

Council Present:

Holly Campbell
Adam Pelatt
Jane Vincent

Brent Gifford
Dave Stram

Staff Present:

Michelle Amberg
Roberta Tharp
Shelley Humble
Cliff Bellew
Madeline Phillips

City Administrator
City Recorder
Airport Manager
Public Works Director
RARE Intern

Council Absent: 1 – Jacob Daniels
Press: 1 - Creswell Chronicle – Carolanne Sudderth
Audience: 19

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:03 pm and the Pledge of Allegiance was given.

Mayor Stram excused Councilor Daniels from the meeting due to illness.

Public Forum

Gary Ludeke, Creswell resident, addressed the council to introduce himself as the recently elected president of the Creswell Chapter of Experimental Aircraft Association (EAA) and give a quick overview of their organization and their goals.

Rick Higgins, Creswell resident, addressed the council to speak about implementing an empty building tax for property owners of vacant store fronts.

Jack Gradle, Creswell resident, addressed the Council to have cameras installed in the Council Chambers in order to webstream Council meetings.

Richard Zettervall, Creswell resident, addressed the council with concerns regarding safety hazards around basketball hoops in streets. Mayor Stram asked Administrator Michelle Amberg to follow up with Mr. Zettervall.

Appreciation Presentation – Nora Reynolds

This agenda item is rescheduled to April meeting as Ms. Reynolds was unable to attend this evening.

Mayor's Report

Budget Committee Appointments

With unanimous consent of the Council, Mayor Stram appointed the following citizens to serve on the budget committee: Gary Schweitzer as Councilor Daniels appointee until the term ends June 30, 2014; Robert Grand as Councilor Pelatt's appointee until the term end June 30, 2016; and Seth Clark as the appointee for the vacant Council position until the term ending date of June 30, 2016.

City Council Committee Charges

*Finance Committee Charge

Mayor Stram issued the charge as follows to the City Council Finance Committee: The committee is to meet with the City Administrator and Finance Director prior to the March 31st work session to begin preparations for the 2014-2015 Fiscal Year Budget.

Mayor Stram announced he would be presenting a charge to the Public Safety Committee this evening and not the Public Works and Transportation Committee as the agenda reflects.

***Public Safety Committee**

Mayor Stram issued the charge as follows to the City Council Public Safety Committee: The committee is to meet with the City Administrator and Mayor to review information about the current level of police services with Lane County and consider direction for the 2014-15 Fiscal Year Budget. He asked this be completed prior to the March 31st City Council work session.

The council gave their unanimous consent for the charges issued to the Finance and Public Safety Committees.

Report on Grocery Forum

A community grocery forum was held at the High School Commons on February 20, 2014. Approximately one hundred citizens were in attendance and the forum was broadcast live by KNND radio from Cottage Grove. Mayor Stram reported at this point there are no grocers who are planning to come to Creswell. A group of concerned committee members will continue to meet to work towards bringing a grocer to Creswell.

Update on Process to fill Council Vacancies

With the vacancy left by Councilor Reynolds resignation, a discussion was held at the February 24th work session on the process to fill vacancies on the Council. Mayor Stram solicited legal advice from the City Attorney who advised him not to stray from the Charter when filling the vacancies. Mayor Stram is asking the public for their input at the March 31st work session as to their thoughts and ideas for a process to fill a vacancy.

Mayor Stram added the following items to the agenda under his report.

Board Resignations

Mayor Stram read a letter of resignation from Cynthia Knight who is resigning from the Parks Advisory Board and Tree Board. He also reported he has heard Christopher Douglas has moved and would be resigning from the Parks Advisory Board. Mayor Stram noted he has made several attempts to contact Mr. Douglas with no luck and therefore declared his position on the Parks Advisory Board vacant. He encouraged citizens who may be interested in participating on these boards to submit an application.

The Council gave unanimous consent to Cynthia Knight's resignation from the Parks Advisory Board and Tree Board. The Council also gave unanimous consent to Mayor Stram's declaration of vacancy to the position held by Christopher Douglas on the Parks Board.

In January and February Mayor Stram appointed three new members to the Parks Advisory Board. The appointees and their term ending dates are as follows: Councilor Vincent term ending December 31, 2014, Linda Warner and John O'Connell's terms expire December 31, 2016.

