



**Minutes – Meeting #1**  
**Gladstone Community Library Planning Task Force**  
**Tuesday, January 29<sup>th</sup>, 2019, 5:30 p.m.**

**Gladstone City Hall**  
**525 Portland Avenue**  
**Gladstone, OR 97027**

**APPROVED**

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**Task Force Members Present:** Todd Anslow, Debrah Bokowski, Kristi Haller-Shaffer, Oscar Haugen, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Natalie Smith, Libby Spencer, Beverly Chase, Lani Saunders, Leslie Shirk

**Staff and Officials Present:** Paul Savas, Clackamas County Commissioner; Tammy Stempel, Mayor, City of Gladstone; Ken Humberston, Clackamas County Commissioner; Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Donna Robinson, BCS Project Manager; Allison Brown, Facilitator with JLA Public Involvement; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Ellen Rogalin, Public & Government Affairs; Jacque Betz, Manager, City of Gladstone; Liz Weber, Administrative Specialist, BCS

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The meeting began at 5:30 p.m.

### **Welcome and Introductions**

Commissioner Savas, Commissioner Humberston and Mayor Stempel welcomed Task Force members and thanked them for their involvement in the project and their community.

Laura Zentner thanked everyone for attending, spoke to the excitement surrounding this project and provided some background about Business & Community Services.

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 asked Task Force members to introduce themselves.

- **Leslie Shirk** -- appointee from the Clackamas County Libraries Board of Trustees; believes in libraries and is excited for the city and its new library
- **Nancy Eichsteadt** – member of Gladstone Library Board, 33-year resident of Gladstone and soon-to-be-retired from Portland State University

- **Natalie Smith** -- member of Gladstone Library Board, 18-year resident of Gladstone and dedicated library user
- **Beverly Chase** -- member of Gladstone Library Foundation Board; involved with libraries since age 7
- **Libby Spencer** -- new member of Gladstone Library Board, 38-year resident of Gladstone; previously served on Gladstone School Board
- **Debrah Bokowski** -- at-large member; lives in Gladstone Library service area; retired professor and dean from Marylhurst University
- **Lani Saunders** -- member of Gladstone Library Foundation Board; 15-year resident of Gladstone with a background in education
- **Nancy Turner** -- at-large member; 30-year resident of Gladstone; retired speech pathologist
- **Margaret Bertalan** -- member of Gladstone Library Advisory Board; 43-year resident of Gladstone; retired RN
- **Todd Anslow** -- at-large member; Gladstone resident since 1955
- **Kristi Heller-Shaffer** -- at-large member; 15-year Gladstone resident; volunteer at Gladstone Library
- **Lisa O'Brien** -- at-large member; 17-year resident of Gladstone; retired middle school teacher
- **Lorraine McClintock** -- at-large member; 22-year resident of Gladstone; retired special education teacher
- **Oscar Haugen** -- at-large member; 12-year resident of Gladstone and a longtime library user.

## Project Background

Donna Robinson and Greg Williams provided background for this project via a PowerPoint presentation.

Donna reviewed an initial process chart diagram and said she would present a new process diagram at the next meeting. She explained the diagram and scope of work would be the guidebook for staff, Architectural Design Team and Task Force members on how the project will progress.

Donna briefly reviewed the project organizational chart. 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 Team (project staff and consultants). The primary role of the Task Force will be to provide recommendations to the Project Team and in turn, the BCC, and to act as community ambassadors for the project.

There were a few follow up questions from the Task Force:

1. There is currently no firm site for the Oak Lodge Library?  
*A. Yes. The Concord Task Force will be making a recommendation for the Oak Lodge Library location.*
2. How does consolidating projects save money?  
*A. Consolidating projects is more efficient for the County project team, creates better coordination for the programming of the Gladstone and Oak Lodge Libraries and is more efficient if the work can be done by the same Architectural Design Team.*
3. What happens if the Gladstone project gets out of sync with the Oak Lodge/Concord project?  
*A. The NCPRD Concord Property and Library Planning Task Force is currently a one meeting ahead of the Gladstone Library in terms of Task Force meetings. Moving forward, the project process and schedule projects the library projects running concurrently with the NCPRD Concord property*

*community center and park. A process diagram, explaining the steps in the project and a timeline will be presented at the March Task Force meeting. However, after the Architectural Design team is hired the process and schedule may be revised to increase efficiencies, meet funding needs etc.*

4. Who decides where the Oak Lodge library will be located?

*A. The Concord Task Force will recommend a location to the Board of County Commissioners who will make the final decision.*

5. When will the city hall property become available for construction of the new library?

*A. Approximately May 2020 the City will be completely vacated from the building. However, the building will need to be demolished before the site is ready for construction. A date has not been set by the City for demolition of the city hall building.*

6. Was the decision to place the new Gladstone Library on the city hall property part of the settlement agreement?

*A. Yes.*

## Meeting Protocols

Allison Brown introduced the draft meeting protocols -- the rules that govern how the group will work collaboratively toward the common goals identified in the charter. She led the group in a review and discussion of each protocol.

There was general agreement on the protocols as presented except for the following:

- “Missing four consecutive, unexcused meetings will result in removal from the Task Force” was changed to: “Missing three consecutive meetings may result in removal from the task force.”
- The group agreed that a consensus require either 10 or 11 out of 14 members, and 8 out of 10 members would be considered a quorum.

Allison will make the necessary changes to the protocols and bring to next meeting for final approval.

## Closing

Donna Robinson reminded the Task Force that the regularly scheduled meetings will be on the second Wednesday of each month from 5:30-7:30pm at Gladstone City Hall. There will not be a meeting in February; the next meeting will be Wednesday, March 13.

Next steps will include nominating a chair and vice chair. Members are encouraged to bring ideas to the next meeting of what type of information will make their jobs as task force members easier when making recommendations.

**Public Comment:** None

*The meeting concluded at 7:30 p.m.*

## Relevant Post-Meeting Communication

A link to the video from the presentation was emailed to task force members on 1/30/2019.

### **NEXT MEETING:**

5:30-7:30 p.m., Wednesday, March 13, 2019

Gladstone City Hall – Council Chambers



**Minutes – Meeting #2**  
**Gladstone Community Library Planning Task Force**  
**Wednesday, April 10<sup>th</sup>, 2019, 5:30 p.m.**

**Gladstone City Hall**  
**525 Portland Avenue**  
**Gladstone, OR 97027**

**APPROVED 6/12/2019**

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**Task Force Members Present:** Todd Anslow, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Natalie Smith, Libby Spencer, Beverly Chase, Leslie Shirk

**Task Force Members Excused:** Lani Saunders, Debrah Bokowski

**Task Force Members Absent:** Oscar Haugen

**Staff and Officials Present:** Kathryn Krygier, Project Manager; Allison Brown, Facilitator with JLA Public Involvement; Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Amber Johnson, Public & Government Affairs; Jacque Betz, City Administrator, City of Gladstone; Liz Weber, Administrative Specialist, BCS

**Other:** Mark Stoller, Opsi Architecture; Zachary Johnson, LCA; Brenda Katz, FFA Architecture and Interiors; Lee Leighton, Mackenzie

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*The meeting began at 5:30 p.m.*

Laura Zentner welcomed the group and introduced Kathryn Krygier as Project Manager. Laura explained to the group that Donna Robinson is no longer the project manager for this process, but Kathryn is stepping into that role. Kathryn introduced herself, outlining some of her relevant professional experiences, and noted that she is looking forward to working with the Task Force.

Jacque Betz, Gladstone City Administrator, provided a short briefing on the Gladstone Civic Center design construction. She noted there will be a room in the building available for the community to use. The official ground-breaking has taken place and construction is expected to conclude in May of 2020. She provided the Task Force with a set of handouts that included architectural renderings.

## 1/29/2019 Meeting Minutes

Allison Brown asked for any edits to the meeting summary from the January meeting. Task Force members noted that there were a couple of name misspellings pointed out for correction. There was a question on the meeting protocols, regarding how many meetings may be missed and how many members must be present to make up a quorum. The minutes were unanimously approved by the Task Force.

## Final Meeting Protocols

The Task Force had a brief discussion on the meeting protocols, specifically the protocol on how many missed meeting may result in removal from the Task Force. Brown noted that her copy reflects a decision that three unexcused absences may result in removal from the Task Force. Other documents noted four absences. The group voted that three unexcused absences should be the correct protocol. The group also confirmed that three-quarter majority of the voting members is required to make recommendations. At the conclusion of this discussion, Task Force members voted to approve the meeting protocols with those edits.

## Process Graphic

Kathryn reviewed the project process graphic with the Task Force which included an expected process and timeline for the Concord Building, Oak Lodge Library and Gladstone Library projects running concurrently. She emphasized the projects will not run on independent timelines and that the Library and Concord project are “married.” She noted the timeline and process might change depending on what the consultant team proposed. She also highlighted that all of the projects will be master planned in the course of this process.

Kathryn described the project process: the RFP, master plan and design process assuming key assumptions. She explained that this document is intended to help the Task Force understand the overall process and how the Request for Proposals (RFP) fits into the Task Force’s work. The process graphic outlined the various parts of the master planning process including technical investigation, programming, design alternatives and a determination of a preferred alternative. The graphic also outlined completion of design drawings, permitting and construction. Krygier noted the community would be involved in the project at each stage, but more intensely throughout the master planning phase of the project.

Task Force members had some questions for Kathryn. These questions included:

Q: Are the funds for the Oak Lodge and Gladstone Libraries married?

- A. There are two pots of money which will be accounted for separately. Due to efficiency the design process will be joined.

Q: If the Oak Lodge Library is not in or on the Concord property and the Oak Lodge library is situated very close to Gladstone would the services be duplicated?

- A. There are three possible options for Concord Library on the property: in the building, a separate building or an addition. Is it not likely that the library would be situated very close to Gladstone if the decision was made to look for an alternative site. Ideally, the building would be located central to those it serves.

Q: What is the status of the funding right now?

- A. There are the existing Oak Lodge Library capital reserves, and approximately \$300/square foot budgeted for a 6,000 square foot building which will be acquired by a revenue bond. The debt service will be paid out of funds from future operations.

Q: Could the Gladstone library be delayed by what's going on with Concord/Oak Lodge.

- A. Potentially.

Q. In the Settlement Agreement there were assumption of costs.

- A. The costs were assumed to be \$300/square foot. The Gladstone Library was determined to be 6,000 square feet based on the population of the service area. We will bring a presentation on the Settlement Agreement to the next Task Force meeting.

Q. Will the groups be brought together for big decisions?

- A. Potentially, yes.

### **Near-Term Schedule Graphic**

Kathryn reviewed the anticipated near-term graphic for the Concord Property, Oak Lodge Library and Gladstone Library Planning processes with the Task Force. This graphic included additional detail about specific Task Force upcoming tasks and decisions by Task Force and the project management team.

The Task Force had some questions for Kathryn at the conclusion of this presentation. These questions included:

Q: Gladstone is noted to only have one representative on the RFP selection committee. Is that number based on the size of the service area? If we're working in concert, shouldn't the numbers be equal on the committee?

- A. Kathryn noted that the service area size was the reason for two representatives from the Concord Task Force, and one from Gladstone. The group discussed the need for an additional selection committee member.

### **Consultant RFP**

Kathryn reviewed the process for the upcoming selection of the consultants and Task Force members' role on the selection committee.

Q: Will the selection committee meetings happen during business hours?

- A. Most likely.

Q: While the RFP is being developed, would the Mackenzie report from three years ago be considered?

