



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

SEPTEMBER 12, 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, Bill Fierke, Ruth Jenks, James Mannenbach, and Michael Stanek.

Council Members Absent: Kathy Sell.

Staff Members Present: Henry Lawrence, City Administrator; 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; Margie Moulin, Emergency Communications of Southern Oregon; Susie Doss, Community Development Commission; Suzi Collins, Planning Commissioner; Millie Wewerka, Planning Commissioner and Budget Committee Member; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Mayor Russell led the Pledge of Allegiance; and Jonathan Bilden offered the invocation.

Next, Mayor Russell welcomed Susie Doss, the newest member of the Community Development Commission; and Jackson County Commissioner Strosser.

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

Jackson County Commissioner Strosser presented Police Chief Thompson with a resolution of support from the Non Commissioned Officers Association (NCOA), signed by Vincent W. Patton III, 8th Master Chief Petty Officer of the Coast Guard (Ret), President/National Commander (Submission No. 1). The NCOA, a veteran service organization, provided its unconditional support, noting common values of service to the citizens of the United States.

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There were no other audience questions or comments.

4. PRESENTATIONS

4.1 Presentation of services by Emergency Communications of Southern Oregon (ECSO 9-1-1) - Margie D. Moulin, RPL, CPE.

Mayor Russell welcomed Margie Moulin, Director of Emergency Communications of Southern Oregon (ECSO 9-1-1). Ms. Moulin explained that ECSO serves all of Jackson County and Crater Lake National Park with emergency dispatch services and welcomed the Council to tour their facility. Ms. Moulin presented a PowerPoint presentation (Submission No. 2) and reviewed:

- ECSO Mission and Core Values.
- Organizational Structure – Police Chief Thompson serves on the Chief Executive Officers Board and is an ECSO Intergovernmental Council Member.
- Strategic Goals with Goal 1 to develop a consistent, sustainable fiscal plan.
- Review of dispatch services and steadily increasing call volumes.
- Staffing levels from 2011 to 2017 increasing by 1% or 2 full time positions.
- Workload increase from 2012 to 2017 by 26%.
- Increase of Computer Aided Dispatch Incidents – necessitating staffing with different skills than phone dispatch; decrease in Radio Transmissions.
- 2017-2018 Budget and breakdown of resources with User Fees (based on population) covering 75% of ECSO's funding.
- Expenditures – 83% on salaries and benefits.
- Challenges – Next Gen 911 (Text to 911, Pictures, video, social media, telematics and other, and cyber security. Radio Infrastructure – decrease in coverage after narrowbanding, three radio systems, and ECSO radio consoles outdated).
- Determining the most appropriate funding solutions.

Discussion followed wherein Councilor Fierke inquired about whether or not their workload is going up proportionately with population growth. Ms. Moulin responded that it depends on the category of workload, noting that calls are becoming more and more serious with law enforcement receiving more serious calls. One example given was for a freeway crash which used to generate one or two calls but now may result in 20 or more calls.

5. PUBLIC HEARINGS

5.1 A Public Hearing in the matter of amending Eagle Point Municipal Code 10.12.010 to prohibit street curb address painting.

Mayor Russell announced the public hearing had been advertised and all legal notifications were made in compliance with state and local laws. Mayor Russell

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went on to explain that in addition to a presentation from Staff, all persons interested in offering testimony would be allowed to speak at the appropriate time.

Mayor Russell opened the public hearing in the matter of amending Eagle Point Municipal Code 10.12.010 to prohibit street curb address painting at 7:20 p.m.

Henry Lawrence, City Administrator, reported this item was addressed about a year ago, after a request from a business person that provides curb painting. At that time, the City prohibited curb painting but the Council adopted an Ordinance to allow the painting of numbers only. Since then, citizens have made numerous complaints about the conduct of one company's sales people. Mr. Lawrence noted he had tried to contact that particular company by phone but there was not an active phone service or current business license. Previously, Mr. Lawrence had spoken with the contractor about not selling pictures; however, the company has continued to give out flyers with advertisement to paint pictures as well as numbers.

