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

CITY COUNCIL AGENDA

Tuesday, September 5, 2023

6:00 p.m. – Work Session – Council Chambers & Virtual*

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1. Call to Order [6:00 pm/5 min]
2. Approval of Agenda [6:05 pm/5 min]
3. Public Comments [6:10 pm/10 min]
4. Announcements, Proclamations, and Recognitions [6:20 pm/5 min]
    a. National Preparedness Month Proclamation
5. Scheduled Presentations to the Council [6:25 pm/45 min]
    a. Representative Jules Walters
    b. Community Recreation Center Feasibility Update
6. City Operations Facility Progress Report [7:10 pm/30 min]
7. Council Priorities Update [7:40 pm/10 min]
8. Review September 11 Agenda [7:50 pm/15 min]
9. Mayor and Council Reports [8:05 pm/30 min]
    a. Reports from Community Advisory Groups
    b. Process for Council Rules Adoption
    c. Committee for Community Involvement (CCI) Bylaws Update
10. City Manager Report [8:35 pm/5 min]
11. Adjourn [8:40 pm]

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

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

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

If you require special assistance under the Americans with Disabilities Act, please call City Hall 48 hours before the meeting date, 503-657-0331.

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

PROCLAMATION

West Linn, Oregon

WHEREAS, disasters occur every day in human life, some man-made and some as a result of our natural environment; and

WHEREAS, some natural disasters are unpredictable in nature, such as the much anticipated Cascadia subduction zone earthquake, whereas others are becoming more frequent and severe as our climate changes; and

WHEREAS, we face longer wildfire seasons, more severe droughts, heavier rainfall, and more frequent flooding; and

WHEREAS, one way we can respond to the unpredictable and severe nature of natural disasters and emergencies is to be prepared to respond; and

WHEREAS, there are simple but important steps we can all take to ensure we know what to do and have what we need in the event of an emergency; and

WHEREAS, one simple step is for households to assemble disaster supplies and make a plan to reconnect after a tragedy; and

WHEREAS, each of us can do our part to prepare for emergencies and help our neighbors and others affected by disasters; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST LINN, joins others in this nation to once again observe the month of September as:

NATIONAL PREPAREDNESS MONTH

We encourage West Linn residents to promote family and community disaster and emergency preparedness now and throughout the year. We also pay tribute to the courageous individuals who rush to the scene of disaster and respond to catastrophic emergencies for their dedication to our safety and security. We honor them with our renewed commitment to ourselves be prepared and self-reliant as we possibly can be.

DATED THIS 5TH DAY OF SEPTEMBER 2023.

_____

RORY BIALOSTOSKY, MAYOR

ATTEST:

_____

KATHY MOLLUSKY, CITY RECORDER

City of West Linn

Work Session Agenda Bill

Date Prepared: August 31, 2023

For Meeting: September 5, 2023

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

Through: John R. Williams, City Manager *JRW*

From: Ken Warner, Parks and Recreation Director KW

Subject: Community Recreation Center Feasibility Study Presentation and Discussion

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Purpose
To provide an overview and next steps for phase one the Community Recreation Feasibility Study being conducted with the city by MIG Inc.

Question(s) for Council:
Presentation and discussion only.

Background & Discussion:
Based on City Council priorities, the City has contracted with MIG Inc. consultants to conduct phase one of the Community Recreation Feasibility Study. The process being utilized is defined in the approved 2019 Parks Recreation and Open Space Master Plan. Phase one of the feasibility study will identify community priorities for a community recreation center, a general site and building program and high – level cost estimates for construction and operation. These results will allow for a full community conversation about the desirability of this project. MIG Inc., sub-consultants and the city have been working through the process. MIG Inc. has a presentation of what has been accomplished to date, what has been learned and the steps going forward to complete phase one of the study.

Council Options/Staff Recommendation:
Update only at this time.

CITY COUNCIL UPDATE

SEPTEMBER 5, 2023

Community Recreation Center

Social Spaces: meetings, gatherings, performances, etc.

