

Council Present:

Mike Anderson
Bob Hooker
A.J. O'Connell

Jack Gradle
Jean McKittrick
Jane Vincent

Staff Present:

Mark Shrives
Roberta Tharp
Layli Nichols
Roy Sprout
Shelley Humble
Ross Williamson

City Administrator
City Recorder
Finance Director
Public Works Director
Airport Manager
City Attorney

Council Absent: Bill McCoy - Excused

Press: Creswell Chronicle

Audience: 16

The regular scheduled City Council meeting was called to order by Mayor Bob Hooker at 7:00 PM. Mayor Hooker excused Bill McCoy from this meeting.

1. Presentations

A. Sanipac Presentation

Scott Johnson from Sanipac addressed the Council to present a year round Yard Debris Program proposal. The program would include a 65 gallon yard debris cart collected bi-weekly year round and a proposed increase in residential rates by \$3.85 per month. Mr. Johnson said the three reasons he is proposing a yard debris program is customer demand, DEQ (Department of Environmental Quality) Opportunity to Recycle requirements and the overall benefits to the program.

Mr. Johnson gave six key components in offering a yard debris program:

- Each customer would receive a 65 gallon cart that can be pushed around the yard to collect and store yard clippings that would be collected every other week
- Storm Water enhancement to leaf programs
- Decreased burning activity
- Reduces recyclable materials from being deposited in the landfill
- Meeting DEQ Opportunity to Recycle requirements for communities with a population over 4000
- And customers can down size their regular trash service with a smaller cart since yard debris would have its own cart

Mayor Hooker asked if every customer would have to participate in this program or would they be able to opt out of the yard debris program as some residents have yard service that takes care of their clippings. Mr. Johnson said they can elect not to participate but the fee would be passed on to every residential service. Mayor Hooker also asked if they had surveyed Creswell customers to determine if the majority are willing to support the program. Mr. Johnson said overall their customers in Veneta, Halsey, Brownsville and Sweet Home who use this service are very pleased with it but he would be willing to compile a survey for Creswell customers. A.J. O'Connell asked Mr. Johnson how many tons of yard debris they collect from other cities they serve. Mr. Johnson said it varies from month to month depending upon the time of year but could pull the figures for that.

The consensus of the Council is to compile a survey in order to determine if Creswell customers would be supportive of this service. Mr. Johnson said he would work with Mark Shrives in preparing and conducting the survey.

2. Correspondence

Jane Vincent commented on the Community Food for Creswell Letter from Jenny Carmichael. Mrs. Carmichael is proposing the City provide \$3,500.00 per year to the Community Food for Creswell to help offset the rising operating costs. Councilor Vincent said she feels this is an important service to the residents of Creswell and

would support the donation. Mr. Shrives said at this time the letter is only correspondence but would be willing to have discussions regarding this during the budget process for next year.

Mark Shrives also pointed out that the 2012 Council Packet Schedule and Deadlines was included in the correspondence.

3. Public Forum

Rick Higgins who resides at 100 N 10th Street, Creswell and Commander of the VFW addressed the council with concerns regarding street maintenance on Scott Lane. Mr. Higgins said the VFW Hall also houses the Food Pantry and there are some rather large potholes along Scott Lane. Mayor Hooker asked Mark Shrives to look into this. Councilor Vincent asked about adding the first section of Scott Lane to the project when the City improves 10th Street and Mark Shrives said we have applied for several grants to re-do 10th Street but have yet to be successful obtaining one.

Jenny Carmichael who resides at 310 Magnolia Drive, Creswell addressed the Council on two subjects:

- As the Volunteer Agency Director for Community Food for Creswell she is requesting the Council include in the 2012 – 2013 budget some funding for Community Food for Creswell.
- Agenda Item 9 B (2) Request from Councilor O'Connell for Winter Coats for Low Income Families and Individuals - She has had a conversation with Community Sharing Director Mike Fleck regarding the winter coat proposal and they both feel there is a need for funding of bare basic needs within the community. Mrs. Carmichael proposed an allocation for Community Food for Creswell to work closely with Community Sharing allowing qualifying Creswell clients to obtain a bus voucher to travel to the Cottage Grove Community Sharing Used Clothing Store to access a warm coat.

4. Consent Calendar

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

5. Airport

No Agenda Items for the Airport

6. Public Works

No Agenda Items for Public Works

7. City Administration

A. Pay Request – Nagao Pacific

Jack Gradle moved Jean McKittrick seconded that Council approve Invoice #11-146 from Nagao Pacific Architectural and Planning P.C. in the amount of \$30,763.80 for services on the City Hall 2nd Floor Project. The motion passed with Councilors Anderson, Gradle, McKittrick and Mayor Hooker voting in favor and Councilors O'Connell and Vincent opposing.

