

Council Present:

Omar Bowles                      Adam Pelatt  
Richard Heyman                 Jane Vincent

Staff Present:

Michelle Amberg                 City Administrator  
Roberta Tharp                    City Recorder  
Cliff Bellew                       Public Works Director  
Jim Piper                           Finance Director  
Madeline Phillips                Planner  
R. Scott Palmer                    Municipal Judge

Council Absent:                 Dave Stram – Excused  
                                         Holly Campbell - Excused

Press:                                1 – Creswell Chronicle – Scott Olson

Audience:                         3

The City Council work session was called to order by Council President Adam Pelatt at 6:25 PM.

**Mayors Report**

Due to the absence of the Mayor, no report was given.

**Committee Reports**

Administration Committee – Adam Pelatt, Chair  
The committee had nothing to report.

Finance Committee – Jane Vincent, Chair  
The audit schedule was presented:

- October 30<sup>th</sup> – November 15<sup>th</sup> the auditors will be completing their field work
- A meeting between the auditors and the finance committee will be scheduled to discuss the audit
- Audit findings will be presented to the Council at the December 21<sup>st</sup> work session
- The audit will be submitted to the State at the end of December
- The audit will be acknowledged at the January Council meeting

Public Safety Committee – Omar Bowles, Chair  
Portland State University presented their findings from the Policing Study last week and the Public Safety Committee will be scheduling a meeting to discuss the findings.

Transportation and Public Works Committee – Holly Campbell, Chair  
In the absence of Councilor Campbell, Councilor Pelatt provided an overview of what the Transportation and Public Works Committee has been doing. The committee has met and reviewed/discussed many factors and various ways to structure a water rate. Councilor Pelatt noted that the method we currently have in place is a very good method and asked Jim Piper to speak in regards to his research findings.

Mr. Piper reported he has walked through all the different structures and finds that the methodology we are currently using based on meter size is very close to what a flat rate would look like. We have taken a debt service and the consumers are paying that in the rate of additional usage. He continued by noting that the city has very few commercial and industrial users and recommends that the Council stick with the rate structure currently in place. Councilor Pelatt verified with Mr. Piper that if we change the methodology, it will increase residential user's bills.

Airport Commission  
No report was given.

Municipal Court - (Moved forward on the agenda)

Judge Palmer addressed the Council to present his thoughts on rescheduling court sessions from evenings to during regular business hours:

- Creswell Municipal Court has been held in the evenings for the past 40 years
- You will see more participation in the evening than in the daytime
- Evening court sessions are a service to the public

- Defendants would be required to take time off from work to attend court during the day
- Young defendants who are placed on a diversion agreement would be required to miss school in order to attend court and their parent who is required to attend along with them would have to miss work
- Availability of Sheriff's deputies – we have excellent coverage on court evenings
- It would create conflicts with other courts
- If it isn't broke, why try to fix it
- This would cause a conflict for Pro-Tem Judge Rasche as he works during the regular business hours

Ms. Amberg cited staffing issues and safety concerns. A discussion was held and the Council's consensus was to do a cost benefit analysis and have the Administration Committee review this.

### **Presentations**

#### Social Networking and Public Notifications – Fast Command

Kevin Foote, CEO of Fast Command, A cloud based emergency management system provided the Council a telephonic/powerpoint presentation. The presentation showed how technology could be used as an information resource for the community. It functions as an alert system that could be used for weather, emergencies, relief reports, maps, amber alerts, health/flu epidemics as well as a way to effectively communicate with citizens. The system has a \$3500 setup cost and a monthly fee that would equate to approximately a part time public safety employee.

### **Discussion Items**

#### Changes to Municipal Court Schedule

This agenda item was moved forward on the agenda.

#### Draft Resolution – Local Contract Review Board – Update to Purchasing Policies – Jim Piper

Jim Piper explained that the City Council also serves as the Local Contract Review Board and the draft resolution he is presenting is an update to the contracting rules due to legislation.

