

Council Present:

Omar Bowles  
Brent Gifford  
Ted Romoser  
Adam Pelatt via Cell Phone

Holly Campbell  
Dave Stram  
Jane Vincent

Staff Present:

Michelle Amberg  
Roberta Tharp  
Shelley Humble  
Layli Nichols  
Madeline Phillips  
R. Scott Palmer

City Administrator  
City Recorder  
Airport Manager  
Finance Director  
RARE Intern  
Municipal Judge

Council Absent: 0

Press: 1 - Creswell Chronicle - Scott Olson

Audience: 17

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:04 pm and the Pledge of Allegiance was given.

**Presentations**

Creswell's Municipal Judge R. Scott Palmer administered the Oath of Office to Omar Bowles and Ted Romoser.

At 7:08 pm Mayor Stram called for a brief recess and reconvened the meeting at 7:10 pm.

**Public Forum**

No members of the public provided comments.

**Mayor's Report**

Appointment of Council Committees

Administration

Adam Pelatt, Chair  
Omar Bowles  
Jane Vincent

Finance

Brent Gifford, Chair  
Holly Campbell  
Ted Romoser

Public Works and Transportation

Holly Campbell, Chair  
Brent Gifford  
Adam Pelatt

Public Safety

Brent Gifford, Chair  
Omar Bowles  
Ted Romoser

Cultural Services

Holly Campbell, Chair  
Ted Romoser  
Jane Vincent

Economic Development

Jane Vincent, Chair  
Omar Bowles  
Adam Pelatt

Committee Charges

Administration Committee - City Administrator - Staff Support:

- Conduct the six-month City Administrator performance review and present performance review findings at September Work Session
- Work with City Administrator and Judge Palmer to develop the process for hiring a Judge Pro Tem and present hiring process for Judge Pro Tem at September Work Session

Finance Committee - City Administrator and Finance Director - Staff Support

- Review Compensation study draft findings and make a recommended plan for implementation to Council at the September work session

Public Works and Transportation Committee - City Administrator and Director of Public Works - Staff Support

- Report to Council on Water Rate Study; recommend a process and timeline for educating the public about the study; recommend next steps to establish a new water rate at the September work session
- Discuss the DeBerry landfill investigation conducted by City Staff; consider options; recommend next steps to Council at the September work session

Public Safety Committee – City Administrator and Lane County Sergeant Billy Halverson- Staff Support

- No charge was issued at this time

Cultural Services – City Recorder – Staff support:

- Continue oversight of Community Contributions Grant process. No timeline was given for this charge as it is an ongoing charge
- Consider ways to enhance the décor of City Hall, 2<sup>nd</sup> floor to include showcasing the work of local artists. Bring a report on décor enhancement to the September work session.

The Council gave Mayor Stram unanimous consent to the appointment of Council committees and their charges.

#### Ad Hoc Public Safety Committee

Mayor Stram announced that within the next sixty days he will be appointing an Ad Hoc Public Safety Advisory Committee. They will be considering options for providing and funding public safety in Creswell. The committee will be represented the Community, City Council and Staff. He will be meeting with Public Safety Committee Chair Brent Gifford and Michelle Amberg in the near future to develop the scope and charge for the committee.

Mayor Stram encouraged the Council to help him let the public know there is a utility assistance program for citizens needing help with their utility bills. The Help to Others fund accepts donations for this purpose and is administered through the Community Sharing office in Cottage Grove.

#### Correspondence

Mayor Stram requested an increase in size to the legend, mainly the color chart on the Code Enforcement Report.

#### Consent Calendar

Councilor Campbell asked who responds to and how do we follow through on requests made during the Public Forum portion of the meetings. Michelle Amberg replied staff tries their best to meet the requests.

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

#### Administrative Report

##### Administration

Ms. Amberg presented an information/fact sheet prepared by Layli Nichols on the public safety fee implemented by Council action at the last meeting which will accompany the utility bills when mailed out. This information will help educate the public in regards to the fee.

##### Airport

No report was given.

##### Finance

May 31, 2014 Financial Summary - No comments or questions were received regarding the Financial Summary. Mayor Stram directed Michelle Amberg to provide training on how to read the financial summary for the benefit of our new Councilors.

