

City of Creswell
Joint City Council/Planning Commission Minutes
August 10, 2009

Council Present:

David Case	Jack Gradle
Bob Hooker	Bill McCoy
Jean McKittrick	Bob Millam
Jane Vincent	

Staff Present:

Planning Commission Present:

David Christopher	Dennis Grice
Gary Ludeke	Blake Oelke
Alan Pointer	Lloyd Safely
Dan Stockbarger	

Roberta Tharp	City Recorder
Layli Nichols	Finance Director
Roy Sprout	Public Works Director
Shelley Humble	Airport Manager
Raja Shah	RARE Intern

Council Absent 0

Press: 1

Audience: 16

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

1. Special Presentations

A. Ruby Price – Creswell School District Superintendent

Ruby Price, the newly hired Creswell School District Superintendent addressed the council and planning commission to introduce herself, and presented a brief summary of her background. Mrs. Price said she is looking forward to working together as team partners to help improve student achievement, supporting quality education, directing our finances in the right direction and being a part of this community. Mayor Hooker, Councilors and Planning Commission Members welcomed her.

B. Downtown Plan Update – Raja Shah & Kyle Roberts

RARE Intern Raja Shah and Volunteer Kyle Roberts addressed the Council and Planning Commission giving a brief update on the final amendments to the Downtown Plan Project. Mr. Shah said the objective of this project was to update the elements of the 2001 Downtown Plan and create some new strategies for revitalizing the downtown area. The project includes an existing conditions comparison table with the major changes from 2001 to 2009, a downtown inventory, a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis on Circulation & Linkages, Economic Development, Image & Identity, Future Development and Architecture & Streetscape, and a 2001 Objectives Progress Chart. With the final strategies in place Mr. Shah and Mr. Roberts presented a proposal for a pocket park/town square located on South 1st street across from the City Hall and adjacent to the Lane Transit District bus stop and parking lot. They presented this park project as a civic anchor of downtown, to be a relaxing park that could host activities such as the farmer's market and increase foot traffic which would lead to downtown economic activity.

Discussion ensued regarding the 2001 creation of the downtown zone which eliminated the businesses on South Mill Street and the need for directional signage to the downtown area at the freeway interchange.

C. Cobalt Building Report – Raja Shah

RARE Intern Raja Shah addressed the Council and Planning Commission to give his final report on the Cobalt Building Feasibility Study.

Mr. Shah said the Cobalt Building was built in 1993, used as a torque converter factory and was recently donated to the City by a local developer with the intention of providing the City of Creswell a location to house multiple community enriching events. Overall the building has been well maintained and is in good condition.

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Mr. Shah said he focused on two groups, the community service providers and the community users. A SWOT (Strengths Weaknesses Opportunities Threats) Analysis was conducted and came up with many opportunities for the use of the building. The analysis was then used to help determine appropriate questions for surveying the community users. A Citizen Involvement Committee was formed and a series of open houses, workshops, and town hall presentations took place. The results of these revealed the highest priorities for the citizens of Creswell were recreation, youth programs and activities said Mr. Shah. Although a swimming pool was the top choice according to the survey, Mr. Shah does not recommend that use due to Creswell's population, preliminary financial calculations and an already existing indoor pool at Ironworks Gym.

Mr. Shah said the community service providers had many groups interested in providing increased services to the citizens of Creswell such as Head Start, Family Relief Nursery and Creswell Clubhouse that could possibly share space within the building. Mr. Shah then introduced Laura Rariden Executive Director of the Creswell Clubhouse currently housed at Creslane Elementary. Ms. Rariden said the K-5 after school program currently has fifty students enrolled with a waiting list of another twenty children who would like to enroll and the clubhouse is ready to step up and expand their program to a broader age group of children to include 7 – 17 years but space is an issue. The Clubhouse has a current budget of \$50,000.00 and has recently submitted their application for a 501-C3 status.

Mr. Shah said in order for the building to be used for anything but a factory a two hour firewall would need to be installed at an estimated cost of \$16,000.00, and terminate the high voltage three phase electrical system at an estimated cost of \$500.00.

Mr. Shah presented two layout options of the Cobalt building for a recreation and youth center, the first utilizing the building structured as it currently is and option #2 would require the removal of some interior walls to include a full size gym.

Mr. Shah touched briefly on management options, the first would be the city could manage it or contract out the programs to such places as the YMCA or Willamalane Parks and Recreation District.

In conclusion Mr. Shah said he would recommend beginning with layout option #1 upgrading the vinyl flooring to wood in the gym for a run ready total of \$111,600.00. This amount comes in slightly higher than the budgeted \$80,000.00 therefore the City will have to raise the remainder funds.

Bob Hooker presented Raja Shah with an appreciation plaque and commended him for all he has done for the City of Creswell during his term as the RARE Intern.

Mayor Bob Hooker adjourned the joint City Council/Planning Commission meeting and opened the regular City Council meeting.

