

Council Present:

Jacob Daniels  
Adam Pelatt  
Dave Stram

Brent Gifford  
Nora Reynolds  
Jane Vincent

Staff Present:

Larry Patterson  
Roberta Tharp  
Shelley Humble  
Cliff Bellew  
Madeline Phillips

City Administrator  
City Recorder  
Airport Manager  
Public Works Director  
RARE Intern

Council Absent: 0

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

Audience: 26

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:04 pm. Mayor Stam introduced Rick Higgins, VFW District Commander to lead the council and audience in the Pledge of Allegiance and give a brief presentation on the Veteran's Day Ceremony and other community projects their organization are involved with.

#### Special Recognition

Mayor Stram presented appreciation plaques to:

- A.J. O'Connell for his service on City Council
- Alan Pointer for his service on Planning Commission
- Jamon Kent for his service as interim City Administrator

#### Public Forum

Troy Marquess, business owner and member of community interview panel for City Administrator position addressed the council to speak about the city administrator recruitment process. He asked if anyone had followed up with Mr. Nitzsche to see if he would be interested in filling the position since contract negotiations did not work out with Mr. Parks.

Jacob Daniels addressed the council as a citizen on behalf of Terry Jonz who resides in Creswell. Mr. Daniels read aloud a letter from Mr. Jonz citing a loud noise disturbance in his neighborhood.

Jurgen Ramil addressed the council to ask what requirements he would need to meet in order to start a skydiving business.

Zack Slawter, Creswell residence addressed the council to introduce himself and the board of the new Creswell Babe Ruth Baseball league.

#### Mayor's Report

##### A. Appointment/Charge to Tree Board

Mayor Stram with unanimous council consensus appointed Cynthia Knight as the Parks Advisory Board representative to the Tree Board and gave the Tree Board the following charge:

The Tree Board will develop a written plan for the care, preservation, pruning, planting, replanting, removal and disposition of all street and park trees. The Tree Board will also research public workshops on tree care that could be presented to the citizens of Creswell. The Tree Board will report on their work at the February 10, 2014 City Council meeting.

##### B. City Council Appointment for Chair of the Public Works and Transportation Committee

Mayor Stram with unanimous council consensus, appointed Adam Platt as the chair person to the City Council Public Works and Transportation committee.

##### C. Planning Commission Appointment to Airport Commission

Mayor Stram with unanimous consensus of the council appointed Gary Ludeke as the Planning Commission representative to the Airport Commission.

**D. City Administrator Recruitment Update**

Mayor Stram reported the council interviewed Michelle Amberg, City Administrator from Toledo, OR on November 13<sup>th</sup> as a candidate to fill the City Administrator position. On November 22<sup>nd</sup>, Councilors Vincent, Pelatt, Mayor Stram and recruiter Mike Kelly will perform a site visit in Toledo. After the visit the next step for the council will be to meet in an executive session to discuss the findings.

A discussion ensued regarding should the Council choose not to negotiate a contract with Ms. Amberg, we will begin the process over.

**Correspondence**

No comments were given.

**Consent Calendar**

Jacob Daniels moved Adam Pelatt seconded to approve the consent calendar as presented. Voted on and the motion carries unanimously.

**Airport**

**AWOS Update**

Shelley Humble gave a brief update regarding the AWOS (Automated Weather Operating System). Received a letter from the FAA last week stating they have no objections to site A (situated on the property adjacent to the airport) but it isn't their purview to approve the project. A telephone conference with Cindy Hirsch, our FAA program manager has been scheduled for next Friday to figure out the next steps.

**Public Works**

**Southwood Engineering – Oregon Avenue Improvement Project  
Change Orders No. 1 and 2  
Final Pay Request (Final)**

Adam Pelatt moved Brent Gifford seconded council approve construction change order number one in the amount of \$2,250.00 and change order number two in the amount of \$1,482.00 and authorize payment to Southwood Engineering in the amount of \$101,872.00 for the Oregon Avenue Improvement Project. Voted on and the motion carries unanimously.

**Pay Request (Final) (Inv. #1206) – Mt. View Electric, Inc. – Cobalt Building**

Jacob Daniels moved Jane Vincent seconded the council approve Invoice #1206 from Mt. View Electric, Inc. in the amount of \$3,942.00 for work completed during the month of October on the Cobalt Building Remodel Project. Voted on and the motion carries unanimously.

**Front Street Pump Station Improvement Project**

Mr. Patterson reported a change order will be presented to the council next month for the Front Street Pump Station Improvement Project for approval. The contractor is recommending the following changes to the contract/scope of work:

- Addition of a double wall fuel tank at a cost of \$8,866.00. Staff has reviewed the change order and recommends reducing the size of the concrete pad for the generator from 12' x 30' to 9.5' x 21'. The contractor has agreed to reduce/credit the city \$1,000 for this alteration bringing the total cost of change order number one to \$7,866.00
- Furnish and installation of three heavy duty variable frequency drives in place of the normal duty drives. This should provide for a longer service life and better reliability. The cost for this change order is \$2,673.00
- Furnish and installation of three motor protection monitors for shaft seal leakage and motor over temperature detection. The cost for the MiniCas motor protection sensors is \$1,697.00.

Jacob Daniels moved Jane Vincent seconded council authorizes Mr. Patterson to enter into agreement with contractor for the public works projects as described (change orders for the Creswell Front Street Pump Station Improvement Project) in an amount not to exceed \$15,000. Voted on and the motion carries unanimously.

