City of Creswell
City Council Minutes
July 8, 2013

Council Present:

Dave Stram	Brent Gifford
A.J. O'Connell	Jacob Daniels
Nora Reynolds	Adam Pelatt (via cell phone)

Staff Present:

Jamon Kent	City Administrator
Roberta Tharp	City Recorder
Layli Nichols	Finance Director
Shelley Humble	Airport Manager
Cliff Bellew	Public Works Director
Steve Dobrinich	RARE Intern
Mike Howard	Public Works
Sgt. Doug Osborne	Lane County Sheriff's

Council Absent: 1 – Jane Vincent - Excused

Press: 1 – Creswell Chronicle - Lisa Deleon

Audience: 38

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

Mayor Stram excused Jane Vincent and announced that Adam Pelatt would be joining the meeting via cell phone.

Public Forum
Jack Gradle, resident of Creswell thanked the City and the Chamber for a wonderful 4th of July celebration.

Rick Higgins, Vice President of the Chamber, VFW Master and resident of Creswell addressed the Council to clear up a misconception regarding the food pantry and the VFW. The food pantry and VFW have a contractual agreement that is still good for six more years. They have a good working relationship and the VFW does not charge them a monthly rental fee. The pantry donates $500.00 a year for use of their space, but it is not a requirement. The pantry has outgrown their space and the VFW is very supportive of the pantry moving to the Cobalt building and will release them from the agreement.

Mr. Higgins also addressed concerns regarding the maintenance of Scott Lane.

Anne O'Connell, Creswell resident spoke in support of the food pantry.

Jerry Williamson, Creswell resident addressed the Council citing concerns about the recent string of burglaries in Creswell. He would like to see a meeting set that will allow for discussion on how to handle these events, as people will soon begin taking things into their own hands.

Sgt. Doug Osborne of the Lane County Sheriff's office addressed the council and audience to speak about the recent burglaries and stated they currently have warrants out for the arrests of those responsible. He advised everyone present to secure their homes, mark your property for identity purposes and take photos of your property. The sheriff's department welcomes the thought of the community establishing a neighborhood watch program. This would provide extra eyes and ears for the sheriff's department and advised all to report things you see that are out of the ordinary, the sheriff's welcome any information they receive.

A brief discussion ensued regarding the passage of the recent public safety levy in the county and the matrix situation at the jail. Sgt. Osborne said another component to this situation involves the No File list for lower level crimes with the District Attorney's office.

Sgt. Osborne stated with the addition of some road funds by the Lane County Commissioners, for one year only, it enables the patrols of the Sheriff's office to extend from a sixteen hour day to twenty hours and once all new deputies have completed their training on October 1st, it will increase to twenty four hours.

Sgt. Osborne went on to address the theft of firearms and reiterated his advice of marking your property for identification purposes. He went on to say that by the City contracting with Lane County for public safety, city residents will be called upon by a deputy when they report a crime, unlike county residents who receive a form in the mail to fill out and return.

Mayor's Report
Mayor Stram announced he was making a few changes to the agenda this evening. He is moving agenda item 9 Ai – the Cobalt Building Report and combining it with item 3A (Presentation – Community Food for Creswell). He is also moving item 2D (Public Safety Committee Charge) under the Mayor's Report to be heard in front of 2A (Parks Advisory Board Appointments).

Public safety committee –
Mayor Stram charged the Public Safety Committee charge with a new task as follows and timeline.

Charge – Meet with citizens and community members to hear concerns about public safety and learn what efforts are already underway; work with city staff and Lane County Sheriff's Department to schedule a city wide informational meeting on Neighborhood Watch; study the Neighborhood Watch Handbook supplied to Council by Staff; advise council on how city can encourage and support efforts to greatly improve public safety in our City and community at large.

Timeline – August meeting – report on meeting with citizens and community members; report on city wide information meeting – how it went, or when it will be held – September meeting – advise council on how City can encourage and support efforts to greatly improve public safety.

Members of the Public Safety Committee are: Jane Vincent (chair), Nora Reynolds, and Brent Gifford. The council gave their unanimous consensus to the charge given by the Mayor to the Public Safety Committee.

Parks Advisory Board Appointments
Mayor Stram provided a brief summary of the Parks Advisory Board. Mayor Stram appointed Christopher Douglas, Cynthia Knight, Jessica Pelatt to the Parks Advisory Board for a term that expires December 31, 2015, and Councilor Jacob Daniels for a term that expires December 31, 2013. The council gave their unanimous consensus to the Mayors appointments to the Parks Advisory Board.

