

City of Creswell
Council Minutes
March 9, 2009

Council Present:

David Case
Bob Hooker
Jean McKittrick
Jane Vincent

Jack Gradle
Bill McCoy
Bob Millam

Staff Present:

Mark Shrives
Roberta Tharp
Roy Sprout
Shelley Humble
Sgt. Cliff Harrold

City Administrator
City Recorder
Public Works
Airport Manager
Lane County
Sheriff

Council Absent 0

Press: 1

Audience: 15

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 Presentations

A. Wes Olsen Planning Commission Appreciation Plaque

Mayor Bob Hooker presented Wes Olsen with an appreciation plaque for his service from January 2005 to December 2008 on the planning commission.

B. CVALCO (Conventions & Visitors Association of Lane County Oregon) Presentation – Kari Westlund

Kari Westlund from CVALCO (Conventions & Visitors Association of Lane County Oregon) addressed the council and presented a short power-point presentation on marketing Lane County. Ms. Westlund said for nearly thirty years Lane County has been marketed as a destination for leisure travel, conventions, and events. In April 2008, CVALCO appointed Oregon-based Total Destination Management (TDM) to examine current marketing efforts and develop a brand strategy to enhance the identity and competitiveness of the county as a travel, convention, meeting and event destination. As of March 2, 2009 CVALCO became Travel Lane County and is marketing Eugene as, Cascades & Coast with the slogan “Real Adventures. Real Close. Travel Lane County will be opening a new adventure-themed visitor center adjacent to Interstate-5 in Springfield’s Gateway area in the near future with stronger focus on activities and experiences and more emphasis on benefits and emotions.

C. Lane County Sheriff’s Presentation – Sgt. Cliff Harrold

Sgt. Cliff Harrold of the Lane County Sheriff’s Office addressed the Council giving a brief update on the recent county budget woes effecting the Sheriff’s department. Sgt. Harrold said during budget season last year the Sheriff’s department created five resident traffic positions resulting in the traffic team, and during the past month these positions have been eliminated along with a records position. Sgt. Harrold said this does not affect the Creswell contract for services, but the South Lane and Highway 58 traffic patrol deputies were know to be in or close to our area to help out if needed.

Jane Vincent said the Public Safety Committee will be looking at rekindling the Neighborhood Watch Program in Creswell and feels that could help the Sheriffs department.

2. Comments from Mayor, Councilors and City Administrator

A. Planning Commission Appointment

Mayor Bob Hooker reported there were two applications received for the vacancy on the Planning Commission. Mr. Hooker has reviewed and spoken to both applicants and is appointing Dan Stockbarger to fill the vacancy on

City of Creswell
Council Minutes
March 9, 2009

the planning commission left by Wes Olsen's relocation of residency outside the city limits of Creswell until the term expiration date of December 2012.

Mayor Bob Hooker read aloud an e-mail from Meltebeck Construction thanking everyone at City Hall for assisting in getting his project off the ground.

Mayor Bob Hooker said he received letters from the students of Mr. Scott Fenley's second grade class at Creslane Elementary. The letters made suggestions regarding the things they feel would make Creswell a better place; a swimming pool, better bathrooms at Harry Holt Park and to re-open the do-nut shop on Oregon Avenue that recently closed. Mr. Hooker said he will be visiting and speaking to the class sometime after spring break and will invite them to the dedication ceremony of the new city hall building where he plans to place the letters in the time capsule.

Mayor Bob Hooker said he would like to participate in the Oregon Mayors Associations annual student contest "If I Were Mayor, I Would ...". Mr. Hooker said he is trying to set up a time to speak at the elementary, middle and high school to encourage student participation. The contest runs from March 23rd to May 29, 2009. Local winners would then be entered into a statewide competition. The statewide winners will receive laptop computers at the Oregon Mayors Association Annual Conference in August.

Jane Vincent asked if the City had any plans to hold something at the old library building located on the corner of South 2nd and C Street during Creswell's 100th birthday celebration as it is the oldest building in town. Discussion ensued that the city is not planning an event to take place in the old library building but the recommendations brought forth were to contact the Chamber of Commerce or the Historical Society and possibly the Council's cultural committee could meet to discuss the idea and present it to one of the mentioned groups.

3. Correspondence

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

4. Public Forum

Weston Booher who resides at 191 Blue Jay Loop, Creswell addressed the Council with concerns regarding the planning process and fees for building a garage on his property. Mr. Booher said on February 5th he submitted an application for a building permit to erect a 13' x 24' garage on his property. Prior to submitting the application, Mr. Booher had spoken with the building inspector who quoted him an approximate fee of \$300.00 for the permit and a turn around time of ten to fourteen days. Mr. Booher said after the fourteen days he was notified he would need to fill out a land use application and pay an additional \$300.00 land use application fee. Mr. Booher said if his building was only 10' x 20' he would not even be required to obtain a permit and being a contractor he feels these fees are out of proportion as well as this is not standard practice within other cities. Mr. Booher urged the Council to review these fees and suggested the land use fees be based off of a percentage of a total cost of the project instead of a flat fee.

