

Memorandum

Date: September 7, 2012

To: John Kovash, Mayor
Members, West Linn City Council

From: Kirsten Wyatt, Assistant City Manager *KW*

CC: Chris Jordan, City Manager

Subject: Miscellaneous Items

Nomination of Delegates for League of Oregon Cities Conference

The League of Oregon Cities requests that the City Council formally nominate the voting and alternate delegate for the League of Oregon Cities Conference annual membership meeting on September 29. Councilor Jody Carson and Councilor Teri Cummings are attending this year's conference. Please do this during "Business From the City Council" with the following motion:

"I nominate _____ as the voting delegate and _____ as the alternate delegate at the 2012 League of Oregon Cities conference."

Correspondence on Robinwood Park Trail Easement

The City received three pieces of correspondence (one letter and two emails) on this agenda item and they are included in this packet for your review.

Presentations for Monday's City Council Meeting

At Monday's City Council meeting, Parks & Recreation Director Ken Worcester will present the attached Robinwood Park Trail Easement presentation. Police Chief Terry Timeus will present the attached Emergency Operations Plan presentation.

Neighbors Helping Neighbors

Please be reminded that Neighbors Helping Neighbors is on September 15. Volunteer registration is now closed, and next week staff and volunteers will be doing the final coordination for this event. We have 35 homes signed up to receive services, including yard work and special projects. More information is available online here: <http://westlinnoregon.gov/neighborhoods/neighbors-helping-neighbors-2012>.

City Hall Week

Please be reminded that the City of West Linn is hosting the League of Oregon Cities "City Hall Week" on Wednesday, September 19, 2012 from 7:00 to 9:00 a.m. at City Hall. This event is designed to introduce city officials to state lawmakers and candidates in advance of the 2013 legislative session. If you have not done so already, please RSVP for this event to Kathy Mollusky at kmollusky@westlinnoregon.gov.



P.O. Box 928 • Salem, Oregon 97308
(503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863
www.orcities.org

August 31, 2012

TO: City Managers, Administrators and Recorders

FROM: JoAnn Ghelfi, Conference Manager

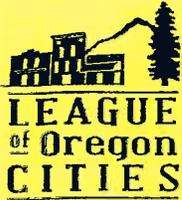
Enclosed are the **voting delegate** and **equipment exchange** forms for the League's annual conference, to be held September 27-29 at the Salem Conference Center. If you have officials attending this year's annual conference, we ask that these forms be completed and returned to the League office by Monday, September 17.

The *equipment exchange* provides you the opportunity to advertise the sale of surplus equipment, autos, etc., as well as to make known your interest in purchasing a specific item. Responses received will be displayed on a bulletin board near the League's registration desk during the conference.

The *voting delegate* form tells us who will be voting on behalf of your city during the Annual Membership Meeting on Saturday morning, September 29. Please note that delegates ***may not vote without a voting card***, and voting cards will be ***issued only to the voting delegate or alternate listed on the enclosed voting delegate form***. Voting by proxy will not be permitted. The voting cards will be available the morning of the 29th just prior to the business meeting.

Thank you, and please let us know if you have any questions. We look forward to seeing many of you in Salem.

JG:kab
Enclosures



87th ANNUAL LOC CONFERENCE
September 27-29, 2012 ▪ Salem Conference Center

**Designation of Voting Delegate
at Annual Membership Meeting**

The annual membership meeting will be held Saturday, September 29, at 8:00 a.m. Each city is entitled to cast one vote at the business meeting; however, all city officials are encouraged to attend the meeting.

Use this form to indicate those persons who will represent your city as a voting delegate and alternate delegate. The voting delegate or alternate should pick up a voting card at the Conference Registration Desk on Saturday morning prior to entering the business meeting.

***NOTE:** Delegates may not vote without a voting card, and voting cards will be issued only to a person indicated on this form. Voting by proxy will not be permitted.*

FOR THE CITY OF _____

VOTING DELEGATE:

Name _____ Title _____

ALTERNATE:

Name _____ Title _____

Return this form by Sept. 17 to:

League of Oregon Cities
Attn. Jenni Shepherd
Fax: (503) 399-4863
jshepherd@orcities.org
P.O. Box 928
Salem, OR 97308

Submitted by _____
(Signature)

Name _____

Title _____

Phone _____

Email _____

JEFFREY S. SEYMOUR
ATTORNEY AT LAW

4040 DOUGLAS WAY
LAKE OSWEGO, OR 97035
TEL (503) 635-9393 FAX (503) 697-5958
E-MAIL jeffseymour1@earthlink.net

Via email only

September 6, 2012

Megan Thornton
City of West Linn
22500 Salamo Road
West Linn, Oregon

Subj: Mike Warner, 18725 SW Old River Road, West Linn, OR; petition and signatures

Dear Megan:

It was a pleasure speaking with you this afternoon. Per our conversation, here is a petition from Mike Warner asking the City Council to disapprove the proposed trail easement acquisition next to his property on Old River Drive. I've also provided sheets with 39 signatures of local residents who do not want the trail easement located next to Mr. Warner's property.

