City Council Agenda

City Manager:
Gino Grimaldi
City Recorder:
Amy Sowa 541.726.3700

City Hall
225 Fifth Street
Springfield, Oregon 97477
541.726.3700
Online at www.springfield-or.gov

Mayor
Christine Lundberg

City Council
Sean VanGordon, Ward 1
Hillary Wylie, Ward 2
Sheri Moore, Ward 3
Dave Ralston, Ward 4
Marilee Woodrow, Ward 5
Bob Brew, Ward 6

The meeting location is wheelchair-accessible. For the hearing-impaired, an interpreter can be provided with 48 hours notice prior to the meeting. For meetings in the Council Meeting Room, a "Personal PA Receiver" for the hearing impaired is available. To arrange for these services, call 541.726.3700.
Meetings will end prior to 10:00 p.m. unless extended by a vote of the Council.

All proceedings before the City Council are recorded.

June 3, 2013
Monday

_____

5:30 p.m. Tour of SPROUT Kitchen
418 A Street

_____

_____

6:30 p.m. Work Session
Jesse Maine Room

_____

CALL TO ORDER

ROLL CALL - Mayor Lundberg ___, Councilors VanGordon___, Wylie___, Moore____, Ralston___, Woodrow ___, and Brew___.

1. Downtown Parking Enforcement Project Update.
   [Courtney Griesel] (20 Minutes)

ADJOURNMENT

7:00 p.m. Regular Meeting
Council Meeting Room

CALL TO ORDER

ROLL CALL - Mayor Lundberg ___, Councilors VanGordon___, Wylie___, Moore____, Ralston___, Woodrow ___, and Brew___.

PLEDGE OF ALLEGIANCE

SPRINGFIELD UPBEAT

1. Employee Recognition: Kristi Krueger, 15 Years of Service.
   [Gino Grimaldi] (05 Minutes)

2. Employee Recognition: Loretta Keefe, 25 Years of Service.
   [Gino Grimaldi] (05 Minutes)

CONSENT CALENDAR

1. Claims

2. Minutes

   a. May 13, 2013 – Work Session
   b. May 20, 2013 – Work Session
   c. May 20, 2013 – Regular Meeting

3. Resolutions

4. Ordinances

5. Other Routine Matters

   a. Approval of Liquor License Endorsement for Sluggo's Hot Dog Located at 603 E. Centennial, Springfield, Oregon.
   b. Approval of Liquor License Endorsement for Oakway Catering Located at 123 International Way, Springfield, Oregon.
   c. Authorize City Manager to Sign a Revenue Contract with Life Flight Network, LLC for FireMed Administrative Services.

MOTION: APPROVE/REJECT THE CONSENT CALENDAR

ITEMS REMOVED FROM THE CONSENT CALENDAR

PUBLIC HEARINGS - **Please limit comments to 3 minutes. Request to speak cards are available at both entrances. Please present cards to City Recorder. Speakers may not yield their time to others.**

BUSINESS FROM THE AUDIENCE - **Limited to 20 minutes. Please limit comments to 3 minutes. Request to Speak cards are available at both entrances. Please present cards to City Recorder. Speakers may not yield their time to others.**

COUNCIL RESPONSE

CORRESPONDENCE AND PETITIONS

BIDS

ORDINANCES

BUSINESS FROM THE CITY COUNCIL

1. Committee Appointments

2. Business from Council

    a. Committee Reports

    b. Other Business

BUSINESS FROM THE CITY MANAGER

BUSINESS FROM THE CITY ATTORNEY

ADJOURNMENT

AGENDA ITEM SUMMARY		
	Meeting Date:	6/3/2013
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Courtney Griesel, CMO
	Staff Phone No:	541-736-7132
	Estimated Time:	20 Minutes
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Community and Economic Development and Revitalization

ITEM TITLE:	DOWNTOWN PARKING ENFORCEMENT PROJECT UPDATE
ACTION REQUESTED:	Review, comment, and provide further direction where appropriate, on current progress and proposed enforcement actions outlined by staff.
ISSUE STATEMENT:	City Staff has worked to progress the adopted 2010 Springfield Downtown Parking Management Plan. This updates Council on the status and progress of installation of signage and the solicitation for parking enforcement contractors.
ATTACHMENTS:	1. Anticipated Parking Enforcement Scope of Service Items 2. Adopted Parking Plan Executive Summary & Enforcement Area
DISCUSSION/ FINANCIAL IMPACT:	Due to a number of financial constraints including capital construction estimates exceeding budgeted funds and a significant shortfall in received revenues by the Downtown Urban Renewal area, staff has had to reevaluate the use of available resources for parking enforcement. The original cost estimate to construct the on and off-street Downtown parking facilities was between $130,000 and $150,000. After receiving construction bids from area contractors ranging from $225,000 and $320,000, staff determined that resources were inadequate to perform all construction activities. Additionally, due to declining revenues in the Downtown Urban Renewal area, original funds available for both construction and parking enforcement activities were further limited to approximately $40,000. In an effort to focus limited funds on priority upgrades and activities, construction was limited to the de-cluttering of on-street parking signage and installation of new signage. This work is expected to be complete by July 1st. Consequently, resources available for enforcement activities also diminished and will likely require staff to explore proposals from enforcement contractors requiring the contractor to carry a greater amount of staffing and equipment burden. This includes examining a revenue sharing relationship with the contractor. The increased reliance on the enforcement entity to provide equipment and staff may result in primarily existing enforcement entities responding to the request for proposals (RFP). Anticipated 'scope of service' activities to be included in the RFP are identified in Attachment 1. Staff will continue to work on ways to most effectively and efficiently solicit bids from appropriate contractors with the goal of implementing a transition period by late summer of 2013 and full enforcement by fall.

PROPOSED DOWNTOWN PARKING ENFORCEMENT ACTIVITIES

City of Springfield

The below activities are proposed to be included in a Parking Enforcement Request for Proposal (RFP). The RFP would be structured to utilize a revenue sharing model as a means to perform enforcement with limited City funds. This revenue sharing model would be reviewed at the conclusion of the enforcement contract window.

Activity	Responsible Party	Discussion
On-Street Enforcement	Contractor	Mon – Fri, 8am – 4pm Sat, 10am – 4pm
On-Street Permitting	Contractor	Contractor to manage and issue permits in on-street permitting areas
Off-Street Enforcement	Contractor	Mon – Fri, 8am – 4pm Sat, 10am – 4pm
Off-Street Permitting	Contractor	Contractor to manage and issue permits in off-street City owned permitting locations
Office Location	Contractor	A required downtown office with consistent open hours, Mon – Fri Contractor may propose to co-locate within another public entity or non-profit location. Contractor responsible for staffing office
Enforcement Equipment	Contractor	
Enforcement Software	Contractor	City to ask that the contractor provide the City with software allowing for access to citations
Citation & Permit Payment	Contractor	Contractor to provide payment module for citations and permits (to include online capabilities)
Citation Adjudication	City	Contested citations to be adjudicated by City staff & Courts when necessary
Warning Citation Window	City	City staff to provide citation warning window during summer months (approx. 3 month window)
1 Overtime Warning Ticket	Contractor	Following warning citation window, contractor shall provide a first time warning ticket to an individual vehicle in violation of overtime, along with literature explaining overtime rules
Complaints	Contractor, City	Complaints will first be received to contractor who will be required to courteously respond and investigate. The City's Program Manager will be the point of contact for further complaints and follow-up. Complaints will be forwarded to the parking advisory committee for review and monitoring
Parking Advisory Committee	City	City will convene and manage a parking advisory committee to meet at quarterly to review issues and concerns related to parking infrastructure and enforcement

Final

SPRINGFIELD DOWNTOWN PARKING PLAN – EXECUTIVE SUMMARY

Prepared for

City of Springfield, Oregon

Submitted by:

Rick Williams Consulting

610 SW Alder Street, Suite 610
Portland, Oregon 97205

July 2010

Acknowledgements

Downtown Parking Advisory Subcommittee

Karen Hageman	Downtown Business Owner
Lisa Sprague	Downtown Business Owner
Bill Ruff	Downtown Property Owner
Tess Chedsey	Downtown Citizen Advisory Committee
James Yarnall	Downtown Citizen Advisory Committee
Shannon Mudge	Downtown Citizen Advisory Committee
John Tamulonis	City Manager's Office- Economic Development & Urban Renewal Agency
Tom Draggoo	Springfield Renaissance Development Corporation
Stefano Viggiano	Lane Transit District
Mary Archer	Lane Transit District
Steve Moe	Planning Commission
Rob Everett	Springfield Library Director
Kevin Ko	Springfield DSD Community Development
Brian Barnett	Springfield PW Traffic Engineer
David Reesor	Springfield PW Transportation Planner
Jim Donovan	Springfield DSD Urban Planning Supervisor
Mike Harman	Springfield Police Department
Jim Polston	Springfield PW Facilities Maintenance Manager

Project Coordinators (City of Springfield)

Linda Pauly	Planning Supervisor, Community Planning & Revitalization
Bill Grile	Development Services Director
Greg Mott	Planning Manager
Susie Smith	Public Works Director
Tom Boyatt	Public Works Engineering Manager

Consultant Team

Rick Williams	Rick Williams Consulting
Owen Ronchelli	Rick Williams Consulting

Executive Summary

Purpose of the Parking Study: to develop and implement a comprehensive, effective and workable parking management plan for Downtown Springfield. The parking management plan will maximize the parking supply and strategically support the development of a vibrant, growing and attractive destination for shopping, working, living, recreating and entertainment.

A: ISSUES THAT LED TO PARKING STUDY

The City and downtown stakeholders are committed to a more vibrant and friendly downtown for Springfield. The City recognizes the importance of serving existing downtown businesses and attracting new and denser mixed uses. Success in this area will result in increasing demands for parking in the downtown districts, which will lead to conflicts for access between customers and employees. If the City is to be successful in attracting more diverse business users (that include retail, office and residential) a strategic and innovative parking management strategy is essential. Currently, the downtown has many different users each with their own parking demands. Several challenges are in place that will need to be understood and solutions developed to address them. According to downtown stakeholders participating in the study, key challenges include:

- ✓ *The downtown parking system is not yet formatted in a way that best serves the area.*

  The issue of how parking is provided in Springfield to meet economic goals and objectives is critical to the success of a parking management plan. Issues of who the priority "customer " is and how to accommodate other, secondary priorities will be a key to establishing a balanced and workable plan for the business district.

- ✓ *The system is not easy to use, particularly for newcomers to the district.*

  The current parking format is difficult to use and understand. This can have an adverse impact on district business viability. Compounding this is the sense that directional and information systems for patrons are inadequate. The need for aggressive and sustained marketing and communications will be as important as specific parking management strategies.

- ✓ *While starting with a good foundation, Springfield needs to attract a more diverse mix of "business" that includes retail, office and residential.*

  The parking plan needs to be structured to assure that (a) existing businesses benefit and (b) new businesses are attracted to Springfield because access systems are effective and business supportive. The parking plan should be complimentary of the visioning work now underway by the City.

B. PARKING STUDY REVIEW PROCESS

To find a solution to the downtown parking issues, the City employed Rick Williams Consulting to facilitate a study of downtown parking and provide recommendations to address the various needs and competing uses.

To assist with this study, a stakeholder committee was formed in July 2009. The Committee met eight times from July 2009 to April 2010 to discuss parking principles, issues, and recommendations. A comprehensive parking data inventory and capacity demand analysis was conducted in September 2009 and served as a foundation piece for understanding downtown parking dynamics and strategy development.

Rick Williams Consulting, working with the Stakeholder Committee, has developed a parking management study and plan complete with recommendations to the City. The City is in the process of discussing the recommendations both internally and with the community to determine how best to implement the recommendations and address existing issues.

C. GENERAL STUDY FINDINGS

- The current parking system is not easy to use.
- The current parking system is not yet formatted in a way that best serves the area.
- The unique uses in the downtown can both complement its vision and compete with its vision.
- The parking plan needs to be structured to assure that (a) existing businesses benefit and (b) new businesses are attracted to Springfield.
- Conflicts currently exist between employees and customers for on-street parking.
- Better integration between the parking supply and other modes of access (i.e., transit/bike/walk) is needed.
- Springfield needs to work on its front door "curb appeal" and perceptions of downtown.

Downtown District Findings:

- There are 1,819 parking stalls (on and off-street) in the Downtown District, of which 647 are on-street. Of the remaining off-street parking (1,172 stalls), 889 stalls are in private ownership (on 47 sites) and 283 are in public ownership (on 12 sites).