2. Comments from Mayor, Councilors and City Administrator

- A. September City Council Meeting Date – Mayor Bob Hooker said the next regularly scheduled City Council meeting falls on the Labor Day Holiday and proposed to change the meeting date to Monday, September 14, 2009. The Council was in agreement.
- B. Mayor Bob Hooker said yesterday's 100th year celebration went off without a hitch and thanked all the volunteers who made the event possible. Councilor Bill McCoy commented the City received good publicity from the media as well.
- C. Councilor Bob Millam asked to have the font increased on bills from project contractors.

3. Correspondence

- A. Lane County Sheriff – Contract Report for June 2009
- B. Lane County Sheriff – Calls for Service Report – July 2009
- C. Save the Schoolhouse Committee

Bob Hooker said if the Council is in consensus of approving the request from the Save the Schoolhouse Committee to set up an account to deposit fundraising funds into for the restoration of the building located at 195 South 2nd Street that an ad hoc committee must be formed in order to allow them to run funds through the city.

Bob Hooker moved Jean McKittrick seconded to appoint an ad hoc committee consisting of Carol Campbell, LaVae Robertson, Sharon Viel, Marge Williamson and City Councilor Bill McCoy to work on restoration of the old Creswell school house located at 195 South 2nd Street. The committee shall run for the duration of the project,

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and the City will set up a separate account in which all fundraising efforts for that project are to be deposited in. Voted on and carried unanimously.

- D. Letter to School District regarding Construction Excise Tax Negotiations
- E. City of Creswell Response to FAA Regarding Skydiving Review Timeline
- F. Thank-you from Bob Hooker & Family

4. Public Forum

Barbara Spencer who resides at 83 Sunday Drive, Creswell, OR addressed the Council with questions and concerns regarding the flow of traffic when exiting I-5 at Creswell and heading west. Mrs. Spencer said with the railroad tracks running through the middle of town and the traffic in general she feels there is a need for an additional exit from the freeway near Dale Kuni road to relieve the Oregon Avenue traffic.

Mr. Hooker said the Interchange Area Master Plan along with the 1998 Transportation Plan which is currently being reviewed would address this issue. The review of the transportation plan is being worked with the Oregon Department of Transportation to look at the entire Oregon Avenue area.

5. Consent Calendar

- A. Approval of Minutes –July 13, 2009 City Council Minutes
- B. Approval of Bills – July 2009

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

6. Airport

A. Precision Approach Engineering Pay Request

Jack Gradle moved Jean McKittrick seconded that Council approve Invoice #1408 for Precision Approach Engineering in the amount of \$2,093.00 for the Fire Suppression Water Line to the Creswell Airport. Voted on and carried unanimously.

B. Precision Approach Engineering Pay Request

Bob Millam moved Bill McCoy seconded that Precision Approach Engineering Invoice #1418 in the amount of \$4,399.17 for the Airport Waterline Project be approved. Voted on and carried unanimously.

C. Precision Approach Engineering Task Order #4

Jean McKittrick moved David Case seconded that Task Order No. 4 Professional Services during Construction – Phase Three for the Fire Suppression Water Line Extension Improvements, AIP Project No. 3-41-0083-008 be approved. Voted on and carried unanimously.

D. Award of Bid – Creswell Airport/Hobby Field Water Systems Improvements

Bids were opened on July 30, 2009 for the Creswell Airport/Hobby Field Water Systems Improvements Phase III, AIP Project No. 3-41-0083-008. The bids were as follows:

BIDDERS	BASE BIDS	ALTERNATE BID	TOTAL
1. Pacific Excavation, Inc	\$ 80,885.00	\$19,300.00	\$100,185.00
2. Eugene Sand & Const. Inc.	98,065.00	27,360.00	125,425.00
3. Kerr Contractors, Inc	123,920.00	28,300.00	152,220.00
4. Wildish Construction	129,985.00	25,730.00	155,715.00
5. Kipco, Inc.	135,890.00	28,830.00	164,720.00
6. Harold Primerose Excavt.	140,855.50	28,828.50	170,684.00
7. Bill Booker Construction	141,855.50	28,828.50	170,684.00

Bill McCoy moved Bob Millam seconded to award the contract for the Creswell Airport/Hobby Field Water System Improvements Phase III (AIP Project No. 3-41-0083-008) to Pacific Excavation, Inc. pending FAA Concurrence. Voted on and carried unanimously.

E. Airport Work Session Discussion

A discussion ensued regarding the upcoming August 24th Joint City Council/Airport Commission meeting. The Council gave their consensus to meet as many times as necessary to discuss and review with the Airport Commission the history, background and all other aspects of the Airport services, projects and issues. The meeting will begin at 6:00 PM and have a four hour cap on it.

7. Public Works

A. CH2MHill Pay Request

Jack Gradle moved Jean McKittrick seconded that Council approve the pay request for CH2MHill, Invoice No. 3711590 in the amount of \$33,411.71 for the Water Treatment Plant Project as presented. Voted on and carried unanimously.

B. Contractor's Inc. Pay Request #13

David Case moved Jean McKittrick seconded that Council approve Pay Request No. 13 for Contractors Incorporated in the amount of \$145,811.00 for the Water Treatment Plant Improvement and Expansion Project as presented. Voted on and carried unanimously.

