



A weekly update on Milwaukie happenings

July 16, 2010

1. Events this week.

- ✿ **July 18** -- Milwaukie Farmers' Market is in its 12th season, 9:30 a.m. to 2 p.m. across from City Hall on Main Street
- ✿ **July 21** -- Historic Milwaukie noon concert series at Scott Park Amphitheater next to the Ledding Library. Bluegrass, folk, and folk rock by Twisted Picks.
- ✿ **July 22** – Author's Quarterly at 6:30 p.m. at the Pond House. Featured writers Stevan Allred (short stories, essays, and poetry), C. Marcus Parr (crime fiction), and N.R. Rose (fantasy fiction for young adults)
- ✿ **July 23** – first day for candidates to file for City Council election. <http://www.ci.milwaukie.or.us/news/2010/changecity.html>
- ✿ **July 23 & 24** – Milwaukie Daze! <http://www.milwaukiedaze.com/>

2. More events for your calendar.

- ✿ **August 6** -- *Art a la Carte* First Friday, Downtown Milwaukie, 4 p.m. – 8 p.m. Enjoy this celebration of the arts, our community, and Milwaukie's beautiful downtown district. For more information on participating businesses and events visit www.firstfridaymilwaukie.com
- ✿ **August** – a month of neighborhood picnics, movies, and music <http://www.ci.milwaukie.or.us/news/2010/picnicsmovies.html>
<http://www.ci.milwaukie.or.us/news/2010/milwaukiemusic.pdf>

3. ***The Pilot* takes a break:** The City newsletter will not be printed in August and September, so watch the website and your *Community Connection* for the latest information.

4. **Milwaukie Ledding Library.** If you're looking for summer activities remember the Cultural Pass program. Family passes are free to library patrons 18 and older through the County Library Network for a variety of cultural venues in the Portland metropolitan area. <http://www.lincc.org/uhtbin/cgiirsi/x/MI/x/1/519/X>

5. **For book lovers.** Now you can pick up summer reads at bargain prices at 2 locations. Pond House Books, 2215 SE Harrison, is open for business every Friday and Saturday from 11 a.m. - 4 p.m. On Sundays, look for the bookstall

at the Milwaukie Farmers' Market. Both are operated by the Friends of the Ledding Library. All proceeds go toward Library programs.

6. **Planning Commission News:** At its meeting on 7/13 the Commission approved the land use application needed to replace the Pond House deck at 2215 SE Harrison Street. The deck, which abuts Scott Lake, required a Water Quality Resource permit.

At its meeting on 7/27, the Planning Commission will hold a public hearing on a proposal to adopt the North Clackamas Park North Side Master Plan as an ancillary document to the Milwaukie Comprehensive Plan. The Master Plan was developed by the North Clackamas Parks District in 2008-9 to establish a community vision and plan for improving the park to the north of the existing ballfields. If the Planning Commission supports the proposal, Council would make the final decision on the adoption in August.

7. **Next City Council meeting scheduled for July 20.**

On the work session agenda:

- ✳ Update on Utility Billing Review
- ✳ Kellogg for Coho Initiative

On the regular session agenda:

- ✳ Solid waste rate Increase
- ✳ Negotiations with CCSD1 regarding future ownership of NE Sewer Extension sewer lines
- ✳ Code amendments related to various specialty building codes
- ✳ Agreement with State to implement full-service electronic permitting
- ✳ Walk Safely Milwaukie Program

Full packets, action minutes, and videos of City Council meetings are archived online at <http://www.ci.milwaukie.or.us/council/currentmeetings.html> The Council meetings are also broadcast live on Channel 30 and replayed at various times throughout the week, so check *The Pilot* for the schedule. Contact the City Recorder's Office at 503.786.7502 or email duvalp@ci.milwaukie.or.us if you have questions about the agendas. City Council meetings are the first and third Tuesdays of each month at City Hall, 10722 SE Main Street. Agendas and packets are posted to the website one week before the meeting.

