

City of Creswell
Council Work Session Minutes
January 26, 2015

Council Present:

Omar Bowles
Richard Heyman
Ted Romoser
Jane Vincent

Holly Campbell
Adam Pelatt
Dave Stram

Staff Present:

Michelle Amberg
Roberta Tharp
Cliff Bellew
Shelley Humble
Madeline Phillips
Maia Hardy

City Administrator
City Recorder
Public Works Director
Airport Manager
Planning Tech.
RARE Participant

Council Absent: 0 – Ted Romoser entered the meeting at 6:16 pm

Press: 1 – Creswell Chronicle – Scott Olson

Audience: 11

The City Council work session was called to order by Mayor Dave Stram at 6:07 PM and the Pledge of Allegiance was given.

Mayor Stram announced Lane Council of Governments Annual Appreciation Dinner will be held on February 26, 2015 and encouraged other members of the Council to attend.

Mayor Stram also noted that it appears there will be a ballot initiative on the May ballot regarding water rates. He also announced that a Councilor Training Session has been scheduled for February 10th with the City Attorney's beginning at 12:30 pm.

Presentations

There are no presentations scheduled for this meeting.

Discussion Items

H2O (Help to Others) Program – Councilor Ted Romoser –
Mayor Stram tabled this agenda item until Councilor Romoser is present to lead the discussion.

Community Center Proposal – Draft Lease Agreement – Lane Library

Ms. Amberg reported she has drafted a rough agreement for the Library in regards to leasing the Community Center.

Su Liudahl, Lane Library Director addressed the Council, noting she feels this is a good agreement but has a couple of concerns:

- Length of term – 5 years - She feels that if the Library is going to invest themselves in this project they will want at least ten years. She noted that the Library is reworking their expansion project with the lease of the Community Center in mind.
- Doesn't want the inception of the agreement to officially begin until the start of their new fiscal year for budgeting reasons. She also proposed a trial period to run until July 1st.

Councilor Campbell asked if the Library is willing to work with everyone, including those that want to have weddings and memorials in the center. She noted the wording of the agreement notes the Library has exclusive use. Ms. Liudahl reported their plan is to continue to administer it in much the same way the City does. She noted one change may be in the user fees; nonprofits and organizations that are doing things they think benefit the community as a whole, probably won't be charged at all. Councilor Campbell asked if they have looked into the costs for maintenance of that building. Ms. Liudahl noted Ms. Amberg has provided some preliminary figures and it is completely within their means; they expect it to be comparable to the building they are in now. Councilor Campbell noted a reference to the Cobalt Building on page five and a few typos. She also asked about landscaping: Ms. Liudahl noted that will need to be addressed. She would like the City to maintain the outside of the building.

Councilor Pelatt asked about the property damage/liability insurance policy? He noted that if we are giving up the revenue for rent, these dollars should come from another place. Ms. Amberg explained that the building is covered under the City's liability policy, and if you retain ownership of the building, you will need to retain the insurance.

Councilor Romoser asked for clarification of item D under Recitals in the Building Use Agreement; the parties agree to the Library's exclusive use of the Community Center. He asked if the City would have any priority or preference to get space for a City event. Ms. Amberg explained that further in the agreement it notes the Library will make space for the City's use of the center. The issue is who has ultimate responsibility for what goes on in the building. All scheduling would then go through the Library.

Councilor Vincent asked if the facility would be staffed and Ms. Luidahl noted they do not have the staffing available but she would like to recruit volunteers to play that role. Councilor Campbell noted Ms. Luidahl has spoken about doing extensive remodeling to some areas of the Center and wondered if the City will be approving any changes to the building prior to work being done. Ms. Luidahl noted that if the City retains ownership of the building it makes perfect sense.

Councilor Heyman asked if a business or organization's building burnt would they be allowed to use the center until their facility is repaired. Ms. Luidahl expressed that they would try to accommodate them depending on the case.

Ms. Luidahl noted the Library Board will meet on Thursday to review the agreement and provide feedback. She will write a proposal for the trial period and would like to see it take effect as early as March. She also noted the Over 40 Social Club would like to add an additional afternoon session each week which she will include in her proposal. She is also open to hearing community input on this agreement. Mayor Stram asked Ms. Luidahl to provide the Council with some ideas for community input; she would like to have a town hall or put a flyer in the utility bill. Ms. Amberg expressed concern over placing notice in the utility bills, we are short staffed, bills are scheduled to be mailed out this Friday and the City would have additional postage costs.

The Council gave their unanimous consensus to place on the February City Council Agenda an action item for a services agreement between the City and the Creswell Library District to lease the Community Center for a trial period from March 1st to June 30, 2015.