The updates to the rules include:

- Small procurement level is being increased from \$5,000 to \$10,000
- Addition of photogrammetric mapping to transportation planning services
- Solicitations for professional services under Government Division 48 must now be based solely on qualifications not costs
- Prevailing Wage
- BOLI Statutes
- Public entities may no longer undertake construction managers or general contractors contracts pursuant to their own rules after July 1, 2014

Ms. Amberg noted these purchasing rules will be on our next regular meeting's agenda for adoption.

#### Intermediate Term Investments – Jim Piper

Jim Piper reported that he was approached by Aaron Bonck of Time Value Investments to pursue investing City funds in intermediate term investments with a potential higher yield than the City's current Local Government Investment Pool (LGIP). The strategy pitched by Mr. Bonck was that if the City invested in 3.5 year to 4.5 year investments, the city could yield 1.7% where the current rate for LGIP is 0.5307%. The upside to LGIP is that the cash is liquid and funds can be converted to cash within forty eight hours. There is also a new program; Oregon Intermediate Term Pool (OITP) created by the State of Oregon Treasury (OST) that invests similarly to what Mr. Bonck is proposing. Mr. Piper also noted that the OITP also operates LGIP. The OITP pool is not structured to provide 100% net asset value on each participant's initial investment at all times. Because of interest rate changes and market movements, it is possible to lose money and the OITP is not appropriate for funds needed to cover short term needs (less than one year).

Mr. Piper went on to report that we do have some extra cash in our SDC (System Development Charges) funds but there are very strict laws that outline what that money can be spent on. Ms. Amberg noted she would like to have an SDC attorney weigh in on the thought of investing those funds because gains would have to remain in the funds and losses would have to be repaid by the General Fund. She noted that this was brought forth at the last LCOG (Lane Council of Government's) meeting and other entities are waiting to see what happens before jumping on board with this new concept.

A discussion ensued on setting aside a portion of funds to invest and how often does the city need the liquidity in the accounts. It was the consensus of the Council to explore the idea of investing.

**U of O Community Planning Workshop: Engagement projects to update Goal 9 Policies (Economic Development) – Maddie Phillips**

Maddie Phillips introduced a proposal from Community Service Center's Community Planning Workshop (CPW) at the University of Oregon to help the City of Creswell develop an economic development vision. The CPW Associate Director, Bethany Steiner will manage a group of planning graduate students (3) to complete the development of an economic vision, strategies and related policies that promote the community's vision for the area and that align with best practices. The proposed timeline for this project is between December of 2015 and June of 2016. The group will visit Creswell seven times over the course of the project; five times for Project Advisory Committee meetings and once or twice for community engagement activities. The group will be charged with five tasks:

- Review of Creswell Existing Plans and Related Initiatives
- Meet with the Project Advisory Committee
- Cast Study Research/Review of Economic Development Strategies
- Community Engagement
- Draft and Present the Final Products – the Economic Vision and related actions and Draft policies for the Goal 9 Element of the Creswell Comprehensive Plan

These five tasks should answer the question "What does it mean to be open for business in Creswell?"

To move forward the City will need to enter into an Intergovernmental Agreement at a cost to the City of \$17,000. The Community Service Center will contribute \$3,000 work of time paid by its Economic Development Administration grant and will provide approximately 600 – 800 hours of student time.

**Conservation Kit from Energy Trust of Oregon – Michelle Amberg**

Ms. Amberg passed out coupons for free LED light bulbs. She reported that she has been working with Karen Chase and would like to start thinking about solar panels on top of city hall to help reduce solar costs.

**Draft Ordinance Enacting Planning Commission – Maddie Phillips**

Maddie Phillips presented a draft Ordinance that would re-establish the Planning Commission. She noted that this draft included almost identical verbiage to State Law. Ms. Phillips reviewed the outlined membership of the Planning Commission:

- The Commission shall consist of seven members who are not members of the City Council or employees of the City
- Not more than two members shall be a non-resident of the City
- Membership of the Commission shall comply with ORS 227.020
- Non-resident appointees shall have resided within the Creswell area for at least six months prior to the time of appointment

Ms. Phillips also noted that no two members of the commission may be involved in the same types of work ( 2 members who work in construction, or two realtors etc.).

