CITY OF OREGON CITY
CITY COMMISSION WORK SESSION
MEETING MINUTES

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Tuesday, December 10, 2024 at 6:00 PM

EXECUTIVE SESSION

The Executive Session will begin after the Work Session pursuant to ORS 192.660(2)(i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

CITY COMMISSION WORK SESSION

1. CONVENE MEETING AND ROLL CALL

Mayor McGriff convened the meeting at 6:03 P.M.

PRESENT: 5 -	Commissioner Adam Marl, Commissioner Mike Mitchell, Commissioner Rocky Smith, Commissioner Frank O'Donnell, Mayor Denyse McGriff
STAFFERS: 5 -	City Manager Tony Konkol, Assistant City Manager Alex Rains, City Recorder Jakob Wiley, Police Chief Shaun Davis, Economic Development Manager James Graham

2. FUTURE AGENDA ITEMS

a. List of Future Work Session Agenda Items

Tony Konkol, City Manager, said that the first meeting of the new year, scheduled for January 1, 2025, would be canceled since it falls on a holiday. The first meeting of 2025 and swearing-in ceremony would be moved to January 7th, which is typically a work session night. The Park System Development Charges would be presented at a work session in February. He also noted that additional Planning Commission interviews would be scheduled.

3. GENERAL BUSINESS

a. Legal Documents for Destination Management Organization (DMO)

James Graham, Economic Development Manager, introduced the consultants from Whereabout LLC, Matthew Landkammer and Cheryl Cumming. He also introduced Rosalie Westenkow, Nonprofit Law Northwest. Mr. Graham noted a typo in the Destination Management Organization (DMO) legal agreement. The city liaison percentage was supposed to say 10% instead of 8%. Mrs. Westenkow said that the DMO had been incorporated as a mutual benefit nonprofit corporation in Oregon under the name Destination Oregon City, inc. She noted that it is a separate legal entity from the city and would be run by a board of directors. The relationship between the DMO and the city would be determined by contract, and a draft memorandum of understanding (MOU) was included in the packet. To gain recognition as a 501(c)(6), the DMO still needed to submit a 1024 application, which was also included in the packet. This recognition would also give the DMO tax-exempt status.

Mrs. Westenkow gave an overview of the bylaws, which were included as an exhibit on the MOU. Mayor McGriff raised concerns about trying to make the board represent different geographical areas of the city. Commissioner Smith asked if there were definitions for the sectors listed in section 3.4 of the bylaws. Mrs. Westenkow said that leaving these terms undefined would allow the board to have some leeway to ensure a diverse representation of sectors.

Commissioner Mitchell offered edits to the bylaws. There was consensus that the bylaws should specify that one ex-officio director must be a member of the City Commission. There was consensus not to require ex-officio members from Mt. Hood Territory, Travel Oregon, or the Confederated Tribes of Grand Ronde. Instead, the Executive Director would be expected to coordinate with these entities. There was consensus to change the term length to three years, to avoid the risk of losing half of the board every year. There was discussion about term limits, and there was agreement to require a one-year break after serving two consecutive terms.

Commissioner Smith asked if the DMO board should be allowed to remove directors without cause. There was discussion about potential reasons that could be cited as cause for removal. There was discussion about potentially defining specific causes. Mrs. Westenkow said that the statute governing this type of body lacked a good action for someone to bring if they were removed in a way they should not have been. She also added that it is difficult to have a functioning board if there is no mechanism to remove a director who is impeding the board. For those reasons, she recommended allowing removal of a director by a two-thirds vote for any reason.

There was discussion about allowing one director to fulfill a combination of the Chair, Vice Chair, Secretary, or Treasurer roles. There was consensus to allow the Secretary and Treasurer roles to be held simultaneously by one person. There was also discussion about how many directors the board should have. Mrs. Westenkow noted that if the bylaws required a certain number of directors and a director resigned, then the board would have to replace the vacancy before it could handle any other business. There was consensus to keep the bylaws the same with a range of 5 to 7 directors.

