

City of Creswell
City Council Minutes
March 8, 2010

Council Present:

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

Staff Present:

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

Council Absent: 1 Jane Vincent - Excused

Press: 1

Audience: 12

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. CH2MHill Presentation – Water Treatment Plant – Gregg Thompson

Mr. Shrives introduced Gregg Thompson, Vice President of CH2MHill who gave a brief presentation on the City's newly constructed Water System Improvement facility. Mr. Thompson said in order to finalize the construction contract of the Water Treatment Plant Project, Amendment No. 3 for Costs Incurred during the extended Construction Contract and Performance Monitoring will need to be approved. The design and construction portions of the project were delayed beyond the expected completion date which inflated labor and expenses. The actual completion date of the project is December 2009 and the terms of the Pall Corporation, provider of the filtration membrane provides for a monitored testing period of twelve months after project completion. This amendment will provide for CH2MHill to monitor the testing performance and the provision of additional testing services.

A short discussion ensued regarding the disposal of the byproducts after cleaning of filters. Mr. Thompson said vitamin C and acids end up in the septic system and the debris from the river is separated out and returned to the river.

Bob Hooker pointed out the original budgeted amount of the project was \$10,325,000.00 and even with Amendment No. 3 to finalize the project the total cost came out to \$9,756,300.00, considerably less than the original cost estimate.

Jean McKittrick moved Bill McCoy seconded to approve Amendment No. 3 to the Agreement between the City of Creswell and CH2MHill in an amount not to exceed \$97,000.00 as presented. Voted on and carried unanimously.

2. Cobalt Building Update – Titus Tomlinson, RARE (Resource Assistant for Rural Environments) Intern

Titus Tomlinson RARE Intern gave a brief presentation titled "Implementing the Cobalt Building Redevelopment Project; A Dose of Reality". Since the adoption of the Cobalt Building Feasibility Study it has become apparent this is a much larger project than initially anticipated. Mr. Tomlinson met with John Rowell, of Rowell Brokaw Architects and completed an architectural assessment of the Cobalt building and now feels even though the City has the property and existing building, this is a million dollar plus project. Mr. Rowell provided the city with his report which includes an analysis of existing conditions, building code review, development of schematic building and site layouts, and cost estimates to get the building up and running for the potential tenant, Head Start of Lane County.

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Mr. Rowell's report states the first floor slab is in good condition while the second floor negatively impacts use of space and recommends removal of the second floor. Exterior wall of the Cobalt Building is in good condition but would suggest enlarging windows and removing the roll up doors. The ceiling, roofing and flashing are also in good condition with some slight water damage which should be investigated. Restrooms need expanded and the building needs to be made ADA accessible and include an ADA compliant fire alarm and sprinkler system. Mr. Rowell's report said the building is well insulated and has adequate access to natural ventilation but recommends the installation of a new HVAC system as part of the buildings renovation. Mr. Tomlinson reviewed the different building layout and site plans for the Cobalt Building. Mr. Rowell's initial cost estimate for renovation and interior remodel for budgeting purposes is \$80.00 per square foot with an approximate construction cost of \$720,000.00. Additional soft costs such as design consultants, grant administration and fundraising, permits, bid costs and five percent construction contingency should also be anticipated. Mr. Tomlinson said with the additional value of the building and land, it brings the value of this project close to \$1,500,000.00.

Mr. Tomlinson said Head Start fits the need for the community and the qualifications per the feasibility study as a tenant for the Cobalt Building and is currently working on a Memorandum of Understanding that will spell out Head Starts use of the building. He has also been strategizing on funding for the project with Cascadia Consulting Partnership.

Mr. Tomlinson said in order to raise the funds for the Cobalt Building Redevelopment Project, the City will need to run a very successful capital campaign. Cascadia Consulting Partnership was highly recommended by Head Start as a very effective grant writing firm, resulting in past successes with their projects. When meeting with Rich Foster of Cascadia Consulting it was learned the City may be eligible to receive a \$5,000.00 Ford Family Foundation grant for the Capital Campaign Plan and Community Collaboration Development. This grant would cover the first \$5,000.00 of Cascadia Consulting's services at a cost of \$99.00 per hour if the City were to contract with their services. Mr. Tomlinson gave an overview of Return on Investments for various projects completed by Cascadia and stated the City of Creswell would be looking at a return of approximately \$26.07 for every \$1.00 invested.