Correspondence

No comments received on Correspondence

Consent Calendar

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

Airport

Precision Approach Engineering Pay Request #7 for Task Order #7 (Invoice #2831) – Professional Engineering Services to assist the City of Creswell Airport in preparing documents for bid for the installation of an AWOS "A" Weather System and to provide construction administration services during the project.

Airport Manager Shelley Humble reported that the hope is to have this project completed by the end of the fiscal year (June 30th). Today, she received the results of the cultural study and she announced they have found nothing to hinder the project. In the future, should the runway be extended another study would need to be completed. Ms. Humble also reported she has received ninety five percent drawings from Precision Approach and has forwarded them on for legal review. City Planner Denise Walters will be submitting the permit to the county within a week or so and after we receive final approval from the FAA, the project will be sent out for bid.

Adam Pelatt moved Jane Vincent seconded the Council approve Invoice #2831 for Precision Approach Engineering, Inc. in the amount of \$2,230.47 for services performed in accordance with Task Order #7 as presented. Voted on and the motion carries unanimously.

Public Works

Acceptance of Surface Transportation Program Funds for 2014

City Administrator Michelle Amberg explained the Surface Transportation Program Funds for 2014. Cities with a population of 5,000 or greater are eligible to receive a share of federal funding for road improvements through the Surface Transportation Program. The City would need to enter into an intergovernmental agreement with ODOT (Oregon Department of Transportation) using the fund exchange option. The exchange rate is ninety-four cents for every one dollar of federal funds exchanged. The 2014 award (including the balance carried forward from 2013) would be \$55,397.84.

Public Works Director, Cliff Bellew stated this award would be budgeted for engineering and design in the 2014-2015 fiscal year. The award would go towards the improvements of North 5th Street from Oregon Avenue to "A" Street and "A" Street from 4th Street to 1st Street. Improvements would include excavation and rebuild of base, overlays, curb, gutter & sidewalks improvements as well as water line, sewer line and sanitary storm sewer.

Engineer's estimate for North 5th Street improvements are approximately \$549,999 and \$737,420 for "A" Street.

A discussion ensued regarding North 5th Street being wide enough to include bike lanes and parking. Further discussion continued regarding "A" Street parking and Mr. Bellew reminded the Council there are parking regulations and fire lanes that will be taken into consideration and the information included in the packet is not the hard drawings.

Brent Gifford moved Adam Pelatt seconded the City enter into an Intergovernmental Agreement with ODOT and accept the offer of the 2014 ODOT Fund Exchange Agreement as presented. Voted on and the motion carries unanimously.

Tasty Water Award

Public Works Director Cliff Bellew announced that he submitted a water sample last month to the American Water Works Association Cascade to Coast Subsection: Annual Best Tasting Water contest for municipalities. He is pleased to announce out of the eight contestants Creswell tied for second place with Cottage Grove and Sweet Home. The City of Bend took the top honors. The water was judged on three different criteria: scent, flavor and after taste. A plaque will be placed at the water plant in recognition as a tribute to the water plant, the City of Creswell and the operators who produce the high quality and great tasting water.

Olsson Industrial Electric Pay Request #2 (Invoice #24848) – Front Street Lift Station

Brent Gifford moved Holly Campbell seconded the Council approve Invoice #24848 from Olsson Industrial Electric for payment in the amount of \$16,804.00 for work completed to date on the Front Street Lift Station project as presented. Voted on and the motion carries unanimously.

Financial Report – January 31, 2014 Financial Summary and Statement

No comments were given.

City Administration

City Administrator Report- Michelle Amberg

Abatement Report for 233 West A Street

The total cost for the abatement of this property is \$2,021.63. The abatement required two dump trucks with operators; a backhoe and operator; twelve hours of staff time; twenty-five and a half hours of Code Enforcement time; and a trip to the dump. The amount owing will be assessed as a lien against the property after thirty days.

A discussion ensued regarding the ongoing issue as this is the property's second abatement.

Pocket Park Research Memo

At the February City Council meeting, City Administrator Michelle Amberg was directed to look into the concept of creating a pocket park adjacent to the designed and upcoming parking lot at the corner of 1st and "C" Street.

