



City of Oregon City

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Meeting Minutes - Draft

City Commission

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

Saturday, January 27, 2018

8:30 AM

Held at: Oregon City Library, 606 John Adams

Commission Retreat - Goals Mid-Biennium Update

1. Convene Mid-Biennium Goals Update and Roll Call | Mayor Dan Holladay

Mayor Holladay called the meeting to order at 8:30 AM.

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

Staffers: 11 - City Manager Tony Konkol, City Recorder Kattie Riggs, Finance Director Wyatt Parno, Human Resources Director Jim Loeffler, James Band, Library Director Maureen Cole, Public Works Director John Lewis, Community Services Director Phil Lewis, Economic Development Manager Eric Underwood, Community Development Director Laura Terway and Community Communications Coordinator Kristin Brown

2. Introductions | Tony Konkol, City Manager

2a. 2017-2019 City Commission Goals

Goal #1: Cultivate an Environment for Successful Economic Development

Goal #2: Address Critical Facility Needs

Goal #3: Enhance the Livability of the Community

Goal #4: Pursue Opportunities to Increase Transparency and Encourage Citizen Participation

Goal #5: Maintain Fiscal Health and Long-term Stability

City Manager Tony Konkol welcomed everyone to the Goals Update and explained the schedule for the day. He reviewed a few of the City accomplishments and significant events for the year 2017.

3. Community Development Department | Laura Terway, Community Development Director

Laura Terway, Community Development Director acknowledged the staff in her department, reviewed statistical information regarding work load and reviewed several of the departments accomplishments.

3a. Willamette Falls Legacy Project (Goal 1)

Ms. Terway discussed the partnerships that have increased over the last year, surveys that have been conducted, and steps for moving the project forward.

The Downtown Parking Plan will be attached to the Riverwalk Master Plan.

3b. Community Development Department Facility (Goal 2)

Ms. Terway provided an update on the status of the construction project, which is underway. The project is on time and on budget with the anticipated move-in April 2018.

3c. Beaver Creek Road Concept Plan (Goal 3)

Ms. Terway explained some background and years leading to the current status of the Beaver Creek Road Concept Plan.

3d. Houseless Community Members (Goal 3)

Ms. Terway described how the City Code does not work perfectly with allowing warming shelters during the wintertime. The department worked with the Clackamas Fire to come up with an acceptable policy to allow some exceptions.

3e. Affordable Housing (Goal 3)

Ms. Terway discussed they have been working through the grant that they were awarded in 2017 with a Technical Advisory Committee and a Community Advisory committee to come up with a plan for equitable housing options. The project is expected to be completed in the fall 2018.

3f. Community Engagement Plan (Goal 4)

Mr. Konkol discussed the Clackamas County Courthouse move, the status currently and the upcoming timeline. Along with the City thinking about a plan once the Courthouse is relocated, for the remaining vacant building.

4. Public Works Department | John Lewis, Public Works Director

John Lewis, Public Works Director provided an overview of his department and staff. He reviewed the financials of the department and the long-term needs of the department. The Commission needed to discuss water rates in the future. System Development Charges will be increasing in February 2018. Mr. Lewis discussed the City's Emergency Management status and that the City hasn't seen any major slides this year, but the City has continued training to be prepared. The City continues to monitor all slide areas. The Department is reviewing the water modeling and seeing some discrepancies. There was discussion about the Meyers Road construction and the power line tower clearance.

4a. Sewer Moratorium Project (Goal 3)

Mr. Lewis mentioned the Hazelwood sewer moratorium is causing several issues and delays. There may be impacts to creek, so staff is trying to find new solutions. Hoping to complete before October 1, 2018 or will need to bring an extension back to the Commission. There are capacity and condition issues.

Mr. Lewis provided an overview of the Development Engineering review process, staff, and issues. 430 permits issued and 79 pre-application meetings.

4b. Stormwater Master Plan (Goal 3)

Mr. Lewis explained the Stormwater Master Plan requires a lot of input and needs to get through the planning process.

4c. Deferred Water Infrastructure (Goal 5)

Mr. Lewis mentioned staff were working on the Water Master Plan update. They were also working with Clackamas River Water and conducting a modeling update. Mr. Lewis will be providing the Commission with a Work Session item in the future to discuss options with regarding Clackamas River Water to the City Commission Work Session for direction. He said that staff would be proposing an annual increase in rates once all the items have been updated.

4d. Public Works Operations Center (Goal 2)

Mr. Lewis provided an overview of the Operation Center and the current decision in Court. He would continue to bring the Commission updates on the Armory property, legal issues, and more.

