

City of Creswell
City Council Minutes
May 10, 2010

Council Present:

Jack Gradle
Bob Hooker
Jane Vincent

Bill McCoy
Jean McKittrick

Staff Present:

Mark Shrives
Roberta Tharp
Layli Nichols
Roy Sprout
Shelley Humble
Titus Tomlinson

City Administrator
City Recorder
Finance Director
Public Works Director
Airport Manager
RARE Intern

Council Absent: 2 David Case - Excused
Bob Millam - Excused
Press: 1
Audience: 11

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. Acceptance of Land Dedication for Public Park – The Reserve

City Administrator Mark Shrives reported as part of The Reserve Subdivision Phase One and the Planned Unit Development it is required by the developer, Valley Development LLC to dedicate a piece of land for public parks and open spaces. The developer, Anthony V. Chapman would like to dedicate Tract C of the recorded plat for exclusive use as a public park to the City of Creswell.

Discussion ensued regarding the half acre piece of property located on the outside of the gated community.

Bill McCoy moved Jack Gradle seconded that the City Council accept public park land dedicated by Valley Development LLC and delegate City Administrator Mark Shrives to accept the deed and sign related dedication documents as presented. Voted on Councilors Gradle, Hooker, McCoy and McKittrick voting in favor of and Councilor Vincent opposing.

2. RARE (Resource Assistant for Rural Environments) Projects

Titus Tomlinson, RARE intern for the City of Creswell addressed the Council to give a brief update on some of the projects he has been working on.

a. Community Sharing Program – Pilot Project Review

Community Sharing is a South Lane County Service that provides community members in need of extra help with meeting basic needs such as rent, utilities, child care and prescriptions. Mr. Tomlinson put together a pilot project to see if citizens would use the program if it were available in Creswell instead of traveling to Cottage Grove. Since January, over \$5,500.00 worth of services has been provided to Creswell residents thru this project. Mr. Tomlinson compiled a spreadsheet of data showing 41 people were helped with services, thirty of them from within the city boundaries of Creswell, five just outside Creswell and six from Cottage Grove. Seventy-five percent of the assistance was in Utility Bills and seventeen percent of the administered funds were used for child care and the remaining eight percent was for various services. May is the last month of the pilot project and the data illustrates a need for this kind of service in Creswell. Mr. Tomlinson thanked the Council for allowing Community Sharing office space in the Community Center and asked if they could continue to use the Craft Room until they can find a more permanent facility. The Council gave their consensus for Community Sharing to continue using the Craft Room at the Community Sharing until they can find a permanent space.

Mr. Tomlinson said he has put together a letter thanking Community Sharing from the City of Creswell and the next step they are considering is to have a case worker present at the food pantry when it is open.

b. Earth Day Celebration Re-Cap

The first annual Creswell Earth Day Celebration was a huge success. The celebration became a grassroots community driven effort with many participants. A partnership was created with the School District who would like to make this an annual event. The focus of the celebration held at Garden Lake Park was education, with approximately two hundred seventy eight, fifth and seventh grade, and high school age students participating.

c. Resolution 2010-07 A Resolution Appropriating Ford Family Foundation Grant Funds Within the General Fund

Mr. Tomlinson announced the City has received a \$5,000.00 grant from the Ford Family Foundation to be utilized for the Capital Campaign Plan and Community Collaboration Development specific to the Cobalt Building Redevelopment Project.

Bill McCoy moved Jack Gradle seconded that Council accept a Ford Family Foundation Grant in the amount of \$5,000.00 restricted to the Capital Campaign Plan and Community Collaboration Development specific to the Cobalt Building Redevelopment Project. Voted on and carried unanimously.

Jean McKittrick moved Jack Gradle seconded that Council adopt Resolution 2010-07 A Resolution Appropriating Ford Family Foundation Grant Funds Within the General Fund as presented. Voted on and carried unanimously.

Mr. Tomlinson along with Jean McKittrick, Council representative on steering committee will move forward with the first Capital Campaign Meeting to be scheduled for the end of May.

Jean McKittrick on behalf of the Council thanked Mr. Tomlinson for all of the hard work he has done with his projects and for the City of Creswell.

3. Comments from Mayor, Councilors and City Administrator

Councilor Jane Vincent asked about responsibility for the sidewalks in residential areas. Mr. Shrives replied, by Ordinance it is the property owner's responsibility, but when doing any repairs the homeowner needs to work closely with public works in order to be compliant with the code.

Councilor Jack Gradle asked for an update on Sanipac. Mr. Shrives said he tried to contact Sanipac today, but no one was available to speak to. The purchase of the disposal service is close to being complete, and Sanipac is planning to attend the City Wide Clean-up this Saturday.