- A. Yes as part of the technical investigation.

Q: Has it been decided if it's going to be a single or multi story building?

- A. Yes, a single story building.

Q. Who makes up this consultant team?

- A. The consultants will be a multi-disciplinary team. These could include roles such as an architect, landscape architect, structural engineer, among others. The team will be able to accomplish all aspects of this project.

Q: Who are you looking for to volunteer for this selection committee?

A: It's going to be a fair amount of work. Anyone is of value who wants to volunteer. It will probably take a minimum of 6 hours to review the proposals. Meetings should last for 2-2.5 hours. Interviews will be a 5-6 hour meeting.

Q: What are the basic components of each proposal?

A: This is a request for qualifications. The team will have library or civic building experience. The selection committee will also review individual experience of team members. It will be important for the team to have community engagement experience.

Q: This process is for both libraries?

A. Yes.

Q: How will this work?

A. This is a request for qualifications. Fees are not required as part of this process. Once the consultant is hired, then the scope of work will be negotiated.

Q: Would this happen? What happens if consultants are hired and it turns out they can't deliver within our budget constraints?

A. It is the job of the project manager to make sure that doesn't happen. Consultants could be changed but that would not be an ideal outcome.

Q: If they use the Concord building this could create issues that do not affect the Gladstone build. These are two totally different projects.

A. Yes, that is a concern.

From Audio: This is in reference to potential seismic issues with the Concord Building and furthering the argument for two reps on the RFP selection committee. I have this cued up over here if you want to listen.

Q: Will this be explained clearly in the RFP?

A. Everything we know will be in the RFP.

Q: The projects are so totally different. We don't want to end up playing the 'stepchild' to the larger project. If that happens, that will not be acceptable. We want another person on the selection team.

A. Laura is confident that the consultant can handle both projects.

\*\*Allison stopped the discussion to ask if Gladstone can have two Task Force members. Laura Zentner approved.\*\*

Q: Can there be two different consultants? We already have this Mackenzie report?

A. The selection committee is going to select one firm.

Q: How do we proceed to select our representatives from this Task Force?

A: Interested persons will step up and the committee will vote.

Q. What is the time-frame?

A. End of May, early June.

### **Voting on Selection Committee Representatives**

Allison asked the group if there were any members who would like to serve on the selection committee. Beverly Chase, Kristi Haller-Shaffer and Nancy Eichsteadt each indicated a desire to be on the RFP selection committee. Allison invited each of the nominees to give a brief indication of the reasons they feel they would be a good fit for this role. These reasons included:

Beverly Chase: I have drafting experience and worked for an electrical contractor. I like this sort of thing.

Kristi Haller-Shaffer: I am a creative person. I love libraries. My father served on the city council in Seaside and through that I learned a lot about contracts and building. I am level-headed and will listen.

Nancy Eichsteadt: I've had experience reviewing RFPs at PSU.

- The Task Force was then invited to vote on their preferred representatives. In the first round of voting, the results outlined: Nancy: 6 votes; Beverly: 4 votes; Kristi: 1 vote

The Task Force decided to accept the top two candidates. Nancy and Beverly will serve on the RFP selection committee on behalf of the Gladstone Library Planning Task Force.

### **Public Comment**

Q. The Settlement Agreement called for a 6,000 square foot library. How many people will be using the library? Can the library be larger?

A. 6,000 square feet is what was outlined in the Agreement. There is a possibility of a change based on funding, cost, programming, and design.

Q: Affordable housing is an issue. Can we put housing above the library?

A. This is not being considered at this time.

Q. Be sure to ask the consultant how many change orders in their last five jobs.

Laura Zentner stated she is concerned about the 'stepchild' comments that have been made. She reiterated how important both libraries are to the county.

Values Exercise

TF Members completed the values exercise which consisted of breaking the Task Force into four groups. Each group was asked to come up with keywords for values they felt were important for the new Gladstone Library. As task Force members worked together, values were written down on index cards. Allison grouped them together. Once the exercise concluded, Allison briefly highlighted what stood out to her initially. She will bring all of these values together in a cohesive list for discussion at the next Task Force meeting.

### **Next Steps**

Kathryn reviewed what will be on the next Task Force meeting agenda which includes review of the values exercise, election of Task Force Chair and Vice-Chair as well as additional information about the Settlement Agreement between the City of Gladstone and Clackamas County.

### **Future Meeting Space**

Earlier in the meeting, Jacque Betz shared with the group that the elevator in the Gladstone City Hall elevator was out of service and there is no plan for repair because the building is scheduled for demolition. This creates an access issue for this public meeting and Kathryn asked for suggestions of a possible future meeting space. Task Force members suggested the following options: Somerset Retirement Community, Gladstone Senior Center, Gladstone Center for Children and Families or the Gladstone High School. Staff will explore these options and report back.

It was requested that the position descriptions for Chair and Vice Chair be sent prior to the next meeting.

*The meeting concluded at 7:30 p.m.*

### **Next Meeting**

5:30-7:30 p.m., Wednesday, May 8, 2019

Location TBD



**Minutes – Meeting #3**  
**Gladstone Community Library Planning Task Force**  
**Wednesday, May 8<sup>th</sup>, 2019, 5:30 p.m.**

**Gladstone Senior Center**  
**1050 Portland Avenue**  
**Gladstone, OR 97027**

**APPROVED**

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**Task Force Members Present:** Todd Anslow, Debrah Bokowski, Kristi Haller-Shaffer, Lisa O’Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Natalie Smith, Beverly Chase, Lani Saunders, Leslie Shirk

**Members Absent:** Laurene McClintock, Libby Smith

**Members Unexcused:** Oscar Haugen

**Staff and Officials Present:** Kathryn Krygier, Project Manager; Allison Brown, Facilitator with JLA Public Involvement; Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Amber Johnson, Public & Government Affairs; Liz Weber, Administrative Specialist, BCS

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*The meeting began at 5:30 p.m.*

Kathryn Krygier welcomed the group and reviewed the agenda.

**4/10/2019 Meeting Minutes**

Allison Brown moved to review the minutes and it was brought up that the Task Force members didn’t receive their copy of the minutes until the day before today’s meeting. The Task Force decided to hold off approval until next meeting in June.

**Project Updates**

Kathryn Krygier reviewed the posting date for the Concord/Oak Lodge Library/Gladstone Library Request For Proposals (RPF) and provided the Task Force copies of the final RFP which closes on May 23, 2019.

**Code of Conduct**

The Board of County Commissioners (BCC) recently approved the Advisory Board Committee Code of Conduct which was distributed to the members of the Task Force. Task Force members were encouraged to review the Code of Conduct and return the signature pages at the next meeting on June 12<sup>th</sup>.

### **Near Term Schedule**

Kathryn Krygier reviewed the updated near-term schedule. She noted the July meeting was planned to be a joint meeting with the Concord Property and Library Planning Task Force to meet the design team. She mentioned she hoped to have as many joint meetings as possible for efficiency. In August, the team will reserve a table to attend the Gladstone Community Festival to get input on the draft values and get more information about the project. There were no questions about the schedule.

### **Concord TF Update**

Kathryn Krygier updated the Task Force on the last Concord Task Force meeting and reported they elected their Chair and Vice-Chair.

- Chair, Doug Jones
- Vice-Chair, Dennis Hickey

The two representatives for the RFP Selection Committee were also elected by the Concord Task Force.

### **Community Values**

Allison Brown reviewed the draft values and explained they will be used as a guide to steer the Task Force in future planning decisions. Allison asked the Task Force to review the document to make sure these values reflect the needs of the community. The feedback from the group included:

- Kristi Haller Shafer would like to include adults and seniors suggesting not everyone has children or a family. Inclusivity of all ages.
- Beverly Chase suggested adding language describing the need for space that the community can use especially adequate space for small groups.
- Lani Saunders suggested adding language about tutoring space and that the library should reflect the rich history and culture of the area.
- Nancy Turner suggest changing language to “flexible, welcoming facility.”
- Margaret Bertalan would like to add language that includes partnerships with schools.
- Lisa O’Brian suggest removing the ‘youth and parents’ bullet.

Allison will incorporate all of these suggestions and invited the committee to send additional thoughts or feedback to staff.

Kathryn Krygier reminded the group there will be more opportunities to make suggestions for needs, programming and adjacencies (uses that need to be located next to each other) during the design process. Lisa O’Brien asked if there would be a second story. Kathryn clarified that this would add significant additional expense, and won’t be necessary. The current footprint of the site selected for the library is 10,000 square feet, and the library will be 6,000 square feet.

There was a question about the basement space in the current City Hall and Kathryn Krygier said the contractor and demolition contractor will take a look at that carefully when the time comes.

### **Chair and Vice Chair Selection**

Allison Brown reviewed the handout identifying the roles of Chair and Vice-Chair. Allison also briefly reviewed the role of the facilitator and how they would interact with the Chair and Vice-Chair at future meetings.

Natalie Smith asked if anyone had attended the Library District Advisory Committee (LDAC) meetings and said their Chair is an excellent example. She shared some of the qualities that she felt made those meetings successful, including that Chair's ability to successfully facilitate discussion among the members and guests.

Lisa O'Brien wondered why the Chair and Vice-Chair needed to be selected so soon. Staff noted that this was timed to coincide with the selection of a Chair and Vice-Chair in the Concord Task Force, but the Gladstone Task Force could choose to do things differently.

There was some discussion among Task Force members about how prepared they feel to make this decision. Todd Anslow stated as a large group, they don't know each other very well but there are smaller groups of folks that have worked together before. Leslie Shirk said what she knows what she needs to know about this group, and noted that they were all there for the common purpose of building a library. She said the Task Force needs the Chair and Vice-Chair very soon as the Task Force needs representation to provide input to the Staff. Debra Bokowski agreed that the group needs their own leadership soon but felt that waiting until the next meeting is fine. She felt that waiting a year is too long.

Nancy Turner asked how the group might get to know each other better. Beverly Chase noted that the Library Foundation has a social hour before their meetings, and suggested that this Task Force could do something similar. Staff noted that this would be possible.

Leslie Shirk stated the nomination process would allow everyone to get to know each other better. Allison outlined the proposed process for selection of a Chair and Vice Chair, including the opportunity for each candidate to 'pitch' to the group why they would be a good fit in that role. Allison noted that this was the same process used in the Concord Task Force selection.

Todd Anslow said they wanted Task Force members from the library boards be excluded from filling open positions for the first year because they are political in nature.

Kristi Haller Shaffer said she has a handle on this group from our small group exercises and conversations she's already had. She is ready to go ahead with the process.

Allison summarized the comments:

She observed there was some desire in the Task Force to put this decision off for one meeting and add a social hour to the June meeting. Natalie asked if there was anyone at the table who wanted to elect the Chair and Vice-Chair at this meeting. With that, Allison asked the group to vote on whether they wanted to select their Chair and Vice-Chair at this meeting, or the next. The results were: Vote Now: 4, next Meeting: 7

*The group agreed to host a public social hour at the regular meeting time in June and select their Chair and Vice-Chair at that meeting*

### **Presentation of Settlement Agreement**

Greg Williams gave a brief presentation on the background of the library district, library district funding and the County's Settlement Agreement with the City of Gladstone.

Greg began by outlining the Library District history, including the Master Order, Master IGA and Capital IGA. He also outlined district funding, and the funding formula for County libraries. He reviewed the specific details on the service areas and allocated funds for the Gladstone and Oak Lodge libraries. He also revisited the details of the County and Gladstone Settlement Agreement. He paused for questions and comments at this time.

