City of Creswell
City Council Minutes
September 9, 2013

Council Present:		Staff Present:	
A.J. O'Connell	Jacob Daniels	Larry Patterson	City Administrator
Nora Reynolds	Adam Pelatt	Roberta Tharp	City Recorder
Jane Vincent		Layli Nichols	Finance Director
		Shelley Humble	Airport Manager
		Mike Howard	Public Works
		Steve Dobrinich	RARE Intern
		Madaline Phillips	RARE Intern

Council Absent: 2 - Mayor Stram and Brent Gifford

Press: 2 – Creswell Chronicle – Scott Olson and Martha McReynolds, Jr.

Audience: 20

The regularly scheduled City Council meeting was called to order by Council President Jacob Daniels at 7:00 pm and the Pledge of Allegiance given. Mr. Daniels excused Mayor Stram and Councilor Brent Gifford from the meeting this evening.

Special Recognition
Jacob Daniels introduced Larry Patterson, the City's new Interim City Administrator.

Jacob Daniels presented outgoing RARE (Resource Assistance for Rural Environments) Intern Steve Dobrinich with an appreciation plaque for his service to Creswell the past two years.

Jacob Daniels introduced Madeline Phillips, incoming RARE Intern for next year.

Jacob Daniels recognized City Recorder Roberta Tharp for receiving her CMC (Certified Municipal Clerk) status from the International Institute of Municipal Clerks.

Public Forum
Kristina Gallegos, Creswell resident asked to have signage placed in the park stating park and curfew hours. She also asked if there was some way to have crosswalks painted on Holbrook Street at the Christian school.

Ron Jansen, Creswell resident addressed the Council with his concerns regarding Harry Holt Park. He would like to see additional lights installed in the park, children at play signage and speed bumps placed on 5th Street between Oregon Avenue and A Street.

Council President's Report
Jacob Daniels thanked all those who attended the August 15th Skydiving meeting and commended the Mayor for doing a terrific job. The lawsuit with Eugene Skydivers has been settled and skydiving will be returning to Creswell.

At the August 12th meeting, the Council approved the addition of a third deputy to our Lane County Sheriff's contract for policing services. We currently have an interim deputy that is serving in that position and a permanent hire is expected to begin on September 21st. The cost for the additional deputy was $30,000 less than originally anticipated.

Correspondence
Adam Pelatt reported he spoke with Mr. Sampson regarding the street issue in front of his driveway. Mr. Sampson sent along his thanks to the city and Cliff Bellew for immediately addressing the issue.

Consent Calendar
A.J. O'Connell moved Adam Pelatt seconded to approve the consent calendar as presented. Voted on and the motion carries unanimously.

Airport

AWOS (Automated Weather Operating System) Update
Shelley Humble gave a brief update on the AWOS. She has spoken with John Shute and the wetland delination has been delivered to the FAA. The FAA is requiring submittal of a 7460 (proposed construction at an Airport) prior to doing any further steps in the AWOS process. She spoke with John Shute of Precision Approach who is checking with the FAA to see if they have received the completed form submitted late Friday or first thing this morning. She is working to set up a phone conference with the FAA, John Shute, Larry Patterson and herself to get everyone updated on the AWOS.

Pay Request #1 – Environmental Solutions, LLC – AWOS
Adam Pelatt moved Jane Vincent seconded Council approve Invoice #13-0701-1 for Environmental Solutions, LLC, in the amount of $5,208.26 for services performed in accordance with signed contract as presented. Voted on and the motion carries unanimously.

Public Works
Larry Patterson indicated that Mr. Bellew's report was included in the Council's packet, but he provided a few highlights to those reports.

Cobalt Building Update
A written report was presented by Cliff Bellew. The report states Mt. View Electric has installed the new light fixtures and is working to coordinate with the power company to change out the service and will be installing new circuit panels next week. The food pantry has begun work on an ADA compliant sidewalk that runs from the parking lot to the back entryway.

Garden Lake Park Water Level and Irrigation Canal
Public Works has removed five beaver dams from the lower end of the irrigation canal which should help the flow of water in to the lake. Mr. Bellew recommends for the remainder of this year public works should monitor and continue to remove the beaver dams. Typically sometime after Labor Day the Army Core of Engineers begin releasing water from the dams for flood control which will also raise the water levels in the Coast Fork and bring additional flow to Garden Lake Park. As for next year in May, Mr. Bellew recommends hiring Mr. Barry Hurlburt (person who built the push-up dam and has cleaned the canal) to clean/dig out the canal and build the dam. Mr. Patterson added that since the written report; that Mr. Bellew reports there is one gentleman who has denied us access to his property to remove a beaver dam. This may change the approach as indicated in the written report and creates issues for the water level in the lake. We will continue to look at this situation and attempt to resolve this roadblock to removing the beaver dams.

Scott Lane Report
Mr. Patterson presented Mr. Bellew's report, which lays out two options in paving Scott Lane. One is chip sealing the street, while the other is to excavate and lay asphalt from 10th Street to the corner. Since both methods are similar in cost, staff believes the better approach is the overlay. Mr. Patterson reported that it is doubtful this work can be accomplished before next year and is not included in this year's budget, that this matter be delayed until next fiscal budget. This would allow staff the time to get a better cost estimate and give the Council time to determine if it wishes to spend approximately $35,000 of its street dollars on Scott Lane or other street priorities.

Public Works Update
Mr. Bellew provided a list of work completed in August and outlined the work for the month of September.

City Administration

Transportation and Public Works Committee Report – (This was moved forward on the agenda from Committee Reports)
A.J. O'Connell reported Ron Stahelin, City Engineer joined the committee on September 6th to score the bids for the Water Rate Study. It is the recommendation of the committee to award the bid for a water rate study to FCS Groups Solutions Oriented Consulting in the amount of $24,080.00.

