

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
Maia Hardy

City Administrator
City Recorder
Public Works Director
Airport Manager
Finance Director
Rare Intern

Council Absent: 0

Press: 1 – Creswell Chronicle – Carolanne Sudderth

Audience: 19

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

Jack Gradle, Creswell resident addressed the council to ask for the release of the Water Rate Study results. Mayor Stram responded that a report from the Transportation and Public Works Committee will be given on the Water Rate Study at the September 22, 2014 Council Work Session.

Ron Janssen, Creswell resident addressed the Council to say his question about the Sanipac yard debris containers/program was resolved prior to the meeting by the Sanipac representative. He also suggested the Library look into a fundraising effort of painting house numbers on the curbs in order to assist emergency services in being able to locate addresses easier.

Mayor's Report

Mayor Stram issued the following charges to Council Committees:

Transportation and Public Works Charge

Review and discuss the request from the Villas at Emerald Valley on the use of Well #3. This request was presented to the Council at the April 21, 2014 work session. Bring a report to Council at the November work session.

The council gave their unanimous consensus to the Transportation and Public Works Charge.

Parks Advisory Board Charge

Based on the work done on the Parks Master Plan, Creswell Skate Park, Cobalt Building, Garden Lake Park, Pocket Parks, and the acquisition of land for future Park development, prepare for the Council a written recommendation of Parks priorities for 2015. Recommend what you believe to be doable by the City in 2015, and what you would like to see included in the City Budget for the 2015-2016 Fiscal Year. Submit your written recommendation to the City Recorder by October 15 so as to be included in the Council goal setting process scheduled for October 25, 2014.

The Council gave their unanimous consensus to the Parks Advisory Board Charge.

Mayor Stram reminded everyone of the September 22, 2014 work session. Council committees need to submit their minutes to the City Recorder to be included in the packets. He also made the Council aware that any meetings held in July the minutes are due by Friday, September 12, 2014.

Accept Resignation of Airport Commissioner Glen Charles

Mayor Stram announced the Resignation of Glen Charles effective August 1, 2014. He asked that staff advertise the at large position to fill the vacancy until the term expires on December 31, 2014.

Appoint Voting Delegate for LOC (League of Oregon Cities) Conference
With the Council's unanimous consensus, Mayor Stram volunteered to be the Voting Delegate for Creswell at the LOC Conference. Michelle Amberg will be the alternate.

Correspondence

Councilor Romoser asked if he could acquire a definition of the terms used in the Lane County Sheriff's Calls for Services Reports. City Recorder Roberta Tharp said she would be happy to run a copy and place in Councilor's mailboxes.

Consent Calendar

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

Administrative Report

Administration

i. City Administrator Priorities/Quarterly Update

Michelle Amberg reported she has provided an update table showing progress the progress on various City projects staff is working on.

Councilor Campbell reported she has heard from community members stating they would like to know about the work being done and would it be possible to write an article for publication on the progress being made. Councilor Pelatt suggested posting the Task Table on the City's website.

Councilor Romoser inquired about the Community Foundation. Ms. Amberg said there has been discussion about creating a Community Foundation but at the present time it does not exist. She is looking to create a foundation in the near future.

Mayor Stram introduced and welcomed Creswell's RARE (Resource Assistance for Rural Environments) Intern for this year, Maia Hardy.

ii. Political Cautions

Michelle Amberg provided a handout on Political Activities and reminded the Council and Staff of limitations about elections. The handout was provided through the League of Oregon Cities, written by Sean O'Day and published in the March 14th edition of the Local Focus.

iii. Draft Leave Policies

Michelle Amberg reported she has drafted an updated vacation leave policy and a donated leave policy. She is requesting they go before the Council Administrative Committee for review before a recommendation is made to the Council.

With unanimous consent of the Council, Mayor Stram issued the following charge to the Administration Committee: Review proposed staff vacation leave and donated leave policies. Bring report to Council at October work session.

iv. Small Cities Meeting

Creswell will be hosting the November 14, 2014 Small Cities Meeting. The meeting will be held at the Experimental Aircraft Association's clubhouse at the Airport, and will be catered by the Middle School students. Small City Meetings are for City's with a population of 5,000 or less within our region to discuss issues in small towns.

This week is City Hall week and Creswell's meeting is on September 10th in Springfield at 2:30 pm. This is an opportunity to talk to legislators about issues surrounding the Cities as well as the League of Oregon Cities Legislative Priorities.

Ms. Amberg reported staff has sold the two surplus vehicles as discussed at a prior meeting. Staff was able to sell the vehicles for pretty close to the values that we paid for them.

- 1996 Dodge Ram 2500 Single Cab Pickup sold for \$1,701.00
- 1990 Ford F-Super Duty Service body truck sold for \$2,399.00

On September 22, 2014 at the City Council Work Session, a Lane County Sheriff's Deputy will be present with one of the new LCSO patrol vehicles for all of those interested in viewing it.

