



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

OCTOBER 25, 2011

REGULAR MEETING MINUTES

1. CALL TO ORDER – 7:00 P.M.

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

Council members present: Bob Russell, Wayne Brown, Kathy Sell, Ruth Jenks, Jonathan Bilden, and Bill Fierke.

Council members absent: Alan Curriston.

Staff members present: David Hussell, City Administrator; Melissa Owens, Finance Officer; Robert Miller, Public Works Director; Vern Thompson, Chief of Police; and Dena Roberts, City Recorder.

2. FLAG SALUTE AND INVOCATION.

Councilor Brown led the flag salute and audience member Jerry Zieman led the invocation.

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

Bob Pinnell of Eagle Point thanked the city administrator and city recorder for their help in developing an advertisement for *101 Things to Do* magazine. He also thanked the city council for supporting advertising. Mayor Russell stated he thought the advertisement was excellent. Dave Hussell commended Mr. Pinnell for his work in developing the advertisement, noting he spent a great deal of time on the advertisement and did a great job.

Keith Holcombe of the Latter Day Saints (LDS) Church addressed council stating Bishop Hill was unable to attend the meeting and he was, therefore, reporting on his behalf. Mr. Holcomb advised 115 people from the LDS church participated in the Eagle Point community service projects. He advised they painted 115 fire hydrants and that families are still continuing painting this week. He stated it is especially heartwarming to hear the families talk about the fire hydrants they painted; there is good pride in the community. He explained the second part

of the community service project was to clear brush from Little Butte Creek between the bridges. He stated Bishop Hill hopes to maintain the area they cleared and asks that city staff call him if there is a need to clear the area throughout the year. Mr. Holcombe thanked the city administrator and other individuals from the city who helped to make these projects possible. He explained it is the LDS church's desire to expand the project to include other churches and service organization members so that once a year people can come together to give back to the community. He asked the council to think about potential projects, noting the LDS Church would be happy to put a committee of representatives of the various organizations together to identify projects if council desired. He then thanked Mayor Russell for visiting the site and supporting the workers. Mr. Holcombe also thanked Councilor Sell for taking photos. Mayor Russell suggested a spring clean-up instead of an autumn event due to the potential for bad weather.

4. PRESENTATIONS.

4.1 Fire Chief Dan Petersen of Fire District #3

Dan Petersen, Fire Chief for Fire District 3 introduced himself and referred council to a statistical report hand-out. He explained it is provided on a quarterly basis and is used to evaluate the fire district's services based on standards of cover. He then reviewed the hand-out in detail. At the conclusion he advised Fire District 3 is beginning a two day community based strategic planning process in November. Chief Petersen invited two people from the City of Eagle Point to be part of the effort.

Councilor Fierke asked Chief Petersen if he could attribute the increases in positive statistics to anything in particular. Chief Petersen responded he didn't believe there was anything specific being done but rather they are dealing with statistically low numbers that can create wide swings. He stated they are doing a lot in fire prevention and talking with people. Chief Petersen stated national studies show that the moment a fire moves out of the area of origin is a 4 to 5 times greater risk to loss of life and property. He stated their focus will be on prevention, public awareness, and quick response time.

Councilor Jenks asked if he was planning on reevaluating the goal of effective response force or changing what is being done so that the current goal can be met. Chief Petersen responded they could not afford to meet the current goal and that it was established for accreditation purposes. He explained it cannot be met area-wide and that they need to have separate targets for urban vs. rural areas. It would be impossible to have three fire engines one scene in a rural community in a 12 minute time frame; the community can't financially support it.

Councilor Jenks asked who sets the ERF goal. Chief Petersen responded the district set the goal in approximately 2006. Councilor Fierke asked what the staffing levels. Chief Petersen responded there are four companies a day, with a battalion chief. Eagle Point has three, White City has three and Central Point has a minimum of five. There can be as many as four in White City and six in Central Point. He further advised there is one person in Gold Hill who manages the volunteer staff and he encourages volunteers and interns to work in Gold Hill. There is usually an engine staffed from 8:00 a.m. to 5:00 p.m. three days a week using volunteers and interns. Councilor Fierke asked the rotation schedule. Chief Petersen advised there are three shifts and they work 56 hours a week. They change shifts at 8:00 a.m. every morning. There are

three teams with a battalion chief on with each team. Councilor Jenks asked how volunteers are utilized. Chief Petersen responded they fight fires, drive tenders, and function as EMS support. There is also an assigned intern with every crew. The district pays for their school and in exchange they work ten shifts a month. He advised the community volunteer numbers have gone down but the career minded volunteers have gone up.