Mark Shrives passed out a Code Enforcement Activity Chart for April 2010. Code Enforcement Officer Lissa Davis has opened about ninety cases within Creswell. In most cases the public is working with Ms. Davis to correct the problems. The majority of violations are with encroachment issues and sandwich board signs. Ms. Davis a member of the Code Enforcement Officers Association and has received an invitation to give a Code Enforcement presentation in Newport in June.

Mr. Shrives reported he will need to reschedule the Joint City Council/Airport Commission Meeting scheduled for May 27th until after the budget process is completed.

Mr. Shrives reported he is still working on the fiber project, although we were not able to apply for the grant offered through federal funding. The City's of Veneta, Florence and Oakridge are also looking to become involved in this project. Next week he will attend a meeting with Minet and Alcatel Lucent to review business plans and see if there is some way to make the project work.

4. Correspondence

- A. Lane County Sheriff – Contract Report for March 2010
- B. Lane County Sheriff – Calls for Service Report – April 2010
- C. Letter – Department of Human Services – Notification of Compliance with the Administrative Order Issued to The City of Creswell
- D. Letter – Lane Transit District
- E. Letter/Attachments – Through the Fence Permit – Jerry Norcia

A discussion ensued regarding the option of reopening Mr. Norcia's Through the Fence Permit with Councilors Gradle, McKittrick, McCoy and Hooker opposing due to the lack of any new information and Councilor Vincent in favor.

Mr. Shrives reported there is some legislation being proposed by the senate on dealing with Thru the Fence Access issues in the Northwest, particularly the City of Independence. The FAA wants to close that access as the Air Park which has about 200 homes is next to the Independence Airport. The AOPA has sent out notice the FAA is backing off of their position on accesses but has not seen anything that says they have changed their position on parity or fee issues.

F. Save the Schoolhouse Committee Minutes – April 2010

5. Public Forum

Ryan Dodson on behalf of CYAC (Creswell Youth Advisory Council) addressed the council reporting on their first month as an approved council. They attended the Earth Day Celebration providing face painting and handed out candy. They are working on their application process in order to add new members during June. They have also scheduled their first event for June 25th, Movie Night. Mr. Shrives said he has asked Mr. Tomlinson to Include a CYAC member on the steering committee for the Cobalt Building Project.

Andy Duncan, 768 Luscombe Street, Independence, OR 97357, resident of the Independence Airport, addressed the Council regarding Through the Fence Access Fees.

6. Consent Calendar

A. Approval of March 8th & 15th, 2010 City Council Meeting Minutes

B. Approval of Bills – April 2010

Jack Gradle moved Bill McCoy seconded to approve the Consent Calendar as presented. Voted on and carried unanimously.

7. Airport

A. AIP Grant Re-authorization

Airport Manager Shelley Humble addressed the council and reported in response to the AIP Grant 007, the funds set aside for this grant came in under the original dollar amount. In speaking with the FAA regarding other projects that are connected to the 007 grant they asked we submit an Amended Elements of Work in order to utilize the remaining funds. The FAA said they would approve the amendment which would allow for obstruction removal, runway marking and continuing with the design for security fencing.

B. Connect Oregon Grant III – Rural Airports Grant Application

Ms. Humble said legislature approved the Connect Oregon III Grant Funding System this year. This system was designed specifically for the AIP match by setting aside five million dollars. This was done as it is very difficult for small cities and rural airports to come up with the required five percent match. By submitting The Connect Oregon Grant III Rural Airports Grant Application we are asking to utilize the five million dollars that is set aside to pay for our AIP matching grant funds, so if the Connect Oregon Grant III works as it should the five percent match for the current year's AIP 007 & 008 funding will be reimbursed from that program.

C. Capital Improvement Project (CIP) Approval

Ms. Humble said the CIP is an ongoing project the FAA has had in place for several years. Due to a change in the reporting process it was suggested to hire an engineer to complete the forms to reflect more accurate numbers. In February the City entered into a contract with Precision Approach Engineering (PAE) for Task Order #5 – Design Engineering Services. John Shute of PAE has assisted the City in preparing a CIP for the development of projects, project phasing, cost opinions and the completion of FAA CIP required forms.

As of 2011 we will have \$420,000.00 left in our AIP (Airport Improvement Project) money. The plan for 2011 is to construct two taxi lanes at the north end of the airport for hangar development, leaving \$20,000.00 for pavement maintenance. In 2012 we will not have funds available to complete a project so we will carry over the balance to 2013 and will possibly be able to construct hangars. Although, in November 2010 we have the opportunity to apply for a Connect Oregon Grant to have the hangars built at little to no cost to the City. Should the city receive the grant for the hangars this will move all projects up on the CIP list by one year.

Jean McKittrick moved Bill McCoy seconded that City Council approve the 2011 Capital Improvement Plan (CIP) Project List and Associated FAA required forms as presented. Voted on and carried unanimously.

