

Council Present:

Omar Bowles  
Richard Heyman  
Jane Vincent

Patrick Miller  
Dave Stram  
Richard Zettervall

Staff Present:

Michelle Amberg  
Roberta Tharp  
Cliff Bellew  
Jim Piper  
Maddie Phillips  
Sgt. Billy Halvorson

City Administrator  
City Recorder  
Public Works Director  
Finance Director  
Planner  
LCSO

Council Absent: 0

Press: 1 – Scott Olson – The Chronicle

Audience: 8

The City Council work session was called to order by Mayor Stram at 6:00 pm.

**Mayors Report**

Mayor Stram reported that the City has received two applications for filling the vacancy on City Council. Applications will be accepted until March 7, 2016.

Mayor Stram announced that a new Thai Restaurant opened in Creswell today.

Mayor Stram reported that Councilor Vincent has expressed her interest in serving as the Council representative to the Parks and Tree Advisory Committee. Three applications have been received to fill the newly created committee; Al Bennett, Carter McReynolds and Jeff Warner.

Mayor Stram announced that he has scheduled a joint meeting with the Chamber of Commerce for May 23, 2016 to discuss Tourism.

**Committee Reports**

Administration Committee

Councilor Bowles chair of the Administration Committee reported they have met to begin the City Administrator's annual review. Councilor Bowles noted he is waiting on one last review to be submitted before the committee will begin compiling the results.

Finance Committee

Community Service Grants

Patrick Miller chair of the Finance Committee reported that the committee reviewed the mission statement for Community Service Grants, and it is their recommendation to withhold the funding of any other applications/grants for the remainder of the fiscal year. Councilor Miller explained the Committee's concerns regarding the purpose of the Mission Statement and read the following from the application: "Established by the City Council for the use of fiscal year 2013-14; this fund is intended to provide for unplanned events that occur outside an organization or agency's budgeting cycle or capabilities. It is not meant to become a reliable source of funding in order to discourage dependence on this fund or in most cases to become a sole source of funding. This fund is not intended for ongoing program operating costs, travel, meals and direct payment to individuals. The intent of this fund is to support emergency needs, matching fund requirement associated with other grant applications and a one-time opportunities that that may arise outside the annual budget cycle for agencies working within the Creswell City Limits. Use of the funds should have a positive effect upon the basic needs of as many Creswell residents as possible". The committee feels this is an emergency fund; not a distribution to support other agency's budgets.

Councilor Vincent expressed her concerns and feels that Creswell First should be handling grants and we should transfer the remainder of the money to that organization.

Councilor Heyman stated that he feels the Council should not be funding grants that serve folks outside of the city limits and that tax money should be used for running the city, not for charitable contributions.

Councilor Miller expressed that he concurs with Councilor Heyman; the Council should not be giving out tax dollars for charitable contributions.

Councilor Bowles noted that when he first was appointed to the Cultural Committee that he was confused with the procedures of the Community Service Grants and believes that other communities participate in programs such as this.

Mayor Stram provided a brief history on how the Community Service Grants came to be and suggested that the Council review and discuss at a future meeting the grant process.

Councilor Vincent noted that there is \$2,200 left in this fund.

The Council gave their unanimous consensus to not include the grant applications on the next City Council agenda for consideration.

#### Public Safety Committee

Councilor Zetervall, chair of the Public Safety Committee reviewed FEMA's requirements for Elected and Appointed Officials:

- Understand and commit to NIMS (National Incident Management System)
- Ensure agency and jurisdictional policies for Emergency Management & Incident Response are clearly stated
- Evaluate effectiveness and correct deficiencies
- Support a coordinated multi-agency approach
- Have the ability to communicate and support the on-scene command
- Local support and approval to NIMS is vital for NIMS Integration
- Local Government Officials have a moral obligation and are entrusted to do whatever possible and to provide for the well-being and welfare of the citizens. They must also know how to Plug-in to NIMS to integrate and facilitate necessary actions through NIMS

Councilor Zetervall explained that each member of the Council is required to complete and pass the exams of FEMA courses IS-00100b and IS-00700a. Both courses are estimated to take three hours of study, to read and understand the course content, and twenty five minutes to complete the exam (25 questions). Councilor Zetervall noted it took him eleven hours to complete both courses.

