

Council Present:

Omar Bowles  
Richard Heyman  
Jane Vincent

Patrick Miller  
Dave Stram  
Richard Zettervall

Staff Present:

Michelle Amberg  
Roberta Tharp  
Cliff Bellew  
Maddie Phillips  
Sgt. Chris Doyle

City Administrator  
City Recorder  
Public Works Director  
Planner  
Lane County Sheriff's Office

Council Absent: 0

Press: 1 - Creswell Chronicle – Scott Olson

Audience: 15

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:04 pm and the Pledge of Allegiance was given.

**Public Forum**

- Jurgan Ramil, a resident of the outlying Creswell area spoke in support of Duane Hodges.
- Jenny Carmichael, a resident of Creswell spoke her concerns regarding the east side McDougal's waste water system and would like the Council to address the situation in the future.
- Lori Eichelberger, President of the Emerald Valley West Homeowners Association addressed the Council to voice her concerns with the future of McDougal's waste water sewer system and hopes that in the future it transfers to the city.

**Mayor's Report**

- Recognition of Councilor Holly Campbell's service to Creswell

Mayor Stram presented Holly Campbell an appreciation plaque for her service on Creswell's City Council and Tree Board.

- Appointment to Planning Commission

Mayor Stram with the Council's unanimous consent, appointed Ed Gunderson to fill the vacancy on Planning Commission left by the resignation of Dan Stockbarger. The term for this position expires on December 2016.

- City Administrator's Annual Performance Evaluation Process

Councilor Bowles, Chair of the Finance Committee, distributed the evaluation packets to the Council and noted that the process will follow the same as last year's. Deadline to submit the sealed, confidential packet is February 16<sup>th</sup> by noon. The results will be presented at the March City Council meeting.

- Completed Budget Committee Applications

Mayor Stram reminded the Councilor's that if they have a newly appointed community budget committee member that has not submitted a completed application; they need to remind them to do so in the very near future.

- Vacant Council Position

The City has receive two applicants to fill the vacancy left by the resignation of Adam Pelatt; Gary Mounce and Nancy Jones. Mayor Stram set the deadline to submit applications for this position until March 7<sup>th</sup> at 12:00 pm. At a special meeting on March 21<sup>st</sup> prior to the work session, the Council will hold an interview process. The candidate selected for this position will take the Oath of Office at the regular April meeting.

- Parks and Tree Board

The City is accepting applications from interested citizens that would like to serve on the Parks and Tree Board.

- Resignation of Gary Ludeke (Planning Commission representative to the Airport Commission)

Mayor Stram announced that Mr. Ludeke would no longer like to serve as the Planning Commission representative to the Airport Commission; although he would like to continue his service on the Planning commission. Mayor Stram directed Ms. Amberg to send an email to Planning Commissioners notifying them of the resignation and asking them to discuss this at their next meeting to see if there is any interest amongst the remaining members who may want to serve on the Airport Commission.

**Correspondence**

Mayor Stram asked about:

1. Code Enforcement Report – Ms. Amberg explained that staff receives complaints from citizens regarding parked cars on the street for extended periods of time.
2. Basketball Hoops in the Right-of-Ways – Ms. Amberg explained that all code violations are complaint driven. The City has a process that is followed regarding complaints and how they are received.
3. Planning Commission recommendation regarding the revision of the flood maps – Ms. Phillips explained the letter/recommendation included in the packet was drafted following the Planning Commission’s work session on flood maps.

**Consent Calendar**

Councilor Miller asked for clarification for various checks issued as outlined on the check registers:

- Cascade Columbia – Mr. Bellew noted that we purchase chemicals from them for the Water Treatment Plant.
- Moss Adams – Ms. Amberg explained this is payment to our consultants for our Strategic Planning.
- Amec Environmental Infrastructure – Ms. Amberg explained that this was payment for the Bald Knob project in which we will be reimbursed through the grant we have received for this work.
- Creswell School District – Excise Tax – Ms. Amberg noted that this is a tax the City collects from new construction developers and passes on to the School District.
- HD Fowler – Mr. Bellew noted that this is a pipe and fitting company we buy our pipe and meters from for the water distribution system.

There being no further discussion, Councilor Bowles moved, Councilor Zettervall seconded to approve the consent calendar as presented. Voted on and the motion carries unanimously.

**Administrative Report**

Administration – Ms. Amberg

- Council priority worksheets that were distributed by Collen Rozillis, from Moss Adams for strategic planning need to be turned in by Friday at the latest.
- Ms. Amberg presented a request for a letter of support from Lane County for a Travel Oregon grant. This grant if received by Lane County, would provide them with an award of up to \$100,000 with matching funds for countywide tourism. This grant is being sponsored by a group of Mayors and Planners looking at active transportation between cities. The Council gave their unanimous consent for Ms. Amberg to draft and submit a letter of support for Lane County.
- Councilor Heyman – Creswell will be hosting Region 3 (Willamette Valley) Small Cities meeting on February 12th. It will be from 11am – 1pm at the Community Center and Councilors Heyman and Vincent have made the luncheon arrangements.

**Council Action Items**

Pay Request #21 for Task Order No. 7 – Precision Approach Engineering – AWOS (Inv. 3303)

Councilor Miller moved, Councilor Bowles seconded that Council approve Invoice #3303 from Precision Approach Engineering, Inc. in the amount of \$1,040.27 for services performed in accordance with Task Order No. 7 as presented. Voted on and the motion carries unanimously.

Partial Pay Request #2 for E-C Company for the installation of the AWOS Project

Councilor Bowles moved, Councilor Zettervall seconded that Council approve partial pay request #2 to E-C Company in the amount of \$24,433.79 as presented. Voted on and the motion carries unanimously.

Finance Committee Recommendation for Community Contribution Grant – Councilor Miller

Councilor Miller explained that at this time, the Finance Committee is recommending that the Council hold off on awarding a Community Contribution Grant to the non-profits that have submitted applications until revised proposals are received that show the money will be used for residents that reside within the boundaries of Creswell.

**Adjournment**

There being no further discussion Mayor Stram adjourned the meeting at 7:59pm.

-Signature on File-  
Dave Stram, Mayor

-Signature on File-  
Roberta J Tharp, City Recorder