



City of Oregon City

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

Meeting Minutes - Draft

City Commission

Tuesday, January 8, 2019

5:30 PM

Commission Chambers

Work Session

1. Convene Work Session and Roll Call

Mayor Holladay called the meeting to order at 5:30 PM.

Present: 5 - Mayor Dan Holladay, Commissioner Nancy Ide, Commissioner Frank O'Donnell, Commissioner Rachel Lyles Smith and Commissioner Rocky Smith Jr.

Staffers: 8 - City Manager Tony Konkol, City Recorder Kattie Riggs, Police Chief and Public Safety Director James Band, Finance Director Wyatt Parno, Human Resources Director Patrick Foiles, Community Development Director Laura Terway, Library Director Maureen Cole and Public Works Director John Lewis

2. Future Agenda Items

No future agenda items were suggested.

3. Discussion Items

3a. Library Board Annual Update

Jan Wallinder, former Library Board President, presented the Library Board annual report.

3b. Oregon City Library Draft Strategic Plan 2019-2024

Maureen Cole, Library Director, discussed the Oregon City Public Library 2019-2024 Strategic Plan and how more staff would be needed to achieve the goals in the Plan.

The Commission gave comments and feedback on the Plan.

3c. Review of City Manager Employment Agreement

Patrick Foiles, Human Resources Director, gave an overview of the City Manager Employment Agreement.

There was consensus that there was no need to search for a new City Manager and to have the agreement brought to the next Commission meeting for ratification.

There was discussion regarding the Commission's communication with staff.

3d. Adjustments to Commission Policy 1-15, Electronic Messaging

Kattie Riggs, City Recorder, explained the proposed adjustments to Commission Policy 1-15, Electronic Messaging. These included making this a policy for all City boards and committees and any deleted emails would be permanently deleted after a 90-day period from the date they were received.

There was discussion regarding use of personal emails for City business, transmitting critical documents and security, and attorney/client privilege for the Commission.

The Commission made suggestions for changes to the policy. Ms. Riggs planned to go to each board and committee to explain the policy as well.

4. City Manager's Report

John Lewis, Public Works Director, gave an update on the 99E Tunnel Illumination Project, Tumwater closure, and the striping and signage changes on 99E.

5. Adjournment

Mayor Holladay adjourned the meeting at 6:31 PM.

Respectfully submitted,

Kattie Riggs, City Recorder