



# **CITY OF OREGON CITY**

## **CITIZEN INVOLVEMENT COMMITTEE (CIC)**

### **AGENDA**

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**Commission Chambers, 625 Center Street, Oregon City**  
**Monday, March 04, 2024 at 7:00 PM**

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**This meeting will be held online via Zoom as well as in person at City Hall Chambers in Oregon City. Please contact Community Engagement Specialist, Hannah Schmidt, at [hschmidt@orccity.org](mailto:hschmidt@orccity.org) for virtual meeting information.**

#### **CALL TO ORDER**

#### **PRESENTATIONS**

1. Introduction to Assistant City Manager - Alex Rains
2. City Manager Update - Tony Konkol
3. Molalla Water Transmission Main - Patty Nelson, Project Manager

#### **PUBLIC COMMENT**

*Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The Citizen Involvement Committee does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the Citizen Involvement Committee.*

#### **MINUTES**

- [4.](#) February 5, 2024 CIC Meeting Minutes

#### **STAFF LIAISON UPDATES**

- [5.](#) Staff Report

#### **GENERAL BUSINESS**

#### **ROUNDTABLE**

*For more information on upcoming neighborhood association meetings and contacts please visit: <https://www.orcity.org/community/neighborhood-associations>*

#### **ADJOURNMENT**

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**PUBLIC COMMENT GUIDELINES**

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*Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.*

*As a general practice, the City Commission does not engage in discussion with those making comments.*

*Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.*

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**ADA NOTICE**

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*The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.*

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***Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.***

***Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at [www.orcity.org](http://www.orcity.org) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.***



# CITY OF OREGON CITY

## CITIZEN INVOLVEMENT COMMITTEE (CIC)

### MINUTES

Commission Chambers, 625 Center Street, Oregon City  
Monday, February 05, 2024 at 7:00 PM

This meeting was held online via Zoom as well as in person at City Hall Chambers in Oregon City.

#### CALL TO ORDER

**PRESENT: 11 -** Linda Baysinger, Dennis Anderson, Dan Berge, Karla Laws, Dorothy Dahlsrud, Josh Kayser, Sara Peterson, Denise Beasley, Willemjin Ilcisin, Steve VanHaverbeke, Bob LaSalle

**STAFFERS: 2 -** Community Engagement Specialist Hannah Schmidt, Commissioner Adam Marl

#### PRESENTATIONS

##### 1. Downtown Oregon City Association – Juliana Allen

Juliana is the Executive Director of the Downtown Oregon City Association (DOCA). Their goal is to build community and cultivate commerce in the Downtown area. Since beginning in her role, the focus has been on events and building relationships with business owners and community to reinvigorate Oregon City's Downtown.

On cultivating community and commerce, there will be events and outreach and trying to get Downtown to look more vibrant with economic vitality. They would like to see more retail businesses as they have lost four in the last year and a half.

She was asked about what will be done about the Homeless Referral Center that is proposed to go into Downtown in relation to these plans. Julianna honestly answered about the unsurety of this issue and let the committee know that she gets this questions frequently from Downtown business owners. It was asked about how the courthouse closure will affect businesses, and she let them know this was an understood issue that is staying on their radar. There was a question posed concerning trash and pickup, and Juliana let them know that there is a small, part-time weekend staff that picks up trash.

Summer activities on the Events calendar include a Wine & Arts Walk in May, First City Celebration on July 27<sup>th</sup>, Concerts in the Plaza each Wednesday evening in July and August, and an antique fair in August.

## 2. Two Rivers Neighborhood Association – Jerry Herman

Jerry is a member of the Two Rivers Neighborhood Association and attends so he can see that effort to look at the river and its assets gets consideration. The city is holding a special meeting to look at Destination Monitoring Organization (DMO) which is about making the business of tourism intentional and organized. There is support for the idea of a DMO if it will look seriously at getting the dock in front of John Storm back into service to bring river vessels such as the Portland Spirit, Willamette Star, Jetboats, and more to Oregon City. Christine Lewis, Metro Councilor, leads the River Assets and Opportunities Task Force to help her advocate for commercial uses of the locks, and with those efforts, they will hopefully be back in service in 2-3 years after being out of commission for 12 years.