Mr. Shrives said this will be a discussion the Council will be having at the retreat scheduled this weekend, and a resolution is required in order to change the fees.

Luanna Cooper who resides at 351 West F Street addressed the Council asking if the streets affected by the waterline improvement project will be repaired back to their original condition. Public Works Director Roy Sprout said the paving is scheduled to begin next Wednesday.

5. Consent Calendar

- A. Approval of Minutes –February 9th & 23rd, 2009 City Council Minutes
- B. Approval of Bills – February 2009

Bill McCoy asked to have the February 9th minutes amended under Comments from Councilors: The February 9th minutes stated, Bill McCoy said the State of Washington and some of the other surrounding states have a package through Airport Executives Association that for a \$2500.00 fee they will send you a questionnaire to fill out and return and they will send you a report on how much the airport contributes to the area 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 Federal Aviation Association's formula on how they figure that and feels it would be beneficial to the airport. Discussion ensued and Mr. Shrives said he will look into this and report back to the Council at the next meeting.

Mr. McCoy would like to amend the February 9, 2009 minutes to read: 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. Discussion ensued and Mr. Shrives said he will look into this and report back to the Council at the next meeting.

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

6. Airport

A. Glider Operation Update – (Verbal)

Airport Manager Shelley Humble addressed the Council giving a brief update on the glider operation that is attempting to start at the airport. Mrs. Humble said she has been in contact with the FAA (Federal Aviation Administration) in Renton, Washington working through the permit and safety plan complied. The FAA from Hillsboro was down last week and will return this week working thru the take off procedures, object free areas and runway protection zones making sure everything they are doing is safe for everyone using the airport. Bob Millam asked for a timeframe, and Mrs. Humble said this is a work in progress, they have done some practice takeoffs and different maneuvers but feels that possibly sometime this spring everything should be in place.

B. Precision Approach Engineering – Consent to Assignment

Airport Manager Shelley Humble said the city entered into a contract for Personal Services on the Airport Improvement Project on June 6, 2005 with David Evans & Associates. As of May 2, 2008 all of David Evans & Associates rights, title, and interest in the contract will transfer and vest in Precision Approach Engineering who will assume all duties and obligations under the contract. Mrs. Humble said David Evans & Associates wanted to remove itself from the airport division.

Bill McCoy moved Jack Gradle seconded to accept the Consent to Assignment to Precision Approach Engineering from David Evans & Associates as presented. Voted on and carried unanimously.

C. David Evans & Associates – Pay Request Invoice #266235

Bob Millam moved Jack Gradle seconded that invoice #266235 from David Evans & Associates for the fire suppression waterline extension project in the amount of \$2,605.98 be approved. Voted on and carried unanimously.

D. Precision Approach Engineering Inc. – Task Order No. 3 – AIP No. 3-41-0083-008 Hobby Field Waterline Improvement Project

Airport Manager Shelley Humble said phase one and two of the Fire Suppression Waterline Extension Project have been completed. Task order number three is for phase three of the project which will include planning assistance, water line improvements and grant application assistance from Precision Approach Engineering. The council will need to enter into the contract, Task Order No. 3 Design Services for Phase 3 of the Waterline Improvements AIP Project No 3-41-0083-008 with Precision Approach Engineering, Inc. Discussion ensued regarding the involvement of the fire marshal.

Bill McCoy moved Jane Vincent seconded that task order no. 3 Design Services – Phase 3 for Fire suppression Water Line Extension Improvements with Precision Approach Engineering, AIP Project No. 3-41-0083-008 be approved. Voted on and carried unanimously.

7. Public Works

A. Intergovernmental Agreement – Lane County/City of Creswell Striping Services

Mr. Shrives said this is an annual contract for street striping services.

Bob Millam moved Jean McKittrick seconded to accept the Intergovernmental Agreement between Lane County and the City of Creswell for Street Striping Services as presented. Voted on and carried unanimously.

B. Change Order #18 – WTP – Contractors Inc. – Mark Shrives/Roy Sprout

Mr. Shrives said change order #18 rerouted the finished water and well water lines to avoid existing utility conflicts and added additional length to the piping to connect them to the pipes that are provided as part of the

conveyance package which had been relocated after this contract was awarded. The cost for change order #18 is \$7,638.05.

