



**5. State of the City Address**

Mayor Bob Hooker presented the State of the City Address. Mr. Hooker welcomed and thanked staff and everyone who volunteered within the City during 2008. Mr. Hooker said 2008 proved to be a year of big ups and downs, with the passing of past mayors Ron Petitti and Eddie McCluskey, devastating loss of the Bald Knob Mill due to fire and the old City Hall coming down to make way for a new larger facility. Mr. Hooker said we saw the completion of the first phase of the Airport Water Line Project, the start of construction on the new city Water Treatment Plant and the award of a \$50,000.00 Youth Legacy Grant to construct an educational pavilion at Garden Lake Park. The city also received a donation from the Presbyterian Church of a picnic shelter constructed in Harry Holt Park and has been given the opportunity to have a Resource Assistance to Rural Environments (RARE) intern working on the interests of the Cobalt building. Mr. Hooker said the 2008 election saw the failing of our local gas tax measure to replace the loss of county road maintenance funds used for local street repairs and hopes that with the strong stable Council that is in place, 2009 will be a year of solid progress. Mr. Hooker said 2009 brings the anniversaries of Oregon's 150<sup>th</sup> and Creswell's 100<sup>th</sup> birthday, the placement of a 50 year time capsule in the new City Hall, working to secure grants for the second phase of the Airport Water Line Project, refine our stimulus package project requests to the federal government and move forward with Lane County on the street and infrastructure improvements to Harvey Road. Mr. Hooker said he will work hard to make Creswell a great community by strengthening old relationships and forging new ones, keeping lines of communications open and strengthening the community everyway possible to lessen the hardships of those around us due to the economic downturn.

**6. Presentation of Automated External Defibrillator (AED) from Kiwanis Club of Creswell**

Sue Ordonez President of the Kiwanis Club of Creswell addressed the Council and presented an Automated External Defibrillator to the Council for placement in the lobby of City Hall. Mrs. Ordonez said the club had purchased two defibrillators at the request of past Mayor and Kiwanis member, Ed McCluskey. The Kiwanis Club has placed the other AED at the Rays supermarket.

**7. Comments from Mayor, Councilors and City Administrator**

**A. Airport Commission Member Appointments**

Mayor Bob Hooker re-appointed Larry Lowenkron to the Airport Commission with a term expiration date of December 31, 2012.

Mayor Bob Hooker appointed Council Member Bill McCoy to serve on the Airport Commission with term expiration date of December 31, 2009.

Mayor Bob Hooker appointed Gary Ludeke Planning Commission Member to serve on the Airport Commission with term expiration date of December 31, 2009.

**B. Planning Commission Member Appointments**

Mayor Bob Hooker re-appointed with the Council's consensus Blake Oelke and Wes Olsen to the Planning Commission with a term expiration date of December 31, 2012.

**C. Parks Advisory Board Member Appointments**

Mayor Bob Hooker re-appointed Cynthia Knight, Ted Whitling and Christopher Douglas to the Parks Advisory Board with a term expiration date of December 31, 2011.

**D. Elect Council President**

Jack Gradle moved Bill McCoy seconded to nominate Bob Millam as Council President for 2009. Voted on and carried unanimously.

Councilor David Case asked for a discussion on a City newsletter. Discussion ensued regarding costs, adding it to the website, including in a water bill, the frequency of a newsletter and councilors submitting ideas as what to include in the newsletter. Mayor Bob Hooker said he would like to include a copy of his State of the City Address in with January's water bill.

**E. Discussion of Ordinance #256 – Section 17 – Snow and Ice**

David Case said with the recent weather the Council received some correspondence in regards to the snow and ice on walkways not being cleared in the commercial district questioning the responsibility of removal. Discussion ensued regarding public awareness of Ordinances and this section of Ordinance 256 would be a great example for a winter newsletter.

