

Council Present:

Jacob Daniels
Adam Pelatt
Dave Stram

Brent Gifford
Nora Reynolds
Jane Vincent

Staff Present:

Larry Patterson
Roberta Tharp
Layli Nichols
Shelley Humble
Cliff Bellew
Madeline Phillips
Sgt. Doug Osborne

City Administrator
City Recorder
Finance Director
Airport Manager
Public Works Director
RARE Intern
Lane County
Sheriff's Office
Lane County
Sheriff's Office

Deputy Bryan Duvall

Council Absent: 0

Press: 3 – Creswell Chronicle Scott Olson – Martha McReynolds, Jr. - Jeanne Olson

Audience: 21

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:10 pm and the Pledge of Allegiance was given.

Public Forum

Jurgen Ramil addressed the Council to speak on honoring veterans.

Mayor's Report

Mayor Stram reviewed the city work plan and thanked council, staff and volunteers who have worked throughout the year to make Creswell a better place.

City Administrator Decision

With the council's unanimous consensus, Mayor Stram appointed Michelle Amberg as City Administrator. The next step in the hiring process is contract negotiations with Ms. Amberg. Mayor Stram proposed, he and Councilor Daniels work together to formalize the contract. The council gave their unanimous consensus for Mayor Stram and Councilor Daniels to prepare the contract and Mayor Stram ratify the contract.

Appointments

- A. Appointment to City Council –
With the council's unanimous consensus, Mayor Stram appointed Holly Campbell to the City Council to fill the vacancy left by the resignation of A.J. O'Connell. The term for this position expires December 31, 2014. Ms. Campbell will take the oath of office at the January 13, 2014 City Council meeting.
- B. Appointment to Planning Commission –
The city has received one application to fill the vacancy left by the resignation of Alan Pointer on the Planning Commission. Mayor Stram would like to meet with the applicant and have the applicant meet with Planner Denise Walters, and Planning Commission Chair Blake Oelke before making the appointment. Ms. Walters will also be updating the application form. Mayor Stram expects to make an appointment in January.

Presentation

A. Lane County Sheriff's Update – Sgt. Doug Osborne
Sgt. Doug Osborne addressed the council to provide an update on public safety since the hiring of a third full time officer to the Creswell contract. Deputy Bryan DeVault joined the Creswell contract on September 1, 2013. He has been a member of Lane County Sheriff's office for the past fifteen years and brings a great deal of experience with him. The addition of the third deputy vastly improved public safety in the community and allows the department to provide coverage seven days a week. Sgt. Osborne reminded everyone the holidays are approaching quickly and

during that time property crimes increase. He asked folks to help themselves by not leaving items in their cars, to always lock up, drink responsibly and always have a designated driver or call a taxi.

Correspondence

Mayor Stram commented on the thank you letter from the Creswell Food Pantry and a letter from South Lane Wheels announcing the payoff of a large debt and their status of being debt free.

Consent Calendar

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

Airport

Connect Oregon V Grant Update

Shelley Humble reported she was notified in November of a Connect Oregon V grant. She has been working with Denise Walters, Cliff Bellew, Larry Patterson and Precision Approach Engineering for funding ideas of Airport needs at little to no cost. The group submitted a Connect Oregon V grant application on November 25th asking for \$ 1,496,250. The application included three projects: Taxi Lanes needed in order to build new hangars, continue the water loop system which will provide water to the hangars; and the engineering and design of sewer infrastructure at the airport. The group was able to come up with \$746,772 as matching funds for the grant by using airport land purchases between 1963 and 1991 (\$192,678), AIP money used for Fire Hydrants (approximately \$400,000) and the \$15,000 Market and Feasibility study. The total cost for the project is estimated \$1,943,772 without any further out of pocket expenses should the Airport be granted the Connect Oregon V grant.

Precision Approach Engineering CO #2 to Task Order #7

Shelley Humble reported the Precision Approach Engineering Change Order is for the additional FAA requirements presented to the council at a prior meeting.

Brent Gifford moved Adam Pelatt seconded Council approves contract change order #2 for Precision Approach Engineering, Inc. for task order number 7 in the amount of \$29,620.00 as presented. Voted on and the motion carried unanimously.

AWOS (Automated Weather Operating System) Update

Shelley Humble reported the FAA doesn't have any issues with the placement of the AWOS on site A. The cultural study and possibly the Streaked Horned Lark study will have to be completed before we can send the documents out for bid. Work has begun on the Lane County Special Use Permit (site A is on city owned property located in the county) Ms. Humble estimates it will be installed by June 30, 2014.

Public Works

Change Order Numbers 1, 2 and 3 – Olsson Controls – Front Street Pump Station Improvements

Jacob Daniels moved Jane Vincent seconded Council approve change orders number one, two and three in the amount of \$12,236.00 from Olsson Controls on the Creswell Front Street Pump Station Improvement Project. Voted on and the motion carries unanimously.

