



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

AUGUST 22, 2017

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, Ruth Jenks, James Mannenbach, Kathy Sell, and Michael Stanek.

Council Members Absent: Bill Fierke.

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

Guests: Bob Strosser, Jackson County Commissioner; Bob Horton, Fire Chief, Jackson County Fire District 3; Jimmy Delk, Eagle Point Golf Course Homeowner's Association; Suzi Collins, Planning Commissioner; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Mayor Russell led the Pledge of Allegiance; and Councilor Bilden 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 Introduction of Robert Horton, Fire Chief, Jackson County Fire District 3 and presentation of the District's Six Month Report

Mayor Russell welcomed Bob Horton, the new Fire Chief for Jackson County Fire District 3. Fire Chief Horton presented the Midyear Performance Report (Submission No. 1) which started with information about the new Fire Chief and followed with the District's incident data. Fire Chief Horton reviewed the Incident

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Types and comparison of 2016 - 2017 statistics with the total incident count on the rise. He also reported on improvements to the District's incident reporting; however, it impacted the percentage changes between years. Fire Chief Horton reported on their Training Department and congratulated T.J. Alvarez on completing his Associate of Applied Science Degree. Last, an invitation was made to review the District's comprehensive services in the fall.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of August 8, 2017.

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

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 Bilden moved to approve the Regular Bill List in the amount of \$135,313.53 and the Additional Bills List in the amount of \$3,494.84 (Submission No. 2). Council President Jenks seconded the motion. There was no discussion. Roll call: Ruth Jenks, yes; James Mannenbach, yes; Kathy Sell, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bob Russell, yes; and Bill Fierke, absent. The motion passed unanimously by those present.

9. OLD BUSINESS

9.1 Resolution No. 2017-36. A Resolution authorizing the expenditure of funds to send city representatives to Showa Mura, Japan.

Henry Lawrence, City Administrator, discussed the sister city relationship and Showa's annual visits to Eagle Point, noting our last visit to Showa was in 2011. Mr. Lawrence explained that this item had been discussed at the July 25th meeting but deferred to this meeting. Airfare was reported to be approximately \$1,000 per person and an additional cost of \$500 for gifts to Showa dignitaries should be budgeted.

Mayor Russell reported visiting with Showa representatives and determining that a visit in October 2018 would be preferable. Council President Jenks and Councilor Sell agreed. Mayor Russell welcomed any Council members to make the visit although spouses would be on their own. Discussion ensued wherein Mr. Lawrence offered to bring this item back during the next budget year with the approximate amount spent on the previous visit. There was no objection stated.

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10. NEW BUSINESS

- 10.1 Resolution No. 2017-41. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 2017 Seal Coat Project with C. R. Contracting LLC.

Robert Miller, Public Works Director, explained that the City is in its fifth year of the pavement maintenance program. 57,000 square yards of seal coating on residential streets, including the Royal Avenue Path, are proposed in the 2017 Seal Coat Project. Mr. Miller further reported on alternative sealants as proposed in the bid by C.R. Contracting, the only bidder. It was noted that one of the past bidders had not been available to bid on the project due to other obligations. Mr. Miller recommended approval of the contract with C.R. Contracting. There was no additional discussion.

Mayor Russell asked for a motion to approve Resolution No. 2017-41. Councilor Stanek made a motion to approve Resolution No. 2017-41, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 2017 Seal Coat Project with C. R. Contracting LLC; and Council President Jenks seconded the motion. There was no discussion. Roll call: James Mannenbach, yes; Kathy Sell, yes; Michael Stanek, yes; Jonathan Bilden, yes; Ruth Jenks, yes; Bob Russell, yes; and Bill Fierke, absent. The motion passed unanimously by those present.

- 10.2 Resolution No. 2017-42. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with LTM, Inc. dba Knife River Materials for the 2017 Paving Project.

Robert Miller, Public Works Director, explained that this year's paving project targets the roads rated as poor or very poor. Streets included: Nova Avenue/Napa Street; N. Shasta Avenue; Ortega Avenue; Meadow Lane (entirety); Vista Park Drive; and Park Drive (Little Butte Park) as a bid option. Mr. Miller reported receiving bids by LTM, Inc. dba Knife River Materials and Copeland Paving; and recommended awarding the contract with the bid option to Knife River.

Council President Jenks inquired about the progress on poor and very poor streets from the 2012 report. Mr. Miller reported this completing the streets that were listed but there are two other streets, Loto and Minerva. Once paving is completed, the City will focus on the chip seal and seal coat programs. The discussion concluded with Mayor Russell commending Mr. Miller on the recent Main Street Bridge project.

Mayor Russell asked for a motion to approve Resolution No. 2017-42. Councilor Stanek made a motion to approve Resolution No. 2017-42, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with LTM, Inc. dba Knife River Materials for the 2017 Paving Project; and Councilor Sell seconded the motion. There was no discussion. Roll call: Kathy Sell, yes; Michael Stanek, yes; Jonathan Bilden, yes; Ruth Jenks, yes; James Mannenbach, yes; Bob

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Russell, yes; and Bill Fierke, absent. The motion passed unanimously by those present.

