



# City of Oregon City

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

## Meeting Minutes - Final

### City Commission

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

---

Wednesday, July 19, 2017

7:00 PM

Commission Chambers

---

#### 1. Convene Regular Meeting and Roll Call

*Mayor Holladay called the meeting to order at 7:12 PM.*

**Present:** 4 - Commissioner Brian Shaw, Mayor Dan Holladay, Commissioner Nancy Ide and Commissioner Frank O'Donnell

**Absent:** 1 - Commissioner Renate Mengelberg

**Staffers:** 14 - City Manager Tony Konkol, City Attorney William Kabeiseman, City Recorder Kattie Riggs, Police Chief and Public Safety Director James Band, Finance Director Wyatt Parno, Public Works Director John Lewis, Community Development Director Laura Terway, Community Services Director Phil Lewis, Economic Development Manager Eric Underwood, Human Resources Director Jim Loeffler, Library Director Maureen Cole, Captain Shaun Davis, Business Analyst Ryan Bredehoeft and Assistant Finance Director Mireya McIlveen

#### 2. Flag Salute

#### 3. Ceremonies, Proclamations

##### 3a. Homeless Liaison Program

*Jim Band, Police Chief, said there was a new Homeless Liaison Police Officer that was added into the budget. Captain Shaun Davis introduced Officer Mike Day, Homeless Liaison Officer. He discussed how homelessness had become an issue in the City and how this program was created to address the issue. The mission was to engage stakeholders in the community through community based outreach. The goal was to end homelessness by addressing the underlying causes of homelessness and to lessen the impacts of homelessness on businesses and residents. He discussed who the stakeholders were.*

*Officer Day stated his approach was to be the initial point of contact for the homeless and stakeholders in the community. He had been networking with area resources and applying those resources to the homeless population. He gave an example of how he was working with individuals to get them the help they needed.*

*Chief Band said this was helping to build trust between the Police Department and the homeless.*

*Officer Day explained the arta-potty project, which was a porta-potty with a vinyl*

vandalism proof wrap of artwork on the porta-potty so it was a bathroom for the homeless that was not an eyesore.

Chief Band said one unit was going to be donated to the City and the City would buy a wheelchair accessible unit. The units cost \$500 each. They would be placed in key places around town. If they were successful, he was hopeful that businesses would partner with the City for more.

The Commission was in support of this program and building the relationships with the homeless and community resources.

### **3b. 2018 Regional Transportation Plan**

John Lewis, Public Works Director, gave a presentation on the 2018 Regional Transportation Plan. He explained the purpose of the plan which was looking out to 2040, the process for updating the plan, the plan vision, revenue forecast and investment strategy, call for projects, and 34 Oregon City projects. Oregon City was going to submit projects on July 21 and he listed the ones that would be submitted. He then discussed the key milestones and next steps, the transportation investment package for 2017, funding investments, and preliminary revenue estimates.

There was discussion regarding transportation funding.

## **4. Citizen Comments**

Wendell Baskins, resident of Oregon City, gave a report on the Heritage Days and Grand Floral Rose Parade in June 2017. These events represented Oregon City well. Over 1,000 people visited the City's heritage sites and gave excellent comments. Many people stayed and ate lunch in the City. The Footsteps from the Past event would be held on October 21, 2017 and a holiday event on December 2, 2017. The 175th anniversary of the opening of the Oregon Trail would be coming up in 2018 along with the 50th anniversary of the Park Service's long distance trail division in which there was federal recognition for the Oregon and Santa Fe trails. This would bring a lot more visitors to the City.

Kent Ziegler, resident of Oregon City, was the president of the Oregon City Business Alliance. The Alliance congratulated the City on winning the Urban Renewal measure appeal. For Oregon City to prosper, it needed to have Urban Renewal as a tool. They recently held a forum on all of the projects taking place in the northern portion of the gateway to Oregon City. The Alliance stood by the City for the landfill project moving forward. The speaker for the Alliance forum next week would be Representative Mark Meek and he encouraged everyone to attend. The Alliance would like to know where the transportation package dollars were going to go. The City needed to look at where they would get the most immediate return for those investments.

Joyce Gifford, resident of Oregon City, expressed appreciation for all the work the Commission did. She encouraged them as the Urban Renewal Commission that as they were looking at projects to be careful about how Urban Renewal dollars were spent and what projects would go forward. She wanted to move ahead in a positive way that honored everyone in town.

Mayor Holladay said there was an article in the Oregonian where Oregon City was listed as one of the top ten safest cities in Oregon.

## 5. Adoption of the Agenda

*The agenda was adopted as presented.*

## 6. Public Hearings

## 7. General Business

### 7a. Second Reading of Ordinance No. 17-1008, Annexation of 0.92 Acres at 19763 S. Parrish Road (Planning File AN-16-0002)

*Laura Terway, Community Development Director, stated the first reading of this ordinance was passed on July 5, 2017. Staff recommended approval of the second reading.*

**A motion was made by Commissioner Ide, seconded by Commissioner Shaw, to approve the second reading and final adoption of Ordinance No. 17-1008, annexation of 0.92 acres at 19763 S. Parrish Road (Planning File AN-16-0002). The motion carried by the following vote:**

**Aye:** 4 - Commissioner Brian Shaw, Mayor Dan Holladay, Commissioner Nancy Ide and Commissioner Frank O'Donnell

### 7b. Contract with Tyler Technologies, Inc. for Enterprise Resource Planning (ERP) Software and Implementation

*Wyatt Parno, Finance Director, said at the Commission's January goal setting retreat, a priority was established under Goal 5, maintaining fiscal health and long term stability. The new priority was to implement a new permitting software system. The current system was antiquated and inhibited customer service. Staff also looked into the option to implement the replacement of the City's entire software system which was old as well.*

