

City of Creswell
Council Minutes
February 9, 2009

Council Present:

David Case
Bob Hooker
Jean McKittrick
Jane Vincent

Jack Gradle
Bill McCoy
Bob Millam

Staff Present:

Mark Shrives City Administrator
Roberta Tharp City Recorder
Roy Sprout Public Works
Layli Nichols Finance Director
Shelley Humble Airport Manager
R. Scott Palmer Municipal Judge

Council Absent 0
Press: 1
Audience: 2

The regularly scheduled City Council meeting was called to order by Mayor Bob Hooker at 7:00 PM and the pledge of allegiance given.

1. Special Presentation – Annual Municipal Court Review – Judge R. Scott Palmer

Judge Palmer addressed the council to give the annual Municipal Court Review.

Judge Palmer complimented the court staff for a job well done and gave an overview of court statics for 2008 citing Creswell Municipal Court saw about one hundred eighty (180) cases which consisted of 247 offenses throughout the year. The court scheduled twenty trials that ranged from traffic and theft to Neighborhood Parking Disputes and Animals with Dangerous Behavior. Of those twenty trials, two were dismissed due to the layoff of Lane County Sheriff Deputies as a result of cuts from the county budget.

Judge Palmer reviewed the diversion programs offered to some offenders who have been cited for violations such as curfew or Minor in Possession of Alcohol or Tobacco. He also pointed out that due to hard economic times, the program he refers defendants to for Drug and Alcohol Evaluations at Lane County Mental Health is being terminated and they are privatizing this program.

Judge Palmer spoke about the crime of poverty which is a statewide problem for defendants who are repeat offenders of Driving while Suspended and Driving Uninsured with convictions in multiple courts.

Judge Palmer said the number of citations written into Creswell Municipal Court has gone down in the past year due to the fact deputy's are so busy with calls for service they are to shorthanded to provide traffic duty. Occasionally the Lane County Sheriff's traffic team will be in Creswell but they use the e-ticketing system, which Creswell is not set-up to handle therefore the citations they write in Creswell are cited into Central Lane Justice Court instead of our Municipal Court. Judge Palmer asked the Council to study the option of e-ticketing for possible implementation in the future.

Creswell Municipal Court assessed a total of \$74,730.06 in fines and assessments during 2008, and collected a total of \$47,540.10. Of the total collected Judge Palmer reported \$21,311.90 was received from Professional Credit Services for accounts that had been sent to collections, which in most cases were collected from cases heard prior to 2008.

Judge Palmer said he has just begun his twenty-sixth year as the Creswell Municipal Judge and considers it an honor to serve the community of Creswell. He said he has no plans to retire within the

next ten years but feels at some point the city needs to budget monies for the training of a pro-tem judge in case there ever is a conflict of interest or unavailability.

2. Time Capsule Update

Carol Hooker who resides at 322 Pebble Beach Drive addressed the Council as a representative of the Ad Hoc Time Capsule Committee. Mrs. Hooker said the committee consists of four members, City Council Representative Jean McKittrick, City Representative Shelley Humble, Helen Hollyer of the Creswell Chronicle and herself. Mrs. Hooker said the committee has done extensive research on creating a successful time capsule and has decided that fifty (50) years is a more appropriate timeframe in which to open the capsule rather than one-hundred (100) years. The committee has chosen to purchase a large rectangle composite type capsule that will include a cover plate with the City's logo on it from Heritage Time Capsules for \$979.00 and a preservation kit for \$69.00 for a total of \$1,192.00 and estimates the total cost of the project including additional preservation materials and dedication to be approximately \$3,000.00.

Mrs. Hooker said the contents of the time capsule will depict Creswell, its history, citizens, businesses, schools, and would like to include some items reflecting the State of Oregon and is encouraging citizens to become involved. Mrs. Hooker said the committee has already received an in-kind donation of an etched glass plaque to place on the wall in City Hall that will identify where the capsule is located, when it should be opened and a list of the major contributors to the project.

The dedication has been set for August 9, 2009, the same date the City of Creswell became incorporated one hundred years ago.

Mrs. Hooker presented a request asking the Council to approve a \$1,000.00 pre-purchase for the capsule, and stated the committee will raise the remaining funds and should they earn more than needed they would refund the excess back to the City. Mrs. Hooker also requested that donated funds be run through the city so donors will be able to get a tax deduction. To date the committee has cash pledges of \$450.00, they are selling buttons designed by the Chamber of Commerce, looking for personal pledges, in-kind donations and are also looking at a possible \$500.00 grant from the Chamber.

