

22500 Salamo Road
West Linn, Oregon 97068
<http://westlinnoregon.gov>

WEST LINN CITY COUNCIL MEETING MINUTES August 4, 2025

Pre Meeting

Call to Order and Pledge of Allegiance [6:00 pm/5 min]

Council Present:

Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Staff Present:

City Manager John Williams, City Attorney Kaylie Klein, Assistant to City Manager Dylan Digby, Library Director Doug Erickson, Public Works Director Erich Lais, Parks and Recreation Director Megan Big John, and Finance Director Lauren Breithaupt.

Approval of Agenda [6:05 pm/5 min]

Council President Mary Baumgardner moved to approve the agenda for the August 4, 2025, West Linn City Council Meeting Councilor Leo Groner seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

Public Comment [6:10 pm/10 min]

Kathi Halicki apologized for her behavior during the last council meeting. Council thanked her for the apology and her service to the community.

Mayor and Council Report [6:20 pm/15 min]

Appoint Community Advisory Group Member

Mayor Bialostosky placed before Council appointing Mikhail Rosenberg to the Transportation Advisory Board.

Council President Mary Baumgardner moved to approve the Mayor's appointment. Councilor Leo Groner seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

Reports from Community Advisory Groups

Council President Baumgardner reported that she and Councilor Bryck attended the C4 (Clackamas County Coordinating Committee) Retreat, it included productive discussions on affordable housing, housing availability, and transit improvements. She also attended the Clackamas County Agribusiness Tour, which began at the Wooden Shoe Bulb Company and included visits to a small dairy farm, a large-scale flower farm, and discussions on challenges faced by modern-day farmers.

Council President Baumgardner reported that the State Legislature approved the \$45 million funding request for Willamette Falls Trust, but it remains subject to a potential line-item veto by the Governor. A decision is expected by the end of the week.

Councilor Groner asked about the Governor's reasoning for placing the funding on the veto list. Council President Baumgardner explained it's under review because lottery bonds are not typically used for such projects and noted the importance of addressing inter-tribal interests. She added she may respond to media inquiries as a Willamette Falls Trust member, not as a Council member.

Council President Baumgardner and Mayor Bialostosky have been in contact with regional, state, tribal, and Willamette Falls Trust representatives, as well as the Governor's office, to advocate for funding. Mayor Bialostosky shared that he was asked to sign an op-ed in support as Mayor. Council President Baumgardner and Councilors Bonnington, Bryck, and Groner expressed support, and City Attorney Klein confirmed this was appropriate.

Councilor Bryck said she enjoyed the C4 retreat and recently attended the Planning Commission meeting and received an update on the Waterfront Project. She announced that the Robinwood Neighborhood will be hosting their picnic on August 23rd, 12:00pm-4:00pm

Councilor Groner attended the unveiling of the new Bike Kiosk, which features impressive artwork, and later joined the procession, riding in the city's new street sweeper.

Councilor Bonnington reported attending the Sunset Neighborhood Association meeting, noting their picnic on August 17, 2025, from 3–5 p.m. He also attended the quarterly Neighborhood Association Presidents' meeting, which may switch to a bi-monthly schedule, and the Library's History as Child's Play event. He thanked Historic Willamette for organizing the recent parade.

[City Manager Annual Evaluation Process](#)

[City Manager Evaluation Process Information](#)

Mayor Bialostosky stated that a memorandum dated July 11 was distributed today. As no meetings have occurred since it was written, the item is included on today's agenda to discuss the City Manager's performance evaluation process. The Mayor presented the proposed timeline:

August 5 – Open public comment period on the evaluation, running through August 31st.

September 2 – Council receives compilation of public comments

September 12 – City Manager submits self-evaluation

September 26 – Council members submit individual evaluations

October – Conclude the process with an Executive Session and a public meeting

[Public Comment](#)

Tom Meier shared feedback and expressed concerns regarding the City Manager's performance, based on his experience working with the City Manager on various city projects. Mayor Bialostosky confirmed that Council had come to a consensus on the process for the evaluation.

City Manager Williams added that staff are encouraged to provide anonymous feedback as part of his evaluation.

[Urban Renewal Presentation \[6:35 pm/20 min\]](#)

City Manager Williams stated the Urban Renewal presentation stems from discussions with the Mayor and Council as members of the West Linn Redevelopment Agency. Following approval of the agency's first two-year budget, Council requested a discussion on next steps. Finance Director Lauren Breithaupt and consultant Elaine Howard, an expert in Urban Renewal and Tax

Increment Financing, prepared the presentation.

Finance Director Breithaupt stated that the presentation would serve as an overview of Urban Renewal, beginning with Consultant Howard's recommendations on debt issuance. It will also cover the City's timeline, anticipated financing, projected property tax revenue, and planned projects.

Consultant Howard led Council through presentation and areas that will be covered as Council considers next steps for Tax Increment Area.

[Urban Renewal 101](#)

Councilor Groner noted Parks & Recreation was missing from the list. Consultant Howard explained that Neighborhood Development Plans typically include parks and that the statutory list dates back to 1957 and has remained unchanged despite evolving implementation.

Mayor Bialostosky commented on land acquisitions, noting that based on the presentation, it may be best to wait. Consultant Howard responded that if the City has a clear plan, such as Vision43, land acquisition may be worth considering, as opportunities could arise to act strategically.

Mayor Bialostosky asked about the process for land acquisition. Consultant Howard responded that it is unadvisable to do a direct negotiation with a seller, have a third party. Consultant Howard added that property acquired through Urban Renewal has to be listed in your plan but not until you have a signed agreement to purchase.

Councilor Bryck asked that if the City owns a piece of property or acquires property within the Urban Renewal District, may the City put parameters on the use of the property? Consultant Howard responded that working within zoning, yes.

Mayor Bialostosky suggested continuing discussions with Consultant Howard at future meetings. He also asked about the status of the Highway 43 Urban Renewal District feasibility study.

City Manager Williams updated Council on the study's scope and timing, which may shift to the new Community Development Director. He emphasized that Tax Increment Financing requires strategic use due to the district's size and noted the City can manage property acquisition with in-house resources. Mayor Bialostosky suggested meeting with the West Linn Redevelopment Agency to discuss the project list, and City Manager Williams agreed.

[Consent Agenda \[6:55 pm/5 min\]](#)

[Agenda Bill 2025-08-04-01: Meeting Minutes for July 14, 2025, Council Meeting](#)

[Draft Minutes Information](#)

Council President Mary Baumgardner moved to approve the Consent Agenda for the August 4, 2025, West Linn City Council Meeting which includes the July 14, 2025, meeting minutes. Councilor Leo Groner seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

Business Meeting [7:00 pm/90 min]

Agenda Bill 2025-08-04-02: RESOLUTION 2025-10, ADOPTING FINDINGS TO SUPPORT AN EXEMPTION FROM THE FORMAL INVITATION TO BID PROCESS FOR UP TO THREE ON-CALL CONSTRUCTION CONTRACTS, DECLARING SUCH EXEMPTION, AND AUTHORIZING FLEXIBILITY IN CHOOSING APPROPRIATE FORMAL PROCUREMENT METHODS FOR SUCH CONTRACTS

Resolution 2025-10 Exemption for On-Call Contractors Information

City Manager Williams introduced Public Works Director/City Engineer Erich Lais. Director Lais presented the background and rationale for proposed Resolution 2025-10, citing incidents where the lack of an outside contractor required Public Works staff to respond, placing strain on City resources. He provided additional examples where on-call contractors would be utilized and thanked City Attorney Kaylie Klein for her assistance in preparing the resolution.

Director Lais stated that, once the exemption is approved, Public Works will initiate a formal Request for Proposal process to select contractors. Having three contractors on-call will benefit the City and went through Exhibit A the Findings of Facts, which provides the findings in of the Resolution.

City Attorney Klein added that they had worked with Berry Elsner to review the requirements for this exemption adding it is a very good value for the city and expedite service needs, particularly in emergency situations.

Councilor Groner asking how the \$100,000 number was determined. City Attorney Klein responded that it was discussed as a group to keep costs contained. She added that the budget will be reviewed at the end of the fiscal year, and if the \$100,000 is not sufficient, staff can return to Council to request an increase.

Mayor Bialostosky opened the public hearing on the topic.

There were no public comments.

Mayor Bialostosky closed the public hearing.

Council President Baumgardner commented that she appreciated the efficient use of staff time to help save the City money.

Council President Mary Baumgardner moved to adopt RESOLUTION 2025-10, adopting findings to support an exemption from the formal invitation to bid process for up to three on-call construction contracts, declaring such exemption, and authorizing flexibility in choosing appropriate formal procurement methods for such contracts. Councilor Leo Groner seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

[Agenda Bill 2025-08-04-03: 2025 Road Program Project Contract Award](#)
[2025 Road Program Information](#)

Public Works Director/City Engineer Erich Lais provided an update on the City's annual paving project, which prioritizes streets in need of repair while maintaining those in good condition. This year's project will focus on seven streets, including high-traffic areas showing significant deterioration and those requiring repairs from recent construction. The streets are Rosemont (Shannon Ln to Summit), Hidden Springs, Santa Anita, Rosemont, Hillside Dr., Lower Midhill (in partnership with Ikon for a water line project), Woodhill Ct., and Upper Midhill.

Director Lais stated that Public Works advertised and opened bids on July 17, in accordance with state and local contracting rules. Seven bids were received, with Eagle Elsner identified as the lowest and most responsive bidder. Director Lais noted that the City has had positive experience working with Eagle Elsner and recommended awarding the contract to them in the amount of \$1,598,672.00.

Mayor Bialostosky asked if there were any questions from Council, there were none.

Council President Mary Baumgardner moved to approve contract award to Eagle-Elsner, Inc in the amount of \$1,598,672.00 so planned transportation improvements can proceed. Councilor Leo Groner seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

Agenda Bill 2025-08-04-04: Community Advisory Group Work Plans
Community Advisory Groups Workplan Information

City Manager Williams noted that this topic has been discussed for several months with Council, staff, Community Advisory Groups, and the community to establish clear direction. He said this is an important step to ensure everyone understands the goals. He added that any future work outside these plans can be brought to Council for direction.

Assistant to the City Manager Dylan Digby presented the staff report, explaining that the effort stems from a Council Priority to clarify Community Advisory Group (CAG) workplans. Seven proposed workplans are being presented for approval, with additional plans still in development.

Assistant Digby explained that the workplans were developed based on the 2025-27 Council Priorities and CAG Handbooks, with input from CAG chairs, staff liaisons, and community members. He noted varying levels of guidance needed by groups and that each plan is a working document allowing CAGs to request changes or joint meetings with Council. Assistant Digby then asked if Council preferred to review the workplans individually or with staff liaison input.

Mayor Bialostosky asked Council whether they preferred to approve the workplans as a group or individually and invited staff liaisons Library Director Doug Erickson and Parks and Recreation Director Megan Big John to comment. Council President Baumgardner supported group approval. Mayor Bialostosky noted a letter from the Committee for Community Involvement (CCI) requesting more engagement with Neighborhood Associations and proposed a joint meeting to address their concerns. Council President Baumgardner agreed, and the meeting will be scheduled in the coming months.

Councilor Bryck asked Directors Erickson and Big John about any omissions or priority changes in the workplans. Parks and Recreation Director Big John said the Parks Board will adjust priorities in September and noted that oversight of the Arts and Culture Commission has shifted to her. Items 5–8 will be reviewed separately to continue prior work.

Library Director Erickson shared that Arts & Culture is focused on programming but will continue art installations at the bike kiosk. The Library Advisory Board plans to propose going fine-free in partnership with Wilsonville in the next six months, aligning with the Council's equity and inclusion goals.

Council President Baumgardner expressed support and asked if there is a financial impact. Director Erickson noted a small impact, citing the installation of return locations at schools and other city sites to reduce fines. He agreed that a joint meeting with CCI would help provide clarity.

Mayor Bialostosky mentioned the Parker Road property and related ideas, noting it is not in the workplan but could be added after review by the Parks and Recreation Advisory Board. Director Big John welcomed this opportunity.

Mayor Bialostosky thanked staff for their work and said that the Transportation Advisory Board, Economic Development Committee and Utility Advisory Board workplans will be approved at the next meeting if completed.

Council President Mary Baumgardner moved to approve the Community Advisory Group 2025-27 Workplans as provided (or edited) for the Arts and Culture Commission, Committee for Community Involvement, Library Advisory Board, Planning Commission, Parks and Recreation Board, Sustainability Advisory Board, and Youth Advisory Board. Councilor Leo Groner seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

[City Manager Report \[8:30 pm/5 min\]](#)

City Manager John Williams highlighted the summer events in the Parks and Library. Parks Director Megan Big John noted that parking at Tanner Park has been expanded and that the department is already planning for fall programs and events.

Council President Baumgardner thanked Director Big John for the excellent care of the community garden provided by the Parks Department.

City Manager Williams updated Council on upcoming meetings. Four business meetings remain in 2025, with a recess in August. The first September meeting will be a work session on September 2, covering the State of the District, sewer SDCs, tree code amendments, and long-range budget needs. The business meeting is set for September 8, followed by a work session on September 15.

Mayor Bialostosky announced he will begin law school in a week and requested that Council consider moving meetings to Tuesdays to accommodate his schedule. Council members indicated the change would not conflict with their availability. For clarification, City Manager Williams asked if the Mayor was proposing that all three-monthly meetings be moved to Tuesdays; the Mayor confirmed. Discussion will continue in September.

City Manager Williams announced that Steve Koper will begin as Community Development Director on August 5. He brings experience in land use, housing, and economic development.

This is not a new position. Koper will oversee Planning, Building, and economic development functions, supporting efforts such as Vision43 and the Waterfront plans.

[Adjourn \[8:35pm\]](#)

Approved Minutes 09-08-2025.



22500 Salamo Road
West Linn, Oregon 97068
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CITY COUNCIL AGENDA

Monday, August 4, 2025

5:30 p.m. – Pre-Meeting – Bolton Room & Virtual*

6:00 p.m. – Business Meeting – Council Chambers & Virtual*

1. Call to Order and Pledge of Allegiance [6:00 pm/5 min]
2. Approval of Agenda [6:05 pm/5 min]
3. Public Comment [6:10 pm/10 min]

The purpose of Public Comment is to allow the community to present information or raise an issue regarding items that do not include a public hearing. All remarks should be addressed to the Council as a body. This is a time for Council to listen, they will not typically engage in discussion on topics not on the agenda. Time limit for each participant is three minutes, unless the Mayor decides to allocate more or less time. Designated representatives of Neighborhood Associations and Community Advisory Groups are granted five minutes.

4. Mayor and Council Reports [6:20 pm/15 min]
 - a. Appoint Community Advisory Group Member
 - b. Reports from Community Advisory Groups
 - c. City Manager Annual Evaluation Process
5. Urban Renewal Presentation [6:35 pm/20 min]
6. Consent Agenda [6:55 pm/5 min]

The Consent Agenda allows Council to consider routine items that do not require a discussion. An item may only be discussed if it is removed from the Consent Agenda. Council makes one motion covering all items included on the Consent Agenda.

- a. Agenda Bill 2025-08-04-01: Meeting Minutes for July 14, 2025 Council Meeting

7. Business Meeting [7:00 pm/90 min]

Persons wishing to speak on agenda items shall complete the form provided in the foyer and hand them to staff prior to the item being called for discussion. A separate slip must be turned in for each item. The time limit for each participant is three minutes, unless the Mayor decides to allocate more or less time. Designated representatives of Neighborhood Associations and Community Advisory Groups are granted five minutes.

- a. Agenda Bill 2025-08-04-02: RESOLUTION 2025-10, ADOPTING FINDINGS TO SUPPORT AN EXEMPTION FROM THE FORMAL INVITATION TO BID PROCESS FOR UP TO THREE ON-CALL CONSTRUCTION CONTRACTS, DECLARING SUCH EXEMPTION, AND AUTHORIZING FLEXIBILITY IN CHOOSING APPROPRIATE FORMAL PROCUREMENT METHODS FOR SUCH CONTRACTS
 - b. Agenda Bill 2025-08-04-03: 2025 Road Program Project Contract Award
 - c. Agenda Bill 2025-08-04-04: Community Advisory Group Work Plans
- 8. City Manager Report [8:30 pm/5 min]
 - 9. Adjourn [8:35pm]

**City Council meetings will be conducted in a hybrid format with some Councilors, staff, presenters, and members of the public attending virtually and others attending in person. The public can watch all meetings online via <https://westlinnoregon.gov/meetings> or on Cable Channel 30.*

Submit written comments by email to City Council at citycouncil@westlinnoregon.gov. We ask that written comments be provided before noon on the day of the meeting to allow City Council members time to review your comments.