- These on-street stalls are regulated by 7 different parking types, ranging from 10 minutes to no limit.

- A high percentage of on-street stalls in the downtown (40.5% or 264 stalls) allow unlimited parking. This is a very high percentage for a downtown desiring a high activity, street level retail environment.

Downtown Usage by Stall Type:

- Peak on-street occupancy reaches 49.8% between noon and 1:00 p.m. 317 on-street stalls are occupied leaving 330 empty stalls available within the downtown.

- The average time stay for all on-street parkers is 3 hours and 29 minutes.

- Parking is readily available on-street throughout the day, with some pockets of high occupancy on specific block faces (though those block faces are generally adjacent to blocks with available parking).

- 1,031 unique license plate numbers were recorded parking in the on-street system between the hours of 9:00 a.m. and 6:00 p.m. Over the course of an average day, this would translate to approximately 115 vehicles arriving each hour.

- The downtown on-street parking system has an average turnover rate of 2.87 turns per stall extrapolated to a 10 hour period. A rate of less than 5.00 indicates that the Springfield system is operating sluggishly and is not turning over in a manner that would be considered supportive of vital street level activity.

Downtown Subzone : "Node of Highest Occupancy"

The study also identified a "node of highest occupancy" as a means to identify the area of downtown with the greatest parking activity.

- The "node of highest occupancy" has 296 on-street stalls or about 48% of the total on-street supply.

- 69.8% of these 296 on-street stalls are occupied at the peak hour.

- The turnover time of the on-street supply in the node of highest occupancy is 3.0, which is below the desired rate of 5.0.

- Off-street parking in this node reaches 62.8% in the peak hour.

- As with the larger study zone, the node of highest occupancy maintains a substantial supply of unused and available parking.

D. GUIDING THEMES DEVELOPED BY STAKEHOLDERS

1. Access

   - Correlate parking requirements more directly to mixed-use development vision for downtown.

   - Strategically locate and actively manage parking under public control and/or ownership to accommodate customer and employee access to the area.

   - Parking should be just one of a diverse mix of access options available to users of the downtown.

2. Priority Customer

   - Make the downtown conveniently accessible for the priority user of the public parking system – the patron of downtown.

   - Reserve the most convenient parking spaces to support customer, client, and vendor and visitor access to downtown.

3. Priority Parking (On-Street)

   - Recognize that on-street parking is a finite resource and should be managed to assure maximum access for the priority customer.

4. Employee Parking & Off-Street City Owned Supply

   - Provide sufficient and affordable parking to meet downtown employee demand, in conjunction with an access system that provides balanced and reasonable travel mode options.

   - If parking in City owned supply exceeds the 85 percent full standard, employee parking should be transitioned and/or phased out to assure priority customer parking is accommodated.

5. Understandability & Quality

   - Make downtown parking user-friendly – easy to access, easy to understand.

   - Provide a "parking product" in the downtown that is of the highest quality to create a safe and positive customer experience with parking and the downtown.

   - The City's public information system should provide a clear and consistent message about auto parking and access to and within downtown in order to optimize utility and convenience for all users.

   - Provide safe, secure and well-lit parking to allow a sense of security at all times on street and off-street.

6. Multi-Modal Access

   - Transition more downtown employees into alternative modes (i.e., transit, bike, walk, rideshare) through business-based programs and incentives.

   - Calibrate parking standards to support the City's goals for transit, biking, walking and ridesharing.

7. Coordination

   - Centralize management of the public parking supply and assure a representative body of affected private and public constituents from within the downtown informs decision-making.

   - Provide clear and strategic direction to new development in downtown to assure that new growth improves the overall system of access.

   - Implement measurements and reporting that assures Guiding Principles are supported and achieved.

   - Manage the public parking supply using the "85% Rule" to inform and guide decision-making.

   - Encourage and create incentives for shared parking in areas where parking is underutilized.

E. RECOMMENDATIONS TO IMPROVE DOWNTOWN'S PARKING ENVIRONMENT & ECONOMIC SUCCESS

- Create the position of "Parking Manager/Coordinator.

- Create a permanent Parking Advisory Committee.

- Establish three "Parking Management Zones" based on usage and desired economic development.

- Establish a Downtown Parking and Transportation Fund as a mechanism to direct funds derived from parking into a dedicated fund.

- Add parking to the on-street system in the downtown in areas currently designated as no parking areas. This parking will be provided as either 2-hour parking or "2-hour or by permit" (based on location and proximity to downtown core). This would translate to as many as 71 total new stalls.

- Reduce and/or eliminate all 30 minute and No-limit parking stalls in Zone A and convert all stalls to 2-hour parking. Requests for any other type of stalls in the future would be coordinated through an exception process.

- Develop an on-street employee parking permit program (i.e., paid permits) that would allow limited use of 2 hour stalls for on-street all day parking in Zone B.

- Reduce and/or eliminate all 10 minute, 15 minute, 30 minute, 1-hour and No-limit parking stalls in Zone B and convert all stalls to 2-hour parking "or by permit." Requests for any other type of stalls in this Zone would be coordinated through an exception process.

- Re-stripe all on-street parking in Zones A & B to better identify parking availability and location.

- Initiate parking enforcement activities in Zone A to assure existing time zones are honored and system utilization/turnover is operating as intended.

- Re-evaluate and reformat stalls in publicly owned off-street lots to balance employee use and short-term access. Explore employee parking permit pricing based on 85% standard.

- Initiate a new and comprehensive outreach program to all businesses within the study zone that communicates the parameters of the new Parking Management Plan.

- Develop a Residential Parking Permit Zone (RPPZ) policy and program for adoption by the City Council for future implementation in residential areas affected by spillover from commercial parking (i.e., Zone C).

- Negotiate shared use and/or lease agreements with owners of strategically placed existing private surface lots in Zones A & B to provide for an interim supply of parking where needed. Begin focus on Blocks 15, 18, 26, 37, 32 & 41 as identified in the 2009 – 2010 Parking Study.

- Develop and install a signage package of uniform design, logo and color at public and private (shared use) off-street parking facilities.

- Strategically place new and coordinated way finding signage in the right-of- way at locations chosen carefully to direct visitors to off-street locations.

- Partner with the business community to develop/refine a marketing and communication system for access in Springfield. The marketing/communication system could include (but not be limited to): branding; maps and Transportation Demand Management (TDM) alternatives.

- Evaluate and develop a minimum parking ratios policy for new development in the downtown, to assure that access impacts of new development are (a) meaningfully addressed, (b) correlated to actual parking demand and (c) provide potential for generating a revenue source for future parking through a parking fee-in-lieu option.

- Evaluate and develop restrictions on new surface parking lot development within Zones A & B.

- Evaluate and develop a fee-in-lieu option for new parking development in the downtown.

- Develop a recommended package of incentives for the private development of publicly available parking.

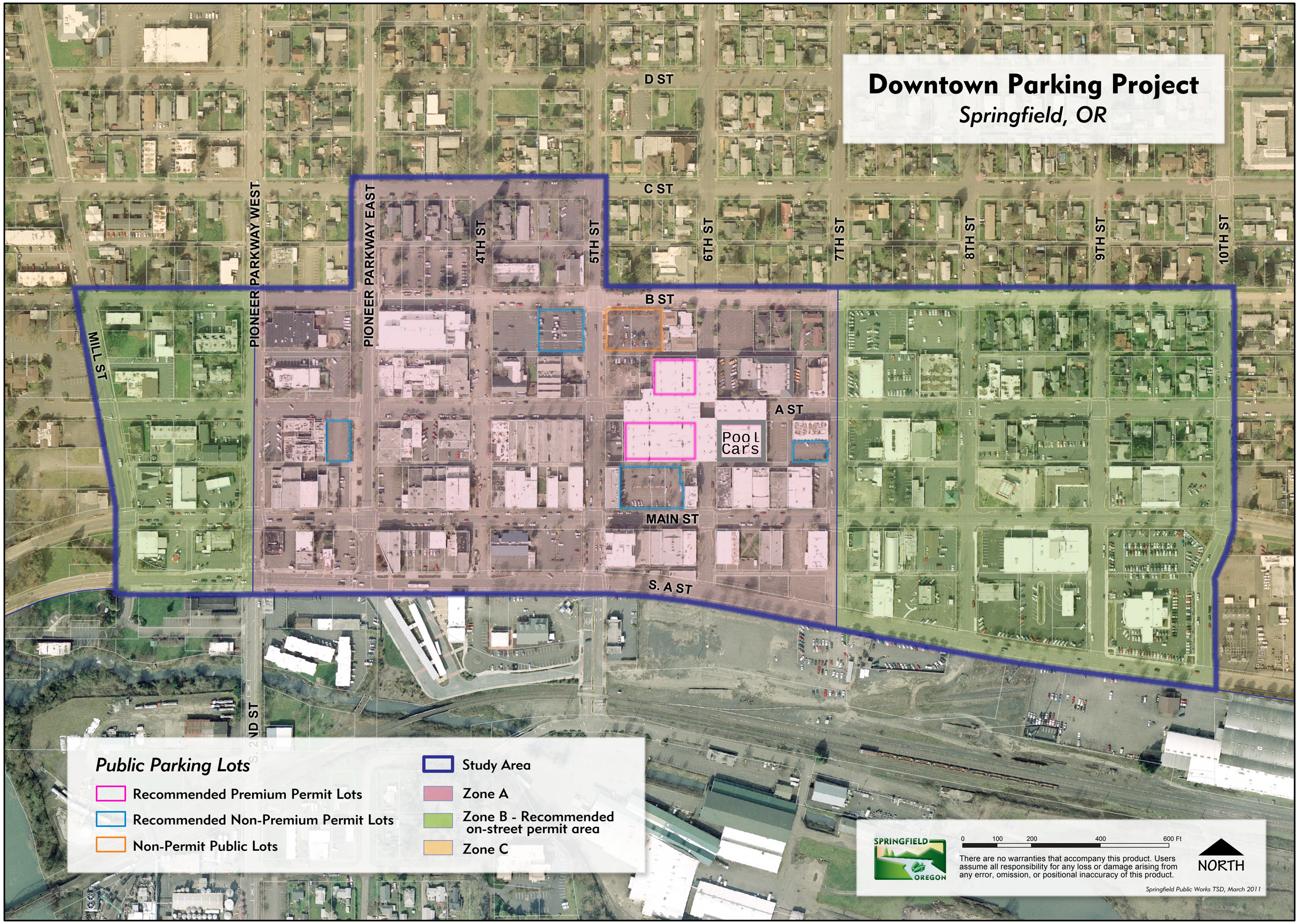
- Lease/acquire strategically located land parcel(s) for use as future public off-street parking in the downtown.

- Sponsor employer-based initiatives to encourage employee use of alternate travel modes.
- Establish commuter mode split targets for employee access in the downtown.
- Monitor downtown parking utilization continuously and periodically. Conduct parking inventory analyses.
- Evaluate the impact of near and mid-term strategies based on an updated utilization and demand study. If and when warranted, develop a pricing policy strategy and implement paid on street parking in downtown districts based on the 85% Rule.
- Complete development and open new public supply in the downtown.

F. CONCLUSION

Sufficient supplies of parking exist in the downtown area to accommodate today's use and near term growth of the downtown. A significant quantity of the parking supply is in private ownership. To provide for the downtown's further development as a viable commercial district, on-street parking must be managed to insure the priority customer's demand for parking is met. Additionally, given the multi uses envisioned for the downtown core, parking must be managed to insure the needs of all users can be accommodated.

Parking is a resource to all users of the system. All users must share the cost of managing, maintaining and growing the parking resource. This will be accomplished through implementation of the strategies outlined and recommended in the parking plan. Key to the implementation strategy is recognition of (a) the role the City will need to play to assure that the urban form envisioned for the downtown is attained, (b) the need to maximize use of existing surpluses of parking to create constraints necessary to establish a market for pricing parking, (c) the need to control/limit surface lot development, (d) actively managing the on-street system to support customer/patron access to support street level businesses and (e) transitioning employees to off-street facilities and alternative modes of transportation.


