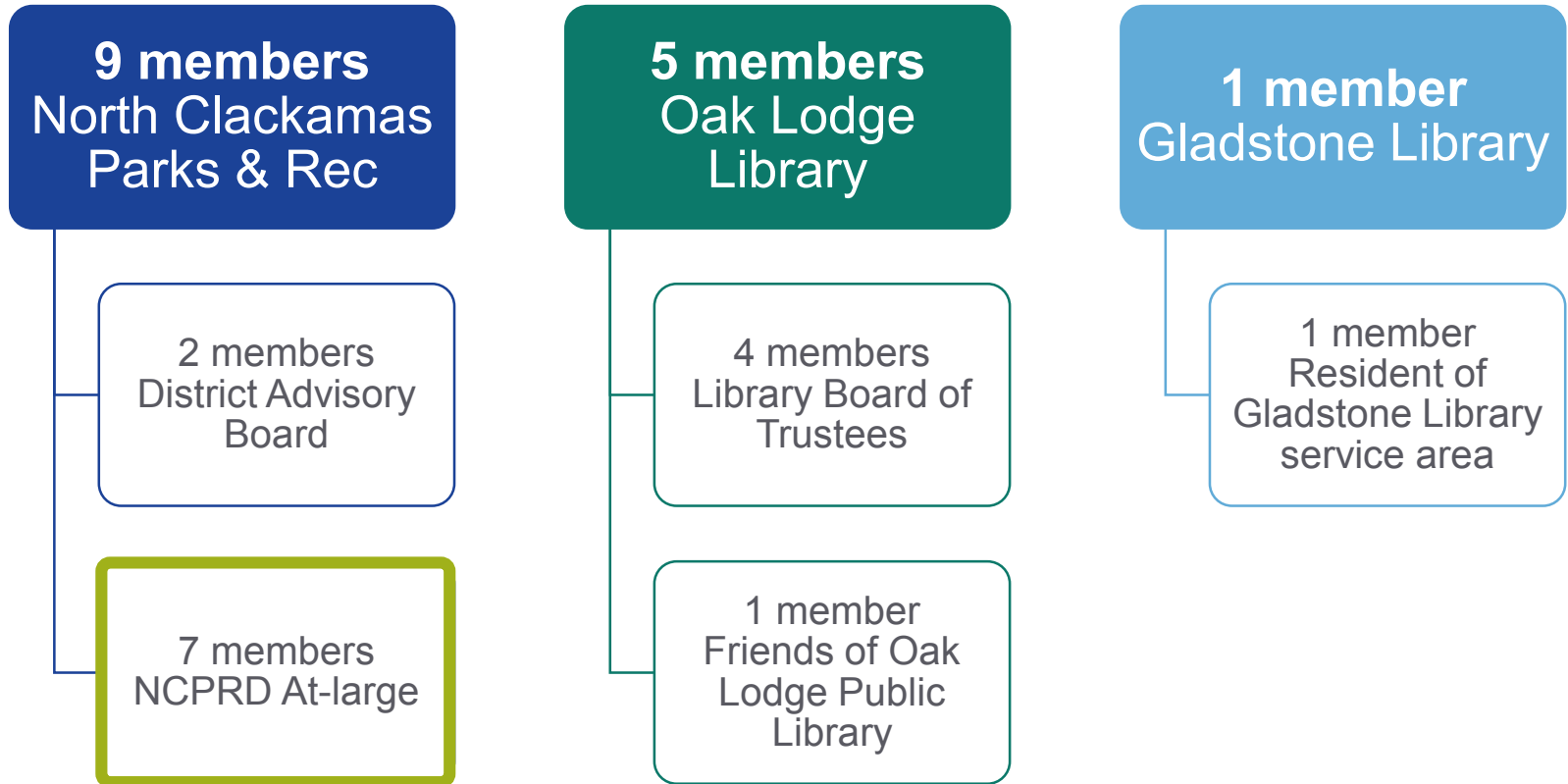


# Task Force Recruitment

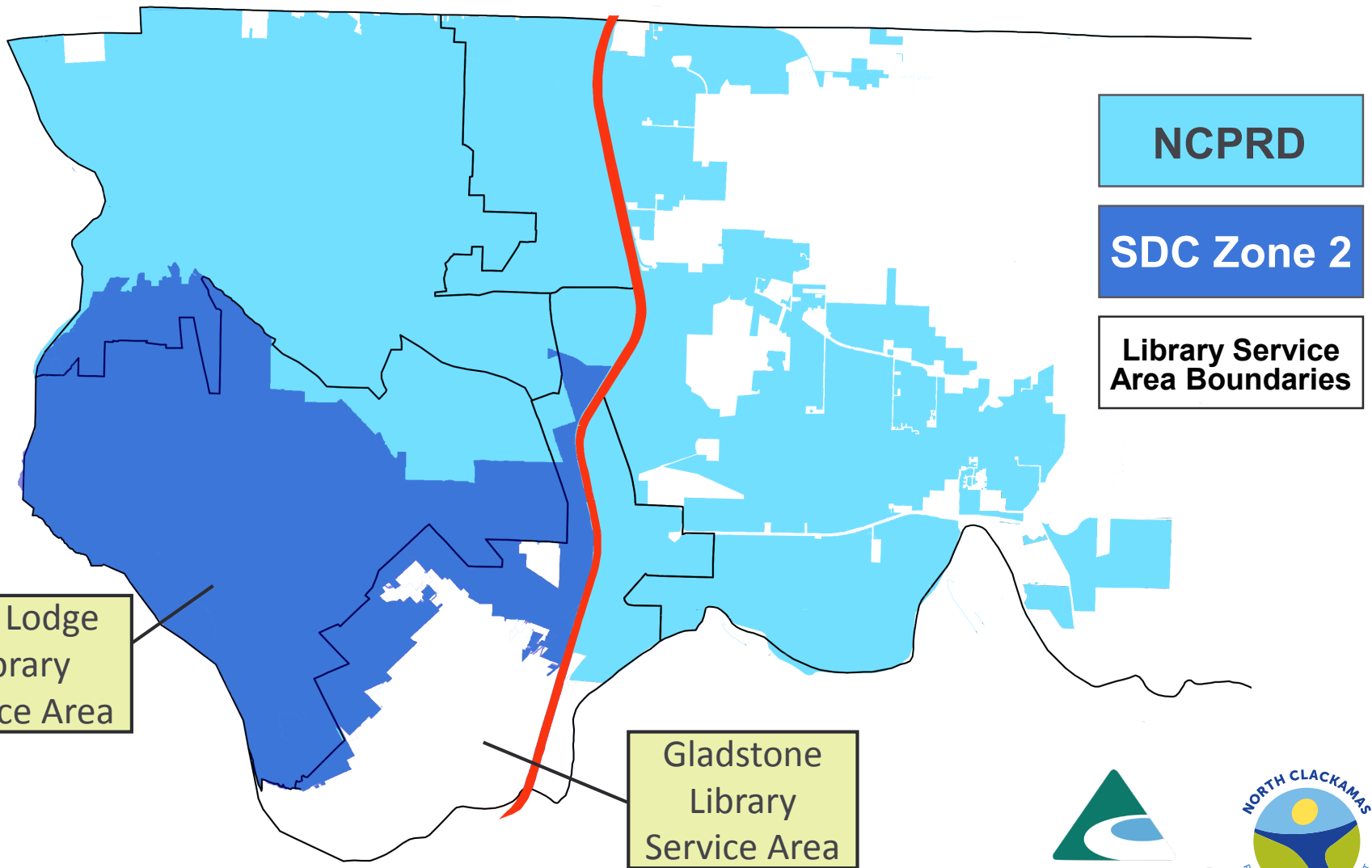
- 41 applicants
- 24 candidates interviewed
- Selection committee included Project Manager, three senior project staff and one community member, Eleanore Hunter
- The committee is recommending **seven applicants** for appointment as NCPRD At-large members



