

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

**September 7, 2010**

1. [Convene Work Session of September 7, 2010, and Roll Call](#)

Mayor Norris called the meeting to order at 5:32 p.m.

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

**Staff Present:** David Frasher, City Manager; Mike Conrad, Police Chief and Public Safety Director; Denise Kai, Assistant Community Services Director; Dan Drentlaw, Economic Development Manager; Maureen Cole, Library Director; Teri Bankhead, Assistant to the City Manager; David Wimmer, Finance Director; Scott Archer, Community Services Director; Nancy Kraushaar, City Engineer and Public Works Director; Tony Konkol, Community Development Director; and Kelly Burgoyne, Office Specialist II-City Records Office.

2. [Future Agenda Items](#)

Commissioner Nicita asked about creation of an ordinance regarding big box stores. Dan Drentlaw, Economic Development Director, and Tony Konkol, Community Development Director, explained the process and standards for these types of buildings. This would be discussed at the next Commission Work Session.

Commissioner Nicita also wanted a discussion on waste to energy facilities. He asked if the Commission would like to hear from two or three private developers of various types of waste to energy technologies. Mayor Norris thought the Urban Renewal Commission should be in attendance as well.

3. [Discussion Items](#)

a. [City County Insurance Operations Presentation](#)

Lynn McNamara of City County Insurance shared the history of City County Insurance, how the organization was structured, and the coverage they offered.

b. [Carnegie Task Force Recommendation](#)

Scott Archer, Community Services Director, said the task force recommendation was that the City continue to operate the Carnegie Center as a multi-use arts and cultural center. The City would help to form a non-profit organization specifically to support the center.

Mayor Norris said there were three facilities that were in the same situation and needed to be reconfigured. All of the arts and heritage groups should work together to discuss how they could be reconfigured.

Commissioner Smith thought the City should partner with the School District for these facilities.

Commissioner Nicita discussed the possibility of housing historical archives at the Carnegie.

Mr. Archer said finding financial solutions was the challenge.

The Commission consensus was to convene a stakeholder group meeting to work on reconfiguration of the challenged vacant spaces.

c. **Economic Improvement District**

Mr. Drentlaw said this was the last year the City would fund a Main Street Manager and an EID was suggested to fund the position as well as for improvements and maintenance for downtown. He explained how an EID worked and the process to form one.

Lloyd Purdy, Downtown Manager, said 66 property owners were surveyed regarding the EID. He created a tentative EID program budget based on the priorities from the survey. There would be a meeting with the property owners on September 14 to discuss the EID further.

Commissioner Nicita said some business owners had expressed concern about this and he wanted them to be able to come to the meeting as well. Business owners could come to the September 15 Commission meeting to discuss the EID.

Commissioner Smith hoped the majority of the property owners were supportive as he thought the Main Street Program was effective.

f. **Ermatinger House Update**

Mr. Archer said the response from the National Park Service in regard to the Ermatinger House was that an act of Congress would be required for the Ermatinger House to become part of the Fort Vancouver National Historic site. The NPS was interested in partnering with the City to assist with the preservation of the Ermatinger House and enter into an agreement to provide technical assistance and other programming support. The NPS was not able to provide funding assistance. The Harding's were still under agreement with the City until the end of the year to manage the house. He recommended window replacement be done before the winter with Urban Renewal funds.

Denise Kai, Assistant Community Services Director, said staff was working with NPS so things would be done to the house in a way that made it acceptable to NPS should someday down the road it could be turned over to NPS.

Commissioner Smith wanted the problem of the windows solved before winter started. He wanted the Commission to make this a priority.

Ms. Kai said an RFP was sent out regarding the windows, and three bids came back based on the specs from the State Historic Preservation Office and the Historic Review Board. The base bid was just under the \$10,000 budget. They also got quotes and bids for painting the house. Staff had also been applying for grants.

Commissioner Neeley thought the bid for the windows should be brought forward to the Urban Renewal Commission.

The Commission wanted periodic progress reports and staff would proceed with the window contract with the lowest responsible bid and if the amount exceeded the budget, staff would report back to the Commission for an adjustment from contingency. The painting issue would be discussed at a later time.

