

Council Present:

Omar Bowles  
Brent Gifford  
Ted Romoser  
Jane Vincent

Holly Campbell  
Adam Pelatt  
Dave Stram

Staff Present:

Michelle Amberg  
Roberta Tharp  
Layli Nichols  
Madeline Philips  
Shelley Humble  
Dep. Brian Devalt

Maia Hardy

City Administrator  
City Recorder  
Finance Director  
Planning Tech.  
Airport Manager  
Lane County  
Sheriff's Dept.  
RARE Participant

Council Absent: 0

Press: 1 – Creswell Chronicle – Carolanne Sudderth

Audience: 17

The City Council work session was called to order by Mayor Dave Stram at 6:08 PM and the Pledge of Allegiance was given.

Mayor Stram excused Adam Pelatt from attending the work session.

**Presentations**

E-Cigarettes – Lane County - The presenter did not show up for the work session.

St. Vincent de Paul Housing Program – Andy Clay

St. Vincent de Paul's Andy Clay, manager of the Regional Housing Rehabilitation Loan Program for Lane County addressed the Council and provided a brief overview of the program. This program is designed for homeowners whose household income is at or below eighty percent of Lane County's median income to do repairs to their homes. The homeowners who qualify can get a three percent interest loan for the first seven years of a twenty year loan through Oregon Business (agency that manages HUD loans for Community Development Block Grants). Once eligibility has been determined, a whole house inspection is done to identify any issues. Loans are available up to \$25,000 subject to the maximum repairs that need to be done and the amount of equity in the home. This year's grant cycle is coming to a close and if Creswell is interested in participating in this program for next year, a needs assessment would need to be performed. Property owners are responsible for getting their own contractor and must get a minimum of three bids.

The City of Creswell would be the applicant and St. Vincent de Paul would be the sub-grantee or administrator for the program. They write the grant and work with the City Administrator for complete compliance. St. Vincent gets compensated up to twenty percent of the grant award for administration and grant program management.

Sani Pac – Scott Johnson

Sanipac's District Manager Scott Johnson addressed the Council to propose a price adjustment to their rates for Creswell service users. Sanipac has not increased their rates since 2010 and since then there has been increased labor and insurance costs as well as additional fleet expenses. Sanipac is requesting a 5.95% increase to its rates. For a residential customer using a 35 gallon weekly service this would equate to an additional \$1.05 and for a commercial customer, two yard weekly service an additional \$8.45. In addition, Lane County is in the process of increasing their tip fee from \$67 per ton to \$75.55 on September 1st. Mr. Johnson is also requesting a supplemental adjustment of an additional \$0.60 for residential 35 gallon weekly service and \$4.80 for a commercial 2 yard weekly service to cover Lane County's tip fees.

As recycling opportunities are more abundant, Sanipac is offering a new 21 gallon mini can service as an inexpensive alternative to the thirty five gallon cart.

A discussion ensued regarding yard debris carts; Creswell is the only town in their service areas that does not offer this service. The yard debris cart is a 65 gallon cart that would alternate weekly pickup with recycling at an additional cost of \$3.60. After collection, yard debris is transported to Rexius or Lane Forest Products. Mr. Johnson said he would provide a presentation at a later date on the yard debris service opportunity.

Mayor Stram recommended Mr. Johnson return to a future work session to provide the Council with the yard debris presentation and directed Administrator Amberg to place the proposed rate increase on the October 13<sup>th</sup> meeting agenda.

#### **Discussion Items**

##### Exclusion of Dogs from Park Playgrounds

Jeri Chisholm addressed the Council asking for consideration of an ordinance to ban dogs from the playground area of the park.

Councilor Pelatt entered the meeting at 6:44 pm.

Ms. Chisholm's granddaughter was bitten by a dog on a leash while playing in Harry Holt Park and she has seen animal owners in the parks playground area who do not clean up after their pets. Councilor Gifford asked Ms. Chisholm if she had a boundary in mind. She responded that the exclusion could include the playground area where the landscaping is barked. A discussion ensued on how a boundary could be made and the possibility of having a designated area for dogs. Councilor Vincent suggested having the Parks Board look at this issue as she feels there isn't enough area in the park to designate an area for dogs but should look into a dog park. Councilor Bowles asked about the park on North 1<sup>st</sup> Street and Ms. Amberg clarified that is a pocket park.

##### Change November and December Work Session Dates

With the upcoming holidays on the horizon Mayor Stram asked for discussion on dates for November and December meetings. Councilor Gifford stated he would like to move the November work session forward a week and cancel Decembers. Councilor Pelatt commented he felt that we need to hold them so the newly elected folks can be brought up to speed on items. Councilor Vincent commented that she thinks they are necessary but she would like them to not be so long in length.