Attachments:

1. Weekly Calendar of Events
2. JCB Weekly Update
3. Sustainability Team Meeting Notes



City and Public Interest Meetings July 19-25

<u>Date</u>	<u>Group</u>	<u>Time</u>	<u>Location</u>	<u>Contact</u>
<u>Monday 19</u>	Monthly Light Rail Meeting	6:00 p.m.	PSB Community Meeting Room	Grady Wheeler 503-786-7503
<u>Tuesday 20</u>	City Council Work Session	6:00 p.m.	City Hall Conference Room	Pat DuVal 503-786-7502
	City Council Regular Session	7:00 p.m.	City Hall Council Chambers	Pat DuVal 503-786-7502
	Health Lecture Series	7:00 p.m.	Pond House	Joe Sandfort 503-786-7584
<u>Wednesday 21</u>	Historic Milwaukie NDA	Noon	Ledding Library Amphitheater	Ed Zumwalt 503-654-2493
	Concert Series	5:30 p.m.	City Hall Conference Room	Beth Ragel 503-786-7568
	Arts Committee	6:30 p.m.	Pond House	Joe Sandfort 503-786-7584
<u>Thursday 22</u>	Public Safety Advisory Committee	6:15 p.m.	PSB Community Meeting Room	Chief Jordan 503-786-7405
<u>Friday 23 & Saturday 24</u>	Milwaukie Daze	Varies	Downtown Milwaukie	www.milwaukiedaze.com
<u>Sunday 25</u>	Farmer's Market	9:30 a.m. – 2:00 p.m.	Across from City Hall	Grady Wheeler 503-786-7503

Disclaimer: The contact person or their designee provides the meeting information on this calendar. If you need more detailed information about a meeting on this calendar, please contact them at the number or email listed.

A Weekly Update on What's Developing in the City of Milwaukie

for the week of July 16, 2010

DEPT.	TOPIC	LAST UPDATE	INFORMATION	NEW UPDATE	INFORMATION
Community Development	Texaco Site/ Milwaukie Town Center Project	5/27/10	No update. Lots getting additional use while City Hall parking is closed for Jackson Street project. CET grant planning underway.	7/15/10	No update.
Community Development	Milwaukie Light Rail Transit Planning	7/1/10	Meetings with impacted property owners continue. LRT/Trolley Trail interactions meeting took place at Rose Villa, well attended with good community comments. Kellogg bike/ped grant initial application has been submitted. LR presentation to North Clackamas School Board. LR road crossings are under review/study.	7/15/10	City and TriMet staffs meeting to discuss street crossing designs (Mailwell, Harrison, Monroe, Washington, Adams). Collaborating on Kellogg Bike/Ped grant application to fund the bike/ped structure over Kellogg as part of the light rail project. South Downtown consultant teams meeting with TriMet and TM consultants to compare design progress at downtown Milwaukie station area.
Community Development	City Hall Sculpture Garden	6/24/10	Grading has started. City Hall boulder relocated.	7/15/10	Boulders placed. Landscaping to begin shortly. Project expected to be completed by end of July.
Community Development	South Downtown Concept Plan	6/24/10	Consultant work continues. Milwaukie station building design continues.	7/15/10	City PMT meeting with consultants on 7/16 to review design progress. Next Steering Committee meeting is July 22 nd .
Community Development	Kellogg-for-Coho Initiative	6/24/10	Council update postponed until July 20. NRDA (Portland Harbor superfund trustees) site visit planned for July 12.	7/13/10	Portland Harbor Superfund NRDA staff toured site with City staff on July 12. City staff hoping to issue RFP on work under AR/NOAA grant shortly.
Community Development	Federal/ State Funding Requests	7/1/10	Council approval for Monroe Bike Blvd. will be sought on July 6. Notice of intent to submit for Transportation Enhancement for the Kellogg Bridge/multi-use path on June 30—submitted jointly by City and TriMet.	7/13/10	City staff submitted for ODOT Bike/Ped funding for Monroe Bike Boulevard project, with Council support. Council directed staff to carry out additional involvement and be prepared to answer additional questions if the application is successful. Staff working with TriMet and City of Portland on a "TIGER II" application that would fund a Kellogg Lake bike/ped bridge.
Community Development	Sellwood Bridge	7/1/10	The next Open House will be held on	7/13/10	No update.

