

Council Present:

Holly Campbell	Jacob Daniels
Brent Gifford	Adam Pelatt
Dave Stram	Jane Vincent

Staff Present:

Larry Patterson	City Administrator
Roberta Tharp	City Recorder
Layli Nichols	Finance Director
Shelley Humble	Airport Manager
Cliff Bellew	Public Works Director
R. Scott Palmer	Municipal Judge
Madeline Phillips	RARE Intern

Council Absent: 1 – Nora Reynolds

Press: 2 - Creswell Chronicle - Scott Olson – Martha McReynolds, Jr.  
1 – Register Guard  
1- Lane Today

Audience: 36

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:02 pm and the Pledge of Allegiance was given.

Mayor Stram excused the attendance of Councilor Reynolds from the meeting.

**Oath of Office –**

Municipal Judge R. Scott Palmer administered the Oath of Office to Councilor Holly Campbell.

**Public Forum**

Representative Phil Barnhart addressed the Council congratulating Creswell in moving the city along towards a bright future. –He invited all to join Senator Lee Byer and himself for a listening session on January 28th, at 7:30 am at Creswell Coffee.

**State of the City Address**

Mayor Stram presented the State of the City Address – Very Good . . . with BIG DECISIONS ahead. A few of the big decisions that lie ahead are related to public safety, water/sewer rates, Cobalt Building, Garden Lake Park, the Airport and the Comprehensive Plan update. The biggest decisions of the coming year will revolve around “What do we want Creswell to be in 40 years?”

**Municipal Court Review –** Municipal Judge R. Scott Palmer

Judge Palmer provided the Council with an overview of Municipal Court. April 2014 marks Judge Palmers 30th anniversary of serving Creswell as the Municipal Judge. He complimented the Council on the wonderful Chambers that serves as his courtroom and thanked court staff, Roberta Tharp and Michelle Furrer for doing a good job.

He went on to outline some of the challenges faced by Municipal Court:

- The state was hit deeply by the 2008 recession and as a result it affects Municipal Court revenue through assessments owed to the State
- The number of traffic citations issued has decreased
- Due to the increase in animal control citations, hours in court are running longer
- Creswell does not currently have jurisdiction over juveniles and at some point he would like to petition Circuit Court to allow our Municipal Court to hear juvenile cases.

The services offered by Creswell Municipal Court provide a forum to the citizens to settle their issues instead of bringing them to the Council. Judge Palmer asked the Council to plan for the future and begin the process of

recruiting for a Pro-tem Judge to serve when he is not available. He went on to thank the Council for allowing him to have the "Best Job Ever".

### **Election of Council President**

Mayor Stram opened the nominations for Council President. Councilor Vincent nominated Councilor Pelatt seconded the nomination of Councilor Daniels as Council President. There being no other nominations, the Council unanimously voted in favor of Councilor Daniels as the 2014 Council President.

### **Mayor's Report**

No report was given

### **Appointments**

#### A. Appointment to City Council Committee's/Boards

Mayor Stram made the following Committee Appointments and issued charges:

##### Transportation and Public Works Committee

Chair Adam Pelatt, Nora Reynolds and Brent Gifford

Staff Support: City Administrator and Director of Public Works

Charge: Review the Water Rate study and recommend a date for a Council Work session to review the study

##### Finance Committee

Chair, Brent Gifford, Holly Campbell and Jane Vincent

Staff Support: City Administrator and Finance Director

Charge: Provide additional Council training on the financial summary

##### Administration

Chair Jacob Daniels, Nora Reynolds and Adam Pelatt

Staff Support: City Administrator

Charge: Establish timeline for Administrator's six month performance review

##### Public Safety

Chair, Brent Gifford, Jacob Daniels and Nora Reynolds

Staff Support: City Administrator and Lane County Sergeant

No charge was given

##### Cultural Services

Chair, Holly Campbell, Jacob Daniels and Jane Vincent

Staff Support: City Recorder

Charge: Plan the reception for our new City Administrator and the Chamber naming Ceremony

##### Economic Development

Chair, Adam Pelatt, Jane Vincent and Holly Campbell

Staff Support: City Administrator

No charge was given

Mayor Stram additionally charged Councilors Daniels, Vincent and Gifford to review the Council Rules and bring any recommendations they may have to the March Council Work Session.

#### B. Appointment to Planning Commission

Mayor Stram appointed Robert Grand to the Planning Commission for a term that expires December 31, 2015. Mayor Stram also reappointed Dennis Grice to the Planning Commission for a term that expires December 31, 2017.

#### C. Other Appointments

Lane Council of Government Representative – Mayor Dave Stram and Alternate LCOG Representative is Jacob Daniels.

Regional Fiber Representative –Larry Patterson - Michelle Amberg will fill the position once she takes the role of City Administrator.