Finance Director Layli Nichols said she could hold donations in the general liabilities account within the general fund in order to track donors so they can receive a tax deduction.

Bill McCoy moved Bob Millam seconded to approve a \$1,000.00 pre-purchase donation to the Time Capsule Project. Voted on and carried unanimously.

3. City Administrator Annual Review

Mayor Bob Hooker read aloud the letter he is submitting to Mr. Shrives revealing the results of the City Administrator's 2008 performance evaluation. Mr. Hooker said the results from the evaluation forms completed by the Council and staff rated Mr. Shrives satisfactory to very satisfactory in all categories. The comments included on the forms were a high level of performance, sincere, positive, professional, good networking skills with other agencies within Lane County and has the ability to adapt and improvise in tough situations to bring great results to Creswell. Mr. Hooker asked Mr. Shrives to continue with regular staff meetings, weekly update meetings with the Mayor, to schedule workshops for the council and continue strengthening community public relations. Mr. Hooker thanked Mr. Shrives for making his transition from councilor to mayoral position a smooth process and for a job well done.

4. Comments from Mayor, Councilors and City Administrator

A. City Council Committee Assignments

Mayor Bob Hooker assigned council members to the following committees:

*denotes Chair

Administration

*Bob Millam
Jack Gradle
Jane Vincent

Finance

*Jean McKittrick
Bill McCoy
Bob Millam

Public Safety

*Bill McCoy
Bob Millam
Jane Vincent

Transportation

*Jack Gradle
Bill McCoy
David Case

Cultural Services

*Jane Vincent
Jean McKittrick
David Case

Economic/Community Development

*David Case
Jean McKittrick
Jack Gradle

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Lane Council of Governments Alternate Representative – Bob Millam
Park Advisory Board – Jean McKittrick

Mayor Bob Hooker asked Transportation Committee to set up a meeting with school board regarding the cross walk in front of the middle school on Oregon Avenue, as well as speeding on North 1st Street and Emerald Parkway.

Mr. Hooker asked the Public Safety Committee to meet and look into the emergency preparedness plan for the city and provide feedback in regards to how the City of Creswell's interfaces with Lane County's. He also asked for information on possibilities to re-enforce our policing such as getting the Neighborhood Watch program revived in Creswell again.

A discussion ensued and Mr. Hooker reminded the Council the committees are advisory committees only and meetings need to be noticed and notes and agendas filed at City Hall.

Bill McCoy asked Mark Shrives to check into the City of Springfield's newly passed resolution regarding deferral of payment on system development charges for contractors building new residential homes to help stimulate housing within the city.

A discussion ensued regarding the color of paint to be used for the new tanks at the water treatment plant when completed and the traffic concerns situations that may arise on the corner of River Drive just south of the tower. Mr. Shrives said he will be working on the color within the next couple of weeks and is currently leaning toward earth tones and Lane County has recently installed new guardrails completely around the corner on River Drive.

David Case said he feels staff should look into the costs for electronic ticketing for Municipal Court and the cost of a pro-tem judge. After discussion Council gave their consensus to have staff look into the costs for Judge Palmers recommendations.

Jane Vincent asked what the financial impact is to the citizens of Creswell due to the poor economy. A discussion ensued regarding the collection rate of taxes and how property taxes are collected for homes in foreclosures. Ms. Vincent also asked about resource assistance for people who have been laid off from their jobs and found themselves in financial difficulties. Discussion ensued about a flyer containing resource information and also including this information in the city newsletter.

Bob Millam said the City has good fiscal management now as in the past and feels the city lives within its means.

Mark Shrives said the city has received confirmation from the Oregon Department of Fish and Wildlife (ODFW), they will be holding their annual fishing derby at Garden Lake Park on Saturday, April 4, 2009 from 9:30 AM to 1:00 PM. ODFW plans on stocking the ponds with fish prior to the day of the derby.

Mark Shrives reported the cost for a city newsletter basically comes down to what the Council wants to include in their newsletter. Mr. Shrives said the cost for a one page-two sided newsletter would cost approximately \$60.00 to have printed. A discussion ensued to the length of newsletter and how often the city should distribute one. The Council gave their consensus to have a one page, front and back quarterly newsletter, more often if needed, and to leave it up to Mr. Shrives to decide what will be published in it and put it together.

