

City of Creswell
Council Minutes
May 12, 2008

The regularly scheduled City Council meeting was called to order by Mayor Tim Demanett and the pledge of allegiance given.

Council Present:

Bill McCoy
Tim Demanett

Robert Millam
Mike Ufford

Staff Present:

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

Council Absent 1 – David Case

Press: 1

Audience: 20

1. Oath of Office – Creswell Municipal Judge R Scott Palmer

Judge Palmer presented the oath of office to Mayor Tim Demanett and newly appointed councilor Robert Hooker.

2. Special Presentation – Christopher Douglass – Ford Leadership Foundation – Project Approval – Completion of Garden Lake Park Bridges.

Christopher Douglass a representative of the Ford Institute Leadership Program addressed the Council requesting assistance from the City for this year's proposed project. Mr. Douglass asked the Council for the authorization and support to enhance the accessibility of Garden Lake Park by completing one of the bridges and constructing another bridge. Mr. Douglass asked for approval to use the City of Creswell's Tax ID number for donation purposes to give them the leverage needed to raise a minimum of \$2,500.00 in cash and up to \$5,000.00 of in-kind donations to apply for the Ford Family Foundation's \$5,000.00 grant as well as allow staff to assist project volunteers in the permit process and financial accounting of both donated and grant funds. Mr. Douglass stated the goal of the project is not to exceed a \$12,500.00 budget and have the bridges completed within a one year timeframe. Discussion ensued regarding the City's role as the financial agent for this project. Bob Millam moved Bill McCoy seconded to support the Ford Institute Leadership Program Project and allow City Staff to assist in the financial accounting and permit process as presented. Voted on and carried unanimously.

3. Comments from Mayor or Councilors, and City Administrator

Bob Millam said the parks committee has met and agreed to devote some time and energy to projects that would help the committee restrict their members list. Sheila Hale, Parks Committee Member addressed the Council asking how to add and release members from the Parks Committee. Finance Director Layli Nichols said this process must be done by the Mayor and Council.

Interim City Administrator Jamon Kent distributed a letter he received from Lane County Administrator Jeff Spartz, addressing a recently adopted resolution relating to population forecasts for Lane County. Mr. Kent said the resolution would take the coordinated population figure from 2005 to use for our Comprehensive Land Use Plan Update. Mr. Kent said he has been working on an appeal to this resolution for the City of Creswell as well as four other small cities in our area. Mr. Kent said if the appeal is not successful the City would lose approximately 2,000 of the projected population forecast which could be detrimental to the City in planning for the future.

Mayor Tim Demanett asked the Council for consensus to place some sort of memorial at Garden Lake Park in honor of past Mayor Ron Petitti. Interim City Administrator Jamon Kent said he thought the Parks Committee should look into this and Council consented.

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Mayor Tim Demanett said he recently attended the Mayor's Round Table informational meeting and gave a brief overview on budget cuts Lane County is proposing to make and the effect they will have on the City of Creswell. Mayor Demanett said the City of Creswell is going to have to control its own destiny.

Mayor Tim Demanett reminded the Council that 2009 is the City of Creswell's Centennial and we need to start planning for a celebration.

4. **Correspondence**

5. **Public Forum**

Carl Sorenson who resides at 170 Magnolia Drive, Creswell addressed the Council citing concerns about the sidewalks on Dale Kuni Road. Mr. Sorenson said there is about 200 feet of sidewalk in that subdivision that has a two to three foot drop off next to the cement, as well as none of the streetlights in that area are working and was wondering if this is a liability to the City of Creswell. Public Works Director Roy Sprout said the project in that area has been finalized but there is a letter of credit for the unfinished portion of the project that needs to be collected on. Finance Director Layli Nichols said the street lights in question are part of the project that has not been completed and the lights have not been lit yet. Mr. Sorenson also asked if the City would stripe the south side of Dale Kuni Road as it is difficult to see at night and when the pavement is wet.

Shelia Hale residing at 82540 North River Drive and member of the Parks Committee addressed the Council with an overview of projects the committee as been supportive of and would like to continue to bring children's activities to Creswell. Mrs. Hale asked the Council to include some funding in the 2008-2009 budget for parks.

6. **Consent Calendar**

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

7. **Airport**

a. Change Order Approval – David Evans & Associates Engineering of Fire Suppression Waterline Extension Project

In February 2007, City Administrator Mark Shrives and Airport Manager Shelley Humble asked for the assistance of David Evans and Associates to help create a Disadvantage Business Enterprise (DBE) plan for the Airport in order to meet Federal requirements.

Mrs. Humble explained that due to the delay of construction and the requirement for DBE plan assistance, she is presenting Amendment No. 1 to Task Order No. 1 for payment of engineering work performed by David Evans and Associates for the extension of the Fire Suppression Water Line to the Creswell Airport.

Interim City Administrator Jamon Kent explained the maximum estimated total cost for the design services is \$4,878.00 and any amount over the maximum estimated cost for services because of scope of work or level of effort changes will be negotiated and agreed upon between the City of Creswell and David Evans and Associates in writing prior to beginning additional work. Mr. Kent also brought to the attention of the Council under paragraph four on page two of the contract mileage reimbursement would be at the rate of Fifty and one half cents per mile rather than the Forty and Four-Half cents as stated.

Bill McCoy moved Bob Millam seconded amendment No. 1 to task order No. 1, Design and Services During Construction for Waterline Improvements, AIP Project No. 3-41-0083-006 be approved as amended. Discussion ensued with Mike Ufford asking about the recent correspondence from Senator Gordon Smith's Office and the Federal Aviation Association (FAA) regarding skydiving at the airport possibly jeopardizing any current or future funding from the Federal Government. Mr. Kent says the City has funding in place, but a contract amendment is necessary with David Evans and Associates in order to pay for the DBE. Voted on and carried unanimously.

b. Contract Approval for Services During Construction on Fire Suppression Waterline Extension Project

Interim City Administrator Jamon Kent requested to pull this agenda item.