	Planning		July 21, 2010 at the Oaks Park Dance Pavillion, (7110 SE Oaks Park Way) to discuss bridge types.		
Community Development	Business Outreach, Support, and Recruitment	7/1/10	Recruitment discussions with brewer and possible user for larger former RW warehouse on Mailwell.	7/13/10	No update.
Community Development	Urban Renewal Feasibility	7/1/10	Metro is awaiting close of appeal period on a lawsuit before advancing negotiations on a grant agreement.	7/13/10	No update.
Community Development	Main Street Program	6/24/10	Brainstorming session on branding and business recruitment (joint meeting of the economic vitality and promotions group) took place on June 22.	7/13/10	No update.
Community Development Admin	Records Project	6/4/10	Departmental electronic records saving practices will continue to be discussed at upcoming JCB Manager's Meetings.	7/15/10	No update.
Building	Permits	7/9/10		7/16/10	Permits issued this week include a re-roof for the Park Hamlin Apartments on Harrison Street and re-roofing of 2 buildings on International Way
Building	New Permits	7/9/10		7/16/10	Permits in review this week include a new two-family dwelling on 19 th Avenue in Island Station.
Engineering (Sewer)	NE Sewer Extension Project	7/9/10	Installing main along Johnson Creek Blvd between Linwood and Stanley, and section west of Stanley along Johnson Creek Blvd. Paving of the streets south of Johnson Creek anticipated in mid-July. Contact Jason Rice at 503 786-7605 or ricej@ci.milwaukie.or.us for information	7/16/10	Installing main along Johnson Creek Blvd between Linwood and Stanley, and section west of Stanley along Johnson Creek Blvd. Paving of the streets south of Johnson Creek anticipated in mid-July. Contact Jason Rice at 503 786-7605 or ricej@ci.milwaukie.or.us for information
Engineering (Streets)	Logus Road Sidewalks	6/25/10	Brix Paving is currently working on Roswell Reconstruction and they will work on Logus after Roswell - this summer. Project contact: Brenda Reiner at 503-786-7602 or reinerb@ci.milwaukie.or.us	7/15/10	Construction work on the additional driveway work is scheduled for July 19-21 st . Project contact: Brenda Reiner at 503-786-7602 or reinerb@ci.milwaukie.or.us
Engineering (Streets)	Jackson Street Improvements	6/25/10	Contractor boring utility conduit on the south side of Jackson Street today. Contractor relocating fire hydrant on SE corner of Jackson and Main tomorrow. Affected properties notified of water shut		Construction Progress 1. Utility vault and conduit excavation and installation this week. All utility work on project to be completed by Wednesday, July 21st.

