

Council Present:

Richard Heyman
Dave Stram
Richard Zettervall

Gary Mounce
Jane Vincent

Staff Present:

Michelle Amberg
Roberta Tharp
Cliff Bellew
Jim Piper
Shelley Humble
Maddie Phillips
Ross Williamson
Billy Halvorson

City Administrator
City Recorder
Public Work Director
Finance Director
Airport Manager
Planner
City Attorney
Lane County Sheriff

Council Absent: 0

Press: 1 - Creswell Chronicle – Scott Olson

Audience: 12

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:01 pm and the Pledge of Allegiance was given.

Public Forum

No public comments were given.

Mayor's Report

- Mayor Stram encouraged Councilors to attend the 4th of July Parade and festivities.
- Mayor Stram encouraged Councilors to attend the League of Oregon Cities Conference in September
- Mayor Stram with the unanimous consensus of the Council issued a new charge to the Finance Committee:
Review and discuss the Community Services Fund, its Mission Statement, Intent, and Application Process. The committee will lead a discussion of the Community Services Fund at the September City Council Work Session.

Correspondence

Mayor Stram publicly thanked Sanipac for their generous offer to pay the haul fees and disposal costs associated with the Hope Restored cleanup project on Killingsworth Avenue.

Consent Calendar

Councilor Zettervall asked to have the January 25, 2016 minutes pulled aside for discussion. Councilor Zettervall noted that his name was not included as being present at the meeting. City Recorder, Roberta Tharp noted that she would correct the error.

Councilor Heyman moved Councilor Zettervall seconded to approve the consent calendar as amended. Voted on and the motion carries unanimously.

Administrative Report

- Code Codification Presentation – City Attorney Ross Williamson

Ross Williamson addressed the council to provide a brief presentation on Code Codification. For the past couple of years, he and Roberta Tharp have been working with a company named Code Publishing out of Seattle Washington to complete a code codification process.

Mr. Williamson explained that Ordinances passed by the Council are the city laws and are currently filed in large notebooks by ordinance number. He explained that by completing the codification process it creates a Municipal Code; a reorganization of the existing ordinances into subject matter.

Mr. Williamson went on to explain that by creating a municipal code it provides a public service, research is easier for the citizens as well as staff, it modernizes the code; it will be accessible on the city website and will be in a format similar to the state ORS's, and the federal and county codes.

Mr. Williamson explained that most of the corrections were grammar and spelling errors and the edits made in no way changed the context or meaning of the Ordinances.

A discussion ensued regarding Code Enforcement and how it is complaint driven; by adopting the codified code it will make the code enforcement officer's job much easier as the code will all be located in one document.

- Ms. Amberg announced that OpenGov is now available on our website. This program is a financial transparency tool that allows the website user the ability to see the City's current budget and the four prior years of revenues and expenses.
- Airport Manager Shelley Humble announced that as of today, the AWOS has been verified, updated and commissioned. She also announced that this year is the 50th anniversary of Hobby Field Airport. She will be planning a 50th year celebration and an AWOS ribbon cutting ceremony in the near future.

Public Hearings

Mayor Stram recessed the meeting for a brief break to allow anyone in the audience who wishes to provide public comment to fill out a Speaker Request Form.

Mayor Stram read a script on Public Hearings.

A. To receive public comment on the proposed uses of State Revenue Sharing Funds

At 7:45 pm Mayor Stram opened the public hearing on the proposed uses of State Revenue Sharing Funds. There being no public comments given, Mayor Stram closed the Public Hearing at 7:46 pm.

B. To receive public comment on FY 2016-17 Budget approved by Budget Committee

At 7:46 pm, Mayor Stram opened the Public Hearing to receive public comment on the proposed budget. There being no public comments given, Mayor Stram closed the Public Hearing at 7:48 pm.

C. To receive public comment on proposed Water and Sewer Rate increases

At 7:48 pm, Mayor Stram opened the Public Hearing to receive public comment on the proposed Water and Sewer Rates. There being no public comments given, Mayor Stram closed the Public Hearing at 7:50 pm.

D. To receive public hearing on the proposed Sanipac rate increase

At 7:50 pm, Mayor Stram opened the Public Hearing to receive public comment on the proposed Sanipac rate increase. There being no public comments given, Mayor Stram closed the Public Hearing at 7:51 pm.

Council Action Items

7 A - Annual Budget Resolutions for Fiscal Year 2016-2017

- i. Resolution 2016-05 A Resolution Adopting Budget, Making Appropriations and Categorizing and Levying Ad Valorem Taxes

Councilor Zettervall moved, Councilor Vincent seconded to approve Resolution 2016-05, A Resolution Adopting Budget, Making Appropriations and Categorizing and Levying Ad Valorem Taxes as presented. Voted on and the motion carries unanimously.

- ii. Resolution 2016-06 A Resolution Declaring the City's Election to Receive State Revenues

Councilor Zettervall moved, Councilor Mounce seconded to approve Resolution 2016-06, A Resolution Declaring the City's Election to Receive State Revenues as presented. Voted on and the motion carries unanimously.