8. Public Works

A. Pay Request – CH2MHill – Water System Improvement Project

Jack Gradle moved Jean McKittrick seconded that Council approve Invoice No. 3744101 in the amount of \$51,963.23 from CH2MHill for the Water Treatment Plant Project as presented. Voted on and carried unanimously.

B. Acceptance of Utility Access and Maintenance Easements

Bill McCoy moved Jack Gradle seconded that Council accept the Utility Access and Maintenance Easement provided by LEELYNN, INC and Wiley Mt., (Grantor) to the City of Creswell (Grantee). Voted on and carried unanimously.

9. Administration

A. LACT Bylaws – Resolution 2010-08 A Resolution Endorsing the Proposed Bylaws for the Lane Area Commission on Transportation (LACT)

Mayor Hooker reported he has been active on the The FACT_LC (Forum on an Area Commission on Transportation for Lane County) Committee in producing the proposed bylaws. The committee consists of 21 members representing Lane County cities, the Tribes, Lane Transit District, and other transportation groups and citizen advisory members. A discussion ensued regarding Lane County being the only county in the state that didn't have an ACT committee, supermajority, and the LACT being a favorable thing for everyone involved in regards to where monies will be spent.

Jean McKittrick moved Jack Gradle seconded that Resolution 2010-08 A Resolution Endorsing the Proposed Bylaws for the Lane Area Commission on Transportation (LACT) be approved. Voted on and carried unanimously.

The Council gave consensus of approval for Mr. Hooker to submit his cover letter he drafted along with a copy of Resolution 2010-08 A Resolution Endorsing the Proposed Bylaws for the Lane Area Commission on Transportation (LACT) to the Lane County Board of Commissioners.

B. Appointment of Budget Committee Members

Mr. Shrives said we currently have three vacancies on the budget committee. Martha McReynolds Jr. has graciously volunteered to fill the vacancy left by Martin Heymann's resignation and Mike Anderson has agreed to fill sit on the committee as a counterpart for Jack Gradle. This will leave one position open on the budget committee.

Bob Hooker moved Bill McCoy seconded to appoint Martha McReynolds, Jr. to fill the vacancy left on the budget committee by Martin Heymann's resignation until the term expires in 2012, and Mike Anderson to fill one of the other vacancies until the term expires in 2010. Voted on and carried unanimously.

C. Cellular Telephone Use Policy

Jack Gradle moved Jean McKittrick seconded to approve City of Creswell Cellular Telephone Use Policy as presented and to attach Exhibit A as proposed positions to be supported. Voted on and with Councilors Gradle, Hooker, McCoy and McKittrick voting in favor and Councilor Vincent opposing.

D. Social Media

During the past year the City has partnered with Rick Dancer Media and local businesses to produce business and event videos as an economic outreach. These videos ran on the City's website, School District Website, Rick Dancer's Media Website, Facebook page and U-Tube account. Mr. Shrives reported very positive feedback from all of the business involved with a total of 6,544 internet hits and asked for discussion and direction in expanding the project to the next level. In discussion with Rick Dancer, it was brought forth that a Facebook page would allow everyone to discuss the City's events and issues at hand. Mr. Shrives felt it would be very timely to maintain and suggested to hire Mr. Dancer as a consultant in order to keep the City's Social Media sites current and also continue with the current video project.

A discussion ensued regarding economic development, the development of partnership between the City and local businesses, Facebook and the establishment of policies, timeline of videos and the financial cost. Mr. Shrives said he could negotiate costs with Mr. Dancer and build those into the next year's budget.

Councilors Gradle, McCoy, McKittrick and Hooker gave their consensus while Councilor Vincent opposed, for Mr. Shrives to proceed forward with a Social Media plan that includes the Video Project and Facebook.

10. Clerk's Report – None

11. Upcoming Meetings

- a. May 15, 2010 – City Wide Clean-up Day – 8:00 AM

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- b. May 20, 2010 – Planning Commission – Public Hearing on Plan Designation and Zoning District change for 346 Cobalt Lane – 7:00 PM
- c. June 11, 2010 – Save the Schoolhouse Committee Meeting

Mr. Shrives scheduled the 2010-2011 Budget Committee Meeting for June 1st at 7:00 PM.

Mr. Shrives reported the transportation committee has met with the School District regarding crosswalks on Oregon Avenue in front of the Middle School. The School District is proposing to change the crosswalks to a designated crossing that runs diagonally thru the intersection of Oregon Avenue and the northeast corner of 8th Street with flashing lights placed at both ends of the school zone. Mr. Shrives has forwarded Middle School Principal Ms. Burrus's proposal to Sgt. Osborne for review and comment, in the meantime the Oregon Department of Transportation released their opinion of the proposal as very dangerous.

12. Adjournment

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 8:27 PM.

Robert A. Hooker, Mayor

Roberta J Tharp, City Recorder