Mr. Lawrence added there were numerous instances where the sales person was not successful selling to the homeowner, and used vulgar or offensive language. A complaint was also reported from the Golf Course Homeowner's Association and some citizens had been frightened. Chief Thompson noted citizens had felt intimidated by the sales approach. Police Chief Thompson further reported the Police Department had dealt with the sales people and advised they could not do business without a business license. In conclusion, Mr. Lawrence requested the Council to reverse its decision from a year ago to now prohibit all painting or marking on curbs.

Mayor Russell invited questions from the Council and Councilor Fierke inquired about the City's intent for existing curb numbers and painting. Mr. Lawrence responded that curb painting could be removed by sandblasting if they became unsightly. Councilor Fierke also asked if there was a way to stop sales people from going around town as they had done in the past. Mr. Lawrence responded that a notice would be sent to citizens in the Utility Billing Newsletter. While the Ordinance was not presented as an emergency ordinance, the company could continue business for 30 days if they obtained a current business license. Councilor Jenks initiated a discussion about options for not issuing business licenses.

Next, Mayor Russell invited public testimony in favor of the proposal. Diane Archer of Eagle Point stated that it was too bad one person had to ruin it for everyone. Ms. Archer discussed being a school bus driver and the street numbers being a tremendous help. She inquired about asking citizens to put house numbers on both sides of mail boxes. Mayor Russell added that some houses did not have visible addresses and Mr. Lawrence stated he had not considered school busses. Ms. Archer also discussed students not knowing where they live and the dangers of stopping a bus abruptly to let a student off if they had passed their home.

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Mayor Russell then invited public testimony in opposition; however, there being no further testimony or final comments, the Public Hearing closed at 7:33 p.m.

Next, Mayor Russell reported the proposed Ordinance No. 2017-05 was scheduled later in the Agenda as Item No. 10.1. Further, there being no objection to changing the order of business, Mayor Russell asked to discuss and deliberate the proposed Ordinance No. 2017-05. Mr. Lawrence noted that while not arguing against this approach, the City had the option to take specific action against the one company.

Mayor Russell asked for a motion to adopt Ordinance No. 2017-05. Council President Jenks asked Ms. Archer about the frequency within and outside of city limits. Ms. Archer responded that it was in both areas but rural was a lot worse. Council President Jenks expressed being torn although Mayor Russell noted curb numbering as a small piece of identification. Councilor Stanek inquired about the number of residents with curb numbering but that information was not available. Council President Jenks added that in her neighborhood it had been a volatile experience. Mayor Russell again asked for a motion. Council President Jenks made a motion to adopt Ordinance No. 2017-05, an Ordinance amending Ordinance No. 2016-03, to prohibit street curb address painting. Councilor Mannenbach seconded the motion. There was no discussion. Roll call: James Mannenbach, yes; Jonathan Bilden, yes; Bill Fierke, yes; Ruth Jenks, yes; Bob Russell, yes; Michael Stanek, no; and Kathy Sell, absent. The motion passed with five yes votes and one no vote.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of August 22, 2017.

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

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 \$69,768.43 and the Additional Bills List in the amount of \$128,390.79 (Submission No. 3). Councilor Mannenbach seconded the motion. There was no discussion. Roll call: Ruth Jenks, yes; James Mannenbach, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bill Fierke, yes; Bob Russell, yes; and Kathy Sell, absent. The motion passed unanimously by those present.

9. OLD BUSINESS

There were no Old Business items on the agenda.

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10. NEW BUSINESS

- 10.1 Ordinance No. 2017-05. An Ordinance amending Ordinance No. 2016-03, to prohibit street curb address painting.

Item No. 10.1 was deliberated after the Public Hearing listed as Item No. 5.1.

- 10.2 Resolution No. 2017-45. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 1.6 MG Reservoir Landscape Project.