*Ryan Bredehoeft, Senior Financial Analyst, presented the contract with Tyler Technologies for an Enterprise Resource Planning (ERP) system that included software, training, and implementation services. He explained what an ERP system was, the City's current ERP system since the 1980s, the Commission's priority to upgrade the system, timeline of how the project for full replacement of the system came about, the RFP process, and how Tyler Technologies had been chosen. He then described the Tyler Incode / Energov product, contract costs, additional project costs, benefits of the new system, and implementation calendar which showed full implementation by 2019. He recommended approval of the contract.*

*Commissioner O'Donnell thought this was a stable company. He expected increased productivity and efficiencies, especially in information retrieval. He hoped there would be an internal champion that would drive the process. He confirmed the company provided security against hacking. He had no objection, but would like to see a benefit evaluation after it was implemented.*

*Commissioner Ide liked that the software would assist with many departments. She agreed it was time for an upgrade. The maintenance costs would be lower than the current system.*

*Mayor Holladay was familiar with this company and they had a good reputation. He thought it was a good price.*

*Bill Kabeiseman, City Attorney, said there might need to be minor changes to the contract due to the software licensing. The contract would not be approved until after legal counsel reviewed it.*

**A motion was made by Commissioner Shaw, seconded by Commissioner O'Donnell, to approve the contract with Tyler Technologies, Inc. for Enterprise Resource Planning (ERP) software and implementation. The motion carried by the following vote:**

**Aye:** 4 - Commissioner Brian Shaw, Mayor Dan Holladay, Commissioner Nancy Ide and Commissioner Frank O'Donnell

## **8. Consent Agenda**

**A motion was made by Commissioner Ide, seconded by Commissioner Shaw, to approve the consent agenda. The motion carried by the following vote:**

**Aye:** 4 - Commissioner Brian Shaw, Mayor Dan Holladay, Commissioner Nancy Ide and Commissioner Frank O'Donnell

- 8a.** Resolution No. 17-20, Revocable Right-of-Way (ROW) Obstruction at 719 Molalla Avenue
- 8b.** Personal Services Agreement with Cogan Owens Green for Consulting Services for Equitable Housing
- 8c.** First Amendment to Agreement with Clackamas County for the Community Development Block Grant Program
- 8d.** Emergency Towing Service Agreement with Bud's Towing Inc.
- 8e.** Restrictive Covenant Non-Remonstrance Agreement for the 2-Lot Partition at 13834 Lazy Creek Lane
- 8f.** Restrictive Covenant Non-Remonstrance Agreement for the 5-Lot Subdivision at 13918 Lazy Creek Lane
- 8g.** OLCC: Liquor License Application- On-Premises Sales, Change in Ownership, Applying as a Limited Liability Company, SecondGen LLC (DAB Jimmy O's), 1678 Beaver Creek Road, Suite R, Oregon City, OR 97045
- 8h.** Minutes of the January 20-21, 2017 Commission Retreat

## **9. Communications**

### **a. City Manager**

*Kattie Riggs, City Recorder, gave an update on the 2017 Oregon City Photo Contest where 123 photos were submitted. These photos would be used in City publications and on the City's website. She showed the winning photos in the different categories. The winners, their families, and the public were invited to the Library where the photos would be displayed the weekend of July 27-30. She then described how the Commission Chambers equipment was going to be upgraded August 10 to September 1. During that time all City meetings would be held in the Library Community Center Room.*

*Tony Konkol, City Manager, discussed the Urban Growth Boundary analysis that had been done recently. Staff saw no reason to expand the boundary at this time. The City received a request from the Oregon City Golf Club regarding a small tax lot adjacent to property in the UGB that they would like to include in the UGB. Mr. Konkol told them there was no plan to add that property in. It could be brought to the Commission in a Work Session. It was 3-4 acres that they would like to tie in with the rest of their property.*

*There was consensus to discuss the item in a Work Session.*

*Mr. Konkol announced a Concert in the Park would be tomorrow night, First City Celebration on Saturday, National Night Out on July 22, Volunteer Recognition event on August 1, last Concert in the Park on August 24, Red Cross blood drive on July 21, and Riverwalk Transportation and Access Summit on July 26.*

*Mayor Holladay was a member of the Metropolitan Mayors Consortium. The Consortium hired a lobbyist company to help at the legislature and staff the meetings. Based on population, they had to pay dues to the organization. It was \$1,000 per year for Oregon City and he asked for approval of the dues.*

*There was consensus to pay the dues.*

## **b. Commission**

*Commissioner Ide said the Willamette Falls Locks Working Group met today. She planned to be the Commission liaison to that group.*

*Commissioner Shaw attended the Chamber meeting that morning. He encouraged everyone to come to the Concerts in the Park. He presented a plaque to Phil Lewis, Community Services Director, for Rivercrest Park as the Best Park in Oregon City.*

## **c. Mayor**

*Mayor Holladay attended the Metropolitan Mayors Association meeting. A full size military flag was presented to the family at the service for former mayor Don Anderson. Mayor Holladay met with people regarding the golf course development and landfill development. The Urban Renewal measure had been temporarily defeated in court.*

*Mr. Kabeiseman said earlier this week the court filed its opinion on the Urban Renewal measure. The court found the measure was ineffective and preempted by ORS Chapter 457. At this point the measure was no longer in effect. There was an opportunity for someone to appeal the court's decision.*

*Mayor Holladay suggested holding an Executive Session on the Urban Renewal measure.*

## 10. Adjournment

*Mayor Holladay adjourned the meeting at 8:41 PM.*

*Respectfully submitted,*

  
Kattie Riggs, City Recorder