

Council Present:

Omar Bowles	Patrick Miller
Richard Heyman	Adam Pelatt
Dave Stram	Jane Vincent

Staff Present:

Michelle Amberg	City Administrator
Roberta Tharp	City Recorder
Cliff Bellew	Public Works Director
Shelley Humble	Airport Manager
Sgt. Chris Doyle	Lane County Sheriff's office

Council Absent: 0

Press: 1 - Creswell Chronicle – Scott Olson

Audience: 8

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:01 pm and the Pledge of Allegiance was given.

**Public Forum**

Linda Warner, Creswell resident addressed the Council and spoke in support of the Christmas tree auction that benefited the Mr. Bulldog fundraiser. She also spoke in support of making the Cobalt Building an active part of the community.

Jessica Pelatt, Creswell resident addressed the Council speaking in support of the dedication and commitment Councilor Pelatt has shown during his service as a City Councilor and how he demonstrated what community service really is.

**Mayor's Report**

- Acceptance of Councilor Pelatt's Resignation

Mayor Stram reported that Councilor Pelatt has tendered his resignation from the City Council effective December 12, 2016 at 12:00pm.

Councilor Vincent moved Councilor Heyman seconded to accept Council Pelatt's resignation effective December 12, 2016 at 12:00pm. Each Council member expressed their gratitude to Councilor Pelatt for the work he has done in this community, wishing him the best and noting how he will be missed.

Voted on and the motion carries with Councilors Bowles, Heyman, Miller, Vincent and Mayor Stram voting in favor and Councilor Pelatt voting in opposition.

- Recognition of Council President Adam Pelatt's service to Creswell

Mayor Stram presented Councilor Pelatt with an appreciation plaque for his service as a City Councilor and the Council President.

- Direction regarding Council Vacancies

Mayor Stram directed staff to advertise the two City Council vacancies left by the resignations of Holly Campbell and Adam Pelatt. He also noted these positions are for a term that expires on December 31, 2018.

- Budget Committee Appointments

Mayor Stram reviewed the vacancies to the Budget Committee for the next fiscal year and reminded Councilors Miller and Vincent they will each need to recruit a community member for the budget committee.

**Correspondence**

Mayor Stram asked for some accident statistics in regards to Ed Gunderson's correspondence about traffic incidents along Cloverdale Road from River Drive to Hwy 99. Mr. Gunderson cited that stretch of road to be dangerous due to the high speed of traffic and asked for help in making the area less dangerous. Sgt. Doyle noted that he is unaware of the number of accidents along that stretch but is willing to do some research and report back.

Ms. Amberg noted that stretch of road belongs to ODOT and we would have to use their statistics which don't show a lot of reported accidents for that area. Councilor Miller and Bowles both stated the debris along the roadway is a result of motorists headed to the transfer station and losing things along the way.

### **Consent Calendar**

Councilor Pelatt moved, Councilor Bowles seconded to approve the consent calendar as presented. Voted on and the motion carries unanimously.

### **Administrative Report**

#### Administration

- Introduction of Sgt. Doyle

Ms. Amberg introduced Sgt. Christopher Doyle who will be working the Creswell contract for the next six months while Sgt. Billy Halvorson has taken a temporary Lieutenant position with the department. Sgt. Doyle has worked for LCSO for 24.5 years; serving in the jail as well as on the patrol team. He also noted that he worked the Veneta contract for a couple of years and is working to familiarize himself with the schools and the Creswell area.

- Strategic Plan Update

Ms. Amberg handed out a presentation from the Strategic Plan Update consultants, Moss-Adams. She noted the handout is a combination of what Council and staff has been working on: the planning process and framework, review of mission, vision and values, goal and objective development and the next steps.

On December 15, 2015, Colleen Rozillis from Moss Adams and Michelle Amberg will attend the Creswell High School basketball game to take public input on the goal prioritization. On January 18<sup>th</sup>, the consultants would like to meet with the Council regarding their draft plan and will be submitting their plan at the February 8<sup>th</sup> meeting for adoption.

The consultants have held Council interviews, a staff workshop and interviews, and have taken public input on a vision survey. In December they plan to take public input on priorities and in January hold a council workshop for plan drafting and finalization.

A discussion was held on whether or not Creswell should be identified and work towards being a bedroom-commuter community or a community with businesses that would provide job opportunities.

Council work session on January 18<sup>th</sup> will be strategic planning from 4pm to 6pm, and Councilor training from 6 pm to 8pm.

- Wastewater Master Plan Update

Public Works Director Cliff Bellew reported that he spoke with our Westech Engineers last week and the Wastewater Master Plan Update it is still on schedule for completion by the end of the year. Westech will be providing staff a draft of the plan at the beginning of January. Staff will review the plan and present it to the Council for approval in March of 2016.

