

Council Present:

Omar Bowles  
Richard Heyman  
Jane Vincent

Patrick Miller  
Dave Stram  
Richard Zettervall

Staff Present:

Michelle Amberg  
Roberta Tharp  
Cliff Bellew  
Shelley Humble  
Jim Piper  
R. Scott Palmer  
Maddie Phillips  
Sgt. Chris Doyle

City Administrator  
City Recorder  
Public Works Director  
Airport Manager  
Finance Director  
Municipal Judge  
Planner  
Lane County  
Sheriff's office

Council Absent: 0

Press: 1 - Creswell Chronicle – Scott Olson

Audience: 23

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:02 pm and the Pledge of Allegiance was given.

**Oath of Office** – Judge R. Scott Palmer

Municipal Court Judge R. Scott Palmer administered the Oath of Office to Councilor Richard Zettervall.

**Public Forum**

Jack Gradle – Creswell resident addressed the Council to voice his concerns regarding the Short Mountain landfill and methane plant smells drifting into the Northern part of the City.

Ed Gunderson – Creswell resident addressed the Council to voice his concerns regarding traffic safety.

**Mayor's Report**

- State of the City Address

Mayor Stram delivered his State of the City Address; Water is the word for 2015, Excellent is the word for today and Hope is the word for 2016.

- Selection of Council President

Mayor Stram opened the nominations for Council President. Councilor Vincent nominated Councilor Bowles and Councilor Heyman nominated Councilor Vincent. There being no other nominations, the Council voted on who would be the next Council President. The vote ended in a tie with Councilors Miller, Vincent and Mayor Stram voting for Councilor Bowles; while Councilors Bowles, Heyman and Zettervall voted for Councilor Vincent.

Mayor Stram asked Councilors Bowles and Vincent to address the Council and speak to the nomination. Councilor Bowles noted he would graciously accept the nomination for Council President. Councilor Vincent noted she has some Council projects that she would prefer to devote her time to.

The Council voted once again on who would be the next Council President. Councilor Bowles was voted in as the next President of the Council with Councilors Miller, Vincent, Zettervall, Bowles and Mayor Stram voting in favor and Councilor Heyman voting in opposition.

- 2016 Council Committee Appointments and Charges

- Administration Committee – Chair: Councilor Bowles, Councilor Vincent and Mayor Stram  
Staff Support – City Administrator

Charge – Conduct the annual City Administrator performance review; bring a salary recommendation for the City Administrator to the Council; Review contracts and work expectations for the Municipal Judge and City Attorney

Timeline – Present City Administrator performance review in Executive Session no later than March 7 City Council Meeting; Bring salary recommendation at this same time; Present information on contracts and work expectations for Municipal Judge and City Attorney to Council at March work session

- Finance Committee – Chair: Councilor Miller; Councilor Heyman and Vincent  
Staff Support – City Administrator and Finance Director

