

Council Present:

Omar Bowles  
Brent Gifford  
Ted Romoser  
Jane Vincent

Holly Campbell  
Adam Pelatt  
Dave Stram

Staff Present:

Michelle Amberg  
Roberta Tharp  
Cliff Bellew  
Shelley Humble  
Layli Nichols  
Madeline Phillips  
Sgt. Billy Halverson

City Administrator  
City Recorder  
Public Works Director  
Airport Manager  
Finance Director  
Temporary Employee  
Lane County Sheriff's  
Office

Council Absent: 0

Press: 1 – Creswell Chronicle – Scott Olson

Audience: 8

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.

**Public Forum**

There were no requests from the audience to speak.

**Mayor's Report**

Public Safety Committee Charge

Mayor Stram announced that during the July 7<sup>th</sup> meeting he stated he would be appointing an Ad Hoc Public Safety Advisory Committee. After further review of the City Council Rules, Section 10.1; the Mayor with consent of the Council may establish by Resolution an Ad Hoc or Standing Committee. Mayor Stram extended his apologies to the Council and Community. At the July 28<sup>th</sup> work session a discussion was held on how the Council should proceed towards a solution regarding Public Safety and at that time they asked the Mayor to develop and present a charge for the City Council's Public Safety Committee.

Public Safety Committee Charge

Mayor Stram issued the following charge to the Public Safety Committee:

With input from citizens, develop the scope of work for a comprehensive police study, to include present police services and alternatives. Recommend the scope of work to the Council for approval. When consultant is selected, schedule a meeting for the full Council with the consultant to understand the methodology being used. Prior to the completion of the study, develop a plan for sharing the information with the public and the Council. The scope of work is to be submitted to the City Recorder in time for inclusion in the Council packets for the September 22<sup>nd</sup> Work Session. It is anticipated that the Council will make a decision on the scope of work at the October Council meeting.

The Public Safety Committee will consist of Chair, Councilor Gifford, and Councilors Bowles and Romoser with staff support by the City Administrator.

Councilor Romoser asked if the Mayor should include the topic of a Public Safety District for the consultant to look into. Mayor Stram responded that should be included in the alternatives.

Mayor Stram encouraged the Council to get the word out as to when the Public Safety meetings will be held in order to give the community an opportunity to provide their input.

The Council gave their unanimous consent of approval for the Public Safety Charge.

Mayor Stram asked the Council to provide direction as to where the money will come from to fund a Public Safety Study. Michelle Amberg said there is not a lot of room in the budget to fund a study and it will require cutting something. She went on to say the funds could come from the General Fund or the Council could carve out a

portion of the funding from the State Revenue Sharing Funds. Councilor Campbell asked what a study of this sort costs. Ms. Amberg replied the cost could be anywhere between \$30,000 to \$120,000, it all depends on the scope of work, the consultant and the number of meetings to be held. Councilor Bowles responded when asked by Councilor Vincent about grants, that most of the grants he has come across are for the startup of a police department not for a study.

Councilor Pelatt suggested the Council direct Ms. Amberg to look into using the State Revenue Sharing Funds for the Public Safety study and not finish the second floor of City Hall.

Councilor Gifford, Chair of the Public Safety and Finance Committees stated he is pleased with the charge. He will schedule a couple of meetings prior to the work session in order to gather public input and possibly place another non-scientific survey on the City's website. He feels this process will take some time and is willing work with Ms. Amberg to pinpoint budget dollars but it will be difficult until we know what the scope of work and cost is going to be.

Councilor Campbell asked that the scope be designed to look for the basic information and design the scope in such a way that there are different levels for different situations.

Councilor Gifford clarified that charge is for the Public Safety Committee to bring a recommended scope for approval by the Council.

Mayor Stram reminded everyone of the election filing deadline of August 26, 2014.

#### **Correspondence**

Mayor Stram read the thank you letter from Angela Lukens aloud.

Mayor Stram thanked the Public Works staff for the quick cleanup of broken glass on Dale Kuni Road this morning.

