

Council Present:

Omar Bowles  
Richard Heyman  
Jane Vincent

Patrick Miller  
Dave Stram  
Richard Zettervall

Staff Present:

Michelle Amberg  
Roberta Tharp  
Cliff Bellew  
Jim Piper  
Shelley Humble  
Sgt. Billy Halvorson

City Administrator  
City Recorder  
Public Works Director  
Finance Director  
Airport Manager  
LCSO

Council Absent: 0

Press: 1 – Scott Olson – The Chronicle

Audience: 6

The City Council work session was called to order by Mayor Stram at 6:03 pm.

**Mayors Report**

Mayor Stram reported that the City has received an application from Ed Gunderson to fill the vacancy on the Planning Commission. We will continue to accept applications for the next two weeks and Mayor Stram hopes to make an appointment at the February Council meeting.

**Committee Reports**

There were no committee reports given.

The Mayor reviewed with the Council the “Committee/Commission Packet” and asked each staff member to go over it with their committee at their first meeting.

Councilor Heyman showed a brief video on Vantex Sewer Systems. He thought it might be something that could be used at the Airport and possibly be the answer to our economic development at Hobby Field.

Mayor Stram reminded the council of the budget request forms which can be submitted for consideration of items they would like to see included in the next fiscal year’s budget. A discussion ensued regarding research prior to requesting budget funding. Ms. Amberg noted that the Vantex System presentation was to put the idea out there. She also noted that Westech is scheduled to present the Waste Water Master Plan to the Council this spring and it would be great to get our engineer’s input on this subject.

**Discussion Items**

**Tourism** – Chamber of Commerce President Joel Higdon

Mr. Higdon addressed the Council to give a brief summary about the Chamber and present an economic proposal for Creswell’s Transient Occupancy Tax.

The Creswell Chamber of Commerce was created in 1964. Their Mission statement reads: The Chamber of Commerce is a membership based non-profit organization that exists to help and support our local businesses and organizations, strengthen the local economy and enhance our community. The Chamber of Commerce is focusing their efforts on three areas:

- Tourism and Community Promotion – The Chamber is in the process of developing a local visitor information guidebook for tourism
- Foster Community Development and Success – The Chamber strives towards celebrating the success of the community as well as citizen recognition and promotion
- Business Development and Membership Services - The Chamber is also interested in creating an information guide for businesses in the future

Mr. Higdon noted The Chamber would like to form a partnership with the City to enhance the efforts put forth by each entity to move the community forward. They propose working together to have the same focuses and understanding of what the Transient Occupancy Tax (TOT) is doing for Creswell. They want to focus on Tourism and promotion to support a sustained local economy. Mr. Higdon explained that by investing the Transient Occupant Taxes with the Chamber of Commerce, it creates a strategic partnership that will bring beneficial economic outcomes for success in Creswell.

Mr. Higdon presented some of Travel Lane County's 2014 data: \$609.9 million was direct visitor spending and \$10.5 Million was received in local tax receipts. The return investment for Travel Lane County worked out to be that for every room tax dollar invested, \$36.25 in visitor spending returned or will return to Lane County's economy. The returns for Creswell would not be the same impact but this provided thought on the possibility of working towards a tourism goal. Being geographically close to Eugene and Springfield benefit our community; when a large event is held in one of those towns, our hotels are booked to full capacity. Tourism is on the rise and we need to re-invest the TOT to help bring tourism dollars to Creswell.

Mr. Higdon spoke about creating a destination in Creswell and provided some possibilities:

- Becoming a bike friendly City – Biking tours, routes and maps
- Local Farm & Agricultural related draws – Develop and promote Farm, Fork & Fermentation
- Promote and develop regional aviation/Airport events
- Look to the future by saving a portion of the TOT to build a capital project – Sports complex or convention center
- Enhance the local Visitor and Travel Center – new location, electric vehicle charging station, starting point for local tours, local businesses' showcase, visitor rest and relaxation, develop a promotional video

The Chamber hosts two major events annually; Creswell's Fourth of July Celebration and The Tree Lighting ceremony. They are currently developing a third event; Fall Colors, a fall harvest event that will showcase Creswell's roots.

