

City of Creswell  
City Council Minutes  
December 13, 2010

Council Present:

Mike Anderson	Jack Gradle
Bob Hooker	Bill McCoy
Bob Millam	Jean McKittrick
Jane Vincent	

Staff Present:

Mark Shrives	City Administrator
Roberta Tharp	City Recorder
Roy Sprout	Public Works Director
Shelley Humble	Airport Manager
McKenna Lutje	CYAC – (Creswell
Youth Advisory Council)	Representative

Council Absent: 0  
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. Presentations**

**A. Bob Millam Appreciation Award**

Mayor Hooker presented an appreciation plaque to Councilor Bob Millam for his outstanding service to the Community as a City Councilor.

**B. Use of Water Stored in Willamette Basin Federal Storage Projects –**

Jason Pulley of Oregon Water Utilities Council and Brad Taylor, Water Resource Planner for Eugene Water and Electric Board gave a brief presentation on a proposal to identify the City of Creswell as the subject of a Small Scale Reallocation Study. The U.S. Army Corps of Engineers in cooperation with Oregon Water Resources Department are conducting this study to better understand the opportunities for accessing federal stored water for water supply use. This study will evaluate the process for reallocating up to 499 acre-feet of federally stored water. The goal of the study is to understand the reallocation process on a small scale, such as cost of water, cost of the reallocation process, and dealing with contracting and other issues before embarking on a larger scale. The City of Creswell was identified as well suited for this study as it is downstream from Cottage Grove and Dorena Reservoirs, two of the thirteen subject federal storage projects. This study will be funded through a federal appropriation and cost share provided through Oregon Water Resources Department and the City would not be responsible for funding any portion of the study.

A discussion ensued about the City having any risks in losing their perfected water rights, regionalized water and the Coast Fork of the Willamette not having as many endangered species as other tributaries.

Bob Hooker moved Bill McCoy seconded to have the City of Creswell participate in the Army Corp of Engineers of Oregon Water Resource Department Willamette Basin Federal Storage Small Scale Reallocation Study. Voted on and carried unanimously. CYAC Representative voted in favor.

**C. City Planning – Denise Walters**

**i. Public Hearing – Annexation of Territory to the City of Creswell (Portion of Harvey Road (C CR 2010 – Annex 2010-01))**

Mark Shrives said when the City entered into an agreement with Lane County to do improvements to a portion of Harvey Road, the agreement stated that the City of Creswell would annex that portion of Harvey Road into the City and take over the road maintenance.

Mayor Hooker opened the Public Hearing. There being no public testimony Mayor Hooker closed the Public Hearing.

**ii. Ordinance 469 An Ordinance Approving the Annexation of A Portion of Harvey Road to the City of Creswell**

A discussion ensued regarding residents who live on Harvey Road in the proposed annexation area needing to change their address. Mr. Shrives said he wasn't sure about the change of addresses but will check into it and follow up on it.

Bill McCoy read twice by title and moved, Bob Millam seconded to adopt Ordinance 469, An Ordinance Approving the Annexation of a Portion of Harvey Road to the City of Creswell. Voted on and carried unanimously. CYAC Representative voted in favor.

**iii. Accepting the dedication of Kings Row Right-of-Way & Authorizing City Administrator to Complete Dedication**

Mark Shrives said the Kings Row Right-of-Way is located on the east side of Holbrook Lane and runs along the church property, ending at a large track of land. The property owners would like to build one single family dwelling on the property and need this right of way to allow for a drive way to the home. Their plan for the future is to develop the property and at that time they will need to come back to the City to complete the development process.

Bob Millam moved Jack Gradle seconded City Council accept the dedication of Kings Row Right-of-Way and Authorize the City Administrator to sign documents and complete any necessary requirements for completion of the dedication. Voted on with Councilors Anderson, Gradle, McCoy, McKittrick, Millam and Mayor Hooker voting in favor and Councilor Vincent voted in opposition. CYAC Representative voted in favor.

**iv. IAMP Update**

A joint City Council/Planning Commission work session has been scheduled for December 16, 2010. David Helton from Oregon Department of Transportation will give an update on the work completed and an overview of the next steps for the Interchange Area Management Plan.

