



CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE AGENDA

Commission Chambers, 625 Center St., Oregon City
Monday, December 2, 2024 at 7:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
 - Register to provide electronic testimony (email hschmidt@orccity.org or call 503-496-1510 by 3:00 PM on the day of the meeting to register)
 - Email hschmidt@orccity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
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1. CALL TO ORDER AND ROLL CALL

2. PRESENTATIONS

- Clackamas River Water Providers - Christine Hollenbeck, Water Conservation, Public Outreach & Education Coordinator
- Downtown Oregon City Association (DOCA) - Juliana Allen, Executive Director
- Oregon City Public Library Flooring Project - Greg Williams, Library Director

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. APPROVAL OF MINUTES

- November 4, 2024 Citizen Involvement Committee Meeting Minutes

5. GENERAL BUSINESS

- Selecting Paper Stock for NA Postcards

6. STAFF LIAISON UPDATES

- December Staff Report
- CIC Budget Update

7. ROUNDTABLE

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

8. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

ADA NOTICE

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.

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](#) 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 WPMC at 503-650-0275 for a programming schedule.



CITY OF OREGON CITY

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

Staff Report

To:	Citizen Involvement Committee	Agenda Date:	December 2, 2024
From:	Greg Williams, Library Director		

SUBJECT:

Item 2.c. - Oregon City Public Library Flooring Project - Greg Williams, Library Director

EXECUTIVE SUMMARY:

Greg Williams, Library Director, will share information about an upcoming project to replace wood flooring on the 1st floor of the Oregon City Public Library.

BACKGROUND:

In 2021, the City contacted with Bureau Veritas to conduct a Facilities Condition Assessment for all City facilities, including the Oregon City Public Library. The assessment inventoried each facility's major assets, assessed the current condition of these assets, and determined the Remaining Useful Life (RUL) of each asset.

While most of the Library's assets were assessed to be in Fair or better condition and were not in need of immediate replacement, the wood flooring on the first floor of the Library (including both the older Carnegie section and the newer Lobby area) was assessed to be in Poor condition, with a Remaining Useful Life of 2 years. In addition, the floor's condition was identified as a potential safety (tripping) hazard. Because of the floor's poor condition, age, and number of times it has been refinished in the past, refinishing the existing wood is not an option. Based on the assessment findings and the estimated replacement costs, funds to replace the wood flooring were requested and approved in the Library's BY 23-25 budget request.

An invitation to bid (ITB) for replacing the Library's wood floors was issued on November 20, with bids due December 4, 2024 @ 2:00 PM. A mandatory walkthrough for interested bidders will be conducted on November 26th. We anticipate the selected bidder's proposal will be presented to the City Commission for approval on December 18th.

While no specific historical requirements for replacing the floor were identified in consultation with Community Development and Facilities, we are very cognizant of the historical nature of the Carnegie and the importance to the community of maintaining this historical character of the space. It is our intention for any new wood flooring to match the existing wood in the Carnegie area as closely as possible (color, size, orientation, etc...). In addition, we are hoping (as much as is feasible) to save the existing wood and repurpose/reuse it in some fashion in the future.

While a final project schedule can't be determined until a successful vendor is identified, we are hoping to complete the work in January, 2025. We are planning to accomplish the work

in phases, to minimize the amount of time the entire Library would need to be closed to the public. We anticipate the entire Library will be closed for a short period of time towards the beginning of the project, so that floor replacement in the Lobby area can be completed as quickly as possible (Phase 1). Upon completion of Phase 1, the Lobby can be re-opened so that patrons can access the majority of the Library and browse/check out materials. Circulation services (including pickup of holds) will be temporarily relocated to the Community Room, while work in the Circulation Room, the Holds Room, and the Carnegie (Phases 2 and 3) are completed. Towards the end of the project, we anticipate a second brief closure to allow furniture to be reinstalled, and for staff to be able to catch up on backlogged circulation work.

During the project, the Community Room and upstairs Conference Room will not be available to the public (as staff will be using them to provide circulation services and for on-site storage). We anticipate a temporary outdoor storage unit will be brought in and staged in Library Park to temporarily store furniture (as there will not be sufficient storage space in the Library after we temporarily relocate circulation services to the Community Room).

With the Community Room being unavailable, we have been working on relocating January programming, especially high-demand children's and family programming, to the Pioneer Community Center. The Carnegie computer lab will be unavailable for the duration of the project, but patrons will be able to check out Chromebook laptops should they need to access the internet.

In order to keep the community up-to-date, we are working with the Communications Department to set up a project page on the City website to keep the community informed about the reasons for and progress of the project. We will augment this with communications and updates via email and social media.

Library capital maintenance reserves in the Community Facilities Fund will be used to fund the project. Due to several factors, we estimate costs will be higher than the estimate in the 2021 Bureau Veritas assessment, but still within budgetary appropriations. These factors include inflation since 2021 as well as additional logistical complexity that was not factored in to the original assessment (such as the need to have the vendor of our Automated Materials Handler (AMH) move/remove/reinstall the AMH equipment from the Circulation Room).

The Library-specific section of the Bureau Veritas report is included with this staff report, as are some photographs illustrating the poor condition of the flooring in both areas.

RECCOMENDATION:

n/a - Informational only

BUDGET IMPACT:

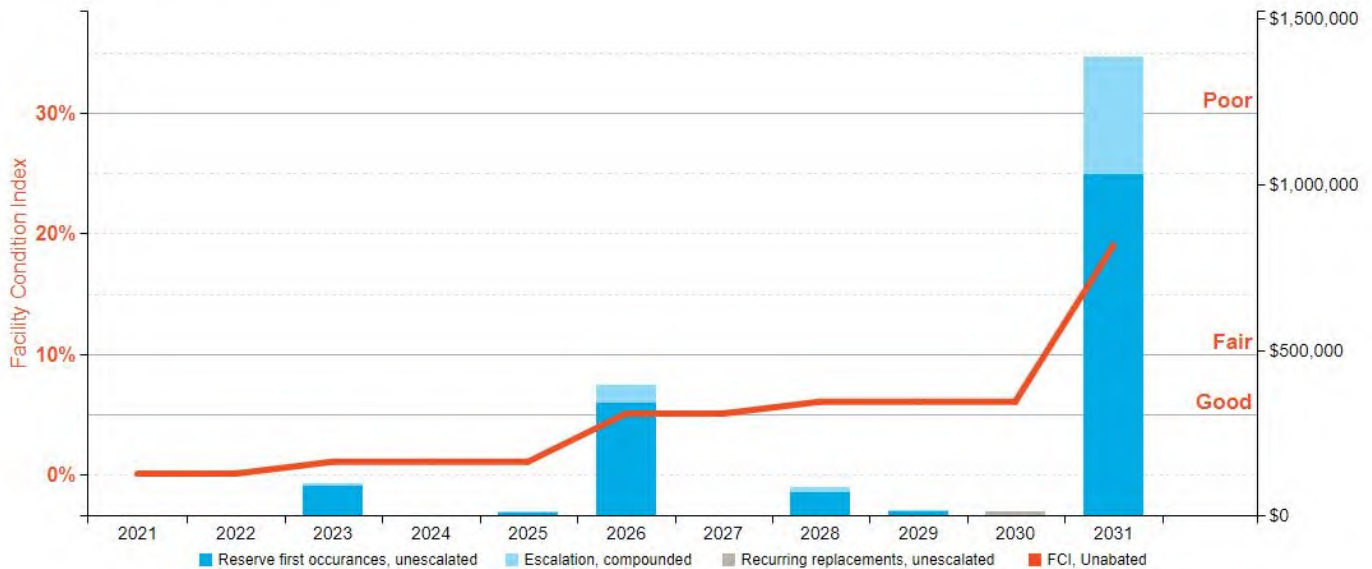
Estimating a range of \$125,000 - \$175,000, depending on bids received and final costs for all components of project. Sufficient funds have been budgeted for BY 23-25 for the project.

The orange line in the graph below forecasts what would happen to the FCI (left Y axis) over time, assuming zero capital expenditures. The capital expenditures allocated for each year (blue bars) are associated with the dollar amounts along the right Y axis.

Needs by Year with Unaddressed FCI Over Time

FCI Analysis: Library

Replacement Value: \$ 10,541,178; Inflation rate: 3.0%



Immediate Needs

No Immediate Needs were observed at this time.

Key Findings



Flooring in Poor condition.

