

Jacob Daniels moved Adam Pelatt seconded to open the agenda. Voted on and the motion carries unanimously.

Jacob Daniels moved Adam Pelatt seconded to amend the agenda to move item 10F – Supplemental Budget which includes a public hearing as the next order of business. Voted on and the motion carries unanimously.

Resolution 2014-06, A Resolution Adopting A Supplemental Budget and Making Appropriations

City Administrator Michelle Amberg explained this agenda item is necessary to account for a higher than expected level of development within the City during this fiscal year. By adopting the supplemental budget and making the necessary appropriations, it will allow the City to pay the bills owed to the Building Department for development through June 30, 2014.

A. Public Hearing to receive Public Comment on proposed Supplemental Budget

Mayor Stram opened the Public Hearing on Resolution 2014-06. There being no audience member to come forward and speak Mayor Stram closed the Public Hearing.

Ms. Amberg noted the supplemental budget will not affect building fees; it will account for revenues that the City has received and increase the budgeted appropriation that will allow us to pay the bill.

B. Adoption of Resolution 2014-06 A Resolution Adopting A Supplemental Budget and Making Appropriations

Holly Campbell moved Adam Pelatt seconded the City Council adopt Resolution 2014-06 A Resolution Adopting a Supplemental Budget and Making Appropriations as presented. Voted on and the motion carries with Councilors Campbell, Pelatt, Vincent, Gifford and Mayor Stram voting in favor and Councilor Daniels voting in opposition.

Mayor's Report

The Farmlands Market will hold their grand opening on June 2, 2014.

Mayor Stram announced the Council will be making a decision at their June meeting in regards to the addition of a third Public Safety Officer for the next fiscal year. He encouraged all attendees to partake in the public safety survey on the City website.

Mayor Stram reminded everyone of the Budget Committee meeting to be held on May 20, 2014.

Correspondence

Jane Vincent reported South Lane Wheels will be starting a new program in the near future that will transport folks to the Cottage Grove Walmart for shopping. The fee for this service is \$5.00 and more information will be provided as it becomes available.

Holly Campbell commented she thinks it would be nice to acknowledge Sgt. Osborne on his retirement and thank him for serving Creswell.

Consent Calendar

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

Airport

Precision Approach Engineering Pay Request #9 for Task Order #7 (Invoice #2893) – 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.

Adam Pelatt moved Jane Vincent seconded the Council approve Invoice #2893 for Precision Approach Engineering, Inc. in the amount of \$9,700.92 for services performed in accordance with Task Order #7 as presented. Voted on and the motion carries unanimously.

FAA AIP Fund Loan/Transfer to Oregon Department of Aviation Approval

The Northwest Region of the FAA (Federal Aviation Administration) has asked the City to consider loaning/transferring our expiring 2011 AIP (Airport Improvement Project) funds in the amount of \$150,000 to the ODA (Oregon Department of Aviation) for the Runway Overlay project being completed at the Cottage Grove Airport this summer. Annually the City of Creswell is entitled to utilize \$150,000 from the FAA AIP non primary

funds. The funds require a ten percent match when used and expire three years from the date of issuance. The requested loan/transfer funds are those from 2011 which the City will lose if the agenda item is not approved. At a future date, upon the City's request the funds will be returned for an FAA approved project.

City Administrator Michelle Amberg stated this agenda item has been reviewed by the City Attorney and asked Airport Manager Shelley Humble to answer any questions. Ms. Humble reported this is a common practice between Airports and since Creswell doesn't have a project this year but Cottage Grove does, the money would go back to Washington D.C. if the loan/transfer is not approved. Ms. Humble explained this is the first time Creswell has participated in this program while ODA frequently uses this method. She went on to note there is no cost to the City to participate. The City tries to schedule the use of the AIP funds in the same years as Connect Oregon funds are available; they serve as a grant match for each other.

Jacob Daniels moved Holly Campbell seconded that Council approve the loan/transfer of the FAA 2011 expiring AIP non-primary funds to the Oregon Department of Aviation in the amount of \$150,000 for the Cottage Grove Airport Runway Overlay Project. Voted on and the motion carries unanimously.

Public Works

Pay Request #3 – Olsson Industrial Electric – Front Street Lift Station – Cliff Bellew

Jacob Daniels moved Adam Pelatt seconded the City Council approve the final pay request; Invoice #32116 from Olsson Industrial Electric in the amount of \$33,604.00 for work completed on the Front Street Lift Station Project as presented. Mr. Bellew reported the project was completed approximately three weeks ago. Voted on and the motion carries unanimously.

