

City of Creswell  
Council Work Session Minutes  
August 24, 2015

Council Present:

Omar Bowles  
Richard Heyman  
Dave Stram

Holly Campbell  
Adam Pelatt  
Jane Vincent

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

Press: 1 – Creswell Chronicle – Scott Olson

Audience: 7

The City Council work session was called to order by Mayor Dave Stram at 6:04 pm and the Pledge of Allegiance was given.

**Mayors Report**

Review of Public Meeting and Public Records Requirements for Committees

City Recorder Roberta Tharp provided a brief overview on public meetings, public records, noticing of meetings and emails.

Public Education – Mayor Stram began a discussion on the best way to provide public education. He presented his idea of structuring regular monthly Town Hall Meetings beginning in 2106 and suggested the following topics: Policing Study, Strategic Planning, Wetlands Inventory, Historic Building Survey, Water Rates, Sewer Master Plan/Rates and Transportation System Plan.

The Council contributed to the discussion by recommending the elimination of education and using information. They also noted that according to statistics, young people with families probably won't attend.

South Lane Fire District Update – Chief Wooten addressed the Council to provide an update on the Fire District. Beginning September 1<sup>st</sup>, he will be assigning an additional person to be stationed at the Creswell Fire Station. This will provide two career, and two resident firemen in Creswell for twenty four hour coverage seven days a week.

Chief Wooten noted this is the worst fire season he has ever seen. He has placed restrictions that will extend the fire season into October and requested patience as they will lower the restrictions as soon as possible.

The South Lane Fire and Rescue bond committee has recommended and been approved by their board, to put a tax levy on the November ballot. If approved, the levy would cost tax payers \$.30 per \$1,000 (\$.30/\$100,000) for a period of five and a half years. This will provide \$2.6 million to the district for the purchase of new fire trucks for Creswell, Cottage Grove and Saginaw stations and structure apparatus in the Camas Swale station. This will also help to improve the ISO (insurance rating for community fire protection) rating for this area. The district is averaging ten calls for service a day. Camas Swale station currently has one resident that resides there when he is off duty and two or three volunteers who live close by. Saginaw station is manned by off duty residents and volunteers nearby.

Councilor Pelatt commended Chief Wooten for promoting the district as a whole team. He voiced his support in favor of the bond levy by stating that we should take care of the people who risk their lives to take care of us in an emergency; we need to provide them with the tools to work with.

**Committee Reports**

Administration Committee – Councilor Pelatt, Chair  
Strategic Planning

The Administration Committee has scheduled a meeting for September 1<sup>st</sup> and will provide an update at the next work session. Councilor Pelatt reported the City received six solid proposals for the Strategic Planning Consultants. The committee will be present their two top recommendations for a contract award at the September 14<sup>th</sup> meeting.

Finance Committee – Councilor Vincent, Chair

Mr. Piper will be notifying Isler Company to let them know we are ready to get started with our audit.

Public Safety Committee – Councilor Bowles, Chair

The committee has received the final report of the policing study. They will be scheduling Portland State University to present their findings to the Council in the near future.

Transportation and Public Works Committee – Councilor Campbell, Chair

The committee will be meeting on September 1<sup>st</sup> to discuss with Mr. Piper his calculation for methodology on water rates. The committee will also begin looking at the wastewater plan as presented at the last Council meeting.

### **Presentations**

Nelson Trucking at Bald Knob – They were unable to attend the meeting this evening.

At 7:03 pm, Mayor Stram called for a brief recess. At 7:09 pm Mayor Stram reconvened the meeting.

Airport Strategic Plan Project Update

The City entered into an agreement with Oregon State University for three students from the School of Public Policy to work on a Creswell Airport (Hobby Field) Strategic Plan.

Nathan Davis, Steven Naimoli and Sultana Fousia addressed the Council to present phases one and two of the plan.

Phase I – State of Play

Phase I of the project was to identify what infrastructure and policies exist at the Airport.

