

Council Present:

Richard Heyman Gary Mounce
Dave Stram Jane Vincent
Richard Zettervall

Staff Present:

Michelle Amberg City Administrator
Jim Piper Finance Director
Shelley Humble Airport Manager
Cliff Bellew Public Works Director
Maddie Phillips Planner
Jennifer Gardiepy Receptionist
R. Scott Palmer Municipal Judge
Sgt. Billy Halvorson LCSO
Dpt. Levi McKenny LCSO

Council Absent: 0

Press: 1 - Creswell Chronicle - Jeanne Olson

Audience: 16

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.

Oath of Office - R. Scott Palmer, Municipal Judge

Judge Palmer administered the oath of office to Gary Mounce. Gary Mounce took his place alongside the other Councilors.

Acceptance of Councilor Bowles Resignation

Mayor Stram read the resignation letter from Councilor Bowles.

Councilor Richard Heyman moved, Councilor Zettervall seconded to accept the resignation of Councilor Bowles. Voted on and the motion carried unanimously.

Mayor Stram introduced Jennifer Gardiepy as the new Assistant City Clerk. Jennifer Gardiepy is filling in for Roberta Tharp who is away tonight in training.

Mayor Stram announced that we are accepting applications for two Council positions that will expire December 31, 2016.

Election of Council President

Mayor Stram opened the floor for nominations for Council President.

Councilor Zettervall nominated Councilor Vincent. Mayor Stram accepted the nomination.

No more nominations were made. Mayor Stram closed the nominations.

Voted on and the motion carried unanimously. Councilor Vincent will be the Council President through December 31, 2016.

Public Forum

No public comments were given.

Mayor's Report

- Proclamation – Child Abuse Prevention Month

Mayor Stram read a proclamation proclaiming April as Child Abuse Prevention Month

Mayor Stram welcomed City Administrator, Michelle Amberg, who arrived at 7:21pm.

- Proclamation – Administrative Professionals Week

Mayor Stram read a Proclamation proclaiming April 24th through April 30th, 2016 as Administrative Professionals Week and April 27th, 2016 as Administrative Professionals Day and encouraged all who work with Administrative Professionals to honor these very special people.

- Proclamation – Arbor Day

Mayor Stram read a proclamation proclaiming April 22, 2016 as Arbor Day in Creswell.

- i. Councilor Heyman moved to approve all three proclamations: Child Abuse Prevention Month, Administrative Professionals Week, and Arbor Day. Councilor Vincent seconded the motion. Voted on and carried unanimously.

- Mayor Stram presented the 6th year Tree City USA Award –

Mayor Stram introduced the past and current members of Creswell Parks and Tree Boards and thanked them for their service. Mayor Stram presented the Tree City USA Award for the 6th year in a row and together, the group held up the new Tree City flag that will fly at Garden Lake Park. Mayor Stram presented Mark Murphy, Chair of the Parks and Trees Committee with a Tree City hat. A tree planting celebration is scheduled at Creswell High School on April 22, 2016 at the Earth Day Celebration.

- Mayor Stram postponed a Recognition award for Maia as she was unable to attend.
- Committee Appointments and Charges -

Mayor Stram gave the Council a choice on how they would like the committees appointed.

Option A: Each Councilor chairs one committee and each Councilor serves on three committees.

Option B: Each Councilor chairs one committee and the mayor serves on two committees with the newest Councilors serving on only two committees.

The Council unanimously agreed on option B.

Mayor Stram noted, when a new Councilor steps in, Mayor Stram will step down from the committees.

