City of Creswell
City Council Minutes
February 11, 2013

Council Present:		Staff Present:	
Mike Anderson	Jacob Daniels	Mark Shrives	City Administrator
Jean McKittrick	A.J. O'Connell	Roberta Tharp	City Recorder
Dave Stram	Nora Reynolds	Layli Nichols	Finance Director
Jane Vincent		Cliff Bellew	Public Works
		Steve Dobrinich	RARE Intern
		Ron Staehlin	City Engineer

Council Absent: 0

Press: 2 – The Chronicle – Lisa Deleon- Scott Olson

Audience: 42

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:00 PM and the Pledge of Allegiance given.

Councilor Mike Anderson participated in the meeting via cell speaker phone.

Mayor Stram made a brief press table announcement. For many years as a courtesy, the Council has provided a media table which will no longer be the case once the Council moves into the new chambers. Until that time, the media table will be set up with two places; one being reserved for a working member of the media representing the Creswell Chronicle and the remaining chair will be available for any other working member of the media covering the meeting based on a first come, first served basis.

Mayor Stram asked everyone to please silence their cell phones. A reminder will be printed at the top of meeting agendas.

Public Forum
Jerry Norcia, Airport user addressed the Council to voice his concerns regarding the fees he pays for his access to the airport (Through the Fence Permit). He passed out a packet of FAA information to each of the members of the Council stating that the City is not acting with parity. He asked the Council to adjust his rate equal to an airport tie down fee of $20.00 per month.

Kristopher Arems, a resident of Creswell addressed the Council speaking with concerns regarding water rates. He would like to see them reduced.

Di Barineau, a resident of Creswell addressed the Council with concerns of speeding traffic on Kings Row. She suggested the placement of Speed Limit and Children at Play signs along the street and using the Sheriff's radar trailer.

Laycee Jenson, owner of Creswell Motor Sports addressed the Council to speak of concerns regarding the sign code. Ms. Jenson said the business had erected a 3-D sign and were informed by Code Enforcement it was an illegal sign. New businesses are having a hard time starting up due to old codes. She would like to see the sign code updated and include items that will add character to Creswell. Ms. Jenson replied to Councilor O'Connell when asked if she had any paperwork from the City stating the sign was approved before she was asked to remove it and she responded she has not been able to locate it and the city doesn't have any either.

Dorothy Schick, owner of Takewing Aviation at Creswell Airport addressed the Council citing concerns to an email she had received from the Airport Manager asking for financial information regarding spending habits with Creswell businesses. She feels the information provided by airport users could impact the survey as negative and would call this fuzzy math.

Jess Everson, Creswell resident addressed the Council to speak in support of the AWOS at the Airport. He feels the AWOS is a needed enhancement and a necessary piece of equipment if the Airport wants to have an instrument approach in the future. It should draw more pilots to the airport.

Zach Webb, resident/business owner in Creswell addressed the Council to speak in support of Creswell Motorsports sign and updating the sign code.

Paul Preziose, Airport user addressed the Council to speak in support of the AWOS at the Airport. He also addressed the issue of new hangars coming to the Airport.

Carolanne Sudderth, Creswell resident addressed the Council to speak in regards to public safety. Her home was burglarized a week ago and feels this is becoming a very common problem in Creswell. She is dismayed to learn that Creswell only has two and a half sheriff's providing coverage.

Urban Moore, Airport user, addressed the Council to speak in support of the AWOS but to also cite his concerns with the placement of the wind sensor of the system.