Phase II SWOT Analysis - strengths, weakness, opportunities of expansion, and threats that might exist

Phase III includes the cost feasibility and cost benefit

Phase IV is the strategic plan

The group presented a brief history of the Airport beginning in 1966 when it was built and donated to the City. The City contracted with Creswell Airport Inc. to manage the Airport until the year 2000 when it was returned to the City.

As a first step, the trio reviewed the following plans:

- 2007 Update to the Airport Master Plan
- 2008 A vision statement and operational plan was developed
- 2010 A business plan for the Airport
- 2011 A marketing Plan

They presented a power point presentation that outlined the current demographics and amenities at the Airport. They gave an overview of the related governmental agencies that are the policy makers for the Airport:

- Local – Day to day operations, specific rules and leasing policies are managed by City Council and the Airport Commission
- State – The Oregon Department of Aviation, The Oregon Department of State Lands and The Oregon Department of Environmental Quality all require Hobby Field to be in compliance with state law for policy and infrastructure changes.
- Federal – The Federal Aviation Administration provides guidance to aviation industry through Federal Aviation Regulations, FAA Orders and FAA Advisory Circulars. They provide funding and have guidelines for construction, noise control and land use.

Recommendations made in past plans for Hobby Field over the last 8 years

- Upgrading facilities – bringing water and sewer to the Airport, building new hangars and making infrastructure changes to the Airport
- Attracting business – partnering with community businesses such as tour groups for fly-ins (ex. Golf, wine, fishing or rafting tours), recruiting new businesses by developing long term strategy incentive packages
- Increase Outreach through events such as fly-ins, air shows, create a special event sub-committee, increase image through advertising and marketing to new pilots and increasing community relations by forming a Friends of the Airport organization to help with events and improvements and possibly create a community park at the Airport

Phase 2 – SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis

This analysis is a study of an organizations internal strengths and weaknesses and potential opportunities for growth and threat from external environments.

#### Strengths

- Location - directly adjacent to Interstate 5; easily accessible from highway and attractive venue for businesses and events; located in the Willamette Valley where climate is mild, wet winters and warm, dry summers; and located above the floodplain
- Amenities – the runway and taxiway at Hobby Field are well maintained; courtesy car for pilots; shuttle service to and from local motel; bike rental; free wi-fi; and a self-service fuel station for aviation gasoline and Jet-A fuel
- AWOS – Automated Weather Operating System will be helpful to pilots when completed
- Lower level of FAA regulations at the Airport- Hobby Field offers greater leeway to businesses and airplane operators on site compared to Eugene Airport. Fewer security measures, along with lack of a control tower for flight oversight, allow for more free and unrestricted travel on and off the airfield

#### Weaknesses

- Facilities – most of the buildings on Hobby Field have been in existence since the original establishment of the Airport with little renovation since construction. The office buildings are in need of refurbishment; airport users are in need for additional space, utilities such as sewer and water, and the need for updated electrical systems
- Hangars – all 21 hangars on site are leased out to tenants and there is currently a waiting list of potential lessees; current leasing system; many of the T-hangars are in dire need of repair
- Water and Sewer service – currently Hangar D and the FBO have access to water and a septic system, but the rest of the airport does not have access to these services; fire suppression system was installed in 2009 and a moratorium on construction was activated; since the lift of the moratorium the lack of water and sewer services still limits the possibilities for development
- Marketing and Publicity – the airport relies on word of mouth marketing in order to publicize itself; the Airport is advertised in a few magazines, on the web and while these are useful, they need to be updated and maintained frequently.

#### Opportunities

- Park – build a community park next to the Airport to provide more recreational space for community members while also making the airport at greater destination for the community
- Business Opportunities – Hobby Field has the potential to attract new businesses but is not financially self-sufficient and the city has to support the Airport from the General Fund; to attract new businesses and ensure growth of the existing businesses, the City should review the leasing provisions
- Events – the Airport has the potential to generate income for itself as well as create opportunities for indirect employment and economic activities for the community; Recreational fly-in events in collaboration with Emerald Valley Golf Club and Sweet Cheeks Winery; Annual airshow; pancake breakfasts and the Young Eagle flights on the 4<sup>th</sup> of July organized by the EEA (Experimental Aircraft Association) Chapter 31; to be successful the Airport needs to organize events on a regular basis and advertise effectively
- Land Purchase – Hobby Field has sufficient land area for moderate growth over the next few years

