

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 Intern

Council Absent: 0

Press: 1 – Scott Olson – The Chronicle

Audience: 1

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

**Public Forum.**

No public wished to speak.

**Council Action Items**

**A.** Resolution 2014-26 Approving the Proposed Vacation Benefit Policy and Proposed Shared Leave Policy

Councilor Pelatt moved that the City Council approve the attached Resolution 2014-26 implementing a new vacation leave and shared leave policy on January 1, 2015. Councilor Campbell seconded.  
Vote carried unanimously.

**B.** Quarterly Update

Ms. Amberg presented an update as an informational item. There is not any need for a motion. Councilor Campbell asked if the list presented was prioritized. Those that are in bold print are still underway.

**C.** Jan Carothers City Staff Training Proposal

Ms. Amberg is seeking a sole-source award of agreement to contract for an amount not to exceed \$9,750 to contract with Jan Carothers. Ms. Amberg explained that due to the unique nature of the training and the specificity of the program needed for this action, going out to bid would not be in the City's best interest. Councilor Pelatt expressed his appreciation for fulfilling Council's desire to provide resources and training to city staff.

Councilor Pelatt moved to waive the City of Creswell's purchasing rules and direct the City Administrator to enter into a sole-source personal services agreement with Jan Carothers CPC for an amount of \$9,750 which shall not be exceeded, for staff training and coaching and to fund the contract by means of a mid-year budget adjustment reallocating expenditures from the State Revenue Sharing Fund.

Councilor Bowles seconded.

Councilor Campbell clarified the fund source.

Vote carries unanimously.

**D.** Nagao Contract Addendum for Parking Lot Project

Ms. Amberg discussed the history of the project. The City moved forward with the parking lot, but there were items (trying to save the trees, realign the grade for the bioswale) that required additional architectural work, in order to meet requirements for the parking lot.

Councilor Campbell asked for clarification – the increase to the total contract amount of \$20,683.80. Ms. Amberg confirmed this.

Councilor Romoser noted that the contract was coming in under expectations.

Ms. Amberg clarified that Knife River component was separate from Nagao. The parking lot is a requirement for this building, so the City moved it forward to complete it and get it off the books. This change covers the modifications required prior to being let out to bid.

Mr. Bellew noted that there were several obstacles to overcome. The lighting specked out was not available. These changes note the changes that happened out in the field as the project proceeded. Under "Background" (Item B) – a task order in 2010, was approved for \$25,000, never executed. The \$17,000 under Item A, was approved by Council in April to redesign old drawings. Task Order #3 the \$25,000 is still available to expend, but needs to be included in this task order.

Ms. Nichols noted that the item that followed and was approved at the last Council meeting was the invoice to be the last payment Ken Nagao. By approving this tonight, Council ratifies that amount (per advice from City Attorney Carrie Connolly). Upon approval, Ms. Nichols will pay the last \$3,000 invoice for the project until Knife River comes back with their request to release their retainage.

Councilor Campbell asked if Mr. Nagao had performed and completed the work. Mr. Bellew confirmed that all work has been performed; the only item left is the light. Upon approval of this payment, Mr. Nagao's contract will be completed.

Councilor Bowles moved that Council approve a contract amendment to Nagao Pacific Architecture and Planning, P.C. in the amount of \$20,683.30 as presented.

Councilor Pelatt seconded.

The vote carried unanimously.

**E. Connect Oregon V Re-application**

Mayor Stram described the item as presented in the agenda packet.

Councilor Campbell moved that the City Council approve the re-submittal of the Connect Oregon V grant – Airport taxi-lane/ water/ sewer line improvements.

Councilor Bowles seconded.

Mayor Stram requested a reminder of how much the City is asking for. Ms. Amberg confirmed that it is under \$2 million. Ms. Humble explained that 90% of the funds would come from Connect Oregon; 10% of the funding would come from AIP money. If we're successful, we would have to work with the FAA to fund the Airport Improvement Program amount.

Councilor Vincent asked if the sewer was on the original application.

Ms. Humble explained that the application submitted in April included:

- 2 taxi lanes (in the hopes that we could build hangars)
- Back half of the loop from the fire suppression line
- Master plan for the sewer at the Airport.

Councilor Romoser asked if the City is committing any money to this, and expressed his concern with continued grant assurance requirements. Ms. Humble assured that the City would not pay any additional funds. The City would solely be responsible for the grant assurances for the next 20 years.

Ms. Amberg noted that this was a big part of the Airport Sustainability Plan, especially the taxi lanes in the long-run. This was our Plan A, prior to being denied the grant on the first go-round.

Mayor Stram asked about grant assurances. Ms. Humble summarized that the City will:

- Keep the facility as an airport for 20 years,
- Not discriminate against anyone based on economic circumstances
- Not deny anyone access to the airport.

Ms. Humble noted that the City could be requested to pay back the remaining amount on the grant assurances, if the airport was sold as a private holding. She noted that the City is already locked in based on the work done in Summer 2014 for runway pavement maintenance, among other grants taken since 2003.

Councilor Romoser expressed concern that the City is committed to a project when it remains uncertain how the airport will become more viable.

Ms. Amberg assured that we had already applied for this grant, this is our second at-bat. Creswell's application was rated 18 out of 78 applications in the State. Connect Oregon V received enough push-back, along with the work we've done with Infrastructure Finance Authority, and the Governor's office, that Creswell may now have a better chance.