The Council gave their unanimous consensus to hold regular meetings on November 10<sup>th</sup> and December 8<sup>th</sup> and hold work sessions on November 17<sup>th</sup> and December 15<sup>th</sup>.

Mayor Stram requested to move the DeBerry Landfill – DEQ Grant report forward on the agenda under Committee Reports as Ms. Camarata is in the audience. The Council gave their consensus.

##### Possible Purchase of Hangars for Sale at Airport

Airport Manager Shelley Humble reported she has been approached by two airport users who are interested in selling their hangars. The first hangar is a T-Hangar and the pilot is willing to sell it to the City at a reduced price should the Council be interested. The second Airport user has two smaller hangars looking to sell them at a fair market value. Ms. Humble presented the idea of purchasing the hangars to use them as rentals. The Airport receives approximately \$30 per month in lot lease where if purchased, they could be rented out for \$150 to \$170 per month.

Councilor Pelatt asked what Ms. Humble meant by reduced price and fair market value. Ms. Humble explained the T-Hangar could be acquired for \$20,000 and the two smaller one hangars would be in somewhere in the range of \$23,000 to \$25,000 apiece.

A discussion ensued on how this fits in with the economics and feasibility of the Airport. It is estimated the Airport would make about \$6,000 per year and will have recouped what we paid for the hangars in approximately twelve years. Ms. Amberg explained that this is just an opportunity that has been presented to the Council for consideration. The General Fund subsidizes the Airport and we need to come up with a strategy to reduce the amount being transferred to the Airport and help it be self-sustaining. One idea is to increase the revenue by having more hangars that are owned by the City that we receive the revenue off of.

Ms. Humble explained this would be a small step to begin turning around the Airport. We are currently tied to long term leases that cannot be adjusted.

A discussion ensued over available funds to purchase the hangars. Ms. Amberg stated the adopted budget includes \$150,000 for Capital Improvements at the Airport.

Mayor Stram asked the Economic Development Committee to schedule a meeting to discuss the purchase of hangars at the Airport and provide a report or recommendation to the Council at the October meeting. Councilor Vincent stated she will be absent and would like to ask Councilor Bowles to provide the report to the Council in October.

**Reports: Committees, Commissions and Boards**

Agenda Item F I – DeBerry Landfill –DEQ Grant was moved forward under reports.

Transportation and Public Works Committee – Holly Campbell

Charge issued: Discuss the DeBerry Landfill investigation conducted by City Staff to consider options and to recommend next steps to the Council.

Councilor Campbell reported the committee has had several discussions on the landfill. Staff has viewed the property and provided photographs in the packet for Council review. The DEQ (Department of Environmental Quality) has offered the City a grant in the amount of \$100,000 to begin cleaning up the property. A phase 1 report has been completed and is retained by Mr. Vern Hunt an adjacent property owner who is interested in purchasing the landfill from the City. The committee feels it important the City have a Phase 1 report. Committee Recommendation: At the September work session, the City Council directs the City Administrator to accept the DEQ's offer to perform a study on the DeBerry Landfill and place it on the October meeting agenda.

Mayor Stram reported that Mr. Hunt has provided the City with a copy of his Phase 1 study.

Mary Camarata, representative from the DEQ addressed the Council to briefly explain how the grant would work and the process to get started.

Since the City already has a copy of the Phase 1 report, a Phase 2 report would be conducted. The DEQ has a solid waste fund and they are willing to grant Creswell \$100,000 to do the next assessment and work towards cleanup of the landfill site. The report will identify hazardous waste placed in the landfill that will cause environmental impacts; soil and groundwater samples will be assessed. The money is from tipping fees where a certain percentage is set aside for municipal landfills that need to be closed. The DEQ and the City will enter into an agreement for completion of the work. Ms. Camarata said there are two options for completing the work.

- The DEQ can pass the money to the City and let them hire their own contractors or
- The DEQ can hire the contractor and provide the City with a report upon completion

To get the process started the City would need to submit a letter stating the desire to participate.

A discussion ensued that the Phase 2 would be a sampling plan followed by a report. The report will identify how large of a cap needs to be placed on the property.

Once the analysis is completed, the city would be able to enter into a perspective purchaser agreement for the property. This document will describe who is responsible for what pertaining to the property so the parties are not held liable for future things that may come up. The Phase 2 will identify and help the City to understand all the risks.

