



CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE AGENDA

City Hall Mt. Hood Room, 625 Center St., Oregon City
Monday, October 6, 2025 at 7:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
 - Register to provide electronic testimony (email hschmidt@orcity.org or call 503-496-1510 by 3:00 PM on the day of the meeting to register)
 - Email hschmidt@orcity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
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1. CALL TO ORDER AND ROLL CALL

2. PRESENTATIONS

- a. Ziplly Fiber in Oregon City - Josh Wheeler, Public Works Development Project Manager
- b. Social Media Work Group Update

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. APPROVAL OF MINUTES

- a. August 4, 2025 Citizen Involvement Committee Meeting Minutes

5. STAFF LIAISON UPDATES

- a. October Staff Report
- b. CIC Budget Update

6. GENERAL BUSINESS

- a. November and January Postcard Schedule

7. ROUNDTABLE

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

8. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

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](#) 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.



Franchise Utilities Public Utility Easements & Ziplly Fiber

Citizen Involvement Committee
October 6, 2025



Franchise Utilities

- What are franchise utilities?
 - Sometimes called 'Dry' Utilities
 - Located on power poles OR Located underground
 - Types of utilities :
 - Electric
 - Gas
 - Telephone
 - Cable
 - Telecommunication
 - Fiberoptic



Franchise Utilities

- Most common utility companies :
 - PGE
 - NW Natural
 - BCT Telephone
 - Comcast
 - Century Link/Lumen
 - Ziplly
 - Lightspeed Networks
 - Oregon City Fiber
 - Clackamas County Fiber

<https://www.orcity.org/1826/Utility-Providers>



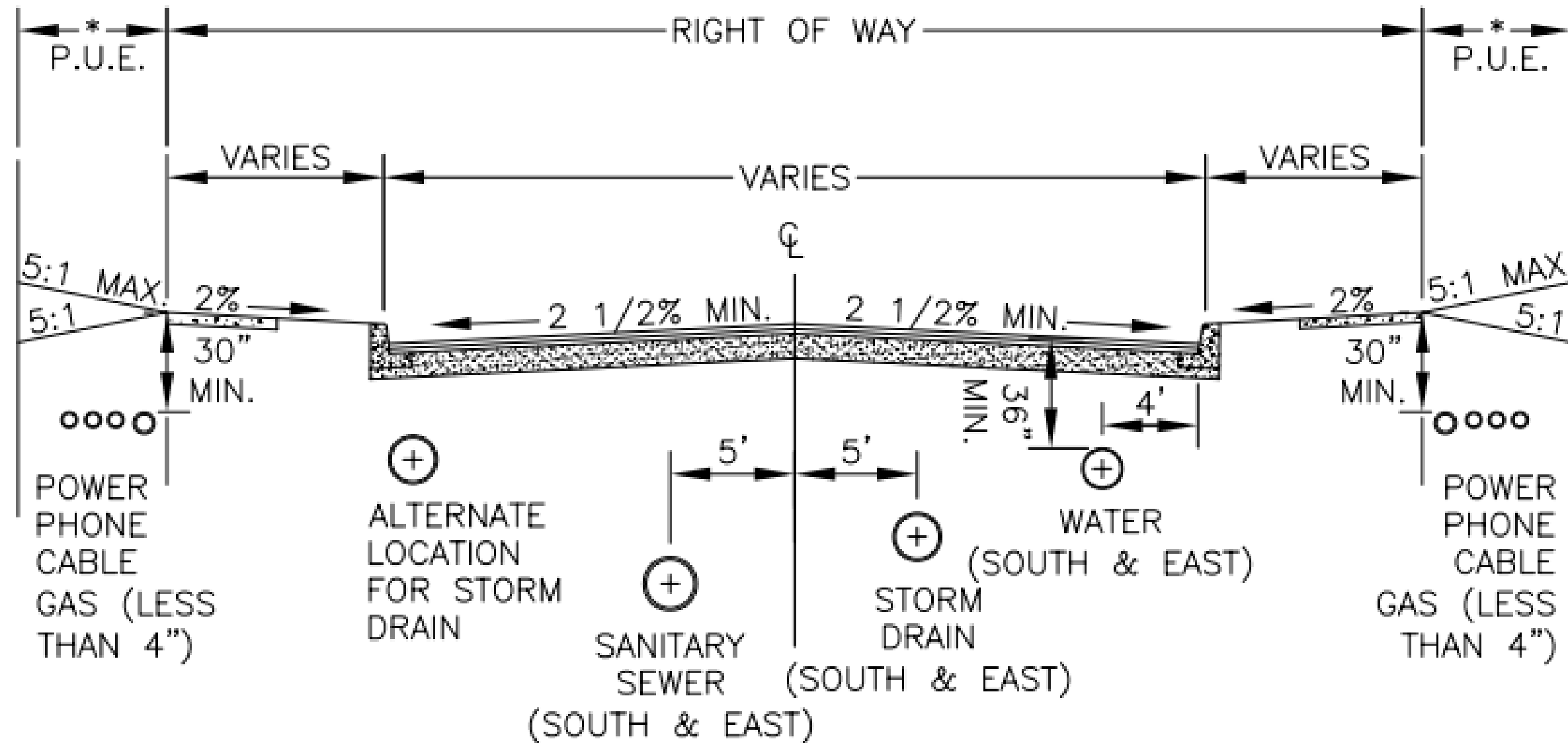
Franchise Utilities

- City Regulated by OCMC 13.24 and OCMC 13.34
- Since approximately 1990, located in a Public Utility Easement (PUE), but why?
- Generally, most new infrastructure is placed underground, but why?



Franchise Utilities

It is the only place they will fit!



NOTES:

1. STREET TREES, LIGHT POLES, AND FIRE HYDRANTS SHALL BE LOCATED IN THE PLANTER STRIP WHERE AVAILABLE, OTHERWISE AS APPROVED BY THE CITY ENGINEER.
- * 10' P.U.E. FOR R-10, R-8, R-6, R3.5, R-2, G1, C1. ALL OTHER ZONES 5' P.U.E.



Public Utility Easements (PUEs)

- Vary in size and location
- Standard practice in the 1990s was to encircle an entire lot with a PUE
- Practice changed to current standard of placing PUE along frontage of roadway
- Some easements are 5 feet wide
- Common width today is 10 feet wide

