

**MINUTES**  
**MILWAUKIE CITY COUNCIL WORK SESSION**  
**FEBRUARY 21, 2012**

**Mayor Ferguson** called the work session to order at 5:00 p.m. in the City Hall Conference Room.

**Council Present:** Council President Greg Chaimov and Councilors Dave Hedges, Joe Loomis, and Mike Miller

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

**Media:** Molly Harbarger, *The Oregonian*

**City Manager's Report**

**Mr. Monahan** reported on the final permit of entry for TriMet and legal opinion on Ms. Mangle's involvement with Portland-Milwaukie Light rail Project. The group discussed Les Poole's Land Use Board of Appeals (LUBA) and approving the permit of entry. He noted the arborist's report that had gone to the City Council. He discussed the Pilot schedule. He said next week was the annual goal setting where staff would be present to assist in the discussion.

**Councilor Hedges** had a question on the arborist's report from which he understood it was reasonable to save the tree.

**Mr. Monahan** replied that was correct, and the report was sent to TriMet.

**Mr. Asher** added that TriMet will probably not be prepared to discuss it at this meeting.

**Ms. Mangle** said they have a residential standards Planning Commission hearing next week and anticipated 3-4 more hearings. She reviewed the Planning Commission public testimony process.

**Mr. Asher** discussed the Community Development Block Grant (CDBG) process and match requirements. Parks were not ranked as a high priority. There will be money coming to Milwaukie for NW Housing Alternatives and the ADA ramp project.

**Council President Chaimov** asked if we can use CDBG funds to do part of the Balfour Project.

**Mr. Asher** replied there might be more funding. The decision is made at the Board of County Commissioners' level. The City needed to do what made sense for the community with available funding.

**Mr. Asher** provided a baseball update. Mayor Ferguson, Council President Chaimov, and he briefed members of the legislature on the project. They felt they had made a favorable impression and made some progress. Mr. Asher said ODOT was working on a relocation plan. He discussed the upcoming task force meeting, Council's decision on what should be studied next, and consultant selection process.

**Council President Chaimov** assumed the Council would see the contract prior to its signing.

**Councilor Hedges** felt the City Council should be involved in the selection process.

**Councilor Loomis** was comfortable with Councilor Hedges' representing Council on the selection committee.

**Mayor Ferguson** said he did not need to see the contract unless it exceeds Mr. Monahan's signing authority.

### **Library Board Report**

**Tom Hogan** and **Ms. Newell** provided highlights of the Library Board activities including helping in the hiring process for the library director. The Board developed a library information sheet to help introduce and promote the library through the neighborhood meetings. The Board continued to support the Friends of the Ledding Library, the concert series, and the Poetry Committee.

**Ms. Newell** announced Tom Hogan would be going off the Board as his term was limited.

**Mr. Monahan** discussed amendments to the Library Expansion Task Force.

**Councilor Loomis** expressed his appreciation to Mr. Hogan.

**Councilor Miller** asked if it was beneficial to add people to a long established Task Force to replace those who have resigned or left the group for some reason.

**Council President Chaimov** noted Ms. Perkins had been involved with the Library Board and did add the perspective of a parent with young children.

**Councilor Miller** said his question was not related to Ms. Perkins, he just wanted to know if they needed to have a full Task Force or if the remaining members could carry on with the project.

**Ms. Newell** said it was good to have someone from the Library Board to fill Mr. Docken's spot on the Task Force.

**Mr. Hogan** thanked the Council for its support of the Library and Poetry Series. He ended with a poem.

### **Riverfront Park Update**

**Ms. Herrigel** announced she had walked part of the Trolley Trail and encouraged others to do so. She reviewed the Klein Point Project and noted that Planning and Engineering were reviewing a new path design for vector access while preserving a large oak tree. They were still on track with work with the North Clackamas Parks and Recreation District. This week she would send new dock locations to the National Marine Fisheries as they removed the southern transient dock from the design. As an alternative they have a dock at 158' and the ramp that would have an extension on it so boats could tie up to it. She hoped one of the location options would be a go with the Army Corp of Engineers. She was getting a quote on a traffic study that was required prior to submitting an application to ODOT regarding access to the sewage treatment plant. She gave an overview of the capital campaign next steps. She planned to have a soft rollout of the steering committee in April.

**Councilor Miller** asked her to discuss the work of the Parks District on a wetlands delineation of Spring Park and a management plan for the wetlands area.

**Ms. Herrigel** said they had come up with a proposal of how to modify pathways in the park. The management plan went to the Park and Recreation Board (PARB) for review and now they need to go to the NDA's and meet with the affected property owners.

**Ms. Herrigel** provided comments on the County fiber project and how franchise fees might be collected in the future.

**Mr. Monahan** said he could have Ms. Herrigel work with the City Attorney to look at the feasibility of adopting some measures. First she would look at the code as this was an issue many cities were considering.