## 3. Spring Forward Event – Hannah Schmidt

On March 9<sup>th</sup>, the day before Daylight Savings, Oregon City will be hosting a Spring Forward event which was previously known as the Spring Resource Fair. This will be a community building event with environmental organizations, cultural and community resources, and nonprofit volunteer opportunities. Hannah let the CIC know that this would be a great event for each neighborhood to attend to bring awareness of the work they are doing with the hope that there will be more digital subscribers to the newsletter and more attendees at future meetings.

## PUBLIC COMMENTS - NONE

## ELECTIONS

Bob LaSalle read the election rules from the bylaws for the committee. The elections are for Chair, Vice Chair, and Secretary.

Dennis Anderson nominated Linda Baysinger for Chair. The nomination was passed unanimously. Linda Baysinger is the new CIC Chair.

Josh Kayser was nominated as Vice Chair. The nomination was passed unanimously. Josh Kayser is the new Vice Chair.

Dennis Anderson was nominated to be the secretary. The nomination was seconded by Linda Baysinger. The nomination was passed unanimously. Dennis Anderson will continue to be the secretary for a second term.

## MEETING MINUTES

Josh Kayser made a motion to approve the Meeting Minutes for November 1, 2021; December 6, 2021; and December 4, 2023. This was seconded by Linda Baysinger. Motion passed unanimously.

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## STAFF LIAISON UPDATES

The E-Trail Newsletter went out for February, and it had the Neighborhood Association meetings for February and March listed. The spring newsletter will go out in March with updated meeting information for the neighborhoods.

Patty Nelson, project manager and project engineer for Oregon City, would like to present to the CIC in March concerning a large water pipe project. She is scheduled to present this information to the Hillendale neighborhood in April and Elyville in May.

Hannah Schmidt is in the process of signing a one-year contract with Eagle Web Press in Salem, Oregon to print neighborhood postcards. The current company with the contract, Buel's, charges \$0.60 per postcard, and the hope is to solidify a contract with Eagle Web Press for approximately \$0.48 per postcard. The new postcard will be on a 4X5 card, which is  $\frac{1}{4}$ " smaller than the current card, and will be on fluorescent card stock with black print. There is current work being done on postage permitting, and the city is hoping to sign that contract soon.

Mayor McGriff would like all CIC applications turned in by the end of March for April appointments. Hannah will send current members who have not already signed up a link to get that complete. Any application will need to be accompanied by documentation of a nomination of the applicant by the neighborhood association.

The Oregon City website has had several updates including a calendar for each neighborhood as well as specific neighborhood links for a community member to use to sign up for the digital newsletter. Text alerts are encouraged. CIC members will need to contact Hannah to update their neighborhood information.

If any neighborhood has public records they would like to make available, Hannah can be contacted, and she will put those documents into the Oregon Records Management System (ORMS). There is a link under each neighborhood for community members to access those records.

If any neighborhood is interested in understanding Zoom better for online meeting options, Hannah is happy to help teach this to anyone.

## 4. CIC BUDGET

No discussion.

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**ROUNDTABLE**

*For more information on upcoming neighborhood association meetings and contacts please visit: <https://www.orcity.org/community/neighborhood-associations>*

*Park Place – Steve VanHaverbeke*

The next general meeting will be on February 26<sup>th</sup>. The new police chief is scheduled to present, and he is waiting for confirmation from some other groups for future presentations. There was a Zoom meeting in January where Bob LaSalle and Steve VanHaverbeke were nominated as their neighborhood CIC representatives.

*McLoughlin – Denise Beasley*

They recently had a steering committee meeting and are in the process of forming subcommittees for Web Development, Retail, and Events. Their neighborhood would like to join the Spring Forward event. The neighborhood has a new chair, Tim Powell, who will be the new CIC representative as well replacing Willemjin Ilcisin.