Councilor Zetervall also noted that the timeline for providing a progress report on the completion of the courses as per the Mayor's charge is the March Work Session. It is the recommendation of the Council to amend the charge to provide a progress report at the June 27, 2016 meeting to allow sufficient time for all members of City Council to complete the two FEMA courses. Mayor Stram noted he would issue a new charge at the March meeting.

Councilor's Heyman and Miller expressed their frustration in having to participate. Ms. Amberg explained that this is a money issue and all federal money has strings attached. She continued by saying the reasoning for having government officials trained is because in larger cities there have been problems with government officials getting in the way of emergency officials. NIMS creates a unified methodology for responding to emergencies.

A discussion ensued on the development of a policy that would require City Councilors to complete the FEMA training within six months of taking the oath of office.

#### Transportation and Public Works Committee

Councilor Heyman, chair of the Transportation and Public Works Committee had nothing to report. He did however note that he provided a brief presentation last month on a possible wastewater system for the Airport and was wondering if staff has had any time to look into it. Public Works Director, Cliff Bellew responded that he has had a conversation with Westech Engineering and they are prepared to address this at the April work session when they will be here to give an update on the Wastewater Facilities Plan.

#### Water Rate Advisory Committee Rate Recommendation

Water Rate Advisory Committee Chair, Bill Spencer addressed the Council and reported the committee met four times and the following is their recommendation to the City Council for Fiscal Year 2016/2017 for water rates:

- A 2.25 percent increase in water rates – Mr. Spencer noted we have a lot of main lines that need to be maintained and replaced (50 + years old in some places).

The committee recommends to the City Council in regards to sewer rates for the fiscal year 2016/17:

- A \$5.02 increase for the base rate and the user fee increase by \$0.38 per hundred cubic feet of water used

Mr. Spencer noted the primary cause of the increase is to cover the city's debt burden in the sewer fund; over the next three years we have a higher debt burden and must pay interest on our loans.

Ms. Amberg noted the methodology for rates does not change; there will still be a winter and a summer rate for wastewater.

Mayor Stram directed staff to use the Water Rate Advisory Committees recommendations in preparing the budget for the 2016/2017 fiscal year. A public hearing will be held on the rate increase for both water and sewer prior to the budget being approved. This will give the public an opportunity to comment on the proposed increases.

At 7:09 pm. Mayor Stram called for a brief recess.

At 7:15 pm Mayor Stram reconvened the meeting.

## **Presentations**

### **Isler Company Audit Presentation**

Paul Nielson, CPA of Isler Company addressed the Council to provide the auditor's report for the fiscal year 2015-2016. Mr. Nielson reviewed the process and requirements for an audit.

- Board Communication

Mr. Nielson noted one significant finding which he feels has already been addressed: Procurement

He continued with an explanation of GASB 68; regarding the pension account. GASB is requiring that City's now put pension liability on their financial statements.

- Oregon Minimum Standards
  - Mr. Nielson said they tested to determine that monies were deposited in bank accounts that were allowed by the State Treasures office.
  - The City has not issued debt in excess of our debt limitations.
  - Isler tested the budgeting process
  - They are required by state law to look at Insurance Certificates
  - They tested compliance with programs funded from outside sources
  - Highway User revenues (gas tax) can only be spent on specific things, they tested to see that we used the monies correctly
  - Public Contracting was tested for compliance
    - General Fund Change in Fund Balance

Mr. Nielson presented a chart that shows in the years 2011-2013, the revenues and other sources outweighed Expenditures and Other Uses.