**v. Oregon Watershed Enhancement Board Grant Application**

Pam Reber of Coast Fork Watershed Council addressed the Council asking for support with an Oregon Watershed Enhancement Board grant application for the STREAM Water Quality Monitoring Program at two Camas Swale sites and two Hill Creek sites. Ms. Reber would like the City to sign a letter of support and provide financial support of \$2500.00 over the next two years. Mr. Shrives said the Watershed Council provides the City with assistance on projects such as the Hill Creek diversion dam and the TMDL. Mr. Shrives said Ms. Reber would like to acquire \$500.00 of the \$2500.00 during this fiscal year and the balance would be budgeted for next fiscal year.

Bill McCoy moved Jack Gradle seconded City Council support the Coast Fork Watershed Council Grant Application to the Oregon Watershed Enhancement Board; Commit the necessary financial and staff resources; and authorizes the City Administrator to sign all related documents. Voted on and carried unanimously. CYAC Representative voted in favor.

**D. RARE (Resource Assistance for Rural Environments) Update**

**i. Social Media Policy**

Mark Shrives reported Wes Johnson has been working on a social media policy that will allow the City to create a Facebook page. Facebook has either the fan page to promote City events with no social media interaction or comments or a regular Facebook page which allows comments. The only issue with a regular Facebook page would be, comments are considered a freedom of speech issue and you would not be able to remove the comments unless they violated our social media policy. A brief discussion ensued regarding changing the policy if we did run into problems later on.

Bob Millam moved Bill McCoy seconded the Council adopt the City of Creswell Web 2.0 Use Policy as presented. Voted on and carried unanimously. CYAC voted in favor.

**ii. Tree Board Applications**

Mark Shrives said the City has submitted the Tree City USA application. To fulfill the requirements of being a Tree City an advertisement has been placed in the Chronicle that the City is accepting applications to fill positions on the Tree Board.

**2. Comments from Mayor, City Council, and City Administrator**

Bob Hooker publicly thanked all the volunteers that helped with the annual Tree Lighting Ceremony.

Jack Gradle reported the Veterans of Foreign Wars would like to thank the City for their participation in the Patriot Celebration.

Bob Millam thanked everyone who made his service on City Council possible.

**3. Correspondence**

Mark Shrives pointed out the Creswell City Council Packet Schedule and Deadline calendar for 2011.

Ryan Dodson CYAC Chairperson gave a brief update on the Youth Advisory Council. In December the committee raised approximately \$1100.00 with the tree decorating contest for the Cobalt Building, had a retreat and planned out activities for 2011 and since November they have five new members.

Laura Ridsen, Executive Director of Creswell Clubhouse gave a brief update on the activities of the Youth Advisory Council for the past year and stated they are beginning to look at some grant writing opportunities for funding during 2011 in order to offer training on leadership and positive youth development.

**4. Public Forum**

Pam Reber of Coast Fork Willamette Watershed Council thanked the Council for their support and partnership on the Oregon Watershed Enhancement Board Grant and invited the Council to attend the Watershed meetings in January and February where they will be reporting the water quality data from the past two years.

Di Barineau residing at 735 Kings Row, Creswell, spoke in opposition of accepting the dedication of Right-of-Way for Kings Row.

Kent Hutchins residing at 707 Kings Row, Creswell addressed the Council with questions about the Kings Row Right-of-Way. Mr. Hutchins was advised to contact City Planner Denise Walters for answers to his questions.

Sandy Best who resides at 715 Kings Row, Creswell, spoke in opposition of accepting the dedication of Right-of-Way for Kings Row and expressed concerns regarding speeding traffic.

**5. Consent Calendar**

Bob Millam moved Jack Gradle seconded to approve the Consent Calendar as presented. Voted on and carried unanimously. CYAC Representative voted in favor.

**6. Airport** – There is nothing on the agenda for discussion or action under Airport.

**7. Public Works**

**A. Pay Request – CH2MHill Invoice #3771193 Water System Improvement Project**

Jean McKittrick moved Jack Gradle seconded that Council approve Invoice No. 3771193 in the amount of \$4,430.67 from CH2MHill for the Water Treatment Plant Project as presented. Voted on and carried unanimously. CYAC Representative voted in favor.

