

Council Present:

Omar Bowles
Adam Pelatt
Jane Vincent

Holly Campbell
Dave Stram

Staff Present:

Michelle Amberg
Jim Piper
Sgt. Billy Halvorson

City Administrator
Finance Director
Lane County
Sheriff's Office

Council Absent: 1 – Richard Heyman - Excused

Press: 1 - Creswell Chronicle – Scott Olson

Audience: 5

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.

1. Public Forum

No comments were received.

2. Mayor's Report

- A. Policing Report – October 19th at 6:00 pm is the proposed date and time for the PSU presentation; copies of the report are available at the Library, at City Hall and on the website; personal copies can be obtained through the public records request process. Direction was given to City Administrator to see if the meeting can start at 5 pm and let the Creswell Chronicle know.
- B. Election - Tomorrow on amending the City Charter Regarding Water Rates – 8:00 pm first results will be available; 10:00 pm additional results; it is the Mayor's desire for both sides to work together to make the process work regardless of how the election turns out. It is important to work together to assure that the water system remains viable in the coming years.

3. Correspondence

- A. Lane County Sheriff's Calls for Service Report – August 2015
- B. Code Enforcement Report for August 2015 – Councilor Vincent inquired as to the trees shown in the photo. City Administrator Amberg explained that they aren't trees but rather are blackberry bushes at the address indicated.
- C. Transportation & Growth Management Program Letter – Mayor Stram is disappointed that the City did not receive the TGM grant.

4. Consent Calendar

- A. Approval of Minutes – March 9, 2015 – Public Safety Forum and City Council Meeting Minutes – August 17, 2015 City Council Minutes
- B. Approve Bills – August 2015

Councilor Vincent asked that the August 17th minutes be amended to show that she was absent.

Councilor Pelatt moved to approve the Consent Calendar/second by Councilor Campbell; vote 5-0 motion passes

5. Administrative Report

Administration

1. Deberry Landfill Update – Staff met with DEQ Consultant for a site visit; next phase is task 3 wherein contractor will prepare a work plan due October 9th; task 4 is to conduct site characterization in November (field work); task 5 is the site characterization report preparation due in December; task 6 is the site investigation work plan due in January; task 7 is to complete site investigation fieldwork in April; task 8 is a site investigation report completion date TBD. Project is being conducted by DEQ.

2. Security Cameras – Have been installed at City Hall. CA Amberg gave a description of the new camera system.

Airport

No report was given

Finance

No report was given

Public Works

No Report was given

6. Council Action Items

- A. Pay Request #16 Task Order No 7 – Precision Approach Engineering – AWOS (inv. 3247) – Shelley Humble
Councilor Campbell asked whether there will be additional engineering charges and will the City be responsible? Administrator Amberg stated that there may be change orders in the future but that all permitting is complete and any additional costs will be covered by the Connect Oregon IV grant.

Moved by Councilor Bowles that council approve invoice #3247 for Precision Approach Engineering, Inc. in the amount of \$1,296.31 for services performed in accordance with Task Order No. 7 as presented/2nd by Council President Pelatt – motion passed 5-0

- B. Request from Girl Scouts to Waive Community Center Fees for a Greet and Treat – Michelle Amberg
The local Girl Scout troop would like to host an annual community event which includes games and local merchant candy give away. The event is free and the girls are working toward their silver badges with this event.

Moved by Councilor Campbell that the City Council waive the community center rental fees so that the Girl Scouts can hold a Greet and Treat event in conjunction with Halloween/2nd by Councilor Vincent – motion passed 5-0

- C. Approval of Community Service Grants for Community Food for Creswell – Michelle Amberg
Community Food for Creswell's grant request for capacity building should have been in the previous Council packet but was overlooked. The request has been reviewed by the Cultural Committee who recommends awarding the \$2,800 grant. Councilor Vincent stated that it was part of five grants that were reviewed and approved for grant awards. Councilor Campbell stated that this is an encouraging grant and will be used to start up a website which will allow people to donate to the food pantry in support of their activities.

Mayor Stram pointed out \$790 designated for website and \$2,000 toward a fundraising event. Mayor Stram asked about the \$710 facility rental insurance and deposits. The food pantry does not pay the City for permits or insurance to use the facility. Council President Pelatt added that they needed to rent tables and chairs and pay for various licenses as well as special event permits.

Moved by Councilor Vincent that the City Council approve the Community Service Grant request for Community Food for Creswell in the amount of \$2,800/2nd by Councilor Campbell – motion passed 5-0

- D. Appointment of a Voting Delegate and Alternate for the League of Oregon Cities Annual Membership Meeting – Michelle Amberg
The Annual League of Oregon Cities Membership Meeting is coming up in Bend and each city is allowed one voting delegate as well as an alternate. There will be three of Creswell's elected officials attending: Mayor Stram, Councilor Campbell, and Councilor Heyman.

Moved by Council President Pelatt that the City Council appoint Councilor Campbell as the voting delegate and Mayor Stram as the alternate voting delegate for the League of Oregon Cities Annual membership meeting to be held September 26, 2015/2nd by Councilor Bowles – motion passed 5-0

- E. South Lane Fire District Special Event Permit (TUP-2015-05) – Michelle Amberg
Council President Pelatt stated that this is a big event for the community and Fire District. It is geared towards families and youth. There was a great turn out last year and is something that the guys really look forward to doing. He stated that we have a pretty remarkable district in that

individual firefighters are dedicated to our community. Additionally, the Fire District recently added a second full-time position to the Creswell Fire Station. There is no reason not to approve this.

Councilor Vincent asked who she should contact to help with the event and Council President Pelatt said to contact Lissa Martindale at the Fire District. Chief Wooten is out of town working at the large wildland fires in Oregon.