#### **Consent Calendar**

Councilor Campbell asked for clarification on checks issued to two vendors during the month of July. Finance Director Layli Nichols explained check number 21433 issued to the Creswell School District in the amount of \$4,985.80 was for the collection of Construction Excise Taxes as required by state statute. Check number 21439 in the amount of \$2,145.00 and check number 21453 in the amount of \$11,177.50 were issued to Nagao Pacific Architecture for the redesign of City Hall Parking Lot. Ms. Nichols went on to explain that the bid process on the Parking Lot has begun and closes on August 28<sup>th</sup> in time for Council approval of award at the September meeting.

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

#### **Administrative Report**

##### Administration

Sgt. Halverson addressed the council to explain that the County is issuing new vehicles to its Creswell and Veneta Deputies. The Ford Crown Victoria's currently used are no longer manufactured and will be traded out with black Ford Interceptor SUV's. The vehicles will be marked with highly reflective lettering, Creswell's name, an American Flag and no overhead flashing lights. Deputy Halverson explained he was on the design committee and that internal lighting vs overhead lighting reduces costs by standardizing bulbs and streamlines the building and repair process of the lights.

Michelle Amberg thanked the Council for allowing her to attend the Northwest Community Development Institute.

Michelle Amberg announced she is trying to set up a goal setting session with Consultant Stan Biles during the week of October 20, 2014.

Michelle Amberg also announced the closing date to submit an application for the Planning Technician position was August 8<sup>th</sup> and interviews will be scheduled for the 19<sup>th</sup>.

Michelle Amberg also reminded everyone of Party in the Park on August 16<sup>th</sup>. This is a backpack and school supply give away for children of school age.

Airport

Shelley Humble announced Lane County has approved the City's AWOS (Automated Weather Observation System) Special Use Permit. Currently, we are in the appeal period which concludes on August 18<sup>th</sup> and work has been moving forward on the finalization of the bid documents. Ms. Humble also announced that Creswell Airport has been serving as the hub for five Forest Service Helicopters fighting fires in Dexter and Oakridge for the last couple of days.

Finance

June 30, 2014 Financial Summary

Councilor Gifford, Chair of the Finance Committee stated the Financial Summary provided in the packet closes out the year. He also noted the summary is stamped pre-audit and is as final as we will get until the auditors stamp it final.

Public Works

Michelle Amberg reported we are out to bid on the City Hall Parking Lot. The bid will be awarded on August 28<sup>th</sup>. Ms. Amberg also reported that the City has just received our thirty day comment period notice on our NPDES (National Pollution Discharge and Environmental Statements) permit for the wastewater treatment plant. The document is available at the front desk for review.

**Council Action Items**

**Adoption of Public Works Design Standards – Michelle Amberg**

**Ordinance 481 – An Ordinance Repealing Ordinance 345 and Adding Chapter 12.25 to the Creswell Municipal Code; and Adoption of Resolution 2014-16+ Adopting New Public Works Design Standards**

Michelle Amberg explained the Public Works Design Standards is a guide used by developers when developing within Creswell. This document was put together based on current standards and updated by Westech Engineering.

Brent Gifford read twice by title and moved, Adam Pelatt seconded that the City Council Adopt Ordinance 481 Repealing Ordinance 345 and Adopting Section 12.25 of the Creswell Municipal Code and Amending City Public Works Standards. There were no councilors who wanted the Ordinance to be read aloud in full. Voted on and the motion carries unanimously.

**Resolution 2014-16 A Resolution Adopting Public Works Standards**

Holly Campbell read aloud Resolution 2014-16 and moved, Jane Vincent seconded that the City Council Adopt Resolution No. 2014-16 Adopting Public Works Design Standards. Voted on and the motion carries unanimously.

**Surplus City Owned Property and Authorize Disposal – Michelle Amberg**

Michelle Amberg reported this agenda item is to get authorization from the Council to auction two service vehicles Public Works no longer uses; a 1990 Ford F Super Duty Service body truck and a 1996 Dodge Ram 2500.

Adam Pelatt moved Jane Vincent seconded that the City Council declare VIN #2FDLF4762LCA97538 and VIN #1B7KC26C2TS679873 surplus and authorize the Public Works Director to sell these vehicles at auction. Voted on and the motion carries unanimously.