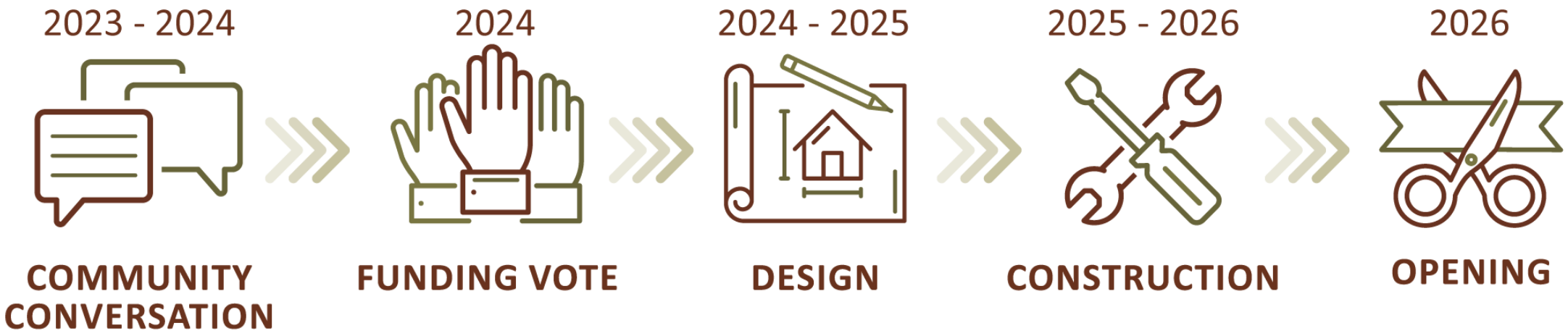
AND

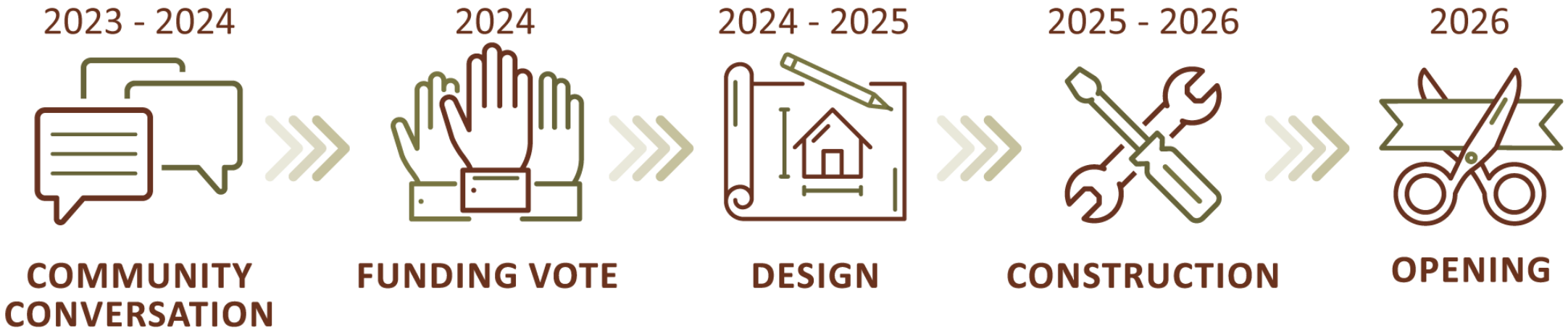
Active Spaces: fitness, courts, climbing, etc.

Building on What We Have Learned and Advancing Goals

- 2023 City Council Goal – Explore with the community
- 2019 Park and Recreation Plan – Top Priority
- 2013 Community and Aquatics Center Bond Vote

Timeline


2023 - 2024
COMMUNITY CONVERSATION
2024
FUNDING VOTE
2024 - 2025
DESIGN
2025 - 2026
CONSTRUCTION
2026
OPENING



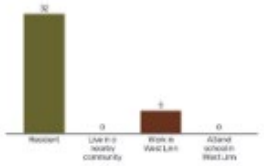
- Community leader interviews
- Establishing a Steering Committee
- Town Hall Meetings
- Online Questionnaire
- Building a Contact List
- Space Program and Initial Costs

Community Recreation Center

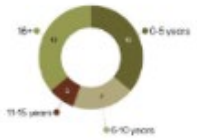
Town Hall Meeting #1

Meeting Poll Results

What is your relationship to West Linn?



How long have you lived in West Linn?