Mayor's Presentation – State of the City Address
Mayor Stram stood before the Council and audience to deliver his State of the City Address; "The State of the City is *good . . . with challenges*". Mayor Stram spoke about Creswell's great water, the city's financial standing, schools and churches, businesses and the great people, who live, work and play in Creswell. Mr. Stram identified three challenges he will be addressing immediately: audits, cost of water and sewer, and the 2012 performance review for our City Administrator. The Council has been talking about the need to plan and set goals for the future which will be discussed later during this meeting. During his campaign he ran on the promise of "Rebuilding Creswell". It is his pledge to work towards rebuilding the Council, trust, and confidence in what good can be accomplished when we tackle challenges together. He cited a quote from Max DePree, author of "Leadership is an Art"; "We cannot become what we need to be by remaining what we are". He then cited a line from a small poem his father-in-law frequently repeated written by Park Benjamin titled Press On. Mayor Stram asked everyone to join him in 2013 as we Press On.

Correspondence
Jane Vincent commented on the Sheriff's Calls for Service report; she feels there are a lot of calls and would like to see the safety committee work on a Neighborhood Watch program.

A.J. O'Connell commented on e-mail correspondence from Dorothy Schick. He feels it important to clarify the acts of the Airport Commission as an advisory body and be accountable for how staff uses their time at the Airport.

Jacob Daniels commented he finds it odd the Airport Manager is conducting an Economic Feasibility Study.

Consent Calendar
A.J. O'Connell moved Jane Vincent seconded to approve the Consent Calendar as presented. Voted on and the motion carries unanimously.

Airport
Pay Request No. 3 – Task Order No. 7 from Precision Approach – AWOS "A" Weather System
Jane Vincent asked what model of AWOS the Airport is receiving and if the complete cost is funded by the grants. Mr. Shrives responded by saying the super AWOS (which was applied for in the grant) has been de-certified by the FAA and the airport has been awarded the AWOS. The money to pay for the AWOS is coming from the FAA-AIP grant and the ConnectOregonIV grant which provides the match for the FAA-AIP grant. Mr. Shrives said there has been a request from several pilots to add a couple of additional pieces to the AWOS which Mr. Lowenkron will speak about during the Airport Commission Report later in the meeting. The engineers are currently working on the design for the system.

A discussion ensued in regards to the AWOS placement location and Jacob Daniels urged his fellow councilors to vote in opposition to the pay request. Nora Reynolds said there was a discussion held during the Airport Commission meeting regarding updating the model of AWOS for an additional $12,000 to $15,000. Mr. Daniels said he would like to see evidence in writing regarding the placement of the system. A.J. O'Connell said there is a lack of information being brought before the Council. He objects to the fact that the land where the AWOS will be placed is in wetlands or on land that abuts wetlands and he hasn't

seen any sort of permits regarding wetland mitigation, banking, environmental impact study etc. He went on to say the council has not been presented the placement information and are being asked to approve an invoice in excess of $4,000; he has a little voice telling him there is something not right. Nora Reynolds said she feels the information received at the Tuesday Airport Commission meeting should be forth coming in this meeting. Mr. Shrives reiterated the fact the engineer has not determined the location of the placement of the AWOS and are still in the design phase. Mr. Shrives reminded the Council this invoice is for work completed in accordance to the contract the council entered into with Precision Approach and if the council opts not to approve the invoice, Precision Approach Engineering will have the opportunity to file suit in order to receive payment. Mr. Shrives informed the Council the property the Airport sits on is not in the wetlands.

Further discussion ensued with Jacob Daniels stating he feels Precision Approach is either unsure of the placement of the system or they are concealing the placement and he has serious reservations it will be placed in a position that will get the city in more trouble. Jane Vincent asked if the council could be shown where the AWOS will be placed so they can give a consensus as to whether that is acceptable or not. A.J. O'Connell commented he believes Precision Approach knows the placement or how else would they be able to work on the design of a system that is so sophisticated. Mr. Anderson said he feels the AWOS system is very important towards the growth of the Airport. The system is being provided by grant money and this pay request is related to a contract; this work has already been completed and if we do not approve the invoice, we will end up with a reputation of a town that does not pay their bills.

