

City of Creswell
City Council Minutes
February 8, 2010

Council Present:

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

Staff Present:

Mark Shrives	City Administrator
Roberta Tharp	City Recorder
Layli Nichols	Finance Director
Roy Sprout	Public Works Director
Shelley Humble	Airport Manager

Council Absent: 0
Press: 1
Audience: 19

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. State of the City Address

Mayor Hooker addressed the council and audience delivering his State of the City Address. Mr. Hooker said despite the economic downturn in 2009, it was a great year for the City of Creswell. The new Water Treatment Plant went on line and is producing quality water, the fire suppression system at the airport was completed, the Ron Petitti Garden Lake Park Pavilion was constructed and dedicated with a wonderful celebration, the Lane County Harvey Road Improvement Project and the City's 5th and "A" Street projects were completed. Three new businesses were welcomed to the community, Comfort Inn and Suites, Emerald Valley Dental and Heidi Tunnell Catering Company. Mr. Hooker said he would like to see 2010 to be a stabilization year for the City and focus on planning. Mr. Hooker is looking forward to the opening of the Community Sharing Program satellite office, moving ahead with implementing the Cobalt Feasibility Study, the Pocket Park, and continuing efforts on the Interchange Area Management Plan, Transportation System Plan and the Local Wetlands Inventory. In 2010, the City will partner with the School District in the establishment of a Youth Advisory Committee in order to educate them about city government as well as to gain their input on city issues. Mr. Hooker said he is starting the "City Chat" sessions on the third Saturday of every month where members of the community can join him in discussing the happenings in Creswell. Mr. Hooker thanked the Councilors, Commissioners and Committee members who donate their time, energy and enthusiasm to the City.

2. Not Used

3. Comments from Mayor, Councilors and City Administrator

Mayor Bob Hooker reported he will begin "City Chat" on February 20th. Mr. Hooker said "City Chat" will be held the third Saturday of every month, 9:00 AM at Mom's Snack Shack. This will give the residents of Creswell an opportunity to meet, ask questions or just talk about city issues.

Mr. Hooker said he has scheduled an executive session for Monday, February 22, 2010 at 7:00 PM to discuss Mr. Shrives annual review. The final review will be held in open session at the March 8th meeting.

Jane Vincent asked if we could review the roles of each committee in order to know what the committee's responsibilities and role is. Mr. Shrives said he would schedule that for a future meeting.

David Case apologized for missing last meeting due to being out of town on work.

Mark Shrives said the City has partnered with the Chamber of Commerce to compile a new City map which he passed out. Mr. Shrives said each member of the Chamber of Commerce will be allotted ten maps, but any

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above and beyond that amount they will be charged a small fee for to help with the reprinting costs. The City will charge \$1.00 per map.

Mr. Shrives reminded the Council the Public Forum for the Local Wetland Inventory will be held February 16, 2010, 6:30 PM at the Community Center.

Mr. Shrives reported City Hall will move into the new building on Friday, February 26, 2010 and will be operational on Monday, March 1, 2010.

Mr. Shrives said P & J Disposal has signed a letter of intent to sell their business to Waste Connections out of California. He is working with the Sanipac division of Waste Connections in transferring the franchise and they should start service in Creswell on the first of April.

Bill McCoy asked about scheduling a joint City Council/Airport Commission meeting. Mr. Shrives said he would like feedback regarding topics and number of meetings. He said he will schedule the first meeting in mid April to discuss how the Airport functions and set the agenda for future meetings.

4. Correspondence

- A. Lane County Sheriff – Contract Report for December 2009
- B. Lane County Sheriff – Calls for Service Report – January 2010
- C. Thank you Letter to Ed Gunderson regarding Community Sharing Program
- D. Parks Advisory Board Minutes from November 19, 2009 Meeting

Jane Vincent commented on the Parks Advisory Board Minutes in regards to appointing additional members to the board and a discussion ensued that the Parks Advisory Board Ordinance governs how the board is generated and maintained.

5. Public Forum

Diana Haberkorn, residing at 631 Saint Andrews Loop, Creswell addressed the Council in regards to the amount of trash blowing out of the back of the garbage trucks, encouraging citizens to participate in Earth Day by picking up papers and other items thrown in and along the streets. Mrs. Haberkorn also addressed the issue of animal waste on the sidewalks.

