

# WORK SESSION

**MILWAUKIE CITY COUNCIL  
WORK SESSION  
AUGUST 2, 2011**

**MILWAUKIE CITY HALL**

Conference Room  
10722 SE Main Street

***WORK SESSION – 5:00 p.m.***

A light dinner will be served

Discussion Items:

	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>	<u>Page #</u>
1.	5:00 p.m.	City Manager's Report	Bill Monahan	
2.	5:15 p.m.	Milwaukie Arts Committee	Beth Ragel and Committee Members	1
3.	5:45 p.m.	Public Safety Advisory Committee	Bob Jordan and Committee Members	7
4.	6:15 p.m.	North Clackamas Parks and Recreation District Staff	JoAnn Herrigel	
5.	6:45 p.m.	Adjournment		

**Information**

Executive Session: The Milwaukie City Council may meet in executive session pursuant to ORS 192.660(2). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

**Public Notice**

- The Council may vote in work session on non-legislative issues.
- The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the one previous to it.
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.
- The City of Milwaukie is committed to providing equal access to information and public meetings per the Americans with Disabilities (ADA). If you need special accommodations, please call 503.786.7502 or email [ocr@ci.milwaukie.or.us](mailto:ocr@ci.milwaukie.or.us) at least 48 hours prior to the meeting.



To: Mayor and City Council

Through: Bill Monahan, City Manager  
JoAnn Herrigel, Community Services Director

From: Beth Ragel

Subject: Milwaukie Arts Committee (artMOB) joint work session

Date: Aug 2, 2011

Action Requested

Review artMOB bylaws for suggested changes and future formal adoption. Provide input on artMOB work plan.

Background

Based on the community's suggestion, the Milwaukie Arts Committee was created and appointed by Milwaukie City Council in the spring of 2008. The ten-person committee quickly adopted the name "artMOB". This name is an acronym for 'Art--Milwaukie on Board'. artMOB has been very active since the committees' formation in 2008. A few key accomplishments to date follow:

- Hometown Superhero--The exclusive comic art collection of Dark Horse founder Mike Richardson: In June of 2010 artMOB presented "Hometown Superhero." This showcase featured the personal collection of comic art and memorabilia from Dark Horse founder Mike Richardson as displayed at the JC Lillie Performing Arts Center at Milwaukie High School. In conjunction we sponsored a "design a comic book cover" contest for local students that was juried by Dark Horse editors and held a grand opening event at which we highlighted student work and had a guest speaker for the students about colleges and careers in the comic industry. We also featured a "VIP night" that included presentations from Mike Richardson and a panel of guest artists and a personal tour of the artwork, by Mike Richardson. The event was a huge success with over \$2,000 in ticket sales and 600 attendees during the 5-day showing.
- City Hall Sculpture Garden: Constructed last summer, the City Hall Sculpture Garden is the first sculpture garden in the City of Milwaukie. The City Hall Sculpture Garden has

six pedestals for displaying a rotating sculpture collection—half of which are new every year. The Garden has been very popular with no vandalism to date. artMOB is pleased to invite sculptors to submit proposals for the 2011-2012 display period with the theme of “Dazzle Me with Color”. The three pieces selected will be displayed for one year from September 2011 to September 2012. At the time of installation the sculptures must be available for purchase.

- Landscape of our Lens: This June artMOB had the pleasure of partnering with two teachers at Milwaukie High School on a student project. “Landscape of Our Lens—Milwaukie through the Photography and Poetry of MHS Students” This showcase was an opportunity to see Milwaukie through the eyes of our youth and to celebrate the diversity, vibrancy and beauty that surrounds us in Milwaukie. The project served a key goal of artMOB—to ‘engage our youth in a central and meaningful way’. Members of the artMOB worked with MHS teachers Michael Fell and Sarah Riley. Mr. Fell teaches graphic design and photography and Ms. Riley teaches creative writing. The photography and poetry were displayed at the June First Friday in the “Under 300” gallery at 20<sup>th</sup> and SE Harrison and then moved to the Pond House for August and September. The teachers and students were thrilled with the results and artMOB was pleased with the great attendance at the show.
- artMOB website: The artMOB website includes monthly ‘featured artists’, photos from artMOB events, and arts news from the region. artMOB hopes to make the site even more dynamic in the future featuring a searchable artist database.
- Annual Scarecrow Contest: artMOB hosted Milwaukie’s first annual Scarecrow Contest last October with the entries being displayed on the City Hall front lawn. artMOB had participation from families, local businesses and individuals. artMOB hopes to grow the event in the future.

