



CITY OF OREGON CITY CITY COMMISSION RETREAT 2021 – DAY ONE - REVISED MINUTES

**Virtual Meeting
Friday, January 29, 2021 at 5:00 PM**

VIRTUAL MEETING OF THE CITY COMMISSION

1. CONVENE MEETING AND ROLL CALL (5:00 PM)

Commission President Rocky Smith called the meeting to order at 5:01 PM

PRESENT: 4 - Commissioner Frank O'Donnell, Commissioner Rachel Lyles Smith, Commissioner Rocky Smith, Jr.

STAFFERS: 13 - City Manager Tony Konkol, City Recorder Kattie Riggs, Assistant to the City Manager Lisa Oreskovich, Assistant City Recorder Jakob Wiley, Community Development Laura Terway, Community Coordination Coordinator Kristen Brown, Economic Development Director James Graham, Finance Director Matt Zook, Parks and Recreation Director Kendall Reid, Police Chief Jim Band, Public Works Director John Lewis, Library Director Greg Williams, and Human Resources Director Patrick Foiles.

2. WELCOME AND AGENDA OVERVIEW (5:00 PM)

2a. Agenda Review, Introductions, and Intentions

Tony Konkol, City Manager, provided an introduction to the meeting format and outlined the purpose of the retreat. Mr. Konkol introduced Sara Singer Wilson, the facilitator for the meeting.

Sara Singer Wilson, facilitator from Singer Wilson Consulting, reviewed the roles for the retreat and the meeting style. Ms. Singer Wilson outlined the roles of facilitator, commission, and the staff. She also reviewed the agenda for the first day of the retreat. Ms. Singer Wilson reviewed the goal setting process. Attendees shared their intentions for the retreat and commented on their own expectations for the goal-setting process.

2b. Review Roles and Establish Ground Rules

The City Commission identified ground rules for the retreat. These were: (1) be patient with facilitator and technology. Ask for help. (2) be active listeners, (3) use the hand raise feature or physically raise hand, (4) speak up and step back, (5) assume positive intent, (6) we can agree to disagree, (7) goals move forward with consensus or majority – otherwise the parking lot.

2c. Goal-Setting Process Overview

Ms. Singer Wilson reviewed the goal-setting process which included setting the intentions, aligning the vision, reflect, look back, and celebrating previously accomplished goals, reviewing the context, gathering all ideas, refine goals and actions, and make a plan.

2d. Citizen Input Received Through Online Form and Email

3. WARM-UP TEAM BUILDING ACTIVITY (5:30 PM)

Retreat attendees worked individually to identify their communication style, their favorite part of the job, the most frustrating/challenging part of the job, and a personal bumper sticker phrase. A short break followed the warm-up activities.

4. REVIEW AND CELEBRATE PROGRESS OF 2020 GOALS (6:00 PM)

4a. 2020 Accomplishments and Goals Progress Information

Ms. Singer Wilson asked all attendees to write in the chat one accomplishment they were proud of over the last year.

5. ENVIRONMENTAL SCAN (6:15 PM)

5a. Staff Updates:

-Infrastructure Needs - Parks, Water, Sewer, Transportation/Ped Safety

John Lewis, Public Works Director, provided a report on water, sewer, stormwater, and transportation infrastructure. He explained that the Master Plans for all had been adopted, but the System Development Charges (SDC) and rates needed to be updated to match what was outlined in the Master Plans.

Kendall Reid, Parks & Recreation Director, provided an overview on the parks infrastructure needs. He mentioned that the City would be hiring a consultant to gather more deferred maintain information along with cost recovery.

-Homelessness

Jim, Police Chief, discussed services and challenges for addressing homelessness in the community. Mr. Band suggested the effort was missing a political element and coordination with Clackamas County would be helpful to have a cohesive approach to homelessness.

-Housing/Construction Excise Tax

Laura Terway, Community Development Director, discussed housing costs and the community's interest in the "missing middle" in housing. Ms. Terway suggested that a variety of strategies could address this issue, including annexation, system development charges, and strategic investment.

-Diversity, Equity, and Inclusion

Patrick Foiles, Human Resources Director, discussed diversity, equity, and inclusion (DEI) efforts in the City. Mr. Foiles identified that Resolution 20-19 was a cornerstone of the City's new DEI efforts. He explained that staff had engaged in trainings and that there were lots of opportunities to engage the Commission and the community.

-Economic Development/Tourism

James Graham, Economic Development Manager, discussed the City's efforts to keep businesses open during the pandemic, the tourism strategic plan, and the Urban Renewal Commission's status, and efforts to improve downtown, and the development of the Economic Development Strategic Plan.

Mr. Konkol discussed several items that the City Commission had identified for discussion during the retreat over the past year including Charter amendments, Marijuana funding, non-profit organizations, special events, and pedestrian safety. He also mentioned that staff was still working on the railroad quiet zone, overall City Facilities Plan, Waterfront Master Plan, and the Parks & Recreation Master Plan.

5b. Context Mapping Exercise - Breakout Groups (#1)

Ms. Singer Wilson explained the context mapping exercise and what was expected by groups in the breakout rooms. The groups were to identify items for discussion of goals and priorities. These were in the categories of growth trends, community needs, political factors, tech trends, economic climate, other community trends, and uncertainties.

5c. Team Discussion

The various groups shared the discussions in the breakout groups. Each group presented the items they identified in their groups. The City Commissioners had discussion.

6. BREAK (7:00 PM)

7. VISION ALIGNMENT (7:10 PM)

7a. Vision Cover Story Team Exercise - Breakout Groups (#2)

The groups brainstormed ideas for the vision statements. The retreat attendees moved to breakout rooms to brainstorm ideas for the vision statement activity.

7b. Discussion and Debrief

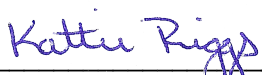
Due to time concerns, the vision statement team exercised was extended to also be part of the warm-up activity for Day 2 of the retreat. The attendees briefly discussed their brainstorming progress after returning from the breakout rooms.

8. WRAP-UP, QUESTIONS, NEXT STEPS (8:15 PM)

9. ADJOURNMENT (8:30 PM)

Commission President Smith adjourned the meeting at 8:30 PM.

Respectfully submitted,



Kattie Riggs, City Recorder