



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

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## OREGON

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

FEBRUARY 13, 2018

### 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, Kathy Sell, and Michael Stanek.

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

Guests: Suzi Collins, Planning Commissioner; Millie Wewerka, Planning Commissioner and Budget Committee Member; Douglas Detling, Community Development Commissioner, 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.

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

Rick McKibbin of Eagle Point reported on a nuisance property near his rental home in Eagle Point and requested the Council to consider requiring landlords to register homes and pay an accompanying fee to help cover the cost of Code Enforcement. In addition, Mr. McKibbin suggested that landlords be required to provide garbage service. Fines were also suggested if landlords did not comply with the requirements. Mr. McKibbin noted these were requirements with the City of Medford and provided a handout to accompany the request with possible long term solutions (Submission No. 1). Discussion continued with comments about the cities of Medford and Central Point having similar requirements. Additionally, there was discussion about the current lengthy abatement process for homes

## City of Eagle Point Council Meeting Minutes

February 13, 2018

Page 2 of 7

in such condition and eliminating areas like that in Eagle Point. Mayor Russell noted it was not often that someone would ask for an additional fee but it was something to consider.

Peggy Dover of Eagle Point also came forward to back up what was being said about the property. Additionally, Ms. Dover reported living near the home and that it had been in a similar condition for years with a series of renters. Ms. Dover noted dying landscaping had once been cared for by a neighbor while they sold their home. Additionally, Ms. Dover commented about Eagle Point being portrayed as Mayberry and that it is a great town but there are other properties just as bad. Ms. Dover further stated that she did not want to be a complainer but that she cares about her town.

Interim Police Chief May responded on abatement efforts and reported a notice had been sent to the property owner with a deadline to clean up the property or the City would have it done at the property owner's expense. In addition, Chief May encouraged phone calls from the public to inform the Police Department to help them get properties like this cleaned up.

There were no other audience questions or comments.

#### 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 January 23, 2018.

6.2 Presentation of Special Study Session Minutes of February 6, 2018.

Mayor Russell announced the Consent Calendar. Cindy Hughes, City Recorder, presented revisions to the Special Study Session Minutes to reflect that Chief May was not at the meeting. Also, on page 1, Item 2, second paragraph, the 2<sup>nd</sup> bulleted item should read as follows: Shady Cove's ~~SDCs~~ **property taxes** being lower than Eagle Point; however, Eagle Point remains fairly low in comparison to other cities. There were no questions or comments. Councilor Bilden moved to approve the Consent Calendar as presented 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; Kathy Sell, yes; and Bob Russell, yes. The motion passed unanimously.

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

There were no items considered for removal from the agenda.

## City of Eagle Point Council Meeting Minutes

February 13, 2018

Page 3 of 7

### 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. Council President Jenks asked about a large building refund. Melissa Owens, Finance Director, reported someone was going to build a home with an Accessory Dwelling Unit (ADU) and then decided not to so the City is refunding the System Development Charges (SDCs). There being no further questions, Councilor Bilden moved to approve the Regular Bill List in the amount of \$162,203.17 and the Additional Bills List in the amount of \$25,608.85 (Submission No. 2). Council President Jenks seconded the motion. There was no discussion. Roll call: Jonathan Bilden, yes; Bill Fierke, yes; Ruth Jenks, yes; James Mannenbach, yes; Kathy Sell, yes; Michael Stanek, yes; and Bob Russell, yes. The motion passed unanimously.

### 9. OLD BUSINESS

#### 9.1 Update on the East Main Street/Stevens Road Improvements.

Robert Miller, Public Works Director, reviewed the agenda statement in its entirety and reported more information would be presented at the next meeting. Progress on the project includes a reduction to the number of parcels impacted by the right of way process resulting in a reduction in cost estimated from \$117,700 to \$63,300. However, the right of way process is on hold pending review and approval by the Department of Justice.

While a savings of nearly \$80,000 was identified on the storm system, an environmental analysis of the project determined that the roadside ditches would qualify as wetlands. This resulted in a permit request from the Department of State Lands.

Next, Mr. Miller sought the Council's input on the selection of materials to be used for the project's retaining walls. There were favorable comments for quarystone or cutstone and using a cap as well as earth tones. The cost was discussed but Mr. Miller plans to present options at a future Council meeting.

In conclusion, staff and the design team are working hard for this project to be advertised in August 2018. It is also hoped that if there is another winter like the past that the project could be worked on during that time.

