

Council Present:

Omar Bowles Richard Heyman
Ted Romoser Dave Stram
Jane Vincent

Staff Present:

Michelle Amberg City Administrator
Robert Tharp City Recorder
Cliff Bellew Public Works Director
Shelley Humble Airport Manager
Maddie Phillips

Council Absent: Holly Campbell – Excused
 Adam Pelatt - Excused

Press: 1 – Scott Olson, Creswell Chronicle

Audience: 17

The City Council work session was called to order by Mayor Dave Stram at 6:05 pm.

With the Council’s consensus, Mayor Stram added two additional items to his report this evening: Strategic Planning and an update on the election for water rates.

Committee Reports

Committee Reorganization

Mayor Stram handed out a review of the Council Committees and put forth the question “Can we reduce the number of committees and still achieve excellent success attaining Council goals?” He asked the Council to review the following recommendations and provide input to the Council President Adam Pelatt or himself prior to the June Work session:

- Reduce the number of Council committees to four and merge the charges amongst the committees
- Merge the Parks Advisory Board and the Tree Board to form a new “Parks and Tree Board”.

Maddie Phillips has drafted an ordinance that combines the Parks Advisory Board and the Tree Board.

Strategic planning

Last fall, Council and staff worked with Stan Biles to identify their top seven goals and priorities:

- ♦Policing ♦Water Rates ♦Financial stability at Airport
- ♦Multi-year Financial Plan ♦Multi-year Strategic Plan ♦Updating Major City Plans
- ♦Ensuring appropriate level of support for staff

Mayor Stram reminded the Council that they discussed the importance of staying on task in the coming year, and recognizing that we have limited dollars and not a very large staff. He continued by saying that each diversion of staff time and City dollars would keep the Council from achieving the goals and priorities set.

Mayor Stram presented his recommend timeline for working on the Strategic Plan:

- May Council meeting – Mayor will issue a charge to the Administrative Committee for developing an RFP (Request for Proposal) including the Scope of Work for a 3-5 year plan
- Administrative Committee will present the RFP to the Council at the July 27th Work Session
- Administrative Committee will release the RFP, review proposals submitted and provide an update to the Council at the August work session
- Administrative Committee will bring a recommendation to the Council at the September 14th Council meeting
- Strategic Planning will take place in October/November/December

Election Announcement

On September 15, 2015, the citizens of Creswell will be having a special election on two measures. Measure 20-233, filed by Jacob Daniels and Measure 20-234, referral by the City Council regarding water rates. Mayor Stram encouraged the Council to read the LOC (League of Oregon Cities) water rate study and also help educate the public in order to protect Creswell’s water.

Mind Mixer

Mayor Stram reminded the Council of the LCOG (Lane Council of Governments) presentation on their Mind Mixer program. Since the City is a member of LCOG, we can utilize the program once a year at no charge. He asked Councilor Bowles to try and think of a way to utilize this tool for the Policing Study.

Administration Committee Report

Judge Pro Tem – Draft Contract

Michelle Amberg provided the report in the absence of Councilor Pelatt. The committee was tasked with recommending a judge pro-tem to the City Council; the council selected an applicant; the question now is how to acknowledge this person. Ms. Amberg noted the Council will need to make this decision and suggested making this a contract position and presented a contract drawn up by City Attorney, Ross Williamson. Mayor Stram directed the Administration Committee to approach Clark Rasche and enter into a discussion with him in regards to the contract. Ms. Amberg said the committee could send the contract to Mr. Rasche for review and signature or negotiation. After a brief discussion, the Council gave their unanimous consensus to forward the contract to Mr. Rasche. Ms. Amberg also mentioned that the Judges contract is also in need of updating and this is the Council's responsibility as it is their employee.

Mayor Stram announced that we will move forward on the agenda to presentations at this time and return to committee reports later in the meeting.

Presentations

Kiwanis Welcome to Creswell Sign

Don Ehrich, president of the Creswell Kiwanis addressed the Council to introduce their "Welcome to Creswell" sign project. The sign is proposed to be placed on the Marquess property along Oregon Avenue, and hopefully prior to the 4th of July Celebration. Mr. Ehrich distributed a picture of the proposed sign and noted that the Kiwanis Club raised \$4,500 during fundraisers to purchase the sign. Mr. Ehrich inquired as to whether or not the Council would entertain the idea of helping the club on the costs of a sign permit. A discussion ensued regarding the framing, whether or not it would be lighted and if the sign will meet the code. Mayor Stram asked the City Administrator to research the possibility of waiving the fees associated with permitting and planning of the sign.

South Lane Fire District Update - Chief Wooten

Chief Wooten introduced himself and provided a report on the northern end of the South Lane Fire District.