If you cannot attend the meeting in person and would like to speak live at a public meeting by videoconferencing software or by phone, please complete the form located at: <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> by 4:00 pm the day of the meeting to be input into our system. Instructions on how to access the virtual meeting will then be provided to you by email prior to the meeting. If you miss the deadline and would like to speak at the meeting, please fill out the form and staff will send you a link as time allows.

The City abides by Public Meetings law. If you believe a violation has occurred, please [click here](#) to inform the staff of your concern.

To request an interpreter or other communication aid, please contact Kathy Mollusky at 503-742-6013 or kmollusky@westlinnoregon.gov.

When needed, the Council will meet in Executive Session pursuant to ORS 192.660(2).

Memorandum

Date: July 11, 2025

For Meeting: August 4, 2025

To: Mayor Bialostosky and City Council

From: John Williams, City Manager *JRW*

Subject: City Manager annual performance review

The City Charter, Council Rules, and my contract call for an annual performance evaluation with a public input component (specific language provided at end of memo), but the exact evaluation format and template is not specified. Section 6A of my contract requires a performance evaluation be held in August of each year. Section 6B describes the outline of a process but allows for any of the individual steps to be optional at our discretion.

Following is my proposal for the review process and timeline. This will be the third annual review following my hiring in September 2022.

Proposed Evaluation Form:

I propose to use the format agreed upon by Council in last year's review (attached).

Proposed Timeline:

- August 4: Council meeting, public discussion of evaluation process.
- August 5+: Publicize opportunity for public comment on evaluation (city e-newsletter, website). Comment form to be web-based on City site. Similarly, City staff will be encouraged to submit comments.
- August 31: Public/staff comment period ends.
- September 2: Staff sends comment compilation to Mayor, Council, City Manager.
- September 12: I send self-evaluation to Mayor and Council (addressing comments).
- September 26: Councilors send completed individual evaluations to Mayor.
- October 3: Council evaluations provided to me.
- October 13: Executive Discussion evaluation session with me, City Attorney present. Includes discussion of goals and targets for following year.
- October 14: Evaluation complete and signed, Mayor provides any information on merit increase (see section 6C of contract) or other adjustment to me and Human Resources Director Elissa Preston.

Attached:

- Relevant language from West Linn Charter, Council Rules, CM Contract
- Proposed evaluation form
- 2024-2025 City Manager Goals established by Council

Requirements for City Manager Evaluation

City Charter Section 21(b):

The Council shall provide a mechanism for public input at least annually into the evaluation of the City Manager's performance and shall consider such public input in its evaluation of the performance and tenure of the City Manager.

City Council Rules Section I(1):

City Manager and City Attorney Evaluation. The evaluation of the City Manager will be performed under the terms of the Manager's contract and City Charter. The Council shall perform an annual evaluation on the City Attorney under the terms of the City Attorney's contract.

City Manager Contract:

SECTION 6. PERFORMANCE EVALUATION

A. The City Council shall conduct a performance evaluation of Manager at least annually in August of each year. The evaluation process shall be based on the process set forth within the International City/County Management Association ("ICMA") and any additional process, form, criteria, or format mutually agreed upon the City Council and Manager. The initial review shall take the place of the normal annual review for 2023, unless the parties agree to also hold an August 2023 performance evaluation.

B. The evaluation process, at a minimum, shall include the opportunity for both parties to: (1) conduct a formulary session where City Council and Manager meet first to discuss goals and objectives of both the past twelve (12) month performance period as well as the upcoming twelve (12) month performance period, (2) following that formulary discussion, prepare a written evaluation of the goals and objectives for the past and upcoming year, (3) next meet and discuss the written evaluation of these goals and objectives, and (4) present a written summary of the evaluation results to Manager. The final written evaluation should be completed and delivered to Manager within thirty (30) days of the initial formulary evaluation meeting.

C. Upon completion of annual performance review by Council in both 2023 and 2024, Manager will be eligible to receive up to a 3% merit increase to salary each year at the Council's discretion. Manager and Council will work together to define attainable performance metrics to be used in the evaluation for the purpose of this incentive. Manager shall also be entitled to the same COLA adjustments, if any, as other City management employees, each time such a COLA is granted during the term of this Agreement.

D. Unless Manager expressly requests otherwise in writing, the evaluation of the Manager shall at all times be conducted in executive session of the governing body and shall be considered confidential to the extent permitted by law. Nothing herein shall prohibit the City or Manager from sharing the content of the Manager's evaluation with their respective legal counsel.

E. In the event the City deems the evaluation instrument, format and/or procedure is to be modified by the City and such modifications would require new or different performance expectations, then the Manager shall be provided a reasonable period of time to demonstrate such expected performance before being evaluated.

F. City Council shall provide a mechanism for public input into the evaluation of the Manager and shall consider such public input in its evaluation of the performance and tenure of the

Manager, in accordance with Section 21 of the City Charter.

G. The Parties agree that the performance evaluation process defined herein is designed to ensure that the parties regularly communicate effectively on matters which relate to the conduct of City business. It is understood by the Parties that any determination by the City Council that the Manager has met or exceeded expectations does not bar, in any way, the City's right to decide not to renew or terminate this Agreement.

CITY MANAGER PERFORMANCE APPRAISAL
Based on ICMA template and Council direction in previous reviews.

NAME: John Williams

HIRE DATE AS CITY MANAGER: September 2022

EVALUATION PERIOD: September 1, 2024 – July 31, 2025

1. EVALUATION ON ESTABLISHED GOALS:

Following are the goals established by City Council in 2023 for my work. In February 2024 Council confirmed these goals and added examples of desired actions and implementation steps to assist with reviewing my performance in 2025.

- **Support Council Priority Work.** Continue to support Council in setting priorities among a variety of complex policy and financial issues and working to implement Council direction.
- **Strengthen City Organization.** Continue improving internal staff morale, communication, and employee engagement.
- **Enhance Community Communications and Collaboration.** Continue improving communications between City, City Council, and West Linn community about the status of key initiatives, city projects, and critical incidents. Strengthen sense of collaboration with community.
- **Stay Future Focused.** Continue to focus on the long-term outlook of the city and planning for the future, not just on the present day.
- **Advance Diversity, Equity, Inclusion, and Belonging (DEIB).** Advance internal DEIB initiatives and partnerships with community and regional organizations.

In this section I will provide a self-evaluation on each of these goals. The Council evaluation form (designed in 2024 by the Mayor and to be completed online) provides for a Council rating on each goal and comments.

2. COMMUNITY AND STAFF COMMENT:

In this section I will provide a response to comments received from the community and staff.

3. MAYOR/COUNCIL COMMENTS:

To be added from on-line evaluation form.

4. OVERALL EVALUATION: _____

Assigned by Council

(4= Exceptional; 3= Exceeds Expectations; 2= Meets Expectations; 1=Below Expectations)

5. GOALS FOR 2025-2026

To be established during review.

Council's Goals for City Manager John Williams

GOAL: Support Council Priority Work. Continue to support Council in setting priorities among a variety of complex policy and financial issues and working to implement Council direction.

Example actions/implementation steps for annual evaluation:

- City Manager (CM) assists Mayor and Council in drafting priority-setting meeting agenda, facilitates priority-setting meeting (or arranges facilitation), and ensures relevant staff and needed information is available.
- CM ensures priorities are drafted following meeting and presented to Council for review and adoption in a timely manner.
- CM ensures priorities are communicated to community and provides progress reports periodically throughout the year to Council and community.
- CM ensures Council priorities requiring financial/staff resources are included or considered in the budget process, and Council decisions are carried out by staff.
- CM assists Mayor in Council agenda development to ensure Council time focused on priorities throughout the year.

GOAL: Strengthen City Organization. Continue improving internal staff morale, communication, and employee engagement.

Example actions/implementation steps for annual evaluation:

- CM continues and enhances internal communication between departments.
- CM seeks opinions of staff about workplace issues through polls, internal communications, and meetings.
- CM continues work employee engagement including considering re-starting employee engagement committee and recognition programs for excellence.
- CM works to resolve ongoing matters where lack of clarity in staff roles or responsibilities leads to inefficiencies/lowered morale.
- CM establishes customer service standards and expectations.

GOAL: Enhance Community Communications and Collaboration. Continue improving communications between City, City Council, and West Linn community about the status of key initiatives, city projects, and critical incidents. Strengthen sense of collaboration with community.

Example actions/implementation steps for annual evaluation:

- CM leads, role models, and requires internal communication between departments.
- CM works with staff and community, including neighborhood associations, to support outstanding two-way communication. This includes early and ongoing communication about known or anticipated public construction projects.
- CM ensures Council receives timely information on issues that are known to be, or likely to be, of public interest.
- CM takes steps to be personally visible in the community, including in city-wide communications and by involvement in external organizations.

- CM supports actions to increase public participation and volunteerism, and engagement by community members who are not normally involved.
- CM attends a variety of Neighborhood Association and Neighborhood Association Presidents meetings and meetings of other West Linn organizations.
- CM continues existing successful outreach methods (weekly City email, OWL print publication, social media) and searches for new ways to reach the public.
- CM ensures Council packet materials are prepared in a timely manner, with clear explanation of issues, options, and background so that Council decision-making is supported and time used well.

GOAL: Stay Future Focused. Continue to focus on the long-term outlook of the city and planning for the future, not just on the present day.

Example actions/implementation steps for annual evaluation:

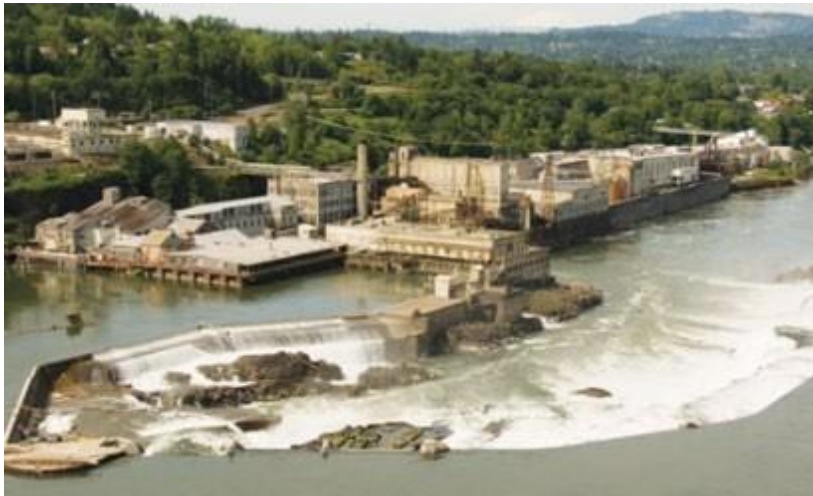
- CM promotes long-term budget stabilization, revenue generation, and infrastructure funding by bringing Council options for consideration in keeping with these goals.
- CM provides internal and external leadership and communication on the biennial budget and presents Council with priority issues.
- CM works to implement long-term visions adopted by Council and community (such as VISION43 and Waterfront Project).
- CM takes advantage of local, statewide, and national training opportunities to stay current in field and aware of trends that will impact/benefit City.

GOAL: Advance Diversity, Equity, Inclusion, and Belonging (DEIB). Advance internal DEIB initiatives and partnerships with community and regional organizations.

Example actions/implementation steps for annual evaluation:

- CM provides internal leadership to implement COWL DEIB Mission and Values, including supporting ongoing learning and training for City staff.
- CM provides resources and support to internal DEIB Committee and is personally involved to show support for program.
- CM works to support Council engagement with tribal communities.
- CM ensures staff engagement with local and regional partner organizations.

WEST LINN UR 101



ROADMAP

1. What is Tax Increment Financing/Urban Renewal?
2. Crash Course – UR 101
3. West Linn Willamette Riverfront TIF Area
4. Projects in Plan/Finances
5. Acquisition
6. Questions/discussion

WHAT IS TAX INCREMENT FINANCING?

- Economic development tool
- Unique in that it is a financing tool, but also a plan with projects
- Used to address “blighting” influences in specific areas
 - Blight is defined by statute but includes underdeveloped properties and lack of infrastructure.
- Functions on increases in property tax revenues in “Urban Renewal Areas”
- Used all over Oregon (Map on next slide)

TAX INCREMENT BASICS

NOT A NEW TAX!