Lane Area Commission on Transportation Representative – Mayor Dave Stram – Alternative Representative is Larry Patterson. Michelle Amberg will fill the position once she takes the role of City Administrator.

**Airport Commission**

- City Council Representative to Airport Commission – Adam Pelatt for a term that expires December 31, 2014
- Planning Commission Representative to Airport Commission – Gary Ludeke for a term that expires December 31, 2014

Budget Committee – Mayor Stram reminded Councilors Daniels, Pelatt and Reynolds they will need to find a budget committee member for this year's budget meetings.

Park Advisory Board City Council Representative – Jane Vincent for a term that ends December 31, 2016

Tree Board City Council Representative – Holly Campbell for a term that ends December 31, 2014

Jacob Daniels moved Brent Gifford seconded the Council approve the charges issued by the Mayor to the Council committees. Voted on and the motion carries unanimously.

Holly Campbell moved Jacob Daniels seconded to approve the Mayor's appointments to the Council Committees, Commissions and Boards. Voted on and the motion carries unanimously.

**Correspondence**

The Lane County Sheriff Department report has a temporary format until they have their new software up and running.

**Consent Calendar**

Mayor Stram amended the Consent Calendar to include the minutes of the December 9th Special City Council Meeting.

Adam Pelatt moved Brent Gifford seconded to approve the consent calendar as amended. Voted on and the motion carries unanimously.

**Airport** - No Agenda Items

**Public Works** – No Agenda Items

**Financial Report – November 30, 2013 Financial Summary**

There were no questions or comments on the financial summary.

**City Administration**

**City Administrator Report- Larry Patterson**

**Resolution 2014-01, A Resolution Accepting Oregon Health Authority Safe Drinking Water Program Grant Award Administered Through the Infrastructure Finance Authority (IFA) and Changing Appropriations Within the Water Fund**

At the August 13, 2012 meeting, the Council approved the grant submission for Oregon Health Authority's (OHA) Safe Drinking Water Program. In January of 2013 the City was notified the proposal was recommended for funding and Infrastructure Finance Authority (IFA) would be asking us to submit an application. The city submitted their application in September and on December 10, 2013 a notice of award in the amount of \$30,000 from IFA was received. The city will need to enter into an Intergovernmental Agreement with Lane Council of Governments (LCOG) to perform the following tasks with the grant money:

- Drinking Water Source Assessment
- Develop Draft Protection Strategies and Recommendations
- Develop a contingency plan for emergency preparedness in the event the water supply is interrupted or compromised
- Public outreach and decision maker review and recommendation

The tasks will benefit Creswell through:

- Program coordination with Cottage Grove which is where Creswell's surface water source travels through
- Provide groundwater protections analysis to develop policies and to integrate current wetland and waterway policy work required to satisfy Statewide Planning goals five and six as part of the Comprehensive Plan update
- Meet TMDL (Total Maximum Daily Load) requirements, enhances the Water Reuse and Conservation Grant obtained from Oregon Water Resources Department
- Dovetail with the planned US Army Corps of Engineers small scale reallocation study, a pilot water project for using a portion of Bureau of Reclamation water for municipal supply
- Lay the groundwork for the City so it has a Drinking Water Protection Plan and has implemented protection strategies consistent with Statute in place by the time population hits 10,000 at which time we will be required to have one

Mr. Patterson explained there is no dollar match required by the city, however the effort will require some time and input of the Public Works Director.

Jacob Daniels moved Jane Vincent seconded the City Council adopt Resolution 2014-01 A Resolution Accepting Oregon Health Authority Safe Drinking Water Program Grant Award Administered Through the Infrastructure Finance Authority (IFA) and Changing Appropriations Within the Water Fund. Voted on and the motion carries unanimously.

Brent Gifford moved Adam Pelatt seconded the City Council authorizes the City Administrator to enter into an Intergovernmental Agreement with Lane Council of Governments to complete grant work. Voted on and the motion carries unanimously.

**Cobalt Building Action Plan – Madeline Phillips**

Maddie Phillips addressed the council presenting a proposal addressing the completion of The Building Departments requirements for the Cobalt Building in order to meet building codes and gain occupancy.

The \$4,900 proposal will address concerns regarding:

- Complete Separation between uses
- Panic Hardware
- Installation of deadbolts
- Removal of condensate pipes

Ms. Phillips stated this will be the final request for repairs on the Cobalt Building this fiscal year.

A brief discussion ensued regarding another meeting to review the goals for the Cobalt Building.

Adam Pelatt moved Jane Vincent seconded the City Council approve an expenditure not to exceed \$4,900 for work on the Cobalt Building which will allow the City of Creswell to gain occupancy of the building for general use as required by the Building Department as presented . Voted on and the motion carries unanimously.