Wood, Strip
Library 101/102/103

Uniformat Code: C2034
Recommendation: **Replace in 2023**

Priority Score: **81.7**

Plan Type:
Performance/Integrity

Cost Estimate: \$91,700

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Wood flooring is in poor condition and may cause trip hazards. - AssetCALC ID: 2970588

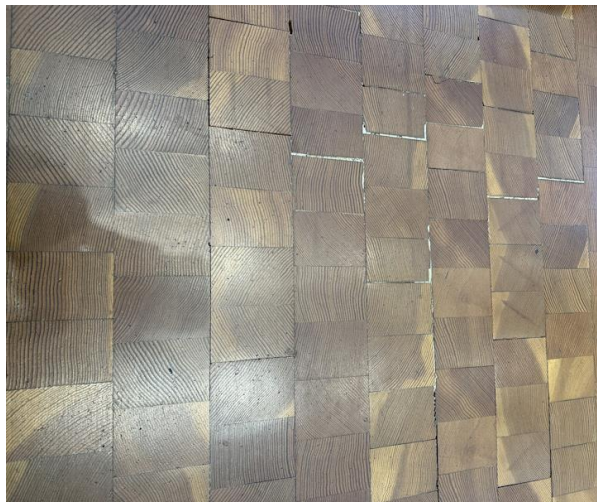
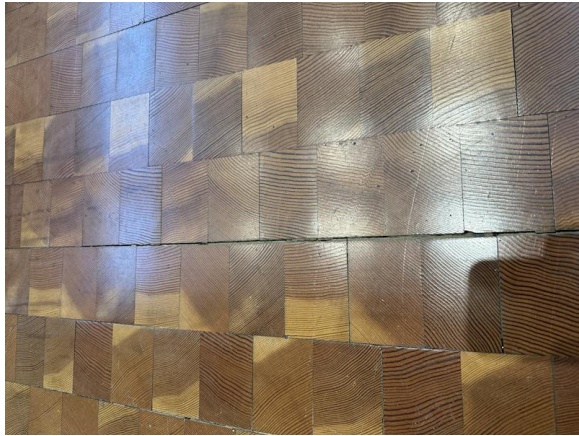
Component Condition Report | Library

UF L3 Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
Facade						
B2010	Building exterior	Fair	Exterior Walls, any painted surface, 1-2 Story Building, Prep & Paint	22,000 SF	5	2970584
B2020	Building exterior	Good	Window, Aluminum Double-Glazed, 16-25 SF [No tag/plate found]	100	20	2970613
B2020	Building exterior	Good	Window, Aluminum Double-Glazed, up to 15 SF [No tag/plate found]	240	20	2970602
B2050	Building exterior	Good	Exterior Door, Steel, Standard [No tag/plate found]	4	30	2970609
B2050	Building exterior	Good	Exterior Door, Aluminum-Framed & Glazed, Swinging or Sliding w/ Motor [No tag/plate found]	4	20	2970580
Roofing						
B3010		Good	Roofing, Metal	3,255 SF	35	2972849
B3010	Roof	Fair	Roofing, Single-Ply Membrane, TPO/PVC [No tag/plate found]	11,035 SF	10	2970625
B3060	Roof	Good	Roof Skylight, per unit, up to 20 SF [No tag/plate found]	12	20	2970632
B3060	Roof	Good	Roof Hatch, Metal [No tag/plate found]	1	20	2970598
Interiors						
C1030	Building exterior	Good	Interior Door, Aluminum-Framed & Glazed, Standard Swing	12	30	2970634
C1030	Throughout building	Good	Interior Door, Wood, Solid-Core [No tag/plate found]	16	30	2970600
C1070	Throughout building	Fair	Suspended Ceilings, Hard Tile, Replacement w/ ACT	15,000 SF	15	2970616
C1090	Basement	Good	Lockers, Steel-Baked Enamel, 12" W x 15" D x 72" H [No tag/plate found]	1	15	2970594
C2010		Fair	Wall Finishes, any surface, Prep & Paint	15,000 SF	5	2972124
C2010	Restrooms	Good	Wall Finishes, Ceramic Tile [No tag/plate found]	800 SF	30	2970587
C2030	Restrooms	Good	Flooring, Vinyl Tile (VCT) [No tag/plate found]	200 SF	10	2970608
C2030	Restrooms	Good	Flooring, any surface, w/ Epoxy Coating, Prep & Paint	950 SF	8	2970618
C2030	Throughout building	Fair	Flooring, Carpet, Commercial Standard	14,200 SF	5	2970585
C2030	101/102/103	Poor	Flooring, Wood, Strip	4,700 SF	2	2970588

