



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.