Q: Why did they divide the incorporated and unincorporated service areas this way?

A. Laura Zentner answered it was part of the Settlement Agreement decided by the County and the City.

Debrah Bokowski stated that she lives in the unincorporated area and was counted as a body in that population but her tax dollars still go to the City of Gladstone but they have no vote on the library. Several members said they do not understand why this is. Todd Anslow pointed out it is a done deal and there's no recourse.

Greg continued with the Settlement Agreement presentation.

Q. Does the \$200,000 the City of Gladstone pays the County to run the Gladstone Library continue after the library is built?

A. Yes

Greg reviewed some efficiencies already made between the Gladstone Library and Oak Lodge outlined in the PowerPoint.

Q. Where's the future money coming from?

A. Current distributions. If the Oak Lodge Library winds up on/in the Concord property, efficiencies will increase.

Kathryn Krygier reviewed current costs of construction for public building, and underscored that construction costs have risen in the past few years, and they can't be sure what the costs will be when they begin construction.

Q. Is the County committed to 6,000 square foot (size) or \$300/square foot?

A. Greg Williams that the County is committed to the size of library outlined in the Settlement Agreement.

Allison asked the Task Force if there were any additional questions while the project management team was present. There were none.

### **Public Comment**

Susan Liston: Thanks the Task Force for their efforts in this library planning process.

### **Next Steps and Final Comments**

- At the June meeting we will have social time, select Chair and Vice Chair. Margaret Bertalan will not be at the June meeting.

- Staff will secure a booth at the Gladstone Community Festival, August 2-4, 2019. Task Force members will need to volunteer to staff the booth. NCPRD will be hosting a Movie in the Park, August 10<sup>th</sup> and the Concord Task Force will be there collecting community values and input.
- One of the Task Force Members mentioned there was a value exercise done at the Gladstone Library some time ago. Allison reiterated that part of the RFP is community engagement. BCS has the value boards. They will be brought to the next Task Force Meeting.
- The Task Force would like to see the Intergovernmental Agreement (IGA) regarding upcoming formation of the combined Library Board while it is in process. Laura Zentner will ask legal counsel from both the County and the City of Gladstone if the Task Force can see it. Kathryn noted the Gladstone Task Force Charter states they are to make a recommendation to the board on the composition of the Library Board. One of the members mentioned that there is a strong feeling that there should be two library boards, one of Oak Lodge Library and one for Gladstone Library but Laura Zentner stressed that it would be much more efficient with one board directing the Library Director and is confident that both libraries will maintain their identity.
- Leslie Shirk showed the Task Force documents forming the Clackamas County Library Board of Trustees. Leslie did not have copies for the group, but will work with staff to make sure that copies can be distributed to interested members.

*The meeting concluded at 7:30 p.m.*

## **NEXT MEETING**

5:30-7:30 p.m., Wednesday, June 12, 2019

Location: Gladstone Senior Center



**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

**Meeting Summary**  
**Oak Lodge and Gladstone Community Project**  
**Gladstone Community Library Planning Task Force**  
**Wednesday, June 12<sup>th</sup>, 2019, 5:30 p.m.**

**Gladstone Senior Center**  
**1050 Portland Avenue**  
**Gladstone, OR 97027**

**APPROVED**

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**Task Force Members Present:** Todd Anslow, Debrah Bokowski, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Natalie Smith, Beverly Chase, Leslie Shirk

**Task Force Members Excused:** Libby Spencer

**Task Force Members Not Excused:** Oscar Haugen

**Staff and Officials Present:** Allison Brown, JLA Public Involvement; Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Amber Johnson, Public & Government Affairs; Jacque Betz, City Administrator, City of Gladstone; Liz Weber, Administrative Specialist, BCS; Kathryn Krygier, Project Manager

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*Task force social time 5:30-6:00 p.m.*

*The meeting began at 6:00 p.m.*

Kathryn Krygier welcomed the task force. The task force members confirmed they were receiving emails and meeting notes. The minutes were approved with changes.

**Election of Chair and Vice-chair**

Allison Brown, JLA Public Involvement, reviewed the key characteristics and roles of a Chair and Vice-chair. She also reviewed the process to select a Chair and Vice-chair. Lisa O'Brien was nominated and unanimously selected as Chair. Laurene McClintock and Kristi Haller Shaffer were nominated for Vice-chair. Laurene was selected as Vice-chair with a vote of 6 to 5.

### **Draft Value Statement Review**

Allison described how the community values were important because they will be used to make decisions. The task force reviewed the community values and unanimously approved them with changes. They are included at the end of this meeting summary.

### **Public Comment:**

Michael Milch noted that he was on the Gladstone City Council when the library was approved and that he participated in the campaign to gain public support for the vote. He stated he heard the county was considering leasing the property from the city and having county employees working in the library. Michael stated that the code requires voter approval for leasing property—he urged the county to resolve this issue so it wouldn't require a vote.

*The meeting concluded at 7:30 p.m.*

### **Next Meeting**

6:30-8:30 p.m., Wednesday, July 31<sup>st</sup>

Location: Gladstone Senior Center

**FINAL DRAFT**  
**Gladstone Library Task Force**  
**Value Statements and Identified Community Needs**  
**June 12, 2019**

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*Please note these are not listed in order of priority.*

We value:

- Recognition of the community's effort to bring a Gladstone Library to life for the entire service area.
- A flexible, welcoming and safe facility where community members can access technology and knowledge to promote learning, literacy, and shared assets for all people, regardless of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, or political beliefs.
- Nature, sustainability, and livability through green space, natural light, art, walkability, and access to the outdoors.
- Affordable and easily accessible spaces, both large and small, that can be utilized by the entire community.
- The community's creative spirit through art programs and displays of community art.
- A shared sense of community identity where community members can share news, opportunities, and knowledge.
- Respect for and understanding of the rich history and culture of Gladstone.
- Responsible stewardship of public funds.



**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

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**Joint Meeting Minutes**  
**Oak Lodge and Gladstone Community Project Task Force**  
**Wednesday, July 31, 2019, 6:30 p.m.**

**Gladstone Senior Center**  
**1050 Portland Avenue**  
**Gladstone, OR 97027**

**APPROVED**

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**Gladstone Task Force Members Present:** Todd Anslow, Debrah Bokowski, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Natalie Smith, Beverly Chase, Leslie Shirk

**Concord Property/Oak Lodge Library Planning 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

**Gladstone Task Force Members Excused:** Libby Spencer & Oscar Haugen

**Concord Property/Oak Lodge Library Planning Task Force Members:** Michael Newgard

**Opsis Design Team Members Present:** Jennifer Hoffman, Opsis; Jim Kalvelage, Opsis; Ray Johnston, Johnston Architects; Kurt Lango, Lango Hansen Landscape Architects; Jared Lewis, Catena Consulting Engineers; Maya Foty, Architectural Resources Group; 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; Mitzi Olson, Library Director, Gladstone and Oak Lodge Libraries; Kathryn Kohl, Library Network Manager; Amber Johnson, Public & Government Affairs; Jacque Betz, City Administrator, City of Gladstone; Liz Weber, BCS Administrative Specialist; Kathryn Krygier, Project Manager

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*The meeting began at 6:30 p.m.*

Gladstone and Concord Task Force Chairs Lisa O'Brien and Doug Jones welcomed the group and reviewed the evening's agenda.

Lisa asked members of both task forces to introduce themselves and pick a value from either task force lists of Community Values to share with the group.

Gladstone (G)  
Concord Property (C)

Lisa O'Brien (G Task Force Chair): Community, art  
Doug Jones (C Task Force Chair): Multi-functional site that serves the community  
Kristi Switzer (C): Community involvement  
Kristi Haller-Shaffer (G): Safe and inclusive spaces  
Mike Schmeer (C): Preservation and history  
Anna Hoesly (C): Providing a welcoming space for the community  
Lynn Fisher (C): Stewardship of parks and green spaces  
Grover Bornefeld (C): Multi-functional site that serves the community  
Chaunda Wild (C): Providing a welcoming and inclusive space for the community  
Mark Elliott (C): Multi-functional site that serves the community  
Beverly Chase (G): Affordable and easily accessible spaces both large and small  
Lani Saunders (G): Inclusivity  
Laurene McClintock (G): Shared sense of community  
Nancy Eichsteadt (G): Accessible spaces  
Nancy Turner (G): Nature, sustainability and livability  
Debrah Bokowski (G): Bring the library to life for the entire service area  
Gary Bokowski (C): Stewardship of funding  
Denis Hickey (C): Inclusive and diverse accessibility  
Jan Lindstrom (C): Multi-functional site that serves the community  
Leslie Shirk (G): Stewardship of public funding  
Natalie Smith (G): History  
Jean Chapin (C): Inclusive and diverse accessibility  
Margaret Bertalan (G): Inclusive and diverse accessibility  
Todd Anslow (G): Creating a site that can serve multiple functions  
Ron Campbell (C): Multi-functional site that serves the community

Lisa O'Brien reminded the group that there were four task force members who participated on the design team selection. She asked each of them to describe how they came to choose Opsis Architecture:

Beverly Chase (G): Enthusiasm, experience  
Nancy Eichsteadt (G): Programming, design experience  
Mark Elliott (C): Cohesive team, well-rounded experience  
Lynn Fisher (C): Diverse experience, enthusiasm

The next part of the meeting began with a presentation from Opsis followed by breakout groups. The breakout groups provided an opportunity to speak one-on-one with the team members regarding their area of expertise and how it related to the project. During this time, notes were taken on behalf for each member of the design team. Once the breakout session was complete, the group came together and the team presented the comments they heard from the task force members.

## Design Team Presentation:

Jennifer Hoffman, Opsis Project Manager, introduced the design team:

Jim Kalvelage, Lead Designer, Opsis

Ray Johnston, Library Architect, Johnston Architects

Allison Brown, Facilitator and Project Manager, JLA Public Involvement

Kurt Lango, Landscape Architect, Lango Hansen Landscape Architects

Ken Ballard, Recreation Operations and Facilities, Ballard\*King and Associates (not present, represented by Jim Kalvelage)

Mark Stoller, Opsis, Partner-In-Charge (not present, Mark will be mostly be providing support in-house

Matt Davis, Preservation Planner, Architectural Resources Group (not present, represented by Maya Foty)

Jared Lewis, Structural Engineer, Catena Consulting Engineers

Will Gerstner, Cost Estimator, ACC Cost Consultants (not present)

Jim Kalvelage provided some background on Opsis, a firm celebrating their 20th year. Jim reviewed a few similar projects and allowed each team member to speak on their own behalf.

Ray Johnston reviewed his experience designing libraries and highlighted his work designing smaller libraries.

Kurt Lango described his 19 years of experience and work on several parks and libraries in the surrounding areas.

Allison Brown introduced herself as member of the JLA firm. She noted she would be providing facilitation services and a colleague would be leading the community engagement effort.

Maya Foty represented her colleague Matt Davis, who is very familiar with the Concord Building through his work as President of Restore Oregon, a non-profit who supports historic places and buildings identifying Concord elementary as one of Oregon's Most Endangered Places in 2017.

Jared Lewis said his company has been in existence for fourteen years. He has worked on many projects with Opsis. Jared said he specializes in adaptive reuse.

Ballard\*King & Associates (not present). Jim noted Ken Ballard would be providing needs assessment and planning/operations expertise for the community center.