Flooring condition samples – Carnegie



Flooring condition samples – Lobby



Automated Materials Handler – Circulation Room



OREGON CITY PUBLIC LIBRARY RENOVATION & ADDITION

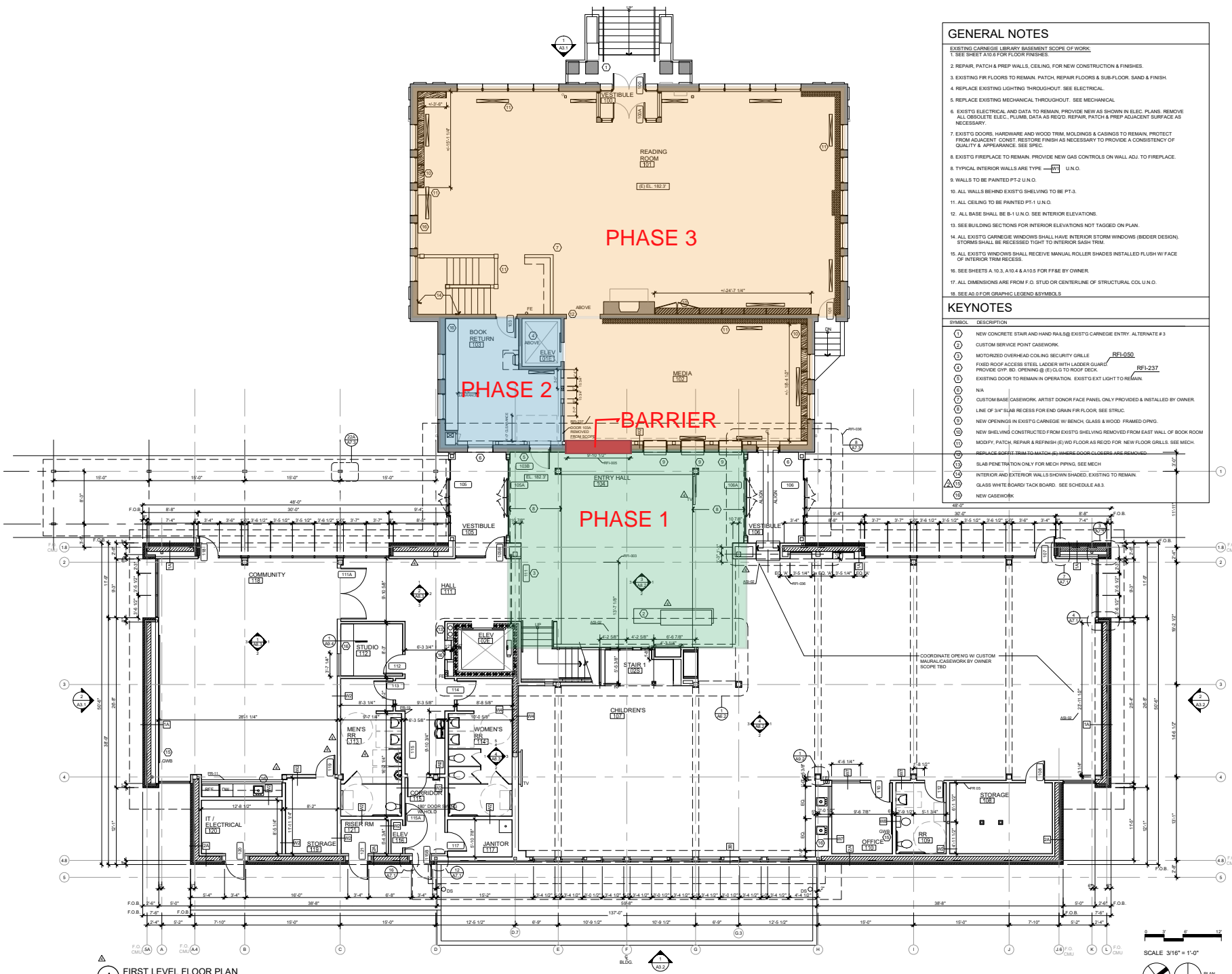
OREGON CITY, OREGON

GENERAL NOTES

- EXISTING CARNEGIE LIBRARY BASEMENT SCOPE OF WORK. SEE SHEET A10.2 FOR FLOOR FINISHES.
- REPAIR, PATCH & PREP WALLS, CEILING, FOR NEW CONSTRUCTION & FINISHES.
- EXISTING FR FLOORS TO REMAIN. PATCH, REPAIR FLOORS & SUB-FLOOR, SAND & FINISH.
- REPLACE EXISTING LIGHTING THROUGHOUT. SEE ELECTRICAL.
- REPLACE EXISTING MECHANICAL THROUGHOUT. SEE MECHANICAL.
- EXISTING ELECTRICAL AND DATA TO REMAIN. PROVIDE NEW AS SHOWN IN ELEC. PLANS. REMOVE ALL OBSOLETE ELEC. PLUMB. DATA AS REQ'D. REPAIR, PATCH & PREP ADJACENT SURFACE AS NECESSARY.
- EXISTING DOORS, HARDWARE AND WOOD TRIM, MOLDINGS & CASINGS TO REMAIN. PROTECT FROM ADJACENT CONST. RESTORE FINISH AS NECESSARY TO PROVIDE A CONSISTENCY OF QUALITY & APPEARANCE. SEE SPEC.
- EXISTING FIREPLACE TO REMAIN. PROVIDE NEW GAS CONTROLS ON WALL ADJ. TO FIREPLACE.
- TYPICAL INTERIOR WALLS ARE TYPE - **W1** U.N.O.
- WALLS TO BE PAINTED PT-2 U.N.O.
- ALL WALLS BEHIND EXISTING SHELVING TO BE PT-3.
- ALL CEILING TO BE PAINTED PT-1 U.N.O.
- ALL BASE SHALL BE B-1 U.N.O. SEE INTERIOR ELEVATIONS.
- SEE BUILDING SECTIONS FOR INTERIOR ELEVATIONS NOT TAGGED ON PLAN.
- ALL EXISTING CARNEGIE WINDOWS SHALL HAVE INTERIOR STORM WINDOWS (BIDDER DESIGN). STORMS SHALL BE RECESSED TIGHT TO INTERIOR SASH TRIM.
- ALL EXISTING WINDOWS SHALL RECEIVE MANUAL ROLLER SHADIES INSTALLED FLUSH W/ FACE OF INTERIOR TRIM RECESS.
- SEE SHEETS A.10.3, A.10.4 & A.10.5 FOR FR&E BY OWNER.
- ALL DIMENSIONS ARE FROM F.O. STUD OR CENTERLINE OF STRUCTURAL COL. U.N.O.
- SEE A0.9 FOR GRAPHIC LEGEND SYMBOLS.

KEYNOTES

SYMBOL	DESCRIPTION
①	NEW CONCRETE STAIR AND HAND RAIL(S) EXISTING CARNEGIE ENTRY. ALTERNATE #3
②	CUSTOM SERVICE POINT CASEWORK.
③	MOTORIZED OVERHEAD COILING SECURITY GRILLE. RFI-050
④	FIXED ROOF ACCESS STEEL LADDER WITH LADDER GUARD. RFI-237
⑤	PROVIDE OYP. BD. OPENING @ (E) (C) TO ROOF DECK.
⑥	EXISTING DOOR TO REMAIN IN OPERATION. EXISTING EXT. LIGHT TO REMAIN.
⑦	N/A.
⑧	CUSTOM BASE CASEWORK. ARTIST DONOR FACE PANEL ONLY PROVIDED & INSTALLED BY OWNER.
⑨	LINE OF 3/4" SLAB RECESS FOR END GRAN FR FLOOR. SEE STRUC.
⑩	NEW OPENINGS IN EXISTING CARNEGIE W/ BENCH GLASS & WOOD FRAMED OYPNG.
⑪	NEW SHELVING CONSTRUCTED FROM EXISTING SHELVING REMOVED FROM EAST WALL OF BOOK ROOM.
⑫	MODIFY, PATCH, REPAIR & REFINISH (E) W/D FLOOR AS REQ'D FOR NEW FLOOR GRILLS. SEE MECH.
⑬	REPLACE SASH TRIM TO MATCH (E) WHERE DOOR CLOSERS ARE REMOVED.
⑭	SLAB PENETRATION ONLY FOR MECH PIPING. SEE MECH.
⑮	INTERIOR AND EXTERIOR WALLS SHOWN SHADING. EXISTING TO REMAIN.
⑯	GLASS WHITE BOARD TACK BOARD. SEE SCHEDULE A8.3.
⑰	NEW CASEWORK.



1 FIRST LEVEL FLOOR PLAN
3/16" = 1'-0"

ASI 02 01.25.16
PR 05 10.14.15
RFI-005 09.09.15
RFI-003 09.09.15
CONSTRUCTION DOCUMENT SET

△ 06.29.15 BID CLARIFICATION
△ 07.02.15 BID CLARIFICATION
△ 07.31.15 FOR CONSTRUCTION
Drawing:
FIRST LEVEL FLOOR PLAN

Job No: 1415
Date: JULY 31, 2015
Drawn By:
Checked By:
Sheet No:

A2.1



CITY OF OREGON CITY

CITIZEN INVOLVEMENT COMMITTEE (CIC)

MINUTES

Commission Chambers, 625 Center Street, Oregon City
Monday, November 4, 2024 at 7:00 PM

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

1. CALL TO ORDER

PRESENT: 13 - Karla Laws, Didi Dahlsrud, Linda Baysinger, Dennis Anderson, Dan Berge, Lisa Guirsch, Shelly Alway, Betty Mumm, Josh Kayser, Sara Peterson, Denise Beasley, Steve VanHaverbeke, Bob LaSalle

STAFFERS: 2 - Hannah Schmidt, Community Engagement Specialist; Dayna Webb, Public Works Director

2. PRESENTATIONS

a. Communicating with People Experiencing Unique Circumstances - Behavioral Health Specialist, Valentina Muggia

Ms. Muggia works with the Oregon City Police and is on call 24/7/365 days per year to be available to help people experiencing a mental health struggle, generally through a police report or community member request, get services they need by responding and following up with them.

She offered reasons why community members could be difficult to communicate with and ways to engage to create a feeling of safety and engagement. Some reasons given for difficulty in communication are homelessness, mental illness, drug/alcohol abuse, aging, pain, and/or medical trauma. Father's Heart has seen an increase in serving people with special circumstances from 80 a day to approximately 184. Suggestions for successful connections are to create a more private space with less stimuli, controlling facial expressions while listening, staying calm, patience as thoughts are being processed and stories are being told, and asking clarifying or direct questions such as "How can I help you?" In situations with someone who is angry, using deescalation techniques such as keeping a calm tone, attempt to sit down, staying clear of using patronizing or sarcastic language/voice tones, creating personal space, and/or moving the person out of a small space can be helpful.

It was stressed that in cases where safety is a concern to contact 911 for help.

b. Hazel Grove-Westling Farm Neighborhood Association Project - AKS Engineering & Forestry, LLC

Glen Sutherland and Ethan McCarty presented from AKS Engineering & Forestry, LLC. They gave an update on the project that will be a subdivision development at the end of Orchard Grove and White Lane in the Hazel Grove-Westling Farm neighborhood. The process is at the early stages, and they are working on the site plan of about 29 lots of 2-unit townhomes. Concerning parking, there will be a shared driveway for every two units and a separate garage for each unit with a couple odd lots having their own driveway. The square footage of the units is unknown at this time, but there will be 16 feet of property in between units (8 feet to each property line). There will be a stormwater facility, street frontage improvements, and street trees added. It is known that about 7 trees will need to be cut down for the development, and every tree that is removed will be replaced.

c. Public Works Update - Director of Public Works, Dayna Webb

Director Webb gave an overview of the sanitary sewer Inflow and Infiltration (I&I) Program; the Water, Infrastructure, Finance, and Innovation (WIFIA) Program; transportation projects; winter weather preparations; a drinking water update; and information on the Clackamette Cover water quality work.

The I&I program looks at the city's sanitary sewer system and the storm water that is getting into it. They are working to reduce stormwater from getting into pipes that have cracks or breaks. There is an Intergovernmental Agreement (IGA) with Clackamas Water Environmental Services (WES) where the city is reimbursed 33% of the expenses for this work. Fixing the I&I from the city's collection system allows for money savings to invest in the expansion of the treatment plant. The City Commission approved funding to repair and replace private sanitary sewer laterals that have cracks and/or deterioration that are letting in storm water. Some homeowners will be receiving a letter from the city requesting right of entry to determine if a lateral on private property can be fixed or cleaned out. There is also a yearly manhole rehabilitation project where manholes are sealed so they stop leaking stormwater into the sewer basins. About 130 manholes were done last year, and they plan to continue that each year. The Molalla Avenue Project is under construction through the end of this year where the water will be programmed to come down starting in spring. The Lynn Basin project 1 is complete with projects 2 and 3 in design. Rivercrest projects 1, 2, and 3 have also been completed with project 4 under construction. There will be an annual report given to the City Commission regarding flow monitoring of the sewer lines to show the benefits of these projects.

A ballot measure was approved via vote a few years ago to allow the city to take on debt for \$16 million which will be matched at 50% of city funds to work through projects associated with WIFIA (drinking water). There are many pipes that are very old and struggle to get water through them which cause water pressure issues. Projects include the Molalla Transmission Main, work in the Clairmont area, and Holmes Lane. The other large transmission main project includes a new pump station which will help better service the area, especially in an event where a weather situation would cause a power outage.