A discussion ensued on timelines and Ms. Camarata explained that the only time DEQ would be concerned would be if there were iminent threats such as people getting sick, animals or plants dying. She went on to explain that the wells on the property are very deep so there isn't a worry about contamination coming off the site. The DEQ considers the property a low risk site as there isn't any leakage coming off the site. She went on to explain after the Phase 2 is completed, an agreement would be drawn up between the seller and the buyer and a discussion with DEQ would occur regarding liability transfers, outlining each parties responsibilities. Her recommendation is to perform the Phase 2 and then have a discussion as to whether or not the City is still interested in selling the property. Ms. Camarata went on to report that this site will be restricted after clean-up and will not be buildable land.

Committee Recommendation: The City Council authorize the City Administrator to accept the DEQ's offer of a \$100,000 grant with the DEQ to perform a Phase 2 study on the DeBerry Landfill and work out the details with the DEQ for agreement placement on the October agenda for City Council action.

At 7:42 Mayor Stram called for a recess allowing the audience a moment to view the Lane County Sheriff's Deputy's new car.

At 7:57 Mayor Stram reconvened the Council meeting.

Administration Committee – Adam Pelatt, Chair  
Process for hiring Judge Pro-Tem

Charge Issued: Develop a process for the hiring of a Judge Pro-Tem working with the Municipal Judge and City Administrator.

Adam Pelatt, Chair of the Administration Committee reported the committee met but didn't discuss the hiring process for a Judge Pro Tem and asked that the charge be forwarded to him again so they can begin work on this issue.

Cultural Committee – Holly Campbell, Chair  
City Hall 2<sup>nd</sup> Floor Enhancement

Holly Campbell, Chair of the Cultural Committee reported they met in August. The committee discussed featuring art displays from local artists and different hanging systems. At some point in the future the committee will be requesting funds to purchase a system for hanging art on the second floor of City Hall. The committee discussed changing out the artwork every four to five months but is concerned about security. Creswell is included in Springfield's Art Center mission and they are willing to help the committee get started. The committee's next meeting is Wednesday.

Economic Development Committee – Jane Vincent, Chair  
Airport Self-Sufficiency Plan

Charge Issued: Develop a plan to make the Airport Self-Supporting (Working with Airport Commission and City Staff)

Councilor Vincent reported the committee has met twice and are working on a plan to be presented at the October Work Session. The committee has included short term items they would like to see implemented by this spring such as a park, a food cart, and souvenirs in the FBO. Some of the longer term items include mitigation on the wetlands, working on the water and sewer system, hangar construction and the continuance of the north/south road. Ms. Vincent stated she has met with Business Oregon who has advised once the Airport has utilities installed they will be able to help find a business to locate there.

Councilor Pelatt reported before the next meeting he would like the committee to discuss the opportunity to purchase hangars at the Airport.

Mayor Stram expressed concern over the cost of some of the projects as only \$150,000 was budgeted for this year to help the Airport become self-sufficient but noted their importance. A discussion ensued on how Business Oregon is aware of the needs at the Airport and working with the City. Ms. Amberg reported that staff has met with the City Engineer to discuss what would be the next steps in order to do the intake forms for the Infrastructure Finance Authority (IFA). One of the key elements is doing an update to the Water Master Plan. She went on to say that has been budgeted for because it will be needed for the Comp Plan Update. She thought it may be a possibility that some of the \$150,000 could be used to make sure that the Airport has a more in depth look at their water in Master Plan.

Councilor Pelatt stated he feels that there isn't any way that \$150,000 can present a solution this year to clear the \$100,000 shortfall at the Airport. We need to utilize the funds to find some method for beginning to resolve the problem over the next few years.

Councilor Gifford asked if there were any matching grant programs available to help with bringing water and sewer to the Airport. Councilor Pelatt said by working with Business Oregon, they will be able to alert us of any grants that may be available. The Council commended Ms. Humble for the amount of grants she has brought into the city for the airport.

Ms. Humble reported there are AIP (Airport Improvement Programs) grant monies available that require a ten percent match. She noted the City could look at some infrastructure projects through the State Capital Improvement Plan (SCIP). Two of the items on the 2015 list of improvements include taxi lanes for new hangars and obstruction removal to help the Airport reach its goal of a non-precision approach. There is currently approximately \$450,000 available for AIP grants in Creswell. The AWOS (Automated Weather Operating System)

will be going out to bid within the next two weeks. Most of the funding available through grants is mainly for infrastructure and not revenue producing.

Councilor Vincent stated that once sewer services are available at the Airport, Business Oregon will help find a business of some sort to go in out there.

Councilor Romoser stated he believes it is going to take lots of money to keep the Airport going along. If we want it to be an income producer we are going to have to do something different. We need someone to look to that knows the aviation business and provide us with possibilities for that kind of improvement. Ms. Amberg noted that if we install infrastructure it will open up a lot of different choices for services at the Airport.