**Draft Ordinance Repealing Ordinance 432 – Maddie Phillips**

Maddie Phillips presented a draft ordinance that would repeal Ordinance No. 432 that provided an incorrect legal description. In 2005, the Ordinance was proposed to vacate a portion of East West Lane but the legal description cited was for a piece of property on the south end of town. Since the adoption of Ordinance 432, Lane County Deeds and Records had been unable to record the vacation of the right-of-way due to the discrepancy. The proposed Ordinance will allow for the repeal of the Ordinance No. 432 and will then dedicate the correct property for pedestrian access only.

**Consolidation of Parks Committee and Tree Board – Maddie Phillips**

Maddie Phillips presented a draft ordinance that would merge the Parks Advisory Board and the Tree Board. She noted the intent of this consolidation will allow the committees to be more active. The consolidation of the board's membership would be reduced to six as follows:

- Up to two members of the Board may be members of the City Council
- At least one member shall be knowledgeable in arboriculture, urban forestry, or have an understanding of trees and their care
- Two members may live outside the city limits of Creswell

The Mayor will appoint the board with the Council's consensus and the term of members shall be three years with one-third being appointed for each calendar year.

This advisory board will provide citizens a voice regarding parks, trees, open spaces, and recreational facilities.

Ms. Phillips reviewed the duties of the board:

Parks:

- Monitor existing parks and open spaces
- Plan for and advising the development of new parks and open spaces
- Advising the City regarding Goals 5 and 8 of the Statewide Land Use Planning Goals

Trees:

- Study, investigate, develop and update periodically the Creswell Tree Care Plan for the care, preservation, pruning, planting, replanting, removal and disposition of all public trees, and
- Maintain Creswell's status as a Tree City USA

**Application and Fees for Naming Public Facilities – Michelle Amberg**

Ms. Amberg presented a draft application and fees for the naming of public facilities as provided for in Resolution 2015-28. She noted that it is up to the Council to set the fees associated with the cost of doing business.

A discussion ensued regarding the fee worksheet and the application. Councilor Pelatt asked what process would be followed to adopt the fees. Ms. Amberg noted that during a regular meeting, a public hearing would need to be held prior to the adoption of the fees. After further discussion, Ms. Amberg was directed by unanimous consensus of the Council to remove from the application (under A.) the Date of Death, if applicable.

**Recognition of Duane Hodges – Councilor Heyman**

Councilor Heyman noted his strong support for renaming the Cobalt building to the Duane Hodges Building. He would like to have this placed on the agenda for the next meeting for action.

Councilor Heyman also reported the AWOS (Automated Weather Operating Station) tower at the Airport has been erected. Ms. Amberg noted that we are on the time line to have it commissioned by the end of November.

Councilor Heyman wondered if it would be a possibility to rent the airport out to get out of the expense of managing it. Councilor Pelatt suggested he have a conversation with the Mayor regarding that issue. Councilor Pelatt commended Shelley Humble for all of her hard work and noted that the Airport was in the black this year and we are not losing money on it.

Councilor Heyman noted that at the Airport Commission meeting, Councilor Vincent would like to place a park at the Airport. Councilor Heyman said he would like to see businesses put together a package where folks can fly-in to the Airport, play golf at Emerald Valley or participate in other recreational activities, eat in our restaurants and stay at our local motels. Ms. Amberg reminded him that we cannot promote the private business as that is the Chambers function but we do have some tourism dollars set aside.

**Adjournment**

There being no further discussion, Council President Adam Pelatt adjourned the work session at 8:55 pm.

\*Signature on file

\_\_\_\_\_  
Dave Stram, Mayor

\*Signature on File

\_\_\_\_\_  
Roberta J Tharp, City Recorder