For Transportation planning, she reviewed the McLoughlin Boulevard Enhancement Project that was talked about at the October CIC meeting. This went to the Planning Commission and will now move to the City Commission. There are consultants looking at the Beaver Creek Road and Maple Lane signal intersection to understand how signaling can help improve the area. Public Works is looking at ways to fund an update to the Transportation System Plan that has not been done since 2013. This is fairly expensive and the funding that was hoped for from the Department of Land Conservation and Development (DLCD) is no longer available. An update was given on a construction project on Holcomb where there is an issue getting Lumen to move their power poles. There is a project is the Downtown Quiet Zone that is in the design phase which will provide safety improvements at 10th Street and Singer Hill Railroad Crossing and the 11th Street pedestrian crossing. Upcoming transportation projects are creating an acceleration lane and removing the yield at the Highway 213 and Beaver Creek intersection where it connects with Maple Lane and adding a pedestrian activated Rectangular Rapid Flashing Beacon (RRFB). Another project is Main Street from 10th to 15th that will create streetscape improvements addressing sidewalk issues, street trees, and streetlights. A presentation will be given to the City Commission on Wednesday for a concept design for the Washington Street Corridor between Abernathy and 17th addressing gaps in the sidewalk and putting an RRFB at the crosswalk between the End of the Oregon Trail and Amtrak Station. The city looks and applies for any transportation grant opportunity available and currently has five applications out in various stages. These are All Roads Transportation Safety concerning traffic safety measures citywide and at the Molalla and Pearl Intersection, Regional Flexible Funds for the McLoughlin Boulevard Project steps 1 and 2, and the Oregon Community Paths Grant for the McLoughlin to Canemah Trail. Other non-construction projects include using the new patch truck for small paving projects and emergency situations.

The city is preparing for winter weather by getting the proper gear together, continuously monitoring the weather, and coordinating with other regional groups. In the event of a winter storm, there are plans in place to review the roads to determine if deicing needs to happen, and there will be crews running 24 hours a day. The city has two trucks with 200 gallon tanks for deicing, 5 vehicle with plowing and/or sanding capabilities, a grapple truck for helping clear tree debris, and a woodchipper, chainsaws, backhoes, and a front end loader.

An update was given on the water quality report that is also mailed to each city resident and is on the website. The city purchases finished water from South Fork Water Board. The Environmental Protection Agency put out a copper and lead rule in 2021 which created a need for the city to evaluate their service line. This was completed in 2024 and found no water service with lead. The southeast part of town receives their water from the Henrici reservoir. This reservoir was taken offline about a year ago for some upgrades including a new roof and mixing pipe. It was taken back offline a year later for a warrant inspection and cleaning.

Aquatic Insight was hired to test and monitor water quality in Clackamette Cove with no issues found of harmful algae so far. There will be continued assessments and observations with a report being given to the Urban Renewal Commission in Spring to determine next steps such as continued monitoring or other options.

d. PUBLIC COMMENTS

Pat Ullman, Oregon City resident, came today to talk about her concerns with the Hazel Grove-Westling Farms Neighborhood Association Project. She advised that all of the homeowners in the Payson Farms HOA are opposed to the development application as it currently reads. The worries are around increased traffic, density, and the care of the homes as the development will be surrounded by HOA neighborhoods.

e. MEETING MINUTES

A motion was made to approve the CIC Meeting Minutes for October 7, 2024. The motion was seconded. All in favor. Motion passed.

f. STAFF LIAISON UPDATES**a. November Staff Report**

Trail News went out. If there are any changes that need to be made for the spring edition, they need to be sent in by January 6th. Ms. Schmidt is working to adjust the postcard colors for the neighborhood mailers. Eagle Web Press has been ordering a teal cardstock, but it has been said that the background makes it hard to read, so the printer used the teal cardstock with a white background. Unfortunately, that caused some smudging when it got wet, so it was suggested for the committee to decide on one color of card stock to have all mailers sent on. Ms. Schmidt will bring samples to the next meeting for review. She also sent an email to the neighborhoods letting them know about a presentation at Clackamas Community College of *No Place to Grow Old* on Friday, November 18th at 7:00 p.m.

b. CIC Budget Update

Since last month's budget, some neighborhood association addresses have changed with only a small change to the overall remaining budget. The other item affecting the budget is the A-frame reimbursement for Gaffney Lane. This puts the CIC technically in a deficit. The total remaining budget through to 2025 is just under \$27,000.

g. GENERAL BUSINESS**a. Reactivation of Hazel Grove-Westling Farm**

Chris Nolte and George Matos introduced themselves as representatives to helping reactivate Hazel Grove-Westling Farm neighborhood association. They have met with Hannah Schmidt and Linda Baysinger to understand what is needed to get started, and they are here today to request funds for postcards to be mailed for a first meeting in April.

A motion was made to approve funding a postcard mailer for Hazel Grove-Westling Farm from funds left over by South End . Motion was seconded. All in favor. Motion passes.

b. Chapter 2.30.030 and CIC Bylaws Update

The first reading of the updated chapter for the CIC bylaws within the city code was approved. There will be a second reading on Wednesday. A resolution is also up for approval as well.

ROUNDTABLE

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

McLoughlin – Tim Powell & Denise Beasley

They will have a meeting on Thursday. Christina Robertson-Gardiner and Dayna Webb will present about things that will be pertinent to their historic neighborhood.

Park Place – Steve VanHaverbeke & Bob LaSalle

They had a meeting in October, and the candidates for the City Commission all came. They also had a presentation from Clackamas County Housing and an update on Clackamas Heights redevelopment. Thursday will be a special meeting to discuss Park Place Park and the Enhancement Grant. There are issues with the work area being covered in poison oak. They will have a steering committee meeting on November 18th.

Canemah – Dennis Anderson & Linda Baysinger

They had a Halloween get together in the neighborhood using the children's park with great success. The next meeting will be November 21, and the winning commissioners will be invited to speak.

Caulfield – Dan Berge

He feels there is a lot of work to do at the intersection at 213 and Beaver Creek Road with the pedestrians and the traffic, but he feels like the city is really on top of it.

Gaffney Lane – Shelly Always & Betty Mumm

The neighborhood will be meeting on November 19th and will have Pete Walters to present items pertinent to Gaffney Lane. The Homeless Coalition was invited to attend the meeting, but they were unavailable. They had a meeting with Oregon City school district regarding the traffic issues around drop off and pick up on Gaffney Lane with the elementary school and are trying to work out how to ease that.

Hillendale – Sara Peterson & Josh Kayser

There is a steering committee tomorrow.

Elyville – Karla Laws

Their next general meeting is on November 12th, and Kiera from Greater Oregon City Watershed Council will present on improvements, cleanup, and signage at Singer Creek Park.

Oregon City – Hannah Schmidt

On November 23rd from 10:00 a.m. – 1:00 p.m. , there will be a Plant for Pollinators community volunteer event where there will be some planting of native pollinator species over by the pool.

ADJOURNMENT

The meeting was adjourned until December 2nd.



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** December 2, 2024
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 5.a. - Selecting Paper Stock for NA Postcards

RECCOMENDATION:

Staff recommends continuing printing the NA postcards on white paper stock and providing each NA the option to select a background color of their choosing for each postcard. If NA's are afraid of having water interfere with the legibility of their postcards, they can request to have their postcards printed plainly on white paper.

EXECUTIVE SUMMARY:

Since switching to a contract with Eagle Web Press in March 2023, the Neighborhood Association (NA) postcards have been printed on colored paper stock to help make the postcards stand out in residential mailboxes. To help keep the printing and distributions costs of the NA postcards down, NA postcards have recently been printed on white paper stock with colored backgrounds. This allows NA's the flexibility to select their own background color of their choosing for each postcard. With this new method, it was discovered that the postcards can become illegible with water marks if the postcards make any contact with water. I directed these concerns to Eagle Web Press, and in return they provided two solutions that adhere to the NA's needs. I have outlined these two solutions below, but please keep in mind that the cost of postcards will be effected if the CIC decides to move forward with on the presented solutions below:

Solution 1 – UV coating

- The postcards can continue to be printed with an inked background color of each NA's choosing with a specific UV coating applied. This UV coating would prevent the postcards legibility to be affected by rain/water.
- Although Eagle Web Press cannot give a specific price difference for this service per postcard (price changes vary based on the quantity of the order). They can indicate that a 47.5% increase in price would have occurred for Gaffney Lane NA, (which has an order quantity of 1663 postcards) if the UV coat would have been applied to their previous order in November.

Solution 2 – Bright Neon Stock

- The CIC can select one of the neon stock paper samples provided in Exhibit A. If the CIC selected a neon stock paper sample to move forward with, that would be the paper stock used for all NA mailings until the end of June 2025 when the Eagle Web Press contract expires.

- Again, Eagle Web Press cannot provide a specific price difference for this service per postcard (price changes vary based on the quantity of the order). However, they have indicated that a 80% increase in cost would have occurred for the Gaffney Lane NA if a neon stock paper would have been applied to their previous order in November.

