AGENDA
GOOD NEIGHBOR COMMITTEE

Tuesday, February 9, 2016
5:30 – 7:00 p.m.

Kellogg Wastewater Treatment Plant, Administration Building
11525 SE McLoughlin Blvd.

5:30 - 5:35	**Welcome/Introductions**
5:35 - 5:40	**Review/Approval of minutes from January 12, 2016 meeting**
5:40 - 6:00	**Follow-up from previous meeting**
	Paths to tables and benches – Gary Parkin
	Kronberg Park Planning update
6:00 - 6:15	**Review Bylaws – Charles Bird**
6:15 - 6:25	**Funds Status Report – Karin Power**
	EDU Calculation – Greg Eyerly
6:25 – 6:45	**Committee Communications**
	Update on County meeting(s) - Karin Power
	Next KGNC meeting – Tuesday, March 8, 2016.
7:00	**Adjourn**

1. **Item:** Promote the findings of the Odor Study completed for the KGNC in Nov 2014. KGNC will advocate for odor control project funding in the CCSD1 capital improvement budget.

   Detail: The Odor Study identifies partial or full odor control at the aeration basins as providing the best value. KGNC will push for CCSD1 consideration in their Capital Improvement program.

   Status: Funds contingent on starting by June 2016. The project was committed in the CCSD1 budget this year and is expected to be under contract by March 2016.

   Activity: Committee to monitor implementation of plan.

   Timeframe: Thru 2017

2. **Item:** Planted screen

   Detail: A living screen of vegetation to obscure the plant and to disrupt the air flow from the plant to mix and dilute any smells before they arrive at residential areas.

   Status: Phase 1 planting was done in the fall of 2015. Several plants perished, were taken by beaver or are unaccounted for, and must be replaced.

   Activity: Monitor the plants, look for and fill any gaps, oversee long term maintenance.

   Timeframe: On going.

3. **Item:** Install path lighting along the path through the Kellogg Plant property.

   Detail: Lighting could improve safety and enhance utility of the public access property around the plant.

   Status: Staff is developing lighting options to consider

   Activity: Evaluate public sentiment and options for lighting to develop a plan for council to review.

   Timeframe: Design with cost estimate through spring 2016.

4. **Item:** Enhance public facilities in the treatment plant park.

   Detail: Install benches, maintain existing picnic tables, add tables and construct ADA path to picnic table.

   Status: Three benches are under construction. The concrete pads have been poured. Crushed stone paths are being designed for table access.

   Activity: Evaluate path options, propose number and location of facilities.

   Timeframe: Benches/pathway – place this spring, purchase/place tables: by summer.

5. **Item:** Kronberg Park

   Detail: A master plan has been developed. The neighborhoods have expressed interest in supporting the park and path connecting Island Station and Historic Milwaukie neighborhoods.

   Status: The city is discussing funding needs and sources.

   Activity: Evaluate the city's proposals and possible funding commitments and priorities relative to the committee's mandate and the wishes of the neighborhoods.

   Timeframe: This winter

6. **Item:** Keep watch on the Good Neighbor Funds.

   Detail: Gather reports from the City and County and track the fund balances. Manage the proposals presented to the City and track their fund impact and disposition.

   Status: Acceptable

   Activity: Monitor, audit, report and discuss at each committee meeting

   Timeframe: On going

GOOD NEIGHBOR COMMITTEE MINUTES

January 12, 2016 at 5:30pm
Kellogg Wastewater Treatment Plant, Administration Building
11525 SE McLoughlin Blvd.

Members Present:
Charles Bird, Chair
Karin Power, City Councilor
Neil Hankerson
Gary Klein
John Burns

Members Absent:
Carolyn Tomei

Staff Present:
Gary Parkin, City of Milwaukie
Greg Eyerly, WES

Guests:
Michael Park

DRAFT

MEETING NOTES

Introductions

Michael Park attended as the proposed representative from Historic NDA, and John Burns, the newest member of this committee, attended his first meeting.

Minutes from the December 8th, 2015 meeting were approved.

