

Council Present:

Richard Heyman Jane Vincent
Patrick Miller Dave Stram

Staff Present:

Michelle Amberg City Administrator
Roberta Tharp City Recorder
Cliff Bellew Public Works Director
Ross Williamson City Attorney
Shelley Humble Airport Manager
Maddie Phillips Planner

Council Absent: 2 – Omar Bowles & Adam Pelatt

Press: 1 – Creswell Chronicle – Scott Olson

Audience: 4

The City Council work session was called to order by Mayor Stram at 6:02 pm and the Pledge of Allegiance was given.

Mayor Stram excused Councilor Bowles and Councilor Pelatt from this meeting. (Councilor Pelatt will be attending part of the meeting telephonically).

Mayors Report

Mayor Stram connected with Councilor Pelatt via cell phone.

Mayor Stram reminded everyone that the deadline for submitting an application for the Water Rate Advisory Committee is December 18th.

Mayor Stram announced that he invited City Attorney Ross Williamson to provide the Council with an understanding to “What is the role that the Council plays in relation to the audit”.

Mr. Williamson handed out a sheet on Local Government Financial Audit and Review; Statutes and Administrative Rules. Mr. Williamson said he will be covering three items this evening:

- Why an audit
- What is the City’s role
- How it fits in a larger picture of oversight of finances and financial administration.

Why an annual audit – This is a statutory/rule driven process implemented by the Secretary of State’s (SOS) office. The Secretary of State is charged with oversight of finances of all state and local agencies within the State of Oregon. They review basic financial information of the agencies; this will alert them to the need of asking further questions or digging deeper for information. The audit process provides the SOS with uniform information so they can complete within a couple of months, their review of all agencies required to file.

The duties of the auditor is to comply with the established auditing process and procedures established by the Secretary of State Auditing Division to create a uniform report. Auditors don’t look at everything; they test various processes and procedures.

What is the City’s role – The City’s role is to provide the information the auditor requests. The auditor is an independent professional; the final result of the process is a professional opinion signed by the auditor.

Councilor Vincent noted that she feels the Finance Committee should be able to receive the report before it is presented to the Council. Mr. Williamson noted that it would be great if the auditor did present his audit findings but also noted it may not be prior to the State’s filing deadline. He continued by saying you will not be able to change the opinion of the auditor.

Discussion continued on why the Council is requesting an opinion twenty days prior to the filing deadline. Mr. Williamson reminded the Council that there are no requirements for the auditors to meet with the Council prior to submittal of the audit; it is required that the Council meet with the auditor within six months after the submission to hear the findings.

After further discussion, the Council gave their unanimous consensus to receive a copy of the audit on or before December 21, 2016 and have Isler Company give a presentation at the January meeting.

City Administrator's Report

Sewer Master Plan Update – Michelle Amberg

Ms. Amberg reported that she, Cliff Bellew, Public Works Director, and Planner Maddie Phillips have met with the City Engineers. The Sewer Master Plan Update is on track to be completed at the beginning of January. The update will provide recommendations as to what capital improvement projects need to be made in the future; it will include costs that will help the Council to determine what direction they want to go. Mr. Bellew noted he will ask Westech Engineering to present their findings at the January or February work session.

Committee Reports

Administration Committee – Adam Pelatt, Chair

No report was given as the committee has fulfilled their charge.

Finance Committee – Jane Vincent, Chair

The Finance Committee has also fulfilled their charge and will be meeting on December 11th to review a Community Contributions Grant submitted by Creswell at Home.

Public Safety Committee – Omar Bowles, Chair

Mayor Stram reported the committee has fulfilled their charge.

Transportation and Public Works Committee –

Water Rate Methodology is completed and the committee's charge has been fulfilled.

Discussion Items

A. Financials – Finance Director Jim Piper

Michelle Amberg presented a newly formatted, easy to understand version of the quarterly report. The report contained the budget and actuals as of September 30, 2015.

B. Comprehensive Plan Policy Update – Maddie Phillips

This agenda item was moved to the end of Discussion Items.

C. Discussion of Policing Study Results – Councilor Bowles

Councilor Bowles reported that the committee has fulfilled their charge. The next step to decide in what direction to go with Public Safety is a task for the whole Council. A discussion ensued regarding the Fern Ridge District and their efforts to form a public safety district.

D. Water Leak Policy (Resolution) – Finance Director Jim Piper

Michelle Amberg presented a draft resolution that would provide a process on addressing water leaks. The final draft will come before Council for action at the December 7, 2015 meeting.

E. Naming of Public Buildings (Resolution) – Administrator Amberg

Michelle Amberg presented a draft resolution for the Naming of Public Buildings and rescinding Resolution 2015-28. The draft resolution includes a fee structure based on actual costs, the process used for application and implementation as well as Council comments received from a prior discussion. Ms. Amberg will be presenting the final draft of this resolution at the December meeting for Council action.

At 7:31 pm, Mayor Stram recessed the meeting for a brief break and reconvened the meeting at 7:44 pm.

F. Comprehensive Plan Policy Update – Maddie Phillips, Planner and Bethany Steiner from the U of O Community Planning Workshop (CPW)

At the November City Council meeting, the city entered into an Intergovernmental Agreement with the University of Oregon's CPW to create an Economic Development Vision. Bethany Steiner addressed the Council providing an overview of the Community Service Center and their mission along with the details of this project.

Ms. Steiner, the project manager along with three graduate students will work on this project from January through June of 2016. The students all have the goal of either being a city planner or to work in planning. The students will form a project advisory committee and look to engage community members.

The purpose of this project is to work with the City of Creswell and the Creswell community to develop a plan for what it means for Creswell to be "open for business". They will be developing policies and actions for achieving a vision related to economic development. The outcome of the

project is to provide an economic development vision for the next 5-10 years; it gives people in the community an opportunity to proactively think about what they want the community to become.

A discussion ensued amongst the Council on how this will work with the comprehensive plan. Ms. Phillips noted that this project will not result in a statewide planning Goal 9 – Economic Opportunities Analysis as this was created in 2004 by ECONorthwest. What she is hoping is that it will provide us with an economic vision and provide staff with insight and strategy for the comprehensive plan and show that Creswell is open for business and can provide economic opportunity.

Contracting with CPW will cost the city \$17,000. The Economic Development Administration’s University Center will provide a \$3,000 match. The total cost of this project will be \$20,000.

Councilor Heyman noted that Creswell has volunteered to host the Small Cities Meeting for this region on February 12th.

Adjournment

There being no further discussion Mayor Stram adjourned the work session at 8:26 pm.

*Signature on File

Dave Stram, Mayor

*Signature on File

Roberta J Tharp, City Recorder