Jennifer reviewed the overall project plan showing how the team will manage this complex project. Jennifer explained how each task force's value would inform decision-making at all phases, making this an iterative planning process. She then reviewed how cost containment begins with the first step of this process—needs assessment and programming. Finally, Jennifer outlined how they will be gathering information from the community and stakeholders about the project, refine their feedback, and make recommendations to the task forces.

Grover Bornefeld asked if he could have the PowerPoint sent to him or have it posted on the website. Kathryn said she would post it on the website at [clackamas.us/jointprocess](http://clackamas.us/jointprocess)

Allison then directed task force members to break into groups to ask questions of the design team. There were index cards available to write down your questions if questions went unanswered. Allison said the questions would be addressed later.

Recording stopped at 7:30pm

Recording resumed at 8:00pm

The group was reassembled by Allison. She asked the task force chairs to share what they observed during the breakout session:

Doug Jones said the group shared a lot of enthusiasm for the project and it was nice to see ideas being shared with the design team.

Lisa O'Brien said she loved listening to the questions. The most heard question how soon will the taskforce and design team be actually making decisions on the project. People feel there has been a lot of generalizing up to this point and it's exciting to have the design team on board.

Kristi Haller-Shafer said this was a great first step and it felt like she had a voice tonight. We went crazy with the library wish list and having it validated was nice.

Allison then asked for feedback from the Design Team from the breakout session:

Jennifer Hoffman said she most of her time at the library discussion board and the biggest take away for me was how anxious everyone was to get going!

Mark Elliott, a task force member asked Jennifer how often she expected the task forces to meet. Jennifer said she was working on that right now and she would discuss this more in the "Next Steps" part of the agenda.

Kurt Lango said Indoor and outdoor relationships were important to both Task Forces. He noted while the Gladstone Library is a different scale than the Oak Lodge Library, greenery is important.

Jim Kalvelage said his group discussed how important it will be to incorporate everything (Oak Lodge Library and Community Center) into one building is to the members. Members also expressed how important identifying what the community needs will be and how important the legacy the Concord building is.

Maya Fota said she was impressed with the community interest in getting the Concord building on the endangered list. Several people asked about getting the building on the National Register of Historic Places. Several questions were asked about what is existing and how it could be preserved.

Ray Johnston said he had of questions in his group about flexibility and future possibilities for each building. There were a lot of concerns about the size of the Gladstone Library. Acoustics were also noted to be a concern. Ray said this is a fascinating process for him and he is looking forward to designing both libraries.

Ray reminded the Joint Task Force that they are in the process of collecting a lot of data for both projects but things are really going get started! There were also some questions about how the task force will be able to visualize the design concepts and there will be lots of options available: movies, photographs, and visualization tools; there is a lot of new technology to help people understand the project.

Jared Lewis said he had several questions about the Concord building in his group. There were also questions about the community center (Concord Property) serving as a disaster shelter and how those needs need to be assessed as part of this process.

Allison asked for public comment. There was none.

Prior to reviewing the near-term schedule, Kathryn expressed her enthusiasm about the milestone that was shared in the meeting and noted she enjoyed the excitement in the room.

Kathryn reminded everyone that the scope of work was currently being developed and it would be ready for review at the September 4<sup>th</sup> joint task force meeting. The task forces will have an opportunity to review and comment on the draft scope of work at that meeting which will be sent one week prior to the September 4<sup>th</sup> meeting. There is no contract yet and the goal is to have the contract ready for Board for approval in September. For the next several months, there will be joint Task Force meetings at least through December as we work through the programming aspects of the park, community center and libraries.

Kathryn reviewed three community events happening in August and invited task force members to sign up on the sheets provided to talk to the public about these projects:

- August 1<sup>st</sup>, Gladstone Community Festival
- August 10<sup>th</sup>, NCPRD Concerts & Movies in the Park, Concord Property
- August 24<sup>th</sup>, Trolley Trail Festival

Lynn Fisher asked why these programming meetings are joint when they are two separate projects. Kathryn explained for the library both task forces need be present for programming meetings. She said in addition, the community center and park will need to be closely associated with the library spaces. Allison suggested she would present a draft agenda for the October 2<sup>nd</sup> joint task force meeting at the September meeting and see how everyone feels about the format.

Kathryn reminded everyone that the Concord Task Force is still looking for NCPRD at-large member. A recruitment has been opened through Public and Government Affairs. The Task Force members are particularly interested in recruiting a member that has a diverse background.

Allison asked the chairs of each Task Force for their closing thoughts.

Lisa noted there was apprehension among the members regarding the joint meetings. Lisa encouraged members to reach out to Kathryn about the agenda for the next meeting.

Doug had nothing to add.

Meeting adjourned at 8:30pm.

## **Next Meeting**

6:30-8:30 p.m., Wednesday, September 4th

Location: Concord Property, 3811 S.E. Concord Rd., Oak Grove, 97267

## Design Team Breakout Session Notes

### Library

- Space for book signings
- Movable shelving
- Family bathrooms/gender neutral bathrooms
- Multi-use furniture
- Spaces to control noise
- Private areas for computers and spaces to plug in
- Local community/children's art
- More opportunities to share space and programming
- Wanting visualizations of small libraries
- Library of things/Tool library
- Provide full service with limited staff
- Kitchenette
- Flexibility
- Gathering Space
- Storage for emergency supplies/potential as a community shelter in a disaster/emergency
- Thinking of library/park/community center as one entity – all well integrated, sharing spaces and energy
- Library store, with sorting area
- Design which can be expanded later
- Flexible space for children and other programs
- Small group/study rooms
- Independent entry to library and community center
- Avoid floor level shelves – and not too high – for accessibility
- Park being an extension of the library
- Line of sight security
- Parking
- Makerspace

### Seismic

- How much will it cost?
- Who pays for the upgrades?
- Can the library be integrated into the Concord building?
- Options for seismic upgrade
- Community center should be available as a shelter
- When will we know about the seismic requirements?
- What are the potential roadblocks for having the library on the site?

### Historic

- How far to go back in time for historical preservation/renovation?

### Community Center

- Library bookstore
- Café
- Events open up to the park
- Grow something new out of the old

- Access to programs
- No central access to social services
- What services can a community center offer?
- Do NCPRD administration offices need to be in the District?
- One stop to learn about services, synergy and collaboration
- Inclusive facility
- Reach out to underserved children
- Meeting the needs of the demographic
- Place that identifies needs in community with the resources to address them
- Integrate library and community center
- Library with community garden to pantry

### **Park/Landscape**

- Oak trees on Oak Grove property line
- Close relationship between parks, Concord community and library – understands overlaps
- Indoor/outdoor event spaces that are flexible for a variety of purposes
- How to incorporate greens paces in Gladstone Library
- How to bring beauty into a space that is small and limited
- Understand abilities/maintenance up front and make right partnerships (Gladstone)
- Feasibility of having a rock feature at Gladstone
- Opportunity to excavate rock in the area/preserve/natural history/potential for drought-friendly
- Sculpture? Relationship with local artists
- Concern about losing green space depending where the library goes (Concord)
- Park needed that meets needs of all abilities/all-inclusive
- Accessibility paramount to design
- Community garden space at Concord
- Other spaces in Oak Lodge may be suitable for the library
- Concord belongs to the parks district. 2/3 of residents of NCPRD are in unincorporated and paid \$90 million to parks
- Visualizing all elements coming together
- Is there an obvious space where the greenspace will go?
- A need for “contained spaces” for kids where parents feel safe but kids feel like they’re playing freely



**BUSINESS AND COMMUNITY SERVICES  
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

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**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**

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**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.

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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.

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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



**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

**Joint Task Force Meeting Summary**  
**Oak Lodge and Gladstone Community Project**

**Concord Property and Library Planning Task Force**  
**Gladstone community Library Planning Task Force**

**Optional Meeting**  
**Thursday, September 19, 2019, 6:00 p.m.**  
**Concord Property**  
**3811 SE Concord Road**  
**Oak Grove, OR 97267**

**UNAPPROVED**

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**Gladstone Task Force Members Present:** Todd Anslow, Kristi Haller-Shaffer, Natalie Smith, Margaret Bertalan, Nancy Turner, Laurene McClintock, Deborah Bukowski, Lisa O'Brien

**Concord Property/Oak Lodge Library Planning Task Force Members Present:** Gary Bokowski, Grover Bornefeld, Ron Campbell, Jean Chapin, Jan Lindstrom, Denis Hickey, Doug Jones

**Opsis Design Team Members Present:** Jennifer Hoffman, Opsis

**Staff and Officials Present:** Laua Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Mitzi Olson, Library Director; Gladstone and Oak Lodge Libraries; Scott Archer, North Clackamas Parks and Recreation District Director; Kathryn Kohl, Library Network Manager; Jacque Betz, City Administrator, City of Gladstone; Kathryn Krygier, Project Manager

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*The meeting began at 6:02 p.m.*

Gladstone and Concord Task Force Chairs Lisa O'Brien and Doug Jones welcomed the group and reviewed the evening's agenda.

Doug stated the purpose of this meeting was to have more time to discuss concerns that came up at the last Joint Task Force meeting on September 4, 2019 regarding project timing and funding. Kathryn Krygier shared that she had met with the Chairs and Vice-Chairs the previous week. They recommended this additional meeting to allow for more discussion. See attached photograph for white board notes.

Kathryn Krygier drew a timeline on the board for the group to review. It outlined the four parts of the master planning process which are research, programming, design alternatives, and preferred alternative. The masterplanning process is expected to take one year. The subsequent design phases will take an additional 1.5 years (approximately). Construction could take 1-1.5 years.

The group shared questions/comments regarding the timing of the project. Highlights from the discussion were:

- The timeline is subject to change as the project commences. If the Concord Property is not selected as the site for the Oak Lodge Library, the Gladstone Library will continue as a separate project.
- Design alternatives will be produced at step three. The preferred alternative will be refined in step four.
- Design alternatives will be created for both the Gladstone and Oak Lodge Libraries to show options on the existing City Hall site for the Gladstone Library and options for Oak Lodge Library on the Concord Property.
- Currently, the Opsis team is doing research (step one) evaluating potential needs (step two).
- The master planning process is lengthy because it includes a robust community engagement process.
- Engaging the Gladstone community will be difficult because Gladstone has already done community outreach and people will not want to do it again.
- JLA Public Involvement will reach out to community groups who generally don't attend a "town hall" meeting. The goal is to be as inclusive as possible.
  - There was a suggestion to visit the Gladstone Senior Center at lunch time (and during storytimes at the library) to find people to talk to about the projects.
- The programming needs for both libraries are interrelated because it is a "one library, two building" library solution.
- Scott Archer stated the county is committed to this project.
- There was a request to post the task force(s) community values during meetings to allow for regular review.
- The timeline and current project costs assume a concurrent process for the projects. If the projects are separated it will cost more.
- Several people expressed the desire to compress the timeline. There were assurances that the Opsis team will look for opportunities to shorten the timeline. Some elements of the timeline are outside the control of the Opsis team such as the permitting process.