### 10. NEW BUSINESS

#### 10.1 Resolution No. 2018-04. A Resolution authorizing a City of Eagle Point Personal and Professional Service Contract for the South Shasta Pedestrian Bridge with Anderson Environmental Contracting, LLC.

Robert Miller, Public Works Director, reviewed the agenda statement in its entirety starting with the progress to date. Although replacement of the culvert and widening of the road will be needed in the future to complete a left turn lane into the Creekside

**City of Eagle Point Council Meeting Minutes**

February 13, 2018

Page 4 of 7

Center, the proposed project will provide pedestrian improvements at this time and will not require a permit as it does not impact the low flow 'ordinary high water.'

Mr. Miller reviewed the following bids which were presented in no particular order:

Van Nevel Concrete and Curb Inc.	\$55,371.60
Copeland Construction LLC	\$73,270.00
Andersen Environmental Contracting LLC	\$45,989.02
OR State Bridge Construction	\$73,500.00
Roxy Ann Rock, Inc.	\$55,248.75
JRT Construction LLC	\$47,092.00
Timber Mountain Construction	\$85,004.50
JB Steel, Inc.	\$68,017.00
KOGAP Enterprises Inc.	\$74,000.00

Andersen Environmental Contracting LLC was the low bidder and staff recommended awarding the contract.

Mayor Russell asked for a motion to approve Resolution No. 2018-04. Councilor Stanek made a motion to approve Resolution No. 2018-04, a Resolution authorizing a City of Eagle Point Personal and Professional Service Contract for the South Shasta Pedestrian Bridge with Anderson Environmental Contracting, LLC. Councilor Sell seconded the motion. There was no discussion. Roll call: Bill Fierke, yes; Ruth Jenks, yes; James Mannenbach, yes; Kathy Sell, yes; Michael Stanek, yes; Jonathan Bilden, yes; and Bob Russell, yes. The motion passed unanimously.

- 10.2 Resolution No. 2018-05. A Resolution authorizing a Request for Proposals for acquisition and redevelopment of the Old Fire Station Property.

Henry Lawrence, City Administrator, reported on this item being in the works for five years, beginning in 2013. Local architect, Dan Horton, assisted with the preparation of site layout, building façade options, and a design with commercial on the first floor and residential above. Since then, a town hall meeting was held in 2014 to receive community input. In 2015, a Request for Proposals (RFP) with room for a lot of creativity was issued but there was no response. Mr. Lawrence discussed the unfavorable economic times during the last RFP but noted there had been recent interest. The RFP allows for proposals on all three properties or individual parcels as well as building a new building or working with the existing building. If approved, the RFP would be released with a due date of April 11 but could be extended if necessary.

Discussion followed about advertising and distribution. Mr. Lawrence reported the RFP would be sent to all of the Builders Exchanges throughout the state and some national, possibly the Mail Tribune, and all interested parties.

## City of Eagle Point Council Meeting Minutes

February 13, 2018

Page 5 of 7

Mayor Russell asked for a motion to approve Resolution No. 2018-05. Councilor Mannenbach made a motion to approve Resolution No. 2018-05, a Resolution authorizing a Request for Proposals for acquisition and redevelopment of the Old Fire Station Property. 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; Bill Fierke, yes; and Bob Russell, yes. The motion passed unanimously.

### 10.3 Discussion regarding the Eagle Point Community Development Commission's Goals.

Mike Upston, Planning Director, provided a review of the establishment of the Community Development Commission. Goals were adopted at the Commission's meeting on January 2 and presented to the Council as an attachment to the related agenda statement. Council discussion led to the removal of the conceptual design for Highlands Park as it was thought to be premature. Adding a historic inventory was included under historic preservation. Favorable comments were made about the focus of the Commission and bringing its goals to the Council. There were no further comments.

Following Item No. 10.3, Mayor Russell requested to change the order of business to receive Council and Staff Reports prior to the Executive Session and deliberating Item 10.4. There was no objection stated and reports from the City Council were received next.

### 10.4 Resolution No. 2018-06. A Resolution authorizing a lawsuit against Civil West Engineering Services, Inc. and Garrett Pallo.

After the Executive Session, Mayor Russell announced this item and Attorney Kellerman requested to be authorized to make revisions and get it in progress.

