



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

EAGLE POINT CITY COUNCIL

Council Chambers
17 Buchanan Ave. South, Eagle Point, Oregon
November 8, 2016

REGULAR MEETING AGENDA

1. CALL TO ORDER – 7:00 P.M.
2. FLAG SALUTE AND INVOCATION
3. AUDIENCE QUESTIONS OR COMMENTS CONCERNING ITEMS NOT ON THE AGENDA
4. PRESENTATIONS
5. PUBLIC HEARINGS
6. CONSENT CALENDAR
 - 6.1 Presentation of Regular Meeting Minutes of October 25, 2016.
7. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR
8. PRESENTATION OF BILLS TO BE PAID
9. OLD BUSINESS
10. NEW BUSINESS
11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES
12. STAFF REPORTS
13. INFORMATION
14. ADJOURN

AGENDA AND COUNCIL PACKETS ALSO AVAILABLE ON WEBSITE

www.cityofeaglepoint.org

If a physical accommodation is needed to participate in this meeting, please contact the City Recorder at 541-826-4212 ext. 106 or TTY/TDD 711 or 800-735-2900. Notification of at least 48 hours prior to the meeting will assist the City in providing reasonable accommodations. (28 CFR 35.102-35.104 ADA Title II).



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

OCTOBER 25, 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, Wayne Brown, Bill Fierke, and Ruth Jenks.

Council Members Absent: Jonathan Bilden, Aaron Prunty, and Kathy Sell.

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

Guests: Fire Chief Dan Petersen, Jackson County Fire District No. 3; Suzi Collins, Planning Commissioner; Millie Wewerka, Budget Committee Member and Planning Commissioner; Jerry Zieman, Budget Committee Member; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Mayor Russell led the Pledge of Allegiance; and Jerry Zieman offered the invocation.

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

There were no audience questions or comments.

4. PRESENTATIONS

4.1 Jackson County Fire District No. 3 – Nine Month Report presented by Fire Chief Dan Petersen.

Fire Chief Dan Petersen presented the Jackson County Fire District No. 3 – Nine Month Report (Submission No. 1). The top story in the Nine Month Report was about the September BioMass Fire which drew a multi-county agency response to

City of Eagle Point Council Meeting Minutes

October 25, 2016

Page 2 of 4

contain and minimize damage. Also, the role of Battalion Chief Bancroft was reported on with his responsibilities of managing and assisting with emergencies within the district and beyond. Battalion Chief Bancroft works very closely with staff to develop and coordinate the battalion's success. Next, the 2016 incident statistics were presented with a 5.9% increase of incidents in Eagle Point. While Eagle Point experienced a steady increase in incidents, other communities such as Gold Hill and Central Point have dropped in call volumes.

Last, Fire Chief Petersen discussed the initial development stages for a multi-room training facility with Rogue Community College. In closing, Fire Chief Petersen invited and encouraged the Council to visit anytime.

5. PUBLIC HEARINGS

There were no public hearings.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of October 11, 2016.

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

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 including the additional bills list. There being no questions, Councilor Jenks moved to approve the Bills to be Paid in the amount of \$22,247.99 and the Additional Bills List in the amount of \$19,581.17 (Submission No. 2). Councilor Fierke seconded the motion. There was no discussion. Roll call: Wayne Brown, yes; Bill Fierke, yes; Ruth Jenks, yes; Bob Russell, yes; Jonathan Bilden, absent; Aaron Prunty, absent; and Kathy Sell, absent. The motion passed unanimously by those present.

9. OLD BUSINESS

There was no Old Business.

City of Eagle Point Council Meeting Minutes

October 25, 2016

Page 3 of 4

10. NEW BUSINESS

- 10.1 Resolution No. 2016-48. A Resolution authorizing a Cost-of-Living Adjustment to the City Administrator's Salary.

Mayor Russell explained the process of the annual performance evaluation with a rating system of one being the lowest score, and four being the highest and best score. Mr. Lawrence was rated as a three or four in all categories with an overall rating of four. As a result, it was determined to award a 1.50% Cost-of-Living Adjustment, the same amount awarded to staff.