			<p>down. Utility vault excavation rescheduled for Monday due to fire hydrant work. Project Contact: Zach Weigel 503-786-7610 WeigelZ@ci.milwaukie.or.us</p>		<ol style="list-style-type: none"> 2. Excavation for curb and gutter on north side of Jackson Street to begin this week. 3. Contractor continued installation of storm manhole and pipe on 21st Avenue July 13th. <p>Contract Completion Date: 10/29/2010</p> <p>Sculpture Garden Coordination</p> <ol style="list-style-type: none"> 1. Rock placement occurred July 12. 2. Sculpture bases to be installed beginning on July 15th. 3. Work to be completed on July 23rd. <p>Project Contact: Zach Weigel 503-786-7610 WeigelZ@ci.milwaukie.or.us</p>
Engineering (Streets)	20 mph school zones	7/2/10	<p>School zone re-establishment project will be discussed at the July PSAC Meeting. Project contact: Brenda Reiner at 503-786-7602 or reinerb@ci.milwaukie.or.us</p>	7/15/10	<p>Reviewing the city-wide school zones and the current school zone guidelines. Project contact: Brenda Reiner at 503-786-7602 or reinerb@ci.milwaukie.or.us</p>
Engineering (Streets)	Lake Rd Multimodal Project	7/9/10	<p>90% plans completed. Right of way includes negotiations with impacted home owners for temporary and permanent easements for construction, slopes, retaining walls, sidewalks, and traffic signal arms. Project contact: Gary Parkin at 503-786-7601 or parking@ci.milwaukie.or.us</p>	7/15/10	<p>90% plans will be reviewed in house by staff. The work on the Right of way phase continues. Project contact: Brenda Reiner at 503-786-7602 or reinerb@ci.milwaukie.or.us</p>
Engineering (Streets)	Street Surface Maintenance Program	7/2/10	<p>Roswell Street Reconstruction (32nd to 42nd) Work started on June 17th. Road is closed to through traffic till July 15th. Roadway has been ground off to sub base. Cement treated base method will be done on July 6-8th. Slurry Seal contract will be awarded at the July 20th CC meeting.</p>	7/15/10	<p>Roswell Street Reconstruction (32nd to 42nd). The final lift of 3" of asphalt was placed on Monday, July 12th. The street re-opened on July 13th to through traffic. Striping and markings will be done next week. Slurry Seal contract is on July 20th CC Agenda. The work will be done in late Aug or early Sept of 2010.</p>

			Contact: Brenda Reiner at 503-786-7602 or reinerb@ci.milwaukie.or.us		Linwood Avenue paving and berms are complete. Contact: Brenda Reiner at 503-786-7602 or reinerb@ci.milwaukie.or.us
Engineering (Streets)	Quiet Zone Pedestrian Improvements on Harrison	7/1/10	Base map has been received. Design work to begin on sidewalk and pedestrian crossing improvements. Contact Wendy Hemmen at 503 786-7694 or hemmenw@ci.milwaukie.or.us for information.	7/16/10	No update
Engineering (Water)	43rd Ave water main replacement	7/2/10	Construction underway as of June 28, 2010. there will be minor disruptions to individual water services and traffic. Contact Zach Weigel at 503 786-7610 or weigelz@ci.milwaukie.or.us for information	7/16/10	Construction underway as of June 28, 2010. There will be minor disruptions to individual water services and traffic. Contact Zach Weigel at 503 786-7610 or weigelz@ci.milwaukie.or.us for information
Engineering (Water)	Water Master Plan	7/2/10	Water demand study is underway. Hydrant flow testing will be underway July 8 and 9. Contact Zach Weigel at 503 786-7610 or weigelz@ci.milwaukie.or.us for information	7/16/10	No update
Planning	Planning Projects	7/8/10	The City has a webpage devoted to Metro's Title 13 and the City's proposed code amendments to protect habitat areas: http://www.ci.milwaukie.or.us/milwaukie/projects/naturalresources/naturalresourcesproject.html Contact Nicole West at 503-786-7643 or westn@ci.milwaukie.or.us for more info. The City received a <u>sixth</u> assisted annexation application for a property in the NE Sewer Extension (NESE) Project Area. The City's Annexation Assistance Program will be available from May 2010 to Nov 2012. Contact Susan Shanks at	7/14/10	The City has a webpage devoted to Metro's Title 13 and the City's proposed code amendments to protect habitat areas: http://www.ci.milwaukie.or.us/milwaukie/projects/naturalresources/naturalresourcesproject.html Contact Nicole West at 503-786-7643 or westn@ci.milwaukie.or.us for more info. The City has received EIGHT assisted annexation applications for properties in the NE Sewer Extension (NESE) Project Area. The City's Annexation Assistance Program will be available from May 2010 to Nov 2012. Contact Susan Shanks at 503-786-7653 or shankss@ci.milwaukie.or.us for more information.

