

MINUTES

MILWAUKIE CITY COUNCIL JULY 6, 2004

CALL TO ORDER

Mayor Bernard called the 1937th meeting of the Milwaukie City Council to order at 6:30 p.m. in the City Hall Council Chambers. The following Councilors were present:

Councilor Joe Loomis

Councilor Deborah Barnes

Staff present:

Gary Firestone,
City Attorney
Alice Rouyer,
Community Development and
Public Works Director
JoAnn Herrigel,
Community Services Director

Paul Shirey,
Engineering Director
John Gessner,
Planning Director
Kelly Somers,
Fleet/Facilities Manager

PLEDGE OF ALLEGIANCE

PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS, AND AWARDS

Police Chief Larry Kanzler recognized Officer Kevin Krebs for being selected as the American Legion Officer of the Year for the State of Oregon. He was also runner up for the national award. It demonstrates Officer Krebs' work with the community, particularly Hillside Manor and Willow Court, in bringing peace and safety areas that did not have it prior to his work.

Mayor Bernard believed Milwaukie has a fantastic police department, and as Mayor he is always concerned about the safety of officers and citizens.

Councilor Loomis lives in Officer Krebs' patrol area, and he has noticed a big difference. He also thanked Chief Kanzler. He asked for comments on the public meeting about recent gang activities.

Chief Kanzler said recently there was a drive by shooting on the 4600 block of SE Jackson. The effective departmental team response identified the suspects, seizure of the weapon used, and arrest of the people involved. Although all of them are 16 and 17 years old, they will all be remanded to adult court and incarcerated with a minimum mandatory 60 months in jail. They shot randomly into a house occupied by 5 people.

About 40 people attended the community meeting, and there was a lot of insights and witness information. Milwaukie will not let neighborhoods be tormented by outlandish behavior.

Councilor Barnes understood officers in the schools have been cut back because of budget problems. Is there a way to get some gang education into the high schools?

Chief Kanzler has 2 officers that are gang trained, and they provide internal and external education programs. The police department primarily works with the executive level to get the information down to the teacher level. It would be great to have enough resources to get to the teacher level.

Councilor Barnes suggested producing a video later this summer that could be distributed.

Mayor Bernard said since Councilor Lancaster and Councilor Stone were not present, the City Council will set the date for transit center deliberations on July 20, 2004.

CONSENT AGENDA

It was moved by Councilor Barnes and seconded by Councilor Loomis to approve the Consent Agenda that consisted of:

- A. City Council Minutes of June 15, 2004;
- B. Resolution No. 18-2004: A Resolution of the City Council of the City of Milwaukie, Oregon, Regarding Membership in the City County Insurance Services Trust;
- C. Resolution No. 19-2004: A Resolution of the City Council of the City of Milwaukie, Oregon, Concurring with the Vacation by Clackamas County of a Portion of Johnson Creek Boulevard;
- D. Elevated Water Tank Seismic Upgrade Bid Award;
- E. Personal Services Agreement for Collection Services with Valley Credit Services, Inc.;
- F. Fleet Vehicle Purchases; and
- G. OLCC Application for Happy Baskets – 9401 SE 32nd Avenue, New Outlet.

Motion passed unanimously among the members present.

AUDIENCE PARTICIPATION

None.

PUBLIC HEARING

Mayor Bernard made the following announcements:

1. The hearing on application number AN-04-01 is called to order 6:45 p.m.. The application is for annexation of property located on Hill Street owned by Prime Properties. The applicant is Darrin Williams doing business as Prime Properties.

The applicable substantive criteria are Milwaukie Municipal Code Sections 900 and 1500, Milwaukie Comprehensive Plan Chapter 2, and Metro Code 3.09.

Testimony, arguments, and evidence must be directed to the criteria just mentioned or other criteria that are believed to apply to the decision.

Failure to raise an issue accompanied by statements or evidence to afford the council and the parties an opportunity to respond to the issues precludes an appeal to LUBA on that issue.

At the request of applicant and concurrence of City staff, the hearing is hereby continued to 6:30 p.m. on July 20, 2004 at City Hall Council Chambers, 10722 SE Main Street, Milwaukie.

2. The hearing on application number AN-04-02 is called to order at 6:47 p.m. The application is for annexation of property located on Harmony Road owned by Panattoni Development. The applicant is Michael Wells doing business as Panattoni Development.

The applicable substantive criteria are Milwaukie Municipal Code Sections 900 and 1500, Milwaukie Comprehensive Plan Chapter 2, and Metro Code 3.09.

Testimony, arguments, and evidence must be directed to the criteria just mentioned or other criteria that are believed to apply to the decision.

Failure to raise an issue accompanied by statements or evidence to afford the council and the parties an opportunity to respond to the issues precludes an appeal to LUBA on that issue.

At the request of applicant and concurrence of City staff, the hearing is hereby continued to 6:30 p.m. on July 20, 2004 at City Hall Council Chambers 10722 SE Main Street, Milwaukie

OTHER BUSINESS

Metropolitan Transportation Implementation Project (MTIP) Support for Trolley Trail and River Crossing Projects

Community Services Director JoAnn Herrigel requested the City Council authorize the Mayor to sign letters of support for MTIP applications for two trail projects benefiting the City of Milwaukie. One of them is construction of the southern half of the Trolley Trail that would begin at the Jefferson Street Boat Ramp. The first segment is being

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built in 2006 from Jefferson Street south to the southern border of the City. The second segment, for which she is asking support, goes from the southern tip of Milwaukie to Gladstone. The second project is a master plan and trail alignment study for a bridge trail crossing the Willamette connecting Lake Oswego, the Trolley Trail, and the City of Milwaukie. That project is sponsored by Metro, and Lake Oswego is partnering with the City of Milwaukie and North Clackamas Parks and Recreation District to pull together a feasibility study. They are looking at the trestle and other crossings if that is not feasible.

Mayor Bernard said the study on the relocation of the sewage treatment plant would use the Trolley Trail to bury the piping. What is the construction date of this trail?

Herrigel did not believe it would be funded until 2008. Her feeling on that issue is that if there is a very strong possibility that the treatment plant project is going to go forward, it might push that pipe issue faster than we are ready to do it. It is a complicated issue even for the northern portion.

It was moved by Councilor Loomis and seconded by Councilor Barnes to authorize the Mayor to sign letters of support for MTIP applications for the Trolley Trail and River Crossing Project. Motion passed unanimously among the members present.

Other

Councilor Barnes asked if there were criteria for submitting art to the riverfront.

Herrigel said she would research the question.

Mayor Bernard described the process used by the Milwaukie Downtown Development Association and its partnership with Clackamas Community College.

The group discussed putting a percentage for art on new development in the downtown area.

Councilor Loomis asked for volunteers to help with the Riverfest. He is working on a treasure hunt for the event. A medallion will be hidden with the first clue published in July 14 *Clackamas Review*, and the following clues will be on the City website and at the Ledding Library. Bernard's Garage donated \$250 in cash, and there is a \$250 bonus if the finder has a Ledding Library card.

Councilor Barnes announced the admission is \$3 and two cans of food for the Annie Ross House per person. The money will go directly to the renovation and upgrading of the riverfront. Children under 12 are free.

Councilor Barnes congratulated Community Development/Public Works Director Alice Rouyer on being quoted in a Krispy Kreme article in *The Oregonian*.

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ADJOURNMENT

It was moved by Councilor Barnes and seconded by Councilor Loomis to adjourn the meeting. Motion passed unanimously among the members present.

Mayor Bernard adjourned the regular session at 6:55 p.m.

Pat DuVal

Pat DuVal, Recorder

AGENDA

MILWAUKIE CITY COUNCIL
JULY 6, 2004

MILWAUKIE CITY HALL
10722 SE Main Street

1937TH MEETING

REGULAR SESSION - 6:30 p.m.