CRASH COURSE | Tax Increment 101



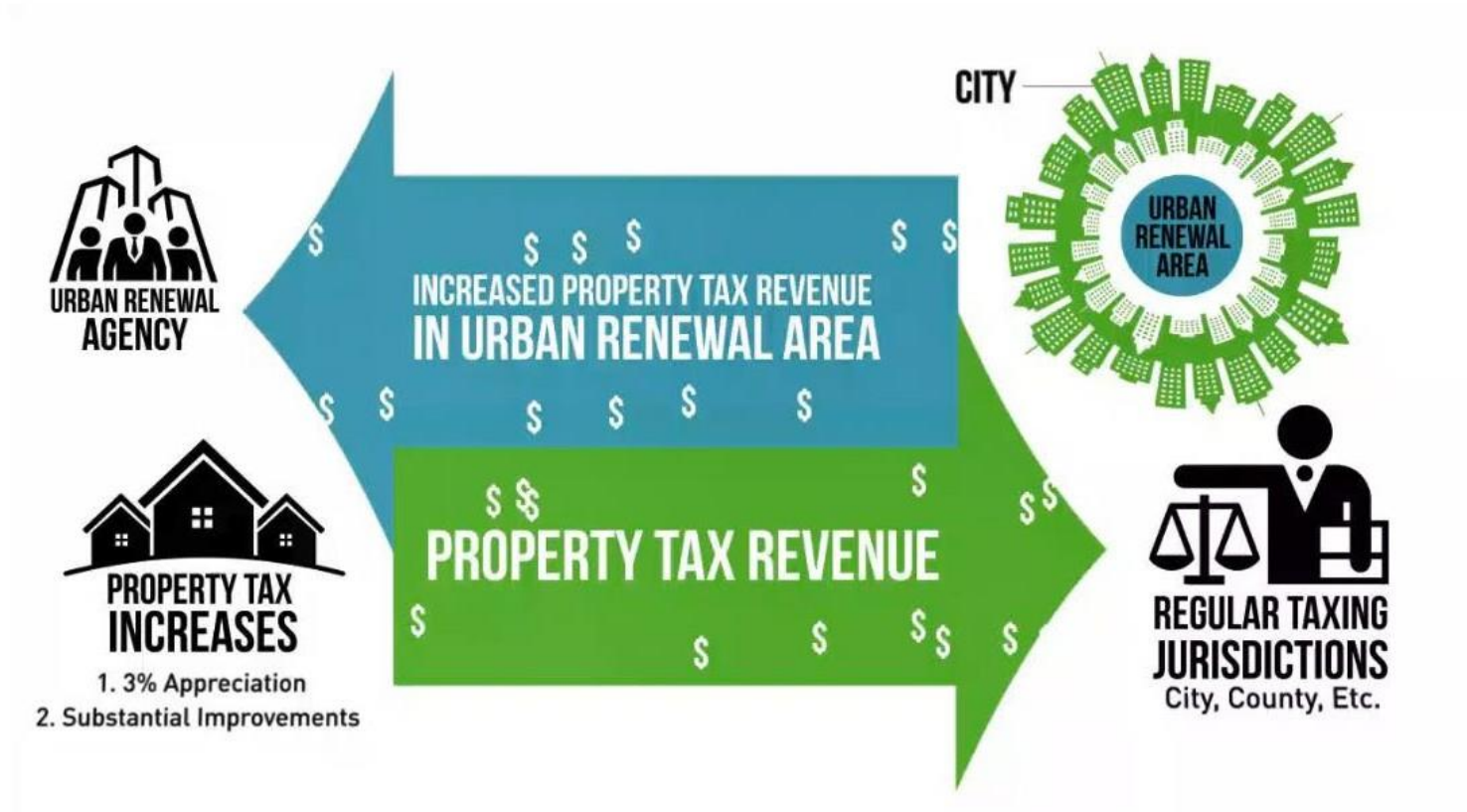
CRASH COURSE | Tax Increment 101

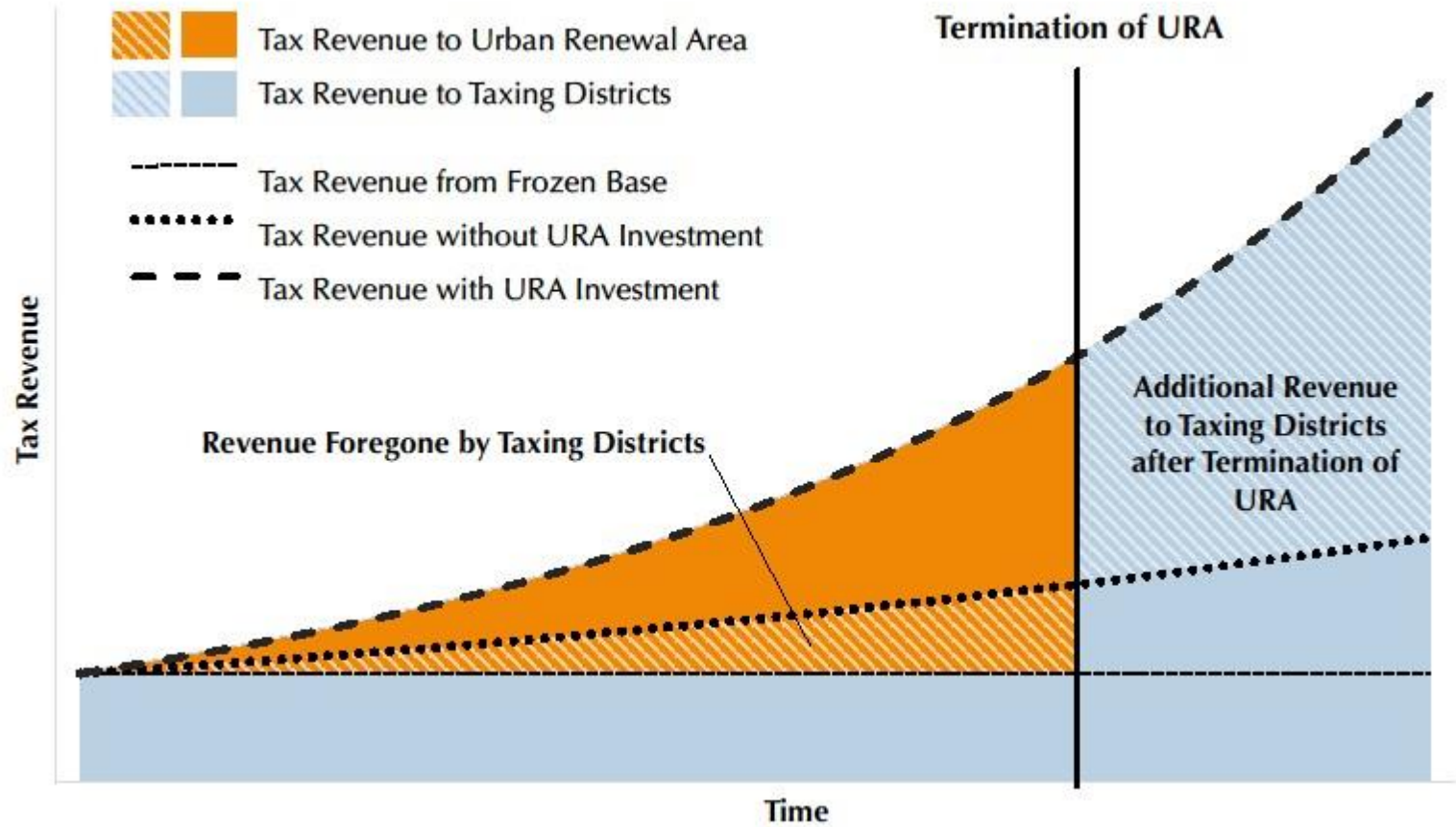


CRASH COURSE | Tax Increment 101



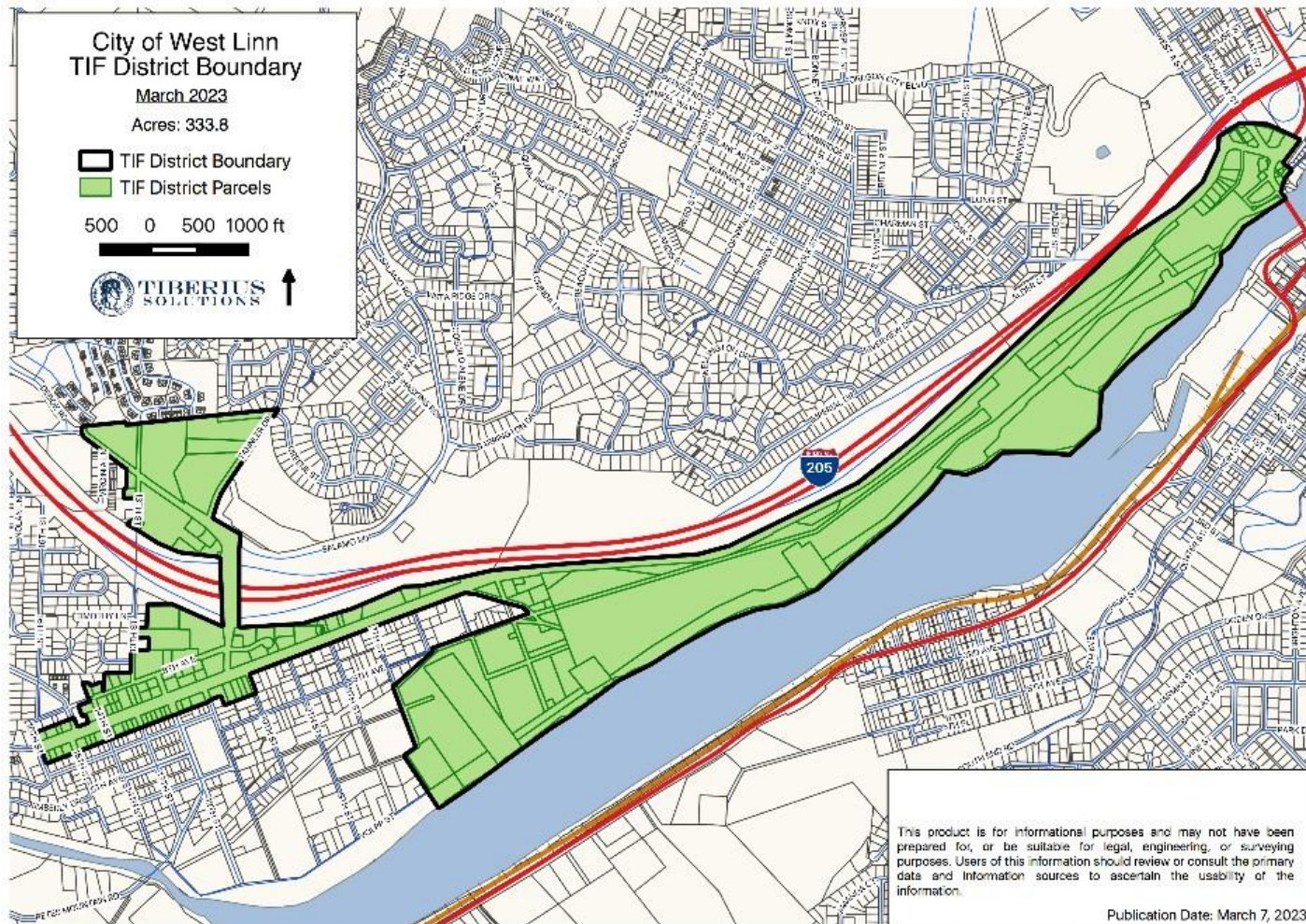
CRASH COURSE | UR 101





WEST LINN WILLAMETTE RIVERFRONT TIF AREA PLAN

Approved by City of West Linn City Council on June 12, 2023



MAXIMUM INDEBTEDNESS AND TIF OVER TIME

| | |
|-----------------------------|---------------------|
| Total Net TIF | \$88,600,000 |
| Maximum Indebtedness | \$76,100,000 |
| Capacity (2023\$) | \$41,700,000 |
| Years 1-5 | \$0 |
| Years 6-10 | \$6,200,000 |
| Years 11-15 | \$9,500,000 |
| Years 16-20 | \$8,400,000 |
| Years 21-25 | \$6,100,000 |
| Years 26-30 | \$11,500,000 |

INCREMENT RECEIVED

| | FYE 2025 |
|--------------------------------|-----------|
| Assessor's Estimated Increment | \$136,740 |
| Actual Increment Received | \$129,000 |

DURATION PROVISION

- Intends to collect tax increment after thirty years of collections.
- Shall not initiate projects unless it is able to pay for those with proceeds of indebtedness issued and paid for before 30-year duration.

PROJECTS IN A PLAN

ORS 457.170, 180

- a. Work of a housing authority
- b. Rehabilitation and conservation
- c. Acquisition
- d. Demolition
- e. Street and utility improvements
- f. Repair and rehabilitation of buildings
- g. Relocation
- h. Disposition
- i. Neighborhood development programs
- j. Making of grants and loans

PROJECT (INVESTMENT) PHILOSOPHY

- complete initial projects that will stimulate private development
then add in parks, trails, other amenity projects

PROJECTS – priority one

| PROJECT NAME | DESCRIPTION | COST |
|-------------------------------------|--|--------------|
| Willamette Falls Drive Improvements | 10th Street to Sunset Avenue | \$12,452,000 |
| Willamette Falls Drive Improvements | Sunset Avenue to I-205 | \$10,871,000 |
| Tannler Street Realignment | Realign as part of private development | \$900,000 |
| 8th Avenue Connection | Modify Dollar Street connection to provide alternative route for local trips | \$90,000 |
| 8th Avenue Improvements | Upgrade from 10th to 14th Streets | \$300,000 |
| Riverfront Trail | Ped/Bike Trail through Waterfront Vision Area | \$1,000,000 |
| Riverfront Trail Amenities | Benches, viewpoints, interpretive signage) | \$1,000,000 |

PROJECTS – priority one

| PROJECT NAME | DESCRIPTION | COST |
|------------------------------------|---|-------------|
| Historic City Hall Parking | Public/Private Parking Structure | \$8,000,000 |
| Historic City Hall Public Plaza | Public gathering space | \$3,000,000 |
| Façade Improvement Program | Historic Willamette Area | \$2,000,000 |
| Streetscape Beautification Program | Historic Willamette Area (benches, lights, sidewalks, ADA access) | \$1,000,000 |

PROJECTS – priority two

| PROJECT NAME | DESCRIPTION | COST |
|------------------------------------|-------------------------------|-------------|
| Willamette Falls Drive/12th Street | Traffic Signal when warranted | \$ 300,000 |
| Historic Willamette Parking | Public Parking Lot/Structure | \$8,000,000 |
| 10th Street/Blankenship Road | Additional turn lanes | \$ 500,000 |

PROJECTS – priority three

| PROJECT NAME | DESCRIPTION | COST |
|--------------------------------------|--|--------------|
| Willamette River Fishing Dock/Ladder | Public access to river near Historic City Hall | \$120,000 |
| Riverfront Park | New park with non-motorized boat and swimming access, interpretive signage, parking, trail access, and restoration | \$17,025,000 |

PROJECT ALLOCATIONS

| Project Title | Constant FYE 2023 | Year of Expenditure Project Cost |
|---|-----------------------|-------------------------------------|
| 8th Ave | (\$400,000) | (\$680,960) |
| Blankenship | (\$2,000,000) | (\$3,962,000) |
| City Hall Parking/Public Plaza | (\$5,500,000) | (\$9,320,350) |
| Façade Improvement Program | (\$2,000,000) | (\$3,468,020) |
| Historic Willamette Parking | (\$4,000,000) | (\$8,626,400) |
| Riverfront | (\$9,742,619) | (\$22,607,148) |
| Streetscape Beautification | (\$1,000,000) | (\$1,734,010) |
| Tannler Drive | (\$450,000) | (\$789,075) |
| Willamette Falls Drive | (\$15,860,000) | (\$21,172,032) |
| Willamette River Fishing Dock/Ladder | (\$60,000) | (\$129,396) |
| Financing Fees | (\$405,386) | (\$631,000) |
| Administration | (\$670,000) | (\$1,173,053) |
| TOTAL | (\$42,088,005) | (\$74,293,444) |

TIMING OF ABILITY TO DO MAJOR PROJECTS

BONDS

| | |
|----------|--------------|
| FYE 2031 | \$ 4,500,000 |
| FYE 2035 | \$ 4,200,000 |
| FYE 2040 | \$ 6,400,000 |
| FYE 2043 | \$ 4,100,000 |

Updated in 2025 by Tiberius
Solutions LLC

HOW TO AMEND THE PLAN

Amendments Section of the Plan

a. Minor Amendments

- Addition of projects
- Addition of property under 1% of original acreage

b. Substantial Amendments

- Over 1% of original acreage property addition
- Increase the Maximum Indebtedness

ACQUISITION

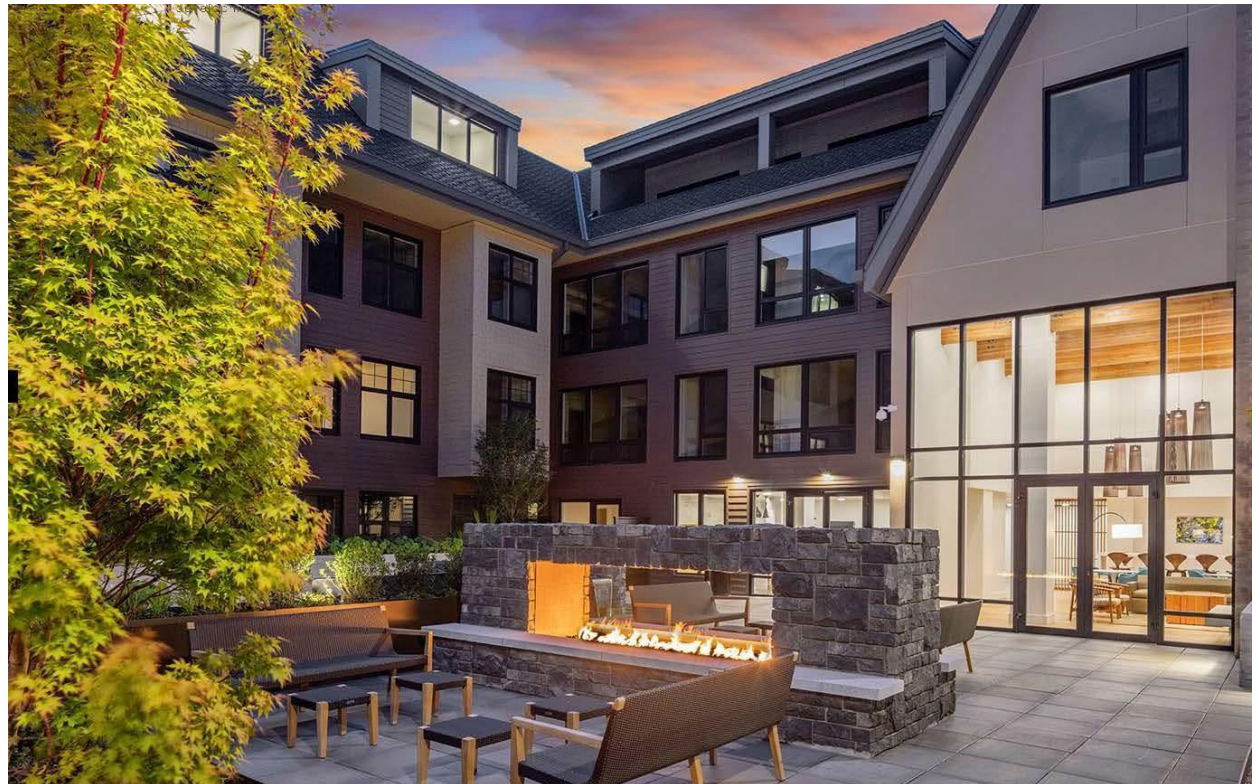
Why use?