Citizens Involvement Committee Appointments for the Comprehensive Plan Update
Council consent to appoint – council gave their consent.
Mayor Stram gave a brief summary of the Citizens Involvement Committee. Mayor Stram reappointed the following members to the Citizens Involvement Committee:

Lloyd Safley – Planning Commission
Blake Oelke – Planning Commission
Sheila Hale - Citizen
Troy Marquess - Citizen

Mayor Stram then appointed the following new members to the Citizens Involvement Committee:

Martha McReynolds, Jr. – Citizen at Large
Dennis Quigley – Citizen at Large
Su Liudahl – Citizen at Large
Brent Gifford – City Councilor

The Council gave their unanimous consensus to Mayor Strams appointments to the Citizen Involvement Committee.

Appoint Ad Hoc Committee for Community Contributions Program
Mayor Stram explained the budget committee approved setting aside $7,000 to help assist non-profits and social service agencies throughout the fiscal year. This committee will design a process for the expenditure of these dollars. The term of office for the ad hoc committee will conclude on August 31, 2013. The charge for the committee is as follows:

- Develop an application form and define the process by which social service agencies may request funds held in the City of Creswell's Community Contributions Program. Advise the Council on the benefit of having an ongoing committee that would oversee City funds to non-profits and social service agencies. In FY 2013-14 there is $7,000 available for the program.

Timeline for the committee is as follows:

- Submit a recommended application form and process to the City Council no later than the August 12, 2013 meeting. If the recommended process calls for an ongoing committee, such committee and charge will be given at the August or September 2013 Council meeting.

Mayor Stram appointed Holly Campbell, Steve Carmichael, Martha Reynolds, Councilor Nora Reynolds and City Administrator Jamon Kent as staff support.

A discussion ensued as to whether or not this charge should go to the City Council Cultural Services Committee. Mayor Stram reminded the council this committee is a result of the budget committee meeting.

Councilors Daniels, Gifford, Pelatt and Reynolds gave their consensus of the committee appointments while Councilor O'Connell opposed.

Presentations

Cobalt Building Update – Steve Dobrinich

Steve Dobrinich addressed the Council to provide a brief update on the Cobalt Building. Mr. Dobrinich stated staff has been moving forward with the capital improvements. We received three quotes for the electrical work and have signed a contract with Mt. View Electric in an amount not to exceed $26,425.00 to change the 480 volt service down to 220, install a three phase circuit panel, florescent lighting, electrical outlets and some re-wiring work. Staff received three quotes for the remodeling project and entered into a $8,965.00 contract with Walter Bell. They will begin their work in about six weeks as they are waiting on a converter and the electricians to complete their work.

Mr. Dobrinich said he is working to establish a Cobalt Action Team who will focus on marketing the building, planning for and supporting events, and building partnerships. The skate group is working to identify their needs to get into the building by possibly the beginning of fall.

Community Food for Creswell – Steve Dobrinich

Mr. Dobrinich stated the food pantry currently located in a 509 square foot room leased from the Creswell VFW. The have seen a recent surge in their number of clients. The food pantry would like to enter into a tenant in-fill contract with the city allowing them to use pantry funds as well as grant money to convert a space in the Cobalt Building into a pantry site. By moving to the Cobalt building it would allow current outdoor produce shopping to move indoors, increase on-site food storage, provide space for a walk-in cooler and provide indoor plumbing for staff and clients.

The pantry is requesting use of the back area of the building. They would apply for grants to bring electricity to this part of the building and remodel to add a sink and put up a wall. In estimation it will cost approximately $4,000 to put in the electricity. After improvements are complete they would be willing to enter into a contract to pay rent for their space.

Susan Blachnik, Director of the Food Pantry addressed the Council and stated they hope to begin serving customers from the Cobalt building before fall. They are working to obtain a $5,000 grant from the Oregon Food Bank.

A discussion ensued in regards to allowing the pantry to utilize 2,000 square feet instead of the requested 1,200 square feet. Further discussion ensued on the length of contract for the pantry to occupy the Cobalt Building.

Jennifer Clemo, Creswell resident and helping with grant strategies for the pantry addressed the Council. She stressed the point that the $4,000 commitment could be four or five times that amount by the time the pantry invests in upgrading their shelving units and small wares. They need to be in good faith they will have a home for their equipment for an extended period of time.

The Council gave their unanimous consensus to have staff work with legal counsel to develop a ten year contract for the 2,000 square feet use of the Cobalt Building for the Food Pantry. The contract should be brought back to the Council for approval as soon as possible.

Correspondence

There were no comments given.

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
Jamon Kent reported we are basically starting over in the pursuit of the AWOS. For placement, we need to move at least fifty feet away from the wetlands, and verify that the forward scatter zone vegetation is below ten inches high. Secondly, we are paying approximately $7,000 (two required reviews) for bird watchers to come in and determine the presence of any Streaked Horn Lark in the area. The current site chosen for placement of the AWOS is outside of the Airport property and on county property. That being the case, the airport would have to go through the process to obtain a conditional use permit from the county at a cost starting out at about $5,000.

