

## **NDA Leadership Meeting Summary - Draft**

Monday, March 17, 2025 (6 – 7:30 PM) City Hall, 10501 SE Main St., and Zoom

**Note:** Powerpoint slides used at meeting included below.

### **Attendees**

- **In person:** Jason Wachs (City staff), Peter Passarelli (City staff), Maitri Dirmeyer (Lewelling NDA) Charles Bird (Island Station NDA), Dave Cadwallader (Island Station NDA), Pam Denham (Island Station NDA), Carla Bantz (Lake Road NDA), Jennifer Murphy (Historic Milwaukie NDA), Debbie Liptan (Historic Milwaukie NDA), Lane Rollins (Ardenwald-Johnson Creek NDA)
- **Online:** Chris Holle-Bailey (Ardenwald-Johnson Creek NDA), Camden Mckone (Lewelling NDA),

### **Introductions**

- Introductions are made among the participants.

### **Good Neighbor Grant Program**

- Peter Passarelli discusses the Good Neighbor Grant program. The program is an evolution of an older initiative that was part of the Kellogg Good Neighbor Committee.
- Discussion on the eligibility criteria for projects. Various project types are outlined for consideration.
- Evaluation criteria for project applications are detailed. Projects must align with specific environmental and community goals.
- Funding availability for external and internal projects is explained. External project grants can be up to \$50,000, which includes NDAs and non-profit organizations. Internal projects (City) are dependent on available funding.
- A question was raised about potential partnerships with the city for additional funding exceeding \$50,000. That idea will be further explored by staff.
- Ideas for neighborhood grants are proposed. A suggestion is made to consult Peter before filling out applications.
- More information about program is at [www.milwaukieoregon.gov/publicworks/good-neighbor-program-grant](http://www.milwaukieoregon.gov/publicworks/good-neighbor-program-grant)

### **NDA Annual Elections at May Meetings**

- Challenges of leadership transitions within Neighborhood District Associations are explored. The concept of co-chairs is discussed as a potential solution. Has worked for some NDAs, but requires good communication between co-chairs.

- A discussion about the importance of guest speakers occurs. Regular updates from the city are suggested as beneficial.
- Concerns about food costs for meetings are raised. Various food options and budgets are discussed.
- The need for clear job descriptions for elected roles is emphasized. The time commitment for various positions is questioned. NDA bylaws include job descriptions for chair, vice-chair, secretary, and treasurer. Good idea to describe positions prior to holding elections. Idea presented to have current officers describe their positions to give candidates a better idea about what each position entails and how much time is needed to succeed prior to holding elections.
- Discussion on the responsibilities of a chair is held. The importance of clearly communicating these roles during elections is emphasized.
- One NDA created a new communications position to assist with administrative tasks. This role alleviates some responsibilities from the secretary and others. This is an idea that other NDAs could consider.

### **Milwaukie Neighborhood Enhancement Program (MNEP)**

- The Neighbor Enhancement Program is discussed, including reporting requirements and financial limits. A reminder about the importance of submitting final reports is given.
- More information about program is at [www.milwaukieoregon.gov/citymanager/mnep](http://www.milwaukieoregon.gov/citymanager/mnep)

### **NDA Insurance**

- Staff discussed the liability insurance policies provided by city for NDAs and the process for getting them renewed each year.
- Insurance coverage for events was discussed. The importance of including vendors as additionally insured was highlighted along with the many exemptions in the policies that should be reviewed by NDAs.

### **Annual NDA Meeting with Planning Commission – Tuesday, April 8, 2025 (6:30 – 8 PM)**

- Details regarding the upcoming Planning Commission meeting were shared. The meeting is scheduled for April 8 and all NDA leaders are invited to attend.
- Link to meeting is at [www.milwaukieoregon.gov/bc-pc/planning-commission-86](http://www.milwaukieoregon.gov/bc-pc/planning-commission-86).

### **NDA Round Table**

- **Ardenwald-Johnson Creek**
  - NDA cleans up and removes ivy each year around the NDA sign on Johnson Creek Blvd. That is coming up this spring.

