

Council Present:

Omar Bowles
Brent Gifford
Ted Romoser
Jane Vincent

Holly Campbell
Adam Pelatt
Dave Stram

Staff Present:

Michelle Amberg
Robert Tharp
Layli Nichols
Madeline Philips

City Administrator
City Recorder
Finance Director
RARE Intern

Council Absent: 0

Press: 1 – Scott Olson – Creswell Chronicle

Audience: 11

The City Council work session was called to order by Mayor Dave Stram at 6:07 PM and the Pledge of Allegiance was given.

Mayor's Report

Mayor Stram presented Maddie Phillips, RARE Intern with an appreciation plaque for her service this past year.

Maddie Phillips introduced Maia Hardy as our next year's RARE Intern.

Mayor Stram encouraged the Council to consider attending the League of Oregon Cities Annual Conference being held in Eugene at the end of September.

Mayor Stram encouraged the Council to do their visioning homework for the visioning process.

Presentations

Looking Glass – Kirstin Lee, Director of Runaway and Homeless Youth Services

Lorinda Wolford – Supervisor/Associate of the Rural Program in Cottage Grove

The Rural Program has been providing services to runaway and homeless youth (ages 11 – 17), as well as at risk for becoming homeless since 2008 to the Cottage Grove and Creswell area. The goal of the program is to provide inclusive services to youth and families while working toward family reconciliation, stable housing and/or independent living. They are in need of participants for their Rural Host Home Program. The program consists of community volunteers willing to provide emergency shelter to teens for a period of one to twenty one days. Participants are required to have completed an extensive screening and training process and in return receive a nightly stipend for providing a safe place for the teen to stay. The program currently serves approximately eighty teens from the Cottage Grove and Creswell areas.

Ms. Lee and Ms. Wolford went on to say they are interested in space at the Social Services Office. It is of their belief that sex trafficking of youth is happening within our community. They went on to explain that within twenty four to forty eight hours after hitting the streets, youth is approached to be trafficked. Their organization is working to get a handle on this situation and is asking for the public's help to identify the youth in order to provide services to those in need. The organization is also in need of volunteers for the Rural Host Home Program.

Sign Code Update – Madeline Phillips – RARE Intern

Maddie Phillips gave a power point presentation on the process used to update Creswell's sign code.

- Updated sign code for compliance with the First Amendment – Oregon Article 1: Content Regulation
- Safety and adapting to development types
- Addition of a Variance and Appeals Process
- Curb Appeal
- User-friendliness

Ms. Phillips outlined the High-Level Trends:

- Increasing signage size by approximately twenty square feet
- Included definitions and code language section
- More choices in sign types
- Two types of Appeals – Application decision and Enforcement Action
- Revised first page of Application
- User-friendly reference chart

Ms. Phillips provided an overview of the transition period from the current Sign Code to the new proposed draft Sign Code:

- If permitted under Ordinance 448 Sign Code, it would be considered a non-conforming sign. It will be grandfathered in for ten years
- Must be brought into compliance when any construction improvement is initiated (other than re-facing sign)
- Unpermitted signage under Ordinance 448 is defined as unlawful signs and must be brought into compliance within 90 days.
- Existing/Cultural significance signs are considered a non-conforming sign and must be applied for historical/significant sign status.

Councilor Bowles asked about the City Hall Reader Board and Ms. Phillips responded that governmental signs are exempt, and the Reader Board could be turned into an Emergency Message Board should the need arise.

A discussion ensued regarding Banners and Seasonal Lighting and how the December Tree Lighting Ceremony banner would be in compliance with the timeframe of erection of no more than twelve days prior and shall be removed with two days of the event. It was recommended to change the timeframe for removal of banners from two days to seven days.

Ms. Phillips said her next step is to send the draft back to the City Attorney for final review and present to the Council for approval at the August 11th meeting. Ms. Phillips also noted that a public meeting was held on April 16th for all interested parties to participate. The update committee consisted of Al Bennett, Bill Spencer, Lloyd Safley, Kerry Smith, Kathryn Rowden, Don Taylor, Todd O'Neill and Shelley Humble.

Reports: Committees, Commissions and Boards

Finance Committee – Training on how to read a Financial Summary – Chair Brent Gifford

Mr. Gifford repeated the training on how to read and understand the financial summary and statement.

