



CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE AGENDA

Community Development Community Room
695 Warner Parrott Rd., Oregon City
Monday, January 5, 2026 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@orc.org or call 503-496-1510 by 3:00 PM on the day of the meeting to register)
 - Email hschmidt@orc.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

- Missoula Floods Impact on Oregon City - Scott Burns, Professor Emeritus of Engineering Geology Portland State University
- Trail News Update - Jarrod Lyman, Communications Manager

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. ELECTIONS

- Chair
- Vice Chair
- Secretary

5. APPROVAL OF MINUTES

- December 1, 2025 Citizen Involvement Committee Meeting Minutes

6. COMMUNICATIONS

- Social Media Working Group
- Staff Liaison Report
- Budget Update

7. GENERAL BUSINESS

- Spring Forward Community Resource Fair

8. ROUNDTABLE

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

9. 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.



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

Community Room, Community Development Building,
695 Warner Parrott Rd, Oregon City, OR
Monday, December 1, 2025 at 7:00 PM

1. CALL TO ORDER AND ROLL CALL

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

PRESENT:

Linda Baysinger, Dennis Anderson, Donna Renee Larsen, John Kies, Joy Allen, Dorothy Dahlsrud, Betty Mumm, Duane Hanson, Christopher Nolte, Mark Beatty, Sara Peterson, Josh Kayser, Denise Beasley, Tim Powell, Ryan Richards, Bill Carton, Kathy Robertson, Commissioner Scott Wilson, and Commissioner Adam Marl.

STAFF: *Hannah Schmidt, Community Engagement Specialist*

EXCUSED: *None.*

ABSENT: *None*

2. PRESENTATIONS

- a. Juliana Allen, Executive Director of Downtown Oregon City Association (DOCA), provided an update on downtown Oregon City businesses following the courthouse's move out of downtown in May 2025. She explained there was no general consensus on how businesses were doing, as impacts varied significantly. Some businesses like Coffee Rush that relied on courthouse traffic were negatively affected, while others benefited from increased parking availability.

Juliana Allen highlighted the recent Small Business Saturday, which saw good engagement throughout the district. She also discussed the "Well Lit Trees" project funded by a Metro enhancement grant, which recently completed its first phase with uplighting installed on trees between 9th and 10th Street. The next phase will proceed once additional funds are raised.

She announced the upcoming holiday tree lighting on Saturday, December 6th from 4:30-7:00 pm at Liberty Plaza. When asked about DOCA's position on the courthouse redevelopment, Juliana Allen clarified that while DOCA doesn't have an official stance, the majority of businesses are excited about bringing new life to the district and are glad the building won't remain vacant.

- b. Kelly Hart introduced herself as the new Community Development Director, replacing Aquilla Hurd-Ravich who left in April. She shared her educational background, which includes a bachelor's degree in urban planning, a master's degree in environmental sciences, and a second master's degree in public administration that she is currently pursuing.

Hart explained her professional experience, having worked in Lebanon, Oregon for six years and in Stanton, California prior to that. She noted that Oregon City represents her ideal community size, being on the fringe of the urban area while still maintaining its unique character. Hart discussed her current focus on understanding internal department operations before expanding to more external community engagement.

When asked about her background in historic architecture, Hart explained she had experience with historic preservation programs in Lebanon, which managed over 100 properties. She expressed a personal interest in historic preservation dating back to her childhood interest in architecture.

- c. Josh Wheeler presented on code amendments required by House Bill 2658, which was passed by the Oregon Legislature in summer 2025. The bill requires cities to exempt developments from frontage improvements when the cost is less than \$150,000 and the total building square footage does not increase.

Wheeler explained that Oregon City already exempted developments when square footage wasn't increasing but needed to add the cost threshold exemption to comply with state law. He presented the redlined code changes showing the addition of the \$150,000 threshold exemption and clarification of existing exemptions.

When asked about the reason behind the exemptions, Wheeler suggested the legislature was trying to make housing development more affordable. Committee members expressed concerns that the exemptions might shift infrastructure costs to taxpayers and create potential issues with services like sewers and electricity, but Wheeler clarified this was state-mandated legislation the city must implement.

- d. Pat Wilson, Executive Director of Clackamas County Voluntary Organizations Active in Disaster (VOAD), and Jana Norton from Red Cross presented on disaster preparedness and response coordination. Wilson explained that VOAD is a 501(c)(3) organization that coordinates voluntary organizations to efficiently deliver services during immediate, intermediate, and long-term disaster recovery. They highlighted VOAD's role in bringing together various organizations before disasters occur to establish working relationships and coordinate responses. Norton emphasized that Clackamas County is well-positioned with strong disaster management coordination compared to many other counties. Wilson described how VOAD was founded in 2020 and successfully served 165 wildfire survivors, raising over \$1 million and coordinating donated materials and labor.

