



**AGENDA
GOOD NEIGHBOR COMMITTEE**

Tuesday, June 10, 2014
5:30 – 7:40 p.m.

Kellogg Wastewater Plant Administration Building
11525 SE McLoughlin Blvd.

- 5:30 - 5:35 Welcome/Introductions/Review/Approval of minutes from May 13, 2014 meeting
- 5:35 - 5:45 Review of Bylaws and Election of Chair, Vice Chair, and Secretary
- 5:45 - 7:00 Place Studio draft design review
- 7:00- 7:30 Discuss extending KGNC funds for Riverfront Park construction
- 7:30 - 7:40 Moving forward/Items for next meeting
- 7:40 Adjourn

Project list (for tracking purposes):

<u>Name</u>	<u>Status</u>
1. Riverfront Park	In process
2. Planting screen	In process
3. Property acquisition	Discussed at June 12, 2013 meeting – back burner, checking grants
4. Replace lighting along path	In process as part of master plan.
5. Odor study	Brown & Caldwell providing answers to questions on next SOW

GOOD NEIGHBOR COMMITTEE MEETING MINUTES
May 13, 2014 at 5:30 pm
Kellogg Creek Treatment Plant, Administration Building
11525 SE McLoughlin Blvd.

Members Present:

Karin Power, Chair
Councilor Mark Gamba, Vice Chair
Gary Klein
Dion Shepard
Sarah Baden
Neil Hankerson
Charles Bird

Members Absent:

None

Staff Present:

Greg Geist, WES
Gail Shaloum, WES

Guests:

PLACE
Dan Platter

MEETING NOTES

1. Minutes from the April meeting were approved.
2. Brown & Caldwell Scope of Work – Committee clarified that funding for this next scope of work will come from capital costs. Per their proposal, they recommend collecting more samples from the two open basins (wind should not be an impact on source). Charles asked for more information on the collection protocol. The committee discussed the pros and cons of additional analysis. Dion inquired about the timeframe for performance. Karin will take the committee's questions and convey them to Brown & Caldwell and the committee can discuss the proposal once answers are provided.
3. Financial status – No change from last month's meeting. Still continuing to accrue EDU funds.

4. Report from PLACE – Two alternatives were presented for the master plan. The committee reviewed the existing issues map and PLACE discussed their wind direction studies, as well as an agricultural tree study analysis of where to put dense plantings in order to maximize odor dispersion. Charlie also noted that he walked the site before the meeting to observe current uses. PLACE reviewed the bids for Riverfront Park that depicted new trees; they will attempt to find out more information on which trees are being cut and when. The committee asked for revisions to the master plan so that landscaping priorities were more prominent. The master plan did not clearly/intuitively illustrate how landscaping would fit in with other, later goals or uses for the plant property.
5. Items for next meeting: Brown & Caldwell study; PLACE landscaping plan refinements, draft master plan.

Action Items

- Committee to continue work on landscaping plan and follow up on Brown & Caldwell study

Karin Power, Chair

Mark Gamba, Vice Chair

KELLOGG GOOD NEIGHBOR COMMITTEE (GNC)

BY-LAWS

Adopted by the Milwaukie City Council under Resolution _____
_____, 2013

ARTICLE I: MEMBERS AND VOTING PROCEDURES

1. Membership of the Committee shall be as established by Milwaukie Resolution No. 06-2013, and appointed by City Council. There are four neighborhood association representatives, 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 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 recommendation for removal. An NDA representative shall not be recommended for removal without first notifying and consulting with the NDA which is represented. Any recommendation for removal is presented to City Council which must make the final decision.
4. A quorum consists of a majority four (4) of the seven (7) members, one of which must be an officer. 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.
2. The election of GNC officers shall take place 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 Chairperson shall set the agenda, preside over meetings, appoint sub-committees as needed, and call special meetings or executive sessions as described in Article III.
4. In the event the Chairperson 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

1. Regular meetings shall be held at 5:30 PM on the second ~~Wednesday~~ Tuesday of each month in the Kellogg Creek Treatment Plant. 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 his/her designee shall be responsible for preparing the minutes for each meeting and keeping records of attendance.
4. The City Liaison or his/her designee shall be responsible for sending the agenda and all meeting materials to members and interested members of the public at least seven (7) days before the next scheduled meeting.
5. Special Meetings may be called at the request of the Chairperson 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 shall be adopted and provided to each member, along with a copy of the most current by-laws and the current year's work plan. The purpose of the Reference Manual is to provide consistency, clarity, and an open record of information needed to conduct the business of GNC.
2. The Reference Manual shall contain:
 - (1) the purpose and duties of GNC as determined by the City Council
 - (2) details useful for conducting business, including communications with members, sub-committee duties, and any other regularly used procedures
 - (3) names, addresses, email addresses, phone numbers, and terms of office of the committee members, however, personal information shall be kept confidential by committee members unless written permission to share is provided to the chairperson.
 - (4) a list of the documents related to the treatment plant and wastewater treatment services distributed to the committee.
3. Changes and additions to the manual may be suggested by any member and adopted by majority vote at any regular meeting.
4. The Reference Manual must be consistent with GNC by-laws, the policies of City Council, and state law where applicable.
5. The Mission Statement – Enhance the relationship of the Kellogg Creek Sewage Plant (WES) as a good neighbor in the City of Milwaukie, with emphasis on: 1. odor/smell, 2. visual, 3. impacts, and 4. in general as a good neighbor with Milwaukie.

ARTICLE V: BY-LAWS CHANGES

1. By-laws need to be reviewed annually at the 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.