Will you kindly distribute these, along with this cover letter, to the council members and city manager for inclusion in the record of the September 10, 2012 City Council meeting. I understand Mr. Warner and several of the neighbors will appear at the meeting and offer testimony on the matter.

Thank you for taking care of this. If you have any questions or need additional information, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey S. Seymour", followed by a horizontal line.

Jeffrey S. Seymour

copy: Client

To the West Linn City Council:

We the undersigned request that the Council disapprove the proposal to create an easement between 18725 Old River Dr. and 18703 Old River Dr. and also disapprove the Park SDC (system development charge) swap associated with this proposal. We believe that the trail that would be facilitated by this easement would have significant negative consequences that would far outweigh any positives associated with it. List below are the major negatives we can see in this particular proposal.

Environmental Concerns:

- 1) A trail would directly intrude into a significant stream and wetland area. The wetland to be crossed is in excess of 50 feet. The wetland area floods on annual basis so any trail would have to be elevated and anchored or rendered unusable from fall to late spring.**
- 2) Unless the trail was completely fenced in it would facilitate and encourage park users to wander up and down the stream corridor. Wetland vegetation and habitat is easily damaged or destroyed.**
- 3) Currently the stream/wetland area functions very effectively on multiple levels; as a wildlife corridor, aquatic habitat, bird nesting area and storm water catchment area all of which would be imperiled by a trail in this area.**

Security Concerns:

- 1) Currently Robinwood Park is easily policed having essentially one entrance. A trail in the proposed area would provide 24 hour access that would be all but impossible to monitor. Anyone wishing to do anything illicit in the Park would have ready entrance and escape route.**
- 2) The trail would end directly at the small children's play area a more or less perfect location for certain types of sexual predators, i.e. easy access, hard to monitor or observe and quick escape.**

Safety Concerns:

- 1) As mentioned immediately above the trail would end at the small children's play area. During the wet months the stream is frequently both wide and deep with the stream bottom covered in thick mud. Essentially the perfect conditions for a child to run down the trail slip and drowned. Literally the very definition of an attractive and dangerous nuisance.**

Trail Petition

Name	Address	Telephone (optional)
G.P. f	19065 TRILLIUM DR.	503 636-0901
Dempie Pennington	"	503 636-0901
Christ Samuels	18490 Lower Midhill	503 407-1826
Fale Fortuna	3360 ARBOR	503-699-6688
Phil Miller	18649 Old River Dr	503-699-8832
Wileen Dullin	18649 Old River Dr.	503-699-8832
Mike Miller	18649 old River Dr.	503-699-8832
Rita Soto	18895 old River Dr	503-675-3788
W. Nolan	18985 Old River Dr	503-695-2767
Jane Dadds	18931 Old River Dr	503-636-7344
James A. Wolf	18601 Old River Dr	503-636-6080
Sandra Rust	18601 Old River Dr	503-636-6680
Stewart Roberts	18602 Old River Dr.	503.470.9500
Jane Edwards	3510 CHELSEA CT	503 697 9414

Trail Petition

Name	Address	Telephone (optional)
John McCLANAHAN	18775 Old River Drive	503 636-1237
Amy McCLARAN	18775 Old River Drive	503 636-1237
Beth Ford	18940 Old Riv. Drive	503-636-6369
Jane Bellente	19085 Old River Dr.	503-636-2207
Theresa Newgood	19117 Old River Dr.	503-636-7509
Jerry Kuykendall	"	"
Joyce Kuykendall	19179 Old River Dr.	503 636 0920
David R. Esté	18376 S. Tallman Dr.	503/636-3496
Macdonald Hanna	18725 Old River Dr.	503-636-7196
Sharon Warner	18725 Old River Dr.	503-636-7194
Sam Adams	1494 Bunker Dr. AL	503-636-8444
Opal Beyer	5888 West A Street	503/722-3868
Dwight P. Potts	18931 Old River Dr.	503-636-7341
Carla Bell	3820 K. Johnson Way	503-432-7411

Rick

Trail Petition

Name	Address	Telephone (optional)
Steve Bacon	2079 Wellington Dr. W.L. ORC	503-655-3149
Susanna Bacon	2079 Wellington Dr W.L	503-655-3149
Robin Winter	19030 Nixon Ave. W.L.	503-929-5455
Melissa Winter	19030 Nixon Ave. W.L.	503 989-5455
Nilsunde N	19022 Old River Dr W.L	503-636-1855
Steve Hord	3481 Cherokee Ct W.L	541 326-7766
Quinn Holt	18650 Old River Dr. W.L	503 387-5602
JEFF WENTE	3601 ROBIN VIEW DR	503-699-4028
TOM CRAIG	18833 Old River Dr., W.L.	503-473-9986
Cynthia Craig	18833 OLD RIVER DR, W.L	503-473-3261
Marcie Craig	18833 Old River Dr. W.L.	503-636-6423

Mollusky, Kathy

Subject: FW: meeting

Dear Ken,

I understand there is some controversy over a possible trail or path from Old River Road to the Robinwood Park. I walked the site with a neighbor and seems like an ideal solution to another entrance that would not cause a lot of disruption. Contrary to what David Dodds says at no time in our neighborhood meetings did we ever discuss that we only wanted one entrance. I checked with Marie Horvath who attends all the meetings as I do and she recalls just the opposite. An old house by Brian Daum was purchased by the city for a possible entrance. That did not seem logical. I know some neighbors did not want the trees cut or the lot divided but every homeowner has the right to divide if it meets the cities requirements. If it is possible to provide the owner with adequate compensation and a buffer I am sure most neighbors would enjoy the trail or small bridge to come off a main road rather than curve all the back way we go now. It might encourage more people to enjoy the park rather than the few who live near by. It seems a shame when just one or two who do not want something changed in Robinwood that they get people all upset and do not give all the correct facts. Let me know if I can be of any further help on this discussion.

