

City of Creswell
Council Minutes
July 7, 2008

The regularly scheduled City Council meeting was called to order by Council President Bob Hooker and the pledge of allegiance given.

Council Present:

Bill McCoy
David Case
Jack Gradle

Robert Millam
Robert Hooker

Staff Present:

Mark Shrives
Roberta Tharp
Roy Sprout
Layli Nichols
Shelley Humble Airport Manager
Denise Walters
Megan Banks

City Administrator
City Recorder
Public Works
Finance Director
City Planner
City Planner

Council Absent 0

Press: 2

Audience: 22

1. Resignations

- A. Planning Commission Resignation – Jack Gradle
Bob Millam moved Bill McCoy seconded to accept Jack Gradle’s resignation from the Planning Commission. Voted on and carried unanimously.
- B. City Council Resignation – Mike Ufford
Mike Ufford submitted a letter of resignation from the City Council citing health issues. Bill McCoy moved Jack Gradle seconded to accept Mike Ufford’s resignation from City Council. Voted on and carried unanimously.

2. Special Presentation

- A. Enterprise Zone Presentation – Howard Schesser – City of Cottage Grove Community Development Director.

City Administrator Mark Shrives said the discussion about enterprise zones and merging with the City of Cottage Grove and Lane County came about with the recent fire at Bald Knob Mill. Mr. Shrives said it may or may not work with Bald Knob depending on whether or not they rebuild the mill, but if the City creates an enterprise zone it may attract other businesses to our area. Howard Schesser from the City of Cottage Grove addressed the Council and gave a brief overview of enterprise zones.

Mr. Schesser said Oregon enterprise zones were established in 1986, with cities and counties across Oregon joining together, forming the zones to foster employment opportunities, development and local competitiveness. Located in economically lagging areas, these zones offer tax relief for new private capital. Mr. Schesser said the benefit to this zone is eligible businesses receive total exemption from property taxes normally assessed on significant new plant and equipment for three years after the property has been placed in service. Mr. Schesser said the minimum requirements to be eligible to receive the benefits of the enterprise zone for a business are; it must be located inside the enterprise zone boundary, owned or leased by the business firm, investment cost must be more than \$50,000.00 for qualified real property, with land, non-inventory supplies, rolling stock and vehicles do not qualify. The business must provide goods, products or services to other business operation or organizations and cannot exceed twelve acres in size. Mr. Schesser said enterprise zones are intended to create new jobs and a firm must increase its employment within the zone by greater of one person or ten percent based on employment records of the twelve month preceding authorization, must maintain increased employment during the three exempt years, and the firm is required to enter into a First-Source Agreement with Oregon Department of Employment.

Mr. Schesser said the Cottage Grove/South Lane County Enterprise Zone was designated in 2002 and terminates in 2012 but they can apply for a continuation. He said the zone was established by a resolution process and can go back to the county assessor’s office and request to add properties to the existing zone should Creswell choose to merge with Cottage Grove and South Lane County. Mr. Schesser said this process takes about ninety to one hundred and twenty days.

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Megan Banks of Lane Council of Governments distributed maps of Creswell and the current enterprise zone for Cottage Grove and a discussion ensued to the options of choosing boundaries for the zone in Creswell, the current City Limits, the current Urban Growth Boundary, the projected out look of the comprehensive plan or to include and identify selected areas looking at the buildable land inventory, and the possibility of the county including the Foster Farms area.

Acting Mayor Bob Hooker said the Council has discussed this and come to a consensus of having staff proceed with creating an enterprise zone, using the urban growth boundary and speak with Lane County about some of the special areas such as Foster Farms.

B. Comprehensive Plan Process Update – Megan Banks and Denise Walters from Lane Council of Governments

Megan Banks from Lane Council of Governments addressed the Council with policy and strategy for the Comprehensive Plan Update adoption process. Mrs. Banks said she was slated to complete the work on the Comprehensive Plan Update in June of 2008, but Creswell had the opportunity to join in with nine other cities to participate in a grant from Department of Land Conservation and Development (DLCD) for a local wetland inventory (LWI) which the City is still waiting to hear the status of that grant, and in turn has extended the timeline for the Comprehensive Plan Update. Mrs. Banks said a lot of the information the city will receive from the LWI fits in with the Plan Update therefore leaving the question of putting the Comprehensive Plan Update on hold, pursue a two phase comp plan update adoption or pursue a single phase plan update adoption once the LWI has been completed. Mrs. Banks gave the pros and cons of the two-phase adoption process and said the cost of the two phase will be approximately double and in pursuing a single adoption process many of the administrative costs will be consolidated, though new analysis will be required based on the data generated by the LWI. Discussion ensued about pursuing a single phase adoption plan pushing the completion date out to 2010 giving the city more current census information to work with for the comp plan update once the LWI has been complete. Bob Millam moved Bill McCoy seconded that the City Council supports the single phase adoption process for the Creswell Comprehensive Plan Update. Voted on and carried unanimously.