Share 1-2 types of spaces you would want to see in a Community Recreation Center
143 Responses

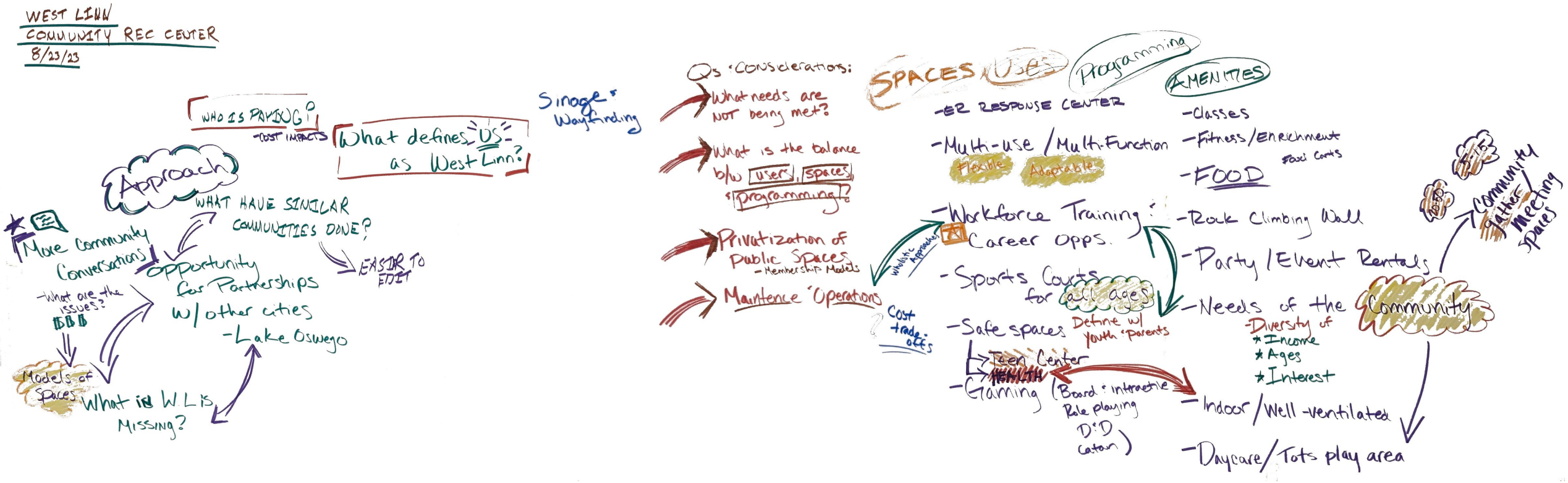
What types of spaces are MOST important to you?

Community Recreation Center

Town Hall Meeting #1

Community Recreation Center

Town Hall Meeting #2



Community Recreation Center

Activities and Spaces – Initial List

- Community spaces, food service, social space
- Teen space
- Dance, performance, studio space
- Arts and crafts spaces
- Multi-use sports courts
- Indoor track
- Enrichment, meeting, learning spaces

Other Considerations

- Complement rather than duplicate existing facilities
- Increasing need for safe indoor spaces
  - Heat
  - Smoke/air quality
  - Pandemic/infectious disease
  - Emergency shelter
- Potential to create and support local jobs
  - Including workforce training for teens
- Keeping people in the community

Next Decision Point

Enough interest and information to move to Phase 2 of the community conversation?

What you will have in hand:

- Summary of community ideas (qualitative) for activities
- Amount of space needed for those activities (possibly a range)
- Initial idea of the cost to develop and operate those spaces

Key Information

What additional information do you need?

CITY COUNCIL UPDATE

SEPTEMBER 5, 2023

Community Recreation Center

Work Session Agenda Bill

Date: August 30, 2023

For Meeting: September 5, 2023

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

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

Through: John Williams, City Manager *JRW*

Subject: Operations Complex Preliminary Design Update

Purpose:
To provide City Council with an update on progression on preliminary design of the new Operations Complex planned to replace the City's aging and undersized facility on Norfolk Street.

Question(s) for Council:
None. Presentation only.

Background & Discussion:
The City has acquired 32.98 acres of sloped property from the Oregon Department of Transportation adjacent to Salamo Road and overlooking I-205 and the Willamette River with the intent of building a new operations complex, replacing the City's existing site.

The operations facility will be a new facility designed to accommodate the following city functions: Public Works Administration, Engineering/GIS, Streets Maintenance, Water Distribution Maintenance, Sewer and Storm Collections Maintenance, Parks Maintenance, Facilities Maintenance, and Fleet Maintenance. The new facility will completely replace the existing aging and undersized operations facility currently located at 4100 Norfolk Street in West Linn. In addition to the above core staffing functions the site will also accommodate all city fueling and materials storage needs.