- iii. Resolution 2016-07 A Resolution Regarding State Revenue Sharing Funds

Councilor Zettervall moved, Councilor Vincent seconded to approve Resolution 2016-07, A Resolution Regarding State Revenue Sharing Funds as presented. Voted on and the motion carries unanimously.

- iv. Resolution 2016-08 A Resolution Extending the City of Creswell's Worker's Compensation Coverage to Volunteers of the City of Creswell

Councilor Zettervall moved, Councilor Heyman seconded to approve Resolution 2016-08, A Resolution Extending the City of Creswell's Worker's Compensation Coverage to Volunteers of the City of Creswell as presented. Voted on and the motion carries unanimously.

- v. Resolution 2016-09 A Resolution Adopting the Pay Scales for Fiscal Year 2016-17 for the City of Creswell

Councilor Zettervall moved, Councilor Heyman seconded to approve Resolution 2016-09, A Resolution Adopting Salary Ranges for the 2016-2017 Fiscal Year as presented. Voted on and the motion carries unanimously.

B. Resolution 2016-10, A Resolution Adjusting the Basic Rental Fees Set Forth in Existing Airport Leases Between the City of Creswell and Individual Lessees of Property Located on Hobby Field Airport
Councilor Mounce moved, Councilor Zettervall seconded to approve Resolution 2016-10, A Resolution Adjusting the Basic Rental Fees Set Forth in Existing Airport Leases Between the City of Creswell and Individual Lessees of Property Located on Hobby Field Airport. Voted on and the motion carries unanimously.

C. Resolution 2016-11 A Resolution Establishing Water Service Fees and Water Rates for Users of the Creswell Municipal Water System and Rescinding Resolutions 2014-25, 2015-05 and 2015-25
Councilor Mounce moved, Councilor Heyman seconded to approve Resolution 2016-11, A Resolution Establishing Water Service Fees and Water Rates for Users of the Creswell Municipal Water System and Rescinding Resolutions 2014-25, 2015-05 and 2015-25 as presented. Voted on and the motion carries unanimously.

D. Resolution 2016-12 A Resolution Establishing Sewer User Fees, Sewer Service Fees and Charges for the Users of the Creswell Municipal Sewer Work Facilities and Rescinding Resolutions 2003-09 and 2006-32
Councilor Mounce moved, Councilor Vincent seconded to approve Resolution 2016-12, A Resolution Establishing Sewer User Fees, Sewer Service Fees and Charges for the Users of the Creswell Municipal Sewer Work Facilities and Rescinding Resolutions 2003-09 and 2006-32 as presented. Voted on and the motion carries unanimously.

E. Resolution 2016-13 A Resolution Establishing and Adopting A Depreciation Method and Estimated Useful Lives of Fixed Assets and Rescinding Resolution No. 2014-18
Councilor Zettervall asked for clarification of the definition of equipment on page 2 in the section of Estimated Useful Lives. Ms. Amberg noted that it reflects a dollar threshold of \$5,000.

Councilor Zettervall moved, Councilor Mounce seconded to approve Resolution 2016-13, A Resolution Establishing and Adopting a Depreciation Method and Estimated Useful Lives of Fixed Assets and Rescinding Resolution No. 2014-18 as presented. Voted on and the motion carries unanimously.

F. Intergovernmental Agreement (IGA) Between the City of Creswell and Lane County for Law Enforcement Services
Ms. Amberg noted this contract provides policing services of three deputies and a half Sergeant at an amount not to exceed \$657,105.

Councilor Zettervall moved, Councilor Mounce seconded that the City Council authorize the City Administrator to execute and Intergovernmental Agreement with Lane County for Law Enforcement Services for Fiscal Year July 1, 2016 through June 30, 2017 as presented. Voted on and the motion carries unanimously.

G. Resolution 2016-14 A Resolution Establishing a new rate structure for solid waste disposal services proposed by Sanipac for the City of Creswell and rescinding Resolution 2014-20.
Councilor Vincent asked for an understanding of Sanipac Recycling. Three representatives from Sanipac were present; Josh Metcalf responded that recycling is a part of the subscription that Sanipac offers and is built into the overall rate for garbage collection. He also noted that if a customer only wants a recycling cart and no other service they have a special rate that runs somewhere around \$5. A discussion ensued regarding the closure of some of Lane County's landfills and how it affects Sanipac; they take Creswell customers garbage to Glenwood and the recycling goes to Portland.

Councilor Zettervall moved, Councilor Vincent seconded to approve Resolution 2016-14, A Resolution Establishing a new rate structure for solid waste disposal services proposed by Sanipac for the City of Creswell and rescinding Resolution 2014-20 as presented. Voted on and the motion carries unanimously.

At 8:24 pm Mayor Stram recessed the meeting for a brief break. At 8:34 pm Mayor Stram reconvened the meeting and announced that he has excused Councilor Vincent for the remainder of the meeting.

