

City of Creswell
City Council Minutes
January 11, 2010

Council Present:

Bob Hooker
Jean McKittrick
Jane Vincent

Bill McCoy
Bob Millam

Staff Present:

Mark Shrives
Roberta Tharp
Layli Nichols
Shelley Humble
Sgt. Doug Osborne
Deputy Cliff Harrold

City Administrator
City Recorder
Finance Director
Airport Manager
Lane Co. Sheriff
Lane Co. Sheriff

Council Absent Jack Gradle (Excused)
 David Case (Unexcused)

Press: 1

Audience: 16

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

Appreciation Plaque – Sgt. Cliff Harrold

Mayor Hooker presented Sgt. Cliff Harrold with an appreciation plaque for his dedication and service to public safety.

2. Comments from Mayor, Councilors and City Administrator

Mayor Hooker appointed members to the following boards and commissions:

A. Airport Commission Appointment/Reappointment

Mayor Hooker appointed Bill McCoy as the City Council Representative for a one year term to the Airport Commission with the term ending December 31, 2010.

Mayor Hooker appointed Alan Pointer as the Planning Commission Representative for a one year term to the Airport Commission with the term ending December 31, 2010.

B. Parks Advisory Board Appointment/Reappointment

Mayor Hooker appointed Jean McKittrick as the City Council Representative to the Parks Advisory Board for a one year term ending December 31, 2010.

Mayor Hooker reappointed Anne O'Connell to the Parks Advisory Board for a three year term expiring December 31, 2012.

Mayor Hooker said the City received five applications for the vacant Parks Advisory Board position created by the resignation of Deb Jolda. After discussion and consensus of the Council, Mayor Hooker appointed Joel Higdon to the Parks Advisory Board for a three year term ending December 31, 2012.

C. Planning Commission Appointment/Reappointment

Mayor Hooker reappointed Dennis Grice to the Planning Commission for a four year term that expires December 31, 2013.

D. City Council Committee Appointments

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

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Transportation

*Jack Gradle
Bill McCoy
David Case

Cultural Services

*Jane Vincent
Jean McKittrick
David Case

Economic/Community Development

*David Case
Jean McKittrick
Jack Gradle

Mr. Hooker said he opted to leave councilors on the committees they were on last year as some of the committees are involved in projects.

E. Budget Committee Discussion

Mark Shives asked each councilor to check with their representative to the budget committee in preparation for this year's budget process. At the current time there is one vacant position on the budget committee and Councilor Gradle will need to select a community representative to fill that vacancy.

F. Council President

Bob Hooker moved Bill McCoy seconded to nominate Bob Millam as the Council President for 2010. Voted on and carried unanimously.

Mr. Hooker introduced the idea of a youth advisory committee. Mr. Hooker said Ryan Dodson, local Boy Scout and the provider of the sign boxes at Garden Lake Park submitted his application for Parks Advisory Board and after speaking with Mr. Dodson he would like to form a committee in order to get today's youth involved with local government and the processes. Mr. Hooker said he would like the committee to provide the Council with a youth perspective on various issues. A discussion ensued and Mr. Shives said he will talk with Mr. Dodson and report back to the Council at the February meeting.

3. Correspondence

- A. Lane County Sheriff – Contract Report for November 2009
- B. Lane County Sheriff – Calls for Service Report – December 2009
- C. LCOG Appreciation Dinner
- D. Thank you Letter from Family Relief Nursery

4. Public Forum

Roy Robertson who resides at 157 North 9th Street, Creswell addressed the Council with questions regarding the cost of the Water Treatment Plant Project. Mr. Robertson said in the letter from the Mayor included in the Water Bills it said the City has spent \$8,949,000.00 on the Water Treatment Plant project but according to the information on the City's website it says the City acquired a loan of \$10.3 million with a city match of \$500,000.00. Mr. Robertson asked what became of the difference between the cost of \$8,949,000.00 and the loan amount. Mr. Hooker responded the figures quoted in the letter is an expenditure to date figure as of October 31, 2009.

