

WEST LINN NEIGHBORHOOD ASSOCIATION PRESIDENTS MEETING- MINUTES

Thursday, November 21, 2019

7:00 PM – West Linn Adult Community Center

Attendees:

| | |
|---|--|
| Robert McCarthy, President, Bolton NA, and Steve Meisen, Past President Bolton NA | Lauren Beeney, President, Hidden Springs NA & NAP Secretary |
| Karie Oakes, President, Marylhurst NA & NAP Vice-Chair | Jim O'Toole, representing Robinwood NA |
| Abby Farber, President, Rosemont Summit NA | Roberta Schwarz, subbing for Ed Schwarz, President Savanna Oaks NA and NAP Chair |
| Legion Anders, President, Sunset NA | Kathie Halicki, President, Willamette NA |
| Richard Sakelik, City Councilor & NAP Liaison | David Baker, member of Rosemont Summit NA |
| Michael Ray, Member of Parker Crest NA | |

1. The Meeting was called to order by Roberta Schwarz, who was substituting for Ed Schwarz as Chair.
2. Agenda – the agenda for the meeting was approved unanimously.
3. Minutes – the Minutes of the September 2019 meeting were approved unanimously.
4. Public Comment. David Baker, member of the Rosemont Summit Neighborhood Association, spoke on a number of topics:
 - a. He requested that NA's assist the Willamette neighborhood in responding to the WLWV School Board's proposed construction of a school on Dollar Street. He also suggested that NA's encourage members to attend the joint School Board/City Council meeting scheduled February 24, 2020 at City Hall. He also noted that there is an opportunity for citizen engagement related to the construction on Dollar Street. He also discussed expansion of the High School's parking lot in Bolton.
 - b. He noted that he attended the Parker Crest NA meeting and was available for questions.
5. Old Business
 - a. NA's and WL Municipal Code – Kari Oakes gave a comprehensive presentation to clarify how NA's are governed by the West Linn Municipal Code – Chapter 2 – "Citizen Advisory Groups."
 - i. NA's are not advisory groups – those are appointed by the City Council for specific tasks and goals.
 - ii. NA's can pass resolutions to give to the Council, either at the request of Council or NA members themselves, and when the participate in land use decisions.

Chair – Ed Schwarz (Savanna Oaks) | Vice Chair – Karie Oakes (Marylhurst) | Secretary – Abby Farber Rosemont Summit)

Email: neighborhoodassociations@westlinnoregon.gov

Web: <https://westlinnoregon.gov/neighborhoods/neighborhood-association-presidents-group-home>

WEST LINN NEIGHBORHOOD ASSOCIATION PRESIDENTS MEETING- MINUTES

Thursday, November 21, 2019

7:00 PM – West Linn Adult Community Center

- iii. NA's are not subject to the Oregon Public Meeting law except when they are acting in an advisory capacity and when engaging in land use issues. However, it is strongly suggested that NA's follow Public Meeting law as much as possible. A good resource is the Oregon Attorney General's manual related to this topic.
 - iv. NA's are required to post agendas and keep minutes.
 - v. NA's are required to have Bylaws that state certain rules – these are shown in the Municipal Code.
 - vi. Members thanked Ms. Oakes for the very informative presentation.
- b. Request by City Council that NAP define a quorum policy. The City Attorney, at a prior meeting, suggested that By-Laws and quorum limits be “workable.” At a recent City Council meeting it was requested that the NAP's comment on quorum requirements. Meeting participants discussed the differences among populations and that having a standard quorum requirement would make it difficult for smaller NA's or those with less regular attendance to get business done.
- c. Neighborhood Plans – NA's should create plans which are supplemental to the City's Comprehensive Plan, which is not just about land use and codes, but has a mission and goals. Marylhurst, Savanna Oaks, and Willamette all have excellent examples.
- d. MOTION AND RESOLUTION: A motion was made for a resolution to City Council from the NAP that quorums should be based on the individual needs of the Neighborhood Associations, as determined by those Associations. The motion was seconded. After a brief discussion, the motion was voted on and unanimously approved.
- e. It was also noted that the City includes messages in the water bills – and that this message can be customized (possibly by neighborhood.)
- f. Directors' and Officers' Insurance Coverage. A member checked with Lake Oswego about their coverage for NA's. Lake O uses a nonprofit that provides coverage for \$578 a year, but this only covers liability not D&O. The City pays for all of this. An example policy was shared with participants. A suggestion was made that when doing an event with SOLVE, that the NA obtain a permit/certificate from the City which provides coverage for a year for volunteers. Also, SOLVE has forms for volunteers to sign that limit the NA's and City's liability. It was suggested that Ed Schwarz check with the City to see if they'd be willing to handle insurance coverage in the same way that LO does.
- g. NAP's Role for struggling NA's. It was suggested that new NA officers could be given materials about best practices, running a meeting, Robert's Rules of Order, etc. The NAP could take this on as a project. Kari Oakes mentioned that she may have some

Chair – Ed Schwarz (Savanna Oaks) | Vice Chair – Karie Oakes (Marylhurst) | Secretary – Abby Farber Rosemont Summit)

Email: neighborhoodassociations@westlinnoregon.gov

Web: <https://westlinnoregon.gov/neighborhoods/neighborhood-association-presidents-group-home>

WEST LINN NEIGHBORHOOD ASSOCIATION PRESIDENTS MEETING- MINUTES

Thursday, November 21, 2019

7:00 PM – West Linn Adult Community Center

materials. Abby Farber indicated that she was willing to lead the initiative. It was suggested that the resource materials for new officers also include handling conflict resolution, how to facilitate a meeting, etc. and that “onboarding” for new officers be standardized.