Follow-up from previous meeting:

The Work Plan to provide for City Council review was presented by Charles Bird. A discussion about the priority of Kronberg Park improvements noted that the park is a gateway to the City and improvements there are favored by most committee members, remembering that odor reduction comes first. The Work Plan was approved by the Committee.

Gary Parkin gave an update path lighting comparing PGE and private options. He also presented the quote for the crushed rock ADA compliant path for access to the picnic table closest to the path. The quote of $2,745 exceeds the committee approved cost of $1000. Chair Bird asked that a sketch of the proposed path be shown to the committee at their next meeting prior to a decision on providing funds for the path.

Kronberg Park planning was discussed. More information is needed from the City (check with City Engineer Chuck Eaton). There is not clear consensus on the use of KGNC funds for Kronberg. The most likely need would be to provide a funding match for a grant that is being sought. One stated sentiment was “funding only after primary emphasis of group” is complete.

Update on Aeration Basin cover project

Chair Bird and Greg Eyerly provided the committee with information about the project including the need in June 2016 to provide notice to WES if their commitment to begin the cover project has not been accomplished. Greg mentioned that there was a purchasing issue as the County has taken over purchasing for WES and is inexperienced in contracting large projects.

Funds Status Report

Karin Power provided the treasurer's summary sheet and a brief report on fund balance and available funds.

EDU calculation

Greg Eyerly provided information on the digesters at Tri-Cities and Kellogg treatment plants. The four digesters (two per plant) are arranged differently so that the Kellogg plant has more capacity than the Tri-Cities plant. The shortage at Tri-Cities is the critical factor with the plant's capacity. WES is working to relieve the digester load at Tri-Cities.

Committee Communications:

Update from Karin: Thanks to Gary Klein and Charles for attending the RiverHealth Board meeting last month. The Regional Committee was scheduled to meet this Thursday the 10th of December. Next meeting of the RiverHealth Board is January 13, 2016.

Additional items discussed:

- A motion by Karin Power to approve the replacement of the recently planted trees (including beaver wrap) was approved by the committee by a vote of 5-0.
- Greg noted that the December rainfall event precipitated three bypasses at the Kellogg Plant. Rainfall on December 7, 2015 was over a 5-year event for the 24 hour period and a 100-year event for the heaviest 6-hour period.
- Another result of the rain was that the bridge over Kellogg Creek was compromised with its approach undermined. It will be closed indefinitely.

Adjourned at 6:45pm

DRAFT

Charles Bird, Chair

Gary Parkin, City Liaison

KELLOGG GOOD NEIGHBOR COMMITTEE (GNC)

BY-LAWS

Adopted by the Milwaukie City Council under Resolution 80-2014

October 21, 2014

ARTICLE I: MEMBERS AND VOTING PROCEDURES

1. Membership of the Kellogg Good Neighbor Committee ("Committee") has been established by Milwaukie Resolution No. 06-2013, and appointed by Milwaukie City Council ("City Council"). There are seven (7) members on the Committee; four Neighborhood District Association (NDA) representatives, two each from Island Station and Historic Milwaukie neighborhoods, one downtown business or property owner, one citizen-at-large, and one member of City Council.

2. The term of office for members shall be as established by City Council. Initial appointments to the Committee were made by City Council action on March 5, 2013. Initial terms are either one or two years in length. Members may be appointed to the same position by City Council for up to three successive full two-year terms, in accordance with MMC 2.10.030(D)(2).

3. Members are expected to attend all meetings. Attendance may include participation by telephone or electronic means. Failure to attend at least seventy-five percent (75%) of the regularly scheduled meetings in a twelve-month period shall be grounds for a Committee recommendation for removal by majority vote. An NDA representative shall not be recommended for removal without first notifying and consulting with the Island Station or Historic Milwaukie neighborhood district association that the applicable member represents. Any recommendation for removal shall be presented to City Council, which will make the final decision on whether the member shall be removed.

4. A quorum consists of a majority four (4) of the seven (7) members, one of which must be an elected officer under Article II, Section 1. If a quorum is not attained fifteen minutes following the scheduled time of call to order, the meeting can continue as an informational exchange only.

