



22500 Salamo Road  
West Linn, Oregon 97068  
<http://westlinnoregon.gov>

## **UTILITY ADVISORY BOARD MEETING**

Tuesday, April 14, 2015

6:00 p.m. – Meeting – Bolton Conference Room

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- 1. Call to Order and Introductions**
- 2. Approval of February 2015 and March 2015 Summary Notes**
- 3. Staff Update on Capital Projects**
- 4. Discussion of Wilderness Park Deed and restrictions**
- 5. Review of member's contact information (for City communication)**
- 6. Review Municipal Code related to Citizen Advisory Groups**
- 7. Other Business**
- 8. Adjournment**

### **Meeting Notes:**

*The Council Chambers is equipped with an induction loop and a limited number of neck loops for the hearing impaired. Please let the City know if you require any special assistance under the Americans with Disabilities Act, please call City Hall 48 hours prior to the meeting date, 503-657-0331.*

*Please help us to accommodate citizens who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and/or similar products.*

KNOW ALL MEN BY THESE PRESENTS, That CLACKAMAS COUNTY, a political subdivision of the State of Oregon, grantor, in consideration of Ten and no/100 Dollars, to it paid by the CITY OF WEST LINN, grantee, does hereby grant, bargain, sell and convey unto the said grantee, its successors and assigns, for PARK AND RECREATIONAL PURPOSES ONLY, the following described real property, with the tenements, hereditaments and appurtenances, situated in the County of Clackamas and State of Oregon, bounded and described as follows, to-wit:

All of Lots "M" and "N", EXCEPT that portion of Lot "M" conveyed to Union High School District No. 3, by deed recorded May 22, 1929 in Book 201, page 354, Deed Records, and by deed recorded March 12, 1956 in Book 508, page 98, Deed Records, all in WEST OREGON CITY, in the County of Clackamas and State of Oregon.

The grantee by acceptance of this deed covenants that the timber on the tract herein conveyed, shall not be removed, except that needed for public health, safety or for recreational purposes. In the event timber is removed and sold from the above described property, sixty percent (60%) of the proceeds thereof shall be paid to Clackamas County and forty percent (40%) to the grantee herein.

TO HAVE AND TO HOLD the above described and granted premises unto the said grantee, its successors and assigns forever, as above stated.

And the grantor does covenant that it is lawfully seized in fee simple of the above granted premises, free from all incumbrances, EXCEPT easement and roads, and that it will and its successors and assigns, shall warrant and forever defend the above granted premises, and every part and parcel thereof, against the lawful claims and demands of all persons whomsoever.

WITNESS its hand and seal this 11<sup>th</sup> day of July, 1960.

ATTEST:  
ROBERT SCHUMACHER  
County Clerk  
By *[Signature]*  
Deputy

CLACKAMAS COUNTY, OREGON  
By *[Signature]* Chairman  
By *[Signature]* Commissioner  
By *[Signature]* Commissioner  
BOARD OF COUNTY COMMISSIONERS

FORM 574 REV. '58

STATE DOCUMENT

574-96

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ATTEST:

ROBERT SCHUMACHER  
County Clerk

By [Signature]  
Deputy

CLACKAMAS COUNTY, OREGON

By [Signature]  
Chairman

By [Signature]  
Commissioner

By [Signature]  
Commissioner

BOARD OF COUNTY COMMISSIONERS

BOOK 574 PAGE 98

## CITIZEN ADVISORY GROUPS

### **2.005 General Authority.**

The City Council may create citizen advisory groups to aid the Council in the conduct of public affairs. The City Council may also create ad hoc citizen committees to accomplish a specific task or project. All citizen advisory groups shall be governed by this chapter, except that if application of a provision conflicts with an applicable State statute, the State statute shall prevail. The specific enabling provisions for each citizen advisory group are contained in Section 2.075.

### **2.095 Utility Advisory Board.**

A Utility Advisory Board is established pursuant to Chapter X, Section 45 of the City Charter to make recommendations to the City Council concerning rates for water and other duties assigned by the Council.

– **Chapter X Section 45. Utility Advisory Board.**

A Utility Advisory Board (UAB) is hereby established. The Utility Advisory Board shall make recommendations to the City Council concerning rates for water. These recommendations shall pertain to those legislative matters to be decided by the City Council concerning or affecting rates, such as master facility plans and service levels as they relate to rates. The Utility Advisory Board may also make recommendations regarding such other City-owned utilities as the City Council from time to time may determine. Appointment, terms of office, vacancies and removal, meetings and other organizational matters for the Utility Advisory Board shall be provided for by ordinance of the City Council. (Amended 9-17-96)

### **2.020 Relationship to City Council.**

(1) **Council Authority.** The City Council is the elected legislative and policy-making body of the City. Unless governed by a specific State mandate, citizen advisory groups are appointed pursuant to the Council's authority and shall have only those powers and functions expressly delegated by the Council. With the exception of certain delegated quasi-judicial actions, most advisory commissions and boards do not make final decisions but instead make recommendations, act in an advisory capacity to the Council, and help the Council implement the Council goals. The City Council is the final decision maker on all city policies and the use of City resources.

