

MINUTES
MILWAUKIE CITY COUNCIL WORK SESSION
OCTOBER 18, 2011

Mayor Ferguson called the work session to order at 5:03 p.m. in the City Hall Conference Room.

Council Present: Councilors Dave Hedges, Joe Loomis, and Mike Miller

Excused: Council President Greg Chaimov

Staff Present: City Manager Bill Monahan, Assistant to the City Manager Teri Bankhead, City Recorder Pat DuVal, Library Director Joe Sandfort, Community Services Director JoAnn Herrigel, Public Affairs Coordinator Grady Wheeler, Planning Director Katie Mangle, and Community Development/Public Works Director Kenny Asher

Media: Molly Harbarger, *The Oregonian*

City Manager's Report

Mr. Monahan said work on the Jackson Street bus shelters was expected to be completed by October 31. He discussed City Prosecutor services contract and was considering options for better ways to manage that function, and City Council concurred with the proposal

Community and Planning Activity Report

Ms. Mangle discussed the NatureBake expansion which triggered a type 1 development review and infrastructure improvement fees. She reported on the Light Rail Bridge over Kellogg Creek and the hearing schedule. The last open house on the Residential Design Standards would be October 20.

Mr. Asher provided a brief update on the Kellogg for Coho project.

Mayor Ferguson recused himself from the pedestrian/bike Kellogg Lake Bridge discussion.

Council President Chaimov participated via telephone in the pedestrian/bike Kellogg Lake Bridge discussion.

Mr. Asher discussed the Oregon Department of Transportation (ODOT) flexible fund grant. If awarded funds would be used for a connection between Island Station and Downtown Milwaukie via Kronberg Park. The grant program was announced September 1, and the City did not have staff resources for this project so relied on the help of others. Over the past four weeks, TriMet helped prepare the application and gave City staff the results in early October. He had a discussion with TriMet on October 7 about how the City might come up with a non-cash match such as permitting, planting, and a five year management plan for the plantings. He added the North Clackamas Parks and Recreation District (NCPRD) was not able to move funds to assist. Staff came to the conclusion that this was an appropriate use of transportation system development charge (SDC) funds and requested City Council direction to do so.

The City of Milwaukie was the applicant, and Mr. Asher regretted the short turnaround. This was a good opportunity, and getting into this grant round was the most affordable way to do this project which had been discussed for some time. The project was identified in the Transportation System Plan (TSP), and he briefly reviewed the current Capital Improvement Plan (CIP).

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Councilor Loomis thought this was a good project which had been discussed for a number of years. He understood the short time frame.

Councilor Hedges said he did not support it as it was taking away from projects north of Hwy 224 and would be spent in the privileged areas of the City. He asked if TriMet was going to offset these costs towards the City's light rail obligation. He would not consider if it came out of SDC funds.

Mr. Asher replied that if the City used SDC funds for this project TriMet said it would count those funds as part of the \$5 million. At this point in the process the commitment needed to be made but the funding source not necessarily identified.

Councilor Miller supported the bridge, but he was bothered that he had been told on a number of occasions that they needed to make a decision in a very short period of time. What if we did not get the grant and those funds would be committed to the project? The application showed that funds would be spent on the boardwalk across Kronberg Park, which did not have a master plan. He was concerned about piece mealng a project together without looking at a plan. He was supportive of the bridge, but concerned about taking money out of SDC funds. He would support it if they would take it out of the \$5 million obligation to TriMet.

Council President Chaimov was concerned that if there was no City Council support that it would be very disappointing to the Island Station Neighborhood that was cut off by a major highway. This would be a way to obtain the bridge for very little money.

Councilor Hedges said there was agreement if the money came from the \$5 million owed to TriMet.

Council President Chaimov didn't see that as an option.

Mr. Asher asked if Council wanted to use money from the general fund.

Council President Chaimov understood the City Council was giving Mr. Asher the approval to apply for the grant but not the funding source.

Councilor Hedges said he would be suggesting the source of funds during the regular session.

Mr. Monahan said the Council may also decline the grant if the funds were not there. He recommended a vote in the regular session.

Mr. Asher explained if the City did not get the grant there was no commitment to the project.

Councilor Miller was concerned about tying up the money and not being able to spend it on another project.

Mr. Asher said the grants would be awarded in January 2012. He couldn't think of any projects that would come up before then. The source did not matter to ODOT, but it did matter to the City Council. The money did exist and could be allocated through a supplemental budget.

Library Board Work Plan

Present: Tom Hogan, Ed Zumwalt, Colleen Schacht, and Joe Sandfort

Mr. Hogan briefly discussed the work plan and Board accomplishments. The 2011 – 2012 priorities included supporting the Library Director and staff, developing an information sheet, encouraging the Board to attend community meetings throughout the year, and supporting the Friends of the Ledding Library. He reviewed the yearly library statistics and other staffing, funding, and program information.