- I. CALL TO ORDER**
Pledge of Allegiance
- II. PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS, AND AWARDS**
- III. CONSENT AGENDA** *(These items are considered to be routine, and therefore, will not be allotted Council discussion time on the agenda. The items may be passed by the Council in one blanket motion. Any Council member may remove an item from the "Consent" portion of the agenda for discussion or questions by requesting such action prior to consideration of that portion of the agenda.)*
 - A. City Council Minutes of June 15, 2004**
 - B. Accept City County Insurance Trust as City Insurance Provider -- Resolution**
 - C. Concurrence with Right-of-Way Vacation for Johnson Creek Blvd.**
 - D. Elevated Water Tank Seismic Upgrade Bid Award**
 - E. Personal Services Agreement for Collection Services with Valley Credit Services, Inc.**
 - F. Fleet Vehicle Purchases**
 - G. Liquor License Application for Happy Baskets – 9401 SE 32nd Avenue, New Outlet**
- IV. AUDIENCE PARTICIPATION** *(The Mayor will call for statements from citizens regarding issues relating to the City. It is the intention that this portion of the agenda shall be limited to items of City business which are properly the object of Council consideration. Persons wishing to speak shall be allowed to do so only after registering on the comment card provided. The Council may limit the time allowed for presentation.)*
- V. PUBLIC HEARING** *(Public Comment will be allowed on items appearing on this portion of the agenda following a brief staff report presenting the item and action requested. The Mayor may limit testimony.)*

None scheduled

VI. OTHER BUSINESS *(These items will be presented individually by staff or other appropriate individuals. A synopsis of each item together with a brief statement of the action being requested shall be made by those appearing on behalf of an agenda item.)*

- A. Metropolitan Transportation Improvement Project (MTIP) Support for Trolley Trail and River Crossing Projects (JoAnn Herrigel)**
- B. Set Date for Transit Center Relocation Deliberations (Mayor Bernard)**

VII. INFORMATION

- A. Center/Community Advisory Board Minutes, May 14, 2004**
- B. Public Safety Advisory Committee Minutes, May 27, 2004**

VIII. ADJOURNMENT

Public Information

- Executive Session: The Milwaukie City Council may go into Executive Session immediately following adjournment at pursuant to ORS 192.660(2).
- All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media will be excluded from this session pursuant to ORS 192.660(4). Executive Sessions may not be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

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.

- For assistance/service per the Americans with Disabilities Act (ADA), please dial TDD 503.786.7555
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.

MINUTES

MILWAUKIE CITY COUNCIL WORK SESSION JUNE 15, 2004

Mayor Bernard called the work session to order at 5:30 p.m. in the City Hall Conference Room.

Councilors present: Barnes and Stone.

Staff present: City Manager Mike Swanson, City Attorney Gary Firestone, Community Development and Public Works Director Alice Rouyer, Police Chief Larry Kanzler, and Human Resources Director Mary Rowe.

Advisory Board Interview

City Council interviewed Brent Carter for reappointment to the Planning Commission and Joan Staley for reappointment to the Center/Community Advisory Board.

City of Milwaukie Media Communications Policy

Councilor Barnes provided a draft communications policy for City Council review. When she started on Council, no one gave her a clear direction of City policy as to what the council members could and could not do. She noted several items she believed were important.

1. The “Disney Rule” – If something major is going on, talk to the people within your own organization before talking to the press. She wanted to make this point clear to all who work for the City, board and commission members, and City Council so there is a clear line of communication. Grady Wheeler, as the public information officer, is the organization’s spokesperson. Things should go through him to ensure everyone is on the same page. Relying on her background in communications, she wanted to make sure Wheeler has the tools in place to make his job easier.
2. When the City does contact the press, everyone needs to be on the same page.
3. There are clear procedures to follow before people who are actively involved with the City talk to Lars Larsen or Tom Quinn. There should be no surprises, and those speaking in the capacity of their position should find out what the City’s official position.

The draft policy is a result of reviewing the police department’s policy and talking with Wheeler, the police department, and public relations professionals. She requested feedback from other Council members before proceeding.

Councilor Stone suggested amending #5 to read, “No employee, commissioner, or board member should speak to the media in the capacity of their position....”

Councilor Stone referred to the current City policy on “Media Management.” She believed the web page should be included as a source of information.

Rowe understood this policy would also govern employees and their actions. She requested she be notified when the City Council approves the policy so she could add it to the City’s administrative policies and procedures.

Councilor Stone noted the Media Management policy excludes members of bargaining units from reporting to the PIO.

Swanson explained that is in the case of a union issue.

Councilor Barnes added they would not be representing the City in that case.

Mayor Bernard said the policy seemed very broad. He frequently gets calls about issues with which he is very familiar. Does this policy intend that he call Wheeler before talking to an *Oregonian* reporter, for example?

Councilor Barnes said the normal operating procedure on something as “simple” as that would be to inform Wheeler of the contact once the interview is completed.

Mayor Bernard believed that Councilor Lancaster had some input on the policy.

Councilor Barnes said neither Councilor Loomis nor Councilor Lancaster had e-mailed her any comments on the proposed policy. Her next step would be to finalize the draft and bring it before the full Council.

Councilor Stone asked if there had been problems.

Councilor Barnes said a Commission member was on the Lars Larsen program and tore the City up. That should not happen.

Councilor Stone was not aware that had happened.

Mayor Bernard announced the City Council would meet in executive session pursuant to ORS 192.660(2)(d) for labor negotiator consultations.

The work session adjourned at 5:45 p.m.

Pat DuVal, Recorder

MINUTES

MILWAUKIE CITY COUNCIL JUNE 15, 2004

CALL TO ORDER

Mayor Bernard called the 1936th meeting of the Milwaukie City Council to order at 6:30 p.m. in the City Hall Council Chambers. The following Councilors were present:

Council President Lancaster
Councilor Joe Loomis

Councilor Deborah Barnes
Councilor Susan Stone

Staff present:

Mike Swanson,
City Manager
Gary Firestone,
City Attorney
Larry Kanzler,
Police Chief
Alice Rouyer,
Community Development and
Public Works Director

Paul Shirey,
Engineering Director
Keith Jones,
Associate Planner
Jay Ostlund,
Associate Engineer

PLEDGE OF ALLEGIANCE

PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS, AND AWARDS

CONSENT AGENDA

It was moved by Councilor Barnes and seconded by Councilor Stone to approve the Consent Agenda that consisted of:

- A. City Council Minutes of May 25, 2004;
- B. ODOT Bike/Ped Transportation Grant Applications;
- C. Resolution No. 10-2004: A Resolution of the City Council of the City of Milwaukie, Oregon, Acting as the Local Contract Review Board, Authorizing the City Manager to Execute Certain Contracts for Fiscal Year 2004 – 2005.
- D. Resolution No. 11-2004: A Resolution of the City Council of the City of Milwaukie, Oregon, Appointing Scott A. Fewell as Municipal Court Judge *Pro Tempore* for July 11, 2004, for the Purpose of Performing a Wedding Ceremony;

- E. **Resolution No. 12-2004**: A Resolution of the City Council of the City of Milwaukie, Oregon, Certifying that the Delinquent Sewer Charges against Robert V. Faulhaber Were Incorrectly Applied Because His Property Was Not Connected to the Sewer System, and Asking Clackamas County to Correct Tax Bills Accordingly;
- F. **Resolution No. 13-2004**: A Resolution of the City Council of the City of Milwaukie, Oregon, Supporting a Regional Approach to Wastewater Treatment in North Clackamas County; and
- G. **OLCC Application for Roswell Market, 8929 SE 42nd Avenue.**

Motion passed unanimously among the members present.

AUDIENCE PARTICIPATION

None.

