



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.