- Charge – Continue oversight of community services grant program; review 2015 Audit findings; review fees charged for city services
  - Timeline – Review current applications for community service grants in January; present grants at February Council meeting; report on Audit findings at March work session; report on fee review at March work session
- Public Safety Committee – Chair: Councilor Zetervall; Councilors Bowles and Vincent  
Staff Support City Administrator and Lane County Sergeant  
Charge – Ensure that Council has completed training requirements for FEMA reimbursements  
Timeline – Report on Council completion at March work session
- Transportation and Public Works Committee – Chair: Councilor Heyman; Councilors Miller and Zetervall  
Staff support – City Administrator and Director of Public Works  
Charge – Serve on the Water Rate Advisory Committee to review and recommend water and sewer rates for FY 2016/17; meet with Airport Commission to review the progress of the Oregon State University Airport Sustainability Plan; Participate with the City Council in a joint meeting with Airport Commission to receive the final report on the OSU Airport Sustainability Plan  
Timeline – Water Rate Advisory Committee to bring water and sewer recommendation to the February 22<sup>nd</sup> Council work session; meet with Airport Commission as OSU completes each of the next stages of their study; date for joint meeting of the Council and Airport Commission to be determined
- Budget Committee Appointments  
The following appointments are for a term of 3 years and expire on December 31, 2018.
  - Patrick Miller announced that Andy Salzman was his citizen representative for the Budget Committee
  - Richard Zetervall announced that Martha McReynolds Jr. is his citizen representative for the Budget Committee
  - Jane Vincent announced that Dustin Parachini is her citizen representative for the Budget Committee
  - Dave Stram reappointed Lacey Risdal as his citizen representative for the Budget Committee
- Water Rate Advisory Committee Appointments  
Councilors appointed to serve – Councilors Heyman, Miller and Zetervall  
Citizens – Ron Bittler, Scott Fenley, and Bill Spencer serving as the non-resident member  
Staff support – Michelle Amberg – Jim Piper  
Charge – Review Section 47 of the Creswell Charter; Water Rates. With the adopted methodology, review City of Creswell water rates and recommend a rate to the City Council for the fiscal year 2016/17; also review City of Creswell sewer rates and recommend a rate to the City Council for the Fiscal Year 2016/17.  
Timeline – Committee Chair to bring the water and sewer rate recommendations to the February 22<sup>nd</sup> Council work session; this recommendation will be included in budget preparation and presented to the City Budget Committee in May. A public hearing on water and sewer rate recommendations will be held prior to the adoption of the 2106/17 budget.
- LCOG Representative Appointment  
Primary – Mayor Dave Stram  
Secondary – City Administrator Michelle Amberg
- Airport Commission Appointments
  - City Council Member – Councilor Heyman to serve as the 2016 City Council Representative
  - Planning Commission Member – Gary Ludeke to serve as 2016 Planning Commission Representative
  - Renew Airport Commission Appointments – Sid Voorhees (Airport User) was reappointed to a term that expires 2019
  - Staff appointed – Airport Manager, Shelley Humble
  - Charge - Meet in January and elect a Chair and Secretary; Review and provide input on proposed revisions of Ordinance No. 309, which established the Airport Commission in 1988. Proposed revisions will be prepared by City staff. Meet with the City Council Transportation and Public Works Committee to review the progress of the Oregon State University Airport Sustainability Plan. Hold a joint meeting with the City Council to receive the final report on the OSU Airport Sustainability Plan.
  - Timeline – Elect a Chair and Secretary at the January meeting; Airport Commission Chair to provide a progress report on proposed revisions of Ordinance No. 309 at the March 21<sup>st</sup> City Council work session. Meet with the Transportation and Public Works committee as OSU

completes each of the next stages of their study. When the OSU study is complete, Chair shall contact Mayor to schedule a joint meeting of the Airport Commission and City Council.

- Renew Planning Commission Appointments
  - Appointed – Gary Ludeke was reappointed to a term that expires 2019 and will serve as the 2016 Planning Commission representative on the Airport Commission; Robert Grand was re-appointed for a term that expires 2019  
Staff appointed – Planner, Maddie Phillips
  - Acceptance of Planning Commissioner Dan Stockbarger’s resignation  
Councilor Vincent moved Councilor Heyman seconded to accept the resignation of Dan Stockbarger from the Planning Commission. Voted on and the motion carries unanimously.  
Mayor Stram asked staff to advertise the vacancy on the Planning Commission.
- Parks and Tree Committee Appointments  
This is a new committee and Mayor Stram asked staff to advertise the openings on the Parks and Tree Board. The committee will be comprised of six members; up to two can be members of the City Council; one must be knowledgeable in arboriculture urban forestry or an understanding of trees and their care; and two members may reside outside the City limits of Creswell
- Citizen Involvement Committee – Council Member Appointment  
Charge – Continue to work on the City’s Comprehensive plan to ensure adequate public involvement in its development. The committee will meet monthly from January to June in 2016 serving as the economic development advisory team.  
City Council Representative – Councilor Miller  
Staff assigned - Maddie Phillips

The Council gave their unanimous consensus to the committee appointments and charges.

**Correspondence**

No comments were given.

**Consent Calendar**

Councilor Vincent presented a question on services in regards to check number 23266 for Stepper Consulting on the December 10, 2015 check register. Ms. Amberg noted that currently Stepper Consulting provides our IT services and this check is to pay for services rendered.

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

**Administrative Report**

Administration

- City Administrator Fiscal Year 2015 Summary Report

Ms. Amberg presented her priorities for 2016.

