City of Creswell
City Council Minutes
April 13, 2015

Council Present:		Staff Present:	
Omar Bowles	Holly Campbell	Michelle Amberg	City Administrator
Richard Heyman	Adam Pelatt	Roberta Tharp	City Recorder
Ted Romoser	Dave Stram	Cliff Bellew	Public Works Director
Jane Vincent		Shelley Humble	Airport Manager
		Maddie Phillips	Planning Technician
		Maia Hardy	RARE Participant
		Christy Wurster	Budget Director
		Sgt. Billy Halvorson	Lane County Sheriff's Office
		Ross Williamson	City Attorney

Council Absent: 0

Press: 1 – Creswell Chronicle – Scott Olson

Audience: 24

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:03 pm and the Pledge of Allegiance was given.

Proclamations

Child Abuse Prevention Month

The Council gave unanimous consensus to proclaim April as Child Abuse Prevention Month.

Arbor Day

The Council gave unanimous consensus to proclaim April 24th as Earth Day in Creswell.

Madeline Phillips presented Creswell's 5 year Tree City USA award to the Council.

Public Forum

Anne O'Connell, Creswell resident addressed the Council to voice her support of renaming the Cobalt Building to the Duane Hodges Building.

Richard Zettervall, Creswell resident asked to have the naming of the Cobalt Building be placed on hold until a policy for naming public facilities can be put into place. Once a policy has been put in motion he fully supports bringing this item back before the Council for action.

Steve Carmichael, Creswell resident addressed the council to voice his support of the $6 Public Safety Fee and the retention of three deputies to serve the community.

Sheila Corrin, Springfield resident and sister of Duane Hodges addressed the Council providing some background on Mr. Hodges life.

Jurgen Ramil, addressed the Council and read Duane Hodges obituary. He spoke in support of renaming the Cobalt Building to Duane Hodges Building.

Don Taylor, Creswell resident addressed the Council to voice his support in renaming the Cobalt Building to the Duane Hodges Building.

Clyde Perkins, Creswell resident addressed the Council to voice his support in renaming the Cobalt Building to the Duane Hodges Building.

Mayor's Report

Committee Charges

Mayor Stram issued two new charges:

Finance Committee – Assist in the selection of a new auditor and provide the Council monthly progress reports during work sessions.

Cultural Services Committee – Review policies from other Cities on the naming of public buildings; and to showcase the work of local artists throughout City Hall. The committee is to provide the Council with information on policies for naming of public facilities at the April work session and to provide monthly progress reports at work sessions.

The Council gave their unanimous consent to the charges issued by Mayor Stram to the Finance Committee and Cultural Services Committee.

Budget Committee Appointment
Councilor Heyman reviewed Mr. Bittler's application and voiced his support in the appointment.

With the Council's unanimous consent, Mayor Stram appointed Ron Bittler to the Budget Committee as Councilor Heyman's community representative for a term that ends December 31, 2017.

Correspondence
Councilor Vincent read the first paragraph of the Department of Energy/Bonneville Power Administration letter to the audience regarding the rebuilding of the Alvey-Fairview transmission line between Eugene and Coquille.

In response to Hugh Turnball's letter, Mayor Stram thanked Cliff Bellew and his Public Works crew for a job well done in taking care of a berry patch that was encroaching on the vision clearance for drivers.

Councilor Campbell noted that the City granted Creswell Food 4 Kids $2,800. Included in the packet is their final report that shows sixty four children between the three Creswell schools are being served from this donation.

Consent Calendar
Councilor Vincent mentioned there is $12,500 left in this year's Community Service Grant budget, and encouraged groups to apply for funds.

Councilor Romoser moved Councilor Pelatt seconded to approve the consent calendar as presented. Voted on and the motion carries unanimously.

Administrative Report
Administration
Quarterly Update – City Administrator's Priorities
Ms. Amberg reviewed the update provided in the packet and reported that staff is continuing to make progress on the tasks listed.