10.3 Resolution No. 2017-43. A Resolution authorizing the selection of a Consultant for Engineering Services for Linn Road Improvements.

Robert Miller, Public Works Director, reviewed the related agenda statement in its entirety. Several years ago, the City was successful in obtaining a grant through Oregon Department of Transportation (ODOT) for the Linn Road Improvements Project. The project proposes 6-foot bike lanes, 6-foot sidewalks, curb and gutters, a new drainage system, pedestrian scale lighting, and a planted median from just west of De Anjou Avenue to the Buchanan Avenue/Linn Road/Loto Street intersection. The pedestrian scale lighting would extend to Highway 62, and the box culvert over Linn Road will be replaced to facilitate full bicycle and pedestrian traffic. The project will investigate the undergrounding of utilities within the corridor and gateway features.

Two firms submitted proposals for Engineering Services: Century West Engineering and RH2 Engineering, Inc. The Review Committee ranked Century West Engineering as first, based upon the proposals and evaluation criteria in the Request for Proposals. However, Mr. Miller noted that both of the firms were qualified to complete the Project, and the City Council had the authority to revise the rankings and select the top ranked firm.

Discussion ensued about the timeline and feasibility of completion during 2018. Michael Bull with Century West Engineering came forward to explain that the critical portion is permitting within the Buchanan Ditch. Mr. Bull reported evaluating and determining time saving options such as going out to bid prior to permitting the project. It is estimated to take nine months for completion. However, Mr. Bull explained a lot is outside of their control involving the Department of State Lands, Army Corp of Engineers, and Department of Environment Quality as the Buchanan Ditch is considered a fish bearing stream. Mr. Bull further stated they would like to go out to bid on the project in early 2018 as "in water" work ends in October. Essentially, it is feasible to move dirt on all portions of the project but the key is working in the water. There was also a brief discussion about the aquatic life and renaming the Buchanan Ditch.

Mayor Russell asked for a motion to approve Resolution No. 2017-43. Councilor Mannenbach made a motion to approve Resolution No. 2017-43, a Resolution authorizing the selection of a Consultant for Engineering Services for Linn Road Improvements; and Councilor Sell seconded the motion. There was a brief discussion about the title of the Resolution. Roll call: Michael Stanek, yes; Jonathan Bilden, yes; Ruth Jenks, yes; James Mannenbach, yes; Kathy Sell, yes; Bob Russell, yes; and Bill Fierke, absent. The motion passed unanimously by those present.

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At 7:28 p.m. Mayor Russell recused himself and joined the audience. Council President Jenks asked the Council if they preferred an Executive Session discussion, and they did not.

- 10.4 Resolution No. 2017-44. A Resolution authorizing the City Administrator to reconvey a Trust Deed pledged as security per Water Right Option Agreement.

Henry Lawrence, City Administrator, reported on the City of Eagle Point entering into a Water Right Option Agreement with Robert and Deborah Russell on December 23, 2008, several years before Mr. Russell became the Mayor. The agreement provided an option for the City to purchase Mill water from the Russell's as well as to purchase additional equal amounts of replacement water from water districts and then exchange and convert to municipal use.

Upon entering into the Agreement, the City made a \$30,000 deposit toward an option of future purchases which have been made. Since then, the City has experienced prohibitive difficulty with doing a similar conversion with the water districts and Watermaster. In addition, the Agreement is due to expire at the end of 2017. Reconveying the Trust Deed will clear the title on the property so that it can be transferred to the Butte Creek Mill Foundation to allow fund raising efforts to progress. Councilor Bilden declared a potential but not an actual conflict as he serves on the Butte Creek Mill Foundation Board.

Council President Jenks asked for a motion to approve Resolution No. 2017-44. Councilor Sell made a motion to approve Resolution No. 2017-44, a Resolution authorizing the City Administrator to reconvey a Trust Deed pledged as security per Water Right Option Agreement; and Councilor Stanek seconded the motion. There was no discussion. Roll call: Jonathan Bilden, yes; Ruth Jenks, yes; James Mannenbach, yes; Kathy Sell, yes; Michael Stanek, yes; Bob Russell, absent; and Bill Fierke, absent. The motion passed unanimously by those present.

At 7:34 p.m., Mayor Russell joined the Council at the dais and Council President Jenks requested permission to be recused as she serves as a Board Member of the Eagle Point Golf Course Homeowner's Association.

- 10.5 Discussion on the Eagle Point Golf Course Homeowner's Association Request for the City to take Ownership of the Street Lights.

Joseph Kellerman, City Attorney, explained about Council President Jenks being recused but having a right to be in the audience. Robert Miller, Public Works Director, reported on the request from the Eagle Point Golf Course Homeowner's Association (EPGC HOA) for the City to take over ownership and maintenance of approximately 19 street lights. The lights were installed as one of the first phases of the Golf Course with the intent of the EPGC HOA owning and maintaining the street lights. However, the City has been paying the monthly power cost for all of the street light meters, except one. The EPGC HOA hired an electrician to bring the

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meters and street lights to a state of good repair but the cost of long term maintenance is unknown.

