



CITY OF OREGON CITY

CITIZEN INVOLVEMENT COMMITTEE (CIC)

AGENDA

Commission Chambers, 625 Center Street, Oregon City
Monday, February 05, 2024 at 7:00 PM

This meeting will be held online via Zoom as well as in person at City Hall Chambers in Oregon City. The Zoom meeting link is:

<https://zoom.us/j/3071493715?pwd=Ujk0Q004SXRjanhtREJsZ25sd1pIZz09&omn=98412488623>

Please contact the Community Engagement Specialist, Hannah Schmidt at hschmidt@orc.org for the meeting passcode.

CALL TO ORDER

PUBLIC COMMENT

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The Citizen Involvement Committee does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the Citizen Involvement Committee.

PRESENTATIONS

1. Juliana Allen-Downtown Oregon City Association
2. Sam Drevo-Two Rivers Neighborhood Association
3. Spring Forward Event-Hannah Schmidt

ELECTIONS

MINUTES

- [4.](#) November 1, 2021 CIC Meeting Minutes
- [5.](#) December 6, 2021 CIC Meeting Minutes
- [6.](#) December 4, 2023 CIC Meeting Minutes

STAFF LIAISON UPDATES

- [7.](#) CIC Budget
- [8.](#) Staff Report

ROUNDTABLE

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

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

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.

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 at 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

CITIZEN INVOLVEMENT COMMITTEE (CIC)

MINUTES

Commission Chambers, 625 Center Street, Oregon City
Monday, November 1, 2021 at 7:00 PM

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

CALL TO ORDER

PRESENT: 11 - Linda Baysinger, Dennis Anderson, Karla Laws, Dorothy Dahlsrud, Sara Peterson, Denise Beasley, Bob LaSalle, John Kies, Karin Morey, Amy Willhite, Bonnie Espie, Hunter Pico

STAFFERS: 3 - Senior Planner Christina Robertson-Gardiner, Commissioner Adam Marl, Commissioner Denise McGriff

PUBLIC COMMENT

There were no public comments related to items not on the agenda.

PRESENTATIONS

1. Chamber of Commerce – Victoria Meinig

November is Shop Local month. There is a weekly networking meeting each month on Zoom, and at November 17th's meeting, there will be a nonprofit showcase featuring six local nonprofits. Clackamas County is continuing to work on business recovery trying to reach out to the 4000+ businesses in Oregon City and the surrounding area.

2. Corner 14 – Derek Metson

Corner 14 is looking to add two new food carts and a covered awning at the south end of the property as well as bringing the parking site into conformance with city code. There have been conversations with property owners directly south of the site because of encroachment, and they will be asking the city for a variance.

MEETING MINUTES - NONE

STAFF LIAISON UPDATES

3. STAFF LIAISON REPORT – Christina Robertson-Gardiner

Christina reminded the CIC members that she is the new contact for all postcard questions. She attached the latest update to the budget for the fiscal year showing the amount available for each neighborhood until June 2022. The city calendar removed all recurring neighborhood association meetings because meeting dates are inconsistent due to COVID. She will add meeting dates and times as given to her by the neighborhood chairs. She

reviewed the Land Use 101 meeting from October and will share a video when it becomes available. An appeal worksheet was created for the neighborhoods, and when it is final, it will become available online.

GENERAL BUSINESS

4. Open Forum

The neighborhood chairs were given a list of questions from the city about what they think is going well and what can be improved, and each attending chair offered thoughtful answers.

ROUNDTABLE

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

Canemah – Linda Baysinger

They have a meeting on November 17th. The Canemah neighborhood participated in the Halloween Hub and won!

Caulfield – John Kies

There will be a neighborhood meeting at the end of November with a couple of presenters. They hope to meet in person again soon.

Barclay Hills – Karla Laws

A neighborhood meeting will be held on November 9th to talk about land use and renaming the neighborhood Elyville which was its original name. It was noted that some kids at Gardner Middle School helped save a 300+-year-old oak tree after writing a letter in the local newspaper, and Oregon City Parks became involved and is working to prune it and restore the native habitat underneath it.

Gaffney Lane – Amy Willhite

Their first in-person meeting since COVID will be on November 9th at Citizen Bank. They will have a land-use presentation concerning a medical building.

Hillendale –Sara Peterson

Their neighborhood lost the chair, but they are working together with Tower Vista. Meetings will be held via Zoom, and they will have a steering committee meeting on November 2nd.

McLoughlin – Denise Beasley

There will be a neighborhood meeting on Zoom on November 4th where representatives from Grand Ronde will talk about the Willamette Falls Project.