Ms. Amberg explained that the City is under consideration for the OSP (Oregon State Police) satellite. If chosen, the site would include the housing of their forensics, medical examiner, patrol, and mechanics. This opportunity would benefit Creswell by bringing in 80 – 200 jobs to the community. Letters of support have been submitted from the Lane County Sheriff, Commissioner Faye Stewart and the Chamber of Commerce. Creswell is one of five sites being considered along the I-5 corridor between Coburg and Creswell in the OSP relocation. After a brief discussion regarding what the Council could do to show their support, Mayor Stram stated he will draft a letter on behalf of the Council and urged the audience to do the same.
AWOS Report
Airport Manager Shelley Humble gave a very brief update on the AWOS (Automated Weather Operating System) project. The FAA (Federal Aviation Administration), AIP (Airport Improvement Project) grant application has been submitted and we are waiting for the FAA to open funding for this year's grants. The engineer is estimating that the project should be completed by the end of September.
Airport
No report was given
Finance
No report was given
Public Works
No Report was given

Council Action Items
With the consensus of the Council, Mayor Stram moved Agenda item 7H – Renaming the Cobalt Building to Petty Officer Duane Hodges Building, forward on the agenda.

Rename the Cobalt Building to Petty Officer Duane Hodges Building – Councilor Richard

Heyman/Michelle Amberg
Councilor Campbell moved Councilor Romoser seconded that the City Council rename the Cobalt Building Petty Officer Duane Hodges Building. Mayor Stram asked for Council discussion.

Councilor Vincent, chair of the Cultural Committee asked to table this agenda item until the Cultural Committee can complete their charge; to review and recommend a policy on naming public facilities. Councilor Heyman read aloud a letter from Steven Woulk, shipmate of Duane Hodges on the USS Pueblo and noted that he feels service members who have lost their lives need to be memorialized. Councilor Bowles spoke in support of tabling this agenda item until a policy is established. Councilor Pelatt responded that he believes there are better locations in Creswell to honor Officer Hodges and it is his opinion that he deserves better than the Cobalt Building to bear his name.

Voted on and the motion fails with Councilors Campbell, Heyman and Romoser voting in favor and Councilors Bowles, Pelatt, Vincent and Mayor Stram voting in opposition.

Appointment of Judge Pro Tem
Councilor Pelatt reported the Administration committee has narrowed down the application pool to two candidates. The Council has the decision of choosing one or both of the applicants as a back up to the Municipal Judge position.
Councilor Bowles noted that Mr. Killcullen has a lengthy resume while Mr. Rasche has the youth factor.

Councilor Pelatt moved Councilor Vincent seconded that the City Council appoint Clark Rasche as Judge Pro Tem. Voted on and the motion carries unanimously.

Liquor License Approval
Councilor Campbell moved Councilor Pelatt seconded to approve the Off-Premises Sales Liquor License Application for Farmlands Market as presented. Voted on and the motion carries unanimously.

Resolution No. 2015-12 A Resolution Authorizing Receipt of A Green Grant Award Administered Through Emerald People's Utility District and Increasing Appropriations within the General Fund and Authorizing the City Administrator to Execute Agreements with Emerald People Utility District (EPUD) Regarding the Installation of Solar Panels on the Cobalt Building - Michelle Amberg
CFFC (Community Food for Creswell) applied for and was awarded a Green Grant from EPUD to install solar panels on the Cobalt Building to help offset their electricity costs. The City of Creswell owns the Cobalt Building and leases the space to CFFC for their food pantry. The City provides utilities to CFFC as executed in the Building Use Agreement which makes the City of Creswell the EPUD customer, not CFFC. In order for CFFC to be able to benefit from the Green Grant, the City must agree to receive the grant and pass along the funds to CFFC who will oversee the installation of the solar panels to EPUD's and the City's satisfaction. The City will own the solar panels; however CFFC is intended to be the sole beneficiary of the electricity produced by solar panels for a period of not less than 10 years. This resolution will allow the City to accept the $40,000 Green Grant and to expend $40,000 in capital for solar panels.

Councilor Romoser moved Councilor Vincent seconded that the City Council adopt Resolution 2015-12 A Resolution authorizing receipt of a green grant award administered through Emerald People's Utility District and increasing appropriations within the general fund and authorize the City Administrator to execute all documents associated with the Green Grant and installation of solar panels on the Cobalt Building. Voted on and the motion carries unanimously.

