

Council Present:

Mike Anderson
Jack Gradle
Jean McKittrick
Jane Vincent

Jacob Daniels
Bob Hooker
A.J. O'Connell

Staff Present:

Mark Shrives
Robert Tharp
Layli Nichols
Shelley Humble
Ross Williamson
Aly House

City Administrator
City Recorder
Finance Director
Airport Manager
City Attorney
Deputy Sheriff

Council Absent:

Press: 1 - Creswell Chronicle

Audience: 42

The regularly scheduled City Council meeting was called to order by Mayor Bob Hooker at 7:04 PM and the Pledge of Allegiance given.

Mayor Hooker addressed the Council and audience and delivered a statement in regards to the August 23rd Special Meeting. After multiple reviews of the Council rules, it has been determined the rules allow for a public forum to be held during both regular and special council meetings. Mayor Hooker apologized to those who attended the August 23rd meeting for not having a public forum during that meeting. He also asked those who wish to speak during the public forum from this point forward; provide an e-mail address so Mr. Shrives can respond to any questions presented.

Jane Vincent reminded audience members that the council packets are available for public review prior to the meetings at City Hall.

Correspondence

A.J. O'Connell commented that he appreciates the time and energy Sanipac and city staff put forth in regards to the rate increase proposal for waste disposal. He reiterated his prior comments regarding when Sanipac implements a program for low income families and seniors, he will vote in favor of a rate increase.

A.J. O'Connell asked if we could get a report on the Creswell Food Pantry numbers that is similar to the report on Community Sharing.

A. J. O'Connell read aloud a letter dated August 31st addressed to the Mayor and City Councilors from Richard Heyman. He asked to have the letter entered into the record. Letter is attached.

Public Forum

Richard Heyman who resides at 380 Magnolia Drive Creswell, addressed the Council to question the Audio Visual Presentations Invoice No. 3037 regarding the removal of the two TV's and hardware. Mr. Shrives will look into this and get back to him.

Val Haynes who resides at 23 Almond Way, Creswell, attended her first Council meeting on August 23, 2012 and found it very disappointing. She is glad to feel more welcome at this meeting and hopes this atmosphere will continue.

Sherry Smith, Co-President of Chamber of Commerce and resides at 82590 Butte Road, Creswell, OR addressed the Council asking them to decline moving forward on the 2013 Naturalization Oath Ceremony proposal. At the last Chamber of Commerce board meeting the proposal was discussed even though Mr. O'Connell has never contacted them to present it. Ms. Smith read aloud a letter drafted by the Chamber, addressed to the Mayor and Council citing they are not in any way making a judgment as to the

worthiness of the proposed request; however there is a protocol that must be followed in order to ensure the 4th of July festivities are handled in a safe and appropriate manner.

Consent Calendar

Jane Vincent asked about the payment made to City County Insurance and Finance Director Layli Nichols explained it was payment for the City's insurance premiums. Ms. Vincent felt that a check that large should come before the Council before payment and Mr. Shrives reminder her that it was approved during the budget process.

Jacob Daniels moved Jean McKittrick seconded to approve the Consent Calendar as presented. Voted on and the motion passes unanimously.

Airport

AWOS (Automated Weather Observing System) Project

Airport Manager Shelley Humble addressed the Council seeking approval of AIP (Airport Improvement Program) Grant #3-41-0083-009. In November the Council directed Ms. Humble to apply for a Connect Oregon IV Grant for two Airport projects; Taxi-lane improvements and the AWOS project. The city was successful in acquiring the AWOS grant. The City will be receiving \$160,000.00 from the Connect Oregon IV grant and we will need to have a twenty percent match. This match will be met through the remaining funds of the 2009 AIP funding in the amount of \$83,614.00. Ms. Humble said the AIP will match the Connect Oregon IV and the Connect Oregon IV grant will match for the AIP so there will be no out of pocket money and by this time next year, the Airport should have an automated weather observation system in place.

Jane Vincent commented that in reading through the grant she noticed it asks for an A-133 Single Audit Certification Form. Ms. Humble said this is a new requirement of the FAA and they ask for a copy of the last completed audit. Ms. Nichols said that single audit requirements according to A-133 are for entity's that receive over \$500,000.00 in aggregate total of federal funding over the course of a calendar or fiscal year. She went on to say the city did not meet the A-133 requirement of receiving that amount of federal grant funds therefore, we would not be required to conduct that audit..