Downtown Parking Project
Springfield, OR
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MILL ST
PIONEER PARKWAY WEST
PIONEER PARKWAY EAST
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9TH ST
10TH ST
Pool Cars
Public Parking Lots
Recommended Premium Permit Lots
Recommended Non-Premium Permit Lots
Non-Permit Public Lots
Study Area
Zone A
Zone B - Recommended on-street permit area
Zone C
SPRINGFIELD OREGON
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There are no warranties that accompany this product. Users assume all responsibility for any loss or damage arising from any error, omission, or positional inaccuracy of this product.
NORTH
Springfield Public Works TSD, March 2011

June 3, 2013
Springfield Upbeat
Employee Recognition: Kristi Krueger, 15 Years

- Kristi started with the City as an intern working for Brandt Melick while studying engineering at (the great institution known as) Oregon State University (Go Beavers!). She also interned in Scotland for several months in a private consultancy practice.
- Kristi was hired as a Civil Engineer in Training in the Transportation Section after graduation and held an Engineer in Training certificate at that time.
- Kristi passed her Professional Engineer exam four years later and as a state Professional Engineer license holder was promoted to Civil Engineer.
- Kristi was a project designer and later a project manager. She has designed and inspected projects from conception to completion. She also worked on timing and coordination of our traffic signals and earned the nickname of "Street Light Princess" for her excellent work with citizens concerning adding lighting in their neighborhoods.
- Last year Kristi became Principle Engineer at the City, recognizing her many years of success at designing and managing multi-disciplinary projects.
- Kristi is regarded as a dynamo of energy who carries passion for serving the needs of the public. She is viewed as a positive force and brings out the best in those she interacts with. Her colleagues appreciate her candor, good humor and desire to improve communications with staff and citizens.
- Project's Kristi is currently managing include:
  - ✓ Jasper Trunk Sewer design and construction
  - ✓ Franklin NEPA contract administration and technical design
  - ✓ 'A' St. and Thurston Rd. pavement preservation
  - ✓ Glenwood Path Extension (from the new south bank multi-use path viaduct to Glenwood Blvd.)

- "Kristi is a skilled, experienced and valued member of our team", says Tom Boyatt, Community Development Manager in Development and Public Works. "We are definitely looking forward to working with her for at <u>least</u> the next 15 years as we plan, design, and build the infrastructure necessary to carry Springfield well into the 21st Century as a great place to live and work".

June 3, 2013
Springfield Upbeat
Employee Recognition: Loretta Keefe, 25 Years

- Community Service Officer (CSO) Keefe was hired with the Springfield Police Department in 1993.
    - ✓ The duties of her first assignment shaped the position we now know as a Community Service Officer.
    - ✓ She actively encouraged community involvement with the Police Department and established community policing long before the term gained popularity.
    - ✓ She remains dedicated to serving the city through enforcement, education, and providing information.

- During her career, CSO Keefe has worked for several Chiefs, Mayors, and two Department buildings.

- Thanks in part to her efforts; the Department formally established the Community Service Officer program in 2002.

- Along with Neighborhood Watch, the Lock-Out program, and mediation, CSO Keefe has been assisting citizens in a variety of areas throughout her tenure. The Community Service Officer position has become an invaluable aspect to the success of the Springfield Police Department.

- CSO Keefe has been a part of a constantly evolving Police agency, but her commitment to excellence has remained the same.
    - ✓ She currently leads the department in suspect identification by way of latent fingerprint analysis. Without her investigations, and suspect identifications, countless cases would have gone unsolved.
    - ✓ CSO Keefe understands the emotional strain an unsolved burglary leaves on the victims and their families. She constantly updates the victims and is often able to give the good news of an arrest.

- CSO Keefe has been involved in several significant projects within the Police Department.
    - ✓ Mediation which offers disputing neighbors another avenue to coexist.
    - ✓ The Lock Out program which helps to prevent crimes from occurring by educating citizens on what burglars look for while walking down neighborhood streets. The program also helps to replace doors and windows which are damaged by suspects. In many cases the victims are left helpless because of their age/health, or monetary constraints.

- CSO Keefe is a pillar of the CSO program, and continually provides excellent service to our community. Fellow employees appreciate her willingness to help the team out, and her work ethic. The frequency with which she receives citizen commendations is the best example of her dedication to the Department.

AGENDA ITEM SUMMARY		
	Meeting Date:	6/3/2013
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Amy Sowa
	Staff Phone No:	541-726-3700
	Estimated Time:	Consent Calendar
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Mandate

ITEM TITLE:

COUNCIL MINUTES

ACTION REQUESTED:

By motion, approval of the attached minutes.

ISSUE STATEMENT:

The attached minutes are submitted for Council approval.

ATTACHMENTS:

Minutes:

a) May 13, 2013 – Work Session
b) May 20, 2013 – Work Session
c) May 20, 2013 – Regular Meeting

DISCUSSION/ FINANCIAL IMPACT:

None.

City of Springfield
Work Session Meeting

MINUTES OF THE WORK SESSION MEETING OF
THE SPRINGFIELD CITY COUNCIL HELD
MONDAY, MAY 13, 2013

The City of Springfield Council met in a work session in the Jesse Maine Meeting Room, 225 Fifth Street, Springfield, Oregon, on Monday, May 13, 2013 at 5:30 p.m., with Mayor Lundberg presiding.

ATTENDANCE

Present were Mayor Lundberg and Councilors Wylie, Moore (6:40 p.m.), Ralston, Woodrow and Brew. Also present were City Manager Gino Grimaldi, Assistant City Manager Jeff Towery, City Attorney Matthew Cox, City Recorder Amy Sowa and members of the staff.

Councilor VanGordon was absent (excused).

1. City Stormwater Permit and Activities Update.

Environmental Services Supervisor Bill Hamann presented the staff report on this item. Environmental Services Technicians Meghan Murphy and Kim Singleton joined him for the presentation. The annual update was being provided to Council as part of the Stormwater Management Plan.

Ms. Murphy spoke regarding impervious surfaces that increased the amount of runoff from urban areas. Impervious surfaces included streets, parking lots, rooftops and lawns. The stormwater picked up other pollutants as it ran down the street into our waterways. She discussed some of the runoff pollutants such as soap, auto fluids, and bacteria from pet waste, wildlife and other sources. Because stormwater could have such an impact on our water quality, the City had a special permit with the Oregon Department of Environmental Quality (DEQ).

Mr. Hamann said Springfield was a Phase 2 City per a Federal ruling. Cities with a population of greater than 50,000 but less than 100,000 were required to obtain a Stormwater Discharge Permit under Phase 2 requirements. Phase 1 requirements were for cities with populations of over 100,000. Springfield received its initial permit in January 2007 after a long process with the DEQ. That permit expired December 2011, so the City filed for the new permit in June 2011. The City still did not have a permit from the DEQ, but had an administratively extended permit. Under Oregon Statute, if the applicant applied in a timely manner with a complete application, which the City did, the Oregon DEQ could take as long as they chose to return a permit. The DEQ provided the City with a preliminary draft which incorporated many aspects of our Stormwater Management Plan into the permit. That meant the prescriptive operations in the Plan would now be in the permit, which could lead to lawsuits and other problems and was a very onerous document. He noted the extensive size of the draft permit. The City disagreed with the overall approach and much of the language in the permit and informed other affected Phase 2 communities. Staff from Springfield and the other communities met and all agreed it was very onerous. The City also partnered with the Oregon Association of Clean Water Agencies and DEQ to try to work out something that was more workable. After the most recent meeting, the DEQ agreed to change their approach and develop a statewide template that hopefully would just refer back to the Stormwater Management Plan. Staff would come back to Council when they received the draft.

Councilor Ralston said it sounded like because we did such a good job and created a thorough manual, we were being punished.

Mr. Hamann said the City was required to draft the manual and had done a very good job.

Ms. Singleton said to fulfill obligations in the administratively extended permit, staff had developed a section in the Stormwater Management Plan that focused on finding sources of pollution and stopping it at the source. There were many ways for pollutants to enter our systems and our rivers such as pressure washing, auto leaks, etc. Illicit discharge was defined in the Municipal Code under section 4.372, but was basically anything other than rainwater entering our stormwater system, with a few exceptions. Citizens and City workers called the City when they saw pollutants and staff would go out to investigate. Once they investigated illicit discharge in the field, they determined the most appropriate course of action. Education was their preferred method to let people know about different sources of pollution and how they affected the rivers over time. A number of fact sheets had been developed by staff for some of the more common contributions to stormwater pollution. The City also had the ability to issue civil citations for egregious violations or repeat offenders, but staff tried very hard to avoid that and gain compliance through education.

Ms. Singleton said a significant part of the Stormwater Management Plan was devoted to public education and preventing stormwater pollution. Staff periodically reviewed their callouts for the year and tried to develop programs geared to those calls that educated people on alternatives to keep pollution out of our rivers. The City worked with other agencies as it helped provide a consistent message to the community, and to consolidate resources. One of their collaborations was the Pollution Prevention Coalition, a group made up of representatives from Springfield Utility Board (SUB), the City of Eugene, Lane County and others. Another group was the Stormwater Special Ops Group which included staff from Lane County and the City of Eugene. One of the programs developed with the Special Ops Group was the fish friendly car wash kit. The kits could be borrowed at no cost by groups putting on a car wash. She explained the program.

When the City started doing the pollution prevention outreach, they received a list from the DEQ about potential sources of pollution. On the top of the list were auto shops. The City worked with auto shops by providing technical assistance on how to keep pollutants out of the stormwater system, through the Springfield Clean Water Auto Shop Program. Another program was the Ecological Business Program which was a partnership with the Pollution Prevention Coalition group. That program encompassed many sources of pollution such as air quality, hazardous waste management, recycling, etc. Shops that met the highest standards were recognized through this program, and currently there were two private shops in Springfield that were certified. Also Springfield and SUB's fleet shops were certified to lead by example.

Ms. Murphy spoke again about bacteria and noted that it was especially a problem in the Willamette River. Because of that, there was a special program for bacteria called the Total Maximum Daily Load (TMDL) Plan. One of the pieces of the plan was to have a pet waste program. About 10% of the bacteria in our waterways was from dog waste. To help alleviate this problem, the City worked with Willamalane and the Springfield School District to install doggy bag dispensers at parks and schools. They installed "Pick up After Your Pet" signs and had a "Canines for Clean Water" Program where residents could pledge to pick up after their pets. There was also an education program about wildlife feeding and outreach to related businesses. All of the programs offered by the City included an educational component. They used what they saw in the Illicit Discharge Program to try to shape

education efforts and worked with the City of Eugene, Lane County and others to insure a consistent message and to make the most of our limited resources. She noted several other programs in place.

Councilor Moore said her husband attended a rainwater class last Saturday and was very impressed. She spoke regarding a discount for people that put in rain gardens and prevented their stormwater from going into the street. She asked if that was being considered.

Ms. Murphy said Portland provided a discounted fee. They had a combined system in Portland where sewer and stormwater all went into the same place, making it even more important. They could discuss it, but currently there were only about 6 rain gardens in Springfield. She noted that the stormwater fee was also for the streets, which everyone used.

Councilor Brew said drywells did put water back into the ground.

Ms. Murphy noted that it was not, however, treated.

Councilor Moore said she had never heard of the car wash kits for charities. She asked how they could get that information out to those groups and if a lot of people used them.

Ms. Singleton said they sent a mailing out to churches and youth groups earlier this week, and had also done radio ads in the past. Any ideas to better reach the public were welcome.

Councilor Moore said personally, she used a commercial car wash, but not everyone could do that. She asked about providing coupons to people as an incentive to go through a car wash.

Ms. Singleton said commercial car washes did a great job of keeping the pollutants out of the stormwater. If people wanted to wash their cars at home, they could wash their cars in the grass or somewhere where the water would go through the natural filtration system. During home shows they sometimes did have vouchers for car washes.

Councilor Wylie asked if Eugene did something similar with the car wash kits.

Ms. Singleton said yes they worked together to spread the outreach.

Councilor Wylie asked if they had given a presentation to United Way. They had monthly meetings and connections with many local non-profits. They could advertise ahead of time that this presentation would take place. Church leaders also had some type of organization.

Councilor Woodrow asked how cumbersome it would be to have car washes registered such as garage sales. If they registered there could be an opportunity to give them a car wash kit.

Councilor Brew said it would be similar to garage sale permits, which were required, and could maybe be done online. It would help the City know where the car washes were being held and provide the opportunity to give out the kits.

Councilor Woodrow said the City was required to meet federal standards, so it could be a possibility.

Mayor Lundberg said staff didn’t actually know who was putting on the car washes, so their information needed to be targeted. When sending to churches, it might be the youth group. When

sending to schools, it might be the PTA or Booster Club. She also noted that some businesses did car washes along with a group.

Councilor Brew said he had seen groups from smaller nearby communities hold car washes in Springfield because there were more cars. Direct mailings could make it difficult to reach those groups. He said people didn't often clean up after their dogs, but especially cats. He asked if they had considered doing an outreach to cat owners.

