



## **Meeting Minutes**

**June 4, 2025| Regular Meeting**

Troutdale Police Community Center – Kellogg Room  
234 SW Kendall Ct, Troutdale, OR 97060

1. **Pledge of Allegiance and Roster:** Committee member Knight, Koester, Chair Harrington, Minkoff, Terrell, Vice Chair Barney, Castillo-White, Rizzo, Staffenson, Stevens, and Staff Dakota Meyer, Assistant Planner.
2. **Public Comment on Non-Agenda items** - None
3. **Review and Approve Prior Meeting Minutes**
  - a. May 7, 2025 were approved with amendments: Rizzo's comments in the Communications section "public would be welcome" not public comment. Vice Chair Barney requested an updated committee membership roster for all community committees and Koester mentioned the actual date for the next Family Game Day is June 14. Stevens moved to approve the minutes as amended, and it was approved 10:0
4. **Discussion**
  - a. **TCAB Appointment** – Committee member Knight nominated Rizzo to remain as the representative and Staffenson seconded the motion. No other nominations were submitted. Motion carried 10:0.
  - b. **Meeting Minutes Explained** – Assistant Planner explained what is required for meeting minutes by the state of Oregon. The goal is to provide a concise summary of the meeting and eliminate unnecessary details. The minutes are posted online once they are approved, and the recordings are on YouTube and kept indefinitely. Staff will check what the record retention is for this type of document.
  - c. **Current Outreach Communication Method Evaluation** - Chair Harrington wants to get more strategic in getting information out to the public. Mr. Koester suggests getting statistics for methods we are currently using as a baseline understanding while Mr. Knight suggests listing what current methods of

outreach are used so we can evaluate the effectiveness of them. To improve outreach and CI (community involvement), Mr. Minkoff suggests CAC manage the CFEC communication as well as create CAC articles for the Champion. Mrs. Castillo-White suggested articles on what CAC does, articles to direct people to the City of Troutdale dashboard and utilize the city attorney for cause-and-effect land use case information that may affect Troutdale citizens. Once new members are on board, take a picture and give fun facts in a Champion article. Mr. Knight also shared that CAC should create TikTok's to help break down barriers to citizen engagement, be present at First Friday booths and movies in the park events. Mr. Stevens recommends establishing a neighborhood association system to network with them as a goal for citizen involvement. Stevens would like to add action items on each meeting agenda and likes the idea of active and passive CI.

Vice Chair Barney asks how we can be aware of bills and legislation before they are voted into law. Mrs. Staffenson said it is up to individuals to educate yourself and pay attention to what happens in Salem so you can testify, and Mr. Minkoff shared that he subscribes to several applications which send them notifications/updates.

## 5. Communication

- a. **Staff** – Dakota formally asked if CAC would be willing to host the Community Development First Friday table. All agreed. Staff advised the Chair to reach out to KrisAnn for support. Code amendments for CFEC went to council for a first reading, the second reading and adoption for FEMA updates was approved by council. There were a lot of pre-application meetings. Staff are planning a PC work session with MIG for the Main Street on Halsey project now centering on Troutdale design standard needs. Staff will rely on CAC to spearhead a heavy community engagement campaign for this project.
- b. **Committee** – Koester reminded team about the frequently overlooked Mayor's Square events on Tuesday that CAC can leverage. Knight listed the ideas discussed: collect data on the current methods of engagement, understand the public notice requirements and compare them with state requirements to verify CAC is meeting the requirement, Main Street on Halsey presentation project, booth activity in August and September and Frank's idea to write the action items in the agenda. Rizzo shared parking information at Glenn Otto Park, the issues at 1,000 acres dog park, TCAB recommendation to Urban Renewal on June 17<sup>th</sup>, Imagination Station is closed next week for repairs and Fire contracts with Mult County. CAC can also work on helping Troutdale citizens pass a fire district measure because

then we'll have money in the general fund to start our own police force. The council to discuss a fire and police fee June 10<sup>th</sup>. Stevens offered to give a briefing on 1000 acres issues as he has done extensive research over the last year, taking the Sasquatch Shuttle from the outlet malls to the falls is a great experience. Koester reminded the team that Family Game Day June 14 starts at 9:00 AM to 12:30 PM. Mt Hood Farmers Market at Mt Hood Community College has increased their vendors. Minkoff surmised that revamping our charter has given a clear direction to the future. Minkoff asked if we could pass out fliers at the Mt Hood Farmers Market? If given permission, Castillo-White wants to ask other committees to volunteer at the Troutdale Arts Festival since there is no longer a Job Corp who normally helped at this event. Staff recommended contacting Kenda or Sarah in City Hall. Chair Harrington will work with Staff to develop the next agenda to include things discussed tonight.

#### Exhibit A:

##### 1. Documents Referred to During Meeting

###### a. None

June 4, 2025 Meeting Recorded: [Troutdale Citizens Advisory Committee Meeting - June 4, 2025](#)