A discussion ensued regarding different avenues for providing this information to the public and receiving their feedback; newsletter, notice in Chronicle and flyer in Utility Bills.

H2O (Help to Others) Program – Ted Romoser

Councilor Romoser explained the H2O (Help to Others) Program ran by the Community Sharing Office out of Cottage Grove. This program is for Creswell residents needing assistance in paying their utility bill. The program is funded by donations from local folks and Mr. Romoser would like to discuss ways in which the Council could encourage more donations to the program.

Councilor Romoser shared his ideas on various methods to implement more donations:

- Ask staff to redesign the Utility Bill to provide spaces for check-off places to indicate a donation added to their payment
- H2O apply for a Community Contributions Grant from the City

Mr. Romoser reported he has spoken to Mike Fleck, Director of Community Sharing who tells him that the day money becomes available for help to customers, it is depleted.

Councilor Vincent recommended holding a Culture Committee meeting to discuss whether or not the H2O Program meets the criteria to apply for and receive a Community Contributions Grant. If the program is eligible once the application is received the committee would take it through the regular process just like any other grant application. Mayor Stram questioned whether or not Community Sharing would be the entity to apply for the grant. Councilor Campbell replied that we have a signed agreement with Community Sharing to participate in the H2O program. The donations received from Creswell citizens are sent to Community Sharing in Cottage Grove and it is to be used only for Creswell resident's assistance.

A discussion ensued in regards to Community Sharing applying for a Community Contributions Grant to help supplement the H2O program or designating during budget time a specific amount to be given to the program. Ms. Amberg reminded the Council that when they created the Community Contributions Fund, they moved away from donating to specific non-profits and made it a competitive process.

Councilor Heyman asked how many times a year will the H2O program help a customer and is there any restrictions on the amount of water the resident can use. Councilor Romoser explained it is his understanding that a customer can get help from H2O one time a year and Community Sharing has limited resources for investigation and clerical work.

Councilor Romoser recommended that staff modify the monthly utility bill to include checkboxes for donations. Ms. Amberg was directed to bring a report to the February work session on what it would take to modify the bills.

Mayor Stram asked for a status update on the Community Contributions Grants. Councilor Campbell noted the City has not received any applications yet for the available Community Contributions funds. She also noted an invitation to apply for a grant was sent out to organizations who have received grants in the past. Ms. Campbell suggested that maybe we do more publicity.

5th Street Project Update

Cliff Bellew presented an overview of the 5th Street Update Project. This project has been identified in the Transportation Plan for a number of years and aligns with some of the Council's goals. He passed out a Budgetary Cost Estimate for the Project. The project is slated for complete reconstruction of North 5th Street from Oregon Avenue to West "A" Street. When completed, it will match the rest of North 5th Street that has already been reconstructed. The project will connect the sidewalks, provide a bike lane to connect with Oregon Avenue, it will replace the last portion of the asbestos concrete utility pipe on 5th Street, address I & I (Inflow and Infiltration) issues, reconstruct manholes, sewer line and laterals, new asphalt and new utilities.

The Engineers estimated cost for this project is \$549,990.00. Mr. Bellew noted this is a multi-year (3) budgeting process: planning, budgeting and executing. This fiscal year \$78,000 was budgeted for this project, (\$69,000 for engineering and \$9,000 for legal administration fees) which will pay for the planning engineering and generate a set of drawings. The next step would be to budget for the project and then go out for bid.

A discussion ensued regarding the elimination of parking on North 5th Street by the Park which will then allow users to park on the 4th Street side of the park. Further discussion ensued about the two houses on the east side of North 5th just off of Oregon Avenue and how they have been built too close to the road to allow for sidewalks as well as the wider street. Mr. Bellew noted the plan calls for curbs and gutters to be placed in front of those homes instead of sidewalks which will allow them to access their driveways. Mr. Bellew also noted we will be using eleven foot travel lanes instead of twelve.

Councilor Campbell asked if it would be possible to change the power utilities to underground utilities. Mr. Bellew explained he would approach the power company to address that.

With the Council's consensus Mayor Stram moved item H – Community Food for Creswell forward on the agenda.

Community Food for Creswell –

Michelle Amberg explained the City leases space to Community Food for Creswell (CFC) at the Cobalt Building. CFC was recently awarded a \$40,000 grant from the Green Store for solar panels for the building. CFC is requesting the City Council change their lease agreement from a five year to a ten year agreement from the date the panels are installed. The Green Store gives the solar panels a minimum life expectancy of ten years and EPUD (Emerald People's Utility District) has expressed their desire for CFC to benefit from the panels for at least this long. Secondly, CFC is asking that the City develop a billing methodology which will allow the food pantry to be the sole beneficiary of electricity produced by the solar panels.