Ms. Murphy said one of the agencies in Portland did a study of bacteria and determined about 10% was from canine waste, and only 1% was from feline waste. Staff did encourage people to clean up after all of their pets. Some people did pledge to clean up after a variety of pets. They mostly targeted dog owners since the percentage was higher and it was more of an issue.

Mayor Lundberg spoke regarding rain gardens and washing your car on the grass. Some of this could be confusing.

Sunny Washburne, Program Coordinator, said stormwater from roofs were generally plumbed to the street and gutter. Having it go through a rain garden was similar to putting it directly on the grass. Washing your car on the grass provided the same type of filtration as a rain garden. The best way to contain runoff was in a rain garden rather than the grass. The main difference was that downspouts normally went straight to the gutter.

Ms. Murphy said they worked closely with Amy Chinitz from SUB on groundwater quality.

Mayor Lundberg asked if they used SUB for inserts with information.

Ms. Murphy said they put two inserts out each year: one for education and one for rates.

2. Street System Communication Plan Update.

Operations Maintenance Manager Brian Conlon and Environmental Services Education Outreach Coordinator Rachael Chilton presented the staff report on this item. Mr. Conlon introduced Management Analyst Rhonda Rice and Administrative Assistant Sophia Seban who had been key in this work as well as Community Relations Manager Niel Laudati. For several years City staff and the Council had struggled with the problem that the City's Street Operating Fund was not generating sufficient revenue to support desired levels of street system operations and maintenance. Recognizing that there was no easy fix to the revenue dilemma, the Council recommended that staff develop a Street System Communication Plan with the objective of educating citizens to the important role that the street system plays in their daily lives. Over the last several months staff had been presenting the issue to Springfield civic organizations and business clubs on the theme of "keeping the good streets good" and would now provide an update.

Although the focus of street program information, dating back to the 2003 local gas tax implementation, consistently pointed to the cost benefit of preserving streets verses the higher cost of rehabilitation, it was apparent from City surveys conducted in 2009 and 2011 that the concept of proactive preservation was not well understood by the public. Taking this into account the City Council and staff saw the need to reshape our message of telling the citizens about the rapid pace of street system decline and current $3M annual preservation funding gap, to develop a Street System Communication Plan using a phased approach. The plan outlined a strategy to present consistent and

simple messaging and encourage open dialogue, demonstrate that it was much cheaper to preserve streets than to rehabilitate, showcase that the street system was growing in size and complexity, accurately forecast the current funding needs to operate multifaceted street environments, and begin discussing options for funding a street preservation program.

A street system video and handout were created and shared during the outreach presentations to help people visualize the many working parts of a street system. The aim of this was that citizens would connect as being frequent street system users and thereby see themselves as stakeholders that had a vested interest to maintain it.

Both were successful in exhibiting the many working parts of a street system, inviting great questions and energized discussion. Overall staff found people to be very supportive of street preservation and problem solving the Street Fund issue. Facing the rapid decline of the street system, it was timely that the Council explore the funding alternatives and provide staff direction on next steps.

Mr. Conlon said staff used a power point for their first presentation to the Springfield City Club last year, but didn't feel it was as affective as it could have been. They decided to develop a video that better presented the information. Ms. Chilton and Mr. Laudati had been instrumental in creating the video. The video cost the City $1500, a very good price for the benefit they had received.

The video was played for the Council.

Mr. Conlon referred to Attachment 2 which was a document developed by Ms. Chilton, which had proved to be a great resource.

Ms. Chilton said staff went with the video because it allowed them to let the presentation speak for itself and it provided a consistent message. The first part of the message was that the street system was very broad and valuable to every member of our community. The second part was that preservation was far more cost effective than rehabilitation at a later date. The third part was to note that revenues were not keeping pace with our preservation and maintenance needs. Following this message, they opened it up for dialogue which allowed the audience to direct the conversation with their questions and comments. The other reason they went with the video was because it could stand alone. It was posted on the website and the link was in the first edition of the Development and Public Works Department (DPW) e-newsletter. The video also ran three times a week on Metro TV and a modified version of the fact sheet with a link to the video would be provided in the Spring Cleanup bag. She had mailed the DVD's, along with a packet of information to all the middle and high school government teachers and offered to make a presentation to the classroom.

Staff started by presenting the video to internal staff throughout the organization to make sure there was an informed staff. When staff from different areas were asked questions about this, they would know where to send the person for information. The operations division staff had attended two career fairs and gone to three business groups (McKenzie Business Associates, The Hawks, and the Springfield Economic Development Committee) and four civic groups (Springfield City Club, Springfield Rotary, Twin Rivers Rotary, and Kiwanis). It had been interesting to see where the conversation went after video. People commented that they were happy staff was there and were excited to be involved early in the conversation. Staff was giving the facts now about the street system, how the City maintained it, how the City would like to maintain it, and the shortage of revenue. When Council was ready to discuss the revenue issue, they wanted the citizens informed so they could make decisions based on the facts. Staff also found that people were natural problem

solvers and would discuss possible ideas. Staff had received a lot of compliments on the great job being done by our operations division, but realized it was getting tougher. There had been a lot of dialogue around why the gas tax was no longer working.

Mr. Conlon said Ms. Rice had put together a list of questions that were in the agenda packet. Staff avoided talking about money, but the conversation went there anyway. People understood it was tough making money decisions in a tough economic time. He asked the Council to let staff know the next steps they would like staff to take.

Councilor Woodrow said the video was fantastic and she loved the outreach that had been done. Apart from professionals and business people that went to these civic groups, the basic neighborhood family residents weren't included in the outreach. She felt there was important input that could come from that group, and didn't see it fully represented as far as the presentation done so far.

Mr. Conlon said he and Ms. Chilton had discussed that issue. The people engaged in these types of groups were doers. There were also a lot of retirees that were involved in these groups. They had done some surveys and had received some feedback. They received more positive feedback when they were able to have conversations with the people.

Councilor Woodrow said maybe they could hold some town halls. Those folks needed to understand this and be part of the discussion.

Councilor Ralston said he also thought about how to reach the general public, perhaps on the website.

Ms. Chilton said the video was on the website, although not on the front page.

Mr. Laudati said it had also been posted on FaceBook.

Mr. Conlon said one of the ways they planned to provide outreach to the community was during the Spring Cleanup event this Saturday.

Ms. Chilton said people in line at the Spring Cleanup did read some of the materials they received while waiting.

Mayor Lundberg said she could also talk with citizens as she worked at the Cleanup. Staff needed feedback from Council on whether or not to go forward with the ideas they had heard and bring back more in depth information or proposals.

Mr. Conlon said it could be a combination of doing more outreach and also options for funding. Staff could explore the funding options and provide information to the Council in the fall.

Councilor Moore said if there was a continuous loop on a TV in City Hall or somewhere with this video, it could be presented in that way.

Ms. Chilton said they had been working on getting it at the kiosk in the Gateway Mall. The Information Technology Department was checking to see if it was working.

Mayor Lundberg said they could also have a chunk of good and bad pavement to show to kids in the Library as an outreach to the children.

Councilor Ralston asked if there had been any funding ideas they had heard from the different groups they had met that were interesting. Anything would take a vote of the people and would require education.

Ms. Chilton said the top three ideas were a utility fee, a bond or gas tax. There was a moratorium for a gas tax in 2014. Others ideas included a bicycle registration, higher vehicle registration, and increased studded tire fees.

Mr. Conlon said at Twin Rivers Rotary, there were questions about sustainability in going out for a bond. He noted that the City was still paying debt service for a bond from 1996, but there was no money to do the work on those streets. People had been very engaged during the discussions.

Councilor Ralston said two of the three would require a vote of the people.

Mayor Lundberg said legally, the City didn't have to go out for a vote on the gas tax.

Councilor Wylie asked if the moratorium through 2014 was because the State passed their gas tax.

Mr. Conlon said yes, that was a condition of getting that passed.

Councilor Wylie asked if the City received any of those funds.

Development and Public Works Director Len Goodwin said it worked out to about the equivalent of a 1.6 percent global tax for the City. Those funds went into the Street fund.

Mr. Conlon said they were not operating the system fully, but were taking care of emergent circumstances.

Councilor Moore asked if the street sweeper was funded through stormwater.

Mr. Conlon said it was paid half from stormwater and half from the street fund.

Councilor Moore said she had seen both the power point and the video and the video was a big improvement.

Mr. Conlon asked if the business group she met with (The Hawks) had found it beneficial.

Councilor Moore said yes in general. The awareness that it was more than just the street was important to relay. Staff had been working on the communication portion for a little over a year and they now had a great video and handout. She felt the City should keep informing the public and try to reach all of the people.

Councilor Woodrow said she recalled from an earlier presentation that the streets functioned for everyone by delivering goods and services, even for those that didn't drive. That fact could be lost sometimes.

Mr. Conlon said staff had learned a lot through the presentations.

Ms. Chilton said she felt staff should explore ideas about getting into the neighborhoods.

Councilor Woodrow suggested staff attend the National Night Out events in the different neighborhoods and provide information to attendees.

Councilor Brew asked if the City had looked further into the Lane County allocation to cities for street funds.

Mr. Conlon said they had looked into that, but the County was not in a position to provide funding. Some of the roads that were transferred were very important to our system so it was a difficult issue. The City used to receive over $1M when the County was receiving good timber receipt money. The City had not received any funding from the County since 2007.

Mr. Goodwin said the County was continuing to explore the possibility of a County registration fee which was permissible under state law but had a moratorium that ended July 2013. If they explored that, at least 40% must be shared with cities. It was in a very preliminary stage.

Councilor Brew asked how many FTE were doing the maintenance versus designers and planners.

Mr. Conlon said there were 7.8 FTE in the actual street maintenance program that were out in the field.

Mayor Lundberg said Council was good with staff exploring the different funding options and bringing more information back in the fall.

3. Plaza and Entry Upgrades at Springfield City Hall.

Development and Public Works Associate Project Manager Jim Polston presented the staff report on this item. He said he oversaw the operation, maintenance and construction of buildings and facilities for the Operations Division. The City Hall plaza was constructed as a part of the Springfield Civic Center project in 1980 with the Centennial Fountain added in 1985 to commemorate the 100th anniversary of the founding of Springfield. However, the plaza had fallen into disrepair that did not reflect the high standards of the City of Springfield or our Citizens. The plaza and entry stairs needed to be upgraded to create a more attractive, vibrant and usable City Center. This was important because it was open and available, day and night, to our diverse population and was available to be utilized by all. There were several aspects to the project that should be considered including landscaping, paving upgrades, improving functionality, creation of a better sense of space, and enhancing the main entry to City Hall. Currently this project had three routes toward success. All led in the same direction but required different amounts of time and money to complete in an attempt to reach the same location, a vital, vibrant Civic Center.

First involved authorizing staff to move forward on our currently funded project which involved improving the plaza using a creative mix of new elements laid in with much of the existing elements to create a more useable, vibrant plaza.

Second was for Council to earmark additional funding for the existing project that would be used to install additional site furnishings, new electrical and water hookups around the plaza, and installing pedestrian scale lighting that matched what was currently planned for A Street. These improvements offered more flexibility for attracting and maintaining activities.

Third involved additional planning and consideration but in essence involved coordinating the existing plaza project into a much larger downtown/government civic center. This should include coordination of the City Hall with a new public library complex on the Carter Building site, as well as with the Justice Center and Sprout.

Staff was recommending City Council authorize staff to proceed with the currently funded project as illustrated in the attached concept drawings. At the same time staff would continue to research, evaluate and estimate costs for additional designs and options incorporating a larger civic center approach that took into account a new Springfield Public Library and other civic and government facilities in this area. The costs and timeline of this project could vary greatly due to a number of factors. One major factor would be the timing of a new Library and the sequencing of construction (which came first - a plaza or a library).

Mr. Polston said the funding sources for the planned upgrade included $30,000 earmarked from the internal building preservation fund and a $30,000 Community Development Block Grant (CDBG). These funds would be used to enhance stairs and plaza using a creative mix of new elements to accent and enhance the plaza. They hoped the targeted elements would help create a more usable, vibrant public space for downtown. Past events such as the Farmer's Market, Library Youth Events and the Symmonds 800M Race had been held on or near the plaza. By implementing these improvements, they hoped to attract, host and maintain more lively activities in downtown.

