

City of Creswell
City Council Minutes
September 14, 2009

Council Present:

David Case
Bob Hooker
Jean McKittrick

Jack Gradle
Bill McCoy
Jane Vincent

Staff Present:

Mark Shrives
Roberta Tharp
Layli Nichols
Roy Sprout
Shelley Humble

City Administrator
City Recorder
Finance Director
Public Works Director
Airport Manager

Council Absent 1 – Bob Millam

Press: 1

Audience: 14

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. Oregon Army National Guard

i. Resolution 2009-26 A Resolution Declaring Support for the 2nd Battalion, 162nd Infantry Oregon Army National Guard

Lieutenant Colonel Farley addressed and thanked the Council for supporting this group of local soldiers. The City of Creswell currently has twelve soldiers in this Taskforce of Volunteers; six of whom are currently serving in Iraq.

David Case Moved Bill McCoy seconded to approve Resolution 2009-26, A Resolution Declaring Support for the 2nd Battalion, 162nd Infantry Oregon Army National Guard. Voted on and carried unanimously.

B. United States Coast Guard Auxiliary

i. Resolution 2009-27 A Resolution Supporting Safe Boating

Norm Hoffman, former Commander 2nd Battalion, 162nd Infantry addressed the council and thanked them for patriotism and support of Team Coast Guard in the effort to preserve lives and property on the water.

Bill McCoy moved Jean McKittrick seconded to approve Resolution 2009-27, A Resolution Supporting Safe Boating. Voted on and carried unanimously.

C. Rick Dancer Media Services – Rick Dancer

Rick Dancer of Rick Dancer Media Services addressed the council to present the idea of creating a tool to promote the City of Creswell via the internet. Mr. Dancer makes videos in and about communities to be placed on their websites that would promote economic development and communicate with the world. Mr. Dancer played the video he produced for the City of Creswell on their 100th year celebration which is currently available on the City's website. Mr. Dancer said he would go out in the community to collect and provide news related stories for the City, develop partnerships with local businesses to promote economic development, and do local interests stories help improve the lines of communications to the citizens of Creswell. City Administrator Mark Shrives suggested the possibility of looking for partners within the community such as businesses, schools and local clubs to participate with the city to promote economic development.

Mr. Dancer explained the cost for the video of Creswell's 100th year celebration cost \$1,500.00. Mr. Shrives said the City could put up an initial amount of money for the project and get other groups to cost share and do a clip to promote their business or group.

A discussion ensued regarding charging others around \$500.00 a piece to do a short video clip to be included on the City's website. The Council gave consensus and directed Mr. Shrives to bring a resolution to the October

City Council meeting to transfer \$6,000.00 from operating contingency to materials and services within the general fund to support this project.

D. City Hall Discussion

City Administrator Mark Shrives distributed a timeline for the completion and move in date of City Hall. Mr. Shrives said there has been a moisture content problem in the concrete slab of the building that has stalled progress. The carpet and flooring cannot be laid until the moisture level is down enough to seal the slab. The heat and air exchange is working in the building which is helping to lower the moisture levels and cure the concrete. The completion date is scheduled for September 29th.

Mr. Shrives said in preparation for moving and the establishment and implementation of a new filing system, he recommends that City Hall be closed on Fridays to the public through the end of the year.

Other remaining tasks to be completed before staff can move is the ordering office furniture and file cabinets which takes about six weeks to be delivered and installed, and finalize the internet, telephone and network systems. With this timeline, Mr. Shrives said the move date for City Hall has been pushed out until November 13th and open for business on November 16th.

Discussion ensued regarding the new filing system, staff at City Hall being short one person, noticing the City Hall closure in the September newsletter, and closing on Fridays until the end of the year. Council gave their consensus to allow staff to close City Hall on Friday's through the end of the year in preparation of moving to the new facility.

2. Comments from Mayor, Councilors and City Administrator

A. Public Safety Committee Recommendations – Bill McCoy

Bill McCoy, Chairman of the Public Safety Committee said at the June 11th committee meeting a discussion was held regarding community interest in supporting a Neighborhood Watch Program. The committee recommends scheduling another meeting in mid October to serve as a Kickoff Event to draw community members interested in the program. Discussion ensued regarding meeting dates of October 17th or 24th and the availability of the community center.