LCOG Representative – Adam Pelatt – Report on possible change to LCOG (Lane Council of Governments) Charter

Adam Pelatt, Council Representative to LCOG reported the City was supposed to provide feedback in regards to a potential change to the LCOG Charter. The proposed changes will not impact Creswell but can affect the membership of LCOG. Mr. Pelatt provided a brief overview of the proposed changes and asked the Council for any thoughts/ideas they may have on the proposed changes.

- LCOG serves entities who have elected boards
- There are some groups for instance Lane Transit District (LTD) and the University of Oregon (U of O) who do not have elected boards but have been members by attendance but don't have voting rights

The question proposed is: Should LCOG allow membership with voting rights to groups that do not have a board elected by the people? The options for consideration to this question are:

- Version 1 - Leave the LCOG Charter as is – Membership is made up strictly of individual who represent boards elected by the people
- Version 2 – Any group can become a member of LCOG and pays the fees/dues to meet membership requirements
- Version 3 – Groups such as LTD and the U of O can apply for membership to LCOG but won't be accepted as full voting members.

A question was brought up about how the fees would be determined as the cities are based on our taxing district. Mr. Pelatt explained that LTD's fees would be based on their ridership and U of O's would be based on student population. An additional discussion ensued regarding how it would affect Creswell should LCOG choose to service large organizations such as the U of O. Mr. Pelatt said those organizations would pay dues according to their population/ridership but would only have one vote at the table just like Creswell. It is Mr. Pelatt's concern of how this would affect LCOG's resources. Will Creswell still be able to call LCOG with a question and be provided an answer quickly if they are dealing with other larger entities?

After much discussion, the Council came to the conclusion that Version 1 – Leave the LCOG Charter as is – Membership is made up of strictly of individual who represent boards elected by the people is the best option for Creswell.

Mayor Stram recessed the meeting for a short break at 8:19 pm. At 8:29 pm, Mayor Stram reconvened the meeting.

Parks Advisory Board – Jessica Pelatt, Chair

Jessica Pelatt, Chair of the Parks Advisory Board addressed the Council passing out an overview of her meeting with Danyel Scott from Dreamland Skateparks located in Lincoln City, Oregon. The overview contained questions and answers discussed during the meeting. Ms. Pelatt pointed out that the average skatepark ranges in cost from about \$28 to \$32 per square foot. Ms. Scott recommends a 6,000 to 9,000 square foot park for a community the size of Creswell.

The Parks Advisory Board has been contemplating a piece of property next to the Middle School as a good place to put a skate park. She has set up a meeting with Ms. Amberg, Mayor Stram and Cliff Bellew, Public Works Director to discuss the possibilities of this option.

Councilor Gifford asked if the budget goal of \$250,000.00 include the land and the park. Ms. Pelatt said that is the park itself. A discussion ensued as to whether or not they are discussing an indoor or an outdoor facility and if it would be used year round, as well as the surroundings of the park such as landscaping, parking, and sidewalks. Councilor Campbell inquired about the City's liability insurance coverage and Ms. Amberg replied as long as there are no fees charged to use the park; you are not liable for injuries (Recreational Immunity).

Further discussion ensued regarding competitions/special events and how the sponsors of those would need to provide special event insurance coverage. Councilor Romoser asked if the cost included night-time lighting and Ms. Pelatt responded that the committee is looking for a park that will be used during daylight hours.

Councilor Campbell asked if the park would be enclosed by fencing and Ms. Pelatt said that the cost will be substantially more, and Ms. Scott doesn't recommend this as kids will just jump the fence.

Layli Nichols asked Ms. Pelatt if she had talked with the School District as to the proximity because in prior conversations they have expressed an interest in the location.

Ms. Pelatt encouraged everyone to follow Friends of Creswell Parks on Facebook. The group is planning a cleanup at Garden Lake Park.

Councilor Gifford asked if the intent was to fundraise in order to fund the project and how long will this take. Ms. Pelatt replied they are looking to fundraise, apply for grants and accept donations. They plan to meet with the Administrator and Mayor to discuss how the City will interact with the project. Ms. Amberg asked if Friends of Creswell Parks is a 501-C3 group and suggested running this project through the Community Foundation once it has been formed. Mayor Stram asked how the community views this project and Ms. Pelatt said she has only heard positive remarks about it. Mayor Stram asked about using the Cobalt Building as an indoor skate facility and Ms. Amberg responded that she would have to check with CIS about insurance because the City would be able to control access and we might lose the Recreational Immunity Status and the City would have to pay for supervision. Ms. Pelatt replied that opening an indoor facility would take away some of the energy and luster of an outdoor park.

