

City of Creswell  
City Council Minutes  
June 13, 2011

Council Present:

Mike Anderson  
Bob Hooker  
Jean McKittrick

Jack Gradle  
Bill McCoy  
A.J. O'Connell

Staff Present:

Mark Shrives  
Roberta Tharp  
Layli Nichols  
Shelley Humble  
Denise Walters  
Wes Johnson

City Administrator  
City Recorder  
Finance Director  
Airport Manager  
City Planner  
RARE Intern

Council Absent: 1 – Jane Vincent - Excused

Press: 1 Creswell Chronicle

Audience: 9

CYAC Representative was not in attendance

The regularly scheduled City Council meeting was called to order by Mayor Bob Hooker at 7:00PM and the pledge of allegiance given.

**1. Special Presentations**

• **City Hall Presentation – Ken Nagao of Nagao Architects**

Ken Nagao addressed the Council to provide a presentation on the design of the 2<sup>nd</sup> floor of City Hall. Mr. Nagao said at the current time the bidding climate is excellent and contractors are looking for infill projects to do during the winter months. Mr. Nagao said he suggests putting the project out for bid with a base and include alternates that can be added later as the city has the money.

The City Hall building is designed so it can accommodate future expansion on the south end of the building where the fire hall is currently located. The 2<sup>nd</sup> floor design includes a Council Chamber that will also serve as a Municipal Court Chambers with room enough for fifty chairs in the audience, a large conference room for executive session meetings, a storage/work room, restrooms, additional offices and two staircases for exit in case of fire.

A discussion ensued regarding the capability of installing web cams to broadcast meetings, a card lock system for keyless entry, and the press area.

Mark Shrives said he feels with the bidding climate being what it is; the council has some options to pursue.

The first option is to finish the 2<sup>nd</sup> floor of City Hall not including the furniture for approximately \$480,000.00. This option would require the Council to schedule an additional \$150,000.00 transfer in addition to the already scheduled transfer of \$150,000.00 in the FY 2011-12 budget.

The second option would be to abstain from transferring any other funds to the City Hall 2<sup>nd</sup> Floor project and finish the parking lot across the street at an estimated amount of \$150,000.00.

The third option is to complete the base bid only which includes the staff areas, cabling and phone lines but excludes the Council Chambers. The base bid is estimated to be around \$240,000.00.

A discussion ensued regarding finishing the council chambers and leaving the offices or staff areas unfinished. This proposal would allow for finishing a part of the building that is needed and can be utilized when completed. Mark Shrives said this would keep the project in line with the money we have budgeted. The Council directed Mark Shrives to meet with Ken Nagao and put together the numbers for finishing the Council Chambers, Conference Room, Restrooms and Key Card Entry System to present at the budget hearing next week.

- **Comprehensive Plan Update – City Planner Denise Walters**

Denise Walters addressed the Council providing an update on the Comprehensive Plan. In 2006, the City opted to pursue a work program focusing on the highest priority items to bring the Comprehensive Plan up to date and in compliance with state laws. Once the update started we began looking at an urban growth boundary expansion to meet the land use needs for the population we needed to accommodate. Since beginning the update, the City has received a couple of grant opportunities; a Local Wetland Inventory which we partnered with 9 other cities to complete and the Quick Response project from Oregon Department of Transportation that was related to the interchange area management.

Scope of work for Phase 3 of the Comprehensive Plan Update consists of eight tasks that will get us to the adoption phase. The eight tasks will satisfy the state requirements and will get justification for an urban growth boundary expansion. Those tasks include:

- Citizen Involvement Committee; Project Management
- Buildable Lands Inventory Update
- Natural Resources (LWI) & Historic Resources Policies
- Update 2005 Economic Opportunities Analysis
- Public Facilities and Service Plan and CIP Lists
- Goal 14 Urbanization (includes Statewide Planning Goals 2-4, and 15)
- Transportation Policies
- Adoption of Comprehensive Plan, Plan Diagram, Zoning Map, and all applicable policies

Ms. Walters said this project is a three tier process; the City will need to complete the eight tasks; Lane County's co-adoption and the State will need to sign off on the project.

There are three key changes from the older scopes of work for the Comprehensive Plan Update

- An update to the 2005 economic opportunities analysis
- Removal of the task establishing urban reserves
- Removal of visioning process

Discussion ensued about larger cities backing away from urban reserves, and State Legislature looking into some components related to urbanization in goal 14.

The proposed budget for the Creswell Comprehensive Plan Phase 3 is \$64,000.00. The City has an opportunity to participate in a second EPA (Environmental Protection Agency) grant that will further reduce the cost of completing the eight tasks.

- **EPA Grant Opportunity – LWI /Policy – City Planner Denise Walters**

Denise Walters said this grant opportunity is for follow up work on the Local Wetland Inventory that includes partnering with the nine jurisdictions who did the LWI. Now that the wetlands have been identified, this grant will help us with the analysis to determine how the City will comply with Goals 5, Open Spaces, Scenic and Historic Areas, and Natural Resources and Goal 6 – Air, Water and Land Resources Quality. It would provide help with the more detailed analysis of wetland issues by allowing access to experts in the field that are able to provide better information.