B. Resolution 2011-20, A Resolution Appropriating Rural Tourism Marketing Program (RTMP) Grant Funds Within the General Fund.

A. J. O'Connell moved Jack Gradle seconded that Council approve Resolution 2011-20 A Resolution appropriating Rural Tourism Marketing Program (RTMP) Grant Funds Within the General Fund. Voted on and carried unanimously.

C. Resolution 2011-21 A Resolution Adopting HEART/WRERA and PPA Amendments to the City of Creswell 457(b) Plan

Mark Shrives said in 2005 the city started a 457 Deferred Compensation Plan for its employees. It is an employee contribution plan that the city administers but does not contribute to. In order to be current with legislation the IRS has provided several amendments to the plan for our review and are allowing us to either adopt them or not. The amendments fall under the Pension Protection Act (PPA) of 2006, the Heroes Earnings Assistance and Tax Relief Act (HEART) of 2008 and the Worker, Retiree and Employee Recovery Act (WRERA) of 2008. After reviewing the default amendments Mr. Shrives is recommending only the adoption of Article II of the PPA allowing the plan to make a distribution to a participant on the account of an unforeseeable emergency.

Jean McKittrick moved Jack Gradle seconded that Council approve Resolution 2011-21 A Resolution Adopting HEART/WRERA and PPA Amendments to the City of Creswell 457(b) Plan. Vote on and carried unanimously.

D. Not Used

E. Approval of Participation in Regional Water Grant

Mark Shrives explained he is looking for participation approval to work with LCOG and several other cities in a water conservation grant application and project. This project will evaluate how climate, population and economic growth will alter the availability and use of the water in the Willamette River Basin. This project fits in

with our Storm water, TMDL, and our comprehensive plan update. The cost to the city would be in-kind time for meetings.

Jack Gradle moved A.J. O'Connell seconded that Council approve participation in the Willamette Valley Regional Water Conservation/Reuse Policy Analysis. Voted on and carried unanimously.

8. Clerk's Report

Mark Shrives commented on the Clerk's Report directly after reconvening the meeting from Executive Session.

9. City Councilor Requests/Future Agenda Item

A. Previous Requests

i. Naming City Council Chambers Proposal

Mark Shrives presented his financial review for costs pertaining to naming the new City Council Chambers. Mr. Shrives estimated the cost for preparing and installing appropriate signage would not exceed \$200.00. He also explained that as part of the opening of the new City Council Chambers an open house and naming ceremony could be held. The cost of planning the ceremony/open house is estimated to cost approximately \$500.00 bringing the total for the project to \$700.00.

Jack Gadle moved Mike Anderson seconded to have the Naming of the new City Council Chambers be placed on the January agenda for action. Voted on and carried unanimously.

B. New Requests

i. TransAmerica Bike Route – A.J. O'Connell

Councilor O'Connell proposed the City of Creswell petition the Adventure Cycling group to re-route the TransAmerica Bike Route that stretches from coast to coast to align with Cloverdale Road allowing it to travel through Creswell on Oregon Avenue. Discussion ensued by Jane Vincent said there is a possibility of bringing income into the City. Mike Anderson countered back saying he feels the proposed route includes two dangerous parts of roadway for rider safety. He also contacted citizens from Veneta and Florence that reported there isn't any economic advantage to having the route come directly through their city. Jack Gradle said Territorial Road is a very narrow road and drivers use excessive speed. A.J. O'Connell said the present route leaves Eugene on West 11th Avenue and he is proposing Territorial Road because of the number of Winery's along that route. The county is aware of bicycle safety along that stretch of road and is working to make improvements to signage and the roads shoulders. He also said bicycle tourism is a One Hundred Thirty Eight billion dollar industry and feels Creswell would have access to some of that revenue through restaurants and hotel rentals by the bicyclists.

A.J. O'Connell moved Jane Vincent seconded to move the TransAmerica Bike Route proposal forward for a cost analysis to be presented at the January meeting. The motion failed with Councilors O'Connell and Vincent voting in favor and Councilors Anderson, Gradle, McKittrick and Mayor Hooker voting in opposition.

ii. Winter Coats for Low-Income Families/Individuals – A.J. O'Connell

A.J. O'Connell proposed the City Council consider a \$2,000.00 appropriation towards the purchase of winter coats for low-income families in the City of Creswell. The proposal includes purchasing 100 coats from Bi-Mart and having the HOPE (Helping Out People Everywhere) Club at the High School distribute them through a partnership with Community Food for Creswell in January.