The presenters discussed the "2 Weeks Ready" program and encouraged neighborhood associations to partner with VOAD for disaster preparedness resources, training, and communication tools. They suggested neighborhood associations consider becoming "resilience hubs" for their communities and offered to connect interested members with training resources. Wilson invited committee members to sign up for VOAD's newsletters and monthly partner meetings.

3. PUBLIC COMMENTS

No public comments were provided.

4. APPROVAL OF MINUTES

- a. Tim Powell moved to approve the November 3, 2025 Citizen Involvement Committee Meeting Minutes. Betty Mumm seconded. The motion passed unanimously.

5. COMMUNICATIONS

- a. No update was provided at this time. The working group will have more of an update after the new year.
- b. Hannah Schmidt provided a brief update, noting all regular updates were included in the agenda packet. She emphasized that members planning to continue their CIC membership should submit their applications if they had not done so within the past year. She mentioned she would follow up with some members about meeting minutes but appreciated that all neighborhood associations had been responsive.
- c. No specific budget discussion took place beyond confirmation that all information was included in the packet.

6. GENERAL BUSINESS

- a. The committee discussed postcard mailing schedules for upcoming neighborhood association meetings. For February/early March mailings (including Canemah, Elyville, McLoughlin, and Park Place), the design deadline would be February 6 with delivery to residents by February 18 at the latest.

For March mailings (including Caufield, Gaffney Lane, and Hazel Grove - Westling Farm), the postcard deadline would be March 2 with delivery by March 11 at the latest. There was some concern about the timing for Hazel Grove's March 12

meeting, but it was noted that postcards typically arrive earlier than the latest projected date.

Hannah Schmidt clarified that these deadlines were guidelines to help coordinate mailings and save costs, but individual neighborhood associations could still manage their own mailings if the deadlines didn't work for them.

- b. The committee discussed the meeting venue, which had been relocated from the usual Mount Hood Room at City Hall due to projector issues for this specific meeting – but a discussion about relocation was already planned for the December agenda. Schmidt explained that due to the CIC's growth, the Mount Hood Room can no longer properly accommodate all CIC members, so the Community Development Community Room was proposed as their new meeting location.

Schmidt explained that the Hanlon Commission Chambers was considered as an alternative meeting space for the CIC, but that space only has 16 wireless microphones, which would not accommodate the full committee at its current size of 17 members and further potential growth at a maximum of 24 members. Committee members expressed concerns about visibility and audio issues in the Community Development Community Room, suggesting improvements such as additional TVs and microphones, especially for presenters.

The consensus was to continue meeting in the current location at the Community Development Community Room while Hannah Schmidt worked on audio-visual improvements. Committee members expressed a preference for maintaining the larger meeting space to accommodate all representatives rather than limiting committee size.

7. ROUNDTABLE

Canemah NA: Linda Baysinger mentioned that Canemah NA had a successful meeting with an election and noted their Facebook page brought in a new attendee. Dennis Anderson will not be continuing on as a CIC member, a new individual has been elected to take his seat and this will be his last meeting as a CIC representative for Canemah.

Caulfield NA: Donna Renee Larsen and John Keis reported that at their last meeting the NA discussed concerns about increased traffic related to the former Oregon City golf course development and have plans for a smaller meeting with Dana Webb from public works. Their next meeting is scheduled for January with upcoming presentations from the mayor, Commissioner Scott Wilson, and Seth Anderson regarding the redevelopment of the courthouse. Donna Renee Larsen reported that they have also confirmed a candidate forum to take place at their March meeting where all five candidates for State Representative House District 40 will be present for the forum.

Elyville NA: Dorothy Dahlsrud reported their next meeting would be in March and mentioned coordination with the Clayton Moore veterans apartments regarding heritage tree preservation.

Gaffney Lane NA: Duane Hanson announced election results with Mike Sullivan becoming the new chair, and plans for their next steering committee meeting at Prince of Life Church.

Hazel Grove/Westling Farm NA: Mark Beatty and Chris Nolte reported on growing membership in their NA with about 50 attendees at their last meeting. Chris Nolte mentioned the presentation from Clackamas County Fire on safety and aging in place was very well received by their community and he recommends the presentation to other NAs in the future.

Hillendale/Tower Vista NA: Sarah Peterson reported their next steering committee meeting was scheduled for tomorrow where they are hoping to be more productive.