Jean McKittrick moved Bob Millam seconded to approve change order #18 in the amount of \$7,638.05 from Contractors Incorporated for the Water Treatment Plant Improvement and Expansion Project. Voted on and carried unanimously.

C. Change Order #19 – WTP – Contractors Inc. – Mark Shrives/Roy Sprout

Mr. Shrives said change order #19 is for minor electrical changes at the membrane building, including adding light switches in the electrical room, raising the cable tray in the membrane room two feet, modifications to the power circuit for the UPS, modifying wiring for a valve, and installing control wiring for the HVAC equipment at a cost of \$6,551.53.

Bill McCoy moved Jack Gradle seconded to approve change order #19 in the amount of \$6,661.53 from Contractors Incorporated for the water treatment plant improvement and expansion project. Voted on and carried unanimously.

D. Change Order #20 – WTP – Contractors Inc. – Mark Shrives/Roy Sprout

Mr. Shrives said change order #20 is to document, review and modify the existing control wiring in the operation building and to provide an Ethernet switch and control for the well field pumps. This work is required in order to tie in the controls of the Garden Lake well fields and existing reservoirs for proper system controls. The total cost of these changes is \$5,952.97.

Jack Gradle moved Bill McCoy seconded to approve change order #20 in the amount of \$5,952.97 from Contractors Incorporated for the water treatment plant improvement and expansion project. Voted on and carried unanimously.

E. Change Order #21 – WTP – Contractors Inc. – Mark Shrives/Roy Sprout

Mr. Shrives said change order #21 relates to several mechanical changes for the water treatment plant project. A valve is to be added on the drain line of the neutralization tank at a cost of \$995.41. The finished elevation of the XR tank was changed and requires modifications to the centerline of the XR piping to connect the two at a cost of \$734.30. An additional reducer is required to connect the piping to the strainers at a cost of \$1,058.29. An additional reducer is required to connect the 4" BR line to the neutralization tank at a cost of \$791.85. The total cost of change order is \$3,579.85.

Bob Millam moved Jean McKittrick seconded to approve change order #21 in the amount of \$3,579.85 from Contractors Incorporated for the Water Treatment Plant Project. Voted on and carried unanimously.

F. Pay Request #8 – WTP - Contractors Inc. – Mark Shrives/Roy Sprout

Mr. Shrives said Pay Request #8 is for services provided by Contractors Incorporated for the Water System Improvement Project.

David Case moved Jean McKittrick seconded that council approve pay request no. 8 for Contractor's Inc. in the amount of \$443,708.00 for the water treatment plant improvement and expansion project as presented. Voted on and carried unanimously.

G. Pay Request (Invoice No.3689951) – CH2MHill – WTP – Mark Shrives/Roy Sprout

Mr. Shrives said this pay request is for services provided by CH2MHill on the Water Treatment Plant Project.

Bill McCoy moved Jack Gradle seconded that council approve the pay request for CH2MHill Invoice No 3689951 in the amount of \$29,981.03 for the water treatment plant project as presented. Voted on and carried unanimously.

H. Pay Request #5 – Harold PrimRose Excavating – Waterline Improvement Project Mark Shrives/Roy Sprout

Mr. Shrives said pay request #5 from Harold PrimRose Excavating is for work performed on the Waterline Improvement Project.

Bob Millam moved Jack Gradle seconded that pay request #5 for Harold PrimRose Excavating LLC for the waterline improvement project in the amount of \$116,774.00 be approved. Voted on and carried unanimously.

I. Pay Request #3 – Pall Corporation –WTP Project – Mark Shrives/Roy Sprout

Mr. Shrives said pay request #3 for Pall Corporation is for services provided to the Water System Improvement Project.

Bill McCoy Moved Bob Millam seconded that council approve pay request no. 3 for Pall Corporation in the amount of \$773,100.00 for the water treatment plant improvement and expansion projects as presented. Voted on and carried unanimously.

8. Administration

A. Old Business Update –

Mark Shrives said this is a follow up from the February 13th City Council Meeting of questions that were asked or issues raised. Mr. Shrives said he intends to include this briefing item on the agenda from this point forward so Council can decide if there needs to be further staff research into the items. Mr. Shrives included information he had obtained on E-ticketing for Municipal Court and the City of Springfield's System Development Charge Deferral program. The Council felt staff should not spend any further time on the e-ticketing subject, but if time allowed to hold a brief discussion on Springfield's SDC program at the retreat.

B. Time Capsule – Resolution 2009-05; A Resolution Changing Appropriations Within the General Fund

Mr. Shrives said at the last meeting the council agreed to designate \$1,000.00 for the purchase of a preservation vault or time capsule to be placed in the new City Hall building and opened at the City's sesquicentennial. This resolution is moving the \$1,000.00 from the operating contingency fund to the general fund.