The group discussed funding of the project. Kathryn added information to the white board. Highlights from the discussion were:

- Funding sources for the library projects are:
  - \$4.2M - Revenue bond (this does not require a vote of the people). Ideally, this would be issued for both libraries at the same time to save costs.
  - \$2.5M - Undistributed Library District Funds
  - \$1M - County capital reserve
  - \$200K/year - City of Gladstone (for operations)
- There is an anticipated funding gap for the libraries. Based on an estimated \$500/square foot for construction, there would be a gap of \$5M. The county will cover the funding gap.
- The county will be looking for opportunities to keep the buildings affordable. Mitzi Olson has been working to identify ways to be more efficient in the operation of both libraries.
- The options for funding for North Clackamas Parks and Recreation District (NCPRD) are:
  - Revenue bond
  - System development charges (fees assessed on new development)
  - Grants

- Proceeds from disposition of Hood View Park
- Metro local share (part of a bond on the ballot for voter approval in November)
- The cost allocation for current project expenses is divided as follows:
  - 50% paid by NCPRD
  - 25% paid by Gladstone Library
  - 25% for the Oak Lodge Library

Note: if costs are clearly benefiting one entity, they will be charged accordingly.

- It was discussed that NCPRD owns the Concord Property but the county is looking at options for the Oak Lodge Library to own a portion of the building/property.
- The group discussed options for the buildings (libraries and community center) to be used as emergency shelters
- It was noted that the State of Oregon is reviewing legislation related to seismic retrofitting. Staff will want to consider how this may affect the project.
- There was a request for public education to be included as part of the planning process so residents can be more aware of the complexities of the project

**“Parking Lot” Items:**

- What is Gladstone’s relationship with Clackamas County?
- Are their grants or other funds available for the library?
- What is the library operating budget?

**Next Steps:**

Doug Jones discussed how the next meeting, on October 2<sup>nd</sup>, will include a review of the discussions from this meeting and Brandy Steffen/JLA will discuss the public engagement process.

Kathryn Krygier shared that the Opsis contract will be going to the Board of County Commissioners for approval on Thursday, September 26<sup>th</sup>. Everyone is welcome to attend. Kathryn Krygier shared that there is a field trip scheduled for Saturday, October 12<sup>th</sup>.

**Public Comment:**

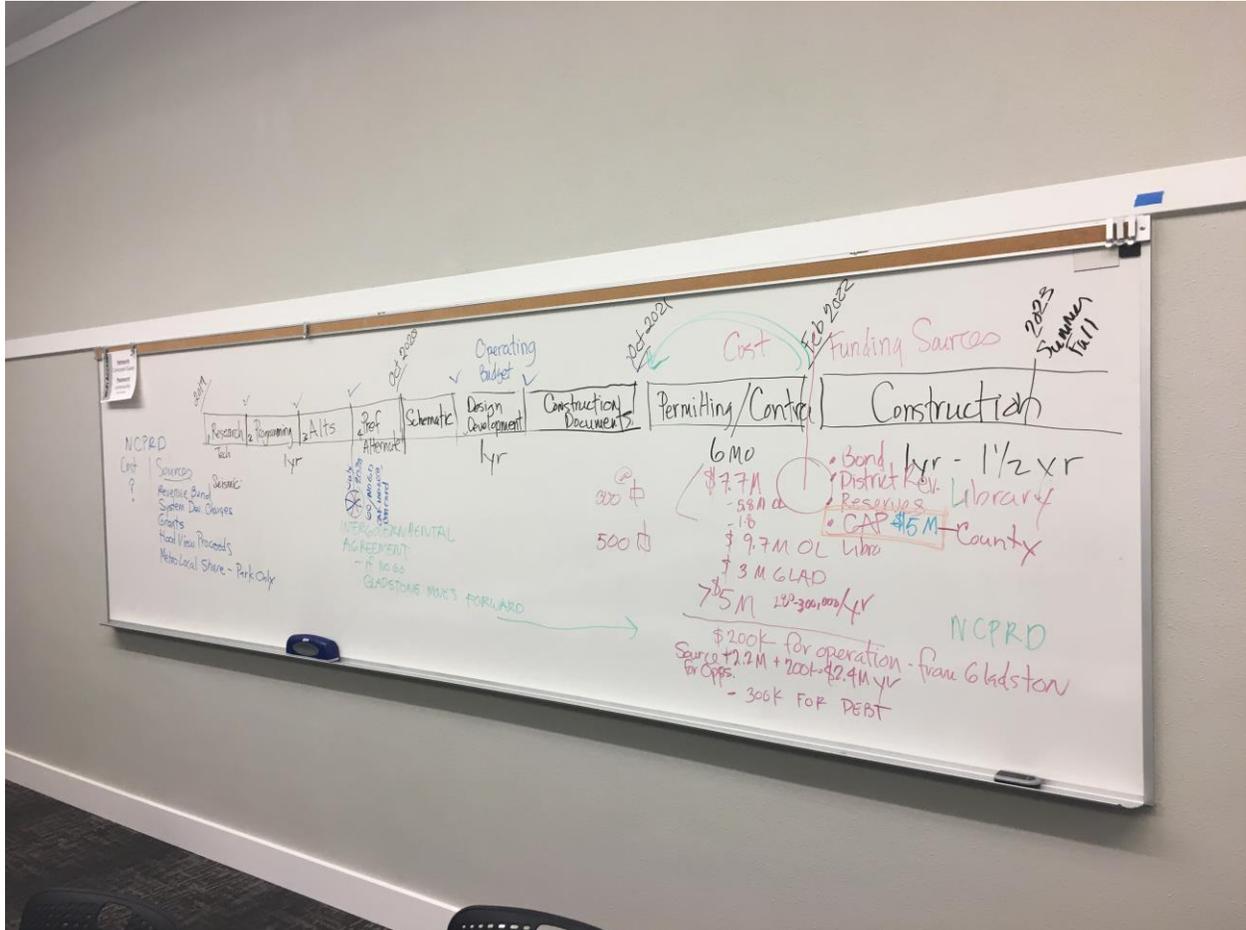
Michael Milch shared that he was part of the group involved in selecting Gladstone Task Force members, and that elected officials from Gladstone met with the State of Oregon, in the past, to look at options for including State funding in the process (e.g., providing low income housing with the library similar to what the City of Cornelius recently built).

The meeting adjourned at 7:52 p.m.

**Next Meeting**

6:30-8:30 p.m., Wednesday, October 2<sup>nd</sup>

Development Services Building  
150 Beaver Creek Road, Oregon City



White Board Image September 19, 2019



**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

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**Joint Task Force Meeting Summary**  
**Oak Lodge and Gladstone Community Project**

**Concord Property and Library Planning Task Force**  
**Gladstone community Library Planning Task Force**

**Wednesday, October 2, 2019, 6:30 p.m.**  
**Clackamas County Development Services Building**  
**150 Beaver Creek Road, Oregon City, OR 97045**

**APPROVED by Gladstone Library Task Force 11/6/2019**  
**APPROVED by Concord Property Task Force 11/6/2019**

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**Gladstone Task Force Members Present:** Debrah Bokowski, Kristi Haller-Shaffer, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Natalie Smith, Beverly Chase, Leslie Shirk, Todd Anslow, Libby Spencer

**Gladstone Task Force Members Excused:** Lani Saunders, Laurene McClintock, Nancy Eichsteadt

**Gladstone Task Force Members Not Excused:** Oscar Haugan

**Concord Property/Oak Lodge Library Planning Task Force Members Present:** Mark Elliott, Michael Schmeer, Gary Bokowski, Chaunda Wild, Kristi Switzer, Grover Bornefeld, Ron Campbell, Doug Jones, Denis Hickey, Jan Lindstrom

**Concord Property/Oak Lodge Library Planning Task Force Members Excused:** Anna Hoesly, Jean Chapin

**Staff and Officials Present:** Paul Savas, County Commissioner; Ken Humberston, County Commissioner; Gary Schmidt, County Administrator; Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Scott Archer, NCPRD Director; Mitzi Olson, Library Director, Gladstone and Oak Lodge Libraries; Jennifer Hoffman, Opsis; Brandy Steffen, JLA; Allison Brown, JLA; Kevin Cayson, NCPRD; Melina DeFrancesco, NCPRD; Amber Johnson, Public & Government Affairs; Jacque Betz, City Administrator, City of Gladstone; Liz Lawson Weber, BCS Administrative Specialist; Kathryn Krygier, Project Manager

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*The meeting began at 6:30 p.m.*

Gladstone and Concord Task Force Chairs Lisa O'Brien and Doug Jones welcomed the group and reviewed the evening's agenda. The meeting summary from September 4<sup>th</sup>, 2019 was approved with changes.

Kathryn Krygier announced that Lynn Fisher has moved. This leaves another task force position to fill. Applications are being collected and Kathryn will have more to report about empty positions at the next meeting. Kathryn reminded the group there would be a field trip to tour the Opsis-designed library and community center in Vancouver, and passed around a sign up sheet. Kathryn reminded the task force

to plan for upcoming events, listed on the back of the agenda. Natalie Smith expressed concern that the December 18<sup>th</sup> meeting date was very close to the holidays and it was explained that this date is dependent on having enough time to compile upcoming public involvement events.

Kathryn reviewed the project timeline and funding, which were discussed during the optional September 19<sup>th</sup> task force meeting. Based on the feedback, staff will check-in during each phase of the project to determine if it is feasible to separate the Gladstone and Oak Lodge projects. Kathryn also noted the future Intergovernmental Agreement (IGA) between Gladstone and Clackamas County provides for the projects to separate if the Oak Lodge Library process would slow down the Gladstone Library process. In addition, the Concord and Gladstone task force meetings will be scheduled as back-to-back meetings in November and December. Everyone is invited to attend either meeting.

Kathryn introduced Jacque Betz, Gladstone City Administrator and Gary Schmidt, County Administrator. They expressed their commitment to honoring the IGA between the County and the City of Gladstone and to building both libraries. Doug Jones introduced County Commissioners Savas and Humbertson. They described their deep commitment to build the library and thanked staff for their hard work.

Chair Jones took comments from task force members:

- What about items placed in the “parking lot” at the September 19<sup>th</sup> meeting? [Kathryn will include them in the meeting minutes.]
- I don’t have any concerns with the project or timeline, but am concerned about the politics and I don’t have a positive feeling about the county.
- Did the County Commissioners approve the Opsis contract? [Yes.]
- I support the project given the ability for the Gladstone Library to separate from the Oak Lodge Library if it slows down. I don’t think many people from Gladstone would attend an open house since they have already had extensive public engagement.
- The timeline was a concern at the most recent Gladstone Library Foundation meeting, but they are pleased the contract with Opsis was approved and the new check-ins are in place. Has there been any decision about the lot where the current library sits? [Jacque Betz said the property is city-owned and will not be sold. It is not part of the Settlement Agreement or future Intergovernmental Agreement.]

Chair Jones introduced Brandy Steffen from JLA. She reviewed the draft Public Involvement Plan (see attachment) and will be back in December with the results from multiple outreach efforts. The members broke into small groups to brainstorm potential contacts that could be included in community outreach efforts. Ideas were written down and given to Brandy.

Allison took a “temperature check” to see if the task forces were supportive of moving forward with the project as planned. The cards were approximately 50/50 green and yellow.

**Public Comment:**

Geoffrey Janke said he has provided his contact information but doesn’t receive any information as to when meetings are happening, etc. [Amber Johnson said a newsletter will be posted soon.]

Meeting adjourned at 8:30pm.

**Next Meeting:**

Nov. 6, 2019; Development Services Building, Rm 118, 150 Beaver Creek Road, Oregon City  
Gladstone Task Force – 5 p.m. to 6:30 p.m.

Concord Property and Library Task Force - 6:45 p.m. to 8:15 p.m.



