

# Concord Property and Library Planning Task Force



## Charter

### **BACKGROUND**

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

### **CHARGE**

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

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

- During any subsequent construction at the Concord Property, to serve as a community liaison group. The Task Force will receive periodic project updates, assist with disseminating project information to the community, and provide community feedback.

### **MEMBERSHIP AND STAFF SUPPORT**

The Task Force will consist of 15 voting members, selected/appointed as follows:

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

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

The Task Force will be supported by a dedicated Project Manager, employed by Clackamas County. The Project Manager shall be an ex-officio, non-voting member of the Task Force. Additional administrative support will be provided by County staff.

## **TERM**

The term of membership shall be until the completion of the Task Force's work, or until dissolution of the Task Force by the Board. The anticipated time commitment for Task Force members is three years, lasting from Task Force formation through the end of any potential construction.

The Task Force shall meet at least quarterly; membership may establish a more frequent meeting schedule to meet project needs.

## **GOVERNANCE STRUCTURE**

The elected officers of the Task Force shall consist of a Chair and a Vice-Chair. One officer shall be drawn from the nine members residing in the NCPRD service area, the other shall be drawn from the six members representing the Oak Lodge Library and Gladstone Library service areas.

Officers shall serve for a term of one year. Officers shall be elected by a majority vote of Task Force members and may be removed for any reason by a two-thirds vote of Task Force members.

The Chair and the Project Manager shall jointly establish the agenda for Task Force meetings. The Chair shall preside over meetings. The Vice-Chair shall preside in the absence of the Chair.

The Task Force advises the Board, the Project Manager, and County staff, and has no formal delegated power of authority to represent Clackamas County or commit to the expenditure of any funds. The Task Force may identify members to present recommendations to the Board, other governing bodies, and/or other community groups as needed.

## **LIBRARY LOCATION COMMITTEE AND OTHER COMMITTEES**

The Task Force will have a standing Library Location Committee. The Library Location Committee will evaluate the feasibility of potential alternate locations (other than the Concord Property) for a new Oak Lodge library. These evaluations will inform the Task Force's eventual recommendation on the feasibility of the Concord Property as a location for a library to serve the Oak Lodge library service area.

The voting members of the Library Location Committee shall be the six members representing the Oak Lodge and Gladstone library service areas. The Task Force officer

(Chair or Vice-Chair) representing the NCPRD service area and Project Manager shall be ex-officio, non-voting members of the Library Location Committee.

The Task Force Chair and Project Manager shall jointly establish and select members for any other standing or special committees, as deemed necessary. For all committees other than the Library Location Committee, the Task Force Chair shall be an ex-officio, voting member, and the Project Manager shall be an ex-officio, non-voting member.

### **QUORUM AND CONDUCT**

A quorum shall consist of a majority of voting members.

All Task Force meetings shall be conducted in accordance with Oregon Public Meetings Law. Task Force members will work cooperatively and collaboratively with each other and the Project Manager. The Task Force will endeavor to reach consensus on all decisions and recommendations.