Mayor Russell asked for a motion to approve Resolution No. 2016-48. Councilor Fierke made a motion to approve Resolution No. 2016-48 and Councilor Jenks seconded the motion. There was no discussion. Roll call: Wayne Brown, yes; Bill Fierke, yes; Ruth Jenks, yes; Bob Russell, yes; Jonathan Bilden, absent; Kathy Sell, absent; and Aaron Prunty, absent. The motion passed unanimously by those present.

Mr. Lawrence expressed gratitude and appreciation to the Council.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke initiated a brief discussed regarding Oregon football.

Councilor Jenks reported on the Rogue Valley Metropolitan Planning Organization Policy Board meeting which included a review of the application process for the funding cycle. Robert Miller, Public Works Director, is working on an application for submittal in December.

Councilor Brown reported on Rogue Valley Sewer Services' staff training and training workshops to teach people in local municipalities about the use of water and related drainage runoff. Additionally, Rogue Valley Sewer Services' 50th anniversary is coming up soon.

Mayor Russell reported attending the Medford Water Commission Meeting and on the replacement of its Manager. However, Mayor Russell expressed optimism about the City's relationship with the Commission.

There were no other City Council reports.

12. STAFF REPORTS

Mike Upston, Planning Director, reported on the Golf Course Lodging project, Fairway View Subdivision, and Alta Vista Road Subdivision, all of which are getting close to completion of the administrative portion of development. With regard to the Planning Commission, it approved the first Downtown Façade Grant Application for the Barbwire Grill building. In addition, the same property owner recently received a building permit for a coffee stand at 186 Napa Street. Mr. Upston also reported receiving the City's first

City of Eagle Point Council Meeting Minutes

October 25, 2016

Page 4 of 4

vacation rental property application; and, the last item reported on was about a property purchased for the development of a new dental office building.

Robert Miller, Public Works Director, reported working on a joint grant application with Jackson County Roads Department for a portion of South Royal Avenue. Mayor Russell noted safety issues and there was discussion to ensure the project is completed regardless of the grant results. Mr. Miller concluded the report with a reference to the Friday Letter and its additional details.

Vern Thompson, Police Chief, reported on the satisfaction and reward of observing Officer Cardenas of Eagle Point in training by Officer Fischer. Chief Thompson expressed appreciation for the Police Department's new vehicle, and invited everyone to visit on November 30th to see the No Shave November competition for cancer awareness.

Henry Lawrence, City Administrator, reported the Finance Director would be back in the office soon and that the Finance Report is included in the packet. In addition, the Finance Director plans to begin reviewing the City's ten year financial projections.

There were no other staff reports.

13. INFORMATION

There were no Information items.

14. ADJOURN

There being no further business, Mayor Russell closed the meeting at 7:20 p.m.

Respectfully submitted,

Cindy Hughes, City Recorder

ATTEST:

Robert E. Russell, Mayor

Cindy Zygans 11-8-16

BILL LIST
11/8/2016

CHECK #	VENDOR	DESCRIPTION	AMOUNT
	AVISTA	UTILITIES	\$ 212.89
	BADGER METER, INC	ANNUAL MAINTENANCE	\$ 4,776.96
	BATTERIES PLUS BULBS #208	EQUIPMENT MAINT/REPAIR	\$ 79.78
	CENTRAL EQUIPMENT CO	EQUIPMENT MAINT/REPAIR	\$ 235.58
	CENTURYLINK	UTILITIES	\$ 1,184.80
	CITY OF EAGLE POINT	UTILITIES	\$ 107.66
	CIVIL WEST ENGINEERING SERVICE	USDA WATER SYSTEM IMPROVEMENTS	\$ 33,198.66
	COASTAL	SUPPLIES	\$ 152.26
	CONSTRUCTION ENGINEERING CONSULTANTS, INC	SPRAY PARK	\$ 510.00
	CRATER CHAINSAW	EQUIPMENT + EQUIPMENT MAINT/REPAIR	\$ 2,186.76
	DAY WIRELESS SYSTEMS	EQUIPMENT FOR NEW PD VEHICLE	\$ 9,095.08
	EAGLE POINT HARDWARE	SUPPLIES	\$ 220.76
	EAGLE POINT POST OFFICE	FIRST CLASS PRESORT PERMIT	\$ 215.00
	EWING IRRIGATION	SUPPLIES	\$ 137.88
	FERGUSON ENTERPRISES, INC #30	SPRAY PARK	\$ 236.78
	GOVERNMENTJOBS.COM, INC	PW POSITION ADVERTISING	\$ 350.00
	HAYS OIL COMPANY	FUEL	\$ 866.40
	HEIDI SPEAR	TEMP USE OF PRIVATE PROPERTY	\$ 500.00
	HORNECKER COWLING, LLP	MUNICIPAL JUDGE - OCTOBER 2016	\$ 800.00
	JACKSON COUNTY ROADS	CHIP SEAL/STREET SIGNS/STREET PAINTING	\$ 6,957.84
	JACKSON COUNTY TAXATION OFFICE	PROPERTY TAXES /JUDGE STEWART HOUSE	\$ 2,774.91
	JACKSON COUNTY TREASURER	UNITARY ASSESSMENT-OCTOBER 2016	\$ 244.00
	JENSEN & ASSOCIATES CONSULTING	HWY 62 WATERLINE	\$ 520.00
	KIM LEARN	ASHPOLE REFUND	\$ 55.00
	LEONARDO TRUCK & EQUIPMENT REPAIR, INC.	VEHICLE MAINT/REPAIR	\$ 134.99
	MCCLURE AND SONS, INC	USDA WATER SYSTEM IMPROVEMENTS	\$ 132,567.75
	MOBILE INSTALLATIONS	EQUIPMENT FOR NEW PD VEHICLE	\$ 120.00
	MT SHASTA SPRING WATER	SUPPLIES	\$ 63.00
	OFFICE DEPOT	SUPPLIES	\$ 166.21
	OFFICE MAX CONTRACT INC.	SUPPLIES	\$ 531.37
	OREGON DEPT OF REVENUE	UNITARY ASSESSMENT-OCTOBER 2016	\$ 880.20
	OWEN EQUIPMENT COMPANY	VEHICLE MAINT/REPAIR	\$ 538.03
	PACIFIC OFFICE AUTOMATION	OFFICE EQUIPMENT	\$ 100.84
	PACIFIC PAVING, INC	ASPHALT PATCHING	\$ 3,444.00
	PACIFIC POWER - 0012	UTILITIES	\$ 14,858.86
	PERSONNEL SOURCE, INC	TEMP SERVICE-HARNISH,MUSEUM,PW - 2 WKS	\$ 3,688.59
	PROGRESSIVE MICROTECHNOLOGY, INC	SUPPLIES	\$ 189.02
	QUALITY FENCE CO	S. SHASTA FENCE	\$ 7,325.00
	ROGUE SHRED, LLC	UTILITIES	\$ 35.45
	SOS ALARM	UTILITIES	\$ 120.95
	SOUTHERN OREGON SANITATION	UTILITIES	\$ 558.00
	SUPERIOR STAMP AND SIGN	SUPPLIES	\$ 184.50
	TEHAMA TIRE	VEHICLE MAINT/REPAIR	\$ 618.85
	TEKMANAGEMENT, INC	COMPUTER & EMAIL SUPPORT	\$ 230.44
	THE BUILDING DEPT, LLC	BUILDING OFFICIAL - OCTOBER 2016	\$ 8,481.58
	TYLER TECHNOLOGIES	ANNUAL SOFTWARE MAINTENANCE	\$ 1,117.55
	UPPER ROGUE INDEPENDENT	MEETING & POSITION ADVERTISING	\$ 973.70
	US CELLULAR	UTILITIES	\$ 1,195.99
	VITUS CONSTRUCTION, INC	SPRAY PARK	\$ 52,665.15
	WHITE CITY NAPA	VEHICLE MAINT/REPAIR	\$ 37.37
		SUBTOTAL	\$ 296,446.39
	REFUNDS		
	ARAMI, DEBBI		\$ 14.70
	IRVIN, CAROLYN		\$ 30.42
	JON JANAKES		\$ 20.99
	MOORE, GARY		\$ 36.44
	OQUIST, DANNY		\$ 35.40
	PARSONS, KATHLEEN		\$ 41.08
	ROBERTS, LORI		\$ 62.72
	SANDER JASON		\$ 29.34
	VARNER, ABBY		\$ 95.86
		SUBTOTAL	\$ 366.95
		TOTAL	\$ 296,813.34