

City of Creswell  
City Council Minutes  
October 11, 2010

Council Present:

Mike Anderson  
Bob Hooker  
Bob Millam  
Jane Vincent

Jack Gradle  
Bill McCoy  
Jean McKittrick

Staff Present:

Mark Shrives  
Roberta Tharp  
Layli Nichols  
Shelley Humble  
Denise Walters  
Wes Johnson

City Administrator  
City Recorder  
Finance Director  
Airport Manager  
City Planner  
RARE Intern

Council Absent: 0

Press: 1

Audience: 8

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. Ordinance 467 An Ordinance Amending The City of Creswell Comprehensive Land Use Plan Diagram and Creswell Development Code Zoning District Map For Certain Land Within The City (Assessor's Map 19-03-14-12, Tax :pts 200, 400 and 500)**

Mayor Hooker explained the City Charter states that in order for an Ordinance to be passed on the first reading it must do so by a unanimous vote of the Council. Ordinance 467 was originally heard at the September meeting but did not pass by a unanimous vote therefore the second reading of Ordinance 467 will be presented this evening.

Denise Walters, City Planner gave an overview of Ordinance 467 and stated that nothing has changed from last month.

Jean McKittrick read twice by title and moved Bob Millam seconded that The City Council Adopt Ordinance Number 467; An Ordinance Amending the City of Creswell Comprehensive Land Use Plan Diagram and Creswell Development Code Zoning Map for Certain Land Within The City (Assessor's Map 19-03-14-12, Tax Lots 200, 400 and 500). Voted on and carried unanimously.

**2. Harvey Road Annexation Initiation – Resolution 2010-25 A Resolution Initiating Annexation of a Portion of Harvey Road (North 5<sup>th</sup> Street) – Denise Walters**

Denise Walters, City Planner said when the City and the County partnered to improve Harvey Road, it was agreed the City would be responsible for the portion of road that was improved. Resolution 2010-25 begins the annexation process which if approved will be presented to the Planning Commission for their review and recommendation and then it returned to the Council for a final decision. Upon the Council's approval of annexation to take the road under City jurisdiction, the City would then ask Lane County to surrender the road. Ms. Walters presented a slight revision to Exhibit A (Legal Description of the Property) for Resolution 2010-25. In the third line of the legal description, the right of way was described as 60 foot in width; the revised description says Harvey Road with varying widths. The corrected wording of the legal description reflects some turns and improvements made to Harvey Road.

Bill McCoy moved Jean McKittrick seconded that the City Council adopt Resolution No. 2010-25, A Resolution Initiating Annexation of a Portion of Harvey Road (North 5<sup>th</sup> Street) that includes the revised Exhibit A. Voted on and carried unanimously.

**3. RARE (Resource Assistance to Rural Environments) Intern Update – Wes Johnson**  
**A. Project Updates**

RARE Intern Wes Johnson presented a short power-point presentation on the various projects he will be working during this next year. Mr. Johnson plans to carry on the momentum of several projects already in the

works from previous RARE Interns Titus Tomlinson and Raja Shah, including the Cobalt Building Redevelopment Project, working with the Creswell Youth Advisory Committee (CYAC), gaining formal recognition for the City of Creswell as a member of Tree City USA, adoption and implementation of the City of Creswell/Community Sharing Strategic Plan, making Earth Day an annual event and implementing the trails restoration grant that was recently received for Garden Lake Park. Mr. Johnson introduced two new projects he will begin during his time in Creswell:

- Oregon Main Street Program – This program administered through the National Trust for Historic Preservation is tasked with helping communities in Oregon develop comprehensive, incremental revitalization strategies based on each community's characteristics. Joining the program requires no up-front financial investment by the city and will provide the city with access to technical assistance and resources to explore whether or not this program is right for the City of Creswell. The program is based on a four point strategy: organization, promotion, design and economic restructuring. Mr. Johnson feels this will help the City move forward on projects such as the downtown pocket park/town square, a downtown wireless hotspot, business retention and recruitment and fundraising and support for ongoing projects already in place.
- Social Media Policy – A policy created to manage Social Media for the City of Creswell. Social Media will allow improved lines of communications between the City of Creswell, community members and partner organizations using online applications such as Facebook and Twitter. This will involve setting up a system for moving information out automatically from the City's website. Some advantages of social media include younger audiences, increased control over the content of media, cost effective and builds community by announcing community events, community outreach and emergency information. The policy will outline managing security, public records and monitoring and updating content.