Mayor Stram made the following Appointments and Charges –

- i. Finance: Chair-Councilor Gary Mounce, Council President Jane Vincent, and Councilor Richard Heyman; Staff support – City Administrator, Michelle Amberg and Finance Director, Jim Piper
 - a. Continue Oversight of Community Services Grant Program – Report as needed;
 - b. Review the Charter Franchise Agreement – Recommendation due at September work session
 - c. Review staff work on the possible purchase of hangars at the Airport – Report to Council at September work session;
 - d. Review fees charged for city services and report to the Council – Report due at December work session, at the latest.
- ii. Transportation and Public Works: Chair-Councilor Richard Heyman, Councilor Richard Zettervall and Councilor Gary Mounce; Staff support – City Administrator, Michelle Amberg and Public Works Director, Cliff Bellew with input on Airport discussions from Shelley Humble
 - a. Monitor progress of Airport Sustainability Plan with OSU – Stages I & II completed, with Stages III and IV to be completed in 2016 – Report Progress at work sessions. Council will approve the final Sustainability Plan.
- iii. Administration: Chair - Council President Jane Vincent, Councilor Richard Heyman and Mayor Dave Stram; Staff support – City Administrator, Michelle Amberg
 - a. Review the 2015 draft Personal Services Contract for the City Municipal Judge and Judge Pro Tem and consider any changes that may need to be made – Present the negotiated Contract at the June work session;
 - b. Following this review, a Council subcommittee will negotiate a new contract with Judge Palmer.
 - c. Evaluate option of moving Court from nighttime to daytime – Report on discussion at monthly work sessions.
- iv. Public Safety: Chair-Councilor Richard Zettervall, Council President Jane Vincent and Mayor Dave Stram; Staff support-City Administrator, Michelle Amberg and from LCSO, Sgt. Billy Halvorson
 - a. Review and make recommendations on the Draft Code Enforcement Ordinance – Bring recommendation at June work session
 - b. Ensure the Council has completed training requirements for FEMA reimbursements – by the end of June.

Councilor Zettervall moved, Councilor Mounce seconded, to accept council committees and charges as presented. Voted on and the motion carried unanimously.

Public Hearing – Annexation ANNEX-2016-01/ZC-2016-01

Mayor Stram read the proposed annexation. The City Council will be making a quasi-judicial decision regarding: ANNEX-2016-01/ZC-2016-01. A request was made by applicant, Sierra Cascade Development LLC, on behalf of the property owners, to bring 3.06 acres of tax lot 6500, as shown in Tax Assessor's Map 19-03-11-00, at 83220 North Harvey Road, into the City limits. The property is contiguous to the Creswell city limits on its eastern boundary. It is located in the Northwest area of Creswell, North of Morse Avenue, West of Harvey Road and South of Nieblock Lane. Currently, the Lane County zoning designation of tax lot 6500 is Agriculture, Grazing, and Timber Raising (AGT5) with Airport Safety Combining Zone (AS). The applicant's goal is a residential development. Upon annexation the site will be zoned Low Density Residential (RL) and designated Residential. The lot is currently developed with a single family residence. The application is to be reviewed under the applicable sections of the Creswell Development Code (CDC), and the Creswell Comprehensive Plan.

Mayor Stram opened the Public Hearing at 7:50pm.

Public Testimony

Jim Honer addressed the council with his concerns. Regarding the dead end at 6th street, he is concerned that when and if 6th Street is opened, there may be more traffic than that street can handle, and if “patchwork” annexing is the wisest way for a city to grow and thinks we really should consider our infrastructure.

There being no more public testimony, Mayor Stram closed the Public Hearing at 8:03 pm.

Correspondence

There was no discussion.

Consent Calendar

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

Administrative Report

Administration – City Administrator, Michelle Amberg

- Introduction of Deputy Levi McKenny – Sgt. Billy Halvorson

Sgt. Billy Halvorson introduced Deputy McKenny to the Council and the audience. Deputy McKenny is replacing Deputy Pease, who has been reassigned to the Coast District.

- CIS Risk Video -

Ms. Amberg asked the Council when they would like to view the video. They decided to view the video at the April work session.

- Draft Employee Handbook Update -

Ms. Amberg presented a draft copy of the revised Employee Handbook; it has been approved by CIS and is ready for Council’s review. Ms. Amberg would like to have this adopted by July 1, 2016. Mayor Stram said they will discuss this item further at the April work session.

- City of Creswell OSHA Loss Prevention Program -

Ms. Amberg explained that the handout is very straight-forward and it is required that the Council review the results annually.

Council Action Items

Pay Request #23 for Task Order No. 7 – Precision Approach Engineering – AWOS (Inv. 3409)

City Administrator, Ms. Amberg stated this is a routine payment request. Airport Manager, Shelley Humble stated they are aiming to complete the AWOS by the end of April 2016. Councilor Heyman moved, Councilor Zettervall seconded that Council approve Invoice #3409 from Precision Approach Engineering, Inc. in the amount of \$403.30 for services performed in accordance with Task Order No. 7 as presented. Voted on and the motion carries unanimously.