#### Future Project Ideas:

- Host "Live Wire";
- Movie showings or movie festival at the Milwaukie Masonic Lodge;
- Outdoor theater & music series—something fun/incongruent like Shakespeare with heavy metal or Chamber music with modern drama;
- Partner with MHS on at least one student project a year;
- Restore historic mural that was on side of Chopstick’s building;
- Develop mural program with stakeholder input process.

#### Attachments:

1. artMOB’s work plan and project ideas for 2011;
2. artMOB bylaws, which have never been formally adopted. Staff liaison Beth Ragel will put the bylaws on a future consent agenda for Council adoption.

## artMOB Work Plan 2011

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Discuss plans for year	Discuss mural program--Cheryl Snow (Arts Alliance) attend	Decide next sculpture theme	Purple Glove Video	Issue RFP for Sculpture	Flash Mob	Plan for Council presentation	Flash Mob	Install sculpture	Scarecrow Contest	Submit grant proposal to CCC	Plan for coming year
Discuss grant opportunities	Beth give short training on "How City Works"	Plan student art show	Coordinate art in City Hall driveway for First Friday	"Landscape of our Lens" MHS show	Hang student show in Pond House	Choose sculpture pieces	Discuss mural process with Council	Discuss and write grant proposal			
			Partner with Milwaukie Elementary on Mask Project	Partner with "On My Own" performance	Attend regional arts leaders round table						

**Ongoing:**

- Maintain artMOB website & featured artists
- Update artMOB facebook page
- Attend regional arts meetings and events

# Attachment 2

## DRAFT

### Milwaukie Arts Committee Bylaws

#### Purpose and Mission

The Milwaukie City Council is committed to providing a livable and vibrant community for all its citizens and visitors. Based on the community's suggestion the Milwaukie Arts Committee was created by Ordinance #1982 on March 18, 2008 and the first set of ten committee members appointed by Resolution 6-2008 on July 1 2008.

The committee is appointed to do the following:

- Assist and advise the City Council and the Planning Commission in using public art to enhance continuing development, including public structures.
- Encourage and help promote greater opportunities to experience the arts in the Milwaukie area;
- Identify groups or organizations that could bring cultural enrichment to the Milwaukie area; this includes, but is not limited to, music, art, drama, dance, lectures and other areas as may be designated by the committee;
- Identify funding sources for artists and arts events and help to secure such funding as necessary;
- Work cooperatively with other organizations and City groups including other City boards and commissions, the North Clackamas Parks and Recreation District, local schools, Clackamas Arts Action Alliance, area arts guilds and theater groups and local businesses to promote the arts in the community; and
- Provide liaison and representation of the Milwaukie area to county, regional and state arts agencies.

#### Responsibilities

- The committee shall draft and submit to City Council bylaws for adoption.
- The committee shall abide by guidelines established for all city committees as stated in 2.10.050 of the municipal code.

- Any other duties assigned by the City Council.

### Membership

The committee shall consist of ten members appointed by the Mayor with the consent of the City Council. The majority of the committee shall be residents of the City.

### Terms of office

Initially five members shall serve a three-year term and five shall serve a two-year term. At the expiration of the initial terms, each position shall be filled for a two-year term.

### Committee and City staff procedures

The Committee shall have a staff liaison from the City's Community Services or Community Development Department or their designee.

The Committee shall have the following City resources available:

- Use of meeting rooms in City Hall, or other City facilities
- Reasonable use of City equipment, (copy, fax, telephone)
- Access to publicly available reports maintained by the City

The Committee shall meet on a regular, monthly basis according to and under the Oregon Public Meeting Laws requirements.

The Committee may hold public working sessions to solicit the input of the community and/or interested citizens or parties. Such working sessions shall be noticed and open meetings according to Oregon meeting requirements.

### Rules of Procedure

- a) A quorum of the Committee shall consist of a majority of the members (including any vacancies). A quorum must be present in order for the Committee to hold a meeting.
- b) All actions require a majority vote of the Committee members in attendance.
- c) These Bylaws, the Milwaukie City Council Ordinance, and the Oregon Public Meeting laws shall govern the operation of the Committee and its meetings.
- d) The Committee shall follow all applicable City fiscal and administrative policies and procedures.

e) At the first regular meeting the committee shall appoint a Chairperson, Vice Chairperson, Secretary, and Treasurer. Other committee positions can be determined by majority vote of the committee.

d) Officer elections shall take place every March.

e) The Chairperson shall preside at all regular and special meetings and rule on all points of order and procedure during the meetings.

f) The Vice-Chairperson shall assume all duties of the Chairperson in his/her absence. In the event the Chairperson and Vice Chairperson are both absent, an Acting Chairperson shall be appointed from the Committee for the meeting from those present.