Susan Blachnik and Jennifer Clemo from CFC along with Rob Currier and Kyle Roadman from EPUD were present to answer any questions the Council may have.

Councilor Vincent asked if the solar panels will stay with the building when CFC vacates the premises. Ms. Clemo explained that the ownership of the panels will be transferred to the City once CFC no longer leases the Cobalt Building.

Ms. Clemo went on to explain that in order for CFC to be the sole beneficiary of the solar panels, a fair, accurate and transparent method for tracking solar energy generated and consumed, as well as grid energy consumed must be in place. CFC is requesting that a methodology be designed for this specific purpose and shared with them.

A discussion ensued on how they are the only tenants in the building and they would like to possibly have an itemized bill statement showing how many kilowatt hours they are using each month. Ms. Amberg noted that coming up with a methodology shouldn't be a problem it will be just finding one that both parties agree to.

Mayor Stram with the consent of the Council directed Ms. Amberg to begin work on a billing methodology for CFC and draft a new/amended lease agreement for the Cobalt Building that solidifies a ten year lease option once the panels have been installed. Ms. Amberg noted she will work towards having this ready by the February 9th meeting. She also noted that included in the agreement is the methodology for calculating their electrical payment so that we have it in writing and are meeting their expectations.

Mr. Currier noted that before EPUD releases the grant dollars they want to be assured that CFC will be receiving the benefits of the system, and once an agreement is in place they will feel comfortable turning the grant money over. Mr. Currier went on to point out that the City of Creswell is EPUD's customer; CFC will just be the beneficiary.

Councilor Campbell reiterated that the grant money will be disbursed to the City of Creswell and then it will be between the City and CFC to get the system installed.

Mr. Currier noted the system must be installed within a year of the City receiving the money.

At 7:50 pm, Mayor Stram recessed the meeting for a brief break. Mayor Stram reconvened the meeting at 8:04 pm.

City Council Guiding Principles

Mayor Stram presented the guiding principles adopted by the Council in April of 2013 and asked for discussion on updating the principals for this Council. Councilor Vincent noted that she has been using the principles ever since they were adopted and feels they are working fine. Councilor Campbell said the guiding principles are core values that don't change and sees no reason to reinvent the wheel. Councilor Heyman noted that there are a lot of rules and he would like to keep it simple. Mayor Stram directed staff to place this on the February work session agenda. Councilor Campbell would like to see the final document framed and hung in the Council Chambers.

City Council Governing Rules

Mayor Stram passed out a draft proposal for revised Council rules and noted they will be on the February agenda for consideration by the Council. He reviewed the proposed changes:

- Council will meet in the McCluskey Chambers instead of the Community Center
- Inclusion of Work Sessions
- Councilors may attend meetings electronically
- Councilor Agenda Items will be introduced at work sessions instead of regular meetings
- Removing Councilor Comments as a line item under the normal order of business in regular meetings
- Addition of normal order of items on work session agendas
- Rewording of Conflicts of Interest
- Disruption at Council meetings
- The additional categories of discrimination
- Public statements may be released by the City Administrator as well as the Mayor

Ms. Amberg noted that under Normal Order of Business for Regular Work Sessions; discussion items was omitted. Mayor Stram added discussion items to the list.

Mr. Heyman asked to have the Governing Rules postponed until the March meeting, giving him some time to think through the proposed changes. A discussion ensued over out of town meetings and deliberation.

The council gave their unanimous consensus to place this item on the March City Council agenda for consideration.

Committee Responsibilities

Mayor Stram asked for Council discussion in regards to thoughts about reducing the number of committees from six to four, reviewing the annual responsibilities the committees have, reviewing the tasks issued and what kind of committees are required to be sure the tasks are covered.

Councilor Vincent expressed that she feels we are trying to move the City forward and would like to see the Council keep the committees they currently have. Councilor Bowles noted he is overwhelmed by the demands and is not sure how to streamline this process. Councilor Heyman expressed he would be in favor of having fewer committees with more members on each committee. Councilor Campbell noted there is a lot of work to be completed. She would like to get a sense of how much more work there is. Councilor Pelatt said it's easy for city government to want to be everything for everyone; we have overextended ourselves and are taking on too much. He went on to say it may be worth examining the purpose of each committee and what they are doing. He noted it

may make sense to do an institutional review of the Council. Councilor Romoser replied that he sees reorganizing the committees as a significant task. He would like to have the committees work on their charges through the spring and then review this again.

