

Council Present:

Dave Stram
A.J. O'Connell
Nora Reynolds

Brent Gifford
Adam Pelatt
Jane Vincent

Staff Present:

Jamon Kent
Roberta Tharp
Layli Nichols
Shelley Humble
Cliff Bellew
Shelley Humble
Steve Dobrinich
Mike Howard
Jake Smith

City Administrator
City Recorder
Finance Director
Airport Manager
Public Works
Airport Manager
RARE Intern
Water Plant Operator
Public Works

Council Absent: 1 – Jacob Daniels - Excused

Press: 1

Audience: 39

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:02 PM. The Girl Scouts presented the colors and the Pledge of Allegiance was given.

Public Forum

There were no public comments.

Mayor's Report

Guiding Principles and Goals

Mayor Stram gave an overview of the Council training sessions held in April. Consultant Stan Biles worked with the Council to create a set of Guiding Principles and identify goals. He read the principles preamble aloud: In an effort to be an effective City Council that represents and conducts City business to the highest levels of excellence, we, the Creswell City Council do hereby commit to live by a set of guiding principles. These principles are not to be used as grounds for censure, but are created to help us respect each other, work in an open and transparent fashion, and include and seek the views of our entire community.

Principles are as follows:

- Respect
- Transparency
- Inclusion and Promotion of Meaningful Public Participation
- Integrity and Personal Conduct
- Collaboration and No Surprises
- Fairness
- Teamwork and Accountability
- Collective Wisdom
- Confidentiality

A.J. O'Connell moved Nora Reynolds seconded the City Council approve the Guiding Principles. Voted on and the motion carries unanimously. Each member of the Council took their turn signing the document.

On April 22nd, the Council and staff met jointly to discuss goals with approximately sixty being brought to the table. Through discussion they narrowed the list to eight. On May 20th they will meet again for a goal truthing session.

Goals are as follows:

- Implement a citizen contact program
- Complete necessary infrastructure and maintenance expansion improvements
- Complete long-term city plans
- Market Existing Enterprise Zone
- Start Safety Programs
- Solicit comments from local businesses on methods to improve the business culture of Creswell
- Complete research and discussion on city water and sewer rates
- Schedule a special meeting to discuss the future of the Cobalt building

Committee/Commission Reassignments

Mayor Stram reappointed commission and committees along with updating the charges.

The newly/reappointed commission and committees are as follows:

Regional Fiber Representative – Jamon Kent

Lane Area Commission on Transportation – Dave Stram and Alternate Jamon Kent

City Council representative to the Airport Commission – Adam Pelatt

City Involvement Committee – Brent Gifford and Nora Reynolds

Council Committees:

Transportation Committee – Chair – A.J. O’Connell, Nora Reynolds and Adam Pelatt

Charge: Options for conducting water and sewer rate study

Finance Committee – Chair – Brent Gifford, Jane Vincent and Jacob Daniels

Charge: Review last two audits and provide report to the Council

Administration – Chair – Jacob Daniels, Nora Reynolds and Adam Pelatt

Charge: City Administrator Performance Review

Grand Opening for new Council Chamber

Welcoming reception for new City Administrator

Public Safety Committee – Chair, Jane Vincent, Nora Reynolds and Brent Gifford

Charge: Community meeting on law enforcement

Neighborhood Watch Program

Disaster Emergency Preparedness Plan

Cultural Committee – Chair Jacob Daniels, A.J. O’Connell and Brent Gifford

Charge: Contact Social Services offices to see how the Council can support their work

Decorating concept for City Hall 2nd Floor

Economic Development – Chair Adam Pelatt, Jane Vincent and A.J. O’Connell

Charge: Meet with Chamber to work on methods for improving the business culture

Market existing Enterprise Zone

The council gave unanimous consensus to the committees and the charges presented.

Administrator Search Process – Mike Kelly

Mike Kelly addressed the Council to report that we are right on schedule in our search for a new City Administrator. Advertising has begun and the application deadline is June 7th. He has met with fifteen community members and each councilor individually to get their input on what we should be looking for in an administrator. He will return in June to go over the hiring process.

Mayor’s Budget Committee Statement

Mayor Stram appointed Susan Sturgess as Jane Vincent’s budget committee member and Jonathon Woodland as A.J. O’Connell’s. The appointments have a three year time commitment and will expire at the end of 2015.

Mayor Stram read a statement drafted by the City Attorney in regards to the Budget Committee. In the past the budget committee consisted of thirteen members (mayor, six councilors and six citizens). In order to update the committee process and to follow closely with state statute and the city charter, the Mayor will be making a budget committee appointment giving the committee fourteen members beginning this year. Under ORS 294.414(2) – The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body. ORS 294.311(20) defines “Governing Body” as the city council. The Creswell Charter, Section 7 states “The Council consists of a Mayor and six Councilors”. Mayor Stram appointed Lacey Risdell for a three year term to the Budget Committee that will run until 2015.