The council gave their consensus for RARE Intern Wes Johnson move forward with working on establishing a Social Media Policy and the Oregon Main Street Project.

**B. Community Sharing – Strategic Plan**

Jean McKittrick moved Jack Gradle seconded that Council adopt the Community Sharing Program/City of Creswell Strategic Plan as presented. Voted on and carried unanimously.

**C. Tree City USA**

**i. Ordinance 468 An Ordinance Providing Regulations for Planting and Protection of Trees Within the City of Creswell; And Creating A Tree Board**

Bill McCoy read twice by title and moved Jean McKittrick seconded that Council adopt Ordinance No. 468, An Ordinance Providing Regulations for Planting and Protection of Trees Within the City of Creswell; and Creating A Tree Board as presented. Voted on and carried unanimously.

**ii. Resolution 2010-26 A Resolution Supporting Arbor Day**

Jack Gradle moved Bob Millam seconded that Council approve Resolution 2010-26, A Resolution Supporting Arbor Day as presented. Voted on and carried unanimously.

**4. Comments from Mayor, City Council, City Administrator**

Jack Gradle commented on the League of Oregon Cities Conference.

Mark Shrives spoke about the new United Way 211 Info Program. This program is a nonprofit program in Oregon and Southwest Washington that will connect people to community services they may need such as referrals to food, shelter, legal services, housing and foreclosure assistance, utility assistance, health care and many more. They are looking to form partnerships with various communities and are asking for a contribution of \$500.00 which Mr. Shrives said would go to help support and get this much needed program started. The 2-1-1 Info line will also relieve 9-1-1- dispatchers from answering calls these types of calls that should not go to 911 and allow them to focus on life threatening situations.

**5. Correspondence**

Shelley Humble said the Chamber of Commerce's 5<sup>th</sup> annual Greet and Treat is scheduled for October 31<sup>st</sup> from 3:00 to 5:00 PM at the Creswell Community Center and there are 14 businesses who have signed up to participate in the event.

**Creswell Youth Advisory Council Report**

Ryan Dodson, Chairman of the Creswell Youth Advisory Council (CYAC) gave a brief update on their recent activities. Mr. Dodson said he recently met with Richard Meyers, City Administrator of Cottage Grove who said The City of Cottage Grove has a youth advisor who sits on their City Council and is a voting member but the vote does not count but it allows for the youth opinion to be placed on record and would like to suggest the City of Creswell follow suit.

CYAC is working on recruitment by making contact with the teachers at school; they have passed out flyers and posted a notice in the school newspaper. They are partnering with the Cobalt Building Campaign Committee by planning a Christmas Tree Decorating Competition Fundraiser for December 11<sup>th</sup>. The CYAC recently helped the Library pick out a movie, "School of Rock", for Movie Night and are in the process of planning a retreat to work on grant writing, team building and leadership exercises.

The Council gave their consensus to having a CYAC member at the table during Council meetings that is allowed to vote on issues but will not be a counting vote in order to allow the Council to acknowledge the youths opinions.

**6. Public Forum**

Larry Parlette, 350 Ironwood Loop, Creswell addressed the Council with concerns regarding construction setbacks.

Carol Campbell, 82044 Mahr Lane, Creswell addressed the Council with details of the November 13<sup>th</sup> Save the Schoolhouse Committee Holiday Bazaar and Dinner.

**7. Consent Calendar**

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

**8. Airport**

**9. Public Works**

**A. Pay Request – CH2MHill Invoice #1677990310 Water System Improvement Project**

Jack Gradle moved Jean McKittrick seconded that Council approve Invoice No. 1677990310 in the amount of \$8,801.88 from CH2MHill for the Water Treatment Plant Project as presented. Voted on and carried unanimously.

**B. Change Order #4 – Eugene Sand – 5<sup>th</sup> & A Street Project**

Mark Shrives reported City Engineer Ron Stahelin has followed up with the concerns regarding the soil and concrete issues of the North 5<sup>th</sup> & "A" Street Project. It turns out soil and gravel were placed over the area drain on North 5<sup>th</sup> Street. When the grass seed was planted and watered it would drain so quickly the seed was not able to take hold and grow. It is being replanted and over the winter months the seed should take hold. The sidewalk concrete issue on "A" Street turned out to be a bad batch of concrete. Mr. Shrives said the contractor, Eugene Sand and their bond company have all been notified and this will be dealt with as a warranty issue of the project.