McLoughlin NA: Denise Beasley and Tim Powell reported that at the last meeting the NA had a presentation on parks updates from the Deputy Director. Residents discussed concerns about the Sparks Wellness location (working on a good neighbor agreement), raised questions about Singer Hill Cafe's future, and there was significant interest in the courthouse redevelopment plans. Denise Beasley also reported that this would be her last meeting as a CIC member, she is stepping down from her seat and Amy Wilson was voted in as the new CIC representative to take her place.

Park Place NA: Ryan Richards reported that plants were planted in Park Place Park the weekend before Thanksgiving.

South End NA: Bill Carton reported their next meeting is scheduled for January.

Commissioner Adam Marl reported on upcoming City Commission discussions regarding the John Storm dock assessment, the exclusion zone ordinance, and changes to the Planning Commission and Historic Review Board appointment process. Commissioner Scott Wilson noted significant public input at the last City Commission meeting regarding ICE activity in Oregon City. He expressed appreciation for residents who spoke up to share their concerns for themselves and their neighbors.

8. ADJOURNMENT

Chair Linda Baysinger announced that the January meeting would include elections for Chair, Vice Chair, and Secretary. The meeting was then adjourned at 8:35 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:** January 5, 2026
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT: STAFF LIASON UPDATES

1. Updated NA Occupant Lists

Please refer to Exhibit A for an update to your NA's occupant mailing list. Please note that Park Place NA has had a decrease in just over 100 occupants on their mailing list due to the [Clackamas Heights Redevelopment](#) project.

You can view each NA mailing label by clicking the link here -
<https://www.orcity.org/895/Neighborhood-Association-Mailing-Labels>

2. Oregon City Library – Free Printing Resources

If your NA is in need of printing meeting materials in advance of a NA meeting, please note that the Oregon City Public Library offers Princh mobile printing. Princh can be used to easily and securely print from your smartphone, tablet, or computer, both remotely and at the library.

Print Job Parameters:

- 8.5" x 11" and 8.5" x 14" white copy paper is available.
- Pricing:
 - Black and white: \$0.10 per side
 - Color: \$0.50 per side
- Library patrons receive \$1 free printing per day with their library card number.
 - The \$1 cannot be used to make copies

For more information on how to utilize this library service, please visit
<https://www.orcity.org/340/Mobile-Print>.

3. 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!

4. New QR Codes

Each NA has a QR code for its webpage on the City's website and for email subscriber sign-ups. Please contact Hannah Schmidt at hschmidt@orc.org if you need a copy of the QR code for your NA webpage or email subscription link.

5. Neighborhood Association Signs and Other Advertising Methods

If utilizing CIC funding, NA signage and advertising methods must be submitted to staff at hschmidt@orcidity.org for approval before moving forward with processing and printing. Once approved, files will be sent to Buels Impressions Printing, and staff will notify you when the materials are ready for pickup.

If your NA uses a separate company or advertising method for meeting outreach and is requesting reimbursement, please provide an itemized receipt and confirm that staff approval was obtained prior to printing. Reimbursement requests should be emailed to hschmidt@orcidity.org and include a mailing address for the reimbursement check.

6. 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@orcidity.org. If you need a template, please send an email to hschmidt@orcidity.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.

7. Email Subscribers

The QR code links that are advertised on each NA webpage and on the NA flyers are linked to a City-owned Mailchimp account. I use the Mailchimp account to schedule emails out to your NA subscriber list. I schedule emails to be sent out 1 week in advance of the meeting date. I only send out emails if you send me a copy of your NA meeting agenda or specifically inquire about an email to be sent out to your NA. I can send emails out for Steering Committee Meetings, or any other NA updates - 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 the City 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 we have reached the end of the year, I have ensured that I added 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
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
Oct-25	83	160	45	50	125	99	256	139	59	91	32
Nov-25	81	162	47	51	146	105	261	141	59	93	32
Dec-25	82	161	49	56	158	106	261	140	59	95	32
Monthly Difference	1	-1	2	5	12	1	0	-1	0	2	0
Yearly Difference	50	17	15	13	113	16	143	12	15	34	12

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

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@orcify.org with 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.

8. Social Media Postings for Neighborhood Association Meetings

The City has been consistently posting on Facebook, Instagram, 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 (especially photos of the outdoor spaces within your

neighborhood throughout the seasons), please send them to hschmidt@orc.org. If you are not confident in your photography skills, you can also reach out to me via email to coordinate a photo shoot of your NA. Using different pictures in your NA meeting announcements will help engage a wider audience and hopefully draw more residents to your NA meetings.