Mrs. Westenkow reviewed the draft Memorandum of Understanding (MOU) between the City and the DMO. Commissioner Smith raised concerns about the termination provisions. He was worried that the city may be forced to continue funding the DMO even if it did not approve of the DMO's strategic plan. There was discussion about clarifying the DMO's initial deadline to submit a plan and what the city's obligations would be if it rejected the DMO's plan. There was agreement to amend the DMO to allow the city to cease payment to the DMO if the DMO did not submit an acceptable plan within six months of creation. There was also agreement to rename the DMO the Destination Marketing and Management Organization (DMMO). This was done to highlight that the DMMO's management responsibility was just as important as its marketing responsibility.

There was discussion about how much money to dedicate to the DMMO and what amount, if any, the city should charge the DMMO as an administrative fee. Mrs. Cumming said that the standard administrative fee in California is 2 percent. Commissioner Smith noted that the city would still be running the special events grant program, which is tourism-related. He argued the city should keep that in mind when setting an administrative fee. Mr. Konkol said the city would pay the DMMO with money from the Transient Lodging Tax (TLT) fund.
Instead of charging an administrative fee, the city could dedicate a percentage of the TLT money it collects to something other than the DMMO. This amount would be set during the budget process every two years. There was consensus to take this approach.

There was discussion about the ownership of the DMMO's work product. Mrs. Westenkow said that the language could be amended to require that the city have a non-exclusive license to all work product created by the DMMO over the duration of the contract. It was confirmed that, under the terms of the contract, any written reports created by the DMMO would be provided to the city.

The Commission took a break from 8:07 P.M. to 8:17 P.M.

b. Destination Management Organization - Organizational Structure and Role

Mr. Landkammer presented the proposed organizational structure, including the relationship between the executive director, board of directors, and City Commission. There *was consensus to require that the Executive Director of the DMMO periodically give a report to the City Commission. There was also consensus to ask board applicants to disclose any ownership stake they have in any company that the DMMO might do business with. Mrs. Westenkow added that appointed board members would be required to fill out an annual disclosure form that would also ask for this information.*

4. CITY MANAGER'S REPORT

a. Update on City Projects

Mr. Konkol gave a brief update on city projects. Commissioner Marl asked who would carry the mantle on the fundraising side for Phase 2 of the Cayuse 5 Memorial. Mr. Konkol replied that there was still some excess leftover from the $150,000 that the city put forward for Phase 1 and that the Confederated Tribes of the Umatilla Indian Reservation had secured some grant funding. He noted that the sides were still working on a design and cost estimate for Phase 2.

Mayor McGriff and Mr. Graham gave an update on the Courthouse downtown. Mr. Graham noted that, while the ad hoc courthouse committee that he and Mayor McGriff were on had voted to remove demolition of the courthouse as an option, the county had kept the option in their draft request for proposal (RFP). The county was planning to fully vacate the building sometime around August 2025. Mayor McGriff expressed concern that the county appeared to be rushing to do something with the courthouse, and the city was not being brought into the conversation.

b. 2023-2025 City Commission Goals Update

5. COMMITTEE REPORTS

Commissioner Smith gave an update on Clackamas Heritage Partners (CHP). The End of the Oregon Trail (EOT) would be repainting the hoops soon. The Curtis Foundation was going to have to auction off some of its collection of wagons within the next year. There were hopes that the CHP and Curtis Foundation could partner to display some of the wagon collection at the EOT. The EOT hired someone to focus specifically on educational programs and getting school groups to visit.

Commissioner Marl gave an update on the Youth Advisory Commission (YAC). He said that YAC was working on a resolution to call for Clackamas County to ban flavored nicotine products. YAC planned to present this resolution to the City Commission in January 2025. Commissioner Marl also gave an update on state funding for the Oregon Department of Transportation.

Mayor McGriff said that the Arts Commission would be unveiling a new art piece on 7th and Center on December 21, 2024.

6. ADJOURNMENT

Mayor McGriff adjourned the meeting at 9:13 P.M.

Respectfully submitted,

Jakob A Wiley

Jakob S. Wiley, City Recorder
Date Approved: February 04, 2026