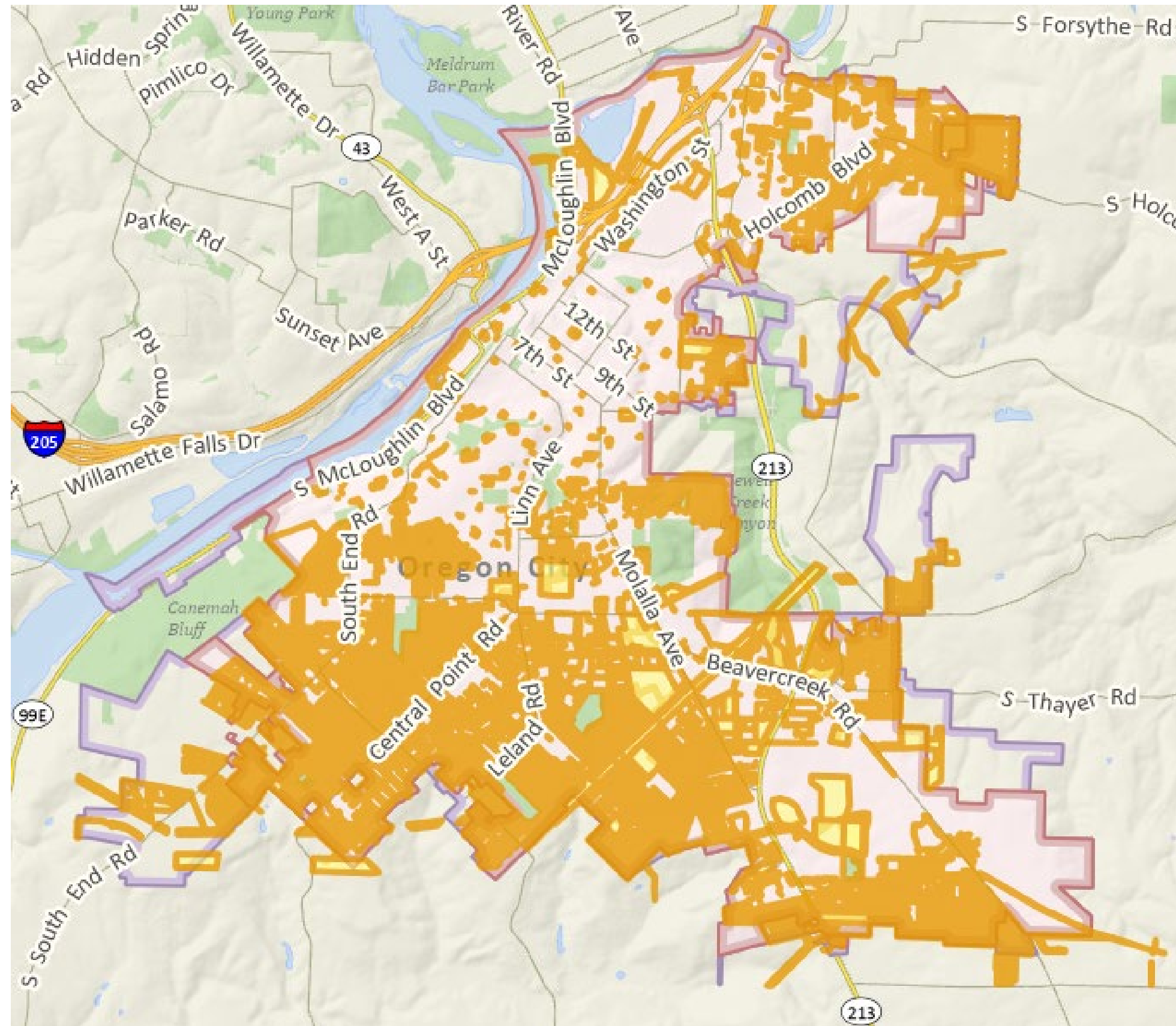


Public Utility Easements (PUEs)

- Easement is generally located from back of sidewalk into the private property
- Easement will show as an encumbrance on the title report of a property
- Found in the 'newer' areas of the City



Public Utility Easements (PUEs)



Zipty Fiber

- A PRIVATE telecommunications company
- Original company was GTE Telephone in 1964
- GTE became Verizon which became Frontier
- Northwest Fiber bought Frontier and renamed Zipty in 2020
- Canadian company BCE acquired Zipty but kept the Zipty name



Ziplay Fiber

- Provides fiber-optic broadband services, serving 1.3 million in Washington, Oregon, Idaho
- Has a license to do business in Oregon City similar to PGE, NW Natural, Comcast, Lumen, etc.
- Is required to get permits to install or repair lines from the public works department

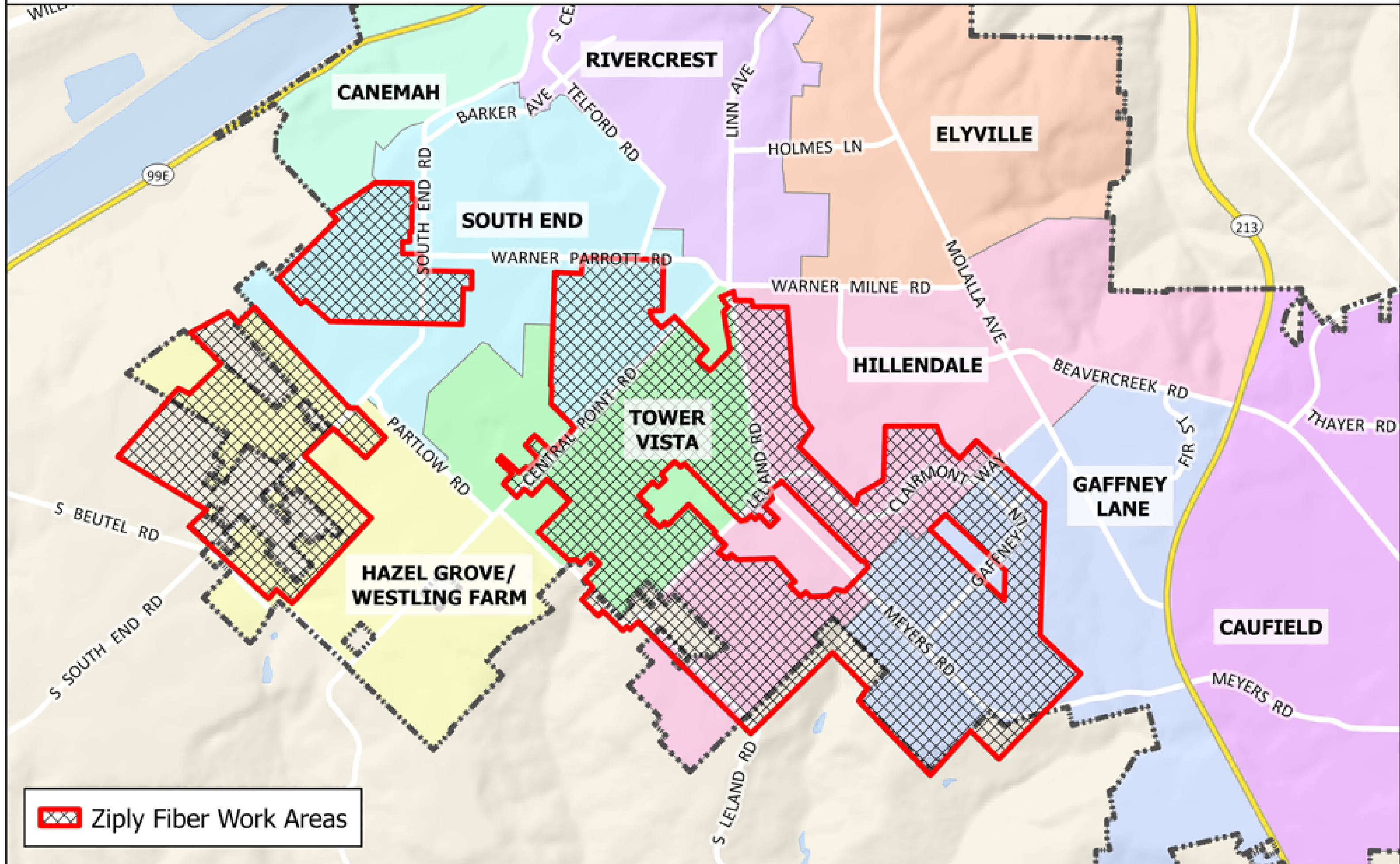


Zipty Fiber

- Has obtained 13 permits so far.
- Permit requires:
 - Restoration of landscaping, sidewalk, or driveways to 'like' condition
 - City's role
 - Permit review verifying easements, location, and possible obstructions
 - Inspection at closeout to ensure restoration



Zipty Fiber Work Areas within Neighborhood Associations



Why Ziplly or Why Not Ziplly?