As ever, Mary Hill
19050 Nixon Ave.
West Linn, OR

Share with City Council members

Mollusky, Kathy

Subject: FW: Robinwood easement.

Council;

I'm sorry I can't be there Monday but family obligations will take me away.

I believe that the easement from Old River Road to Robinwood Park would benefit several of our citizens who live on or near Old River Road and also walkers and bikers that use Old River for exercise and enjoyment. As you know, there are no sidewalks in this area and therefore this path to our Robinwood Park would be used by youth and adults getting them off the road as they journey to the skateboard court, the basket ball court, the splash pad, the rest rooms, the shortcut to "Burgerville" and transportation Northbound.

I hope that you can work out a compromise between the wants and the don't wants.

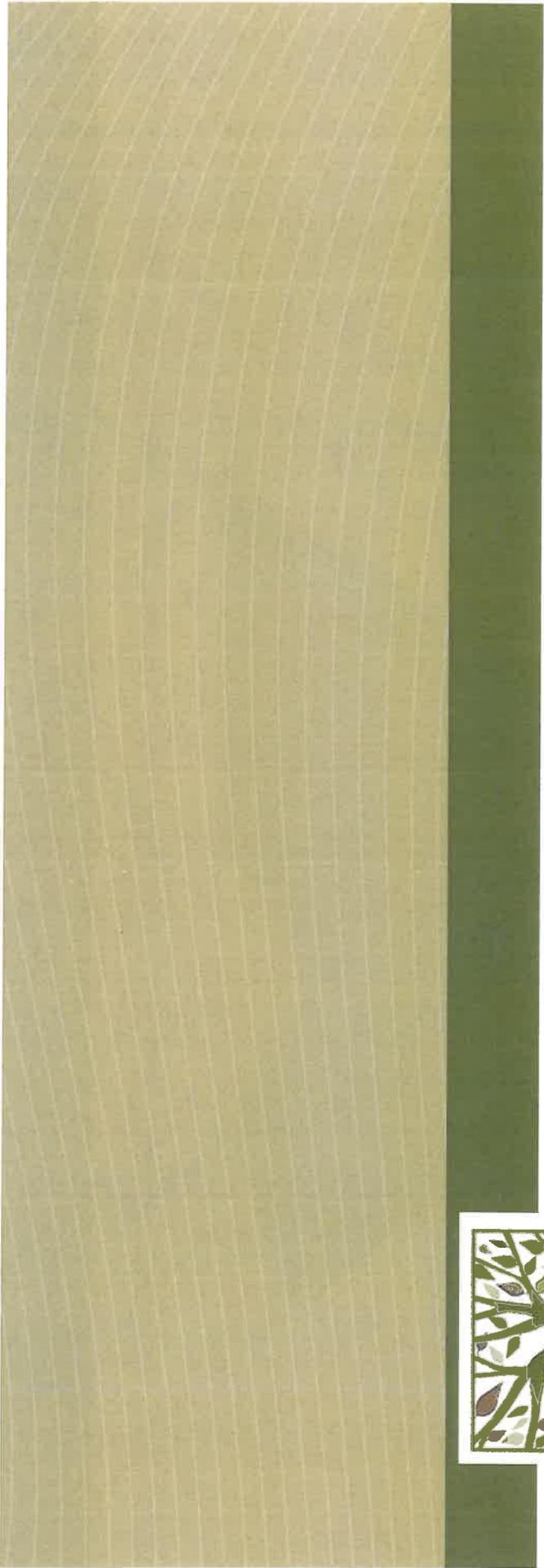
Thank you, good luck in your deliberations.

Don Kingsborough Written as a citizen, not as a member representing any board or committee I serve on.