Mayor Stram, Michelle Amberg and Council President Adam Pelatt will work to develop a list of ongoing activities that the committees perform, see if we can compile them into four committees and bring this back to the April work session for discussion.

Mayor Stram also noted one ongoing challenge with the committees; minutes must be taken at each committee meeting; must be adopted by the committee at the following meeting and then turned into our City Recorder. He presented a new template to each member for committee meeting agendas and minutes that must be filled out when noticing their meetings.

City Newsletter – Jane Vincent

Councilor Vincent stated she would like to place an information sheet in the Utility Bills that includes more Council news. She would like to have this done on a monthly basis. A discussion ensued on how many people actually read inserts placed in bills. Councilor Bowles noted the Council may be better served by using the newspaper.

Councilor Campbell noted that she recently attended a communication workshop at the League of Oregon Cities Conference and reported that the majority of the people today do not read newspapers or fliers; they are more in tuned to read it on social media. A discussion ensued regarding broadening our sources of communication by working together through different mediums and coordinating/collaborating with different organizations.

Councilor Pelatt noted that not everyone receives a paper bill. Councilor Campbell will get together with Scott Olson of the Chronicle and Maia Hardy, RARE Participant to brainstorm ideas for communicating with our community.

Councilor Romoser volunteered to call the University of Oregon to see if they have a communications student who would be willing to conduct a survey on how our community receives their communications.

Proposed Planning Commission Ordinance

Madeline Phillips, Planning Technician addressed the Council calling attention to Ordinance 264, An Ordinance Amending Ordinance No. 139, Pertaining to Planning Commission Meetings adopted in February of 1982. Section 2 of Ordinance 264 reads as follows:

Ordinance No. 139 enacted March 13, 1972, and an unnumbered ordinance amending No. 139, enacted January 10, 1972, are repealed.

After review by the City Attorney, it was recommended to repeal Section 2 of Ordinance 264. Included in the packet is a proposed Ordinance amending Ordinance 264, an Ordinance amending Ordinance 139, pertaining to Planning Commission meetings; and declaring an emergency that will come before the Council at the February meeting.

Fuel Discount Policy

Airport Manager Shelley Humble addressed the Council and explained that on the agenda the Discount Policy is listed as a Jet A Fuel discount; according to the FAA grant assurances we cannot give a special favor to one group over another. The proposed update to the Fuel Discount Policy is for all fuel purchases; Jet A and 100 Low Lead. The 2001 policy was drafted to provide a discount to businesses on the Airport. Ms. Humble noted that she is proposing to adjust the policy that will allow a \$1.10 per gallon mark up in order to make \$0.13 to \$0.23 per gallon to cover the cost of delivery and provide a discount to the airport businesses.

A discussion ensued on how prices are set. Ms. Humble explained the prices are set by taking the cost of delivery and adding a \$1.10 per gallon markup to cover costs such as underground storage tank insurance, Department of Environmental Quality and Department of Agriculture and any other required permits. Further discussion ensued regarding qualifications to receive a fuel discount: 1) having an established business on Hobby Field Airport or 2) cash pre-purchase of \$1,000 or more on a fuel account. Ms. Humble noted the original policy was a straight \$0.10 per gallon discount; she would like a little more flexibility in order to help the businesses.

Mayor Stram asked Ms. Humble to provide a copy of the original policy to the Council at the February work session.

Further discussion ensued regarding fuel prices and types of fuel we sell at the Airport. Ms. Humble reported that we are at the end of our fuel contract and will be putting out an RFP for a supplier in the near future.

Proposed RV and Temporary Dwelling Ordinance

Michelle Amberg reported that at the recommendation of a Councilor she is presenting a draft ordinance for Temporary Uses, Temporary Structures and Recreational Vehicles. She has received several complaints regarding people living in recreational vehicles on private property within the City Limits. She urged the Council to move slowly and deliberately on this issue, to take their time and have good discussions as this could be a very controversial issue. Mayor Stram urged Council to bring any questions they may have to staff and it will be brought back to Council at a future time for discussion.

HVAC Options for Cobalt Building

RARE Participant Maia Hardy addressed the Council and explained that \$60,000 was budgeted for Capital Improvements to the Cobalt Building. At the time Madeline Phillips was the RARE participant she had acquired bids for an HVAC System. Ms. Hardy presented the bid/options from Alpine Heating and Air Conditioning and noted they don't include the food pantry. Since the packet went out Ms. Hardy has received an updated quote from Alpine which she reviewed:

- Option 1 _ Rooftop Heating and Cooling System Installation – Cost - \$53,352 - Public Works Director Cliff Bellew had concerns in placing a system on the roof.
- Option 2 _ Gas Air Forced System – Heating Only – Cost #34,060 – Staff is recommending this option as the furnace could be installed now and if we wanted to install air conditioning at a later time it would be an available option.
- Option 3_ Air Conditioning System – Installed in gas furnace system – Cost - \$18,668 – This option is only viable if Option 2 is chosen.
- Option 4_ Gas Forced Suspended Unit Heaters – Cost \$20,150 – This is an inexpensive option that is unattractive and creates no option to install AC in the future.