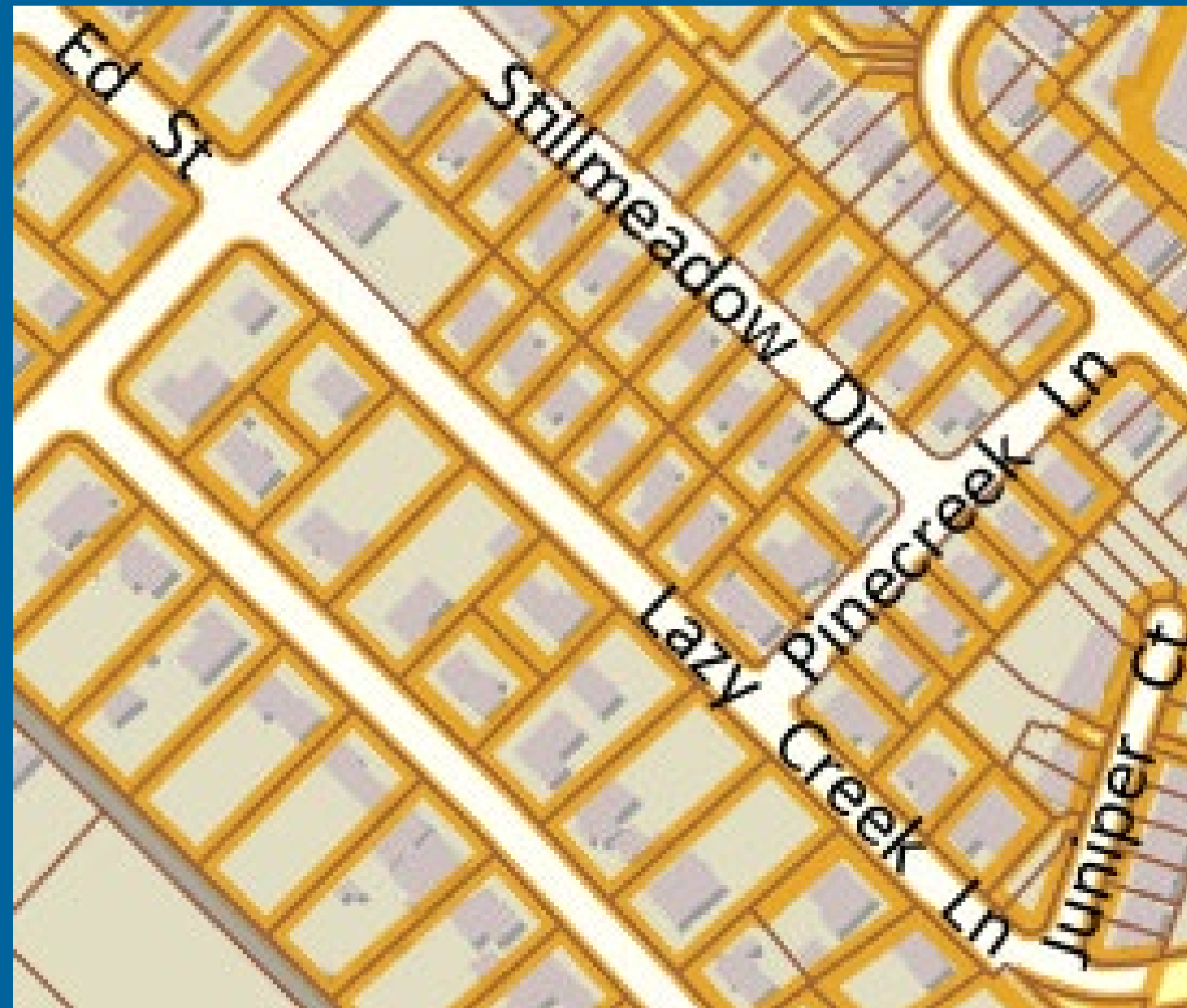
- Ziplly, just like Comcast, is a private company seeking to provide their service to the community
- As with television service, the community has options such as Comcast, DirectTV, Dish Network, Netflix, Amazon, Apple, etc.
- With Internet Service, Oregon City residents have options such as Comcast, CenturyLink/Lumen, and others and some areas will have Ziplly as an option

The City of Oregon City has no vested interest in who provides their services to the citizens except for trash service by B&B Leasing. The City only regulates how these services are allowed to be provided.



Questions?

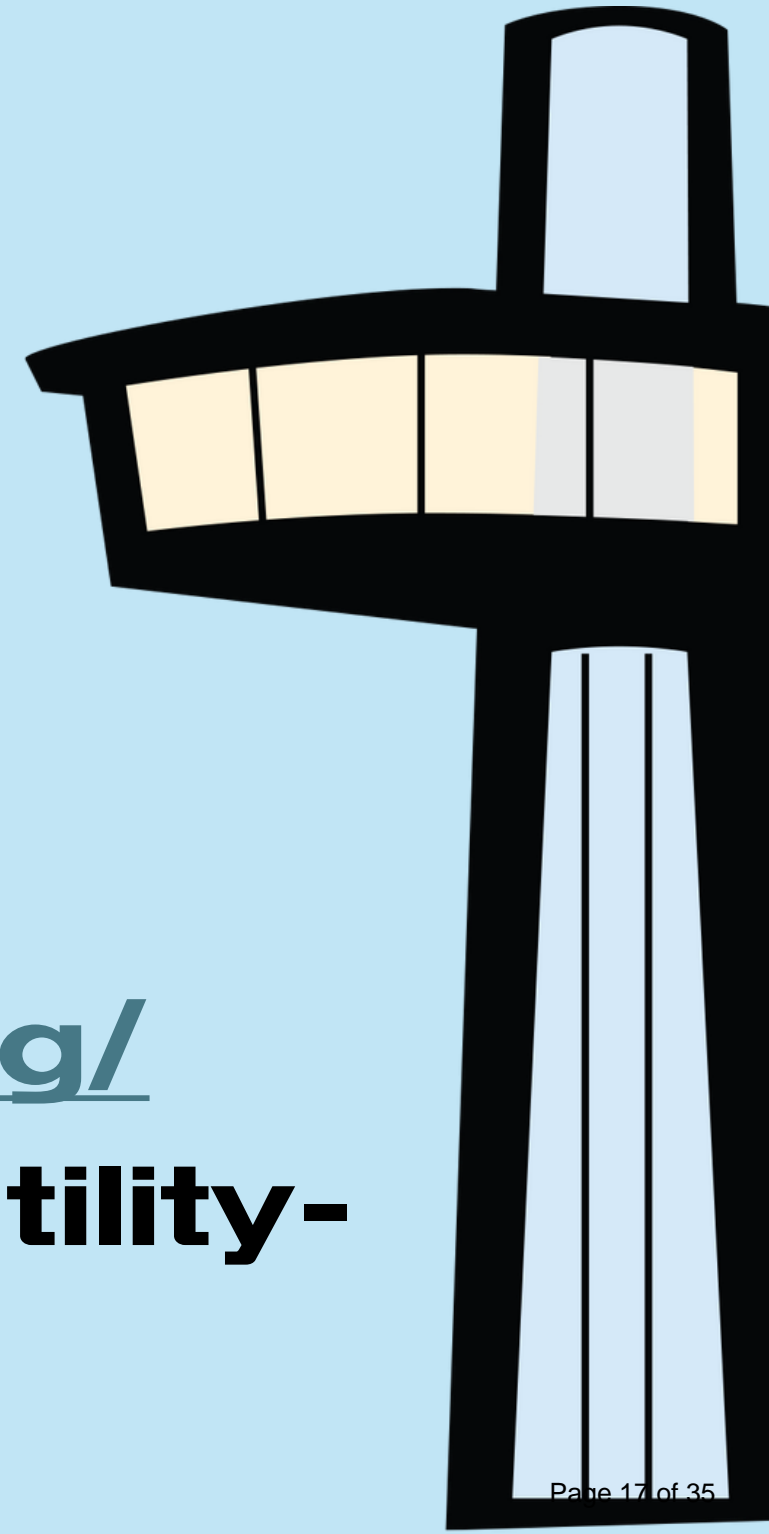
- **Josh Wheeler, PE**
- **Assistant City Engineer**
- jwheeler@orccity.org
- **971-204-4634**



https://

www.orccity.org/

**3407/Public-Utility-
Easements**





**CITY OF OREGON CITY
CITIZEN INVOLVEMENT COMMITTEE
DRAFT MEETING MINUTES**

City Hall Mt. Hood Room, 625 Center St., Oregon City
Monday, August 4, 2025 at 7:00 PM

1. CALL TO ORDER AND ROLL CALL

PRESENT:

Dennis Anderson, Linda Baysinger, Donna Renee Larsen, Betty Mumm, Duane Hanson, Christopher Nolte, Mark Beatty, Sara Peterson, Josh Kayser, Denise Beasley, Tim Powell, Bob LaSalle, and Commissioner Scott Wilson.