Robert Miller, Public Works Director, reviewed the agenda statement in its entirety, noting the completion of the 1.6 MG Reservoir, and proposed landscaping and irrigation around the new reservoir and existing 200,000 gallon tank. Mr. Miller also noted this agreement was part of the property purchase for the new tank site.

Mr. Miller went on to explain that the plans and specifications were completed by Galbraith and Associates. While the project had been advertised in the Daily Journal of Commerce and several statewide plan centers, only one bid was submitted. Anderson's Erosion Control Inc. submitted a bid in the amount of \$67,000, within the project estimate and staff proposed awarding the contract.

Councilor Fierke inquired about what the City anticipated after the one-year maintenance period. Mr. Miller responded that the City will evaluate plantings and remove as needed, all of which will be the responsibility of the new Public Works employee. Council President Jenks asked about the City's obligation regarding landscaping. Mr. Miller did not believe it was optional. Mr. Lawrence added that landscaping was an important part of the land purchase discussion, and believed it was part of the written agreement as they are building homes next to the tank.

Mayor Russell asked for a motion to approve Resolution No. 2017-45. Council President Jenks made a motion to approve Resolution No. 2017-45, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 1.6 MG Reservoir Landscape Project; and Councilor Fierke seconded the motion. There was no discussion. Roll call: Michael Stanek, yes; Jonathan Bilden, yes; Bill Fierke, yes; Ruth Jenks, yes; James Mannenbach, yes; Bob Russell, yes; and Kathy Sell, absent. The motion passed unanimously by those present.

- 10.3 Resolution No. 2017-46. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Century West Engineering Corp. for Linn Road OR62 to Buchanan – Engineering Services.

Robert Miller, Public Works Director, explained that the project name matches Oregon Department of Transportation's (ODOT's) project name but it is the Linn Road Improvement Project. Mr. Miller went on to explain that Century West Engineering had been selected as the top firm to perform engineering services for this project and the Scope of Work (Submission No. 4) had been negotiated. As a

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means of saving money on the project, Mr. Miller reported the City will provide billing services and make payment directly to subcontractors on the project. Mr. Lawrence clarified the payment arrangement to subcontractors requires Century West's approval; however, subcontractor agreements are with Century West, not the City. Council President Jenks later requested and Mr. Miller provided clarification about Century West approving work and payment for subcontractors.

The project includes an Oregon Fish Passage Plan, a lighting analysis, geotechnical, and landscape architecture. A right-of-way acquisition, as a contingency item, will be brought forward to the City Council. Permitting will be made for this project but could be used for other future improvements.

Councilor Fierke briefly discussed the different names used and noted his preference of calling it the Buchanan Ditch. Next, he inquired about Exhibit C to the contract and Mr. Miller explained that the Scope of Work as presented during the presentation will be renamed as Exhibit C to the contract.

Mayor Russell asked for a motion to approve Resolution No. 2017-46. Councilor Stanek made a motion to approve Resolution No. 2017-46, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Century West Engineering Corporation for Linn Road OR62 to Buchanan – Engineering Services; and Councilor Bilden seconded the motion. There was no discussion. Roll call: Michael Stanek, yes; Jonathan Bilden, yes; Ruth Jenks, yes; James Mannenbach, yes; Bill Fierke, yes; Bob Russell, yes; and Kathy Sell, absent. The motion passed unanimously by those present.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke announced the upcoming D9 School Board meeting and discussed the following:

- Attending a positive exit interview at City Hall with the auditors.
- Eagle Point Public Works positions filled.
- SDC Study Update - anticipated in early October.
- Consideration of a public health Resolution relating to the recent years of fires and extensive smoke in the Northwestern United States. A brief discussion followed about the economic impact and forest management practices.
- Further, Councilor Fierke reminded the Council about the City Administrator's review and the process including scheduling. A brief discussion ensued wherein it was agreed to hold the review no later than November 1st. There was no objection stated.
- Last, as in recent years and months, Councilor Fierke requested the review of Resolution No. 2012-55, 2011-48, and 2005-14, and a related Ordinance. Discussion followed wherein Mike Upston, Planning Director, offered and it was determined to bring this forward at the October 10th Council Meeting.