- Days in Fund Balance

He presented another chart on how many days could the city's general fund operate past June 30<sup>th</sup> of a fiscal year, based on what was in the fund balance. He took the expenditures and transfers out of the audit report, and divided the remainder 365 days to determine that the City could run almost 300 days on just the general fund.

- Enterprise Funds

Mr. Nielson reviewed Water, Sewer and Airport Operations and the changes in their fund balances.

### **Lane County Health – Tobacco and Youth – Christy Inskip and Karen Gaffney**

Ms. Inskip and Ms. Gaffney addressed the Council to give a presentation on Tobacco retail licensing on nicotine addiction among Lane County youths.

A survey was done that resulted in showing tobacco use as one of the leading causes of death. In December of 2014, the Lane County Commissioners passed an ordinance (and was amended in August 2015) which requires a tobacco retail license to sell tobacco or electronic smoking products or paraphernalia in the unincorporated areas of Lane County. The purpose of the ordinance is to reduce illegal sales of tobacco and nicotine products to minors and to reduce the number of children who become addicted to nicotine. The ordinance was amended in August of 2015 which bans the sale of e-cigarettes to minors; requires tobacco and e-cigarette retailers to be licensed; prohibits free samples of tobacco products; prohibits self-service displays and mobile vending; prohibits retailers within 1,000 feet of public schools, grandfathering existing businesses; requires that retailers display health warning and Quit Line Information.

They are presenting their ordinance to the Council with the recommendation that the City of Creswell adopt a similar ordinance as Lane County's. The County ordinance does not cover the area within the city limits of Creswell. Cottage Grove has adopted an ordinance of this sort and Veneta is in the process. The Council agreed to revisit this topic in the future.

### **Discussion Items**

#### **Public Safety – City Council/County – Fern Ridge**

Sgt. Billy Halvorson joined the Council to discuss Public Safety/Policing.

Mayor Stram asked Sgt. Halvorson to provide a brief update on the proposed Fern Ridge Policing District.

Sgt. Halvorson reviewed the Fern Ridge Proposal:

- Ten Deputies for Patrol – 24 hour patrol model
- Full time Sergeant
- Full time School Resource Officer
- Proposed tax rate of \$1.67 per thousand dollars of assessed value
- 400 square mile district with a population of 22,000
- Six communities involved with Veneta being the only incorporated city
- Veneta and Hwy 126 being the center of the district

The proponents of the proposal had the option of including or excluding Veneta in the district. Veneta residents are paying about \$3.40 per thousand for policing only and are dealing with compression. The County conducted a survey which resulted in about sixty percent of those surveyed supported the increase in policing services and noted that 24 hour coverage is a high priority, and they were willing to pay more to have those services. Fifty percent of those surveyed indicated they would be willing to pay more than a \$0.50 per thousand increase in their taxes for 24 hour policing coverage. The group held town hall meetings and distributed information. Because the Fern Ridge Policing District includes property in Lane County, it would be regulated by ORS 451 and ran by the Lane County Board of Commissioners. Two hearings were held; the first had very few attendees and the second was attended by a majority of folks in opposition to the proposal. At that time, the Commissioners chose to back away from the proposal to provide more time for the proponent to get information out. The group is still moving forward with this proposal. They have re-grouped and are working on a petition drive to show the Commissioners that there are people who support the proposal; and working on additional community outreach.

Councilor Zettervall distributed the Public Safety Committee's Creswell Policing Project- Final Report. The report contained the three options for policing services outside of what the city currently has with LCSO:

- Creswell Police Department
- Creswell Public Safety Special District (1 Chief, 2 Sergeants, and 10 Deputies)
- Creswell Public Safety Special District (1 Sergeant and 6 Deputies)

The Council reviewed the discussions (minutes) held during the February 12 Public Safety Meeting.

Mayor Stram asked Councilors for their thoughts on the best policing option for Creswell.

Councilor Zettervall – Those he has conversations with expressed they want more policing than less. It concerns him that criminals are beginning to figure out when the LCSO are present in town and when they aren't. He would like to see 24/7 coverage, get the Public Safety Fee off the Utility bill and put a levy out to a vote and get it on to property taxes.