Rivercrest – Karin Morey

Rivercrest will have a meeting via Zoom on the third Tuesday of January.

Commissioner Denise McGriff

The Downtown Oregon City Association is working hard with the city to revive Downtown. The new Christmas ornament this year is the courthouse.

ADJOURNMENT

The meeting was adjourned.



CITY OF OREGON CITY

CITIZEN INVOLVEMENT COMMITTEE (CIC)

MINUTES

Commission Chambers, 625 Center Street, Oregon City
Monday, December 6, 2021 at 7:00 PM

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

CALL TO ORDER

PRESENT: 11 - Linda Baysinger, Dennis Anderson, Karla Laws, Dorothy Dahlsrud, Sara Peterson, Hunter Pico, Denise Beasley, Steve VanHaverbeke, Bob LaSalle, John Kies, Bonnie Espie

STAFFERS: 3 - Senior Planner Christina Robertson-Gardiner, Commissioner Adam Marl, Commissioner Denise McGriff

PUBLIC COMMENT

William Gifford: William asked to be reimbursed \$150 for the Zoom account he created for the neighborhoods to use for meetings during COVID.

Steve VanHaverbeke made a motion to reimburse William Gifford for \$150 for use of the Zoom account out of CIC funds. Dorothy Dahlsrud seconded the motion. Motion carried. Ayes: Linda Baysinger, Dennis Anderson, Karla Laws, Dorothy Dahlsrud, Sara Peterson, Hunter Pico, Denise Beasley, Steve VanHaverbeke, Bob LaSalle, John Kies, Bonnie Espie.

A motion was made to move forward to support the neighborhood Zoom account by (unknown person), and it was seconded by (Unknown person). Motion carried. Ayes: Linda Baysinger, Dennis Anderson, Karla Laws, Dorothy Dahlsrud, Sara Peterson, Hunter Pico, Denise Beasley, Steve VanHaverbeke, Bob LaSalle, John Kies, Bonnie Espie

PRESENTATIONS

1. Chamber of Commerce – Victoria Meinig

The city is still focusing on shopping local and working on business recovery. Business recovery funding is available until March 2022. A business recovery survey is available to help the city understand where to best use ARPA funds.

There has been some work on destination marketing for Oregon City. James Graham, Economic Development Manager, presented details around "Destination Ready," which is a coordinated strategy to develop more Oregon City tourism at the conclusion of COVID.

2. Barclay Hills Name Change – Karla Laws

The Barclay Hills neighborhood has unanimously voted to change the name of the neighborhood back to Elyville. This change is being presented today to the CIC and will be brought before the City Commission.

MEETING MINUTES - NONE

STAFF LIAISON UPDATES

3. STAFF LIAISON REPORT – Christina Robertson-Gardiner

The Land Use 101 meeting video is still unavailable at this time, but the PowerPoint presentation is available online in PDF format. Two new staff members will be starting soon in the Planning Department. Aquilla Hurd-Ravich will be the interim community development director. The new planning manager (name unavailable at this time) will start soon.

ROUNDTABLE

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

Canemah – Linda Baysinger

There was a general meeting on November 18th in person, and they elected officers. The neighborhood is planning to buy some A-frame signs to use to announce meetings.

Caulfield – John Kies

They had a general meeting on November 30th via Zoom. There was a presentation from the Fire Department and another one from Bob Cochran, campus security at Clackamas College.

Barclay Hills – Karla Laws & Dorothy Dahlsrud

A steering committee meeting is scheduled for December 14th. Metro will be speaking at the general meeting in January. They are planning on a possible neighborhood gathering at the farmer's market, and they would like a table there to help others understand the history behind their name change to Elyville.

McLoughlin – Denise Beasley

They had a steering committee meeting last week and had a couple of building questions. Their next general meeting will be in January.

Hillendale –Sara Peterson

Their neighborhood president has resigned, and Hunter Pico will be covering that position until someone else can take it. Hillendale joins with Tower Vista to combine meetings. They are focusing on how to bring more people to their meetings.

Park Place –Steve VanHaverbeke

The neighborhood had a Zoom meeting in November with discussions centered around how to have elections with secret ballots while meeting remotely. The next steering committee meeting will be in January with a general meeting in February.

South End –Bonnie Espie

They are not having active neighborhood meetings right now, but they are excited about the Tyrone S. Woods Memorial Park.