John Stewart, residing at 98 Sunday Drive, Creswell addressed the Council and said he is in agreement with Mrs. Haberkorn regarding animal waste on the sidewalks.

6. Consent Calendar

- A. Approval of August 13, 2009 and January 11, 2010 City Council Meeting Minutes
- B. Approval of Bills – December 2009 (Manual) and January 2010 Bills

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

7. Airport

a. Airport Consultant Report/Follow-Up Correspondence

Mr. Shrives said enclosed in the Council Packet is Airport Consultant, Tim Phillips of Critical Path Inc.'s final report regarding the ability to site a skydive drop zone on Creswell Hobby Field. Mr. Shrives read the letter from Jessica Dornitrovich, President and Tim Phillips, Senior Consultant of Critical Path Inc. citing "We believe, based on our review of the Airport, the contemplated skydiving operation, and various FAA and United States Parachute Association documents that it is not possible to site a drop zone on the property designated as Hobby Field." The letter also says the Airport Property is just too small to accommodate simultaneous aircraft operations and the establishment of a drop zone for all classes of skydivers. Mr. Shrives said directly after receiving the final report from Critical Path Inc., it was learned that an Airport in Laconia, New Hampshire was being reviewed by the FAA for a skydiving operation and landing zone. Mr. Shrives said was surprised the FAA would conduct the review as they had told him they do not conduct those types of safety assessments and he asked Critical Path to review the report and compare it to Creswell's Hobby Field.

A discussion ensued regarding the acceptance or denial of the report and direction to staff for proceeding.

Bill McCoy moved Jack Gradle seconded to accept the Skydiving Operations Review Report completed by Critical Path Inc. Voted on with Councilors Millam, Gradle, McKittrick, McCoy and Hooker voting in favor, Councilor Vincent opposing and Council Case abstained citing he had not fully reviewed the report .

Bob Hooker moved Jean McKittrick seconded to respond to the FAA by submitting a letter along with the Skydiving report completed by Critical Path Inc. and include the safety assessment report on Laconia, New Hampshire Airport compiled by the FAA

Discussion ensued regarding attorney review of letter.

Voted on with Councilors Millam, Gradle, McKittrick, McCoy and Hooker voting in favor, Councilor Vincent opposing and Councilor Case abstained citing he had not fully reviewed the report.

b. Pay Request – Precision Approach Engineering (Inv. 1556)– Airport Waterline Improvement Project – Shelley Humble/Mark Shrives

Jack Gradle moved Jean McKittrick seconded that Invoice #1556 from Precision Approach Engineering in the amount of \$940.05 be approved as presented. Voted on and carried unanimously.

c. Airport Capital Improvement Program (CIP) Discussion

Airport Manager Shelley Humble said the FAA has instituted new procedures for the Capital Improvement Program. There are new forms that are quite extensive the City will need to fill out in order to receive Airport Improvement Grant funding. Most airports are having their project engineers complete these and Task Order No. 5 will allow for this. Ms. Humble said there is approximately \$17,000.00 left over from the AIP Project No. 3-41-0083-007 the airport will lose if it isn't used. Task Order No. 5 allows the Airport to utilize those funds to complete the Capital Improvement Project. Mr. Shrives said Task Order No. 5 if approved by the Council will be added to Precision Approach Engineering's current contract and the City would have a five percent match.

Bob Millam moved Bill McCoy seconded Task Order No. 5 for Professional Engineering Services to assist in preparing a Capital Improvement Plan (CIP) in an amount not to exceed \$4,610.00 be approved as presented. Voted on and carried unanimously.

8. Public Works

a. Pay Request – CH2MHill – Water Treatment Plant

Bill McCoy moved Jean McKittrick seconded that Council approve Invoice No. 3735158 in the amount of \$7,895.87 from CH2MHill for the Water Treatment Plant Project as presented. Voted on and carried unanimously.

