



**Concord Property and Library Planning Task Force
Project Status Memo**

May 29, 2019

To: Task Force Members

From: Doug Jones, Task Force Chair
Denis Hickey, Task Force Vice-Chair
Kathryn Krygier, Project Manager

Copy: Laura Zentner Business and Community Services (BCS) Director; Kathryn Krygier, Project Manager; Allison Brown, Facilitator with JLA Public Involvement; Scott Archer, North Clackamas Parks and Recreation District (NCPRD) Director; Greg Williams, BCS Deputy Director, Mitzi Olsen, Oak Lodge and Gladstone Library Directors, Jacque Betz, Gladstone City Administrator

Attachments: Near-term schedule and unapproved May meeting minutes

Meetings

Doug and Denis met to discuss agenda items for the coming months. They determined there were not enough agenda items to warrant a meeting in June. They suggested a status memo be sent to the Task Force in lieu of a meeting.

The next meeting will be a joint meeting with the Gladstone Task Force to meet the design team. The meeting is tentatively scheduled for:

**July 31, 2019, 6:30 -8:30pm
Gladstone Senior Center,
1050 Portland Ave, Gladstone, OR 97027**

The July meeting will be confirmed or revised in early July—when the date can be confirmed with the selected design team.

No Task Force meeting will be held in August, but community events are being planned. We hope the Task Force members can attend one of more of the August events. See notes below.

Updates

- Proposals from design teams were submitted to the county on May 23rd. The Selection Committee will convene in May and June to select a top proposer. It is expected a top proposer will be identified in late June. The contract will be considered for approval by the Board of County Commissioners (BCC) in late July.
- The Gladstone Task Force decided to wait until June to select a Chair and Vice-Chair. They are almost done creating their draft Community Values.

- There are several opportunities to inform the public about the project and get community input on the Community Values:
- August 3, 2019, Gladstone Community Festival
- August 10, 2019, Movies and concert in the Park, Concord School Property
- August 24, 2019, Oak Grove Trolley Trail Fest

Stay tuned for more details. We will need Task Force volunteers to staff an information booth.

Task Force Accomplishments (Highlights)

- Community values have been drafted. They are ready for community input.
- Doug Jones was selected to be the Chair and Denis Hickey to be Vice-Chair.
- Task Force voted to amend the Charter by-laws to provide for the Chair and Vice-Chair to work together throughout the project.
- Mark Elliot and Lynn Fisher were selected to be on the NCPRD Concord Property Gladstone Library and Oak Lodge Library RFP Design Team Selection Committee.
- The Task Force agreed that the Concord Property be the first choice for evaluation for the Oak Lodge Library location—on the property or in the building.

Ongoing/Upcoming Work

- Two Task Force positions still need to be filled. One at Large position and one NCPRD Advisory Board position (DAB). The search for the first position is on-going. The search for the second position is on-hold until the DAB is re-formed. Task members have requested the positions consider diversity as part of the criteria.
- Task Force members requested information on how the project budgets and specifically how funding is being divided between the Library and NCPRD budgets.
- The design team will get feedback on a draft project scope and community participation plan in September.

CONCORD PROPERTY, OAK LODGE LIBRARY AND GLADSTONE LIBRARY PLANNING PROCESSES
 Anticipated Near Term Schedule

	April	May	June	July	August	September	October
Concord Task Force	<p><i>TF Meeting # 4 - 4/3/2019</i></p> <ul style="list-style-type: none"> • Tour of building • Finalize values • Review design process components 	<p><i>TF Meeting # 5 - 5/1/2019</i></p> <ul style="list-style-type: none"> • Elect two TF members for consultant selection committee • Elect Chair, Vice-Chair 	<p><i>Recess</i></p>	<p><i>Combined CPLP and Gladstone Task Forces Meeting #5 – 7/31/2019</i></p> <p>Meet the consultant team</p>	<p><i>Community event at Concord - 8/10/2019</i></p> <ul style="list-style-type: none"> • Draft values • Project info 	<p><i>Combined CPLP and Gladstone Task Forces Meeting #6 - TBD</i></p>	<p><i>CPLP and Gladstone Task Forces Meeting #7 - TBD</i></p> <ul style="list-style-type: none"> • Case studies: Field Trips to nearby projects
Gladstone Task Force	<p><i>TF Meeting #2 - 4/10/2019</i></p> <ul style="list-style-type: none"> • Values exercise • Review design process components • Select one TF member for selection committee 	<p><i>TF Meeting #3 - 5/8/2019</i></p> <ul style="list-style-type: none"> • Finalize Values • Background Info - Board make-up discussion 	<p><i>TF Meeting #3 - 6/12/2019</i></p> <ul style="list-style-type: none"> • Finalize Values • Elect Chair, Vice-Chair 		<p><i>Community events: Gladstone Community Festival - 8/2/2019 and Oak Grove Trolley Trail Fest 8/24/2019</i></p> <ul style="list-style-type: none"> • Draft values • Project info 	<p>Review public participation plan, scope and schedule</p> <p>*Fill NCPRD at-large position on CPLP Task Force</p>	
Project Management Team	<p><i>Late April</i></p> <p>Finalize and issue RFP</p>	<p><i>Consultant Selection Committee Meeting #1</i></p> <ul style="list-style-type: none"> • Receive proposals for review 	<p><i>Consultant Selection Committee Meeting #2 and #3</i></p> <ul style="list-style-type: none"> • Select top proposers • Interviews 	<p><i>Late July</i></p> <p>Board considers approval of design team contract</p>			