Airport Closure during Fly-in – Jamon Kent
Jamon Kent reported the committee in charge of the Fly-in has notified him and they are not needing to close the Airport during the Fly-in.

Public Works
There were no agenda items

Financial Report
May 2013 Financial Statement included in Council Packet

City Administration
City Administrator Report – Jamon Kent
Cobalt Building Report (moved up on agenda)

Public Forum Follow-up
Jamon Kent provided a follow-up report to a citizen concern regarding the security cameras in Holt Park. He reported he and Layli Nichols have been looking at the budget and determined there are funds available to place two additional security cameras in the park.

At 8:27 pm, Mayor Stram called for a brief recess and reconvened the meeting at 8:30 pm.

Resolution 2013-16 A Resolution Adjusting the Basic Rental Fees Set Forth in the Existing Airport Leases Between the City of Creswell and Individual Lessees of Property Located on Hobby Field.
Jamon Kent stated Resolution 2103-16 would increase the annual hangar rents at the Airport as per the signed leases. He reviewed a spreadsheet showing historical data regarding transfers from the General Fund to the Airport Fund included in the packet and explained in order to meet grant assurances he recommends passing Resolution 2013-16.

Jacob Daniels moved Adam Pelatt seconded the Council approve Resolution 2013-16 A Resolution Adjusting the Basic Rental Fees Set Forth in the Existing Airport Leases Between the City of Creswell and Individual Lessees of Property Located on Hobby Field. A.J. O'Connell stated he is concerned using the CPI increase to determine the increase to hangar fees. Voted on the motion carries unanimously.

City Administrator Recruiting Update
Jamon Kent reported the Council has reduced the City Administrator application pool from thirty seven to five. July 18th, the Council will be conducting skype interviews of those five. On July 23rd, we will invite the finalist to Creswell for a follow-up interview and will host a meet and greet with the public. On July 23rd, there will be three groups interviewing the finalists:

- The Council
- Staff Department Heads
- Community Panel consisting of Troy Marquess, Roy Robertson, Jeri-Anne Cohen, Ted Romoser, Tom Nelson, Jacque Robertson and Kathy Nicholson

Request for Community Center as a Senior Center – Jamon Kent – Steve Dobrinich
Lane Library District would like to utilize a portion of the community center as a social gathering place or a community senior center. They would like to expand on programs that are already in existing in the community.

The Lane Library District is requesting the City allow them use of the Community Center, once a week, free of charge in much of the same way they utilize it for the Summer Reading Program. They will need a small storage space and the Library District would staff all the gatherings.

Su Liudahl, Director of the Lane Library District addressed the Council and stated the program would be providing a service to the community and its citizens by providing recreation and entertainment.

Jacob Daniels moved Adam Pelatt seconded to approve the waiver of community center rental fees provided that the Lane Library District cleans the section of the Community Center utilized after each use. Voted on and the motion carries unanimously.

Auditor Contractual Service Agreement – Jamon Kent
Mr. Kent presented an Engagement Letter and Contract for Auditing Services from Richard Maxwell CPA LLC. Mr. Maxwell has provided auditing services for the past three fiscal years. This contract is for audits of fiscal years ending June 30, 2013, 2014, and 2015. The audits will begin on approximately October 15th of each year and he will issue his reports no later than December 15th. Mr. Maxwell expects the gross fee will not exceed $17,000 for the base audit and an additional $2,400 if a single audit is required each year.

A.J. O'Connell moved Brent Gifford seconded that the City of Creswell approve the contract for auditing services with Richard Maxwell CPA LLC, as presented. Voted on and the motion carries with Councilors Gifford, Pelatt, O'Connell, Reynolds and Mayor Stram voting in favor and Councilor Daniels voting in opposition.

BTOP (Broadband Technology Opportunities) Fiber Agreements – Jamon Kent
Jamon Kent introduced Milo Mechum, Director of Planning Services for Lane Council of Governments (LCOG) and grant coordinator for the BTOP grant. Cottage Grove constructed a regeneration site (hut) behind City Hall for the fiber backbone going through Creswell. The purpose of the site is to boost the signals from Eugene to Cottage Grove. There are four leases that need to be signed in order to provide fiber to City Hall, the Fire Station, the Library and the Medical Center. The BTOP grant is providing the funding to install the fiber to those facilities. The four leases consist of:

- A lease between Cottage Grove and Creswell for the hut – Regeneration Space Lease Agreement
- A lease for the land between Creswell and Cottage Grove – Dark Fiber Lease
- A lease for the fiber from the backbone through the hut to LCOG – between LCOG and Creswell – Dark Fiber and Property Lease
- A lease between LCOG and Creswell for equipment space – Equipment Space Lease

A discussion ensued regarding the next steps to providing the community with fiber. Mr. Mechum said through a completive bidding process they have selected Hunter Communications as a telecommunication provider that will operate the system. Hunter can also make installations and excel services throughout the city to those who would like to purchase service. This would require Hunter to run additional fiber optics and would need to enter into a franchise agreement with the city.