**Ordinance 482 – An Ordinance Repealing Ordinance 448, An Ordinance Adopting Standards and Permitting Requirements for Sign Construction and Placement; and Declaring an Emergency, and Establishing a Sign Code for the City of Creswell – Madeline Phillips**

Maddie Phillips addressed the Council seeking approval of Ordinance 482. Ms. Phillips passed out two proposed amendments for inclusion to Ordinance 482 and offered an explanation. In follow up to a citizen request, Ms. Phillips feels it important to adjust two definitions outlined in the proposed Ordinance 482 to read as follows:

- Page 3 – Directional Sign- An on premise sign designed to direct an interested party to an office, entrance, exit, telephone or similar place, service or route, such as "One Way," "Entrance" or "Exit." A directional sign may include a logo or business name, but that logo or business name may not exceed fifty (50%) percent of the sign area.
- Page 9 – Wayfinding Sign – A sign or set of signs erected by the City of Creswell, its designee, or responsible roadway agency to help users orient themselves to their surroundings. Cities and roadway agencies often use wayfinding signs to direct visitors to key locations of interest within the community.

Ms. Phillips stated there has not yet been any financial consideration discussion related to the passage of this Ordinance. In the future a discussion needs to happen on how to charge for the different permits. The next steps

on this project include looking at the refacing of signs; and the cost to review refacing and replacement of signs in house based on time employee allocated to permit process.

Councilor Campbell asked how were the businesses in town going to be notified of the changes. Ms. Phillips responded that the City develop an informational pamphlet that basically covers the topics of sign changes and include what new opportunities may be afforded with the new Ordinance.

Adam Pelatt read twice by title and moved, Jane Vincent seconded that the City Council repeal Ordinance 448, An Ordinance Adopting Standards and Permitting Requirements for Sign Construction and Placement; and Declaring an Emergency and approve Ordinance 482, An Ordinance Establishing A Sign Code for the City of Creswell as amended.

Mayor Stram asked if this has been introduced to the Chamber of Commerce and Ms. Phillips replied that they have been involved throughout the whole process.

No member of the Council wanted to have the Ordinance read in its entirety, therefore, the motion was voted on and carries unanimously. Ms. Phillips reminded the Council that Ordinance 482 becomes effective in thirty days.

**Resolution 2014-17 A Resolution Establishing and Adopting a Fund Balance Reserves and Contingency Policy – Layli Nichols**

Layli Nichols addressed the Council to present Resolution 2014-17. She stated this Resolution formally adopts a Fund Balance Reserves and Contingency Policy as discussed during the budget meetings and also the July work session.

Brent Gifford moved Holly Campbell seconded that the Council Adopt Resolution 2014-17, A Resolution Establishing and Adopting a Fund Balance Reserves and Contingency Policy as Presented. Voted on and the motion carries unanimously.

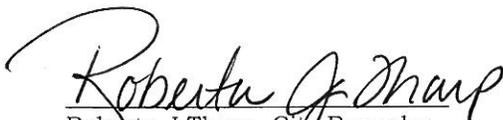
**Resolution 2014-18 A Resolution Establishing and Adopting a Depreciation Method and Estimated Useful Lives of Fixed Assets and Rescinding Resolution 2004-24 – Layli Nichols**

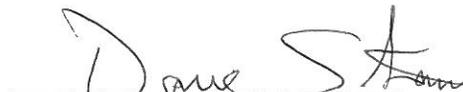
Layli Nichols reported this Resolution updates the existing Fixed Asset Policy adopted in 2004 and was discussed during the July work session.

Brent Gifford moved Adam Pelatt seconded that the Council adopt Resolution 2014-18, A Resolution Establishing and Adopting a Depreciation Method and Estimated Useful Lives of Fixed Assets and Rescinding Resolution 2004-24 as presented. Voted on and motion carries unanimously.

**Adjournment**

There being no further business to come before the council, Mayor Stram adjourned the meeting at 8:04 pm.

  
Roberta J Tharp, City Recorder

  
Dave Stram, Mayor