Bill McCoy moved Bob Millam seconded to approve Resolution 2009-05; A Resolution Changing Appropriations within the General Fund. Voted on and carried unanimously.

C. Pacific Power & Light Contract

Mr. Shrives said the council will need to approve the General Services Contract with Pacific Power in order to provide electrical power to the new City Hall Building. Mr. Shrives recommended the council approve to buyout the contract under item #9 rather than enter into a contract and pay over time in order to save money.

David Case moved Jean McKittrick seconded to approve the general services contract with Pacific Power and Light Company dated February 17, 2009 and to use the specials provisions as provided in item 9 of the contract to buyout the contract for a total of \$17,240.05. Voted on and carried unanimously.

D. Pacific Power & Light Resolution 2009-06; A Resolution Changing Appropriations Within the General Fund

Mr. Shrives said Resolution 2009-06 is a resolution moving \$17,241.00 from operating contingency fund to the Capital Outlay fund to buyout the Pacific Power & Light contract to provide the required 120/280 volt, single-phase electric service to the new City Hall building.

Bill McCoy Moved Jack Gradle seconded to approve Resolution 2009-06; A Resolution Changing appropriations within the General Fund. Voted on and carried unanimously.

E. Not Used

F. LID Resolution – Resolution 2009-07; A Resolution Determining It Necessary to Install Curb, Gutter & Sidewalks Along North 5th Street From A Street to Scott Avenue, and A Street between North 5th Street and North 7th Street

Mr. Shrives said at the February 9th City Council meeting the council gave consensus to move forward with the street improvement project along North 5th street from "A" Street to Scott Avenue and "A" Street between North 5th Street and North 7th Street and begin the LID process. The first step in that process is to pass a resolution identifying the need and desire to complete the proposed improvements, and direct the City Engineer to make a survey of the area and file said survey with the City Recorder.

David Case moved Bill McCoy seconded to approve Resolution 2007-09, A Resolution Determining It Necessary To Install Curb, Gutter & Sidewalks Along North 5th Street From A Street to Scott Avenue, and On A Street from North 5th Street to North 7th Street as amended. Discussion ensued regarding the transposition of numbers in the resolution number presented. David Case amended Bill McCoy seconded the motion to Resolution 2009-07. Voted on and carried unanimously.

Mark Shrives said the design package for this project should be completed by City Engineer Ron Staehlin by the end of March.

G. Budget Timeline

Mark Shrives went over the Budget Timeline he and Finance Director Layli Nichols compiled showing projected dates for budget meetings and noticing purposes. Mr. Shrives said they would like to appoint and re-appoint budget committee members at the April 13th City Council meeting and reminded those councilors who need to identify a person to sit on the budget committee begin looking. Discussion ensued regarding councilor conflict for the April 15th meeting scheduled for the finance committee. Mr. Shrives said he would e-mail everyone asking for a better date within the perimeters of the budget meeting timeline.

H. Pay Request #5 – Essex Construction – City Hall Project

Mr. Shrives said Pay Request #5 from Essex Construction for the City Hall Project is for construction services related to the South and West masonry walls, the masonry, elevator shaft and concrete floor slab. This pay request also includes payment for structural wood products now stored on site and lighting currently stored at the electrician's shop.

Jack Gradle moved Bob Millam seconded that council approve pay request #5 for Essex General Construction Inc. in the amount of \$118,426.93. Voted on and carried unanimously.

I. Pay Request #8-201 – Nagao/Hansen Architects – City Hall Project

Mr. Shrives said pay request #8-201 is for professional services provided by Nagao/Hansen Architects PC for the new Creswell City Hall building.

Bill McCoy moved Jean McKittrick seconded that council approve Invoice #8-201 for Nagao/Hansen Architects P.C. in the amount of \$2,516.00 for architect services on the City Hall project as presented. Voted on and carried unanimously.

J. Pay Request #8-202 – Nagao/Hansen Architects – City Hall Project

Mr. Shrives said pay request #8-202 from Nagao/Hansen Architects is additional services relating to solar panels and keyless entry.

Bob Millam moved Jean McKittrick seconded that council approve invoice #8-202 for Nagao/Hansen Architects P.C. in the amount of \$2,046.25 for additional services on the City Hall project as presented. Voted on and carried unanimously.

9. Clerk's Report – January 2008

10. Upcoming Meetings

- A. **Airport Commission Meeting – March 12, 2009 – 6:30 PM Community Center**
- B. **City Council Retreat – March 14, 2009 – 8:30 AM – Emerald Valley Resort**
- C. **Planning Commission Mtg. – March 19, 2009 – 7:00 PM Community Center**

11. Adjournment

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 8:17PM.

Robert A. Hooker, Mayor

Roberta J Tharp, City Recorder