Mr. Polston displayed drawings of possible changes to the plaza area which were also Attachment 2 of the agenda packet. He described possible changes which included repaired and renovated stairs to the front entry, new surface materials such as synthetic turf and permeable pavers, redesigned plantings, additional green space, and a more prominent entry into City Hall. He reviewed the changes as displayed on the drawings. He noted that some of the trees around the plaza were at the end of their lifespan and were planted in small containers. Part of the proposed changes included larger planters for new trees. Another proposed change included a recognition plaza on the landing of the stairs leading up to the Library entrance. Staff's general recommendation was to get Council's approval to proceed with the project. If additional funds became available, staff could supplement this with electricity and water hook-ups or additional historic style lighting. Staff would also continue to evaluate costs associated with incorporating a larger civic center approach based on the Crandall Arambula plan which focused on having the Library across from City Hall and having a civic block. He provided a sample of the turf and handed it around to the Council.

Discussion was held regarding where trees were currently located and the proposed locations.

Councilor Woodrow asked if there was somewhere in City Hall that described the history of the building. No. She felt the plaza would be a great spot for something like that.

Mr. Laudati said they had great photos of the building as a shopping center before it became City Hall.

Councilor Wylie said she preferred the first option. She was concerned about the turf and how it would be cleaned because there would be a lot of children and pets.

Mr. Polston said the back of the turf was permeable and was installed over drainage gravel. Solids would need to be removed, but the rest could be rinsed away and would be filtered.

Councilor Wylie said she liked more trees and pavers.

Mr. Polston said he tried to incorporate a fair number of trees while still having as much usable and flexible space as possible for a variety of uses.

Councilor Wylie said she preferred something like brass letters saying “Springfield City Hall” rather than a logo; something similar to the Justice Center. She was very supportive of the changes.

Mr. Polston said the words “Springfield City Hall” and “Library were actually imprinted into the concrete planters.

Councilor Moore asked if they could do something to the interior of elevator.

Mr. Polston said there was a project funded this fiscal year for the complete renovation of the Library elevator, including paint. They had done some similar work on the freight elevator on the north side.

Councilor Moore said the Bike and Pedestrian Committee had noted that there weren’t many bike racks in the area. There were old canister type racks, but it would be nice if they had something nicer.

Mr. Polston said they were looking at taking those out and replacing them.

Councilor Brew said he leaned towards drawing #1. He understood that it made the open space smaller, but it created a nice sheltered area. He liked the decking. The work on the façade looked great and he liked the idea of the planters.

Mayor Lundberg said she like the decking, too. Willamalane put in turf and had to get special vacuum cleaners. She liked the idea of it being open, but also liked trees. She liked the planters, but noted that some weeding needed to be done.

Mr. Polston said the Customer Service Committee had often helped clean some of those areas. If the decking was proposed he would recommend using composite to avoid maintenance issues with wood.

Mr. Grimaldi said it sounded like Option 1 was favored by the Council, but he wanted to make sure.

Mr. Polston said asked about the location of the trees. Any of the options could be mixed.

Councilor Wylie said they liked the decking and felt they could have a cleaning problem with the turf.

Mr. Grimaldi said staff could take Council’s comments and bring back more detailed drawings to Council before going out to bid.

Councilor Ralston said he liked Option #2 because the trees were moved to the outside, giving a larger open area. Other than that, he liked Option #1.

Councilor Moore asked if the rhino statue was staying. Yes. She also noted that she liked the tile on the wall going up to the Library. She would like to see more public art.

Councilor Brew said the only reason he liked trees farther in was because it helped prevent crowds from blocking the sidewalk.

Mr. Polston said he had heard the comments and concerns and felt confident he could bring back some more detailed drawings including their ideas. They were working within a tight budget, but felt he could incorporate some of their ideas.

Councilor Moore said it was nice to see this coming forward and progressing.

Mayor Lundberg thanked Mr. Polston for the work.

ADJOURNMENT

The meeting was adjourned at 7:11 p.m.

Minutes Recorder – Amy Sowa

_____
Christine L. Lundberg
Mayor

Attest:

_____
Amy Sowa
City Recorder

City of Springfield
Work Session Meeting

MINUTES OF THE WORK SESSION MEETING OF
THE SPRINGFIELD CITY COUNCIL HELD
MONDAY, MAY 20, 2013

The City of Springfield Council met in a work session in the Jesse Maine Meeting Room, 225 Fifth Street, Springfield, Oregon, on Monday, May 20, 2013 at 6:00 p.m., with Mayor Lundberg presiding.

ATTENDANCE

Present were Mayor Lundberg and Councilors VanGordon, Wylie, Moore, Ralston, Woodrow and Brew. Also present were City Manager Gino Grimaldi, Assistant City Manager Jeff Towery, City Attorney Mary Bridget Smith, City Recorder Amy Sowa and members of the staff.

1. Emergency Management Program Update.

City Engineer Ken Vogeney presented the staff report on this item. Mr. Vogeney distributed AlertMe System wallet cards. Individuals could register with Lane County and receive automated emergency notifications.

On behalf of the City Council and City Manager, the inter-departmental Emergency Management Committee (EMC) delivered Springfield's Emergency Management Program as described in Chapter 2.800 of the Municipal Code.

The Emergency Management Program (Program) and the EMC had undergone several changes in the past year, while at the same time planning activity had significantly increased. Prior to December 2012, responsibility for leading the Program resided with the Fire & Life Safety Department. Through a combination of factors including the department merger with City of Eugene, General Fund budget reductions, and retirement of the Deputy Chief who was tasked with the Program, the City Manager agreed with the Fire Chief and the Development and Public Works Director recommendation to transfer responsibility for the Program to the Development and Public Works Department. Concurrently, the City Engineer's duties were modified to be half-time as City Engineer and half-time as the Interim Emergency Management Program Manager.

Highlights of the Program activities were presented in Attachment 1 of the agenda packet.

Mr. Vogeney referred to the Council Briefing Memorandum in the agenda packet and highlighted several activities. One of the activities was a new public facing webpage on the Program which was developed through the EMC. The link was in the agenda packet. This page focused on personal preparedness, with some information on business preparedness.

Councilor Woodrow said the page was under the Development and Public Works (DPW) page, but was difficult to locate. She asked if there was a way to put a button on the main webpage for the general public to access this page.

Mr. Vogeney said staff could do that. That page was created as part of the new DPW page, and they were looking for ways to make that information much easier to find.

Councilor Woodrow said the information was very good.

Mr. Vogeney spoke regarding the Community Emergency Response Team (CERT) program. Currently, the CERTs for Springfield and Eugene were organized under the City of Eugene. They had trained CERT volunteers who lived and worked in both Springfield and Eugene. The primary reason why they were all organized under Eugene's program was because Springfield didn't have the staffing and finances to oversee and manage a separate program. There had been early discussions between Mr. Vogeney and Eugene staff about organizing them a little differently and giving them more autonomy. The CERTs were used for some community events such as National Night Out, Justice Center Open House, Track and Field Trials and the Stand Down Event.

Mr. Vogeney spoke regarding grant opportunities. The FEMA 2012 Community Resilience Innovation Challenge Grant was an opportunity to receive up to $35,000 with no match required, to develop or advance a program that would benefit the community and could be replicated in other communities. There were 2200 applicants nationwide with 30 grants provided. He just learned last week that Springfield did not receive that grant. He continued to work with the City of Eugene, Lane County and the State for the next grant which was the Emergency Management Performance Grant. That grant came from the Federal government and would allow reimbursement of 50 percent of program costs if they met certain criteria. Unfortunately, that program had cut back on their funding and the State adopted a funding allocation in January stating that a City had to have a population of at least 85,000 to qualify. They were looking for ways to influence the State partners to open this up to other communities. There was a proposal in the FY14 budget for dedicated funding for the Emergency Management Program. There was a very small allocation in the current fiscal year. They had increased that amount to put the City in a better position for other grant opportunities. Quite often grants were dependent on whether they had a funded program. A bulk of that funding included half of his salary.

Mr. Vogeney said some of the activities occurring included a coordinated Emergency Management Plan (EMP) with the City of Eugene. Springfield's current EMP, which was adopted in 2007, had originally been created from the City of Eugene's plan with minor adjustments. The City of Eugene, as an Emergency Performance Grant recipient, was required by the State to redo their plan, broaden the scope and update the plan by 2014. The State also provided a consultant to help them with that update. Eugene invited Springfield to join with them and create one consolidated Emergency Management Plan for both cities. There were a number of Springfield staff working with Eugene staff writing a new Emergency Management Plan for the two cities which would set criteria for when the two cities were working independently and when they were working together. They hoped to have the document finished by the end of 2013 or early 2014. He referred to Attachment 2 of the memo which was a high level outline of the contents of that Plan, and explained the new and old information.

Councilor Moore asked about the National Guard's involvement in this planning.

Mr. Vogeney said the National Guard would be brought in on some pieces of some of the annexes. The National Guard had offered use of their site as an alternative Emergency Operations Center (EOC). They were not participating in the regular planning meetings. They were under the State control, but would be a resource.

Councilor Moore asked if we would share our plan with them. She asked about the process for getting their assistance in the event of an emergency.

Mr. Vogeney said the official way was for the Mayor and City Manager to make a request for an Emergency Declaration that would go to Lane County. That would then go to Oregon Emergency

Management to the Governor who would activate the National Guard. In a large disaster, the National Guard would also reach out to the cities.

Mr. Vogeney said the Natural Hazard Mitigation Plan was adopted in 2009 and was to be updated every five years in order to retain eligibility for having mitigation funding. He was working with City of Eugene staff on that plan update. They were looking at expanding the scope of that plan to incorporate not only hazards such as earthquake, wildfires and floods, but how those hazards could affect a community's water, energy or public health. With those things wrapped into the Plan, they could identify the highest priorities and needs for the overall community.

Councilor Woodrow asked what it meant to have the EOC fully finished.

Mr. Vogeney said he would speak to that shortly. Councilor Woodrow said that was fine. Another planning activity was the Oregon Resilience Plan. He encouraged Council to read through the Executive Summary of that plan. This Plan was commissioned by the legislature last year and had been turned in February of 2013. It looked at the State's risk to a magnitude 9.0 or greater earthquake in the Cascadia Subduction Zone. It laid out a long list of recommendations on things that could or should be done in various parts of the State on our infrastructure to put the State in a better position to recover.

Councilor Wylie asked if they would have details such as where to set up hospital functions in the event of an earthquake or flood.

Mr. Vogeney said part of the work they were doing with Eugene included identifying evacuation routes for different scenarios. They were also working with Red Cross and the hospitals to identify evacuation sites and how that would be done. Planning would be high level at this point with more detailed plans over the next couple of years.

Councilor Wylie said disasters didn't give a warning. We needed to be ready in the moment.

Mr. Vogeney answered Councilor Woodrow's question regarding the EOC. Currently, Springfield's EOC was the conference room on the 2nd floor of the Justice Center. That room was well equipped in some respects, but was not finished for all emergency needs. Acting Chief Lewis was working on some floor plan layouts and the Information Technology (IT) Department was continuing to work on technology for live access and feeds for phones and network systems. Other things needed included maps, supplies, stored food, computers and phone handsets. The EMC was trying to identify what was needed to have the room functional as an EOC. Part of the budget proposal for FY14 included funds to purchase some of the things needed.

Mr. Vogeney said the EMC was working with other partners besides the City of Eugene. He had been meeting regularly with the Emergency Managers for all TEAM Springfield partners and looking at how they could improve emergency preparedness with those partners. Springfield participated in the Community Emergency Notification System (CENS) and were in training to learn how to use that system efficiently. The system wasn't used a lot in Lane County so they were asking agencies to look for other ways to use the system.

Mr. Vogeney referred to Attachment 3 of the agenda packet with was a Question and Answer sheet about the Council's role in an emergency. He reviewed the questions and answers. In the event the Mayor and Council or others needed to stay in the EOC for extended periods of time, he would like some long shelf life food stored there. The list of responsibilities may change with the new plan.

Mayor Lundberg said they appreciated the work being done as this was a critical component. Knowing what everyone needed to do could make a big difference in the event of an emergency.

Mr. Vogeney said to let him know if they ever had any questions or comments on the emergency plan.

Councilor Wylie asked if volcanic action was included in the plan. Yes, in the Natural Hazard Mitigation Plan.

Councilor Moore asked who was at the top of the command structure if this was with DPW, but also working alongside Police and Fire and Life Safety.

Mr. Vogeney said the Emergency Management Structure had the Council at the top, followed by the City Manager as the Director of Emergency Services. Mr. Grimaldi had delegated to Development and Public Works Director Len Goodwin the overall Emergency Management Program, and Mr. Goodwin had delegated that responsibility to Mr. Vogeney. The coordination with Police, Fire, IT, Finance, Library and all the City departments was very collaborative. He was the chair at this point, but this was a committee effort with a lot of involvement.

Mr. Goodwin said in the event of an emergency, the incident commander could be anyone depending on the nature of the emergency.