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Councilor Loomis suggested putting the information bullet points on a bookmark, to be given out at Neighborhood District Association (NDA) meetings or in restaurants. It was good information that needed to get out into the community.

Mayor Ferguson suggested making coffee sleeves with Library information on them and handing them out to local restaurants and coffee shops.

Councilor Hedges said the Ledding Library was a hallmark of the community.

Councilor Miller appreciated all of Mr. Sandfort's hard work and positive influence on the community.

Mr. Sandfort felt fortunate for the great staff, volunteers, and Friends of the Ledding Library.

Discussion of Metropolitan Area Communication Commission (MACC)

Membership

Ms. Herrigel made introductory remarks. In the regular session the City Council would be asked to extend the Comcast franchise agreement which had nothing to do with the Metropolitan Area Communication Commission (MACC) or Willamette Falls Television (WFTV). She highlighted some of the important issues and activities and discussed the ascertainment process. WFTV was undergoing changes and its future was not clear. She reviewed a table comparing the costs of the City's being or not being a MACC members. It assumed a two-year negotiation process with Comcast, and she reviewed the totals with and without staff costs.

Ms. Herrigel noted correspondence from Kay Bower expressing her support for WFTV. Melody Ashford provided information on studio use, which Ms. Herrigel had not had time to review. She hoped for clarification of the City Council's highest priorities and would come back on November 1 for a vote on MACC membership. She asked if there was a member of Council that would be interested in sitting in with her on the discussions with MACC.

Councilor Hedges said he would make time to sit in on the discussions. For him channel 30 was non-negotiable, but he did not the amount spent on the studio was worth it for the small number of people who used it. Overall it was important to him to be broadcasting City Council, Planning Commission, and light rail meetings at times when people could watch them. He got the impression Ms. Herrigel's workload was too great.

Ms. Herrigel was concerned that other projects like the Riverfront would suffer.

Councilor Miller wanted the meetings to be shown live and replayed regularly. He noted when the studio was on International Way it was close and used regularly which he thought that was a key to increasing the use of access channels.

Ms. Herrigel added MACC was considering more active involvement in public access.

Councilor Loomis said it seemed like a natural fit for Ms. Barnes and her class at Sabin Schellenberg. Showing the City Council meetings live was not a priority for him.

Ms. Herrigel said Dion Shepard and a few others had contacted her to say that they watched the meetings regularly.

Mr. Hedges said he generally gets a few emails after each City Council meeting from people that have watched the meeting. He felt it was important not to reduce the ability to watch public meetings.

Councilor Loomis asked if the same people were applying for grants year after year.

Ms. Herrigel responded that typically the same organizations, Sabin Schellenberg and Clackamas Community College, applied for grants annually.

Ms. Herrigel said it would be helpful to promote Granicus. It streams live on the web and people can watch it at any time on their computers.

Mayor Ferguson asked if the City could keep its dedicated channel.

Ms. Herrigel explained that the City can only have 6 channels and there was also a bandwidth issue with Comcast.

Mayor Ferguson noted people using Apple products could access Granicus. He did not care for the idea of the studio in Beaverton, and he was surprised that 10 people used the studio in Oregon City. Educational access was great and the grants would not change

Ms. Herrigel said there were currently no MACC members on the east side, but Happy Valley and Oregon City were considering membership.

Councilor Miller asked what MACC can bring that the City presently did not have.

Bruce Crest, MACC, replied the City would have the same franchise as others and have more power and control with Comcast. He expected Milwaukie would have its share of the \$1.2 million grant funds. He discussed the government access program and the new facility being built in Beaverton. MACC had been working with Milwaukie for 10 years on managing the Comcast franchise, and Mr. Crest thought the number of channels would have to be negotiated.

Mayor Ferguson said they were focusing on cable, and asked if there was any negotiation with Dish or digital narrow banding.

Mr. Crest responded that Dish and Direct TV were not franchised, and he did not believe any digital channels could be used at no charge.

Council Goals Discussion

Due to lack of time, this matter was postponed.

Mayor Ferguson adjourned the work session at 6:55 p.m.

Respectfully submitted,



Pat DuVal, Recorder

WORK SESSION

**MILWAUKIE CITY COUNCIL
WORK SESSION
OCTOBER 18, 2011**

MILWAUKIE CITY HALL

Conference Room
10722 SE Main Street

WORK SESSION – 5:00 p.m.