Mayor Russell asked for a motion to approve Resolution No. 2018-06. Council President Jenks made a motion to approve Resolution No. 2018-06, a Resolution authorizing a lawsuit against Civil West Engineering Services, Inc. and Garrett Pallo, the lawsuit to be edited or updated per the judgment of the City Attorney. Councilor Fierke seconded the motion. There was no discussion. Roll call: James Mannenbach, yes; Kathy Sell, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bill Fierke, yes; Ruth Jenks, yes; and Bob Russell, yes. The motion passed unanimously.

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

Councilor Fierke commented that it is appropriate to be looking at development of the Old Fire Station as it is booming in Nevada with distribution centers, warehouses, and building popping up. Additionally, he reported seeing no snow on mountains during recent travels and that it could be another long fire season.

## City of Eagle Point Council Meeting Minutes

February 13, 2018

Page 6 of 7

Councilor Bilden reported on Southern Oregon Regional Economic Development Inc. (SOREDI) monthly meeting which was held at the South Medford Branch of the Rogue Credit Union. The Rogue Credit Union's operation was highlighted as they celebrate their 60<sup>th</sup> year anniversary. Last, Councilor Bilden reported attending recent the Branding Stakeholder Committee and that additional information should be available soon.

Councilor Stanek reported attending the Senior Center Fundraiser at the Talon Grill. Suzi Collins of Eagle Point spoke from the audience and reported the Senior Center is almost to the halfway mark on fundraising.

Councilor Sell reported on the Planning Commission being scheduled to meet during the following week.

Mayor Russell reported attending a Rogue Valley Council of Governments (RVCOG) meeting; however, they did not have a quorum. Mayor Russell also attended a ribbon cutting for a new Eagle Point business, Second Bloom, on Main Street; and the Senior Center Fundraiser. Mayor Russell concluded with favorable comments about the Senior Center finding a way to raise needed funds.

### 12. STAFF REPORTS

Mike Upston, Planning Director, reported on the upcoming Planning Commission meeting and a request for a conditional use permit from Richardson Veterinary Services. In addition, the Lang property exchange is moving along as well as the Façade Grant Program with interest by the group in the old Eagle Point Irrigation District building on Main Street. Mr. Upston ended with a reference to the Friday Letter for additional information.

Melissa Owens, Finance Director, reported that most items are in the Friday Letter. Focus has been on updating the SDC methodology with the next step after completion being scheduling and noticing a Public Hearing. Staff is also working on budget projections and preparations.

Robert Miller, Public Works Director, reported attending an all cities meeting wherein they talked about water and is looking forward to some exciting changes. Upcoming projects include the Laurel and Tracy Storm System and after that will be the Public Works Heated Storage. Within the Public Works Department, a lot of vehicle maintenance repairs are being done together with deferred maintenance to bring equipment to a better standard.

Darin May, Interim Police Chief, reported on a hit and run accident involving a young man on a bicycle; however, he was not hurt. Citizen tips were given on license plates and the Police Department is investigating. With regard to recruitment, 35 applicants are scheduled to test and it is anticipated that tentative offers will be made by the next meeting.

Attorney Kellerman did not provide a legal report but briefly commented on sports.

Cindy Hughes, City Recorder, reported on recruitment efforts for vacancies on the Budget Committee.

**City of Eagle Point Council Meeting Minutes**

February 13, 2018

Page 7 of 7

13. INFORMATION

There were no information items for discussion.

At 6:48 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 after the Executive Session.

14. EXECUTIVE SESSION PURSUANT TO 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; and ORS 192.660(2)(e), To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

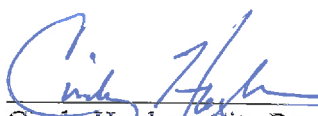
At 6:52 p.m., Mayor Russell opened the Executive Session pursuant to ORS 192.660(2)(h) and (e), and closed the Executive Session at 7:07 p.m.

At 7:08 p.m., Mayor Russell reconvened the City Council meeting and announced Item No. 10.4.

15. ADJOURN

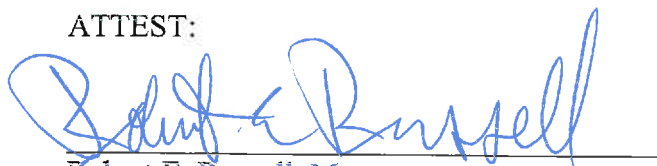
There being no further business, Mayor Russell closed the meeting at 7:09 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Robert E. Russell, Mayor