

Council Present:

Richard Heyman  
Dave Stram  
Richard Zettervall

Gary Mounce  
Jane Vincent

Staff Present:

Michelle Amberg  
Roberta Tharp  
Cliff Bellew  
Shelley Humble

City Administrator  
City Recorder  
Public Works Director  
Airport Manager

Council Absent: 0

Press: 1 Creswell Chronicle – Scott Olson

Audience: 7

The regularly scheduled City Council meeting was called to order by Mayor Dave Stram at 7:02 pm and the Pledge of Allegiance was given.

**Public Forum**

- Linda Warner, Creswell resident addressed the Council to express her appreciation to the City Council and Budget Committee for creating the opportunity to develop a space in the Cobalt Building for the community's youth. She thanked Public Works for their assistance with maintenance tasks at the Cobalt Building as well as community members who have donated items for the After School project.

**Contract Review Board – Joint Meeting**

Mayor Stram opened the Joint meeting of the City Council and the Contract Review Board at 7:06pm.

Mayor Stram explained a Public Hearing will be held to receive public comments on amendments being made to the Public Contracting Rules for the City of Creswell.

Mayor Stram opened the Public Hearing at 7:08 pm.

There being no public comments given, Mayor Stram closed the Public Hearing at 7:09 pm.

Resolution 2016-17 A joint Resolution of the City Council and Local Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the City of Creswell

Ms. Amberg explained that this Resolution will adopt the annual updates to the City's Contracting Rules that reflect changes made by the Legislature. Councilor Heyman asked for a grammatical change on page seven of Exhibit A; Findings in Support of Resolution No. 2016-17 Adopting Public Contracting Code Rules, under section E-15; Used Personal Property, Purchase of. Under the paragraph/title of Cost Savings and Other Benefits he requested to have the word require changed to acquire. The Council gave unanimous consent to the change.

Councilor Mounce moved Councilor Vincent seconded to approve Resolution 2016-17 A Joint Resolution of the City Council and Local Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the City of Creswell. Voted on and the motion carries unanimously.

Mayor Stram closed the joint meeting at 7:12 pm.

**Mayor's Report**

- Staff Recognition – Cliff Bellew  
Mayor Stram presented Public Works Director Cliff Bellew with an appreciation plaque for his fifteen years of service to the City of Creswell.

**Correspondence**

Councilor Vincent asked about the list of vacant homes on the Code Enforcement Report. Ms. Amberg explained that it is important to know which homes are vacant so staff can watch for code violations and property crime.

Councilor Heyman expressed his concern regarding the Goodwill collection site located in the parking lot of Joe's Diner and how to be sure that it might be kept tidy and organized. Ms. Amberg said that staff will look into this and also noted it would be hard to keep organized when folks drop items there twenty-four hours a day and it the site is not staffed full time. She noted that they do clean it up when a staff person is there.

Councilor Vincent asked for clarification of the FEMA (Federal Emergency Management Association) letter. Ms. Amberg explained the letter is in response to a Letter of Map Revision request. A development in the flood zone brought in fill and then requested FEMA to review and revise their flood map to reflect the change in the flood zone as a result of the fill that was placed in the development. FEMA granted the request and this letter is to acknowledge that revision.

### **Consent Calendar**

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

### **Administrative Report**

#### Administration – Ms. Amberg

- July 2016 Bills

Ms. Amberg presented July's bill summary to the Council. She explained that in the future the bill summaries will be placed under Administrative Report instead of the Consent Calendar. This came about due to the possibility of a conflict of interest as a result of ethics laws.

### **Council Action Items**

Resolution 2016-18 – A Resolution Calling an Election on November 8, 2016, to Refer to the Voters of the City of Creswell, Oregon, a Tax on Retail Sales of Recreational Marijuana in the City of Creswell and Adopting a Ballot Title and Explanatory Statement (Ordinance No. 501)

Councilor Mounce, moved Councilor Zettervall seconded that the City Council Adopt Resolution 2016-18, A Resolution Calling an Election on November 8, 2016, to Refer to the Voters of The City of Creswell, Oregon, a Tax on Retail Sales of Recreational Marijuana in the City of Creswell and Adopting a Ballot Title and Explanatory Statement. Voted on and the motion carries unanimously.

Resolution 2016-19 – A Resolution Calling an Election on November 8, 2016, to Refer to the Voters of the City of Creswell, Oregon, a Local Option Tax Levy to Fund Law Enforcement Operations Over Five Years

Councilor Zettervall moved Councilor Vincent seconded that the City Council Adopt Resolution 2016-19, A Resolution Calling an Election on November 8, 2016, to Refer to the Voters of the City of Creswell, Oregon, a Local Option Tax Levy to Fund Law Enforcement Operation Over Five Years. Voted on and the motion carries unanimously.

### **A New Policy Establishing a Special Event Permit Process and Application** – Michelle Amberg

Ms. Amberg presented a draft special event policy for the City of Creswell as directed by the City Council. The draft presented tonight has been reviewed by the Council at a work session, the Chamber of Commerce, the staff and a couple of community members who are planning a large event for later this year.

Councilor Heyman asked about the fees outlined in the policy; Ms. Amberg responded that the Council is responsible for setting the fees charged for services provided by the City and they should be reviewed annually.

Councilor Mounce noted that he feels it is a very clear and concise policy, and he likes that the event organizer will be responsible for notification of road closures.

Councilor Zettervall moved Councilor Vincent seconded that the City Council adopts the Special Event Policy and Application Forms as presented. Voted on and the motion carries unanimously.

Ordinance No. 502 – An Ordinance Adopting the Rules and Regulations of Creswell Airport Hobby Field and Repealing Ordinance No. 409 and Ordinance 450 and Declaring an Emergency

Councilor Heyman moved and read twice by title, Councilor Vincent seconded the motion that Council adopts Ordinance No. 502, An Ordinance Adopting the Rules and Regulations of Creswell Airport Hobby Field and Repealing Ordinance No. 409 and Ordinance 450, and Declaring an Emergency. Voted on and the motion carries unanimously.

Final Pay Request #25 for Task Order No. 7 - Precision Approach Engineering – 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

Shelley Humble informed the Council that this is the final pay request from Precision Approach Engineering for the AWOS project. This project cost approximately \$300,000 and was paid for by Connect Oregon Grants and FAA (Federal Aviation Administration) AIP (Airport Improvement Program) Grants.

The Council thanked Ms. Humble for all of her hard and persistent work on this project.

Councilor Heyman moved, Councilor Zettersvall seconded that council approve Final invoice #3495 for Precision Approach Engineering, Inc. in the amount of \$1,000.65 for services performed in accordance with Task order no. 7 as presented. Voted on and the motion carries unanimously.

Partial Pay Request #4 – E-C Electrical Construction Company for the Installation of the AWOS Weather System Project

Councilor Zettersvall moved Councilor Heyman seconded that council approve Partial Pay Request #4 to E-C Company in the amount of \$9,573.75 as presented. Voted on and the motion carries unanimously.

**Adjournment**

There being no further discussion Mayor Stram adjourned the meeting at 7:58 pm.

\*Signature on File

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Roberta J Tharp, City Recorder

\*Signature on File

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Dave Stram, Mayor