Jacob Daniels asked how much longer are we tied to our contract with Precision Approach Engineering. He feels that if they cannot locate a place to put the AWOS they are probably not a company we want to do business with in the future. Mr. Shrives said there are very few companies that handle these systems. There are issues with Creswell Airport and the engineer has been coordinating with the FAA to try to sort them out. Precision Approach has a not to exceed a limited amount of dollars contract with the City.

Nora Reynolds spoke up and said it is her understanding from the recent Airport Commission meeting; additional requested components are going to cost the city up to $15,000; she feels there will be money coming out of the city coffers to pay for the AWOS. Mr. Shrives responded there is additional grant money to add on to the grant to cover $30,000 to $40,000 but what is not available is the match dollars of about $15,000. Mr. Shrives said two businesses have approached the City asking to add two additional components to the AWOS. Those businesses have stated they would be willing to donate money to help offset the cost. Mr. Lowenkron will be presenting additional information in his report.

Jacob Daniels suggested having a special meeting with Precision Approach Engineering present to answer our questions and at that time we could vote to approve the pay request.

A.J. O'Connell moved Jacob Daniels seconded the Council postpone the pay request until such a time when Precision Approach Engineering can be contacted, appear and testify in front of the Council to answer the questions the Council may have. Mayor Stram clarified what he has heard up to this point is that the pilots are all in favor of the AWOS and it will be a great benefit to them. On September 10, 2012 the Council entered into a contract with Precision Approach for the AWOS system. He said he is hearing the council is concerned with the placement and they would like to be appraised of that. He went on to say he is hearing there are additional components that could be added and beneficial to pilots and the Airport Commission is looking at a way to raise additional funds. He cannot support the motion as he is yet to believe the company is incompetent for the work outlined in the contract. He would support a motion the council be appraised of the location before it has been assigned.

Voted on and the motion passes with Councilors Daniels, O'Connell, Reynolds and Vincent voting in favor and Councilors Anderson, McKittrick and Mayor Stram voting in opposition.

Public Works
Intergovernmental Agreement – Acceptance of 2013 Surface Transportation Program Funds
Mr. Shrives explained the Intergovernmental Agreement between the State of Oregon, Department of Transportation and the City of Creswell. The 2013 City of Creswell share is $117,331.00 federal funds to be exchanged for $110,291.14 state funds at an exchange rate of ninety four cents per every one dollar. These funds shall be used for various city street reconstruction and overlay projects as approved by Council at their September 10, 2012 meeting.

Jacob Daniels moved Jean McKittrick seconded the City enter into an Intergovernmental Agreement with ODOT (Oregon Department of Transportation) and accept the offer of the 2013 ODOT Fund Exchange Agreement as presented. Voted on and the motion carries unanimously.

Financial Report – December 2012
No comments were received.

City Administration
City Council Business
Mark Shrives announced he would like to ask Finance Director Layli Nichols to step forward and provide an update on the audits. Layli Nichols reported she submitted the 2010-2011 audit to the Oregon State Audits Division this afternoon. She will now begin on the 2011-2012 audit and has been granted an extension of time from the state audit department to file. The audit is due March 31, 2013.

In the absence of Airport Manager Shelley Humble, Mr. Shrives has asked Larry Lowenkron, Airport Commission chair to provide a meeting report. Larry Lowenkron addressed the Council hoping to clarify some of the questions posed earlier in the meeting in regards to the AWOS. Mr. Lowenkron said there is $160,000 from the ConnectOregon grant and $83,000 of Airport Improvement Project (AIP) money to pay for the AWOS. The two grants will provide for the local match which means they are not looking for money from the City. This amount of money will provide an AWOS AV (altimeter and visibility). The AWOS will increase the usability of the Airport.

Mr. Lowenkron went on to say when doing engineering studies, before you decide placement of something you need to know what you have. It is his assumption the engineers are evaluating what they have before determining a location. The AWOS is a very important piece of equipment aside from the instrument approach further down the line.