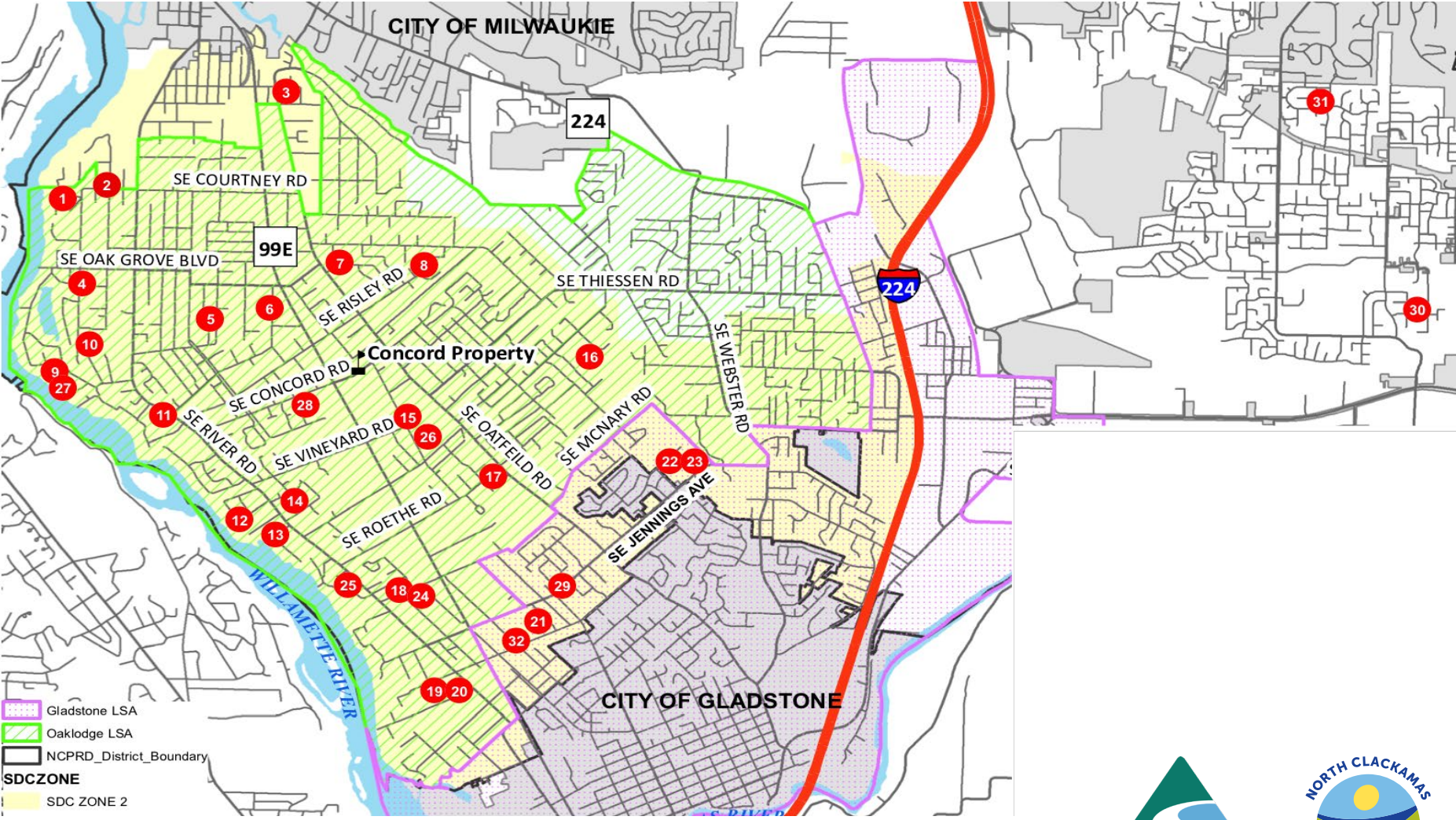
# Task Force Composition



# Task Force Composition



# Task Force Applicants by Address



# Task Force Appointments

**9 members**  
North Clackamas  
Parks & Rec

**5 members**  
Oak Lodge  
Library

**1 member**  
Gladstone  
Library

- **District Advisory Board Members (2)**
  - Lynn Fisher (District Advisory Board)
  - Eric Shawn (Budget Committee)
- **NCPRD At-large Members (7)**
  - Ron Campbell\*
  - Mark Elliott\*
  - Denis Hickey
  - Anna Hoesly\*
  - Stephanie Kurzenhauser\*
  - Michael Schmeer\*
  - Kristi Switzer\*

**RECOMMENDED  
MEMBERS**

\*Resident of NCPRD SDC Zone 2