##### Public Works

No report was given.

#### Council Action Items

##### **Discussion/Decision Regarding Possible Supplemental Budget – Mayor Stram**

Mayor Stram reported that since the passage of the 2014-2015 fiscal year budget, the adoption of Ordinance 480 and Resolution 2014-10 (Public Safety Fee) there has been some discussion of a supplemental budget for the purpose of funding the third deputy thus eliminating the need for the fee. He would like the Council to continue their discussion and make a decision in regards to directing staff as to whether or not prepare a supplemental budget using the State Revenue Sharing funds for public safety. Mayor Stram went on to say he supports both the approved budget as well as the public safety fee. He does not believe State Revenue Sharing Funds should be used to pay ongoing general fund expenses. He also believes that for the safety of Creswell residents, the addition of a third deputy is needed and the public safety fee is the best way to cover the funding for the next year. It is his desire to create an Ad hoc Public Safety Advisory Committee in order to gain more information and have further dialogue about the best way to provide and pay for Public Safety in Creswell. He went on to say, if the ad hoc committee recommends a Public Safety Study he would be in favor of a supplemental budget to fund the study.

Councilor Vincent stated she has spoken with Ms. Nichols who informed her that you can use State Revenue Sharing Funds for the funding of a deputy but it is an unusual practice. She went on to say she doesn't think there are any other funds in the budget that could be used for the funding public safety. She cautioned the Council of their wording of a motion to include a professional study. She feels it needs to be determined whether or not to form a safety district, partnership with another entity or form our own police force as the contract with the Sheriff's Department will increase annually and those costs will be passed along in the fee for Public Safety. Mayor Stram explained that there may or may not be a motion on a supplemental budget as it could be enacted at a later time when the ad hoc advisory committee brings back a recommendation.

Councilor Campbell asked the Mayor if the advisory committee will be aware of all the ideas for forming a policing district and Mayor Stram responded the committee will be tasked with considering options for providing and funding public safety in Creswell. If they come back with the recommendation to have a study completed, we will have to come back to the Council to figure how to fund the study in which a supplemental budget may be necessary at that time.

Councilor Vincent asked what would happen if we don't get enough applications to fill the ad hoc committee. Mayor Stram responded we will look for representatives of the community to serve on the committee. He has allotted sixty days to appoint a committee and figure out a scope (charge) for them to work on.

Councilor Pelatt asked for thoughts from the newest Council members.

Councilor Bowles responded that his only concern is the timing or timeframe that is involved. By creating an ad hoc committee within the next sixty days and then holding the meetings needed for the committee to come up with a recommendation for the Council could take upwards of five months. At that point, the City will be in the beginning stages of putting together the next year's budget, which will not allow for a lot of time to explore the committee's recommendation. He feels we need to expedite this process.

Councilor Pelatt asked Councilor Gifford to respond. Councilor Gifford said a supplemental budget process can be independent of the Public Safety Committee and its charge. We could move forward with that process today although we are not prepared and take other alternatives or options at later time. Any decision the Council makes towards a supplemental budget must be very specific and detailed as to the changes and will cause a good amount of work for staff. At this point in time, no matter which way we precede, it will be approximately thirty days before we can do anything. Once a committee is formed, they will be able to look at all kinds of possibilities such as expanding our boundaries or matching the school district boundaries for a special taxing district. There are many alternatives and options that need to be considered, and the real key is to look for the long term right answer not a band-aid. Mr. Gifford stated he would like to know the impact across the board on budgeted items before we begin moving any money. He would not like to see us give up a long term vision for a short term settlement.

Councilor Romoser asked if the sunset clause had been added to the Ordinance and Ms. Amberg responded it was inserted as the last paragraph of the Ordinance. Mr. Romoser is willing to go forward with the Public Safety Fee in hopes the sunset clause will give the committee time to do their research to come up with a long term solution.

Councilor Pelatt responded that he is opposed to the Public Safety Fee and is in favor of alleviating the fee constraints from our citizens by utilizing the funds budgeted for projects to be paid for from State Revenue Sharing Funds.

