

City of Creswell  
Council Minutes  
November 10, 2008

Council Present:

Bill McCoy  
David Case  
Jack Gradle

Robert Hooker  
Bob Millam  
Jean McKittrick

Staff Present:

Mark Shrives  
Roberta Tharp  
Roy Sprout  
Layli Nichols  
Raja Shah

City Administrator  
City Recorder  
Public Works  
Finance Director  
RARE Intern

Council Absent        0  
Press:                    1  
Audience:              31

The regularly scheduled City Council meeting was called to order by Acting Mayor Bob Hooker at 7:00 PM and the colors were presented by Boy Scout Troop #28.

**1. Special Presentations**

**A. Appreciation Plaques – Tim Demanett & Mike Ufford**

Acting Mayor Bob Hooker presented an appreciation plaque to Tim Demanett for his volunteer service as a City Councilor and Mayor. Mike Ufford was not present to receive his appreciation plaque for service as a City Councilor so Mr. Hooker said he would deliver the plaque to Mr. Ufford.

Tim Demanett thanked the Council for volunteering their time spent serving the community of Creswell as well as making good decisions on the tough situations they are faced with. Mr. Demanett recommended naming the Council Chambers in the new City Hall after former Mayor Eddie McCluskey who served for twenty plus years and some sort of special recognition in the lobby for Mr. Ron Hanson who provided thirty years of service to the City of Creswell.

**B. Water Project Update – CH2MHill**

Kandi Maestri of CH2MHill presented a short powerpoint presentation and gave a brief update on the Water Treatment Plant, Membrane Equipment and the Waterline Improvement Projects.

Ms. Maestri said as of October 31<sup>st</sup>, Contractor's Inc. is thirty-five (35) percent complete with the \$5,895,000.00 Water Treatment Plant Project. The contractual completion date for this project is August 21, 2009 and the contractors are currently twenty-four (24) days behind schedule, and anticipate making up these days during the winter months.

The membrane equipment was delivered to the site of the Water Treatment Plant Project on October 20, 2008. A software coordination meeting has been held and attended by city staff, contractors, CH2MHill and Pall Corporation who is installing the equipment. The second shipment of membrane equipment, mainly the electrical panel is expected to be delivered in February 2009.

The Waterline Improvement Package notice to proceed was granted on September 19, 2008 for all five (5) waterlines in this project. At the end of October the contractor is twenty (20) percent complete with the project, with a projected completion date of March 18, 2009.

Ms. Maestri explained change order #10 for the Water Treatment Plant Project. It includes the installation of a handrail at the Backwash Ponds Weir Box. The elevation change between the finished grade of the weir boxes at the backwash ponds and the bottom of the ponds is 4.5 feet. Handrails are recommended

to be added for both ponds to help eliminate the potential of a fall hazard for staff working out on the weir box. The cost of this change order is \$1212.21.

Ms. Maestri also explained change order #11 for the Water Treatment Plant Project. This change order is to elevate the generator and ATS above the 100 year flood plain to ensure the plant remains in operation during a flood and to accommodate a larger than anticipated footprint of the generator. The location of the generator and ATS were relocated during the bid phase due to some road right-of-way conflicts. The relocation did not account for the change in grade from the original location and the new location. This change order accounts for the grade changes and the platform alterations to ensure the equipment remains in operation during a flood condition, and it includes making the generator platform larger to accommodate a larger than anticipated footprint size generator. The cost of this change is \$33,769.10.

**C. RARE Intern Presentation – Raja Shah**

Raja Shah, Creswell's Resource Assistance for Rural Environments (RARE) intern gave a short powerpoint presentation on the RARE Program and his projects for our community. Mr. Shah said RARE is a program housed at the University of Oregon and relies mainly on funding from federal and state agencies such as Americorps, USDA Forest Service, FEMA and ODOT, to assist rural communities with planning and technical improvement of social, economic and environmental conditions.

Mr. Shah said his first project in Creswell is finding the best use for the Cobalt Building with the key being the participation of the public. Mr. Shah said he will establish a Citizen Involvement Committee, hold a series of workshops, and conduct surveys, hold town hall presentations, research and do a feasibility study to determine the most appropriate use for the civic center. Mr. Shah said based on the results of the study, an Implementation Plan will be formed outlining Organizational Structure, Financial, Building Design and Scheduling and presented to the City Council.