Ms. Vincent went on to say she noticed other project requirements such as bidding/advertising and wanted to know if the Council would be receiving paperwork when the different requirements are being met and asked about the two consultants listed. Ms. Humble said the FAA requires us to go out for bid for a consultant every five years, we sign a five year contract and the current contract expires next year. We advertise our bids in the Daily Journal of Commerce which is specifically for contractors.

Jacob Daniels congratulated the grant writer and asked if there was any risk in us not receiving the grant money. Ms. Humble said as of late this afternoon, the city received the actual grant application from the FAA.

A.J. O'Connell asked if the city was prepared to submit the audit should we have too. Layli Nichols reiterated the fact that the city did not meet the limits required to have to file that kind of audit, and if we had met the threshold, the auditors would automatically conduct it. The discussion ensued and Ms. Nichols said the threshold is not the city's requirements, it is a Federal requirement. Ms. Vincent asked since the work will be done this year shouldn't they be interested in the amount of funds received this year. Ms. Nichols said the requirement states, the most recently submitted audit. Jacob Daniels explained that in order for the city to be required to submit the audit, we would have to receive more than \$499,999.99. Ms. Nichols said once the City receives \$500,000.00 or more, it automatically triggers the circular A-133 requirements. During our audit procedures, the auditors test our federal awards and automatically conduct the additional procedures as required by law.

Acceptance of the Connect Oregon IV Grant Agreement Number 28703 – Project: AWOS Improvements

A.J. O'Connell moved Jacob Daniels seconded that the Council accept the Connect Oregon IV Grant Award, Number 28703, in the amount of \$160,000.00 as presented. These Funds will be used for the installation of an automated weather observing system at the airport and I move that we give the City Administrator approval to sign the Grant Paperwork when received. Voted on and the motion passes unanimously.

Resolution 2012-22 – A Resolution Accepting Oregon Department of Transportation, Connect Oregon IV Rural Airports Grant Award; And Changing Appropriations Within the Airport Fund

Jacob Daniels moved Mike Anderson seconded to adopt Resolution 2012-22 – A Resolution Accepting Oregon Department of Transportation, Connect Oregon IV Rural Airports Grant Award; And Changing Appropriations Within the Airport Fund. Voted on and the motion passes unanimously.

Acceptance of AIP Grant No. 3-41-0083-009, Installation of an AWOS “A” on the Creswell Airport

Jack Gradle moved A.J. O’Connell seconded that the Council accept the FAA AIP Grant Award, Number 3-41-0083-009, in the amount of \$83,614.00 as presented. These funds will be used for the installation of an automated weather observing system at the airport and I move that we give the City Administrator approval to sign the grant paperwork when received. Voted on and the motion carries unanimously.

Resolution 2012-23 – A Resolution Accepting Federal Aviation Airport Improvement Program Grant #3-41-0083-009; And Changing Appropriations Within the Airport Fund

Jacob Daniels moved Jean McKittrick seconded to adopt Resolution 2012-23 – A Resolution Accepting Federal Aviation Airport Improvement Program Grant #3-41-0083-009; And Changing Appropriations Within the Airport Fund. Voted on and the motion carries unanimously.

Acceptance of Task Order No. 7 for Precision Approach Engineering to assist the City of Creswell Airport in preparing documents for bid for the installation of an AWOS “A” Weather System and to provide construction administration services during the project.

Airport Manager Shelley Humble explained that we have a five year contract with Precision Approach Engineering that expires next year and this is the seventh project under this contract. Once the contract expires we will go out for bid for an engineer as required.

Jean McKittrick moved Jack Gradle seconded that Task Order No. 7 be approved in an amount not to exceed \$38,904.00 for professional engineering services and construction administration services with Precision Approach Engineering, Inc. for the installation of an AWOS “A” Weather System on the Airport. Voted on and the motion carries unanimously.

Public Works

Acceptance of Surface Transportation Program Funds for 2012 and Approval of Project List

Mark Shrives reported that as discussed during the budget process once the City’s population reached 5,000 we became eligible to receive Surface Transportation Funds. The City was awarded \$55,542 of federal funds. The Surface Transportation Fund Program allows the City to exchange the allocated federal dollars into state dollars at an exchange rate of ninety four cents per dollar. This will allow the City to use the funds (\$53,320 after the exchange) for local street improvements rather than waiting for a federal project.

Mr. Shrives said Roy Sprout, Public Works Director recommends we use the funds to maintain and preserve Oregon Avenue from 3rd Street to 10th Street and for repairs on South 10th and South 2nd Streets.

