City of Creswell
Council Work Session Minutes
June 22, 2015

Council Present:		Staff Present:	
Holly Campbell	Richard Heyman	Michelle Amberg	City Administrator
Adam Pelatt	Dave Stram	Roberta Tharp	City Recorder
Jane Vincent		Maia Hardy	RARE Intern

Council Absent: 1 – Omar Bowles

Press: 1 – Scott Olson, Creswell Chronicle

Audience: 11

The City Council work session was called to order by Mayor Dave Stram at 7:04 pm.
Mayor Stram made the following announcements:

- City Councilors will be walking in the 4th of July Parade
- Councilor Romoser has officially resigned from the Council this evening
- Mayor Stram apologized to Councilor Heyman for a misinterpretation of Roberts Rules of Order during the last meeting
- Mayor Stram will not be attending the July work session or the August City Council meeting

With the Council's unanimous consensus, Mayor Stram moved the Hill Creek Presentation forward on the agenda with committee reports to follow.

Hill Creek Presentation - Pam Reber

Pam Reber presented a brief overview of the Coast Fork Willamette Watershed Council, followed by a power point presentation on Hill Creek.

Creswell History – factors that affected the flow of the river

- 1871 the Oregon California Railroad came to Creswell and flooding became an issue
- 1879 the Grist Mill was built along the Coast Fork river
- 1922 Highway 99 was paved
- 1956 Interstate 5 was built (2 lanes)
- 1962 Interstate 5 was expanded to 4 lanes

Habitat

- Bald Eagle
- Chinook salmon
- Western Pond Turtle

Hill Creek area issues

- Diversion in river
- Push up dam in river
- Bald Knob dam
- Garden lake
- Sewage ponds
- Hill Creek channel from diversion
- Hill Creek irrigation channel from push up dam

Hill Creek Issues

- Water flow
- Water Quality
- Fish passage
- Go beyond City limits
- Many Stakeholders

Causes

- Aging infrastructure
- Alternation of habitat

- Limited water supply
- Run off

Hill Creek findings

- All channels of Hill Creek are very long and low-gradient
- Hill Creek channels and ponds are wide and flat
- Oregon Water Rights have stipulations for use
- Various regulations apply concurrently
- Core services are important for water quality
- Temperature impairments is a high priority water quality issue

Recommendations

- Outreach is a key strategy for addressing Hill Creek issues outside of city limits
- Engage & educate residents who live along Hill Creek
- Partnerships for implementation
- Prioritize Hill Creek actions within city limits
    - Build outward from essential services like parks, water supply, sewage treatment, and storm water management as there are key areas of overlap that will provide opportunities to improve Hill Creek.
    - Evaluate wastewater recovery for summer use at Garden Lake Park
    - Evaluate the City's future water supply needs and water rights
    - Create an incentive program for water conservation and efficiency
    - Reduce the water need at Garden Lake Park
    - Develop a Storm Water Master Plan
    - Assess the presence of toxins at Bald Knob; sequester or mitigate legacy toxins at the Bald Knob site
    - Remove the Bald Knob dam
- Prioritize Hill Creek actions outside city limits
    - Address the problem of conveying water from the push up dam to Garden Lake Park
    - Improve aquatic habitat by removing barriers to migration
    - Remove the push up dam and replace with a modern water intake structure
    - Restore the upper end of the Hill Creek diversion to naturally convey flow into Hill Creek
    - Improve wetland and riparian habitat along waterways

A discussion ensued regarding whether or not the Council wishes to continue having water in the ponds at Garden Lake Park and maintaining the pushup dam or is there another direction they would want to go in using that property. Bobbi Harrold from Harrold's Dairy reminded the Council that there are folks beyond Garden Lake Park that have water rights and need their water for crop irrigation. Further discussion ensued regarding the push up dam and the diversion dam.

At 7:25 pm Mayor Stram recessed the meeting for a brief break and reconvened the meeting at 7:34 pm.

Committee Reorganization – Mayor Stram

Mayor Stram distributed his proposal to reduce the number of Council Committees to four:

- Transportation and Public Works
- Finance
- Administration
- Public Safety

He asked the Council to review this proposal and be prepared to discuss it at a future work session in order to decide whether or not to put this on a meeting agenda for action.

Administration Committee – Councilor Pelatt, Chair

Organizational Review

The organizational review has been delayed due to an injury to the consultant.

Strategic Plan RFP Update

The committee has been working towards developing an RFP (request for proposal) to conduct a Strategic Plan for the City of Creswell. The committee hopes to get the RFP out by the first of August, recommend a consultant by the first of September and have Council approval by the first of October.