Ms. Walters said if the City was awarded this grant; it would allow for an \$8,000.00 savings for the City and requiring a \$2,000.00 match, reducing the estimated cost for Phase 3 of the Creswell Comprehensive Plan to \$54,000.00. The application deadline for this grant opportunity is June 16<sup>th</sup>.

Mark Shrives said if the Scope of Work is approved tonight the contract with Lane Council of Governments could be approved at the budget meeting next week.

Bob Hooker moved Bill McCoy seconded to approve the Scope of Work for the Creswell Comprehensive Plan Phase 3 as presented. Voted on and carried unanimously.

Bill McCoy moved A.J. O'Connell seconded to accept the EPA grant opportunity as presented. Voted on and carried unanimously.

## **2. RARE (Resource Assistance for Rural Environments) Update – Wes Johnson**

- **Airport Marketing Update**

RARE Intern Wes Johnson announced that a Master of Business Administration student from the University Of Oregon Lundquist College Of Business will be working with City staff for the next ten weeks putting together

airport marketing recommendations. By using the resources we have, she will prepare marketing strategies for promoting a positive image for the airport, increasing traffic and spending dollars in Creswell.

- **Willamalane Park District Partnership Update**

Mr. Johnson said he has been working with Willamalane Parks and Recreation District on a partnership to provide programming in the Cobalt Building. They are in the final stages of assembling a survey that will analyze recreational needs in Creswell specifically in relation to the services the district has already seen success with. The next step will be to put together a business plan that will match Willamalane's mission as well as monetarily. Mr. Johnson said Willamalane wants to become involved in the community and is working to put together a Summer Movies in the Park program. It will consist of five films shown at Holt Park and Willamalane has already purchased the rights to show those films in Springfield. He has contacted Ray's Foodplace who has agreed to form a partnership by being a corporate sponsor. Mr. Johnson said the results of the Youth Advisory Council Survey identified the opportunity to watch movies in Creswell as a need for the community.

- **Electrical Charging Stations**

Wes Johnson said he has been working with ECotality North America to potentially get access to federal dollars to install electric vehicle charging infrastructure in and around Creswell. They will be coming to Creswell on Friday to meet with staff and business owners. They will be looking at the possibility of installing them in the parking lot at 1<sup>st</sup> and "C" Street and at a couple of business around town.

### **3. Comments from Mayor, Councilors and City Administration**

A.J. O'Connell read a prepared statement describing the November 5, 1971 attempted bank robbery and fatal shooting of Creswell Police officer Curtis VanDerson. Mr. O'Connell said the fortieth anniversary is fast approaching and does not want this incident forgotten. He suggested the City Staff design a memorial in Officer VanDerson's honor, announcing the project by July 4<sup>th</sup> and completion of the memorial before November 5, 2011.

A discussion ensued about the short timeline, contacting the family, visiting with community members who remember the incident and the proper protocol of having items added to the agenda v.s. Councilor Comments. Mr. Shrivess said he will try to locate and contact family members regarding their feelings towards this project and will report back next month.

AJ O'Connell also commented on budgeting for disaster planning.

### **4. Correspondence**

Bill McCoy moved Mike Anderson seconded the City donate \$1,000.00 to the Chamber of Commerce for the annual fireworks displayed on the 4<sup>th</sup> of July. Voted on and carried unanimously.

### **5. Public Forum**

Martha McReynolds, Jr. who resides at 590 West D Street Creswell OR addressed the Council and said the incident involving the fallen officer forty years ago has not been forgotten. She was in the second grade and remembers it as if it were yesterday.

### **6. Consent Calendar**

Jack Gradle moved Jean McKittrick seconded to approve the Consent Calendar as presented. Voted on and carried unanimously.

### **7. CYAC (Creswell Youth Advisory Council) Update**

RARE Intern Wes Johnson said the CYAC has planned a Youth Celebration at Holt Park on Thursday, June 16<sup>th</sup> from 4:00 – 7:00 p.m. They will be having a Skateboard and BMX Bike Exhibition, a Dodge ball Tournament, the DJ Club and a couple of bands for music and a food cart.

### **8. Airport**

- a. **Pay Request #4 – Task Order #6 (Invoice #2011) Precision Approach Engineering (Airport Perimeter Fence Improvements Project)**

Bill McCoy moved Mike Anderson seconded that Precision Approach Engineering, Inc. Invoice #2011 in the amount of \$6,182.47 be approved. Voted on and carried unanimously.

- b. **Pay Request #4 – Task Order #6 (Invoice #2012) Precision Approach Engineering (Obstruction Removal)**

A.J. O'Connell moved Mike Anderson seconded that Invoice #2012 from Precision Approach Engineering, Inc. in the amount of \$4,391.69 be approved. Voted on and carried unanimously.

- c. **Pay Request #1 – Task Order #6 (Invoice #10736-A) Willamette Fence Company (Airport Perimeter Fence Improvements Project)**

Bill McCoy moved Jean McKittrick seconded that Invoice #10736-A from Willamette Fence Company in the amount of \$15,557.43 be approved. Voted on and carried unanimously.