A.J. O’Connell moved Jacob Daniels seconded that the city enter into an intergovernmental agreement with ODOT (Oregon Department of Transportation) and accept the offer of the ODOT Fund Exchange Program and that the project priority list for street repairs be approved as presented. In response to A.J. O’Connell’s inquiry about funding thresholds, Mark Shrives said the amount of funding is based on population and the next threshold the City would have to meet to increase the level of funding is 50,000. Voted on and the motion carries unanimously.

City Administration

Administrator’s Report

Mark Shrives said the Council received notification this morning that the City was served with a lawsuit today filed by Eugene Skydivers. The lawsuit claims the city breached its hangar lease by failing to allow a drop zone on the Airport property. It claims damages estimated at \$735,000.

Pay Request No 3 – Thelander Smith – City Hall 2nd Floor Project

Jean McKittrick moved Mike Anderson seconded that the Council approve pay request No. 3 for Thelander Smith Construction LLC. in the amount of \$68,841.94 as presented. Voted on and the motion

carries 5-2 with Councilors Anderson, Daniels, Gradle, McKittrick and Mayor Hooker voting in favor and Councilors Vincent and O'Connell voting in opposition.

Change Order No. 6 – Thelander Smith – City Hall 2nd Floor Project

Change Order No. 7 - Thelander Smith – City Hall 2nd Floor Project

Mr. Shrives said change order number 6 is for making a revision to the Council Chamber desk to accommodate the court staff's printer and for the addition of an emergency exit door for the safety of the Municipal Judge and court staff. Change Order number 7 is to move existing electrical light switch wire out of temporary wall and reroute through a new pony wall.

Mike Anderson moved Jean McKittrick seconded to approve change order No. 6 in the amount of \$1,304.00 and Change Order No. 7 in the amount of \$350.80 for Thelander Smith Construction LLC for the City Hall 2nd Floor Project as presented. Voted on and the motion carries 6-1 with Councilors Anderson, Daniels, Gradle, McKittrick, Vincent and Mayor Hooker voting in favor and Councilor O'Connell voting in opposition.

Pay Request – Audio Visual Inv. #3069 – City Hall 2nd Floor Project

Mr. Shrives said this invoice is for pre-wire installation, testing and network drops. Councilor Vincent asked about the charge for the network drops and Mr. Shrives explained this is the doors that tie in with the security card lock system. Jean McKittrick moved Jack Gradle seconded to approve Invoice #3069 from Audio Visual Presentations in the amount of \$5,452.00 as presented. Voted on and the motion carries 5-2 with Councilors Anderson, Daniels, Gradle, McKittrick and Mayor Hooker voting in favor and Councilors Vincent and O'Connell voting in opposition.

Pay Request – Audio Visual Inv. #3070 – City Hall 2nd Floor Project

Mark Shrives said this invoice is to order most of the remaining equipment that will be installed in the Council Chambers. Jane Vincent asked if we received a deduction on the contract because when she does the math, it doesn't add up to the \$26,614.34 that was on the contract. Mr. Shrives explained that the amount of the approved contract will be the amount owed.

Mike Anderson moved Jean McKittrick seconded to approve Invoice #3070 from Audio Visual Presentations in the amount of \$21,371.57 as presented. Voted on and the motion carries 5-2 Councilors Anderson, Daniels, Gradle, McKittrick and Mayor Hooker voting in favor and Councilors Vincent and O'Connell voting in opposition.

Pay Request – Nagao Pacific Inv. #12-174 – City Hall 2nd Floor Project

Jean McKittrick moved Jack Gradle seconded to approve invoice number 12-174 for Nagao Pacific Architecture and Planning P.C. in the amount of \$3,070.00 for services on the City Hall project as presented. Voted on and the motion carries 5-2 with Councilors Anderson, Daniels, Gradle, McKittrick and Mayor Hooker voting in favor and Councilors Vincent and O'Connell voting in opposition.

Pay Request – Nagao Pacific Inv. #12-175 – City Hall 2nd Floor Project

Jack Gradle moved Mike Anderson seconded to approve invoice number 12-175 for Nagao Pacific Architecture and Planning P.C. in the amount of \$1,500.00 for services on the City Hall project as presented. Voted on and the motion carries 5-2 with Councilors Anderson, Daniels, Gradle, McKittrick and Mayor Hooker voting in favor and Councilors Vincent and O'Connell voting in opposition.

