



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

Gladstone City Hall
525 Portland Avenue
Gladstone, OR 97027

APPROVED 6/12/2019

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

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