5. Consent Calendar

- A. Approval of December 7, 2009 City Council Meeting Minutes
- B. Approval of Bills – December 2009

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

6. Airport

A. Pay Request – Precision Approach Engineering (Inv. 1529)– Airport Waterline Improvement Project – Shelley Humble/Mark Shives

Bill McCoy moved Jean McKittrick seconded that Invoice #1529 from Precision Approach for the Airport Waterline Improvement Project in the amount of \$4063.75 be approved. Voted on and carried unanimously.

B. Pay Request #1 – Pacific Excavation, Inc. - Shelley Humble/Mark Shives

Jean McKittrick moved Bob Millam seconded that Pay Request #1 from Pacific Excavation, Inc. for the Airport Fire Suppression Project in the amount of \$89,868.10 be approved. Voting in favor are Councilors Millam, McKittrick, Hooker and McCoy with Councilor Vincent voting in opposition.

C. FAA Letter from Donna Taylor

Mark Shives said airport consultant Tim Phillips has been waiting for a response from the FAA (Federal Aviation Administration) to his three questions he asked in regards to the drop zone issue in order to complete his report. Mr. Shives said he received a letter from the FAA addressing the three questions citing from a Draft Advisory Circular (AC) 105-2D, Sport Parachuting. The circular was not attached so Mr. Shives researched the FAA website not finding it. Mr. Shives said he then phoned and spoke with Donna Taylor who said this letter represents their initial position based on the Northwest Mountain Region's Airports Division's Interpretation of

the Draft AC, but does not represent a final agency decision, in other words it is a draft advisory circular and is not available for public review. That being said the three questions posed to the FAA have not been answered said Mr. Shrives leaving us two options. The first being, to go back to the FAA and continue to wait for them to answer the questions based on current regulations or ask the consultant to move forward and finalize his report based on the information he has. A discussion ensued regarding the FAA citing regulations from a draft circular, seeking a higher chain of command for response, the possibility of an incomplete report from the consultant, and moving forward to have the consultant finalize his report. Bob Hooker moved Bob Millam seconded to have airport consultant Tim Phillips complete his report with the information he has on the Airport Drop Zone issue. Voting in favor are Councilors Millam, McKittrick, Hooker and McCoy with Councilor Vincent opposing.

7. Public Works

A. Contractors Inc. Change Order #41 – Water Treatment Plant

Bill McCoy moved Jean McKittrick seconded that Council approve change order #41 from Contractors Incorporated in an amount not to exceed \$4,568.62 for the Water Treatment Plant Project as presented. Voted on and carried unanimously.

B. Contractors Inc. Pay Request #19 – Water Treatment Plant

Jane Vincent asked if the City was still paying Contractor's Inc. out of the OECDD grant funds. Finance Director Layli Nichols explained that the proceeds from that grant are deposited in the water fund and subsequently that is where the contractor is paid from. Ms. Nichols also explained the City has a \$500,000.00 match to the grant which is also included in the water fund.

Bob Millam moved Jean McKittrick seconded that Council approve pay request #19 from Contractors Inc., in the amount of \$12,646.72 for the Water Treatment Plant and Expansion Project as presented. Voting in favor are Councilors Millam, McKittrick, Hooker and McCoy with Councilor Vincent voting in opposition.

8. Administration

A. Code Enforcement Officer Job Description Approval

Mr. Shrives said before we enter into the hiring process for the Code Enforcement Officer the Council needs to approve a job description for this position. Mr. Shrives presented the Council with a job description, a draft Code Enforcement Policy, Complaint Form and Resolution for review. Mr. Shrives asked for discussion and direction from the Council on filling this position. Mr. Shrives said the Council has three options: a contract position, a part-time City employee or hire through a temporary employment agency with the City responsible for the application, interview and selection process and then the candidate becomes an employee of the temporary agency. Mr. Shrives said the cost to the City to hire as a part-time employee would cost \$26.52 per hour compared to \$20.25 per hour if we proceeded with the temporary employment agency which he recommends.

A discussion ensued regarding the process for handling complaints which is outlined in the policy and the possibility of the officer being able to work with The Neighborhood Watch Program. Mr. Shrives said we would have to compensate the officer out of City money as Neighborhood Watch was not included in the grant. Mr. Shrives said he will bring the policy and resolution back to the Council for adoption at the February meeting.