A light dinner will be served

Discussion Items:

	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>	<u>Page #</u>
1.	5:00 p.m.	City Manager's Report	Bill Monahan	
2.	5:15 p.m.	Council Goals Discussion	Bill Monahan	
3.	5:30 p.m.	Library Board Work Plan	Joe Sandfort and Board Members	1
4.	6:00 p.m.	Discussion of Metropolitan Area Communication Commission Agreement	JoAnn Herrigel	
5.	6:30 p.m.	Adjournment		

Information

Executive Session: The Milwaukie City Council may meet in executive session pursuant to ORS 192.660(2). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

Public Notice

- The Council may vote in work session on non-legislative issues.
- The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the one previous to it.
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.
- The City of Milwaukie is committed to providing equal access to information and public meetings per the Americans with Disabilities (ADA). If you need special accommodations, please call 503.786.7502 or email ocr@ci.milwaukie.or.us at least 48 hours prior to the meeting.



Agenda Item: WS. 3.
Meeting Date: 10-18-11

To: Mayor and City Council Members

Through: Bill Monahan, City Manager

From: Tom Hogan, Library Board Chair and Joe Sandfort, Library Director

Subject: Library Board Work Program for 2011-2012

Date: September 2011

Action Requested

Review and discuss the 2011-2012 Library Board Work Program

History of Prior Actions and Discussions

Previous Library Board Work Programs have been presented to the City Council on a yearly basis.

Background

The proposed work program is a plan for fulfilling the Library Board's responsibility to advise the Milwaukie City Council and the Ledding Library staff on library patrons' needs.

The Board's duties, under the general direction of the City Council, include reviewing and commenting on rules and policies for the operation of the library; commenting on the acceptance or rejection of donations of real or personal property or funds donated to the library; commenting on sites for public library buildings or for location of library facilities and other such activities.

Accomplishments of 2010-2011.

- Achieved full staffing of the Board with the addition of Melissa Perkins.
- Supported the Library Director and staff regarding library operations and policies.
- Met with the Milwaukie Planning Commission in reference to property improvement and compliance issues regarding the Library Pond House. By completing the new deck, adding landscaping and other property improvements to the Pond House, many of the goals the Board set last year have been met.
- Reviewed, discussed and concurred with the proposed FY 2010 – 2011 Library Budget.

- Attended neighborhood association leadership meetings, neighborhood association meetings, city meetings, county meetings, and other community meetings as possible. This attendance was to both receive and give input regarding the Ledding Library.
- Continued to refine the role that the Pond House will serve for the library and to the overall community in Milwaukie.
- Supported and assisted the Friends in all their endeavors including the annual book sale, plant sale, Christmas in October, concerts, and the Pond House Book store.
- Coordinated appearance and testimony at meetings of civic groups including the Budget Committee, the Planning Commission, the Art Committee (artMob), and the City Council.
- Participated, through then Library Board Chair Mark Docken, in the Library District Advisory Board (LDAC), which advises the Clackamas County Board of Commissioners on the formulation of policy regarding the funding from Tualatin, the funding from Damascus and other procedural issues.
- Planned and implemented the Milwaukie Poetry Series fourth season featuring poets who read from and discussed their work. The series had nine (one had to be postponed due to illness of the poet) successful readings to capacity crowds at the Pond House. Poetry readings were filmed; the readings are being shown on Milwaukie Cable Television, Willamette Falls Cable Television, the City website, and are also on DVDs that can be checked out from the Ledding Library. The Series also sponsored a writing workshop by Paulann Petersen, a Youth Poetry Workshop at Milwaukie High School by Paulann Petersen, five Open Mic Poetry Readings, a Friends of William Stafford birthday celebration in January, Youth Open Mic reading throughout the year and a summer Poetry Picnic. As Series Coordinator Library Board Chair Tom Hogan also worked with the Milwaukie Arts Academy to create these events. The Milwaukie Poetry Committee and Library Board also supported poetry readings at the First Friday Art a la Carte events.
- Recommended to the City Council an expansion of the Ledding Library to better serve the community and to plan for the future service increase. To assist with this expansion, recommended a survey of Milwaukie citizens regarding library services and location and a feasibility study of the existing Ledding Library site regarding expansion possibilities and costs and other possible sites.

Priorities for 2011-2012.

- Support the Library director and staff regarding library operations and policies.
- Continue to encourage Board attendance at community meetings including, but not limited to, Neighborhood District Associations, various City government meetings as needed, Friends of the Ledding Library, and various civic group meetings, to represent the Library in the community.
- Develop an information sheet about the Ledding Library to assist in education and presentations.