Through a formal competitive solicitation, the City selected Scott Edwards Architecture to provide architecture and engineering services through the preliminary design phase. Current design progress includes establishing cut and fill requirements to provide access to the site off Salamo Rd. as well as traffic circulation throughout the facility site. Space needs analysis and planning efforts are in process with four technical planning sessions designed to gather comprehensive feedback from staff within impacted departments as well as supporting departments such as Information Services.

The first completed session identified overall building preferences and goals related energy, sustainability, and resiliency. The second completed session focused on identifying "key adjacencies" within the building. This process helps establish how the space may best function in terms of workflow of daily tasks and the subsequent impact on the internal layout of the building. Sessions three and four have been scheduled for late September.

Council Options:
Staff update only.

Staff Recommendation:
Staff update only.

Attachments:
1. None

Public Works Operations Facility

Background

- City purchased the property from ODOT
  - 32.98 acres
  - Adjacent Salamo Road overlooking I-205 and the Willamette River
  - Replace the existing aged and undersized PW Facility located at 4100 Norfolk

- Architecture and Engineering Design
  - Through a formal competitive solicitation, the City selected Scott Edwards Architecture to provide architecture and engineering services through preliminary design

New Operations Facility

- Designed to accommodate the following City functions and maintenance:
  - Public Work Administration
  - Engineering/GIS (although most likely to remain at City Hall)
  - Streets
  - Water Distribution
  - Sewer Collection
  - Sewer Collection
  - Parks
  - Facilities
  - Fleet
  - City fueling and storage needs

Technical Planning Sessions

- Four Technical Planning Works Sessions
  - Designed to gather comprehensive feedback from staff within the impacted departments
    - *As well as supporting departments such as Information Services and Building Maintenance*
  - Session #1
    - *Identified overall building preferences and goals related to energy, sustainability and resiliency*
  - Session #2
    - *Focused on identifying "key adjacencies" withing the building*
  - Sessions #3 and #4
    - *Scheduled for later this month*
  - Site Visits:
    - *Site visits scheduled for Oregon City, Wilsonville, and Hillsboro*

Current Progress

- Establishing cut and fill requirements for the access road
- Traffic circulation throughout the facility site
- Parking requirements
- Space needs analysis and planning

Proposed Upper-Level Example

Proposed Lower-Level Example

City of West Linn

Work Session Agenda Report

Date Prepared:	August 30, 2023
For Meeting Date:	September 5, 2023
To:	Mayor Rory Bialostosky and West Linn City Council
From:	John Williams, City Manager *JRW*
Subject:	2023 Council Priorities Update

Purpose
Present update on 2023 Council Priorities.

Question(s) for Council:
Council discussion of Priorities and needed actions.

Background & Discussion:
In April 2023 Council identified eight priorities for the remainder of the year, intended to assist with prioritization of Council time and Community Advisory Group work. Staff and Council will discuss status of each item.

Council Options:
Council may choose to edit the priorities list and any of the strategies or roles listed.

Staff Recommendation:
This is an update only, however staff does recommend that following this discussion, the priorities document be provided to Community Advisory Groups to continue discussion with each group listed about how their work can align (much of this has already occurred, but there hasn't been a document provided yet for clarity).

Attachments:
1. List of Council priorities with potential strategies, definition of roles for Council and Community Advisory Groups.

2023 West Linn City Council Priorities

Oppose I-205 Tolling

Strategies

- Continued lobbying for West Linn's interests and mitigation of impacts from I-205 Tolling.

Council Role

- Lobbying with state legislators, ODOT, and surrounding jurisdictions to ensure any tolling plans are more regionally equitable and less impactful to individual communities, and advocate for sufficient mitigation measures for diversion traffic.

Community Advisory Group Role

- TAB advice to Council and participating in lobbying.

(Refer to end of document for list of Community Advisory Groups + acronyms)

Explore Feasibility of Indoor Recreation/Civic Center

Strategies

- Explore creation of a new indoor recreation and civic center to serve a wide variety of ages, community needs, and recreation interests.
- Community and stakeholder involvement at all stages to gauge community support.
- Ensure financially sustainable operations and phased construction model.