STAFF: *Hannah Schmidt, and Jarrod Lyman.*

EXCUSED: *Deby Butzer and Commissioner Adam Marl*

ABSENT: *None.*

2. PRESENTATIONS

- a. Cecily Rose, Social Service and Community Center Manager, presented the annual report for the Pioneer Community Center. The Pioneer Community Center is part of the Parks and Recreation Department and now also manages city rentals and events. Established in 1979, the center enhances quality of life through recreational activities, nutritional programs, and social services, serving adults in Oregon City, West Linn, and Clackamas County. Last fiscal year, they documented 45,977 visits and held over 2,724 programs, serving many of the community's most vulnerable with essential services. The center provided 47,753 meals, 6,920 transport units, and numerous connections to essential services. They offer recreational programs like Tai Chi and Zumba, with additional funding coming from local and federal sources. They saved \$314,069 with volunteer help and had a rental revenue of \$39,239. The Rental and Events Coordinator not only executed the 4th of July and Concert in the Parks events this summer but is also planning the inaugural OC Fall Fest scheduled for October 4. The center's financial stewardship ended the fiscal year with a 24.59% budget balance, supported by \$65,000 in donations and \$209,000 in grants.

- b. Juliana Allen, Executive Director of the Downtown Oregon City Association (DOCA), outlined downtown initiatives. DOCA is a 501(c)(3) nonprofit focused on community and commerce, operating under four pillars: design, economic vitality, promotions, and organization. Allen identified courthouse, parking, and homelessness as key topics downtown. Since the courthouse moved in May

2025, foot traffic has surprisingly increased, with some businesses benefiting from better parking. She highlighted the successful First City Celebration, which featured diverse performances and drew large crowds. DOCA is working on an upright project to improve safety by illuminating trees and an Alleyway Illuminations project costing approximately \$78,000. The upright project received a \$50,000 grant, needing an additional \$28,000-\$29,000. Tim Powell raised concerns about the modern look of the alley art compromising the historic district, while Denise Beasley asked about the uprights' effects on bird migration; Allen emphasized the project's focus on safety.

3. PUBLIC COMMENTS

a. Enhancement Grant Applicants - Request for CIC Support

Clackamas County Arts Alliance

Ariella-Sophie Sternberg and Dianne Alves from the Clackamas County Arts Alliance requested support in applying for \$10,000 for the Community Enhancement grant. Their workshops, aimed at helping talented but under-resourced artists, are mainly hosted at the Oregon City Library and Clackamas Community College. These sessions focus on areas like social media and copyright to support business development. Participants' addresses are tracked to ensure the involvement of Oregon City residents. Dianne noted that workshops stimulate local economy by bringing visitors to the city and assisting artists in increasing their incomes. An example mentioned a senior photographer who expanded her online sales after attending.

Oregon City Together

Ann Haynes, Coalition Director for Oregon City Together, requested support for a \$23,259 grant for youth-focused substance use prevention. Formed in 2012, the organization partnered with local schools and police for last year's effective mental health and drug education campaigns, achieving a 5% rise in eleventh graders' reported excellent mental health and a 16.6% increase in parental discussions on fentanyl dangers. The new grant centers on involving students in creating similar campaigns. Expanding to mental health due to risk factor links, they also run a fifth-grade Halloween poster contest and other high school initiatives.

Willamette Falls Symphony Orchestra

Mark Perlman, Music Director of Willamette Falls Symphony, and Carol Dumond requested \$37,000 in grant support. They have operated in Oregon City since 1981, currently at United Methodist Church on South End Road. The volunteer orchestra features 50-60 musicians with a few paid string players. They hold five concerts annually and a youth concert competition every other year for ages 12-18. The Symphony performs in local schools, engaging nearly 1,000 elementary students in their latest tour. Post-pandemic fundraising challenges make grant

support crucial for expenses like paying musicians, rent, insurance, and music fees. Their next concert is October 26th at United Methodist Church, with additional participation in Porch Fest at the Highland Stillhouse pub.

Hannah Grace Family and HGF Ascend Music

Jason Hood requested support for a \$27,680 grant for the Hannah Grace Family's Ascend Music program. Serving children facing instability like foster care, domestic violence, and learning disabilities, this year-long program uses music, such as keyboard and guitar, to boost self-esteem and learning. First-year students receive instruments to keep after completing the school year. Now in its fifth year, some students have been involved for four years. Consistent mentorship from volunteers enhances children's confidence and fosters community connection for isolated families.

Following public comments, the CIC voted on each grant application:

Motion: To send a letter of support for the Clackamas County Arts Alliance grant application for \$10,000. Moved by Tim Powell, seconded by Denise Beasley. The motion passed unanimously.

Motion: To send a letter of support for Oregon City Together's grant application for \$23,259. Moved by Duane Hanson, seconded by Betty Mumm. The motion passed unanimously.

Motion: To send a letter of support for Willamette Falls Symphony Orchestra's grant application for \$37,000. Moved by Josh Kayser, seconded by Tim Powell. The motion passed unanimously.

Motion: To send a letter of support for Hannah Grace Family and HGF Ascend Music's grant application for \$27,680. Moved by Dennis Anderson, seconded by Betty Mumm. The motion passed unanimously.

The Chair agreed to sign letters of support on behalf of the CIC.

4. APPROVAL OF MINUTES

- a. Betty Mumm moved to approve the July 7, 2025, Citizen Involvement Committee Meeting Minutes. Dennis Anderson seconded. The motion passed unanimously.

5. STAFF LIAISON UPDATES

- a. Hannah Schmidt provided updates on the following items:

- Volunteer Recognition Awards: The event will be held on Saturday, October 4th from 3-5 pm at the Pioneer Community Center, following the first Oregon City Fall Fest (11am-3pm). The theme is fall festive, and there will be light snacks and beverages. Hannah encouraged members to RSVP and to nominate volunteers for the four award categories: Next Generation Award (under 18), Outstanding Committee Member Award, Volunteer Organization of the Year, and Distinguished Volunteer of the Year.
- CIC Member Terms: Hannah explained that all CIC members' terms will conclude on December 31, 2025. She requested that neighborhood associations vote on their CIC representatives at their next meetings and provide that information in their meeting minutes. For neighborhoods where bylaws specify that the chair and vice chair serve as CIC representatives, documentation of those appointments would be needed.
- Wireless Emergency Alert Test: Multnomah County will be conducting a wireless emergency alert test on August 14th at 2pm. Hannah advised that Oregon City residents might receive the alert due to their proximity to Multnomah County.
- Oregon City Ivy League: Hannah announced an Ivy pull event on Saturday, September 20th from 9am-12pm at Waterboard Park.

6. GENERAL BUSINESS

- a. Hannah Schmidt presented the finalized budget allocations for each neighborhood association. The Chair expressed concern about the lack of budget growth to accommodate new neighborhood associations that might become active. Other members noted that the budget was increased by \$30,000 from the previous biennium, and any savings from bundled postcard mailings could be used to support new neighborhoods.

Tim Powell moved to approve the budget as presented in the Agenda Packet. Betty Mumm seconded. The motion passed unanimously.

- b. Hannah Schmidt presented a plan for bundling postcard mailings to achieve cost savings. She reported that in July, the CIC had a total savings of \$1,001.33 from bundling postcards at the tier 3 rate. For bundling to work, neighborhood associations need to submit their postcard designs by set deadlines.

