



Concord Property and Library Planning Task Force
 January 16, 2019
 6:30 – 8:30 pm

Concord Property
 3811 SE Concord Rd
 Oak Grove, OR 97267

Agenda - Meeting #2

The **purpose of this Task Force** is to advise the Board of County Commissioners (BCC), in the Board’s dual capacities as the BCC for Clackamas County and North Clackamas Parks and Recreation District Board on the future use of the Concord Property.

The **purpose of this meeting** is to begin to identify community values for the Oak Lodge area that will later guide the selection of uses for the Concord Property. An additional goal is for task force members to begin to build relationship with each other, as members working toward selecting a chairperson.

6:25	Sign in, refreshments for committee members and staff	
6:30	Welcome and agenda review	Donna Robinson, Project Manager Allison Brown, JLA Public Involvement
6:45	Process Update <ul style="list-style-type: none"> • Upcoming task force meetings • Key decision-making points 	Donna Robinson and Allison Brown
7:00	Public Comment period <ul style="list-style-type: none"> • Any input/comments on community values (for task force to incorporate into activity discussion) 	
7:10	Review Meeting Protocols <ul style="list-style-type: none"> • Input from Clackamas County Counsel on meeting guidelines • Review protocol edits from last meeting 	Allison Brown Stephen Madkour, Clackamas County
7:35	Values Activity	Allison Brown
8:25	Next Steps	Donna Robinson
8:30	Adjourn	



TASK FORCE PROTOCOLS

Draft 2

As members of the task force, we choose the following protocols for working together.

MEETING PREPARATION and PARTICIPATION

We agree to:

- Attend all meetings;
- Prepare for meetings by reading materials in advance and arriving on time;
- Notify staff if we have an unavoidable conflict that requires us to be late or absent, and following the absence, read materials and get briefed on the information presented, deliberations and outcomes of the meeting;
- Missing 4 consecutive meetings may result in removal from the task force.

MEETING CONDUCT

During meetings, we agree to:

- Listen carefully and respectfully, seeking to understand each other;
- Actively participate in the discussion by contributing your perspective and asking questions;
- “Share the air” -- letting others wishing to contribute speak once before speaking again oneself;
- 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.
- Keep things transparent.
 - Bring information to the table that is relevant to the conversation; the group can't address issues that aren't raised during meetings.
 - Silence could be construed as acceptance. Task force members agree to fully participate in decision-making by sharing feedback and opinions with the facilitator and each other at meetings and between meetings.
 - Share information with the group about simultaneous processes and other things you are working on.
- Focus on the subject at hand and help the group stick to the agenda;
- When referring to the past, link it productively to current discussions; and
- Put cell phones on silent mode and avoid looking at cellphones, avoid side conversations, and be courteous and judicious with the use of laptops or tablets.

MAKING TASK FORCE RECOMMENDATIONS

- We will strive to make decisions on recommendations by consensus, understanding that our recommendations to the NCPRD and Clackamas County are strengthened by high levels of agreement. Consensus is achieved when all members can accept and will support the decision. Task force decisions will be understood as the most viable choice for the community and the overall project, even if it may not be each individual member's personal preference.
- If it is clear consensus cannot be reached, then a 3/4 majority of the voting members present will be required for an outcome to be represented as a recommendation of our task force. If this level of agreement cannot be reached, then there will be no recommendation from the task force and all perspectives will be forwarded for consideration by the Board of County Commissioners.
- Minority opinions may be noted in the final recommendations of the Task Force, if requested by Task Force members.
- A majority of members, attending in person will constitute a quorum for any decisions made at that meeting.
- Although we will not use alternates or proxies, we will consider written comments from our fellow members when they are unable to attend.
- Decisions will be respected as final to avoid backtracking, unless the task force as a whole agrees there is sufficient new information to reconsider a previous decision.

COMMUNICATION AND PUBLIC COMMENT

- All emails and other forms of communication (text messages, social media, etc.) regarding task force business are considered public record. As such, they are subject to review from anyone upon request. With that in mind, all communication regarding the task force must follow the guidance provided by Clackamas County Counsel. (See task force notebook for County Counsel guidance memo.)
- The meeting packet and notification of the next meeting will be made available to all task force members and the public at least one week in advance of the next scheduled task force meeting. At the next meeting, the task force will be requested to approve, or approve with changes, the meeting notes from the prior meeting. Approved notes will then be made available to the public.
- While the primary purpose of the task force meetings is to provide a forum for the work of the task force, meetings will be open to the public.
- Time will be included in each agenda for public comment. Those who wish to provide comment should check in with County staff before the start of the meeting. The length of individual comments will be limited based on the number of individuals who wish to address the task force but should be no more than three minutes. The Task Force Chair and the Facilitator will work together to decide on the best time in the agenda for public comment.

- Interested members of the public are encouraged to provide more thorough comments in writing. All written comments will be circulated to each member of the task force.