**F. Discussion on Traffic Light Correspondence**

An e-mail received by City Administrator Mark Shrives from a concerned citizen regarding school crossings in front of the Middle School on Oregon Avenue was included in the packet. Bob Hooker said after reviewing the request to install a pedestrian activated traffic light he contacted Creswell School District Superintendent Rick Stuber regarding the crossing situation. Dr. Stuber said this problem has been ongoing for quite sometime and there is currently a flashing light installed on Oregon Avenue to warn drivers they are in a school zone. Dr. Stuber recommended a meeting between school board member Kathy Thompson, Public Relations representative and a Council committee to come up with some solutions, but also said when the new middle school is completed and the old building disposed of, the area for dropping off and picking up students will be changed. Dr. Stuber asked to have the City work with the school district if a traffic study is in order.

Sgt Cliff Harrold of Lane County Sheriff's Office addressed the Council and said he researched reported activity in the area around the school during 2008 and statistics show there were twenty-five traffic stops and two non-injury/non-reportable accidents. Sgt. Harrold said the Creswell deputies have adjusted their work schedules on an occasional basis to be present during the afternoon to cover school zone patrol, but suggested the school district use parent volunteers with crossing flags at the Oregon Avenue crosswalks. Mr. Harrold said it would be cheaper than installing a traffic signal and will also insure the children use the crosswalks.

Discussion ensued and Council agreed to set up a meeting with Mrs. Thompson and the school board to begin brainstorming for a solution to the school zone traffic problems but also wait to implement any permanent changes until the new school is completed and opened so the needs of the new setup can be recognized.

**8. Correspondence**

Mayor Hooker read aloud a letter from Mr. Brennan regarding traffic concerns on North First Street. Mr. Hooker said he has visited the street and feels the signage needs upgrading but did not encounter very many drivers going more than 3 MPH over the posted speed limit. Jean McKittrick said she spent forty-five minutes this morning sitting at the intersection of North First and Sandalwood and she feels the bigger problem is the bus stops need to be marked clearly as well as drivers are failing to stop at intersections on North First Street.

Discussion ensued regarding the 25 MPH speed zone, extra signage, re-painting the speed limit on the street, a traffic study, cost of speed signs, and speed calming devices.

Mr. Shrives suggested when the Council meets with the school board to discuss Oregon Avenue they also talk about bus stops.

Public Works Director Roy Sprout said it cost about \$230.00 for the placement of a speed sign. Council gave their consensus to install another speed sign along North First Street.

**9. Public Forum**

Scott Kenney who resides at 169 South 2<sup>nd</sup> Street, Creswell addressed the Council and said he feels a City newsletter would be of great resource for residents, but would like to have some financial information included in the newsletter as well.

**10. Consent Calendar**

Bob Millam moved Bill McCoy seconded to approve the consent calendar as presented. Voted on and carried unanimously.

**11. Airport**

**A. Change Order #1 – H & J construction Airport Water Line Project**

Shelley Humble Airport Manager explained change order #1 is for additional construction materials required to bring the Fire Suppression Water Line onto the airport property. The change order presented is for an additional 225 feet of pipe that the engineers bid documents were short, revised fittings and valves to help with the flow, and additional permit requirements from Oregon Department of Transportation (ODOT) for the re-surfacing of the Melton Road crossing. Mrs. Humble said she has spoken with Dave Roberts of the FAA (Federal Aviation Administration) and he is aware of the issues at

hand. Ms. Humble said the money is available in the AIP (Airport Improvement Project) fund but this additional cost will mean the five percent match from the City will be a little more than anticipated.

Bill McCoy moved Jack Gradle seconded that council approve contract change order #1 for H & J Construction Inc. for the Creswell Airport Water System Improvements in the amount of \$26,051.83 as presented. Voted on and carried unanimously.

**B. David Evans & Associates Invoice #262877 for the Water Line Project**

Shelley Humble Airport Manager said this invoice is for professional consulting services performed by David Evans & Associates during construction – which is part of phase 2 of the fire suppression waterline extension at the Airport.

Bob Millam moved Jack Gradle seconded that David Evans & Associates Invoice #262877 in the amount of \$2,647.00 for the Airport Water Line Improvement Project be approved as presented. Voted on and carried unanimously.