Mayor Lundberg said that was how it had always been.

Councilor Moore said she appreciated having TEAM Springfield being involved.

2. 13th Street Right-of-Way (ROW) Development, Public Outreach Results.

Transportation Engineer Michael Liebler presented the staff report on this item. On January 17th City and Willamalane staff held a meeting with area residents regarding the unimproved ROW on 13th Street from L to N Street. Results of the public outreach process and a memo that was included in a May 13th Communication Packet outlining the history and stakeholder involvement looking into improvement options for the above mentioned area were attached to the agenda packet. Staff was seeking Council direction on how to move forward in relation to the upcoming 10th and N Street Sewer project work within this unimproved area.

Estimated cost for installing a simple bike/pedestrian path as part of the sewer project through the 13th Street ROW was $20,000 to $25,000 beyond the restoration costs already included in the project scope. Estimated cost to improve the rest of the unimproved ROW with a quality grass surface was roughly $13,000. Lighting for the path would occur as a separate project. At this time, Willamalane did not foresee committing funds or installing facilities that would serve as a local park. However, they would consider working with the City on mowing when the area was completed, by having this area added to the list of sites that were mowed by Willamalane on behalf of the City. If this could not be accomplished, the City would be required to maintain the area.

At this time, City of Springfield staff recommended capitalizing on the cost savings related to performing the work to install the bike/pedestrian path with landscaping as part of the sewer project and as supported by the results from the public outreach.

Mr. Liebler said a follow-up letter had been provided by Willamalane regarding their offer to mow the area if grass was planted. He distributed a copy of the letter to the Mayor and Council. Willamalane was not committing to any facilities that would make the area a park. The current right-of-way was gravel. He reviewed the outreach results which were obtained from a questionnaire provided to neighbors that attended the meeting in January and from phone calls and emails after that meeting.

Councilor Woodrow said as she read the responses she thought of Bluebelle Park. It was very basic, but maintained and had a little landscaping. She asked if something similar could be done here.

Mr. Liebler said it could. There was a pedestrian path to the north and a path connecting the south to Willamalane facilities. Kids did play in the area to a certain extent and it was used as a bike and pedestrian path, although just dirt and mud. He had observed that people walked close to the fences or close to the edge. Putting a bike and pedestrian path down the center of the area could keep people away from the fences. There was good support for minimal landscaping, a bike and pedestrian path and some lighting, but not a play structure.

Councilor Moore said there was concern from some of the neighbors who used the right-of-way as access to their properties.

Mr. Liebler said as part of sewer project, the City would be putting curb and gutter at the M Street location to meet Americans with Disabilities Act (ADA) standards and for stormwater runoff. A driveway would be put in for one property to allow access. The path would be accessible for all utilities. There was a woman that had a couple of vehicles stored in a shed that used the area once or twice a year for access. That could continue if grass was planted. There was a home that used the right-of-way regularly. Staff had met with both the property owner and the renter to discuss the upgrades with the sewer project and both were fine with those changes.

Mayor Lundberg asked Councilor Moore about her impressions of the meeting.

Councilor Moore said at meeting there were a lot of people opposed to putting anything, but later staff received a number of written comments expressing interest in seeing things happen. There was concern about it being a park. There was a question about whether or not it would be fenced on either side. She asked if that was part of the plan.

Mr. Liebler said there were no plans for fencing at this time.

Councilor Moore said there was some shock that there could be a park put in people's backyards, but that was a misunderstanding. The written comments indicated more positive feedback.

Councilor Ralston asked who was pushing the idea of doing anything.

Mr. Liebler said it came about from citizens asking about use of the area and if there were any plans of something being done. Some people wanted to know if it was okay for their kids to play in the area since it was a public right-of-way. Those questions prompted staff to ask the neighbors what they thought since the area would be torn up for the sewer project.

Councilor Ralston asked why we would consider putting money into this when we were already short on funds. He felt they should leave it as it was.

Councilor Brew said he appreciated having a picture of the location. He would like to get information at some point regarding how they were doing curbs and gutters if there was no Local Improvement District (LID) in that area.

Councilor VanGordon said there seemed to be concern about trash and crime with additional foot traffic. He asked how a potential bike path could impact crime in that area.

Mr. Liebler said there was concern about crime at the public meeting, and some already had issues. He was not sure if improving to a grassy area or adding lights would increase that activity.

Councilor VanGordon asked about costs for Willamalane to maintain the area if planted in grass.

Mr. Liebler said it could be a simple paved path, with low maintenance and low cost for future. Willamalane's commitment was to mow it more regularly.

Councilor Moore talked about the EWEB path and that it was mowed by the City. She asked if it was possible for the right-of-way to become a street.

Mr. Liebler said the history of why it never became a street was unclear. There was a significant cost of a street rather than just a path. A street would require a curb, gutter, sidewalk, manhole, utilities, etc. In order for an area to be designated as a park it had to have other amenities.

Councilor Moore said they could maintain it as a path.

Willamalane Planner Rebecca Gershow said they did own and maintain paths and so did the City. There was an intergovernmental agreement (IGA) with groundrules, but it was divided regarding ownership of different paths. This area was really a connector because of the short distance. There were access ways north and south. It didn't rise to the level of a park. Willamalane's paths had other amenities. Willamalane saw the benefit of the connector path for the neighborhood and by improving the site it made it a nicer place for the neighborhood to walk or ride bikes. Because of that, Willamalane was willing to do maintenance.

Councilor Brew said he was concerned with the liability of leaving this unmaintained as City property. He didn't believe in fencing everything off, but they could possibly allow property owners that abutted the right-of-way to purchase the property if the City wasn't going to do anything. He would be open to that, but was uncomfortable having City property unmaintained and uncared for.

Councilor Ralston asked why they hadn't offered to sell it to property owners on either side. If there was going to be utilities down the middle, they could put in an easement.

Mr. Liebler said there were a lot of utilities that ran down the middle of the site.

Councilor Ralston said they could leave the middle for right-of-way and offer the residents to purchase the rest.

Mayor Lundberg said she used the EWEB bike path frequently and appreciated it. It was very simple and Willamalane had received a grant to repave it and add markers for distance. She had never seen a path that had been improved that didn't upgrade use and reduce crime. The City would be tearing up this area so something had to be done with it. She asked if they could come back to discuss this further giving staff time to go back to the neighbors to see if anyone wanted to purchase the property.

Mr. Liebler said Phase I of this project was finishing up and once that was complete they needed to move forward to get out of the neighborhood as quickly as possible.

Mr. Grimaldi said there were people in the audience from the neighborhood that would likely be speaking to Council about this during the Regular Meeting later this evening. He suggested Council wait to make a decision until they hear from those who testify. Staff could come back to Council in a future work session with information about the possibility of property owners purchasing a portion of the right-of-way. If the project needed to move forward, changes could be made through a change order.

Mayor Lundberg asked if it was possible to have just a simple paved path within the sewer project. Yes.

Councilor Moore asked if they could get a crime report for that area when they revisited this topic. Yes.

3. Demonstration of Publicly Accessible GIS Application.

Due to time constraints, this item will be rescheduled to a future date.

ADJOURNMENT

The meeting was adjourned at 6:56 p.m.

Minutes Recorder – Amy Sowa

_____
Christine L. Lundberg
Mayor

Attest:

_____
Amy Sowa
City Recorder

City of Springfield
Regular Meeting

MINUTES OF THE REGULAR MEETING OF
THE SPRINGFIELD CITY COUNCIL HELD
MONDAY, MAY 20, 2013

The City of Springfield Council met in regular session in the Council Chambers, 225 Fifth Street, Springfield, Oregon, on Monday, May 20, 2013 at 7:00 p.m., with Mayor Lundberg presiding.

ATTENDANCE

Present were Mayor Lundberg and Councilors VanGordon, Wylie, Moore, Ralston, Woodrow and Brew. Also present were City Manager Gino Grimaldi, Assistant City Manager Jeff Towery, City Attorney Mary Bridget Smith, City Recorder Amy Sowa and members of the staff.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Lundberg.

SPRINGFIELD UPBEAT

1. Recognition of Police Volunteers.

Councilor Woodrow acknowledged the volunteers who assisted the Police Department in a variety of areas including: upkeep of Police fleet vehicles; assistance in the Animal Control department; assistance with Crime Prevention; Lock-out Crime program; and the Historian who updated and maintained the Department scrapbook. The volunteers in attendance at the meeting stood to be recognized. Councilor Woodrow said all of the activities had enhanced our Police Department and the community.

Mayor Lundberg thanked the volunteers for making our community a better place to live. She presented a letter of thanks for all volunteers to the Historian, Jim Wilson.

2. Recognition of Participating Agencies in Overnight Camping Program.

Mayor Lundberg said the City had a homeless camping program that included churches and now industrial sites that could accept homeless campers. She recognized the sites that were currently participating in the program. Those included: First Baptist Church (Pastor Jeff Savage), Ebbert Memorial Church (Counsel Chair Judy Brown and head of the Stewardship Committee Bob Beck accepted for Pastor June Fothergill), and Catholic Community Services (Executive Director Thomas Mulhern was unable to attend). She also acknowledged William Wise from St. Vincent DePaul who administered the program.

Mr. Wise said he appreciated being able to participate in this program as it made a difference in a lot of people's lives.

Mayor Lundberg said the Council appreciated all of their work and understood it (homelessness) was an ongoing issue and there was more work to do.

3. Springfield Education Day Proclamation.

Mayor Lundberg read from the proclamation and proclaimed May 30 as Springfield Education Day. The keynote event of Springfield Education Day was the Gift of Literacy, a program made possible through partnerships. The partners of TEAM Springfield - City of Springfield, Springfield Public Schools, Springfield Utility Board and Willamalane Park and Recreation District - had played an integral role in funding and encouraging this event.

CONSENT CALENDAR

1. Claims

   a. Approval of April 2013, Disbursements for Approval

2. Minutes

   a. May 6, 2013 – Work Session
   b. May 6, 2013 – Regular Meeting

3. Resolutions

4. Ordinances

   a. ORDINANCE NO. 6293 – AN ORDINANCE APPROVING THE ANNEXATION OF CERTAIN TERRITORY TO THE CITY OF SPRINGFIELD, AND WILLAMALANE PARK AND RECREATION DISTRICT; AND WITHDRAWING THE SAME TERRITORY FROM THE GLENWOOD WATER DISTRICT

5. Other Routine Matters

IT WAS MOVED BY COUNCILOR WYLIE WITH A SECOND BY COUNCILOR WOODROW TO APPROVE THE CONSENT CALENDAR WITH CHECK #121350 OF THE APRIL 2013 DISBURSEMENTS REMOVED. THE MOTION PASSED WITH A VOTE OF 6 FOR AND 0 AGAINST.

ITEMS REMOVED

1.a Check #121350 from the April 2013 Disbursements.

Councilor VanGordon recused himself as the check was made out to his employer United Parcel Service (UPS) and he had a conflict of interest.

IT WAS MOVED BY COUNCILOR WYLIE WITH A SECOND BY COUNCILOR WOODROW TO ACCEPT CHECK #121350 FROM THE APRIL 2013 DISBURSEMENTS. THE MOTION PASSED WITH A VOTE OF 5 FOR AND 0 AGAINST (1 ABSTENTION – VANGORDON).

PUBLIC HEARINGS - Please limit comments to 3 minutes. Request to speak cards are available at both entrances. Please present cards to City Recorder. Speakers may not yield their time to others.

BUSINESS FROM THE AUDIENCE

1. Justin Boe, 1212 M Street, Springfield, OR. Mr. Boe said he had lived at his current address for a little over two and a half years and was here to speak on the right-of-way. He listened to the work session and had also attended the meeting in January and had heard many of the comments and concerns from others in attendance. Before he came to tonight's meeting, he looked at the two right-of-ways which were big brown, empty, dry, hot eyesores. He agreed with Councilors Ralston and Brew that it was a liability in its current condition because it was neglected. If it was purchased by the abutting homeowners, that would be better, but he also agreed that a path and minimal landscaping would make it better. Doing nothing made it worse. He felt that the area was ignored. There were some who were concerned about crime and bringing more negative energy into the neighborhood. He asked when the best time to improve the area would be. It seemed that the best time to improve an empty lot was when it was being dug up for work that was being done anyway.

2. Carol James, 1428 Olympic Street, Springfield, OR. Ms. James said she had lived or owned property in this neighborhood for the past 38 years. The right-of way area had been a weed patch and it was her sense that it had been totally ignored by the City for those 38 years. The first question she heard when there was discussion about putting in a park was who would maintain a park. She would much rather see a park than the eyesore that was there now, but if it would only remain a grass pile that the City couldn't bother to mow, she would prefer they sold it to the neighbors. She asked that they do something about the area.