Financial Report – March 31, 2014 Financial Summary
 March 31, 2014 Financial Statement

No comments were received regarding the Financial Summary or Statement.

City Administration

City Administrator Report- Michelle Amberg Public Utility Requirements

Included in the packet is a memo from City Planner Denise Walters regarding a question that was proposed during a roundtable discussion: "Why would a developer be required to oversize a utility"? The memo is informational only and speaks to over-sizing in order to accommodate future development.

Ms. Amberg reviewed a Code Enforcement Memo from Shelley Humble that will be placed in the newsletter and noticed in the Chronicle. The memo reminds residents:

- Not to blow grass or yard debris into the streets as it plugs the storm drains
- To remove Basketball hoops from streets and right-of ways
- To remove yard sale signs
- Vehicles should not be blocking the sidewalks or things should not be placed in the street to allow you to drive over the curb and into your property
- And between June 15th and September 30th all property owners should remove noxious vegetation from their property or right-of way abutting property

Ms. Amberg also provided updated results from the Public Safety Survey and encouraged everyone to visit the City's website and take the survey if you have not yet done so.

Ms. Amberg distributed a Travel Lane County news release which shows that tourism in Lane County is on the rise.

Resolution 2014-04 A Resolution Amending the 2013/14 General Fund and Appropriating Rural Tourism Marketing Program Grant Funds; and awarding these funds to the Creswell Chamber of Commerce

Ms. Amberg explained this resolution will appropriate an additional amount (the difference between the budgeted amount and the actual amount received - \$1,167) in the Rural Tourism Marketing Program as the City received more funds than anticipated. The money will be then transferred to the Chamber of Commerce to help promote tourism in Creswell.

Jacob Daniels moved Holly Campbell seconded that the City Council approve Resolution 2014-04 Amending the General Fund and award \$15,945 from RTMP Funds to the Creswell Chamber of Commerce for use in promoting tourism in the City of Creswell. Voted on and the motion carries unanimously.

Liquor License Renewals –

Michelle Amberg reported this is the annual renewal process for businesses in Creswell who hold a Liquor License. A list of licensees from the State is provided to the Lane County Sheriff's Deputies for their review and comments. Upon return of the list to the City, Sgt. Doug Osborne attached a letter outlining the ongoing issues as well as a record of calls for service that have arisen recently with one establishment. The letter recommends renewal of all liquor licenses as well as forwarding Sgt. Osborne's letter on to the OLCC (Oregon Liquor Control Commission). The letter cited concerns regarding the need for training of staff by management of the establishment and listed some of the alcohol related calls received by the Sheriff's Department at or near that place of business. Sgt. Osborne's letter mentioned the negative impact all of the calls for service have on the limited law enforcement resources. It also advised that should this continue throughout the next year, there is a potential for future recommendation to disapprove the renewal of their liquor license.

A discussion ensued about how much of the Sheriff's time is being taken up by calls to this establishment not to mention the city resources. In answer to Councilor Campbell's question, Ms. Amberg stated this information has been relayed to this particular establishment and still continues to be a problem. It is the responsibility of OLCC to regulate and police this establishment. Mayor Stram asked what further steps could be taken to go along with the letter to strengthen the communication to the OLCC and Ms. Amberg suggested a companion letter asking the OLCC to look into the practices outlined in Sgt. Osborne's letter.

Councilor Daniels declared a potential conflict of interest and stated from a financial standpoint it could become an actual conflict of interest. The council gave their unanimous consent to recuse Councilor Daniels from voting on this matter.

Jane Vincent moved Adam Pelatt seconded to approve the Liquor License Renewals for the Fiscal Year 2014/15 and forward Sgt. Doug Osborne's letter of concerns to the OLCC. Voted on and motion carries with Councilors Campbell, Gifford, Pelatt, Vincent and Mayor Stram voting in favor and Councilor Daniels is recused from voting.

Resolution 2014-05 A Resolution to Assess Abatement Costs and Establish Lien

Michelle Amberg reported the abatement at 233 West A Street has completed. As outlined in the Abatement Ordinance, the property owners have been notified of the charges accrued and to date the City has not received payment. An approved resolution is required in order to establish and record a lien on the property for the abatement fees. Since the abatement, the property has gone up for auction due to foreclosure and purchased by a bank. Staff is working with the bank regarding the collection of the abatement costs, and the start of an additional abatement. Ms. Amberg stated the bank is working cooperatively with the City and we shouldn't have any problem receiving payment for the abatements.