Mark Shrives said Gary Mounce, the principal of Creswell High School asked him to distribute an e-mail to the Council at the meeting this evening. The e-mail said the Hope Club who has a very low membership this year, will not participate in a city coat donation program. They are currently busy with the HOSEA clothing drive and winter break is right around the corner.

Discussion ensued with Jean McKittrick stating it is pretty late in the season to begin a project like this, if Council chooses to work on this for next year we should include the money in the budget and begin the project in September. She also stated she liked Jenny Carmichael's bus voucher idea presented during the public forum and that Creswell currently has a clothes room on Holbrook Lane that anyone can go to if they have needs. Mayor Hooker said he is disappointed that Councilor O'Connell stepped over the boundaries set for a councilor by being in consultation with the corporate offices of Bi-Mart without direction of the Council. Mike Anderson said he would be more in favor of the bus voucher program. Councilor O'Connell said in response to the e-mail from Gary Mounce, he would like to read an e-mail from Bill Martin, Staff Advisor for the HOPE Club. The e-mail stated Mr. Martin thought the Winter Coat project to be worth while and a good idea. Mr. Martin said had been in contact with high school administration, the Hope Club and Raleigh Shepler, HOPE's leader and went on to outline the commitments the HOPE club could make by communicating with the food pantry about sizes and types of coats needed. They could purchase the coats and help distribute them.

Councilor O'Connell said Mr. Mounce was never involved with this process and the staff advisor is very much in favor of this project.

A.J. O'Connell moved Jane Vincent seconded the Council move the Winter Coats for Low-Income Families/Individuals Project forward for a staff cost analysis. The motion failed with Councilors O'Connell and Vincent voting in favor and Councilors Anderson, Gradle, McKittrick and Mayor Hooker voting in opposition.

Mayor Hooker adjourned the regular meeting at 7:42 PM to enter into Executive Session under ORS 192.660 (2)(i), To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

Mayor Hooker reconvened the regular City Council meeting at 8:12 PM

Clerk's Report - Mark Shrives reported the Creswell H2O (Help to Others) Program through Community Sharing is up and running. A flyer was included in the November utility bills and \$194.00 in donations has already been received.

Mayor Hooker read a letter he presented to Mr. Shrives on his performance evaluation. The evaluation was conducted through review forms submitted by the City Council and the Creswell Staff Management Personnel. The final results of the review reveal Mr. Shrives' performance rated satisfactory to very satisfactory in all categories. Mayor Hooker read a synopsis of comments submitted from the review forms stating Mr. Shrives is sincere, organized and professional, having very good communication skills, keeping the Council informed on both sides of all issues, meticulous, and an outstanding leader and administrator. Suggestions for improvements during the 2012 year include:

- Provide more regular updates of ongoing projects
- Continue weekly update meetings with Mayor
- Continue with current efforts and enhance communication with the community

Mayor Hooker thanked Mark Shrives for the great job as City Administrator and is looking forward to 2012.

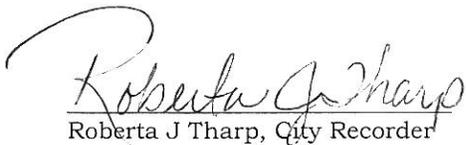
Bob Hooker moved Mike Anderson seconded to give Mark Shrives a step increase for the following year. Voted on and the motion passes with Councilors Anderson, Gradle, McKittrick and Mayor Hooker voting in favor and Councilors O'Connell and Vincent opposing.

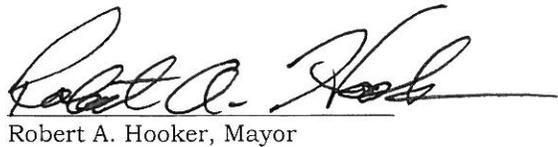
Mark Shrives announced Mayor Hooker was appointed to serve on the Executive Committee for LCOG (Lane Council of Governments) at their last board meeting.

10. Upcoming Meetings
 - A. December 14, 2011 Creswell Municipal Court
 - B. December 15, 2011 Airport Commission Quarterly Meeting
 - C. December 25 & 26, 2011 – Christmas Holiday
 - D. January 1 & 2, 2011 – New Year Holiday

11. Adjournment

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 8:20 PM.


Roberta J Tharp, City Recorder


Robert A. Hooker, Mayor