BACKGROUND:

Buels Impressions Printing was the previous printing company that handled all NA postcard printing and mailing services. Historically, Buels would allow NA's to select the paper stock of their choosing for their NA postcard printing. When I began this position back on November 2023, I sought out a more affordable printing company to utilize so that the CIC Budget could be managed to print more postcards. Since entering the new contract with Eagle Web Press in March 2023, the majority of postcards have been printed on a teal since that has been the most cost effective paper stock choice for the company. Eagle Web Press provides a contracted discount to the City for the NA postcards, and has been trying to adhere to the needs of the NA's while also making sure to adhere to the financial needs of their company. Buels Impressions Printing had a larger variety of neon paper stock available onsite for NA postcard use and Eagle Web Press has not worked in this same manner. To ensure a smooth continuation of the contract between the City and Eagle Web Press, I would advise that the CIC select one of the options below and consider any other printing adjustments for when the contract is potentially renegotiated at the end of June 2025.

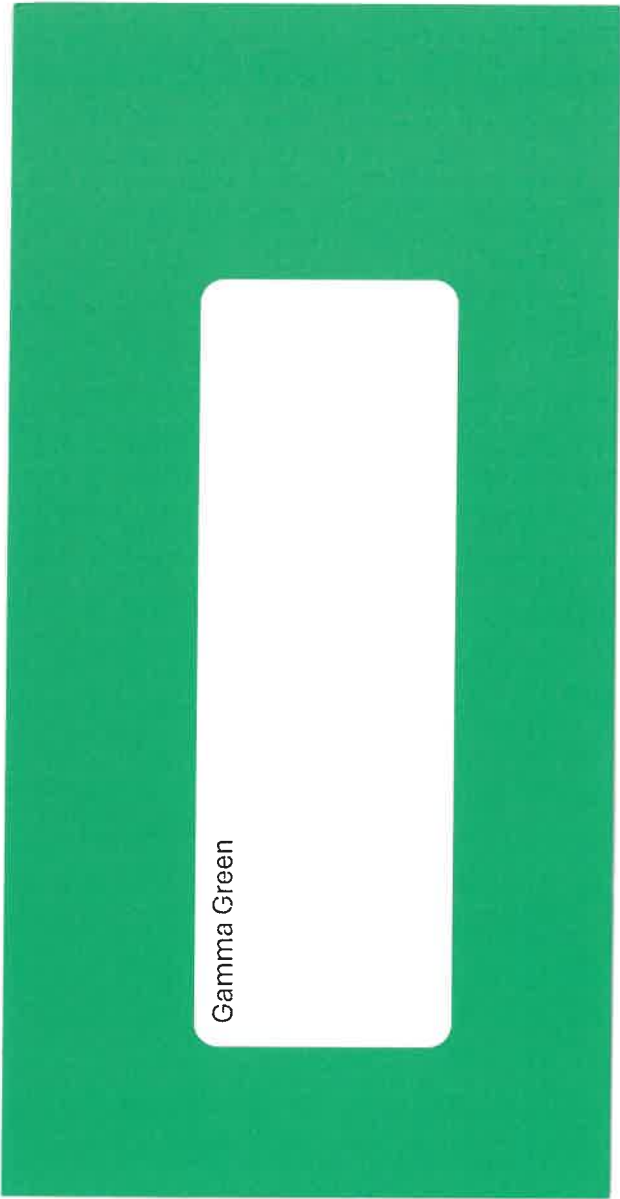
OPTIONS:

1. Approve utilizing a UV gloss coat on all NA postcard mailers and continue to have each NA select the background color of their postcard. Budget impacts will apply, please reference the budget impact section of this staff report for reference.
2. Approve one of the neon paper stock samples for all NA postcard mailers to utilize. Budget impacts will apply, please reference Exhibit A and the budget impact section of this staff report for reference.
3. Continue utilizing white paper stock and having each NA select their desired background color of their postcard.
4. Deny any of the options above, and request to return to utilizing the original teal paper stock color. Please reference Exhibit B.

BUDGET IMPACT:

Each numbered budget impact correlates directly to the options above:

1. A price increase of 47.5% or more for each batch of postcard mailings.
2. A price increase of 80% or more for each batch of postcard mailings.
3. No budget impact.
4. No budget impact.



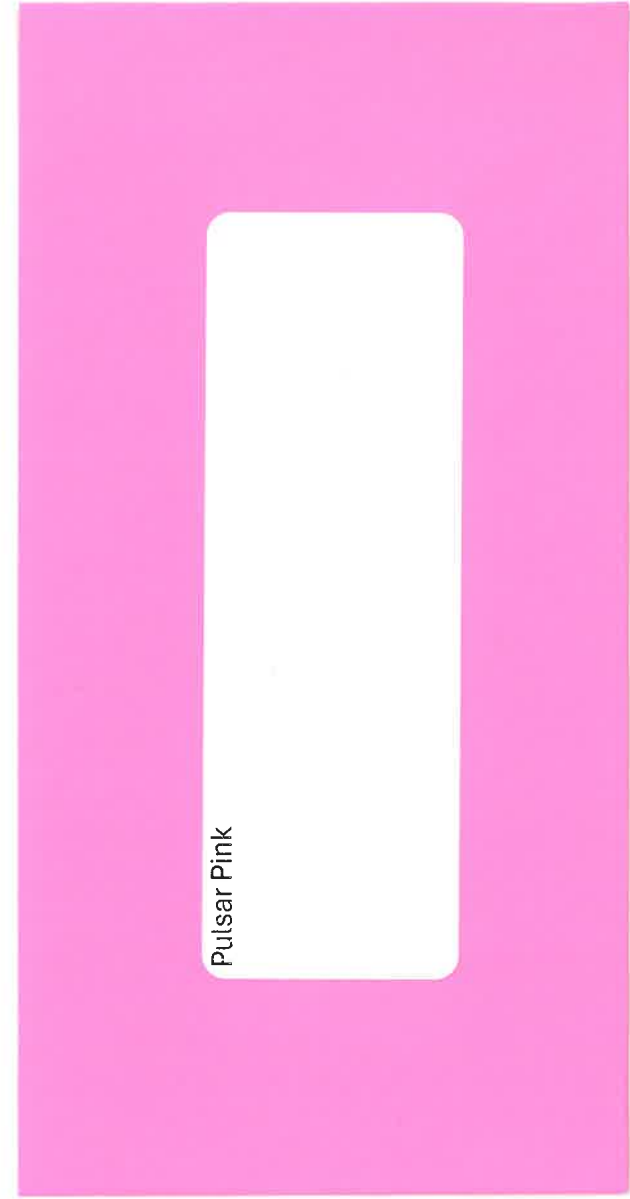
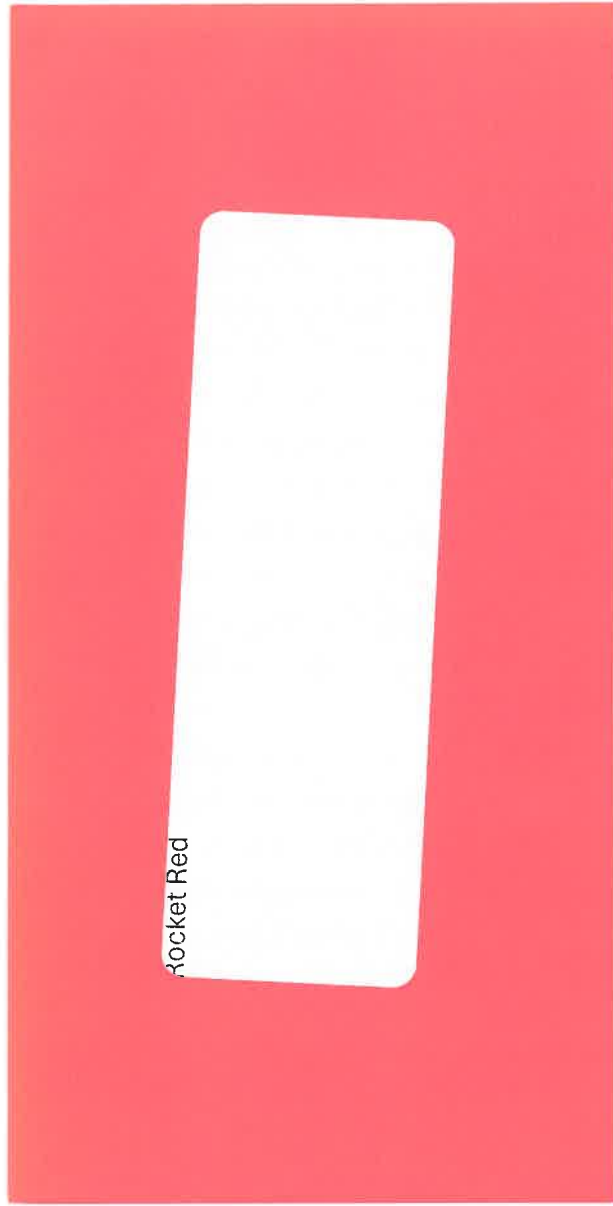
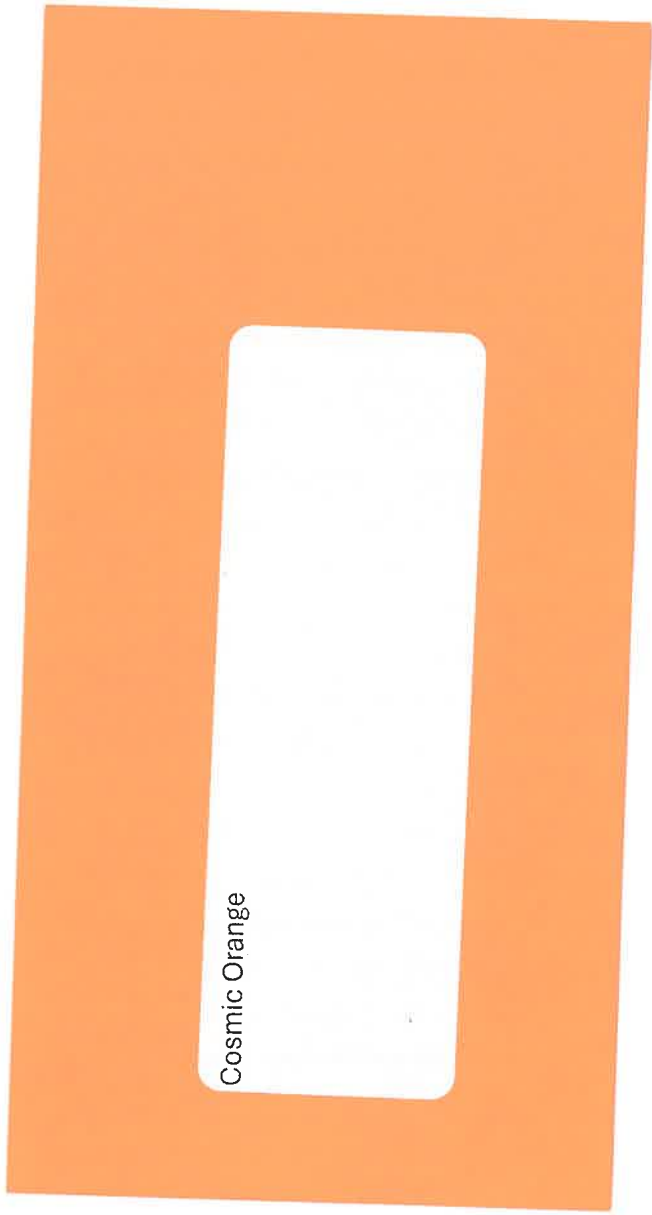
Gamma Green