- h. Parker Crest NA – A discussion of Parker Crest’ NAs recent meeting which had some contentious elements, the resignation of two of the officers of the NA, and an election of new officers that some members felt was not handled appropriately. Numerous suggestions were made on what could be done, including asking Council to disband the NA and restart it and having a neutral party such as the NAP President run a new election. It was suggested that Ed Schwarz check with the City Attorney on these issues.

6. New Business

- a. NAP Secretary – current Secretary Lauren Beeney submitted her resignation as Secretary. Abby Farber self-nominated for the position, and Kathie Halicki said she’d act as back-up. They were unanimously elected by voice vote.
- b. The last meeting of the CCI was cancelled.
- c. Annual NA reports are due to the City on December 15th and are required in order to receive the next year’s funding allotment.
- d. It was requested that NA’s share their email newsletters with other NA presidents to help with communication and learning.
- e. Letter from Shannen Knight re West Linn Tree Code – Ms. Knight submitted a letter to the NAP about a process for tree code review. Kathie Halicki said she’d check on the background of this.
- f. NAs were reminded to encourage their members to sign up for advisory boards and committees.

7. Neighborhood Updates:

- a. Willamette – Reminded us to check filters and change smoke alarm batteries. Also, please donate food, unwrapped toys and personal hygiene items to the food pantry, library drop box and other areas.

Chair – Ed Schwarz (Savanna Oaks) | Vice Chair – Karie Oakes (Marylhurst) | Secretary – Abby Farber Rosemont Summit)

Email: neighborhoodassociations@westlinnoregon.gov

Web: <https://westlinnoregon.gov/neighborhoods/neighborhood-association-presidents-group-home>

WEST LINN NEIGHBORHOOD ASSOCIATION PRESIDENTS MEETING- MINUTES

Thursday, November 21, 2019

7:00 PM – West Linn Adult Community Center

- b. Hidden Springs – Pedestrian safety flags have been approved for Santa Anita and Pimlico. Please encourage anyone who lives in Hidden Springs to come to their next meeting in February.
 - c. Bolton – Bolton has two new officers, The NA has developed norms for communications that have made meetings efficient and fun. The NA is also advocating for the Post Office to remain where it is. They also passed a motion that Wilderness Park should be protected as a wilderness area so it can be protected into perpetuity. Steve Meisen said he would send the group a copy of the resolution.
 - d. Sunset – the NA will be hosting a ribbon-cutting event and party to celebrate the refurbishment of Sunset Park. A developer for property on Willow Ridge on Cornwall Street attended a meeting; while it was hostile at first all parties were satisfied at the end. The NA donated a portion of their annual stipend to a family who was displaced by fire.
 - e. Rosemont Summit – The NA has been hosting clean-ups at Sahallie Illahee/Ibach Parks (co-located) and Wilderness Park each month. Volunteers sign up via the SOLVE web site. The playground construction at Sahallie Illahee Park is moving forward and a celebration/ribbon cutting will also occur in the Spring (the NA will coordinate with Sunset so the events don't conflict with each other.) The NA passed two resolutions – one honoring Ken Worcester for his many years of work with the Parks Department; the second authorizing the NA to purchase a commemorative bench for Ken at the SI Park.
 - f. Savanna Oaks – The NA has noted many new developments – 200 new houses and 40 units added to Tanner Springs. Roberta Schwarz and Abby Farber have been collaborating on getting the word out about the Toy Drive for Clackamas Women's Services – collection tables for each NA are at the WL Police Department. There's a friendly competition among the NA's to collect the most items.
 - g. Marylhurst – They are seeing big issues with storm drainage and washouts along Marlyhurst Drive. They are working with the City on getting some entity to take responsibility for this. They are concerned about the safety of pedestrians in this area. The NA also put out an RFP for landscaping around the neighborhood sign, and received one bid.
8. Next Meeting – The next meeting will be on January 16, 2020 at 7:00 PM at the West Linn Adult Community Center.
9. Adjourn – The meeting was adjourned at 9:40 PM.

Chair – Ed Schwarz (Savanna Oaks) | Vice Chair – Karie Oakes (Marylhurst) | Secretary – Abby Farber Rosemont Summit)

Email: neighborhoodassociations@westlinnoregon.gov

Web: <https://westlinnoregon.gov/neighborhoods/neighborhood-association-presidents-group-home>