

Council Present:

A.J. O'Connell
Dave Stram
Jane Vincent
Brent Gifford

Nora Reynolds
Adam Pelatt

Staff Present:

Jamon Kent
Roberta Tharp
Roy Sprout

Cliff Bellew
Denise Walters
Shelley Humble
Layli Nichols
Steve Dobrinich

City Administrator
City Recorder
Public Works
Director
Public Works Lead
Planner
Airport Manager
Finance Director
RARE Intern

Council Absent: 1 – Jacob Daniels- Excused
Press: 1- Creswell Chronicle - Scott Olson
Audience: 3

The Council/Staff work session was called to order by Mayor Dave Stram at 7:17 pm and the chair was turned over to Jamon Kent.

The staff has been working on truthing the goals discussed during the training session with Consultant Stan Biles.

Mr. Kent began with Public Works and asked Cliff Bellew to present their truthing of goals:

- Road reconstruction – Overlay of Oregon Avenue has been approved and submitted to City Engineer Ron Stahelin. This project is getting ready to go out for bid and work should begin sometime this summer. Overlay of 10th Street through 3rd Street is estimated to cost \$165,000. Asphalt patching of South 2nd Street and South 10th will begin in August and will last about two weeks. \$10,000 has been proposed as the allotment in the 2013-2014 budget.
- Reducing Inflow and infiltration – These are not really a goal but a requirement from the DEQ and they will have to be addressed no matter what. This project will take quite a bit of time to review the videos of the sewer system and make an inventory list.
- Lining and Repair of Sewer System – Inventory sewer videos, identify areas and put out for bid. Cliff said he has an approximate pricing of \$19,440 per block that will include the lining of two manholes. \$300,000 has been placed in the budget for this task.
- Biotreatment of Lagoons – Mr. Bellew is not sure what product to use and has requested assistance from OAWU (Oregon Association of Water Utilities). Once a product decision has been made, treatment of the lagoons would start in thirty to sixty days.
- Expanding the capacity of the Water Treatment Plant – The water plant was built in 2010 for a twenty year life expectancy. We currently have enough capacity at the moment; the exception to this would be if a larger user were to come in. We would then be at or close to capacity and the expansion would be needed. The plant was built for 3.2 mgd (million gallons per day) and can be expanded to 3.8 mgd.
- Water and Sewer Rates – Had a joint meeting with Tim Tice from OAWU and he felt we could do a rate study for somewhere in the neighborhood of \$20,000. The proposed budget contains an allocation of \$25,000 for the study and related work. He will work with the Transportation and Public Works committee on continuance of research.
- Mill and Oregon Avenue Intersection – There is not a timeline for this project as it would be dependent on ODOT (Oregon Department of Transportation), LACT (Lane Area Commission of transportation) and the Railroad.

Discussion ensued on the importance of the Inflow and Infiltration project and how mainline repair and replacement is being done every summer. Further discussion ensued on funds allocated in the proposed

budget for projects and how we need to reserve some of the funds for unforeseen things that may arise during the year.

Long Term Planning – Denise Walters

Ms. Walters said all timelines depend on funding.

- Comprehensive Plan
- Capital Facilities Plan
- Economic Development Plan

Ms. Walters said the three plans are included in the comprehensive plan.

- Urban Growth Boundary /Land Supply analysis – Timeline is six to ten months with the cost to be determined. – There are two processes with which to complete our update to the comp plan. There is a post acknowledgement plan amendment and the other is a periodic review. The benefit of the periodic review is it locks your data into a certain date and with the post acknowledgement plan you are constantly updating your data. We are at the point where we have enough of the big chunks done we could approach the state about a customized periodic review process.
- Wetland Inventory – The city participated in a grant with eight other jurisdictions to complete a local wetland inventory. Because we were participating with other cities we couldn't get the full urban growth boundary expansion area included. Ms. Walters estimates the timeline to do the extra SW and SE area is between six to ten months at a cost of \$42,000
- Transportation System Plan (TSP) – The timeline to update the TSP is eighteen months at a cost of \$60,000.
- Interchange Area Management Plan (IAMP) – This is an ODOT driven project which cannot be completed until our comp plan is updated. The timeline for the IAMP is three to five years.
- Water Master Plan Update – This would be for the utility that serves our expansion areas. The time line for this is twelve to eighteen months at a cost of \$25,000
- Wastewater Master Plan – This would be for the utility that serves our expansion areas. The time line is twelve to eighteen months at a cost of \$30,000
- Storm water Master Plan – This update would result in a storm water master plan for the east half of the city and provide a more comprehensive flow and treatment analysis including potential for the use of green infrastructure. The time line is three years and the estimated cost is \$200,000 (this project can likely be phased).
- Parks Master Plan – This is not required for the Comprehensive Plan Update so the timeline and cost would need to be determined.
- Economic Development/Enterprise Zone – The enterprise zone exists, we need to let folks know we have it to offer. The timeline for this would depend on the scope of work as would the cost. The estimated cost depending on the scope would range between \$8,000 to \$40,000

Steve Dobrinich presented the Emergency Plan:

- Emergency Plan – Mr. Dobrinich is approximately one third of the way complete with this plan. He estimates a timeline of approximately three to six month at a cost of \$3,000 to \$5,000 to finish the plan. His goal is to have the outline finalized by the time he leaves and pass the task off to the next RARE intern. Once the plan is adopted we would need to begin training for staff and citizens.