**Potential Abatement of Property Located at 233 West "A" Street**

Code Enforcement Officer Shelley Humble addressed the Council informing them of the possible nuisance abatement at 233 West A Street, property owned by Keenan W. and Jodi L. Loughary. This is the second time the city has had to take abatement measures on this property. Ms. Humble explained the abatement process as outlined in section 8.05.200 of the Creswell Municipal Code.

The city received a complaint from the property owner's neighbors. Upon investigation of the complaint, it has been determined and documented that a nuisance exists. A certified letter has been sent to the Loughary's and a twenty day window has been provided to remedy the problem before any city action can take place. The abatement is being considered due to the owners' failure to voluntarily abate the property of the nuisance conditions. Ms. Humble asked the Council for direction at which time a discussion ensued regarding cost to property owner. Ms. Humble reported the 2012 abatement cost was around \$3,000, and to date those fees have not been paid. In January of 2013 after numerous notices, Council directed staff to put a lien on the property for the costs incurred according to the Nuisance Abatement Ordinance. She does not feel it will cost as much this time but could be close and asked Council for direction to move forward with the abatement.

Jacob Daniels moved Holly Campbell seconded staff be directed to proceed with the abatement of the nuisance located at 233 West "A" Street owned by Keenan W. and Jodi L. Loughary; and with the recovery of abatement and administrative costs as provided in Section 8.05.200 of the Creswell Municipal Code.

Dave Stram asked if staff has had any personal contact with the property owners and Ms. Humble said she had conversations with the property owner but has not had contact with her since the December 12th, Warning of Violation letter was sent. A discussion ensued and the Council gave their unanimous consensus to check with the city attorney as to our legal rights and then send a member of the staff along with a Sheriff Deputy to make personal contact with the property owner.

The Council voted on Councilor Daniel's motion and it carries unanimously.

Mr. Patterson also mentioned this Ordinance addresses Snow and Ice. With the recent snow storm and cold temperatures lasting so long, the city received complaints regarding removal of snow and ice from sidewalks. When Creswell receives accumulative snow, it is normally gone within a few hours or the next day. In the future, staff will work towards getting the snow and ice removed timely

#### **Water Leak Policy**

With the recent inclement weather came a number of broken water pipes and very large water bills. Creswell's present policy only provides a sewer adjustment when such situations occur, and there are no provisions for water adjustments. Mr. Patterson asked for Council consideration to create a policy outlining parameters for water leak adjustments of the following:

- Case by case basis
- Customer notify city of leak within 30 days and complete Courtesy Leak Adjustment Application
- Adjustment may occur after verified by City Staff
- Repairs completed within 90 days
- Documentation of repairs may be required prior to the approval of adjustment
- The City Administrator and his/her designee may approve adjustments
- Finance will review customers billing history to calculate an average usage
- During a twelve month period, an account may receive one adjustment

The policy would also include a non-adjustment clause for things such as dripping faucets, etc., abandoned or vacated premises, Filling of swimming pools or hot tubs, lost bills, meter tampering, not taking immediate steps to prevent further loss of water and request not received on the appropriate application form.

After a lengthy discussion, the Council gave unanimous consensus to Mr. Patterson to draft a policy for Water Leaks.

Mr. Patterson took this opportunity to thank the Council, staff and the community for working with him during his time as interim City Administrator.

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

##### **Finance Committee**

Chair Brent Gifford reported the Finance Committee has met with Richard Maxwell CPA and the fiscal year 2012-2013 has been completed on schedule and many of the lingering items on prior audits have been addressed.

##### **Cultural Committee**

Dave Stram welcomed Chair Holly Campbell to the Council and reported he has a feral cat proposal he will have the committee look at.

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

Chair Jessica Pelatt reported the Parks Board met in December to compile a set of criteria for future projects for the Parks and Open Space Master Plan. The committee's next meeting is scheduled for January 30<sup>th</sup>.

##### **Tree Board**

Chair Holly Campbell reported the Tree Board met on January 7th, to review grants that would help fund a tree care manual and the festivities of Earth Day. They are continuing work on their tree care manual and will be planning a workshop once it is completed.

#### **City Council Business**

##### **Old Business – No old business**

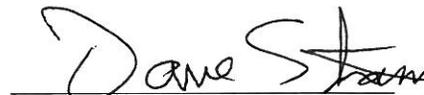
**New Business -**

Adam Pelatt spoke about a project he has taken on sparked from a public forum idea from John O'Connell a few months back. The project is designed to recognize and honor local Creswell High School graduates who are serving in the military. A light pole banner will be hung that features the service person's name and military branch as well as a small message thanking them for their service. Each banner is projected to cost between \$150 to \$200; and he is hoping to defray the cost by having local business sponsors. Mr. Pelatt reported the only cost to the city would be for Public Works to hang the banners. He hopes to have something in place within the next three months.

**Adjournment**

There being no further business to come before the council, Mayor Stram adjourned the regular meeting at 9:02 pm.

  
Roberta J Tharp, City Recorder

  
Dave Stram, Mayor