



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

EAGLE POINT CITY COUNCIL  
17 BUCHANAN AVE. SOUTH, EAGLE POINT, OREGON

MARCH 22, 2016

## REGULAR MEETING MINUTES

### 1. CALL TO ORDER – 7:00 P.M.

Mayor Russell called the meeting to order at 7:00 p.m.

Council Members Present: Bob Russell, Jonathan Bilden (via Skype), Wayne Brown, Ruth Jenks, Bill Fierke (via Skype), Aaron Prunty, and Kathy Sell.

Staff Members Present: Henry Lawrence, City Administrator; Joe Kellerman, City Attorney; Robert Miller, Public Works Director; Melissa Owens, Finance Officer; Vern Thompson, Police Chief; Mike Upston, Planning Director; and Cindy Hughes, City Recorder.

Guests: Dennis Mihocko, President - Eagle Point Parks Foundation; Bob Pinnell, President - Eagle Point and the Upper Rogue Chamber of Commerce; Doug Detling, Parks and Recreation Commission Applicant; Suzi Collins, Planning Commissioner; Lorin Myers, Budget Committee; ~~Millie Wewerka, Budget Committee Member and Planning Commissioner~~; (Revised at the 4/12/16 Council Meeting) and members of the public and press.

### 2. FLAG SALUTE AND INVOCATION

Mayor Russell led the Pledge of Allegiance; and Chaplain Lorin Myers offered the invocation.

### 3. AUDIENCE QUESTIONS OR COMMENTS CONCERNING ITEMS NOT ON THE AGENDA

William Lawson, President of the Guardians of the Eagle Point Museum, announced plans to hold a Native American Heritage Celebration on June 11, 2016 and a flyer for the event was submitted to the City Recorder (Submission No. 1). Mr. Lawson obtained a new display case for Native American artifacts which will be dedicated at the celebration, and the Cow Creek Band of Umpqua Tribe of Indians will provide new artifacts periodically for the display case. The celebratory pow-wow type event will include traditional dance, music, arts, crafts, food, and vendor booths. Shari Lawson added that a new Eagle Scout project near the handicap parking will take place soon.

## City of Eagle Point Council Meeting Minutes

March 22, 2016

Page 2 of 7

Dennis Mihocko, on behalf of the Eagle Point Parks Foundation, announced a grant award of \$50,000 from The Ford Family Foundation for the Lucas Park Restrooms. Mr. Mihocko explained they can reapply every year to The Ford Family Foundation. Mayor Russell commended the Eagle Point Parks Foundation and The Ford Family Foundation.

### 4. PRESENTATIONS

There were no presentations.

### 5. PUBLIC HEARINGS

There were no public hearings.

### 6. CONSENT CALENDAR

#### 6.1 Presentation of Regular Meeting Minutes of March 8, 2016.

Mayor Russell announced the Consent Calendar. Councilor Sell moved to approve the Consent Calendar as presented and Councilor Brown seconded the motion. There was no discussion. Roll call: Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye and Bob Russell, aye. The motion passed unanimously.

### 7. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

There were no items considered for removal from the Consent Calendar.

### 8. PRESENTATION OF BILLS TO BE PAID

Mayor Russell asked if there were questions about the bills to be paid. Councilor Jenks moved to approve the Bills to be Paid in the amount of \$132,596.92. Councilor Prunty seconded the motion. There was no discussion. Roll call: Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Jonathan Bilden, aye; and Bob Russell, aye. The motion passed unanimously.

### 9. OLD BUSINESS

There was no Old Business.

### 10. NEW BUSINESS

#### 10.1 Resolution No. 2016-10. A Resolution proclaiming Arbor Week as April 3-9, 2016 in the City of Eagle Point with the Arbor Day celebration on April 7, 2016.

Robert Miller, Public Works Director, announced that Gary Shipley, Public Works Supervisor, takes the lead on this project every year for Eagle Point to be a Tree City USA Community. 2016 marks Eagle Point's twenty-fourth consecutive year as a Tree City USA Community. The Arbor Day Celebration will be held on April 7 at Harnish Wayside Park.

## City of Eagle Point Council Meeting Minutes

March 22, 2016

Page 3 of 7

Mayor Russell asked for a motion to approve Resolution No. 2016-10. Councilor Prunty motioned to approve Resolution No. 2016-10, a Resolution proclaiming Arbor Week as April 3-9, 2016 in the City of Eagle Point with the Arbor Day celebration on April 7, 2016. Councilor Jenks seconded the motion and there was no discussion. Roll call: Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Jonathan Bilden, aye; Wayne Brown, aye and Bob Russell, aye. The motion passed unanimously.

### 10.2 Resolution No. 2016-11. A Resolution appointing Douglas Detling to the Eagle Point Parks and Recreation Commission.