Bill McCoy moved Jean McKittrick seconded the Council approve the job description for the Code Enforcement Officer as presented. Voted on and carried unanimously.

Bob Hooker moved Jean McKittrick seconded to direct Mr. Shrives to exercise the option of selecting a candidate for the Code Enforcement Officer and allow the hiring process through a temporary employment agency. Voted on and carried unanimously.

B. Southwood Engineering Corporation Contract Renewal

Jean McKittrick moved Bob Millam seconded that the Contract with Southwood Engineering be extended until June 30, 2010 as presented. Voted on and carried unanimously.

C. Resolution 2010-01 A Resolution Establishing Standards And Procedures For Use of Creswell's Electronic Message Board

Bill McCoy moved Jane Vincent seconded the Council approve Resolution 2010-01 A Resolution Establishing Standards and Procedures for the Use of The City of Creswell's Electronic Message Board as presented. Voted on and carried unanimously.

D. Not Used

E. Not Used

F. Pay Request (Inv. 8-330) Nagao/Hansen Architects P.C. – City Hall Project

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Jean McKittrick moved Bill McCoy seconded that Council approve Invoice #8-330 from Nagao/Hansen Architects P.C. in the amount of \$461.25 for services on the City Hall Project as presented. Voted on and carried unanimously.

Jane Vincent asked for an update on the City Hall Project. Mr. Shrives said the substantial completion inspection has passed and now are in the process of obtaining an occupancy certificate and the City should be in possession of the keys to the building by Wednesday. Mr. Shrives said staff has begun coordinating the installation of the filing system, phone system, computer network and furniture and feels the move to the new building should happen in late February.

Mr. Shrives asked direction from the Council for continuance in remaining closed to the public on Fridays in preparation of the move to the New City Hall. After much discussion regarding the ongoing audit, the new filing system and the moving preparation, the Council gave their consensus allowing City Hall to remain closed to the public on Fridays until after City Hall has moved into the new building.

G. Pay Request (Inv. 8-331) Nagao/Hansen Architects P.C. – City Hall Project

Bob Millam moved Bill McCoy seconded that Council approve Invoice #8-331 from Nagao/Hansen Architects P.C. in the amount of \$2,448.75 for additional services on the City Hall Project as presented. Voted on and carried unanimously.

H. Pay Request (Inv. 10-5) Nagao/Hansen Architects P.C. – City Hall Project

Jean McKittrick moved Bill McCoy seconded that Council approve Invoice #10-5 from Nagao/Hansen Architects P.C. in the amount of \$217.50 for services on the City Hall Project as presented. Voted on and carried unanimously.

I. Pay Request (Inv. 10-6) Nagao/Hansen Architects P.C. – City Hall Project

Bill McCoy moved Jean McKittrick seconded that Council approve Invoice #10-6 from Nagao/Hansen Architects P.C. in the amount of \$4,620.50 for additional services on the City Hall Project as presented. Voted on and carried unanimously.

Mr. Shrives said he was recently contacted by Architect Ken Nagao in regards to the price of elevators for the New City Hall. Mr. Shrives said bids received for the elevator came in around \$65,000.00, but Mr. Nagao said they are currently selling in the range of \$30,000.00 which would be a savings of approximately \$35,000.00 for the City. The Council gave consensus for Mr. Shrives to check into the price of the elevator for City Hall and if it is a substantial savings bring it to the Council in February for approval.

Bob Millam reported he has made contact with board members of the Creswell School District trying to set up a joint transportation meeting to discuss student crossing on Oregon Avenue in front of the Middle School, but has recently discovered he is not on the transportation committee. Mr. Shrives said Jack Gradle is the chair of that committee and he will have Mr. Gradle coordinate a meeting.

Jane Vincent asked for clarification as to what phase we are currently working in for the City Hall project. Mr. Shrives said Phase I is the building, Phase II is the finishing of the upstairs and Phase III is the parking lot on the corner of South 1st Street and “C” Street. The phases have expanded and changed as the project money is going further than expected.

9. Clerk’s Report – None

10. Upcoming Meetings

11. Adjournment

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 8:01 PM.

Robert A. Hooker, Mayor

Roberta J Tharp, City Recorder