C. C2A2 Presentation – Shelia Hale

Sheila Hale who resides at 82540 River Drive Creswell addressed the Council and spoke in behalf of the C2A2 (Creswell Community Action Alliance) group. Mrs. Hale said the members of this group are local citizens who have taken part in the Ford Leadership program and gave an overview of projects they have and are currently working on. Mrs. Hale said the group is looking to expand their resources and most of the projects they work on will need the active support and input of the Creswell City Council and invited any and all to attend their meetings.

3. Comments

City Administrator Mark Shrives passed out a survey from the League of Oregon Cities asking for each Councilor to review the list of twenty four proposals and choose the top four issues that they believe the City should recommend as priorities for the League's 2009 legislative agenda. Mr. Shrives said each City is allowed to submit one survey on or before August 15th, giving the Council a month to review, discuss and come to a consensus at the August meeting.

City Recorder Roberta Tharp reminded the Council their quarterly Public Officials Ethics report is due on July 15th

Mrs. Tharp also noted that election packets are currently available at City Hall during regular business hours for those interested in running for office. The Mayor position and three Council positions are open for the general November election.

4. Correspondence - None

5. Public Forum

Urban Moore who resides at 25 South 5th Street, Creswell and is owner of Eugene Skydivers addressed the Council with concerns to the fuel issue at the airport and would like to see the Council be more proactive.

6. Consent Calendar

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

7. Airport

A. Approval of Jim Johnson Airport Visioning Statement & Operational Plan

City Administrator Mark Shrives said he has spoken with Consultant Jim Johnson who reports he has not received any comments from Council members on the final draft of the Creswell Airport Hobby Field Visioning Statement and Operational Plan he produced for the City. Discussion ensued regarding updating the document periodically. Bill McCoy moved Bob Millam seconded to adopt Jim Johnson's Final draft of the Vision Statement and Operational Plan for Creswell Municipal Airport – Hobby Field and begin working on the goals. Voted on and carried unanimously.

B. David Evans & Associates Invoice

Airport Manager Shelley Humble said the invoice for David Evans and Associates is the final engineering bill of the grant for the design of the fire suppression line at the airport. Bill McCoy moved Bob Millam seconded invoice #250873 in the amount of \$4572.93 be approved as presented. Voted on and carried unanimously.

C. Intergovernmental Agreement between Oregon Department of Agriculture and City of Creswell for Weather Station at Airport-Shelley Humble

City Administrator Mark Shrives and Airport Manager Shelly Humble have been contacted by John Byers, Smoke Management Program Manager with the Oregon Department of Agriculture (ODA) requesting to contract with the City of Creswell to install a weather station at Creswell Airport Hobby Field. Mrs. Humble said if the City enters into a contract with ODA for the weather station it would require a pole being installed with cable running from the pole to the controller box. The Airport would need to provide space enough to house the controller box and modem and provide a power outlet to run the modem on a dedicated phone line which ODA will pay for and install. Bob Millam moved Jack Gradle seconded to approve the intergovernmental agreement between ODA and the City of Creswell for the installation of a weather station at the airport as presented. Voted on and carried unanimously.

8. City Administration

A. City Hall Project Update – Mark Shrives

City Administrator Mark Shrives said the City Hall Project is moving forward with the advertisement for bids going out July 10th, bid opening is scheduled for July 31st and the issuance of contractor notice to proceed to be completed by the end of August. Mr. Shrives said he is beginning to plan for the relocation of City Hall by doing some cost analysis and consideration of a couple of venues which he will provide to the Council at the July 21st meeting.