# Task Force Appointments

**9 members**  
North Clackamas  
Parks & Rec

**5 members**  
Oak Lodge  
Library

**1 member**  
Gladstone  
Library

- **Clackamas County Library Board of Trustees Members (4)**
  - Grover Bornefeld
  - Doug Jones
  - Leslie Shirk
  - Chaunda Wild
- **Friends of Oak Lodge Public Library Member (1)**
  - Jean Chapin

# Task Force Appointments

**9 members**  
North Clackamas  
Parks & Rec

**5 members**  
Oak Lodge  
Library

**1 member**  
Gladstone  
Library

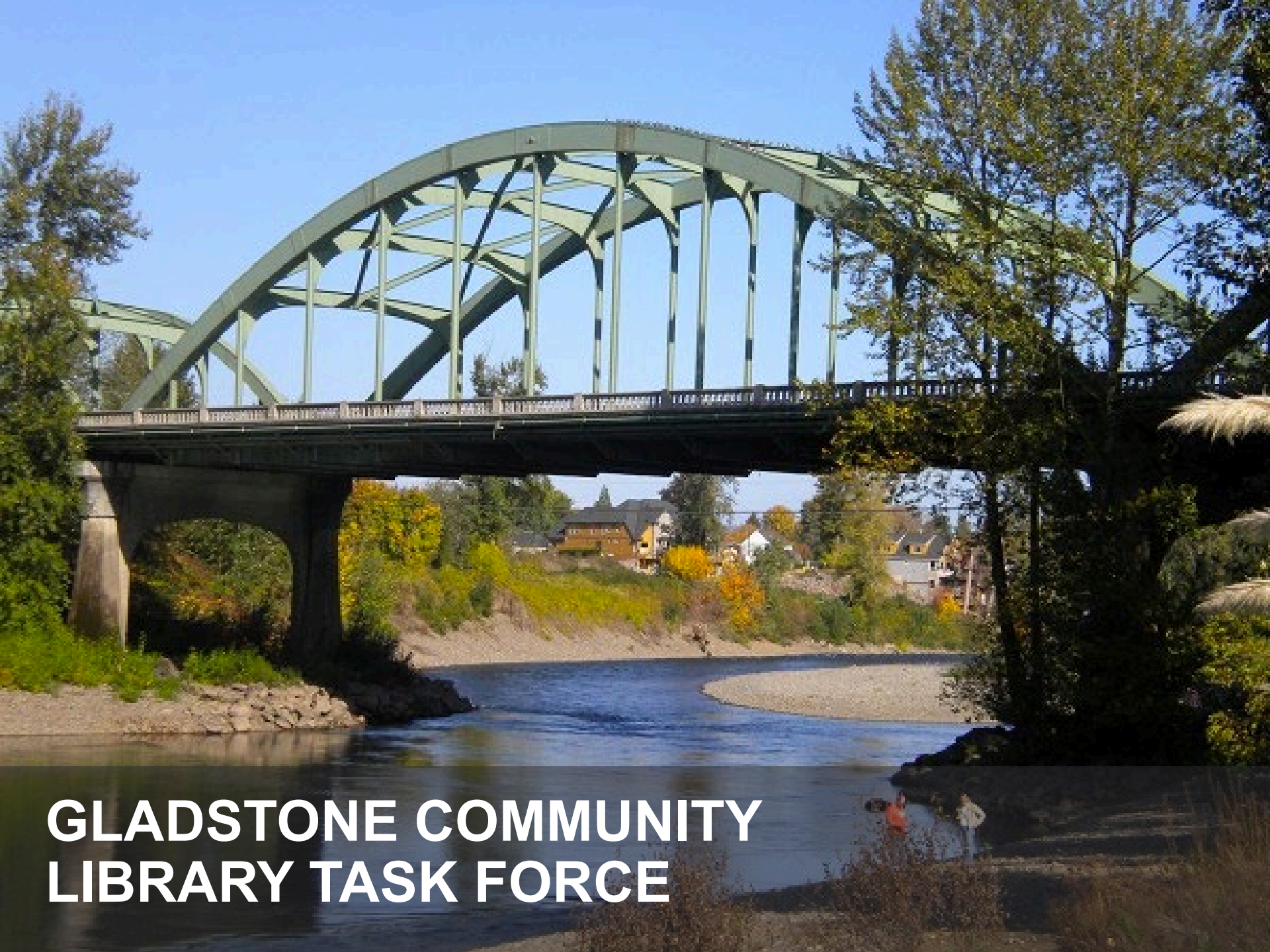
- **Gladstone Library service area resident member (1)**
  - Gary Bokowski