Ms. Humble explained that the Creswell Airport is on the National Plan of Integrated Airport Systems (NPIAS) list. We are considered a reliever for small airplanes should the Eugene Airport ever have a problem. ODA (Oregon Department of Aviation) recently completed a study on what the Airport brings to the community and surrounding area. The study shows revenue to restaurants and hotels that are in our area. The Creswell Airport houses one hundred twenty nine planes and is considered the best reliever airport because of the runway and lighting system. The City inherited the Airport which lacked from maintenance at the time. We have been taking small steps to improve it over time but really need the infrastructure to attract businesses. Ms. Amberg noted the Airport served as a fueling station for planes fighting forest fires this summer and the study shows the Creswell Airport will be a very important asset should there be a major event/emergency in the area.

A discussion ensued regarding a timeline for water and sewer services to become available at the Airport. Ms. Amberg noted the first step in the process is to complete a sewer system master plan. She said the plan should take about a year and is thinking about starting it in January and finishing it next fiscal year. This would be a big project as we would have to bore under Highway 99 and the I-5 freeway.

Mayor Stram asked the committee to present another progress report at the October work session.

Finance Committee – Brent Gifford, Chair  
Compensation Study Recommendations

Brent Gifford, Chair of the Finance Committee reported the committee met and were presented with the results of the compensation and classification study performed by Vance Jacobsen. The committee reviewed the results of the study and are working to develop a recommendation to the Council. The committee has another meeting scheduled for October 3<sup>rd</sup> to review additional alternatives and will report back at the October Work Session.

Public Safety Committee – Brent Gifford, Chair  
Policing Services Scope of Work

Charge Issued: Develop the scope of work for a comprehensive police study to include present police services and alternatives. Recommend the scope of work for Council approval.

Brent Gifford, Chair reported the committee has met twice and put together an outline of the scope of work they would like to recommend. Mr. Gifford distributed a copy of the outline to the Council for their review.

The Scope includes:

- Policing Alternatives
- Policing Hours
- Funding Sources, Processes and timeline
- Proposed Creswell Police Department Structure
- Methodologies
- Report Format

Mr. Gifford said that two things not included in the scope are a timeline and who will be completing the study. A couple of options are the University of Oregon who cannot begin until January 2015 or Portland State University (PSU) who is a little more expensive but can start their work immediately. PSU has a retired police chief and have done similar studies for fire departments in the past. Mr. Gifford noted the cost for the study will be less than \$20,000 and the City will have their information back prior to budget time. It is the committee's recommendation to use PSU as a source of information.

A discussion ensued as to what an outside source would offer that would be different from using PSU. Ms. Amberg said U of O study would be free of cost and would not be available until April 15<sup>th</sup> at the earliest. PSU has experienced staff and have completed similar studies. She believes PSU will provide a very good product, and it can be done through an IGA (Intergovernmental Agreement) instead of an RFP (Request for Proposal). An outside

agency or consultant will only provide what you ask for in the scope of work. Working with PSU will grant us some flexibility to ask them to look at other things should they arise during the study.

A discussion ensued regarding how the first priority is to make sure the scope of work is as Council would like it to be and moving forward due to the short timeframe.

Further discussion ensued over the creation of a Special Taxing District being an option and being driven by a funding source not listed as a Policing Alternative. Mr. Gifford said a district is a funding option and there is no reason to form a district for any other reason than to seek funding for the police department that you would use.

Mayor Stram and Councilor Campbell asked to have Creswell Police Department Safety District added under Policing Alternatives.

The discussion turned to whether the Council was seeking strictly facts or recommendations from this study. Councilor Pelatt stated he would like to have all the facts along with a recommendation from someone with experience. Councilor Romoser thought the committee deleted the recommendations because they just wanted facts. Councilor Bowles said he would like the facts and we can make our own recommendations.

Audience member Richard Zetervall addressed the Council to state that he believes no matter what happens, or what direction the Council goes, if a recommendation is made from the study, it is still going to have to be sold to the public and supported with facts.

Councilor Vincent would like to have Potential Supporting Programs that Prevent Crime listed under Creswell Background Information.

Mayor Stram noted that the Council will take action on the scope of study at the October meeting and asked the committee to bring forth a recommendation on an organization to complete the study.

Councilor Gifford reiterated the three edits to the proposed scope of work:

- High Priority – Policing Alternatives – put in parenthesis behind Creswell Police Department and insert current city limits
- High Priority – Policing Alternatives – Creswell Police Department – Special Taxing District
- Creswell Background Information – add Potential Supporting Programs that Prevent Crime

Councilor Gifford asked Ms. Amberg to distribute PSU's proposal to the committee.