Ms. Hardy took Option 2 one step further that included heat only in the entire building; the cost would be approximately \$ 40,050 not including engineering or permit fees. She also noted she does not have an estimate on the cost for extending gas to the building, but if we choose to move in that direction, a discussion should take place on the number of meters that should be acquired.

Ms. Hardy explained that there is currently no heat in the building and these are just estimates, we will have to go out for bid.

Council directed Ms. Hardy to inquire about natural gas installation and to go out for competitive bids on option #2 to include the entire building.

Reports: Committees, Commissions and Boards

Administration Committee – Adam Pelatt, Chair
Management Leave Policy

Councilor Pelatt reported the committee presented the Council with a new Management Leave Policy. The committee met individually with three of four of the staff members who this applies to. The committee meets again tomorrow to review the results of those meetings and will bring an updated draft back to the February 9th meeting. Cliff Bellew provided his thoughts on the following items included in the management leave policy:

- Management leave for exempt employees often expected to work more than 40 hours per week and it is common practice to offer management leave to exempt employees
- City Council recognizes that employees are often expected to attend night meetings and perform other duties outside of their normal working hours.
- City Council wishes to provide exempt employees with a paid leave benefit
- Employees exempt from minimum wage and overtime requirements of the Federal Fair Labor Standards Act shall receive management leave in lieu of overtime or compensatory time

Mr. Bellew noted he has been here almost four hours this evening and the bottom line concerns him; the four hour limit per month with a cap of 60 hours. He spends five to six hours a month at Council meetings that does not include any of his actual work; emergency call out time, etc. He proposes at a minimum, 6.6 hours a month, which works out to be 80 hours a year and have a cap of 80 hours per year. He doesn't think that the way this is written it compensates fairly and assured the Council that the 6.6 hours will be exceeded quite often. Councilor Pelatt thanked Mr. Bellew and noted the committee will look at his recommendation at tomorrow's meeting.

Cultural Committee – Jane Vincent, Chair
No report was given.

Finance Committee – Ted Romoser, Chair
No report was given.

Economic Development Committee – Richard Heyman, Chair
Airport Self-Sufficiency Plan Progress

Councilor Heyman reported that Ms. Humble presented the Airport information. He has been working on getting caught up to speed by reviewing Airport documents and reports. On an added note, Mr. Heyman suggested that we implement a work session schedule that begins at 6:00 am like the City of Independence does, it may shorten the meetings.

Public Safety Committee – Omar Bowles, Chair
Emergency Operations Plan Update

Councilor Bowles reported that the committee is still waiting to receive the Public Safety Report back from PSU (Portland State University). Michelle Amberg reported she has been in contact with the folks at PSU to go over some planning issues such as boundaries and population. She also attended a county sponsored meeting on Emergency Preparedness Planning and the City of Coburg provided us with a copy of their plan to use as a template/guideline in creating our own.

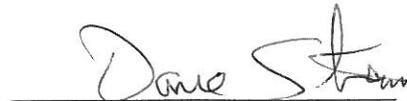
Transportation and Public Works Committee – Holly Campbell
Water Rates

Councilor Campbell reported the committee has a meeting scheduled for Thursday, February 5th at 1:00 pm. The committee will be discussing the Mayors new charge for the committee; getting an update on the DeBerry Landfill and discussing the Water Rate Public Education Plan for action in 2015. The committee will also be looking at amending Resolution 2014-25, Section 9 – Annual Adjustments to include the wording on the methodology. Mayor Stram noted he would like to have on the February Council agenda as an action item establishing a new water rate resolution that would delete section 9 in its entirety or reword it. To include beginning July 1, 2016 and continuing each year thereafter water rates will be analyzed each year and rates set as determined by a methodology which will be developed and adopted by the City Council before March 2015. The Council unanimously directed Ms. Amberg to draft a resolution to repeal Section 9 – Annual Adjustments of Resolution 2014-25 and replace it with the language recommended at the February 9th City Council meeting.

Adjournment

There being no further discussion Mayor Stram adjourned the work session at 10:00 pm.


Roberta J. Sharp, City Recorder


Dave Stram, Mayor