Consideration of a Proposal for the Creswell Arts, Crafts and Food Faire

City Administrator, Ms. Amberg presented a proposal from a group of citizens planning an arts, crafts and food faire on September 17, 2016. They are asking the city to waive the \$150 Special Event Permit fee, and to provide the city’s liability insurance for the event, and for closure of the parking lot at the Community Center. The group would like to make this an annual community event.

Ms. Surface addressed and thanked the Council for considering her proposal. She described the group as three ladies, who love to craft, love the City of Creswell, and want to create a great, annual, Community-wide celebration with food, crafts and fun that draws people in to Creswell from all over. They currently have forty-six to fifty vendors and are working out of two buildings: the Community Center and the Grange. There are many other local downtown businesses and organizations that will be having outside events on the same day. They need more room to setup and would like an outside area. She also pointed out that her group will be responsible for all clean up and the City does not have to pay for anything. Her group feels it to be very unfair to pay a \$150 fee for a one-time event, when there are, for example: 2 Farmers’ Markets in Creswell that are allowed up to thirty events per year for one \$150 annual fee. She asked the Council what is the Special Event Fee/Special Use Permit fee designed for?

Ms. Amberg explained City policies and procedures. A discussion was held regarding fees. The fee structure now is based on the amount of time it takes staff to complete this work. Mayor Stram and Ms. Amberg reminded everyone that the city is working on adjusting the Special Event Fee to lower the costs.

The Mayor and Council discussed the proposal. Mayor Stram clarified with Ms. Surface that her group is not a business and has no business name, therefore, they are neither non-profit nor for-profit. Mayor Stram stated he would be happy to waive the fee of \$150 and believes it would be great for Creswell. Councilors Heyman, Zettervall and Mounce are also fully in support of the group's efforts, but believe the group can get donations very easily from many sources to help offset their costs. Councilor Zettervall suggested they take not-profit status by working under the non-profit organization, "Creswell First". Councilor Zettervall stressed that as government, we are accountable to our citizens and setting a precedent for waiving fees for future events, where the fees could be much higher, would not be a good idea. Councilor Vincent supports the event and waiving their fee, but would want something created in writing to somehow protect the city from setting a precedent for future organizations.

After much discussion, the consensus of the Mayor and Council is that, while they fully support the group's efforts, they are very concerned about the precedent-setting nature of waiving the fees and cannot offer the use of the city's liability insurance to them.

Councilor Mounce moved, Councilor Vincent seconded that the Council not waive the fee for the arts and crafts faire. There was discussion amongst the Council about how the motion does not address all items on the proposed request. Councilor Mounce withdrew his motion; and Counselor Vincent withdrew her second.

Councilor Zettervall moved, Councilor Heyman seconded that the City Council grant exclusive use of the West City Hall Parking Lot and the grassy areas around the Community Center to the Creswell Arts, Crafts and Food Faire on September 17, 2016, between the hours of 7am to 6pm, not to waive the fee of \$150, and the city will not provide liability insurance to them. Voted on and the motion carries unanimously.

Consideration of a Grant Request from Community Food for Creswell to Replace their Freezer

City Administrator, Ms. Amberg explained Community Food for Creswell's need for freezer replacements, due to current failing equipment. She asked the City Council to allow Community Food for Creswell to reallocate a previously-awarded capacity building grant in order to purchase a new freezer. Ms. Amberg explained the conditions of the original grant by stating that when the city awarded the grant, they were only allowed to use it for capacity building. They now need the Council's permission to use the unexpended portion, \$1,078, on a new freezer. In addition, Ms. Amberg said that if the Council is so inclined, they could award them a grant of \$2,200 from the Community Service Grant Fund, fiscal year 2015-16, zeroing out that fund for the rest of the fiscal year. If the council grants those two requests, the total would be \$3,278 toward a new freezer. Due to the vulnerable nature of the citizens served, Ms. Amberg said that the Council may wish to consider looking into the General Fund to locate additional emergency grant funds.