A discussion ensued regarding the pros and cons to start the skate park in the Cobalt building to determine the community's interest before beginning on a permanent structure.

Mayor Stram reviewed the Parks Advisory Board's (PAB) charge "to investigate the possibility of a Skate Park" and determined the PAB has completed their charge. At some point the Council will need to decide how to deal with this now that they have received the PAB's investigative report and discuss what role the City has in this progress.

Councilor Vincent stated that she feels the committee has put a lot of effort and has an abundant amount of ownership in this project and does not want to just hand it off to another committee to move it forward; they want to see it through to the end. Mayor Stram said the PAB is only an advisory committee, and the Council needs to have training provided to them on how committees work and all the processes involved. Ms. Pelatt responded that this isn't the final Skate Park report and she would like to continue investigating all options for this project.

After much discussion about the committee continuing their investigation on a Skate Park project, Mayor Stram asked Ms. Pelatt to think about what the PAB needs from the City in order for the Council to set the direction for this project including assessing community support for either a grassroots organization or a city project, and talking with the School District. What does the Council need to know going forward to make a decision on a Skate Park?

Councilor New Business

Future Agenda Items –

Financial Policies – Layli Nichols

Fund Balance Reserves –

Finance Director Layli Nichols presented a draft Resolution for the Fund Balance Reserve and Contingency Policy to the Council. The Finance Committee began working on this policy prior to budget season at which time it was presented. She noted one significant change to the policy that was included in the budget document; itemized goals that outline sufficient reserves and contingencies for each fund.

Councilor Campbell suggested a change in the verbiage of the policy by replacing “proposed budget” with “adopted budget”. A discussion ensued and Ms. Nichols went on to explain the difference between contingency funds and the ending fund balances. She explained the thirty percent ending fund balance is budgeted to allow for city operations from July 1st until property taxes are received sometime in November.

Mayor Stram asked how the policy will impact what we are currently doing. Ms. Amberg responded that it lets her know how much to balance next year. It will require her to set aside thirty percent of the operating costs in ending fund balances. It acts as a tool in making a recommendation for budget adoption. Mayor Stram asks if this will impact our citizens. Ms. Nichols replied she feels it impacts the citizens by providing them with the safeguard in place that the City isn’t going to spend into a financial bind. It provides a financial security that says the City will operate within our means. It also provides direction to staff for a target to aim for as well as providing the community the security that we will have the operation funds for the first four to five months of the fiscal year. Councilor Gifford commented that he can think of two scenarios where this policy may affect the citizens:

- If there is a revenue shortfall – we don’t bring in all the revenue we are anticipating and will have to reduce expenses or go below the limit
- Contingency Fund – If you have spent the contingency fund and have a need to spend further, you are at a hard stop

Ms. Amberg said at that point a red flag would go up and the Council would need to hold a discussion on how to address the situation.

Ms. Nichols also explained that this policy is modeled after the Best Practices suggested by the Government Finance Officers Association and GASB.

Ms. Nichols was directed to change the policy verbiage to “adopted budget” as suggested and bring back to the August meeting for adoption.

Fixed Assets

Layli Nichols presented a draft of a Fixed Asset and Capitalization Policy Resolution to the Council. She explained this resolution will update and replace Resolution No. 2004-24. Ms. Nichols is proposing some minor adjustments to the policy:

- A description of what we include in the value of an asset – This will delineate all the costs that are involved in putting in place an asset
- The Capitalization Threshold – Change from five years to three years
- The Grouped or Networked Assets – We currently use this policy but this will help to identify and clearly states that this policy is a practice. She used the EPUD Streetlights as an example as they were received by the City as a unit.
- Estimated Useful Lives – basically stays the same with the exception of a couple of additional assets added to the list
- Include a definition of the difference between Improvements vs Maintenance Costs
- Include a policy on Assets Below Capitalization – Keep an inventory report on small assets

The Council directed Ms. Nichols to bring the policy to the August City Council meeting for adoption.