The AWOS AV is sufficient to shoot an instrument approach but the airport would benefit to have an AWOS-2 which would provide wind-speed and ceiling. Should we upgrade to the AWOS-2 now, it would cost an additional $12,000 - $15,000, but if we push it off into the future it could cost upwards of $40,000. The Airport Commission is asking to send out a solicitation letter to airport users to help fund the additional costs to upgrade. They are also planning to have an Air Fair this summer and use some of the profits for an upgrade.

Jane Vincent commented the Council is not against the AWOS, she feels the information could have been presented in a different manner. Mr. Lowenkron responded by saying what he is hearing is there's a lot of concern regarding the location of the AWOS and he feels that concern is premature as the engineers at this point are just gathering data.

Mr. Daniels said his concern in regards to placement of the AWOS stems from a federal and a state lawsuit. Mr. Shrives requested the Council table any discussion regarding lawsuits.

Mr. Lownekron went on to report the commission nominated Paul Preziose to be the Airport Support Network Volunteer to the Airport Owners and Pilots Association and is asking Council for approval to write a letter supporting this nomination.

Jean McKittrick moved Mike Anderson seconded the Airport Commission appoint Paul Preziose as the Airport Support Network Volunteer to the Airport Owners and Pilots Association. Voted on and the motion carries with Councilors Anderson, McKittrick, O'Connell, Reynolds, Vincent and Mayor Stram voting in favor and Councilor Daniels voting in opposition.

Mr. Lowenkron added the Airport Commission would also like to issue a solicitation letter to airport users for the additional funds of approximately $12,000 to $15,000 to upgrade the AWOS AV to an AWOS 2. Jacob Daniels moved Jean McKittrick seconded the Airport Commission issue a solicitation letter to airport users for the additional funds up to $15,000 to upgrade the AWOS AV to an AWOS 2. Voted on and the motion carries unanimously.

Report on City Hall Construction Defects – City Engineer Ron Staehlin
Ron Staehlin addressed the Council to report on his findings based on his inspection of City Hall.

- Blisters in paint on the concrete masonry wall at the south side of building

Mr. Staehlin and Architect Ken Nagao questioned whether the priming and filling of pin holes had actually been done as required by specifications. The warranty for the painting has expired and Mr. Staehlin will inspect the other exterior walls of the building.

- Peeling of the sealant around the exterior door on the south side of the building.

The grout and sealant need to be inspected further to see if there is a problem with the grout. If grout is defective it will need to be replaced, if not sealant will need to be replaced. Other doors will need to be inspected for this issue.

- Water Stains in ceiling tiles at two locations.

The roofing specifications call for a five year warranty for workmanship and a twenty year warranty for materials. Neither of these warranties has expired. Roof leaks need to be investigated to determine the source of water stains.

- Storm Leakage around the second floor windows in the south wall.

It was determined the correct window were installed during construction on the second floor of City Hall. Because their location is above an engine generator they are required to have a higher fire rating.
The contractor has recently reinstalled the windows and the leakage has been eliminated. There are no longer any damp areas below these windows.

- Ron Staehlin and Ken Nagao performed a walk-through inspection of the interior of the building and found no additional defects.

Ron Staehlin recommended the city work with the contractor to have the defects above repaired by the contractor. If the defects cannot be resolved working with the contractor, a follow up report with further recommendations will be prepared.

A discussion ensued regarding Mr. Staehlin keeping in contact with Essex Construction for the repairs.