Councilor Bowles – Citizens have commented to him they would like to see discussions begin on forming a special district. He sees the issue being cost and what people are willing to pay; he also feels the city needs 24/7 coverage. Councilor Bowles also noted that from everything he has seen, a Creswell Police Department is not feasible.

Councilor Vincent – She feels the city needs 24/7 coverage.

Steve Carmichael – Prior Director of Juvenile Justice Center – Mr. Carmichael feels that there is a need for a citizen group that has a passion on this subject to be involved that can promote the proposal and can raise money for a campaign. He encouraged holding public hearings, and feels this needs to be a publicly created process outside of the Council. He cautioned the Council to not rush into anything and to proceed carefully.

Councilor Heyman – He agrees that until we can come up with a solution, it behooves everyone to find out what folks are doing to protect their property; such as trail cameras, double bolting doors, leaving their lights on etc.

Mayor Stram asked Sgt. Halvorson to come to the March work session to continue discussions on 24/7 coverage in Creswell; what staffing needs and costs would be required, and how do we get the public involved.

Councilor Miller – We should be working to benefit the City; in forming a policing district, he has never seen anyone from the school district here talking about this. The Council needs to be thinking outside the box with the City’s best interest in mind; we need to see what the County can do for us by increasing their patrols, and rotate Sheriff’s shifts. Councilor Miller suggested holding a dedicated special meeting for discussion on public safety only and make a good effort to invite the public. He continued by saying we need to start looking at this project realistically as he feels it is a three and a half year project. He suggested working backwards; setting the goal of which election to place it on the ballot, and then begin setting our meetings to meet the goal.

Mayor Stram suggested that he meet with Councilor Zettervall, Chair of the Public Safety Committee to discuss the theory of working backwards and the next steps to reaching a decision on public safety.

**Annexation of 83320 N Harvey Road – Maddie Phillips**

Ms. Phillips addressed the Council updating them on the Annexation of 83320 North Harvey Road and Zoning Designation. Ms. Phillips reported this three acre annexation would create thirteen residential lots and is contiguous to the Creswell city limits on its eastern boundary. Currently the Lane County zoning designation for this parcel of land is Agriculture, Grazing and Timber Raising with Airport Safety Combining Zone. The applicant’s goal is a residential development therefore, upon annexation the zoning of this site will be reclassified as Low Density Residential.

Ms. Phillips reviewed the annexation process and noted that an Ordinance would be forthcoming for Council approval and a Public Hearing will be held at the April City Council meeting.

A discussion ensued regarding the possibility of annexing adjoining properties to this parcel.

**Creswell’s Economic Vision Update – Maddie Phillips**

Ms. Phillips provided the Council with a brief summary of the Community Planning Workshop’s (CPW) progress to date. The CPW team prepared for the first “Project Advisory Team” meeting by holding several smaller meetings as a group and completing individual tasks. The CPW team individually interviewed nearly all the of the Project Advisory Team members to understand their ties to Creswell and their initial feelings about Economic Development, outlining Creswell’s Strengths and Needs, along with identifying Economic Development Components. The project’s intent is to identify what it means to be “Open for Business” in Creswell. The groups’ next meeting is scheduled for February 23<sup>rd</sup>.

**EPUD Green Grant Opportunity**

Ms. Amberg reported that the City has an opportunity to apply for a \$40,000 Green Grant from EPUD (Emerald People’s Utility District). The grants are available to fund development of local renewable energy projects for eligible customers of EPUD. Ms. Amberg suggested applying for the grant to swap out the city street lights for LED lights. After a brief discussion, the Council gave their unanimous consensus to wait until after the Strategic Planning meeting next Monday evening before making a decision.

**Adjournment**

There being no further discussion, Mayor Stram adjourned the work session at 9:39 pm.

Signature on File

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Dave Stram, Mayor

Signature on File

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Roberta J Tharp, City Recorder