The second project Mr. Shah will be working on is the Downtown Plan Update with the main focus on the economic development and revitalization of the downtown area. Mr. Shah said he will again form a citizen involvement committee, conduct workshops, surveys and hold town hall meetings. Research and Analyses will be conducted on potential development possibilities as well as strategies for funding, outreach, transportation and infrastructure, which will lead to creating drafts of amendments that will be presented to the Council.

Mr. Shah said he will also be taking part in the Youth Legacy Grant Educational Pavilion to be constructed at Garden Lake Park during the year he is in Creswell.

Acting Mayor Bob Hooker called for a five minute recess.  
Acting Mayor Bob Hooker reconvened the regular meeting.

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

Bob Hooker commented on the Election and said in speaking with community members he would like to improve the lines of communication with the general public and work on providing good customer service at City Hall.

Discussion ensued regarding advertising in December for the vacancy left on the Council when Bob Hooker is sworn in as Mayor.

Mark Shrives said at the October meeting the Council adopted Resolution 2008-24, A Resolution Establishing Public Records Request Policies and Procedures for the City of Creswell and at the advice of Attorney Carrie Connelly he has researched and found that there aren't any conflicts with other resolutions on fees charged for copying and research.

Mark Shrives presented the Gold Safety Award the City received at the League of Oregon Cities conference in October for having an injury frequency rate of 0 in the FY 2007-08 with 12 full-time employees.

**3. Correspondence**

- A.** Lane County Sheriff – Contract Report for September 2008
- B.** Lane County Sheriff – Calls for Service Report – October 2008

**4. Public Forum**

Scott Kenney who resides at 169 South 2<sup>nd</sup> Street, Creswell expressed frustration and concerns on the transparency between the community members and the Council and Staff and suggested possibly a newsletter from the City now and again as not everyone has a computer to check the cities website.

Al January who resides at 82971 Scott Lane, Creswell addressed the Council with concern to the stray cat population in and around the Creswell area.

**5. Consent Calendar**

- A.** Approval of Minutes – April 21, June 23, September 8, and October 13, 2008 City Council Minutes
- B.** Approval of Bills – October 2008

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

**6. Airport**

- A. Pay Request #2 - H & J Construction - Shelley Humble/Mark Shrives**

This invoice is for work performed by H & J Construction on the Airport Fire Suppression Water Line to the Creswell Airport. Mr. Shrives said this will leave approximately \$12,000 in the contract.

David Case moved Jean McKittrick seconded, pay request #2 from H & J Construction in the amount of \$93,211.35 be approved. Voted on and carried unanimously.

**7. City Administration**

- A. Old Business - None**
- B. Parks Advisory Board Vacancies**

At the October meeting the Council discussed the reorganization of the Parks Advisory Board and agreed to notice the vacancies and accept applications. The City received two applications before the November 5<sup>th</sup> deadline.

Bob Hooker said he has spoken with the applicants, Christopher “Doogie” Douglas and Ted Whitling and feels they both have a lot to bring to the table. Bob Hooker appointed Christopher Douglas and Ted Whitling to the Parks Advisory Board with a term ending date of December 31, 2008.

- C. Pay Request #1- Essex Construction – City Hall Project**

This invoice is for construction services provided by Essex General Construction Inc. for the Creswell City Hall Project.

Bill McCoy moved David Case seconded the Council approve Pay Request #1 for Essex General Construction Inc. in the amount of \$15,760.45 as presented. Voted on and carried unanimously.

- D. Youth Legacy Agreement**

City Administrator Mark Shrives presented the Youth Legacy Park Grant Agreement between the State of Oregon, through the Oregon Parks and Recreation Department and the City of Creswell for signatures. The Youth Legacy Grant awarded to the City of Creswell is in the amount of \$50,000.00 and the City is required to provide a match in the amount of \$66,615.00 for a total project cost of \$116,615.00 for the development of a nature park pavilion and interactive trail signage at Garden Lake Park. Mr. Shrives then passed out Resolution 2008-25, A Resolution Changing Appropriations within the General Fund.

Bill McCoy moved Bob Millam seconded to approve the Youth Legacy Grant Agreement as presented. Voted on and carried unanimously.

Bill McCoy moved Jack Gradle seconded to approve Resolution 2008-25, A Resolution Changing Appropriations within the General Fund. Voted on and carried unanimously.