Right of way, utilities

Property from willing sellers for redevelopment

Why? You are able to control the type and design of the future redevelopment

Lake
Oswego
Mixed-Use



ACQUISITION: Florence Hotel



VIEW FROM NW CORNER

ACQUISITION: Tigard Atwell on Main - Mixed Use



COOS BAY HISTORIC RENOVATION – NATIONAL BANK BUILDING



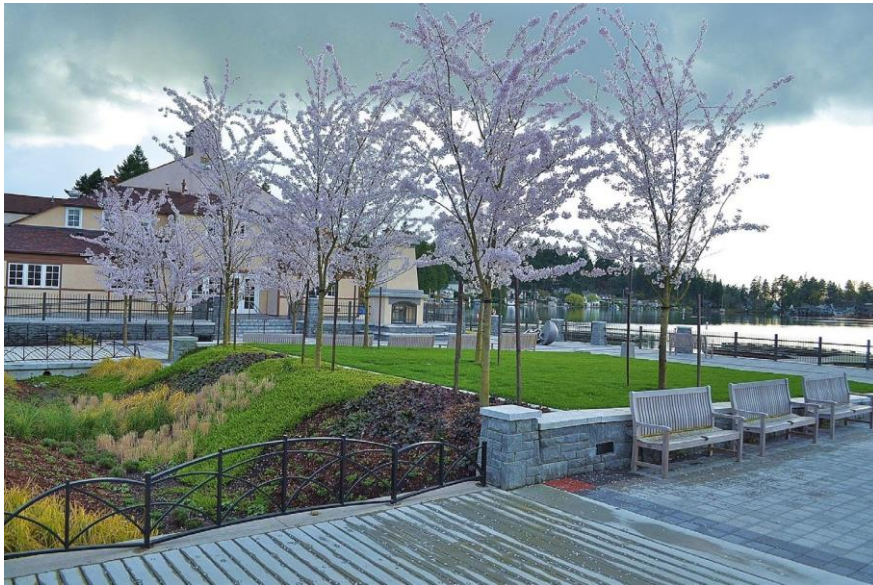
ASTORIA LIBERTY THEATER



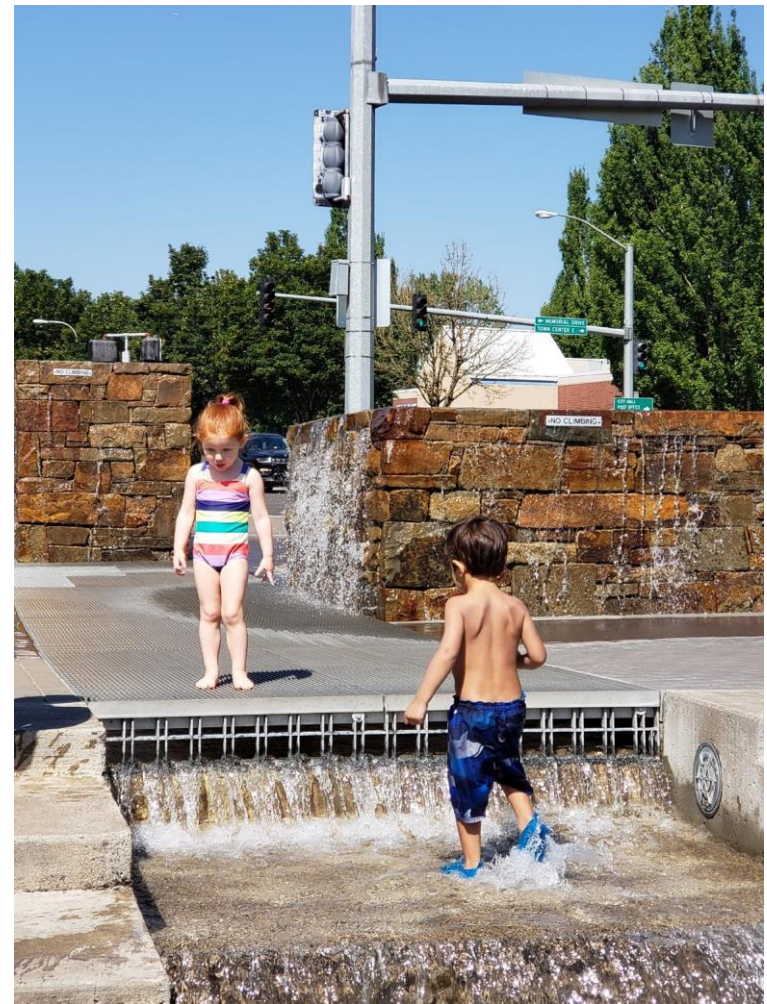
BANDON FACE ROCK CREAMERY



PARKS



Lake Oswego



Wilsonville

FIVE YEAR TIF ACTION PLANS



Beaverton
Hood River
Pendleton
Grants Pass
Florence







Agenda Bill 2025-08-04-01

Date: July 17, 2025

To: Rory Bialostosky, Mayor
Members, West Linn City Council

From: Kathy Mollusky, City Recorder *KM*

Through: John Williams, City Manager *JRW*

Subject: Draft Meeting Minutes

Purpose: Approval of City Council Meeting Minutes.

Question(s) for Council:

Does Council wish to approve the attached City Council Meeting Minutes?

Public Hearing Required: None required.

Background & Discussion:

The attached City Council Meeting Minutes are ready for Council approval.

Budget Impact: N/A

Sustainability Impact:

Council continues to present its meeting minutes online, reducing paper waste.

Council Options:

1. Approve the Council Meeting Minutes.
2. Revise and approve the Council Meeting Minutes.

Staff Recommendation:

Approve Council Meeting Minutes.

Potential Motions:

Approving the Consent Agenda will approve these minutes.

Attachments:

1. July 14, 2025, Council Meeting Minutes



CITY OF
West Linn

22500 Salamo Road
West Linn, Oregon 97068
<http://westlinnoregon.gov>

WEST LINN CITY COUNCIL MEETING MINUTES July 14, 2025

Pre-Meeting

Call to Order and Pledge of Allegiance [6:00 pm/5 min]

Council Present:

Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Staff Present:

City Attorney Kaylie Klein, City Recorder Kathy Mollusky, Deputy City Manager Elissa Preston, Police Chief Peter Mahuna, Public Works Director Erich Lais, Management Analyst Morgan Lovell, Finance Director Lauren Breithaupt, and Management Analyst Stephanie Hastings.

Approval of Agenda [6:05 pm/5 min]

Council President Mary Baumgardner moved to approve agenda for the July 14, 2025, West Linn City Council Meeting moving items 4 & 5 to the beginning of the agenda before public comment. Councilor Kevin Bonnington seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

[National School Resource Officer Jabral Johnson Award of Excellence \[6:20/5 min\]](#)

Chief Mahuna honored Police Officer Jabral Johnson who earned the National Association of School Resource Officers Award of Excellence for Region 9; only 10 officers receive this award.

[Evidence Technician Nicole Hedley and Detective Sergeant Todd Gradwahl Commendation Awards \[6:25/5 min\]](#)

Police Chief Mahuna recognized Property and Evidence Technician Nicole Hedley and Detective Sergeant Todd Gradwahl who solved a Cold Case from 1978. Detective Sergeant Gradwahl performed a comprehensive review of all available reports and investigative records. Property and Evidence Technician Hedley re-examined case materials including physical evidence and photographs. A critical piece of evidence that had not been previously tested was discovered and submitted to the Oregon State Police Crime Lab. Through DNA, a previously identified person of interest was confirmed to be the suspect in the homicide. The identified suspect died in February 1989.

[Public Comment \[6:10 pm/10 min\]](#)

Shannen Knight and Beau Genot re: Committee for Community Involvement (CCI) letter from March 6. Their intent was to present a plan to market and outreach to grow Neighborhood Association (NA) membership to better utilize NAs in the future.

Kathie Halicki, WNA President, re: Planning Manager decisions. Some changes are state mandated; more items are to be added to the Planning Manager decision.

Dean Suhr re: Oppenlander, tolling, and 9/11.

[Mayor and Council Reports \[6:30 pm/15 min\]](#)

[Reports from Community Advisory Groups](#)

Councilor Bryck attended the Water Environmental Services (WES) advisory committee meeting. We received an update on what they are doing to ensure affordability for customers and an update on their capital projects. She attended the West Linn Fair and enjoyed watching the old-time baseball game and participating in the parade. She did trash pickup and weed pulling at Mary S. Young Park.

Council President Baumgardner stated the fair was wonderful as always. She went to the subcommittee meeting for Willamette Falls & Landings Heritage Coalition. There are exciting developments happening and she looks forward to reporting on them.

Councilor Bonnington went to the Parks and Recreation Advisory Board (PRAB) meeting. The commercial use is more nuanced and the code was presented for feedback from them. There were public comments concerning Council opening more pickleball courts, Council has not discussed this nor directed PRAB to discuss it.

Councilor Groner enjoyed Old Time Fair and parade and he served a lot of burgers.

Mayor Bialostosky was out of town at a family reunion; however, made the fair Sunday afternoon. He gave a shout out to Parks and Police staff who are there all weekend.

[Consent Agenda \[6:45 pm/5 min\]](#)

Agenda Bill 2025-07-14-01: Meeting Minutes for June 16 and 23, 2025 Council Meetings
[Draft Minutes Information](#)

Agenda Bill 2025-07-14-02: Intergovernmental Agreement with the State of Oregon – Willamette Falls Drive 16th Street to Ostman Rd. Pedestrian/Bike Upgrades
[WFD Project Information](#)

Agenda Bill 2025-07-14-03: RESOLUTION 2025-09, EXTENDING THE TERM OF THE CABLE TELEVISION FRANCHISE WITH COMCAST OF OREGON II, INC. TO ENABLE THE METROPOLITAN AREA COMMUNICATIONS COMMISSION TO COMPLETE THE INFORMAL RENEWAL PROCESS
[RES 2025-09 MACC-Comcast Information](#)

Agenda Bill 2025-07-14-04: Letter of Support - Housing Planning Assistance Grant Application
[Letter of Support Information](#)

Council President Mary Baumgardner moved to the Consent Agenda for the July 14, 2025, West Linn City Council Meeting which includes the June 16 and 23, 2025, meeting minutes; Intergovernmental Agreement with the State of Oregon regarding Willamette Falls Drive, 16th Street to Ostman Road Pedestrian/Bike upgrades; Resolution 2025-09, extending the term of the cable television franchise with Comcast of Oregon II, Inc. to enable the Metropolitan Area Communications Commission to complete the informal renewal process; and Letter of support for the housing planning assistance grant application. Councilor Carol Bryck seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

Business Meeting [6:50 pm/60 min]

Agenda Bill 2025-07-14-05: Public Hearing: Sale of Real Surplus

Property 6123 Skyline Drive

Surplus Property Information

Mayor Bialostosky opened the public hearing for Skyline Property.

Public Works Director Lais gave the background on the City's purchase of 6123 Skyline Drive due to the Bolton Water Reservoir construction.

Real Estate Agent Elizabeth Henderson explained the offers received and what an escalation clause is.

Public Comment

Harlan Borow and Darren Gusdorf, Icon Contruction, were here to answer any questions Council had regarding their letter.

Mayor Bialostosky stated Council read the letter and did not have any questions. These are two great West Linn companies competing for the same piece of property and the City went through the process.

Mr. Borow stated in regard to escalator, he is not sure how the process would work out if they submitted their offer with an escalator. Icon was the highest, they escalate above Icon, Icon escalates above them - where would it end.

Mr. Gusdorf reminded Council of the history of the property and Icon's involvement. Icon was contracted to purchase the property, went through land use and received land use approvals. They were working on the engineering submittal and it took some time. They were granted two extensions to get through engineering, they weren't comfortable purchasing the property until they were through engineering to make sure what the requirements were to get a true valuation of the property. The request for the third extension was not granted, the property was pulled off the market and the City went and developed it themselves. This warrants a discussion on transparency and how it came to that point. Now, Icon came in with the highest offer; however, with this escalation clause, they are \$350 ahead of Icon's offer. Icon is asking Council to allow the property go out to bid again with transparent rules everyone could follow and come out with the best outcome for the City. Two or more developers are willing to compete for this property and they feel they should be given an opportunity to do so.

Council Bonnington asked Icon if they would accept being in a backup position. Icon replied they would if Council doesn't give them an opportunity to rebid.

Council Bonnington asked if they did go out to bid again, how could they assure if Council accepted the higher offer, that is what they would close at or they might just be in the same

position again. Icon replied if Council went out with the final, best offer with no escalation clause, they would receive the best offer.

Public Works Director Lais went through the property's previous sale history with Icon.

Agent Henderson explained the process followed. What is different for this sale from normal sales is it is published. To open again, you have now exposed all the strategy and terms everyone did to get to the original, best offer. In private sales you don't do this. Her recommendation is going with what was submitted publicly and move forward with the highest offer.

Public Works Director Lais recommends the sale of property to Portlock Company.

Mayor Bialostosky closed the public hearing.

Council discussed the offers and process. It would be unfair for Council to put it out again and they need to stick to the process completed or they will make a lot more people unhappy. Council has a fiduciary responsibility to citizens to obtain the best price and to conduct a fair and legal process. They went through process and the outcome is a winning bid. Council should accept the offer and offer a backup position to Icon.

Council President Mary Baumgardner move to approve the sale of the property located at 6123 Skyline Drive to The Portlock Company, LLC and authorize the City Manager to execute all necessary documents to complete the transaction. Seconded by Councilor Carol Bryck.

Councilor Bonnington asked if the motion needs to direct the relator to offer a backup position to Icon. City Attorney Klein agreed it would be nice to have that language in the motion.

Councilor Bryck withdrew her second and Council President Baumgardner withdrew her motion.

Council President Mary Baumgardner moved to approve the sale of the property located at 6123 Skyline Drive to The Portlock Company, LLC with Icon as back up position and authorize the City Manager to execute all necessary documents to complete the transaction. Councilor Carol Bryck seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

[Agenda Bill 2025-07-14-06: Utility License and the use of Right-of-Way](#)

[ORD 1759 ROW Information](#)

ORDINANCE 1759, RELATING TO UTILITY LICENSES AND USE OF THE RIGHT-OF-WAY

**RESOLUTION 2025-07, REVISING FEES AND CHARGES AS SHOWN IN ATTACHMENT A AND
UPDATING THE MASTER FEES AND CHARGES DOCUMENT OF THE CITY OF WEST LINN**

Management Analyst Stephanie Hastings gave the staff presentation.

[Presentation](#)

In response to Councilors questions, staff responded:

- Right-of-way (ROW) fees are not taxes.
- ROW fees are connected to the use of the ROW, so they are compensation, not taxes. They are revenue based and have been charged in the state of Oregon for decades so they are not new.
- This is not a tax nor are we being stealth, this was out for public comment back in March for a month and had a work session back in April.
- These are fee structures that have been used by municipalities throughout the state of Oregon and have been upheld by the courts in multiple different incidences.
- Wireless companies rely on facilities in our ROW to provide their services and they are receiving valuable benefits from the utilization of the City's ROW.

Nancy Werner, special counsel, stated these fees are imposed on the providers, not the residents. She doesn't know what was meant by the word "stealth" but this is all done in public and the fees are passed on to the providers who may choose to pass them through to their consumers.

City Attorney Klein added staff is recommending exempting wireless providers that don't own facilities in the ROW. That completely negates that whole argument and the articles that Council mentioned. Perhaps the posted information was not read or was not understood if that is the argument that is still being made.

[Public Comment](#)

Lelah Vaga, Wireless Policy Group Verizon, supports version 2 of the ordinance.

Troy Galiano, Verizon, supports version 2 of the ordinance.

Ken Lyons, AT&T, supports version 2 of the ordinance.

Skip Newberry, CEO, Technology Association of Oregon, urges Council to adopt version 2 of the ordinance.

Council President Mary Baumgardner moved to approve Repeal and replace existing Chapter 10 with Ordinance 1759, Relating to Utility Licenses and use of the right-of-way Option 2, and set the matter for Second Reading. Councilor Carol Bryck seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

Council President Mary Baumgardner moved to approve Repeal existing Chapter 10 and replace with Ordinance 1759, Relating to Utility Licenses and use of the right-of-way Option 2, and adopt the ordinance. Councilor Carol Bryck seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

Council President Mary Baumgardner moved to adopt Resolution 2025-07 revising fees and charges as shown in Attachment A and updating the master fees and charges document in the City of West Linn. Councilor Carol Bryck seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

[Agenda Bill 2025-07-14-07: ORDINANCE 1764, RELATING TO THE COLLECTION OF TRANSIENT LODGING TAXES](#)

[ORD 1764 TLT Information](#)

Finance Director Breithaupt stated this simple change we are making tonight is so the Oregon Department of Revenue can do the collection piece. Our code says to collect monthly, and it needs to be changed to collecting quarterly because they collect on a quarterly basis.