- He is staffing the district based on needs
- Creswell and Camas Swale stations are a third of the call volume – (Last year's statics show that Creswell had 789 calls out of 3500).
- Creswell fire station is now staffed 24 hours a day, seven days a week (Beginning July 1, 2015 there is a high probability an additional person will be hired to help staff the Creswell station)
- He has recently entered into an Auto Aid Agreement with Pleasant Hill and Goshen to provide an additional emergency vehicle (fire truck) when a structural fire call is received
- It is his hope that after the recent evaluation the department just finished with the Insurance Services Office, the homeowners fire protection ISO rating will decrease.
- Creswell is averaging two calls per day. The average response time for ambulance service is three to six minutes down from thirteen to fourteen minutes in 2006.

Chief Wooten explained he has an open door policy and will make the time to visit with you if you will call and schedule an appointment. The South Lane Fire and Rescue Board of Directors have placed working towards a new fire station for Creswell as one of their top five goals. Creswell currently has five to seven active volunteers plus the two residents who live in the Creswell station.

The Council returned to complete the Committee Report Section of the Agenda.

Cultural Committee Report – Jane Vincent, Chair

Draft Naming Policy for Publicly Owned Facilities

Councilor Vincent presented the Cultural Committee's draft policy for the naming of publicly owned facilities. After a brief discussion Ms. Amberg stated she would put a copy of the policy outlining each change in each Councilor's mailbox. She asked the Council to review the draft and provide any input they may have to the committee. At the June 27th work session, Councilor Vincent will bring a refined draft of the policy for Naming Publicly Owned Facilities back for further discussion.

Economic Development Committee Report, Richard Heyman, Chair

Airport Sustainability Plan – OSU Proposal/Summer Internships

Councilor Heyman noted he doesn't have anything else to add to his report that was provided in the packet. Ms. Amberg commented that staff is looking for consensus to include funds in the budget to hire three interns at

\$5,000 a student, to work over the summer on Phase 1 and 2 of this project. She continued by saying they would be under the supervision of the Airport Manager, Shelley Humble. Phase 3 and 4 of this project will be completed by Oregon State University during the school year. After a brief discussion, the council gave their unanimous consensus to include the funds in the fiscal years 2015-2016 budget for the OSU interns to begin this project.

Finance Committee Report, Ted Romoser, Chair

The committee has fulfilled their charge to meet with the former auditor. The committee has also asked for postponement to their charge of working on a multi-year financial plan until the scope of work can be clarified.

i. Timeline to Contract with Municipal Auditor

The committee asked Ms. Amberg to draft an RFP for a municipal auditor. The RFP was released on April 15, 2015 with bids due back by May 15th. Proposals received will be reviewed by the Finance Committee. A brief discussion ensued regarding the auditor selection process. The finance committee will narrow the applicant pool down to two or three depending on the number of proposals received. We will invite the successful applicants for an interview to be held during a special meeting at which time the Council can make a determination on a new auditing firm. Mayor Stram asked the committee to draft the interview questions.

ii. Proposed Financial Policies

Included in the packet is the Comprehensive Financial Management Policies developed by Christy Wurster. Ms. Amberg noted most of the policies are based on the Government Municipal Finance Officers Association (GMFOA) best practices. The committee will continue to work on these policies and at some point will bring these back to the Council for consideration. As a side note, Mayor Stram mentioned this project is a 2015 goal and has until the end of the year to complete.

Public Safety Committee Report – Omar Bowles, Chair

The committee will be scheduling a meeting with Portland State University to receive an update on their progress with the Policing Study.

Transportation and Public Works Committee Report, Holly Campbell, Chair

At the last committee meeting they held a telephone conference call with Carl Brown, author of "How to Set Great Water Rates". Ms. Campbell noted that as it turns out, this is a complex process with many factors.

At 7:47 Mayor Stram recessed the meeting for a brief break and reconvened the meeting at 7:56 pm.

Discussion Items

Pocket Park

Ms. Amberg was directed by the Council to research the possibilities for creating a small "Pocket Park" in the landscaped areas next to the City Hall Parking Lot located on 1st Street. Public Works Director Cliff Bellew provided three concepts along with proposal estimates:

- Low cost - Benches/ Picnic tables and trash can - \$1,350
- Medium Cost - Pole Structure with metal roof with picnic tables - \$6,550 - \$8,500
- High Cost - Gazebo with hip roof - \$9,900 - \$11,500

Park Advisory Board member Linda Warner noted that her son is working with BRING to secure a donation for this project. Councilor Bowles stated he thinks this would be a good Eagle Scout project.

Ms. Amberg requested direction on this project so she can have some sort of idea what to put in next fiscal year's budget. After a brief discussion, the Council's recommendation was to include \$11,500 in the proposed budget for next year and discuss it during the budget process. That will provide time for the Parks committee to provide feedback as well as visit with the Boy Scouts to possibly form a partnership for the project.