David Case asked if it would be considered a conflict of interest if he represented himself as a citizen not as an elected official to the contractor who is doing work in front of his home on the city waterline project to give him a bid to do some driveway work. Mr. Shrives said he will check into this and then e-mail everyone regarding whether or not it is considered a conflict of interest.

Bill McCoy said The American Association of Airport Executives (AAAE) will produce a report detailing the direct, indirect and induced economic impact the airport has on the community at a cost of \$2500.00. The AAAE will send you a questionnaire to fill out and return and they will send you a report as to how much the airport contributes to the community for the number of people in your area by means of dollars and cents as well as number of jobs directly and indirectly affiliated to the airport. Mr. McCoy said he has been looking at the FAA (Federal Aviation Association's) formula on how they figure this and feels it would be beneficial to the airport should the City decide to complete an Economic Impact Statement.

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Discussion ensued and Mr. Shrives said he will look into this and report back to the Council at the next meeting.

Mayor Bob Hooker called a five minute recess.

5. Correspondence – No comments received

- A. Lane County Sheriff – Contract Report for December 2008
- B. Lane County Sheriff – Calls for Service Report – January 2009

6. Public Forum

There were no public comments

7. Consent Calendar

- A. Approval of Minutes – January 12, 2009 City Council Minutes
- B. Approval of Bills – January 2009

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

8. Airport

City Administrator Mark Shrives said in June of 2008 the Vision Statement and Operational Plan for the airport was completed. The plan outlines seven goals and associated implementation tasks. The Rural Business Enterprise Grant, administered by the United States Department of Agriculture would provide an opportunity for the City to pursue funding to develop a feasibility study and business plan for the Creswell Hobby Field. Mr. Shrives said work completed through the RBEG would build on the foundation to develop an airport feasibility study and business plan which would identify the regional and market framework within which the airport can fulfill its vision. Mr. Shrives said USDA requires a one-to-one cash match of non-federal funds and this project cost is estimated at approximately \$16,000.00 of which \$8,000.00 would consist of grant money and \$8,000.00 would be the cities cash match.

Bill McCoy moved Bob Millam seconded that the City Council support a City application to the Rural Business Enterprise Grant Program for the Fiscal Year 2009-2010. Voted on and carried unanimously.

9. Public Works

A. Change Order #17 – WTP – Contractors Inc. – Mark Shrives/Roy Sprout

Mr. Shrives said change order #17 for Contractor's Incorporated for the Water Treatment Plant Project would officially remove the scope of work added in change order 9. It has been determined a permanent drain for the backflow preventer is not required and will credit back to the City \$3,649.45.

Bob Millam moved Jack Gradle seconded to approve change order #17 from Contractor's Incorporated for the Water Treatment Plant Improvement and Expansion Project to remove change order #9 from the contractor's scope of work. Voted on and carried unanimously.

B. Not Used

C. Pay Request #7 – WTP - Contractors Inc. – Mark Shrives/Roy Sprout

Mr. Shrives said this pay request is for the previous months work at the water treatment plant. David Case moved Jean McKittrick seconded that council approve pay request No. 7 for Contractor's Incorporated, in the amount of \$415,478.00 for the water treatment plant improvement and expansion project as presented. Voted on and carried unanimously.

D. Pay Request (Invoice No.3686040) WTP _ CH2MHill

Bob Millam moved Jane Vincent seconded that council approve the pay request for CH2MHill Invoice No. 3686040 in the amount of \$31,876.99 for the water treatment plant project as presented. Voted on and carried unanimously.

E. Change Order #4 – Waterline Improvement Project – Harold PrimRose Excavating – Mark Shrives/Roy Sprout

Mr. Shrives said this change order for Harold Primrose Excavating is for the cost of the T-cut pavement replacement at the water line crossing of Melton Road. The ODOT permit for the Melton Road crossing was not acquired until after the project was bid therefore, the cost was not included in the contractors bid.

Bill McCoy moved Jack Gradle seconded to approve change order #4 for Harold Primrose Excavating for the water line improvement project in the amount of \$4,157.00 as presented. Voted on and carried unanimously.

F. Pay Request #2 – Waterline Improvement Project – Harold PrimRose Excavating – Mark Shrives/Roy Sprout

Bob Millam moved Bill McCoy seconded that pay request #4 for Harold Primrose Excavating LLC for the Waterline Improvement Project in the amount of \$94,607.00 be approved. Voted on and carried unanimously.