Council President Mary Baumgardner moved to approve First Reading for Ordinance 1765, relating to the collection of transient lodging taxes, and set the matter for Second Reading. Councilor Carol Bryck seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

Council President Mary Baumgardner moved to approve Second Reading for Ordinance 1765, relating to the collection of transient lodging taxes, and adopt the ordinance. Councilor Carol Bryck seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Kevin Bonnington, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 5 - 0

[City Manager Report \[7:50 pm/5 min\]](#)

Deputy City Manager Preston thanked the Parks and Recreation Department on their hard work and collaboration with the police to make the fair a success. Music in the park is starting July 24 for the next five Thursdays at 6:30. For the July 21 meeting, the only thing scheduled is the WES State of District, she received approval from Council to cancel the meeting.

Council discussed the August 4 meeting agenda and adding Urban Renewal Specialist Elaine Howard to discuss urban renewal.

[Adjourn \[7:55 pm\]](#)

Draft Minutes.

Agenda Bill 2025-08-04-02

Date Prepared: July 21, 2025

For Meeting Date: August 4, 2025

To: Rory Bialostosky, Mayor
West Linn City Council

Through: Elissa Preston, Deputy City Manager *EP*

From: Erich Lais, PE – City Engineer/Public Works Director *EL*

Subject: RES 2025-10, West Linn Local Contract Review Board (LCRB) Exemption: On-Call Construction Contract Procurement

Purpose:

To seek approval from West Linn City Council serving as the LCRB, to exempt the solicitation of on-call construction contractor(s) from the least-cost policy for public improvement contracts pursuant to ORS 279C.

Question(s) for Council:

Does City wish to use its authority to authorize an exemption from the ORS 279C least-cost policy requirement for public contacting, to allow staff to proceed with a formal solicitation to secure on-call contractor services in order to increase response times for issues that arise out of an emergency situation or that require specialized knowledge?

Public Hearing Required:

Yes.

Background & Discussion:

The City of West Linn Public Works Department seeks to procure up to three (3) on-call construction contractors to respond to unforeseen and/or specialized repair and maintenance work. Depending on the maintenance or repair needed, the City may not have the appropriate equipment or the in-house technical knowledge required. This procurement is being sought to optimize response times and allow for the City to respond quickly and efficiently thus saving time and money and avoiding potential damage that could result from slower response times, as well as achieve cost efficiency.

The City's ability to build and maintain its public infrastructure is of critical importance and safety. Granting the proposed exemption would allow the City to identify qualified on-call contractors in advance of unforeseen issues who are able to perform work in emergency situations or fix issues that are beyond the City's scope of knowledge and expertise.

Oregon law and duly adopted resolutions of the City of West Linn allows the City of West Linn City Council, acting as the Local Contract Review Board, to consider and approve specific findings that lead to the exemption of certain contracts/projects from state-law competitive public bidding requirements and to hold a public hearing to allow comments on the City of West Linn draft findings.

Notice of this public hearing must be advertised in at least one trade newspaper of general statewide circulation not less than 14 days prior to the hearing. This notice was first published in the West Linn Tidings on July 18, 2025.

A comprehensive finding of facts to justify the exemption per ORS 279.335 is attached to this report as Exhibit A, and a summary is provided below.

- An exemption in this circumstance is unlikely to encourage favoritism in awarding public improvement contracts or diminish competition for public improvement contracts as staff will release a competitive Request for Proposals to select up to three (3) contractors.
- Award of the proposed on-call contract will allow for better response times in emergency and/or unforeseen circumstances providing a public benefit by reducing risk of additional damage to public infrastructure caused by a delay in response.
- On-call construction contract(s) awarded under this exemption would be established under specified approved rates for on-call work which would allow for work to be completed in a cost-effective manner.

Legal review of the proposed procurement method has been completed. Based on the findings specified in Exhibit A, the City of West Linn staff find that release a Request for Proposals for on-call construction work is in the public's best interest. This method will result in cost savings, improved project outcomes, and enhanced public benefits.

Budget Impact:

Up to \$100,000 per contract, per year. Funds are available within the Public Works utility funds.

Sustainability Impact:

Not applicable to approving this exemption. However, City public improvement contracts and competitive proposals state the preference to utilize sustainable and/or recycled materials where available and practical.

Council Options:

1. Adopt Resolution 2025-10, a resolution adopting findings to support an exemption from the formal Invitation to Bid process for up to three on-call construction contracts declaring such exemption, and authorizing flexibility in choosing appropriate formal procurement methods for such contracts.
2. Deny the proposed resolution granting an exemption, and instruct staff to continue use of the traditional Invitation to Bid process for all improvements regardless of scope or urgency.

Staff Recommendation:

1. Adopt Resolution 2025-10, a resolution adopting findings to support an exemption from the formal Invitation to Bid process for up to three on-call construction contracts declaring such exemption, and authorizing flexibility in choosing appropriate formal procurement methods for such contracts.

Potential Motion:

1. I move to adopt Resolution 2025-10, a resolution adopting findings to support an exemption from the formal Invitation to Bid process for up to three on-call construction contracts declaring such exemption, and authorizing flexibility in choosing appropriate formal procurement methods for such contracts.

Attachments:

1. Exhibit A - West Linn Findings of Facts
2. Resolution 2025-10

EXHIBIT A

Resolution 2025-10

Findings in Support of Formal Procurement Flexibility for On-Call Construction Contracts

Oregon Law requires contracting agencies to award contracts for public improvements (i.e., contracts for construction, reconstruction, or major renovation) via an Invitation to Bid (ITB) to the lowest responsible, responsive bidder. In certain cases, however, an agency may wish to consider additional factors beyond price when selecting viable contractors for public improvements or may require an expedited procurement process to effectively respond to its specific needs. In such circumstances, an agency may exempt a contract (or class of contracts) from this process where its Local Contract Review Board (“LCRB”) finds that:

- (a) An exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts; and
- (b) Awarding public improvement contracts under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency.

The City Council (“Council”) of the City of West Linn serves as the LCRB for the City of West Linn (“City”). City staff worked with legal counsel to draft this document, which Council may adopt to permit additional formal procurement flexibility for up to three contracts for on-call construction services. If approved, City staff intends to utilize this procurement flexibility to strategically choose, as needed, up to three on-call construction contractors based on additional, qualifications-based criteria. This exemption is justified for the reasons provided below.

Project

The City seeks to hire up to three on-call construction contractors to serve as a back-stop for various maintenance and repair needs throughout the City. These contractors would be available to respond to emergency requests as well as public improvement work that requires specialized expertise outside the knowledge of City staff. Ultimately, all requested tasks would encompass projects that had not been specifically budgeted for.

The City would seek up to three on-call construction contractors for this work by conducting a formal request for proposals, focused on technical expertise, response times in an emergency, and more. Signed contracts would provide for a fiscal year budget of \$100,000, subject to annual staff approval, and renewable for up to 5 years total. If an annual budget for a particular contract exceeded \$100,000, staff would be required to bring the revised contract to Council for additional review and approval.

Projects could range from, but are not limited to, the excavation and installation of 500 linear feet of new water line; excavation, installation and repair of a large diameter water or sewer line (12 – 24 inch); storm water improvements including but not limited to new pipe, culvert, catch basin or manhole. These projects would include the equipment, shoring and traffic control necessary to perform the project that the City does not currently own or have available on short notice.

By selecting an on-call construction contractor to perform this variety of needed construction work within the City, staff would increase the response time for these issues and ultimately save the City time and money on formal procurements that would otherwise be required for each construction project.

Public Notice

As required by ORS 279C.335(5), the City published notice of its intent to seek this exemption in the July 18, 2025 edition of the West Linn Tidings with additional publication in the Business Tribune on July 23, 2025.

Additional Analysis

The following discussion is offered in support of ORS 279C.335(2) to show the exemption will be unlikely to encourage favoritism and will likely yield cost savings and other benefits to City.

1. Availability of Contractors.

The City will conduct a formal RFP process for the contractor selection. Having up to three contractors on-call will be a benefit to the City as not many contractors are available to respond quickly to the City's needs or expeditiously provide the needed technical expertise.

2. Budget.

The on-call construction contracts awarded under the proposed request for proposals would establish available contractors and specify approved rates for on-call work, thereby allowing needed maintenance and repair work around the City to be completed in an expedient and cost-effective manner. Such contracts would not authorize expenditures beyond the City's approved budget and are expected to deliver overall cost savings.

As discussed above, each contract would be subject to a fiscal year annual limit of \$100,000. Exceeding this limit would require council authorization.

3. Public Benefits of Exemption.

Establishing the availability, qualifications, and rates of these on-call contractors in advance would eliminate the need to conduct individual procurements for repair, maintenance, and emergency work that arises around the City and that has not been expressly budgeted for, thereby saving the City and the public valuable time and money. The existence of on-call construction contracts would benefit City constituents by ensuring that quality repairs and maintenance can be completed promptly and cost-effectively. Further, by selecting multiple on-call contractors to provide this work, the City retains a level of flexibility and cost-related competition among its hired

contractors, ensuring that it receives the most cost effective and qualified offer for work completion.

4. Value engineering.

Establishing up to three on-call construction contracts to complete unforeseen and specialized repair and maintenance work would allow City staff to respond quickly and efficiently to emergency situations, saving time and money, and avoiding resulting damages that may result from slower response time. Further, having multiple contractors on-call for this type of work would permit the City to act proactively, rather than reactively, to specialized repair and maintenance work, saving the City valuable time and money it may otherwise spend on individual invitations to bid for each scope.

5. Specialized Expertise.

Having an on-call contractor would allow the City to leverage their personnel, equipment and experience from a qualifications basis. Using the design-bid-build method with ITB, the City would have to rely on lowest-responsive bidder.

6. Public Safety.

The City's ability to provide safe and well-maintained public infrastructure is of critical importance to its residents. This infrastructure needs prompt and specialized maintenance and repairs to ensure the City remains safe, enjoyable, and visually pleasing. Executing an on-call contract would ensure the City enacts these repairs and maintains its infrastructure, and responds to emergency situations, quickly and efficiently.

7. Risk Reduction.

Granting the proposed exemption would allow City staff to identify contractors in advance of needed specialized or emergency repairs and maintenance work that are qualified and available to respond to potentially catastrophic asset failures, thereby reducing risk to the City and its residents.

8. Funding sources.

No specific funding sources would be impacted by this approach.

9. Market conditions.

Contractors are typically not available during emergency situations due to current workloads. Having an emergency contractor on-call would alleviate the need to find an available qualified contractor.

10. Technical complexity.

An on-call contractor will be experienced in all types of construction and be able to respond to emergencies within the Public Works Department, including water-related work, environmental issues and compliance, as well as any weather-related emergencies that arise. This level of

expertise is difficult to seek pursuant to a traditional ITB, which focuses exclusively on the lowest bid.

11. Nature of public improvement.

This public improvement involves repair and maintenance of existing public facilities. Work will be completed on-call and as needed, rather than subject to discrete phases of work.

12. Public improvement occupancy.

Contractor(s) will have competent staff to work on publicly-owned infrastructure and have the equipment and knowledge required to make such repairs in a timely manner.

13. Expertise of Staff.

City staff have the necessary expertise to solicit, negotiate, administer, and enforce the public improvement contract that would result from granting this exemption.

RESOLUTION 2025-10

A RESOLUTION ADOPTING FINDINGS TO SUPPORT AN EXEMPTION FROM THE FORMAL INVITATION TO BID PROCESS FOR UP TO THREE ON-CALL CONSTRUCTION CONTRACTS, DECLARING SUCH EXEMPTION, AND AUTHORIZING FLEXIBILITY IN CHOOSING APPROPRIATE FORMAL PROCUREMENT METHODS FOR SUCH CONTRACTS

WHEREAS, the City of West Linn (“City”) City Council (“Council”) is the Local Contract Review Board for the City; and

WHEREAS, ORS 279C.335(2) authorizes a Local Contract Review Board to exempt certain contracts from the least-cost policy for public improvement contracts pursuant to ORS 279C, upon approval of certain findings of fact; and

WHEREAS, exempting these public improvement contracts from solely being awarded to the lowest responsible, responsive bidder lends needed contracting flexibility, is unlikely to encourage favoritism, and is likely to result in cost savings and other benefits, based on the findings attached as Exhibit A; and

WHEREAS, pursuant to ORS 279C.335(5)(b), the City published notice of the proposed exemption in the West Linn Tidings not less than 14 days prior to the date on which the City Council intends to take action to approve the exemption; and

WHEREAS, the City held a public hearing to allow public comments on the Local Contract Review Board’s draft findings on August 4, 2025; and

WHEREAS, after due deliberation, the City Council, acting as the Local Contract Review Board, hereby adopts the findings in support of permitting formal procurement flexibility for a defined class of public improvement contracts, as set forth in Exhibit A.

NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:

SECTION 1. Exemption Approval. The City Council hereby adopts findings supporting an exemption from the formal invitation to bid solicitation process for up to three On-Call Construction Contracts, declares an exemption, and authorizes the City to select, in its discretion, the appropriate formal solicitation method to obtain the most qualified contractors to execute such contracts with. The findings are attached to this resolution as Exhibit A.

This resolution was PASSED and ADOPTED this _____ day of _____, 2025, and takes effect upon passage.

RORY BIALOSTOSKY, MAYOR

ATTEST:

KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

CITY ATTORNEY

Agenda Bill 2025-08-04-03

Date Prepared: July 22, 2025

For Meeting Date: August 4, 2025

To: Rory Bialostosky, Mayor
West Linn City Council

Through: Elissa Preston, Deputy City Manager *EP*

From: Erich Lais, PE – Public Works Director/City Engineer *EL*

Subject: 2025 Road Program Contract Award

Purpose:

Request Council approval of the 2025 Road Program construction contract award.

Question(s) for Council:

Should Council spend capital funds on street maintenance and improvements included in this roadway project?

Public Hearing Required:

None Required.

Background & Discussion:

The 2025 Road Program includes a 2-inch mill and 2-inch overlay of 8 City streets throughout the City limits. Additionally, the program will address various full depth repairs, install/upgrade 22 concrete curb ramps, and install thermoplastic striping on various street segments.

The project was advertised and bid in accordance with state and local contracting rules. A bid opening was held on July 17, 2025, at 2:00pm with a total of 7 bids received as indicated on the attached bid results form. The lowest responsive bidder was Eagle-Elsner, Inc. with a bid of \$1,598,672.00 The City has previous positive experience with the contractor.

Budget Impact:

\$ 1,598,672.00 – Streets Capital

Funds are available and budgeted.

Sustainability Impact:

All bid solicitations encourage bidders to use recycled and environmentally sustainable materials as appropriate and available.

Council Options:

1. Approve contract award to Eagle-Elsner, Inc in the amount of \$1,598,672.00 so planned transportation improvements can proceed.
2. Deny contract award and provide additional direction to staff.

Staff Recommendation:

Approve contract award to Eagle-Elsner, Inc in the amount of \$1,598,672.00 so planned transportation improvements can proceed.

Attachments:

1. Bid Results List
2. Capital Improvement Contract Form



BID RESULTS

Owner: City of West Linn

Project Name: 2025 Road Program

Project No.: PW-25-08

Bid Opening Date: 7/17/2025

Bid Opening Time: 2:00pm

Engineer's Estimate: \$1,957,840.00

[illegible]



City of
**West
Linn**

City of West Linn, Oregon

Notice of Invitation for Bid and Contract

Project Number: **PW-25-08** Bid Due Date: **July 17, 2025**
Project Name: 2025 Road Program Bid Due Time: 2:00 p.m.
Bid Opening Location: City of West Linn – City Hall Bid Opening: 2:05 p.m.
Bolton Conference Room Contact: Clark Ide, P.E.
22500 Salamo Rd., West Linn, OR 97068 Title: City Engineer
Time of Completion: Refer to Project Completion Times in the Special Provisions Phone: (503) 722-3437
Project Description: Project generally consists of a 2-inch asphalt mill and a 2-inch asphalt overall of 10 streets throughout the City. The project will include approx. 5,100 Tons of asphalt cement (AC) pavement, 7,400 SY of full depth AC repair, and the installation/upgrade of 22 concrete curb ramps. The project also includes a quantity of manhole/structure adjustment and thermoplastic striping

Sealed bids for the project identified and described above will be received by the City of West Linn at the specified location above until the date and time cited above. Bids received by the correct date and time shall be publicly opened and the bid price read. Bids shall be in the actual possession of the identified bidding department on or prior to the exact date and time indicated above. Late bids will not be considered, except as provided in the City of West Linn Procurement Policy. **Bids shall be submitted in a sealed envelope with the Invitation for Bid Project Number, Project Description, and the bidder's name and address clearly indicated on the front of the envelope.** All bids shall be completed in ink or typewritten. This Bid is for a public works project subject to ORS 279C.800 to 279C.870. Bidders are strongly encouraged to carefully read the **entire** Invitation for Bid Package.