9. 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 City's webpage. 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.

10. Phishing Scams

Many of you have emails published on the City's website/publications, 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 are using a personal email account for NA business and have that email address accessible to the public – I would encourage you to create a new email account for NA business. If you decide to do this, please notify me so that I can provide updates to the City's website and other publications. I highly recommend using a generic email like mcloughlinnaoc@gmail.com to post publicly and avoid posting your personal emails online to have the public contact you. There has been increased phishing scams and email hacking that has taken place and I would hate for your personal emails to be at risk.

11. Scheduling NA Zoom Meetings

In November 2024 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.

12. 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.

13. Zoom Trainings

If you, or anyone from NA is interested in learning more about how to best utilize the CIC Zoom account and run a virtual NA meeting, please reach out to me and I would be happy to schedule a training.

City of Oregon City - Citizen Involvement Committee
Neighborhood Residential Mailing Address Tracking
as of December 10, 2025

Inactive NA

Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	Tower Vista	Two Rivers	South End	Hazel Grove	Rivercrest
10/24/2024	196	2432	1819	1664	1884	2008	1387	1202	616	1457	1064	795
1/25/2025	195	2431	1835	1663	1880	2010	1466	1215	614	1455	1063	797
5/28/2025	195	2432	1844	1665	1881	2023	1542	1215	617	1456	1064	797
9/11/2025	195	2432	1845	1665	1881	2026	1745	1215	617	1481	1064	797
12/10/2025	195	2432	1849	1665	1881	2027	1644	1215	617	1481	1064	797
Quarterly Difference	0	0	4	0	0	1	-101	0	0	0	0	0

City of Oregon City - Citizen Involvement Committee
Financial Summary for Biennial Years 2025-27
as of December 19, 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 12/10/25)	195	2432	1849	1665	1881	2027	1644	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	\$ 5,834.00	\$ 6,304.00	\$ 4,748.00	\$ 7,674.00	\$ 3,112.00	\$ 3,067.00	\$ 1,846.00	\$ 2,804.00	\$ 3,357.00	\$ -	\$ 150.00	\$ 47,152.00
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)
October						\$ (1,278.41)	\$ (1,101.09)		\$ (389.33)					\$ (2,768.83)
November	\$ (123.04)	\$ (1,534.34)		\$ (1,050.62)							\$ (671.01)		\$ (149.90)	\$ (3,528.91)
December					\$ (685.23)	\$ (738.41)		\$ (442.61)						\$ (1,866.25)
Total Spent	\$ (214.10)	\$ (3,806.47)	\$ (1,974.93)	\$ (2,834.05)	\$ (1,563.67)	\$ (3,905.07)	\$ (1,101.09)	\$ (1,010.02)	\$ (677.82)	\$ (679.49)	\$ (1,467.90)	\$ -	\$ (149.90)	\$ (19,384.51)
Remaining Budget	\$ 368.90	\$ 3,866.53	\$ 3,859.07	\$ 3,469.95	\$ 3,184.33	\$ 3,768.93	\$ 2,010.91	\$ 2,056.98	\$ 1,168.18	\$ 2,124.51	\$ 1,889.10	\$ -	\$ 0.10	\$ 27,767.49

Inactive NA

Biennial Years 2025-27

	Biennial Budget (as adopted)	\$ 90,000.00
	Fiscal Year 2025-26 Total Spent	\$ (19,384.51)
	Fiscal Year 2026-27 Total Spent	\$ -
	Biennial Years 2023-25 Remaining	\$ 70,615.49

**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	HILLENDALE SET/OCT 2025 POSTCARDS PRINTING	\$ 193.35	HILLENDALE
09/10/2025	Sept	EAGLE MAILING SERVICE	CANEMAH SET/OCT 2025 POSTCARDS PRINTING	\$ 20.04	CANEMAH