Discussion ensued regarding what is involved in a water rate study.

Contract Award for Water Rate Study
Bid announcement was posted in the Daily Journal of Commerce and on August 16th, bids were opened and the tabulation is as follows:

Oregon Association of Water Utilities	$19,749.00

FCS Group Solutions-Oriented Consulting	$24,080.00
Donovan Enterprises, Inc.	$24,230.00
Economic & Financial Analysis	$25,000.00

A.J. O'Connell moved Adam Pelatt seconded the Council award the bid to FCS Group Solutions-Oriented Consulting to conduct a Water Rate Study for the City of Creswell in an amount not to exceed $24,080. A discussion ensued how involved the council/staff will be in this process. Voted on and the motion carried unanimously.

Resolution 2013-21 A Resolution Providing For an Interfund Transfer of Appropriations from the General Fund to the Airport Fund

Adam Pelatt moved A.J. O'Connell seconded the Council approve Resolution 2013-21 A Resolution Providing For an Interfund Transfer of Appropriations from the General Fund to the Airport Fund. Voted on and the motion carries unanimously.

Pay Request #2 – Mt. View Electric, Inc. – Cobalt Building

Adam Pelatt moved Nora Reynolds seconded the Council approve Invoice #1197 from Mt. View Electric, Inc. in the amount of $9,855.00 for work completed during the month of August on the Cobalt Building Remodel Project. Voted on and the motion carries unanimously.

Reports: Committees, Commissions and Boards

Jacob Daniels report on Committee Recommendations vs Council Business

After conferring with our attorney, Jacob Daniels reported once the Mayor has issued a charge and the council has consented to it, if there is a recommendation from the committee that needs Council action, it can be done at that meeting. The three month policy outlined in Resolution 2011-19 (Council Rules) is for Council's Future Agenda Item Requests. This is not a change to the rules it only clarification.

Transportation and Public Works Committee Report – Chair A.J. O'Connell

Moved forward on the agenda

Cultural Committee – Chair Jacob Daniels

The Cultural Committee met on September 6th with Steve Carmichael and Holly Campbell from the Community Contributions Ad Hoc Committee. The topic of discussion was to development a process for evaluating and awarding proposals for social service funding. The committee will be meeting one more time and will be presenting a proposal to the Council at the October meeting for acceptance and action.

Finance Committee Report – Chair Brent Gifford

The charge given to the committee at the August Council meeting was to organize a training session for the council to learn how to use the new financial summary report and to continue to monitor the progress of this year's audit to make sure it stays on schedule.

Layli Nichols is working to arrange for a 30 minute work session directly before the October Council meeting. Between now and then Layli and Mr. Gifford will meet to develop the training that will be delivered.

Our audit/CPA firm has gathered all of their preliminary documents for review. They are scheduled to begin the field work at City Hall in mid-September. At this point, the audit is progressing on schedule and without exception.

A financial summary report for July 31, 2013 was distributed.

Administration Committee Report – Chair Jacob Daniels

Jacob Daniels presented a City Administrator Performance Evaluation form the Committee has drafted. It is the committee's recommendation the Council approves the form.

A.J. O'Connell moved Jane Vincent seconded the council approve the City Administrator Performance Evaluation form drafted by the committee. Voted on and the motion carries unanimously.

Public Safety Committee Report – Chair Jane Vincent

Jane Vincent reported the committee held a Neighborhood Watch meeting on September 5th. Lane County Sheriff's Office had three representatives attend the meeting: Sgt. Doug Osborne, Deputy Scott Denham, and Steve French from the Neighborhood Watch Program. They discussed signage, sanctioned and unsanctioned programs and will be meeting again.

A.J. O'Connell left the meeting at 7:49 pm and returned at 7:51 pm.

Parks Advisory Board – Jessica Pelatt

Parks Advisory Board met on August 28th, and formed sub-committees to help with analyzing the Parks Master Plan. They will be meeting with staff and community members to gather information on what has been completed,

what needs worked on or changed and what has come up since the master plan was adopted. The committee is open to all ideas.

City Council Business

Old Business – None

New Business

Transamerica bike route re-route, bike lane striping and marking – A.J. O'Connell

A.J. O'Connell presented his requests to petition the Adventure Cycling group to re-route their Transamerica bike route through Creswell. In addition he has requested the painting of bright green fill paint in the eastbound bike lane at the intersection of Oregon Avenue and Front Street as well as stenciling bike symbols on First Street from Oregon Avenue to Cobalt Lane.

Mr. O'Connell would like to petition Adventure Cycling to re- route their Transamerica Bike Route through Creswell. The route begins in Virginia and ends in Florence, Oregon. He is requesting the Council authorize him to send a letter on the Mayor's behalf with the request for re-route.

A.J. O' Connell moved Adam Pelatt seconded the Council invoke Section 12 Suspension or Amendment of Council Rules in Resolution 2011-19, and authorize him to send a letter to Adventure Cycling on behalf of the Mayor to request a re-route of the Transamerica Bike Route to include Creswell. Voted on and the motion carries unanimously.

A.J. O'Connell moved Jane Vincent seconded the council forward on to the City Administrator for a cost analysis the addition of bright–green infill to the bike lane eastbound on Oregon Avenue and Front Street for next year's budget. Voted on and the motion carries unanimously.

A.J. O'Connell moved Jane Vincent seconded the Council forward on to City Administrator for a cost analysis for stenciling biking symbols on First Street from Oregon Avenue to Cobalt Lane to add to next year's budget. Voted on and the motion carries unanimously.

Adjournment

There being no further business to come before the Council, Jacob Daniels adjourned the regular meeting at 8:11 pm.

Roberta J Tharp, City Recorder

Dave Stram, Mayor