



# CITY OF OREGON CITY URBAN RENEWAL COMMISSION - REVISED AGENDA

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Virtual Meeting  
Wednesday, June 16, 2021 at 6:00 PM

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## **VIRTUAL MEETING OF THE URBAN RENEWAL COMMISSION**

*The public is strongly encouraged to relay concerns and comments to the Commission in one of three ways:*

- *Email at any time up to 12 p.m. the day of the meeting to [recorderteam@orc.city.org](mailto:recorderteam@orc.city.org).*
- *Phone call (Monday – Friday, 8 am – 5 pm) to 503-496-1505, all messages will be relayed and/or citizens can register to provide over-the-phone testimony during the meeting.*
- *Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045*

## **CALL TO ORDER**

## **ROLL CALL**

## **CITIZEN COMMENTS**

## **DISCUSSION ITEMS**

- [1.](#) Second Amendment to Purchase and Sale Agreement (922 Main Street)
- [2.](#) Water Recreation Access Improvements
- [3.](#) Water Recreation Concessionaire Request for Proposal
- [4.](#) Urban Renewal Commission Executive Committee Discussion
- [5.](#) Minutes of the May 19, 2021 Urban Renewal Commission Meeting

## **COMMUNICATIONS**

## **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

## Staff Report

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

**To:** Urban Renewal Commission  
**From:** Executive Director, Tony Konkol

**Agenda Date:** 06/16/2021

### **SUBJECT:**

Second Amendment to Purchase and Sale Agreement (922 Main Street)

### **STAFF RECOMMENDATION:**

Approve the Second Amendment to the Purchase and Sale Agreement and require an additional \$10,000 of earnest money deposit bringing the total to \$15,000.

### **EXECUTIVE SUMMARY:**

During its meeting on September 16, 2020, the Urban Renewal Commission unanimously voted to extend the existing PSA dated June 21, 2017. The expiration date was decided to be July 30, 2021, with no modifications to the existing PSA.

### **BACKGROUND:**

On May 31, 2017, Willamette Stone, LLC proposed a Purchase and Sale Agreement ("PSA") with the Urban Renewal Commission. The Commission agreed to sell 922 Main Street for a purchase price of \$110,000. The developer provided \$5,000 in earnest money.

During the Urban Renewal Commission Meeting held on September 16, 2020, the developer proposed to remove the residential component in favor of constructing a building that only contained retail and office space due to the lack of a quiet zone.

After much deliberation regarding the changing market relative to commercial, retail and office space as well as the pending discussion about Urban Renewal and other market transitions, the Urban Renewal Commission voted unanimously to extend the existing PSA dated June 21, 2017. It was agreed that the First Amendment to the existing PSA would expire on July 30, 2021, with no modifications to the existing PSA.

In a new proposal being presented on June 16, 2021, the developer is proposing to have residential only on the third floor of the building. The rest of the building would be reserved for office and/or retail. A diagram of the newly proposed floor plan is attached

to this staff report along with a proposed PSA closing timeline. A proposed Second Amendment is also attached.

**OPTIONS:**

1. Approve the Second Amendment to the Purchase and Sale Agreement and require an additional \$10,000 of earnest money deposit bringing the total to \$15,000.
2. Do not approve the Second Amendment to the Purchase and Sale Agreement.
3. Cancel the existing PSA and negotiate a new one with the existing developers or with other parties.

**BUDGET IMPACT:**

Amount: \$15,000

FY(s): 2021/2022

Funding Source(s): Willamette Stone, LLC



**SECOND AMENDMENT  
TO  
PURCHASE AND SALE AGREEMENT**

THIS SECOND AMENDMENT TO PURCHASE AND SALE AGREEMENT (the “**Second Amendment**”), dated as of June \_\_\_, 2021, is made by and OREGON CITY URBAN RENEWAL AGENCY, the duly designated Urban Renewal Agency of the City of Oregon City (“**Seller**”), and WILLAMETTE STONE, LLC (“**Purchaser**”), with reference to the following:

**WHEREAS**, Purchaser (as successor-in-interest to Willamette Stone Partners, LLC) and Seller are parties to that certain Purchase and Sale Agreement dated as of June 21, 2017, as amended prior to the date hereof (as amended the “**PSA**”);

**WHEREAS**, Seller, and Seller’s Urban Renewal Commission (URC) met on June 16, 2021, to review and vote on a proposal presented by Purchaser to redesign and develop the Project. Subsequently the URC voted favorably to extend the existing PSA until January 30, 2023; and

**WHEREAS**, Seller and Purchaser have agreed to enter into this Second Amendment to set forth their agreement regarding the matters set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Purchaser and Seller hereby agree to the following:

1. Terms. All initially capitalized terms which are used in this Second Amendment, but not otherwise defined herein, shall have the same meanings as ascribed thereto in the PSA.
2. Site Approval Period. The Site Approval Period is hereby extended to expire on January 30, 2023. The term Site Approval Period refers to the period required to accomplish land use and permitting timelines.
3. Purchase and Sale Agreement Ratified. In all other respects, except as otherwise provided by this Second Amendment, the undersigned hereby ratify and confirm the PSA which remains in full force and effect.
4. Counterparts. This Second Amendment may be executed in counterparts, each of which shall be deemed an original and all of said counterparts shall constitute but one and the same instrument. Signatures delivered via facsimile or other electronic means shall be accepted as if original.

[Signature page follows.]

IN WITNESS WHEREOF, the undersigned hereby execute this SECOND AMENDMENT to be effective as of September 18, 2020.

SELLER:

OREGON CITY URBAN RENEWAL AGENCY,  
the duly designated Urban Renewal Agency of the City of Oregon City

By:\_\_\_\_\_

Name:

Title:

Date:\_\_\_\_\_

PURCHASER:

**WILLAMETTE STONE, LLC**

By:\_\_\_\_\_

Name:

Title:

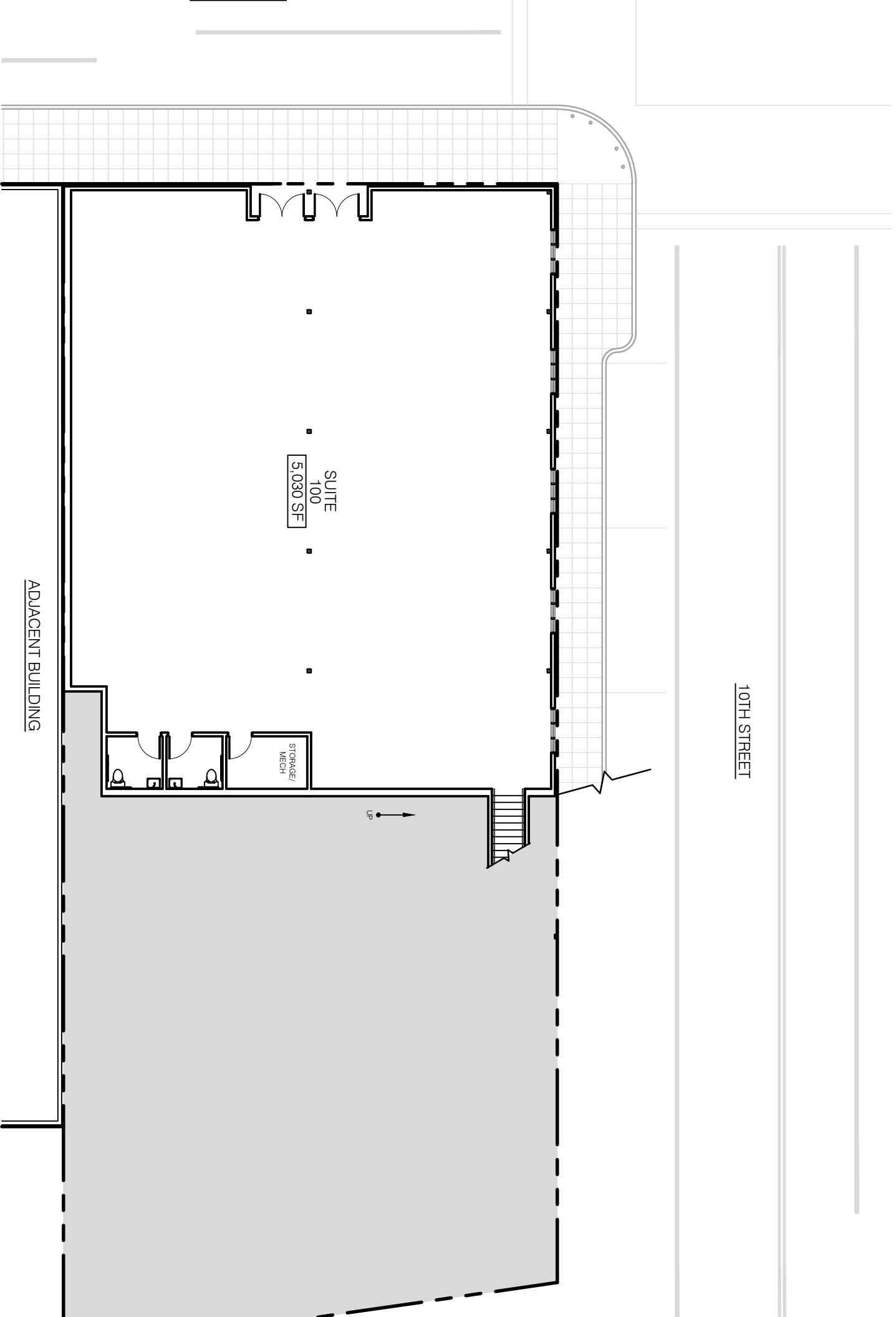
Date:\_\_\_\_\_

**922 Main Street - PSA Closing Timeline**

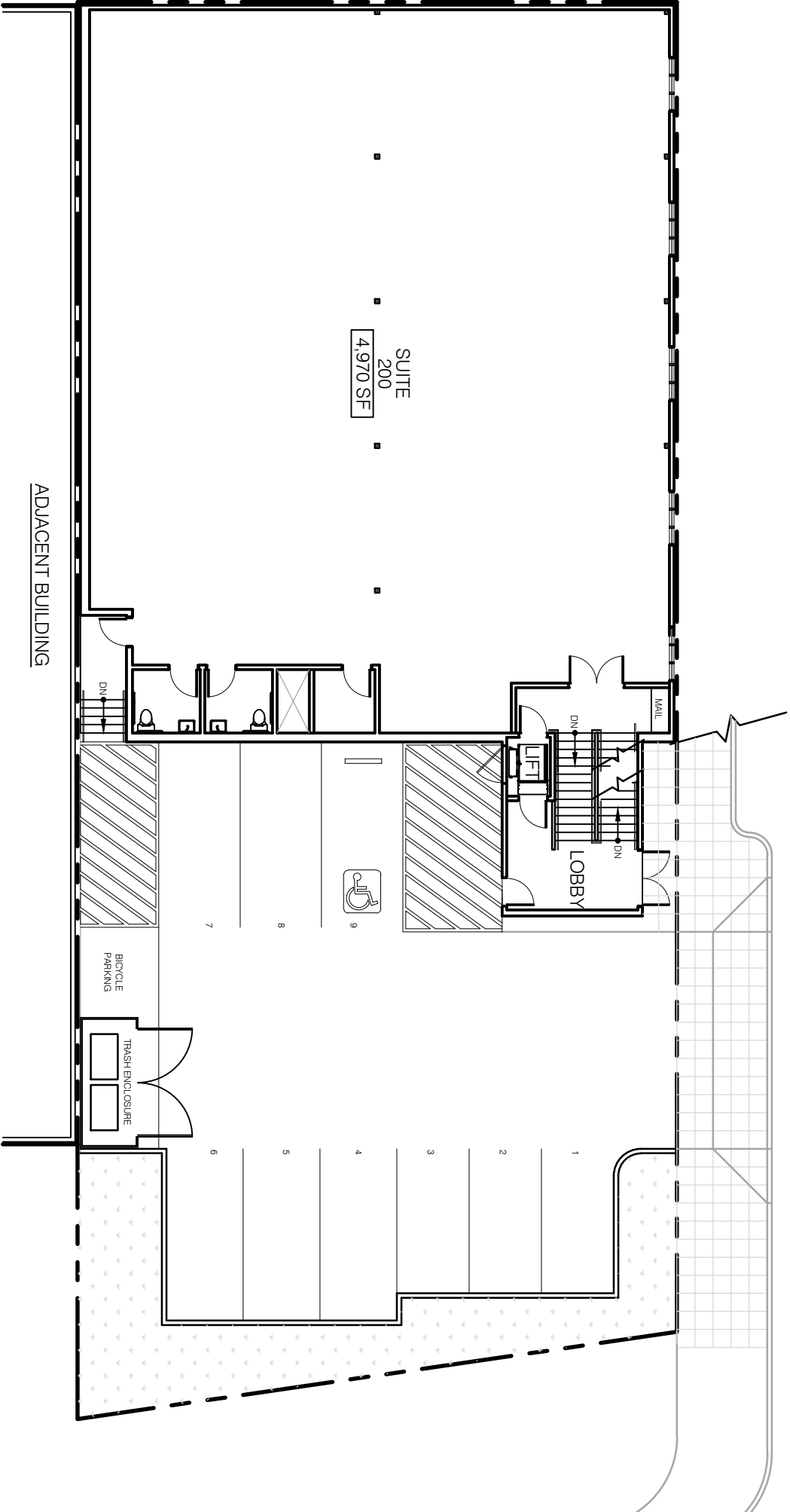
Item	Date	Days	Notes	
PSA Execution Date	7/21/2017		Acknowledgement	
Due Diligence Period Expiration	11/18/2017	120	Exhibit B, Section 1.A	
Site Approval Period Expiration	11/2/2020	1080	Exhibit B, Section 1.B	
Closing Date	12/2/2020	30	Exhibit C, Section 3.A	
1st Extended Site Approval Period	7/30/2021	270	1st Amendment to PSA	
2nd Extended Site Approval Period	1/31/2023	550	18 month extension period	18.08219
Adjusted Closing Date	3/2/2023	30	Exhibit C, Section 3.A	