The committee discussed the timing of postcards relative to meeting dates and the practicality of bundling. Tim Powell expressed concern that his neighborhood (McLoughlin) might not receive postcards early enough before their meeting if bundled with others. After extensive discussion about various scheduling options

and the tradeoffs between cost savings and timing, the committee agreed on the following schedule.

First September bulk mailing:

McLoughlin, Hazel Grove, Gaffney Lane, Elyville: Submit postcard designs by August 20th, with delivery to residents by August 29 at the latest.

Second September bulk mailing:

Canemah, Caulfield, Hazel Grove - Westling Farm: Submit postcard designs by September 5, with delivery to residents by September 16 at the latest.

October bulk mailing:

Elyville, McLoughlin, Park Place, Two Rivers: Submit postcard designs by October 6, with delivery to residents by October 14 at the latest.

Hannah noted that neighborhood associations that miss the bundling deadlines can still send out postcards, but without the cost savings. She also reminded the committee that their allocated budgets can be used for other advertising methods besides postcards.

Betty Mumm suggested forming a working group to explore alternative ways to advertise meetings, specifically exploring social media outreach. The members will report back on their findings at the next meeting.

- c. The committee discussed arrangements for National Night Out on August 5. Set-up starts at 3:30 p.m. and should be completed by 5:00 p.m. Josh Kayser will bring a tent, Hannah Schmidt will provide a table, and the Chair, Linda Baysinger will bring a tablecloth. McLoughlin Neighborhood Association will provide candy. Hannah Schmidt will bring 50 copies of the Neighborhood Association flyer with the map and another flyer for residents to sign up for text alerts.

7. ROUNDTABLE

Canemah NA: Announced a cemetery preservation workshop on August 16 from 10 a.m. – 2 p.m. at the historic cemetery, where a preservationist will demonstrate proper techniques for cleaning headstones.

Caulfield NA: Working on fundraising since their door hanger experiment wasn't successful. Donna Renee Larsen noted that at their recent meeting, all attendees indicated they came because of the postcard rather than door hangers.

Gaffney Lane NA: Reported that Josh Wheeler from Public Works attended their meeting to discuss sidewalk issues related to tree damage.

Hazel Grove/Westling Farm NA: Will have a table at National Night Out and are amending bylaws, setting up committees, and converting donated real estate signs for neighborhood use.

Hillendale/Tower Vista NA: Have a steering committee meeting scheduled for August 5, 2025.

McLoughlin NA: Had an eventful meeting on July 16 with presentations on PGE's electric car pole charging program and sidewalk issues. They also heard from the Homeless Solutions Coalition of Clackamas County about their project breaking ground on September 8. Upcoming events include Porch Fest (August 9-11) with 95 bands/entertainers, a neighborhood yard sale the same weekend with 47 participants signed up, and selling snow cones at the Concerts in the Park. McLoughlin also held a successful event with the Model A, Model T, and LaSalle Cadillac Club, with about 35 people and 18 cars participating.

Park Place NA: Dealing with a proposed development by Icon Construction of 213-219 new residences. The neighborhood's main concern is the need for a connector road between Holcomb Boulevard and Redland Road to alleviate traffic congestion and improve emergency evacuation routes.

South End NA: Had their first meeting in June with about 20 attendees. Planning to finalize bylaws and elect officers, with the next meeting in September.

Commissioner Scot Wilson provided updates on city business, including a new ordinance regarding burning, redesignation of the enterprise zone, and ongoing discussions about sidewalk issues.

8. ADJOURNMENT

The Chair, Linda Baysinger, announced that the September meeting would be canceled due to Labor Day weekend, with the next meeting scheduled for October 6. Linda Baysinger adjourned the meeting at 9:43 p.m.

Respectfully submitted,
Hannah Schmidt, Community Engagement Specialist
Date Approved: _____



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** October 6, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT: STAFF LIASON UPDATES

1. Trail News

E-Trail News will be sent out to subscribers on September 30. The October and November NA meeting schedules were included within this issue of E-Trail News.

The deadline for the Winter 2025-2026 Trail News is due on Monday, October 6 by 12 p.m. I have attached the NA general meeting schedule information that was submitted as content for the NAs. If there are any edits to the attached document, please email them to me by Monday, October 20 at the latest.

2. Nature in Neighborhoods Community Choice Grants: Project Development Round One

If you were unable to attend the Community Design Workshop that Metro held for their Nature in Neighborhoods Community Choice Grants in September, don't worry! You can still provide feedback to the community submitted proposals online via their website -

<https://drcmetro.maps.arcgis.com/apps/instant/reporter/index.html?appid=26f1ef91afaa449ca5913dc5d1b282d9>

To find out more information on the Nature in Neighborhoods Community Choice Grants, you can visit <https://community-choice-grants-drcmetro.hub.arcgis.com/>.

3. Postage Rate Increase

Within the 2025-2027 postcard contract with Eagle Mailing Service, it is stipulated that postage increases are a pass thru expense for Eagle Mailing Services and therefore are the responsibility of the City. The U.S. Postal Service had their biannual increase on July 13, 2025. Eagle Mailing Services reached out to staff in September to notify the City that after waiting a few cycles to determine the postage increase effect on the varying mailings, that postage increased \$0.027 per piece. This increase has created a new tier rate structure for the NA's postcards. Please reference below for the new tiered rate structure that will begin on October 1, 2025.

- Tier 1
Quantity 0-999
\$.748 per piece

- Tier 2
Quantity 1000-4999
\$.631 per piece
- Tier 3
Quantity 5000+
\$.494 per piece.

These price increases have been incorporated into the prorated budget and projected costs moving forward for the CIC.

4. Residential Mailing List Addresses Update

The City’s GIS team updated the neighborhood mailing labels on September 11, 2025. The changes have been noted below and incorporated into the financial summaries.

	CNA	CFNA	ENA	GLNA	HG-WFNA	HNA	MNA	PPNA	RNA	SENA	TVNA	TRNA
Oct-24	196	2432	1819	1664	1064	1884	2008	1387	795	1457	1202	616
Jan-25	195	2431	1835	1663	1063	1880	2010	1466	797	1455	1215	614
May-25	195	2432	1844	1665	1064	1881	2023	1542	797	1456	1215	617
Difference	0	1	9	2	1	1	13	76	0	1	0	3

5. Text Notifications for NA Reminders

Residents can sign up for text notifications from the NA’s regarding their NA’s upcoming meetings via Notify Me on the City’s website. Text notifications are sent out 5 days in advance of scheduled meetings. Please reach out to Hannah Schmidt via email if you want a flyer to advertise to your residents on how to sign up!

6. New Neighborhood Association (NA) QR Codes

An email was sent out to all Neighborhood Associations on March 26, 2025, to alert members that new QR codes have been created for their webpages (on the City’s website) and email subscriber list sign-ups. Please reach out to Hannah Schmidt at hschmidt@orc.org if you need a copy of the QR code for the NA webpage or email subscriber list sign-up link.

7. Social Media Postings for Neighborhood Association Meetings

The City has been consistently posting on Facebook and NextDoor to help promote NA meetings but are running out of images to post with your NA meeting announcements. If you have any pictures of your neighborhood/NA meetings that you would be willing to share, please send them to hschmidt@orc.org. Using different pictures in your NA meeting announcements will help engage a wider audience and hopefully draw more residents to your NA meetings.

8. Neighborhood Association Signs and Other Advertising Methods

Just like with postcards, all NA signs must be sent to staff, at hschmidt@orc.org for approval before they are sent forward for processing and printing. Once approved by staff, files will be sent to Buels Impressions Printing for printing, and you will be contacted directly by staff once the materials are ready for pick up.

