

**CITY OF OREGON CITY  
CITY COMMISSION WORK SESSION**

**MEETING MINUTES**

**November 9, 2010**

1. [Convene Work Session of November 9, 2010, and Roll Call](#)

**Roll Call:** Commissioner Doug Neeley; Commissioner James Nicita; Commissioner Rocky Smith, Jr.; and Commissioner Daphne Wuest.

**Staff Present:** City Manager David Frasher; City Engineer & Public Works Director Nancy Kraushaar; Police Chief and Public Safety Director Mike Conrad; Community Development Director Tony Konkol; Community Services Director Scott Archer; City Recorder Nancy Ide; Human Resources Director Jim Loeffler; and Library Director Maureen Cole.

**Absent:** Mayor Norris

Commission President Neeley called the meeting to order at 5:35 p.m.

2. [Future Agenda Items](#)

Commissioner Nicita requested discussion on the reasons Metro proposed to change its design type map to conform to the Beavercreek Concept Plan rather than the Concept Plan conforming to Metro. Staff would research the issue and send the information to the Commission and if the Commission wanted to discuss it further, it would be put on an agenda.

Commissioner Nicita also wanted to discuss the Commission Retreat in January. David Frasher, City Manager, said that would be addressed under Manager's Report.

3. [Discussion Items](#)

c. [Eastham School Purchase Due Diligence Report](#)

Maureen Cole, Library Director, reviewed what had been learned through the due diligence process. The initial remodel estimate had grown, the wall between the stage and corridor could not be removed, and the classrooms and corridors could not handle the weight of the tall stacks. She also discussed the requirements for rezoning and long term deferred maintenance. She gave a summary of the costs and the pros and cons of the purchase. Due to what the due diligence uncovered, she recommended the Commission investigate other options.

Commissioner Neeley asked if the School District would be willing to re-negotiate the price due to these issues. Ms. Cole said the City could ask.

Commissioner Wuest asked about the organizations that rented space at the school and if it would be long term revenue that could be added. Ms. Cole said it was an option, although she was

cautious to count on that revenue.

Ms. Cole said if the Commission wished to pursue other options, a survey of what the options were would be done with criteria for consideration.

Commissioner Nicita said this extended the timeline for the use of the Carnegie. Ms. Cole explained how things were going at the Carnegie and that circulations were up, although there were complaints about the limited number of materials to browse. Mr. Archer said the Carnegie Task Force gave a recommendation for the Carnegie and they understood the situation.

Commissioner Smith said his concern was facilities in general and there was a need for prioritizing and making a plan for the City's facility needs. He still believes there are positive aspects to the Eastham location.

Ms. Cole said a decision whether to move forward on the purchase of Eastham needed to be made at the November 17 Commission meeting.

Harryette Schull of Oregon City was a Library Board member. There were some major issues with Eastham, but she thought the property was suitable for city offices and a community center. Unless the Commission could come up with some other type of additional usage that would save money or enable the City to invest it, Eastham was probably not the answer. The overall needs of the City needed to be looked at on a long term basis.

Ms. Cole said the consultant was not sure if the City could go back to the School District for any re-negotiations after the due diligence period was over.

The Commission wanted another work session scheduled to discuss the issue further before the November 17 meeting.

a. [City Commission Rules of Procedure](#)

Commissioner Neeley thought the Rules of Procedure should be adopted by the new Commission.

Nancy Ide, City Recorder, said previously the Commission had adopted Robert's Rules of Order for its meeting conduct, but this document put in place procedures to follow and addressed many concerns.

Commissioner Elect Betty Mumm and Commissioner Elect Kathy Roth came up to the dais and discussed the Rules of Procedure and Manual for Boards and Commissions documents with the Commission.

The Commission reviewed the draft Rules of Procedure and discussed changes to the document. Staff would email the document to the Commission with the proposed changes and it would come before the new Commission in January 2011 for approval.

b. [Manual for Boards and Commissions](#)

Ms. Ide said the City did not have a formal training program for board and commission members, and the manual was created to help educate members on the form and function of City government.

The Commission reviewed the manual and discussed changes to the document. The manual would be on the next Commission agenda for adoption.

4. **City Manager's Report**

Mr. Frasher said Safeway's application had been approved by the Planning Commission. The first Citizens Police Academy would be finished next week. Two new police officers had been hired.

Mr. Archer discussed the plan for tree trimming at the Carnegie. There would also be removal of the Maple Tree overhanging at the spray park, and it would be replaced. He discussed the replanting plan for the Carnegie and Safeway projects. Commissioner Neeley suggested planting larger trees at the Carnegie for a shade canopy.

Mr. Frasher said he was the Commission's representative on the Tri-City Advisory Committee and he had been in discussion regarding putting pipes on the pedestrian bridge, and this idea had been abandoned. He said the Commission Retreat would be the last Friday and Saturday of January. He announced what would be discussed and special speakers at the retreat. Commissioner Nicita wanted to add big picture economics to the discussion list.

Mr. Archer gave the Commission an update on the window restoration project for the Ermatinger House.

5. **Adjournment**

Commission President Neeley adjourned the meeting at 7:45 p.m.

Respectfully submitted,

  
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Nancy Ide, City Recorder