**922 Main Street Land Use Milestones**

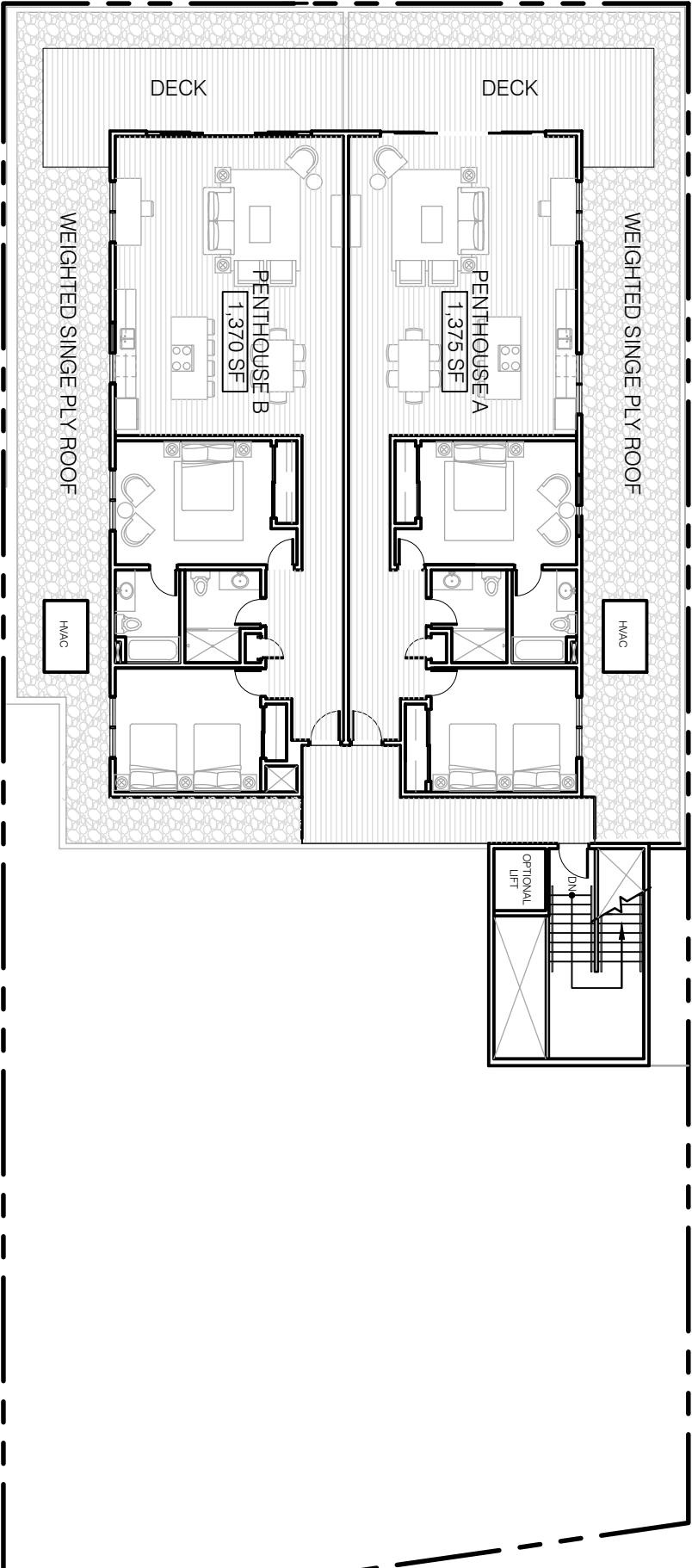
	Start	End	
Project kickoff	Jul-21	Aug-21	May be sooner if commission approves prior to end of PSA extension
Entitlements	Aug-21	Mar-22	
Construction drawings	Apr-22	Jun-22	
Permitting	Jun-22	Sep-22	
Timeline contingency		Jan-23	4 months added for any unanticipated delays outside of WS control



SUITE BREAKDOWN		PARKING BREAKDOWN		RESIDENTIAL UNIT BREAKDOWN		BUILDING AREA	
SUITE 100	5,030 SF	ON SITE	9 SPOTS	PENTHOUSE A	1,370 SF	TOTAL (NET)	12,745 SF
SUITE 200	4,970 SF	OFF SITE	3 SPOTS	PENTHOUSE B	1,375 SF	TOTAL (GROSS)	14,030 SF
TOTAL OFFICE	10,000 SF	TOTAL	12 SPOTS	TOTAL	2,745 SF (2 UNITS)	EFFICIENCY	90%



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# CITY OF OREGON CITY

## Staff Report

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

**To:** Urban Renewal Commission  
**From:** City Manager Tony Konkol

**Agenda Date:** 06/16/2021

### **SUBJECT:**

Water Recreation Access Improvements

### **STAFF RECOMMENDATION:**

Direct staff to accept proposed funding from Travel Oregon and contract with a community-based organization to improve recreational access to adjacent waterways.

### **EXECUTIVE SUMMARY:**

Access to adjacent waterways is the key underpinning of Oregon City's founding and location. While the reliance on direct hydropower and commercial waterways has decreased in recent decades, Oregon City has seen a rise in water-based outdoor recreation. The Oregon City Economic Development Department seeks to accept direct funding support from Travel Oregon to improve recreational access to adjacent waterways as a means of facilitating expanded attractions for Oregon City visitors.

### **BACKGROUND:**

During the global pandemic, the outdoors and in particular our local waterways, became one of the safest places for our residents to be. These outdoor spaces are essential to the physical, mental, and spiritual health of our community.

Given the impact of the catastrophic Labor Day wildfires of 2020 on the upper Clackamas River basin and its recreational access, we are aware of the increase pressures and demand for access that will be focused on the lower stretches of the river, including here in Oregon City for the remainder of 2021. This demand also produces an opportunity for our community to strengthen its connection with the river and provide safe, programmed access to our local waterways.

The 2019 Economic Analysis of Outdoor Recreation in Oregon found that Clackamas County receives \$628,307,000 in economic impact each year from outdoor recreation and has 7,455 residents employed in this sector. The same report identified a \$60 per trip visitor spend associated with flat-water canoeing/sea kayaking/rowing/stand-up

paddling/tubing/ floating and a \$48 per trip visitor spend associated with White-water canoeing/kayaking/rafting. These numbers are direct spending values and do not include the community and personal health and wellness savings that can be directly attributed to outdoor recreation.