Moved by Council President Pelatt to approve the closure of South First Street between Oregon Avenue and C Street on Friday, September 18, between the hours of 6 pm and 10 pm to allow South Lane Fire and Rescue to host their annual Fire Safety Fair and Movie Night/2nd by Councilor Vincent – motion passed 5-0

F. Selection of Strategic Planning Consultant for the City of Creswell – Michelle Amberg

The City Council Administrative Committee is making this recommendation. Council President Pelatt is the Committee Chair and stated that the committee is pleased that the City is undertaking a true strategic planning process. The strategic plan is important because it provides guidance to all other plans. It provides answers to vital strategic questions about growth, business climate, quality of life, comprehensive planning, and budgeting. Everything that occurs at City Hall is guided by the strategic plan or lack thereof. If we don't do a strategic plan well the foundation for all of these responsibilities is shaky to say the least.

The Administration Committee spent a great deal of time and energy in developing the Request for Proposal (RFP) and reviewing the 6 proposals which were received and evaluated according to their specific abilities.

The Administration Committee recommends Moss Adams as having submitted a proposal that most closely addresses the priorities outlined in the RFP and provides the greatest cost effectiveness. Moss Adams was not the most nor the least expensive submission and it falls within the budget guidelines for this project.

Councilor Bowles is a member of the committee and stated that there was deep review and discussion. It was a tough decision. A quality submission that fell within the budget was a priority for the committee. There has been a lot of time spent putting out fires, small tasks and urgent tasks and strategic planning has been pushed to the side. It will really help the City to put a plan in place that defines what the City wants to do.

Councilor Campbell is also on the committee and stated that it was difficult to decide between the good proposals. Moss Adams is a large firm and the City will benefit from their expertise and sophistication. She sees the benefit of having "fresh eyes" guide the process for Creswell.

Councilor Vincent stated that she is not on the committee. She thinks the Moss Adams proposal is very good. She especially likes the section regarding performance measures, implementation management, data collection, reporting frameworks and having progressive reporting. They may have a problem with data collection though. She cautioned that the record may not be a complete representation of everything that needs to be considered to develop a well-informed plan. This is her only concern.

Councilor Bowles addressed Councilor Vincent and assured her that the consultants will meet with the Mayor, Council and staff to ascertain the quality of information. He researched Moss Adams online and could not find negative reports. He is confident they will do a great job.

Councilor Vincent is very satisfied with the company. She likes the way they detail things out.

Mayor Stram stated that one of his goals has been to establish a vision for the City and that the first year after he was elected the City hired Stan Biles to help the Council develop guiding principles and that was tremendously helpful. The Council also worked with Mr. Biles to develop 6 month goals. The following year Mr. Biles was invited back and they worked on 12 to 18 month goals. One of the goals set last year was to work on a 3 to 5 year strategic plan. The Mayor asked several questions: Where is Moss Adams located? When do we start? What will the process involve? What are the results we will get? Is this a 3 to 5 year strategic plan?

Council President Pelatt responded: Moss Adams is a global company with over 2000 employees, 24 offices, was founded in 1913, and Creswell will be served out of their Seattle and Eugene

offices. The process as stated in the proposal involves meeting with individuals, City Council, city staff and they are willing to set up community meetings to get as much or as little input as the City Council desires. Their goal is to have effective stakeholder engagement. One way to do that is to make sure that the goals each person brings to the table are vetted as part of the process. Moss Adams will provide implementation management, paper plans, presentations, outcomes, meetings, as well as actual documented road maps for the City to follow. They will provide step by step documentation. The process will produce a comprehensive approach for a 5 year period or whatever timeframe is desired by the City Council. The timeframe that the committee was given was to bring the recommendation to tonight's meeting, start October 1st, and that the strategic plan be completed by the end of 2015.

Councilor Vincent stated that there are so many things to work on now – can we start working on things sooner than the end of the year?

Council President Pelatt responded that one of the difficulties has been that there has been no differentiation between what is important versus what is urgent. There are too many things we are trying to do. How we proceed is dependent upon the City Council.

Councilor Campbell stated that when the committee looked at the proposal they were surprised to have a company of this caliber respond to the RFP. She finds their interest encouraging. She stated that the City has faced challenges identifying its dreams, goals, desires, hopes, and strategizing. The Committee doesn't want a plan that will just sit on a shelf. There is a whole slew of master plans that will need to be included in an overarching plan. There is a lot of enthusiasm from the public about projects that have not been identified as a priority and these need to be factored in and considered. She is excited to have help envisioning projects that may not have been thought about before.

Moved by Council President Pelatt that the City Council select Moss Adams as the consultant for the Strategic Plan and authorize the City Administrator to execute all documents associated with the plan/2nd by Councilor Bowles – motion passed 5-0

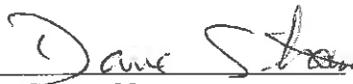
The vote was followed by general discussion regarding setting dates to meet with Moss Adams.

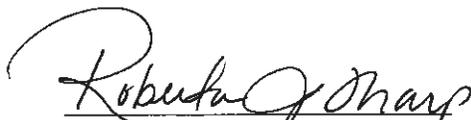
7. Upcoming Meeting and Events

- A. September 15, 2015 – Special Election
- B. September 21, 2015 – City Council Work Session (Councilor Training) – 6:00 pm
- C. September 24 – 26, 2015 – League of Oregon Cities Conference

8. Adjournment

There being no further discussion to come before the Council, Mayor Stram adjourned the meeting at 8:02 pm.


Dave Stram, Mayor


Roberta J Tharp, City Recorder

Minutes submitted by Michelle Amberg