G. CH2MHill – Contract Amendment #2 – WTP – Mark Shrives/Roy Sprout

Mr. Shrives said the CH2MHill Contract Amendment #2 is to balance the water treatment plant project budget. Mr. Shrives said there were over expenditures in some of the line items due to issues with the county, the land and changing the design of the project to fit the land. Mr. Shrives said he and Finance Director Layli Nichols sat down with Paul Berg of CH2MHill and identified that in order to balance the budget with the project an additional \$64,000.00 needs to be added to the CH2MHill project budget. Mr. Shrives said this is not an increase to the overall project budget; it is fixing the overspending due to issues related with the project.

Bill McCoy moved Jack Gradle seconded to approve the contract amendment #2 for CH2MHill for the Water Treatment Plant Project in the amount of \$64,000.00. Voted on and carried unanimously.

10. Administration

A. Express Bill Pay & Telecheck Online Payments Agreement – Mark Shrives/Layli Nichols

Mr. Shrives said he has been in contact with our software provider Caselle and has reviewed the two programs that are currently partners with them for providing online bill pay. It is his recommendation to contract with Express Bill Pay as the online bill pay provider and Telecheck as the credit card merchant.

David Case moved Jean McKittrick seconded that the City Council approve Express Bill Pay as the online bill pay provider and Telecheck as the Credit Card Merchant in order to provide online bill pay services to city residents. I also move to authorize the City Administrator to negotiate and sign a final contract with the company. Voted on and carried unanimously.

B. Identity Theft Program and Procedures – Resolution 2009-02 A Resolution Adopting an Identity Theft Program and Procedures to Comply with Federal Regulation and Laws Relating to Utility Billing

Mr. Shrives said the city is required by the Federal government to have an identity theft policy in place before May 1, 2009.

Bob Millam moved Jack Gradle seconded to approve Resolution No. 2009-02, A Resolution Adopting an Identity Theft Program and Procedures to Comply with Federal Regulations and Laws Relating to Utility Billing. Voted on and carried unanimously.

C. Local Wetlands & Riparian Inventory (LWI)– Environmental Protection Agency (EPA) Grant – Mark Shrives

Mr. Shrives said the LWI is part of the comprehensive plan update which Creswell is participating in with nine other Southern Willamette Valley cities and will require a total match of \$5,000.00 over two years

Bill McCoy moved Jane Vincent seconded that the City Council support the Local Wetlands Inventory Project and authorize the City Administrator to submit a grant application in partnership with the other participating cities. Voted on and carried unanimously.

D. RARE (Resource Assistance for Rural Environments) Application – Mark Shrives

Mr. Shrives discussed the opportunity to submit an application to bring another RARE program participant to the City of Creswell. Mr. Shrives praised Raja Shah our current RARE participant for making great strides on the three projects he has been working on: a feasibility study to determine the best use of the Cobalt building, an update to the Downtown Plan setting forth an economic development strategy for Downtown Creswell and working on the Youth Legacy Grant Project for Garden Lake Park. Mr. Shrives said the required match for the RARE Program would be \$19,000.00, up from \$17,000.00 this year.

Bill McCoy moved Jack Gradle seconded that the City Council support a city application to the Resource Assistance for Rural Environments program for the Fiscal Year 2009-2010. Voted on and carried unanimously.

E. Southwood Engineering Contract Renewal

Mr. Shrives said the engineering contract with Southwood Engineering expired at the end of December 2008 and this is a standard agreement to extend the contract for six months until June 30, 2009 which is the end of the fiscal year.

David Case moved Jean McKittrick seconded that the contract with Southwood Engineering be extended until June 30, 2009 as presented. Voted on and carried unanimously.

F. Change Order #6 – Essex Construction

Mr. Shrives said change order #6 is for a fire extinguisher and cabinet to be placed in the new City Hall. This additional equipment was required by the project plans examiner at the Building Department.

David Case moved Jean McKittrick seconded that council approve contractors change order #6 for Essex General Construction Inc. for the City Hall project in the amount of \$439.15 as presented. Voted on and carried unanimously.

G. Change Order #7 – Essex Construction

Mr. Shrives said Change Order #7 from Essex Construction for the City Hall Project is for the installation of conduit providing for relocation of the street light and irrigation vault currently located on Oregon Avenue.

Bill McCoy moved Jane Vincent seconded that Council approve contractors change order #7 for Essex General Construction Inc. for the City Hall Project in the amount of \$7,409.05 as presented. Voted on and carried unanimously.

H. Change Order #8 – Essex Construction

Mr. Shrives said change order #8 from Essex Construction for the City Hall project is for conduit and floor boxes to provide services for low voltage systems in the new City Hall.