Stop Sign at North 1st Street and Blue Jay Loop

Public Works Director Cliff Bellew reported that stop signs were placed on North 1st Street at the Blue Jay Loop intersection to slow traffic flow at the direction of a previous council. He has spoken with Deputy Denham who feels the signs are not accomplishing the goal of slowing down traffic and are not consistent with the rest of the streets. Signs marking the 25 MPH zone as well as SLOW signs have been placed in the area. 1st Street is a thoroughfare and the cross streets have stop signs placed at the intersections. Mr. Bellew is asking for Council consent to remove the stop sign on 1st Street at Blue Jay Loop.

After much discussion, the Council gave their unanimous consensus to have the stop signs removed at the intersections of North 1st Street and Blue Jay Loop.

Fuel Ordering Schematic – Shelley Humble

At the request of Ms. Amberg, Ms. Humble provided a brief explanation on the process of ordering fuel for the airport.

- The Airport has two 10,000 gallon tanks; one for Jet A Fuel and one for 100LL Fuel
- Ms. Humble works with other entities that have World Fuel Service as their supplier to split loads. By splitting the loads she is able to offset the costs of a load of fuel; and a load of fuel is larger than the capacity of our storage tanks. Splitting loads of fuel is a cost savings.

- An updated fuel price list is received every Tuesday morning.
- A fuel order is dependent on the current delivered price, ability to share a load and how close we are to the end of the fiscal year and what is left in the budget for fuel.

Ms. Humble noted that the underground storage tanks have been in place for the sixteen years she has been employed by the City and has no idea what the life span is for them. A discussion ensued regarding inspection of the tanks; its complex process and the fact that it is very expensive. Ms. Humble responded to Councilor Romoser's question that the Airport also has a leak detection system. She also noted that as a general rule, requests for fuel quotes go out for bid every five years and due to incentives provided by the supplier we were able to extend our last contract. We are due to go out for bid this year.

Draft Resolution to Update Fuel and Oil Pricing and Fuel Discount Policies – Shelley Humble
Ms. Humble presented a draft resolution that would amend the Airport Fuel and Oil Pricing Policy. This resolution would give her the ability to adjust the fuel discount for on Airport businesses. She continued by saying the Airport would still receive the cost of the fuel plus the markup. This would help to keep the business owners satisfied as well as supporting their businesses and them wanting to have their business at Hobby Field.

In 2001, the Council approved a Fuel Discount Policy as well as a Fuel and Oil Pricing Policy. These allow Ms. Humble to adjust the fuel price upon receipt of a fuel invoice.

Mayor Stram said under the "Procedure" section of each policy, it states, "The Airport Manager or designee will upon customer request"; he would like to have the word designee identified, whether it is the Finance Director or Administrator. A discussion ensued on purchasing fuel, fuel prices and discounts.

Ms. Amberg noted this resolution will help Ms. Humble be more flexible and give her more discretion to help the businesses on the field. She suggested the Council put this on the Sustainability Study and ask them to make a recommendation to these policies. Mayor Stram said what he is hearing from the Council is that we leave the policy as it for the time being and make sure this is included in the OSU study to be completed this summer. The Council consented to leaving the policy's as they are and include them in the study.

Council Training – CIS/FEMA

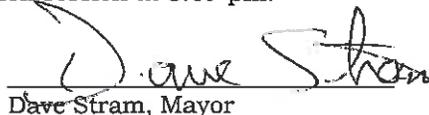
Ms. Amberg reported that she was directed to look into the possibility of group training from FEMA; she does not see how that is possible as each person needs to sign in to get a login assigned to them. Mayor Stram asked Ms. Amberg to refresh his memory as to why the Council needs this training. Ms. Amberg said it is an Emergency Preparedness class and as an elected official who hasn't taken this training, the City is not eligible for FEMA reimbursement if we have a disaster. Mayor Stram asked to have the information to be sent to him again.

Councilor Heyman asked for a follow up to a newspaper article dated April 2014 on the McDougal's Sewer System (east of freeway). The article spoke of leakage in their lagoon system. Councilor Heyman would like to know of any progress by the state or that the DEQ has been made to correct the issue. Ms. Amberg explained this is propriety information; it is a private system and they do not have to release that information to us. She noted that maybe we could talk with the DEQ from time to time to figure out what is going on there. The information she had received noted that McDougal's have three choices: form a special district (public entity), contract with a private entity to handle their effluent, or turn their system over to a public entity. She has been contacted by the Governor's regional solutions team who wants to meet with her in regards to this issue.

Adjournment

There being no further discussion Mayor Stram adjourned the work session at 8:59 pm.


Roberta J Tharp, City Recorder


Dave Stram, Mayor