9. Administration

a. Code Enforcement Policy – Resolution 2010-02 A Resolution Adopting A Code Enforcement Policy for the City of Creswell

David Case moved Jane Vincent seconded Council approve Resolution 2010-02 A Resolution Adopting A Code Enforcement Policy for the City of Creswell. Voted on and carried unanimously.

b. Youth Advisory Committee Update

Mr. Shrives said he met with Ryan Dodson, a junior at Creswell High School who constructed the stands and flip covers for the signs at Garden Lake Park for his Eagle Scout Project and had expressed interest in the Parks Advisory Board. Mr. Dodson introduced the idea of a Youth Advisory Committee for the City of Creswell and volunteered to take that project on. Mr. Shrives said he provided Mr. Dodson with some information from the National League of Cities and the City of Tigard's Youth Advisory Committee he had come upon. Mr. Shrives said he has also met with Ruby Price, Superintendent of Schools and Laura XXXXXX, Creswell Clubhouse After School Program who are both very supportive of this project. Mr. Shrives said he is waiting for Mr. Dodson to get back to him with the next steps in forming the committee and will report back to the Council after they have met again.

c. Resolution 2010-03 A Resolution Changing Appropriations Within the General Fund

Mr. Shrives said with the adoption of the Cobalt Building Feasibility Study the city will need to transfer \$25,000.00 from Capital Outlay to Materials and Services in the General Fund to provide for the preliminary design, architectural assessment and grant funding opportunities for the Cobalt Building in order to move forward with the project. Mr. Shrives presented the Council with a proposal from Rowell Brokaw Architects for the initial architectural assessment at an estimated cost of \$2,700.00. This assessment would provide possible uses for the building, investigate existing conditions and identify building code requirements necessary for use change, generate preliminary layout diagrams, and prepare a rough draft of cost estimates for building improvements to allow for budgeting purposes. The City will then submit a request for proposal to carry out a

schematic and design development for the Cobalt building which is estimated to cost between \$15,000.00 and \$20,000.00. The remaining funds may be used to contract with Rich Foster of Cascadia Consulting Partnership to provide technical assistance with the City's fundraising and grant writing endeavors for the Cobalt building.

Jean McKittrick moved Jack Gradle seconded to approve Resolution 2010-03, A Resolution Changing Appropriations Within the General Fund as Presented. Voted on and carried unanimously.

d. City Hall Elevator Proposals

Mr. Shrives said when the City Hall project was put out to bid, the elevator was included as an alternate item. The bids for the elevator at that time ranged from \$65,325.00 to \$77,453.00 so they were not accepted. Mr. Shrives said he has received proposals from two companies for elevators in which the current costs reflect a significant savings from the original bids: ThyssenKrupp Elevator - \$46,740.00 and Otis Elevator - \$49,405.00.

Finance Director Layli Nichols said after reviewing the budget, \$215,000.00 was budgeted for Capital Improvement and feels there is enough funding to move forward with the purchase of an elevator for the new City Hall in this price range.

Bill McCoy moved Bob Millam seconded the Council accept the ThyssenKrup Elevator proposal for the new City Hall in an amount not to exceed \$46,740.00 as presented. Voted on and carried unanimously.

e. Resource Assistance for Rural Environments (RARE) Program Application

Mark Shrives said it is time to consider applying for a 2010 - 2011 RARE Intern for the City of Creswell. The City has been very fortunate to have had the services of Raja Shah and Titus Tomlinson during the past two years and has made great strides toward the completion of a couple of projects. Mr. Shrives said projects the 2010-11 intern could work on but not limited to are: the continuation of the redevelopment of the Cobalt Building, developing a financial sustainability plan for the Cobalt building, continue to expand community assistance services within the City and Wi-Fi deployment for economic development in the downtown area. Mr. Shrives said the City would be required to provide a \$19,000.00 match for the 2010-11 RARE intern which is the same as this past year.

Jack Gradle moved Jean McKittrick seconded the City Council support a city application to the RARE (Resource Assistance for Rural Environments) Program for the Fiscal Year 2010-2011. Voted on and carried unanimously.

10. Clerk's Report - None

11. Upcoming Meetings

- a. February 16, 2010 - Local Wetland Inventory Public Forum - 6:30 PM Community Center
- b. February 22, 2010 - Save the Schoolhouse Committee Meeting - 10:00 AM Creswell Library
- c. March 11, 2010 - Airport Commission - 6:30 PM - Community Center

12. Adjournment

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 7:51 PM.

Robert A. Hooker, Mayor

Roberta J Tharp, City Recorder