The Chamber would like to create a partnership that will allow for a tourism committee to look at the opportunities on what can be done with the TOT.

Councilor Vincent suggested that the Chamber include on their webpage a section for Volunteer Opportunities. Councilor Heyman suggested spending some of the TOT at the Airport.

A discussion ensued regarding how much money will be received from the TOT and how to budget for it. Ms. Amberg noted that we don't have a tourism program but the law provides that thirty percent of the dollars received can be deposited in the General Fund, and the remaining seventy percent must be used for tourism.

Further discussion continued regarding how the City currently grants the Chamber the RTMP (Rural Tourism Marketing Program) grant funds that they use for administrative costs and how the tourism money should be used strictly for tourism. Ms. Amberg suggested that we could enter into a reimbursement partnership with the Chamber instead of just giving them a lump sum. A recommendation was made to hold a joint work session between the Council and the Chamber to discuss the possibilities.

Ms. Amberg explained that the City needs to be accountable for the tourism money and she feels it's not the best idea to set up a reserve account with the Chamber; it won't be segregated the way state law requires.

Councilor Miller noted that this is a substantial amount of money and would consider providing some of those funds to the Chamber for their new guidebook and then set up a contingency fund for some larger projects. Larger projects mentioned in the discussion included building a sport complex, a bicycle repair shop, cleaning up the ponds at Garden Lake Park, electrical hook-up for charging cars, a reception building at the Airport.

Councilor Heyman noted that he likes the idea of the Chamber being able to submit their ideas to us. Mayor Stram likes that it can be a merger of both groups' ideas.

Ms. Amberg noted that the Council needs to come up with a plan as the end of the fiscal year is coming up quickly and this is a budget decision. A joint meeting will give us some idea as to what direction we should move towards in the future. Ms. Amberg recommends expending the tourism dollars set aside for this fiscal year; however we do not have to expend it; it could be rolled forward, but by doing so it could create a false sense of available funds. She recommends either expending the dollars or creating a reserve with an identified project that we transfer the money into.

Councilor Miller asked Ms. Amberg to provide an overview on the law of tourism so the Council can get an idea of the acceptable things to spend the money on.

Ms. Amberg and Joel Higdon will work on setting a date for a joint meeting of the City Council and Chamber.

At 7:08 pm, Mayor Stram recessed the meeting and reconvened it at 7:12 pm.

### **Public Safety Fee**

Mayor Stram explained that the Public Safety Fee was placed on the agenda to create a discussion to provide direction to the City Administrator on the Public Safety fee and the 2016/17 budget.

Councilor Bowles, prior chair of the Public Safety Committee opened the discussion. Resolution 2015-07 set a Public Safety Fee at \$6.00 a month to offset the cost of an additional deputy to the city's contract. This fee has allowed the City to maintain a public safety staffing level of ½ of a sergeant and three deputies through a contract with Lane County Sheriff's Office. The estimated increase in annual public safety expenses is expected to be approximately four percent for the next fiscal year. The proposed safety fee for fiscal year 2016-17 is \$6.25 per month; up twenty-five cents from the \$6.00 fee set for this year. Councilor Bowles voiced his pleasure that the increase was very minimal as he was expecting to see it be increased by a dollar or so. He continued by expressing his concern regarding the June 30<sup>th</sup> sunset clause in the resolution. Councilor Bowles explained that by no means is he trying to bypass the public with this, but is concerned about how much time is spent reviewing this annually. He noted that the committee is looking to have something else permanent in place within the next couple of years and would like to see the sunset clause removed. Councilors Zettervall and Miller concurred with Councilor Bowles. Councilor Heyman expressed his concern as the water and sewer rates are expected to increase also with the onset of the next fiscal year and the level of poverty amongst the residents of Creswell.