5. All members who are present at Committee meetings are allotted one vote on all motions.

6. One member must make a motion and another member must second that motion in order for the Committee to vote. A motion is passed by a majority of the Committee members present. All members who are present at Committee meetings may submit or second a motion.

ARTICLE II: DUTIES OF OFFICERS

1. The Committee shall elect a Chair, Vice Chair, and Secretary (each, an "officer").

2. The election of officers shall take place annually at the April meeting. The term of office for officers shall be from their election at the April meeting until the corresponding meeting twelve (12) months later. In the event that an officer cannot complete a term, an emergency election shall be held for the completion of the term.

3. The Chair shall set the agenda, preside over meetings, appoint sub-committees as needed, and call special meetings or executive sessions as described in Article III. The Vice Chair shall assume the duties of the Chair in their absence. The Secretary shall insure that all documentation, including financial reports, is available for the Committee to review, and monitor the Committee's calendar.

4. In the event the Chair cannot attend a scheduled meeting, the Vice Chair shall act as the presiding officer, and, if the Vice Chair cannot serve, the Secretary shall fill that role.

5. The presiding officer shall preserve the order and decorum of the meeting; direct discussion and comment to relevant issues; establish and enforce time limits for discussion and comment as appropriate; encourage citizen input, and ensure that each person is treated with respect.

ARTICLE III: MEETINGS AND PUBLIC HEARINGS

1. Regular meetings shall be held at 5:30 PM on the second Tuesday of each month at the Kellogg Creek Wastewater Treatment Plant Office. The time, date, and/or location of a particular meeting may be changed by a majority vote of a quorum of the membership at least 3 weeks prior to the meeting.

2. The public shall be notified of all Committee meetings by the City's general notification procedures.

3. The City Liaison or designee shall be responsible for preparing the minutes for each meeting and keeping records of attendance.

4. The City Liaison or designee will be responsible for sending the agenda and all meeting materials to members at least seven (7) days before the next scheduled meeting, as well as posting it to the City of Milwaukie's website for interested members of the public to view.

5. Special meetings may be called at the request of the Chair or a majority of the Committee. The City Liaison shall set a special meeting on such request unless good cause exists for delaying until the next regularly scheduled meeting. Good

cause may include such factors as staff availability, meeting room availability, and budgetary considerations.

6. Executive Sessions may be held consistent with City Council Meeting Provisions, Section 2.04.090 of the City of Milwaukie Code and applicable state law.

ARTICLE IV: REFERENCE MANUAL AND MISSION STATEMENT

1. A Reference Manual will be adopted and made available at monthly meetings. The purpose of the Reference Manual is to provide consistency, clarity, and an open record of information needed to conduct the business of the Committee. Changes and additions to the manual may be suggested by any member and adopted by majority vote at any regular meeting. The Reference Manual must be consistent with Committee by-laws, the policies of City Council, and state law where applicable. It will contain:

    a. A copy of the most current by-laws and the current year's work plan.

    b. The purpose and duties of the Committee as determined by the City Council

    c. Details useful for conducting business, including communications with members, sub-committee duties, and any other regularly used procedures.

    d. Names, addresses, email addresses, phone numbers, and terms of office of the Committee members, however, <u>personal information shall be kept confidential</u> by Committee members unless members' written permission to share is provided to the Chair.

    e. A list of the documents related to the treatment plant and wastewater treatment services distributed to the Committee.

2. The Mission Statement – To enhance the relationship between Clackamas County Water Environment Services ("WES") and the City of Milwaukie, with emphasis on mitigating the Kellogg Wastewater Treatment Plant's impact, including:
    a. odor impacts,
    b. visual impacts,
    c. other impacts, and
    d. in general be a good neighbor and an asset to the City.

ARTICLE V: BY-LAWS CHANGES

1. By-laws shall be reviewed annually at the Committee's April or May meeting.

2. By-laws may be amended, repealed or altered by a majority of a quorum of the Committee, subject to approval by the City Council. A copy of the proposed changes must be sent to all members before a vote may be taken.