Creswell Recreation Advisory Committee Appointment/RARE Update – Steve Dobrinich

- Earth Day Celebration is scheduled for Friday, April 19th and planning is underway.
- Tree Board is working on an Art and Essay Contest to be held in conjunction with Earth Day Celebration
- Social Services – Steve has been working with Family Relief Nursery, Presbyterian Church and the Lane Library District to coordinate a ten week parenting skills series. The program will begin in April. They are also planning a Family Fun Day for March 20, 2013; this will provide an opportunity to meet the Head Start instructor who will be running the parenting classes.
- Community Support Network for Social Service Agencies –This group would act as a community support network for social services agencies in Creswell. This group would insure that there is a strong collaborative network to help get the messages out to the community about upcoming programs and opportunities.
- Water and Sewer Rate Survey – Steve has sent out a survey to several municipalities requesting information about their rates. Hopefully within the next couple of months he can compile the results into a report comparing Creswell rates to other cities.
- Creswell Recreation Advisory Committee recently held a successful Cobalt Building Open House. There were approximately seventy five people who toured the building, met the partners and received information on conceptual plans for the future. The committee will be working towards putting together a concrete recommendation for the building. The main focus currently is a teen center space in the middle of the building.

Mr. Dobrinich said we have received a couple of applications from high school students who are eager to jump on board and join the Creswell Recreation Advisory Committee. The committee has reviewed the applications and recommends appointment of the applicants. Steve has met both of them and they come with great references from the high school.

Jacob Daniels moved, A.J. O'Connell seconded to appoint Amanda Dodson and Dylan Hubbard to the City of Creswell Recreation Advisory Committee. One of the appointees will replace Lisa Wilanau and the other will fill the vacant position until the term expires on June 30, 2013. Voted on and the motion carries unanimously.

Pay Request No. 7 – Final – Thelander Smith LLC – City Hall 2nd Floor Improvements

Mark Shrives reported this being the final pay and release of retainage request from Thelander Smith LLC as they have completed their work on the City Hall 2nd Floor. Ken Nagao and Mr. Shrives met with the contractors and did a substantial completion walk through.

Jacob Daniels moved Jean McKittrick seconded Council approves Pay Request No. 7-Final for Thelander Smith in the amount of $30,633.08 for the City Hall 2nd Floor Project as presented. Voted on and motion carries unanimously.

Resolution 2013-02 – A Resolution Appropriating Rural Tourism Marketing Program (RTMP) Grant Funds Within the General Fund
For the purpose of budgeting an estimated amount of RTMP funds is used. The city receives the RTMP funds annually and this year the amount received is $14,777.62, approximately $1,197 more than the estimated budgeted number. This resolution will add $1,197 (the difference between the estimate and the actual amount received) to Materials and Services within the General Fund.

A.J. O'Connell moved Nora Reynolds seconded the Council approve Resolution 2013-02 A Resolution Appropriating Rural Tourism Marketing Program (RTMP) Grant Funds Within the General Fund. Voted on and the motion carries unanimously.

Resolution 2013-03 A Resolution Changing Appropriations Within the General Fund
Mark Shrives reported Ken Nagao and Ron Staehlin were directed by Council to complete work on the City Hall in regards to the Construction Defects. This resolution will move $10,000 from the operating contingency fund to materials and services to pay the bills and other expenses related to the City Hall building inspection report and the oversight for the repair of identified issues.

Jacob Daniels moved Jean McKittrick seconded the Council approve Resolution 2013-03, A Resolution Changing Appropriations Within the General Fund as presented. Voted on and the motion carries unanimously.

Reports, Committees, Commission and Boards

Administration Committee – Jean McKittrick, Chair

Jean McKittrick reported the administration committee met on January 22nd to discuss the charge set forth by the Mayor and Council to identify and review the processes used by other cities for City Administrator Performance Evaluations. The committee collected performance reviews from ten cities; each member chose three forms they felt would best serve Creswell and from those Ms. McKittrick made a composite performance evaluation form. She is planning to run this form by the Mayor and City Administrator for final approval. The committee will meet again on February 19th at which time they hope to have the document completed and distributed. It is her hope that at the March 11th meeting we should have the results of the evaluation to present. The committee would like to draft a policy on how and when this evaluation will be done in future years. Ms. McKittrick gave a special thanks to her committee members Jacob Daniels and Mike Anderson for their participation and help.

Mayor Stram recommended to the committee he would like them to use an outside person to compile the data and give the report to the Council.