Ordinance 487 and Resolution 2015-07 Re-establishing the Public Safety Fee to begin on July 1, 2015 – Michelle Amberg

(Second Reading) Ordinance No. 487: An Ordinance Establishing A Public Safety Fee for the Purpose of Funding Public Safety Services Within the City
Ms. Amberg pointed out that a sunset clause with an expiration date of June 30, 2016 has been added to Ordinance No. 487 as requested by the Council at the first reading last month.

Mayor Stram noted Section 13.30.040 Setting Fee and Other Charges and Section 13.30.050 Dedication of Funds in Ordinance 487. The Council shall review the Public Safety fee rates on an annual basis in preparation for the City's annual budget. All public safety fee revenues shall be distinctly noted in the city budget and shall only be used for the purposes stated in this chapter. He explained that this is not a tax; nor can the money be used for whatever the City chooses to, it can only be used for Public Safety.

Councilor Pelatt moved Councilor Bowles seconded that the City Council adopt Ordinance 487 An Ordinance Establishing a Public Safety Fee for the Purpose of Funding Public Safety Services Within the City. Voted on and the motion carries unanimously.

Resolution 2015-07 – A Resolution Establishing Fees and Charges in Accordance with the Provisions of Creswell Municipal Code (CMC) Chapter 13.30

A discussion ensued as to why there is residential unit and non-residential until rate. Ms. Amberg explained that a fee is established based on the amount of benefit received. The Council will need to determine whether or not this fee is applied equally to residential and non-residential units. Last year, it was determined that the public safety fee would be applied equally because residential and non-residential units receive an equal benefit. It is Ms. Amberg's recommendation to do the same this year.

Councilor Bowles, chair of the Public Safety Committee, expressed his support for the Public Safety Fee and noted that from his research he feels the public is very supportive for having three deputies, a half time sergeant and keeping the fee at $6. He asked Ms. Amberg if there were the funds available in the City budget to cover the difference in policing services that the $6 fee doesn't net. Ms. Amberg noted she has discussed this with the budget director who feels that the money set aside for the Cobalt Building Capital Outlay could be used as our needs for that facility have yet to be identified. Ms. Wurster, noted as the needs for the Cobalt Building are identified and recommend over the course of the next fiscal year, the Council could do a budget amendment. A discussion ensued regarding whether or not there are capital improvements that need to be made at the Cobalt Building. Ms. Wurster noted that it is her understanding that an interior design is underway but nothing has been recommended at this time.

A discussion ensued that by increasing coverage to two deputies and half time sergeant, the contract cost would be $474,827, where with the coverage we currently have, two deputies and a third time sergeant the contract cost is $443,794; this leaves a difference of approximately $31,000 to find in the budget to cover the extra cost for services.

Mayor Stram asked what happens to the State Revenue Sharing Funds appropriated this year if they are not used. Ms. Wurster responded that the State Revenue Sharing Fund funds things through transfers. If the money is not used, it stays in the State Revenue Sharing Funds. The transfers scheduled for this year's projects that did not get accomplished will be scheduled for next fiscal year. Ms. Amberg noted that under the proposed budget, the State Revenue Sharing Fund will not grow next fiscal year as she will be transferring the funds received this year to the General Fund to offset the costs of staffing.

Councilor Bowles moved Councilor Vincent seconded that the City Council adopt Resolution 2015-07, A Resolution Establishing Fees and Charges in Accordance With the Provisions of the Creswell Municipal Code (CMC) Chapter 13.30 to establish the fee at $6 per residential and non-residential unit to maintain public safety coverage of three deputies and a half time sergeant. Voted on and the motion carries with Councilor Bowles, Campbell, Pelatt, Romoser, Vincent and Mayor Stram voting in favor and Councilor Heyman voting in opposition.

At 9:03 pm Mayor Stram recessed the meeting for a five minute break. Mayor Stram reconvened the meeting at 9:09 pm.

