

Council Present:

Omar Bowles
Brent Gifford
Ted Romoser
Jane Vincent

Holly Campbell
Adam Pelatt
Dave Stram

Staff Present:

Michelle Amberg
Roberta Tharp
Cliff Bellew
Layli Nichols
Madeline Philips
Maia Hardy

City Administrator
City Recorder
Public Works Director
Finance Director
Planning Tech.
RARE Participant

Council Absent: 0

Press: 1 – Scott Olson – The Chronicle

Audience: 8

The City Council work session was called to order by Mayor Dave Stram at 6:41 PM.

Presentations

Councilor Pelatt requested to amend the agenda by moving item 2 B, Airport Hangar Purchase to be heard directly after the Creswell Food Pantry presentation. There were no objections.

Creswell Food Pantry

Susan Blachnick and Jennifer Clemo provided the Council with a brief overview on the Creswell Food Pantry.

Hunger in Oregon is a prevailing problem and in Creswell, the pantry serves one in ten people. Ms. Clemo provided facts about the Creswell Food Pantry:

- 99,539 pounds of food were distributed by the pantry last year
- 2024 food boxes were distributed last year, an increase of 55% from previous years
- 4,218 hours were donated to the pantry by volunteers

The pantry has worked to develop partnerships inside and outside of the community. They have partnered with the New Hope Baptist Church to help make home deliveries and provide transportation of the Cresview Villa residents to the pantry. The Nazarene Church has helped the pantry by donating desserts for their open house. The Health Department and Walgreens have partnered with the pantry to host a flu and immunization clinic for the community. The pantry also provides Creslane Elementary with loaves of bread each week for their Food4Kids program. Food for Lane County is very much in favor of the partnership that has developed between the City of Creswell and the pantry. The pantry will soon begin a new cooking program offering classes on how to prepare meals on a budget, reading food labels, nutrition and making good food choices. The pantry is very excited about expanding their services and strengthening their partnerships.

Ms. Clemo credited the relocation project for their success. The Community Food for Creswell group raised over \$50,000 for their relocation improvements; \$11,000 of that money was spent on improvement projects to the Cobalt Building. The group was recently awarded a \$40,000 grant from EPUD (Emerald People Utility District) to install solar panels on the roof. The solar panels will help reduce energy costs by approximately \$1,200 a year. A very brief discussion occurred in regards to metering the solar energy.

Councilor Campbell asked what the group spent their community contribution grant money on. Ms. Blachnick stated they received a \$2,800 grant from the City, and Oregon Food Bank contributed an additional \$2,500 to allow them to do some re-wiring in the Cobalt Building.

Airport Hangar Purchase

Councilor Pelatt stated he doesn't have the report and Ms. Humble is out a family emergency. At the last Airport Commission meeting, the agenda had several Economic Development topics discussed. They included purchase of three hangars at the airport, wetland mitigation and the development of an RV park on the north end of the

Airport. Councilor Pelatt turned the floor over to Airport Commissioner Sid Voorhees. Mr. Voorhees stated he does a lot of traveling and at the last commission meeting he presented his idea of placing an RV (recreation vehicle) park on the Airport property. He used Coburg as an example, there is always RV's parked there. He feels that a minimum cost to build a park is somewhere around \$15,000 to \$22,500, and then the city could expect a profit of twenty five to thirty percent. He said he feels for Creswell as not many small airports are surviving and thinks that our Airport is a great asset to our community but will never be a great moneymaker for Creswell.

Mr. Voorhees went on to expand on his ideas that maybe the Commission should look into purchasing Becky Nelson's hangars, enclosing them and doubling the rent. It is his understanding the Ms. Nelson is open to the suggestion. He feels the City is going to have to go to an alternate plan for the Airport, and the idea of an RV Park is very fascinating.

Water Purchase Agreement – Adam Sussman

Mayor Stram introduced Adam Sussman, a Water Resources Consultant with GSI Water Solutions. He is presenting tonight on behalf of the Oregon Water Utilities Council, a NW subsection the American Water Works Association. Mr. Sussman gave a power point presentation on a Water Purchase Agreement for Municipal Use of Willamette Basin Project Stored Water.