Marge Harding of Oregon City asked that the front windows be done before winter as they needed the most repair. There were many citizens that would like to be a part of the solution. She thought the Ermatinger House should be part of a non-profit organization that could help to get grants.

William Gifford suggested contacting corporations that did community projects.

e. **Task Force on Habitat Enhancement**

Nancy Kraushaar, City Engineer and Public Works Director, said a year ago Commissioners Nicita and Neeley brought a memo to the Commission regarding establishing a task force on habitat enhancement. She had a number of questions regarding the overall purpose of the task force, successful outcomes, and management of the task force.

Commissioner Neeley explained the expected outcome would be a Cove that was more habitat friendly.

Commissioner Nicita thought this initially would be a task force with the possibility of becoming an advisory committee. He discussed the pressing problems in the Cove that the task force could address.

Mr. Frasher suggested a Commissioner serve on a jurisdiction that had authority to regulate the water way.

Commissioner Nicita thought these issues did not need to wait for the Cove development. He thought the City should be the initiator and lead agency on this issue.

Ms. Kraushaar discussed the funding needs that would be required for the task force and did not feel comfortable moving forward without funding. She suggested separating the issue of preservation of the peninsula from the longer term goals of what the Cove would look like.

Commissioner Nicita thought all staff needed to do was send out a letter to all the identified organizations and manage monthly or quarterly meetings.

Richard Craven of Oregon City, environmental consultant, did the original permitting for the bank restoration project and dredging permit. He also did the permitting for the most recent dredging operation. There were limits to what could be done in the Cove for improving habitat. The Commission would need a technical person to be in charge of the task force. He thought the Natural Resources Committee could be re-formed to create preliminary options to take to the different agencies. It would be costly to do the proper analysis for the Cove.

Mr. Frasher said this would come back to the next Commission retreat as it was important to preserve this resource.

d. **Use of Metro Natural Areas Bond Measure Local Legacy Share Allocation**

Mr. Archer said as part of the bond measure passed in 2006 the City received a portion of the Local Legacy Share Allocation. The City entered into an IGA with Metro to spend the funds and the City developed a list of projects for acquisition. The funds needed to be spent by 2012. The projects left on the list could be re-prioritized or substituted with other projects.

Commissioner Neeley wanted to secure property that created connectivity with open spaces that already existed in the City.

Paul Edgar, Land Use Chair of the Canemah Neighborhood Association, said the Canemah area had critical linkages to extend the bluff trail and protect water resources.

g. **High Speed Rail Update**

Mayor Norris reported on the Clackamas County meeting where there was discussion regarding what the County's aspiration for high capacity transit should be.

Ms. Kraushaar reviewed her list of questions to the County. This was the first steps and the County wanted a collaborative process for this project.

Commissioner Neeley suggested working with the freight system as well.

4. **City Manager's Report**

David Frasher, City Manager, reported on what would be discussed at the next Clackamas County Managers Meeting. He also attended a meeting where the County's Strategic Plan was discussed. There was also discussion regarding coordinating efforts on connections for bike way linkages throughout the County. The Citizen Police Academy would begin September 15.

Maureen Cole, Library Director, said the due diligence period on Eastham School would be extended into October due to difficulty getting the appropriate documentation from the School District. There was a small roof leak at the Jackson Campus location where the books were being stored. Only a few boxes were affected, but there would be a cleanup of the facility and the books would be moved to Eastham sooner than expected.

Mr. Frasher said the public meeting for the downtown Circulation Study would be held on September 8.


Ms. Kraushaar reported on the trail along Waterboard Park. The trail would be assessed for risks and what would need to be done for mitigation to make the trail safe.

Mayor Norris announced Clackamas County's annual report was scheduled for September 22. There was also a City of Vancouver tour of their wastewater treatment facility on September 22.

5. **Adjournment**

Mayor Norris adjourned the meeting at 9:48 p.m.

Respectfully submitted,

  
Nancy Ide, City Recorder