



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

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

1. CALL TO ORDER AND ROLL CALL

Linda Baysinger called the meeting to order at 7 p.m.

PRESENT:

Dennis Anderson, Linda Baysinger, Donna Renee Larsen, Deby Butzer, Betty Mumm, Duane Hanson, Chris Nolte, Mark Beatty, Sara Peterson, Josh Kayser, Denise Beasley, Tim Powell, Bob LaSalle, and Commissioner Adam Marl.

STAFF: *Hannah Schmidt, and Jarrod Lyman.*

EXCUSED: *Commissioner Scott Wilson*

ABSENT: *None.*

2. BUDGET WORK SESSION

- a. Jarrod Lyman provided background on the budget allocation process. He explained that the City Commission allocates funding to the Citizen Involvement Committee (CIC) and Neighborhood Associations (NA) each year for promoting meetings. This year, there was a 50% increase in the allocated amount, from \$30,000 to \$45,000 for the biennium. Hannah Schmidt presented a detailed look at the budget. She emphasized that the numbers were based on responses from NA's about anticipated meetings for the coming year. For associations that didn't respond, last year's plan was used. Hannah Schmidt noted that these numbers did not account for the upcoming postal increase, as the exact amount was unknown.

The committee discussed the needs of each NA and the various ways to reduce costs and stay within budget:

Canemah NA: Linda Baysinger confirmed the need for 4 postcards to advertise their general NA meetings.

Caulfield NA: Initially requested \$240 for signage and 6 postcards to advertise their general NA meetings. Donna Renee Larsen offered to remove the \$240 allocated for signage and reduce their postcard distributions paid for by the City from 6 to 5. This totaled in \$1,709.00 in savings.

Elyville NA: Judy Schaffer represented Elyville NA and stated that Elyville NA is in the process of leadership change but will have the need for 3-5 postcard distributions to advertise their general meetings. Chair, Linda Baysinger asked if Judy Schaffer can update the CIC on how many general meetings Elyville NA plans to have within the fiscal year. Judy Schaffer emphasized Elyville NA's next meeting is not scheduled until September of 2025. Judy Schaffer also emphasized that Elyville NA has the need for 4 new lighter-weight stake signs. Elyville NA currently has heavy A-Frame signs that are not being used and was open to having separate NAs repurpose the heavier signs for their use.

Gaffney Lane NA: Duane Hanson and Betty Mumm confirmed that Gaffney Lane has the need for 6 postcards to advertise their 6 general meetings.

Hillendale/Tower Vista NA: Josh Kayser and Sara Peterson confirmed Hillendale/Tower Vista NA requests 4 postcards to advertise their 4 general meetings.

McLoughlin NA: Tim Powell confirmed that McLoughlin NA is requesting 6 postcards to advertise their 6 general meetings.

Park Place NA: Hannah Schmidt stated that the Park Place NA secretary reached out to her and requested potential needs for A-Frame signs but did not receive an official request with associated costs. Bob LaSalle confirmed that A-Frame needs were undecided, but Park Place NA requests 3 postcards for advertising their 3 general meetings.

Two Rivers NA: There was no representative from Two Rivers NA present, but Hannah Schmidt emphasized that the NA has historically utilized 4 postcards to advertise their 4 general meetings.

South End NA: Mark Greear confirmed that South End NA requests 3 postcard mailings. Mark Greear inquired why the NAs are not sharing the use of A-Frame signs and having each NA purchase sign inserts specifically designed for their NA to save costs. Donna Renee Larson stated that Caufield NA has 4 A-Frame signs that they would be willing to share amongst the other NA's but would want to avoid storing them in the NA Basement.

Hazel Grove/Westling Farm NA: Confirmed that the NA requests 5 postcard mailings for their 5 general NA meetings. Chris Nolte requested that Hazel Grove Westling Farm NA receive additional funding for signage but remained open to collaboration.