PUBLIC HEARING

Fiscal Year 2004 – 2005 City Fees – Resolution

Mayor Bernard called the hearing to order at 6:35 p.m. The purpose of the hearing was to consider resolutions required to effect the adoption of the FY 2004 – 2005 Budget.

Staff Report: **City Manager and Budget Officer Mike Swanson** provided the staff report. This was the final act in the process of adopting the FY 2004 – 2005 annual budget that begins on July 1, 2004. The Budget Committee held four hearings on this matter, and this is the budget approved by the Committee. It is a status quo budget. The significant change made at the last Budget Committee hearing was to restore funds to the Library, so it can increase hours to what they were a couple of years ago. There were also some changes made occasioned by errors made in the preparation of the budget document most of which were in the police field services area.

In order to effect adoption of the budget, the City Council has to take three separate actions. The first is to adopt a resolution that declares the City's election to receive state revenues, and the City Council must call for written or oral testimony. State revenues come from a number of sources including cigarette and alcohol taxes. If the City Council approves that resolution, the second action is to adopt a resolution that says the City provides certain services so the state has a record. The third resolution adopts the budget. The City of Milwaukie adopts its budget at the fund level, which means that there is a certain amount of discretion within each budget to move money around, but does not allow creation of new positions or to affect salaries in any way. Section 3 of the proposed resolution adopting the budget sets the general fund tax base at the permanent rate for the City at \$6.5379. That is the maximum amount the City is allowed to levy for purposes of general operations. There is an additional property tax amount of \$300,000 to retire the debt on the public safety levy. If the City Council

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approves those three resolutions, the next step will be to certify them to the assessor who will certify the tax role and collect the necessary revenues.

Correspondence: None.

Audience Testimony: None.

Additional Staff Comments: None.

Questions of Clarification: None.

Mayor Bernard closed the public testimony portion of the hearing at 6:40 p.m.

Council Discussion and Decision: **It was moved by Councilor Stone and seconded by Councilor Barnes to adopt the resolution declaring the City's election to receive state revenues. Motion passed unanimously among the members present.**

RESOLUTION NO. 14-2004:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES DURING FY 2004 – 2005.

It was moved by Mayor Bernard and seconded by Councilor Barnes to adopt the resolution certifying services provided for state revenue sharing. Motion passed unanimously among the members present.

RESOLUTION NO. 15-2004:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, CERTIFYING SERVICES PROVIDED FOR STATE REVENUE SHARING.

It was moved by Councilor Barnes and seconded by Councilor Stone to adopt the resolution adopting the 2004 – 2005 Budget, making appropriations, and declaring the ad valorem tax. Motion passed unanimously among the members present.

RESOLUTION NO. 16-2004:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, CLACKAMAS COUNTY, OREGON TO ADOPT THE BUDGET, MAKE APPROPRIATIONS, AND DECLARE AND CATEGORIZE THE AD VALOREM TAX LEVY FOR FISCAL YEAR 2004 – 2005.

OTHER BUSINESS

2005 – 2009 Capital Improvement Plan Adoption

Engineering Director Paul Shirey provided the staff report in which the City Council was requested to adopt a resolution adopting the 2005 – 2009 Capital Improvement Plan (CIP). This is a five-year Plan that is updated annually with the current year's projects funded through the normal budget process. The engineering department leads the efforts to produce the CIP and works with public works operations, finance, and local neighborhood associations to produce the draft. The Citizens Utility Advisory Board (CUAB) and Budget Committee have both reviewed the document and recommend the City Council adopt it. The projects in the CIP are needed to improve system reliability, enhance safety and efficiency, and serve new development by providing new capacity. Projects are designed to serve anticipated needs of the community for the foreseeable future. The utility projects are based on master plans that are prepared and updated periodically. Funding for these projects come from a variety of sources including utility rates, gas tax, and grants. Projects are prioritized based on public health and safety, operating efficiency, growth, and projected life expectancy.

It was moved by Councilor Barnes and seconded by Councilor Stone to adopt the resolution adopting the 2005 – 2009 CIP. Motion passed unanimously among the members present.

RESOLUTION NO. 17-2004:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, ADOPTING THE CAPITAL IMPROVEMENT PLAN FOR 2005 – 2009.

Consider MPEA and AFSCME Contract Agreements

It was moved by Mayor Bernard and seconded by Councilor Barnes to remove the AFSCME agreement from the agenda for further negotiation. Motion passed unanimously among the members present.

Human Resources Director Mary Rowe provided the staff report. Negotiations have been underway with AFSCME and MPEA for the past several months, and there is a tentative agreement with the MPEA bargaining unit. She was seeking authorization to move forward with entering into a three-year contract with MPEA.

It was moved by Councilor Barnes and seconded by Councilor Stone to authorize the Mayor and City Manager to sign the MPEA Agreement. Motion passed unanimously among the members present.

Title 7 Reporting

Associate Planner Keith Jones provided the staff report in which the City Council was requested to authorize the Mayor to sign a letter to Metro detailing the status of City

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efforts to comply with regional affordable housing provisions. Staff provided a strategy for complying with Metro's Functional Plan Title 7 – affordable housing. Additional time is needed to complete other sections of the report, and staff requests that the City Council authorize the Mayor to sign a letter extending the period to November 2004.

It was consensus of the City Council to authorize the signing of the letter to Metro.

McLoughlin Boulevard Project Cross-Section Endorsement/Approval of Preferred Alternative

Engineering Director Paul Shirey presented the staff report in which the City Council was requested to consider the revised McLoughlin Boulevard project cross-section. Staff made a presentation to City Council in May seeking endorsement of the new McLoughlin Boulevard improvement project alignment. The shift to the west was staff's recommendation because a shift to the east would have impacted more businesses and added \$2 million to the project. The Riverfront Board expressed its strong desire for the project team to look for opportunities to reduce impacts to the riverfront park. A compromise was reached that succeeded in reducing the impact of the road improvements by: (1) that portion of sidewalk from the south limits of the project (Kellogg Creek Bridge) to the Jefferson Street Boat Ramp will be 12-feet wide and function as not only a sidewalk but also be the Trolley Trail in that segment; and (2) that portion north of Jefferson Street will transition to 8 feet and be simply a sidewalk. The transition at Jefferson Street will basically be a "Y" where people can either continue on the sidewalk or move into the park.

These two additional feet north of Jefferson was agreed to by the advisory group and endorsed by the Riverfront Board. Dave Green, Board member, said the board concurred and endorsed the recommendation. Board member Mike Stacey was present and nodded agreement.

Shirey said the planter strip will have one species of tree, and the project will pay for planting larger red oaks on the outside to enhance the quality of the riverfront experience. There will be street lighting in that section although he does not have drawings of them.

It was consensus of City Council to endorse the cross-section to build McLoughlin Boulevard improvements.

Advisory Board Appointments

Mayor Bernard with the consensus of Council appointed Joan Staley to the Center/Community Advisory Board and Brent Carter to the Planning Commission.

ADJOURNMENT

It was moved by Councilor Barnes and seconded by Councilor Stone to adjourn the meeting. Motion passed unanimously.

Mayor Bernard adjourned the regular session at 6:55 p.m.

Pat DuVal, Recorder



To: Mayor and City Council

Through: Mike Swanson, City Manager
Pat DuVal, City Recorder

From: Barb Kwapich, Risk Manager

Subject: Resolution Regarding Membership Into City County Insurance Service Trust

Date: June 14, 2004

Action Requested

Adopting Resolution acknowledging and agreeing that the City has received copies of the CIS Agreement and Declaration of Administrative Trust, Bylaws, and Rules and accepts the terms and conditions therein with respect to any CIS coverage programs in which the City elects to participate and for which it is accepted as a Member by CIS.

Background

City of Milwaukie recently changed insurance providers from Trident to City County Insurance Services Trust (CIS).