Further discussion ensued regarding redundancy and disaster planning. Mr. Mechum said there would not be a second path between Creswell and Eugene; the system is mostly underground and is not subject to interruption.

Jacob Daniels moved A.J. O'Connell seconded the City Council authorize Jamon Kent, City Administrator, to sign four leases in order to provide fiber connections for the City of Creswell, the Fire Station, the Library and the Medical Center. Councilor Gifford asked if there is any consideration towards a second loop. Mr. Mechum said an ariel loop would cost between a half of million to a million dollars. Voted on and the motion carries unanimously.

Social Gaming Permit Application – Jamon Kent
Jacob Daniels moved A.J. O'Connell seconded to approve the renewal of the Social Gaming Application as submitted by Garnet Sue Starr for the B & B Lounge. Voted on and motion carries unanimously.

Reports: Committees, Commissions and Boards
Transportation and Public Works Committee Report – Chair A.J. O'Connell
Mr. O'Connell reported the committee met on July3rd, with Jamon Kent and Cliff Bellew to discuss the Water and Sewer rate study. The committee recommends the City Council move forward with a proposal asking to authorize a water rate study. The committee is ready to present the proposal at the August regular meeting. The committee is also recommending an amendment to their charge to begin researching water conservation, rebate programs or

other items that are suggested in the water system master plan. They are requesting the timeline start with an initial report at the August meeting with a recommendation on courses of action in September.

A discussion ensued regarding Council rules and the difference between a Councilor submitting agenda items vs a committee charge from the Mayor.

A.J. O'Connell moved the City Council move forward with the proposal asking for a staff report on a water and sewer rate study. Jamon Kent asked Councilor O'Connell to amend his motion to include Section 12 of Resolution 2011-19 Suspension or Amendment of Council Rules. Councilor O'Connell amended his motion to include suspension of Section 12 of Resolution 2011-19 to allow Council to consider a recommendation to allow city staff to develop a report on a water and sewer rate study. Nora Reynolds seconded the motion. Voted on and the motion carries unanimously.

Councilor O'Connell asked about the committee recommendation to amend the charge to begin research. The council gave their unanimous consent to Mayor Stram's addition to the Transportation and Public Works charge as recommended by the Committee.

Finance Committee Report – Chair Brent Gifford

Mr. Gifford reported the committee has not met since the last Council meeting. The Council just fulfilled one of the items in the Finance Committee's charge with the auditing contract. The committee plans to meet in July and report back at the August Meeting on the other two items in their charge.

Administration Committee Report – Chair Jacob Daniels

Mr. Daniels passed out a committee performance evaluation the committee comprised based upon information they received from the City of Grants Pass. The committee has chosen to step back from the 360 review and adhere more towards the city charter with more oversight and limit the review process to the Council. The committee would like to see an informal evaluation be completed by the Administration Committee during the month of December with an official review done in May. Mr. Daniels said the committee would like to submit the anonymous results of the evaluation to the county to be tallied as done in the past. Mr. Daniels asked the council to review the evaluation form in order to have a final approval at the time for the mid-term review. Mayor Stram asked Mr. Daniels to prepare a draft annual calendar that includes the charge and also check with Madaline Zike from Lane County to see if she would be willing to do the tallying of the official review on an annual basis. Mr. Daniels said the committee will meet again to talk about submission of reviews and confidentiality.

City Council Business

Old Business – None

New Business

Centro Latino Americano – A.J. O'Connell

A.J. O'Connell presented his proposal to allocate funding ($6,500) to have Centro Latino Americano reopen satellite services in Creswell. He introduced Marcella Mendoza from Centro Latino Americano of Eugene who addressed the council stating her organization offers bilingual services and would like to apply for a grant from the city to open a satellite office in Creswell.

A discussion ensued regarding the Ad Hoc Committee for Community Contributions appointment and the charge issued to them earlier in the meeting. A.J. O'Connell withdrew his proposal and asked Centro Latino Americano to go through the new process once the committee has completed their work.

Mayor Stram announced the scheduled executive session has been cancelled.

Adjournment

There being no further business to come before the Council, Mayor Dave Stram adjourned the regular meeting at 9:36 PM.

Roberta J Tharp, City Recorder

Dave Stram, Mayor