Rivercrest NA: Currently inactive. No representatives were present.

In addition to each NA discussing their fiscal needs, Hannah Schmidt demonstrated potential cost savings through bundled mailings, showing an

example from July where over \$1,000 was saved by combining mailings for multiple neighborhoods. Mark Greear from South End Neighborhood Association emphasized utilizing online platforms as a means of communication and engagement. He proposed exploring potential alternatives to postcards, such as adopting a quarterly newsletter system similar to Trail News, which could provide a more comprehensive view of all neighborhood activities and possibly reduce printing and mailing costs.

The committee discussed the importance of balancing the budget and the possibility of seeking additional funding. Commissioner Marl emphasized the fiscal constraints facing the City and the significant increase already provided to the CIC budget.

After extensive discussion, the committee made the following decisions:

Sara Peterson moved to remove signage costs temporarily from the proposed budget to save money and earn them back at a later date. The motion was seconded by Josh Kayser.

The motion passed with one opposition from Christopher Nolte, Hazel Grove Westling Farm Representative.

Josh Kayser moved to approve budget as shown for CIC (please reference Exhibit A). The motion was seconded by Sarah Peterson.

The motion passed unanimously.

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

- a. Hannah Schmidt noted that a written public comment from Jessica Macklin was included in the agenda packet and sent via email to all CIC members. The committee discussed how to handle such comments in the future, with some members expressing concern about passing on surveys without reviewing them first. It was suggested that individuals could reach out to Jessica Macklin directly with any questions or concerns.

4. APPROVAL OF MINUTES

- a. Betty Mumm motioned to approve the June 2, 2025, Citizen Involvement Committee Meeting Minutes. Tim Powell seconded.

The motion received unanimous approval.

5. STAFF LIAISON UPDATES

- a. Hannah Schmidt presented the July Staff Report included in the Agenda Packet.
- b. Josh Kayser emphasized that the 2023-2025 biennial CIC budget had just \$175 remaining. Josh provided praises to all CIC members that they have been utilizing the allocated City funds.

6. GENERAL BUSINESS

- a. The committee discussed plans for National Night Out on August 5th. Linda Baysinger informed the committee that a new NA Map had been printed and laminated. Members were encouraged to sign up for shifts at the CIC booth. It was noted that the deadline for individual neighborhood associations to have their own booths had passed, but they could plan for next year. The committee discussed logistics such as providing candy for children and having pop-up tents for cover.

7. ROUNDTABLE

Canemah NA: Had a successful ice cream social in June. Planning a headstone maintenance demonstration, likely in August.

Caulfield NA: Upcoming meeting on July 22 with presentations from a police officer, Clackamas Community College, and Toos Lake. They also raised concerns about the Holcomb Bridge over Highway 213 lacking barriers.

Gaffney Lane NA: Held their first trash pickup event along Leland and Myers down to 213. Next general meeting on Tuesday at 6:30 pm in the community room.

Hazel Grove/Westling Farm NA: Still in the process of getting started. They inquired about ownership and maintenance of monument signs entering neighborhoods.

Hillendale/Tower Vista NA: Had their July meeting with decent attendance despite the holiday. Featured a pickleball demonstration.

McLoughlin NA: Upcoming general meeting on July 16 with various presentations. They received a Metro enhancement grant for their neighborhood sale in August. They're also working on a pilot program with public works for neighborhood involvement in big projects.

Park Place NA: No general meeting in July. Steering committee meeting in August. Noted some improvement in the condition of county low-income housing area.

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 Marl provided updates on city business, including an upcoming work session on adopted goals for the current biennium. He also mentioned the successful Fourth of July event at the End of the Oregon Trail.

8. ADJOURNMENT

Chair, Linda Baysinger adjourned the meeting at 8:48 p.m.

Respectfully submitted,

Hannah Schmidt, Community Engagement Specialist
Date Approved: 8/04/2025