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Councilor Bilden reported on the Southern Oregon Regional Economic Development Inc. (SORED) Board meeting with Boise Cascade featured. In addition, SOREDI's annual meeting generated a \$2,000 donation to the Butte Creek Mill Foundation. Another fund raising event, Teddy Roosevelt's Oregon Roadshow presented by the Butte Creek Mill Foundation, will be held on October 12th at the Smullin Center in Medford.

Council President Jenks reported serving on the audit exit interview panel and that it was surprisingly interesting. She also reported on the auditors checking to see if the City Council is fulfilling its fiduciary civic duty in terms asking financial questions and ensuring there is not fraud. It was noted that one of the ways they check is to review the City Council Meeting Minutes. Council President Jenks added that there had been a discussion about whether or not a \$17 check had been properly handled and requested an update.

Mayor Russell reported on the passing of former Mayor Kato of our Sister City, Showa Japan. Mayor Russell went on to announce the Chamber Dinner at the Golf Course on September 21, with the Volunteer of the Year Award and Business of the Year Award to be recognized. Last, Mayor Russell announced the Rebuild the Mill Golf Tournament on September 20th and noted that volunteers were needed for the event.

12. STAFF REPORTS

Mike Upston, Planning Director, reported on current or upcoming development for Sienna Hills and Green Hills Subdivision, Emerald View Subdivision, and the extension of Oak Point Road and Echo Way. Additionally, the final occupancy permit for the Resort in Eagle Point was granted. The coffee drive through is awaiting the final building inspection tomorrow; however, landscaping, lighting and other improvements are required before occupancy. With regard to long range planning, the Urban Growth Boundary (UGB) analysis work is wrapping up and will help to form perspectives on the density issue and provide direction. Additionally, the adoption of new flood map updates by Federal Emergency Management Agency (FEMA) will require approval by the Planning Commission and City Council. The Comprehensive Plan Map and Zoning Maps will also be brought to the Planning Commission and City Council for adoption.

Melissa Owens, Finance Director, reported that the auditors have two or more days to prepare their questions but staff does not get to see the questions in advance of the exit interview. Ms. Owens expressed appreciation for the process and to the Councilors for participating in the audit. Next, Ms. Owens reported the Finance Department was correct on the audit item but they want to know if they miss something so that it does not reoccur. In addition, the SAIF audit for workers compensation had been held earlier in the day and resulted in a clean audit. Ms. Owens noted that sometimes with two clean audits, there is a chance that they may skip a year which is nice because it is very laborious for staff to prepare an audit. On a final note, Ms. Owens reported on the completion of the recruitment process and new staff coming on board.

Robert Miller, Public Works Director, reported on the near completion of the Seal Coat Project even with two thunderstorms and equipment failure occurring. The Seal Coat is a rejuvenating sealant designed to add years of life to the pavement instead of just protecting it. Additionally, Mr. Miller reported on the Rogue Valley Area Commission on

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Transportation (RVACT) meeting which focused on ODOT's salt treatment on roads, using about one-quarter of the amount used in the Eastern United States. Last, Mr. Miller announced the upcoming Community Day of Service on September 16th, noting everyone would be responsible in determining whether or not to attend based on air quality.

Chief Thompson reported attending Officer Cody Mabee's graduation and being glad he is on staff. Last, Chief Thompson confirmed that a new patrol car is being ordered.

Henry Lawrence, City Administrator, reported preparation of National Incident Management System and the Incident Command System (NIMS and ICS) Training Materials. Mr. Lawrence explained that the Council is not obligated to do the online testing but that it is helpful in the event of emergencies.

12. INFORMATION

There were no information items for discussion.

15. ADJOURN

There being no further business, Mayor Russell closed the meeting at 8:22 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Robert E. Russell, Mayor