Mr. Kent said the planning piece contains very large goals. We need to take our time with these goals and tackle them in smaller pieces in order to work our way through it.

A discussion ensued regarding the IAMP, the Storm water master plan and the land supply urban growth boundary.

Safety Programs – Shelley Humble – Airport Manager/Code Enforcement Officer

- Neighborhood Watch – Ms. Humble and Officer Ally House have met and gathered information in regards to starting a neighborhood watch program in Creswell. The timeline begins in July 2013. They plan to schedule a city wide informational group of meetings in order to engage community and neighborhood interest and commitment. This program has organizational and legal components for participation. Lane County Sheriff's Office (LCSO) has a volunteer coordinator we can use as a resource. Participants need to be able to pass background check and are not allowed to carry concealed weapons while volunteering. Ms. Humble said they are looking at September 2013 to begin scheduling neighborhood meetings. January 2014 is marked as a time for initial monthly neighborhood meetings with contract deputies to establish the neighborhood watch groups. Cost for this has yet to be determined.

A discussion ensued regarding looking for grants to help support this program. Layli Nichols said the money appropriated in the budget for Neighborhood Watch dates back from the time Bill McCoy was on the council.

Mayor Stram stated the library is interested in working with the city to form a good neighborhood watch program.

- Volunteers and Police – There are a large number of volunteer programs such as “Citizens on Patrol”, “Office Attendant”, Park Patrol”, “Drug Take Back” to name a few. The City Council committee would need to determine which programs they would like to be involved in. As with neighborhood watch, the LCSO has the programs in place and a coordinator that the city could access through their contract. July 2013 the committee could meet with contract deputies and make decisions regarding selection of programs. In September 2013 we would begin the applicant process and coordinate background checks and equipment needs with the LCSO Volunteer Coordinator. Put programs in place in January 2014. The cost is yet to be determined.
- Emergency Classes – July 2013 the City Council committee will define the parameters of Emergency Classes, and determine the partners to be involved in this component of the Safety Programs. August 2013 – Identified personnel and partners access the on-line NIMS (National Incident Management System) classes through FEMA and get initial responder certifications through NIMS and Emergency Management. October 2013 – Determine community need for emergency classes and schedule pre-training for identified partners as needed. Assess current city, county and state plans for areas of compliance. January 2014 – Schedule emergency classes as decided upon.

Mr. Kent said the funding at the county level is very limited at the moment, and should the bond measure fail this election, they may be required to do some cuts.

Water and Sewer Rates – Jamon Kent

- Mr. Kent said the Council has held a work session prior this month and brought in Tim Tice from the OAWU (Oregon Association of Water Utilities) for a roundtable discussion on water/sewer rates. This is moving forward and an appropriation has been placed in the proposed 2013-2014 budget for a rate study to be completed and will be reviewed by the budget committee for recommendation.

Cobalt Building – Steve Dobrinich

- Steve has been working with the Recreation Committee and they are scheduling a public meeting to take comments on the Cobalt building. He has put together a timeline going forward to explore what they are hoping to come out of the meeting. He has been working with Cliff Bellew to get quotes to begin some of the work and will present this at the June 10th City Council meeting. The committee is hoping to make the building useable and they would like to begin work with the \$35,000 budgeted this fiscal year. Mr. Kent said there is two parts to this; \$35,000 in this year’s budget and then a recommendation to put \$100,000 in the budget for continued upgrades.

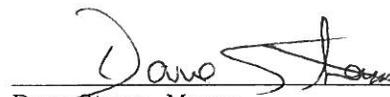
Mr. Kent said the remaining goals listed on the sheet are for City Council committees. His recommendation in moving forward would be to have staff work with the committees; the committees then would make recommendations to the Council for decisions. He went on to say we should devise a tracking mechanism for goals and review it quarterly. Mr. Kent said this would be additional work for the City Administrator as they need to be tied into the committees in order to help provide them with the data needed.

Layli Nichols stated we should have an approved capital improvement plan in place to be reviewed annually prior to the budget process. Mr. Kent said he would like staff to prepare a three year plan for council review and could assign it to the committees.

Adjournment

There being no further discussion, Mayor Dave Stram adjourned the Council Work Session at 8:43 PM.


Roberta J Tharp, City Recorder


Dave Stram, Mayor