Ms. Amberg presented the findings of her research:

- This parking lot serves as a Lane Transit District (LTD) Park and Ride
- The parking lot addresses the need to provide public parking for the downtown commercial area as those areas are exempt from providing onsite parking

- According to City Code, we are required to provide one space for every four hundred square feet of lot and in addition, two ADA spaces, one of which is van accessible. This would equate to twenty three parking spaces and the plan as drawn allows for twenty four.
- The addition of a pocket park in the designed parking lot it would reduce approximately seven parking spaces which would not be in compliance with City Code.

Ms. Amberg also reported that for several years now, the City has budgeted for the parking lot completion project. She feels it in the best interest of the City to complete the project as currently planned during this fiscal year.

For a pocket park, the City would need to obtain land, pay for design work, pay for construction of the park and provide maintenance for the long term. The most viable option would be to purchase a small piece of property to the east of the parking lot should it be for sale and develop a pocket park there.

A discussion ensued regarding the fate of the existing trees where the parking lot will be.

2014-15 Budget Calendar

Michelle Amberg presented a budget timeline for the Fiscal Year 2014-2015. She pointed out one correction and announced the Finance Committee meeting has been rescheduled from March 24th to March 17th.

Resolution 2014-02 Adopting Pay Scales for the 2013-14 Fiscal Year for the City of Creswell and Rescinding Resolution 2013-24

The current pay scale does not accurately reflect the negotiated pay for the City Administrator. This Resolution adjusts steps six, seven and eight for the City Administrator position to reflect that which was negotiated in the Administrators contract.

Adam Pelatt moved Brent Gifford seconded the City Council adopt Resolution 2014-02, A Resolution Adopting Pay Scales for the 2013-14 Fiscal Year for the City of Creswell and Rescinding Resolution 2013-24. Voted on and the motion carries unanimously.

Fee Waiver for Summer Reading Program

This agenda item was discussed during the February work session, at which time the Council voiced they would like to handle each fee waiver request outside of the current policy rather than amending the existing Community Center Resolution.

The Creswell Library is seeking a waiver for rental of the Community Center beyond their sixth free rental day as outlined in Resolution 93-03. This fee waiver amounts to sixty dollars and the Library would be using the additional three days to extend the summer reading program to nine days.

A discussion ensued that this is a one-time waiver of three additional uses of the community center to extend the summer reading program.

Jane Vincent moved Adam Pelatt seconded to grant the Library free use of the Community Center for the duration of their Summer Reading Program. Voted on and the motion carries unanimously.

Appointment of a Judge Pro Tem

The City currently does not have a Judge Pro Tem who can sit at the bench when Judge Palmer is unable to be in court. City Administrator Michelle Amberg asked the Council for direction to begin the advertising process for a Judge Pro Tem.

A discussion ensued regarding the cost of advertising and rate of pay for the Municipal Judge Pro Tem. Ms. Amberg stated the cost of advertising would be very minimal and the Pro Tem would be paid the same as the Municipal Judge, \$656.70 per court session over which he presides.

Holly Campbell moved Adam Pelatt seconded the City Council direct the City Administrator to advertise for a Judge Pro Tem for Creswell Municipal Court. Voted on and the motion carries unanimously.

Authorization of a Compensation and Classification Study

The need for a compensation and classification study for City employees was discussed at the February work session. Michelle Amberg reported the study is a common "Best Practice" to review salaries and benefits on a regular basis to determine whether or not employees are being compensated fairly for the work they do. It has been approximately eight years since the last study was done. Ms. Amberg has received some preliminary quotes

for conducting a study ranging from \$3,000 to \$14,000. She feels the city can get the necessary information needed at a reasonable rate around \$3,000.

A discussion ensued to include the compensation and classification study in the HR (Human Resource) Policy so it will be completed as a routine best practice. Mayor Stram directed Michelle Amberg to include the Classification and Compensation Study in the HR Policy and present it at a future meeting for approval.

Further discussion ensued regarding funding of the study being paid for from the General Fund. Ms. Amberg pointed out that this would be the best time to have the study completed so the results could be reviewed during the budget process. She also pointed out depending on the results of the study; the implementation of changes may need to take place over the course of a couple fiscal years. Councilor Pelatt asked whether or not the study would show if the City is understaffed and Ms. Amberg replied she has had that conversation with the consultant.

Adam Pelatt moved Jane Vincent seconded the City Council direct the City Administrator to conduct a compensation and classification study and to execute all contracts and documents associated with the study. Voted on and the motion carries unanimously.