Various options were considered which ranged from the City taking full ownership to the EPGC HOA continuing ownership or converting to LED prior to ownership by the City. Discussion ensued wherein the following aspects were discussed:

- Conversion Costs for LED Lighting.
- Clarification made by Jimmy Delk, EPGC HOA, Director of Common Areas, regarding the number of lights being 34.
- Requesting the EPGC HOA Board to pay the cost of LED conversion.
- Current cost of operating meters.
- The City providing coordination with electricians for conversion.
- City Administrator working with the EPGC HOA on a formal dedication to present to the Council.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Bilden reported enjoying the Oh's Osaka dinner with Showa guests and the Street Dance.

Council President Jenks also reported on an enjoyable dinner with Showa guests and congratulated staff for the best street dance ever. Henry Lawrence, City Administrator, asked if the Council liked the band and they did. Next, Council President Jenks reported on the Rogue Valley Metropolitan Planning Organization's Policy Committee Meeting. One discussion focused on funding for certain types of projects wherein it was revealed there were varying answers as to available fund balances.

Councilor Mannenbach reported having a great time with the Showa guests and enjoying the Street Dance.

Councilor Stanek reported on an enjoyable visit in Germany. In addition, Councilor Stanek shared comments from a resident, Margaret Bradburn, commending Eagle Point's Public Works employee, Matt Hall. Mr. Hall, a fairly new employee, provided exceptional and knowledgeable customer service to Ms. Bradburn.

Councilor Sell reported on the Planning Commission's recent Public Hearing regarding the Windermere Real Estate office's proposed new location. A nice plan with lots of parking had been presented with only one question about signage on a preliminary drawing. Other than that, Councilor Sell reported the Street Dance was awesome and it was a great visit with the Showa representatives.

Mayor Russell reported receiving a letter from John and Ellen Payne that was complimentary toward the Council and staff for support of the Showa Sister City relationship. Mayor Russell followed with a report on the recent Medford Water Commission meeting and the new administrator. Additionally, he and Councilor Bilden met with Alex Campbell of the Governor's Office about Eagle Point's needs and

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suggestions. In closing, Mayor Russell echoed the Council's sentiments about the Showa visit and street dance.

12. STAFF REPORTS

Melissa Owens, Finance Director, reported there was not a Financial Report in the agenda packet as Finance is still wrapping up fiscal year 2016-2017. Ms. Owens went on to announce the auditors' visit scheduled for the following week. Regarding Human Resources, the interview process is scheduled or in progress for a Public Works Laborer and Public Works Supervisor. Other audits include the Teamsters Health Insurance Audit which was recently completed without findings, and a SAIF audit is scheduled in October. Ms. Owens concluded with a reference to July 2017 statistics which are included in the agenda packet.

Robert Miller, Public Works Director, reported making a conditional offer for the Public Works laborer position and will introduce the new employee to the Council once they are settled in. Regarding roads, Mr. Miller complimented the Jackson County Roads Department for the completion of road work in Eagle Point. Crack Seal, Seal Coat, and Paving projects are forthcoming.

Chief Thompson discussed the Speed Radar Reader Board on Alta Vista. Additionally, he reported working on identifying five action items to accomplish over the next five years with State and FEMA approval required.

Attorney Kellerman reported on the upcoming mediation schedule. Moreover, Attorney Kellerman congratulated staff for its plan and completion of road work, noting he had not seen anything like that on a municipal level in 25 years.

Henry Lawrence, City Administrator, expressed appreciation to Attorney Kellerman, followed by an acknowledgement of his predecessor building half of the City during his tenure. Mr. Lawrence also mentioned the release of the Friday Letter which is available to the public on the City's website. Last, Mr. Lawrence explained that in following the Council's Goals, training materials for Incident Command System (ICS) and National Incident Management System (NIMS) will be provided to assist the Council in becoming certified before the end of the year.

12. INFORMATION

There were no information items for discussion.

At 8:00 p.m., Mayor Russell recessed the meeting for a short break and announced that representatives of the news media and designated staff would be allowed to attend the Executive Session. All other members of the audience would be asked to leave the room and welcomed back afterwards although there would be no additional business after the Executive Session.

14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(e), To conduct deliberations with persons designated by the governing body to negotiate real property transactions; ORS 192.660(2)(f), To consider information or records that are exempt by law from public

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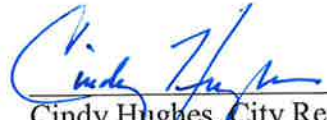
inspection; and ORS 192.660(2)(h), To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

At 8:04 p.m., Mayor Russell opened the Executive Session pursuant to ORS 192.660(2)(e), (f), and (h). At 8:14 p.m., Mayor Russell closed the Executive Session.

15. ADJOURN

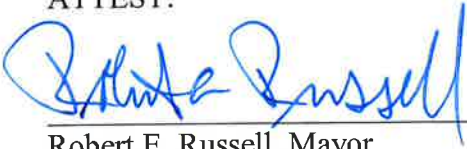
There being no further business, Mayor Russell closed the meeting at 8:15 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Robert E. Russell, Mayor