- E. City Hall Construction Project**

Mark Shrives handed out a letter from Nagao/Hansen Architects he received today. The letter said based on unforeseen site conditions below the now demolished City Hall structure, it reveals the soil does not have the capacity to bear heavy construction equipment. Due to this, Essex General Construction Inc., and their excavation subcontractor Delta Construction Company are proposing to increase the total amount of compacted gravel by an additional twelve (12) inches at an estimated cost of \$15,000.00. Discussion ensued and Bill McCoy moved Bob Millam seconded giving Mark Shrives the authority to approve the change and spend an amount not to exceed \$15,000.00. Voted on and carried unanimously.

**8. Public Works**

**A. Pay Request – CH2MHill Water Treatment Plant**

Bob Millam moved Jean McKittrick seconded that council approve pay request for CH2MHill invoice No. 3673977 in the amount of \$42,474.44 as presented. Voted on and carried unanimously.

**B. Pay Request #4 – WTP Improvements and Expansion – Contractor's Inc.**

Bob Millam moved Jack Gradle seconded to approve Pay Request #4 from Contractor's Inc. in the amount of \$368,779.00 as presented. Voted on and carried unanimously.

**C. Pay Request #1 – Waterline Improvement Project – Harold Primrose Excavating LLC**

Bill Mccoy moved Jean McKittrick seconded to approve Pay Request #1 from Harold Primrose Excavating LLC in the amount of \$149,422.00 as presented. Voted on and carried unanimously.

**D. VAC Truck**

Mark Shrives said Lane County has ordered a new VAC Truck and the City of Creswell has an opportunity to purchase their used 1999 International VAC Truck. The truck has a Vaccon cleaner powered by diesel, the hydraulic pump was replaced this year at a cost of \$28,000.00, it has 500 feet of hose for jet rodding sewer/stormsewer lines, cleaning catch basins, lift stations, locating water and sewer lines, it also has a 10 yard debris can as well as large capacity water tanks and is in overall good condition. \$135,000.00 was budgeted for a new VAC truck during this current fiscal year, which if the City purchased this one for \$35,000.00 it would be a savings of \$100,000.00 for the City.

Bill McCoy moved David Case seconded to approve the purchase of a 1999 International VAC Truck from Lane County in the amount of \$35,000.00 as presented. Voted on and carried unanimously.

**E. Approval of Easements – WTP Project**

Mark Shrives explained that in order to lay a portion of the water pipeline from Garden Lake to the water treatment facility, easements are required to install the pipeline on private property. The City has already obtained the easements needed from C & K Market and Pliska Investments and this easement from Hammer-Alberts LLC is the final one needed for the this project.

Jack Gradle moved David Case seconded to accept the easement agreement between Hammer-Alberts LLC and the City of Creswell located on Tax Lot 700, Creswell Marketplace. Voted on and carried unanimously.

Bill McCoy moved Jack Gradle seconded to accept the easement agreement between Hammer-Alberts LLC and the City of Creswell located on Tax Lot 1400, Lot 10, Creswell Marketplace. Voted on and carried unanimously.

**F. Water Treatment Plant Change Order #10**

Kandi Maestri from CH2MHill explained this change order in her presentation at the beginning of the meeting.

David Case moved Bill McCoy seconded to approve change order #10 for a cost of \$1,212.21. Voted on and carried unanimously.

**G. Water Treatment Plant Change Order #11**

Kandi Maestri from CH2MHill explained this change order in her presentation at the beginning of the meeting.

David Case moved Bill McCoy seconded to approve change order #11 for a cost of \$33,769.10. Voted on and carried unanimously.

**H. Letter from FAA**

Mark Shrives passed out a letter he received this afternoon from Joelle Briggs of the FAA for Council to review. Mr. Shrives said is working on a response to the letter.

City of Creswell  
Council Minutes  
November 10, 2008

- 9.** Clerks Report
- 10.** Upcoming Meetings
  - A.** Airport Commission Mtg. – November 18, 2008
  - B.** Planning commission Mtg. – November 20, 2008
- 11.** Adjournment

There being no further business to come before the council, Acting Mayor Bob Hooker adjourned the meeting at 8:15 PM.

---

Robert A. Hooker, Acting Mayor

---

Roberta J Tharp, City Recorder