*Hillendale – Josh Kayser & Sara Peterson*

They had a general meeting in January that was frustrating in that they were asked to move from the Bus Barn over to Gardner and then got moved again because of a previously scheduled meeting that was running late. Vince from Public Works came to talk about winter preparedness, and the police department provided them with crime statistics specific to their neighborhood. There will be a steering committee meeting on February 6<sup>th</sup> and a general meeting in April.

*Elyville – Karla Laws*

There will be a steering committee meeting on February 13<sup>th</sup>, and the next general meeting is March 12<sup>th</sup> when they will have their elections. They are considering condensing meetings to every few months rather than every other month since attendance is low. They are working on ideas to draw more people to meetings. Didi said they are actively working on beautifying Elyville as they are losing a lot of trees on Molalla Avenue. California poppies were planted, and they hope to see some bright yellow popping up in the spring. There was a request made to Public Works for some extra garbage cans, planters, and flowers throughout the neighborhood.

*Canemah – Linda Baysinger*

They will have a general meeting on February 15<sup>th</sup>. A new chair, Ron Bistline, has been elected Hannah will be presenting at their next meeting as well as John Lewis. The neighborhood is working on a letter to the area to let them know the neighborhood association is active.

*Caulfield – Dan Berge*

Their meetings have great attendance at 40-50 people per meeting. There is a lot of construction going on, and people are trying to keep on top of what is happening. They have had the police department, Mayor McGriff, and Commissioner Marl present and attend their meetings. To improve meeting visibility, they put out signs in busy areas.

*Commissioner Adam Marl*

Commissioner Marl acknowledged the hard work of Public Works during the recent ice storm.

A hearing was hosted at Gladstone High School by the legislative subcommittee on tolling for Gladstone, Oregon City, and West Linn. There was a great turnout, and he was able to offer comments.

Today is the first day for new Assistant City Manager Alex Rains.

On February 7<sup>th</sup>, there will be a meeting with the Homeless Solutions Coalition of Clackamas County, which is something Adam has been pushing for, to hear what is actually being planned for in Oregon City's Downtown. There are a lot of concerns around this project, and this will be an opportunity for the commission and public to hear details. On the same day, there will also be a discussion around Destination Management Organization that will encourage economic development by marketing their community assets.

*Chair Update – Bob LaSalle*

Bob asked Hannah to arrange for him to give the yearly update to the city commission within the next three months. As the outgoing two-term chair, he thanked the committee for their support of him as chair during his time.

**ADJOURNMENT**

The meeting was adjourned.



# CITY OF OREGON CITY

## Staff Report

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

**To:** Citizen Involvement Committee  
**From:** Community Engagement Specialist  
Hannah Schmidt

**Agenda Date:** March 4, 2024

### SUBJECT: STAFF LIASON UPDATES

#### 1. Trail News

The last edits to the Trail News were made on Wednesday, February 21, 2024. All the NA's meeting dates/times/locations, websites, contact information, and QR Codes were added under Community Information on pg. 30-31 of this Spring quarterly edition. Physical copies of Trail News should be arriving to your mailboxes soon, and you can view the Spring edition online at <https://www.orcity.org/DocumentCenter/View/12496/2024-Spring-Trail-News>

#### 2. NA Storage at Clackamas Fire Station 15: John Adams

Doug Whiteley, Division Chief for Clackamas Fire District, reached out and asked about the basement of the Clackamas Fire Station on John Adams. The basement is labeled as storage for Oregon City's Neighborhood Associations. Doug is inquiring if the Neighborhood Associations are actively storing anything in that space and if they would like to continue utilizing it.