City County Insurance Trust (CIS) is a trust established by the League of Oregon Cities (LOC) and Association of Oregon Counties (AOC) to create and administer pooled retention funds to protect members compensation losses pursuant to coverage agreements.

CIS provides its Members a broad array of risk management services, including risk financing, loss prevention and loss control programs, claims management and legal representation, risk management consulting, data gathering, information sharing, training and related services.

Concurrence

City Manager and the Risk Manager concur with the decision to change insurance providers and with the resolution accepting City County Insurance terms and conditions.

Fiscal Impact

NA

Work Load Impacts

NA

Alternatives

NA

Attachments:

1. Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, REGARDING MEMBRSHIP IN THE CITY COUNTY INSURANCE SERVICES TRUST.

WHEREAS, City County Insurance Services Trust (CIS) is a trust established by the League of Oregon Cities (LOC) and Association of Oregon Counties (AOC) to create and administer pooled retention funds to protect members compensation losses pursuant to coverage agreements; and

WHEREAS, CIS provides its Members a broad array of risk management services, including risk financing, loss prevention and loss control programs, claims management and legal representation, risk management consulting, data gathering, information sharing, training and related services; and

WHEREAS, City of Milwaukie finds that membership in CIS is a benefit in managing the risks involved in providing services to its citizens, and;

WHEREAS, City of Milwaukie has been provided with copies of the CIS Trust Agreement, Bylaws and Rules which have been recently updated ad revised, and

WHEREAS, The CIS Bylaws, at Article 2.2.2 and 3.3 provided that Articles 2 and 3 of the bylaws shall constitute a contract between the Member and CIS and that the Member shall adopt a resolution acknowledging that contractual relationship.

NOW, THEREFORE, BE IT RESOLVED that City of Milwaukie (“Member”) does hereby acknowledge and agree that it has received copies of the CIS Agreement and Declaration of Administrative Trust, Bylaws, and Rules and accepts the terms and conditions therein with respect to any CIS coverage programs in which it elects to participate and for which it is accepted as a Member of CIS.

Introduced and adopted by the City Council on July 6, 2004.

This resolution is effective on July 6, 2004.

James Bernard, Mayor

ATTEST:

APPROVED AS TO FORM:
Ramis, Crew, Corrigan & Bachrach, LLP

Pat DuVal, City Recorder

City Attorney



To: Mayor and City Council

Through: Mike Swanson, City Manager
Alice Rouyer, Community Development and Public Works Director

From: Paul Shirey, Engineering Director

Subject: Concurrence with Right-of-Way Vacation for Johnson Creek Blvd.

Date: June 21, 2004, for July 6, 2004

Action Requested

Adopt the attached resolution concurring with the Clackamas County vacation of a portion of Johnson Creek Boulevard (JCB).

Background

During the design of the JCB reconstruction project, it was discovered that two separate and overlapping rights-of-way were legally in force along a portion of the alignment of the eastern end of the roadway within the City of Milwaukie. Clackamas County has administered the rights-of-way for JCB and maintained the road as a County facility since the early 1920s.

The County agreed to vacate that portion of dedicated right-of-way that was not required to rebuild JCB once the construction was completed. The County stipulated, however, that the vacation of the unneeded right-of-way would be conditioned upon concurrence by the City of Milwaukie, since the land in question is within Milwaukie's corporate limits.

Concurrence

The abutting property owners requested that Clackamas County vacate the unused right-of-way between S.E. 42nd and S.E. 43rd on the north side of the road. The County formally approved the vacation on March 29, 2004 (see Attachment 1). The County also turned over ownership and administration of the

remaining JCB right-of-way to the City of Milwaukie in accordance with earlier agreements.

Fiscal Impact

None.

Workload Impacts

This action is one of the final steps the Engineering Department will take in completing the final phase of the JCB improvement project.

Alternatives

1. Adopt the attached resolution (Attachment 2).
2. Take no action.

Attachment

1. Clackamas County Order No. 2004-57, vacating said right-of-way
2. Resolution concurring with Johnson Creek Blvd. right-of-way vacation

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF CLACKAMAS COUNTY, STATE OF OREGON

In the matter of the Vacation of a portion of Johnson Creek Boulevard, (Lillian Derry Road) County Road No. 964 (DTD No. 12032) in Section 30, Township 1 South, Range 2 East, W.M., Clackamas County, Oregon



ORDER NO. 2004-57
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FILED

MAR 29 2004

Clackamas County Clerk

This matter coming before the Board of County Commissioners at this time and it appearing to the Board that in accordance with ORS 368.351, a petition signed by 100 percent of the abutting owners and a written report finding this vacation to be in the public interest from Campbell Gilmour, the County Road Official, have been submitted in the matter of the vacation of a portion of Johnson Creek Boulevard, (Lillian Derry Road) County Road Number 964, described as follows:

All that portion of Johnson Creek Boulevard, (Lillian Derry Road) County Road Number 964 that lies northerly of the following described line:

Commencing at the northwest corner of said Section 30, a 4 1/2" brass disc in concrete;

Thence; S01°27'57"W along the westerly line of said Section 30, a distance of 378.76 feet to the northerly right of way line of Johnson Creek Boulevard and the northwesterly corner of the parcel described in Clackamas County instrument #2003-120971 dated 09/09/2003;

Thence; southeasterly along said northerly line along the arc of a 273.95 foot radius curve to the right, through a central angle of 04°57'07", an arc distance of 23.67 feet (the chord bears S63°23'34"E, 23.67 feet);

Thence; continuing along said northerly line, S60°55'01"E, a distance of 11.10 feet to the **Point of Beginning**;

Thence; S60°55'01"E, a distance of 205.42 feet;

Thence; along the arc of a 385.50 foot radius curve to the left, through a central angle of 12°51'13", an arc distance of 86.48 feet (the chord bears S67°20'37"E, 86.30 feet);

Thence; S73°46'25"E, a distance of 23.89 feet;

Thence; along the arc of a 300.20 foot radius curve to the left, through a central angle of 10°24'53", and arc distance of 54.57 feet (the chord bears S79°08'16"E, 54.49 feet) to a point on the north right-of-way of Johnson Creek Boulevard, County Road #964.

See Exhibit "B" attached hereto and thereby becoming a part of this description.

The Board, having read said petition and report from the County Road Official, and having determined the vacation of the above described portion of roadway to be in the public interest; and,

289 594

III. C. 4

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the matter of the vacation of a portion of Johnson Creek Boulevard, (Lillian Derry Road) County Road No. 964 (DTD No. 12032) In Section 30, Township 1 South, Range 2 East, W.M., Clackamas County, Oregon



ORDER NO. 2004-57
Page 2 of 2

This is an intergovernmental vacation and shall not become effective until the City of Milwaukie by Resolution or Order concurs with the County governing body in the vacation procedures, and,

Clackamas County Planning, Engineering, Water Environment Services, Road Maintenance sections and local utilities have been contacted and do not have any objections to the proposed road vacation; now therefore,

IT IS HEREBY ORDERED that the above described portion of Johnson Creek Boulevard, containing 4,111 square feet, more or less, County Road 964, be vacated when the City of Milwaukie concurs by Resolution or Order; and,

IT IS FURTHER ORDERED, that all County fees associated with this vacation be waived; and,

IT IS FURTHER ORDERED, that this Order and attached exhibits be recorded in the Deed Records for Clackamas County and that a copy be filed with the County Surveyor, County Assessor, and Finance Office/Fixed Assets.

ADOPTED this 18th day of March, 2004.