CITY OF
**West
Linn**

Pedestrian Access to Robinwood Park







Proposed Easement Location



Douglas Park Entrance – Haskins Road



Sunburst Park Entrance – Suncrest Drive



Burnside Park Entrance – Edgewater Court



Cascade Summit



Bridges Built By Volunteers



Eagle Scout Project – Marylhurst Park



Eagle Scout Project – Cascade Summit Trail



Eagle Scout Project – Willamette Park

This Bridge Gets Submerged



West Linn Rotary Club – Sahallie Illahee Park



Finished Product – Sahallie Illahee Park



West Linn Rotary - Mary S. Young Park



Low Impact Construction Techniques and Use



Mary S. Young Creek Bridge

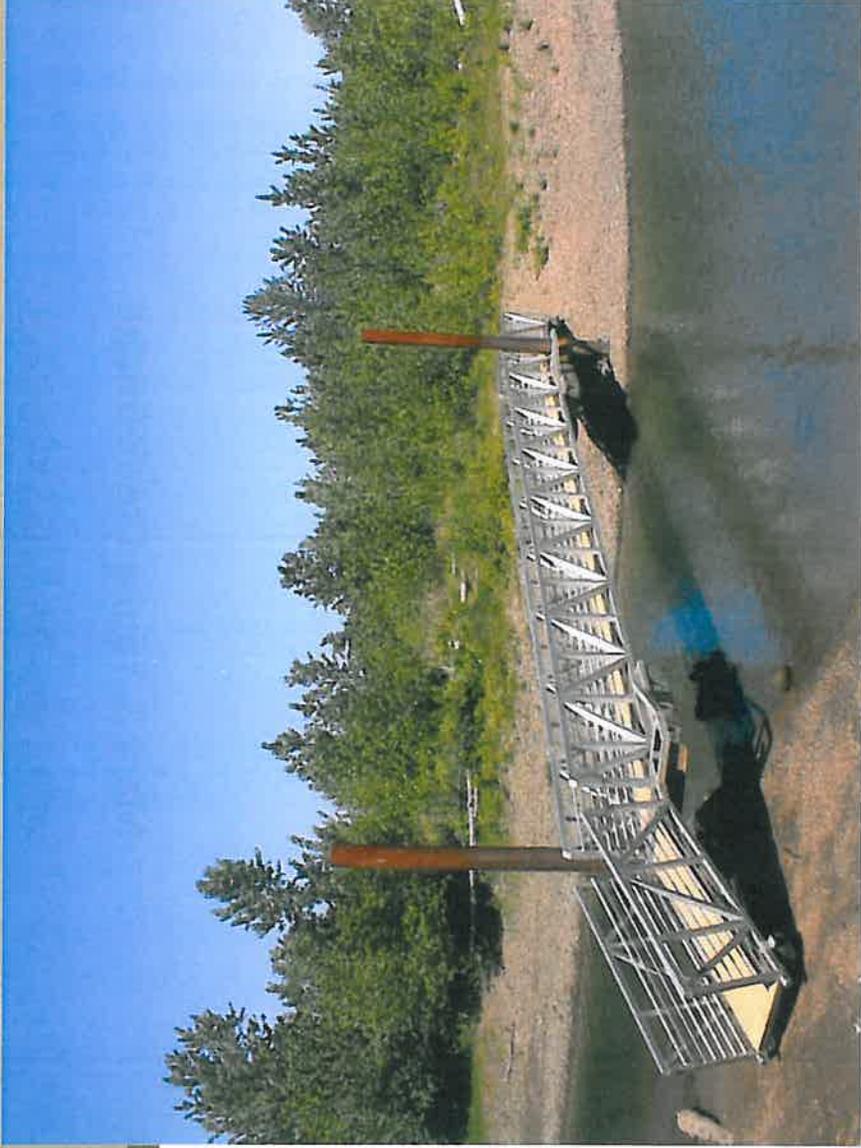


Mary S. Young Creek Bridge



Mary S. Young Creek Bridge

Note the Wooden Footings



Floating Bridge to Cedar Island That Pivots Out of the Channel During High Water



North Willamette Park Boardwalk



Mary S. Young Boardwalk

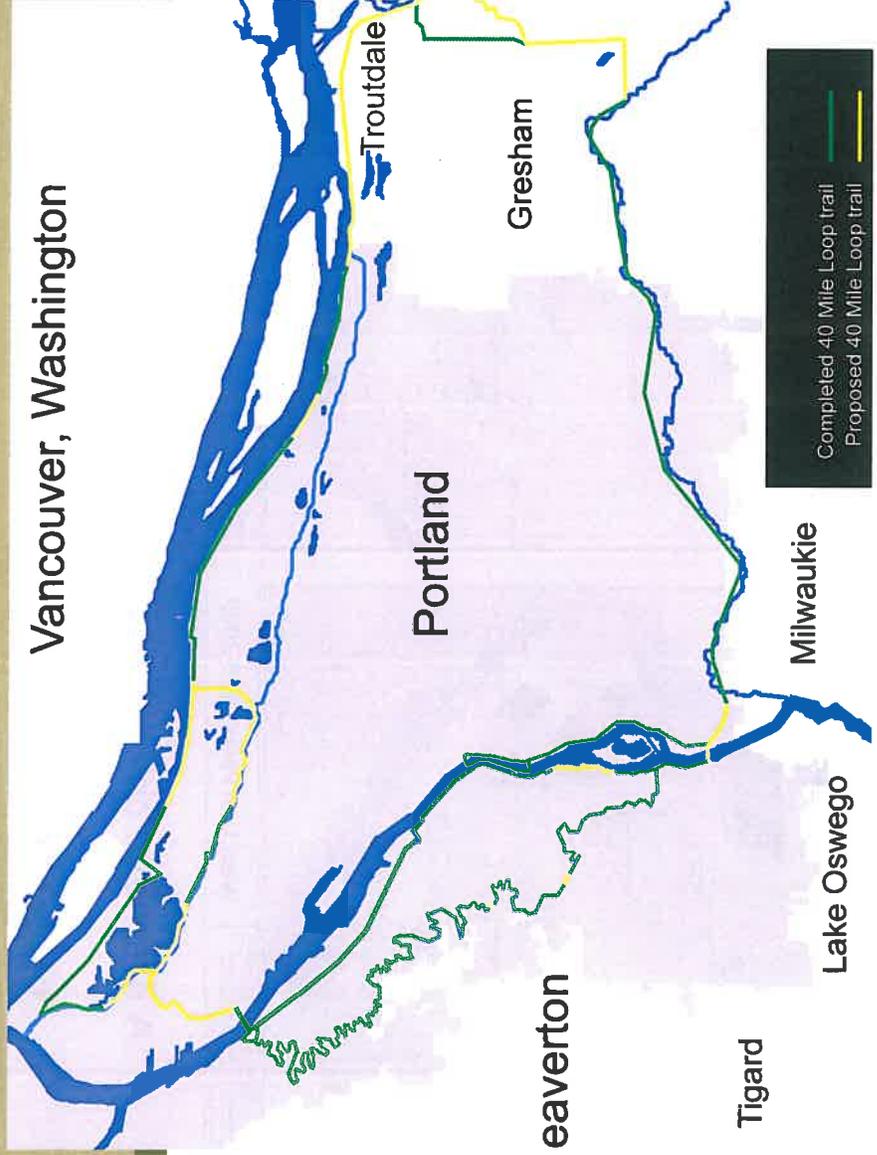




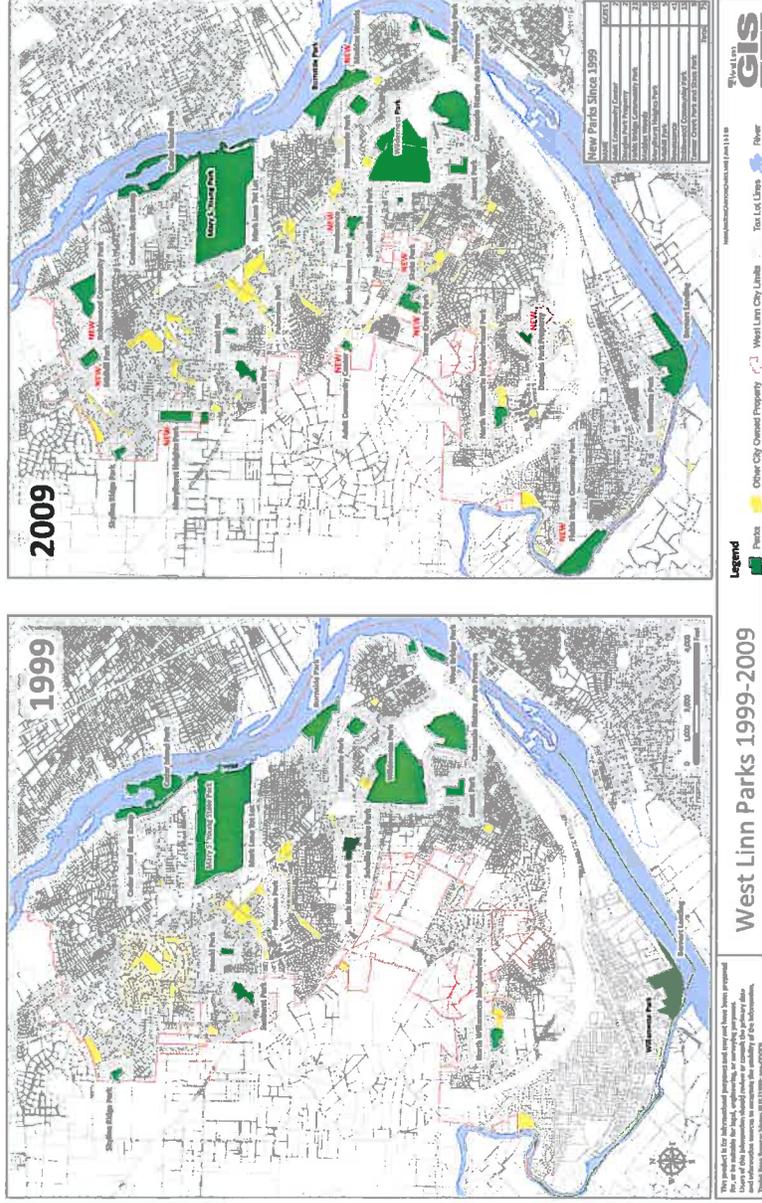
Having Vision For The Future



40 years ago Waterfront Park was a road called Harbor Drive



The 40 Mile Loop Trail was first proposed in 1903



A dramatic change in West Linn in just 10 years.