Mr. McCoy said it is the Public Safety Committee's recommendation to include in the September newsletter information on the H1N1 flu and add the link www.flu.gov to the city's website.

Jane Vincent asked about the qualifications of the Airport Consultant. Mr. Shrives explained he had interviewed Mr. Phillips prior to hiring, and from a safety standpoint his company has done many different things at various airports. Mr. Shrives said Mr. Phillips came highly recommended by the previous Eugene Airport manager as well as an airport manager in Arizona.

Jack Gradle said the street construction on Harvey Road/North 5th Street has developed a speeding problem on the newly asphalted roadway. He would like to recommend the Council look at installing stop signs to slow traffic. Mr. Shrives said the North 5th & A Street Project should be completed in late October and he has asked Sgt. Cliff Harrold of the Lane County Sheriffs Office to look at speed, stop signs and enforcement along that stretch of road and provide the Council with a report at the November meeting.

David Case asked to have the installation and maintenance costs of speed tables presented to the Council. He also asked about discussing the Policing Consultants report from the March workshop and the grant to hire a code enforcement officer. Mr. Shrives said the Public Safety Committee should be holding a discussion on the report, and committee chair Bill McCoy said he will be putting that on the committee's November meeting agenda. Mr. Shrives said he should be receiving information pertaining to the Bryne Memorial Justice Assistance Grant money during the month of September.

David Case also inquired about receiving news releases when the city has a fatality due to accidents.

Jack Gradle said he spoke with a commercial insurance agent and feels the City needs to increase the required liability coverage for skydivers at the airport from \$1,000,000.00 to \$5,000,000.00.

Bill McCoy asked about Airport Consultant Tim Phillips timeline. Mr. Shrives said Mr. Phillips is on schedule and has sent some inquiries to the FAA (Federal Aviation Administration) and waiting for a response from them.

Mark Shrives passed out a re-cap of topics discussed during the April 7th and July 21st public workshops of the North Oregon Avenue Study. The North Oregon Avenue Study addresses congestion issues on Oregon Avenue

and potential development of lands north of Oregon Avenue up to Art Lott Lane. A joint work session and public meeting are scheduled to be held on October 15, 2009 at 6:30 PM in the Community Center to address how many lanes of traffic Oregon Avenue should have.

Mark Shrives reported this past weekend marked the second time Garden Lake Park has been vandalized recently. The first time vandals dumped the trees and stole the concrete pots donated by Creswell Historical Society. This past weekend one of the concrete benches made by the marines was stolen, concrete pavers and bricks were stolen, the flag pole was tampered with and the signs were being pried off the pavilion with a crowbar. Mr. Shrives said he is meeting with the Historical society next week to look at some security options and Public Works will be installing a fence to ward off night time traffic at the park.

Mark Shrives reported a plane crash in the Creswell area this past Saturday. Pilot and passenger were injured but have already been released from the hospital.

3. Correspondence

- A. Lane County Sheriff – Contract Report for July 2009
- B. Lane County Sheriff – Calls for Service Report – August 2009
- C. Thank you from Community Sharing
- D. Thank you from Veterans’ Affairs
- E. Thank you from Creswell Kiwanis and Creswell Running Club
- F. FAA response to the August 19th Letter

4. Public Forum

Jerry Norcia, 33937 East Martin Road, Creswell, OR addressed the council and passed out e-mail correspondence between he and the FAA. Mr. Norcia requested the Council re-open his Thru-The-Fence Permit and adjust the rate.

Urban Moore, 25 South 5th Street Creswell, OR addressed the Council and said his first landing area for skydiving at the Creswell Airport is where the flag poles are currently located and he has always had insurance coverage.

5. Consent Calendar

- A. Approval of Minutes – June 9, 2009 Budget Committee Minutes, July 29, 2009 & August 10, 2009 City Council Minutes
- B. Approval of Bills – July & August 2009

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

6. Airport

A. Precision Approach Engineering Pay Request #10

Jack Gradle moved Jean McKittrick seconded that Invoice #1445 from Precision Approach for the Airport Waterline Improvement Project in the amount of \$327.50 be approved. Voted on and carried unanimously.