A discussion ensued on how the projected cost for policing next fiscal year is approximately \$859,143. With the fee set at \$6.25, it will generate \$173,706 towards the contract; the remaining amount will be paid from property taxes collected.

Mayor Stram summarized the discussion: remove the sunset clause from the resolution, and once the policing study is completed the Council will have some decisions to make as to what the citizens of Creswell want for Public Safety services and coverage.

With the Council's unanimous consent, Mayor Stram directed Ms. Amberg to prepare the 2016/17 annual budget using \$6.25 as the monthly public safety fee in order to continue with the same level of policing that the city is receiving currently. He also directed her to bring back an Ordinance at the February meeting for Council action that would delete the sunset clause and insert wording to reflect that this would be reviewed annually during the budget process.

The council will need to make the decision as to what direction they want to go forward with policing and how are we going to pay for it.

### **City Administrator Evaluation**

Mayor Stram reported that the Administration Committee will be meeting this week to begin reviewing the process used last year for the City Administrator's Evaluation. It is the hope of the committee that they will be getting the information out to the council in the very near future to begin the process.

Mayor Stram outlined his recommended evaluation of the City Administrator:

- The review will be based on the work plan
- The review will also be based on assignments given during Council meetings/Work Sessions

He continued by noting that the City Administrator works for the City Council and this should be evaluated based on Council direction. Mayor Stram is setting this for an executive session at the March City Council meeting.

### **Small Cities Luncheon**

Ms. Amberg noted that on February 12, 2016, Creswell will be hosting the Small Cities Luncheon and she needs some ideas from the Council on what to do. A discussion was held and Councilor Vincent said she will check with the middle school's culinary program to see if they would be interested in catering the event. The meeting will be held at the Community Center and Councilor Vincent has a budget not to exceed \$400 for the event.

### **Airport Safety Rules Recommendation from Airport Commission**

Airport Manager Shelley Humble addressed the Council to review the Airport Commissions recommended draft of Airport Rules and Regulations and Minimum Standards for Commercial Operators. Ms. Humble reported that the draft has been reviewed by the City Attorney (comments are included in the packet) and the Airport Commission welcomed the Hobby Field users input as well. The last outstanding piece of the draft rules is clarification from the State Fire Marshal, Kristina Deschaine on Section 7.02 Mobile Fueling.

Councilor Zettervall asked what the acronym SOP stands for; Standard Operating Procedures. Councilor Vincent asked who fuels the planes and Ms. Humble responded that in Oregon the pilots are allowed to fuel their own planes. Councilor Heyman noted that there are a lot of FAA rules and it needs to be spelled out to say that all FAA rules will be followed. He feels there are a lot of unnecessary duplications and we should just use the FAA rules.

Mayor Stram asked Ms. Humble to explain Section 14 Minimum Standards for Itinerant Operators and why they have a special class of regulations. Ms. Humble explained that itinerant operators are required to have insurance protecting the City. An itinerant Operator is one that provides temporary aeronautical services or periodic goods to general aviation users. As per FAA rules, we have to allow a pilot to bring in his mechanic to work on his airplane. Most mechanics do not want to purchase insurance just for working at/on Hobby Field. This is a way for us to meet the FAA Standards.

A discussion ensued regarding Section 14 and the role of the Council in enforcing the insurance matter on folks working on the Airport. Ms. Humble noted that she would follow up with the city attorney for clarification to Section 14.3, on the type and amounts of insurance required.

Mayor Stram asked for an explanation to the city attorney's comments on Article 12 Business Operations. Ms. Humble reported that this section was placed in the rules to regulate the type of businesses at the Airport. The Airport Commission decided that this will be very difficult to enforce and noted that they would be comfortable with the recommendation of the attorney. A discussion amongst the Council was held as to the necessity of this section and asked Ms. Humble if these requirements were outlined elsewhere in the document. Ms. Humble noted that section 12.4 Interference with Utilities is not included in any other section of the document. It was recommended by the Council to remove Article 12 Business Operations from the document with the exception of section 12.4, and relocate that section in another part of the document.