BIDDER

To the City of West Linn:

The undersigned hereby Bids and agrees to furnish materials and/or services in compliance with all terms, conditions, specifications and addenda in the Notice of Invitation for Bid except for any written exceptions in the Bid. The signature below also certifies his or her understanding and compliance with The City of West Linn Standard Terms and Conditions.

Is the Bidder a "Resident" Bidder per ORS 279A.120? YES
Construction Contractors Board Yes/No

Registration Number: 27112

Federal Employer Identification Number: 93-0731670

EAGLE-ELSNER, INC.

Company Name

P.O. BOX 23294

Address

TIGARD, OR 97281

City

State

Zip Code

For clarification of this Bid contact:

Name: DICK EAGLE

Telephone: (503) 628-1137

Richard Eagle, Pres

Authorized Signature for Bidder

RICHARD EAGLE

Printed Name

PRESIDENT

Title

ACCEPTANCE OF BID AND CONTRACT AWARD (For City of West Linn Use Only)

Your bid is hereby accepted. The Contractor is now bound to sell the materials and/or services listed by the attached award notice based upon the solicitation, including all terms, conditions, specifications, plans, addendum, amendments, etc., and the Contractor's Bid as accepted by the City.

Approved as to form:

Legal

City of West Linn, Oregon.

Awarded on: _____

West Linn City Manager

Agenda Bill 2025-08-04

Date Prepared: July 28, 2025

For Meeting Date: August 4, 2025

To: Rory Bialostosky, Mayor
West Linn City Council

Through: Elissa Preston, Deputy City Manager *EP*

From: Dylan Digby, Assistant to the City Manager *DD*

Subject: Community Advisory Group Workplans

Purpose:

To propose workplans for each community advisory group (CAG) for Council review, discussion, and approval.

Question(s) for Council:

Do these workplans contain the proper action items for each of Council's community advisory groups to focus on in the coming year/biennium?

Public Hearing Required:

None required

Background & Discussion:

At the 2025 Council Retreat a Council Priority to "Clarify Community Advisory Group Work Programs" was established. Council, staff liaisons, community members, and community advisory group members have all expressed a desire for a clearer, more uniform and aligned process for CAGs to operate so CAG members feel value in the volunteer work they are doing and to ensure the priorities of the Council and community advance in the most effective way possible.

As outlined in the City's Municipal Code, Council recently provided direction to create workplans for each CAG. Proposed workplans were drafted in coordination with staff liaisons, Council liaisons, and CAG chairs/co-chairs. The Council's 2025-27 Priorities were used as the guiding document for this work, but CAG annual reports, CAG interests, and current issues were also considered. These workplans for each CAG are attached for Council review, discussion, edits, and approval. Council should consider their priorities and is welcome to provide further edits or specifics to ensure CAGs are providing Council with the recommendations and support they need to further the Council and community's priorities.

These workplans are generally written for CAGs to work on in the 2025-27 biennium, but Council may wish to provide further direction to check in or provide new workplans on an annual basis. Goals are not currently prioritized, but Council may choose to provide some direction to this effect. Not all CAGs were able to provide their workplans in time for this Council meeting – we will bring back additional workplans for approval (UAB, TAB, EDC, HRB) when they are ready.

Budget Impact:

Most community advisory group projects do not contain a direct budget, though significant staff and CAG member time and resources are allotted. Any items with a direct budgetary impact should be clearly approved by the Council with a budget amount.

Sustainability Impact:

Many of the workplan items contain sustainability elements, particularly those provided to the Sustainability Advisory Board.

Council Options:

Review, edit, and approve workplans for each CAG.

Staff Recommendation:

Staff recommends considering the limited budget and staff resources we have available to do work outside our regular job duties and to focus on projects in line with Council priorities with the highest positive impact to the community.

Potential Motion:

I move to approve the community advisory group workplans as provided (or edited) for the <list CAG groups>

Attachments:

1. Arts and Culture Commission Workplan
2. Committee for Community Involvement Workplan
 - a. CCI February 25, 2025 Letter to Council
3. Library Advisory Board Workplan
4. Parks and Recreation Board Workplan
5. Planning Commission Workplan
6. Sustainability Advisory Board Workplan
 - a. Sustainability consultant recommendation
7. Youth Advisory Council Workplan

MEMORANDUM

Date: August 1, 2025
To: West Linn Arts & Culture Commission
From: Rory Bialostosky, Mayor
Subject: Arts & Culture Commission 2025-27 Priorities and Work Plan

As part of our effort to maintain greater communication with our community advisory boards, the City Council would like to share with you the Council Priorities for 2025-27 (attached) that align with a work plan we are providing to each of the community advisory groups. Council wants to ensure that limited City and volunteer resources remained focused on the primary goals of the Council and delivering quality core municipal services. The City's Municipal Code section 2.020(2) provides these workplans as a way for Council to provide direction and focused alignment on the city's priorities. We believe these work plans are a positive step in this direction and hope that you find it helpful in your efforts in influencing policy for the City.

We also want to take time to emphasize our overarching goal of belonging and reaching out to the community. Community advisory groups are a key part of connecting with our community and we greatly value the role you play in this. We hope the Arts & Culture Commission continues to find new ways to engage and involve a broad range of community members in the important work that you do and considers ensuring belonging and inclusivity in all the work that you do.

Based on your annual report we received from your group and in furtherance of the Council's adopted Priorities, the Council would like the Arts & Culture Commission to focus attention on the following work this biennium:

1. **Public Art Project Recommendations:** Provide Council recommendations on public art projects considering diversity, equity, inclusivity, and community belonging.
2. **Art Procurement Procedures:** Review and document a clear procurement process for public art installations. Revisit and incorporate lessons learned after each art installation project.
3. **Willamette Art Corridor Initiative:** Continue exploration and development of the art component of Vision43, with updates and recommendations provided to City Council along the way. Seek feedback from City Council and the community as the vision is developed.
4. **Waterfront Vision:** Provide feedback and recommendations to the City's consultant team as requested.
5. **Music in the Park Summer Concert Series:** Collaborate with Parks & Rec to host a table at summer concerts to engage the public and increase ACC visibility.
6. **"Fall Into Art" Fall Art Show:** Continue to host and promote this annual event to showcase local artists and their work and promote engagement and support for these artists from the community.
7. **Holiday Craft Markets:** Continue with a presence (dependent upon availability of A&CC members) at the local holiday craft markets to engage the public and increase ACC visibility.
8. **Art Scavenger Hunt Promotion:** Continue promoting the existing art scavenger hunt (currently promoted via bookmark handed out at community events) to increase visibility and encourage exploration of West Linn's public art collection.
9. **Community Engagement & Belonging:** Work to improve diversity, equity, inclusivity and belonging in the community and consider recommendations and actions through an equity lens*
 - a. Use art and culture as tools to foster a sense of belonging and welcoming for everyone in our community.

If something arises during the year that you believe necessitates a change to this work plan, please feel free to have your chair forward your request to the Council in writing for our consideration and we will provide you with feedback. CAGs may request funding or sponsorship for events, activities, or programs through their Council liaison or by providing a request in writing.

As always, a heartfelt thank you for your dedicated service to West Linn,

Mayor Bialostosky

MEMORANDUM

Date: August 1, 2025

To: West Linn Committee for Community Involvement

From: Rory Bialostosky, Mayor

Subject: Committee for Community Involvement 2025-27 Priorities and Work Plan

As part of our effort to maintain greater communication with our community advisory boards, the City Council would like to share with you the Council Priorities for 2025-27 (attached) that align with a work plan we are providing to each of the community advisory groups. Council wants to ensure that limited City and volunteer resources remained focused on the primary goals of the Council and delivering quality core municipal services. The City's Municipal Code section 2.020(2) provides these workplans as a way for Council to provide direction and focused alignment on the city's priorities. We believe these work plans are a positive step in this direction and hope that you find it helpful in your efforts in influencing policy for the City.

We also want to take time to emphasize our overarching goal of belonging and reaching out to the community. Community advisory groups are a key part of connecting with our community and we greatly value the role you play in this. We hope the Committee for Community Involvement continues to find new ways to engage and involve a broad range of community members in the important work that you do and considers ensuring belonging and inclusivity in all the work that you do.

Based on your annual report we received from your group and in furtherance of the Council's adopted Priorities, the Council would like the Committee for Community Involvement to focus attention on the following work below this biennium:

1. ****Neighborhood Association Engagement:** Meaningful community involvement is a partnership. Working with the neighborhood associations, find specific proven ways to increase community involvement via neighborhood associations.
 - a. Consider in person and virtual outreach and polling to determine current benefits and limitations to neighborhood association outreach
 - b. Host joint CCI and neighborhood association presidents meetings
 - c. Consider neighborhood association outreach, NA budgets, events, structural/boundary/policy changes, uniformity (using successful outreach strategies more uniformly throughout the neighborhood associations through training/policies) and other factors to take a wholistic approach to improvements.
2. **Land Use Outreach:** Provide recommendations to Council on ways to increase clarity and public participation in land use/development processes and general City business
3. **City Project Outreach:** Provide feedback to Council on ongoing City project outreach to refine and improve reach to the community
4. **Waterfront/Vision43:** Provide recommendations on the Waterfront Vision and Vision43 Plans as requested by consultant team

5. **Community Engagement & Belonging:** *Work to improve diversity, equity, inclusivity and belonging in the community and consider recommendations and actions through an equity lens.
- a. **Focus on supporting other CAG's equity efforts.
 - b. **Provide guidance to ensure all CAGs are working together and directly with the public so a variety of diverse voices are included in each recommendation to Council.

**denotes a direct 2025-27 Council Priority*

***denotes further clarification needed from Council. See below*

If something arises during the year that you believe necessitates a change to this work plan, please feel free to have your chair forward your request to the Council in writing for our consideration and we will provide you with feedback. CAGs may request funding or sponsorship for events, activities, or programs not specifically listed in this workplan through their Council liaison or by providing a request in writing.

As always, a heartfelt thank you for your dedicated service to West Linn,

Mayor Bialostosky

****Request for clarification regarding items #1 & 5 related to 2/25/25 CCI Letter to Council**

CCI provided a letter to Council dated February 25, 2025 requesting Council direction to work with the neighborhood associations on outreach (attached). The Committee for Community Involvement, other CAGs, and Neighborhood Associations all serve important roles in engaging the broader West Linn community. Clarification regarding the roles and responsibilities of each group with respect to communication and community outreach would be beneficial for all. Here are a few suggested key questions to support Council in this consideration:

1. In what ways, if any, would the Council like the CCI to support the outreach efforts of other CAGs?
2. In what ways, if any, would the Council like the CCI to support the outreach efforts of Neighborhood Associations?



Memorandum

February 25, 2025

To: Mayor Rory Bialostosky
Council President Mary Baumgardner
Councilor Leo Groner
Councilor Carol Bryck
Councilor Kevin Bonnington

From: Committee for Community Involvement

Subject: Request to Focus Attention

Dear Mayor Bialostosky, Council President Baumgardner and the West Linn City Council,

We hope this letter finds you well. As representatives of the Committee for Community Involvement, we are writing to present a request to focus a portion of our time and efforts towards a specific aim that we believe aligns with our shared goals of enhancing the quality and quantity of community involvement.

Project Goals:

Our committee has identified an opportunity to address Community Outreach for the Neighborhood Associations and the city in general. This project aims to draw more community involvement to the neighborhood associations through various seasonal outreach methods.

To achieve this, we envision a period where we solicit opinion from the community and understand their awareness of the NAs existence and what they would like to see from them going forward.



Memorandum

Background and Rationale

The Neighborhood Associations have professed a need for additional community involvement and outreach. There are currently a few NAs that are inactive due to an inability to convening and maintaining a quorum. Without a quorum, meetings cannot be held, required city paperwork cannot be submitted, and officers cannot be elected. This leaves the inactive NAs without a voice in local community development and a collective voice in city activities.

To a lesser extent, the need for community involvement also extends to city council advisory boards. Several boards have expressed a desire for assistance in furthering their messages (i.e. the need for utility rate increases, the reasons for issuing bonds, etc.)

Proposed Solution

We request permission to explore and propose a couple of potential solutions to further this cause. To that end, the Committee for Community Involvement is also requesting permission to reach out and meet with the NAs. The success of this proposal is predicated on the involvement of the NAs.

A few of the ideas that have been discussed include but are not limited to:

- Utilize a booth at the Wednesday Summer Market for outreach and communication. The booth would be peopled each week by a different Neighborhood Association and a CCI member. This would enable a person-to-person connection to the NAs. It would also enable the collection of contact information for the NAs mailing lists for further notifications of meeting and community events.
- Utilize a booth/table at the Movies in the Park and Music in the Park community events. This would work similar to the booth/table at the Wednesday Market
- Utilize a booth/table at the Old Time Fair. This would work similar to the booth/table at the Wednesday Market and Movies/Music in the Park.
- Polling the visitors to the booths about their awareness, thoughts and opinions regarding NAs

Request for Direction



Memorandum

We are seeking your permission and guidance to proceed with this proposal. We request the mayor and councils input on how best proceed. Specifically, we would appreciate your input on:

1. Advising the NAs that we will be in touch and will be working with them to fulfill the stated goal.
2. Potential funding opportunities or partnerships that could support this initiative. Although, our main focus will be on ways to achieve the goal without any costs/financial need or staff involvement.
3. If there are any cost, they could be defraying with money from the NAs budgets.

Next Steps

We would be happy to provide further details or discuss this proposal at your earliest convenience. Please let us know if a meeting or presentation to the Council would be helpful.

Thank you for considering this proposal and for your continued dedication to our community's well-being. We look forward to your feedback and direction on how we can collaboratively bring this idea to fruition.

Sincerely,

Beau J. Genot

Vice Chair

Committee for Community Involvement

beau@5100films.com

310-721-7698

MEMORANDUM

Date: August 1, 2025
To: West Linn Library Advisory Board
From: Rory Bialostosky, Mayor
Subject: Library Advisory Board 2025-27 Priorities and Work Plan

As part of our effort to maintain greater communication with our community advisory boards, the City Council would like to share with you the Council Priorities for 2025-27 (attached) that align with a work plan we are providing to each of the community advisory groups. Council wants to ensure that limited City and volunteer resources remained focused on the primary goals of the Council and delivering quality core municipal services. The City's Municipal Code section 2.020(2) provides these workplans as a way for Council to provide direction and focused alignment on the city's priorities. We believe these work plans are a positive step in this direction and hope that you find it helpful in your efforts in influencing policy for the City.

We also want to take time to emphasize our overarching goal of belonging and reaching out to the community. Community advisory groups are a key part of connecting with our community and we greatly value the role you play in this. We hope the Library Advisory Board continues to find new ways to engage and involve a broad range of community members in the important work that you do and considers ensuring belonging and inclusivity in all the work that you do.

Based on your annual report we received from your group and in furtherance of the Council's adopted Priorities, the Council would like the Library Advisory Board to focus attention on the following work this biennium:

1. **Library Policy & Programming:** Provide guidance on Library policy and programs as needed
2. **Censorship:** Continue to monitor censorship issues in library services and provide updates or recommendations to Council as needed.
3. **Community Engagement & Belonging:** Work to improve diversity, equity, inclusivity and belonging in the community and consider recommendations and actions through an equity lens*

**denotes a direct 2025-27 Council Priority*

If something arises during the year that you believe necessitates a change to this work plan, please feel free to have your chair forward your request to the Council in writing for our consideration and we will provide you with feedback. CAGs may request funding or sponsorship for events, activities, or programs through their Council liaison or by providing a request in writing.

As always, a heartfelt thank you for your dedicated service to West Linn,

Mayor Bialostosky

MEMORANDUM

Date: August 1, 2025
To: West Linn Parks and Recreation Advisory Board
From: Rory Bialostosky, Mayor
Subject: Parks and Recreation Advisory Board 2025-27 Priorities and Work Plan

As part of our effort to maintain greater communication with our community advisory boards, the City Council would like to share with you the Council Priorities for 2025-27 (attached) that align with a work plan we are providing to each of the community advisory groups. Council wants to ensure that limited City and volunteer resources remained focused on the primary goals of the Council and delivering quality core municipal services. The City's Municipal Code section 2.020(2) provides these workplans as a way for Council to provide direction and focused alignment on the city's priorities. We believe these work plans are a positive step in this direction and hope that you find it helpful in your efforts in influencing policy for the City.