#### Threats

- Other Airports in the area – Cottage Grove and Eugene Airport; Cottage Grove has a reputation for selling cheaper aviation gasoline and Eugene Airport has a business-friendly infrastructure with required utilities available

In two weeks, the students hope to have a report document put together for the next team to continue the research and begin Phase III. Phase III will utilize the document to identify recommendations and to determine which recommendations are practically feasible and worthy of cost-benefit analysis. Phase IV will be the drafting of a strategic plan for Hobby Field.

A discussion ensued in regards to the leasing system at the Airport and the possibility of restructuring the system. The discussion continued to the vitality of getting water and sewer to the Airport; Nathan noted that the financial portion is a big factor/hurdle and is a very big obstacle to making the Airport grow and be successful.

Councilor Vincent noted she was interested in finding a way through the strategic plan to help the Airport be sustainable so the Council doesn't have to transfer money from the general fund to the Airport Fund.

**Discussion Items**

Draft Planning Commission Ordinance

Maddie Phillips addressed the Council and presented a draft Planning Commission Ordinance she and the Planning Commission have been working on.

Ms. Phillips reviewed the documents highlights:

- Membership – not more than two members shall be a non-resident of the City; no more than two members shall be engaged in the same kind of occupation, business, trade or profession; Appointees shall have resided in the Creswell area for at least six months prior to appointment
- Presiding Members – staff shall keep an accurate record of all commission proceedings; the Commission shall on the first day of October each year, make and file a report of all its transactions with the City Council; members shall receive no compensation other than authorized expenses
- Promoting the industrial advantages and opportunities of the city and availability of real estate within the city for industrial settlement
- Study and propose such measures as are advisable for promotion of the public interest, health , morals, safety, comfort, convenience and welfare of the city
- Develop and maintain comprehensive plan proposals for recommendation to the City Council
- Shall review and act on zone change proposals, contested cases, variances, conditional uses, planned unit developments, design reviews and other discretionary permits as provided by state land use control ordinances

A discussion ensued on the requirements for a quorum of the commission and its importance especially if there is an applicant who has a hearing on a land use application scheduled. Planning Commission is a volunteer position and sometimes schedules interrupt the meetings so the Planning Commission discussed the option of appointing alternates.

Discussion pointed out scriveners errors that Ms. Phillips noted would be corrected when she presents the final document to the Council for action at the September 14<sup>th</sup> meeting. Further discussion ensued how the City requires committees to comply with anti-discrimination laws.

Ms. Amberg voiced her concerns to section 2.2 (second sentence); The Mayor, City Attorney, City Engineer and one Council member shall be entitled to sit with the commission and take part in its discussions, but shall not have the right to vote. She feels those folks can participate as members of the public and wondered what the thought behind this was. Ms. Phillips noted this verbiage came from our existing Ordinance and can be removed if she wishes. Ms. Amberg pointed out that she feels this violates the City Council’s rules under influencing other committees. Further discussion revealed that the Council has representatives that sit on other commissions.

Ms. Amberg also suggested that under section 6 (Meetings) include a line that states the Planning Commission shall meet monthly. Ms. Phillips noted the Planning Commission has had some discussion on this topic but she will check with the City Attorney and review the Charter for the requirements of Planning Commission meetings.

City Property Inventory

Maia Hardy passed out a packet she has prepared on City Owned Inventory.

Cancellation of September 28, 2015 Work Session

Mayor Stram noted the September meeting will be held on the 14<sup>th</sup> instead of the 7<sup>th</sup> due to the Labor Day holiday. On September 21, 2015, the Council will receive ALICE training (active shooter training); Mayor Stram asked the Council for their consensus to cancel the September 28<sup>th</sup> Work Session. The Council gave their unanimous consensus to cancel the work session in September.

**Adjournment**

There being no further discussion Mayor Stram adjourned the work session at 8:27 pm.

Signature on File  
Dave Stram, Mayor

Signature on File  
Roberta J Tharp, City Recorder