

City of Creswell
Council Minutes
August 11, 2008

Council Present:

Bill McCoy
David Case

Robert Hooker
Jack Gradle

Staff Present:

Mark Shrives
Roberta Tharp
Roy Sprout
Layli Nichols
Shelley Humble

City Administrator
City Recorder
Public Works
Finance Director
Airport Manager

Council Absent 1 Bob Millam

Press: 1

Audience: 14

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

1. Comments from Mayor, Councilors and City Administrator

David Case asked for an update on public safety policing options. Finance Director Layli Nichols said she has made contact with a consultant that works with our insurance carrier and he is preparing a Police Feasibility Study which when completed can be made available to cities, but she hasn't spoken to him lately.

David Case also asked for an update on the Federal Aviation Administration (FAA) Letter. City Administrator Mark Shrives said he spoke with Joelle Briggs of the Seattle FAA office and she has forwarded the letter to Washington DC FAA for review.

Bill McCoy asked for an update on the Water Rights and City Administrator Mark Shrives said it is still being worked on.

Jack Gradle commented the Sartelle building on Oregon Avenue is looking nice as the new owner has painted the building and will be putting in new windows.

City Administrator Mark Shrives handed out a letter from Su Ikeda of the Creswell Library regarding the Library's Temporary Use Permit for the Farmers Market. Ms. Ikeda requested the City waive the \$125.00 fee for the permit allowing the Library to hold a Farmers Market every Tuesday. Discussion ensued regarding things of this nature be left up to the City Administrator from this point forward with Mr. Shrives. David Case moved Jack Gradle seconded to waive the \$125.00 for the Lane Library District's Farmers Market Temporary Use Permit. Voting in favor of are David Case, Jack Gradle and Bob Hooker. Abstaining is Bill McCoy a board member for the Creswell Library.

2. Correspondence

- A.** Lane County Sheriff – Contract Reports
- B.** Lane County Sheriff – Calls for Service
- C.** Letter – Nora Reynolds
- D.** E-Mail – Garden Lake related invitations – Pamela Reber

A short discussion ensued regarding the correspondence from Nora Reynolds on the water and sewer rates being set based on upon repayment of the cities loans. Finance Director Layli Nichols said there are agencies available to help people with their utility bills such as Community Sharing in Cottage Grove, but they must meet eligibility requirements set by that organization to receive help.

3. Public Forum

Richard Heymann who resides at 380 Magnolia Drive, Creswell expressed concerns regarding people driving through the barrier on the old Dale Kuni Road that used to run in front of the Emerald Valley Resort, and would like to see signage put up on both the North and South sides of the Resort.

4. Consent Calendar

- A.** Approval of Minutes – June & July
- B.** Approval of Bills – June payables

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

5. Airport – None

6. City Administration

- A.** Nagao Pacific Invoice #8-115 City Hall Project

David Case moved Bill McCoy seconded the council approve the pay request for Nagao Pacific Invoice number 8-115 in the amount of \$17,601.25 as presented. Voted on and carried unanimously.

- B.** City Hall Project

City Administrator Mark Shrives updated the council on the City Hall project. Mr. Shrives said the plans for the project were completed today, and there were nine (9) general contractors that participated in the pre-bidders meeting with the bid opening date extended to August 27th.

Mr. Shrives said he has negotiated a lease agreement with Marquess Properties for the building located at 285 East Oregon Avenue to house City Hall during the construction of the new building. Mr. Shrives said the building needs approximately \$11,000.00 worth of improvements such as asphalt, ADA ramp and cabling before staff can move in. The improvements made by the City will be credited toward the monthly rent. In preparation of the move Mr. Shrives requested the Council allow City Hall to be closed on Fridays to allow staff to begin organizing and packing records for a smooth transition on the September 19th move. A brief discussion ensued with Council giving their consensus to close City Hall on Fridays through the month of September.