Financial Report – October 31, 2013 Financial Summary

There were no questions or comments on the financial summary.

City Administration

City Administrator Report- Larry Patterson

Larry Patterson reported the inclement weather kept Cliff Bellew and the Public Works crew very busy this past weekend. The city had a frozen twelve inch line at the water plant as well as frozen water lines at the Airport. The runway has been closed since Friday and will reopen once the weather breaks. Residents living on Holbrook Lane have called to report that street is very slick and hard to get up the hill. He suggested in the future for safety measures, the council may want to look at closing streets with steep grades when the weather is bad.

Cobalt Action Plan – Madeline Phillips

Maddie Phillips, RARE (Resource Assistance for Rural Environments) Intern addressed the Council to present a Cobalt Building Action Plan. Ms. Phillips reported the Cobalt Action team met to discuss the logistics of how to proceed as a starting point to getting the remaining portion of the building ready for occupancy. In order to gain

occupancy of any sort the Building Department has issued five requirements that need to be satisfactorily met prior to the issuance of a building permit or certificate of occupancy. Those five items are:

- Means of Egress Illumination
- Illumination Emergency Power
- Exit Signs
- Occupancy Separation
- Panic Hardware

The team also included two proposals that would cover the five requirements:

- Mountain View Electric in the amount of \$1,596.33 for the installation and adhere to the guidelines of the emergency exit lighting and illumination
- Walter Bell Construction in the amount of \$4,985.00 for installation of panic hardware

After review of the proposals, the action team and staff is recommending approval of Mountain View Electric proposal only for the purpose of fulfilling the requirements of emergency and exit lighting. Once this work is completed they will go back to the drawing board to sort out the remaining elements are that need to be met.

Jacob Daniels moved Nora Reynolds seconded to approve the Mountain View Electrical proposal in the amount of \$1,596.33 for emergency and exit lighting improvements to the Cobalt Building. Voted on and the motion carries unanimously.

City Engineering Services Contract – Larry Patterson

With the retirement of city engineer, Ron Staehlin of Southwood Engineering, the city put out an RFP (request for proposal) for solicitation of engineering services. The city received six proposals:

Civil West	Erwin	Pace
RH2	Westech	Branch Engineering

A committee comprised of Councilor Pelatt, City Planner Denise Walters, Public Works Director Cliff Bellew and City Administrator Larry Patterson reviewed the proposals against the criteria put forth in the RFP. The committee then interviewed the top two applicants, Branch Engineering and Westech Engineering. The committee is recommending the Council approve Westech Engineering as the Engineer of Record for the City of Creswell. Mr. Patterson reported Westech Engineering is currently serving as engineer for ten cities and service districts within Oregon. They have specialized in small city engineering since 1968 and bring an experienced team to this assignment. The negotiated contract is for a term of three years expiring on December 31, 2016.

Adam Pelatt moved Jacob Daniels seconded the council approve the city engineering services contract from Westech Engineering as presented. Voted on and the motion carries unanimously.

Reports: Committees, Commissions and Boards

Finance Committee

Chair Brent Gifford reported staff has worked to be up to date and on schedule with the audits and the Finance Committee worked hard to create a Financial Summary for the council and provided two training sessions.

Public Safety Committee

Chair Jane Vincent reported the Public Safety committee has held public meetings on Neighborhood Watch. She will be working as a citizen (not in the capacity of City Councilor) to rejuvenate the program.

Administration Committee

Chair Jacob Daniels reported the Administration Committee has worked very hard this past year. They reviewed the performance evaluation for City Administrator and will be meeting in the near future to discuss six month and one year reviews.

Cultural Committee

Chair Jacob Daniels reported the committee reviewed the Community Contributions Fund application process. They have received, reviewed and awarded money to their first applicant, Creswell Food Pantry.

Transportation and Public Works Committee

Chair Adam Pelatt reported the committee has commissioned a water rate study to determine how rates are established, what their purpose is and how does the City provide for the future of our community's needs. He is hoping the study will be completed by the end of the year.

Parks Advisory Board

Jessica Pelatt, chair of the Parks Advisory Board addressed the Council and distributed a Parks Master Plan Progress Analysis. She reported the board is continuing their work on phase one of the update and would love

feedback. The board has a meeting noticed for next Wednesday where they will be discussing their next steps and determine what they want to focus on for the next year

Tree Board

No report was given.

City Council Business

Old Business - No old business

New Business - No new business

Adjournment

There being no further business to come before the council, Mayor Stram adjourned the regular meeting at 8:35 pm.



Roberta J Tharp, City Recorder



Dave Stram, Mayor