EXTERNAL COMMUNICATIONS

Outside of task force meetings members agree to:

- Support the group process in communications with others and with each other; and follow the County Counsel guidance on external communications.
- Members are free to speak about their own experience on the task force as an individual, but may not to speak for the group. Inquiries about the task force requiring a comprehensive response should be referred to the project manager;
- Copy project manager on any emails about the project;
- Communicate with the community to ensure that they are well-informed of the group's discussions and progress and to ensure that issues are identified that need to be communicated to the rest of the task force; and
- Contact project manager regarding suggestions to help future meetings and activities work more effectively.

ROLE OF THE CHAIR AND VICE-CHAIR

The task force Chair will have the following responsibilities:

- Preside over all meetings, and preserve order and decorum at task force meetings
- Act as a point-of-contact between project manager acting on behalf of County officials and the task force
- Work with the project manager to draft meeting agendas
- Ensure a balance of opinions is heard in meetings, and that any final recommendations reflect the comprehensive discussion of the task force.

The Vice-Chair shall aid the Chair and perform the duties of the Chair in his/her absence.

Concord Property and Library Planning Task Force



Charter - Revised January 2, 2019

BACKGROUND

In February of 2018, North Clackamas Parks and Recreation District (NCPRD) and North Clackamas School District (NCSD) finalized details of a Strategic Partnership which resulted in the exchange of NCPRD's Hood View Park for cash and three NCSD properties, including the Concord School property located at 3811 SE Concord Road. In order to advise the Board of County Commissioners and staff on the best future use(s) of the Concord Property, the Board approved the formation of a Concord Property and Library Task Force.

CHARGE

The Task Force will serve in an advisory capacity to the Board of County Commissioners, in the Board's dual capacities as Board of County Commissioners and North Clackamas Parks and Recreation District Board. The Task Force will be charged with the following purposes:

- To assist in the evaluation of, and to recommend usage options for the 6-acre site located at 3811 SE Concord Road ("Concord Property") to ensure its long-term economic viability, service to the surrounding community, and service to NCPRD residents. Such evaluation may include, but not be limited to: assessing the feasibility of the Concord Property as a location for a library to serve the Oak Lodge library service area; assessing recreational and other needs of the surrounding community; assessing office space requirements for NCPRD administration; assessing existing building conditions at the Concord Property; working with consultants as necessary; assisting in the review of financial estimates and forecasts; and making recommendations on the feasibility of using the Concord Property for specific purposes.
- 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 Concord Property. Such a master plan will likely include, but not be limited to: project principles, a needs analysis, desired activities and uses to be accommodated on the site, a site plan, conceptual building floorplans, cost estimate and schedule, phasing plan, and a funding strategy.

- During any subsequent construction at the Concord Property, 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.

MEMBERSHIP AND STAFF SUPPORT

The Task Force will consist of 16 voting members, selected/appointed as follows:

- Ten members shall reside within and represent the NCPRD service area, with at least three of these members residing within NCPRD Zone 2.
 - Two shall be drawn from and appointed by the NCPRD District Advisory Board.
 - Eight at large members shall be selected through a recruitment process. At least one member shall live in close proximity to the Concord Property¹. Applications will be solicited by and reviewed by Business and Community Services staff, with assistance from at least one resident of NCPRD Zone 2. Staff shall forward recommendations for these eight positions to the Board for appointment.
- Five members shall reside within and represent the Oak Lodge Library service area.
 - Four members shall be drawn from and appointed by the Clackamas County Library Board of Trustees.
 - One member shall be drawn from the Friends of Oak Lodge Public Library, as recommended by the Friends of Oak Lodge Public Library and appointed by the Clackamas County Library Board of Trustees.
- One member shall reside within and represent the Gladstone Library service area. This member shall be recommended by the Gladstone Library Board and appointed by the Gladstone City Council. As needed/desired, County staff will provide support for Gladstone’s recruitment efforts.
- With the exception of the member representing the Gladstone Library service area, all voting members shall also be residents of the NCPRD service area.

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

¹ Per direction from the BCC on 10/09/2018, the Charter was updated to add an additional at-large member who lives, owns property or operates a business in close proximity to the Concord Property.

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. 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. One officer shall be drawn from the nine members residing in the NCPRD service area, the other shall be drawn from the six members representing the Oak Lodge Library and Gladstone Library service areas.

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, 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.

LIBRARY LOCATION COMMITTEE AND OTHER COMMITTEES

The Task Force will have a standing Library Location Committee. The Library Location Committee will evaluate the feasibility of potential alternate locations (other than the Concord Property) for a new Oak Lodge library. These evaluations will inform the Task

Force's eventual recommendation on the feasibility of the Concord Property as a location for a library to serve the Oak Lodge library service area.

The voting members of the Library Location Committee shall be the six members representing the Oak Lodge and Gladstone library service areas. The Task Force officer (Chair or Vice-Chair) representing the NCPRD service area and Project Manager shall be ex-officio, non-voting members of the Library Location Committee.

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 other than the Library Location Committee, 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.



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

UNAPPROVED

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.