At 9:04 pm Mayor Stram called for a brief recess. Mayor Stram reconvened the meeting at 9:11 pm.

Transportation and Public Works Committee, Holly Campbell, Chair  
DeBerry Landfill – This item was moved forward on the agenda.  
Water Rate Update

Charge Issued: Report to the Council on the Water Rate Study; recommend a process and timeline for educating the public about the study; recommend next steps to establish a new water rate.

Chair Holly Campbell reported the committee has been reviewing the FCS Groups Water Rate Study. The prior committee recommended the Council accept the study in its draft form and discontinue working with FCS Group. The draft study presented three scenarios:

- No Rate Increase – This does not meet funding requirements of the water utility
- Debt Funded Storage Tank – increase water rates by 5.0 percent
- Cash Funded Storage Tank – increase water rates by 8.2 percent

Councilor Campbell explained that Creswell is projected to have a population near 10,000 by the year 2023, and we need to start saving in order to build infrastructure to meet those population growth needs. To meet these needs the City will need to build a three million gallon storage tank in 2022-23 at an estimated cost of \$4.5 million (this includes taxes and inflation). The storage tank will be an standing tank installed in the Nieblock area. By increasing the rates today, it will help pay for the infrastructure needed in the future.

Ms. Amberg reported she attended a webinar on Federal Funding last week and basically they haven't established their funding model but at this time they will only fund forty nine percent of any projects costs. This funding could change by the time it gets to the state level, but the contribution the City will have to pay will be quite large.

Ms. Campbell read aloud the recommendations of the Transportation and Public Works Committee on the Water Rate Study.

1. The City's current rate structure is not adequate to support a healthy and stable water system in Creswell, nor is it capable of supporting planned capital improvement upgrades; therefore, a rate increase is recommend to be implemented.
2. An increase of 4% should be implemented January 1, 2015 with another increase of 4% on July 1, 2015 and an increase of 8% on July 1, 2016 with an annual increase every July 1 thereafter to keep up with potential inflationary impacts.
3. By implementing the proposed rate increases the City's water system should be healthy, solvent, and capable of meeting all of its debts and obligations in a responsible way.
4. When implemented, the proposed rates fall within the affordability index and fall within statewide average water rates. The rates appear to be competitive and appropriate to the services provided.
5. By adopting the recommended rates the City Council has established that it has taken a leadership role in proactively assuring that adequate funding is available for the City's water system. This should enhance the City's position should it seek outside financing for capital projects in the future.

Finance Director presented a spreadsheet modeling what happens to the water fund for various scenarios. The model outlined revenue, total expenses, ending fund balances and operating income or loss for the next ten years. The model revealed the difference it will make in the City's finances by making additional loan payments versus not making the extra payment. She went on to say that it is the City's desire to have the loans paid for at the very least by the time we begin to incur new debt or constructing new improvements. The model went on to outline rate increases. By increasing rates by three percent, the fund will almost but not quite break-even; with a four percent increase the fund would break even by the year 2023-24 but still leaves a negative fund balance. In ten years, an eight percent rate increase implemented today will still leave the fund below where it is at currently. Ms. Nichols stressed the importance of saving for future improvements.

A discussion ensued regarding SDC's (System Development Charge) use on projects and how they are driven by development.

Councilor Campbell explained that the need for the eight percent increase to have funds needed in anticipation of population growth within the next ten years.

The committee will be presenting their recommendation at the October meeting.

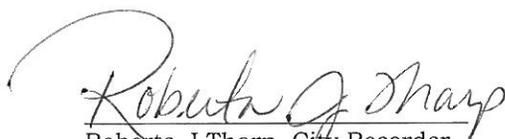
Mayor Stram asked for a printout for the five and eight percent scenarios. He recommends that Councilors bring back all questions to the October work session. Ms. Amberg asked for questions prior to the council meeting so answers can be prepared. The committee will be working on a process for educating the public.

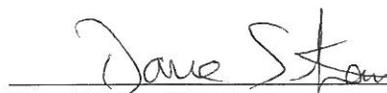
#### City Council Governing Rules

Mayor Stram included in the Council packet a copy of Council Rules (Resolution 2011-19) that he and Councilor Vincent are proposing some changes to. He asked the Council to read through the changes and be ready to discuss at the October work session.

#### Adjournment

There being no further discussion Mayor Stram adjourned the work session at 10: 02 pm.

  
Roberta J Tharp, City Recorder

  
Dave Stram, Mayor