Commissioner Adam Marl

Metro will be operating Newell Creek Nature Park with more amenities to attract young people. Metro has put signage up to let visitors know who to contact with security issues, and there will be rangers in the park. He attended the first I-205 toll diversion meeting. The city commission is looking to vote soon on some amendments around election appointments for the HRB and Planning Commission. A work session tomorrow will be addressing the Park Place Sidewalk Project.

ADJOURNMENT

The meeting was adjourned.



CITY OF OREGON CITY

CITIZEN INVOLVEMENT COMMITTEE (CIC)

MINUTES

Commission Chambers, 625 Center Street, Oregon City
Monday, December 4, 2023 at 7:00 PM

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

CALL TO ORDER

PRESENT: 10 - Linda Baysinger, Dennis Anderson, Dan Berge, Dorothy Dahlsrud, Josh Kayser, Sara Peterson, Denise Beasley, Willemjin Ilcisin, Steve VanHaverbeke, Bob LaSalle

STAFFERS: 3 - Community Engagement Specialist Hannah Schmidt, Communications Manager Jarrod Lyman, Commissioner Adam Marl

PRESENTATIONS

1. Rivers of Life Center – Jerry Herrmann

Jerry Herrmann gave a presentation for Rivers of Life Center. This organization is a nonprofit 501c3 training and education organization who trains and employs youth in environmental landscaping, enhancement projects, tour guides, and hosting that could lead them into potential careers. They are looking for local youth and young adults to work and learn with them.

2. CIC Officer Nominations

Officer elections for chair, vice chair, and secretary will be held at the February 2024 meeting.

Sara Peterson nominated Josh Kayser, and Dennis Anderson nominated Linda Baysinger. Bob let the committee know that he will not vote in the elections unless a tie breaker will be needed.

3. Each committee member gave a small autobiography about themselves.

PUBLIC COMMENT – NONE

MEETING MINUTES

Josh Kayser made a motion to approve the Meeting Minutes for November 6, 2023. This was seconded by Steve VanHaverbeke. Motion Carried. Ayes: Linda Baysinger, Dennis Anderson, Dan Berge, Dorothy Dahlsrud, Josh Kayser, Sara Peterson, Denise Beasley, Willemjin Ilcisin, Steve VanHaverbeke, Bob LaSalle.

STAFF LIAISON UPDATES

It was confirmed that the neighborhood association flyers went out in the utility bills and there have been new subscribers. The cost was a little bit more than anticipated as shown in the monthly budget spreadsheet. The city will monitor how this goes and to see if the CIC would like to send another flyer in the future.

It is time to renew membership in the CIC and individual neighborhood associations. Applications are online. There are term limits only for the chair, vice chair, and secretary of the CIC. An online application for the CIC requires an official nomination from a neighborhood association.

The website is being updated, and an email was sent to CIC members for corrected information.

The city's Zoom account is available for neighborhoods to use for their meetings.

There will be an open house on December 11, 2023 from 4:00-6:00 p.m. to meet the top three candidates for assistant city manager.

There will be no meeting in January due to the New Year's holiday.

ADJOURNMENT

The meeting was adjourned.

Citizen Involvement Committee
City of Oregon City
Financial Summary
Fiscal Year 2023-24
as of January 24, 2024

Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hazel Grove	Hillendale	McLoughlin	Park Place	Rivercrest	South End	TowerVista	Two Rivers	Total
Addresses	195	2216	1746	1664	1060	1877	2003	1386	792	1456	1199	603	16,197
Prorated Budget	\$361.00	\$4,104.00	\$3,235.00	\$3,082.00	\$1,963.00	\$3,477.00	\$3,711.00	\$2,567.00	\$1,467.00	\$2,697.00	\$2,221.00	\$1,115.00	\$ 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)	\$ (102.81)	\$ (182.04)	\$ (1,394.27)	\$ (134.42)	\$ (76.81)	\$ (141.21)	\$ (116.29)	\$ (420.89)	\$ (4,496.30)
December													\$ -
January						\$ (689.41)	\$ (1,200.60)				\$ (440.39)	\$ (361.80)	\$ (2,692.20)
Remaining	(\$77.91)	\$2,451.04	\$971.06	\$2,920.61	\$1,860.19	\$1,477.89	(\$86.27)	\$2,432.58	\$1,390.19	\$2,555.79	\$943.98	\$332.31	\$ 17,171.46