Jacob Daniels moved Jane Vincent seconded, the Council approve Resolution 2014-05, A Resolution to Assess Abatement Costs and Establish a Lien as presented. A discussion ensued regarding this being the third abatement and the beginning of the fourth. Mayor Stram called for a brief recess at 8:11 pm as Councilor Gifford's phone connection was lost. At 8:15 pm Mayor Stram reconvened the meeting with Councilor Gifford reconnected. The Council voted on the motion and it carries unanimously.

Ordinance No. 479 Establishing Runway Crossing Enforcement Provisions Applicable to Skydivers Using the City's Designated Parachute Landing Area Adjacent to the Airport Property –

Michelle Amberg passed out updated copies of Ordinance No. 479 received from Ross Williamson, City Attorney this morning. Mr. Moore reviewed the proposed Ordinance and his attorney, Mr. Conte along with Mr. Williamson have drafted a revised version. Ms. Amberg reported this proposed version of the Ordinance relates to the agreement the City has with Mr. Moore but will apply to any skydiving establishment who comes into the Creswell Airport. The only change refers specifically to the language in Section 1 Runway Crossing Requirements for Skydivers, subsection C 2; the wording set out in this CMC 2.60.090(C) was added to the end of the sentence.

Mr. Moore also wanted to amend D 4 of Section 1 to read the notice of violation will contain a court date and time that will be scheduled for the next available Municipal Court date that is not less than fourteen days from the date the notice is served; but that is basically the language the Ordinance contains.

A discussion ensued regarding Mr. Conte's review of and addressing the revised Ordinance. Mayor Stram noted paragraph B. of Section 1, the parachute landing area is located outside the boundary of the Airport, but is on City property adjacent to the Airport property.

Mayor Stram moved Adam Pelatt seconded, the Council not read the ordinance in its entirety. Voted on and the motion carries unanimously.

Mayor Stram moved and read twice by title Jacob Daniels seconded, the City Council adopts Ordinance No. 479, Establishing Runway Crossing Enforcement Provisions Applicable to Skydivers Using the City's Designated Parachute Landing Area Adjacent to the Airport Property as amended. Voted on and the motion carried unanimously.

Resolution 2014-06, A Resolution Adopting A Supplemental Budget and Making Appropriations

This agenda item was moved forward and heard earlier in the meeting.

Request to Authorize the City Administrator to Enter into an Agreement with West Yost Associates to Amend the City's 2003 Water Use Plan

Michelle Amberg reported the City needs to retain the services of an engineer to update the 2003 Water Use Plan in order to accommodate the use of reclaimed water by the proposed University of Oregon Golf Course. This agenda item will allow the City to amend the contract we have in place with West Yost Associates for their services in this project.

A brief discussion ensued regarding funding and Ms. Amberg noted the funds are included in this year's budget.

Adam Pelatt moved Holly Campbell seconded, the City Council authorize the City Manager to enter into an Engineering Contract to amend the City's 2003 Water Use Plan with West Yost Associates in a not to exceed amount of \$24,686 and to execute all documents. A discussion ensued that this water would be treated waste water; the questions at hand are how much treatment will the developers require and will the treatment occur at the Golf Course or at our Treatment Plant? Voted on and the motion carries unanimously.

Approval to Purchase Veteran's Recognition Banners -

Michelle Amberg reported this agenda item has been brought forth by Councilor Pelatt and is asking for support to purchase light pole banners recognizing Creswell's veterans and to be displayed along Oregon Avenue. Ms. Amberg noted Councilor Pelatt has found a sale on the banners and would like to move the project forward. He would like to purchase the banners up front and then receive reimbursement from the community sponsors. Ms. Amberg reported there is still \$5,946.10 in Council Travel, Training and Dues line item that could be used to cover the cost of the banners.

Adam Pelatt reported there are fifteen light poles and the City has eighteen active duty service members. He feels this project will not cost the city any money because he has roughly about one thousand citizen sponsors. Mr. Pelatt said he hoped they would be ready to place on the poles by July 4th and will double check to see they are compliant with the sign code.

Adam Pelatt moved Jane Vincent seconded, the City Council approve the purchase of banners to be displayed on Oregon Avenue Recognizing Creswell Veterans with an expenditure from the City Council Travel and Training portion of the General Fund in an amount not to exceed \$2,500. Voted on and the motion carries unanimously.