- A neighborhood cleanup day was proposed by a new member of the NDA, which is being explored.
  - Concerns about recruiting volunteers for events were expressed. The need for more community involvement was highlighted.
  - Ideas for connecting with local high schools were discussed. Suggestions included reaching out to honor societies for volunteer opportunities.
  - Plans for upcoming concerts in August were shared. The importance of volunteer support for these events was emphasized.
- **Lewelling**
    - NDA has their spring cleanup coming up as part of the adopt-a-road program.
    - Planning is moving forward with August concerts at Ball-Michel Park. Funding issues aren't as much of a problem this year due to the fundraising efforts at Winter Solstice event.
- **Historic Milwaukie**
    - Discussion about expanding the pollinator pathway along Main St. NDA is working on expanding their adopted bump outs on Main St.
    - Earth Day is on Sat., Apr. 26, 2025 in partnership with the city and others. The NDA will work on the bump outs along Main St. Volunteers will break up into teams to do this work along with litter pickup and invasive removal. More information at [www.milwaukieoregon.gov/sustainability/earth-day-2025](http://www.milwaukieoregon.gov/sustainability/earth-day-2025).
    - Collaboration with local businesses is highlighted. New businesses are eager to participate in community events.
- **Island Station**
    - Concerns about tree preservation during development are raised. A compromise is sought between housing and maintaining green spaces in the development of the Sparrow property.
    - Volunteers are invited to assist with park cleanup at Elk Rock Island each month.
- **Lake Road**
    - Plans for a summer event at Milwaukie Floral are discussed. A subcommittee is proposed to help organize a fall event.

#### **Other Issue Raised**

- Concerns about untreated wooden structures in new parks are raised. Plans for maintenance and treatment of these structures are questioned.

# NDA Leadership Meeting – Mar. 17, 2025 (6-7:30 PM)

---

- **Welcome – Enjoy Refreshments** (6 – 6:10)
- **Good Neighbor Grant Program** (6:10 – 6:25)
- **Annual Elections in May** (6:25 – 6:40)
- **Neighborhood Enhancement Program Updates** (6:40 – 6:50)
- **NDA Insurance Renewals for 2025/26** (6:50 – 6:55)
- **NDA/Planning Commission Joint Meeting** – April 6 (6:55 – 7)
- **NDA Round Table Discussion** (7 – 7:30)
- **Adjourn** (7:30)

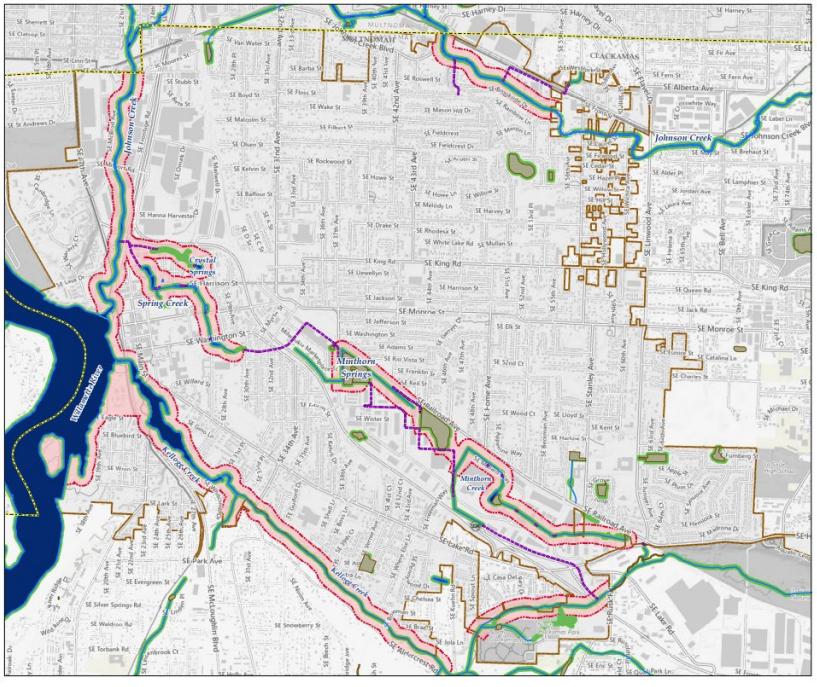


# Good Neighbor Program Grant



## City of Milwaukie Good Neighbor Program Areas

- Milwaukie City Limits
- County Boundary
- Storm Piped Streams
- Wetlands
- Streams
- Water Bodies
- Vegetated Corridors
- Proposed Good Neighbor Program Areas



Note: Vegetated Corridors for WQR, the water quality resource areas

Date: Tuesday, February 23, 2022

The information displayed on this map is for general reference only. The City of Milwaukie cannot accept any responsibility for errors, omissions or professional liability. There are no warranties, express or implied, including the accuracy, timeliness or completeness of the information displayed on this map. It is the user's responsibility to verify the accuracy of the information displayed on this map for their specific purposes. Accordingly, the user assumes all liability for any errors or omissions.

City of Milwaukie  
1625 SE Milwaukie Creek Blvd.  
Milwaukie, OR 97122  
(503) 766-1668

- Eligible Projects
- Application Process
- Eligible Applicants
- Funding Availability
- Selection Criteria
- Questions?