- Council Budget Request Forms for FY 2016/2017 Budget

Ms. Amberg handed out a special budget request form for Council members to make recommendations for next fiscal year’s budget.

- Jim Piper shared a memo with the Council explaining why the auditors were unable to make their December 31<sup>st</sup> deadline and the filing of an extension with the State. Councilor Miller asked for an explanation of Governmental Accounting Standards Board Statement 68. Mr. Piper explained this was introduced in 2013 but was not implemented until this year, and has to do with disclosure of liabilities for pensions.
- Charter Franchise Agreement

Ms. Amberg reported that the City Attorney has been working on negotiations for the renewal of our Charter Franchise Agreement and feels this should be coming before the Council in March.

**Council Action Items**

Resolution No. 2016-01, A Resolution Acknowledging A Federal Emergency Management Administration Letter of Map Revision – Maddie Phillips

The city regulates areas susceptible to flooding, called Special Flood Hazard Areas as determined by the Department of Homeland Security’s Federal Emergency Management Administration (FEMA). In August of 2015, the city received notification that the Flood Insurance Study Report and Flood Insurance Rate Map for Creswell had been revised by a letter of map revision issued by the Federal Insurance and Mitigation Administration. This Resolution acknowledges the Letter of Map Revision in order to avoid a penalty as a participant in the National Flood Insurance Program.

Councilor Bowles moved, Councilor Zettervall seconded the City Council adopt Resolution No. 2016-01, A Resolution acknowledging a federal emergency management administration letter of map revision. Voted on and the motion carries unanimously.

Pay Request #20 for Task Order No. 7 – Precision Approach Engineering – AWOS (Inv. 3354)

Councilor Zettervall moved Councilor Bowles seconded that Council approve Invoice #3354 from Precision Approach Engineering, Inc. in the amount of \$483.77 for services performed in accordance with Task Order No. 7 as presented. Voted on and the motion carries unanimously.

Procurement for IT Managed Services

Finance Director Jim Piper addressed the Council explaining that the city has gone through an RFP process which exceeds the Public Contracting Rules for IT Managed Services. The City received five bids for a 2 year IT service contract:

- Catalyst Technology Group - \$50,610
- Structured - \$43,200
- Pac Info - \$38,584
- Stepper Consulting - \$34,715
- Global Network Support - \$31,080 (this quote did not include backup offsite)

Through the RFP process, the city is looking for IT Managed Services that will take a proactive approach to maintaining the server, network equipment and workstations; monitor and update the firewall and the antivirus software; and backup files on the server and maintain a backup offsite in the event of a disaster. Mr. Piper noted we are currently on a break and fix method of services. Mr. Piper recommended that the Council award Stepper Consulting the contract as they have been providing our IT services for the past several years and know our system. Mr. Piper also noted that in a recent conversation with Mr. Stepper, he is offering a three year contract at the same monthly quote (\$1,425) and would waive the setup fee (\$515).

A discussion ensued when the hourly rate would be used over and above the contract. Mr. Piper noted these services would be for things that don't fall into the managed contract services such as projects like the AWOS and the transfer of our website domain. Councilor Zettervall asked about monitoring for intrusion prevention such as data breaches, and Mr. Piper explained that with this type of service it will ensure that someone will be watching our server. Ms. Amberg noted Stepper Consulting will be able to maintain our passwords, act as a blackbox, and be a neutral third party to control access to our computers.

Councilor Bowles moved, Councilor Miller seconded that the City Council award Stepper Consulting, Inc. a two year contract for IT Managed Services in the amount of \$34,715 and authorize the City Administrator to execute all documents associated with this approval. Voted on and the motion carried unanimously.

Resolution 2016-02 – A Resolution Amending the City of Creswell's 457 Plan

Ms. Amberg noted this is a formality; an additional trustee should be added to the plan as a backup. Ms. Allen handles the insurance and benefits for employees.

Councilor Heyman moved, Councilor Miller seconded that the City Council adopt Resolution No 2016-02, An Amendment to the City of Creswell 457 Plan to add Carolyn Allen as a trustee. Voted on and the motion carries unanimously.

**Adjournment**

There being no further discussion Mayor Stram adjourned the meeting at 8:30 pm.

Signature on File  
Dave Stram, Mayor

Signature on File  
Roberta J Tharp, City Recorder