9. Postcard Mailers

Postcard designs should be 5.5" x 4" and sent in two separate documents, one document as the front and the other as the back. **Please indicate the background color you wish your NA postcard to be when you send your postcard design.** Staff suggests choosing a lighter color tone, like pink, orange, or yellow, to enhance legibility. NA's might also consider ensuring that there are white backgrounds behind all text on the postcards to enhance legibility as well. All postcard designs should be sent to Hannah Schmidt at hschmidt@orc.org. If you need a template, please send an email to hschmidt@orc.org to request one. **Please send your postcard designs to staff seven business days in advance of the date you would like the postcard to arrive in residents' mailboxes.** If a postcard design is sent after this time frame, it will not move forward with the printing and mailing process to help prevent unnecessary expenditure of funds.

10. 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. Since this tracking has been conducted for over a year, I have ensured to add another line item within these metrics that emphasizes the growth for each of the NA email subscriber lists over the past year.

	CNA	CFNA	ENA	GLNA	HG-WFNA	H/TVNA	MNA	PPNA	RNA	SENA	TRNA
Sep-24	29	140	33	40	35	86	113	126	42	57	20
Oct-24	29	140	34	42	35	87	115	127	43	57	20
Nov-24	30	142	34	42	43	89	117	128	44	59	20
Dec-24	32	144	34	43	45	90	118	128	44	61	20
Jan-25	33	146	36	43	47	90	120	128	46	61	20
Feb-24	34	149	38	43	48	91	126	129	47	62	22
Mar-25	36	151	39	44	52	92	129	135	48	65	24
Apr-25	38	151	39	44	57	91	129	135	48	65	27
May-25	39	141	40	48	91	95	132	138	50	71	27
Jun-25	81	139	41	48	108	97	132	138	50	76	28
Jul-25	81	139	41	47	109	97	246	138	50	76	30
Sep-25	83	162	45	50	124	101	256	139	58	87	33
Monthly Increase	2	23	4	3	15	4	10	1	8	11	3

- CNA – Canemah
- CFNA – Caufield
- ENA - Elyville
- GLNA – Gaffney Lane
- HG-WFNA – Hazel Grove-Westling Farm
- H/TVNA – Hillendale/Tower Vista
- MNA – McLoughlin
- PPNA – Parks Place
- RNA – Rivercrest
- SENA – South End
- TRNA – Two Rivers

If your NA is looking to increase your NA email subscriber list, I would encourage you to place an email subscriber link QR code on your postcards to encourage engagement. Emails collected from your meeting sign-in sheets can also be added to your email subscriber list for your NA. Simply send me an email to hschmidt@orc.org with a scan of the sign-in sheets or a copy of the emails in an excel sheet.

Along with emails to your subscribers I have been posting reminders on Facebook and Next Door for upcoming NA meetings. I will post on social media 1-3 days in advance of your scheduled NA meeting.

11. NA Public Records

I have been uploading NA's Minutes onto each NA's webpage as well as publishing the documents as public records under the Oregon Records Management Solution (ORMS). I am posting the past 5 years of public records onto the NA webpages directly. All public records, including those past the 5-year mark, are accessible on

each NA webpage through a link labeled “Webdrawer” which directs users to the NA specific records on ORMS. If your NA has Minutes available that are not posted on ORMS already, please send them to me at your earliest convenience. I have also posted all NA Bylaws onto their appropriate webpages. If you notice that the version of Bylaws posted on your NA webpage is not the most updated version, please reach out to me at hschmidt@orc.org.

12. Phishing Scams

Many of you have emails published on the City’s website, which makes you vulnerable to phishing scams. Please forward any suspicious emails that you receive from City staff or City Commissioners to me so I can report the email to our IT Helpdesk and have it further evaluated. If you would like to remove your email from the City’s website to avoid receiving phishing emails, please let me know. I recommend using a generic email like mcloughlinnaoc@gmail.com to post on the website and avoid posting your personal emails online to have the public contact you.

13. Scheduling NA Zoom Meetings

During the month of November there was a NA that was unable to host their meeting virtually due to the CIC Zoom account already being in-use for a separate NA meeting. The CIC Zoom account is equally shared by each NA within the City of Oregon City. Please be sure to schedule your Zoom meetings in advance to ensure that there are no conflicts with other NA’s. If your NA needs to host an unscheduled NA meeting, please check the CIC Zoom meeting schedule before advancing in conducting a meeting to avoid dual use. If two NA meetings are scheduled for the same date and time, the NA who scheduled their meeting farthest in advance has the right to utilize the Zoom account for their meeting. You can always reach out to me at hschmidt@orc.org if you have any questions or concerns.

14. Zoom Recordings

The CIC Zoom account has been running out of storage for video recordings. As such, all CIC meeting recordings have been stored within Oregon City files. Recordings of CIC Meetings can always be accessed through the City’s YouTube account: [City of Oregon City YouTube CIC Playlist](#). To ensure that open storage remains available on the CIC Zoom account, I will begin to transfer NA recordings to a shared OneDrive file. I will send out emails to the appropriate NA contacts once the files have been uploaded with a link to access the recordings.

15. 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.

Neighborhood Associations – General Meetings

The neighborhood associations meeting dates, times, and locations published below are subject to change. Please check <https://www.orcity.org/899/Neighborhood-Associations> for updated information on neighborhood associations. Please sign up for emails from your specific neighborhood association or contact your neighborhood association directly to inquire about meeting information, including the option to join meetings virtually!

CITIZEN INVOLVEMENT COMMITTEE [CIC]

<https://www.orcity.org/765/Citizen-Involvement-Committee-CIC>

7:00 pm | 1st Monday of each month

City Hall-Commission Chambers, 625 Center Street

Linda Baysinger, Chair | team.baysinger@comcast.net

CANEMAH [CNA]

www.orcity.org/canemah

7:00 pm | 3rd Thursday | Feb, Apr, Sep, Nov

Community Room at Oregon City Library, 606 John Adams Street

Ron Bistline, Chair | ronbistline@hotmail.com

CAUFIELD [CFNA]

www.orcity.org/caufield

6:30 pm | 4th Tuesday | Jan, May, Jul, Sep | 3rd Wednesday | Mar, Nov

Community Development Community Room, 695 Warner Parrott Rd

Donna Renee, Chair | donna@advantageivr.com

ELYVILLE [ENA]

www.orcity.org/elyville

7:00 pm | 2nd Tuesday | Mar, May, Sep

St John the Apostle Cemetery, 451 Warner Street1

Judy Schaffer, Chair | cantewastewi@gmail.com

GAFFNEY LAND [GLNA]

www.orcity.org/gaffney-lane

6:30 pm | 3rd Tuesday | Jan, Mar, May, Jul, Sep, Nov

Community Development Community Room, 695 Warner Parrott Rd

Dave Hunt, Chair | dave@namicc.org

HAZEL GROVE-WESTLING FARM [HG-WFNA]

www.orcity.org/hazel-grove-westling-farm

6:30 p.m. | 2nd Thursday | Jan, Mar, May, Sep, Nov

Community Development Community Room, 695 Warner Parrott Rd

Chris Nolte, Chair | hazलगrovewestlingfarmna@gmail.com

HILLENDALE [HNA] *Meetings combined with Tower Vista NA*

www.orcity.org/hillendale

6:30 pm | 1st Tuesday | Jan, Apr, Jul, Oct
Community Development Community Room, 695 Warner Parrott Rd
Josh Kayser, Chiefs Liaison | ncecowboy1@gmail.com

MCCLOUGHLIN [MNA]

www.orcity.org/mcloughlin

7:00 pm | 1st Thursday | Jan, Mar, May, Jul, Sep, Nov
Community Room at Oregon City Library, 606 John Adams Street
Tim Powell, Chair | mnaoregoncity@gmail.com

PARK PLACE [PPNA]

www.orcity.org/park-place

7:00 pm | 3rd Monday | Feb 24, May 19, Oct 20
Park Place Church, 13933 Gain Street
Ryan Richards, Chair | parkplaceocna@gmail.com

RIVERCREST [RNA] *Currently inactive*

www.orcity.org/rivercrest

To get involved – contact Community Engagement Specialist,
Hannah Schmidt | hschmidt@orcity.org

