



**Special Session**

**SPS**

**Milwaukie City Council**



**MINUTES**  
MILWAUKIE CITY COUNCIL  
www.milwaukieoregon.gov

**RETREAT**  
October 18, 2015  
City Hall Conference Room

**Mayor Gamba called the Retreat to order at 7:00 a.m.**

Council Present: Council President Lisa Batey and Councilors Scott Churchill, Wilda Parks, and Karin Power

Staff Present: City Manager Bill Monahan and City Recorder Pat DuVal

**Mr. Monahan** discussed the process for PowerPoint presentations during future work sessions and other related issues.

**Communication Discussion**

**Mr. Monahan** discussed communication with the public, City staff, and within the Council itself. The group talked about options for *The Pilot* and how the Neighborhood District Associations (NDA) could be actively involved using their email lists. One suggestion was to revisit the idea of eliminating the paper newsletter next summer and placing more reliance on the website and social media for dissemination.

**Mr. Monahan** suggested a study session with the end goal of getting rid of paper and processing information through the NDAs. He would assign staff to develop a migration plan with funding options. **Councilor Power** suggested a poll of how people use *The Pilot*.

**Mr. Monahan** said the next question was how the City communicates with the public and who was the appropriate source of information. **Councilor Parks** was concerned that she hears about executive session discussions from the public. The group discussed the significance of sharing regional agency and organization agendas and notes and what might be particularly relevant for the City. **Mr. Monahan** said there needed to be a process to direct that kind of information through him so the Council was not deliberating via email. **Mayor Gamba** said he attended a number of regional meetings and would send meeting packet links to the other Council members. The group discussed sharing information about smaller projects.

**Councilor Power** suggested that the City Council hold town halls or listening posts with one or two members present, and the group agreed to start a pilot program in January 2016.

**Boards, Commissions, and Committees (BCCs) and Neighborhood District Associations (NDAs) – What are Council’s expectations?**

**Mr. Monahan** discussed the BCC work plans and how those could be drafted to ensure they supported the Council’s goals. These might include performance measures, and he suggested a reporting back during an annual volunteer recognition event to inform the public of each group’s responsibilities and accomplishments. The Council discussed having the BCCs review their bylaws annually and to update them when needed.

The City Council agreed to host an annual volunteer recognition in April and recognize the Ed Zumwalt Volunteer of the Year recipient at that time.

The group discussed a check in with the Public Safety Advisory Committee (PSAC) to revisit its work plan and steps to encourage collaboration among the Park and Recreation Board (PARB), the Riverfront Task Force (RTF), and the Kellogg Good Neighbor Committee.

**Mr. Monahan** discussed adding a new Youth Advisory Committee and what parameters might be considered. **Councilor Power** understood the most successful age group was 13 – 21. The best youth engagement included not only volunteering but also exposure to city decision making and sharing information with others in their communities. She would plan on getting the Youth Advisory Committee up and running without using a lot of staff time. Her goal would be to have to program in place this summer. The Council agreed to go forward with adding a Youth Advisory Committee.

**Mr. Monahan** moved on to the discussion of the NDAs and how the City Council wanted to communicate its expectations to them. Council was not involved with the quarterly NDA leadership meetings, and **Council President Batey** said she would be happy to attend. **Councilor Power** suggested a study session with the NDA chairs to discuss recruitment, how things were and were not working for them, and if the City could do more to support their efforts. She pointed out the importance of NDAs sharing information and felt steps should be taken to encourage diversity.

### **Visioning – should the City engage in a visioning program?**

**Mr. Monahan** said the City's current vision had been adopted a long time ago with the Comprehensive Plan.

**Mayor Gamba** discussed his vision for the City with the intent of viewing all the Council decisions through the lens of making Milwaukie a livable, equitable, and sustainable community. He was interested in Council's opinions and how the City would go through a visioning process.

The group discussed demographics and how to deal with displacement of the working class. One of the things **Mayor Gamba** wanted to do was to work on affordable housing and to adopt a 90 day notice requirement when rents were to be increased. **Mr. Monahan** said Ms. Flores would start working on this incrementally and could begin with an update of the Vision Statement. **Councilor Power** said for her the main issues were bike and pedestrian safety and the condition of the City's streets. **Council President Batey** wanted a realistic timeline for the Comprehensive Plan update that included the vision statement.

**Mr. Monahan** discussed revising the white paper that Planning Director Egner prepared on the Vision Update which could be reviewed by the City Council in a work session or study session. He briefly discussed the timing of the next goal setting session and suggested a March date.