Mr. Tomlinson said if the City were to partner with Cascadia Consulting, they would receive a very experienced grant writer, the City would own every grant written for this project and the language templates could be reused, it would potentially pay for the needed architecture services on the site design, and they have had great success with similar projects. Mr. Tomlinson pointed out this is a very complex and competitive process that could be completed in two to five years with Cascadia's partnership; otherwise it could take ten to fifteen years to capitalize. He feels this project sells itself as a community, recreational and educational center which Creswell currently doesn't offer our youth.

A discussion ensued regarding the benefits of working with Cascadia Consulting on the Cobalt Building Project, forming a partnership between the City, Cascadia and Head Start for combined grant opportunities, and what kinds of funding would be available. Mr. Shrives said he recommends contracting with Cascadia for the duration of the project and reported there are funds available this fiscal year that would allow us to enter into a contract, complete the grant application and would then budget funds for next years task orders.

Further discussion ensued regarding the timeline of the project with the capital campaign beginning sometime in the summer of 2010.

The Council directed Mr. Shrives to meet with Cascadia Consulting and bring a contract to the April City Council meeting for approval.

Mr. Tomlinson reminded the Council of the City's First Annual Earth Day Celebration on April 22nd at Garden Lake Park Pavilion. Mr. Tomlinson has been working very close with Anne O'Connell from the School District to plan and execute this celebration for students to learn about all aspects of the environment. Mr. Tomlinson reported he has gotten very good community support with this project and would like to suggest the City make it an annual event.

Mr. Tomlinson reported he has been working with the Youth Advisory Committee to establish their by-laws and are planning to do a presentation at the April City Council meeting.

3. Comments from Mayor, Councilors and City Administrator

Mayor Bob Hooker said he attended South Lane County Fire and Rescue Awards Banquet recently and would like to commend the fire and rescue volunteers for all they do for the community.

Bill McCoy said he noticed staff has moved into the New City Hall and asked for an update. Mr. Shrives said it is very nice although we are having a few challenges we are working through and are working hard at trying to get all the files put away. Staff is busy planning an open house for the community sometime in April.

Mark Shrives said Airport Manager Shelley Humble was recently elected as the second vice president of the Oregon Airport Management Association.

4. Correspondence

- A. Lane County Sheriff – Contract Report for January 2010
- B. Lane County Sheriff – Calls for Service Report – February 2010
- C. Letter to FFA regarding Airport Consultant Report
- D. Certificate of Blue Sky renewable energy support 2009

5. Public Forum

No comments were presented from the audience

6. Consent Calendar

- A. Approval of Bills – February 2010

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

7. Airport

A. RBEG Grant Update – Shelley Humble/Mark Shrives

Mark Shrives reported he and Airport Manager Shelley Humble met with Lee Smith, Elesco Limited, Airport Consultant for the Rural Business Enterprise Grant Project who is right on schedule according to the lay out of the request for proposal and would like to give a presentation to the City Council and Airport Commission on April 15, 2010.

b. Airport Work Session Timeline Discussion – Mark Shrives

Mr. Shrives said he would like to schedule a joint City Council/Airport Commission meeting for Thursday, April 15, 2010, 6:30 PM at the Community Center. The joint meeting will follow directly after Mr. Smith's presentation.

8. Public Works

a. Pay Request – Contractors Inc. – Water Treatment Plant

Jack Gradle moved Bob Millam seconded that Council approve Pay Request No. 20 – Release of Retainage from Contractors Inc., for the Water Treatment Plant and Expansion Project in the amount of \$16,003.24 as presented. Voted on and carried unanimously.

