



# City of Oregon City

625 Center Street  
Oregon City, OR 97045  
503-657-0891

## Meeting Minutes - Draft

### City Commission

*Dan Holladay, Mayor*  
*Brian Shaw, Commission President*  
*Nancy Ide, Frank O'Donnell, Renate Mengelberg*

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Tuesday, November 7, 2017

5:30 PM

Commission Chambers

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#### Work Session

#### 1. Convene Work Session and Roll Call

*Mayor Holladay called the meeting to order at 5:32 PM.*

**Present:** 5 - Commissioner Brian Shaw, Mayor Dan Holladay, Commissioner Nancy Ide, Commissioner Renate Mengelberg and Commissioner Frank O'Donnell

**Staffers:** 10 - City Manager Tony Konkol, Community Development Director Laura Terway, Community Services Director Phil Lewis, Captain Shaun Davis, Economic Development Manager Eric Underwood, Library Director Maureen Cole, City Recorder Kattie Riggs, John Lewis, Finance Director Wyatt Parno and Human Resources Director Jim Loeffler

#### 2. Future Agenda Items

*Mayor Holladay suggested a discussion on lot size averaging. There was consensus to add this item to a future agenda.*

#### 3. Discussion Items:

##### 3a. Oregon City Homeless Solutions Coalition Presentation

*Dan Fowler, resident of Oregon City, gave a presentation on the Oregon City Homeless Solutions Coalition. This group had been working for about a year to address the homelessness issue in the City. They first met in October 2016. In the first several meetings they received a lot of information to learn what other communities were doing, what worked and what didn't work, and what might work in Oregon City. They had an executive committee that met at least once a month, a steering committee that met once a month, and a community group that met quarterly. The Coalition consisted of 100 plus representatives from diverse community groups including law enforcement, City, County, homeless, education, business, healthcare, and neighborhoods. Homelessness was a community health issue.*

*Commissioner Ide said there had been 5 community meetings and 11 steering committee meetings. There had been a lot of talking and learning. They were trying to give a helping hand to get people off the street and into services they needed. There was a homeless count across Clackamas County and Oregon City was at the top at 202 people. She reviewed the 2017 homeless point-in-time count results. There was an increase in the unsheltered population, homeless children, chronically homeless, and veterans experiencing homelessness. They had three major partners, the City of*

Oregon City, Clackamas County, and Providence Hospital. During the past several months, the Coalition collaborated to define its vision and values. Approaches included a gallery walk, brainstorming, art projects, listening, and reflection. The result was their vision statement: compassionate and respectful solutions to homelessness through community partnerships. The core values were compassion, respect, community, and partnerships. Marc Jolin, Director of Multnomah County Joint Office of Homeless Services, came to the June 2017 steering committee meeting and she summarized his comments. The Coalition also completed their Charter, a Business Plan was in a draft form, they were working to enlist an administrator to assist with collaboration among their partners, and they were working to make immediate, visible impacts through work groups. The work groups were currently working on warming shelters, housing for homeless students, outdoor restrooms, needle exchanges, showers, assisting the Father's Heart Ministry, and food distribution coordination. They would like the City Commission to formally recognize their group by resolution.

Rory Dunnaback, resident of Oregon City, discussed the development of the Business Plan for the Coalition. This was a way to execute the vision of the Coalition and to document and prioritize strategies. It would include a five-year Strategic Plan. After the completion of the Business Plan, it would be presented to community partners with an appeal for funding. In years one and two they would create a non-profit organization, hire an executive director, coordinate services, monitor results, collect data, and build partnerships. In years three to five, they would create and develop a plan for public/private investment for a Service Delivery Center, combine the Father's Heart operation with other services, and create a Center of Excellence that could be modeled by other communities. He then discussed the next steps. The Business Plan/Strategic Plan would be finalized in 2018.

There was discussion regarding the Coalition partnering with a current non-profit organization, like Rotary, that could accept grant funds or contributions for them. There was further discussion regarding publicizing a way the community could support this effort and how affordable housing and work opportunities would also help.

### **3b. 2018 City Commission Meeting Calendar**

Kattie Riggs, City Recorder, presented the draft 2018 City Commission meeting calendar. She asked the Commission to review the calendar and let her know of any conflicts.

### **3c. Adjustments to Commission Policy 1-3, Public Meetings**

Ms. Riggs discussed proposed changes to the City's current public meeting policies. The changes included no City meetings later than 10:00 p.m. or with unanimous agreement 11 p.m. and moving from summary minutes to action minutes. Some of the problems staff was trying to solve were: City meetings running too late which made it difficult to make sound decisions and think clearly, staff time, money/resources, lack of minutes, and backlog/delays. She explained the types of minutes, such as verbatim, action, and hybrid/summary. Currently the City had summary minutes, and video or audio recordings available to the public. She described what was required to be included in the minutes, minute preparation deadline, and the pros and cons of moving to action minutes. She asked for Commission consensus to bring forward a final version of the policy updates to the Commission at a future meeting.

There was discussion about how the City of West Linn only kept videos and no written minutes and how that was more costly in the long run.

*Mayor Holladay wanted to make sure the videos were preserved long term. The action minutes would direct people to the video, and he did not see a problem with that.*

*Commissioner Ide had no problem with action minutes and keeping the videos. She was concerned about land use items and appeals. Tony Konkol, City Manager, said if something was appealed to LUBA, they would have to do verbatim minutes. Sometimes just the video was acceptable.*

*Commissioner O'Donnell was in support of meetings ending at a certain time as fatigue did not yield good decisions. He struggled with the idea of only action minutes because what was lost was the intention of the discussions. He was in favor of maintaining the current summary/hybrid minutes over action minutes. He thought there should be at least an executive summary of what was discussed and the concerns that were raised.*

*Commissioner Ide was sensitive to that point of view. This was more to relieve the responsibilities placed on staff. She did not have a problem with action minutes as long as the videos were kept permanently.*

*Commissioner O'Donnell said that relied on the data being recoverable and technology often failed. Ms. Riggs said the system was Department of Defense certified. Mayor Holladay said the system had triple redundancy.*

*There was consensus to make the changes as suggested by staff.*

#### **4. City Manager's Report**

*John Lewis, Public Works Director, gave an update on work on Main Street between 99E and 6th Street. The railroad track would be removed in that area and the street would be repaired. There would be traffic delays and the Oregon City/West Linn Bridge and Main Street would be closed. The project would begin on Friday night and would be finished by Sunday night. Staff had reached out to West Linn and Canby to let them know about the project as well as the downtown business owners.*

#### **5. Adjournment**

*Mayor Holladay adjourned the meeting at 6:55 PM.*

*Respectfully submitted,*

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*Kattie Riggs, City Recorder*