Finance Committee – Jacob Daniels, Chair

Jacob Daniels reported the committee met on January 28th to discuss the charge set forth by the Mayor and Council by studying the audit history for the past ten years and survey similar size cities in Oregon to see how they meet the challenges of small staffs. Mr. Daniels said information was presented in regards to historical audits from Creswell and other Lane County cities. Of the twelve Lane County cities surveyed only four of them met the December 31, 2011 deadline for the 2010-2011 audit period. The data revels Creswell did not start filing late audits until the year 2008 and that pattern has continued. The committee brainstormed how the city operates as a whole and ways the city might be able to improve the efficiency. He feels staff members serve many different roles and we need to look for ways to help them prioritize their time so they can get their duties performed and not be distracted by things that don't pertain to their jobs. The committee discussed commissioning a master plan similar to the South Lane County Fire and Rescue District, a job study, and a forensic audit. At the next meeting we will be talking about steps to help move the city forward so staff can get their jobs done. Mr. Daniels thanked his committee members.

Mayor Stram asked Mr. Daniels to have the Finance Committee provide a progress report and recommendation to the Council at the March meeting.

Transportation and Public Works Committee – Mike Anderson, Chair

Mr. Anderson reported their committee met on January 21st to discuss the history on water and sewer projects. Mr. Anderson said they were looking into water and sewer rates and trying to figure out if there is any way to lower the rates. He said the committee went back to the early 2000 and got the national water

plan and a survey on where the city water and sewer system were. It included the changes that had to be made to be compliant. They reviewed all four loan documents with regards to the water and sewer loans. DEQ (Department of Environmental Quality) warnings regarding high arsenic levels and the letter from the DEQ regarding fines the city would receive if they didn't become compliant. The committee discussed where they would like to see the City in the future. Mr. Anderson said the committee members still have a lot of questions so they will be documenting them to present to Mark Shrives and Layli Nichols at their February 25th meeting. Once the questions are answered they will proceed with what they can and can't do. They would like to make a presentation in regards to where the city started and where it is going. They will also include the rates and how they are calculated; it is there hope it will be something everyone will be able to understand. This presentation will hopefully be completed by April. Mr. Anderson thanked his committee members.

Old Business

Making the Pathway at Garden Lake Park ADA Compliant – (A.J. O'Connell)

A.J. O'Connell reported he has reviewed the LILA (Lane Independent Living Alliance) report on city owned facilities. He feels the recommendation from LILA for soil stabilizer on the pathway is the right course of action although he is not convinced a lock box would work at the park. The report states that given the number of opportunities to improve Garden Lake Park accessibility, some prioritization of need may be beneficial for capital project planning. Mr. O'Connell recommended to the Council to move forward with phase one – task review as outlined in packet materials prepared by City planner Denise Walters at a cost of up to $8,800. He went on to say the money is available in the parks development fund.

Mark Shrives said the money in the parks development fund is generated by system development charges. The money has specified limited uses and he would have to research whether or not it could be used for a planning study or not. It is possible the money has to be used for the purpose of land purchase or improvements.

Discussion ensued regarding the methodology for the parks development fund and how the council would have to approve a resolution to change appropriations within the fund should they choose to move forward. Layli Nichols said she thinks the Council has held a discussion prior regarding the use of the parks development funds for a capital improvement project and she does not believe the funds can be used for a planning phase of a project. The project implementation would probably come closer to following into the parameters of the SDC's. The adopted methodology will need to be reviewed. On another note, budget law will not let you generate a new appropriation where an appropriation did not previously exist; this would need to take place during our budget process. Further discussion was held on where the money could come from to complete the planning phase. Mr. Shrives said the appropriate way to proceed would be for Council to approve a resolution, moving money out of contingency.
In response to a question from Mr. O'Connell, Ms. Nichols reported the city budgets at least $1,000 every year for elections purposes, the $8,800 in the elections line item stems from the possibility of a recall election and she would not recommend moving the whole amount to another line item. Her recommendation is to approve a resolution moving money from operating contingency to materials and services.