#### Airport

No report was given

#### Finance

No report was given

#### Public Works

No Report was given

### **Council Action Items**

Pay Request #19 for Task Order No. 7 – Precision Approach Engineering – AWOS (Inv. 3326)

Airport Manager Shelley Humble reported that this invoice is for Precision Approach Engineering work with Lane County on the AWOS permitting (change order number 3 approved at the October 12, 2015 meeting).

Ms. Humble also noted that we are nearing our 30 day comment period for the FCC licensing process. If all goes well, the FCC license should be issued and the AWOS should be up and running by the end of December.

Councilor Bowles moved Councilor Pelatt seconded that Council approve Invoice #3326 for Precision Approach Engineering, Inc. in the amount of \$14,649.46 for services performed in accordance with task order no. 7 as presented. Voted on and the motion carries unanimously.

Resolution 2015-32 – A Resolution Adopting A Water Leak Adjustment Policy

Ms. Amberg reported that our current policy for water leak adjustments is delegated to the City Administrator but lacks a process for adjustments. This resolution will clearly establish a process for adjusting a utility bill due to a water leak. She reviewed the proposed policy:

- When a leak exists underground between the meter and the building and is repaired within ten days after the owner, agent or occupant of the premises has been notified, the utility may allow an adjustment of fifty percent of the excess consumption.
- The adjustment will be calculated by computing the bill of the last full cycle of the leak, subtracting the bill for the same cycle of the previous year, and crediting one-half of the difference on the next bill of the customer.
- Only one leak adjustment will be granted in a twelve-month period.

Councilor Pelatt moved, Councilor Vincent seconded that the City Council adopt Resolution 2015-32, A Resolution Adopting A Water Leak Adjustment Policy. Voted on and the motion carries with Councilors Bowles, Heyman, Pelatt, Vincent and Mayor Stram voting in favor and Councilor Miller voting in opposition.

Resolution 2015-33 – A Resolution of the Creswell City Council Establishing a Policy for Naming Publicly Owned Facilities and Rescinding Resolution No. 2015-28.

Ms. Amberg presented a revised policy on the naming of Public Facilities. She noted this includes the changes requested by the Council along with an application form.

A discussion ensued in regards to who would be responsible for paying the fees when the Council approves the naming of a public facility. Ms. Amberg noted this would be handled on a case by case basis.

Further discussion continued regarding Section 3. Naming Criteria, subsections (e) and (f) and how these sections set the criteria for naming facilities after an individual, employee, or city official and merit recognition.

Councilor Bowles moved, Councilor Pelatt seconded that the City Council adopt Resolution 2015-33, A Resolution of the Creswell City Council Establishing a Policy for Naming Publicly Owned Facilities and Rescinding Resolution No. 2015-28. Ms. Amberg noted this is a revision of a policy that is already in place. Voted on and the motion carries with Councilor Bowles, Pelatt, Miller, Vincent and Mayor Stram voting in favor and Councilor Heyman voting in opposition.

#### Procurement for Janitorial Services

The City of Creswell has gone out to bid for janitorial services for City Hall and received one quote for services that will fit our obligations.

The State of Oregon has enacted legislation to encourage and assist individuals with disabilities to achieve maximum personal independence through useful, productive and gainful employment. This legislation and the implementing rules provide that if any public agency intends to procure certain specified products or services, that public agency shall procure such products or services from a qualified nonprofit agency individuals with disabilities in accordance with rules adopted by, and at prices established by DAS (Department of Administrative Services).

Ms. Amberg noted that we are obligated to use these services through the States Procurement program. The proposed quote from Garten Services, Inc. came in at \$528.42 per month or \$6,341.04 annually. This falls within the range of our annual budget for janitorial services.

Councilor Bowles moved, Councilor Vincent seconded that the City Council approve Garten Services, Inc.'s quote to provide janitorial services and authorize the City Administrator to execute all documents associated with this approval. A brief discussion ensued regarding whether or not Garten Services, Inc. was the lowest bidder. Ms. Amberg noted that state law does not require them to be the lowest bidder and under that law we are obligated to contract with them. Voted on and the motion carries unanimously.

Mayor Stram reminded everyone that the application deadline for the Water Rate Advisory Committee is December 18, 2015. He also noted that the Lane County State of the County address is scheduled to be given on January 4, 2016.

#### Adjournment

There being no further discussion to come before the Mayor Stram turned the meeting over to the outgoing Council President Adam Pelatt and asked him to adjourn the meeting. Councilor Pelatt adjourned the meeting at 8:26 pm.

  
Roberta J Tharp, City Recorder

  
Dave Stram, Mayor