**8. Administration**

**A. Accept and Certify Lane County Elections Abstract**

Jack Gradle moved Bill McCoy seconded to accept the abstracts for the positions of Mayor and three Council positions of the November 2, 2010 general election as presented by Lane County Elections. Voted on and carried unanimously. CYAC Representative voted in favor.

**B. Architectural Services Proposal from Nagao-Hanson Architects**

Mark Shrives distributed a revised AIS reflecting attorney recommended changes to the agreement between Nagao-Hanson Architects and the City for the second floor City Hall improvements. The City has three projects; second floor improvements to City Hall, the Parking Lot at 1<sup>st</sup> and C Street and the Town Square/Park and rather than contract for all items it would be best if we do a task order contract. The City Attorney also recommended the total fee for Architectural Services shall not exceed \$150,000.00.

Bob Millam moved Jack Gradle seconded that based upon consideration of the policy issues previously discussed to approve the Task Order Agreement for Professional Services between the City of Creswell and Nagao Hanson-Architects and authorize the City Administrator to renegotiate the agreement by incorporating changes as recommended by the City Attorney. Voted on and carried unanimously. CYAC Representative voted in favor.

Bill McCoy moved Jack Gradle seconded to approve Task Order No. 1 between the City of Creswell and Nagao-Hanson Architects for second floor improvements to Creswell City Hall in an amount not to exceed \$90,000.00. Voted on and carried unanimously. CYAC Representative voted in favor.

**C. Not Used**

**D. Resolution 2010-29, A Resolution Changing Appropriations in the Water Fund**

Jack Gradle moved Jean McKittrick seconded to approve Resolution 2010-29, A Resolution Changing Appropriations within the Water Fund as presented. Voted on and carried unanimously. CYAC Representative voted in favor.

**E. Proposal For Government Relations Services – Lobbyist Discussion**

During the November City Council Meeting, Mark Shrives was asked to further research Bridge Government Relations and Mr. Andrew Beck's proposal for lobbying for federal appropriations and grant funding for the City through the federal government. Mr. Shrives provided the Council with a list of questions he proposed to Mr. Beck and his responses. A discussion ensued about earmarking funds for projects, other cities our size using a lobbyist, negotiating his rates and caps, and staff cost for grant processing. Mr. Shrives asked the Council for direction to either continue negotiating fees and bring back a contract or do further research. The Council gave their consensus for Mr. Shrives to proceed with negotiating with Mr. Beck to a cap of a ten-percent fee and bring back a contract.

**F. Resolution 2010-30, A Resolution Establishing the Creswell Sign Ordinance Committee, An Ad Hoc Committee of the Creswell City Council**

Jean McKittrick moved Jack Gradle seconded to approve Resolution No. 2010-30, A Resolution Establishing the Creswell Sign Ordinance Committee, An Ad Hoc Committee of the Creswell City Council, to review proposed changes and revisions to the Sign Ordinance and make recommendations that will be used by staff to prepare the final draft. Voted on and carried unanimously. CYAC Representative voted in favor.

**G. Old City Shop Discussion**

Mark Shrives reported he has been approached by South Lane Fire & Rescue and the School District in regards to purchasing the city shop facilities on Oregon Avenue. The Fire Chief mentioned a possible trade for the property by offering the fire station next door to City Hall. The Fire Department has already had an appraisal on their building and Mr. Shrives recommends an appraisal be completed on the city property if only for knowing what the property is worth. After a brief discussion the Council gave their consensus to move forward with an appraisal of the city shop facilities on Oregon Avenue.

**H. January Meeting Date Discussion**

Mr. Shrives said in following suit with other cities in the area, he would like to recommend postponing and rescheduling the January 10, 2011 City Council meeting to January 17, 2011 due to the University of Oregon Football teams participation in the National Championship game.

Bill McCoy moved Jean McKittrick seconded to move the January City Council meeting date from January 10, 2011 to January 17, 2011. Voted on and carried unanimously. CYAC Representative voted in favor.

**I. Retreat Discussion**

The Council gave their consensus to schedule a City Council Retreat for Saturday, January 29, 2011.

**9. Clerk's Report – None**

**10. Upcoming Meetings**

**A.** Joint City Council/Planning Commission – December 16, 2010

**11. Adjournment**

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 8:18 PM.

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Robert A. Hooker, Mayor

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Roberta J Tharp, City Recorder