C. Contractors Inc. Change Order #30 – Water Treatment Plant

Jean McKittrick moved Jack Gradle seconded to approve change order #30 in the amount of \$2,746.82 from Contractors Incorporated for the water treatment plant improvement and expansion project. Voted on and carried unanimously.

D. Contractors Inc. Change Order #31 – Water Treatment Plant

Bill McCoy moved Bob Millam seconded to approve change order #31 in the amount of \$5,625.31 from Contractors Incorporated for the water treatment plant improvement and expansion project. Voted on and carried unanimously.

E. Contractors Inc. Change Order #32 – Water Treatment Plant

Public Works Director Roy Sprout asked to have this change order removed from the agenda.

F. Contractors Inc. Change Order #33 – Water Treatment Plant

Jane Vincent moved Jack Gradle seconded to approve change order #33 in the amount of \$3,027.65 from Contractors Incorporated for the water treatment plant improvement and expansion project as presented. Voted on and carried unanimously.

G. Eugene Sand Construction Change Order – Creswell Street Improvements - A Street between 4th & 5th Street

Bob Hooker explained this change order is an addition to the contract with Eugene Sand Construction for the Creswell Street Improvement Project to include West A Street from North 4th to North 5th as part of the Parks Master Plan.

Bob Millam moved David Case seconded to approve the Eugene Sand Construction change order in the amount of \$119,000.00 to complete West A Street between North 4th and North 5th Street as per the Parks Master Plan. Voted on and carried unanimously.

PrimRose Excavation LLC Request for Release of Retainage (Not on Agenda)

Finance Director Layli Nichols handed out a request from Primrose Excavation LLC for the release of retainage for the North 5th Street water line project in preparation of North 5th Street Improvement Project. Bill McCoy moved Bob Millam seconded to release the final retainage in the amount of \$450.00 to Primrose Excavation, LLC for the 5th Street Waterline Project. Voted on and carried unanimously.

8. Administration

A. Intergovernmental Agreement Amendment #6 with Lane Council of Governments

Bill McCoy moved Bob Millam seconded that the City Council approve contract amendment #6 to the General Planning Assistance Contract between Lane Council of Governments and the City of Creswell in an amount not to exceed \$85,000.00 as presented. Voted on and carried unanimously.

B. Intergovernmental Agreement Amendment #6 with Lane Council of Governments

Bill McCoy moved Jack Gradle seconded that the City Council approve contract amendment #6 to the Website Maintenance Contract between Lane Council of Governments and the City of Creswell in an amount not to exceed \$6,000.00 as presented. Voted on and carried unanimously.

C. Nagao/Hansen Architects Pay Request – City Hall Project

Jean McKittrick moved Jack Gradle seconded that Council approve Invoice #8-270 for Nagao/Hansen Architects P.C. in the amount of \$2,489.50 for services on the City Hall Project as presented. Voted on and carried unanimously.

D. Nagao/Hansen Architects Pay Request – City Hall Project

Jack Gradle moved Bob Millam seconded that Council approve invoice #8-271 for Nagao/Hansen Architects P.C. in the amount of \$585.00 for additional services on the City Hall project as presented. Voted on and carried unanimously.

E. Essex Construction Pay Request – City Hall Project

Bill McCoy moved David Case seconded that Council approve pay request #10 for Essex General Construction Inc. for the City Hall Project in the amount of \$126,003.38 as presented. Voted on and carried unanimously.

F. Essex Construction Change Order #33 – City Hall Project

Jean McKittrick moved Jack Gradle seconded that Council approve construction change order #33 for Essex General Construction Inc. for the City Hall project in the amount of \$1,513.79 as presented. Voted on and carried unanimously.

G. Essex Construction Change Order #34 – City Hall Project

Jack Gradle moved Jean McKittrick seconded that Council approve construction change order #34 for Essex General Construction Inc. for the City Hall Project in the amount of \$2,544.31 as presented. Voted on and carried unanimously.

H. Essex Construction Change Order #35 – City Hall Project

Bob Millam moved Bill McCoy seconded that Council approve construction change order #35 for Essex General Construction Inc. for the City Hall Project in the amount of \$1,232.47 as presented. Voted on and carried unanimously.

I. Essex Construction Change Order #36 – City Hall Project

Jack Gradle moved Jean McKittrick seconded that Council approve construction change order #36 for Essex General Construction Inc. for the City Hall Project in the amount of \$2,623.67 as presented. Voted on and carried unanimously.

J. Essex Construction Change Order #37 – City Hall Project

Bill McCoy moved Jack Gradle seconded that Council approve construction change order #37 for Essex General Construction Inc. for the City Hall Project in the amount of \$00.00 as presented. Voted on and carried unanimously.

9. Clerk's Report – None

10. Upcoming Meetings

A. Joint City Council/Airport Commission Meeting – August 24, 2009

11. Adjournment

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 8:19 PM.

Robert A. Hooker, Mayor

Roberta J Tharp, City Recorder