CHAIR
BOARD OF COUNTY COMMISSIONERS

Recording Secretary

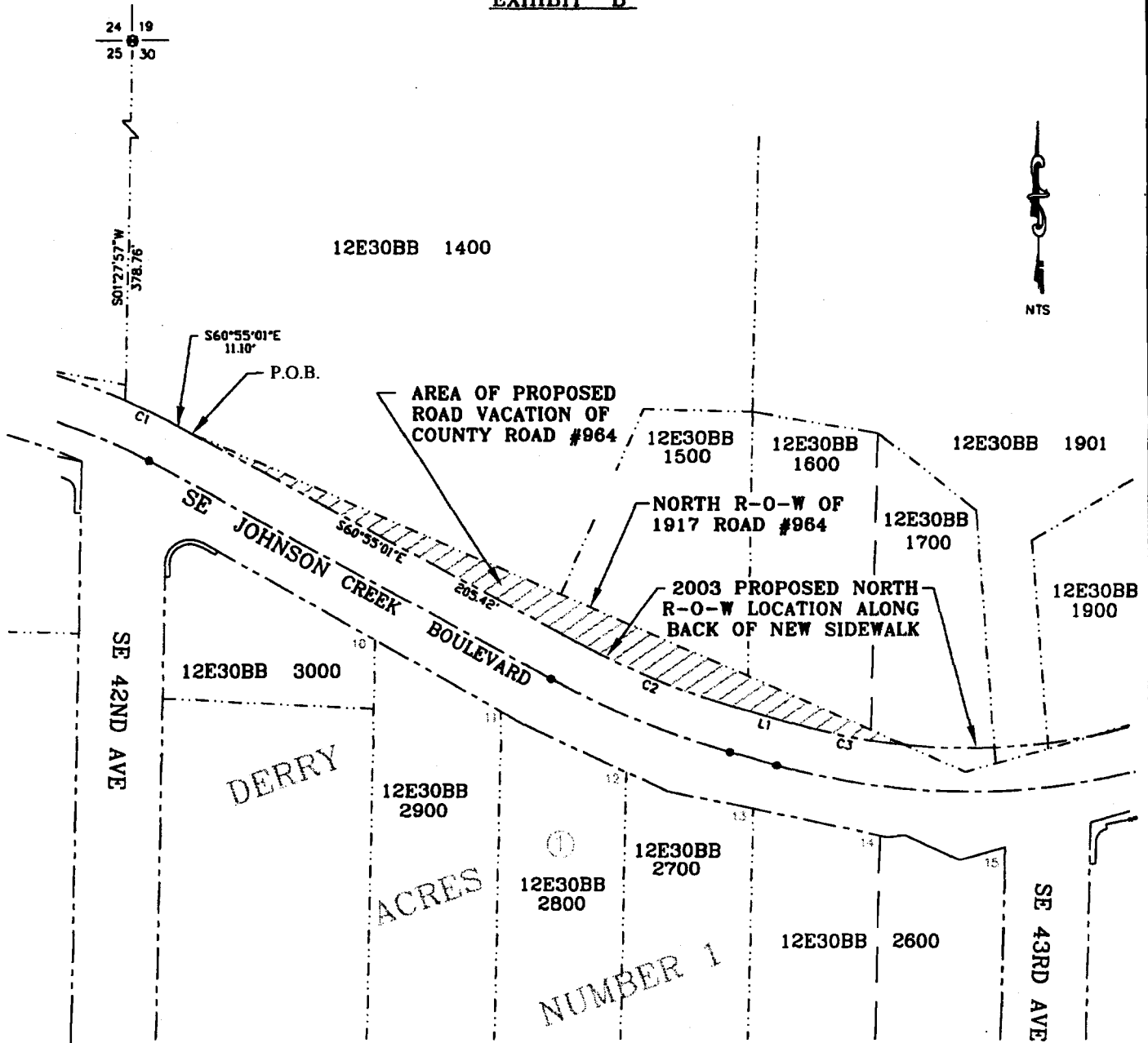
289 595

BOARD ORDER NO. 2004-57
VACATION OF A PORTION OF JOHNSON CREEK BOULEVARD

COUNTY ROAD No. 964, LOCATED IN THE
 NW 1/4 OF SECTION 30, T.1S., R.2E., W.M.
 CLACKAMAS COUNTY, OREGON

III. C. 5

EXHIBIT "B"



CURVE TABLE						
CURVE	RADIUS	LENGTH	DELTA	TANGENT	DIRECTION	CHORD
C1	273.95	23.68	4°57'07"	11.85	S63°23'34"E	23.67
C2	385.50	86.48	12°51'13"	43.42	S67°20'37"E	86.30
C3	300.20	54.57	10°24'51"	27.36	S79°08'16"E	54.49

LINE TABLE		
LINE	LENGTH	BEARING
L1	23.89	S73°46'24"E

LEGEND

- AREA OF PROPOSED VACATION OF JOHNSON CREEK BLVD.
- LOT LINES
- RIGHT OF WAY LINES

289 596

CLACKAMAS COUNTY DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT 9101 SE SUNNYBROOK BLVD. CLACKAMAS, OREGON			
JOHNSON CREEK BLVD. PROPOSED VACATION			
DESIGNED	N/A	SCALE	NTS
DRAWN	DJC	DATE	DECEMBER 31, 2003
CHECKED	ES	FILE	EN 12032
			SHEET 1 OF 1

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, CONCURRING WITH THE VACATION BY CLACKAMAS COUNTY OF A PORTION OF JOHNSON CREEK BOULEVARD.

WHEREAS, recent improvements to Johnson Creek Boulevard have resulted in some portions of right-of-way not being needed for transportation or other purposes; and

WHEREAS, all abutting property owners sought County approval for vacation of the real property described in Clackamas County Board of Commissioners Order No. 2005-57; and

WHEREAS, the Clackamas County Board of Commissioners ordered vacation of the unneeded portion of the right-of-way, conditional upon the City's concurrence, and adopted a finding that the vacation of the roadway is in the public interest; and

WHEREAS, the portion of the right-of-way vacated was administered by the County and not by the City and is not needed for City purposes; and

WHEREAS, the City concurs in the findings of the County Board in Order No. 2005-57;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Milwaukie:

Section 1: The City Council of the City of Milwaukie concurs in the vacation described in Clackamas County Board of Commissioners Order No. 2004-57 and in the findings in that order.

Section 2: The resolution takes effect upon adoption.

Introduced and adopted by the City Council of the City of Milwaukie, Oregon on _____, 2004.

James Bernard, Mayor

APPROVED AS TO FORM:
Ramis Crew Corrigan & Bachrach, LLP

ATTEST:

By: _____
City Attorney

Pat DuVal, City Recorder

G:\muni\Milwaukie\jcbvacate060804.wpd



To: Mayor and City Council

Through: Mike Swanson, City Manager
Alice Rouyer, Community Development and Public Works Director

From: Brenda Schleining, Civil Engineer
Paul Shirey, Engineering Director

Subject: Elevated Water Tank Seismic Upgrade Bid Award

Date: June 21, 2004, for July 6, 2004, City Council Meeting

Action Requested

Authorize the City Manager to sign a \$345,867 contract with Brown-Minneapolis Tank Co. for the elevated water tank seismic upgrade. This amount includes a 10 percent project contingency.

Background

In 2003, Peterson Structural Engineers Inc. evaluated the elevated water tank and made recommendations for upgrades to the support structure to bring it into substantial conformance with current requirements for an essential facility. The Oregon Structural Specialty Code defines essential facilities as those structures that are necessary for emergency operations subsequent to a natural disaster. This project is being constructed to conform to the Oregon Structural Code. The City will manage the construction of the project, along with a private inspection service for welding and structural inspection.

A temporary construction fence will be placed around the construction area. This is shown on the plans as the "designated work area." The park should remain open throughout most of the construction. There will be some short durations when the play equipment may be closed due to dust, painting, or safety concerns. Construction should commence within 10 days of the notice to proceed and completed within 120 days (approximately Aug.-Nov. 2004).