Mr. Anderson asked if Creswell was wheel chair compliant throughout the city. Mr. Shrives responded the streets have curb cuts for ADA, but not all the streets have sidewalks. The LILA report shows some issues at Harry Holt Park as well as issues with the restroom at Garden Lake Park. He feels we are partially there but the parks are the bigger issues. Mayor Stram said maybe we should provide a charge to the Cultural Committee to look into the master plans for ADA compliance at Creswell parks. A.J. O'Connell commented this is one small part in working towards the larger goal of making our parks ADA compliant.

Jacob Daniels moved A.J. O'Connell seconded the Council proceed on phase one – Concept Review of the Garden Lake Barrier Free Dock Trail cost estimate and transfer $4,400 from the elections line item to fund the review. Mark Shrives pointed out the Council Rules, section 4.1 subsection 3 – after receiving the city administrators analysis the Council will decide if the proposal shall be placed on a future meeting agenda. This will allow staff to bring back analysis and answer some of the SDC questions. Discussion continued regarding this rule and how long this item has been on the agenda. Mayor Stram reviewed the process for Councilor requests and said it is his understanding by reading the rules, this is the first time this item has been reviewed with a cost analysis provided by staff. At this point the Council needs to determine whether they want to move this item forward for a vote or to drop the item. Jean McKittrick suggested placing this on the March agenda. Jacob Daniels put out a reminder of the motion that is currently on the floor and Mayor Stram said the motion does not overrule Council rules and the rules must prevail.

Mayor Stram moved this agenda item to the March meeting for a vote and directed staff to provide further analysis on the appropriation of funds to complete Garden Lake Park Pathway.

5 Year Plan – Mike Anderson

Mayor Stram, Mike Anderson and Mark Shrives provided the Council with an update to the process used in making their recommendation of a consultant to help with the process of team building and goal setting. Mr. Shrives provided a list of highly recommended consultants. The committee reduced to the top three who were asked to submit a resume and to include how they work with Councils', references and their fees. The three top priorities for choosing a consultant were to fall under the scope of work of goal-setting, team building and training in policy governance. They conducted interviews with Stan Biles, Erik Jensen and Stacey McLaughlin. After interviewing the references the committee met to decide which consultant would be the best fit for Creswell's needs.

Mr. Anderson reported it was the recommendation of the committee to hire Stan Biles from Management Solutions with a cost not to exceed $8,000.00. This would include individual meetings with the Council and a one to two day session of team building and goal-setting.

Mayor Stram recommends the consultant hold individual interviews with all Council members and City Administrator Mark Shrives. After interviews, a one and a half day retreat will be scheduled and open to the public. We will develop a timeline with the consultant to insure we are staying on track with goals, team building and training. If the Council approves this recommendation, Mr. Biles will be retained immediately to begin work later this month.

Mr. Shrives said he would also like Mr. Biles to work with city staff for some training.

A.J. O'Connell and Jacob Daniels commented they feel this should be forwarded to next month's meeting as a result of the previous conversation.

Mike Anderson moved Dave Stram seconded to hire Stan Biles for consulting services and direct Mark Shrives to negotiate a contract not to exceed $8,000. A discussion ensued regarding cleaning up the Council Rules and unprofessional conduct. Voted on and the motion carries with Councilors Anderson, McKittrick, O'Connell, Reynolds, and Vincent voting in favor and Councilor Daniels voting in opposition.

Jacob Daniels proposed discussing tie down parity with through the fence access for the Norcia family. Mayor Stram asked him to draft the proposal in order to have it appear on the March agenda.

Adjournment

There being no further business to come before the Council, Mayor Dave Stram adjourned the regular meeting at 10:08 PM.

Dave Stram

Dave Stram, Mayor

Roberta J Tharp

Roberta J Tharp, City Recorder