This would not have happened without a plan



More access to Robinwood Park is an identified need in current adopted plans, including the Parks Recreation and Open Space Master Plan and the Robinwood Neighborhood Plan



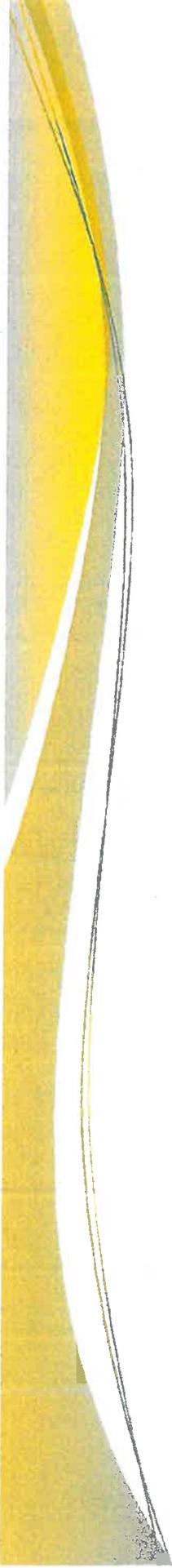
These are the people decisions like this are for,
Your Neighbors

City of West Linn

Emergency Operations Plan

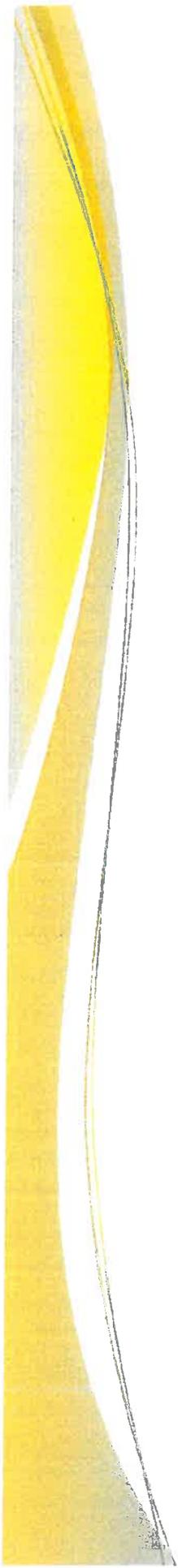
Presentation to City Council
September 10, 2012





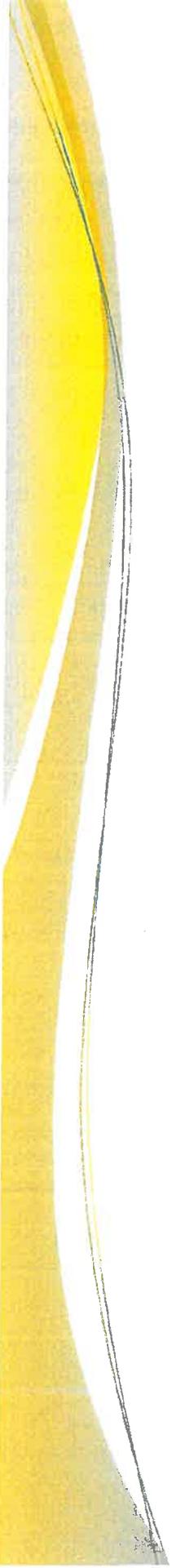
Why Have A Plan?

- When a disaster threatens or strikes a jurisdiction, citizens expect their elected leaders to take immediate action to deal with the situation.
- The elected leadership in each jurisdiction is legally responsible for ensuring that necessary and appropriate actions are taken to protect people and property from the consequences of emergencies and disasters.
- The development of a comprehensive, all-hazard Emergency Operations Plan (EOP) will help ensure that all government response activities are undertaken efficiently and effectively.



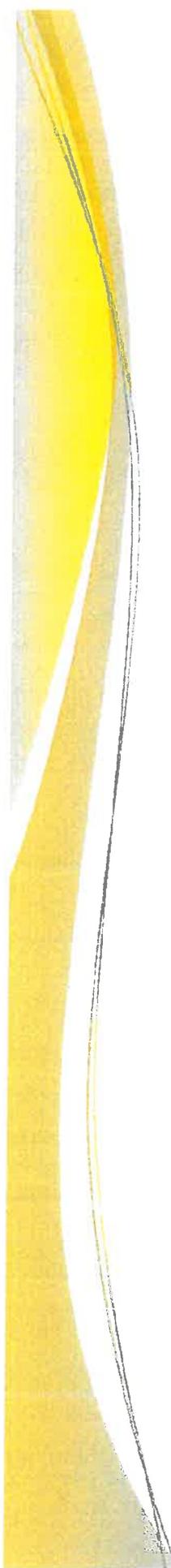
EOP Development Objectives

- Develop an EOP that complies with the National Incident Management System requirements and is based on the National Response Framework and the Comprehensive Planning Guide 101.
- Link City EOP to County EOP.
- Make the EOP functional and operational to help ensure that response activities are undertaken efficiently and effectively.