**Mayor Gamba** would explore potential Comprehensive Plan Review funding sources with Metro.

**Mayor Gamba recessed the Retreat at 10:23 a.m. and reconvened the Retreat at 10:32 a.m.**

### **Council Meeting Issues and Other Short Items (Speed Round)**

**Mr. Monahan** introduced the topics of the speed round.

1. Starting times of work sessions and regular sessions: Issue: having adequate time to devote to all the topics coming before the City Council. Temporary solution: cut the City Manager's Report and Community Development Update from the work session agenda for the next two months to determine if that made a difference and to reduce the number of work session topics. Mayor Gamba would work on timekeeping.
2. One hour rule: Issue: questions came to multiple staff members and there was a concern about effective use of time. Solution: if the question required some research, then it should go through Mr. Monahan and/or the director; copy Mr. Monahan if it's a simple question.

3. Order of business is in the code but can be adjusted at the meeting by the presiding officer or a majority of Councilors. Consider putting proclamations in consent.
4. Council dinners: Solution: build your own salad buffet; no more pizza.
5. Positions: Solution: approval to hire Sustainability Director and Right of Way Manager.
6. Clackamas Cities Association Dinner: Solution: Milwaukie would host on January 28, 2016, and would consider venue and speaker options.
7. Ed Zumwalt Volunteer of the Year Award: Solution: schedule for the April 2016 volunteer recognition event.
8. Video study session: Solution: continue.
9. Volunteers and interns: Solution: look for volunteer opportunities with defined projects and outcomes. Offer letters of recommendation.
10. Status of Triangle Site acquisition: Unresolved at this time. Mr. Monahan still did not have a firm price and was waiting for a second opinion.

### **Council Training/Conference Budget**

**Mr. Monahan** said typically the City Council budget was prepared by the City Manager and the Finance Director without much consultation with the Mayor and Councilors. It was suggested that the budget be brought forward earlier in the process so Council could provide direction.

The group discussed an increase to the education and training line item and to the Council stipend. Councilor Churchill did not support any increase in the Council budget. Mr. Monahan would ask Ms. Camors to provide more information on the line items and suggested partnering with other communities on advocacy.

### **Process to Recruit a City Manager in 2016 (for October 2016)**

**Mr. Monahan** commented on the timeline and current vacant city manager positions in the region. He discussed the recruitment process and services provided by various firms. It could easily take six months to go through the process. The group discussed residency requirements. It was agreed that the request for qualifications (RFQ) process for a recruitment firm should begin. Human Resources Director Rebello would be scheduled to meet with Council in November or December.

### **Other Topics and Next Steps**

**Council President Batey** requested a discussion about the City's involvement with the Regional Water Providers Consortium. She also commented on Kronberg Park and the interim plan for connection to the bike / pedestrian bridge.

**Councilor Power** had a question about the budget and what the process was for contractual service. The group briefly discussed the Beacon Program.

**Mr. Monahan** commented on the use of the TriMet gravel for a temporary path along Kronberg Park and site restoration. He read comments from the Milwaukie Planning Department and North Clackamas Parks and Recreation District (NCPRD) which addressed potential issues such as contamination and liability.

**Council President Batey** discussed the feasibility of partnering with the Portland Bureau of Transportation (PBOT) on a Sunday Parkways event next year. Mr. Monahan suggested adding the topic to the October 29, 2015, study session agenda.

**Mr. Monahan** distributed the draft budget schedule for the upcoming biennium.

**Mayor Gamba** adjourned the Retreat at 1:00 p.m.

Respectfully submitted,

*Pat DuVal*

---

Pat DuVal, Recorder

This page intentionally left blank.



## MILWAUKIE CITY COUNCIL RETREAT

City Hall Conference Room  
10722 SE Main Street  
[www.milwaukieoregon.gov](http://www.milwaukieoregon.gov)

**AGENDA**  
**October 18, 2015**

A light breakfast will be served.

Page #

1. **7:00 a.m. Communication Discussion**
2. **8:00 a.m. Boards, Commissions, and Committees (BCCs) and Neighborhood District Associations (NDAs) – What are Council’s expectations?**
3. **9:00 a.m. Visioning – should the City engage in a visioning program?**
4. **10:00 a.m. Break**
5. **10:15 a.m. Council Meeting Issues and Other Short Items (Speed Round)**
6. **11:15 a.m. Council Training/Conference Budget**
7. **12:15 p.m. Process to Recruit a City Manager in 2016 (for October 2016)**
8. **12:45 p.m. Other Topics and Next Steps**
9. **1:00 p.m. Adjourn**

### **Meeting Information**

The time listed for each item is approximate; the actual time each item is considered may change due to the length of time devoted to the previous item. The Council may vote in Work Session on non-legislative issues.

### **Public Notice**

**Executive Sessions:** The Milwaukie City Council may meet in Executive Session immediately following adjournment pursuant to ORS 192.660(2). All Executive Session discussions are confidential and those present may disclose nothing; representatives of the news media may attend as provided by ORS 192.660(3) but must not disclose any information discussed. Executive Sessions may not be held for the purpose of taking final actions or making final decisions and they are closed to the public.

The Council requests that mobile devices be set on silent 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 Act. For special accommodations, please call 503-786-7502 or email [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) at least 48 hours prior to the meeting.