Councilor Vincent asked if the ad hoc committee would have access to funds to be able to come up with a recommendation to the Council, such as a professional study. She feels it better to move forward with a study rather than wait for a committee to present a recommendation. Mayor Stram responded it is not the City's practice to provide committees with funds as they are an advisory committee to the Council. If their recommendation is to have a study completed, the City Administrator would be charged with the task of going through the process. Ms. Amberg replied we would need to talk about the scope of the study and then begin working on a cost range. We didn't budget for a study so we would have to work with the Finance Department to find funding.

Councilor Gifford reminded the Council that during the process if anyone has input for the committee they can funnel that through a committee member.

Councilor Campbell asked how citizens become qualified to receive funds from the Help to Others fund. Ms. Amberg stated there is a process in place where applicants are screened for affordability.

Adam Pelatt moved that the City Council direct the city staff to begin researching a supplemental budget for the purpose of funding the third deputy from the State Revenue Sharing Funds.

Councilor Pelatt's motion dies for a lack of a second.

**Approval of Planning Technician Job Description – Michelle Amberg**

Michelle Amberg reported she was concerned with the cost of planning services the City pays and the lack of full time planning staff for assistance to the public. She has had discussions with LCOG (Lane Council of Governments) as to how we might bring someone in house five days a week for planning. The results of the discussions are to do current planning in house and long term planning through LCOG. Ms. Amberg said by hiring a Planning Technician, the City should reduce the costs for planning to the tune of \$10,000 annually and it will provide planning staff at City Hall five days a week. The position was included and budgeted for in our 2014-2015 approved budget. Ms. Amberg is hoping to have this position filled as soon as September.

Brent Gifford moved Adam Pelatt seconded that the City Council approve the Planning Technician Job Description Voted on and the motion carries unanimously.

**Approval of Contract to Clean Cobalt Building – Madeline Phillips**

RARE Intern, Maddie Phillips addressed the council to explain that The City of Creswell gained occupancy of the unoccupied portion of the Cobalt Building in March of 2014. That portion of the building has sat vacant for the past six years and is in desperate need of a good cleaning in order to allow use of the facility. Ms. Phillips solicited three bids for cleaning:

- Servpro of Springfield - \$11,082.69
- ServiceMaster Clean - \$1,138
- JaniKing - \$1,030.00

Councilor Campbell asked if Public Works Director, Cliff Bellew, had reviewed the bids and Ms. Phillips responded that he had but didn't give any input.

Holly Campbell moved Brent Gifford seconded that the City Council authorize expending no more than \$1,050 to Jani-King for the purpose of cleaning the Cobalt Building. Voted on and the motion carries unanimously.

**Recommendation to the LOC (League of Oregon Cities) regarding legislative Priorities for the 2015 Legislative Session**

Every year the City receives a survey asking the Council to provide their input to the LOC Board of Directors to help them in preparation of adoption of the 2015 Legislative Agenda. Michelle Amberg reported the Council reviewed the choices for the LOC legislative priorities at the last work session. The Council narrowed the list to reflect their top five priorities as follows:

- (b) - Support capitalization of the industrial site readiness loan program at \$10 million and the industrial site readiness assessment program at \$200,000

Michelle Amberg reported this is a very valuable program for City's that contain brownfields sites (contaminated or unusable sites) that they wish to clean up/upgrade so they can put them on the market to help with economic development.

- (s) - Pass a comprehensive transportation funding policy package

Michelle Amberg said this funding package will increase the gas tax up to 5 cents a gallon as well as look at issues that create funds the City receives in dedicated street funds.

- (m) - Enhance mental health services

Michelle Amberg believes this is very much needed throughout the country, although this priority is very vague. It doesn't really spell out what the funding is for.

- (h) - Improve the fairness of how new and improved property is added to the tax roll

Michelle Amberg reported we are seeing a gap develop in the amount of property taxes citizens are paying. This is causing inequities between the younger first time home buyer and those who have lived in the homes for a number of years. This is a large problem in the Portland area.

- (l) - Clarify and enhance medical marijuana dispensary regulations

Michelle Amberg reported the legalization of recreational marijuana will appear on the November ballot. The legislature says it will not be addressing the issue the people and legal system will.

