



**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