Commissioner Ide asked for Mr. Lewis to provide an update regarding WES and questioned if he knew anything about the elected official's forum. Mr. Lewis knew nothing about the forum and wondered if it was to discuss Governance of WES and thought the County mentioned they were pursuing input from various advisory groups.

Took a break from 10:19 - 10:34 AM.

5. Community Services Department | Phil Lewis, Community Services Director

Phil Lewis, Community Services Director recognized his department and the accomplishments from 2017. He thanked volunteers and pointed-out there were 16,547 volunteer hours, valued at \$389,847, for 2017 in his department.

5a. Parks Maintenance Facility (Goal 2)

Mr. Lewis introduced the topic by reminding the Commission that facility has been defunct for 4 years. The concept plan and budget have been approved, the next step is to hire a consultant for Phase I construction.

5b. Community Parks Deferred Maintenance (Goal 2)

Mr. Lewis showed the before and after pictures of Chapin Park and discussed the upgrades made there to fix the drainage issues. This was just one of many deferred maintenance projects.

Chapin Park restroom replacement project will be moving forward in the next 6 to 8 months.

The plan for the Buena Vista House was to hire a consultant, pull the stakeholders together, and produce a plan over the next 6 months to explain the deferred maintenance needed for that site. This would be a plan to move forward with a solution. Mr. Lewis estimated the process would take about 2 ½ month to meet with stakeholder groups. The next steps would be determined by outcome of the process if the facility would be opened or not and what the uses would be. Mr. Lewis explained what past uses have been and that there hasn't been much use even when it was open. The City doesn't have the fund to open and maintain it. This is something that staff would need to look for funding. Mr. Lewis has already started the conversations with the Parks and Recreational Advisory Committee and will continue with the stakeholders over the next several weeks.

5c. Waterfront Master Plan (Goal 3)

Mr. Lewis mentioned this would be an update from the 2002 Master Plan. Since staff has already done a boat ramp review, this update will be looking at the RV park, overflow parking, and the deferred maintenance – floods, not proper electrical at the site. He is looking at a spring 2018 kick-off with a 6 – 8 month process.

5d. Ermatinger House (Goal 4)

Mr. Lewis provided an update on the status of the Ermatinger House. He discussed the plan for opening the House and meeting with the Friends of the Ermatinger House. He discussed the furniture display and making sure it fits the period of 1943. He would like to open the house by summer 2018.

Additional projects for the department were working on Glen Oak Park phase I, working with the Girl Scouts on the master planning of Latourette Park, they received grant funding, but there are expensive ADA issues. Looking at pool deck repair project since there are aging infrastructure and old equipment removal needed. He would like to update Park System Development Charges (PSDC's), there will be online registration for park shelter implemented, a new Citizen initiated project request form – processes to support the requests. The Parks and Charter Parks will be coming to the Commission for review and discussion this year.

The Commission would like the list of equipment/deferred maintenance for the Parks Department.

Mr. Lewis mentioned there were roughly \$7 million of deferred maintenance. The Commission would like to see a plan in the next 8 – 9 months for how to fix deferred maintenance issue moving forward.

Amy Willhite, resident of Oregon City, asked if it is a goal to have the Chapin Park bathrooms staffed, since there have been so many issues.

6. Economic Development Department | Eric Underwood, Economic Development Manager

Eric Underwood, Economic Development Manager provided an overview of his department. Inspires and facilitates the hopes and dreams. Discussed the Economic Development Coordinator position.

Mayor asked for an update on the Urban Renewal litigation, Mr. Konkol provide the history and status of the litigation.

6a. Cove Project and Former Landfill Site (Goal 1)

Ms. Terway touched on the Cove project in her presentation. She mentioned that all the building permits have been issued.

Mr. Underwood is working with consultants for revising the DDA for Phase II, which is moving forward.

Commissioner O'Donnell asked if we had a clear definition for the vertical housing and how it can be applied. More specifically if they apply it to one building does it then automatically apply to all the other buildings.

Mr. Underwood also let the Commission know that the vertical housing credit program is currently managed by the State, but the City will be taking that over in the future.

Commissioner Mengelberg explained that there are site-wide credits or building credits. The credits are good for 10 years. There are parameters that explain how much commercial the site has to have to receive the credit. Mr. Underwood will look into this further and get back to the Commission with more details on how the program works.

Mayor says there has been ongoing negotiations on the former landfill site and in the next couple of months the property may change hands, which will allow a possible development to occur after that.