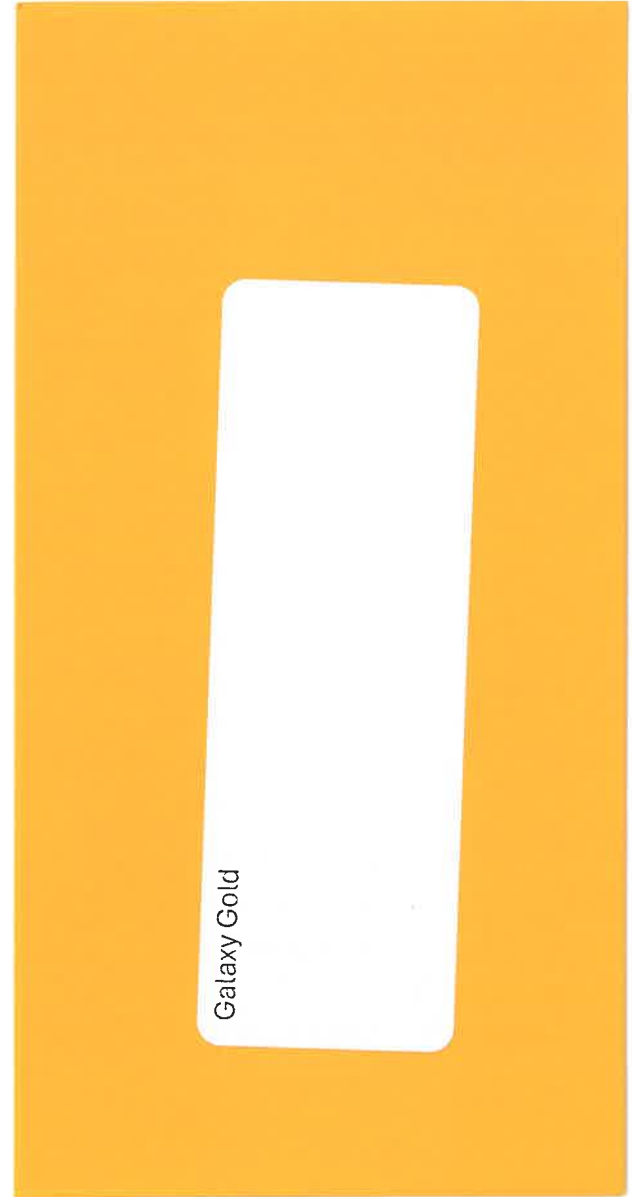
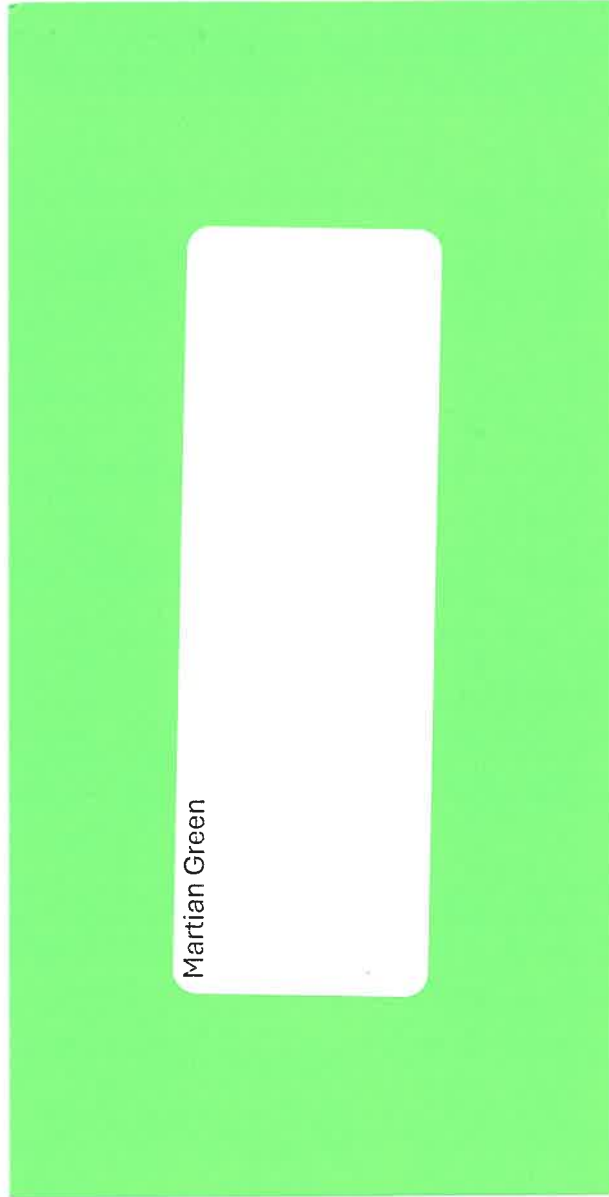
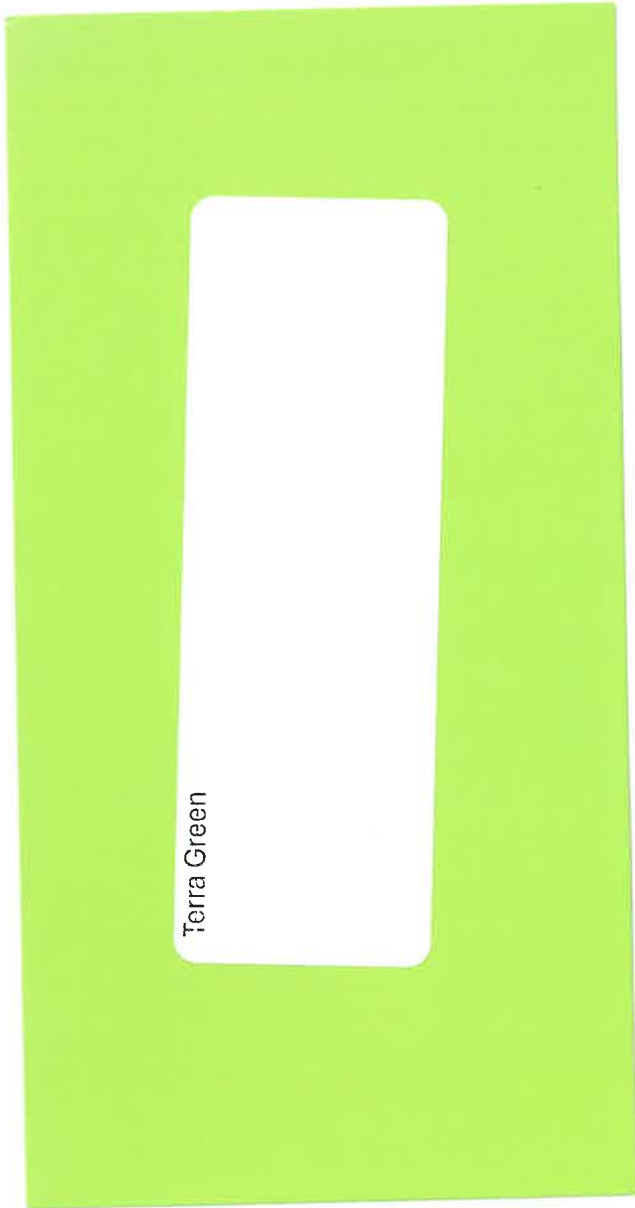


Celestial Blue



Lunar Blue





Teal



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** December 2, 2024
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT: STAFF LIASON UPDATES

1. Trail News

E-Trail News is scheduled to be sent out to subscribers at the beginning of December. The deadline for the Spring edition of Trail News content is January 13, 2025.