3. James Yarnall, 632 West D Street, Springfield, OR. Mr. Yarnall said he was here to speak on the topic of how the City could ensure public support for the things they would like to accomplish. The passing of time was uncontrollable and we did not have control over our independent lives. Demographics of Springfield indicated a substantial segment of senior citizens. Some faced many physical challenges that could limit their ability to speak, such as himself. He asked the Council to recognize that to express oneself in front of everyone was stressful; therefore, he believed the 3 minute rule was counterproductive and limited collaboration. He asked that they consider during a work session other options that could effectively deal with repetitive dialogue that often required excessive time. This Council and the City of Springfield had much to consider as our downtown recovered. Managed parking was a key strategy to attract developers and investments. Traffic flow was also a high priority. Demographics indicated that Main and South A had a combined traffic flow of 26,000 daily trips. These required serious planning and collaboration with the voters. These voters must be brought along with the process to decide the necessary changes to traffic flow. These decisions affected everyone and must deal effectively with this critical mass of traffic to provide solutions for continued traffic growth. The approach he spoke of provided support and well informed voters and additional trust in the Council.

4. Bobbie Adams, 1306 N Street, Springfield, OR. Ms. Adams said she was one of the property owners near the right-of-way. She was against anything being added. There were no problems there now so there was no need to add something.

COUNCIL RESPONSE

CORRESPONDENCE AND PETITIONS

1. Correspondence from Curtis Greer, Springfield, OR Regarding Animal Control Code Language.

IT WAS MOVED BY COUNCILOR WYLIE WITH A SECOND BY COUNCILOR WOODROW TO ACCEPT THE CORRESPONDENCE FOR FILING.

Councilor Ralston said Mr. Greer had talked to him several times about his suggestion (as noted in the letter). He was trying to simplify our Code by removing section 1 and changing the language to encompass all animals running at large. Our code related to other animal but not to cats. This change could give the City the opportunity to give teeth to helping manage cats in the future. Currently, there was nothing in the code addressing cats.

Councilor Woodrow said once they got the low-cost spay and neuter program running, they would check in after a couple of months. That might be a good time to address this issue. This was something worth discussing.

Councilor Ralston said he agreed. He would like to let Mr. Greer know it was being considered.

Councilor Brew asked about horses being ridden along public roads and if that would be prohibited with the new language.

Mayor Lundberg asked if they could bring it back during a work session to take a broader look at this.

Councilor Wylie said she hoped they would be sensible as they approached this subject.

THE MOTION PASSED WITH A VOTE OF 6 FOR AND 0 AGAINST.

BIDS

ORDINANCES

BUSINESS FROM THE CITY COUNCIL

1. Committee Appointments

2. Business from Council

    a. Committee Reports

        1. Councilor Moore thanked the Operation and Maintenance staff for the Spring Cleanup event held Saturday, May 18. It was her first opportunity to participate and it was a great event and great fun. Everyone that came through was very pleased. Mayor Lundberg and Councilor Brew also helped at the event, as well as a number of staff.

        Mayor Lundberg it was great fun. They decided that they needed dog biscuits next year for the Spring Cleanup and the Christmas parade. The Cleanup was a very popular event.

2. Councilor Ralston asked Councilor Woodrow about a flyer for the Christmas Parade that he had seen in the window.

   Councilor Woodrow said she had been asked by Willamalane Lecture Series to come and talk about the 60 years of the Christmas Parade at the Senior Center. On June 13 at 1:30pm she would be presenting information about 60 years worth of Springfield and the Christmas Parade. It was a free event and everyone was invited.

b. Other Business.

BUSINESS FROM THE CITY MANAGER

BUSINESS FROM THE CITY ATTORNEY

ADJOURNMENT

The meeting was adjourned 7:26 p.m.

Minutes Recorder Amy Sowa

_____
Christine L. Lundberg
Mayor

Attest:

_____
City Recorder

AGENDA ITEM SUMMARY		
	Meeting Date:	6/3/2013
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Sophia Seban - DPW
	Staff Phone No:	541-726-2295
	Estimated Time:	Consent Calendar
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Mandate

ITEM TITLE:	NEW OUTLET LIQUOR LICENSE APPLICATION FOR MICHAEL D. MCCREERY DBA: SLUGGO'S HOT DOGS
ACTION REQUESTED:	Endorsement of OLCC Liquor License Application for Sluggo's Hot Dogs, an outdoor style setting, located at 603 E. Centennial, Springfield, OR 97477.
ISSUE STATEMENT:	The owner Michael D. McCreery, DBA: Sluggo's Hot Dogs has requested the City Council to endorse its OLCC Liquor License Application.
ATTACHMENTS:	Attachment 1. OLCC Liquor License Application
DISCUSSION/ FINANCIAL IMPACT:	The license endorsement for Sluggo's Hot Dogs is for a New Outlet with Limited On-Premises Sales and applying as an Individual. The new license application has been reviewed and approved by the appropriate City Departments.

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales ($402.60/yr)
  - ☐ Commercial Establishment
  - ☐ Caterer
  - ☐ Passenger Carrier
  - ☐ Other Public Location
  - ☐ Private Club
- ☑ Limited On-Premises Sales ($202.60/yr)
- ☐ Off-Premises Sales ($100/yr)
  - ☐ with Fuel Pumps
- ☐ Brewery Public House ($252.60)
- ☐ Winery ($250/yr)
- ☐ Other: _____

ACTIONS

- ☐ Change Ownership
- ☒ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other _____

90-DAY AUTHORITY

☐ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

☐ Limited Partnership ☐ Corporation ☐ Limited Liability Company ☑ Individuals

CITY AND COUNTY USE ONLY

Date application received: 5-13-2013

The City Council or County Commission:

City of Springfield
(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: YSmothers

Date: 5/13/13

90-day authority: ☐ Yes ☒ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① MICHAEL D MCCREERY ③ _____

② _____ ④ _____

2. Trade Name (dba): SLUGGO'S HOT DOGS

3. Business Location: 603 E CENTENNIAL SPRD LN OR 97477
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: Same
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541 521 6755
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐Yes ☒No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? ☑Yes ☐No Name: MICHAEL MCCREERY
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? SPFLD, OR
(name of city or county)

11. Contact person for this application: MICHAEL MCCREERY 541 521 6755
(name) (phone number(s))

_____ PeaBodysPub1@YAhoo.com
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Michael D McCreery Date 5/12/2013 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

OREGON LIQUOR CONTROL COMMISSION

BUSINESS INFORMATION

Please Print or Type

Applicant Name: Michael D. McCreery Phone: (541) 521-6755

Trade Name (dba): Sluggo's

Business Location Address: 1103 Centennial BLVD

City: Springfield ZIP Code: 97477

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	Closed		
Monday	11A	to	7P
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday	11A	to	8P
Saturday		to	

Outdoor Area Hours:

Sunday	11 AM	to	
Monday	11A	to	7P
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday	11A	to	8P
Saturday		to	

The outdoor area is used for:

- ☑ Food service Hours: 11A to 8P
- ☑ Alcohol service Hours: to
- ☐ Enclosed, how Rail

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

Seasonal Variations: ☑ Yes ☐ No If yes, explain: Don't Know yet, might close in winter

ENTERTAINMENT

Check all that apply:

- ☐ Live Music
- ☐ Recorded Music
- ☐ DJ Music
- ☐ Dancing
- ☐ Nude Entertainers
- ☐ Karaoke
- ☐ Coin-operated Games
- ☐ Video Lottery Machines
- ☐ Social Gaming
- ☐ Pool Tables
- ☐ Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday		to	
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday		to	
Saturday		to	

SEATING COUNT

Restaurant: 0 Outdoor: 25 Approx.

Lounge: 0 Other (explain): _____

Banquet: 0 Total Seating: 25 Approx

OLCC USE ONLY

Investigator Verified Seating: ____(Y) ____(N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Michael D. McCreery **Date:** ~~12/12/2012~~ 5/13/2013

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

ATTACHMENT 1 - 2

AGENDA ITEM SUMMARY		
	Meeting Date:	6/3/2013
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Sophia Seban - DPW
	Staff Phone No:	541-726-2295
	Estimated Time:	Consent Calendar
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Mandate

ITEM TITLE:	NEW OUTLET LIQUOR LICENSE APPLICATION FOR MEY GOO, INC, DBA: OAKWAY CATERING
ACTION REQUESTED:	Endorsement of OLCC Liquor License Application for Oakway Catering, a Catering Company, located at 123 International Way, Springfield, OR 97477.
ISSUE STATEMENT:	The owners of Mey Goo, Inc., DBA: Oakway Catering has requested the City Council to endorse its OLCC Liquor License Application.
ATTACHMENTS:	Attachment 1. OLCC Liquor License Application
DISCUSSION/ FINANCIAL IMPACT:	The license endorsement for Oakway Catering is for a New Outlet with Full On-Premises Sales, Caterer and applying as a Corporation. The new license application has been reviewed and approved by the appropriate City Departments.

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- [x] Full On-Premises Sales ($402.60/yr)
  - [ ] Commercial Establishment
  - [x] Caterer
  - [ ] Passenger Carrier
  - [ ] Other Public Location
  - [ ] Private Club
- [ ] Limited On-Premises Sales ($202.60/yr)
- [ ] Off-Premises Sales ($100/yr)
  - [ ] with Fuel Pumps
- [ ] Brewery Public House ($252.60)
- [ ] Winery ($250/yr)
- [ ] Other: _____

ACTIONS

- [ ] Change Ownership
- [ ] New Outlet
- [ ] Greater Privilege
- [ ] Additional Privilege
- [x] Other change of location

90-DAY AUTHORITY

[ ] Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

[ ] Limited Partnership [x] Corporation [ ] Limited Liability Company [ ] Individuals

CITY AND COUNTY USE ONLY

Date application received: 5-13-2013

The City Council or County Commission: City of Springfield (name of city or county)

recommends that this license be: [ ] Granted [ ] Denied

By: _____ (signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: [signature]

Date: 5/10/13

90-day authority: [ ] Yes [x] No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① MEYGOO, INC ③ _____

② _____ ④ _____

2. Trade Name (dba): OAKWAY CATERING SPRINGFIELD

3. Business Location: 123 INTERNATIONAL WAY, ~~EUGENE~~, LANE, OR 97477
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: P.O. BOX 51055 EUGENE OR 97405
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-343-3088 541-342-1647
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? [ ] Yes [ ] No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? [x] Yes [ ] No Name: Jessica Bellah
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Springfield Lane Co
(name of city or county)

11. Contact person for this application: Fariborz Marashi 541-953-5974
(name) (phone number(s))

_____ 541-743-4699 oakwaycatering@gmail.com
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [signature] Date 5/10/13 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

OREGON LIQUOR CONTROL COMMISSION

BUSINESS INFORMATION

Please Print or Type

Applicant Name: MEYGOO Inc Phone: 541-343-3088

Trade Name (dba): Oakway catering

Business Location Address: 123 International Way

City: Springfield ZIP Code: 97477

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

Outdoor Area Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

☐ Food service Hours: _____ to _____
☐ Alcohol service Hours: _____ to _____
☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

*Days and hours of operations is based on catering schedules. It varies based on catering needs.

Seasonal Variations: ☐ Yes ☐ No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

☐ Live Music
☐ Recorded Music
☐ DJ Music
☐ Dancing
☐ Nude Entertainers
☐ Karaoke
☐ Coin-operated Games
☐ Video Lottery Machines
☐ Social Gaming
☐ Pool Tables
☐ Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: _____

Lounge: _____ Other (explain): _____

Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: ____(Y) ____(N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ **Date:** 5/10/13

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

ATTACHMENT 1 - 2

AGENDA ITEM SUMMARY		
	Meeting Date:	6/3/2013
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Brian Evanoff
	Staff Phone No:	736-1019
	Estimated Time:	Consent Calendar
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Provide Financially Responsible and Innovative Government Services

ITEM TITLE:	FIREMED ADMINISTRATIVE SERVICES CONTRACT WITH LIFE FLIGHT NETWORK, LLC
ACTION REQUESTED:	By motion: • Authorize City Manager to sign a revenue contract with Life Flight Network, LLC for FireMed administrative services.
ISSUE STATEMENT:	Eugene Fire & EMS and Lane Rural Fire/Rescue are partners with Springfield Fire & Life Safety, and Life Flight Network, LLC for marketing and advertising the FireMed program. Life Flight is the program's air ambulance provider.
ATTACHMENTS:	1. Life Flight Contract
DISCUSSION/ FINANCIAL IMPACT:	The FireMed program partnered with Life Flight Network, LLC beginning in May 2008 for provision of air ambulance services to FireMed members choosing the FireMed Plus coverage. The original contract has expired. This is a new agreement to continue to provide FireMed marketing, advertising, and administrative services for Life Flight. FireMed accomplishes its' large marketing campaign by pooling resources from FireMed agencies, clients, and Life Flight. Springfield provides program administration and coordination, marketing, customer support, and data entry for the City of Eugene, Lane Rural Fire/Rescue, and Life Flight Network. Life Flight Network, LLC pays Springfield a proportionate share of advertising and marketing expenses for FireMed to advertise and process Life Flight memberships as part of our annual membership campaign. FY13 Life Flight contribution was $99,397. For an additional $40 fee – the FireMed Plus option – Life Flight provides air medical coverage for approximately 13,710 area households. Life Flight membership costs have increased for FY14 to $45 per household. Life Flight memberships have increased each year, with FY14 numbers expected to see a small increase.