g) The Secretary shall record the attendance and notes of all meetings according to Oregon Public Meeting Laws requirements.

h) The Committee may organize itself into Subcommittees to carry out tasks and responsibilities. Subcommittees composed of less than a quorum of the membership shall be subject to Oregon Public Meeting Law Requirements. Such Subcommittees shall be designated by the Committee with up to five (5) Committee members and at least one staff liaison.

i) Individual Committee members may not speak for or on behalf of the entire Committee unless authorized to do so by a majority of the Committee;

j) The Committee is an important function within the City of Milwaukie and as such, certain expectations are held by the City Council in making the appointment of individuals to the Committee. These expectations include the following:

1. Committee members will attend regular meetings and special meetings as scheduled or as they arise. Committee members will communicate expected and unexpected absences to the Staff Liaison, or his/her designee, in a timely manner. Any member with three or more unexcused absences in a 12-month period shall be reported to City Council with a recommendation for removal from the Committee. Any member of the Committee may be removed from office by majority vote of the City Council at a regularly scheduled meeting.

2. Committee members will communicate any potential conflicts of interest on agenda items to the Secretary, or his/her designee, at least 48 hours in advance of the hearing to allow confirmation of a quorum.

3. Committee members will avoid conflicts of interest between their personal and professional financial interests and those interests that may come before the Committee.

Milwaukie Public Safety Advisory Committee  
WORK PLAN 2011-2012

BACKGROUND

**DIRECTION FROM CITY COUNCIL:**

The Public Safety Advisory Committee is established for the purpose of advising and making recommendations to the Chief of Police and City Council regarding public safety needs in the city and its urban growth boundary. The board shall be responsible for, but not limited to, the following activities:

- A. Review and make recommendations on community livability concerns related to crime prevention and traffic safety issues that affect public safety and neighborhood livability in Milwaukie and within its urban growth boundary;
- B. Review and make recommendations for police-community partnerships to mitigate the negative influence of crime and traffic on the community;
- C. Promote public education and awareness of the effects of crime and the fear of crime on the community;
- D. Collaborate with local, county and state government agencies to develop strategies to mitigate negative community livability concerns by focusing partnership agency resources to reduce or eliminate specific crime, problem areas or concerns;
- E. Such other activities as the council may assign. (Ord. 1869 § 3, 2000: Ord. 1797 § 3 (part), 1996)

PSAC 2011 - 2012 WORK PLAN

**ACTIVITY A**

(1) Walk Safely Milwaukie Program - We will follow the guidelines as agreed upon by PSAC, city staff, and Neighborhood Associations, and approved by Council, including any revisions made during 2011-2012.

**TIMELINE:** The timeline for this program will be the same as that adopted for the WSMP.

WHO PARTICIPATES: This work is done by the whole committee so that each NDA is equally represented in discussions, investigations, and prioritizing, and in cooperation with city staff as designated by City Council.

(2)(a) CERT training will be offered regularly. Any citizen may attend, but PSAC and NDA officers are especially encouraged to attend the 1-day training to prepare for a possible disaster affecting their neighborhoods. This training provides PSAC members with valuable insight into community safety needs and resources.

TIMELINE: expected 2011 dates: Saturdays - Feb 5<sup>th</sup>, Sept. 17<sup>th</sup>  
2012 to be determined.

WHO PARTICIPATES: Anyone (mature age 16+) may sign up for training

(2)(b) Milwaukie's CERT Team has already begun drilling and training together. New CERT trainees will be able to join a committed and enthusiastic team! Coordinator: Linda Hedges

(3) Neighborhood Representatives offer an open channel of communication between neighborhoods, law enforcement, city traffic management staff, and others. All PSAC members support collaborative efforts to address livability concerns and make the best use of available resources (professional experts, grants, fundraising projects, etc.). One example: with the help of information from the Chief and discussion led by PSAC representatives, all NDA's decided to support the continued use of the photo van in Milwaukie.

TIMELINE: Ongoing as issues arise.

WHO PARTICIPATES: Issues to be addressed are determined by the whole committee. Subcommittees or individual follow-ups are determined by the scope and urgency of a particular issue.

## **ACTIVITY B**

(1) Support the Officer/Reserve Officer of the Year Dinner, March, 2011.

TIMELINE: Begin planning in October, 2010, for 2011 dinner. Debrief in April. Begin planning for 2012 dinner in October, 2011.

WHO PARTICIPATES: Subcommittee of PSAC, coordinating with community and business organizations and volunteers.