Councilor Pelatt noted that every plan to balance the budget at the Airport includes getting sewer to the Airport. He noted that these funds are the only option at this point.

Councilor Romoser would like to see a projection of what is going to produce the income to sustain the airport.

Mayor Stram recalled that one of the Council's established goals is to develop an Airport Sustainability Plan in the calendar year 2015.

Councilor Pelatt motioned that the City Council approve the re-submittal of the Connect Oregon V Grant airport taxi-lane/water/sewer line improvements.

Councilor Campbell seconded.

The motion passes unanimously.

**F. Approval to apply for an IFA Phase I & II Assessment Grant – Bald Knob**

Councilor Campbell asked how long it will take to do the Phase I & II environmental assessments, and how soon the work can get started.

Ms. Hardy informed Council that a Phase I can take from 2 weeks to 1 month; Phase II, based on the outcome of the results, if a Phase II is necessary, it can take anywhere from 1 month to 3 months. Funds not utilized would go back to Business Oregon.

Councilor Campbell confirmed that there is no City money going into this project.

Ms. Hardy confirmed that if a participatory agreement is pursued to allow the City to acquire the property, the question would come back to the Council to determine next steps.

Ms. Amberg noted that this is our due diligence to start the process to reduce the City's potential liability. This property has enormous economic development interest and IFA and Lane County are very interested in seeing the property become shovel-ready.

Councilor Bowles discussed a conversation about a trucking company's proposal on the property. Ms. Amberg noted that this conversation is proprietary.

Ms. Amberg responded to Councilor inquiry about why the land is important to the City. She explained:

1. Hill Creek runs through the site. The City would like to have some say as to how it is managed and we'd like to see it cleaned up.
2. As a governmental entity, the City has access to money that a private entity may not have access to. This could kickstart redevelopment of the property.

Mayor Stram expressed appreciation for Ms. Hardy's work that it is exciting to see the opportunity for progress on this site.

Ms. Hardy noted that this type of investigation would be critical to getting decision-ready or shovel-ready certification for industrial lands for anyone who is interested in the 44 acre site.

Mayor Stram noted the frequency at which Bald Knob is brought up in economic development and Think Tank discussions.

Councilor Vincent stressed the importance and value of this project to the City.

Councilor Campbell moved that the City Council approve Staff to apply for a brownfield redevelopment grant through Business Oregon to complete Phase I and Phase II Environmental Assessments on the Bald Knob property.

Councilor Vincent seconded.

The motion passed unanimously.

**G. Consideration of Community Food For Creswell Request**

Mayor Stram noted that Community Food For Creswell would like to know if they may use Cobalt Space in inclement weather at no cost. Discussion of solar panels will be discussed at another meeting.

Councilor Vincent thinks it's a great idea. It is part of reaching out and taking care of your community. Those folks are part of "us" as a community.

Councilor Campbell noted that the Eagen warming centers have a certain temperature or threshold for inclement weather to open this space to those who are accessing food. She noted that attention should be paid to assurance that the area is cleaned after use. She inquired if there are any immediate plans to use the space.

Ms. Amberg responded that there have been no requests to her knowledge to use that space.

Councilor Pelatt moved that City Council approve the waiver of room use fees at the Cobalt Building and allow for its use to provide a waiting area for clients of the Community Food For Creswell during inclement weather so long as there are no other requests for use of the space.

Councilor Campbell seconded.

The vote carried unanimously.

Councilor Pelatt recommended the question regarding solar panels be referred to the Transportation and Public Works committee in January.

**H. Consideration of Lane County Vehicle Registration Proposal**

Mayor Stram noted that he will write his own letter to the Lane County Board of Commissioners. Mr. Stram feels that with all the other fees and costs being placed on Creswell residents, supporting this letter may be construed as support for the fee.

Councilor Bowles moved that the City Council authorize the Mayor to prepare and send a letter on behalf of the Creswell City Council to the Lane County Board of Commissioners expressing support for placing the vehicle registration fee on the May 2015 ballot.

Councilor Romoser seconded.

Councilor Vincent doesn't want to back the initiative, nor does she support the Council's support to put it on the ballot.

Councilor Romoser doesn't want to impose more fees, but drives and has noticed the deterioration of the roads. He believes that it's worth putting it to a vote, even if it gets voted down.

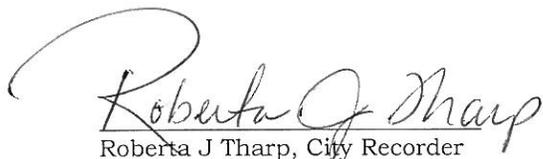
Councilor Campbell noted that this may be a possible source for income. If this comes out on the May ballot, she would like to let the county make its case and simply allow Creswell's citizens to vote.

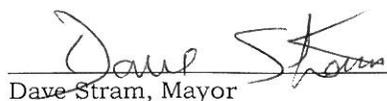
Councilor Bowles emphasized that we support the opportunity for the people to vote on this and make that decision.

The vote carries with Councilors Romoser, Pelatt, Stram, Campbell, and Bowles in favor; Councilor Vincent in opposition.

#### **Adjournment**

There being no further discussion Mayor Stram adjourned the work session at 9:59 pm.

  
Roberta J Tharp, City Recorder

  
Dave Stram, Mayor

Minutes submitted by Madeline Phillips