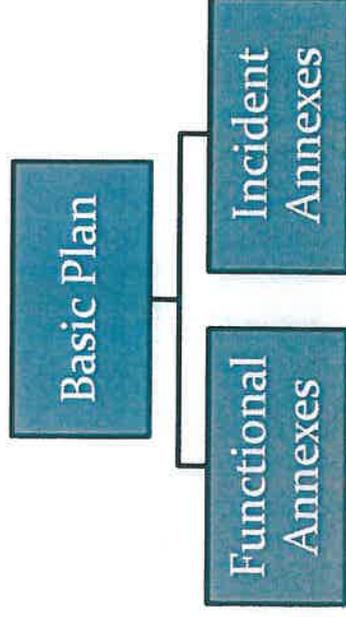
Planning Process

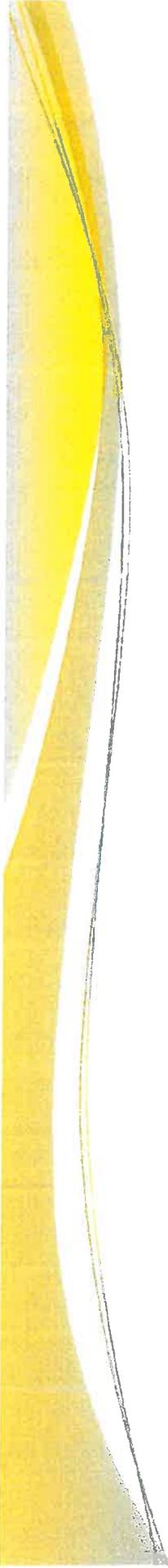
- Current EOP Plan was adopted in 2000 and updated in 2002.
- A initial meeting was held in November 2011 to coordinate the rewriting of the EOP
- A draft EOP based on information provided by the City was developed by Ecology and Environment, Inc (E&E).
- The draft EOP was reviewed and input was provided to E&E for incorporation into the plan.
- A final draft EOP was developed by E&E and approved by the City Emergency Manager.
- 5 binders and 1 CD were delivered to the City in June 2012.



City of West Linn EOP Format

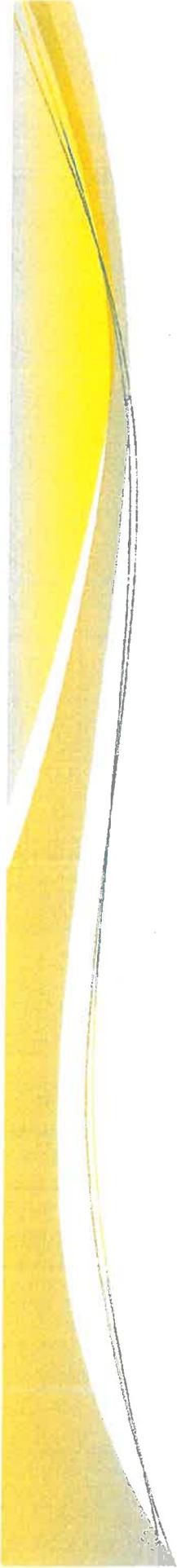
- Basic Plan (with appendices)
- Functional Annexes (FA)
 - FA 1 – Emergency Services
 - FA 2 – Human Services
 - FA 3 – Infrastructure Services
 - FA 4 – Recovery Strategy
- Incident Annexes (IA)
 - IA 1 – Earthquake/Seismic Activity
 - IA 2 – Severe Weather (including Landslides)
 - IA 3 – Flood (including Dam Failure)
 - IA 4 – Major Fire
 - IA 5 – Hazardous Materials (Accidental Release)
 - IA 6 – Terrorism
 - IA 7 – Transportation Accidents
 - IA 8 – Volcano/Volcanic Activity





Basic Plan Chapters

- 1 - Introduction
- 2 - Situation and Planning Assumptions
- 3 - Roles and Responsibilities
- 4 - Concept of Operations
- 5 - Command and Control
- 6 - Plan Development, Maintenance and Implementation
- Appendices



Purpose of the Basic Plan

- Provide a description of legal authorities for the City of West Linn, including the emergency declaration process, activation of mutual aid agreements, and request for resources and emergency spending powers.
- Describe the context in which the City will respond to an incident, including a community profile and discussion of hazards and threats.
- Assign and describe roles and responsibilities for the City's employees tasked with emergency preparedness and response functions.
- Describe a concept of operations for the City that provides a framework within which the City will conduct its emergency operations and coordinate with other agencies and jurisdictions.
- Describe the City's emergency response structure, including activation and operation of the City Emergency Operations Center (EOC) and implementation of Incident Command System.
- Discuss the City's protocols for maintaining and reviewing this EOP, including training, exercises, and public education components.