Given the increased demand for water recreation access and the economic benefit to our community, the Economic Development Department seeks to improve access to the Clackamas River at two specific locations within Urban Renewal District owned property to help meet some of this increased demand (see attached map for further detail):

- An existing user-created path/trail that provides access to Clackamette Cove, a flatwater cove connected to the Clackamas River.
- A short, unmaintained gravel access road adjacent to HWY 99 leading to a sandy beach on the banks of the Clackamas River.

The improvements envisioned here include:

1. Clearing and brushing of overgrown invasive species which will facilitate easier and safer access to the waterways, improve native plant communities and support ecosystem function.
  - Time: 20-28 hours
  - Labor Cost: \$700
  - Materials Cost: \$1500
2. Code Compliance Costs:
  - Type I Minor Site Plan and Design Review - \$85.00
  - Type I NROD - \$89
  - Type I Master Plan Amendment - \$776
  - Contingency Costs - \$1,850

### **Total Estimated Investment Cost: \$5,000**

There is a strong desire from regional tourism stakeholders for the development of this type of improved recreational access to the Clackamas and Willamette rivers in Oregon City. Both Travel Oregon and Oregon's Mt. Hood Territory (Clackamas County's tourism department) have expressed a desire to partner with Oregon City to facilitate these access improvements. These two entities previously co-convened the Clackamas River Recreation Studio in 2018 and 2019 to better understand needs and opportunities for improving the economic impact of Clackamas River water recreation. This process was accompanied by a Travel Oregon fund allocated to small-scale projects identified through the work and they would like to allocate approximately \$5,000 of this fund towards the proposed access improvements at these two locations.

City Staff have identified several local community organizations who could partner in the proposed access improvement work. These include, but are not limited to, The Clackamas Basin Watershed Council, We Love Clean Rivers, Rivers of Life Center, Willamette Riverkeeper, AntFarm and Northwest Youth Corps. Staff will seek to contract



with an organization who can provide necessary access improvements in a timely manner through a transparent Request for Qualifications and bid process.

**OPTIONS:**

1. Direct staff to accept funding and improve recreational access.
2. Direct staff to not accept funding and not to improve access.

**BUDGET IMPACT:**

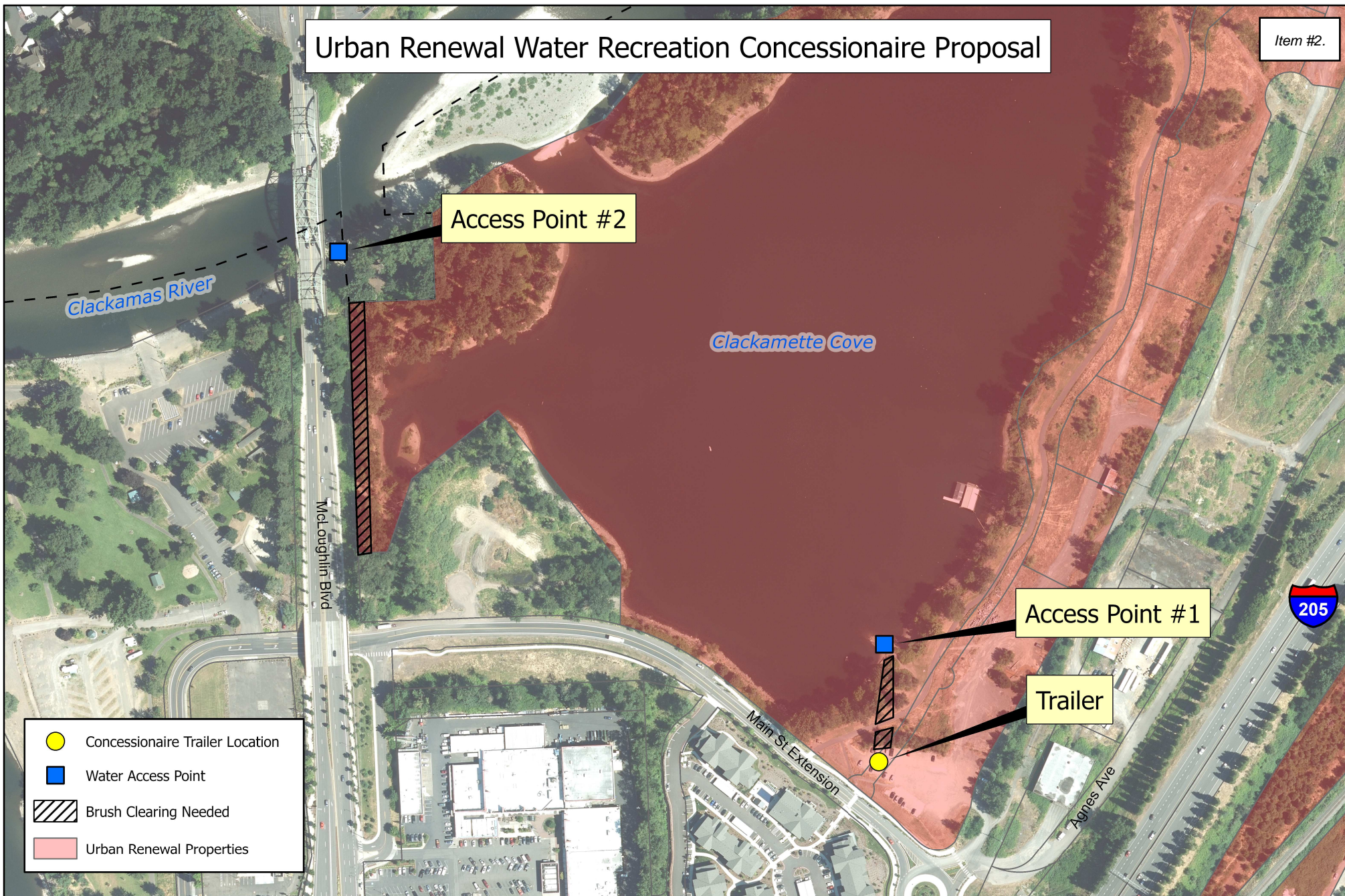
Amount: \$5,000

FY(s): 2021/2022

Funding Source(s): Travel Oregon

# Urban Renewal Water Recreation Concessionaire Proposal

Item #2.



This map is not suitable for survey, engineering, legal, or navigation purposes. Data errors and omissions may exist.



0 500 1,000 Feet

City of Oregon City  
PO Box 3040  
625 Center St  
Oregon City, OR 97045  
(503) 657-0891  
[www.oregoncity.org](http://www.oregoncity.org)



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June 14, 2021

To the Oregon City Urban Renewal Commission,

Mt. Hood Territory–Clackamas County Tourism is submitting this letter in support of Oregon City’s Economic Development Department’s request to improve water recreation access to the Clackamas River and nearby waterways. The proposed elements of access improvements allow for safer and more equitable access to this important regional recreation resource and provide additional pathways for residents and visitors to live healthier lives through outdoor recreation. The proposed improvements support unique local businesses, create a welcoming environment, improve access and provide a strong sense of place that draw locals and visitors to community.