We also want to take time to emphasize our overarching goal of belonging and reaching out to the community. Community advisory groups are a key part of connecting with our community and we greatly value the role you play in this. We hope the PRAB continues to find new ways to engage and involve a broad range of community members in the important work that you do and considers ensuring belonging and inclusivity in all the work that you do.

Based on your annual report we received from your group and in furtherance of the Council's adopted Priorities, the Council would like the PRAB to focus attention on the following work this biennium:

1. **Indoor Recreation:** Continue to explore creation of a new indoor recreation and civic center to service a wide variety of ages, community needs, and recreation interests*
2. **Parks Policies:** Continue to support Parks and Recreation staff to clarify policy and streamline processes such as a parks commercial use policy recommendation.
3. **Parks Spaces:** Provide feedback and recommendations to maintain and activate Parks and Recreation spaces and programming.
4. **Gas Powered Equipment:** Provide Council a recommendation on reducing gas powered equipment use in West Linn (e.g. electric equipment incentives) and find funding for this work* (SAB to also work on this. PRAB to focus on Parks-related recommendations)
5. **Waterfront/Vision43:** Provide recommendations on the Waterfront Vision and Vision43 Plans as requested by consultant team*
6. **Community Engagement & Belonging:** Work to improve diversity equity, inclusivity and belonging in the community and consider recommendations and actions through an equity lens*

**denotes a direct 2025-27 Council Priority*

If something arises during the year that you believe necessitates a change to this work plan, please feel free to have your chair forward your request to the Council in writing for our consideration and we will provide you with feedback. CAGs may request funding or sponsorship for events, activities, or programs not specifically listed in this workplan through their Council liaison or by providing a request in writing.

As always, a heartfelt thank you for your dedicated service to West Linn,

Mayor Bialostosky

MEMORANDUM

Date: August 1, 2025
To: West Linn Planning Commission
From: Rory Bialostosky, Mayor
Subject: Planning Commission 2025-27 Priorities and Work Plan

As part of our effort to maintain greater communication with our community advisory boards, the City Council would like to share with you the Council Priorities for 2025-27 (attached) that align with a work plan we are providing to each of the community advisory groups. Council wants to ensure that limited City and volunteer resources remained focused on the primary goals of the Council and delivering quality core municipal services. The City's Municipal Code section 2.020(2) provides these workplans as a way for Council to provide direction and focused alignment on the city's priorities. We believe these work plans are a positive step in this direction and hope that you find it helpful in your efforts in influencing policy for the City.

We also want to take time to emphasize our overarching goal of belonging and reaching out to the community. Community advisory groups are a key part of connecting with our community and we greatly value the role you play in this. We hope the Planning Commission continues to find new ways to engage and involve a broad range of community members in the important work that you do and considers ensuring belonging and inclusivity in all the work that you do.

Based on your annual report we received from your group and in furtherance of the Council's adopted Priorities, the Council would like the Planning Commission to focus attention on the following work this biennium:

1. **Land Use & Master Plans:** Review and decide on land use applications and updates to master plans, including the CDC.
2. **Waterfront/Vision43:** Review and approve Waterfront Vision and Vision43 Plans and associated implementation tools (zoning, code, and design standards)
3. **Land Use Community Engagement:** Provide CCI and Council with recommendations on improving community engagement in the land use process.
4. **Planning Docket:** Work on Planning Docket projects, review Planning Docket prioritization with Council.
5. **Community Engagement & Belonging:** Work to improve diversity, equity, inclusivity and belonging in the community and consider recommendations and actions through an equity lens*

**denotes a direct 2025-27 Council Priority*

If something arises during the year that you believe necessitates a change to this work plan, please feel free to have your chair forward your request to the Council in writing for our consideration and we will provide you with feedback. CAGs may request funding or sponsorship for events, activities, or programs not specifically listed in this workplan through their Council liaison or by providing a request in writing.

As always, a heartfelt thank you for your dedicated service to West Linn,

Mayor Bialostosky

MEMORANDUM

Date: August 1, 2025
To: West Linn Sustainability Advisory Board
From: Rory Bialostosky, Mayor
Subject: Sustainability Advisory Board 2025-27 Priorities and Work Plan

As part of our effort to maintain greater communication with our community advisory boards, the City Council would like to share with you the Council Priorities for 2025-27 (attached) that align with a work plan we are providing to each of the community advisory groups. Council wants to ensure that limited City and volunteer resources remained focused on the primary goals of the Council and delivering quality core municipal services. The City's Municipal Code section 2.020(2) provides these workplans as a way for Council to provide direction and focused alignment on the city's priorities. We believe these work plans are a positive step in this direction and hope that you find it helpful in your efforts in influencing policy for the City.

We also want to take time to emphasize our overarching goal of belonging and reaching out to the community. Community advisory groups are a key part of connecting with our community and we greatly value the role you play in this. We hope the Sustainability Advisory Board continues to find new ways to engage and involve a broad range of community members in the important work that you do and considers ensuring belonging and inclusivity in all the work that you do.

Based on your annual report we received from your group and in furtherance of the Council's adopted Priorities, the Council would like the Sustainability Advisory Board to focus attention on the following work this biennium:

1. **Gas Powered Equipment:** Provide Council a recommendation on reducing gas powered equipment use in West Linn (e.g. electric equipment incentives) and find funding for this work (PRAB to also work on this related to Parks)*
2. **Consultant:** Provide Council recommendations on high-impact projects, with consultant assistance*
 - a. See attached report from consultant. SAB to hold joint meeting with Council to discuss further.
3. **Conservation Pricing:** Consider conservation pricing options and make recommendations to Council (UAB to lead process and involve SAB)*
4. **EV Charging:** Work with community stakeholders to encourage installation of EV charging stations.
5. **Education:** Provide community education through articles in the Tidings and City newsletter and at City events, including the Old Time Fair.
6. **Waterfront/Vision43:** Provide recommendations on the Waterfront Vision and Vision43 Plans as requested by consultant team*
7. **Indoor Recreation:** Advise on Indoor Recreation Center sustainability features (future phase)*
8. **Community Engagement & Belonging:** Work to improve diversity, equity, inclusivity and belonging in the community and consider recommendations and actions through an equity lens*

**denotes a direct 2025-27 Council Priority*

If something arises during the year that you believe necessitates a change to this work plan, please feel free to have your chair forward your request to the Council in writing for our consideration and we will provide you with feedback. CAGs may request funding or sponsorship for events, activities, or programs not specifically listed in this workplan through their Council liaison or by providing a request in writing.

As always, a heartfelt thank you for your dedicated service to West Linn,

Mayor Bialostosky

DATE: January 8, 2025
TO: Dylan Digby, City of West Linn
FROM: Grace Thirkill & Tracy Lunsford, Parametrix
SUBJECT: Recommended Sustainability and Climate Action Strategies and Implementation Plan

Introduction

This memo includes eight recommended sustainability and climate action strategies for the City of West Linn to consider. It also includes implementation considerations including roles, timeline, potential funding and financing opportunities, peer examples, and next steps for each of the recommended strategies. In total, 71 existing strategies were reviewed from the Sustainable West Linn Strategic Plan (2021), the West Linn Sustainability Advisory Board (SAB) 2024 workplan and priority list, and strategies mentioned during the initial project meeting. Our team recommended two additional strategies that were not already represented that we believe are good opportunities for West Linn.

Our recommendations focus primarily on greenhouse gas (GHG) mitigation strategies, which are strategies aimed at reducing or removing GHG emissions to slow climate change. We further reviewed and prioritized strategies based on cost and staff capacity needed for implementation, greenhouse gas emission reduction potential, and resilience co-benefits, which are benefits to help the community (including people, infrastructure, and natural systems) to withstand and recover from current and future impacts of climate change. Additional criteria considered for prioritization include alignment with West Linn Council goals and the Sustainable West Linn Strategic Plan.

Prioritized Sustainability and Climate Action Strategies

Of the strategies reviewed, we recommend five strategies that are specific to City of West Linn operations and three strategies that would have community-wide impacts. These eight strategies are listed in order of priority below.

While the city has greater control over its own operations and the operations strategies present an opportunity to lead by example, GHG emissions from City operations tend to be a small portion of community-wide emissions. Reducing community-wide emissions is important, but the city doesn't have direct control over these emission sources or mitigation opportunities and community-wide strategies often require additional policymaking, partnerships, and resources to implement.

Recommended City Operations Strategies

1. Develop a policy regarding the purchase of alternative fuel, electric, and/or hybrid vehicles including a cost/benefit analysis for future purchases.
2. Consider sustainable building features and equipment in the design and construction of the new public works and parks operations building.
3. Complete LED lighting upgrades in all city facilities.



4. Seek additional funding and prioritize opportunities for public building HVAC upgrades or solar installations.
5. Evaluate opportunities to establish ongoing sustainability funding without diminishing the city's ability to deliver essential services.

Recommended Community-Wide Strategies

1. Work with local businesses and developers to encourage them to install EV charging stations.
2. Increase opportunities for community members and businesses to reduce waste by sharing and repurposing unwanted goods.
3. Create and distribute a directory with repair services in West Linn.

Implementation Planning

This section describes the following for each prioritized strategy:

Implementation Details: the practical scope and focus of each strategy, including specific actions and considerations for successful implementation.

Roles:

- *Implement* – Taking the lead and having direct control, with the necessary resources to make progress and accomplish the action or strategy.
- *Convene* – Bringing together partners to collaborate and facilitate progress to accomplish the action or strategy.
- *Support/Advocate* – Providing support and advocacy to help accomplish the action or strategy, without having direct control over its completion.
- *Educate* - Informing and empowering the community on actions individuals or organizations can take to promote sustainability and help accomplish the action or strategy.

Timeline: provides a high-level outline of recommended phases for implementing each strategy.

Potential Funding and Financing Opportunities: identifies diverse sources of potential financial support for each strategy including federal, state, utility, and local programs, highlighting specific grants, rebates, incentives, and creative financing mechanisms as examples.

Peer Examples: illustrates relevant initiatives from other communities that have implemented similar strategies to provide practical insights, proven approaches, and inspiration for replicating best practices.

Next Steps: provides clear, actionable recommendations to guide the implementation of each strategy including immediate actions, priority tasks, and milestones.

City Operations Strategies

1. Develop a policy regarding the purchase of alternative fuel, electric, and/or hybrid vehicles including a cost/benefit analysis for future purchases.

Implementation Details

This policy involves developing a policy to guide the procurement of alternative fuel, electric, and hybrid vehicles for the city's fleet. This policy will prioritize sustainability, total cost of ownership cost-effectiveness, and operational reliability and will contain clear targets for switching to alternative fuel, electric and/or hybrid vehicles.

Roles

- *Implement:* The city will lead the development of the policy including cost/benefit analysis, feasible procurement targets, and implementation of the policy into existing procurement processes.
- *Support/Advocate:* The SAB will advocate for the adoption of the policy, highlighting its benefits to city leadership and stakeholders.
- *Educate:* The city and SAB will educate staff about the benefits of alternative fuel, electric, and hybrid vehicles.

Timeline

This policy could be drafted and adopted over the following year with a longer timeframe for implementation targets (e.g., 20% fleet conversion by 2030 or 100% by 2050).

Potential Funding and Financing Opportunities

- Local funding
 - Existing operations/fleet replacement budget.
 - Special funding mechanisms such as green bonds.
- Public-private partnerships
 - Opportunities such as leasing agreements, shared infrastructure, and joint funding.
- Utility incentives
 - [PGE EV Fleet Program](#): Offers incentives and support for electrifying vehicle fleets.
- State incentives:
 - [Electric Vehicle \(EV\) Rebate](#): Provides rebates for the purchase or lease of electric vehicles. <https://afdc.energy.gov/laws/12886>
 - [Community Electric Vehicle \(EV\) Charger Grant](#): Offers grants for community-based charging infrastructure.
 - [Electric Vehicle \(EV\) Charger Rebates](#): Provides rebates for installing EV charging stations.
 - [Plug-In Hybrid Electric Vehicle \(PHEV\) and Zero Emission Vehicle Rebates](#): Offers rebates for PHEVs and ZEVs.
 - [Alternative Fuel Loans](#): Provides loans for alternative fuel projects.

- Federal incentives:
 - [Diesel Emissions Reduction Act \(DERA\) Funding](#): Provides grants and rebates to reduce emissions from diesel engines.
 - [Alternative Fuels Data Center: Federal Laws and Incentives](#): Offers information on federal incentives for alternative fuel vehicles and infrastructure.

Peer Examples

- [City of Bend CAP](#): Public agencies will convert fleets to electric and alternative fuel vehicles as total cost of ownership allows.
- [City of Ashland](#): Created administrative policies to require purchase of fossil free vehicles whenever practical.
- Example policies:
 - Town of Belmont, Massachusetts: [Green Fleet Policy](#)
 - Redmond, WA: [City of Redmond green Fleet Purchasing Policy](#)
 - Clean Air Partnership: [Model Green Fleet Policy](#)
- Additional resources: [US DOE Alternative Fuels Data Center](#) offers comprehensive information on alternative fuels and advanced vehicle technologies.

Next Steps

1. Conduct a fleet assessment to evaluate the current fleet including:
 - Fuel consumption rates and/or emissions.
 - Maintenance costs.
 - Remaining vehicle life expectancies.
 - Fleet vehicle usage patterns.
 2. Draft procurement policy to transition to cleaner vehicles including targets such as the following examples:
 - Reduce fossil fuel use and/or fleet emissions by 25-30% by 2030 and/or 50-60% by 2035.
 - Cut fuel consumption by 5-7% annually through 2030 and/or 3-5% annually through 2035.
 - Increase EVs/low-emission vehicles to 30% of fleet by 2030 and/or 75% of fleet by 2035.
 3. Adopt and implement a sustainable fleet policy by 2026.
- 2. Consider sustainable building features and equipment in the design and construction of the new public works and parks operations building.**

Implementation Details

This strategy emphasizes incorporating sustainability principles and best practices into the design and construction of the new public works and parks operation building. Key considerations include energy efficiency, water conservation, materials sourcing, and waste reduction during construction and operation. Feasible targets might include achieving energy

savings through high-performance building systems such as ductless heat pumps, LED lights, low-flow fixtures, minimizing environmental impacts through sustainable material procurement, and incorporating renewable energy systems such as rooftop solar and battery storage. See additional examples in the Next Steps section below.

Roles

- *Implement:* The city will lead the effort to integrate sustainability into all phases of the projects.
- *Support/Advocate:* The SAB will advocate for incorporating sustainability targets, research and recommend specific features, and provide feedback.

Timeline

Sustainability targets and features should be integrated as early in the projects as possible to leverage existing project budgets and timelines. This strategy will integrate into the timeline for design and construction of the public works and parks operations buildings.

Potential Funding and Financing Opportunities

- Local and regional opportunities:
 - Local green building incentives or rebates.
 - Green bonds or special funding mechanisms for public infrastructure projects.
- Public-private partnerships
 - Explore partnerships with developers, design firms, or sustainability experts to co-fund innovative building solutions.
- Utility incentives:
 - PGE's [incentives](#) and [0% financing](#) for new energy-efficient equipment.
- State incentives:
 - [Energy Trust of Oregon](#): Provides incentives and technical assistance for energy efficiency and renewable energy projects.
- Federal incentives:
 - [Energy Efficiency and Conservation Block Grant \(EECBG\) Program](#): Provides grants to eligible local governments for energy efficiency, renewable energy, or transportation-related projects.

Peer Examples

- [City of Eugene](#): Incorporates green building strategies in public facility projects, including energy-efficient systems, stormwater management, and renewable energy installations.
- [City of Portland](#): Requires all new public buildings to meet LEED Gold standards or higher.
- [City of Redmond](#): Sustainability principles embedded in public works projects, with a focus on lifecycle cost savings.

Next steps

- Establish targets for the project and identify relevant certifications or guidelines (e.g., LEED).

- Select feasible sustainability measures such as:
 - Energy efficiency measures:
 - LED lighting.
 - Programmable thermostats to optimize heating and cooling.
 - Building envelope improvements such as weatherstripping to reduce energy loss.
 - Waste reduction:
 - Include recycling plan for construction and demolition waste (e.g., separate materials for recycling).
 - Salvage and reuse existing materials.
 - Water conservation:
 - Install low-flow fixtures (e.g., faucets, toilets) to reduce usage.
 - Use native and drought-tolerant plants for landscaping to reduce irrigation.
 - Renewable energy:
 - Conduct a no-cost or low-cost solar feasibility assessment through the utility or a nonprofit partner.
- Incorporate sustainability into RFP or contractor procurement processes (i.e., scoring criteria to select a design firm and/or including sustainability features designs).
- Research and apply for relevant funding or incentive programs to leverage resources for enhanced sustainability measures.