Discussion – Publishing Meeting Notices

Mayor Hooker opened up the agenda item for discussion by the Council.

Jacob Daniels said it is important to support local businesses and feels it is the best way to communicate with the community. He also feels from a financial point, it is more economical.

Jane Vincent said she thinks the Chronicle is the logical place to notice meetings.

A.J. O'Connell said he agrees with Councilor Daniels, we need to support local businesses and it is more economical to notice the meetings in the Chronicle than the Register Guard. He went on to say he thinks the issues that have transpired are wrong and the Council needs to be holding themselves to a higher standard.

Mike Anderson responded by saying he would like to see a list printed in either the water bill or in the newsletter, where meetings are noticed. He believes in supporting local businesses but the Register

Guard has about four times the circulation (daily vs weekly) that the local paper does to the 97426 zip code. He feels some of the articles in the paper have been biased and would like to see them be written from a neutral standpoint. He also feels it should be up to the City Administrator to notice the meetings.

Jane Vincent said she feels the people should be the ones who decide where the meetings are to be noticed and maybe have a special meeting on this so they can be heard.

Mayor Hooker asked Mark Shrives where our meetings are being noticed. Mr. Shrives said we currently post them at City Hall, at the Post Office, at Siuslaw Bank, on the city website, on the city reader board, on the community calendar and in the Register Guard. He also noted that The Chronicle is sent e-mail notification also. Mr. Shrives explained the noticing situation for the July 13th special meeting.

Further discussion ensued regarding the reader board and Mayor Hooker suggested setting up a meeting between city staff and the Chronicle.

Jacob Daniels pointed out that further down the agenda is a proposal regarding a decision on meetings and asked if we should wait to hear this or move the agenda item forward.

A.J. O'Connell moved Jacob Daniels seconded the agenda be amended to vote on agenda item 8 B i, New Requests, Decision on Public Notices now. Voted on and the motion passes unanimously.

A.J. O'Connell moved Jacob Daniels seconded to move forward to city staff for a cost analysis his proposal regarding the question should public notices be distributed outside the established norms, the council by popular vote needs to approve or disapprove.

Mayor Hooker said if you read thru the proposal, a lot of the information is spelled out in the City Charter under City Administrators duties. You can't change the City Charter without taking it to the voters.

A.J. O'Connell said the charter does not say explicitly where we publish our notices. He went on to say if we have to change the charter that can come out during the cost analysis. Voted on and the motion fails 3-4 with Councilors Daniels, O'Connell and Vincent voting in favor and Councilors Anderson, Gradle, McKittrick and Mayor Hooker voting in opposition.

Clerk's Report

Finance Director Layli Nichols reported she did not include a copy of the financial statement in the packet but the Council can find one in their mailbox by Friday.

City Councilor Requests/ Future Agenda Items

Previous Requests

User Fee for Pilots at Airport – Mike Anderson

Mike Anderson asked if Mark Shrives had contacted the FAA (Federal Aviation Administration) or the Eugene Airport to see what or if a user fee for pilots was allowable or being used. Mr. Shrives reported he had spoken with someone at the Western Region Office of the FAA and they didn't really have a position on this issue. They responded by saying the biggest thing about users fees at Airports is you will receive more pushback from the AOPA (Aircraft Owners and Pilots Association) than the FAA. Mr. Shrives reported that Eugene Airport has landing fees for commercial aircraft and tie down fees for general aircraft.

A discussion ensued regarding the comparison of Creswell Airport to Eugene's. Mr. Anderson said the idea behind this is that the citizens of Creswell are paying for the Airport and only about five percent of the pilots/users reside within the city limits. He thought it was good that a lot of the pilots worked to help put on the Fly-in Fundraiser and recommends sending this proposal to the Airport Commission to get their ideas.

Further discussion ensued regarding the passage of the AWOS and maybe we should wait to see what affects that will have on the airport usage, it was also suggested to conduct a survey of the pilots for their thoughts on the user fee.

The council gave consensus for Mike Anderson to work with the Airport Commission on the Airport User Fee Proposal. The Council will keep this proposal open until Mr. Anderson brings back ideas from the Airport Commission.

5 Year Plan – Goal Setting Session – Mike Anderson

Mike Anderson proposed to have each Councilor submit their top three goals for discussion in developing a five year plan for the City. Mark Shrives would compile the results and present them to council in order to work towards some organized plans for the City.