H. Resolution 2016-15 A Resolution Charging Off Delinquent Utility Accounts
Mr. Piper noted the total amount to be charged off as uncollectable is \$1,241.64.

Councilor Mounce moved, Councilor Heyman seconded to approve Resolution 2016-15 A Resolution Charging Off Delinquent Utility Accounts. Voted on and the motion carries unanimously.

I. Adoption of the City of Creswell Employee Handbook – Effective July 1, 2016
Ms. Amberg noted the draft Employee Handbook has been reviewed by the city attorney and staff.

Councilor Mounce moved, Councilor Heyman seconded that the City Council adopt the City of Creswell Employee Handbook Effective July 1, 2016 as presented. Voted on and the motion carries unanimously.

J. Approve Creswell Chamber of Commerce Request for Road Closures, Exclusive Use of Holt Park, and use of Airport property for the Annual July 4th Parade and Festivities

Don Amberg addressed the Council explaining that the Chamber is working very hard to provide another wonderful celebration to the community and its visitors. They are working to bring more attention to the Airport this year; the EAA will be providing the Young Eagles flights again and they are working towards including some Knocker Balls for entertainment while the Young Eagles wait for their flights. Rick Dancer has produced a thirty second video "Come to Creswell" for advertisement; it will be airing on KVAL and other Comcast TV Stations as well as on the Chamber's website.

Councilor Zettervall inquired about additional parking opportunities. Mr. Amberg said that with the difficult traffic pattern we have in Creswell, they are working on everything they can.

Councilor Heyman expressed his concern to marijuana laced candy and cookies and the possibility of distribution to children during the parade. Sgt. Halvorson said he is not anticipating any problem and has not heard of any other warnings across the state.

Councilor Heyman moved, Councilor Zettervall seconded that the City Council approve Creswell Chamber of Commerce's request for road closures, exclusive use of Holt Park, and use of Airport Property for the annual July 4th festivities as presented. Voted on and the motion carries unanimously.

K. Pay Request #24 for Task Order No. 7 Professional Engineering Services to assist the City of Creswell Airport in preparing documents for bid for the Installation of an AWOS "A" Weather System and to Provide Construction Administration Services during the project

Councilor Mounce moved, Councilor Heyman seconded that Council approve Invoice #3447 from Precision Approach Engineering, Inc. in the amount of \$1,154.80 for services performed in accordance with Task Order No. 7 as presented. Voted on and the motion carries unanimously.

L. Social Gaming Renewal Application

Councilor Zettervall moved, Councilor Mounce seconded to approve the renewal of the Social Gaming Application as submitted by Garnet Sue Starr for the B & B Lounge as presented. Voted on and the motion carries unanimously.

M. Resolution 2016-16 A Resolution Acknowledging A Federal Emergency Management Administration Letter of Map Revision

Councilor Zettervall moved, Councilor Mounce seconded to approve Resolution 2016-16, A Resolution Acknowledging A Federal Emergency Management Administration Letter of Map Revision as 16-10-0415X as shown in Exhibit A and its accompanying data as presented. Voted on and the motion carries unanimously.

N. Authorization to use Holt Park for Party in the Park on August 13, from 9:00 am to 1:30 pm

Ms. Amberg noted that this is an annual event that helps Creswell's youngest citizens get ready for school. Councilor Mounce inquired about fees for a non-profit group's use of city facilities. Ms. Amberg noted that the City has never charged a fee in prior years and the group uses the whole park and has not applied for any fee waiver. Councilor Mounce said he supports this event but has recollection of other conversations regarding non-profit fees for using public facilities.

Ms. Amberg noted that she will be sure the fees are addressed one way or another.

Councilor Heyman moved, Councilor Zettervall seconded that the City Council authorize Creswell Faith Center to reserve Holt Park for their annual Party in the Park on August 13, 2016, from 9:00 am to 1:30 pm and waive any and all fees. Councilor Zettervall noted that Ms. Amberg reported that she would be sure the address the fees. Ms. Amberg noted the fees would be \$150 to reserve the park for a day. Staff is working on a Special Event Policy and Procedure and this falls within the gap of whether or not we charge fees or not. As it stands, the group would be required to go through a Special Use Permit process with the planning department. Councilor Mounce suggested continuing the past practice of this event as it has been and look at the fees for next year. Voted on and the motion carries unanimously.

O. Ordinance 498 – An Ordinance Codifying and Compiling the General Ordinances of the City of Creswell, Oregon

Councilor Heyman moved and read twice by title, Councilor Zettervall seconded that the City Council adopt Ordinance 498, An Ordinance Codifying and Compiling the General Ordinances of the City of Creswell, Oregon as presented. Voted on and the motion carries unanimously.

Adjournment

There being no further discussion Mayor Stram adjourned the meeting at 9:11pm.

Signature on File

Dave Stram, Mayor

Signature on File

Roberta J Tharp, City Recorder