- C.** Legacy Grant Update

City Administrator Mark Shrives said on August 20, 2008 in Salem he will be making a presentation to the selection committee for the Legacy Grant. Mr. Shrives said he will have twenty minutes to set up and present his presentation and is gathering community support to attend.

- D.** League of Oregon Cities Conference –

City Administrator Mark Shrives said in the council packets are the registration forms for the League of Oregon Cities Conference which will take place in Salem this year during the month of October.

- E.** Appointment – City Council Vacancy

Council President Bob Hooker said the City has received two applications to fill the vacancy on City Council created by the resignation of Mike Ufford. Mr. Hooker said he has spoken to both Darren McMahon and Jean McKittrick and his recommendation is to appoint Jean McKittrick. A brief discussion ensued and David Case moved to appoint Darren McMahon to fill the vacant City Council position. The motion died for a lack of a second. Bob Hooker moved Bill McCoy seconded to appoint Jean McKittrick to fill the vacant City Council position. Voted on and carried unanimously.

- F.** Appointment of Planning Commission

Council President Bob Hooker said the City received only one application to fill the position on the Planning Commission. Mr. Hooker said he has met and discussed the position with Alan Pointer and feels he will do a great job. Mr. Hooker appointed Alan Pointer to fill the Planning Commission vacancy for the term ending December 31, 2011.

- G.** Appointment of Planning Commission Representative to Airport Commission

Council President Bob Hooker explained Jack Gradle was the Planning Commission representative to the Airport Commission, but when Mr. Gradle was appointed to the Council this left a vacancy on the Airport Commission which needs to be filled by a Planning Commission member. Bob Hooker moved Bill McCoy seconded to nominate Planning Commission member Gary Ludeke to fill the vacancy on the Airport

City of Creswell
Council Minutes
August 11, 2008

Commission to be held by a Planning Commissioner. Voting in favor are Bob Hooker, Bill McCoy and Jack Gradle. David Case abstained.

H. Airport Commission Discussion

The Council President said there have been some recent issues come about on the Airport Commission. Bob Hooker moved Jack Gradle seconded to remove Jerry Norcia from the Airport Commission immediately. Voting in favor were Bob Hooker, Bill McCoy and Jack Gradle. David Case abstained.

Council President Bob Hooker moved Jack Gradle seconded to appoint Ed Weeks to the Airport Commission to fill the vacancy of Jerry Norcia. Voting in favor are Bob Hooker, Bill McCoy and Jack Gradle. David Case abstained.

I. League of Oregon Cities – Legislative Priority Survey

The League of Oregon Cities Board asked its policy committees to propose specific legislative action to assist in developing a proactive legislative agenda for the 2009 Legislature. The policy committees identified 24 legislative outcomes and the City has been asked to identify its top four priorities from this list of 24 Legislative outcomes.

City Administrator Mark Shrives said he has gone through the application and matched up the options with projects the City is in the process of doing. Mr. Shrives recommends:

Community Development

- A. Recapitalize the Special Public Works and Water/Wastewater fund with a minimum level of funding of \$80 Million for local infrastructure projects

Energy

- E. Support climate change legislation that promotes the use of financially viable clean renewable resources and provides financial and technical assistance to cities for energy efficiency projects.

Finance & Taxation

- F. Support changes to the property tax system that maintains the stability and predictability, while providing the greater sufficiency for needed city revenue and minimizing inequities for property owners

Transportation

- S. Support a city transportation package for preservation funding shortfall that contains New resources to cover the shortfall for city transportation system funding, changing the state funding formula for new resources, maintain city authority for creative transportation system funding, index state fuel tax for inflation, support the existing constitutional provisions regarding the use of the state highway funds and cost responsibility and to support the development of new environmentally-friendly funding sources for maintenance/modernization/operations/multimodal, such as carbon emission fees, VMT charges and tolling new or existing.

Bill McCoy moved David Case seconded the City Council support the recommended priorities, issues A, E, F and S for the 2009 League of Oregon Cities Legislative Action Plan. Voted on and carried unanimously.