B. Liquor License Approval – Mark Shrives

City Administrator Mark Shrives said state statute requires the governing body must approve new liquor licenses prior to the issuance by Oregon Liquor Control Commission. The Creswell Coffee Company would like to extend their evening hours two or three times a month in order to have outdoor music nights and serve wine. Mr. Shrives said the Lane County Sheriff's Office has conducted a background check on the applicants and everything came back good. Bill McCoy moved Bob Millam seconded to approve the Liquor License Application for Creswell Coffee Company, Inc. as presented. Voted on and carried unanimously.

C. Youth Legacy Program – Grant Resolution - Resolution No. 2008-21 – A Resolution Supporting a Grant Application To The Oregon Parks and Recreation Local Government Grant Program For Garden Lake Park and Delegating Authority to the City Administrator to Sign the Application.

City Administrator Mark Shrives said a group of local organizations are working with the City to complete a grant application for improvements to Garden Lake Park continuing the legacy of past mayor Ron Petitti. The grant is offered through Oregon Parks and Recreation Department to provide youth with opportunities for outdoor activities and a venue for adult/youth interaction with each other and wildlife. As a requirement of the grant application, a resolution by City Council supporting the grant application for Garden Lake Park must be included. Mr. Shrives said if the Council approves this resolution the application will be submitted Friday, July 11th. Bob Millam moved Jack Gradle seconded that the City Council pass Resolution No. 2008-21: A Resolution supporting a grant application to the Oregon Parks and Recreation Department Local Government Grant Program for Garden Lake Park and delegating authority to the City Administrator to sign the application. Voted on and carried unanimously.

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D. Creswell School District Construction Excise Tax

City Administrator Mark Shrives said Creswell School District #40 has requested the City of Creswell begin the process of collecting the Construction Excise Tax as allowed under Senate Bill 1036. The school district has passed a taxing resolution and now must have a signed intergovernmental agreement between the two agencies to begin collecting the tax. Mr. Shrives also said he and Dr. Stuber, the Creswell School District Superintendent have worked through the language of the agreement and feel it serves equally benefit to both agencies. Bill McCoy moved Bob Millam seconded to approve the intergovernmental agreement between the City of Creswell and the Creswell School District #40 for the collection and remittance of taxes as allowed by senate bill 1036. Voted on and carried unanimously.

E. Planning Commission Vacancy

City Administrator Mark Shrives said the vacant position of planning commission has been advertised and the City has not received any applications to date. Mr. Shrives said we will continue to advertise the planning commission vacancy along with Mike Ufford's vacant position. Discussion ensued regarding previous applicants for City Council, with consensus being those who applied previously may let staff know they would like to be reconsidered for the position and staff will pull their file for them to update and enter into the pool of applicants.

F. Gas Tax Resolution – Council Direction

City Administrator Mark Shrives asked the council for direction in regards to the proposed Gas Tax. Mr. Shrives said according to the election timeline for placing measures on the November ballot, he will need to direct the City Attorney to draft a resolution for placing the gas tax on the ballot if the Council so chooses. A discussion ensued regarding the collection of taxes on cardlock systems, the amount of tax, retail and commercial sales and who should administer the tax. Bob Hooker moved Bill McCoy seconded to direct Legal Counsel to draft a resolution to place a three (3) cent per gallon gas tax on all retail fuel sales, and excluding PUC sales and off road fuel sales with City Staff administrating the tax on the November general election ballot. Voted on and carried unanimously.

9. Public Works

A. Water Treatment Plant Ground Breaking Ceremony

City Administrator Mark Shrives said Contractor's Inc. has received the notice to proceed with the Water Plant Construction Project and would like to set a date for the groundbreaking ceremony. Discussion ensued with the Groundbreaking ceremony scheduled for Thursday, July 10, 2008, 7:00 PM at the Water Treatment Plant on Cloverdale Road.

B. Not Used

C. Notice to Proceed with Water Treatment Plant Project to Construction Inc.

City Administrator Mark Shrives said the Notice to proceed for the Creswell WTP Improvements and Expansion Project has been issued to Contractors Inc. The Lane County Building Permits are ready to be picked up and the in river work (Joint Corps/DSL 404) permit is expected to be ready by the end of July leaving the contractor plenty of time this year for work needing to be done within the river for the project.

10. Clerks Report – None

11. Upcoming Meetings

A. City Council Meeting – July 21, 2008

12. Adjournment

There being no further business to come before the council, Acting Mayor Bob Hooker adjourned the meeting.

Robert A. Hooker, Acting Mayor

Roberta J Tharp, City Recorder