Resolution 2015-08 A Resolution Establishing Council Rules and Rescinding Resolution 2011-19, A Resolution Establishing Council Rules – Michelle Amberg

Councilor Romoser moved Councilor Campbell seconded that the City Council adopt Resolution 2015-08, A Resolution Establishing Council Rules and Rescinding Resolution 2011-19, A Resolution Establishing Council Rules.

Councilor Romoser reported that he has reviewed the proposed changes and considers them to be primarily editorial changes that don't change the intent of how the Council handles their business.

Councilor Heyman commented that at a previous meeting he had submitted a list of about eight items he recommended as changes to the Council rules and noted he doesn't see any of them included in this revision.

Voted on and the motion carries with Councilors Vincent, Romoser, Pelatt, Campbell, Bowles and Mayor Stram voting in favor and Councilor Heyman voting in opposition.

Resolution 2015-09 09 A Resolution of the Creswell City Council Declaring Audit Findings in the FY 2014/15 Audit and Noting Corrective Actions – Michelle Amberg

Ms. Amberg advised the Council they could either take action or table this item until they receive a report from the Finance Committee. She noted that basically what the resolution declares is that there were no findings and explained that it is not a requirement that the resolution be passed. Ms. Amberg reported the Finance Committee discussed what to do with the audit and based on State law, if there is a finding, a resolution must be passed; so this resolution basically states that the Council has reviewed the audit and agree there are no findings.

Councilors Romoser and Campbell support this resolution so it is recorded in the minutes that an audit has taken place. Councilor Heyman noted that he would like to be able to review the audit before it is submitted to the State.

Councilor Romoser noted in 2013 the Council adopted a policy for reviewing the audit before it is submitted to the State. He was unaware of this policy until it audit submittal deadline. The finance committee was unavailable to meet before it was submitted and the committee met with the auditors after submittal.

Ms. Amberg commended the Finance Committee; in the perfect world it would be nice that the council could review it before December 31st. Because of the resignation of the auditor, we need to put out an RFP and begin the recruitment process for a new one. Ms. Amberg noted that it is getting pretty late in the year to begin looking for an auditor and we may be one of those cities next year who will have to request an extension from the State.

Councilor Heyman moved, Councilor Vincent seconded that the City Council adopt Resolution 2015-09, A Resolution of the Creswell City Council Declaring Audit Findings for the Fiscal Year 2013/2014 Audit and Noting Corrective Actions. Voted on and the motion carries unanimously.

Resolution No. 2015-11, A Resolution Accepting A Technical Assistance Grant from Business Oregon – Maia Hardy, RARE Participant

Maia Hardy addressed the Council asking them to accept the Brownfield Redevelopment Program grant awarded to the City in the amount of $59,000. This grant will cover the costs of completing a Phase 1 and possibly a Phase 2 environmental assessment to determine the level of contamination to the Bald Knob property. Ms. Hardy noted that about $6,000 of the grant will be expended this fiscal year and the remainder will be used next fiscal year.

In response to Councilor Campbell's questions, Ms. Hardy said this grant will cover all of the Phase 1 assessment and any remainder will be put towards the Phase 2 if needed. She continued noting that the RFQ would go out at the end of this week.

Councilor Bowles moved, Councilor Campbell seconded that the City Council Accept Grant Funding in the Amount of $59,000 from the Brownfield Redevelopment Program administered through Business Oregon and allow the City Administrator to execute all documents related to said grant. Voted on and the motion carries unanimously.

Councilor Bowles moved, Councilor Campbell seconded that City Council adopt Resolution 2015-11, A Resolution accepting a Brownfield Redevelopment Grant Award administered through Business Oregon and changing appropriations within the Planning Contractual services fund. Voted on and the motion carries unanimously.

Rename the Cobalt Building to Petty Officer Duane Hodges Building – Councilor Richard Heyman/Michelle Amberg

This item was moved forward on the agenda.

Policy Setting Airport Fuel Discount

Ms. Amberg reported that in reviewing the past practices, there should be an additional administrative review and would like to have the Airport Commission weigh in on this issue. She noted that a resolution that establishes a policy should be passed. She will work with Shelley Humble to present a draft policy at the April 27th work session.