**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

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**Meeting Summary**  
**Oak Lodge and Gladstone Community Project**  
**Gladstone Community Library Planning Task Force**  
**Wednesday, November 6th, 2019, 5:00 p.m.**

**Development Services Building**  
**150 Beaver Creek Road**  
**Oregon City, OR 97045**

**APPROVED**

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**Task Force Members Present:** Todd Anslow, Debrah Bokowski, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Natalie Smith, Beverly Chase, Leslie Shirk, Libby Spencer

**Staff and Officials Present:** Mayor Tammy Stemple, City of Gladstone, Commissioner Paul Savas, Allison Brown, JLA Public Involvement; Brandy Steffen, JLA Public Involvement; Jennifer Hoffman, Opsis; Ray Johnston, Johnston Architects; Kathryn Kohl, Library Network Manager; Scott Archer, Director North Clackamas Parks and Recreation (NCPRD); Laura Zentner, Business and Community Services (BCS); Director; Greg Williams, BCS Deputy Director; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Jacque Betz, City Administrator, City of Gladstone; Liz Lawson Weber, Administrative Specialist, BCS; Kathryn Krygier, Project Manager

**Guests:** Grover Bornefeld, Denis Hickey

An audio recording of this meeting is available on the Clackamas County website:  
<https://www.clackamas.us/communityproject#meetingsandagendas>

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*The meeting began at 5:00 p.m.*

Task Force Chair, Lisa O'Brien welcomed the task force and reviewed the meeting agenda.

Meeting minutes from June 12, 2019, optional joint meeting on September 19, 2019, and October 2, 2019 were reviewed.

- June 12<sup>th</sup> minutes were approved.
- Optional joint September 19<sup>th</sup> meeting minutes were reviewed. (Since this was an optional meeting, there was no vote to approve.)
- October 2<sup>nd</sup> minutes were approved.

Kathryn Krygier announced that Oscar Haugen's task force position will be opened for recruitment since he has only attended one meeting. Kathryn encouraged task force members to spread the word about the open position and encourage interested people to apply. The position is open for recruitment of all ages.

Lisa asked the members if they would like to share anything from the field trip to the Cascade Park Community Library. Beverly Chase said she really liked the library bookstore. Chair

O'Brien liked how the big windows brought the outside and hopes for something similar at the Gladstone Library.

Lisa asked if anyone would like to recap the recent Gladstone City Council Meeting/Work Session. Beverly Chase said she made a statement at the work session about her support for the library at the meeting and was pleased that she heard a strong commitment from the County to build the library.

Jacque Betz and Greg Williams gave an update on the Gladstone Library Intergovernmental Agreement (IGA). Jacque said the IGA is ready for City Council's review at their next meeting, on November 12, 2019. She said working with County staff on the IGA has been very positive and after hearing feedback from the task force to move the project faster, staff took 6 months off the IGA timeline for the project. Greg Williams thanked the City for their hard work. BCS will be presenting the IGA to the Board of County Commissioners (BCC) at a policy session on November 12<sup>th</sup> and the IGA is on the Business Meeting Consent Agenda for approval on November 14<sup>th</sup>. Greg Williams invited task force members to attend the Business Meeting.

### **Presentation: Upcoming Community Engagement - Update**

Brandy Steffen thanked everyone for their input on community outreach at the last joint task force meeting. Brandy reminded everyone of the upcoming Open House at the Concord Property on Saturday, November 16<sup>th</sup> and invited everyone to sign up to volunteer. Stakeholder interviews are currently being held to help identify underrepresented groups in the area.

### **Small Group Discussion: Survey**

Task force members broke into small groups to review the draft survey which will be sent out to the community to collect feedback. She asked the groups to take the survey together, take notes and see if there is anything missing or problematic with the survey. The groups spend the next 25 minutes of the meeting reviewing the survey.

The group reconvened to ask questions and offer suggestion on edits to the survey.

### **Public Open House**

Brandy and Kathryn reviewed activities planned for the upcoming open house. Kathryn asked for volunteers for the open house and passed around a sign-up sheet.

### **Public Comment**

Mayor Stemple thanked the group for all of their efforts and said she would be happy to assist as needed, in the future.

Commissioner Savas also thanked the group and the City of Gladstone for their cooperation on this project.

### ***Meeting Adjourned at 6:30pm***

### **Next Task Force Meeting: December 18, 2019**

5:00 p.m. – 6:30 p.m.

Gladstone Senior Center, 1050 Portland Ave, Gladstone, OR 9702



**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

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**Meeting Summary**  
**Oak Lodge and Gladstone Community Project**  
**Gladstone Community Library Planning Task Force**  
**Wednesday, December 18th, 2019, 5:00 p.m.**

**Gladstone Senior Center**  
**1050 Portland Ave.**  
**Gladstone, OR 97027**

**APPROVED**

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**Task Force Members Present:** Debrah Bokowski, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Natalie Smith, Beverly Chase, Leslie Shirk, Libby Spencer

**Task Force Members Not Present:** Todd Anslow, Oscar Haugen

**Staff and Officials Present:** Brandy Steffen, JLA Public Involvement (JLA); Jennifer Hoffman, Jim Kalvelage, Opsi Architecture; Ray Johnston, Johnston Architecture; Laura Zentner, BCS Director; Scott Archer, Director NCPRD; Greg Williams, BCS Deputy Director; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Jacque Betz, City Administrator, City of Gladstone; Liz Lawson Weber, Administrative Specialist, BCS; Kathryn Krygier, Project Manager

An audio recording of this meeting is available on the Clackamas County website:  
<https://www.clackamas.us/communityproject#meetingsandagendas>

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*The meeting began at 5:00 p.m.*

Task Force Chair, Lisa O'Brien welcomed the task force and reviewed the meeting agenda.

Meeting minutes from November 6th, 2019 were reviewed and approved.

Kathryn noted Oscar Haugen had only attended one meeting and he should officially be removed from the task force. Task force members agreed. Kathryn suggested members should reach out to friends and neighbors to find a replacement.

Lisa asked the Task Force members to share their takeaways from the recent project open house held at the Concord Property on November 16<sup>th</sup>, 2019. One member shared how pleased they were with the turnout but it seems there were mostly people from the Oak Lodge neighborhood in attendance. Lisa acknowledged this and reminded the group there would be more opportunities in the future for outreach in the City of Gladstone. Ideas on how best to reach out to the residents of the City of Gladstone and future venues for community gatherings were discussed.

## Community Engagement

Brandy Steffen presented the preliminary feedback from the community engagement event on November 16<sup>th</sup> and survey results. The survey numbers were reviewed with the number of online and printed submissions received. Brandy reviewed the demographics from the community event and survey including programming rankings. Her presentation can be found at <https://www.clackamas.us/meetings/communityproject/oakgladproj>

## Programming Discussion (based on community engagement)

Jennifer Hoffman introduced the additional design team members: Jim Kalvelage, partner at Opsis Architecture and Ray Johnston, partner at Johnston Architecture. The tasks force discussed the library uses with the consultants. Topics are summarized here:

## Library Community Space

- Community Gathering – teens use the library significantly – it is one of the few places where they can walk to and hang out
- Love flexible space – needs to serve many uses
- Program data – design team is absorbing now
  - This is a chance for Gladstone Library to “tune up” collection
  - Collection is packed – it has high volume of material – choices need to be made about how book stacks are arranged and ordered – moving material and accessibility of getting to material is easier
- Mystery Book Club meeting in the teen room is not ideal – author visits difficult in teen room – conflicts arise
- Crucial to have an area to use for author nights, community meetings, functions – this may require moveable bookshelves – author visit size can range from 6-30 people – accommodating 50 people would be nice
- Cozy lounge area could be used for meeting area when library is closed – need multi-purpose spaces without impinging on other areas
- Oregon City got rid of a lot of their books – feedback has been negative about that
- Would like flexible shelving, but not too tall
- Community Room availability at new City Hall – likely will hold 50+
  - Do consider a smaller meeting room
  - 25 person group seems adequate
  - Smaller meeting space that is always available would be better than not to be able to scheduling issues
  - Certain meetings are most convenient in the library – may also work better for other age group – could work for story time and clubs
  - Author groups like libraries spaces for events
  - Also understand that Oak Lodge will have the ability to host meeting space.
- Tutoring Space for very small groups (2-3) important
  - Private – doesn't have to have a door but would be nice to have private
  - 2-4 person meeting rooms desirable by many groups – having privacy (for example study rooms) is important
- Priority of Space
  - Common space should be a priority
  - Reference is a diminishing collection
  - Quantify the number of seats
    - Study tables for 2 - 4 people

- Want the opportunities to provide for used books – Twice Told Tales (Friends of the Library) generates money back to the library
- Combined Areas
  - Wouldn't want to combine some areas such as adult and children's area
  - Movable shelves in the children's area which can accommodate story time (push shelves away)
- Children's Area
  - Accommodation for motor-skill development for smaller children desirable
  - Multiple ways to accommodate children of different ages
- Outdoor Areas
  - Have a space off the children's area – for outside voices and seating
  - Multiple ways for people to go outside (not just kids) – would need to be enclosed – don't leave the library but leave the building
  - Consider what is available with leftover space
  - Bike areas important – security important
  - Benches are used for smoking or sleeping
- Art
  - Will need to be managed
  - Integrate art into the building
  - Donor recognition could be integrated into building
  - Permanent collection / rotating collection managed by galleries
  - Artist in residence is a possibility
  - School art could be integrated into the building
  - Local arts – rotating collection of local art
  - Think about Gladstone Tree as inspiration for doors
- Fundraising
  - Art opportunities – think about it now
  - Meeting rooms – larger program pieces
  - Smaller donors – bricks, tile
- Technology
  - Chromebooks can be checked out but patrons still need places for people to sit
  - Need for desktops is minimizing
- Design
  - Consider character of Gladstone – Fire Station, service station, restored spaces – modern vs. cozy – use of materials important – needs to fit into the surrounding context
  - Gladstone has a remarkable, welcoming scale to it
- Planning for the future
  - Yes - don't shut the door to expansion down the road
- Other
  - ADA issues with a loft space

Jacque Betz reminded the group that there would be a community room available in the new Gladstone City Hall. Jim suggested this is an important issue when planning the new library space.

### **Public Comment**

Michael Milch asked about the possibility of a loft space in the new library. Ray Johnston noted that ramps take up a lot of space – 12 feet (horizontally) is needed for every one foot of vertical rise and that that takes up a lot of space, unfortunately.

## **Next Steps**

Kathryn reminded the group there is no meeting in January and that the task force will be meeting on February 5<sup>th</sup> at Concord. Kathryn reviewed upcoming community events for both Concord Property and Gladstone (location TBD) in February. Dates coming soon.

***Meeting Adjourned at 6:30pm***

## **Next Task Force Meeting: February 5, 2020**

5:00 p.m. – 6:30 p.m.  
Concord Property  
3811 SE Concord Road, Oak Grove



**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

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**Meeting Summary**  
**Oak Lodge and Gladstone Community Project**  
**Gladstone Community Library Planning Task Force**  
**Wednesday, February 5, 2020, 5:00 p.m.**

**Concord Property**  
**3811 SE Concord Road**  
**Oak Grove, OR 97267**

**APPROVED**

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**Task Force Members Present:** Todd Anslow, Debrah Bokowski, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Natalie Smith, Beverly Chase, Leslie Shirk, Mei Chen

**Task Force Members Excused:** Libby Spencer

**Staff and Officials Present:** Allison Brown, JLA Public Involvement (JLA); Jennifer Hoffman, Jim Kalvelage, Opsis Architecture; Ray Johnston, Johnston Architecture; Jacque Betz, City of Gladstone Administrator; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Liz Lawson Weber, Administrative Specialist, BCS; Jessica Botteron, Administrative Specialist, NCPRD; Amber Johnson, Public and Government Affairs (PGA); Kathryn Krygier, Project Manager

This meeting was recorded and the audio is available on the Clackamas County website at <https://www.clackamas.us/communityproject#meetingsandagendas>.  
These minutes document action items approved at the meeting.