Michelle Amberg provided an update on the structure located at 233 West A Street which recently was destroyed due to fire. The property is owned by the bank and we are in the process of having an inspection done on the premises in order to determine whether or not it is inhabitable, a nuisance or needs to be condemned. She has spoken with the Fire Chief who would like to have the Fire Marshal accompany our Building Inspector to the property when we go to look. Ms. Amberg also reported a warrant from the Municipal Judge may need to be obtained in order to go onto the property to conduct the inspection. The City's attorney recommends that if the structure is not habitable that we declare it so, board it up and begin the summary abatement process. She stated that this issue will be coming before the Council at a later date for discussion.

Airport

No report was given

Finance

June 30, 2014 Financial Summary

Finance Director Layli Nichols addressed the Council to report she had anticipated having the June 30, 2014 Financial Summary available to distribute at this meeting but technology issues at City Hall today didn't allow this to happen. She will place them in Councilors' mailboxes when she has it completed.

Public Works

No Report was given

Council Action Items

Award Contract for Construction of the Creswell City Hall Parking Lot – Michelle Amberg, City Administrator and Cliff Bellew, Public Works Director

Michelle Amberg thanked Cliff Bellew, Public Works Director and Architect Ken Nagao for a job well done. On Thursday, August 28th the City received bids from five firms interested in performing work as a contractor on the City Hall Parking Lot Project. The City budgeted \$212,841 for this project in the 2014-2015 Fiscal Year. The bids received were as follows:

| | |
|--------------------------|--------------|
| Brown Contracting | \$316,050.00 |
| Professional Underground | \$259,050.00 |
| Wildish Construction | \$228,000.00 |
| Durbin Excavating | \$212,473.75 |
| Knife River Corp | \$209,700.00 |

Following the recommendation of Ken Nagao, staff would like to award the bid to the lowest responsible bidder, Knife River Corporation for \$209,700.

Councilor Romoser asked if the bid includes irrigation. Ms. Amberg stated that under the recommendation of Cliff Bellew, it does not; the first few years Public Works will be doing the watering and at that point the landscape should be well established. The plan calls for zeroscape landscaping which is adapted to the environment and will require very little water.

Councilor Campbell asked if the existing trees in the parking lot will be kept. Ms. Amberg replied they will do their best to save the trees.

Councilor Gifford asked if the bid of \$209,700 was a fixed price or a not to exceed figure. Mr. Nagao addressed the Council to answer that it is a bid and a fixed price but it is always nice to have a contingency fund. He urged the Council to look at the irrigation when constructing the parking lot as to not disturb the landscaping and Knife River's bid is lower than expected. He went on to note that two decorative street lights (same as on Oregon Avenue) have been added to the plan and they will be the only energy efficient (LED) street lighting in Creswell.

Councilor Campbell asked about the bio swale in the parking lot plans. Mr. Nagao said the parking lot will be tilted in order to move the water to the north at the south edge of the driveway along the sidewalk. He will work with the landscaper to put in six inch and two inch minus round rock to look like a regular swale not a ditch. They will be planting camas bulbs and day lilies in the swale to help reflect some native planting.

Adam Pelatt moved, Brent Gifford seconded, the City Council award a contract for the construction of the Creswell City Hall Parking Lot to Knife River Corporation in the Amount of \$209,700 and authorize the City Administrator to execute all documents in association with this contract. A discussion ensued regarding the cost for irrigation and that it would be an additional cost that was not budgeted for. Mayor Stram asked for staff to bring a report

to the October work session on the cost of an irrigation system for the parking lot. Voted on and the motion carries unanimously.

Resolution 2014-17 A Resolution Establishing and Adopting a Fund Balance Reserves and Contingency Policy – Layli Nichols, Finance Director
Michelle Amberg reported to the Council that Resolution 2014-19 cleans up wording in Resolution 2014-17.

Layli Nichols addressed the Council to present Resolution 2014-19, which rescinds Resolution 2014-17. At the July work session the Council asked to change the verbiage of “proposed budget” to “adopted budget”. When Resolution 2014-17 was presented to the Council for adoption, the verbiage did not get revised. Resolution 2014-19 includes the corrected verbiage as per Council’s direction and rescinds Resolution 2014-17. This Resolution formally adopts a Fund Balance Reserves and Contingency Policy.

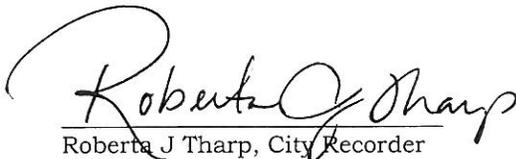
Holly Campbell moved Brent Gifford seconded that the Council Adopt Resolution 2014-19, A Resolution Establishing and Adopting a Fund Balance Reserves and Contingency Policy and Rescinding Resolution 2014-17 as presented. Voted on and the motion carries unanimously.

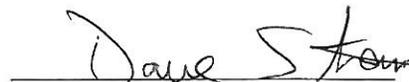
Mayor Stram welcomed the Springfield Boy Scouts Troup 55 to the meeting.

Mayor Stram reviewed the upcoming meetings. Councilor Romoser asked to have Council discussion at the September 22nd work session on the timeline for research and decision making for Public Safety issues. Mayor Stram advised that it will be incorporated into the Public Safety committee report for that meeting.

Adjournment

There being no further business to come before the council, Mayor Stram adjourned the meeting at 7:47 pm.


Roberta J Tharp, City Recorder


Dave Stram, Mayor