3. Complete LED lighting upgrades in all city facilities.

Implementation Details

This strategy involves replacing all existing lighting in city facilities with energy-efficient LED fixtures. This could include setting realistic targets for timelines to replace all remaining non-LED lighting. LED lighting provides reduced energy consumption, lower maintenance costs, and improved lighting quality.

Roles

- *Implement:* The city will lead the effort by replacing existing fixtures, managing contracts, and ensuring all facilities transition to LED lighting.
- *Support/Advocate:* The SAB will advocate for the implementation of this strategy by highlighting benefits and will monitor progress.
- *Educate:* The SAB and City can inform the community about the benefits of LED upgrades and encourage similar actions in residential and commercial buildings.

Timeline

Upgrades can be phased in over the next 2-5 years prioritizing high-usage areas (e.g., offices) and expanding to all remaining city facilities.

Potential Funding and Financing Opportunities

- Local and Regional Opportunities:
 - Explore municipal grants or reallocating funds from energy savings in previous efficiency projects.
- Public-private partnerships:
 - Collaborate with local contractors or [energy service companies \(ESCOs\)](#) for co-funding and implementation.
- Utility Incentives:
 - PGE's [incentives](#) and [0% financing](#) for new energy-efficient equipment.
- State Incentives:
 - [Energy Trust of Oregon](#): Provides incentives and technical assistance for energy efficiency and renewable energy projects.
- Federal Incentives:
 - [DOE Better Buildings Initiative](#): Resources and support for energy efficiency projects, including lighting.

Peer Examples

- [City of Gresham](#): Completed LED lighting upgrades in parks and other public spaces.
- [City of Salem](#): Community Energy Strategy includes actions such as retrofitting lighting systems.

Next steps

- Audit current lighting system:
 - Assess lighting types, energy consumption, and replacement costs across all city facilities.
 - Identify high-priority areas for immediate upgrades based on current replacement schedules and usage times.
- Develop LED upgrade plan:
 - Phased implementation plan with timelines and budgets.
- Secure funding:
 - Offset costs with grants, rebates, and incentives.
 - Explore finance options such as ESCOs and energy performance contracts.
- Implement upgrades:
 - Work with facilities staff or contractors to install fixtures.
- Educate the community:
 - Highlight cost savings and environmental benefits to inspire similar action in residential and commercial properties.

4. Seek additional funding and prioritize opportunities for public building HVAC upgrades and solar installations.

Implementation Details

This strategy focuses on improving energy efficiency and sustainability in existing public buildings by upgrading HVAC systems and installing solar energy systems. HVAC upgrades can reduce energy consumption, lower utility costs, and enhance indoor air quality, while solar can provide long-term renewable energy and resilience benefits.

Roles

- *Implement:* The city will take the lead in identifying funding opportunities and coordinating upgrades, including coordination between city facility and finance teams.
- *Convene:* The city will work with contractors, energy consultants, and funding agencies to facilitate project design and execution.
- *Support/Advocate:* The SAB will advocate for prioritizing HVAC and solar projects in city budgets and support grant applications to secure additional funding.
- *Educate:* The city and SAB can educate the community about the benefits of these upgrades and encourage similar actions in residential and commercial properties.

Timeline

This strategy can be implemented in stages:

1. Identify priority projects based on the city's Capital Improvement Plan.
2. Identify and secure funding opportunities within 6-12 months.
3. Conduct energy audits and feasibility studies for HVAC and solar upgrades within 1-2 years.
4. Begin installations and upgrades on high-priority facilities within 2-5 years.

Potential Funding and Financing Opportunities

- Green Bonds and Local Grants
 - Explore municipal funding mechanisms such as green bonds or local sustainability grants.
- Public-Private Partnerships
 - Collaborate with Energy Service Companies (ESCOs) for performance-based financing.
- Utility Incentives:
 - [PGE Solar Rebates and Incentives](#): Supports solar installations and energy-efficiency HVAC systems.
- State Incentives:
 - [Energy Trust of Oregon](#): Provides incentives and technical assistance for energy efficiency and renewable energy projects.
- Federal Incentives:

- [Energy Efficiency and Conservation Block Grant \(EECBG\) Program](#): Provides grants to eligible local governments for energy efficiency, renewable energy, or transportation-related projects.

Peer Examples

- [City of Ashland](#): Installed solar arrays and upgraded HVAC systems in public facilities as part of its Climate and Energy Action Plan.
- [City of Bend](#): Installed solar arrays on public facilities as part of its Strategic Energy Management Plan and Climate Action Plan.

Next steps

1. Conduct an energy audit and feasibility assessment:
 - a. Identify inefficient HVAC systems and assess solar installation potential.
 - b. Prioritize facilities with the highest energy use or outdated systems.
2. Develop a funding strategy:
 - a. Identify grants, rebates, and financing options for upgrades.
 - b. Apply for funding and explore performance-based financing with ESCOs.
3. Pilot upgrades:
 - a. Select one or two high-priority facilities to pilot upgrades. Monitor energy savings and collect data to support scaling up.

5. Evaluate opportunities to establish ongoing sustainability funding without diminishing the city's ability to deliver essential services.

Implementation Details

This strategy aims to identify and implement mechanisms for sustainable funding that support long-term environmental initiatives without impacting the city's ability to provide essential services. Strategies may include leveraging existing funding sources, creating dedicated sustainability funds, or reallocating savings from efficiency projects.

Roles

- *Implement*: The city will lead this effort by evaluating funding mechanisms, engaging stakeholders, and ensuring alignment with budgetary priorities.
- *Convene*: The city can work with financial advisors, community organizations, and regional partners to explore innovative funding models as well as convening internal staff across departments.
- *Support/Advocate*: The SAB can advocate for prioritizing sustainability funding and provide recommendations for revenue-neutral or low-impact funding approaches.

Timeline

This strategy can be phased as follows:

1. Research and initial evaluation of funding mechanisms (0-6 months).
2. Stakeholder engagement and feasibility analysis (6-12 months).

3. Pilot one or more funding mechanisms (12-18 months).

Potential Funding and Financing Opportunities

- Efficiency Savings Reinvestment:
 - Allocate a portion of cost savings from energy efficiency projects, such as LED upgrades or HVAC retrofits, into a dedicated sustainability fund.
- Green Bonds or Special Funds:
 - Issue green bonds to finance sustainability projects while generating revenue for repayment. [Green Bonds Information](#).
- Utility Incentives and Partnerships:
 - Partner with utility providers to reinvest rebates or incentives into new sustainability initiatives.
- Grant Funding:
 - Seek federal and state grants specifically aimed at sustainability programs, such as the Energy Efficiency and Conservation Block Grant (EECBG) Program.
- Public-Private Partnerships:
 - Collaborate with local businesses or nonprofits to co-fund projects and create shared value.
- Dedicated Revenue Streams:
 - Evaluate options such as sustainability fees on new developments or voluntary contributions from residents and businesses.
- Reallocation of Existing Resources:
 - Assess opportunities to reprioritize underutilized budget areas toward sustainability efforts.

Peer Examples

- [City of Hillsboro](#): Established a Sustainability Revolving Fund that collects the avoided costs from energy saving projects with an established allocation process and no expiration on funds.
- [City of Portland](#): Established a Climate Investment Plan, the Portland Clean Energy Community Benefits Fund, which invests in community-led projects to reduce emissions and increase resilience.

Next steps

1. Evaluate funding options
 - i. Research best practices for sustainable funding in peer cities.
 - ii. Identify potential funding sources and mechanisms that align with the city's financial capacity.
2. Engage Stakeholders:
 - i. Involve city leadership, community members, and external experts to assess feasibility and prioritize options.
3. Pilot a Funding Mechanism:

- i. Implement a small-scale pilot (e.g., reinvesting efficiency savings or establishing a dedicated fund) to test effectiveness and refine the approach.
4. Adjust the approach based on results and feedback.

Community-Wide Strategies

6. Work with local businesses and developers to encourage them to install EV charging stations.

Implementation Details

This strategy focuses on collaborating with local businesses and developers to increase the availability of electric vehicle (EV) charging infrastructure throughout the community. By encouraging private-sector investment in charging stations, the city can support the transition to EVs and reduce GHG emissions.

Roles

- *Convene*: The city will facilitate partnerships between businesses, developers, and potential funding sources, acting as a central point of coordination.
- *Support/Advocate*: The city and SAB will advocate for policies and incentives that encourage EV charging station installations.
- *Educate*: The city and SAB will provide resources and educational materials to businesses and developers on the benefits of EV charging infrastructure and available funding opportunities.

Timeline

- Year 1: Identify and engage key stakeholders.
- Year 2-5: Launch pilot projects in collaboration with willing businesses and developers.

Potential Funding and Financing Opportunities

- Public-Private Partnerships:
 - Collaborate with local developers to co-fund or share costs for EV charging projects.
- Utility Incentives:
 - [PGE Fleet Partner Program](#): Supports businesses with fleet and public charging stations.
- State Incentives:
 - [ODOT's Community Charging Rebates Program](#): Funding for EV charging infrastructure in communities.
 - [Energy Trust of Oregon](#): Provides incentives and technical assistance for energy efficiency and renewable energy projects.
- Federal Incentives:
 - [Alternative Fuel Infrastructure Tax Credit](#): Provides tax credits for installing EV charging stations.

- [National Electric Vehicle Infrastructure \(NEVI\) Program](#): Federal funding to expand EV charging networks.

Peer Examples

- [City of Portland](#): Allows companies to install electric vehicle (EV) chargers in the public right-of-way in commercial centers across the city.
- [City of Bend](#): Bend Development Code includes provisions that support the integration of EV charging infrastructure in new developments.

Next steps

1. Identify ideal locations for EV charging throughout the community to guide outreach to potential partners.
2. Identify interested businesses and developers and develop partnerships with regional utilities and EV equipment providers.
3. Host workshops or info sessions to provide information about incentives, technical requirements, etc.
4. Promote long-term economic and environmental advantages of EV chargers.
5. Facilitate pilot installations in collaboration with local businesses or developers.
 - i. Publicize successful installations as examples.
6. Develop supportive policies such as requirements in future building codes or development agreements.

7. Increase opportunities for community members and businesses to reduce waste by sharing and repurposing unwanted products.

Implementation Details

This strategy focuses on reducing waste and promoting sustainability by facilitating the sharing and repurposing of unwanted products among community members and businesses.

Roles

- *Convene*: The city will coordinate local organizations, businesses, and community groups to organize events and programs.
- *Support/Advocate*: The SAB will advocate for increased resources and infrastructure to support reuse and repurposing initiatives.
- *Educate*: The city and SAB will educate community members and businesses about available programs and how to participate.

Timeline

The timeline for this strategy is ongoing, with potential milestones such as:

- Coordinating events.
- Establishing a directory for sharing and repurposing opportunities.

Potential Funding and Financing Opportunities

- Local and Regional Opportunities:

- Partnerships with local waste haulers and recycling centers.
- Use revenue from waste diversion programs to fund reuse infrastructure.
- Public-Private Partnerships:
 - Collaborate with local businesses to sponsor events or provide space for reuse programs.
- State Incentives:
 - Oregon DEQ Materials Management Grants: Funding for projects that reduce waste and promote reuse.
- Federal Incentives:
 - EPA Sustainable Materials Management Grants: Funding for programs that promote material reuse and waste reduction.

Peer Examples

- [City of Eugene](#): Hosts regular reuse and repair “Fix-it Fairs” fair where community members can get items repaired at no cost.
- [City of Beaverton](#): Offers a variety of items available for check out in its Library of Things catalog.

Next steps

1. Collaborate with local organizations to host events such as swap meets, repair workshops, or reuse fairs.
2. Promote these events through local networks.
3. Develop or support a centralized platform for listing unwanted items.
4. Explore options for permanent reuse centers or drop sites for goods.

8. Create and distribute a directory with repair services in West Linn.

Implementation Details

This strategy focuses on promoting a repair-first culture by creating and distributing a comprehensive directory of local repair services, such as common household items, electronics, appliances, and more.

Roles

- *Implement*: The city and SAB will lead the effort to maintain and publish the directory on its website.
- *Educate*: The city and SAB will educate the community on the environmental and economic benefits of choosing repairs over replacements.

Timeline

This strategy can be implemented in the short term with the directory updated on a regular (e.g., annual) basis.

Potential Funding and Financing Opportunities

N/A – this strategy does not require funding other than a very small amount of staff/SAB time to produce and share the directory.

Peer Examples

- [Lane County](#): Hosts an online business directory guide for repair resources in Lane County organized by category of services and items.
- [City of Corvallis](#): Hosts an online Waste Prevention Directory including repair businesses alongside unique reuse and recycling opportunities.

Next steps

1. Identify local repair services through outreach to the community and local businesses to compile a list of repair services for goods such as electronics, furniture, clothing, appliances, and other items.
2. Gather detailed information such as business hours, services, and contact information.
3. Create a directory to publish on the city website.
4. Publish the directory and update it on a regular (e.g., annual) basis.
5. Promote the directory through city communications and at community events, repair workshops, etc.

Parametrix Next Steps

After the City of West Linn and SAB review, we intend to focus efforts on providing additional research and support on next steps for implementation and/or researching and applying for funding.

MEMORANDUM

Date: August 1, 2025
To: West Linn Youth Advisory Council
From: Rory Bialostosky, Mayor
Subject: Youth Advisory Council 2025-27 Priorities and Work Plan

As part of our effort to maintain greater communication with our community advisory boards, the City Council would like to share with you the Council Priorities for 2025-27 (attached) that align with a work plan we are providing to each of the community advisory groups. Council wants to ensure that limited City and volunteer resources remained focused on the primary goals of the Council and delivering quality core municipal services. The City's Municipal Code section 2.020(2) provides these workplans as a way for Council to provide direction and focused alignment on the city's priorities. We believe these work plans are a positive step in this direction and hope that you find it helpful in your efforts in influencing policy for the City.

We also want to take time to emphasize our overarching goal of belonging and reaching out to the community. Community advisory groups are a key part of connecting with our community and we greatly value the role you play in this. We hope the Youth Advisory Council continues to find new ways to engage and involve a broad range of community members in the important work that you do and considers ensuring belonging and inclusivity in all the work that you do.

Based on your annual report we received from your group and in furtherance of the Council's adopted Priorities, the Council would like the Youth Advisory Council to focus attention on the following work this year:

1. **Youth Recreation Needs:** Provide recommendations to Council on youth recreation (including events, programs, activities, etc.) needs and desires, particularly possibilities for a reduced vision for an indoor recreation/community center.
2. **Waterfront/Vision43:** Provide recommendations on the Waterfront Vision and Vision43 Plans as requested by consultant team*
3. **Community Engagement & Belonging:** Work to improve diversity, equity, inclusivity and belonging in the community and consider recommendations and actions through an equity lens*

**denotes a direct 2025-27 Council Priority*

If something arises during the year that you believe necessitates a change to this work plan, please feel free to have your chair forward your request to the Council in writing for our consideration and we will provide you with feedback. CAGs may request funding or sponsorship for events, activities, or programs not specifically listed in this workplan through their Council liaison or by providing a request in writing.

As always, a heartfelt thank you for your dedicated service to West Linn,

Mayor Bialostosky



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Public Comment Form

I wish to speak during Public Comments (comments are limited to three minutes). Topic listed will be reflected in the meeting minutes.

Please specify topic (required): EVALUATE MW

I wish to wait and speak on the agenda item listed below (comments are limited to three minutes).

Please specify agenda item (required): #4

Please print:

Name: TOM MEIER

Phonetic spelling, if difficult to pronounce: _____

Address (Optional): 1354 ROSEMONT RD

City: WL State: OR Zip: 97068

Email (Optional): CASSIROO@COM Phone (Optional): CAST.NET

Please submit this form to the City Recorder along with copies of any material to be handed out to the Council.

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Please specify topic (required): to Public Comments

I wish to wait and speak on the agenda item listed below (comments are limited to three minutes).

Please specify agenda item (required): _____

Please print:

Name: Kathie Halicki

Phonetic spelling, if difficult to pronounce: _____

Address (Optional): on file

City: _____ State: _____ Zip: _____

Email (Optional): _____ Phone (Optional): _____

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