



# City of Oregon City

625 Center Street  
Oregon City, OR 97045  
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## Meeting Minutes - Final

### City Commission

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

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Tuesday, March 13, 2018

5:30 PM

Commission Chambers

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#### Work Session - REVISED

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

### 2. Future Agenda Items

*Commissioner Mengelberg suggested a discussion on using a hearings officer for future planning appeals.*

*Commissioner Ide suggested a discussion on a Construction Excise Tax for affordable housing. She would also like a discussion on improving Abernethy Creek Park.*

*There was consensus to schedule these discussions on a future agenda.*

### 3. Discussion Items

#### 3a. Overview of the Final Recommendations from the Joint Engineering Study Between the City of Oregon City (City) and Clackamas River Water (CRW)

*John Lewis, Public Works Director, introduced the item. Previously there had been a joint meeting of the City Commission and Clackamas River Water to discuss a 2014 Settlement Agreement. More work had been done on the agreement through a joint engineering study.*

*Martin Montalvo, Operations Manager, said the study was done to meet the legal requirements under the Settlement Agreement. Final drafts of the Engineering Analysis Technical Memo and Remuneration Methodology Technical Memo had been done. He discussed annexation and withdrawal under the 2014 Settlement Agreement, 2016*

*Amendment, ORS 222.520, and ORS 222.580.*

*Brian Ginter, consultant with Murray Smith, stated the study focused on eight dual interest areas along the boundary of the City where the City had the right to annex and withdraw and CRW had customers and infrastructure. The objective of the study was to develop recommendations for the Commission to consider including a fair methodology for reimbursement of withdrawn assets, clear definitions for the service area changes, and identifying opportunities to minimize redundancy in parallel facilities. He summarized the withdrawals and service transfers, findings of the study, areas of obvious transitions, areas that would benefit from a remuneration policy, necessary infrastructure, parallel infrastructure, joint users, master meters, and limited CRW service within the City limits. Addressing each of these points had generally led to an agreement in each of the conflict areas: areas of obvious transitions (islands), areas where the process would take longer and benefit from a remuneration policy (South End), and areas that might benefit from investigation of shared infrastructure opportunities (Beavercreek). He described the remuneration policy objectives and methodology. The Beavercreek area would remain a long-term dual interest area.*

*Mr. Montalvo reviewed the recommendations for next steps and responsibility.*

*There was discussion regarding concern about inheriting major projects that would require several million dollars to be invested, the improved relationship with CRW, and the incentive for CRW to improve aging infrastructure.*

### **3b.**

#### **Tourism Strategic Plan Draft Presentation**

*Eric Underwood, Economic Development Manager, discussed the process taken to develop the Tourism Strategic Plan.*

*Beau Bennett, consultant with Coraggio Group, gave a process overview and discussed the strategic planning framework. He then reviewed the strategic vision, mission, reputation, and position and discussed the imperatives, objectives, and initiatives of the plan. He then discussed funding options for a tourism department. Currently the Transient Room Tax funding was flat and revenue could be added by more hotels. He showed a graph of transient room tax projections and discussed the current and recommended TRT allocation and org structure. The recommendation was to hire a full time position focused on tourism.*

*Mayor Holladay was not in favor of hiring an employee for this work, but thought a contract position or staff person under the Downtown Oregon City Association or Chamber was a better option.*

*There was discussion regarding what other cities did for tourism and a tourism stakeholders group as an oversight committee.*

*Mr. Bennett then discussed the tourism operational strategy and a priorities list and timeframe in which to accomplish the initiatives of the plan.*

*There was further discussion regarding the tourism organizations in the City and the timing of the projects before the Willamette Falls Legacy Project was done.*

*Mayor Holladay suggested taking this year and developing the governing structure, which should be a committee under the City Commission, and to be selective of the people who would be serving on the committee. The plan needed to be more fleshed*

out and the tourism infrastructure in place before hiring a new employee. He thought they could contract out some of the work until then.

Commissioner Shaw agreed that the governing body should be put in place first before an employee was hired.

Commissioner Mengelberg thought the branding should be an early deliverable. A branding expert could be hired to do that work.

Tony Konkol, City Manager, said there was not enough staff capacity to work on this without bringing someone in to build the momentum and move this process forward. He did not think it would be successful otherwise as the City would have to be a strong partner in this.

Mayor Holladay suggested holding a work session with the working group who helped develop the plan to determine the next steps in the process. There was consensus to hold a work session as suggested.

### 3c.

#### Glen Oak Park

Phil Lewis, Community Services Director, gave an update on the development of Glen Oak Park. He explained the City's park system, location and size of Glen Oak Park, master plan concept for Glen Oak which included a dog park, Phase 1 development, and budget and timeline. Phase 1 should be completed by fall of 2019. The park did not have an official name yet and staff was working on a process for deciding on a name.

There was discussion regarding the park's amenities and maintenance of the new facility.

### 3d.

#### Ermatinger House Operations Plan

Mr. Phil Lewis gave a historical background on the Ermatinger House, restoration in 2011-2015, and interior projects in 2017. He discussed the Operations Plan for the house including the governing structure. The Friends Group said they did not have the capacity to take on the operation and maintenance of the house at this time. Staff recommended a short term strategy of hiring a half time limited term position utilizing the existing Community Services Department budget and having limited operating hours of the house beginning summer 2018. The hours would be 10 a.m. to 4 p.m. Fridays and Saturdays. Staff would continue to work on the long term strategy for the house, which would be transitioning the operations to a non-profit or other organization. He described the next steps for moving forward. He thought the employee would be a two year position.

There was discussion about the position, admission charge, and marketing for the house.

Rocky Smith, resident of Oregon City, was a member of the Friends Group. This was a start to get the house open. Because there had been no plan to open the house after the restoration, some momentum had been lost. He had tried to put a Friends Group in position to partner with the City to operate the house, but it had been two years and they had not moved forward. He thought just opening the house for a couple days a week would not be enough to keep it open after two years. The Friends Group would have to be able to take on the house, which meant more involvement and the ability to

*hold fundraisers and events at the house. He wanted to keep things moving forward.*

*Mr. Konkol said the City was working with the Friends Group to build that foundation.*

*There was consensus to move forward as suggested by staff.*

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

*Mr. John Lewis discussed the recent data that had been collected about landslides and impacts of earthquakes. The information would be coming out on March 15, 2018.*

#### **5. Adjournment**

*Mayor Holladay adjourned the meeting at 8:25 PM.*

*Respectfully submitted,*

*Kattie Riggs*

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*Kattie Riggs, City Recorder*