Mayor Russell asked which councilors wanted to assist Chief Petersen with their strategic planning. Councilors Brown and Sell volunteered. Councilor Jenks also asked to be included. Chief Petersen stated, logistically, he could only accommodate two people from the city. Mayor Russell stated council would provide two people and an alternate. Chief Petersen asked that he be sent email addresses of the representatives.

5. PUBLIC HEARINGS.

6. CONSENT CALENDAR.

6.1 Presentation of regular meeting minutes of October 11, 2011.

Mayor Russell announced the consent calendar and asked for a motion. Councilor Bilden moved council approve the Consent Calendar as presented. Councilor Fierke seconded the motion. There was no discussion. Roll call: Bob Russell, yes; Bill Fierke, yes; Ruth Jenks, yes; Jonathan Bilden, yes; Wayne Brown, yes; and Kathy Sell, yes. The motion passed unanimously.

7. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR.

8. PRESENTATION OF BILLS TO BE PAID.

Mayor Russell announced the bills to be paid and asked for a motion to approve the bills. Councilor Sell asked for clarification of the payment to Bob LaDuke. Dave Hussell responded LaDuke Construction is the contractor for the S. Shasta project. Councilor Bilden moved council approve the Bills to be Presented in addition to the supplemental bill list. Councilor Jenks seconded the motion. There was no further discussion. Roll call: Kathy Sell, yes; Jonathan Bilden, yes; Bill Fierke, yes; Bob Russell, yes; Ruth Jenks, yes; and Wayne Brown, yes. The motion passed unanimously.

9. OLD BUSINESS.

10. NEW BUSINESS.

10.1 **Resolution 2011-72.** A Resolution authorizing the City of Eagle Point to enter into a contract for the Fargo Street Reconstruction project.

Mayor Russell announced **Resolution 2011-72** and asked for the staff report. Rob Miller reported Fargo Street is an old street that was built without a sub-base or base and may not even have had asphalt. Staff identified it as a good Surface Transportation Project (STP). Bids were opened today and there were six bidders. The low bid was from HGC, Inc. at \$253,583.50. The engineer's estimate was \$249,858.50. He explained staff is comfortable with the price, it is within the budget, and funds are available. Councilor Sell asked if HGC had previously worked

with the city. Rob Miller responded they had not but they are well-known throughout the valley and the owner has a very good reputation. Councilor Jenks asked the range of bids. Mr. Miller responded the next bid was \$292,000 by Central Valley Excavation, Central Pipeline was \$297,000, Knife River was \$308,000 and H2 Construction was next and LedFord was the high at \$358,000. Councilor Bilden asked the time-frame for the project. Rob Miller responded the project completion date is the second week of December with the exception of paving. That will have to be completed when the weather is good.

Councilor Jenks moved council approve **Resolution 2011-72**. Councilor Bilden seconded the motion. There was no further discussion. Roll call: Wayne Brown, yes; Ruth Jenks, yes; Jonathan Bilden, yes; Bob Russell, yes; Kathy Sell, yes; and Bill Fierke, yes. The motion passed unanimously.

10.2 **Resolution 2011-73.** A Resolution approving a new job description for the position of Police Sergeant.

Mayor Russell announced **Resolution 2011-73** and asked for the staff report. Chief Thompson reported with Jim Gray's retirement it is necessary to upgrade the job description of Police Sergeant. Chief Thompson stated this will allow for cross-training, which will create more qualified officers. Councilor Fierke asked that the EEO code number be included.

Councilor Fierke moved council approve **Resolution 2011-73** with the resolution being modified to include the EEO code. Councilor Brown seconded the motion. There was no further discussion. Roll call: Bob Russell, yes; Bill Fierke, yes; Jonathan Bilden, yes; Kathy Sell, yes; Wayne Brown, yes; and Ruth Jenks, yes. The motion passed unanimously.