2. 2025 Neighborhood Association Meeting Schedules

As the new year approaches, please be sure to send your updated meeting date information for 2025 to hschmidt@orc.org. The sooner I have your 2025 calendar information for your NA meetings, the better I can prepare for the new year and advertise for your scheduled meetings. **I have only received updated meeting information from Park Place NA.** If you want to make sure that the City is properly advertising your 2025 NA meeting schedules, please send me this information as soon as possible.

3. Social Media Postings for Neighborhood Association Meetings

The City has been consistently posting on Facebook and NextDoor to help promote NA meetings but are running out of images to post with your NA meeting announcements. If you have any pictures of your neighborhood/NA meetings that you would be willing to share, please send them to hschmidt@orc.org. Using different pictures in your NA meeting announcements will help engage a wider audience and hopefully draw more residents to your NA meetings.

4. Neighborhood Association Signs and Other Advertising Methods

Just like with postcards, all NA signs must be sent to staff, at hschmidt@orc.org for approval before they are sent forward for processing and printing. Once approved by staff, files will be sent to Buels Impressions Printing for printing, and you will be contacted directly by staff once the materials are ready for pick up.

5. Postcard Mailers

Postcard designs should be 5.5" x 4" and sent in two separate documents, one document as the front and the other as the back. If you need a template, I would be happy to supply you with one, just send an email to hschmidt@orc.org to let me know. Please send your postcard designs to staff seven business days in advance of the date you would like the postcard to arrive in residents' mailboxes. If a postcard

design is sent after this time frame, it will not move forward with the printing and mailing process to help prevent unnecessary expenditure of funds.

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
Mar-24	20	127	28	32	34	71	97	114	38	47	14
Apr-24	23	129	29	27	34	74	99	115	40	51	17
May-24	23	131	29	29	35	76	99	117	40	51	17
Jul-24	24	135	31	34	35	78	107	121	41	56	19
Sep-24	29	140	33	40	35	86	113	126	42	57	20
Oct-24	29	140	34	42	35	87	115	127	43	57	20
Nov-24	30	142	34	42	43	89	117	128	44	59	20
New Contacts	1	2	0	0	8	2	2	1	1	2	0

CNA – Canemah

CFNA – Caufield

ENA – Elyville

GLNA – Gaffney Lane

HG-WFNA – Hazel Grove-Westling Farm

H/TVNA – 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. NA Public Records

I have been uploading NA's Minutes onto each NA's webpage as well as publishing the documents as public records under the Oregon Records Management Solution (ORMS). I am posting the past 5 years of public records onto the NA webpages directly. All public records, including those past the 5-year mark, are accessible on each NA webpage through a link labeled "Webdrawer" which directs users to the NA specific records on ORMS. If your NA has Minutes available that are not posted on ORMS already, please send them to me at your earliest convenience. I have also posted all NA Bylaws onto their appropriate webpages. If you notice that the version of Bylaws posted on your NA webpage is not the most updated version, please reach out to me at hschmidt@orccity.org.

8. Phishing Scams

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. If you would like to remove your email from the City's website to avoid receiving phishing emails, please let me know. I recommend using a generic email like mcloughlinnaoc@gmail.com to post on the website and avoid posting your personal emails online to have the public contact you.

9. Scheduling NA Zoom Meetings

During the month of November there was a NA that was unable to host their meeting virtually due to the CIC Zoom account already being in-use for a separate NA meeting. The CIC Zoom account is equally shared by each NA within the City of Oregon City. Please be sure to schedule your Zoom meetings in advance to ensure that there are no conflicts with other NA's. If your NA needs to host an unscheduled NA meeting, please check the CIC Zoom meeting schedule before advancing in conducting a meeting to avoid dual use. If two NA meetings are scheduled for the same date and time, the NA who scheduled their meeting farthest in advance has the right to utilize the Zoom account for their meeting. You can always reach out to me at hschmidt@orccity.org if you have any questions or concerns.

10. Zoom Recordings

The CIC Zoom account has been running out of storage for video recordings. As such, all CIC meeting recordings have been stored within Oregon City files. Recordings of CIC Meetings can always be accessed through the City's YouTube account: [City of Oregon City YouTube CIC Playlist](#). To ensure that open storage remains available on the CIC Zoom account, I will begin to transfer NA recordings to a shared OneDrive file. I will send out emails to the appropriate NA contacts once the files have been uploaded with a link to access the recordings.

11. 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.

City of Oregon City - Citizen Involvement Committee
Financial Summary for Biennial Years 2023-25
as of November 19, 2024

Fiscal Year 2023-24

										Inactive - Pooled for use by other NAs			
Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	South End	Hazel Grove	Rivercrest	Total
Addresses	195	2216	1746	1664	1877	2003	1386	1199	603	1456	1060	792	16,197
Prorated Budget	\$361.00	\$4,104.00	\$3,235.00	\$3,082.00	\$3,477.00	\$3,711.00	\$2,567.00	\$2,221.00	\$1,115.00	\$2,697.00	\$1,963.00	\$1,467.00	\$ 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)	\$ (182.04)	\$ (1,394.27)	\$ (134.42)	\$ (116.29)	\$ (420.89)	\$ (141.21)	\$ (102.81)	\$ (76.81)	\$ (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)
March			\$ (1,084.80)		\$ (349.42)			\$ (223.20)					\$ (1,657.42)
*One-Time Adjustment	\$ 197.91		\$ 113.74			\$ 1,288.67				\$ (704.37)	\$ (512.80)	\$ (383.15)	\$ -
April	\$ (102.21)		\$ (921.54)		\$ (610.89)	\$ (1,022.28)		\$ (389.28)	\$ (309.01)				\$ (3,355.21)
*One-Time Adjustment	\$ 102.21		\$ 921.54			\$ 1,022.28				\$ (900.55)	\$ (655.62)	\$ (489.86)	\$ -
May		\$ (1,456.32)		\$ (848.13)			\$ (707.37)						\$ (3,011.82)
June				\$ (382.00)	\$ (958.20)			\$ (612.09)	\$ (308.04)				\$ (2,260.33)
*One-Time Adjustment					\$ 440.62			\$ 280.59	\$ 284.74	\$ (442.76)	\$ (322.34)	\$ (240.84)	\$ -
Total Spent	\$ (361.00)	\$ (3,109.28)	\$ (3,235.00)	\$ (1,391.52)	\$ (3,477.00)	\$ (3,711.00)	\$ (841.79)	\$ (2,221.00)	\$ (1,115.00)	\$ (2,188.90)	\$ (1,593.57)	\$ (1,190.66)	\$ (24,435.72)
Remaining Budget	\$0.00	\$994.72	\$0.00	\$1,690.48	\$0.00	\$0.00	\$1,725.21	\$0.00	\$0.00	\$508.10	\$369.43	\$276.34	\$ 5,564.28
*Overspending from Neighborhood Associations (NA) covered by inactive NAs prorated by addresses of inactive NAs.										\$1,153.87			