The LOC survey requests the Council's top four priorities, therefore after a brief discussion, the Council removed letter (m) – Enhance Mental Health services from their list.

Adam Pelatt moved Jane Vincent seconded that the City Council approve letters B, S, H, and L, as the City of Creswell's recommendation for legislative priorities for the 2015 Legislative Session.

Councilor Romoser asked if there is a record of local complaints for the property tax issue (h). Ms. Amberg explained this is more of an issue in the metropolitan area. Councilor Campbell asked about the transportation funding policy package (s), and Ms. Amberg explained that this priority would strengthen the policy already in place. She went on to explain this would effect everyone and will raise a lot of fees in order to capture more revenue for transportation of various sorts.

The Council voted on the motion and it carries with Councilors Bowles, Campbell, Gifford, Pelatt, Vincent and Mayor Stram voting in favor and Councilor Romoser voting in opposition.

**Intergovernmental Agreement – Lane Council of Governments – Website Maintenance – Michelle Amberg**

Ms. Amberg explained we contract with LCOG for website maintenance/hosting and just recently they have been having some technical difficulties. To address the difficulties, LCOG is in the process of migrating everyone from their system to a system named Civicplus. The City of Creswell cannot afford to migrate to Civicplus as this is not something we have budgeted for. These issues came about at the end of the fiscal year and after the budget for next year had already been adopted. Ms. Amberg said we are under a time crunch for approving this agreement and if not approved this evening, the City will miss out on a ten percent discount or about \$800 on the migration. This agreement will authorize staff to spend no more than \$3,000 this year for website maintenance/hosting with LCOG in order to move forward with the migration of our webpage to Civicplus.

Ms. Nichols reported Civicplus provided LCOG with an opportunity to have multiple jurisdictions group together in order to receive the ten percent discount. Basically in the meantime the LCOG contract/agreement is a continuation of existing agreement to provide web hosting until we get things sorted out.

Councilor Campbell asked about the cost of migration and Ms. Amberg said her understanding of this is the City will spread the cost of the migration out over the next three years. LCOG is going to absorb the costs this first year and then we will repay them over the next two. Ms. Amberg reported Ms. Nichols has done some research on Civicplus and feels comfortable that this program will serve our needs.

Ms. Nichols reported the annual maintenance requirement is during the first year they do not require a maintenance fee but beginning the second year the annual service fee is \$1,575.00 and subject to a five percent annual increase after that. The cost provides the City with twelve hours of intensive training for anyone who will be updating the site, twenty four hour technical assistance as well as emergency services available. It is also her understanding that the City would pay \$3,000 of the \$8,000 required startup fee this year and repay the remaining \$5,000 to LCOG over the next couple of years.

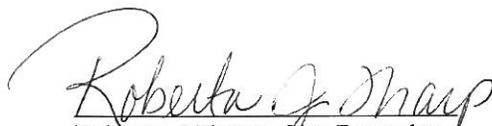
Councilor Romoser asked if the agreement amendment before them this evening is an addition to a contract already in place with LCOG. Ms. Amberg replied that it is, this is what we anticipated paying this year for our maintenance but LCOG's system is dying and they are scrambling to fix/replace it. If everything had gone as usual, this is the agreement we would have signed without looking at Civicplus. Ms. Amberg said this agreement will authorize staff to spend the budgeted \$3,000 during this fiscal year for our website maintenance and provide the City and LCOG to work out an agreement for migration payments in future fiscal years.

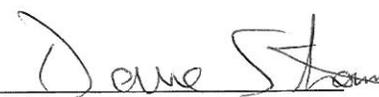
Ted Romoser moved Jane Vincent seconded the Council approve the Intergovernmental Agreement with LCOG for website maintenance in an amount not to exceed \$3,000. Voted on and the motion carries unanimously.

Mayor Stram announced he has rescheduled the July City Council Work Session to July 28<sup>th</sup> and cancelled the August Work Session.

**Adjournment**

There being no further business to come before the council, Mayor Stram adjourned the regular meeting at 8:42 pm.

  
Roberta J Tharp, City Recorder

  
Dave Stram, Mayor