### **Citizen Appreciation Program**

**Ms. Bankhead** discussed a variety of recognition events including community pride, holiday decorations, beautification, gardens, service on boards, commissions, and committees, as well as retiring long-term employees. This was an introductory discussion, and she hoped to get some direction on setting some parameters for recognition.

**Mayor Ferguson** appreciated the work that Ms. Bankhead put into this proposal and commented on the value of volunteers. Establishing something to show appreciation was well worth the expense.

**Council President Chaimov** said he liked the idea very much. It would be a good idea to have something posted for public display that recorded those who were particularly generous in giving their time and talents and not just something for them to take home.

**Councilor Miller** thought it was a good idea. He wanted to make sure it went to more than just appointed advisory boards. He recommended recognizing groups outside of the City structure such as, Celebrate Milwaukie, Inc.

**Councilor Hedges** thought it would be good to accept nominations for awards. He liked the idea of doing something for staff at certain milestones of service.

**Councilor Loomis** felt the City could do a better job of recognizing people; he liked the idea of accepting nominations from the community.

**Ms. Bankhead** asked about her idea of certificates for completed terms, plaques for full term completions and then proclamations for longer service.

Consensus from Council was the members liked the idea, and they thanked Ms. Bankhead for her work.

**Mayor Ferguson** adjourned the work session at 6:51 p.m.

Respectfully submitted,

  
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 Pat DuVal, Recorder

# WORK SESSION

**MILWAUKIE CITY COUNCIL  
WORK SESSION**

**FEBRUARY 21, 2012**

**MILWAUKIE CITY HALL**

Conference Room  
10722 SE Main Street

A light dinner will be served

**EXECUTIVE SESSION – 5:00 P.M.**

The Milwaukie City Council will meet in executive session pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations and (e) to deliberate with persons designated by the governing body to negotiate real property transactions.

**WORK SESSION – 5:15 P.M.**

	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>	<u>Page #</u>
1.	5:15 p.m.	City Manager's Report	Bill Monahan	
2.	5:30 p.m.	Library Board Report	Katie Newell	
3.	5:45 p.m.	Riverfront Park Update	JoAnn Herrigel	
4.	6:00 p.m.	Susan Lehr, CEO, North Clackamas Chamber of Commerce	Mayor Ferguson	
5.	6:30 p.m.	Citizen Appreciation Program	Teri Bankhead	1
6.	6:45 p.m.	Adjournment		

**Information**

Executive Session: 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](mailto:ocr@ci.milwaukie.or.us) at least 48 hours prior to the meeting.



Agenda Item: WS 4.  
Meeting Date: 2/21/12

## **COUNCIL AGENDA ITEM SUMMARY**

**Issue/Agenda Title:** Citizen and Employee Appreciation Program

**Prepared By:** Teri Bankhead, Assistant to the City Manager

**Dept. Head Approval:** Bill Monahan, City Manager

**City Manager Approval:** Bill Monahan, City Manager

**Reviewed by City Manager:**

### **Issue Before the Council**

During the December 6, 2011 City Council meeting, Jeanne Baker asked Council to consider a recognition program that would honor best holiday decorations in the community. Staff has comprised a proposal that would recognize holiday decorations, outstanding community efforts and acknowledgement of volunteers and retiring employees.

### **Staff Recommendation**

Staff requests feedback on the proposed recognition program.

### **Key Facts & Information Summary**

The attached memo proposes a recognition program that would acknowledge volunteer efforts in the community as well as long-term, retiring employees. Awards would be given for best holiday decorations as well as for outstanding gardens, community pride, long-time volunteer and employee recognition. One component of this could be creation of a Volunteer of the Year award, or a Citizen of the Year award, which would showcase exemplary contributions by a citizen to the community. All award recipients would be honored publicly at council meetings. In addition, this proposal includes setting parameters for giving awards to departing board, commission and committee members.

### **Other Alternatives Considered**

1. Implement select parts of the proposal
2. Do not implement the proposal

### **City Council Goals**

N/A

### **Attachment List**

1. Proposal memo to Mayor Ferguson
2. Lewelling NDA Thank You Post Card

**Fiscal Notes**

This program would rely on minimal staff time as well as community volunteers and some investment of time from the Mayor and/or council. Expenditures would include the purchase of certificates of appreciation, small gift cards to local area businesses and/or plaques.

## Attachment 1



**MILWAUKIE**  
*Dogwood City of the West*

# Memorandum

**To:** Mayor Ferguson  
**From:** Teri Bankhead, Assistant to the City Manager  
**CC:** Bill Monahan, City Manager  
**Date:** January 12, 2012  
**Re:** Citizen Appreciation

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At the December 6, 2011 City Council meeting, Jeanne Baker requested of the Council a recognition of citizens for best holiday decorations. Expanding on that idea, Bill and I have discussed citizen and employee recognition for a few areas: holiday decorations, community pride, secret gardens, and longstanding volunteer involvement or employee retirements, as a few to consider initially. I'd like to put forth the following proposal to solicit your feedback. We could call this these the "Mayor's Awards".