The Willamette Basin consists of thirteen reservoirs that store 1.64 million acre-feet of water. Nine of these reservoirs are located in the Southern Willamette Basin. The reservoirs are managed and operated by the US Army Corps of Engineer (ACOE). The US Bureau of Reclamation issues contracts for storage space for water to be used for irrigation purposes. There are approximately 1.56 million acre feet of available stored water in the Willamette Basin project and municipal use of the stored water is currently not an option. The primary impediments to use of the stored water for municipal water supply have been identified as: The State of Oregon water rights authorizing the storage of water in the reservoirs currently identify the authorized use as storage for irrigation purposes only and The Willamette Basin Project reservoirs have not been allocated to municipal purposes. According to its policies, the ACOE would need to reallocate the storage in order to issue contract for municipal water supply use. For quite some time, State and Federal agencies as well as stakeholder have been engaged in efforts to address the diverse demands for stored water in the Willamette Basin Project. In 1996 the ACOE along with the State of Oregon and stakeholders began working on the Willamette Basin Reservoir Study. This study was intended to evaluate whether changes in the operation, storage and allocation of water in the existing Willamette Basin Reservoirs would better serve current and future resource needs. In 2000, the study was put on hold due to the stocks of salmon and steelhead of the Willamette River being identified as threatened endangered species. A biological opinion for the Willamette Basin project fish was issued in 2008, and in 2013 the ACOE initiated a small-scale reallocation study intended to allow access to up to 499 acre-feet of stored water for municipal use. ACOE requires that a specific entity be identified as the potential user of the stored water and The City of Creswell has agreed to be the subject of the study. Under the small scale study, ACOE has developed a Surplus Water Letter Report that is being sent to the Assistant Secretary of the Army for approval. As part of the report, the ACOE has also developed a surplus water agreement for consideration by the City of Creswell. Under the agreement the City could have access to up to 437 acre-feet of water annually for municipal supply. Once the agreement is approved by the Secretary of the Army it will be sent to the City of Creswell.

The Surplus Water Agreement will allow the City for five years (option to extend an additional five years) to use the 437 acre feet of water each year between the months of June through September at a cost of about \$53,000 per year. Mr. Sussman noted this to be a onetime opportunity for Creswell with the chance it may become a permanent contract. He went on to explain the City would pay for reserving a storage plan and consider it an investment for the City to receive water.

Approximately \$800,000 has been funded by the federal government, Oregon Water Resources Department and League of Oregon Cities over the last two federal fiscal years to continue the reservoir and small scale study. To date this has not cost the city anything, by entering into this agreement it will position the City in possibility obtaining a long term contract for using stored water (possibly forever with a thirty year payback period). This will also allow members of the Oregon Water Utilities Council to partner with the City.

Mr. Sussman reviewed Creswell's current water supply. At the current time, Creswell has a total reliable water supply of approximately 1,272 gallons per minute; the near term projected demand is approximately 2,082 gallons per minute. He said there is a need to be thinking about future water supply and stabilizing it.

The next step would be a Full-scale reallocation study. This would be a three year process at a cost of \$3 million. ACOE is seeking funding from Congress for this study and the State of Oregon has provided a \$1.5 million match.

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

Discussion Items

Water Debt – Early Payoff

Finance Director Layli Nichols passed out a reprint of the repayment schedule for our water fund loans (Oregon Economic & Community Development – Safe Drinking Water Revolving Loan and the Business Oregon – Water/Wastewater Funding Loan). The annual payment on the Safe Drinking Water Loan is \$154,993 (\$4 million loan at 1 %).

During budget process, a discussion was held in regards to making a large payment on the Business Oregon Water Loan. The maturity date of this note is 2038; well past the expected life span of our water treatment plant. Staff will be asking for Council direction at the November meeting to make a large payment on the due date of December 1st. By making the additional large payment (\$2,500,000) on the loan as discussed, the life of the loan will be reduced to 2023 and the amount of interest charged will be reduced from \$2,530,860.18 to \$526,253.31. Ms. Nichols presented a second option of only paying \$2,000,000, which reduces the life of the loan to 2026 and the interest owed, will be \$781,284.31.

Councilor Campbell asked about public perception in regards to using this money elsewhere since we are looking at a water rate increase. Ms. Nichols said you have to pay the interest, either now or later. It is to everyone's benefit to have this debt paid off before the end of the useful life of the facility. This money can only be used for infrastructure for water.

Ms. Amberg noted that paying this loan down reduces the amount of debt the City has which will help us get another loan should we need to and help get a more favorable interest rate. Ms. Nichols also pointed out that the loans are secured with our General Fund.

A discussion ensued about how the money is already in the budget, rates will not be raised in order to pay the loan down.

Municipal Building Use Policies and Procedures

RARE participant Maia Hardy addressed the Council to speak about facility rental policies. The City currently has a policy that allows use of the Community Center by the public. As we continue to make improvements to the Cobalt Building she has been getting requests from the community to use that facility.

She presented a draft policy that will update our current policy. She highlighted a few of the changes she is proposing:

- Renting the City Hall conference room – can't rent out until we get a Certificate of Occupancy
- She included the 1993 statement language
- She has changed the policy language from receptionist to City Staff
- Section 4 – Normal operating hours – 8 am to 5 pm – after that requires special arrangements from City Staff
- City Hall conference room must be rented during City Hall business hours only

Mayor Stram stated that as he reads section 4 he sees it pertaining to all facilities being only available during business hours. A discussion ensued about the special conditions would be that the user would need to pick up the keys prior to 5 pm. Ms. Hardy said she will work on rewording this section.