David Case moved Jean McKittrick seconded that council approve contractors change order #8 for Essex General construction Inc. for the City Hall Project in the amount of \$5,387.70 as presented. Voted on and carried unanimously.

I. Change Order #9 – Essex Construction

Mr. Shrives said change order #9 from Essex Construction for the City Hall project is for the addition of Bentonite waterproofing for the sub-grade elevator pit walls. This was deemed to be necessary based on the high ground water level observed on site.

Bill McCoy moved David Case seconded that council approve contractors change order #9 for Essex General Construction Inc. for the City Hall Project in the amount of \$1,529.32 as presented. Voted on and carried unanimously.

J. Change Order #10 – Essex Construction

Mr. Shrives said change order #10 from Essex Construction for the City Hall project is for the installation of a sump pump and drain line for the elevator pit.

David case moved Jean McKittrick seconded that council approve contractors change order #10 for Essex General Construction Inc. for the City Hall Project in the amount of \$2,412.23 as presented. Voted on and carried unanimously.

K. Change Order #11 – Essex Construction

Mr. Shrives said change order #11 from Essex Construction for the City Hall project is for concrete pumping for the West and South CDF piers and concrete footings. This work was the result of direction given by PSI, Inc., the third party testing agency.

Bill McCoy moved Jack Gradle seconded that council approve contractors change order #11 for Essex General Construction Inc. for the City Hall Project in the amount of \$1,039.40. Voted on and carried unanimously.

L. Pay Request #4 – Essex Construction

David Case moved Jean McKittrick seconded that council approve pay request No. 4 for Essex General Construction Inc. on the City Hall Project in the amount of \$46,192.66 as presented. Voted on and carried unanimously.

M. Pay Request – Invoice #8-194 – Nagao/Hansen Architects

Bill McCoy moved Jack Gradle seconded that council approve invoice #8-194 for Nagao/Hansen Architects P.C., in the amount of \$2,152.00 for Architect services on the city hall project as presented. Voted on and carried unanimously.

N. Pay Request – Invoice #8-195 – Nagao/Hansen Architects

Mark Shrives said this amount will be billed back to the contractor, Essex Construction as this was due to an error made by the contractors.

Jack Gradle moved Jean McKittrick seconded that Council approve invoice #8-195 for Nagao/Hansen Architects P.C. in the amount of \$1,131.25 for Additional services on the City Hall project as presented. Voted on and carried unanimously.

O. Pay Request – Invoice #8-196 – Nagao/Hansen Architects

Bob Millam moved Bill McCoy seconded that council approve invoice #8-196 for Nagao/Hansen Architects P.C. in the amount of \$1,841.25 for Architect Services on the City Hall Project as presented. Voted on and carried unanimously.

P. Acceptance of Easement from CenturyTel

Mark Shrives said he has been working with CenturyTel to obtain an easement for the waterline on a 40' x 40' square piece of property that is located directly out the back door of the old city hall by the alley. Northwest Natural Gas is also in need of an easement in the same area to install the gas lines for the new City Hall. This agreement from CenturyTel will allow both utilities the easement needed for the installation and maintenance of the underground water and natural gas line.

Bill McCoy moved Bob Millam seconded to accept the Access and Utility Easement with CenturyTel of Oregon as presented. Voted on and carried unanimously.

Q. Resolution 2009-03 A Resolution Appropriating Rural Tourism Marketing Program (RTMP) Grant Funds within the General Fund

Finance Director Layli Nichols said each year the city receives an RTMP grant that is passed on to the Chamber of Commerce to support their staff and programs. The RTMP monies budgeted this year are \$11,788 and the grant award is \$12,919.00, therefore Resolution 2009-03 appropriates the additional grant monies awarded.

Bob Millam moved Jack Gradle seconded to approve Resolution 2009-03, A Resolution appropriating rural Tourism marketing Program Grant funds with the General Fund. Voted on and carried unanimously.

R. Resolution 2009-04 A Resolution Charging off Uncollectible Local Improvement District Assessments – Layli Nichols

Finance Director Layli Nichols said Resolution 2009-04 is a resolution charging off the balances of two uncollectable improvement district assessments. Both properties owned by Wesley and Denise Olson located on North 1st Street were sold last year and normally remaining balances for recorded assessments would be paid for out of escrow. Ms. Nichols said the two assessments in this resolution did not properly reflect these recorded liens totaling \$687.30 when the property sold and are now uncollectable by either the previous or current owner.