Project bid advertising was completed as required. Seventeen sets of plans went out to contractors for bidding, and three bids were received for the June 10,

2004, bid opening. The engineer's estimate was \$250,000-\$300,000. A brief bid summary follows:

Contractor	Bid	Bid plus 10% contingency
Brown-Minneapolis	\$314,425	\$345,867
T Bailey	\$321,622	
Morse Construction	\$387,125	

Concurrence

Engineering staff coordinated with the Community Development and Public Works Director and Public Works Operations staff on this project.

Fiscal Impact

The project is part of the 2004-05 CIP. The bids came in higher than the budgeted amount:

2004-2005	Budgeted	Actual	Difference
Construction	\$291,085	\$345,867	\$54,782
Engineering	\$1,415	\$1,415	\$0
Inspection	\$10,000	\$10,000	\$0
Total	\$302,500	\$357,282	\$54,782

The bid is \$54,782 over the budgeted amount. Four small water projects will be deferred in order to cover the additional cost. The award amount of \$345,867 includes a 10 percent contingency of \$31,442, which will not be spent if there are no change orders. The Engineering and Inspection will be awarded under a separate contract.

Workload Impacts

The workload impacts would be the amount of time spent doing normal project management duties. This project is in the Engineering Department and Street Department annual work programs.

Alternatives

1. Authorize the City Manager to approve the bid as proposed.
2. Elect to defer the project to a later date.
3. Take no action.



To: Mayor and City Council

Through: Mike Swanson, City Manager

From: Pat DuVal, City Recorder

Subject: Personal Services Agreement for Collection Services with Valley Credit Services, Inc.

Date: June 24, 2004

Action Requested

Authorize the City Manager to sign a personal services agreement with Valley Credit Services, Inc. of Salem, Oregon, for collection services.

Background

The City identified the need to sign an agreement with a qualified collection service to act on its behalf to collect outstanding debt. Staff elected to go through the request for proposal (RFP) process rather than select a service from the state bid list in order to establish a longer-term business relationship.¹

A committee of City staff from affected departments was assembled. Members were Steve Smith and Judy Serio, finance; Carla Atwood, utility billing; Sandy Rivers, Carla Bantz, and Sue Mansfield, municipal court; Joe Sandfort, library; and myself. The committee's tasks were to prepare a final RFP, evaluate the proposals received based on identified objective criteria,² interview the top proposer(s), and recommend the firm that most closely fit Milwaukie's needs.

The RFP was published in the *Daily Journal of Commerce* on March 31 and April 6, 2004 and posted on the City's website. The process closed on April 23, 2004 with eight collection services responding. Committee members evaluated each proposal, and based on the rankings, two finalists were invited to a presentation and interview at City Hall on June 3. On June 4, the committee placed

¹ We found from experience that if a vendor drops off the state list for whatever reason, those who have been "piggybacking" no longer have a contract either; hence our decision to act independently.

² Proposers were asked for information relating to firm and service qualifications, service understanding and approach, service timeframes, reports, and fee evaluation.

conference calls to vendors' references and asked some final questions.³ Based on completion of this full process, the group unanimously recommended that a contract be negotiated with Valley Credit Services, Inc. of Salem, Oregon. The proposed contract is for an initial three-year period and may be extended for an additional three-year period.

Major to this effort is realization of the municipal court's stated goal to implement HB 2055 as adopted by the 2003 legislature. This legislation is beneficial in that it allows collection fees to be added onto delinquent receivables.⁴ Since October, City staff has provided clear notice to debtors⁵ in order to comply with the implementation requirements of the bill, and once an agreement is finalized these accounts will be sent for collection.⁶ Considering the City sends about \$495,000 to collections annually, revenue increases would be significant. Of that amount 74% is traffic fines, 15% code enforcement, 7% utility billing, and the balance spread between library, parking, and returned checks.

Concurrence

Representatives of affected departments agreed on this provider. The City Attorney reviewed the final agreement and found it is satisfactory to the City.

Fiscal Impact

City will realize greater revenues on all accounts going to collections after implementing the new legislation. The provider has further agreed to return 75% of the interest paid them to the City.

Work Load Impacts

Contract administration is assigned to Accountant Judy Serio.

Alternatives

The Council may authorize the City Manager to execute the agreements, direct staff to reissue the RFP for collection services, or direct staff to use a service from the state bid list.

³ One City contracted with both finalists so was able to provide an actual comparison of customer service and collection rates.

⁴ An example of why implementation of this legislation is significant. In the past, if the City were to turn over a \$100 account to a collection agency that charged a 25% collection fee, the City would receive \$75 on that account. HB 2055 allows the collection service to add the \$25 to the amount owed, so the City receives the full amount of any principal paid which in this example would be \$100.

⁵ This notice tells the person he/she has incurred this debt, that it may be assigned to a private collection agency, and that the amount of the fee may be added to the debt.

⁶ Accounts sent to collections are those upon which there has never been a payment, the defendant has not opted to enter into a payment agreement with the City, or the defendant has defaulted on his/her payment agreement with the City.



To: Mayor and City Council

Through: Mike Swanson, City Manager
Alice Rouyer, Community Development and Public Works Director

From: Kelly Somers, Fleet/Facility Manager

Subject: Purchase Vehicles

Date: June 23, 2004 for July 6, 2004 Council Meeting

Action Requested

Authorize the City Manager to sign Purchase Orders totaling \$232,000 for the purchase of six new and/or low mileage used vehicles and specialized equipment.

Background

Fleet Services has a vehicle replacement program that is designed to replace vehicles on a regular schedule to insure the lowest overall cost possible and to provide safe and reliable vehicles.

Fleet Services' replacement schedule for FY 2004/2005 calls for the replacement of five vehicles and one generator. Attachment #1 is the City of Milwaukie Standard Criteria for Vehicle Replacement.

The replacement schedule includes the following:

1. One new Ford Crown Victoria police patrol vehicle. The patrol unit being replaced is unit #34, a 1997 Crown Victoria with an estimated 70,000 miles at the time of rotation. The used vehicle will be sold.
2. One new Ford Expedition police patrol sergeant's car, which is replacing #08 a 2001 Ford Expedition with an estimated 63,000 miles at the time of rotation. Unit #08 will be rotated to Detectives for a police technician vehicle.
3. Two new or low mileage used vehicles for the police detectives. The detective's vehicles being replaced are #14 a 2000 Ford Explorer with an

estimated 51,016 miles and #33 a 2001 Chevy Impala with an estimated 47,000 miles at the time of rotation. One will be rotated into police staff use and one will be rotated into public works for a staff vehicle.

4. One new public works sewer department pickup. The new public works sewer vehicle will replace #6657, a 1993 GMC service truck with approximately 80,000 miles.

5. One new portable generator for the water department. This unit will be an emergency standby unit. This unit is needed to back up the well sites and pressure stations.

The new vehicles will be purchased through the Oregon State Cooperative Purchasing Program. The amount budgeted for the replacement of these vehicles is \$232,000.

The replaced vehicles not rotated into staff vehicles will be declared surplus. The surplus vehicles will be sold at auction and that money will be returned to the fleet reserve fund for future purchases.

The Budget Committee approved these purchases in the 2004/2005 budget, and Council adopted the budget for the 2004/2005 fiscal year on June 15, 2004.

Concurrence

The Fleet/Facility Manager has conferred with the Police Chief, Police Sergeant, and Police Sergeant Detective, as well as, the water and sewer supervisors on how many and what types of vehicles are needed for each department.

Fiscal Impact

The funds to purchase this equipment comes from the fleet reserve fund. The fleet reserve fund operates like a savings account for each department and division to put aside monies each year to replace vehicles and equipment on a regular replacement schedule. All of the funds have been approved in annual budgets.

Work Load Impacts

Each new vehicle requires set up costs and fleet staff time. This is figured into the overall cost of each vehicle and is included in the \$232,000 total.

