CITY OF OREGON CITY
CITY COMMISSION ADDITIONAL RETREAT 2021 MEETING
MINUTES

Virtual Meeting
Tuesday, February 23, 2021 at 5:30 PM

1. CONVENE MEETING AND ROLL CALL (5:30 PM)

Commission President Rocky Smith called the meeting to order at 5:33 PM.

PRESENT: 4 -	Commissioner Denyse McGriff, Commissioner Frank O'Donnell, Commissioner Rachel Lyles Smith, Commissioner Rocky Smith, Jr.
STAFFERS: 10 -	City Manager Tony Konkol, City Recorder Kattie Riggs, Asst. to the City Manager Lisa Oreskovich, Chief of Police Jim Band, Community Development Director Laura Terway, Public Works Director John Lewis, Finance Director Matt Zook, Human Resources Director Patrick Foiles, Economic Development Manager James Graham, and Communication Coordinator Kristin Brown (joined at 7:34 PM).

2. AGENDA REVIEW

3. REVIEW ROLES AND GROUND RULES

3a. Review Roles

3b. Review Ground Rules

4. REORIENT TO GOAL-SETTING PROCESS

5a. Goal Setting Outcomes

Sara Singer Wilson, Facilitator, welcomed everyone and reviewed the outcomes. Then she reviewed the agenda and timeframe for the meeting. Ms. Singer Wilson reviewed the roles and rules. She explained that the staff would be pretty quiet during this meeting to allow the Commission to refine the Goals more.

5. RECAP OF RETREAT MEETINGS DAY ONE AND TWO (5:45 PM)

Ms. Singer Wilson provided an overview of the process and context the Commission and where they would start the process for this meeting.

6. GOAL REFINEMENT (5:55 PM)

Ms. Singer Wilson reviewed the draft goals and strategies one goal at a time. There was discussion about if the goals and strategies should be more specific as to list projects or be higher level. The Commission decided to go strategy by strategy to review and edit.

The Commission took a break from 6:58 PM to 7:08 PM.

5a. Review Draft Goals and Strategies

5b. Commission Discussion

7. BREAK (6:55 PM)

8. PRIORITIZATION EXERCISE (7:05 PM)

Ms. Singer Wilson explained that she would be using a software system called Mentimeter, which is a live surveying tool to help the Commission prioritize their goals and strategies. She asked the Commission to access www.menti.com and enter the code to the live poll she created. Ms. Singer Wilson provided a test question, then moved into the live survey.

The Commission prioritized the strategies as follows (1=highest priority):

Invest in current and future capital needs for safe, sustainable infrastructure and City services:

1. *Prioritize projects in the transportation master plan to maximize safety and connectivity.*
2. *Complete an analysis to identify deferred maintenance and ongoing asset management costs for parks and identify funding options.*
3. *Review SDCs and utility rates to strike a balance between SDCs and rates.*
4. *Prioritize the implementation of the IT Strategic Plan.*
5. *Complete parks master plan and update system development fees.*
6. *Assess the communication infrastructure and equipment to improve overall quality and reliability of service to the community.*
7. *Develop a citywide facility master plan.*

Support improvements and partnerships that contribute to our hometown feel and showcase Oregon City's unique community identity:

1. *Determine the City's role in supporting community events and other amenities that support tourism and contribute to hometown feel.*
2. *Determine and establish relationships with the Tribes that have a shared history with Oregon City.*
3. *Enhance partnerships – County, Museum, CC Heritage Council, Downtown Association, Statewide Main Street Program, etc.*
4. *Promote the arts as a focus of community identity and reactivate the Arts Commission.*
5. *Use art to attract and engage more community members and visitors.*

Promote tourism and support economic development to foster community sustainability:

1. *Prioritize and implement the Citywide Economic Development Strategy.*
2. *Determine implementation of 2020 urban renewal study.*
3. *Implement the Tourism Strategy.*

Support diverse housing options in Oregon City:

1. *Prepare a plan to identify and implement housing strategies, tools and opportunities that work best for Oregon City.*
2. *Update City Code to provide additional housing choices in Oregon City.*
3. *Conduct a more detained analysis of Oregon City's housing inventory.*

Adopt and implement a Homelessness Strategy for Oregon City:

1. *Formalize the City's internal strategy to address homelessness and surrounding issues, communicate the strategy with the community, and continue engaging the community.*
2. *Develop partnerships with other local and regional governments to develop local and regional solutions including Oregon City's needs in serving the homeless population.*

Protect and preserve our environmental health and natural resources:

1. *Develop a climate action plan.*
2. *Evaluate a Citywide tree protection Ordinance.*

Promote diversity, equity and inclusion (DEI) for a safe, inclusive community and organization:

1. *Using the vision articulated in Resolution No. 20-19, develop a comprehensive internal and external DEI framework.*
2. *Create a community task force to guide the external DEI work.*
3. *Evaluate internal policies, procedures, hiring practices, purchasing, and Codes to reduce barriers and systemic inequities.*

The Commission prioritized the over-arching Goals as follows (1=highest priority):

1. *Promote diversity, equity and inclusion for a safe, inclusive community and organization*
2. *Invest in current and future capital needs for safe, sustainable infrastructure and City services*
3. *Improve the City's engagement efforts to reach the broader Oregon City community and inform the policy process*
4. *Adopt and implement a Homelessness Strategy for Oregon City*
5. *Promote tourism and support economic development to foster community sustainability*
6. *Support diverse housing options in Oregon City*

There was discussion about allowing the Oregon City residence the opportunity to prioritize these items. No consensus was reached.

9. DEVELOPING THE PLAN (7:45 PM)

7a. Implementation and Progress Reporting Discussion

10. TEAM AGREEMENT DISCUSSION (8:00 PM)

The Commission took a short break. They did a break-out session for the activity.

The Commission needed from staff:

- *A work plan for the biennium.*
- *Staff to be realistic and forthcoming of what is needed.*
- *What can be accomplished and in what timeframe, what are the trade-offs, chart-out milestones.*

The staff needed from the Commission:

- *Can't do it all, even though we recognize they are all great priorities (doing a small number of things well many be better than doing all of them not as well).*
- *These will take funding, time, and resources.*
- *Trust the process*
- *Clear direction from the Commission as a whole*
- *Stay focused on the Goals*
- *Assume positive intent*

- *Active advocates for program implementations*
- *Don't underestimate the value in the personal relationships you make*
- *Listen to all voices, not the loudest voices*
- *Keep on Truckin'*

11. REFLECTION ACTIVITY (8:30 PM)

12. WRAP-UP, QUESTIONS, NEXT STEPS (8:45 PM)

Ms. Singer Wilson mentioned the next steps would be to discuss implementation and progress reporting. With all the information from this meeting, staff will develop a workplan that will identify who the project leads are, the estimated timelines, and cost associated with each. The progress would be reported on a 6-month check-in with an annual report allowing for adjustments as need to the plan. There were discussions about the number of check-ins and if a dashboard could be created. The consensus was to have more frequent check-ins.

13. ADJOURNMENT (9:00 PM)

The meeting was adjourned at 9:03 PM.

Respectfully submitted,

Kattie Riggs

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Kattie Riggs, City Recorder