(2) Guests - PSAC allows time in our meeting schedule for invited guests to provide information relating to traffic safety, crime prevention, fire prevention, and other related topics. Although we encourage citizens to go to their NDA's first, we also are open to guests who ask to be on our agenda to provide particular insight or express individual or business concerns.

TIMELINE: Ongoing.

WHO PARTICIPATES: Appropriate agenda time will be given to anyone who has information, concerns, and suggestions which fit within PSAC's mission.

(3) Partner with Providence Hospital to support an Annual Prescription Meds Turn-in Day.

TIMELINE: April 30<sup>th</sup>, 2011. Set date for 2012 by 1/12.

WHO PARTICIPATES: Providence Hospital staff, PSAC members, MPD, and Cadets.

(4) Support a Shred Day, evaluate, and continue annually if successful. Research and include a child safety seat check-up at the same time, if possible.

TIMELINE: June 18, 21011. Set date for 2012 by 1/12.

WHO PARTICIPATES: PSAC, MPD, Cadets, and selected partners.

(5) 9K for K9 Walk - A fund-raising event to help maintain K9 units at the Milwaukie Police Department in conjunction with community partnerships.

TIMELINE: July - coincides with Milwaukie Festival Daze

WHO PARTICIPATES: Sponsors and anyone who wants to walk (by registration for the event)

### **ACTIVITY C**

(1) Recruit and support candidates for the Citizen Police Academy and provide help as needed for the 2011 Academy. (All participating cities will have attendees from their neighborhoods.) The intensive, several week course gives citizens a solid overview of law enforcement and the criminal justice system.

TIMELINE: 2011 Academy will occur in [September ?].

WHO PARTICIPATES: Entire committee will help recruit and support candidates. Members are encouraged to attend if they have not been before.

(2) Encourage participation in the Citizen Ride-Along Program after NDA elections each year.

(3) Safety Education Program: To be developed.

#### **ACTIVITY D**

(1) Keep as a monthly agenda item light rail safety and security. Aggressively continue to lobby city and Tri-Met staff to make sure this is a priority.

TIMELINE: ongoing

WHO PARTICIPATES: everyone

(2) Community Safety Appreciation Week 2012

TIMELINE: Connect with North Clackamas Chamber of Commerce and Milwaukie City Council regarding which week is designated for 2012 and their annual luncheon date. Determine what role PSAC should have during this week. (Luncheon in 2011 was Feb. 28<sup>th</sup> at New Hope. Milwaukie proclamation was for the week of March 4<sup>th</sup>).

WHO PARTICIPATES: PSAC members - to be determined by activities selected.

(3) Milwaukie Police Department Bikes for Kids - 2011 project is being done through Lewelling NDA and Lewelling School. 2012 is to expand to all Milwaukie elementary schools.

TIMELINE: Plan to be developed with leadership from Chief Jordan.

WHO PARTICIPATES: 2012 partners to be announced

#### **ACTIVITY E**

Develop a plan as follow-up to the renewed contract for the Photo Radar Van. The plan should be presented to Council and should include:

(1) a proposal for a general traffic safety campaign in Milwaukie

(2) an awareness/education proposal directly related to the van and how it is used by the City of Milwaukie

(3) recommendations for the use of any money received over and above the operating, management, and maintenance costs for the Photo Radar Van - amount determined by the Chief and city staff - to support #1 and #2 above

(4) recommendations for gathering citizen input into the regular reviews of the use of the Photo Radar Van and evaluation of the strategies used in #1 and #2 above

TIMELINE: Plan to be finalized by PSAC no later than August 25<sup>th</sup>, 2011, meeting, then presented to Council as soon as possible.

WHO PARTICIPATES: PSAC and Council, with assistance from staff

NOTES:

(1) PSAC has decided to use a 2-year plan, reviewed and updated annually, and a master calendar will be developed and included in our Operating Manual to help PSAC make the best use of time and resources.

(2) CERT: "The Community Emergency Response Team (CERT) program helps train people to be better prepared to respond to emergency situations in their communities. When emergencies happen, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members can also help with non-emergency projects that help improve the safety of the community.

"The CERT course is taught in the community by a trained team of first responders who have completed a CERT Train-the-Trainer course conducted by their state training office for emergency management, or FEMA's Emergency Management Institute (EMI), located in Emmitsburg, Maryland. CERT training includes disaster preparedness, disaster fire suppression, basic disaster medical operations, and light search and rescue operations."

FOR MORE INFORMATION: <http://www.citizencorps.gov/cert/>

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Don Wiley, PSAC Chair  
Approved by PSAC members, May 26, 2011,  
amended June 23, 2011