**12. Public Works**

**A. CH2MHILL – Pay Request Invoice #3682088 - Water Treatment Plant Project**

Bill McCoy moved Jack Gradle seconded that council approve the pay request for CH2MHILL, invoice #3682088 in the amount of \$20,270.69, for the water treatment plant project as presented. Voted on and carried unanimously.

**B. Contractors Inc. – Change Order #16 – Water Treatment Plant Improvement & Expansion Project**

Mr. Shrives said due to adverse weather conditions during December the job site was closed a total of six working days, eight calendar days. A time extension of eight calendar days is being requested to be added to the contract duration to account for the weather delay. A discussion ensued on the status of completion for this project.

David Case moved Jean McKittrik seconded to approve Change Order #16 from Contractors Incorporated to add eight calendar days to contract duration to account for weather delay on the water treatment plant project. Voted on and carried unanimously.

**C. Contractors Inc. – Pay Request #6 -Water Treatment Plant Improvement & Expansion Project**

Bob Millam moved Bill McCoy seconded that council approve pay request No. 6 for Contractor's inc. in the amount of \$655,389.00 for the water treatment plant improvement and expansion project as presented. Voted on and carried unanimously.

**D. PrimRose Construction – Change Order #3 – Water Line Improvement Project**

Public Works Director Roy Sprout said this change order is to provide an 8 inch tee, coupling and 4 inch cap to piping on the high school waterline portion of the waterline improvement project. There are additional costs for bends to the pipes to raise elevation and movement of the waterline closer to the property line.

Jack Gradle moved Jean McKittrick seconded to approve change order #3 for the waterline improvement project for Harold Primrose excavating in the amount of \$18,042.00 as presented. Voted on and carried unanimously.

**E. PrimRose Construction – Pay Request #3 – Water Line Improvement Project**

Bob Millam moved Jack Gradle seconded that pay request #3 for Harold Primrose Excavating LLC for the Waterline Improvement Project in the amount of \$92,264.00 be approved as presented. Voted on and carried unanimously.

**F. Pall Corporation – Change Order – Water Treatment Plant Improvement Project**

Mr. Shrives said the specifications for tank seismic calculations on the 6000 gallon tank and the three-3000 gallon tanks required a stamp by an engineer registered in the State of Oregon. The engineer who stamped the calculations was not registered in Oregon and the calculations are not site specific. Mr. Shrives said during the bid process it was learned that the General Contractor included this work in his bid, so we will use the general contractors bid amount to complete the seismic calculations which is why we are receiving the credit from Pall Corporation.

Bill McCoy moved Jack Gradle seconded to approve the <\$4,400.00> on Pall Corporation's change order for the water treatment plant project as presented. Voted on and carried unanimously.

**13. Administration**

**A. Housekeeping**

**i. Water Project – Amend CH2MHILL's Change Order #15**

Mr. Shrives said on December 8, 2008 the City Council approved change order #15 in an amount not to exceed \$15,858.09 for re-grading the existing bank and placing additional rip rap upstream and downstream of the intake structure. The work has now been completed for a total cost of \$11,958.08, leaving a credit of \$3,900.01. Mr. Shrives said approval of the modification for change order #15 will ensure City records are accurate for review by the grant agency and the City auditor.

David Case moved Bill McCoy seconded to modify CH2MHILL'S change order #15 for the water treatment plant project by changing the approved amount from \$15,858.09 to a new amount of \$11,958.08. Voted on and carried unanimously.

**ii. City Hall – Modification to Essex Change Order #1**

Mr. Shrives said at the November 10<sup>th</sup> City Council meeting, Essex Construction Change Order #1 to the City Hall project was approved for an additional 12 inches of compacted gravel. The council approved an amount not the exceed \$15,000.00 for the gravel. The work has been completed and the cost of the work provided by the subcontractor was \$15,000.00, and the general contractor Essex Construction had not included the markup which is allowed by the contract documents when the change order was presented to council for approval. With the markup included, the final cost of the change order is \$15,980.68 and needs to be modified to include the allowed contractor markup.