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*The meeting began at 5:00 p.m.*

Task Force Chair, Lisa O'Brien welcomed the task force and reviewed the meeting agenda.

Meeting minutes from December 18, 2019 were reviewed and approved.

Lisa introduced Mei Chen, a proposed new task force member. Mei shared her background with the group. The task force voted unanimously to approve Mei Chen's appointment to the task force.

### **Community Outreach Update\***

Allison Brown updated the group about continued outreach efforts in the community including the Gladstone High School journalism class, spanish speaking families at Oak Grove Elementary School, North Clackamas School District parent group, Spanish speaking parents at the Gladstone Children and Family Center, and the Good Roots Food Pantry. Feedback included:

- Teens do not want the building design to be too modern. They prefer a design in keeping with the small town feel of Gladstone.
- The Latino groups desire a more low-tech approach to the library.

*\*An in depth community outreach summary can be found in the meeting materials*

Kathryn shared with the group that Greg Williams, BCS Deputy Director has left the County to be Director of the Oregon City Library. Kathryn also introduced Jessica Botteron as the new Administrative Specialist with the North Clackamas Parks & Recreation District.

### **Presentation: Technical information, site analysis & draft program (building uses)**

Jennifer Hoffman reviewed building zoning, design review, parking standards. Jim Kalvelage presented a site analysis and Ray Johnston reviewed the draft library program. Following the presentation, all of the consultants took several questions from the task force members.

### **Next Steps**

Kathryn Krygier reviewed the upcoming community events (Public Design Workshops) on February 19th at Gladstone Children and Family Center for the Gladstone Library and February 20th at the Concord Property for the Oak Lodge Library, a community center and park. Amber Johnson reviewed how the community event is being advertised across multiple platforms.

### **Public Comment**

None.

Meeting minutes from December 18<sup>th</sup>, 2019 were reviewed and approved.

***Meeting Adjourned at 6:30pm***

**Next Task Force Meeting: March 4, 2020**

5:00 p.m. – 6:30 p.m.

Gladstone Senior Center



**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

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**Meeting Summary**  
**Oak Lodge and Gladstone Community Project**  
**Gladstone Library Planning Task Force Work Session**  
**Wednesday, April 22, 2020**  
**5:30 – 6:30 pm**  
**Zoom Meeting**

**APPROVED**

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**Task Force Members Present:** Todd Anslow, Debrah Bokowski, Mei Chen, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Beverly Chase, Libby Spencer, Leslie Shirk, Natalie Smith

**Staff and Officials Present:** Allison Brown, JLA Public Involvement (JLA); Jennifer Hoffman, Opsis; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Liz Lawson Weber, Administrative Specialist, BCS; Amber Johnson, Public and Government Affairs (PGA); Kathryn Krygier, Project Manager

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*The meeting began at 5:35 p.m.*

Allison Brown welcomed everyone on to the meeting and reviewed a techniques for using Zoom software.

Task Force Chair, Lisa O'Brien and co-chair, Laurene McClintock, asked each of the task force members to share how they are doing during the covid-19 crisis. Each member shared information about their well-being and new environment.

### **Next Steps**

Kathryn Krygier reviewed the upcoming schedule for the task force including the four stages of the project status:

- Phase 1 – Technical Investigation
- Phase 2 – Needs Assessment/Programming
- Phase 3 – Alternatives Analysis
- Phase 4 – Preferred Alternative & Refinement

Kathryn polled the members regarding several proposed meetings dates:  
May 6, May 20, June 3

Members agreed to these dates unanimously.

Task Force members expressed their interest in how the design of the library may change in this COVID-19 environment and beyond. There was also interest by task force members about when the vacated City Hall will be demolished. Kathryn noted there are cost implications to the

timing of demolition. She anticipated it will be less expensive to demolish the building with the same contractor that is hired to construct the project.

Kathryn asked the task force if they could potentially have drawings sent to their home address. More to come.

Amber Johnson reviewed how the public is being notified of future meetings.

### **Public Comment**

William Somme from P&C Construction introduced himself. He said P&C Construction had just completed the Gladstone Civic Center and was excited about the possibility of submitting a proposal for the library project.

***Meeting Adjourned at 6:34pm***

### **Next Task Force Meeting:**

May 6, 2020

5:30 pm – 6:30 pm. via Zoom



**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

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**Meeting Summary**  
**Oak Lodge and Gladstone Community Project**  
**Gladstone Library Planning Task Force Work Session**  
**Wednesday, May 6, 2020**  
**5:30 – 7:00 pm**  
**Zoom Meeting**

**APPROVED**

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**Task Force Members Present:** Todd Anslow, Debrah Bokowski, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Beverly Chase, Libby Spencer, Leslie Shirk, Natalie Smith

Task Force Members Absent: Mei Chen

**Staff and Officials Present:** Allison Brown, JLA Public Involvement (JLA); Jennifer Hoffman, Opsis; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Laura Zentner, BCS Director; Liz Lawson Weber, Administrative Specialist, BCS; Amber Johnson, Public and Government Affairs (PGA); Jacque Betz, Gladstone City Administrator, Kathryn Krygier, Project Manager

**Design Team Members Present:** Jennifer Hoffman, Jim Kalvelage, Opsis Architecture; Mona Zellers, Ray Johnston, Johnston Architects

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*The meeting began at 5:35 p.m.*

Task Force Chair, Lisa O'Brien and Vice-chair, Laurene McClintock welcomed the task force and reviewed the meeting agenda. Lisa noted the goal of the meeting was to review the draft design evaluation criteria.

Meeting summaries from February 5, 2020 and April 22, 2020 were approved with one clarification to the public comment from the April 22<sup>nd</sup> meeting.

Allison Brown noted the draft criteria was based on the task force values. Kathryn reviewed how the design team will be utilizing the criteria to review the design alternatives with the task force and later this summer, with input from the public. Kathryn stated the evaluation criteria is also a good tool to help understand the differences between the alternatives.

Design team members presented the criteria and how it relates to the task force values.

Questions and comments were collected from task force members both during and after the presentation.

The task force was asked to vote on the draft criteria. The task force voted unanimously to approve the criteria with changes emphasizing it should be clear that the future of the library and its design should be incorporated into the criteria.

Allison said changes would be attached to the meeting summaries.

### **Next Steps**

Kathryn Krygier reviewed the upcoming schedule for the task force including the next meeting dates May 20<sup>th</sup> and June 3<sup>rd</sup>. Kathryn shared that hard copied drawings will be distributed to the task force members home address on May 19<sup>th</sup>.

### **Public Comment**

None.

***Meeting Adjourned at 7:00pm***

### **Next Task Force Meeting:**

May 20, 2020

5:30 pm – 6:30 pm via Zoom



**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

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**Meeting Summary**  
**Oak Lodge and Gladstone Community Project**  
**Gladstone Library Planning Task Force Work Session**  
**Wednesday, May 20, 2020**  
**5:30 – 7:00 pm**  
**Zoom Meeting**

**APPROVED**

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**Task Force Members Present:** Todd Anslow, Debrah Bokowski, Mei Chen, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Beverly Chase, Leslie Shirk, Natalie Smith, Libby Spencer

**Staff and Officials Present:** Mitzi Olson, Director, Gladstone and Oak Lodge Library Director; Laura Zentner, BCS Director; Liz Lawson Weber, Administrative Specialist; BCS, Tracy Grambusch, BCS; Amber Johnson, Public and Government Affairs (PGA); Jacque Betz, Gladstone City Administrator; Kathryn Krygier, Project Manager

**Design Team Members Present:** Jennifer Hoffman, Jim Kalvelage, Opsis Architecture; Mona Zellers, Ray Johnston, Johnston Architects, Kurt Lango, Lango Hanson Architects, Allison Brown, JLA Public Involvement (JLA)

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*The meeting began at 5:30 p.m.*

Task Force Chair, Lisa O'Brien and Vice-chair, Laurene McClintock welcomed the task force and reviewed the meeting agenda. Lisa noted the goal of the meeting was to review the design alternatives for the Gladstone Library.

The meeting summary from May 6, 2020 was approved.

Jim Kalvelage, Ray Johnston and Kurt Lango reviewed and summarized the three site options.

Jennifer Hoffman reviewed the project costs including direct and indirect construction costs.

### **Next Steps**

Kathryn Krygier and Allison Brown reviewed the upcoming schedule for the task force including the next meeting dates June 3<sup>rd</sup>, June 17<sup>th</sup> and July 1, 2020.

Kathryn noted there is a decision to be made by the Board of County Commissioners, with a recommendation from the Concord Task Force, to determine if the Oak Lodge Library can be located on the Concord Property. This milestone is outlined in a Gladstone and Clackamas County Intergovernmental Agreement to be July 30, 2020. Kathryn is working on the details about how to meet this deadline with the Concord Task Force Chair and Vice-Chair.

Lisa O'Brien asked if the Gladstone Library Director, Mitzi Olson, could participate in a Q & A with the design team and task force members at a future date. Mitzi agreed to participate.

Natalie Smith asked which option had the most square footage for the collection. Ray Johnston answered responded that they are very close within a few percentage points per square foot.

Beverly Chase asked about the Gladstone Library versus the Concord Property project timing. Kathryn reiterated that both task forces are moving at the same pace and is assuming the project will stay on schedule.

Kristi Haller Shaffer wanted to clarify that the Concord Task Force still has not made a definitive choice about the location of the Oak Lodge Library. Kathryn confirmed that is correct.

**Public Comment**

None.

***Meeting Adjourned at 6:55pm.***

**Next Task Force Meetings:**

<b>June 3, 2020</b> Design Q&A 5:30 PM – 7:00 PM	<b>June 17, 2020</b> Prelim. criteria evaluation on design alternatives 5:30 PM – 7:00 PM	<b>July 1, 2020</b> Input on draft public survey 5:30 PM – 7:00 PM
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**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

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**Meeting Summary**  
**Oak Lodge and Gladstone Community Project**  
**Gladstone Library Planning Task Force Work Session**  
**Wednesday, June 3, 2020**  
**5:30 – 7:00 pm**  
**Zoom Meeting**

**APPROVED**

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**Task Force Members Present:** Todd Anslow, Debrah Bokowski, Mei Chen, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Beverly Chase, Leslie Shirk, Natalie Smith, Libby Spencer

**Staff and Officials Present:** Mitzi Olson, Director, Gladstone and Oak Lodge Library Director; Laura Zentner, BCS Director; Liz Lawson Weber, Administrative Specialist; BCS, Amber Johnson, Public and Government Affairs (PGA); Jacque Betz, Gladstone City Administrator; Kathryn Krygier, Project Manager; Paul Savas, County Commissioner

**Design Team Members Present:** Jennifer Hoffman, Jim Kalvelage, Opsis Architecture; Mona Zellers, Ray Johnston, Johnston Architects; Kurt Lango, Lango Hanson Architects, Allison Brown, JLA Public Involvement (JLA)

A video of this meeting is available on the Clackamas County website at  
<https://www.clackamas.us/meetings/communityproject/oakgladproj>

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*The meeting began at 5:30 p.m.*

Task Force Chair Lisa O'Brien welcomed the task force and reviewed the meeting agenda. She said the goal of this meeting is to clarify and answer questions from the Task Force on the three design alternatives.