Alternatives

1. Approve as presented.
2. Approve with modifications.
3. Deny request.

ATTACHMENT #1:

**CITY OF MILWAUKIE
FLEET SERVICES
STANDARD CRITERIA FOR VEHICLE REPLACEMENT**

AGE: We have set up a schedule of replacement for the various vehicles and equipment as follows:

1. POLICE PATROL CARS – 4 YEARS or 80,000 MILES: Patrol cars are used as an essential tool for the officers and receive much more stress on the drive train components than normal vehicles. This type of stress takes a toll on these vehicles and can become a safety issue.

2. DETECTIVE, POLICE CHIEF AND CAPTAIN CARS - 5 YEARS: Detective cars are replaced more often in order to remain anonymous. These vehicles are used for surveillance. The Police Chief and Police Captain's cars are replaced more often due to moderate to high stress and mileage.

3. PICKUPS AND LIGHT DUTY TRUCKS – 10 YEARS: These vehicles are the front line pickups, vans, service trucks and small dump trucks that are used in the everyday maintenance and inspection work of each division of Public Works.

4. HEAVY DUTY TRUCKS – 15 YEARS: The heavy-duty trucks are built to last longer and are not use as often.

5. BACKHOES, LOADERS, ROLLERS AND AIR COMPRESSORS – 15 YEARS:

These vehicles are not used on an every day basis but are essential to the overall operations of Public Works.

MILEAGE: We look at the total mileage on a vehicle; being a small city we do not put high mileage on a vehicle (other than the police patrol cars). However, the usage is mostly stop and start city driving. This type of usage is much harder on the drive train of a vehicle than over the road or freeway driving.

CONDITION: Condition is a big factor in making a decision to replace a vehicle. Fleet staff evaluates the vehicle by looking at all of the components such as body condition, rust, door fit, door hinges, floorboard condition, paint and body damage. We look at the suspension and steering components, brake system, and perform a safety check to make sure the vehicle meets all the safety requirements. We evaluate the condition of the drive train, engine, transmission, and rear end to determine if a major repair is coming due.

COST RECORDS: Cost records gives staff the information of cost history, and repairs made. This would indicate to us if any future repairs would exceed the worth of the vehicle.

WHAT IS THE VEHICLE USED FOR: A major factor in vehicle replacement is what the vehicle is used for, and how often the vehicle is used. A good example is a police patrol vehicle that is used daily, even sometimes on a double shift, and in extreme conditions; compared to a backhoe that may only be used for emergency repairs possibly one time per week.



To: Mayor Bernard and Milwaukie City Council
Through: Mike Swanson, City Manager
From: Larry R. Kanzler, Chief of Police
Date: June 21, 2004
Subject: **O.L.C.C. Application – Happy Baskets – 9401 S.E. 32nd Avenue**

Action Requested:

It is respectfully requested the Council approve the O.L.C.C. Application To Obtain A Liquor License from Happy Baskets – 9401 S.E. 32nd Avenue.

Background:

We have conducted a background investigation and find no reason to deny the request for liquor license.



To: Mayor and City Council

Through: Mike Swanson, City Manager

From: JoAnn Herrigel, Program Administrator

Subject: MTIP support for Trolley Trail and River Crossing Projects

Date: June 24, 2004

Action Requested

Authorize the Mayor to sign letters of support for Metropolitan Transportation Implementation Program (MTIP) applications for two trail projects benefiting Milwaukie. One project is the construction of the southern half of the Trolley Trail to Gladstone. The second project is a master plan and trail alignment study for a bridge trail crossing the Willamette and connecting Lake Oswego, the Trolley Trail and Milwaukie.

Background

Trolley Trail:

North Clackamas Parks and Recreation District is requesting \$1,653,374 in MTIP funds to construct the final segment of the trail from Park Avenue in Milwaukie to Gladstone. The first phase of the Trolley Trail from Jefferson Street to Park Avenue is already funded and will be constructed in 2006.

River Crossing Trail:

Metro, on behalf of the City of Lake Oswego, is submitting an application for \$100,000 in MTIP funds to complete a trail alignment study and master plan for a trail that would run from Lake Oswego, across the Willamette and hook up with the Trolley Trail. The City of Milwaukie has been asked to provide \$2,500 of matching funds for the River Crossing Trail project.

Concurrence

The City Manager and the City's Park Board support these two projects and see no potential for the trail projects to impact funding for other Milwaukie MTIP projects.

Fiscal Impact

The city has been asked to contribute up to \$2,500 in matching funds for the lake bridge crossing study. Funds for this match will be requested in a future budget cycle.

No matching funds have been requested for the Trolley Trail project.

Work Load Impacts

The Community Services Director will sit on advisory committees for both of the proposed projects.

Alternatives

Do not authorize the Mayor to sign letters of support for these projects.

DRAFT

July 7, 2004

Charlie Ciecko
North Clackamas Parks and Recreation District
11022 SE 37th
Milwaukie, OR 97222

Dear Charlie:

The City of Milwaukie is supportive of the MTIP application for the construction of the southern half of the Trolley Trail providing a full connection to Gladstone.

We look forward to working with Metro and North Clackamas Parks and Recreation District on this project.

Sincerely,

James Bernard
Mayor, City of Milwaukie

July 7, 2004

Mel Huie
Metro
600 NE Grand Ave
Portland, OR 97232

Dear Mel:

The City of Milwaukie is supportive of the MTIP application for a trail alignment study and master plan for a crossing of the Willamette River providing a connection between Lake Oswego and Milwaukie/Trolley Trail. The City will contribute up to \$2500, in matching funds, toward this project.

We look forward to working with Metro, City of Lake Oswego and North Clackamas Parks and Recreation District on this project.

Sincerely,

James Bernard
Mayor, City of Milwaukie

North Clackamas Parks and Recreation District
Milwaukie Center/Community Advisory Board
Minutes of May 14, 2004

Members present: Kim Buchholz, Sharon Phillips, Jane Hanno, Joan Staley, Katie Rudfelt, Ben Tabler, Eleanor Johnson, Chuck Petersen, Molly Hanthorn, Abi Croisant

Members excused: Joan Newman, Jim McCreedy, Janet Witter

Staff present: Joan Young, Cheryl Nally, Charlie Ciecko

Call to Order: Kim called the meeting to order at 10:05 am. Minutes of the previous meeting were approved as printed. Joan Staley moved, Ben seconded.

Special Topic: Board discussion of the Action Plan: Eleanor suggested more frequent emergency drills with special attention to wheelchair and other mobility issues. Molly suggested that preplanning with clients, volunteers and others might reduce stress. Make it an event! Jane Hanno asked about the security of outgoing mail. Kim would like to see an annual visit from the Parks Board Chair to discuss budget and other issues with the C/CAB. Kim suggested some focus on long-range fiscal objectives and perhaps a joint meeting or committee with the Friends board to brainstorm and strategically plan. Molly added some partners to those listed and asked about including some target dates for activities that are not "ongoing". Joan Young mentioned there needs to be a revision of the volunteer piece. Joan will take the board suggestions to staff and report back to the board.

The group discussed nominations for new officers. In the absence of nominations from the floor, the current officers are: Kim (Chair), Joan S. (Vice Chair) and Molly (Secretary) volunteered to serve another term. Jane moved and Sharon seconded the re-election of the above slate to serve from July 1, 2004 until June 30, 2005. The vote was unanimously in favor.

Correspondence: None

Action Item: Abi Croisant spoke to the Board about her interests and desire to join the board. Joan S. moved and Jane seconded a motion to recommend her appointment to the board. Motion passed unanimously.

Board/Committee Reports

Executive Committee: did not meet.

NCPRD Board: Eleanor reported on the charge in the IGA with City of Milwaukie for the Milwaukie Pioneer Cemetery to be maintained by the non-profit cemetery group was approved. An addition to the budget was approved for benefits to part time regular employees. A grant application for the Trolley Trail was approved. Manner of payment of SDCs was discussed. A nominating committee was appointed for new officers. Copies of the 2004-2005 proposed budget and the final Master Plan were presented.