#### 3. Habitat for Humanity ReStores Donation Dropoff

Habitat for Humanity is hoping to partner with NA's within Oregon City to host a Saturday donation collection event in the Spring! They would advertise for residents to donate new and gently used building materials, furniture, appliances, houseware, home goods and tools. Habitat Humanity would provide a branded box truck staffed with a driver for a Saturday and they would ask the NA's to secure a location for the truck from 9 am – 12 pm and assist with advertising. Their Restores locations sell these items at discounted prices and the funds generated support local Habitat homebuilding and home repair programs. Habitat Humanity would also provide a ready to print informational flyer that could be distributed in neighborhoods, as well as a graphic and email template for digital promotion.

#### 4. Postcard Mailers

The City is working on finalizing a one-year contract with Eagle Web Press to print and mail the Neighborhood Associations postcards. Postcards will change to be 4.0"x5.5" in size, which is ¼ of an inch smaller than the mailers that are currently distributed with Buels Impressions Printing. Eagle Web Press will be charging \$0.51 per postcard. Please send in your postcard designs 7 business days before the date in which you would like the postcards to be mailed. Keep in mind this should be at least a couple business days in advance of your scheduled NA meeting.

NA savings:

|                              | Canemah  | Caufield   | Elyville   | Hillendale/<br>Tower<br>Vista | McLoughlin | Park Place | Two Rivers |
|------------------------------|----------|------------|------------|-------------------------------|------------|------------|------------|
| Population                   | 196      | 2,433      | 1,809      | 1,884<br>+ 1202 =<br>3,086    | 2,005      | 1,388      | 604        |
| Buels<br>\$0.60              | \$117.60 | \$1,459.80 | \$1,085.40 | \$1,851.60                    | \$1,203    | \$832.80   | \$362.40   |
| Eagle Web<br>Press<br>\$0.51 | \$99.96  | \$1,240.83 | \$922.59   | \$1,573.86                    | \$1,022.55 | \$707.88   | \$308.04   |
| Savings                      | \$17.64  | \$218.97   | \$162.81   | \$277.74                      | \$180.45   | \$124.92   | \$54.36    |

With the data from FY 2023 I calculated that the Citizen Involvement Committee will be saving over \$3,600 by switching to Eagle Web Press.

## 5. CIC Renewals

Each NA needs to submit a copy of their NA Meeting Minutes from the meeting in which a CIC Representative was nominated, or a document from their NA secretary stating the nominated CIC representative.

Meeting Minutes needed:

- 02/15/2023 Canemah NA Meeting
- 03/12/2024 Elyville NA Meeting

If you have not completed your CIC application, please do so ASAP.

## 6. Email Subscribers

The QR code links that are on the NA flyers are linked to a City-owned Mailchimp account. I use the Mailchimp account to schedule emails out to your subscriber list. I schedule emails to be sent out 1 week in advance of the meeting date, and only send out emails if you send a postcard graphic or inform me that you would like an email sent out on behalf of your NA. I can send emails out for Steering Committee Meetings, but you need to let me know if that is something your NA is interested in. I **CANNOT** share the Mailchimp email subscriber lists with anyone, this was information gathered from the City of Oregon City Utility Services and we would be breaking privacy policies if that information was shared. Below are metrics of subscriber sign-ups within the last month, separated by each NA.

|              | CNA | CFNA | ENA | GLNA | HG-WFNA | H/TVNA | MNA | PPNA | RNA | SENA | TRNA |
|--------------|-----|------|-----|------|---------|--------|-----|------|-----|------|------|
| Dec-23       | 10  | 108  | 18  | 26   | 29      | 63     | 82  | 87   | 30  | 35   | 5    |
| Jan-24       | 16  | 117  | 25  | 31   | 32      | 68     | 89  | 105  | 35  | 43   | 12   |
| Feb-24       | 18  | 120  | 27  | 31   | 32      | 68     | 93  | 110  | 35  | 44   | 13   |
|              |     |      |     |      |         |        |     |      |     |      |      |
| New Contacts | 2   | 3    | 2   | 0    | 0       | 0      | 4   | 5    | 0   | 1    | 1    |

CNA – Canemah  
CFNA – Caufield  
GLNA – Gaffney Lane  
H/TV NA – Hillendale/Tower Vista  
MNA – McLoughlin  
PPNA – Parks Place  
RNA – Rivercrest  
SENA – South End  
TRNA – Two Rivers

Along with emails to your subscribers I have been posting reminders on Facebook and Next Door for upcoming NA meetings. I will post on social media 2-3 days in advance of your scheduled NA meeting.