SOUTH END [SENA] *In the process of reactivating*

www.orcity.org/south-end

6:30 p.m. | Thursday | May 29
Community Development Community Room, 695 Warner Parrott Rd

TOWER VISTA [TVNA] *Meetings are combined with Hillendale NA*

www.orcity.org/tower-vista

6:30 pm | 1st Tuesday | Jan, Apr, Jul, Oct
Community Development Community Room, 695 Warner Parrott Rd
Josh Kayser, Chiefs Liaison | ncecowboy1@gmail.com

TWO RIVER [TRNA]

www.orcity.org/two-rivers

7:00 pm | 4th Wednesday | Jan, Apr, Jul, Oct
Abernethy Chapel, 1326 John Adams Street
Margie Huges, Secretary | margiehughes1@aol.com

Sign up for Neighborhood Emails

Subscribe to emails from your neighborhood associations. Oregon City is a tight-knit community. That's plainly evident with its network of neighborhood associations throughout. These groups of residents regularly come together to share information and questions; and hear from City, County, and State leaders on issues that affect the community. If you would like to receive emails notifying you when your neighborhood association meets, sign up at the appropriate link below. This email list will be used only for information coming from the association you signed up for.

A Message from Elyville Neighborhood Association:

The Elyville Neighborhood Association (ENA) has seen some changes this year. Sadly, our ice cream social was canceled due to extreme heat, but we plan to try again next year. It's always a fun and tasty way to connect.

In other news, our longtime chair, Karla Laws, has stepped down from ENA duties but will continue serving on the Planning Commission. At the September meeting, Judy Schaffer was elected chair, joining Aaron Wolf (Vice Chair), Joy Allen (Secretary), and Didi Dahlsrud (Treasurer). Karla leaves big shoes to fill, and we're thankful for all who continue to build on it.

Our next meeting is March 10, 2026. Please attend and invite neighbors! It's a chance to hear from Police and Fire representatives, learn about new developments, share concerns, and connect with others. Elyville is a unique mix of historic and new, residential and business – be part of the change and make your voice heard! Your voice really does make a difference.

Optional if space allows:

Attention Hazel Grove - Westling Farm Residents:

The HGWFNA is on the move to BUILD COMMUNITY! We are asking all residents to check out our website and register your email for quicker and more frequent communication. Please let us know about the most important issues our neighborhood is facing or information you would like to know. To find out more information about our HGWFNA, please visit: orcify.org/Hazel-Grove-Westling-Farm. Thanks so much!

City of Oregon City - Citizen Involvement Committee
Financial Summary for Biennial Years 2025-27
as of September 26, 2025

Fiscal Year 2025-26

Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	South End	Hazel Grove	Rivercrest	Overhead	Total
Addresses (as of 9/11/25)	195	2432	1845	1665	1881	2026	1745	1215	617	1481	1064	797		
No. of mailings	4	5	5	6	4	6	3	4	4	3	5	0		
Cost per mailer (as of 10/1/25)	0.748	0.631	0.631	0.631	0.631	0.631	0.631	0.631	0.748	0.631	0.631	0.748		
Prorated Budget	\$ 583.00	\$ 7,673.00	\$ 5,821.00	\$ 6,304.00	\$ 4,748.00	\$ 7,670.00	\$ 3,303.00	\$ 3,067.00	\$ 1,846.00	\$ 2,804.00	\$ 3,357.00	\$ -	\$ 150.00	\$ 47,326.00
July		\$ (1,136.40)	\$ (1,113.78)	\$ (777.77)		\$ (943.52)			\$ (288.49)					\$ (4,259.96)
August			\$ (861.15)			\$ (944.73)				\$ (679.49)	\$ (796.89)			\$ (3,282.26)
September	\$ (91.06)	\$ (1,135.73)		\$ (1,005.66)	\$ (878.44)			\$ (567.41)						\$ (3,678.30)
Total Spent	\$ (91.06)	\$ (2,272.13)	\$ (1,974.93)	\$ (1,783.43)	\$ (878.44)	\$ (1,888.25)	\$ -	\$ (567.41)	\$ (288.49)	\$ (679.49)	\$ (796.89)	\$ -	\$ -	\$ (11,220.52)
Remaining Budget	\$ 491.94	\$ 5,400.87	\$ 3,846.07	\$ 4,520.57	\$ 3,869.56	\$ 5,781.75	\$ 3,303.00	\$ 2,499.59	\$ 1,557.51	\$ 2,124.51	\$ 2,560.11	\$ -	\$ 150.00	\$ 36,105.48

Biennial Years 2025-27

	Biennial Budget (as adopted)	\$ 90,000.00
	Fiscal Year 2025-26 Total Spent	\$ (11,220.52)
	Fiscal Year 2026-27 Total Spent	\$ -
	Biennial Years 2023-25 Remaining	\$ 78,779.48

**Detail Transactions
Fiscal Year 2025-26**

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
07/01/2025	July	US POSTAL SERVICE	TWO RIVERS NA POSTCARD POSTAGE JULY 2025	\$ 208.28	TWO RIVERS
07/01/2025	July	US POSTAL SERVICE	GAFFNEY NA POSTCARD POSTAGE JULY 2025	\$ 561.32	GAFFNEY
07/01/2025	July	US POSTAL SERVICE	CAUFIELD NA POSTCARD POSTAGE JULY 2025	\$ 820.24	CAUFIELD
07/01/2025	July	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE JULY 2025	\$ 681.85	MCLOUGHLIN
07/09/2025	July	EAGLE MAILING SERVICE	CAUFIELD NA POSTCARDS JULY 2025	\$ 316.16	CAUFIELD
07/09/2025	July	EAGLE MAILING SERVICE	McLOUGHLIN NA POSTCARDS JULY 2025	\$ 261.67	MCLOUGHLIN
07/09/2025	July	EAGLE MAILING SERVICE	GAFFNEY LANE NA POSTCARDS JULY 2025	\$ 216.45	GAFFNEY
07/09/2025	July	EAGLE MAILING SERVICE	TWO RIVERS NA POSTCARDS JULY 2025	\$ 80.21	TWO RIVERS
07/23/2025	July	EAGLE MAILING SERVICE	ELYVILLE NA AUGUST POSTCARD COSTS	\$ 442.48	ELYVILLE
07/23/2025	July	US POSTAL SERVICE	ELYVILLE POSTAGE CARDS	\$ 671.30	ELYVILLE
08/25/2025	Aug	EAGLE MAILING SERVICE	SEPTEMBER 2025 McLOUGHLIN NA	\$ 208.03	MCLOUGHLIN
08/25/2025	Aug	EAGLE MAILING SERVICE	SEPTEMBER 2025 HAZEL GROVE-WESTLING NA	\$ 109.41	HAZEL GROVE
08/25/2025	Aug	EAGLE MAILING SERVICE	SEPTEMBER 2025 SOUTH END NA	\$ 149.62	SOUTH END
08/25/2025	Aug	EAGLE MAILING SERVICE	SEPTEMBER 2025 ELYVILLE NA	\$ 189.62	ELYVILLE
08/25/2025	Aug	MARK E. BEATTY	REIMBURSEMENT HAZEL GROVE NA A-FRAME SIGNS	\$ 300.00	HAZEL GROVE
08/28/2025	Aug	US POSTAL SERVICE	McLOUGHLIN NA POSTCARDS- SEPTEMBER 2025	\$ 736.70	MCLOUGHLIN
08/28/2025	Aug	US POSTAL SERVICE	SOUTH END NA POSTCARDS- SEPTEMBER 2025	\$ 529.87	SOUTH END
08/28/2025	Aug	US POSTAL SERVICE	HAZEL GROVE NA POSTCARDS- SEPTEMBER 2025	\$ 387.48	HAZEL GROVE
08/28/2025	Aug	US POSTAL SERVICE	ELYVILLE NA POSTCARDS- SEPTEMBER 2025	\$ 671.53	ELYVILLE
09/04/2025	Sept	US POSTAL SERVICE	GAFFNEY LANE NA POSTCARD SEPTEMBER 2025 POSTAGE	\$ 606.50	GAFFNEY
09/10/2025	Sept	EAGLE MAILING SERVICE	GAFFNEY LANE NA POSTCARD SEPT. 2025 PRINTING COST	\$ 399.16	GAFFNEY
09/10/2025	Sept	EAGLE MAILING SERVICE	HILLEDALE SET/OCT 2025 POSTCARDS PRINTING	\$ 193.35	HILLEDALE
09/10/2025	Sept	EAGLE MAILING SERVICE	CANEMAH SET/OCT 2025 POSTCARDS PRINTING	\$ 20.04	CANEMAH
09/10/2025	Sept	EAGLE MAILING SERVICE	CAUFIELD SET/OCT 2025 POSTCARDS PRINTING	\$ 249.98	CAUFIELD
09/10/2025	Sept	EAGLE MAILING SERVICE	TOWER VISTA SET/OCT 2025 POSTCARDS PRINTING	\$ 124.90	TOWER VISTA