**Pay Request (Inv. 522) Walter Bell Construction, Inc. – Cobalt Building**

Adam Pelatt moved Brent Gifford seconded the council approve Invoice #522 from Walter L. Bell Construction in the amount of \$8,965.00 for work completed on the Cobalt Building Restroom Remodel Project. Voted on and the motion carries unanimously.

**Financial Report** – Reviewed during the November 16<sup>th</sup> Special Meeting.

#### **City Administration**

##### **City Administrator Report- Larry Patterson**

No report was given

##### **Ordinance 477 – An Ordinance Granting A Nonexclusive Electric Utility Franchise to PacifiCorp, An Oregon Corporation, Doing Business as Pacific Power & Light and Fixing Terms, Conditions, and Compensation of Such Franchise.**

Mr. Patterson reviewed the PacifiCorp Franchise Ordinance with the council. The franchise is a ten year nonexclusive franchise that grants authority to PacifiCorp to own, construct, expand, upgrade, maintain and operate an electric utility system within the city. The estimated revenue from the five percent franchise fee charged to PacifiCorp is expected to generate \$117,625 to the general fund.

Mr. Patterson reviewed the modifications made to the franchise agreement. Mrs. Doris Johnston, Regional Community Manager from PacifiCorp was in attendance and addressed the council to answer questions.

Jacob Daniels moved and read twice by title Adam Pelatt seconded the council approve Ordinance 477, An Ordinance Granting A Nonexclusive Electric Utility Franchise to PacifiCorp, An Oregon Corporation, Doing Business as Pacific Power & Light and Fixing Terms, Conditions, and Compensation of Such Franchise. Voted on and the motion carries unanimously.

##### **Resolution 2013-24 A Resolution Adopting Pay Scales for the 2013-14 Fiscal Year For the City of Creswell and Rescinding Resolution 2013-15**

Mr. Patterson explained this Resolution reflects the changes to the Pay Scale for the City Administrator position as consented to by the council at the November 4, 2013 Special Meeting.

Jacob Daniels moved Brent Gifford seconded the council approve Resolution 2013-24 A Resolution Adopting Pay Scales for the 2013-14 Fiscal Year For the City of Creswell and Rescinding Resolution 2013-15. Voted on and the motion carries unanimously.

#### **Reports: Committees, Commissions and Boards**

##### **Council Committees**

Cultural Services Committee chair, Jacob Daniels asked the Mayor for council consent to review an application submitted by Community Food for Creswell for the Community Contributions Program money. Mr. Daniels cited he needs to depart from the review procedure approved by the council on this one occasion due to notice restraints and the vacancy of one member on the committee. The council gave their unanimous consent to depart from protocol and review the application tonight.

Mr. Daniels presented the application noting that the application is complete. Councilor Daniels read from the application that the requested funds will be used for essential electrical expenses at the Cobalt Building where the food pantry is located. The total cost of their project is \$5,288 of which they have secured grant support from the Oregon Food Bank in the amount of \$2,500. They are requesting \$2,800 from Creswell's Community Contributions fund to help cover the expenses which are necessary for the use of the Cobalt building.

Jacob Daniels moved Adam Pelatt seconded the council approve a \$2,800 allocation to the Community Food for Creswell from the Community Service contingency fund. Voted on and the motion carries unanimously.

##### **Parks Advisory Board**

No report was given

##### **Tree Board**

Madeline Phillips and Holly Campbell passed out a recruitment flyer advertising the vacant position on the Tree Board. The committee will be reapplying for the Tree City USA status once again. The committee will begin work shortly on developing a Tree Care Plan and Manual. The plan will include an inventory of public trees as well as best management practices for healthy maintenance of trees.

**Sign Code Update Committee**

The sign code committee has reconvened and with the help of Denise Walters, has begun working on the revision of the sign code. The committee is comprised of business owners, a planning commission member, and members of the Chamber of Commerce. Ms. Phillips reported the committee is expecting this ongoing process to take approximately six months.

**City Council Business**

**Old Business**

**Green- infill**

**Stenciling Analysis**

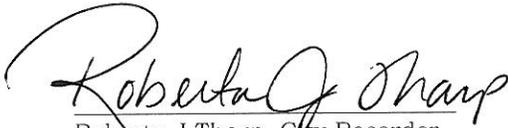
Larry Patterson reported the original request for Green infill and Bike Stenciling was for consideration for budget approval. He went on to report the council should consider whether this is the appropriate time to consider bike system marking. The current TSP (Transportation System Plan) is in need of updating. During that process, a bike pedestrian component should be developed. This component to the TSP should outline the bike pedestrian system and how it should be developed and marked. Mr. Patterson recommended to the council that instead of voting to include these items in the 2014-15 budget, these items should be evaluated and determined as part of the bike pedestrian component in the TSP. A discussion ensued regarding letting the planning process take place.

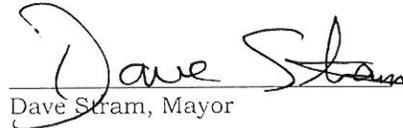
Jacob Daniels moved Adam Pelatt seconded the council defer discussion of the green infill and bicycle stenciling until such later date as the TSP update and include the bike pedestrian component in that update. Voted on and the motion carries unanimously.

**New Business – None**

**Adjournment**

There being no further business to come before the council, Mayor Stram adjourned the regular meeting at 8:33 pm.

  
Roberta J Tharp, City Recorder

  
Dave Stram, Mayor