- Section 6 - Rules governing youth activities – Cobalt Building and Community Center – Adequate supervision must be provided for children under 18 years of age and the user of the facility shall provide their own first aid kits and ice packs
- Storage space in the facility can be rented for \$25.00
- Alcoholic Beverages will be allowed if the person has an OLCC license and a liquor liability insurance policy with the City of Creswell listed as an additional insured and paying a \$100 damage deposit

Mr. Bellew asked about operational hours for the facility. Ms. Hardy said she had not included that in the draft but will look into including that in the policy.

A discussion ensued regarding disallowing alcohol in the facilities.

- Cleanup and Cleaning Deposits – Included in the policy is a way the City can charge groups of people less than 20 people for clean-up if they leave a mess

- Garbage – Included a provision for a dumpster at the Cobalt building. Councilor Campbell suggested offering recycling also
- Kitchen rules at the Community Center – Any group that is providing food for the public must have a Food Handlers Card
- Building Use Charges – Tiered groups – 1st and 2nd preference groups – The first preference group will include folks who use the facility on a regular basis and non-profit groups. The 2nd preference group is for the private sector and as long as there is no other facility available for rent

A discussion ensued who is going to manage the 2nd preference group to see if other facilities are available. Ms. Hardy said she will rework the 2nd preference group wording in relation to inside vs outside city limit users.

Reports: Committees, Commissions and Boards

Transportation and Public Works Committee – Holly Campbell East Valley Well #3

Councilor Campbell noted there has been a request to open a well so the folks who live in that area can use it for irrigation of their lawns. After review, the committee is denying the request. It is a service that is not available to everyone.

A discussion ensued about notification of denial to their request and the possibility of a lawsuit. Public Works Director Cliff Bellew noted in his conversations with the attorney they feel the requesters would have a very weak path to go down. Mr. Bellew has not spoken with them in regards to the denial as he is waiting for direction from the Council, although he has installed a three inch meter for them to use and they are paying the rates like everyone else would. The area they are watering is a community common area owned by the homeowners association. In regards to a lawsuit, the committee feels they would have an unfair advantage. Mayor Stram asked Ms. Amberg and Cliff Bellew to draft a letter explaining the City's position.

Water Rate Update

Councilor Campbell reported it is the committee's recommendation to increase the water rate by four percent on January 1, 2015; with an eight percent increase on July 1, 2015 and a likewise increase of eight percent every year thereafter each July 1st. The committee also recommends the formation of a public education committee. The committee recommends Council action on this item at the November meeting.

Discussion ensued regarding:

- Acquiring future federal loans
- Public information should include a dollar amount rather than a percentage
- System Development Charges and what it would take to increase them – Ms. Amberg stated this would be a huge undertaking; you would need a consultant, a plan and some engineering, it should be done when the master plan update is completed. She reminded the Council that SDC's can only be used for capacity issues, the amount of impact someone has on the system, not operations and maintenance.

The committee also recommends we find community members who can help implement a public education plan to help get the information out into the public. Possibly have the mayor appoint an ad hoc committee comprised of community members and the Transportation Committee for the purpose of community education appointed as soon as possible. Councilor Campbell stated she feels that maybe it would be best to defer this to December so we can plant the idea of why we are increasing our rates; public education by holding town halls, surveys and tours of the treatment plants.

Further discussion ensued regarding the timing of public education.

Mayor Stram directed the Transportation Committee to work with Michelle Amberg to put together a news release regarding information on the proposed water rate increase; to be published in the newspaper within a week.

Administration Committee – Adam Pelatt, Chair

Leave Policies

The committee is requesting additional time in order to hold a few extra meetings. The committee would like to receive input from staff on the changes they are proposing to make.

Hiring Process for Judge Pro Tem

Judge Palmer attended the committee meeting and participated in discussion on the hiring of a Judge Pro Tem. He will be approaching three people he knows in the Eugene area to see if they would be interested in applying for the position.

Cultural Committee – Holly Campbell, Chair

Community Services Funding –

The committee has finished updating the grant process and application and will be presenting it to the Council for approval at the November meeting.

City Hall 2nd Floor Enhancement

Councilor Campbell presented samples of third grade art work the committee will be hanging in the hallway of the second floor of City Hall.

Finance Committee – Brent Gifford, Chair

Compensation Study Recommendations

The committee has met twice with staff to review the compensation study completed by Vance Jacobson. Mr. Jacobson took job descriptions as well as completed employee questionnaires and fit them into a grading scale and a nine step salary scale. His finding was we are currently paying employees at 34 percent of the range and Creswell should at fifty percent. His recommendation would get staff to the fifty percent mark within a three year period. The committee recommends bringing the findings (salary scale) to the November Council meeting for approval with implementation in January. Department heads will then determine where each employee should fall on the scale. The committee will be working out a plan on how to fund the increase.

Economic Development Committee – Jane Vincent, Chair

Airport Self-Sufficiency Plan Progress

No report given.

Public Safety Committee

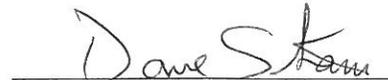
No report was given.

Adjournment

There being no further discussion Mayor Stram adjourned the work session at 10: 12 pm.

Attest:


Roberta J Tharp, City Recorder


Dave Stram, Mayor