In spring of 2017, Clackamas County Tourism initiated a comprehensive study of water recreation assets across the County. Overall Key Findings included:

- Oregon’s recreational waters are visited 80 million times annually by people looking to recreate.
- Clackamas County’s recreational waters attract 1.5 million visitors annually, which result in 240,000 overnight stays.
- Clackamas County’s waterbodies are equally good or better than the State average for recreational value.
- Water-based recreation generated about 12 million dollars in lodging reservations in Oregon in 2016, but Clackamas County captured only about 2% of this amount. Despite above average water assets, the County is attracting below average visitation to these waters due to a combination of physical access, water-recreation management, lack of awareness, and niche product development.

From this study the top two recommendations were:

- Improvements in Infrastructure
- Coordination of Community
  - Foster and promote the connection between cities and their local rivers through infrastructure, policy, programs, and events.

The Oregon City Economic Development Department’s proposal aligns strongly with these identified needs in the community, our study’s recommendations, anticipated travel trends, and local tourism strategies. It builds on learnings of the last year and the City’s long term vision for tourism’s role in their vibrant future. Mt. Hood Territory looks forward to continued collaboration with the City and other partners to strengthen our community through a sustainable tourism economy

I encourage you to support local business recovery by fully funding the City’s proposal.

Sincerely,

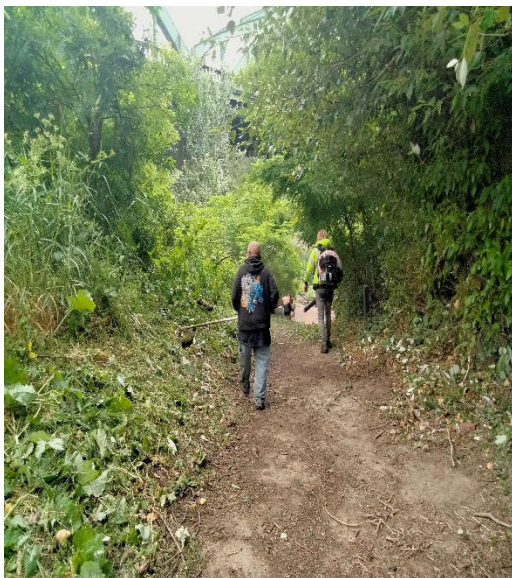
Samara Phelps  
Executive Director



Direct Access to Clackamette Park



50' x 80' Parking Under Bridge



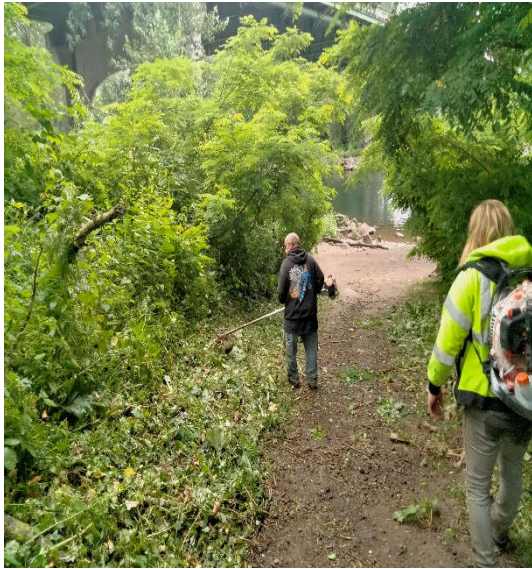
No Camps No Litter



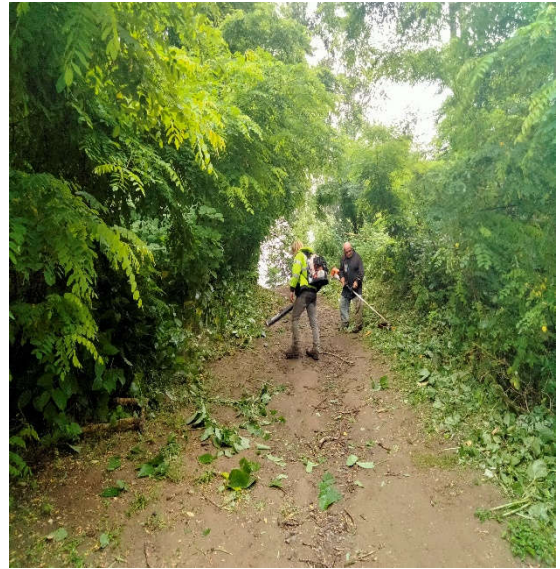
34 Visits 2018-2021

**34 visits funded by Oregon Youth Corp, Metro Enhancement and Rivers of Life Center, 2018-21.**





River Access Corridor



Wild Flowers and Road



4 Acres of Trails



Full Access Road

**7 Total Acres Maintained, Wild Flowers and Native Plants Planted, Parking and Access to Clackamette Park Exists.**

# Cove Uses

- Water Quality is Compromised
- Mitigation Funding Can Correct
- Professional Water Quality Improvement Plan Cost City \$50,000 in 2016
- Circulation and Simple Outlet Channel Were Permitted
- 34 Visits Kept Cove Lands Clean Since 2018
- Safety and Water Quality Should be Foremost



# Clackamette Cove Water Quality and Habitat Improvement Feasibility Study

REVIEW DRAFT

December 15, 2016

Prepared By:

Cascade Environmental Group, LLC.  
Portland, OR  
Contact: John Runyon



**CASCADE**  
ENVIRONMENTAL GROUP

Prepared For:

City of Oregon City,  
Urban Renewal Commission  
Contact: Eric Underwood







# Cove Water Circulation Plan Solves Pollution And Use Of Dredgings







# CITY OF OREGON CITY

## Staff Report

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

**To:** Urban Renewal Commission  
**From:** City Manager Tony Konkol

**Agenda Date:** 06/16/2021

### **SUBJECT:**

Water Recreation Concessionaire Request for Proposal

### **STAFF RECOMMENDATION:**

Direct staff to publish a Request for Proposal (RFP) for a water recreation concessionaire and enter into contract negotiations with the winning bidder.

### **EXECUTIVE SUMMARY:**

Access to adjacent waterways is the key underpinning of Oregon City's economic foundation. While the need for and reliance on direct hydropower and commercial waterways has decreased in recent decades, Oregon City has seen a rise in economic activity based in water recreation. The City of Oregon City Economic Development Department requests approval for a pilot program that would enable the City to publish a Request for Proposals and potentially enter into an agreement with a water recreation concessionaire, sited on Urban Renewal District managed property adjacent to the southern terminus of the Clackamas River Trail, to provide kayaking, inner tubing and/or paddleboard rentals to the general public.