Cultural Committee – Councilor Vincent, Chair

Proposed Naming Policy for City Owned Facilities

The committee has been working on the policy for naming City owned facilities. The committee handed out a draft of the policy to which Councilor Campbell noted an additional change she would like to see made:

- Identifying that this policy refers to City owned building and streets, not privately owned facilities
- Eliminating street naming

The policy includes the process and procedure for naming of facilities.
Mayor Stram asked the Council to read through the policy and be ready to discuss it at a future meeting.

Economic Development Committee – Councilor Heyman, Chair

The committee reported that the OSU (Oregon State University) students will be here shortly after the first of July to being their work on the Airport economic report.

Finance Committee – Councilor Romoser, Chair

Proposed Financial Policies

Councilor Romoser provided Mayor Stram with a written report prior to submitting his resignation letter earlier this evening. The committee plans to resume working on its charge after the end of the fiscal year. The committee will study financial policies that the Council might consider as part of long range financial planning.

Public Safety Committee – Councilor Bowles, Chair

Portland State University Policing Study

Mayor Stram provided the report in the absence of Councilor Bowles. The meeting with the representatives from Portland State went well. A discussion ensued regarding the legality of a meeting without a quorum of the committee present. Councilor Bowles and Ms. Amberg are working with PSU to complete the study before the end of June.

Transportation and Public Works Committee – Councilor Campbell, Chair

Water Rate Methodology

The committee has met and held some very good discussions. They have talked with Carl Brown, author of "How to Get the Best Water Rate." The recommendation of the committee is to enter into an agreement with our engineer of record, Westech Engineering to help formulate a water rate methodology. Ms. Amberg has spoken to Westech who can/will do the rate study, but recommends sub-contracting this to Deb Galliardo for the job. The cost to create the methodology would be $20,000; and then Westech would add 10% handling fees bringing the total cost to $22,000. The methodology needs to be completed by the end of the year for budgeting purposes. The committee recommends waiting until after the September election to enter into an agreement. The election will identify whether or not an increase to water rates above the CPI, will require voter approval. A discussion ensued on how we need to be prepared and work towards a methodology prior to the election. Further discussion continued regarding placing this on the August meeting agenda for Council action.

A discussion ensued regarding moving the August meeting to August 17th in order for Mayor Stram to be present. The Council gave their unanimous consent to moving back the August City Council meeting to the 17th.

Councilor Campbell also noted she has submitted a page on how to save water in your garden to staff to include in the next newsletter.

Councilor Heyman noted he feels the City should put the wells back in commission in order to have a backup plan for water. Mayor Stram noted he has been in contact with the Army Corp of Engineers and has been assured that Creswell has no concerns of water shortages this summer.

Presentations

Hill Creek Presentation – Pam Reber, Director of the Coast Fork Watershed Council

The presentation was moved forward on the agenda.

Discussion Items

Intergovernmental Agreement with Lane County for GIS (Geographical Information Services)

Ms. Amberg noted in the past the City has always used LCOG for their GIS services. After shopping around, it was found that the County is where LCOG gets their information. Ms. Amberg recommended that the City go directly through the County in order to save money and noted there would not be any reduction in services.

She provided a draft Intergovernmental Agreement for Council's review as it will be an action item on the July 13, 2015 meeting agenda.

Chairs in Public Right of Way for July 4th Celebration

Ms. Amberg noted that last year the City received complaints about chairs placed on the sidewalks and in the street several days prior to the 4th of July parade. These chairs wind up blocking the sidewalks and chairs in the street become a traffic hazard. The City has a responsibility to maintain the safety and access in the public rights of way. She recommends the Council establish a 24 hour time limit for the placement of chairs along the parade route and suggested the following limits:

- Chairs set up prior to 24 hours of the inception of the parade would be subject to removal (complaint driven)
- Chairs blocking public right of way in such a manner that violates the Americans with Disability Act access rules would be subject to removal
- Chairs found in the roadway will be removed
- All collected chairs will be available for pick up at the Public Works yard at the convenience of the Public Works Director.

The Council held a brief discussion on how these chairs are violating city ordinances by blocking the right of ways and the need to provide citizens notice of the policy. Further discussion ensued regarding handing out candy during the parade instead of throwing it.

The council gave their support and encouragement (consensus) to have Public Works pick up chairs placed in the right of ways more than 24 hours in advance of the parade. Chairs will be held at Public Works and citizens may contact City Hall to claim chairs. Violations of this policy will be complaint driven.

Adjournment

There being no further discussion Mayor Stram adjourned the work session at 9:47 pm.

Dave Stram, Mayor

Roberta J Tharp, City Recorder