- Support the Friends in all their endeavors including the annual book sale, plant sale, Christmas in October, concerts, and the Pond House Book store. Put together a brochure about the Pond House.
- Help develop fundraising strategies to help the Friends and Foundation achieve both short and long term funding goals. Assist Friends in continuing above the recognized benchmark of 2.5% of the Library budget giving capacity.
- Establish action plans that promote Library programs and goals through the use of the internet, flyers, newsletters, and other media outlets, such as The Pilot, and the City of Milwaukie website.
- Support the City in appropriate use of the Pond House to enhance and further City goals.
- Monitor compliance of the Library in reference to LDAC and Oregon Library Association (OLA) standards as prescribed by the LDAC policy.
- Continue for a Fifth Season the Milwaukie Poetry Series at the Library Pond House with a new lineup of poets conducting monthly readings. Also sponsor at least one writing workshop, Open mic poetry readings in the Pond House, a Friends of William Stafford Birthday event, a youth event writing workshop at the Milwaukie Arts Academy, youth open mic readings, a summer Poetry Picnic and support poetry readings at the First Friday Art a la Carte.
- Continue to work with the other partners to revive, develop, and promote the Willamette Readers Series.
- Support and participate in the Library Expansion Task Force (LETF). Provide information and background when needed. Support expansion of the library to better serve the Ledding Library's community and to plan for the future service need.
- Support use of the current site for the library.
- Express thanks to the Ledding family for their gift to the City of land to be used for the Library. Express thanks to all the people who have made major contributions to the library, including Ethel Folden, Evelyn Zanon, and Dixie Hunt.
- Support the retirement of the current library director and acknowledge the years of devoted service to the Ledding Library by the retiring Director Joe Sandfort.
- Provide input and help as needed in the hiring, welcoming, and installing the new Library Director, as well as help with any input/assistance needed for a smooth transition to a new Director

Concurrence

The Library Board and the Library Director have reviewed and concur with the work program.

Fiscal Impact

Although the exact costs of the feasibility studies is not known city funds will need to be expended.

Work Load Impacts

The library staff will support the Board's work to accomplish the priorities listed above. The staff liaison to the Board will attend all meetings: take and distribute meeting minutes and work on all duties associated with the work program's priorities.

Attachments

1. Poetry series flyer
2. Library compliance page as sent to LDAC

The Milwaukie Poetry Series

~ The Fifth Season ~

7 p.m. ~ Ledding Library Pond House
2215 SE Harrison Street, adjacent to Ledding Library
Scheduled for the second Wednesday of each month.

September 14, 2011 ~ Jessica Lamb

October 12, 2011 ~ Maxine Scates

November 9, 2011 ~ Clemens Starck

December 14, 2011 ~ Jim Shugrue

January 11, 2012 ~ Jennifer Richter

February 8, 2012 ~ Laura Winter

March 14, 2012 ~ Ron Talney

April 11, 2012 ~ David Axelrod

May 9, 2012 ~ Donna Henderson

June 13, 2012 ~ Noel Hanlon

Library Name: Ledding Library of Milwaukie	Date submitted: September 26, 2011
Please fill out this form, print and send as a cover sheet with your State Library Report to Network Office	
<u>Clackamas County - Library Service District - Annual Progress Report toward OLA Standards</u>	Enter yes/no in box below
OLA standards - non-quantitative standards	
1. Is the library open the number of hours mandated by its population served at THRESHOLD level?	Yes
<i>If no, please explain and note any progress toward this goal.</i>	
Library open hours as per State Library Report	66 hours per week
Open hours required by OLA Threshold Standards for population served	50 hours per week
2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?	Yes
<i>If any standards as listed below are not yet met, please explain and note any progress toward this goal.</i>	
total library FTE as per FY2011 State Library Report	17.93
total library FTE needed as per OLA Threshold standards for population served	10.9
total staff with an MLS as per State Library Report	4.48
total staff required to have an MLS as per OLA Threshold Standards for population served	2.2
Library Director has an MLS?	Yes
3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?	Yes
<i>If no, please explain and note any progress toward this goal.</i>	
Current Library volumes owned as per State Library Report	120,498 (does not include Library2go mater
Library volumes need to serve population at the Threshold level	62,356
4. Please report briefly on any changes or improvements to the library due to District funding in FY2011.	
<i>examples: library facility improvements, new collections; new programming, new staff and their functions etc.</i>	During FY 2010-2011, the Ledding Library maintained the increases in staffing, programming and collection expenditures that were introduced during the previous year.
5. Does the Library provide adequate and reasonable continuing education/training for all staff?	Yes
Please list annual budget for library staff continuing education here.	\$3,000
<i>If no, please explain and note any progress toward this goal.</i>	
6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition?	Yes
OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?	50%
<i>If no, please explain and note any progress toward this goal.</i>	
7. Does the library have a formal written collection development policy?	Yes
<i>If no, please explain and note any progress toward this goal.</i>	
8. Does the library make available all basic core public services during all open hours?	Yes
<i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i>	
<i>If no, please explain and note any progress toward this goal.</i>	
9. Does the Library have a written long-range strategic plan that addresses facility needs?	Yes
<i>If no, please explain and note any progress toward this goal.</i>	