**d. Pay Request #1 – Task Order #6 (Invoice #10736-B) Willamette Fence Company (Obstruction Removal)**

Jack Gradle moved A.J. O'Connell seconded that Invoice #10736-B from Willamette Fence Company in the amount of \$16,359.00 be approved. Voted on and carried unanimously.

**e. Change Order #1 – Willamette Fence Company – Airport Perimeter Fence Improvements Project**

Jean McKittrick moved Bill McCoy seconded that Council approve contract change order #1 for Willamette Fence Company for the Creswell Airport Fence Improvements in the amount of \$2,700.00 as presented. Voted on and carried unanimously.

**f. Resolution 2011-09 – A Resolution Adjusting the Basic Rental Fees Set Forth I the Existing Airport Leases Between the City of Creswell and Individual Lessees of Property Located on Hobby Field Airport**

Jack Gradle moved Mike Anderson seconded to adopt Resolution 2011-09, A Resolution Adjusting the Basic Rental Fees Set Forth in the Existing Airport Leases Between the City of Creswell and Individual Lessees of Property Located on Hobby Field Airport. Voted on and carried unanimously.

**g. Intergovernmental Agreement – City of Creswell – Creswell Municipal Airport and Oregon Department of Aviation (ODA)**

Jean McKittrick moved Bill McCoy seconded that the City enter into the Intergovernmental Agreement (IGA) with the State of Oregon, Department of Aviation for the 2011 Statewide Airport Pavement Maintenance Program. Voted on and carried unanimously.

**9. Public Works**

**a. Pay Request #1 (Invoice #64-431661 May)– Eugene Sand Construction Services – Oregon Avenue Pavement Repair Project**

Jack Gradle moved A. J. O'Connell seconded that Council approve Pay Request No. 1, Invoice No. 64-431661-May from Eugene Sand Construction, Inc. in the amount of \$21,127.00 for the Oregon Avenue Pavement Repair Project as presented. Voted on and carried unanimously.

**10. Administration**

**A. Resolution 2011-10, A Resolution Charging Off Delinquent Utility and Airport Accounts**

Bill McCoy moved Jean McKittrick seconded that Council approve Resolution 2011-10, A Resolution Charging Off Delinquent Utility and Airport Accounts as presented. Voted on and carried unanimously.

**B. Save the Schoolhouse Funding**

At the May meeting, the Council had asked Mark Shrives to report back to the Council with committee recommendations and costs for preserving the Schoolhouse. Mr. Shrives said he is not sure what the City's priority and plans are for the Creswell School House but compiled a report based on various documents from Shannon Bell, Historical Architectural Consultant from the University of Oregon and Rich Foster of Cascadia Consulting Partnership. Mr. Foster's report outlines the duties of committee members by saying the previous members were very dedicated and had been involved with this project for many years. A key ingredient to the duties of a new committee would be commitment. Mr. Shrives said this is a very large project as the building needs preservation and rehabilitation and asked the Council to think about and discuss some very crucial questions: Does the City plan to keep the building? If so, does this turn into a city project, what is the rate of return, committee establishment and purpose, long range maintenance and financial commitment. If not, who would you donate the building to and what the financial commitment may be.

A discussion ensued regarding donating the building to another organization, moving the building to another location, and advertise to see if there is any public interest to take on such a large commitment. The Council asked to have this put on the agenda for the July meeting for discussion and asked Mark to see if there is any interest among local groups who would want this size of a project.

**C. Pay Request – Nagao Pacific Architecture and Planning P.C.**

Jack Gradle moved Jean McKittrick seconded that Council approve Invoice #11-125 from Nagao Pacific Architectural and Planning P.C. in the amount of \$10,495.50 for services on the City Hall 2<sup>nd</sup> Floor project. Motion carried with Councilors McCoy, McKittrick, Hooker, Anderson and Gradle voting in favor and Councilor O'Connell opposing.

**D. Amendment Number 5 – State of Oregon and City of Creswell – Creswell Water System Improvements**

Mark Shrives said Amendment Number 5 for the Water System Improvement Project is the last item we need to approve in order to close out the project. This amendment cleans up the project description.

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Bob Hooker moved Jack Gradle seconded to approve Amendment Number Five to the Creswell Water System Improvement Contract. Voted on and carried unanimously.

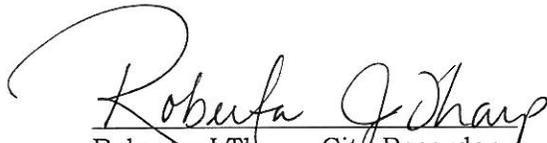
11. **Clerk's Report** - none

12. **Upcoming Meetings**

- A. June 20, 2011 - Budget Hearing
- B. July 4, 2011 - Holiday - City Offices Closed
- C. July 11, 2011 - City Council Meeting
- D. July 21, 2011 - Planning Commission Meeting

13. **Adjournment**

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 8:23 P.M.

  
Roberta J Tharp, City Recorder

  
Robert A. Hooker, Mayor