7. Public Works

A. Pay Request – CH2MHill - Water Treatment Plant Project

David Case moved Bill McCoy seconded the Council approve pay request for CH2MHILL Invoice No. 361768 in the amount of \$35,647.16 as presented. Voted on and carried unanimously.

B. Water Treatment Plant - Project Change Orders

City Administrator Mark Shrives explained the change orders for the water treatment project. There are three being presented for Council consideration. Mr. Shrives said Change Order Request Number one is for the additional costs to obtain permits from Lane County. The actual permits were not completed and the price was not determined until after the bids were due. The total for the permits from Lane County came to a total of \$21,468.71, leaving the out of pocket cost for the contractor of \$11,468.71. Mr. Shrives said CH2MHILL recommends the approval of change order.

Change Order Request Number 2 is for modifications to the Septic System required by Lane County. Mr. Shrives explained the septic system is to close to the back wash ponds and needs to be moved. The cost for these modifications is \$32,813.16 and CH2MHill recommends approval of this change. The City and Engineer were made aware of the requirements when permit documents were submitted for review to

City of Creswell
Council Minutes
August 11, 2008

Lane County at the completion of the design. The detailed requirements of the scope of work was not clarified by the county to the engineer until the ownership of the right-of way was cleared up which was after the bids were due.

Mr. Shrives explained change proposal request number 3 for the Backwash Pond Slope. The City requested alternatives be evaluated and priced to allow for easier maintenance of the backwash ponds. Two alternatives were presented and the option chosen by the City should take into consideration the long term maintenance costs:

1. Extend the asphalt lining of the ponds up the sides for a cost of \$47,042.74 or
2. Line the sides of the ponds with riprap for a cost of \$23,057.53

Mr. Shrives said the City currently has riprap now and feels it is not a good design. Public Works Director Roy Sprout said for long term maintenance purposes he feels the asphalt lining of the backwash ponds option number one, would be his recommendation.

Discussion ensued regarding the budgeted amount for the project and the possibility of moving money later if need be to cover the extra costs of the change orders.

Bill McCoy moved David Case seconded to approve change orders No. 1, No. 2 and No. 3 in the amount of \$91,324.61 with the possibility of looking at a second contractor for change order number 2 as presented. Voted on and carried unanimously.

C. Pay Request – Contractors Inc. – Water Treatment Plant

Bill McCoy moved David Case seconded the council approve pay request for Contractors Inc., in the amount of \$606,005.00 as presented. Voted on and carried unanimously.

D. Change Order No. 1 Modification – Agreement between City of Creswell/CH2MHILL – Water Systems Improvement Project

City Administrator Mark Shrives said Change Order No. 1 modifies the Agreement for Professional Services dated December 22, 2005 between the City and CH2MHILL for the Water System Improvement Project. The City has asked CH2MHILL to enter into a subcontract agreement with an independent testing company for various testing services during the construction phase of this project as spelled out in the original contract. The testing costs for this project are estimated at \$25,000.00 which will be billed at actual cost without any mark up to the City. Bill McCoy moved Jack Gradle seconded to approve Change Order No. 1 in the amount of \$25,000.00 for the Water System Improvement Project. Voted on and carried unanimously.

Bill McCoy inquired about where the water will be coming from and if treated or not for the Fire Water Line Extension at the Airport. Public Works director Roy Sprout said it will be tied together with the existing water line at the end of Melton Road and also the Garden Lake Line that comes off of the end of Art Lott Lane and goes under the freeway. Mr. Sprout said it will be treated water that goes through the water plant.

City Administrator Mark Shrives said he has received the signed contracts back from engineer who is working on the water line to the airport. Mr. Shrives said he spoke to contractor on the telephone and is ready to set up a pre-construction meeting and begin work on the project directly after Labor Day.

8. Clerks Report - None
9. Upcoming Meetings
August 19, 2008 – Airport Commission -6:30 PM

10. Adjournment

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

Robert A. Hooker, Acting Mayor

Roberta J Tharp, City Recorder