Community Food for Creswell Manager, Susan Blachnik provided a brief update to the Council. The failing walk-in freezer is now off. They are keeping a small inventory of frozen foods in three household freezers, which is only enough food for fifty families to shop in one day. Thus far, they have raised \$6,800 toward the walk-in freezer and still need \$5,715 to purchase it. Included in the amount raised was a donation from Dr. Matthew Bahen, DMD, owner of Emerald Valley Dental in Creswell, who gave \$5,000. For a three-door freezer, they received a grant of \$1,000 from Pacific Power, leaving a need for \$5,074 to obtain that freezer. In total, \$10,789 is still needed to purchase both freezers. Ms. Blachnik counted registration cards and found that they currently serve a total of 426 households; 65% are located inside Creswell City limits.

Councilor Zettervall asked Ms. Blachnik about other possible grant sources; Ms. Blachnik stated they have turned in two promising applications for grants. One grant application was for \$8,000 from the Chambers Family in Eugene, and another grant application was for \$5,000 from the Collins Foundation - she expects to hear back in late June on both, but does not expect to receive the full amounts asked for. She also turned in applications for grants to the Oregon Food Bank and another local foundation, but does not expect grant awards from them or to necessarily hear back from them. Councilor Heyman wanted to be sure they follow the rules for granting funding. Ms. Amberg explained policies and procedures. Mayor Stram discussed with Ms. Blachnik the two freezers. Ms. Blachnik stated the most important freezer to be replaced, right now, is the walk-in freezer. Mayor Stram confirmed their most-urgent need: the grant reallocation of \$1,078 to go toward a freezer, \$2,200 of remaining grant funds from the Community Services Grant Fund, and an additional amount of approximately \$2,500 to be looked for in the General Fund, fiscal year 2015-16. Ms. Amberg stated to Mayor Stram that if the council were to direct staff to do so, then city staff would look for the money and come back with a proposal as to where the money would come from. The total amount needed to complete purchase of the walk-in freezer would be \$5,715.

Mayor Stram moved, Councilor Zettervall seconded that the City Council authorize the City to reallocate the \$1,078 from the original grant, and to grant an additional \$2,200 from the Community Service Grant Fund, fiscal year 2015-16, for the purchase of a walk-in freezer by Community Food for Creswell and further direct our administration to look for an additional \$2,437 to cover the balance of the \$5,715. Voted on and the motion carries unanimously.

Ordinance 496, An Ordinance Approving the Annexation of Certain Territory to the City of Creswell – (ANNEX-2016-01/ZC-2016-01 83320 North Harvey Road)

Maddie Phillips, City Planner, addressed the council. Earlier in the meeting the full extent of the Public Hearing intent was heard. Ms. Phillips gave a quick explanation on how an annexation works. An annexation is a jurisdictional transfer from the County into the City. When a property is annexed, it has a Land Use designation assigned to it. In this case, the property is within the Urban Growth Boundary (UGB) and has the assumption that at some point the property would become urbanized, giving it access to city services such as water, wastewater, parks and transportation. In our comprehensive plan, this property's zoning designation is residential. The owners of the property will choose the density of residential. Ms. Phillips explained that the property could achieve a Low Density Residential Zone, but it does also qualify for Medium Density Residential.

Ms. Phillips explained to Council that they will need to take action to annex the property into the City, by way of Ordinance Number 496. She reviewed the packet with Council: Exhibit A – Zoning Map, Exhibit B - Petition Form, Exhibit C –Findings of Fact, Exhibit D –Staff Report, and the Annexation agreement is attached. The agreement requires property owners to bring the property up to city standards before it is brought into city limits. They are already to city standards on all elements, except wastewater.

Written testimony from Jerrel Terry was included in the packet. He is concerned that if the city develops property around him, it would no longer be quiet and “country”, and will make his house uninhabitable.

Councilor Zettervall moved, Councilor Vincent seconded to approve the findings of fact and authorize the Mayor to sign the final order as presented and that the City Administrator be authorized to sign documents associated with this annexation (Annex 2016-01) as presented. Voted on and the motion carries unanimously.