# Recommendation

Staff recommend the Board approve the seven NCPRD at-large appointments to the Concord Property and Library Planning Task Force.





# GLADSTONE COMMUNITY LIBRARY TASK FORCE

# Task Force Purpose

To serve in an advisory capacity to the Board in the following ways:

- Assist in assessment, evaluation and prioritization of the needs of library users
- Evaluate best practices for library governance and make recommendations
- Assist and advise on the creation of a Master Plan for the development of the Gladstone Library
- Serve as a community liaison group through construction



# Meetings



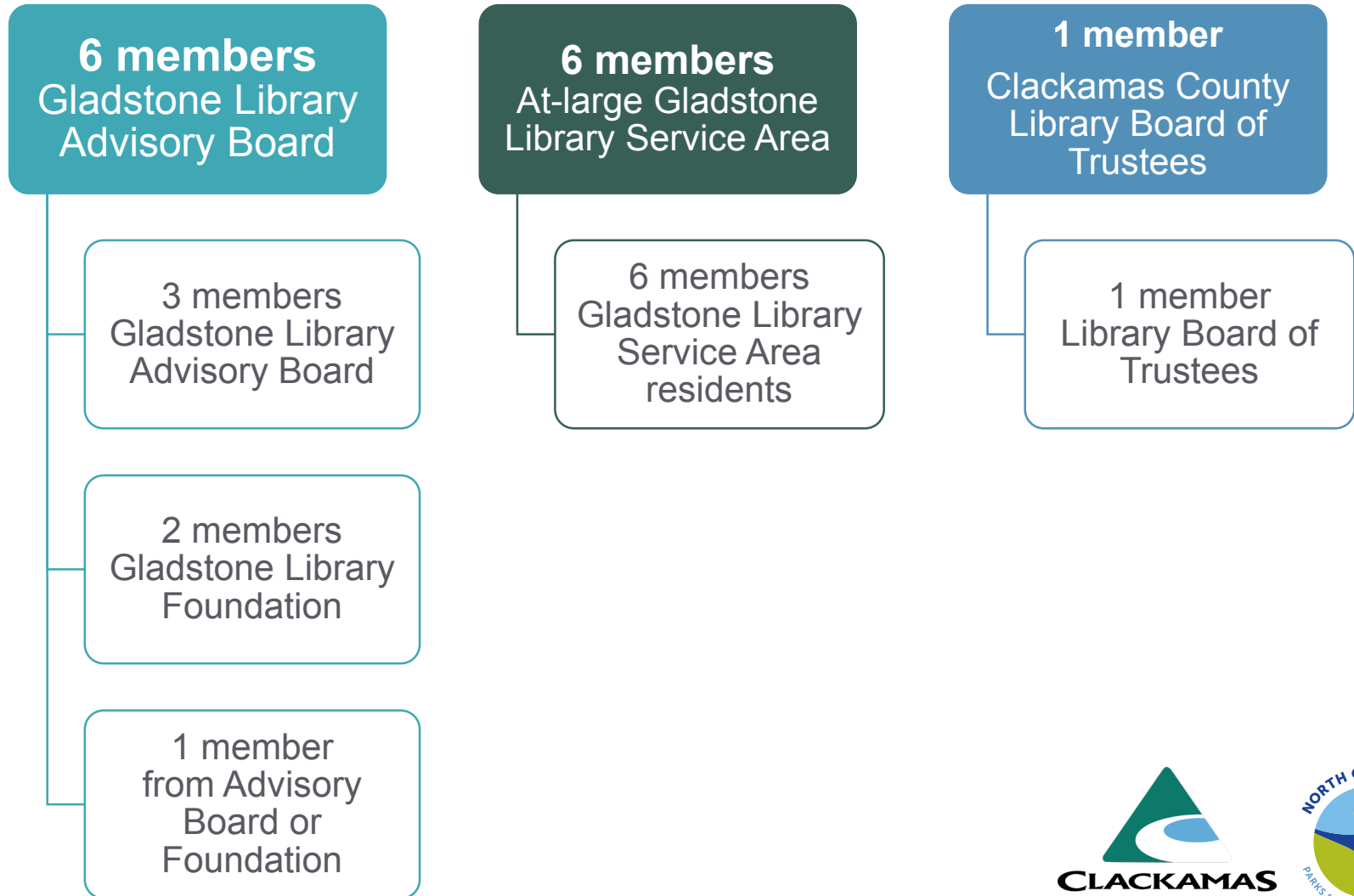
- At least quarterly, can be more frequent as determined by the Task Force
- A majority of voting members will constitute a quorum
- In accordance with Oregon Public Meetings laws (ORS 192.610-690)

# Officers

- Task Force Chair
  - Establishes agendas with Project Manager
  - Presides over all meetings
- Task Force Vice Chair
  - Assumes above duties in Chair's absence
- Nominated and elected by the Task Force for one-year term, revisited annually
- Can be removed for any reason with a two-thirds vote of the Task Force



# Task Force Composition



# Task Force Appointments

**6 members**

Gladstone Library  
Advisory Board

**6 members**

At-large Gladstone  
Library Service Area

**1 member**

Clackamas County  
Library Board of  
Trustees

- **Gladstone Library Advisory Board Members (3)**
- **Gladstone Library Foundation Members (2)**
- **Member from either group (1)**

All members recommended by the Gladstone Library Advisory Board, Appointed by the Board of County Commissioners

# Task Force Appointments

**6 members**

Gladstone Library  
Advisory Board

**6 members**

At-large Gladstone  
Library Service Area

**1 member**

Clackamas County  
Library Board of  
Trustees

- **At-Large Gladstone Library Service Area (6)**
  - All members must reside within the Gladstone Library service area
  - 1 member must reside in the unincorporated portion of the Gladstone Library service area (outside the City of Gladstone)
  - All members selected through a recruitment process led by a Selection Committee