### **BACKGROUND:**

In order to facilitate an expanded suite of attractions for Oregon City visitors, Staff have identified a location adjacent to the southern terminus of the Clackamas River Trail as the optimal location for this pilot, given its easy access to Clackamette Cove. Staff are also seeking direction to improve user access conditions for this site and a site to the West of Clackamette Cove, although the proposed concessionaire would only be located at the site adjacent to the southern terminus of the Clackamas River Trail. This program would run through the summer of 2021. It is our hope that successful implementation of this pilot project will result in a greater connection to the river for Oregon City residents and visitors, a successful business operation for the selected concessionaire and modest income for the City.

The Economic Development Department is concurrently working with the Oregon City

Parks Department to bring this type of activity to Clackamette Park in 2022. After discussions with OC Parks throughout the fall, winter, and spring of 2020 and 2021 it was decided that Urban Renewal District managed property was best suited for a pilot program this calendar year.

We believe that this type of project will have multiple goals, including:

- Catalyze interest in development of City-owned property
- Provide safe programmed access to local waterways
- Provide modest income to the City
- Facilitate safer and targeted use to an under-utilized and under-resourced area

The proposed process for this pilot program is as follows:

- June : Publish RFP
- June : Select winning proposal, begin contract negotiation
- July : Present negotiated contract to Urban Renewal Commission for approval
- July : Concessionaire to begin operations
- 

**OPTIONS:**

1. Direct Staff to solicit proposals for a water recreation concessionaire.
2. Decline to direct staff to solicit proposals for a water recreation concessionaire.

REQUEST FOR PROPOSALS  
FOR  
RIVER CONCESSIONS

CLOSING DATE: 4:00 p.m. on June XX, 2021

The City of Oregon City (City) is soliciting proposals from well-qualified companies to provide concession services for the rental of kayaks, stand-up paddleboards, inner tubes and other appropriate equipment, as well as offering Personal Flotation Devices (PFD) to all water recreation users. The successful company will also be expected to provide stewardship and river safety information and support efforts to reduce parking and congestion at the put-in and take-out points adjacent to Clackamette Cove.

Request for Proposal (RFP) documents describing the project and proposal requirements may be obtained during business hours on or after June XX, 2021 at the City of Oregon City, 625 Center Street, Oregon City, OR 97045. RFP documents will also be mailed [or emailed] upon request by contacting Matthew Weintraub at [mweintraub@orccity.org](mailto:mweintraub@orccity.org).

Responsive proposals must be submitted to Matthew Weintraub, Tourism Program Specialist, 625 Center Street, Oregon City, OR by the deadline, above.

DATED: June XX, 2021

## Section 1: Introduction

### Project Description

Thousands of people, locals and visitors alike, enjoy floating down the Clackamas and Willamette Rivers on hot summer days. They can put in and take out at several public access points in Oregon City and have numerous other access points along the waterway. Clackamette Cove is in the heart of Oregon City and nearby to other recreational attractions. (Exhibit A).

The City of Oregon City encourages safe means of enjoying the river-floating experience, and in doing so, is soliciting proposals from well-qualified companies to provide concession services for the rental of kayaks, stand-up paddleboards, inner tubes and other appropriate equipment, as well as offering Personal Flotation Devices (PFD) to all river users. The successful company will also be expected to provide stewardship and river safety information and support efforts to reduce parking and congestion at the put-in and take-out points in Clackamette Cove.

The City is open to a variety of potential equipment rental options, based from a mobile operations facility or other offerings as well as shuttle services between Clackamette Cove and other established access points.

It is essential that any City Concessionaire have the appropriate background to safely operate and provide River Concession Services on the Clackamas and Willamette Rivers and within Clackamette Cove. Patrons must receive the necessary professional and customer-friendly instruction to properly and safely use Concessionaire supplied equipment.

In its sole discretion, the City may reject any and all proposals if it finds that it would be in the City's interest or in the public's interest to do so.

### History

Paddle traffic is increasing, and the City believes it is the right time to create concession offerings in Clackamette Cove. This will be the first program of its kind within Oregon City. With the direct access to the Clackamas River from Clackamette Cove, we expect a large community interest and a growing trend of water recreation within the area.

### Project Timeline

The City is seeking a partner to provide this concession service from the approval date through Labor Day, beginning upon contract execution for the 2021 summer season. Concessionaire can determine its hours of operation, subject to City approval. If the weather allows and there is enough business to justify staying open, the City may approve a Concessionaire request to continue operations past Labor Day.

### Location

The City and Concessionaire shall work together to determine the specific location within Urban Renewal District property adjacent to Clackamette Cove where Concessionaire shall set up the concessions.

## Concession Agreement

The successful proposer will be required to enter into the Concessionaire Agreement with the City, within five days of notification of being awarded the Agreement.

## Section 2: Scope of Services

### Scope of Services

The following sets forth the minimum Scope of Services required of Awardee Concessionaire. In City's sole discretion, City may negotiate changes to the Scope of work with selected Concessionaire. Primarily City will value professional concession operations, industry experience, creativity, affordability, and outstanding customer service, as the City looks to create a unique, one of a kind experiences for patrons through River Concession Services at Clackamette Cove.

#### General

- 1.) The City will accept proposals for the rental of recreational equipment and for programs and events reasonably related to the main business and uses of the accessed waterways. Rental, sale and service prices (for canoes, kayaks, boats, etc.) charged by Concessionaire must be fair and reasonable, consistent within the market. Such prices shall be set within the contract between Concessionaire and City.
- 2.) Concessionaire agrees to furnish all equipment, boats, supplies, shuttle vehicles, etc. necessary to provide River Concession Services at Clackamette Cove.
- 3.) Concessionaire will outline the following:
  - a. General description of the look and operation of the concession.
  - b. Operations plan including hours, staffing, services to be offered, proposed pricing, maintenance of equipment, and after-hours plan for securing the location.
  - c. Site map including proposed location, size and layout of concession facility, and a plan or identified location for storage of river concession equipment
  - d. Compliance of all State and local laws, regulations and ordinances
  - e. Security and emergency response plan
  - f. Marketing plan, including website, proposed signage, any marketing plans or collaboration ideas, how concessionaire will notify City of any media attention, etc.
- 4.) Concessionaire will provide the following:
  - a. Concessionaire Rules, Regulations & Policies
  - b. Waiver & Release Form

### c. Proof of Insurance

#### **Term**

Awardee Concessionaire will execute the attached one-year contract, with two optional one-year successive terms.

#### **Season/Hours of Operation**

- 1.) The current season of the Clackamas and Willamette Rivers accessed by City property is approximately Memorial Day through Labor Day, which may be extended subject to favorable weather. However, the City reserves the right to modify the season on an annual basis. City property is generally open to the public from dawn till dusk.
- 2.) Concessionaire shall set forth its intended days and hours of operation within its Proposal. Proposals which account for the most public access to River Concession Services will best address the City's needs.