Jean McKittrick moved Bob Millam seconded to approve change order #4 in the amount of \$19,987.00 from Eugene Sand Construction for the 5<sup>th</sup> and "A" Street Project. Voted on and carried unanimously.

**C. Change Order #5 – Eugene Sand – 5<sup>th</sup> & A Street Project**

Bill McCoy moved Jean McKittrick seconded to approve change order #5 in the amount of \$8,841.00 from Eugene Sand Construction for the 5<sup>th</sup> and "A" Street Project. Voted on and carried unanimously.

**D. Final Pay Request #4 – Eugene Sand Construction – 5<sup>th</sup> & A Street Project**

Jack Gradle moved Bob Millam seconded that Council approve Pay Request #4 (Final Pay Request) from Eugene Sand Construction in the amount of \$61,386.00 for the North 5<sup>th</sup> and "A" Street Improvement Project as presented. Voted on and carried unanimously.

**10. Administration**

**A. Cobalt Building Project**

**i. Task Order #2 – Capital Campaign Documents**

Bob Millam moved Jack Gradle seconded to approve Cascadia Consulting Task Order #2 in an amount not to exceed \$5,000.00. Voted on and carried unanimously.

**ii. Task Order #3 – Initiate Fundraising**

Jack Gradle moved Jean McKittrick seconded to approve Cascadia Consulting Task Order #3 in an amount not to exceed \$13,000.00. Voted on and carried unanimously.

**B. Regional Voice Discussion**

Bob Hooker said Lane Council of Governments (LCOG) is working to get stakeholders in Lane County to speak together as one voice to the Legislature on important issues. The LCOG board has comprised a list of twelve legislative concepts and is asking each membership to review the list and report back their position to either support or oppose these concepts before the LCOG Executive Committee meets on November 4<sup>th</sup>. If one

membership opposes any item, it will be removed from the list. After a brief discussion, the Council gave their consensus to support this endeavor.

**C. LCACT (Lane County Area Commission on Transportation) Discussion**

Bob Hooker updated the Council regarding the ongoing process of creating the LCACT and its by-laws. Mr. Hooker said he and Mark Shrives have attended many meetings on the LCACT and after the Commissioners met last week regarding the proposed by-laws he feels they have reached a tentative agreement on the LCACT and how it is going to be presented to the Oregon Department of Transportation Commission. The ten citizen representatives to the LCACT will be appointed by the ACT itself not the County Commissioners and the first four appointed citizens members will be a trucking, rail, bike/ped and land use/environmental representatives. The remaining six will be appointed to represent other interests yet to be determined. If the revised by-laws are acceptable, the Council will need to pass a resolution to rescind the previous resolution supporting the LCACT and its by-laws and offer support to the newly dated bylaws.

**D. Auditor Recommendation**

Mark Shrives reported the City received three proposals for Auditor Services recently advertised. The Finance Committee, consisting of Jean McKittrick, Bill McCoy and Bob Millam along with Finance Director Layli Nichols and Mr. Shrives met to review and discuss the proposals. The committee narrowed the choice down to two, Pauly Rogers and Company and The Maxwell Company. The committee directed Ms. Nichols to complete a reference check and telephone interviews for each of the two companies. After providing the results of those contacts the Finance Committee recommended The Maxwell Company for Auditing Services to the Council. This recommendation was made on the firm meeting all the requirements of the RFP, experience, organized proposal, educated staff, reference comments and availability. Mr. Shrives said the proposal is for three years with the cost for the fiscal year 2009-2010 at \$22,810.00; fiscal year 2010-2011 at \$19,030.00; and 2011-2012 at \$19,030.00. Mr. Shrives said the cost goes down as the auditing company becomes familiar with the City's information.

Bill McCoy moved Jean McKittrick seconded the Council negotiate and offer Maxwell and Company a contract for auditing services for the next three years. Discussion ensued and Bill McCoy moved Jean McKittrick seconded to amend the motion to have the Council negotiate, offer and enter into a contractual agreement with Maxwell and Company for Auditing Services for the next three years. Voted on and carried unanimously.

**11. Clerk's Report - None**

**12. Upcoming Meetings**

- a. October 21, 2010 – Planning Commission Meeting – Community Center 7:00 PM
- b. November 8, 2010 – City Council Meeting
- c. November 11, 2010 – Veterans Day – City Hall Closed

**13. Adjournment**

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 8:21PM.

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Robert A. Hooker, Mayor

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Roberta J Tharp, City Recorder