6b. Industrial Lands in the Beavercreek Road Area (Goal 1)

Mr. Underwood discussed the putting education to work campaign, the Beavercreek Road employment area website, marketing materials, and groundbreaking for Technical Center at Clackamas Community College(CCC). He talked about the 10th and main property, doing a request for proposal for the 12th and Main Street site, Optimize Technologies has increased their payroll by 20%. This is very exciting times with infrastructure happening, doing site analysis for each site, working with Business Oregon and Economic Development Association (EDA) Marketing. He has been utilizing recruitment packets, videos, brochures, social media, established a formal tour, Regional Solutions Team and Greater Portland Inc. as part of the team/tour. Mr. Underwood has been checking back with property owners to continue to update their commitment agreements. Blue Ribbon Committee is made up of the stakeholders – four meetings per year.

The Commission would like to be included on the email invitations for future Blue Ribbon Committee meetings.

6c. Railroad Quiet Zone (Goal 1)

Mr. Underwood gave a brief overview of the mitigation and implementation plan for the railroad quiet zone. He has met with the City of Canby because they have implemented a railroad quiet zone. The plan was to hold a diagnostic meeting with ODOT, Union

Pacific engineers and City engineers around the end of February or beginning of March 2018.

Lunch Break from 11:57 AM to 12:30 PM.

6d. Tourism Plan (Goal 1)

Mr. Underwood said they are reviewing the plans steps and were coming up with a process to develop recommendations that will be presented to the Commission. They are focusing on experienced based tourism marketing. He has been working with Downtown Oregon City Association (DOCA) on the marketing. The difficulty is deciding which Oregon City assets to highlight. The draft plan will be ready to share in March 2018.

6e. City-wide Economic Development Plan (Goal 1)

Ms. Terway discussed the Economic Development Plan and streamlined processes during her presentation. She discussed how the Developers Stakeholder Group was used to make processes better and increase communication between the City and stakeholders.

Mr. Underwood discussed the 10th and Main infill property development. There will be a presentation to Urban Renewal Commission in February 2018. He went on to explain how the partnerships have grown over the years and he works closely with DOCA and the Oregon City Chamber of Commerce. He discussed the grant programs and project overview. There is work being done on a draft economic development guide for Willamette Falls Legacy Project.

7. Human Resources Department | Jim Loeffler, Human Resources Director

Jim Loeffler, Human Resources Director, provided an overview of his department, accomplishments from 2017, and upcoming challenges.

8. City Recorder's Office | Kattie Riggs, City Recorder

8a. Information Governance (Goal 4)

Kattie Riggs, City Recorder, provided an overview of her department's accomplishments from 2017, discussed where they were to date with the Commissions Goals, and the plans for the next year including the Capstone approach for managing city-wide email, paperless office processes, and entering records into the City's Electronic Records Management System (HP).

9. Library Department | Maureen Cole, Library Director

Maureen Cole, Library Director, provided an overview of 2017 achievements, current goals, and looking ahead at 2018 programs, projects, equipment, and staffing.

10. Finance Department | Wyatt Parno, Finance Director

10a. Permitting and Enterprise Resource Planning System Upgrades (Goal 5)

Wyatt Parno, Finance Director, thanked everyone for all their hard work and volunteering on the Commission. Mr. Parno provided an overview of the duties of the Finance Department, the Department's Mission: Community, Saving Money and impact to staff and keeping happy. He then reviewed their accomplishments and awards for 2017 and touched on future department projects and programs.

11. Police Department | Jim Band, Police Chief

Jim Band, Police Chief, explained statistics regarding the police department's 911 calls, arrests, calls for serve, talked about the impacts of the traffic team to tackle the high crash rates. He provided a Staff overview with 47 sworn officers. He discussed future challenges and growth, addressing mental illness and homelessness.

11a. Police and Court Facility (Goal 2)

There is building progress on new facility for Police Department and Municipal Court, but the timeline has shifted back just a little bit. Chief Band will bring the Technical Advisor Contract to the Commission in February 2018.

12. Special Events Discussion | Kattie Riggs, City Recorder

There were discussions about annual events and city staff involvement. The Commission asked staff to bring back more information including the amount of staff time spent on each event over the last year for further review by the Commission.

13. Public Comments**13a. Natural Resources Committee Comments****14. Final Comments**

Mayor Holladay brought up a recent citizen issue. He would like to make sure if the City has a computer system down, then it should be posted/noticed on the website that the system is down.

Mayor Holladay mentioned that there were five Cities working together to sign an agreement, so that the attorneys of these five cities could communicate on their behalf to discuss the utilization of C4.

15. Adjournment

Mayor Holladay adjourned the meeting at 4:18.