### **Holiday Decorations**

The Mayor would select volunteers to tour the city during the two weeks preceding the holiday. We could start with Halloween and Christmas only. They would rate the decorations on a determined scale, take photos and give a report to the Mayor. The Mayor would select the winner and make the announcement at a council meeting prior to the holiday. The winner would receive a certificate of appreciation and be acknowledged at Council meeting. Perhaps offer a \$25 gift card to a local establishment that sells holiday decorations. (\$50/yr.) Photos of the winning decorations could be displayed on the website and featured in the Pilot or on a display in the City Hall lobby.

### **Community Pride**

There could be a few ways to nominate individuals or groups who exhibit community pride. Biannual awards (2x/yr.) based on nomination deadlines is one way. The entire council would review the nominations and select the winner. A certificate of appreciation and a plaque (\$50/ea. = \$100) would be presented at a council meeting and a description of the winners could be placed on the web pages along with a press release.

1. The NDAs could nominate residents in their neighborhoods and submit those to the Mayor. Staff would create a nomination form to use. These nominations could address anything from a resident remodeling their home or landscaping their yard, to a group creating a community garden or adopting a street.
2. City Council, staff and any citizen could nominate a group or business for displaying community pride in many various fashions. Examples: CMI for Milwaukie Daze; Mike's Drive-in for a Cruise-In; an activity or event by Milwaukie High School; Waldorf for participating in Milwaukie Daze or a sustainability event; a group that adopts-a-street; the

Youth M.O.V.E. for downtown cleanup; or a local group working with SOLV on community clean-up. There are many grass-roots efforts forming in the City that are really putting forth creativity and energy, such as MUST or the organizers of the recent bike ride, that could be recognized.

3. The NDAs could do this independently and staff could offer support with nominations, certificates, and scheduling them for acknowledgement at a council meeting. Lewelling NDA used to pass out thank you postcards (see attached) for residents who really took care of their homes and yards.
4. Another variation of this is to allow anyone to make a nomination at any time of the year without a set timeline. Council could review them as they are received and make a determination. A framed certificate of appreciation could be given instead of plaques due to the cost.

### **Outstanding Garden**

Ardenwald had a “secret garden” tour led by Lisa Gunion-Runker for many years. It was a popular activity but became challenging to coordinate and it is my understanding that it is not active any more.

The Mayor could select a few volunteers and have them tour the city during a selected month in the spring or summer. This could be either a once a year event or once every weekend for a selected month. Judging criteria would be predetermined and volunteers would use a set form for ranking. The Mayor would select the winner and present a certificate of appreciation at a council meeting. The best of the best gardens from the month could also be awarded a \$25 gift card to a local nursery or gardening store at a council meeting. (\$25/yr.) The council presentation could feature photos (approved by the recipients of the awards) that display the best. Again, web, Pilot and photo displays could be done.

### **Recognition of longstanding volunteers and employees**

There is already an annual volunteer event that recognizes individuals who have volunteered time in the community. However, honoring individuals independently could also be done in order to draw attention to a person’s contributions and dedication. A volunteer of the year could be selected and honored. Also, returning volunteers or those leaving the City could be periodically honored at Council meetings.

#### **Protocol for Gifts:**

Currently, each board and staff liaison determines what form of appreciation is given to longstanding board members who term out. For instance, JoAnn Herrigel presented a Riverfront Board member with framed photos. Plaques were given to outgoing Budget Committee members. On the other hand, retiring employees, while receiving a small monetary gift from the City, and/or a “memory book”, currently do not receive recognition from the Council nor are they typically given certificates, plaques, or framed photos. The library director, Joe Sandfort, dedicated over 30 years to the City of Milwaukie. While he did not want public recognition, the City could have presented him with something in a public forum to honor his dedication with a plaque and proclamation, memorializing his contributions to the City. Some uniform way of recognizing significant service contribution, while seen as some to be without great meaning, likely is significant to some employees or their family members.

Proposal:

Certificates	BCC members who have fulfilled a full term or more but not the maximum. Mayor's Awards as listed above.
Plaques	BCC members who have fulfilled the maximum term (6 years for all but planning commission, which is 8). Long term employees retiring (i.e. 20 years plus)
Proclamation	Long-term volunteers and employees (i.e. 20 years plus)
Photos	At the discretion of the board and relevant to work of the board. For instance, a framed photo of the new library would be appropriate to give members who worked on the expansion task force after the project is completed.

## Attachment 2

*A great BIG "Thank You" from the Lewelling Neighborhood!*

*The Lewelling Neighborhood Association hereby recognizes you for demonstrating pride of ownership. The attractive nature of your home and property illustrates to all your desire to improve and maintain your residence beyond normal standards.*

*Your efforts have a definite influence on elevating the aesthetic standards in the Lewelling Neighborhood and it pleases us to acknowledge these results!*

*THANK YOU for being a caring neighbor and a valuable asset to the Neighborhood.*

*For Neighborhood meeting information check your MILWAUKIE PILOT.*



Lewelling kids having a blast at one of the Neighborhood's summer picnics.

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