FIREMED ADMINISTRATIVE SERVICES AGREEMENT
(FireMed Ambulance Membership Program)
Contract #990

This Agreement is entered into by and between the City of Springfield, an Oregon municipal corporation, acting by and through its Department of Fire and Life Safety, hereinafter referred to as "Springfield" and Life Fight Network, LLC, an Oregon limited liability company hereinafter referred to as "Life Flight."

RECITALS

1. FireMed services, also known as ambulance membership services for residents of Eugene, Springfield, and Lane Rural Fire/Rescue ambulance service areas (the "ESL ASA"), and Life Flight, offer potential advantages to the respective parties to this Agreement.

2. Springfield provides FireMed administrative and marketing services to Eugene Fire & EMS and Lane Rural Fire/Rescue via intergovernmental agreement and is authorized to act on their behalf.

3. Centralizing the administration of such services pools resources and reduces unnecessary duplication of services.

4. Life Flight desires to purchase FireMed administrative and marketing services regarding membership and membership renewal within ESL ASA on behalf of its air medical membership program.

5. Springfield is willing to furnish FireMed administrative and marketing services within ESL ASA to Life Flight according to the terms and conditions set forth herein.

6. This Agreement is exclusively for FireMed membership administrative and marketing services within ESL ASA and does not address nor is intended as a warranty of the service level or quality of ambulance and emergency medical services express or implied, as provided by the parties to this Agreement.

7. By entering into this Agreement, Life Flight agrees that FireMed is the exclusive agent for advertising and marketing air medical membership within ESL ASA. Marketing a stand-alone air medical membership is prohibited in this area. Life Flight agrees not to market air medical membership in any form within ESL ASA for a period of one year following termination of this Agreement.

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AGREEMENT

NOW, THEREFORE, in consideration of the above recitals and the covenants contained herein, the parties hereby agree as follows:

1. **Springfield Responsibilities.** Springfield agrees to perform the services described in Exhibit "A," which is attached hereto and made a part hereof.

2. **Life Flight Obligations and Payment.** Life Flight agrees to perform the obligations and pay for the services performed by Springfield at the rate and in the manner described in Exhibit "B" which is attached hereto and made a part hereof.

3. **Duration.** This Agreement will commence on July 1, 2013 (the "Commencement Date") and expire June 30, 2015, unless earlier terminated in accordance with the provisions of the Agreement or by mutual consent of the parties. The Agreement may be amended annually, to extend the term stated herein, for not more than three (3) successive one-year periods, upon mutual agreement of the parties. In addition, at the time of amendment, Springfield will set the amount of the contract for the following term of the Agreement. In negotiating, any extension Springfield shall consider the requirements of Springfield Municipal Code Section 2.708(3) and each extension shall not be effective until reviewed and approved by the Springfield Common Council. Terms of renewal for each subsequent year will be decided by March 31 by mutual agreement of FireMed and Life Flight.

4. **Termination.** If either party wishes to terminate this Agreement, that party must give written notice to the other party's Contract Representative 30 days prior to the expiration of the current term. In the event of a material breach, the non-breaching party shall give 90-days written notice to the other party's Contract Representative. If, after 90 days, the breaching party has not cured or has not undertaken and is not expeditiously proceeding to cure, the non-breaching party is authorized to terminate this Agreement.

5. **Obligations Upon Termination.** Upon termination, subject to the requirements of the Oregon Public Records Law, Springfield shall turn over all records and reports and net revenues that relate solely to Life Flight's air medical membership program. Life Flight shall reimburse Springfield for Life Flight's share (as determined in accordance with Exhibit "B" item 5, Payment) of membership campaign expenditures and commitments made prior to the date of termination of this Agreement.

6. **Aircraft.** Life Flight states they have contracted with FAA recognized air carrier operators - Air Methods Corporation, and TriState CareFlight. These aviation operators are in complete control and assume total responsibility for the ownership, maintenance, operation, landing and takeoff of the aircraft. Springfield will have no involvement or responsibility for any phase of this program involving Life Flight's aircraft. Each party assumes responsibility for its own negligence involving injury or death of a patient. It is also agreed Life Flight is not an agent, employee, or official of Springfield and operates as an independent contractor, choosing the methods and supplying their own equipment necessary to perform the transportation of sick or injured persons.

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7. **Status.** In providing the services specified in this Agreement (and any associated services) Springfield is a public body and maintains public body status as specified in ORS 30.260 and is subject to Oregon Public Records Law. The parties understand and acknowledge that Springfield retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.300) and any and all other statutory rights granted as a result of Springfield's status as a local public body.

8. **Representatives.** Each party shall appoint a Contract Representative to represent the party for the purpose of extending or amending this Agreement and giving or receiving any notices provided for in this Agreement and to perform such other functions as are set forth in this Agreement and the Exhibits hereto. The Contract Representatives are named on Exhibit "C," which is attached hereto and made a part hereof. A party may change its Contract Representative by notifying the other party in accordance with section 14.

9. **Records Inspection**. Upon 48 hours written notice and during the normal business day, a party may inspect or audit the financial and management records of the other party limited to and pertaining only to the services performed under this Agreement.

10. **Compliance with Laws.** Springfield agrees to provide the services described in Exhibit "A" in conformance with all federal, state and local laws relating thereto.

11. **Waiver and Modification.** The conditions and provisions of this Agreement may be modified by mutual consent of the parties. Any waiver of any condition or provision of this Agreement or modification hereof shall not be effective unless it is in writing, signed by the parties. Waiver of strict performance of any provision of this Agreement shall not be a waiver of or prejudice to a party's right to require strict performance of the same provision or of any other provision in the future.

12. **Attorney's Fees.** If any suit, action or an appeal thereon is instituted in connection with any controversy arising out of this Agreement, the prevailing party shall be entitled to recover in addition to costs, the sum as the Court may adjudge reasonable as attorney's fees.

13. **FireMed Assets.** Use of the FireMed name, images, services, marketing and advertising program and membership fees are under the sole and exclusive control of Springfield and will be used only for the benefit of the Eugene, Springfield, and Lane Rural Fire/Rescue ambulance systems.

14. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or one business day after deposit in the United States mail, postage fully pre-paid, certified, return receipt requested, and addressed to the party designated in Exhibit C. Any party may change its address by notice given to the other party in accordance with this section.

15. **Integration.** This Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein. This Agreement shall supersede all prior communications, representations, or agreements, either oral or written, between the parties.

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16. **Interpretation.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon. The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

17. **Jurisdiction and Venue.** All actions relating to this Agreement shall be tried before the courts of the State of Oregon to the exclusion of all other courts that might have jurisdiction apart from this provision. Venue in any action shall lie in the Circuit Court of Lane County, Oregon.

18. **Amendments.** Each amendment to this Agreement is made a part of this Agreement as though set forth fully herein. Any provision of an amendment that is in conflict with any provision of this Agreement shall take precedence and supersede the conflicting provision of this Agreement.

LIFE FLIGHT NETWORK, LLC:	CITY OF SPRINGFIELD, OREGON:
_____	_____
Print or Type Name	Print or Type Name
_____	_____
Title	Title
_____	_____
Date	Date

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EXHIBIT A

SPRINGFIELD SERVICES

Springfield agrees to perform the following services:

1. Oversee and carry out all marketing and advertising efforts within ESL ASA.

2. Oversee and carry out all media activities related to the FireMed Membership Program.

3. Maintain a FireMed membership administration and business office, including but not limited to telephone, web-based, U.S. Postal Service, and walk-in sales, customer service, and data processing.

4. Record all pertinent data regarding Life Flight members within ESL ASA on its computer files.

5. Transfer all funds collected on behalf of Life Flight membership accounts, whether received within the contract period or thereafter, on a monthly basis, to the appropriate party. Receipts shall include all monies received by Springfield on account of Life Flight air medical memberships, but excluding any sums overpaid by the customer that Springfield shall refund to the customer.

6. Invoice Life Flight for their proportionate share of FireMed costs, as determined by the number of Life Flight memberships as of December 31st each year and a cost per membership sold of $7.25, for the period ending June 30, 2014. Springfield reserves the right to adjust the cost per membership sold annually, as necessary, to cover program costs.

6. Provide to Life Flight the following reports and information:

   A. Monthly report on Life Flight air medical membership fee receipts.

   B. Membership information to include a list of the number of members per household and the household member's name, address, and other pertinent information on each subscriber.

   C. A copy of the current campaign's advertising and marketing plan for review and comment.

   D. In the event Life Flight wishes additional reports or summaries regarding the services provided, Springfield shall supply such reports upon written request by Life Flight and with assurance it will pay for all Springfield's staff time utilized in the preparation of such reports or summaries and for all associated costs, such as duplication, shipping, incurred in providing such reports.

7. Have Springfield Contact Representative(s) meet with Life Flight representatives to discuss problems and performance. Such meeting shall occur within five (5) days notice by Life Flight representatives of a request to meet.

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8. Solicit and consider in good faith the advice and recommendations of Life Flight's representatives in its development or alteration of advertising and marketing materials, ambulance membership policies, procedures and forms. As part of the consultation process, Life Flight's Contract Representative(s) will be invited to attend a pre-campaign planning meeting where the Consortium will jointly provide input and review goals for the upcoming years' campaign plan.

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EXHIBIT B

LIFE FLIGHT PAYMENT AND OBLIGATIONS

Life Flight agrees to make payment and to perform as follows:

1. Maintain 24-hour, year-around coverage from the current base of operations location for the term of this Agreement.
2. Cooperate in good faith with Springfield in its efforts to perform services described in Exhibit A.
3. Forward copies of relevant and current policies of the Life Flight Membership Program to Springfield, limited to those needed to provide accurate marketing and advertising services and answer questions from prospective members.
4. Designate a single person in an administrative position to receive and evaluate all complaints by the Life Flight's officials and employees regarding Springfield's performance under this Agreement and share the information with the Contract Representative in a timely manner.
5. Pay to Springfield a proportionate share of the annual membership campaign and ongoing FireMed coordination costs. That proportionate share will be determined by the number of Life Flight memberships as of December 31st each year and a cost per membership sold of $7.25, for the period ending June 30, 2014. Life Flight will pay, in three installments, its proportionate share of costs on April 1, May 1, and June 1 of each year based upon the total costs that Springfield will incur for the campaign.
6. Life Flight will provide a helicopter for display at sites in the Eugene/Springfield service area for the purposes of promoting the FireMed/Life Flight campaign, as pre-scheduled and approved by Life Flight. Special emphasis and priority will be given to the campaign period from April through June. Additional publicity events will be scheduled on an as-needed basis as mutually agreed upon by the parties. Pre-scheduled publicity events are subject to cancellation by Life Flight for reasons that include, but are not limited to weather, maintenance, training, and aircraft availability.
7. Solicit and consider in good faith the advice and recommendations of Springfield's representatives in Life Flights' development or alteration of air medical membership policies, procedures, and forms.
8. Offer to FireMed members an air medical membership option priced at $45.00 per year for the period ending June 30, 2014. Any future rate increases will be communicated to Springfield at least 3 months before the campaign start date each year to allow time to revise advertising and marketing materials for the annual campaign.

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EXHIBIT C

REPRESENTATIVES

CONTRACT REPRESENTATIVES:

Life Flight

Michael Griffiths, Executive Director
Life Flight Network, LLC
22285 Yellow Gate Lane, Suite 102
Aurora, OR 97002
(503) 678-4364

Springfield:

Randall B. Groves, Fire Chief
Springfield Department of Fire & Life Safety
225 Fifth Street
Springfield, OR 97477
(541) 726-3737

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