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c. Approval of Draft AIP Grant for Water Line Project

Interim City Administrator Jamon Kent explained this item seeks pre-approval by the Council for the Airport Improvement Program (AIP) Grant. Mr. Kent said we are requesting a grant amount of \$400,466.00 which will be awarded once the bids are in. Bill McCoy moved Bob Millam seconded that pre-approval of Grant offer for Hobby Field, Creswell, Oregon, AIP Project Number 3-41-0083-007 be given so that the City Administrator may approve, sign and forward the grant offer to the FAA by May 31st 2008. Voted on and carried unanimously.

d. Resolution 2008-10, A Resolution Adjusting the Basic Rental Fees Set Forth in Existing Airport Leases between the City of Creswell and Individual Lessees of Property Located on Hobby Field Airport.

Interim City Administrator Jamon Kent advised the Council of a 3.55% increase (Portland's CPI) to the basic rental fees set forth in existing airport leases between the City of Creswell and the Individual Lessees of Property on Hobby Field for the next year. Bill McCoy moved Bob Hooker seconded to adopt Resolution 2008-10, A Resolution Adjusting the Basic Rental Fees Set Forth in Existing Airport Leases between the City of Creswell and Individual lessees of Property Located on Hobby Field Airport. Voted on and carried unanimously.

e. Resolution 2008-11 – A Resolution Changing Appropriations within the Airport Fund

Interim City Administrator Jamon Kent said the City has experienced a greater than anticipated need for temporary personnel services within the Airport Fund and an increase to personal services is necessary to meet these requirements. Bob Millam moved Bob Hooker seconded to adopt Resolution 2008-11 – A Resolution changing appropriations within the Airport Fund as presented. Voted on and carried unanimously.

8. Appointment - City Council Vacancy

Mayor Tim Demanett extended the filing deadline for the vacancy of the Council position until Wednesday, June 4, 2008 at 5:00 PM.

a. Amending the 2007 Planning Assistance Contract with Lane Council of Governments (LCOG)

Interim City Administrator Jamon Kent said at the end of April 2008 the contract with LCOG for Planning Assistance has a balance of \$2,457.18 remaining, and as a result of unanticipated occurrences throughout the year this contributed to a quicker expenditure of the contract and additional funds are needed to complete the fiscal year. Mr. Kent said based on expenditures to date and work remaining, an additional \$7,000.00 would cover current planning until the end of the fiscal year and an additional \$1,000.00 would cover the work needed to secure the Quick Response Project for a total of \$8,000.00. Mike Ufford moved Bill McCoy seconded that the City Council approve contract amendment #3 to the general planning assistance contract between Lane Council of Governments and the City of Creswell, for a total contract amount not to exceed \$83,000.00 as presented. Voted on and carried unanimously.

b. Resolution 2008-12, A Resolution changing appropriations within the General Fund
Finance Director Layli Nichols explained the Council approved in agenda item 7A to amend the 2007 Planning Assistance Contract with Lane Council of Governments and this is the Resolution to change the appropriations within the General Fund to complete the amendment. Ms. Nichols pointed out a Scrivener's error in the resolution presented in the Council packet. Bob Millam moved Bob Hooker seconded to approve Resolution 2008-12, A Resolution changing Appropriations within the General Fund as amended to read General Fund instead of Airport Fund. Voted on and carried unanimously.

c. Amendment to LCOG Contract for increased services to the IAMP Project

Interim City Administrator Jamon Kent explained that the City will be receiving some extra money in a grant for the Interchange Area Management Plan Project and with that there will be additional work. Mr. Kent said the original contract ended on March 31st and it is therefore necessary to extend the contract to June 30, 2008. Bob Millam moved Mike Ufford seconded the City Council approve contract amendment #1 to the IAMP/TSP Contract between Lane Council of Governments and the City of Creswell, extending the contract end date to June 30, 2008 as presented. Voted on and carried unanimously.

d. Appointment – City Council Vacancy

Mayor Demanett addressed this under number 7 before letter A – City Administration.

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e. Dog Licensing for City of Creswell

Finance Director Layli Nichols reported that our contract for animal control with Lane County Animal Regulation Authority (LCARA) is quickly coming to an end and due to budget cuts by Lane County the program may not be available for renewal of our contract. Ms. Nichols said she has purchased the Animal Licensing Module for our computer software program, ordered city dog licenses, and has contacted Greenhill Humane Society in Eugene for taking unwanted animals. Greenhill has agreed that under emergency circumstances the City can transport animals to them for a flat fee of \$45.00 per animal and would like to receive adoptable animals only. Ms. Nichols said she will continue to work with Greenhill on an agreement should LCARA not reinstate their services, but the City will be issuing dog licenses in house and during the next fiscal year need to build a new holding facility for dogs.

9. **Public Works**

a. Pay Request from CH2MHill

City Council entered into a contract with CH2MHill for engineering services provided for the Water Improvement Project. Bob Millam moved Robert Hooker seconded to approve pay request for CH2MHill Invoice No. 36493081 in the amount of \$9,053.03, as presented. Voted on and carried unanimously.

10. **Clerks Report**

The Council reviewed the combined financial statement for the period ending April 30, 2008.

11. **Upcoming Meetings**

Finance Director Layli Nichols announced the upcoming budget committee meeting scheduled for Wednesday, June 4th at 7:00 PM and the budget hearing is set for June 17, 2008.

There being no further business to come before the council, Mayor Tim Demanett adjourned the meeting.

Bob Hooker, Acting Mayor

Roberta J Tharp, City Recorder