A brief discussion ensued regarding what would happen should there be a tie vote. Mr. Kent explained a tie vote is the same as a failed vote. The committee could look at the budget again for reconsideration or send it forward to the Council as a failure, asking them to review the recommendation and make a decision.

Presentations

A. Cobalt Building Redevelopment Project Presentation – Steve Dobrinich
Mayor Stram introduced the Creswell Recreation Committee members and thanked them for their work on the Cobalt building. Mr. Dobrinich presented the committee report. Mayor Stram directed the City Administrator to take the recommendation of using the appropriated funds in the 2012/2013 budget for the Cobalt Building Redevelopment Project to secure bids and report his findings at the June meeting. At that time, the Council will be asked to discuss and for a decision on the recommendation. In addition, Mayor Stram gave a final charge to the committee, in re-reading the resolution that established the Creswell Recreation Advisory Committee. Article 2 Section B #3 – part of the mission and purpose of the committee is to provide a voice for the Creswell Community with respect to where community recreation programs will focus in the future. He would like the committee within the next month, to work hard on providing a voice for the Cobalt Building.

Mr. Dobrinich presented a power point presentation. The committee recommends using funds appropriated for the Cobalt Building redevelopment project in the 2012/13 budget to make the building useable for community recreation programming and other events. The appropriated \$35,000 in the 12/13 budget would be used to make capital improvements such as electrical and HVAC work, improving restroom facilities. He suggested completing the work in phases. Mr. Dobrinich stressed the importance and how the City needs to pursue partnerships to make good use of the building.

Beth Levine from Willamalane Program Manager addressed the Council to speak in support of partnerships that help create recreation programs throughout the community. Some of the opportunities provided for the Creswell Community in 2012 include Creative Movement, Teen Chef, Drawing and Drivers Education. There were a total of 84 participants. Summer Fun included trips to Willamalane Swim Center and Splash that drew 96 youth participants. Other activities included: climbing, skate world, bowling, and the Osborn Pool in Corvallis and the popular Movies in the Park program.

Todd Hamilton, Creswell School District Superintendent addressed the council to emphasize the importance of programs such as Summer Fun and the Earth Day Celebration as well as the partnerships they form that will allow students to stay in the community instead of traveling north to engage in activities outside of school.

Mr. Dobrinich noted the committee would like the building to be useable while discussing long term options. The next step is to host a meeting to receive input from the community prior to the Council taking any action.

A discussion was held about using the existing community center for these events, how some of the partners will be contributing financially and how the building is an asset to the community.

Correspondence

Jane Vincent asked about Airport Manager/Code Enforcement wages. Jamon Kent responded the wage for that position is split 75/25.

Consent Calendar

A.J. O'Connell moved Brent Gifford seconded to approve the consent calendar as presented. Voted on and the motion carries unanimously.

Airport

AWOS (Automated Weather Operating System) Update

Jamon Kent reported the FAA has requested information from the engineers in regards to what sits on each of the recommend AWOS placement sites A, B and F. Many things can impact the AWOS such as exhaust from cars, etc. The engineers have responded and we are waiting to hear from the FAA.

Resolution – 2013-07 A Resolution Providing For an Interfund of Appropriations From the General Fund to the Airport Fund for the Purpose of Maintaining Airport Operations Through June 30, 2103

Jamon Kent reported he has authorized Shelley Humble to purchase fuel at the airport. Ms. Humble reported she has ordered \$38,000 of AV Gas and \$4,000 of Jet-A fuel. The Resolution before the council tonight requests a \$50,000 transfer from the General Fund to the Airport Fund to cover the fuel and the potential of needing more before the year end.

Mr. Kent said he will be working on the budget with Layli Nichols and Shelley Humble to have sufficient funds at the beginning of the fiscal year to cover the end of the year.

Adam Pelatt moved Jane Vincent seconded to approve Resolution 2013-07, A Resolution Providing for an Interfund of Appropriations from the General Fund to the Airport Fund for the purpose of maintaining airport operations through June 30, 2013. Voted on and the motion carries unanimously.

Public Works

There were no agenda items

Financial Report

March 2013 Financial Statement included in Council Packet

Jamon Kent reported he has been working with Layli Nichols and Mayor Stram to put together a summary quarterly/monthly report. The report will contain all the information included in the financial statement but as a summary. Ms. Nichols reported property tax and franchise revenues are coming in and the city is still in a strong cash position. Mayor Stram asked Mr. Kent to engage Brent Gifford and include him in the group for the creation of the new report.

City Administration

City Administrator Report – Jamon Kent

Garden Lake Park

Cliff Bellew reported the road work from the gate at Garden Lake Park to the fishing dock has been completed. The road is now ADA compliant. The total cost for this project was \$2907.84.