			<p>503-786-7653 or shankss@ci.milwaukie.or.us for more information.</p> <p>Staff will brief the Planning Commission on the Review Procedures code amendment project on July 13. This is the first in a series of briefings to review and refine the draft code proposal that will eventually go to City Council.</p>		
Planning	Planning Commission	7/8/10	<p>Planning Commission approved the replat and plans to construct a duplex at 11907 SE 19th Ave on June 29. The variance request to have the duplex built closer to the street than was allowed by the code was not approved.</p>	7/14/10	<p>Planning Commission approved a rear deck and stair replacement and impervious landscaping improvements (bench, outdoor artwork, and stone path) on July 13 for the City-owned Pond House facility at 2215 SE Harrison St.</p> <p>The next Planning Commission mtg is July 27 and will include a public hearing on the North Clackamas Park North Side Master Plan (CPA-10-01).</p>
Planning	Design and Landmarks Committee	7/8/10	<p>The next DLC mtg is July 28. Contact Li Alligood at 503-786-7627 or alligoodl@ci.milwaukie.or.us for more information. The agenda for this meeting includes an update on the Jackson Street bus shelter.</p>	7/14/10	<p>The next DLC mtg is July 28. Contact Li Alligood at 503-786-7627 or alligoodl@ci.milwaukie.or.us for more information. The agenda for this meeting includes an update on the Jackson Street bus shelter.</p>
Planning	Applications: Staff -Level Review	7/8/10	<p>Staff approved a Design Review application (DR-10-02) to make exterior alterations to 11074 SE 21st.</p> <p>Staff is processing a Director's Determination application (DD-10-03) to determine legal lot status at 12153 SE Oatfield Rd.</p> <p>Staff will conduct a tree removal hearing on July 13 at 3:30pm for the tree located in the right-of-way in front of the Bowman and Brae vacant lot. The hearing will be conducted at the site. Contact Li Alligood at 503-786-7627 or</p>	7/14/10	<p>Staff conducted a tree removal hearing on July 13 for the tree located in the right-of-way in front of the Bowman and Brae vacant lot. The Planning Director will issue a decision in the near future. All interested persons will be notified of the decision.</p>

			alligoodl@ci.milwaukie.or.us for more information.		
Planning	Applications: Major/Minor Quasi-Judicial	7/8/10	The application to replace the Pond House deck over Spring Creek (WQR-10-02 and CSU-10-06) and install landscaping improvements has been scheduled for a hearing before the Planning Commission on July 13.	7/14/10	The application to replace the Pond House deck over Spring Creek (WQR-10-02 and CSU-10-06) and install landscaping improvements was approved.
Planning	Applications: Legislative	7/8/10	The master plan proposal for the north side of North Clackamas Park (CPA-10-01) has been scheduled for review by the Planning Commission on July 27. Adoption of this master plan will follow the City's Comp Plan amendment process, requiring review and approval by Council.	7/14/10	The master plan proposal for the north side of North Clackamas Park (CPA-10-01) has been scheduled for review by the Planning Commission on July 27. Adoption of this master plan will follow the City's Comp Plan amendment process, requiring review and approval by Council. The City has prepared a Wastewater Master Plan that will be considered for recommendation by the Planning Commission in the fall.
Planning	Building permits	7/8/10	Staff approved the following permits: 1. Tenant improvement permit to accommodate a new business (Terracon) at 4103 SE International Way. 2. Building permit to construct a decant facility at the City's public works property at 6011 SE Johnson Ck Blvd. 3. Conditions of approval for a Certificate of Occupancy was finalized by staff for the Immoveable Foundation Church at 4011 SE Lake Rd.	7/14/10	No update
Planning	Pre-application Conferences	5/6/10	One preapplication conference is scheduled for May 13: 1. Annexation proposal for 5710 SE Hazel and 9770 SE Stanley.	7/14/10	No update
Facilities	Pond House	5/07/10	Reviewing report by consultant.		

