

Neighborhood Association Presidents (NAP) Meeting
Adult Community Center, 1180 Rosemont Road, West Linn
August 29, 2017 at 7:00 PM
Minutes

The meeting was called to order at 7:07 pm by Vice President Karie Oakes, noting no quorum. Present:

Karie Oakes, Marylhurst NA	Rich Sakelk, City Councilor
Jim O'Toole, Robinwood NA	Shane Boyle, city staff
David Baker, Rosemont Summit NA	Alice Richmond, citizen
Gail Holmes, Willamette NA	Eileen Stein, City Manager

Approval of Meeting Minutes: July 2017 was tabled.

Community Comments: Alice Richmond asked presidents to invite their association members to Oktoberfest, Sept. 29-30, 5:30 pm at West Linn Central Village.

Old Business

Discussion of topics for NA meetings that might increase attendance: It was noted the pamphlet developed by NAP with information about NAs was not available at City Hall or other places, needing follow-up with Courtney Flynn. The following topics were suggested:

- “Welcome to the Neighborhood” informational packet for new residents
- Research topics used in other cities
- Educational approach with speakers from the City, city services or organizations, i.e., recycling
Ms. Stein will lend any department head to speak on the condition she is kept in the loop.
- Emergency Preparedness and “Map Your Neighborhood” program speaker
Consider the role of NAs in the event of a disaster and prepare now.
- Social events

Councilor Sakelik suggested communicating using Facebook (FB) “West Linn Community” page or FB NA pages. Mr. Baker cautioned that the Assistant City Attorney had advised the Public Safety Advisory Board not to use FB as member’s comments could be considered an unnoticed meeting. Guidance on using social media might be found in past NAP approved procedures. It was suggested NAs be trained on policies and procedures for NAs.

City Website: Shane Boyle, Information Technology Director, talked about the process for improvements with new capabilities and improved content undertaken by a staff workgroup. Certain staff will be assigned as content managers and be trained on how to provide a good webpage. One example of an improvement is the “Projects” page, which Mr. Boyle asked NAP to later review and give feedback. Other improvements have been made and Mr. Boyle is open to any suggestions. There will be a formal outreach to citizens using the website (power users) for feedback. NAPs provided input:

- Is it possible for NAs to post agendas, minutes?
- Improve the “Search” function- tag with relevant words, project numbers
- Improve quality of postings- second staff person review with perspective of citizen in mind

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- Improve method(s) to contact city
- Land-use pages are frequently used by citizens and could be improved to serve them better.
- Develop a page to track “Pre-applications” for developments.
- Biography pages for staff

Neighborhood Association Stipends: The City grants NAs collectively \$10,000 total each year in July. For six years, the procedure has been to put \$1000 of it into a reserve fund, controlled by NAP, with the remaining divided among recognized NAs according to a formula that accounts for operating costs and membership size of each NA. The current balance of NAP reserve account is \$5600 with the only past expense being \$400 to Skyline Ridge Neighborhood. Discussion about possibly capping the reserve fund was tabled pending more information.

It was questioned, what is the purpose of NAP and does it act in an advisory role to the City Council? It was noted that Municipal Code Chapter 2 provides for NAs, but not for NAP, which was formed as an Ad Hoc committee. Karie Oakes volunteered to share again historical information about NAP and policies and procedures NAP established for NAs at a future meeting. Ms. Stein suggested NAP could ask Council, do you want to receive policy guidance from NAP? It was suggested NAP needed to clarify its purpose and establish a method to inform new members at a future meeting.

Nominations and Election of NAP Officers: at September and October meetings, respectively.

Ms. Stein talked about the combined general obligation bond of \$0.42/\$1000 property value (same as current levy) that Council is considering for the May election. The amount would probably be \$15-\$18 million for park and recreation projects and city facilities like the library roof and the community centers of Robinwood Station and Sunset Fire Hall.

The meeting was adjourned at 9:22 pm.