Mr. Shrives said he had presented a proposal to the Council from a consulting firm a couple of meetings ago, and it would be his recommendation to bring someone in to walk the Council through this process.

Mayor Hooker agreed that an independent party should help with this process.

Jacob Daniels commented that a 5 year plan is a good idea but the timing is wrong. With the election right around the corner and four positions at the council table up for grabs, he feels it best to wait until January to begin working on this.

Mike Anderson agreed and asked to have this item tabled until after the first of the year.

2013 Naturalization Oath Ceremony at 4th of July Celebration – A. J. O’Connell

A.J. O’Connell thanked Ms. Humble and Ms. Smith from the Chamber of Commerce and said he supports the Chamber in its endeavors. Mr. O’Connell said he would like to amend his original proposal from having the Naturalization Ceremony at the Pancake Breakfast on the 4th of July to holding the event after the parade and before the fireworks. He would like to hold the ceremony in the new Council Chambers and have a catered lunch provided to the new citizens and their family and establish this as a new traditional ceremony.

A discussion ensued regarding cost, the likelihood that the City would ever be awarded to host an event of this sort and by the city taking charge of the ceremony; it reduces the overload placed on the Chamber during their 4th of July celebration.

A.J. O’Connell moved Jane Vincent seconded to forward the amended 2013 Naturalization Oath Ceremony on to the city staff for a cost analysis. The ceremony is proposed to be held in the 2nd Floor Council Chambers of City Hall on July 4, 2013. Voted on and the motion failed 3-4 with Councilors Daniels, O’Connell and Vincent voting in favor and Councilors Anderson, Gradle, McKittrick and Mayor Hooker voting in opposition.

2015 Special Olympics Torch Relay – 4th of July Parade – A. J. O’Connell

Mark Shrives included a follow-up memo in the Council packet stating he has spoken with a Special Olympics representative in Washington DC. The representative advised Mr. Shrives that the planning committee will be formed about a year before the event. The 2013 Special Olympics will be held in Korea in January and the torch route has yet to be finalized. She went on to say the torch will come by ship into a west coast seaport and since the committee has not been chosen yet, there is no way to determine what port may be chosen.

A.J. O’Connell asked the Council to table this proposal until city staff has been contacted by the Special Olympics Committee at which time staff can bring the information back to the Council for discussion.

New Requests

Decision on Public Notices

This agenda item was moved and heard earlier in the meeting.

Audio Visual – Jane Vincent

Jane Vincent explained that she is using Audio Visual as an example of the point she is trying to make. It is her feeling that the Council does not receive enough information on projects. At the July 13th meeting, the council approved the Audio Visual contract less the two proposed TV’s, their hardware and labor costs. Ms. Vincent said the council was never provided a copy of the revised contract. She would like staff to provide the council with more information on projects.

Jane Vincent moved for better information on bidding, contracts, contractors, consultants and materials for all projects.

Mayor Hooker asked for clarification on better information and Ms. Vincent said more complete information on each step of the project from the beginning to completion.

A.J. O'Connell explained that he believes Ms. Vincent wants more oversight on projects and suggested using a Council committee to review projects and processes before they are presented to the Council. Jane Vincent commented that she would like to see more information/clarification on the bidding process; do we follow the state law or do we ask for three bids for the different projects.

Mark Shrives agreed that briefing a committee before a project gets started is not a bad idea. He went on to say at the start of projects there are a lot of meetings with contractors and consultants; by bringing it to the administration committee first would provide staff an opportunity to research any questions or concerns that arise on the project prior to presenting it to the Council.

A discussion ensued regarding the administrative committee being briefed prior to and during projects. Mayor Hooker asked and by consensus of the Council, they were in favor of more oversight on projects by the Administration Committee. Jane Vincent said she would be fine with the Administrative Committee being briefed on projects before they are brought forward to the Council as long as the Council receives information throughout the project and she withdrew her motion.

Ms. Vincent said she would like to set up a meeting with Mark Shrives so he can explain to her the different bidding processes. Councilor Daniels responded that he has found Mr. Shrives door is always open and thinks this is a good thing for providing checks on administration.

Winter Coats for School Children

Jane Vincent said she would like to re-propose the Winter Coat Project. This project was presented prior by A.J. O'Connell and would like to use the original proposal to spend \$2,000 on Winter Coats for School Children.