Bill McCoy moved Jack Gradle seconded to modify change order #1 for Essex Construction on the City Hall project by changing the approved amount from \$15,000.00 to a new amount of \$15,980.68. Voted on and carried unanimously.

**iii. Airport Water Line Project – Amend Task Order #1**

Mr. Shrives said during this year's audit process it was discovered that a typing error had been made in the original task order #1 document for David Evans & Associates. In the contract document the written amount did not match the dollar amount in parenthesis (Four Thousand Eight Hundred Seventy Eight Dollars (\$4,562.00)). The council approved the \$4,562.00 figure. A new task order has been signed which reflects the correct amount. For audit purposes, Council will need to pass a motion correcting Task Order #1 of the Airport Water Line Improvement Project for David Evans & Associates.

Bill McCoy moved Bob Millam seconded to correct AIP Project #3-41-0083-006 Task Order #1 for David Evans & Associates clarifying the approved amount as \$4,562.00 (Four Thousand Five Hundred Sixty Two Dollars) for the Airport Water Treatment Plant Project. Voted on and carried unanimously.

**iv. Water Line Improvement Project – Amend Change Order #1**

Mr. Shrives said the City Council approved Harold Primroses Excavating Change Order #1 to the Water Line Improvement Project on November 19, 2008 in an amount not to exceed \$20,600.00. The work has now been completed by the contractor and the final cost for the work was \$18,827.00. To ensure City records are accurate for review by the grant agency and the city auditor a modification to change order #1 needs to be approved for \$18,827.00.

Bob Millam moved David Case seconded to modify change order #1 for Primrose Construction, by changing the approved amount from \$20,600.00 to a new amount of \$18,827.00 for the waterline improvement project. Voted on and carried unanimously.

**B. Ad Hoc Committee – Cobalt Building Citizen Involvement Committee – Raja Shah**

RARE (Resource Assistance for Rural Environments) Intern Raja Shah addressed the Council and said he is working on the public involvement period of the Cobalt Building project and passed out a handout that included a list of members he has assembled to serve on the Cobalt Building Citizen Involvement Committee. Mr. Shah said he has comprised a survey that will accompany the water bills this month and will then be holding a public workshop in March to gather information for the final vision of the project to present to the Council.

Mr. Shah said the committee members make up a very broad range of area in order to give a good perspective and input can be taken from all areas of the Creswell Community. The purpose of the committee is to review and refine how the public is going to be involved in this project and also to provide the outreach and networking assistance to reach out to more residents and to make sure the public workshop is done in an efficient and correct way of gathering information for the final vision. Mayor Bob Hooker appointed Sheila Hale (C2A2 – Creswell Citizens Action Alliance), Christopher Douglas (Parks Advisory Board), Carol Campbell (Creswell Library), and Lee Kounovsky (Creswell School District) to the Ad Hoc Committee. Mr. Hooker said Mr. Shah may add to his committee a high school student and residents at large as he sees fit.

**C. Essex General Construction – Change Order #2 – City Hall Project**

Mr. Shrives said this Essex General Construction Change Order #2 is for additional construction services and material related to the adjustment of the final finish floor level of the City Hall building providing for an additional 2” of rock at the building pad to accommodate revised finish floor elevation. The finish floor is to be raised ¼” above the high point of the sidewalk at the NW exit door.

Bob Millam moved Bill McCoy seconded that council approve construction change order #2 for Essex General Construction Inc. for the City Hall Project in the amount of \$1,764.31 as presented. Voted on and carried unanimously.

**D. Essex General Construction – Change Order #3 – City Hall Project**

Mr. Shrives said this Essex General Construction Change Order #3 is for additional survey services for re-staking building corners; investigation and adjustment of finish floor elevation in the amount of \$953.52.

Jack Gradle moved Jean McKittrick seconded that council approve construction change order #3 for Essex General Construction Inc. for the City Hall Project in the amount of \$953.52 as presented. Voted on and carried unanimously.

