



**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**

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**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.

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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 29<sup>th</sup> 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.