Council Role

- Leadership role in community outreach.
- Hire and guide a consultant to survey community interest in an indoor recreation center, including consideration of past plans/surveys/info. and financial factors.
- Create Indoor Recreation Center Task Force with stakeholders to assist with planning and advocate for a potential ballot measure.
- Consider placing a ballot measure before voters in 2024, pending survey and Task Force outcomes.
- Contact Lake Oswego for any partnership opportunities with their new aquatic center.

Community Advisory Group Role

- PRAB representation on Indoor Recreation Center Task Force; SAB role in advising on sustainability features of facility (future project phase).

Police Review & Recommend Committee

Strategies

- Creation of the Police Review and Recommend Committee to review and make recommendations on Police policy, complaints, investigations, and disciplinary processes.

Council Role

- Appoint members.
- Work with staff and members to ensure the Committee functions well.
- Remove the Public Safety Advisory Board from the Municipal Code as this new group will perform similar, but enhanced function.

Community Advisory Group Role

- PRR to receive training and begin work.

Define and Fund Drinking Water System Capital Needs

Strategies

- Ensure continued maintenance and operation of the City's drinking water system at the highest possible level.

Council Role

- Continue to advocate for funding of the Abernethy Bridge water transmission main as well as any other water mains affected by I-205 construction.
- Monitor progress and approve the Water Master Plan update.

Community Advisory Group Role

- UAB to review water system needs against funding resources and recommend any needed funding changes.

West Linn Waterfront Vision

Strategies

- Complete Waterfront Master Plan to move towards creation of a world class recreational, historical, environmental, and educational tourism destination.
- Renovate Historic City Hall building into Museum and Cultural Center.

Council Role

- Intentional involvement with indigenous entities in Waterfront Planning and overall building of stronger relationships with area tribes.
- Oversight of public involvement and approval of Waterfront Master Plan.

- Historic City Hall renovation approval.
- Work with property owner on future of Blue Heron Mill Pond site.
- Research potential return of Willamette Meteorite.

Community Advisory Group Role

- Consultant team and staff to involve many CAGs during Waterfront Plan development (PC, HRB, SAB, TAB, ACC, EDC, PRAB)

Highway 43 Land Use/Connectivity Planning

Strategies

- Adopt vision for the Highway 43 area to create an attractive and welcoming environment for residents, businesses, and visitors.

Council Role

- Approve contract with consultant to revision Highway 43 area.
- Ensure extensive community involvement in the process and attend neighborhood association meetings to discuss the Highway 43 revisioning plan.
- Consider Tax Increment Finance District as a funding source for revitalization.

Community Advisory Group Role

- Consultant and staff to involve EDC, PC, CCI, TAB, and SAB.

Explore Transit Services

Strategies

- Explore options for improving transit within West Linn as well as connections to area transit providers. Consider senior, teen, worker, tolling diversion, and last mile services.

Council Role

- Consider hiring a consultant to perform an intracity transit needs assessment and feasibility study, including sustainable funding options and investigation of partnerships with transit agencies/rideshares and other models.
- Host a work session with TriMet and potentially other transit providers to explore service in West Linn.
- Continue to lobby ODOT and Tri-Met for transit options, particularly with impact of I-205 tolling.

Community Advisory Group Role

- TAB involvement in lobbying, planning, advising on transit issues.

Environmental Protection & Sustainable City Operations

Strategies

- Develop a policy regarding the purchase of alternative fuel, electric, and hybrid vehicles including a cost/benefit analysis for future purchases (from Sustainable West Linn Plan).

Council Role

- Meet with the Planning Commission regarding the Water Resource Area code and consider code amendments for the Planning Docket.
- Review LEED certification policy for all new City building construction or substantial renovation (RES-07-24)
- Direct staff to review policies related to alternative fuel, electric, and hybrid vehicles including a cost/benefit analysis for future purchases.
- Consider a policy for increasing electric equipment use and reducing use of gas-powered equipment (including possible electric equipment incentive programs).

Community Advisory Group Role

- SAB advice on high-impact projects, potentially with consultant assistance
- SAB to recommend ways to reduce gas powered equipment use in West Linn (e.g. electric equipment incentives).

All priorities will involve extensive community engagement and involvement, including efforts to reach those not typically involved with city government. Priorities may also require evaluation of additional revenue resources by Council.