Councilor Romoser moved, Councilor Vincent seconded to postpone discussion of this item to the April 27th work session. Voted on and the motion carries unanimously.

FAA AIP Funds Transfer to City of Ashland, Ashland Municipal-Sumner Parker Field (S03) – Shelley Humble/Michelle Amberg

Shelley Humble explained the Airport receives a $150,000 allotment of FAA AIP money annually. These funds have a 10% match requirement and expire three years from the date of issuance. The Airport has been asked by the Northwest Region of the FAA if we would consider transferring the expiring (2012) AIP funds in the amount of $75,000 to the City of Ashland, Ashland Municipal-Sumner Parker Field for FAA approved work. The City is

planning to use $75,000 for the AWOS project and can either lend the other $75,000 to Ashland or lose it; if we don't lend it to Ashland, it will be returned to Washington DC.

Councilor Bowles moved, Councilor Pelatt seconded that the City Council approve the transfer of the FAA 2012 Expiring AIP ($75,000) non primary funds to the City of Ashland, Ashland Municipal-Sumner Parker Field (S03) for their FAA approved AIP Project. Voted on and the motion carries unanimously.

Bid Award for Installation of HVAC in the Cobalt Building – Maia Hardy, RARE Participant

At the January 26th work session, the Council determined to move forward with installing a forced air heating system in the Cobalt Building. Through an RFQ process, three bids were solicited for the installation of a heating system. Bids submitted include:

Performance Heating and Cooling -	$21,836
Alpine Heating and Air Conditioning -	80% efficiency furnace - $40,150
	Upgrading to 95% efficiency furnace - $43,900
Comfort Flow Heating and Air Conditioning –	80% efficiency furnace - $41,505
	Upgrading to 95% efficiency furnace - $42,945

Maia Hardy recommended to the Council to award the bid to Comfort Flow. She noted that Performance Heating uses an inferior furnace and they did not complete their proposal based on the RFQ criterion. She explained that Comfort Flow has done quality work in the past for the City and also recommended the approval of upgrading to the 95% efficient furnaces which will save the City money in energy costs throughout the life of the furnaces. A brief discussion ensued in regards to warranty, installation and service agreements.

Councilor Pelatt moved, Councilor Vincent seconded that the City Council award the bid to Comfort Flow Heating and Cooling to install an HVAC in the Cobalt Building in an amount not to exceed the $60,000 budgeted in this fiscal year. Voted on and the motion carries unanimously.

Pay Request (Final)-Knife River – City Hall Parking Lot – Michelle Amberg/Cliff Bellew

Councilor Pelatt moved, Councilor Heyman seconded the City Council approve Pay Request #4, final payment to Knife River for work completed on the City Hall Parking Lot project in the amount of $9,867.43. Voted on and the motion carries unanimously.

Pay Request #12 – Precision Approach (Inv. No. 3117) – AWOS – Airport – Shelley Humble/Michelle Amberg

Councilor Campbell moved, Councilor Heyman seconded that the City Council approve invoice #3117 for Precision Approach Engineering, Inc. in the amount of $6,954.05 for services performed in accordance with Task Order No. 7 as presented. Voted on and the motion carried unanimously.

Pay Request #13 – Precision Approach (Inv. No. 3144) – AWOS – Airport – Shelley Humble/Michelle Amberg

Councilor Campbell moved, Councilor Heyman seconded that the City Council approve invoice #3144 For Precision Approach Engineering, Inc. in the amount of $729.83 for services performed in accordance with Task Order No. 7 as presented. Voted on and the motion carries unanimously.

At 9:56 pm Mayor Stram recessed the meeting in order for the Council to enter into the following executive session:

Mayor Stram noted that the Council will be holding one executive session (192.660 (2)(E)) not two as noticed.

192.660 (2)(E) - To conduct deliberations with persons designated by the governing body to negotiate real property transactions

Adjournment

At 10:39 pm, the Council returned to its regular session and invited the public back into the room. Mayor Stram adjourned the meeting at 10:40pm.

Dave Stram

Dave Stram, Mayor

Roberta J Tharp

Roberta J Tharp, City Recorder