Budget: Did not meet.

Programs and Services: Molly reported on two new partnerships for summer with YMCA. The Y will provide the summer day camps and the District will provide \$10 discount for district residents. The Y will partner to provide movies in three parks. The recmobile will visit 12 parks and may partner with a lunch program in some parks. The men's basketball league was very successful. Cheryl reported on the need to provide good advice to our clients about the new Medicare drug cards.

Nutrition/Transportation: Ben reported Nutrition Program has found a deal on cold pack supplies. The Loaves and Fishes folk have met with staff to discuss working together. Currently, there are no plans to change our process. Next fund-raiser is Pietro's Pizza coupons, June 29 and 30. Discussion continues on the size of a new bus. The new bus is virtually free as Joan Y. wrote and received a Collins grant for the needed \$5,000 match. A policy is being developed to determine how to get the endowment interest income properly accounted for.

Building Review: Did not meet but Joan Y. announced water for the Community Garden had just been hooked up.

Friends of the Milwaukie Center: Eleanor reported the pool tournament has been cancelled. There will be a golf tournament in August and the Rose Garden is getting ready for summer events.

Other Reports: Chuck reported briefly on the County Waste Water Treatment planning committee and the Complete Communities Program task force to establish "Connections." He will continue to keep the board posted.

Director's Report: Joan Y. reported on National Senior Center Week and the Stringfield blueberry patch which the Nutrition Program has adopted.

Board members congratulated Joan Y. and staff on the great Volunteer Appreciation event. Meeting adjourned at 11:15 am.

m. hanthorn, secretary

North Clackamas Parks and Recreation District
MILWAUKIE CENTER DIVISION
Monthly Report for May, 2004

Mission: To be a link to resources for older adults and their families – and a place where the community can gather, grow, and contribute.

Programs/Services:

Traditionally, May is Older Americans Month, and this year's theme is "Aging Well, Living Well". Older Americans are living longer than ever before, with the 85+ population the fastest growing age group in America. The week of May 9 -15 is designated as National Senior Center Week. This year, the Board of County Commissioners read a proclamation for both the Older Americans Month and National Senior Center Week, recognizing the work of agencies in the county who provide services to older adults.

During the '03-'04 fiscal year the Milwaukie Center's Social Services staff and volunteers will provide almost 14,000 units of service to older adults, disabled adults and their families in the North Clackamas community. These services include (but are not limited to) assessing the needs of homebound elderly, providing information and assistance in accessing help to remain independent and in their own homes as well as health, legal and other services at the Center.

Recreation Services staff met with folks from Willamette View, Inc. to discuss possible partnership with Milwaukie Center's Travel Program. Willamette View, Inc. will make our Travel Program flyers available to their residents so that they may register for our travel programs. Other possible opportunities would be a bulletin board at Willamette View with Milwaukie Center programs and services displayed.

May 15 was the Community Garden "Kick Off" – all who signed up for a garden plot were invited to receive free tomato starts and talk with Master Gardener, Gray Thompson about their gardening issues. This year, 24 raised beds and ground level garden plots have been planted by community members. The Community Garden is overseen by Master Gardeners of Clackamas County, in partnership with the Parks District.

Transportation Program bus drivers are required to be current on Defensive Driving and Mobility Assistance training. Mobility Assistance training covers how to properly and safely assist our clients and addresses sensitivity towards different disabilities. This training also has a blood borne pathogens segment. These trainings are provided through an agreement with Ride Connection.

Fund-raising:

May's Famous Sunday Mother's Day Dinner was a hit with those who attended, enjoying roast turkey and all the trimmings. \$585 was raised to support the Nutrition Program efforts in Meals on Wheels and Congregate on-site dining for older adults in our community.

The Friend's Wine & Roses Dinner Casino was held in May. Guests were treated to a catered buffet dinner, a D.J. and dance floor & Las Vegas style casino. Bidding was brisk on over 50 silent auction items which were donated by various businesses, organizations and individuals. Prizes were also awarded via raffle drawing for the gamblers and their hard won "money". The Friends raised over \$2000 from this popular event.

PUBLIC SAFETY ADVISORY BOARD MEETING NOTES

May 27, 2004

Present:

Karen Martin, Chair – Campbell Neighborhood Association

Larry Kanzler – Police Chief

Ray Bryan – Historic Milwaukie Neighborhood Association

Dolly Macken-Hambright – Linwood Neighborhood Association

Gene Covey – Lewelling Neighborhood Association

Rick Bantz – Lake Road Neighborhood Association

Melissa White – Teacher from Linwood Elementary School

The meeting was called to order at 6:05 p.m.

Karen asked if everyone had read the minutes from the last two meetings (March and April). Ray made a motion to accept the minutes. Gene seconded the motion. Passed unanimously.

Melissa White – Teacher from Linwood Elementary School introduced herself to the committee and they introduced themselves to her.

Response letter from Sheriff Detloff regarding the transient camps - his response said that they are writing an ordinance to assist them in dispersing the camps. Karen said she drove by the area recently and saw signs posted in the area. Larry said that the police department will continue to monitor the area.

Larry will be assisting the new sheriff, Craig Roberts, with the transition when he takes office next year.

Budget – the budget has been presented and will go before Council on June 14th. We're looking at a shortage of over \$100,000. We can help the situation by increasing the revenue from traffic citations. We won't be losing any positions. Staffing is spread thin already – we're down six positions.

If the photo radar legislation is approved we will be hiring one regular traffic officer position and three part time retired officers to operate the photo radar system. If there is no special session of the legislature then we have to wait until January for the regular session for a decision.

Karen asked if the police department is using the traffic monitoring equipment. Larry responded that yes, we are – the Traffic Sergeant is going to give a presentation at the next staff meeting.

Larry said there may be another round of Homeland Security grants. Sgt. Guy will be looking into that opportunity.

Transit Center - the police department needs to be involved in the planning in order to keep the crime to a minimum by planning ahead. Karen asked Larry if he had a preference for either site. Larry said there were pros and cons to both sites. Tri Met has experienced a lot of problems by not having sufficient security measures in place.

Melissa – wanted to present some concerns. She teaches at Linwood and is in charge of the safety crossing guards. She removed student guards from Linwood Avenue because of several speeding vehicle incidents. They've had several incidents where people were almost struck by vehicles speeding through the area. The Tri Met stops are located right next to the crosswalks, which may be adding to the problem. The Committee could send a letter to Tri Met if it becomes an issue. They have made arrangements to get a permanent sign/banner that advises drivers to slow down – but there is a fee to have it installed so that has been put on hold. Larry will look into that. She asked for any suggestions on how to improve the situation. Larry showed her some information on traffic safety grants. The police department is also going to do some special enforcement there – using decoys in the crosswalks. It will be videotaped also. We will be enhancing some of the school zone signage. Larry will have the traffic sergeant meet with Melissa to assist her in coming up with a traffic plan for the grant.

Ray handed out copies of a map that shows which streets are arterials, collectors, neighborhood, local, etc. Dolly said she was at a meeting recently where they showed plans for a new highway from Highway 26/Heidi's that ends somewhere near Lawnfield/224/I-205, which may increase traffic on Highway 224 through Milwaukie. It will be done in two phases.

Police Activities League – Larry recently attended a fund-raiser for the program. He would like to start a branch in Milwaukie. They have programs that involve police officers with kids. They will authorize a grant for \$25,000 to fund a program in Milwaukie. Our Cadet Coordinators will run the program.

Traffic Management Plan – the committee went over the first section of the document and made changes. They will continue the editing at the next meeting.

The meeting was adjourned at 8:15 p.m.

Next meeting is scheduled for July 22nd.