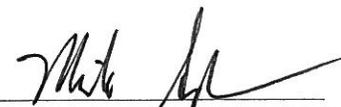
A discussion ensued regarding who would decide who receives the coats and A.J. O'Connell said he has made a number of contacts with different service organizations such as the High School Hope Club, Food Pantry and Bi-Mart. He is proposing the City buy the coats from Bi-Mart and donate them to the Hope Club who disburses the coats at the Food Pantry. Mayor Hooker said the last time this was presented; there were some issues with the other organizations knowing anything about the project. He said there are agencies such as St. Vincent de Paul that will work with you on these kinds of projects and he would prefer to use an agency than use taxpayer's money for coats. Jacob Daniels said he would not support this proposal as it would set precedence on contributing to charity with taxpayer dollars. There are other organizations such as churches that do these drives. It isn't the coat drive he is against; it is the city getting involved.

Mayor Hooker said if Councilors O'Connell and Vincent would want to organize a coat drive he would be willing to help. Mike Anderson said we need to have an organization that will distribute the coats in a fair manner and provide them to Creswell recipients. The Council gave their consensus to make this happen without using City funds. Councilor Daniels along with Shelley Humble, co-president of the Chamber of Commerce offered to accept the coats at their offices. Councilor Vincent withdrew her proposal for the Winter Coats for School Children.

Adjournment

There being no further business to come before the council, Mayor Robert Hooker adjourned the meeting at 8:58 pm.


Roberta J Tharp, City Recorder


Mike Anderson, Council President

RECEIVED
9/11/12 10:58pm
QJ

7 September 2012

The Creswell City Council
City Hall
285 E. Oregon Avenue
Creswell, OR 97426

Dear Sirs/Madams:

I have been attending many of the Creswell City Council meetings and I have noted the manner in which they are conducted. I believe if I am going to criticize, I should offer suggestions for consideration to improve the conduct of the meetings and thereby remove the ill feelings that have developed.

There is lots of animosity, lack of respect for fellow Council persons by the Mayor and various Councilors, and improper decorum.

Better results can be achieved by conducting the meetings with proper Parliamentary procedures.

Please consider the following suggestions:

1. Follow the rules as set down in your Resolution No. 2011-19, Council Rules, dated 10 October, 2011
2. At anytime a member is given the floor, all members must give that person their undivided attention and not be conversing with another councilor.
3. The Administrator should be seated at the end of the table so any conversation he has with the Mayor is available for all the members. Thereby removing the appearance that the Administrator is running the meeting or is privy to private information.
4. Show respect for all participants and conduct the meeting with the active participation of the citizens that are in attendance and wish to add information to proceedings.
5. Input from Citizens should be allowed, but controlled during consideration of motions. There is no way they can be assured that their thoughts will be appropriate if they are allowed only before a Motion is presented.
6. Roberts Rules, requires that if the Mayor, (Chairman) desires to debate a motion, he/she must give the Chair to the President or another member before he debates. Further he/she does not vote except to break a tie or make a tie, thereby defeating a motion.
7. After a Citizen presents a suggestion or question, it is proper etiquette for a member of the council to acknowledge the remarks and reply to either answer the suggestion/question or indicate that the Council or a City staff member will look into the item.

The Citizens deserve to be heard. It is understandable that extended dialog is non-productive and must be controlled. A time limit of 30 minutes total is not realistic. If a Bill is worthy of consideration, then all opinions should be heard but not repeated.

The Council is elected to represent the citizens. The participation of the Citizens is the time honored and established Democratic principle and must be utilized.

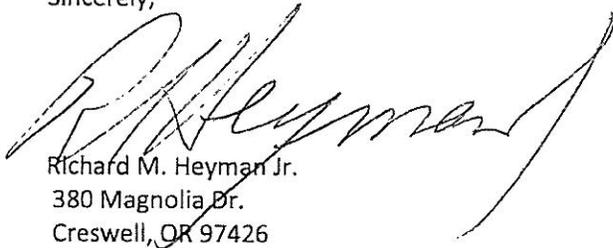
Above all, utilize the "Roberts Rules of Order" as revised and updated and treat all persons with respect.

Page 2 of Letter to the Council, dated 29 August, 2012

It is normal to expect a meeting to be expedited or as short as possible, however all business should be completed. Council Members realize when they are elected to office they will be in a meeting once a month and must be willing to spend the time to finish the job.

I request that this letter be read at the next Council meeting and copies furnished to each Council member.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Heyman Jr.", written in a cursive style.

Richard M. Heyman Jr.
380 Magnolia Dr.
Creswell, OR 97426

cell # 541 520 4648