Facilities	Public Safety Building-HVAC Replacement	5/07/10	Staff report being prepared to go to City Council.		
Fleet		7/7/10	Finishing T-4, working on E-8 and E-16. for the fire dept. every thing in service for the City of Milwaukie at this time.	7/14/10	Finished with truck 4, still working on E-16 and E-8. All of city trucks in service.
Street Department		7/9/10	The paving crew has been hot patching, sweeping on request and repairing shoulder rock areas. The sign department is working on the Bike Blvd project, Block Rule signage and gathering information for striping.	7/16/2010	The paving crew has been hot patching failed pavement area throughout town, sweeping on an as need basis and helping distribute door hangers. The sign crew has been working on placement of bike blvd signs, trimming and pavement markings.
Water Department		7/9/10	Maintenance has been working on service line leaks, locates, city hall requests and NESE water line shutdowns. Production has been performing well house rounds, vibration data and working with our consultant on flow testing.	7/16/2010	Maintenance has been repairing service line leaks, city hall requests, door hangers and main line shut downs for CIP projects. Production has been collecting samples, performing well house rounds, collecting vibration readings and supplying data to our master plan consultant.
Stormwater		7/8/10	The storm water crews have been, working on drywell inspections locating drywell on 52 nd wood haven to raised it, also they have been checking out sink hole at 43 rd & Roswell, and completing morning rounds and locates.	7/16/2010	The Stormwater crews have been cleaning catch basins, investigating and repairing a sink hole at 46 th and Roswell, hanging utility bill door hangers, completing detention pond maintenance, completing morning rounds and locates.
Wastewater		7/8/10	The waste water crews have been cleaning and Tving in the area of 34 th and Sellwood, Crews are working on fixing a manhole drop on International & Freeman, completing morning rounds and locates.	7/16/2010	The Wastewater crews have been cleaning and TV'ing in the area of 35 th and Sellwood, repairing a section of mainline on International Way, assisting the water department with locates, hanging utility bill door hangers, completing morning rounds and locates.

Approved
Sustainability Team Meeting Notes

March 10, 2010
PSB ~ 9:00 -10:30am

Attendees:

David Anderson, Karin Gardner, Hannah Harris, JoAnn Herrigel, Sarah Lander, Willie Miller, Annette Quinn, Beth Ragel, Ernie Roeger, Paul Shirey, Alicia Stoutenburg

Members Absent: Li Alligood, Esther Gartner, Bob Jordan, Ulrike Neitch, Nicole West

1) Review minutes from January 6th meeting (Group) – All Approved

Old Business:

2) Procurement focus group (Hannah, JoAnn, Sarah)

- Focus group discussion
 - A group of people from the City who do purchasing was convened recently to provide input on existing purchasing and ideas for developing more sustainable practices
 - Generally like central ordering – efficient and cost effective
 - Fiscal responsibility is important to everyone!
 - What would be the best way to encourage sustainable buying practices?
 - Guide them to better purchasing practices with the information and helpful tools
 - Research and compile list of most frequently purchased items
 - Give gentle reminders about being greener
- Procurement note card
 - “Tips for Sustainable Purchasing” note card was handed out and read:
 - Look before you buy
 - ✓ Check supplies storage first to see what is on hand
 - Be efficient
 - ✓ Combine orders to minimize deliveries
 - Buy recycled when appropriate
 - ✓ Look for “post-consumer” content options (post consumer materials have been *used and recycled*)
 - ✓ Try the highest recycled content option that is similar in quality to the lowest cost virgin option
 - ✓ Compare costs of recycled and virgin options and if within 10% of lower cost item, consider going with recycled content
 - Direct any questions about recycled options to the S-Team for help via email at sustainabilityquestions@ci.milwaukie.or.us
 - Note cards will be prepared and distributed to all City purchasers for reference
- Purchasing anomalies
 - Hannah’s research uncovered some unusual billing practices by Office Depot (i.e. our government discount is not necessarily always at a lower cost than the retail cost)
 - Hannah stated that Office Depot is involved in some litigation at this time in various states for overcharging public sector clients
 - Hannah will be focusing on comparing other suppliers and report her findings back to the team