Councilor Zettervall moved and read twice by title, Councilor Vincent seconded that the Council approve Ordinance 496, An Ordinance Approving the annexation of certain property to the city of Creswell as presented. Councilor Vincent seconded. Voted on and the motion carries unanimously.

Extension of IGA with ODOT Fund Exchange of Surface Transportation Program Funds for 2014

Finance Director, Jim Piper addressed the Council asking for a two year extension on the ODOT fund Exchange Agreement. ODOT wishes to extend this to us for two more years. Councilor Zettervall asked for location verification of the project. Mr. Piper explained the improvements will be on North 5th Street from A Street south to Oregon Avenue.

Councilor Heyman moved, Councilor Vincent seconded that the City enter into Amendment No. 1 to the intergovernmental agreement with ODOT to extend the 2014 ODOT Fund Exchange Agreement as presented. Voted on and the motion carries unanimously.

Resolution 2016-04, A Resolution Amending the 2015-16 General Fund and Appropriating Rural Tourism Marketing Program (RTMP) Grant Funds; and awarding these funds to the Creswell Chamber of Commerce

Jim Piper, Finance Director, addressed the Council, briefing them on the annual Rural Tourism Marketing Program (RTMP) Grant. This Resolution is to amend the budgeted amount of \$16,244 to reflect the actual amount received, \$18,800. Ms. Amberg gave a brief explanation to Council on how the grant works. This grant is separate from other Tourism Funds we receive. The majority of this grant goes completely to the Chamber of Commerce to run a visitor center for the City. Councilor Heyman asked Don Amberg what activities the Chamber uses RTMP grant money for. Mr. Amberg explained that approximately 35% - 40% goes toward annual staffing, and approximately \$5,000 is for the July 4th fireworks and restrooms for visitors. The remaining amount of funds covers the website.

Mayor Stram moved, Councilor Mounce seconded that the City council approve Resolution 2016-04 Amending the General Fund and award \$18,880 from RTMP funds to the Creswell Chamber of Commerce for use in promoting tourism in the City of Creswell. Voted on and the motion carries unanimously.

Creswell Chamber of Commerce Request for Tourism Funds Grant

Jim Piper addressed the Council, briefing them on Grant Tourism Funds, reiterating what Ms. Amberg stated previously, that this is a separate pot of money that the city receives. This request is for 70% of the Transient Occupancy Tax (Hotel) Tax that the City receives annually. The city received three requests from the Creswell Chamber of Commerce. The first is for \$2,000 to support the Community-wide Yard Sale Event, the second request for \$3,000 to create a Visitor Community Guide map, and the third request is for \$12,500 to expand and enhance the 4th of July Celebration. The total of the three requests is \$17,500. The city budgeted to spend \$37,100 on tourism, but has only spent \$9,600 to date.

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Councilor Zettervall moved, Councilor Vincent seconded that the Council approve Creswell Chamber of Commerce requests from Tourism Funds in the total amount of \$17,500, as presented. Voted on and the motion carries unanimously.

Award City of Creswell Hobby Field Airport Request for Proposal for an Aviation Fuel Supplier

Shelley Humble, Airport Manager, spoke regarding the RFP proposals that were reviewed with Jim Piper, Finance Director. There are 3 fuel suppliers, but the Creswell Airport only received two applications. They did not receive an application from AV Fuel. The results were as follows, with World Fuel Services being awarded the contract:

- * Epic = 88 points
- * World Fuel Services = 93 points

Councilor Heyman asked Ms. Humble if she is ever able to get split loads of fuel to save money. She has always worked on ways to save money by splitting loads and has been successful in doing so.

Councilor Heyman moved, Councilor Mounce seconded that the Council accept World Fuel Services RFP for the City of Creswell Hobby Field Airport Aviation Fuel Supplier and give City Administrator authority to enter into the contract with World Fuel Services. Voted on and the motion carries unanimously.

Welcome to Former Councilor Bowles who attended later this evening.

Councilor Vincent urged members of the Council to consider sidewalk improvements on South 2nd Street.

Adjournment

There being no further discussion Mayor Stram adjourned the meeting at 10:00pm

*Signature on file

Roberta J Tharp, City Recorder

*Signature on file

Dave Stram, Mayor