Reports: Committees, Commissions and Boards

Cultural Committee Chair Holly Campbell reported the committee met to review three grant applications: Creslane Food4Kids, Creswell Library and Cottage Grove Humane Society. The committee will be bringing forth their recommendations to the Council for grant approval at the June meeting.

Jacob Daniels, **Council Representative to LCOG** (Lane Council of Governments) reported their board would be voting to amend their charter. The amendment would allow non-elected bodies (example - LTD (Lane Transit District and the University of Oregon Board of Trustees, etc.) who meet all other membership requirements to join LCOG. Councilor Pelatt inquired as to how this would value the LCOG membership by allowing LTD to join. Councilor Daniels responded LCOG could enter into a working relationship with LTD, bringing better accountability to their organization. It would be good for cities to form a working relationship between them and LTD. He went on to explain this is not solely about allowing LTD to join, it is about all organizations that do not have elected bodies.

Parks Advisory Board – Chair Jessica Pelatt reported they have started up a “Creswell Friends of Parks” group. They have created a Facebook page to let everyone know about events in the parks, park projects and meetings. They are beginning an electronic newsletter and invited folks to sign up if they aren’t a Facebook subscriber. Kelly Stroble, local citizen, is creating a logo for the group. Ms. Pelatt thanked Public Works Director Cliff Bellew for his work on the Hills Creek diversion as it is allowing more water into Garden Lake. The board has made contact with a skate park designer who will be attending a Parks Advisory Board meeting to answer questions folks may have about skate parks. The board is also busy working on mapping out City properties.

Ms. Pelatt introduced Jennifer Clemo, board member of Community Food for Creswell (CFFC) who spoke about projects the committee would like to achieve. Ms. Clemo presented the CFFC board’s idea of placing a playground and community garden at the Cobalt Building. They are looking at garden beds community members could rent/lease from CFFC for a season; volunteers could tend in order to produce food for the pantry; and beds for gardening volunteers who couldn’t otherwise afford a plot. The committee is also discussing the idea of a community orchard to produce fruit for the pantry as well as a small playground for children. Another aspect is an educational component around gardening basics, preserving and canning, food preparation and greenhouse gardening. The leasing of garden beds by the pantry would serve as a source of unrestricted revenue for the pantry that their grants don’t cover. The committee has partnered with a landscape architect/ University of Oregon professor who is generously donating her time to professionally design the garden project.

Ms. Pelatt stated the Parks Advisory Board stands behind this project. A discussion ensued regarding adequate room for community gardens at the Cobalt Building and Ms. Clemo stated they feel they have room for approximately forty plots. Mayor Stram asked for a projected timeline; and their hope is to be ready next spring to begin work. Councilor Pelatt asked about liability for the playground equipment and who would be responsible? Ms. Pelatt responded the gardens would be the responsibility of CFFC and the Playground would be the City’s. Mr. Pelatt asked about financial considerations; this being City property and the CFFC benefiting from the leasing of the plots, he would hope the agreement would be set up properly.

Ms. Clemo and Ms. Pelatt said they would be using grant money but would like to see the city support the project financially if needed by using the Parks Systems Development Charges collected.

A discussion took place about activities and use of Harry Holt Park and the placement of a skate park within its boundaries. Ms. Pelatt commented the committee is examining all avenues for the placement of a skate park as there is a lot of public interest around this project. She will know more after meeting with the Skate Park designer.

Tree Board

Tree Board Chair Holly Campbell asked Mattie Phillips to provide the Council with an update. Ms. Phillips reported the committee is still working on the Tree Care Manual. She also noted the successful Earth Day Celebration held in April and thanked everyone who helped.

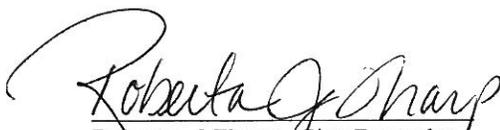
City Council Business

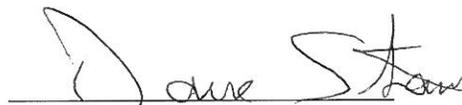
Old Business – No old business

New Business – No new business

Adjournment

There being no further business to come before the council, Mayor Stram adjourned the regular meeting at 9:25pm.


Roberta J. Sharp, City Recorder


Dave Stram, Mayor