## **7. Phishing**

On February 16<sup>th</sup> there was an email that was sent out that appeared to have been delivered by Mayor Denyse McGriff, but it was in fact a phishing scam. A phishing scam is a type of online scam that targets consumers by sending them an email that appears to be from a well-known source – coworker, internet company, or a bank, for example. Many of you have emails published on the City's website, which makes you vulnerable to phishing scams. Please forward any suspicious emails that you receive from City staff or City Commissioners to me so I can report the email to our IT Helpdesk and have it further evaluated. A suspicious email usually asks for urgent action and although it may indicate it was sent from City staff, if you hover over the senders name a false email address is typically revealed.

## **8. Zoom Trainings**

I have held Zoom Trainings for Chairs of NA's. If you, or anyone from your NA is interested in learning more about utilizing the City's Zoom account, please reach out to me and I would be happy to schedule a training.

**Citizen Involvement Committee**  
**City of Oregon City**  
**Financial Summary**  
**Fiscal Year 2023-24**  
**as of February 26, 2024**

| Neighborhood    | Canemah     | Caufield      | Elyville      | Gaffney Lane | Hazel Grove | Hillendale    | McLoughlin    | Park Place  | Rivercrest | South End   | TowerVista  | Two Rivers  | Total         |
|-----------------|-------------|---------------|---------------|--------------|-------------|---------------|---------------|-------------|------------|-------------|-------------|-------------|---------------|
| Addresses       | 195         | 2216          | 1746          | 1664         | 1060        | 1877          | 2003          | 1386        | 792        | 1456        | 1199        | 603         | 16,197        |
| Prorated Budget | \$361.00    | \$4,104.00    | \$3,235.00    | \$3,082.00   | \$1,963.00  | \$3,477.00    | \$3,711.00    | \$2,567.00  | \$1,467.00 | \$2,697.00  | \$2,221.00  | \$1,115.00  | \$ 30,000.00  |
| July            | \$ -        | \$ -          | \$ -          | \$ -         | \$ -        | \$ -          | \$ -          | \$ -        | \$ -       | \$ -        | \$ -        | \$ -        | \$ -          |
| August          | \$ (120.00) | \$ (144.00)   | \$ (1,047.60) |              |             |               |               |             |            |             |             |             | \$ (1,311.60) |
| September       | \$ (120.00) | \$ (1,158.04) |               |              |             |               | \$ (1,202.40) |             |            |             |             |             | \$ (2,480.44) |
| October         |             |               |               |              |             | \$ (1,127.66) |               |             |            |             | \$ (720.34) |             | \$ (1,848.00) |
| November        | \$ (198.91) | \$ (350.92)   | \$ (1,216.34) | \$ (161.39)  | \$ (102.81) | \$ (182.04)   | \$ (1,394.27) | \$ (134.42) | \$ (76.81) | \$ (141.21) | \$ (116.29) | \$ (420.89) | \$ (4,496.30) |
| December        |             |               |               |              |             |               |               |             |            |             |             |             | \$ -          |
| January         |             |               |               |              |             | \$ (689.41)   | \$ (1,200.60) |             |            |             | \$ (440.39) | \$ (361.80) | \$ (2,692.20) |
| February        | \$ (120.00) |               |               |              |             |               | \$ (1,202.40) |             |            |             |             |             | \$ (1,322.40) |
| Remaining       | (\$197.91)  | \$2,451.04    | \$971.06      | \$2,920.61   | \$1,860.19  | \$1,477.89    | (\$1,288.67)  | \$2,432.58  | \$1,390.19 | \$2,555.79  | \$943.98    | \$332.31    | \$ 15,849.06  |