#### **Payment**

City will require a minimum payment of 5% from the gross proceeds, but alternative payment methods will be considered, and increased payments will receive favorable consideration. A monthly report that provides the following details shall be provided to the City: total number and type of equipment rented and related gross proceeds; total number of PFDs provided to adults and children; and, gross proceeds related to any other services or products sold by category (i.e. shuttle service, merchandise, food, beverage, etc.) An additional report summarizing the home zip codes for all people renting equipment shall be provided with the monthly payment by the 10th of the following month.

## **Section 3: Proposal Requirements**

### **Proposal Submission Requirements**

Concessionaires shall submit their proposals in digital format (.pdf format), which shall be no more than 20 pages. Proposers responding to this RFP do so solely at their expense. The City is not responsible for any Proposer's expenses associated with responding to this RFP

The deadline to submit proposals is no later than **June XX, 2021 at 4:00 PM (Closing)**.

The proposal shall be mailed or personally delivered and include one signed hard-copy proposal and an electronic version on a flash drive, labeled "River Concession Plan" and delivered to:

City of Oregon City  
Attn: Matthew Weintraub, Tourism Program Specialist  
625 Center St



P.O. Box 3040  
Oregon City, OR 97045

At a minimum, all proposals shall include the following information:

1. Description and background of business, including services provided and any specific experience operating in river environment and providing water-related recreational rentals.
2. Operating Plan, including how you propose to use the site and coordinate with public transportation services or an in-house shuttle service, what services you propose to provide, how these services would be delivered, hours of operation, and how to reduce shuttle wait time, etc. Plan should consider how parking and congestion can be reduced at Clackamette Cove. Include any proposed signage that will be used for operation or promotion.
3. Staffing Plan, including organization structure, key staff, staff qualifications, anticipated staffing levels and description of training staff will receive to prepare them for the operation. Concessionaire to demonstrate how they will facilitate efficient loading/unloading of passengers and floatation devices.
4. Communication Plan, including how you plan to promote your services, educate users on the safe and proper use of the river, encourage stewardship of the river resources and recognize City.
5. Facility and Equipment Plan, including a description of concession structures proposed to be used on the sites and an inventory of rental equipment. Please include photographs and/or design drawings for structures and specifications and quantity and quality on all equipment to be rented.
6. Describe proposed methods and/or procedures for reservations and payments for rentals, recognizing that, records of all reservations, cancellations, payments, and refunds must be accessible to City personnel.
7. Describe any additional information or options not identified above that Proposer believes would enhance the customer experience, enjoyment and safety.

## Tentative Schedule for Proposal & Award of Contract

The tentative schedule for this Request for Proposals is as follows:

- Release of RFP: June XX, 2021
- Proposal Submission Deadline: June XX, 2021 at 4:00 PM
- Selection/Award of Concessionaire: July XX, 2021
- Notice to Proceed: No later than July XX, 2021

## Questions

Questions can be directed to Matthew Weintraub by e-mail only at [mweintraub@orccity.org](mailto:mweintraub@orccity.org)

## Section 4: Evaluation and Concessionaire Selection



## Selection Process

Proposers will be evaluated on the following evaluation criteria with a maximum possibility of 120 points:

### A. Evaluation Criteria

Proposals will be evaluated by the City using the following criteria:

	<u>Points</u>
1. Introductory Letter	(Pass/Fail)
2. Experience in a similar business providing water-related recreational rentals and river safety education	30 points
3. Operating Plan (staffing, communication, facility and equipment, marketing, etc.)	40 points
4. Month-to-Month Cashflow Projection	20 points
5. Proposers' understanding and responsiveness to the intent of this RFP	10 points
<b>TOTAL: 100 Points</b>	

### B. Evaluation Process

Proposals will be evaluated under the criteria and weights accorded in Section 4.A above, by an evaluation committee.

## Section 5: Additional Information

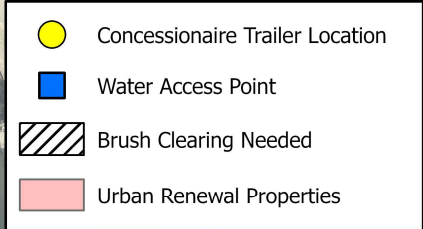
### Insurance

Concessionaire chosen by the City to perform the River Concession Operation shall provide the City with a certificate of insurance naming City, including the City Council, employees and agents, as additional insured with an insurance company in the amount of \$2,000,000 aggregate for General Commercial liability insurance and \$1,000,000 for Workers' Compensation insurance.

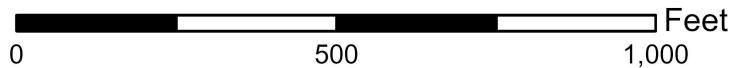
Business Automobile Liability Insurance: applicable to any automobile assigned to or used in the performance of the services, whether owned, hired or non-owned, with a limit of liability of not less than \$2,000,000 combined single limit per accident. This can be accomplished by stacking primary and excess limits. Vendor will have in force Worker's Compensation coverage for all subject workers per ORS656.017 and a waiver of subrogation in favor of the City is required.



Item #3.



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# CITY OF OREGON CITY

## Staff Report

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

**To:** Urban Renewal Commission  
**From:** Executive Director, Tony Konkol

**Agenda Date:** 06/16/2021

### **SUBJECT:**

Urban Renewal Commission Executive Committee Discussion

### **STAFF RECOMMENDATION:**

Engage and reach consensus on various issues impacting the development of the Urban Renewal District as put forth by the Executive Committee of the Urban Renewal Commission.

### **EXECUTIVE SUMMARY:**

The Urban Renewal Executive Committee met on Friday, June 11, 2021, to establish a consensus on the scope and timing of recently discussed topics and the future progress of Urban Renewal.

### **BACKGROUND:**

As a result of a discussion conducted by members of the Executive Committee of the Urban Renewal Commission, it was decided to provide a summary of the topics discussed and to bring one item back to the full Urban Renewal Commission for further deliberation.

The Executive Committee discussed the recent decisions of the Urban Renewal Committee and provided guidance to staff on how these items could be structured and improved with work to be done by staff, the Executive Committee, and/or Leland Consulting:

- Creation of an intergovernmental agreement between the City of Oregon City and the Urban Renewal Commission.
- Development of a vision statement and framework for decision-making pertaining to new projects.
- Deliverables to be completed by the Leland Consulting Group by the contract deadline of August 3, 2021.

The Executive Committee is seeking direction on a potential ballot measure, the timing, and time commitment from Urban Renewal commissioners if November 2021 is the desired goal. The deadline for ballot materials to be submitted to the County is August 13, 2021.

**OPTIONS:**

1. Provide direction to the Executive Committee and staff regarding a potential measure on the November 2021 ballot.
2. Do not provide direction to the Executive Committee and staff regarding a potential measure on the November 2021 ballot.