Community Advisory Groups

ACC = Arts and Culture Commission
CCI = Committee for Community Involvement
EDC = Economic Development Committee
HRB = Historic Review Board
PC = Planning Commission
PRAB = Parks and Recreation Advisory Board
PRR = Police Review and Recommend Committee
SAB = Sustainability Advisory Board
TAB = Transportation Advisory Board
UAB = Utility Advisory Board

2023 West Linn City Council Priorities

- Oppose I-205 Tolling
- Explore Feasibility of Indoor Recreation/Civic Center
- Appoint Police Review and Recommend Committee
- Define & Fund Water System Capital Needs
- West Linn Waterfront Vision Planning
- Highway 43 Land Use Planning
- Explore Transit Services
- Environmental Protection & Sustainable City Operations

CITY OF
West Linn

Public Comment Form

I wish to speak during Public Comment on a topic not related to an agenda item (comments are limited to five minutes):

Please specify topic (*required*): K City

I wish to speak on the agenda item listed below (comments are limited to five minutes):

Please specify agenda report number(s) or topic(s) (*required*):

5:00 P.M
Sept 5 - 023.

Please print:

Name: Alice K Richmond

Phonetic spelling, if difficult to pronounce:

Address (Optional): 3939 Parker Rd

City: West Linn State: OREGON Zip: 97068

Email (Optional): Phone (Optional): 503 723 0101

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

This form is subject to public records laws. If requested, it may be disclosed to another party unless exempt from disclosure under Oregon Public Records Law.

CITY OF
West Linn

Public Comment Form

I wish to speak during Public Comment on a topic not related to an agenda item (comments are limited to five minutes):

Please specify topic (*required*): Salamo traffic control

I wish to speak on the agenda item listed below (comments are limited to five minutes):

Please specify agenda report number(s) or topic(s) (*required*):

Please print:

Name: Robert Jestes

Phonetic spelling, if difficult to pronounce:

Address (Optional):

City: West Linn State: Or Zip: 97068

Email (Optional): jjtjester@comcast.net Phone (Optional): 503.320.3928

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

This form is subject to public records laws. If requested, it may be disclosed to another party unless exempt from disclosure under Oregon Public Records Law.

From: Karie Oakes

To: City Council via citycouncil@westlinnoregon.gov

Re: Comments on "Process for Council Rules Adoption" item 9b. of the Council September 5, 2023 Work Session Agenda.

September 5, 2023

Dear Mayor Bialostosky, Council President Baumgardner, and Councilors Groner, Erwin, and Bryck,

I suggest the following process for adoption of Council Rules:

- October 2, 2023 Council Work Session- discuss and revise proposed amendments
- October 9, 2023 Council Regular Meeting- deliberate adoption of amendments
- Direct staff to email an invitation to neighborhood associations (NAs) and community advisory groups (CAGs) to comment.

My suggested process is based on the following facts and conclusions:

1. Aug. 7 CC Special Meeting Draft Notes note that the Mayor "tabled Council Rules discussion to a work session in September" presumably by Council consensus to allow time for NAs and CAGs to have regular meetings to provide input before having a work session in September or October.
2. Sept. 6 CC Work Session agenda lists "Process for Council Rules Adoption" under Council Reports. The Aug. 7 draft Council Rules (redlined version) is not posted and listed as an item for discussion.
3. Sept. 11 CC Regular Meeting Agenda has been published and does not include Council Rules.
4. Sept. 18 CC Special Meeting tentative agenda does not include Council Rules and indicates 0 minutes meeting time remain.
5. The Tentative Agenda Items dated 8/31/23 indicates there is sufficient time remaining on the tentative agendas for the Council work session on Oct. 2 and regular meeting on Oct. 9 to add Council Rules.
6. Review of the meetings and agendas on the City Meetings webpage shows:
   - Robinwood Neighborhood Association had a regular meeting on August 8 to provide input to Council and Sunset Neighborhood Association is tentatively scheduled to meet Sept. 26.
   - Since Aug. 7, several CAG meetings were cancelled and none of the CAG meetings held included Council Rules on the agenda to provide input to Council.
   - Several CAGs are tentatively scheduled to meet sometime after Sept. 6 and before Oct. 9.
7. It is reasonable to conclude that there has not been sufficient time for some NAs and CAGs to meet to provide input or that the opportunity to provide input was not communicated to the NAs and CAGs.

Thank you for your consideration of my suggested process. I believe it respects the Council's intentions for delaying the adoption of amendments to Council Rules.

Sincerely,

Karie Oakes

West Linn resident