3) Status of Sustainability in Milwaukie webpage (Esther)

- Reconfirm date to go live—Esther sent email to S-Team this morning stating that the Intranet S-Team webpage is now ready to go live

- Paul & JoAnn will compose a “Welcome to the Sustainable Milwaukie website” email and forward to Esther to send out to all users
- 4) Confirm brown bag & movie schedule for 2010
 - March 29th & 31st – 2 part movie – Garbage: The Revolution Starts at Home (Alicia)
 - Beth and JoAnn will get the video for Alicia
 - April 12 – Clackamas County Recycling (Karin)
 - Karin will send out the brown bag announcement on March 22nd
 - A 13-minute video link will be sent to All Users entitled “Little Pieces of the Earth” (about what happens to recyclables) to hopefully spark some interest in the upcoming recycling brown bag on April 12th
 - April or May – Nicole will write a small article for the Pilot about the JCB garden (JoAnn to communicate with Nicole about what has already been printed on this subject)
 - June – Hannah and Sarah will schedule a gardening brown bag
 - August – Paul will schedule a member of the City of Lake Oswego Sustainability Advisory Board
 - 5) Status of adopting policy to turn monitors off at the end of each day (Esther)
 - JoAnn will mock up a sample email for Esther to send out regarding a policy for all employees to turn their monitors off at the end of the work day
 - City staff will be encouraged to start doing this immediately
 - 6) Status of using 100% recycled paper throughout City buildings (Karin)
 - 30% recycled copy paper - an available option
 - Karin requested that all 30% recycled paper ordered through Office Depot be charged to PO # 10-224 & asked for a copy of the invoice for tracking purposes (the City keeps a tally of all 8 ½ X 11 copy paper purchases)
 - 7) Sustainability Education/Outreach (Group)
 - Goals for 2010
 - Educational focus is internal, with external education/outreach to come
 - Managers’ support is needed. Paul and JoAnn and Esther will plan on a presentation to Dept Heads when the budget situation cools down
 - S-Team needs to introduce themselves and the Plan to City staff and let them know what we are doing and why; via a brown bag at each City facility

New Business:

- 1) “S-Team Update” presentation to City Council (Paul)
 - Bullet report due March 31st for Council Meeting on April 20th (draft by March 24th)
 - JoAnn will help Paul prepare the staff report for City Council scheduled for April 20th
 - Paul will send a draft report to JoAnn for her input by next week
 - JoAnn will send to S-Team seeking their suggestions
- 2) Other business (Group)
 - Down to Earth Day (aka Clean Up Day)
 - Possibility of not having the event this year
 - Change focus to be a green/recycling event (i.e. electronics, Styrofoam, etc.)
 - Get vendors and/or garbage haulers involved to help save money; increase volunteers

- 3) SE Uplift Program Solar Conversion Phase 2 program
 - Paul stated that SE Uplift is working on phase 2 of their solar program for neighborhoods to include Ardenwald/Johnson Creek
 - Tax incentives for solar conversions are available from the State, but COM cannot participate at this time

- 4) Next meeting is Wednesday, May 19th, PSB, 9:00-10:30am
Next lunchtime movie (2-part) is scheduled for March 29th & 31st, City Hall, 11:30-12:30pm
Next brown bag is scheduled for Monday, April 12th, OPS, lunchroom 11:30-12:30am

(Action items have been underlined for easy reference.)

Karin Gardner (note taker)
Alicia Stoutenburg (final editor)