Mayor Russell reported the vacancy on the Eagle Point Parks and Recreation Commission had been advertised and applicant Douglas Detling expressed interest in January to serve in this capacity. A second applicant, Karina Campbell, expressed interest in this position prior to actually applying on the afternoon of Friday, March 18<sup>th</sup>, while the agenda packet was being finalized. Mayor Russell explained about the one year residency requirement and Ms. Campbell had only lived in Eagle Point for six months. Fortunately, Ms. Campbell is interested in attending future Commission meetings to learn more as a citizen, and possibly serve at a later date. Mayor Russell expressed appreciation for both applications.

Mayor Russell asked for a motion to approve Resolution No. 2016-11. Councilor Sell motioned to approve Resolution No. 2016-11, a Resolution appointing Douglas Detling to the Eagle Point Parks and Recreation Commission. Councilor Prunty seconded the motion and there was no discussion. Roll call: Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye and Bob Russell, aye. The motion passed unanimously, followed by Mayor Russell congratulating Mr. Detling.

### 10.3 Resolution No. 2016-12. A Resolution authorizing a donation of General Funds in the amount of \$15,000 to the Eagle Point and the Upper Rogue Chamber of Commerce for the July 4<sup>th</sup> fireworks display and evening events.

Henry Lawrence, City Administrator, reported that the Community Association announced last year that they would not be able to continue funding and managing the 4<sup>th</sup> of July activities. Since that time, the Chamber of Commerce offered to manage the parade and daytime events.

Bob Pinnell, President of the Eagle Point and the Upper Rogue Chamber of Commerce, discussed the funding request for the fireworks show, explaining that the Charter School volunteered to man the event if funding became available. The goal is to keep people in Eagle Point for the entire day through to the evening fireworks show. Mr. Pinnell also discussed fundraising activities such as a golf tournament to support the 4<sup>th</sup> of July activities with this being the 40<sup>th</sup> year of fireworks.

Council discussion ensued with many comments ranging from concern about the amount of the donation request to concern about the fireworks show being lost

## City of Eagle Point Council Meeting Minutes

March 22, 2016

Page 4 of 7

forever if not held this year. There was additional discussion about the budget, sustainability in future years, advertisements, insurance and street sweeping. There was also discussion about Eagle Point's traditional 4<sup>th</sup> of July celebration being the sheer essence of what the City is all about as far as being a small town and close community. One family had over 100 family members at the parade last year. Other families have family members that come from afar every year to celebrate the 4<sup>th</sup> of July in Eagle Point. Councilors Jenks and Bilden acknowledged they are on the Chamber's Committee for this event.

Mr. Pinnell concluded by explaining the Chamber is self funding while a lot of Chambers receive funding from hotel/motel taxes. In the future, as the City grows, it is hoped that hotel/motel taxes would be made available. Mr. Pinnell also noted the Chamber consists primarily of small businesses whose members do a lot to help this community and they have taken the lead on various events such as the Vintage Faire.

Mayor Russell initiated discussion about how much money the City Council wanted to authorize. Councilor Sell suggested \$12,500 and was asked if she would like to make a motion. Councilor Sell motioned to approve Resolution No. 2016-12, a Resolution authorizing a donation of General Funds in the amount of \$12,500 to the Eagle Point and the Upper Rogue Chamber of Commerce for the July 4<sup>th</sup> fireworks display and evening events. Councilor Prunty seconded the motion and there was no discussion. Roll call: Aaron Prunty, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Kathy Sell, aye and Bob Russell, aye. The motion passed unanimously.

- 10.4 Resolution No. 2016-13. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Pilot Rock Excavation, Inc. for the Elm Way Sidewalk Improvement Project.

Robert Miller, Public Works Director, explained that the Elm Way Sidewalk Improvement Project is part of the sidewalk infill program. Elm Way is a popular route for students, and this project will help increase accessibility, and safety in getting people off of the road and onto sidewalks. The sidewalk section of the project is on the North side of Elm Way from Buchanan and Main to De Anjou Avenue. Mr. Miller reported advertisement of the project and receipt of five bids with Pilot Rock Excavation submitting the low bid at \$85,870. ADA curb ramps, engineering, and shrub relocation were estimated at an additional cost of \$7,500 from the Street Fund for a project total of approximately \$92,500. A brief discussion followed about the proximity of bidders to Eagle Point with the farthest company located in Grants Pass, Oregon.

Mayor Russell asked for a motion to approve Resolution No. 2016-13. Councilor Jenks motioned to approve Resolution No. 2016-13, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Pilot Rock Excavation, Inc. for the Elm Way Sidewalk Improvement Project. Councilor Brown seconded the motion and there was no discussion. Roll call: Kathy Sell, aye; Jonathan Bilden,

## City of Eagle Point Council Meeting Minutes

March 22, 2016

Page 5 of 7

aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye and Bob Russell, aye. The motion passed unanimously.