| Post Date  | Period    | Vendor Name                 | Description                        | Amount       | Neighborhood Association |
|------------|-----------|-----------------------------|------------------------------------|--------------|--------------------------|
| 08/22/2023 | August    | BUEL'S IMPRESSIONS PRINTING | ELLYVILLE NEIGHBORHOODS MAILER     | \$ 1,047.60  | Elyville                 |
| 08/22/2023 | August    | BUEL'S IMPRESSIONS PRINTING | CANEMAH ICECREAM SOCIAL MAILER     | \$ 120.00    | Canemah                  |
| 08/30/2023 | August    | BUEL'S IMPRESSIONS PRINTING | SIGN INSERTS FOR CAUFIELD NA       | \$ 144.00    | Caufield                 |
| 09/06/2023 | September | BUEL'S IMPRESSIONS PRINTING | CAUFIELD-POSTCARD MAILING          | \$ 1,158.04  | Caufield                 |
| 09/11/2023 | September | BUEL'S IMPRESSIONS PRINTING | CANEMAH                            | \$ 120.00    | Canemah                  |
| 09/20/2023 | September | BUEL'S IMPRESSIONS PRINTING | MCLOUGHLIN NA MAILING              | \$ 1,202.40  | McLoughlin               |
| 10/04/2023 | October   | BUEL'S IMPRESSIONS PRINTING | HILLEDALE/TOWER VISTA MAILING      | \$ 1,848.00  | Hillendale/Tower Vista*  |
| 11/01/2023 | November  | BUEL'S IMPRESSIONS PRINTING | ELYVILLE NA MAILING                | \$ 1,047.00  | Elyville                 |
| 11/01/2023 | November  | BUEL'S IMPRESSIONS PRINTING | MCLOUGHLIN NA MAILING              | \$ 1,200.00  | McLoughlin               |
| 11/08/2023 | November  | BMS TECHNOLOGIES            | UTILITY BILLING SERVICES- OCT 2023 | \$ 1,421.00  | All                      |
| 11/15/2023 | November  | BUEL'S IMPRESSIONS PRINTING | CANEMAH NEIGHBORHOOD MAILER        | \$ 120.00    | Canemah                  |
| 11/20/2023 | November  | BUEL'S IMPRESSIONS PRINTING | CAUFIELD A-FRAME SIGNS             | \$ 136.00    | Caufield                 |
| 11/16/2023 | November  | US BANCORP                  | ZOOM.US 888-799-9666               | \$ 149.90    | All                      |
| 11/28/2023 | November  | BUEL'S IMPRESSIONS PRINTING | CAUFIELD A-FRAME SIGNS             | \$ 60.00     | Caufield                 |
| 11/28/2023 | November  | BUEL'S IMPRESSIONS PRINTING | TWO RIVER POSTCARDS                | \$ 362.40    | Two Rivers               |
| 01/03/2024 | January   | BUEL'S IMPRESSIONS PRINTING | MCLOUGHLIN POSTCARDS               | \$ 1,200.60  | McLoughlin               |
| 01/03/2024 | January   | BUEL'S IMPRESSIONS PRINTING | HILLEDALE POSTCARDS                | \$ 1,129.80  | Hillendale/Tower Vista*  |
| 01/22/2024 | January   | BUEL'S IMPRESSIONS PRINTING | TWO RIVERS MAILER                  | \$ 361.80    | Two Rivers               |
| 02/14/2024 | February  | BUEL'S IMPRESSIONS PRINTING | CANEMAH POSTCARDS                  | \$ 120.00    | Canemah                  |
| 02/20/2024 | February  | BUEL'S IMPRESSIONS PRINTING | MCLOUGHLIN POSTCARDS               | \$ 1,202.40  | McLoughlin               |
|            |           |                             |                                    | \$ 14,150.94 |                          |

Shared by all based on address proration

Shared by all based on address proration

\*Prorated based on addresses