Fiscal Year 2024-25

											Inactive NAs		
Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	South End	Hazel Grove	Rivercrest	Total
Addresses (as of 6/4/24)	196	2432	1819	1664	1884	2008	1387	1202	616	1457	1064	795	16,524
No. of postcard mailings	5	4	6	6	4	6	3	4	4	4	0	0	46
Cost per mailer	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	
Prorated Budget	\$510.00	\$5,059.00	\$5,675.00	\$5,192.00	\$3,919.00	\$6,265.00	\$2,164.00	\$2,500.00	\$1,281.00	\$3,031.00	\$0.00	\$0.00	\$ 35,596.00
July				\$ (848.13)		\$ (650.11)							\$ (1,498.24)
August			\$ (613.03)	\$ (560.87)		\$ (1,049.32)							\$ (2,223.22)
September	\$ (102.00)	\$ (1,239.81)	\$ (314.15)	\$ (287.26)	\$ (958.66)	\$ (346.69)		\$ (611.63)					\$ (3,860.20)
October							\$ (707.37)		\$ (314.16)				\$ (1,021.53)
November	\$ (33.62)		\$ (926.98)	\$ (287.72)		\$ (1,023.57)							\$ (2,271.89)
Total Spent	\$ (135.62)	\$ (1,239.81)	\$ (1,854.16)	\$ (1,983.98)	\$ (958.66)	\$ (3,069.69)	\$ (707.37)	\$ (611.63)	\$ (314.16)	\$ -	\$ -	\$ -	\$ (10,875.08)
Remaining	\$374.38	\$3,819.19	\$3,820.84	\$3,208.02	\$2,960.34	\$3,195.31	\$1,456.63	\$1,888.37	\$966.84	\$3,031.00	\$0.00	\$0.00	\$ 24,720.92

Biennial Years 2023-25

Biennial Budget (as adopted)				\$ 60,000.00	Biennial Budget (as adopted)				\$ 60,000.00
Fiscal Year 2023-24 Total Spent				\$ (24,435.72)	Fiscal Year 2023-24 Total Spent				\$ (24,435.72)
Biennial Remaining (as of 6/30/24)				\$ 35,564.28	Fiscal Year 2024-25 Total Spent				\$ (10,875.08)
Fiscal Year 2024-25 Prorated Budget				\$ (35,596.00)	Biennial Years 2023-25 Remaining				\$ 24,689.20
Unallocated surplus/(deficit)				\$ (31.72)					

Detail Transactions
Fiscal Year 2023-24

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
08/22/2023	August	BUEL'S IMPRESSIONS PRINTING	ELLYVILLE NEIGHBORHOOD 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	HILLENDALE/TOWER VISTA MAILING	\$ 1,848.00	Hillendale/Tower Vista*
11/01/2023	November	BUEL'S IMPRESSIONS PRINTING	ELLYVILLE 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-prorated by address ratio
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-prorated by address ratio
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	HILLENDALE 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
03/05/2024	March	BUEL'S IMPRESSIONS PRINTING	ELLYVILLE NA POSTCARDS	\$ 1,084.80	Elyville
03/26/2024	March	EAGLE WEB PRESS INC	HILLENDALE/TOWER VISTA NA POSTCARDS	\$ 572.62	Hillendale/Tower Vista*
04/18/2024	April	US POSTAL SERVICE	CANEMAH NA POSTCARD NEIGHBORHOOD MAILERS	\$ 72.40	Canemah
04/18/2024	April	US POSTAL SERVICE	TWO RIVERS NA POSTCARD NEIGHBORHOOD MAILERS	\$ 174.99	Two Rivers
04/23/2024	April	EAGLE WEB PRESS INC	CANEMAH NA POSTCARDS	\$ 29.81	Canemah
04/23/2024	April	EAGLE WEB PRESS INC	ELLYVILLE NA POSTCARDS	\$ 335.67	Elyville
04/23/2024	April	EAGLE WEB PRESS INC	TWO RIVERS NA POSTCARDS	\$ 134.02	Two Rivers
04/23/2024	April	EAGLE WEB PRESS INC	MCLOUGHLIN NA POSTCARD	\$ 372.17	McLoughlin
04/24/2024	April	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 650.11	McLoughlin
04/24/2024	April	US POSTAL SERVICE	ELLYVILLE NA POSTCARD POSTAGE	\$ 585.87	Elyville
04/30/2024	April	US POSTAL SERVICE	HILLENDALE POSTCARDS	\$ 610.89	Hillendale
04/30/2024	April	US POSTAL SERVICE	TOWER VISTA POSTCARDS	\$ 389.28	Tower Vista
05/16/2024	May	US POSTAL SERVICE	PARK PLACE N/A POSTCARD POSTAGE	\$ 449.62	Park Place
05/16/2024	May	US POSTAL SERVICE	GAFFNEY LANE N/A POSTCARD POSTAGE	\$ 539.23	Gaffney Lane
05/23/2024	May	US POSTAL SERVICE	CAUFIELD NA POSTCARD POSTAGE	\$ 788.16	Caufield
05/23/2024	May	EAGLE WEB PRESS INC	CAUFIELD NA POSTCARDS	\$ 452.16	Caufield
05/28/2024	May	BUEL'S IMPRESSIONS PRINTING	CAUFIELD NA MEETING SIGNS	\$ 216.00	Caufield
05/28/2024	May	EAGLE WEB PRESS INC	PARK PLACE NA POSTCARD	\$ 257.75	Park Place
05/28/2024	May	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARD	\$ 308.90	Gaffney Lane
06/27/2024	June	EAGLE WEB PRESS INC	NA POSTCARDS-TWO RIVERS	\$ 112.12	Two Rivers
06/27/2024	June	EAGLE WEB PRESS INC	NA POSTCARDS- HILLENDALE/TOWER VISTA	\$ 571.74	Hillendale/Tower Vista*
06/27/2024	June	US POSTAL SERVICE	HILLENDALE & TOWER VISTA NA POSTCARD POSTAGE	\$ 998.55	Hillendale/Tower Vista*
06/30/2024	June	US POSTAL SERVICE	TWO RIVERS NA- POSTCARD POSTAGE	\$ 195.92	Two Rivers
06/30/2024	June	DAVE HUNT	REFUND FOR GAFFNEY LANE NA A-FRAMES	\$ 382.00	Gaffney Lane
				\$ 24,435.72	

*Prorated based on addresses

Detail Transations
Fiscal Year 2024-25

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
07/10/2024	July	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 650.11	McLoughlin
07/15/2024	July	US POSTAL SERVICE	GAFFNEY LANE N/A POSTCARD POSTAGE	\$ 560.87	Gaffney Lane
07/24/2024	July	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARD	\$ 287.26	Gaffney Lane
08/07/2024	August	EAGLE WEB PRESS INC	McLOUGHLIN NA POSTCARD	\$ 372.44	McLoughlin
08/15/2024	August	US POSTAL SERVICE	ELYVILLE NA POSTCARD PORTAGE	\$ 613.03	Elyville
08/27/2024	August	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 676.88	McLoughlin
08/28/2024	August	US POSTAL SERVICE	GAFFNEY LANE NA POSTCARD POSTAGE	\$ 560.87	Gaffney Lane
09/04/2024	September	EAGLE WEB PRESS INC	ELYVILLE NA POSTCARD	\$ 314.15	Elyville
09/11/2024	September	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARD	\$ 287.26	Gaffney Lane
09/11/2024	September	EAGLE WEB PRESS INC	McLOUGHLIN NA POSTCARD	\$ 346.69	McLoughlin
09/18/2024	September	EAGLE WEB PRESS INC	CANEMAH NA POSTCARD	\$ 26.60	Canemah
09/19/2024	September	US POSTAL SERVICE	CANEMAH NA POSTCARD POSTAGE	\$ 75.40	Canemah
09/19/2024	September	US POSTAL SERVICE	CAUFIELD NA POSTACARD POSTAGE	\$ 819.45	Caufield
09/24/2024	September	EAGLE WEB PRESS INC	CAUFIELD NA POSTCARD	\$ 420.36	Caufield
09/24/2024	September	EAGLE WEB PRESS INC	HILLENDALE/TOWER VISTA NA POSTCARD	\$ 531.67	Hillendale/Tower Vista*
09/26/2024	September	US POSTAL SERVICE	HILLENDALE/TOWER VISTA NA POSTCARD POSTAGE	\$ 1,038.62	Hillendale/Tower Vista*
10/16/2024	October	EAGLE WEB PRESS INC	TWO RIVERS NA POSTCARD	\$ 107.09	Two Rivers
10/16/2024	October	EAGLE WEB PRESS INC	PARK PLACE POSTCARDS	\$ 239.62	Park Place
10/17/2024	October	US POSTAL SERVICE	TWO RIVERS NA POSTCARD POSTAGE	\$ 207.07	Two Rivers
10/17/2024	October	US POSTAL SERVICE	PARK PLACE NA POSTCARD POSTAGE	\$ 467.75	Park Place
11/05/2024	November	EAGLE WEB PRESS INC	McLOUGHLIN NA POSTCARDS	\$ 346.54	McLoughlin
11/05/2024	November	EAGLE WEB PRESS INC	ELYVILLE NA POSTCARDS	\$ 314.34	Elyville
11/07/2024	November	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 677.03	McLoughlin
11/07/2024	November	US POSTAL SERVICE	ELYVILLE NA POSTCARD POSTAGE	\$ 612.64	Elyville
11/14/2024	November	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARDS	\$ 287.72	Gaffney Lane
11/14/2024	November	EAGLE WEB PRESS INC	CANEMAH NA POSTCARDS	\$ 33.62	Canemah
				\$ 10,875.08	