# Task Force Appointments

**6 members**

Gladstone Library  
Advisory Board

**6 members**

At-large Gladstone  
Library Service Area

**1 member**

Clackamas County  
Library Board of  
Trustees

- **Clackamas County Library Board of Trustees Members (1)**

Member recommended by the Clackamas County Library Board of Trustees, Appointed by the Board of County Commissioners



# Recruitment and Selection

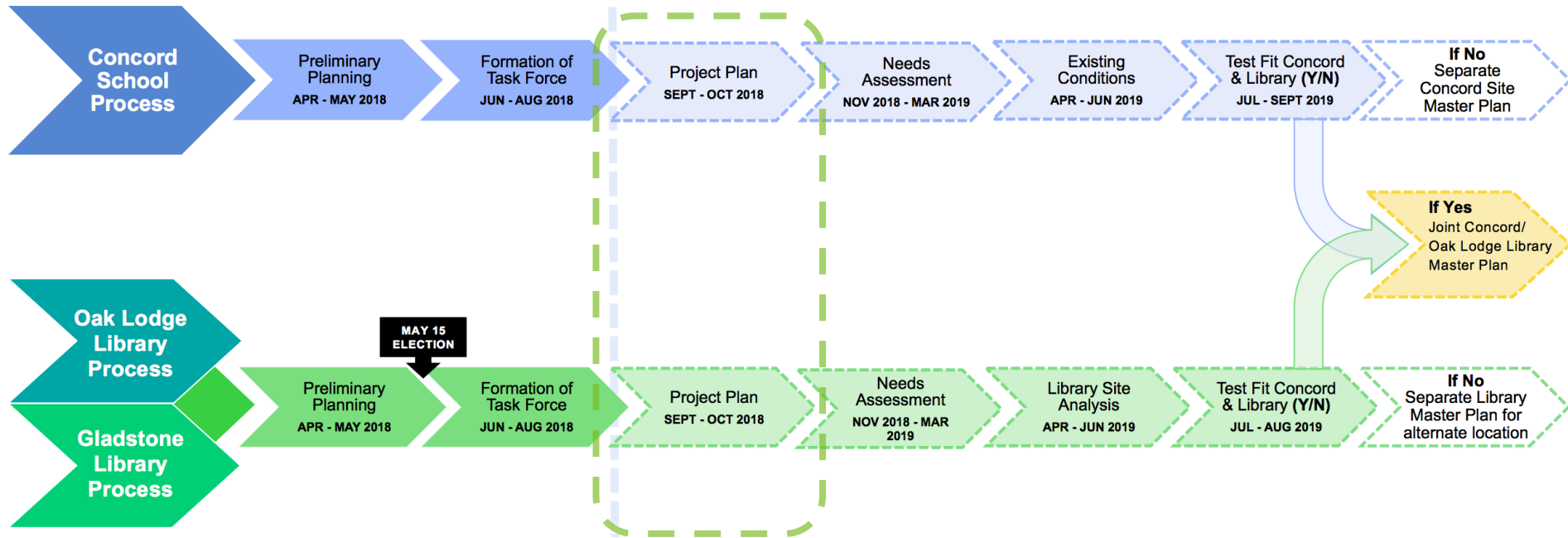
- PGA supported creation of the Gladstone Community Library Task Force by managing the recruitment from September 19 through October 15.
- The task force recruitment was posted to the county website and promoted via:
  - County NextDoor and Facebook posts
  - Constant Contact email distribution to interested parties
  - At the Gladstone Library
  - City of Gladstone Facebook and email distribution
  - Gladstone School District social media and email distribution
  - Community group distribution

# Recruitment and Selection

- Recruitment is currently in progress and closes October 15th
- Selection Committee for the 6 at-large members will include the Project Manager, two Gladstone City Councilors as well as county and city staff
- Expected to meet mid-to-late October



# Next Steps



- Updated timeline and process chart
- Finish recruitment for Gladstone Community Library Task Force
- Convene both Task Forces and establish regular meeting schedule

# Questions?





**Thank you**