(2) **Council as Final Decision Maker.** No citizen advisory group shall have the authority to expend City funds, or to obligate the City for payment of any sum of money, except as expressly delegated or authorized by prior approval of the City Council. Proposals by boards and commissions for endorsement or sponsorship of events, activities or programs must receive approval by City Council as provided by resolution.

(3) **Council members may attend meetings of any citizen advisory group.** A councilor may not speak on behalf of the City Council at a citizen advisory group meeting unless authorized to do so by the Council. Council members may not vote at any meeting of any citizen advisory group.

(4) **Council Liaison.** Each year the Mayor may appoint a liaison from the Council to each citizen advisory group. The purpose of the Council liaison is to provide a direct line of communication

between the citizen advisory group and the City Council. The Council liaison and the chair of the affected citizen advisory group shall have joint obligation to keep the Council and the citizen advisory group informed of relevant City or citizen advisory group information. The Council liaison to each citizen advisory group shall change annually.

(5) **Additional Duties and Projects.** In addition to the duties and responsibilities established for citizen advisory groups in Section 2.025, the City Council may from time to time assign other duties or projects as the Council deems appropriate.

(6) A member of any citizen advisory group may testify before the Council only as an individual citizen, not on behalf of the citizen advisory group, unless the member has been designated as a spokesman for the citizen advisory group on the applicable issue or topic.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

### **2.025 Citizen Advisory Group Duties and Responsibilities.**

(1) **Powers and Duties.** Citizen advisory groups shall have the powers and duties assigned to them by the City Charter, ordinances or resolutions of this City, and general laws of this State.

(2) **Responsibilities.** Citizen advisory groups shall have special projects in the subject matter area of the citizen advisory group to which they were appointed. The City Council shall provide direction, and when possible, a work plan for the citizen advisory group to work on during the year.

(3) **Council Goals.** Citizen advisory groups are encouraged to establish annual goals and action items that reflect any specific duties, projects, or goals the Council has assigned or established. Citizen advisory groups are expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.

(4) **Annual Report.** The City Council shall receive an annual report from each citizen advisory group. The purpose of such reports will be to:

- (a) Note accomplishments;
- (b) Address concerns;
- (c) Discuss issues related to the duties and activities of the citizen advisory group; and
- (d) Evaluate progress made on any associated Council goals.

(5) **Subcommittees.** A citizen advisory group may request that the City Council establish a subcommittee. Prior to voting to request the Council to approve creation of a subcommittee, the citizen advisory group shall first request and consider a report from staff regarding the costs and time involved in staffing the subcommittee. Any request to form subcommittees shall be submitted to the City Council in writing and shall contain:

- (a) An explanation of the function of and need for the subcommittee;

- (b) The number and any qualifications of its members;
- (c) The staff analysis of the cost and time involved in staffing the subcommittee; and
- (d) If the subcommittee is an ad hoc subcommittee, a deadline for completion of the ad hoc subcommittee's responsibilities.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

#### **2.040 Terms of Office; Vacancies.**

- (1) **Terms.** All citizen advisory group members shall serve a four-year term. All regular terms shall commence with appointment and shall expire on December 31st of the fourth year.
- (2) **Staggering of Terms.** Initial terms for a newly created citizen advisory group shall be staggered in the resolution of appointment so that a majority of the positions do not become vacant in the same year and so that an equal or approximately equal number of positions become vacant each year.
- (3) **Vacancies.** Appointments to fill vacancies shall be for the remainder of the unexpired term pursuant to Section 2.030(2).

[Added by Ordinance No. 1637, adopted 12-08-2014.]

#### **2.060 Officers.**

- (1) Each citizen advisory group shall elect a chair and a vice chair from its membership as soon as practicable each calendar year. Nothing in this subsection shall prevent appointment of co-chairs that share responsibilities of the chair, as the citizen advisory group deems appropriate. No member shall serve more than two consecutive terms as either chair or co-chair.
- (2) The chair shall:
  - (a) Preside at all meetings.
  - (b) Be responsible for maintaining communication with the Council liaison and City staff assigned to the committee.
  - (c) Ensure that minutes are produced for each meeting if staff is not in attendance.
- (3) The vice chair shall exercise the duties of the chair in the chair's absence.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

#### **2.065 Staff Liaison.**

The City Manager shall provide staff assistance to citizen advisory groups when appropriate, feasible, and within budgetary limitations. The City Manager shall determine which department or staff person shall serve as liaison to each citizen advisory group. The staff liaison provides professional guidance, continuity, insight into City policy, and sets the agenda, which is reviewed by

the chair. Staff shall sit with the citizen advisory group and participate in all citizen advisory group discussion, but staff shall not vote on matters. Staff will ensure that minutes are produced for each meeting that staff attends. The staff liaison supports the group as a whole and shall not do work at the request of individual members.

[Added by Ordinance No. 1637, adopted 12-08-2014.]