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Association
08/22/2023	August	BUEL'S IMPRESSIONS PRINTING	ELLYVILLE NEIGHBORHOOS 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	HILLEDALE/TOWER VISTA MAILING	\$ 1,848.00	Hillendale/Tower Vista*
11/01/2023	November	BUEL'S IMPRESSIONS PRINTING	ELYVILLE 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
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
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	HILLEDALE POSTCARDS	\$ 1,129.80	Hillendale/Tower Vista*
01/22/2024	January	BUEL'S IMPRESSIONS PRINTING	TWO RIVERS MAILER	\$ 361.80	Two Rivers
				\$ 12,828.54	

Shared by all based on address proration

Shared by all based on address proration

*Prorated based on addresses



CITY OF OREGON CITY

Staff Report

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

To: Citizen Involvement Committee
From: Community Engagement Specialist
Hannah Schmidt

Agenda Date: February 5, 2024

SUBJECT: STAFF LIASON UPDATES

1. Trail News

An updated list of NA meetings for February/March was placed in [E-Trail News](#). The quarterly Spring Trail News is expected to be sent out by March. If your NA has not sent an updated schedule for 2024 to Hannah Schmidt, please do so ASAP.

2. Molalla 24-inch Transmission Main – WIFIA 3-1 Project

Patty Nelson, Project Manager, would like to present the project to the CIC on March 4, 2024. Patty will also be presenting to Elyville and Hillendale NA in April and May.

3. Postcard Mailers

The City is working on signing a 1-year contract with Eagle Web Press for the NA mailers. Postcards would have to be moved from 4.25x5.5 to 4.0-5.5, but would save a total of \$0.12/postcard. Buels Impressions Printing currently charges \$0.60 per postcard and Eagle Web Press would charge \$0.48 per postcard.

Potential NA savings:

	Canemah	Caufield	Elyville	Hillendale/ Tower Vista	McLoughlin	Park Place	Two Rivers
Population	196	2,433	1,809	1,884 + 1202 = 3,086	2,005	1,388	604
Buels \$0.60	\$117.60	\$1,459.80	\$1,085.40	\$1,851.60	\$1,203	\$832.80	\$362.40
Eagle Web Press \$0.48	\$94.08	\$1167.84	\$868.32	1,481.28	\$962.40	\$666.24	\$289.92
Savings	\$23.52	\$291.96	\$217.08	\$370.32	\$240.60	\$166.56	\$72.48

4. CIC Renewals

Hillendale is the only NA that has completed their CIC applications and submitted proof of their NA nominations. Each NA needs to submit a copy of their NA Meeting Minutes from the meeting in which a CIC Representative was nominated, or a document from their NA secretary stating the nominated CIC representative.

Meeting Minutes needed:

- 01/15/2024 Park Place NA Meeting
- 01/23/2024 Caufield NA Meeting
- 02/01/2024 McLoughlin NA Meeting
- 02/15/2023 Canemah NA Meeting
- 03/12/2024 Elyville NA Meeting

If you have not completed your CIC application, please do so ASAP. I am hoping that CIC Appointments by the Mayor can be scheduled for March/April.

5. Website Updates

- Please check to ensure that the information under **Members** is correct, and all emails that you would like to have provided to the public are posted properly.
- Make sure **Meeting Information** dates, times, and locations are up to date.
- Any postcard/graphic information you send about your upcoming NA meeting will be posted under **Upcoming Meetings**.
- A **Calendar** will also be present on your NA's website. Users will be able to see upcoming NA meetings. Users will also have the ability to sign up for email/text alerts about upcoming NA Meetings or other important updates.
- **NA Records**
 - All NA webpages have been updated to include a link to Webdrawer. Webdrawer is the Oregon Records Management System's (ORMS) public website where all public records can be accessed. Each Webdrawer link on the NA's webpage takes you directly to that NA's public record file. Some of these files date back to 2014 or earlier. Every NA has varying documents in their files.
 - If you would like to publish recent public files (agendas, minutes, amendments, etc...) from 2019+, you can send them to hschmidt@orccity.org and I will post them directly on the City's website. These documents will be accessible by year. I will also upload them onto ORMS where they can be accessed from the Webdrawer link.
 - If you would like to publish past documents from before 2020, please check the Webdrawer link on your NA webpage to make sure it is not already published. If it is not, send any these documents to hschmidt@orccity.org and I will post them onto ORMS where they can be accessed from the Webdrawer link.

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 – Canemah
 CFNA – Caufield
 GLNA – Gaffney Lane
 H/TV NA – Hillendale/Tower Vista
 MNA – McLoughlin
 PPNA – Parks Place
 RNA – Rivercrest
 SENA – South End
 TRNA – Two Rivers

	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-23	16	117	25	31	32	68	89	105	35	43	12
New Contacts	6	9	7	5	3	5	7	18	5	8	7

7. 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.