

## **Memorandum**

Date: January 28, 2016

To: Members, West Linn City Council

From: Kirsten Wyatt, Acting Interim City Manager

Subject: Miscellaneous Items

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### **1. Schedule**

- February 1: Work Session @ 6:00
  - EOA Update
  - Youth Engagement Options
  - Review of February 8 Agenda
- February 8: Executive Session @ 5:00, Pre-meeting @ 6:00, Meeting @ 6:30
  - Robinwood Station Award
  - Robert Moore Award
  - Good Samaritan Award
  - Adopt Council Goals
  - Adopt Council Rules
  - Adopt CM Recruitment Process
  - Approve Auditor Contract

### **2. Temporary Use Permit for Bolton Reservoir Project**

- On March 14, 2016, the City Council will review an application for a temporary use permit (TUP) for the city-owned residential property next to the Bolton Reservoir, which would be used for construction staging.

### **3. Audio to Text**

- Per Councilor Martin's request at council goal setting, staff researched the cost to convert audio recordings to text.
- The costs are prohibitive given the need to outsource the task to someone to listen to and transcribe the audio recording, and then proofread it for accuracy.
- City staff will make the audio recording available as needed, as it is too large an audio file to place online.

### **4. West Linn Reads More**

- A citizen has requested a sign placed along Hwy. 43 in West Linn stating "West Linn Reads More," as a tongue-in-cheek reference to the "Lake Oswego Reads" program.

- Both Public Works and Library have considerable concerns about this request.
- Unless staff hears otherwise from the Council, we will not pursue fulfilling this request.

**5. Community Development Department Interim Leadership**

- Beginning February 1, John Boyd will assume interim Community Development Director responsibilities.
- We anticipate supplementing his work with consultant assistance on the land use related Council goal items, and Richard Seals will assist with tourism grant funding distribution.

**6. Library District Advisory Committee**

- Per your discussion at the Council retreat, Pam North will represent West Linn on the Library District Advisory Committee (LDAC).
- LDAC service is for current members of library advisory boards in Clackamas County; Ms. North is a current member and is a former library director in Sherwood.

**7. Public Safety Advisory Board**

- The Public Safety Advisory Board unanimously voted to remove Mr. Bob Downing from the board due to excessive unexcused absences from meetings.
- Thus, there is an opening on the PSAB for appointment.

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