Mayor Stram asked for clarification to Section 13.4 (b) and (m); Qualifications of Fuel Handling Personnel and Commercial Skydiving. Mayor Stram asked if the Airport Commission had consulted Airport user Urban Moore in regards to dispensing and storage of aviation fuels. Mr. Moore noted he attended the meetings and asked to comment on section (m). He would like the wording revised and made consistent throughout the document so that all operators using the Airport would be using the same guidelines. The draft rules have different wording for teaching people how to fly versus those who are skydivers. He continued by noting he would like to see some revisions to (m)(b) in regards to the Basic Safety Requirements (BSR). The draft rules state that no waivers of the BSR's will be allowed without prior written approval by the City of Creswell; he currently holds two. A discussion ensued on who at the City would be qualified to provide the written approval of a waiver for BSR's. Mayor Stram asked Mr. Moore if he could accept section 13 (m) as drafted. Mr. Moore responded that he would like to have the wording on section (a) revised.

Mayor Stram summarized the last discussion; asking Mr. Moore to submit to the Airport Manager under section (a) a revised proposed wording and under (b) Ms. Humble should work with the city attorney in order for the final draft be presented to the Council for action to adopt. Councilor Miller responded with a statement that we are not writing the rules for one specific company; these rules are for current and future customers. Councilor Bowles noted he feels the City should not have to provide written approval under section (b). Councilor Miller noted that he disagrees; it is the Council's duty to protect the city. A discussion ensued on what criteria should be followed to approve a waiver. Ms. Humble suggested that all approved BSR waivers be on file with the city.

Mayor Stram reminded the Council that we are establishing a policy for all current and future businesses at the Airport.

Ms. Humble noted that Section 13.7 FBO Services was designed for businesses looking to locate on the Airport.

Councilor Miller asked in regards to the clarification from the Fire Marshal to Section 7.02 Mobile Fueling. Ms. Humble responded that the Airport Commission would like the Fire Marshal to review the section due to changes made to fire safety, and make sure the Airport will be in compliance with all of their rules.

Mr. Moore said he doesn't understand the reasoning behind the 55 gallon limit of mobile fuel tank storage. He noted he does self-fueling and carries 110 gallons. He knows of nothing in the FAR's that says the limits of fuel on the Airport. Ms. Humble said these rules were originally drafted with the assistance of a Fire Marshall; this is the reasoning for asking for their review and opinion. Ms. Amberg noted that she doesn't see where this prohibits what Mr. Moore is talking about. The rules say that it must be approved by the Fire Marshal and airport manager; once approval is given, this would allow for mobile fueling.

Councilor Vincent asked about non aeronautical events at the airport. Ms. Humble noted that the event coordinator would have to acquire permission, it gets complicated if the event is non-aviation activity and would interfere with aircraft operations; this would require FAA approval.

Mayor Stram noted that once Airport Commission and Ms. Humble have received clarification to the suggested changes discussed, the final draft will be presented to the Council for action.

**Budget Calendar**

Finance Director Jim Piper presented his 2016 Budget Calendar. He noted that the calendar is just a guideline and has asked department heads to submit their budgets to him one week earlier than last year. Mayor Stram recommended doing a Budget Committee Training; after a brief discussion the Council gave Mayor Stram their consensus to schedule a training session, but not make it a required meeting and invite the community. The Council set the Budget Committee Training for March 31, 2016 at 6:00 pm.

Ms. Amberg reminded the Council that on February 29<sup>th</sup> at 6:00 pm a Strategic Planning meeting was scheduled. She asked each Councilor to bring to the meeting two objectives for each goal.

**Adjournment**

There being no further discussion, Mayor Stram adjourned the work session at 9:11 pm.

Signature on File

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Dave Stram, Mayor

Signature on File

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Roberta J Tharp, City Recorder