**E. Essex General Construction – Change Order #4 – City Hall Project**

Mr. Shrives said Essex General Construction Change Order #4 is for additional construction services and material related to excavation and compacted rock backfill of unstable portions of the project site found during the course of construction in the amount of \$6,640.90.

Bob Millam moved David Case seconded that Council approve construction change order #4 for Essex General Construction Inc. for the City Hall Project in the amount of \$6,640.90 as presented. Voted on and carried unanimously.

**F. Essex General Construction – Change Order #5 – City Hall Project**

Mr. Shrives said change order #5 for Essex General Construction is for additional construction services related to the relocation of the proposed City Hall building. This relocation was due to the discovery of the adjacent Century-Tel building’s location and it encroachment across property lines by four inches.

David Case moved Jean McKittrick seconded that Council approve construction change order #5 for Essex General Construction Inc. for the City Hall project in the amount of \$1,207.10, as presented.

**G. Approving Pay Request #3 for Essex General Construction – City Hall Project**

Bill McCoy moved Jack Gradle seconded that Council approve pay request #3 for Essex General Construction Inc. on the City Hall Project in the amount of \$102,597.84 as presented.

**H. Intergovernmental Agreement between State of Oregon (ODOT), and Lane Council of Governments (LCOG) and City of Creswell – Interchange Area Management Plan (IAMP) – Transportation System Plan Update (TSP)**

Mark Shrives said the next three agenda items all relate to each other. The IAMP project has basically been at a stand still since June as the project has ran out of money and is only half way completed. The state has come back with another grant in the amount of \$137,965.00 which should complete the consultant’s part of the project and then the City and County will need to adopt it. The city will have to match a total not to exceed of \$7,425.00 for the grant and will use LCOG as a pass through. Mr. Shrives said since this was not anticipated during the budget process the Council will need to move \$8,000.00 from contingency to materials and services in the street fund pay for the match. The additional \$575.00 will allow for postage and noticing costs to be included along with the match.

Bill McCoy moved Bob Millam seconded to approve the Intergovernmental Agreement between State of Oregon (ODOT), LCOG and the City of Creswell for the Interchange Area Management Plan. Voted on and carried unanimously.

**I. Intergovernmental Agreement – Lane Council of Governments (LCOG) for assistance in providing match required by the Oregon Transportation and Growth Management Program**

Bob Millam moved David Case seconded to approve the Intergovernmental Agreement with Lane Council of Governments for assistance in providing match required by the Oregon Transportation and Growth Management Program for the IAMP. Voted on and carried unanimously.

**J. Resolution 2009-01 – A Resolution Changing Appropriations within the Street Fund**

Bill McCoy moved Bob Millam seconded to approve Resolution 2009-01 – A Resolution Changing Appropriations within the Street Fund. Voted on and carried unanimously.

**K. Nagao/Hansen Architects – Invoice #8-186 – City Hall Project**

Jack Gradle moved Jean McKittrick seconded that Council approve Invoice #8-186 for Nagao/Hansen Architects P.C. in the amount of \$3,230.25 for architect services on the City Hall Project as presented. Voted on and carried unanimously.

**L. Nagao/Hansen Architects – Invoice #8-187 – City Hall Project**

Bill McCoy moved Jack Gradle seconded that Council approve Invoice #8-187 for Nagao/Hansen Architects P.C. in the amount of \$1,493.75 for additional services on the City Hall Project as presented. Voted on and carried unanimously.

**14. Upcoming Meetings**

- A. Airport Commission Mtg. – January 29, 2009**
- B. Planning commission Mtg. – January 15, 2009**

**15. Adjournment**

There being no further business to come before the council, Acting Mayor Robert Hooker adjourned the meeting at 8:49 PM.

**Executive Session – 192.660 (2) (f) – To consider information or records that are exempt by law from public inspection.**

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Robert A. Hooker, Mayor

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Roberta J Tharp, City Recorder