David Case moved Bill McCoy Seconded to adopt Resolution 2009-04, A Resolution charging off uncollectible local improvement District Assessments as presented. Voted on and carried unanimously.

S. Harvey Road Project Update – Mark Shrives

Mark Shrives distributed a new version of the Harvey Road project update that was he included in the Council packet. Mr. Shrives said he included in this version a breakdown of project costs and budget amounts. The Harvey Road Project bid was awarded to Delta Construction in the amount of \$2,246,370.50 with the breakdown for the project being as follows:

1. Lane County will contribute \$1,655,696.77 to the project,
2. Contractor's contributions who have recently developed in that area is \$135,201.00
3. Creswell will contribute \$290,623.73 for the waterline and \$164,799.00 for street

improvements making the City's total contribution \$455,422.73.

Mr. Shrives said Emerald People's Utility District, PacifiCorp and Lane Electric have almost completed relocating the utilities in the area and Delta Construction would like to begin the project on April 20, 2009.

Mr. Shrives outlined the remaining budgeted funds available from the City as follows:

Water Fund has \$312,376.00, Street Fund has \$450,000.00, Local Improvement District has \$48,000.00, Bike/Pedestrian Fund which needs to be obligated to a project by the end of this year has \$30,000.00 and the Special City Allotment Grant the city received in the amount of \$25,000.00 for a grand total of remaining budgeted funds of \$865,376.00.

A discussion ensued regarding the continuance of the waterline and street improvements down 5th Street from Gilfry Alley to A Street at an estimated cost of \$505,000.00 and to continue with street improvements only (no waterline) from A Street west to 7th Street, estimated cost being \$285,000.00. Mr. Shrives laid out some other options one of which being the City Public Works crew could complete the Waterline Extension from Gilfry Alley to A Street. This option would be cost saving because a detailed engineer design would not be required; materials could be purchased at cost without contractor profit, and overall cost savings for labor because employees wages are already included in the budget. Mr. Shrives said if the City has a contractor put in the extension of the waterline it would cost the city approximately \$90,000.00 whereas the cost for public works would only be approximately \$50,000.00 but it would take them out of the regular public works duties for about three weeks while installing the waterline.

Mr. Shrives said if the Council decides they would like to do the full street improvements on 5th Street to A Street he would recommend having Ron Stahelin, City Engineer design and do the construction management on the project as his costs would be cheaper than having Lane County and lastly have Mr. Stahelin provide the City with the A Street improvements as an alternate bid to see where we are with funding.

Discussion ensued regarding breaking the A Street alternate bid up into blocks from 5th Street to 6th and 6th Street to 7th to make sure the city has the funds for the complete project. Mr. Shrives said he will have to schedule a special Council meeting within the next couple of weeks to meet the requirements of notices and resolution for a Local Improvement District.

Council gave their consensus to move forward with the waterline and street project on 5th Street from Gilfry Alley to A Street and have Mr. Stahelin design the rest of the project and look hard at keeping the project in house.

T. Planning Commission Vacancy – Mark Shrives

Mark Shrives said Planning Commissioner Wes Olsen has moved out of the City of Creswell making him ineligible to sit on Planning Commission as he held an in town seat. This vacancy for this position has been advertised in the Creswell Chronicle and on the Website with a closing date of February 27th in order to fill this position at the March Council meeting.

U. Work Sessions Topics/Retreat – Mark Shrives

Mark Shrives asked for discussion on work sessions and the possibility of a City Council Retreat in the near future. After a short discussion the consensus of the Council was to hold a full day retreat in Creswell and include the following three topics: Planning, Public Safety and Goal Setting. The Council would like an update on what is being built in Creswell, possibly inviting a consultant to provide information and discussion on affordable policing services, the cost for starting your own police department, and looking at increasing the budget to include the cost of an extra deputy, and a goal review and setting session.

Bob Hooker said he would like the Council to hold quarterly work sessions.

V. Tour of Creswell Middle School Building – Feb. 11th , 6:00 PM

Mark Shrives reminded the Council of the tour of the new Creswell Middle School on Wednesday evening.

11. Clerk's Report

12. Upcoming Meetings

- A.** Airport Commission Mtg. – January 29, 2009 – 4:00 PM
- B.** Planning Commission Mtg. – February 19, 2009 – 7:00 PM

13. Adjournment

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 9:45PM.

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

Robert A. Hooker, Mayor

Roberta J Tharp, City Recorder