Functional Annexes

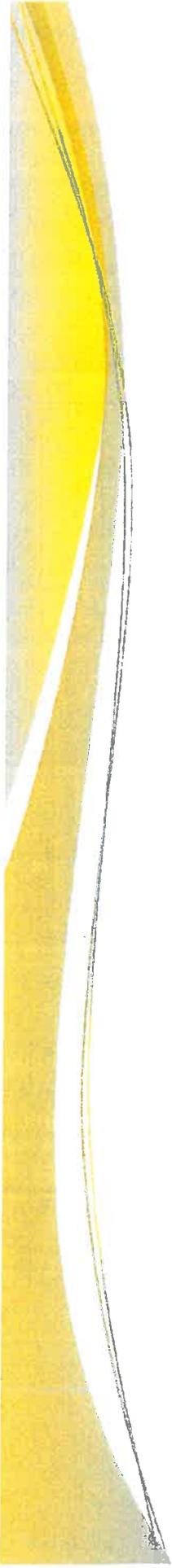
- A **Functional Annex (FA's)** focus on critical tasks, capabilities, and resources provided by emergency response agencies for the City throughout all phases of an emergency. Example would be Infrastructure Services

FA 1 Tasked Agencies	
Primary Agencies	City Police Department City Public Work Department Tualatin Valley Fire and Rescue (TVF&R)
Supporting Agencies	Ambulance Providers: American Medical Response (AMR) Leke Oswego County Communications (LOCOM) Clackamas County Community Health Clackamas County Emergency Management Local hospitals and medical clinics

Incident Annexes (IAs)

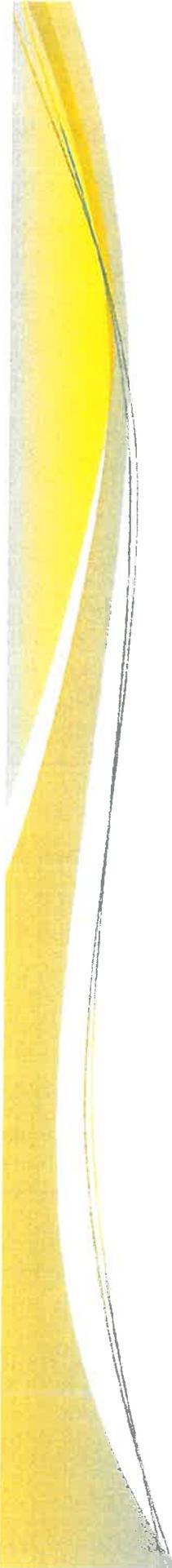
- An Incident Annex (IA's) describes how West Linn will respond to a particular hazard such as severe weather, or an earthquake.
- The IAs are checklists organized by phase of emergency (pre-incident, response, recovery).

City of West Linn EOP		Incident Annexes	
		IA 3. Severe Weather (including Landslides)	
Phase of Activity	Severe Weather Incident Checklist	Action Items	Supplemental Information
	<input type="checkbox"/>	Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the City EOP and supporting procedures/plans.	
	<input type="checkbox"/>	Monitor weather and flood reports.	
	<input type="checkbox"/>	Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
	<input type="checkbox"/>	Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides. <ul style="list-style-type: none"> ▪ Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions. ▪ Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions. 	
	<input type="checkbox"/>	Have personnel participate in necessary training and exercises, as determined by City Emergency Management in coordination with local agencies and coordinators.	



What's Next...

- **Training** – Regularly coordinate training for City personnel and encourage them to participate in trainings hosted by other jurisdictions throughout the region.
- **Exercise** – Conduct exercises at least once a year to test and evaluate the EOP.
- **Maintain the Plan** - Review, update and re-promulgate the EOP every 5 years, at a minimum. Make it a priority to fund and maintain an emergency management organization that ensures the City's ability to respond to and recovery from disasters.
- **Encourage Preparedness** – Encourage personal preparedness among City employees and the community. Citizen preparedness and education are vital components of the City's overall readiness.



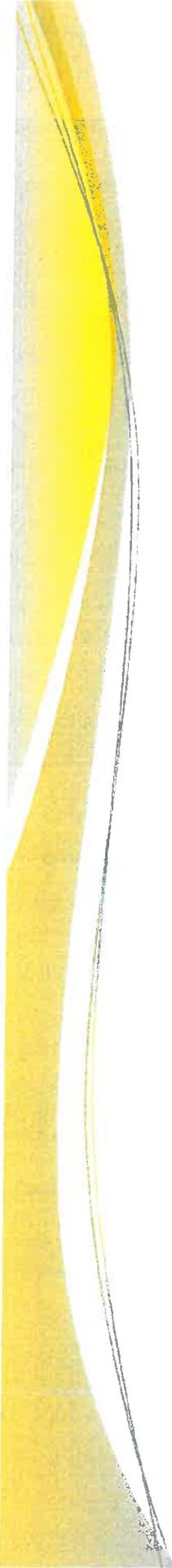
Map Your Neighborhood

- West Linn offers Map Your Neighborhood (MYN) training to help neighbors prepare for disasters. The training identifies: How to secure your home and protect your neighborhood immediately following a disaster.
- Neighbors who have emergency response skills and equipment.
- Shut-off sites for natural gas, propane tanks and water service.
- Neighbors who may require special assistance, like children and the elderly.
- A neighborhood gathering site and care center.
- Grant Oakes, Public Safety Advisory Committee member volunteers to present this program to West Linn neighborhoods.



Emergency Operations for Elected and Appointed Officials

- Offered annually by CCEM
- Objectives:
 - Understand your role as an elected official
 - Become familiar with the National Incident Management System (NIMS)
 - Gain tips and tools for response, media contact, and employee support.

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Questions?