9. Administration

a. Ordinance 464 – An Ordinance for the Collection and Disposal of Solid Waste within the City of Creswell

Mark Shrives said Waste Connections of Oregon; the parent company of Sanipac will be purchasing P & J Disposal and will begin servicing Creswell around the first of April. Ordinance 464 An Ordinance Regulating and Providing for the Collection and Disposal of Solid Waste Within the City of Creswell; Granting an Exclusive Franchise for the Collection and Disposal of Solid Waste and Defining the Terms Thereof; Prohibiting unlawful Accumulation, Transportation or Disposal of Solid Waste; Providing Penalties; Repealing Ordinance 463 and Declaring an Emergency has been revised to reflect the wording to coordinate with Sanipac's billing procedures and to include the partnership of City Wide Clean-up as part of the Ordinance. Mr. Shrives said in regards to noticing requirements a Public Hearing has been scheduled and noticed for Monday, May 15th at 6:30 PM for Ordinance 464.

Mr. Shrives introduced Jason Craft, Waste Connections – Sanipac, who addressed the Council, gave a brief overview of their company, explained their recycling program and explained their transition plan.

Mr. Shrives announced City Wide Clean up is scheduled for May 15, 2010.

b. Pay Request – Nagao/Hansen Architect P.C. – City Hall Project

Jack Gradle moved Jean McKittrick seconded Council approves Invoice #10-14 from Nagao/Hansen Architects P.C. in the amount of \$1,121.25 for services on the City Hall Project as presented. Voted on and carried unanimously.

c. Pay Request – Nagao/Hansen Architect P.C. – City Hall Project

Bill McCoy moved Jack Gradle seconded Council approves Invoice #10-15 from Nagao/Hansen Architects P.C. in the amount of \$1,322.50 for additional services on the City Hall Project as presented. Voted on and carried unanimously.

d. Pay Request – Nagao/Hansen Architect P.C. – City Hall Project

Jean McKittrick moved Jack Gradle seconded Council approves Invoice #10-16 from Nagao/Hansen Architects P.C. in the amount of \$272.50 for services on the City Hall Project as presented. Voted on and carried unanimously.

e. Pay Request – Essex Construction – City Hall Project

Bob Millam moved Jean McKittrick seconded Council approves Pay request #12 – Final for Essex General Construction Inc. in the amount of \$73,180.26 for the City Hall Project as presented. Voted on and carried unanimously.

f. Change Order #1/Pay Request – Airport Safety Consultant – Critical Path

Bill McCoy moved Jack Gradle seconded Council approve change order #1 and provide final payment to Critical Path Inc. for the Airport Safety Study in the amount of \$4,939.31 as presented. Voted on and carried unanimously.

g. Council Committee Discussion

This item was tabled until the April 12, 2010 meeting.

h. 2010 City Council Agenda/Package Schedule

Mr. Shrives said due to recent discussions regarding Council packets being received earlier, a schedule has been created outlining agenda, packet information and delivery deadlines. Mr. Shrives said the schedule will be distributed to contractors and anyone else who may have items to be placed on the agenda in order to allow for timely review of the packets by the Council. The goal is to have packets delivered on the Wednesday before a meeting.

10. City Administrator annual review

Mayor Hooker passed out a letter written to Mark Shrives regarding his 2009 Performance Review. The letter included a tally sheet of combined scores as well as City Council and Staff comments rating satisfactory to very satisfactory in all categories. Mr. Hooker commended Mr. Shrives for a job well done and provided suggestions for improvement in 2010 by working with staff to improve community perception of customer service and continue with current efforts and enhance communication with the community. A discussion ensued regarding a step increase to step 6 on the City Employee Pay Scale, retroactive back to January 1, 2010.

Bob Hooker moved Bob Millam seconded to place Mark Shrives at step 6 on the pay scale for the 2009-10 Fiscal Year at an annual salary of \$76,858.00 retroactive back to January 1, 2010. Voted on and carried unanimously.

11. Clerk's Report – None

12. Upcoming Meetings

- a. March 11, 2010 – Airport Commission – 6:30 PM Community Center
- b. March 12, 2010 – Save the Schoolhouse – 10:00 AM Creswell Library
- c. March 15, 2010 – Special City Council Meeting 6:30 PM Community Center
- d. April 15, 2010 – Joint City Council/Airport Commission Work Session

13. Adjournment

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 8:14 PM.

Robert A. Hooker, Mayor

Roberta J Tharp, City Recorder