B. Precision Approach Engineering Pay Request #5

Bill McCoy moved Jack Gradle seconded that Invoice #1431 from Precision Approach Engineering for the Airport Waterline Improvement Project in the amount of \$18,973.86 be approved. Voted on and carried unanimously.

C. Life Flight Update

City Administrator Mark Shrives gave the Council a brief update as to the potential Life Flight lease of the City’s hangar at the airport. On Friday they notified the City they would not be able to lease the hangar from the City but are interested in storing fuel at Creswell Airport. The City would need to enter into a fuel flowage agreement with Life Flight to store 3,000 gallons of fuel, they would purchase it through their dealer and the city would get a fee for storing it for them. The city will be putting out a proposal for lease for the empty hangar.

Airport Manager Shelley Humble gave a reviewed the procedure of notification and removal of plane wreckage when an accident occurs as requested by David Case.

7. Public Works

A. CH2MHill Pay Request

Jean McKitterick moved Jack Gradle seconded that Council approve the pay request for CH2MHill, Invoice No. 3715713 in the amount of \$19,659.00 for the Water Treatment Plant Project as presented. Voted on and carried unanimously.

B. Pall Corporation Pay Request

Bill McCoy moved David Case seconded that Council approve Pay Request Invoice #90014435 DPR for Pall Corporation, in the amount of \$388,750.00 for the Water Treatment Plant Improvement and Expansion Project as presented. Voted on and carried unanimously.

C. Contractors Inc. Pay Request #14 – Water Treatment Plant

David Case moved Jean McKittrick seconded that the Council approve pay request #14 for Contractors Inc. in the amount of \$67,313.00 for the Water Treatment Plant Improvement and Expansion Project as presented. Voted on and carried unanimously.

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

Jean McKittrick moved Jack Gradle seconded to approve change order #32 in the amount of \$4,352.52 from Contractors Incorporated for the Water Treatment Plant Improvement and Expansion Project. Voted on and carried unanimously.

E. Contractors Inc. Change Order #34 – Water Treatment Plant

Jack Gradle moved Bill McCoy seconded to approve change order #34 in the amount of \$701.12 from Contractors Incorporated for the water treatment plant improvement and expansion project as presented. Voted on and carried unanimously.

F. Contractors Inc. Change Order #35 – Water Treatment Plant

Bill McCoy moved Jack Gradle seconded to approve change order #35 in the amount of \$1,626.02 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 #1 – Creswell Street Improvements - A Street between 4th & 5th Street

Jack Gradle moved Jean McKittrick seconded to approve change order #1 in the amount of \$119,000.00 from Eugene Sand Construction for the 5th and “A” Street Project. Voted on and carried unanimously.

H. Eugene Sand Construction Change Order #2 – Creswell Street Improvements – 5th Street & “A” Street

David Case moved Jean McKittrick seconded to approve change order #2 in the amount of \$5,985.00 from Eugene Sand Construction for the 5th and “A” Street Project. Voted on and carried unanimously.

I. Eugene Sand Construction Change Order #3 – Creswell Street Improvements – 5th & “A” Street

Jean McKittrick moved Jack Gradle seconded to approve change order #3 in the amount of \$28,470.00 from Eugene Sand Construction for the 5th & “A” Street Improvement Project. Voted on and carried unanimously.

J. Eugene Sand Construction Pay Request #1 – 5th & “A” Street Improvement Project

David Case moved Jean McKittrick seconded that Council approve pay request #1 from Eugene Sand Construction in the amount of \$232,038.00 for the North 5th & “A” Street Improvement Project as presented. Voted on and carried unanimously.