[www.milwaukieoregon.gov/publicworks/good-neighbor-program-grant](http://www.milwaukieoregon.gov/publicworks/good-neighbor-program-grant)



# NDA Annual Elections – May Meetings

- Outreach efforts and ideas
  - City led
    - **Pilot articles** (April and May)
    - **Social media posts** on city channels
    - **Mailer** to all mailboxes in 97222 for board & committee recruitment. Back of mailer includes info about NDAs and May elections.
  - NDA led ideas:
    - Include **topic on April agendas** to bring awareness and/or discuss nominations. Include on **May agendas** for election.
    - Send information to **email list** in April and May
    - **Word of mouth** – Talk to your neighbors
    - Work on **succession planning** – Who is next up for chair and other leadership roles? Have current leaders mentor those next up over time.
    - **What else?**



# NDA Annual Elections – May Meetings

---

- Election Process
  - **May NDA agendas – Include election and list each position being elected!**
    - Chair
    - Vice-Chair/Co-Chair
    - Recorder
    - Treasurer
    - NDA PSAC positions (No NDAs have openings currently, but please at least mention to bring awareness. If anyone is interested record it for when an opening does occur.)
    - Other leadership positions that your NDA has created



# NDA Annual Elections – May Meetings

---

- **Election process**
  - **Describe each position before holding election at the meeting.** Attendees may not know what positions exist or the duties of each. Descriptions in NDA bylaws.
  - **Chair**
    - Management and leadership of all NDA activities. Responsible for ensuring that the NDA complies with the requirements of the bylaws and applicable guidelines.
  - **Vice-Chair**
    - Assisting the Chair in performing the defined duties and assuming the Chair's duties in the Chair's absence.





# NDA Annual Elections – May Meetings

---

- Election process
  - **Secretary**
    - Ensuring that accurate minutes of all Association meetings are kept; ensuring that attendance registration is kept at all Association meetings; ensuring that attendance reports and minutes are maintained and that they are available for review by anyone who asks; ensuring that minutes and registration lists of all meetings are forwarded to the City of Milwaukie; ensuring that meeting notification and agendas are transmitted to the City and to members in a timely manner; ensuring that current and updated lists of officers and Land Use Review Committee members are provided to the City.



# NDA Annual Elections – May Meetings

---

- **Election process**
  - **Treasurer**
    - The safekeeping and accounting of all NDA funds and the proper disbursement of those funds in accordance with city and NDA guidelines. The Treasurer shall also maintain records of incoming donations, funds and contributors and shall make those records available to all who ask.



# NDA Annual Elections – May Meetings

---

- **Election process**
  - **Other officer positions created by NDAs**
    - Other Officer positions may be created and defined by NDAs. Additional Officer Positions may be appointed by the Board of Directors or elected by the Neighborhood District Association membership for specific duties or elected at large, with duties defined by the Board. Any additional officer positions elected shall be subject to the same membership and election requirements as the required officers.



# Milwaukie Neighborhood Enhancement Program (MNEP)

---

- End of year reports due June 30, 2025
- Reporting forms will be sent to all Chairs/Co-Chairs and Treasurers in early April
- Final reports from Community Connection Grant Recipients must be included. Available on the webpage below.
  - Any recipient of a grant that has not provided a report will not be eligible for future grants until one is provided.
- Gross bank account balances can't exceed \$15,000 to be eligible for 2025-26 allocation of funding. That includes funding that has been earmarked for projects. Once a bank statement shows it has dropped below the funding can be allocated.
- Questions?

[milwaukieoregon.gov/citymanager/mnep](https://milwaukieoregon.gov/citymanager/mnep)





## NDA Insurance

- Policies have been purchased and copies provided to each NDA (July 12, 2024 – July 12, 2025)
- Additions and changes need to be communicated throughout the year
  - For an event, meeting, or other activity to be covered the specific date, time, location and other details must be included on the policy.
- If an event is postponed, request to add the new date to policy must be made prior to original date
- Please read through exemptions. There are many, including bouncy houses.
- Questions?



# Annual NDA Meeting With Planning Commission

---

- **Save the date! Tuesday, April 8 (6:30 – 8 PM) – City Hall Council Chambers (3<sup>rd</sup> Floor)**
  - All NDA officers are welcome to attend
  - Preference is to attend in person, but can attend on Zoom
  - Please RSVP by Monday, April 7 to me ([wachsj@milwaukieoregon.gov](mailto:wachsj@milwaukieoregon.gov)), but you can also just show up last minute. RSVP's will help staff and commissioners plan ahead.
- Topics covered:
  - Hear more about high profile development projects/upcoming projects
  - Learn about role of the Planning Commission
  - Receive a land use review overview
  - Land more about land use resources available to NDAs
- Questions?



# NDA Round Table

What do you have coming up over the next six months?

- Let's find any opportunities we can to work together!



# THANK YOU!

Save the dates!

- **NDA/Planning Commission Joint Meeting** – Tue., Apr. 8 (6:30- 8 PM)
- **Volunteer Appreciation Dinner** – Mon., Jun.16 (6-8:30 PM)
- **Annual NDA Orientation and Training for New Officers** – Wed., Aug. 6 (6-8 PM)



CITY OF MILWAUKIE