Reclaimed Water Agreement for U of O Athletic Golf Course

Jamon Kent introduced Darrick Salyers who addressed the Council providing a brief overview of the U of O Golf Course project and answered questions from the council. Mr. Salyers has been working on this process for the past five years and has recently obtained his land use permit from the county and will continue to work on the remaining use conditions. The fundraising for the project kicks off directly after this meeting and should be in place within the next twelve months. The course will be held in a trust by the University of Oregon.

Brent Gifford moved Jane Vincent seconded that the City Council authorize the City Administrator to sign the treated wastewater agreement with developer Derrick Salyers to provide reclaimed water to the U of O Golf Course. Voted on and the motion carries unanimously.

RARE (Resource Assistance for Rural Environments) Update – Steve Dobrinich

Steve Dobrinich provided the following reports:

Social Services

Oregon SHIBA (Senior Health Insurance Benefits Assistance) will begin holding office hours on the first Tuesday of every month beginning in June from 1:00 to 4:00 pm at the Community Center.

Earth Day Report

The April 19th Earth Day Celebration went very well with over 300 students participating. This event nurtured the partnerships between Creswell and the School District, Coast Fork Willamette Watershed Council, Sanipac, EPUD, Cascade Raptor Center, Bring Recycling, Electrathon America from Willamette High School, and the Environmental Science class at Creswell High School.

Arbor Day Proclamation

The Tree Board has been very active. They held an Arbor Day presentation at the Earth Day Celebration in honor of Creswell's 3rd year as a Tree City. They held a tree tag celebration at Creslane Elementary School. The tree tag was obtained from the Oregon Department of Forestry and was hung on a flowering dogwood tree. The Tree Board also recently launched an Art and Essay Contest at the three schools.

Mr. Dobrinich said as a Tree City USA requirement, the Arbor Day Proclamation should be read aloud and approved by the Council. A.J. O'Connell read the Arbor Day Proclamation and moved to approve it. Jane Vincent seconded the motion and the Council voted unanimously to approve.

Reports: Committees, Commissions and Boards

There were no committee reports.

City Council Business

Old Business

Through the Fence (TTF) Fee– Jacob Daniels

Mr Kent gave his administrative analysis on the Airport Thru the Fence Fee. In February of 2012, a FAA Modernization and Reform Act was signed into law. Section 136 of the law permits general aviation airports to

enter into written residential TTF agreements with property owners. One of the specific aspects those agreements is; that users "pay access charges that the sponsor determines to be comparable to those fees charged to tenants and operators on -airport making similar use of the airport". The second key piece of this is it's the Council's decision what to charge for a maintenance fee. Mr. Kent gave his recommendation of the TTF fee as a tie down fee and an appropriate maintenance fee per month.

Mayor Stram said according to Council Rules, it needs to be decided to dismiss this proposal or move it forward to the June meeting.

Jane Vincent asked for an understanding as to what these fees would be. Mr. Kent responded he had met with Mr. Norcia and who at the time he felt a tie down fee with an additional maintenance fee of around \$2.50. With further research, Mr. Kent said it is now his recommendation to take one hour of maintenance time at the least amount of \$13.97, and add a tie down fee to it bringing it to approximately \$34.00 per month.

Adam Pelatt asked what was involved in the maintenance and Mr. Kent responded it could be contributing to the maintenance of the access area TTF or just maintenance to the airport the TTF has access to.

A.J. O'Connell moved Adam Pelatt seconded the Through the Fence proposal be forwarded on to City Staff for continued work and be brought back to the June meeting for a Council decision. Voted on and the motion carries unanimously.

New Business

4th of July Parade - A.J. O'Connell

A.J. O'Connell presented his proposal on the City Council marching in the 4th of July parade to help increase citizen contact. A couple members of the Council announced they already have prior plans. A discussion ensued regarding the idea is good but the holiday is often celebrated with family and friends, however in light of the goal to be more involved with the community, rather than marching as a Council we should encourage members to pick a community float and volunteer our time to help them.

The question arose about this being a quorum.

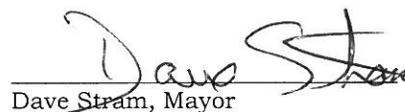
Mayor Stram passed the gavel to Jane Vincent to provide his thoughts. His concern is we enact a policy as to how they spend their holidays. He believes and likes the idea that the council is in the business of encouraging city council members to be involved in public events and organizations.

A.J. O'Connell asked to move this forward on to the staff to encourage everyone that the Council would have a float and if you can attend that is great. Mayor Stram recommended Council members who are interested in marching in the parade let Councilor O'Connell know and he could make the arrangements necessary. A.J. asked if he could work with Mr. Kent to establish the contacts. The Council gave their unanimous consensus to the Mayor's recommendation.

Adjournment

There being no further business to come before the Council, Mayor Dave Stram adjourned the regular meeting at 8:49 PM.


Roberta J Tharp, City Recorder


Dave Stram, Mayor