8. Administration

A. Adoption of Downtown Plan Update

RARE Intern Raja Shah and volunteer Kyle Roberts presented an update to the Downtown Plan at the August City Council meeting. There was a discussion regarding sub area one, the downtown commercial area and sub area two located near Highway 99 South and Oregon Avenue. Sub area two which houses businesses along South Mill Street was not included in Mr. Shah’s and Mr. Roberts’ original update. A discussion ensued about the zoning of sub area two which was previously zoned industrial but has been changed to commercial. Mr. Shah and Mr. Roberts said they would revisit the update to see if sub area two should be included and bring the information back to Council in September. Councilor McCoy asked if sub area two had been included in Volume Two of the Downtown Plan as he did not see it, and Mr. Shriver said he would check with Mr. Roberts and bring it back in to the October meeting.

B. Construction Excise Tax (CET) Review

David Case moved Jean McKittrick seconded that the Council approve the Revised Intergovernmental Agreement between the City of Creswell and the Creswell School District to Collect and Remit the Construction Excise Tax as presented. Voted on and carried unanimously.

C. Save the School House Discussion

i. Resolution 2009-28 A Resolution Changing Appropriations Within the General Fund

Save the Schoolhouse committee member Carol Campbell addressed the Council with a resolution request to change appropriations in the general fund. Mrs. Campbell reported the committee is donating \$750.00 of the \$6,000.00 they are requesting for repairs during this fiscal year. Architect Ken Nagao has agreed to make an analysis and cost estimate for the renovation project. Other goals for this year include tree removal on the northwest corner, roof repair, provide skirting around the foundation and re-locate the bat population. Mrs. Campbell said it is the committee’s intention to develop a fundraising plan and seek grants for further funding.

Bill McCoy moved David Case seconded to approve Resolution 2009-28 A Resolution Changing Appropriations Within the General Fund. Voted on and carried unanimously.

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

Bill McCoy moved Jack Gradle seconded that Council approve invoice #8-290 for Nagao/Hansen Architects P.C. in the amount of \$1,523.75 for services on the City Hall project as presented. Voted on and carried unanimously.

E. Nagao/Hanson Architects Pay Request – City Hall Project

Jack Gradle moved Jean McKittrick seconded that Council approve Invoice #8-291 for Nagao/Hansen Architects P.C. in the amount of \$782.50 for additional services on the City Hall Project as presented. Voted on and carried unanimously.

F. Essex Construction Change Order #38 – City Hall Project

Jane Vincent moved Jack Gradle seconded that Council approve construction change order #38 for Essex General Construction Inc. in the amount of \$304.38 for City Hall Construction as presented. Voted on and carried unanimously.

G. Essex Construction Change Order #39 – City Hall Project

Jack Gradle moved Jean McKittrick seconded that Council approve construction change order #39 for Essex General Construction Inc. in the amount of \$644.11 for City Hall Construction as presented. Voted on and carried unanimously.

H. Essex Construction Change Order #40 – City Hall Project

Bill McCoy moved Jack Gradle seconded that Council approve construction change order #40 for Essex General Construction Inc. in the amount of a \$325.00 credit to the City of Creswell as part of the City Hall Construction Project. Voted on and carried unanimously.

I. Essex Construction Change Order #41 – City Hall Project

Jean McKittrick moved Jack Gradle seconded that Council approve construction change order #41 for Essex General Construction Inc. in the amount of \$4,991.53 for City Hall Construction as presented. Voted on and carried unanimously.

Mark Shrives said he has received correspondence from a Creswell water user who has had back to back leaks. The water leaks have been repaired and left the property owner with an outstanding balance over \$1,000.00. The customer has entered into a payment agreement with the City to allow them to pay over time. The customer is requesting the City reduce the bill as this was due to a leak. Mr. Shrives said in order for the Council to allow this adjustment the city ordinance and policies on water rates would need to be changed. We do have provisions to adjust the sewer portion of the bill if the leak happens during winter consumption months. Discussion ensued with Council directing Mr. Shrives to leave current policies in place.

9. Clerk's Report – June 30, 2009

10. Upcoming Meetings

- A. Airport Commission Work Session – September 17, 2009 – 4:00 PM Community Center**
- B. Parks Advisory Board Meeting – September 17, 2009 – 6:00 PM Community Center**

11. Adjournment

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 8:47 PM.

Robert A. Hooker, Mayor

Roberta J Tharp, City Recorder