Ad Hoc Safety Committee

Mayor Stram stated the governing rules do not allow the Mayor to appoint an ad hoc committee as announced at the July meeting; a resolution is required to establish an ad hoc committee. In 2008 the Council was wrestling with the Public Safety Issue and a study was conducted and presented in a workshop. He asked the Council to review the study. Today, the question for discussion is how we proceed:

- Appoint an ad hoc committee with a charge
- Direct the City Administrator to contact the person who did the 2008 study for a quote to update the study
- Have the Council define what we want in a study and find three companies who can deliver that study and if so, how do we fund the study.

Mayor Stram asked for Council input on how to proceed on figuring out public safety.

Councilor Vincent responded she would like to have a new study done. The Public Safety Fee has a sunset clause, therefore if we work with an ad hoc committee she feels there will not be enough time to complete the study before the sunset clause takes effect. It is her preference to have a professional company do a study.

Councilor Bowles has reviewed the study along with two representatives from the Department of Justice and believes it to be flawed and spending money on a workshop will be beneficial. He would like the Council to use the Department of Justice and gather their own information. He went on to say the biggest obstacle for beginning our own department will be the startup costs. He went on to say this study will take time and we will be up against the sunset clause.

Mayor Stram asked Michelle Amberg how long it would take for her to gather the information on our Lane County contract, starting our own policing department as well as a policing district. Ms. Amberg replied that it is possible to do but the drawback is some of the other things staff is currently working on will have to come off the table.

Councilor Gifford said he gives the staff full support to the capability of gathering the information but agrees the Council will need to realign priorities.

Councilor Campbell agreed with Councilor Gifford and spoke about the Water Rate Study and the fact it didn't provide all of the information we thought it should. She reminded the Council that the Public Safety Ordinance can be amended or changed and asked why this couldn't be charged to the Public Safety Committee.

Councilor Pelatt agreed with Councilor Gifford and reminded the Council that Consultant Stan Biles has told us that we are over committed and feels we should utilize the Public Safety Committee. He strongly suggested the Council use an outside professional company for the study.

Councilor Campbell recommended using the Public Safety committee to define the criteria of what we want in the study.

Councilor Romoser asked if there is a budget source for the study and Ms. Amberg replied we did not budget for a study and if this is the route the Council chooses to go, we will have to eliminate something else out of the budget.

Councilor Vincent asked Councilor Bowles if he had spoken to anyone about grants and Mr. Bowles replied there are grants available through the COPS program of the Department of Justice but those are mostly for startup. He went on to say on average it is about a three year process to show that you are ready to start a police department.

Councilor Gifford, Chair of the Public Safety Committee responded that if he is going to take on the responsibility of getting this study off and running, he asked the Council to read the 2008 study and be ready to let him know what they are looking for in a study. He surmised what he feels the charge will be to the Public Safety Committee issued by the Mayor at the August meeting.

- Mr. Gifford is to find someone to put together a report and work up a supplemental budget to fund the report

Michelle Amberg said it will more than likely have to be an RFP (request for proposal) process.

Council Governing Rules – Due to the length of the meeting, Mayor Stram asked the Council to send any amendments they would like to have discussed in regards to the Council Rules (Resolution 2011-19) to Michelle

Amberg. Mayor Stram, Councilor Vincent and Michelle Amberg will meet, review the suggestions and bring a presentation back to the Council.

Council Training with Stan Biles

Mayor Stram explained he would like to have Consultant Stan Biles provide training to the Council on committees and also do a goal setting session. After meeting with Mr. Biles, he has submitted a proposal to Michelle Amberg for the City of Creswell. The proposal included:

- Training on committees for a total cost not to exceed \$4,000
- Council Priorities - Interviews with the Councilors and then a half-day session - not to exceed \$3,500

Mayor Stram also explained these sessions would happen in the fall and asked the Council for direction.

Councilor Romoser said he would like to focus on goals as it looks like the committees have plenty to do.

Councilor Gifford asked about timing and budget; we are already looking for funds for a Public Safety Study and if he had to choose between the two, he would choose the public safety study. Councilor Campbell pointed out that maybe we should wait until after the first of the year as this is an election year and the Council may be changing in January. Michelle Amberg responded she would like to know what the priorities/goals are before she begins working on the budget in January. After discussion, the Council feels the best way to schedule the trainings is to have the session on goals/priorities in the fall and hold off on the committee training until after elections in November.

Adjournment

There being no further discussion Mayor Stram adjourned the work session at 10:39 pm.


Roberta J. Sharp, City Recorder


Dave Stram, Mayor