Detail Transactions
Fiscal Year 2025-26

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
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
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
10/15/2025	Oct	EAGLE MAILING SERVICE	PARK PLACE OCT. 2025 NA POSTCARD PRINTING COSTS	\$ 465.32	PARK PLACE
10/15/2025	Oct	EAGLE MAILING SERVICE	TWO RIVERS OCT. 2025 NA POSTCARD PRINTING COSTS	\$ 164.53	TWO RIVERS
10/16/2025	Oct	US POSTAL SERVICE	OCT 2025 TWO RIVERS NA POSTAGE COSTS	\$ 224.80	TWO RIVERS
10/16/2025	Oct	US POSTAL SERVICE	OCT 2025 PARK PLACE NA POSTAGE COSTS	\$ 635.77	PARK PLACE
10/22/2025	Oct	EAGLE MAILING SERVICE	NOV 2025 McLOUGHLIN NA POSTCARD PRINTING	\$ 540.47	MCLOUGHLIN
10/23/2025	Oct	US POSTAL SERVICE	NOV 2025 McLOUGHLIN NA POSTAGE COSTS	\$ 737.94	MCLOUGHLIN
11/04/2025	Nov	EAGLE MAILING SERVICE	CAUFIELD POSTCARD PRINTING COSTS	\$ 649.34	CAUFIELD
11/04/2025	Nov	EAGLE MAILING SERVICE	HAZEL GROVE POSTCARD PRINTING COSTS	\$ 283.59	HAZEL GROVE
11/06/2025	Nov	US POSTAL SERVICE	CAUFIELD NA NOVEMBER POSTAGE COSTS	\$ 885.00	CAUFIELD
11/06/2025	Nov	US POSTAL SERVICE	WESTLING NA NOVEMBER POSTAGE COSTS	\$ 387.42	HAZEL GROVE
11/13/2025	Nov	US POSTAL SERVICE	CANEMAH NOVEMBER 2025 POSTAGE	\$ 71.03	CANEMAH
11/13/2025	Nov	US POSTAL SERVICE	GAFFNEY LANE NOVEMBER 2025 POSTAGE	\$ 606.57	GAFFNEY
11/13/2025	Nov	US BANCORP	ZOOM.COM 888-799-9666	\$ 149.90	Overhead
11/18/2025	Nov	EAGLE MAILING SERVICE	GAFFNEY LANE NOV 2025 POSTCARD PRINTING COSTS	\$ 444.05	GAFFNEY
11/18/2025	Nov	EAGLE MAILING SERVICE	CANEMAH NOV 2025 POSTCARD PRINTING COSTS	\$ 52.01	CANEMAH
12/18/2025	Dec	US POSTAL SERVICE	JAN 2025 HILLENDALE POSTCARD POSTAGE	\$ 685.23	HILLENDALE
12/18/2025	Dec	US POSTAL SERVICE	JAN 2025 McLOUGHLIN POSTCARD POSTAGE	\$ 738.41	MCLOUGHLIN
12/18/2025	Dec	US POSTAL SERVICE	JAN 2025 TOWER VISTA POSTCARD POSTAGE	\$ 442.61	TOWER VISTA
				\$ 19,384.51	



CITY OF OREGON CITY

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503-657-0891

Staff Report

To: Citizen Involvement Committee **Agenda Date:** January 5, 2026
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 7.a. - Spring Forward Community Resource Fair

STAFF RECOMMENDATION:

Staff recommends that the Citizen Involvement Committee (CIC) submit an application and move forward with coordinating participation at this event as a vendor. If any other Neighborhood Association (NA) is interested in participating in the event separately, then they should submit a separate vendor application.

EXECUTIVE SUMMARY:

The Spring Forward Community Resource Fair is scheduled to take place on Saturday, March 7, 2026, from 10 a.m. – 2 p.m. at the Pioneer Community Center. Applications can be completed by visiting the website link below and scrolling towards the bottom of the webpage where the application form is embedded. Vendor applications are due on Friday, February 6, 2026.

<https://www.orcity.org/3230/Spring-Forward-Community-Resource-Fair>

BACKGROUND:

The Spring Forward Community Resource Fair is a FREE event open to the public that offers community members the opportunity to explore local resources from their Oregon City community. A variety of local nonprofit/government vendors share information on environmental initiatives, volunteer opportunities, and community services to keep the public informed and engaged for the upcoming spring/summer.

The CIC and individual neighborhood associations have participated in this event in the past to conduct outreach to their residents. There is no fee charged for vendors, but all vendors must submit an application and are encouraged to find creative ways to engage the public at their table.

The City can provide the following materials for a CIC booth:

- 6-foot table
- “Help Shape Your Community” Citizen Involvement Committee banner
- “What Neighborhood Do You Call Home” banner
- NA flyer with map and 2026 General NA meeting information

As a reminder, the Citizen Involvement Committee has the ability to purchase or be reimbursed for outreach material – including any booth materials needed for conducting outreach at community events.

OPTIONS:

1. Assign one CIC member to submit a vendor application for the 2026 Spring Forward Community Resource Fair. Have all other Neighborhood Associations interested in participating separately submit a form on their own.
2. Encourage all interested Neighborhood Associations to submit a vendor application on their own.
3. Decide not to participate in the 2026 Spring Forward Community Resource Fair.

BUDGET IMPACT:

N/A