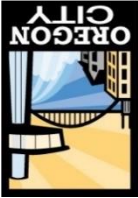
**BUDGET IMPACT:**

Amount: \$0

FY(s): 2021/2022

Funding Source(s):

CITY OF OREGON CITY  
URBAN RENEWAL COMMISSION  
DRAFT MINUTES



Virtual Meeting  
Wednesday, May 19, 2021 at 6:00 PM

CALL TO ORDER

Chair Denyse McGriff called the meeting to order at 6:01 PM.

ROLL CALL

PRESENT: 7 -

Commissioner Adam Marl, Commissioner Frank O'Donnell, Commissioner Shawn Cross, Commissioner Denyse McGriff, Commissioner Doug Neeley, Commissioner Rachel Lyles Smith, and Commissioner Rocky Smith, Jr.

STAFFERS: 4 -

City Manager Tony Konkol, City Recorder Kattie Riggs, Economic Development Manager James Graham, and Finance Director Matt Zook.

CITIZEN COMMENTS

There were no citizen comments.

DISCUSSION ITEMS

1. Amending Existing Commercial Lease with L & B Station dba Coasters Crossing

James Graham, Economic Development Manager, explained that Coaster Crossing has leased the property since June 2018. The existing lease option allows an extension of an additional five years, until May 31, 2026. The amended lease would allow the tenant to continue for five more years and dictates the next steps including rent increases. There was further discussion of the history of the property, the rent value increases, and original negotiation of the lease terms.

Motion made by Commissioner Lyles Smith, seconded by Commissioner Cross, to extend the commercial lease agreement with Coasters Crossing. The motion carried with the following vote:  
Yea: 7 - Commissioner Marl, Commissioner O'Donnell, Commissioner Cross, Commissioner McGriff, Commissioner Neeley, Commissioner Lyles Smith, and Commissioner Smith, Jr.

2. Study of Urban Renewal – Next Steps Under Current Contract

Mr. Graham explained at the last Urban Renewal Commission meeting on April 19, 2021, there was discussion about the direction to take with urban renewal based on the findings of the ongoing Urban Renewal Study. Although there was not an official vote by the Urban Renewal Commission regarding a specific use of urban renewal, all Commissioners verbally advocated for moving forward and decided they would like to explore more options on how to use urban renewal in Oregon City.  
There was clarifying discussion regarding what the direction was from the last meeting and the deliverables still to come from Leland Consulting Group for the amount paid under their current contract including editing to the Urban Renewal Plan or closing the District.

*Tony Konkol, City Manager, asked for directions from the Commission about the desire to close the District or keep it open and update the Urban Renewal Plan and Project List.*

*Commissioner O'Donnell didn't feel the Commission was at a point to determine if the District should be closed or remain open. He felt the questions were: Does the Commission continue to collect the TIF (Tax Increment Financing) at the current rates? Does the Commission not collect TIF at all for some period of time? Is TIF collected at a reduced rate?*

*Sam Brookham, Leland Consulting Group, reviewed where the Commission was and what steps were left. There were questions to be answered and top items to be discussed, such as exploring debt related matters, engaging a Bond Counsel, updating financial projections, updating project costs and adjusting for inflation, assisting with project planning and draft project scopes, specifically for urban renewal-owned properties.*

*Mr. Graham discussed how the staff's ongoing work on a draft decision-making framework (due diligence team) and vision statement could contribute to the work by Leland Consulting Group. Andy Parks, Leland Consulting Group, provided some information related to debt issuance and revenue bonds.*

*Chair McGriff discussed a vote about whether the City should continue the Urban Renewal District. Commissioner O'Donnell noted that public opinion might improve if a specific project were identified. There was discussion of visioning, planning, and identifying projects for urban renewal and the Commissioners discussed their support of urban renewal in general. There should be an advisory vote for a specific project. There was discussion of the wording of a motion that would have the general support of the Urban Renewal Commission.*

*Motion made by Commission Neeley, seconded by Commission Cross, to continue the Urban Renewal District. The motion and second was withdrawn.*

**Motion made by Commissioner O'Donnell, seconded by Commissioner Neeley, to agree that the Commission believes Urban Renewal is a good tool. The motion carried with the following vote:**

**Yea: 7 - Commissioner O'Donnell, Commissioner Cross, Commissioner McGriff, Commissioner Neeley, Commissioner Lyles Smith, and Commissioner Smith, Jr.**

*There was discussion of holding a specific meeting in the near future just to discuss the question of continuing the Urban Renewal District.*

3. Minutes of the April 19, 2021 Urban Renewal Commission Meeting
4. Minutes of the April 21, 2021 Urban Renewal Commission Meeting

**Motion made by Commissioner Neeley, seconded by Commissioner Cross, to approve the minutes of April 19, 2021 and April 21, 2021 as presented. The motion carried with the following vote:**

**Yea: 6 - Commissioner O'Donnell, Commissioner Cross, Commissioner McGriff, Commissioner Lyles Smith, and Commissioner Smith, Jr.**

**Abstaining: 1 - Commissioner Neeley**

*Mr. Konkol asked one more clarifying question for the Commissioners to answer: Are the next steps, as explained by Leland Consulting, appropriate to move forward with?*

*The answers were as follows:*

*Commissioner Neeley – Yes*

*Commissioner O'Donnell – No*

*Commissioner Marl – No*

*Commissioner Cross – Yes*

*Commissioner Smith – No*

*Commissioner Lyles Smith – No*

*Chair McGriff – Yes*

*Mr. Konkol explained that staff would find a day, not before a City Commission meeting to bring back the same or similar discussion for further deliberation.*

## **COMMUNICATIONS**

## **ADJOURNMENT**

*Chair Denyse McGriff adjourned the meeting at 7:02 PM.*

Respectfully submitted,

---

Kattie Riggs, City Recorder

# Public Comment for Urban Renewal Commission - 06/16/2021

[illegible]



## City of Oregon City – Urban Renewal Commission

MEETING DATE:	<u>June 16, 2021</u>	<input type="checkbox"/> Regular Meeting <input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Special Meeting
LOCATION:	City Hall - Chambers	
CONVENE:	6:01 PM	ADJOURN: 7:07 PM

<b>Vote</b>	<b>URBAN RENEWAL COMMISSION</b>	<b>PRESENT</b>	<b>ABSENT</b>
1	Commissioner Frank O'Donnell	X	
2	Commissioner Shawn Cross (VC)	X	
3	Commissioner Rachel Lyles Smith	X	
4	Commissioner Doug Neeley	X	
5	Commissioner Adam Marl	X	
6	Commissioner Rocky Smith	X	
7	Chair Denyse McGriff	X	

<b>STAFF</b>	<b>TITLE</b>	<b>PRESENT</b>
Tony Konkol	City Manager	X
Kattie Riggs	City Recorder	X
James Graham	Economic Development Manager	X
Matt Zook	Finance Director	X
Matthew Weintraub	Tourism Coordinator	X

ADDITIONAL SUPPORT:	PRESENT