Skate Plaza Checking and Kiwanis Club of Creswell Skate Plaza Donation

In November 2007 Christopher Douglas approached the Council in regards to creating a skate park in Creswell. In his presentation he indicated he would lead a volunteer fundraising group and requested the City be the repository for donations. In October 2008, two deposits were made toward the skate park; Kiwanis donated \$3500 and the Coffee House donated \$48. One other contribution to the account was made by Michelle Perin in December 2010 of \$15. Interest earned since the inception of this account amounts to \$23.89, and the only expenditure from the account is \$31.75 for a check order. At the end of February the City received a request from the Kiwanis Club to have their donation returned. (The Kiwanis Club donation was made with the stipulation the funds could only be used for a skate park and would be returned to the Kiwanis if the project was never completed).

A discussion ensued regarding Mr. Douglas' request during the budget process last year, asking for an allocation of \$1,000 to kick off his fundraising. Ms. Amberg explained she didn't know the manner in which the Council authorized the request. She went on to say if it was authorized during the budget process, an appropriation was created. The appropriation provides authority to make an expenditure. She went on to say an appropriation is not a promise of funds; if you don't have the funds for the appropriation you do not have to make the expenditure. At this point it is not certain Mr. Douglas ever expended the \$1,000 appropriation. Ms. Amberg reminded the Council that this is a good reason to have a community foundation and suggested pro-rating the refunds to share equally in the expenditures of the account.

Adam Pelatt moved Holly Campbell seconded the City Council authorize staff to refund all donations made toward the Skate Plaza project with the funds adjusted to reflect the expenses of the skate plaza account. Voted on and the motion carries unanimously.

Adam Pelatt moved Holly Campbell seconded the City Council authorize staff to close the Skate Plaza checking account held by the City of Creswell at Siuslaw Bank. Voted on and the motion carries unanimously.

Reports: Committees, Commissions and Boards

Cultural Committee – Chair Holly Campbell reported the balance of the Community Cultural Funds is around \$5,000. The committee will continue taking applications until April 15, 2014. They will not be reviewing applications until after that deadline and encourage organizations that meet the mission of these funds (addressing the basic needs of citizens of Creswell) to apply.

Public Safety Committee – Chair Brent Gifford reported a meeting has been scheduled for Friday, March 21st at 2:00 pm. A report will be heard from Michelle Amberg on potential law enforcement opportunities.

Parks Advisory Board – Chair Jessica Pelatt requested more communication take place between Parks Advisory Board and Council/Staff. She is disappointed the Council refunded the skate park money as she would like to see a skate park in Creswell and was hoping the project wasn't dead.

Mayor Stram reiterated the charge given to the Parks Advisory Board earlier this year: Investigate opportunities for immediate activities for youth, to include the possibilities of a skate park. He reminded her that the charge still stands.

Councilor Pelatt suggested Ms. Pelatt contact Gary Ludeke, President of the EAA who stated during the Public Forum portion of this meeting, their group is looking for activities and community projects to get involved with that include the youth of Creswell.

The Parks Advisory Board has been talking with Robert Grand, a local realtor, who is helping them map out potential properties for future parks. The board is also looking into the potential for creating a small park in the grassy area around the Cobalt Building.

Tree Board – Holly Campbell, City Council Representative on the Tree Board reported a meeting has been scheduled for March 11th at 3:00 pm. They are in the draft stage for their Tree Care Manual and are looking forward to an appointment of a Parks Advisory Board member to fill the vacancy left by Cynthia Knight. The board has been working to plan the Arbor Day/Earth Day celebration to be held at Garden Lake Park on April 22nd.

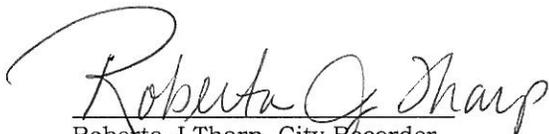
City Council Business

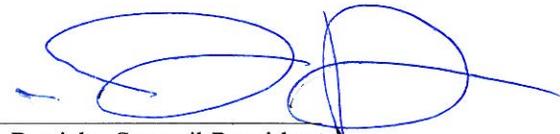
Old Business – No old business

New Business – No new business

Adjournment

There being no further business to come before the council, Mayor Stram adjourned the regular meeting at 8:44 pm.


Roberta J Tharp, City Recorder



Jacob Daniels, Council President