- 10.5 Resolution No. 2016-14. A Resolution to adopt a policy regarding Emergency Strategic Funds as Budgeted in General Fund – Non Departmental.

Melissa Owens, Finance Officer, reported that in the current year and the past couple of years, the Emergency Strategic Funds were set up and budgeted as a rainy day type fund line item in the Budget. The accumulated funds in that line item are basically a savings over time of approximately \$950,000, mostly from staffing turnover and projects but not annually budgeted. The purpose of setting up the fund was to help the General Fund in the event of economic downturns. Ms. Owens explained that it is prudent to adopt a policy to address how funds would be added or expended from the line item but the most important part of the policy is about how the money can be spent. While the Council adopts an annual budget, approval of a Resolution would be required to remove or reassign funds from this line item.

The Council and staff discussed the usefulness of the Resolution and its purpose aimed at protecting the funds for real emergencies like an economic downtown and being able to retain staffing. Henry Lawrence, City Administrator, also reported that a commitment had been made to the Budget Committee to prepare such a Resolution.

Councilor Prunty motioned to approve Resolution No. 2016-14, a Resolution to adopt a policy regarding Emergency Strategic Funds as Budgeted in General Fund – Non Departmental. Councilor Jenks seconded the motion and there was no discussion. Roll call: Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye and Bob Russell, aye. The motion passed unanimously.

## 11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Jenks reported attending a Rogue Valley Metropolitan Planning Organization (RVMPO) Policy Committee meeting wherein a presentation about how dollars from the MPO were allocated to underserved groups.

Councilor Prunty reported the Parks and Recreation Commission was scheduled to meet the following week and welcomed Mr. Detling to the Commission.

Councilor Brown made a positive report about the Rogue Valley Sewer Services (RVSS) staff person in charge of the storm water program. A downloadable book had been developed with the Department of Environmental Quality and lessons had been given to citizens and cities wanting to address water runoff. Councilor Brown also announced testing of new software to operate control valves at pump stations; and a new employee had been hired as a design manager.

## City of Eagle Point Council Meeting Minutes

March 22, 2016

Page 6 of 7

Councilor Sell reported attending the Chamber Board meeting and a discussion about finances. It is thought that the City's financial support would not be as greatly needed in future years.

Mayor Russell expressed appreciation for the good work by the Chamber and citizen volunteers in the City.

There were no other City Council reports.

### 12. STAFF REPORTS

Mike Upston, Planning Director, reported on the approval of the Eagle Crest Overlook Subdivision and waiting for engineering drawings to begin site development. Various phases of Sienna Hills are in progress; and a 23 multi-family development at the end of Buchanan may be coming forward. Other than Development updates, Mr. Upston reported the Economic Development Commission planned to meet in April.

Melissa Owens, Finance Officer, announced the financial report was in the agenda packet with revenues and expenditures through February 29<sup>th</sup> and reported everything is on target. Ms. Owens further reported that building developments are moving along faster than anticipated resulting in higher than anticipated System Development Charges. Additionally, budget projections are in progress, and staff recently discovered that the City had unclaimed funds of approximately \$1,070 held by the State of Oregon that will go into the General Fund.

Robert Miller, Public Works Director, expressed appreciation for the Eagle Point Parks Foundation obtaining a second grant for Eagle Point, for the Lucas Park Restroom Project. Grant funds in excess of the Lucas Park Restroom Project will be used toward a spray park. A brief discussion followed about a fallen tree within the City limits.

Vern Thompson, Chief of Police, reported making a conditional job offer to Daniel Cardenas, the current Code Enforcement Officer. Councilor Prunty inquired about the assault rates in the police report and possible causes for an increase. Chief Thompson explained the rates are similar to last year's and are combined with restraining violations, harassment, and other similar charges.

Henry Lawrence, City Administrator, worked with the Council to identify a goal setting session date of April 11<sup>th</sup>. Mr. Lawrence also announced a League of Oregon Cities meeting in Central Point on April 14<sup>th</sup> and received RSVPS for that meeting. On a final note, Mr. Lawrence noted that an Executive Session would not be needed.

Cindy Hughes, City Recorder, reported on two vacancies for the Economic Development Commission.

### 13. INFORMATION

There were no Information items.

**City of Eagle Point Council Meeting Minutes**

March 22, 2016

Page 7 of 7

14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)( d), To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

An Executive Session was not held.

15. ADJOURN

There being no further business, Mayor Russell closed the meeting at 8:15 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Robert E. Russell, Mayor