Detail Transactions

Fiscal Year 2025-26

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
09/17/2025	Sept	US POSTAL SERVICE	HILLENDALE NA POSTAGE COSTS FOR SEPT/OCT 2025	\$ 685.09	HILLENDALE
09/17/2025	Sept	US POSTAL SERVICE	TOWER VISTA NA POSTAGE COSTS FOR SEPT/OCT 2025	\$ 442.51	TOWER VISTA
09/17/2025	Sept	US POSTAL SERVICE	CAUFIELD NA POSTAGE COSTS FOR SEPT/OCT 2025	\$ 885.75	CAUFIELD
09/17/2025	Sept	US POSTAL SERVICE	CANEMAH NA POSTAGE COSTS FOR SEPT/OCT 2025	\$ 71.02	CANEMAH
				\$11,220.52	



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** October 6, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 6.a. – November and January Postcard Schedules

EXECUTIVE SUMMARY:

The CIC will need to review the November and January mailing schedule and determine if the joint mailing postcard design deadlines are feasible for all Neighborhood Associations involved. Please keep in mind that postcards can take up to 7 business days to arrive in residents' mailboxes once postcard designs are sent to staff.

BACKGROUND:

During the CIC meeting on July 7, 2025. The CIC emphasized that they would like to attempt to bundle as many postcard mailers as possible to save on costs for the Neighborhood Associations and the overall 2025-2027 CIC Budget. The attached document, "Bulk Postcard Mailing Schedule and Potential Savings," outlines the monthly mailing schedule that NAs should follow for bulk mailings. It also tracks potential monthly savings for each NA and the total potential savings for the CIC Budget. Please note these are estimates; you can refer to the 2025-2027 CIC Financials as of 2025-09-26 document for accurate financial figures.

OPTIONS:

1. Approve the joint mailing postcard design deadlines for November and January.
2. Approve the joint mailing postcard design deadlines for November and January with Amendments.
3. Deny the joint mailing postcard design deadlines for November and January provide staff with further direction.

BUDGET IMPACT:

Please reference the attached Bulk Postcard Mailing Schedule and Potential Savings.

City of Oregon City - Citizen Involvement Committee
FY 2025-2026 Bulk Postcard Mailing Schedule and Potential Savings
as of September 26, 2025

July 2025 Savings

Neighborhood	Meeting Date	Postcard Design Deadline	Residential Addresses	Projected Costs	Bulk Mailing Rate	Savings
Caufield	22-Jul	1-Jul	2432	\$1,468.93	\$1,135.74	\$333.18
Gaffney Lane	15-Jul	1-Jul	1665	\$1,005.66	\$777.56	\$228.11
McLoughlin	16-Jul	1-Jul	2023	\$1,221.89	\$944.74	\$277.15
Two Rivers	16-Jul	1-Jul	617	\$451.03	\$288.14	\$162.89
Total			6737	\$4,147.51	\$3,146.18	\$1,001.33

Postcard Rates as of October 1, 2025	
Quantity	Rate
0-999	\$0.748
1000-4999	\$0.631
5000+	\$0.494

September October 2025 Savings

Neighborhood	Meeting Date	Postcard Design Deadline	Residential Addresses	Projected	Bulk Mailing	Savings
Canemah	18-Sep	5-Sep	195	\$142.55	\$91.07	\$51.48
Caufield	23-Sep	5-Sep	2432	\$1,468.93	\$1,135.74	\$333.18
Elyville	9-Sep	20-Aug	1844	\$1,113.78	\$861.15	\$252.63
Hazel Grove - Westling Farm	11-Sep	20-Aug	1064	\$642.66	\$496.89	\$145.77
Hillendale	7-Oct	5-Sep	1881	\$1,136.12	\$878.43	\$257.70
McLoughlin	4-Sep	20-Aug	2023	\$1,221.89	\$944.74	\$277.15
South End	25-Sep	20-Aug	1456	\$879.42	\$679.95	\$199.47
Tower Vista	7-Oct	5-Sep	1215	\$733.86	\$567.41	\$166.46
Total				\$7,339.21	\$5,655.37	\$1,683.84

Potential Joint Mailing Schedule

Neighborhoods	Residential Addresses	Base Cost Estimated (07/01/25-09/30/25)	Base Cost Estimated as of 10/01/2025	Mailing Schedule												Total Savings as of September 26, 2025	
				JUL	AUG	"SEP1"	"SEP2"	OCT	NOV	"JAN1"	"JAN2"	FEB	MAR	APR	MAY		JUN
Canemah	195	\$142.55	\$145.86				18-Sep			20-Nov			19-Feb		16-Apr		\$ 51.48
Caufield	2432	\$1,468.93	\$1,534.59	22-Jul			23-Sep			19-Nov		27-Jan		18-Mar		26-May	\$ 666.36
Elyville	1844	\$1,113.78	\$1,163.56		23-Aug	9-Sep							10-Mar			12-May	\$ 252.63
Gaffney Lane	1665	\$1,005.66	\$1,050.62	15-Jul						18-Nov		20-Jan		17-Mar		19-May	\$ 228.11
Hazel Grove - Westling Farm	1064	\$642.66	\$671.38				11-Sep			13-Nov	8-Jan			12-Mar		14-May	\$ 145.77
Hillendale	1881	\$1,136.12	\$1,186.91					7-Oct			6-Jan				7-Apr		\$ 257.70
McLoughlin	2023	\$1,221.89	\$1,276.51	16-Jul			4-Sep				8-Jan					7-May	\$ 505.26
Park Place	1542	\$931.37	\$973.00						20-Oct				5-Mar			18-May	\$ -
Rivercrest	797	\$582.61	\$596.16														\$ -
South End	1456	\$879.42	\$918.74				25-Sep										\$ 199.47
Tower Vista	1215	\$733.86	\$766.67					7-Oct			6-Jan				7-Apr		\$ 166.46
Two Rivers	617	\$451.03	\$461.52			16-Jul			22-Oct			28-Jan			22-Apr		\$ 162.89
Total Bulk order #				6737	1844	6387	5723	2159	5356	6183	4714	5604	5161	3908	10570	0	
Potential Savings Calculated				\$ 1,001.33	\$ -	\$ 875.02	\$ 808.82	\$ 130.48	\$ 901.20	\$ 1,014.01	\$ 199.47	\$ 941.87	\$ 846.40	\$ 200.52	\$ 1,733.48	\$ -	\$ 2,636.13
*Postcard Design Deadline				1-Jul	N/A	20-Aug	5-Sep	8-Oct	31-Oct	19-Dec	7-Jan						
Latest Mail Arrival Date						29-Aug	16-Sep	17-Oct	11-Nov	2-Jan	16-Jan						

*Highlighted postcard design deadlines are tentative and, as such, the associated sections are excluded from the total potential savings calculation.