The meeting summary from May 20, 2020 was approved.

Kathryn Krygier welcomed everyone and reviewed County staff present and Jennifer Hoffman introduced the design staff in attendance.

Jennifer Hoffman reviewed the design process for this project and where the project is currently in that process. She noted that there is a significant amount of design work to be done after the master plan is complete. She reviewed the future phases of design. Jennifer thanked the task force members for all of their questions. She said they have been reviewed by the design team and grouped together for the meeting discussion.

## Q & A

The task force asked the design team their questions about the design alternatives. A video of the meeting including the Q & A discussion can be found on the project website at this link:

<https://www.clackamas.us/meetings/communityproject/oakgladproj>

## Next Steps

Allison asked the group if they would like an additional meeting to discuss Gladstone character and how it might be exemplified in the building. Many members agreed this would be helpful. An optional zoom meeting was set for June 10<sup>th</sup> at 5:30 PM.

Kathryn Krygier and Allison Brown reviewed the upcoming schedule for the task force including the next meeting dates June 17<sup>th</sup> and July 1, 2020 and future public meetings for public input and task force timeline.

Allison informed the group they will receive a link to a survey that will assist them to evaluate the alternatives at the task for meeting on June 17<sup>th</sup>. The task force will have approximately two weeks to complete that survey.

## Public Comment

Commissioner Savas expressed his pleasure about this meeting went and how the task force is moving through the design process.

***Meeting Adjourned at 7:00pm.***

## Next Task Force Meetings:

<b>June 10<sup>th</sup></b> Optional Meeting Gladstone character  5:30 PM – 7:00 PM	<b>June 17, 2020</b> Prelim. criteria evaluation on design alternatives 5:30 PM – 7:00 PM	<b>July 1, 2020</b> Input on draft public survey  5:30 PM – 7:00 PM
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**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

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**Meeting Summary**  
**Oak Lodge and Gladstone Community Project**  
**Gladstone Library Planning Task Force Work Session**  
**Wednesday, June 17, 2020**  
**5:30 – 7:00 pm**  
**Zoom Meeting**

**APPROVED**

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**Task Force Members Present:** Todd Anslow, Debrah Bokowski, Mei Chen, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Beverly Chase, Leslie Shirk, Natalie Smith, Libby Spencer

**Staff and Officials Present:** Mitzi Olson, Director, Gladstone and Oak Lodge Library Director; Liz Lawson Weber, Administrative Specialist, Business and Community Services (BCS); Ellen Rogalin, Amber Johnson, Public and Government Affairs Public and Government Affairs (PGA); Jacque Betz, Gladstone City Administrator; Kathryn Krygier, Project Manager

**Design Team Members Present:** Jennifer Hoffman, Opsis Architecture; Jim Kalvelage, Opsis Architecture; Ray Johnston, Johnston Architects; Allison Brown, JLA Public Involvement (JLA)

A video of this meeting is available on the Clackamas County website at  
<https://www.clackamas.us/meetings/communityproject/oakgladproj>  
These minutes document action items approved at the meeting.

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*The meeting began at 5:30 p.m.*

Task Force Chair, Lisa O'Brien welcomed the task force and reviewed the meeting agenda. She said the goal of this meeting is to discuss the evaluation of three design alternatives.

Jennifer Hoffman introduced the design staff in attendance.

Kathryn introduced staff and reviewed the upcoming meeting dates.

### **Survey Results**

Allison Brown reviewed the task force review of a survey using the criteria to evaluate the three design alternatives. She noted the purpose of the survey is to better understand each alternative and to gain a thorough understanding of each alternatives.

The task force members discussed the survey results and discussed various issues with the design team. The survey results are attached to this meeting summary. A video of the meeting including the discussion can be found on the project website at this link:

<https://www.clackamas.us/meetings/communityproject/oakgladproj>

Allison reminded the group of the design team will be taking all of their comments and suggestions and are working hard to incorporate them into the public open house and survey.

**Public Comment: None**

***Meeting Adjourned at 7:00pm.***

**Next Task Force Meetings:**

<p><b>June 17<sup>th</sup></b>                  5:30-7:00 pm                  Zoom Meeting</p> <p>TF: Criteria Evaluation</p>	<p><b>July 1<sup>st</sup></b>                  5:30-7:00 pm                  Zoom Meeting</p> <p>TF: Input on draft survey</p>	<p><b>July-Aug. TBD</b></p> <p>Board: Policy Session, July 14<sup>st</sup>, 2:00pm via zoom</p> <p>Public: Open House – July 6-August 2<sup>nd</sup></p>	<p><b>Aug. TBD</b>                  Zoom Meeting</p> <p>TF: Review public input</p>
<p><b>Sept. TBD</b></p> <p>TF: Final evaluation with criteria, selection of preferred alternative</p> <p>Board: Issues project update</p>	<p><b>Sept. - Oct. TBD</b></p> <p>Design team: Refinement of preferred alt.</p> <p>TF: Review refined alternative</p>	<p><b>Oct. TBD</b></p> <p>TF: Make recommendation to Board to accept preferred alternative</p> <p>Board: Consider TF recommendation</p> <p>Public: Open House – share refined/approved alternatives</p>	



**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
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**Meeting Summary**  
**Oak Lodge and Gladstone Community Project**  
**Gladstone Library Planning Task Force Work Session**  
**Wednesday, July 1, 2020**  
**5:30 – 7:00 pm**  
**Zoom Meeting**

**APPROVED**

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**Task Force Members Present:** Todd Anslow, Debrah Bokowski, Mei Chen, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Beverly Chase, Leslie Shirk, Natalie Smith, Libby Spencer

**Staff and Officials Present:** Laura Zentner, BCS Director, Mitzi Olson, Director, Gladstone and Oak Lodge Library Director; Liz Lawson Weber, Administrative Specialist, Business and Community Services (BCS); Ellen Rogalin, Amber Johnson, Public and Government Affairs (PGA); Jacque Betz, Gladstone City Administrator; Kathryn Krygier, Project Manager

**Design Team Members Present:** Jennifer Hoffman, Opsis Architecture; Jim Kalvelage, Opsis Architecture; Allison Brown, JLA Public Involvement (JLA)

A video of this meeting is available on the Clackamas County website at  
<https://www.clackamas.us/meetings/communityproject/oakgladproj>  
These minutes document action items approved at the meeting.

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*The meeting began at 5:30 p.m.*

Task Force Chair, Lisa O'Brien welcomed the task force and reviewed the meeting agenda. She said the goal of this meeting is to review the upcoming online open house.

Lisa noted a video of the meeting can be found on the project website at this link:  
<https://www.clackamas.us/meetings/communityproject/oakgladproj>

The June 3<sup>rd</sup> and June 17<sup>th</sup>, 2020 meeting minutes were approved.

**Online Open House Review and Feedback**

Allison Brown reviewed Online Open House which will be available online from July 5<sup>th</sup> to August 2<sup>nd</sup>, 2020 that has been developed for community input and took questions and suggestions from task force members.

Suggestions and questions were:

- Replace Milwaukie as a location option (on survey—where do you live?) and replace it with North Clackamas.
- Consider sharing construction costs and how it would be paid for
- Laura Zentner suggested adding a statement about the county commitment in the survey.
- Highlight the task force preferred alternative more
- Could the current Library financials be shared on the survey?

### **Outreach Opportunities for the Task Force**

Kathryn, Allison and Amber Johnson reviewed how the county will be promoting outreach for the online open house and they answered questions from the task force.

The task force members were asked and provided ideas how they plan to help distribute the information about the open house with their neighbors and local organizations.

**Public Comment: None**

### **Next Steps**

Kathryn Krygier reviewed the next steps, meeting and the master plan process graphic to illustrate where the project is on the graphic and where we are in the current phase of the project.

***Meeting Adjourned at 7:00pm.***

### **Next Task Force Meetings:**

<b>Aug. 19<sup>th</sup></b> <b>5:30 PM – 7:00 PM</b>  Zoom Meeting  Review public input	<b>Sept. 2<sup>nd</sup></b> <b>5:30 PM – 7:00 PM</b>  Zoom Meeting  Final evaluation with criteria, selection of preferred alternative
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**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
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## Oak Lodge and Gladstone Community Project Gladstone Library Planning Task Force Meeting

**Wednesday, August 19, 2020**  
**5:30 – 7:00 pm**  
**Zoom Meeting**

**APPROVED**

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**Task Force Members Present:** Debrah Bokowski, Mei Chen, Kristi Haller-Shaffer, Laurene McClintock, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Beverly Chase, Leslie Shirk, Natalie Smith,

**Task Force Members Excused:** Lisa O'Brien, Libby Spencer, Nancy Turner, Todd Anslow

**Staff Present:** Laura Zentner, BCS Director, Mitzi Olson, Director, Gladstone and Oak Lodge Library Director; Liz Lawson Weber, Administrative Specialist, Business and Community Services (BCS); Amber Johnson, Public and Government Affairs (PGA); Kathryn Krygier, Project Manager

**Design Team Members Present:** Jennifer Hoffman, Jim Kalvelage, Opsis Architecture; Allison Brown and Brandy Steffen, JLA Public Involvement (JLA); Ray Johnston, Johnston Architects

A video of this meeting is available on the Clackamas County website at  
<https://www.clackamas.us/meetings/communityproject/oakgladproj>

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*The meeting began at 5:30 p.m.*

Task Force Vice-chair, Laurene McClintock welcomed the task force and reviewed the meeting agenda. She said the goal of this meeting is to review the online open house results.

The July 1, 2020 meeting minutes were approved.

Kathryn Krygier reviewed the discussion from the optional task force meeting regarding the structure of the Gladstone and Oak Lodge joint library boards. This meeting was held earlier in the day. Kathryn also shared that the Gladstone City Planning Commission approved of amendments to the Gladstone City Code about parking requirements for civic land uses. This item will be considered by the Gladstone City Council in the near future. If approved, this amendment will allow the Gladstone Library to *not* have parking on the site. This is important because the site is not big enough for parking.

### **Online Open House Review and Feedback**

Brandy Steffen reviewed recent Gladstone Library Online Open House recently conducted. The outreach goals were to gather community feedback on the three design alternatives for the Gladstone Library.

Suggestions and questions were:

- Some people had issues with people using mobile devices had issues completing the survey.
- People didn't receive postcards in the mail early enough.
- Some people found the survey confusing.
- Task Force members asked if there would be more public outreach. Brandy said there wasn't any more outreach planned until after the recommendation was presented to the Clackamas County Board of Commissioners (BCC) at which time the team hopes to have a celebratory event to share the final preferred alternative with the community.

### **Design Considerations**

Jennifer Hoffman reviewed the next steps for the design team based on the feedback received from the Open House.

### **Next Steps**

Kathryn Krygier reviewed the next steps for the group:

- September: Recommend preferred design option;
- October: Submit recommendation to the BCC;
- Late Fall: Community celebration for selection option;
- Nov/Dec: Design and engineering begin.

Kathryn will reach out if there were any further meetings to be scheduled and also invited the Task Force to the LINCC Library Board meeting on Monday, August 24<sup>th</sup>, 2020.

### **Public Comment:**

- Michael Milch praised the task force on their hard work. He also mentioned that parking around the library should further considered.

***Meeting Adjourned at 6:45pm.***

### **Next Task Force Meeting:**

Sept. 2<sup>nd</sup>  
5:30 PM – 7:00 PM  
Via Zoom

The task force will vote on their preferred alternative.