

Memorandum

Date: 10/15/15

To: Members, West Linn City Council

From: Don Otterman, Interim City Manager

Subject: Miscellaneous Items

1. Schedule

- Your next scheduled meeting is a special meeting on Monday, October 19 at 6:00 to approve the Bolton Reservoir contract; then we will adjourn into a work session. At this work session, you are scheduled to discuss:
 - A requested fiber optic franchise; the results from the community focus groups on the city web site; and a potential letter of support from the City Council on the county's emergency communications bond measure.

2. Notary Services

- Based on increased demand and time intensive work, the city has moved its free notary services from City Hall to the Library.
- Four members of the Library staff attended training and are now official notaries.
- As with City Hall notary services, Library notary services will be available on a drop-in or appointment basis.
- Staff will post signs at City Hall and conduct outreach to ensure that the community knows that notary services are now available at the Library instead of at City Hall.

3. Small Business Training Opportunities

- Consistent with your council goals on economic development, staff has been hosting free small business trainings in the RAIN room at the Library.
- These trainings have been highly successful, selling out attendance at each session this week (social media training and negotiating a small business lease).

4. Council Goal Setting

- As indicated in the September 10 memo to the City Council, goal setting for 2016 is scheduled for Thursday, January 7 from 8:00 a.m. to 5:00 p.m. at the West Linn Library.
- Staff will begin planning for goal setting with facilitator Joe Hertzberg from Solid Ground Consulting, based in Portland.
- More information about Mr. Hertzberg is available online here:
<http://www.solidgroundconsulting.com/about-us/team/joe-hertzberg/>.

5. Surplus Property Task Force

- The appointees to the Surplus Property Task Force have been contacted about their appointment.
- Ken Worcester (Parks) and Dylan Digby (Public Works) will staff this task force, and are currently pulling together background materials and will coordinate this group’s meeting agendas and times.

6. Trillium Creek Primary School Field Trip

- On Wednesday, October 14, the City of West Linn hosted four second-grade classes from Trillium Creek Primary School.
- The students visited four stations to learn more about city government:
 - Police – learned about the police department and toured a police car
 - Planning – drew maps of West Linn with a Halloween theme
 - Water – learned about the water system, water testing, and water pressure
 - City Council – talked about public testimony and city engagement
- Please join me in thanking the councilors and staff who worked with the kids:
 - Mayor Axelrod
 - Councilor Frank
 - Dylan Digby
 - Jim Whynot
 - Chris Kerr
 - Peter Spir
 - Captain Hennelly
 - Lieutenant Stradley