10.3 **Resolution 2011-74.** A Resolution authorizing Museum hours to change in the winter to 11:00 a.m. to 3:00 pm.

Mayor Russell announced **Resolution 2011-74** and asked for the staff report. Rob Miller advised the request was the same as the previous request to change the hours of the museum to adjust for winter weather.

Councilor Jenks moved council approve **Resolution 2011-74**. Councilor Bilden seconded the motion. There was no discussion. Roll call: Ruth Jenks, yes; Wayne Brown, yes; Kathy Sell, yes; Bob Russell, yes; Bill Fierke, yes; and Jonathan Bilden, yes. The motion passed unanimously.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES.

Councilor Fierke reported the School Board has continuing budget problems and that they are looking at solutions to try and fix the problems. One possible solution is to consolidate Elk Trail, which would be a savings of \$250,000. Councilor Fierke next reported school test scores have improved dramatically. They have been setting goals and measurements, measuring those goals and utilizing best practices. He then reported that negotiations continue on the school situation.

Councilor Fierke next advised the city is on schedule for recruiting for a new city administrator. He further advised the city has already received one application for the city administrator and two for the principal planner. He stated the content is complete as it relates to the brochure and the advertisement was sent to the League of Oregon Cities. Councilor Sell asked if the League of Oregon Cities was the only advertising venue at this point. Councilor Fierke stated because of the League's publication deadline the advertisement needed to be sent to them. Staff will continue with the other advertising venues discussed. Dave Hussell interjected the League will be advertising during the months of November and December on their website as well as in the *Local Focus*. Local advertising has not begun yet. Councilor Jenks asked if there is an Oregon professional organization for city administrators. Dave Hussell responded there is but they do not have their own website and advertise through the League of Oregon Cities.

Councilor Bilden reported he attended a luncheon for the outgoing and incoming CEOs for Harry & David. He stated there was an interesting presentation regarding how they are moving deep into the roots of the county in addition to what they have experienced over the past year and their direction moving forward. He stated even though Eagle Point doesn't feel the direct effects of the change some of Eagle Point's citizens work at Harry & David. Councilor Bilden next reported SOREDI is entering into its second year with its Angel Investment Network. He explained last year SOREDI was the largest funding figure in the entire state for an initial Angel Investment Network. They are hoping to top last year's figure. Councilor Bilden next advised he had heard many positive comments from students, staff and community members regarding the new SRO, Officer Anselmi.

Councilor Jenks reported she attended an RVMPO meeting at which there were presentations for seven requests for grants, ranging from \$500,000 for sidewalks in Ashland to sidewalk and street improvements in Central Point. She also noted Rogue Valley Transportation is asking for a large amount of funding to expand their current service into night and weekend hours for the downtown and community college area. The RVMPO will be requesting recommendations from the MPO Technical Advisory Committee; voting will take place in November.

Councilor Brown reported he attended a Rogue Valley Sewer (RVS) meeting at which they discussed and approved a resolution updating their personnel policy. They also discussed an amendment to their solar energy power for one of their pump stations. He explained there was an update on their projects on Freeman Road in Central Point and Griffin Creek in Medford. They then discussed storm water updates and issues they have working between municipalities, trying to identify who is in charge of what. Councilor Brown advised RVS had hired a new stormwater coordinator. There was discussion of whether they were on schedule with inspection and cleaning of drains and ditches (FOG program), as well as the maintenance of the Dunn Regional Pumping Station and winterization. Councilor Brown stated there was discussion of a franchise fee lawsuit between Phoenix and RVS. Dave Hussell advised the law allows cities to charge a utility fee to water districts but it is not very clear whether sewer districts can be charged. Because of the difficulty in interpreting the law, Phoenix and RVS entered into a declaratory judgment to force the courts to specifically define whether franchise fees are allowed to be charged to sewer districts or not. Phoenix won so RVS can now be charged franchise fees. Mr. Hussell stated RVS is likely going to appeal to a higher court, but that the legal rendering will have great impact throughout the entire state. He further advised it could be a source of revenue for Eagle Point. Councilor Brown

reported the board then discussed plumbing inspections, grease traps and how to evaluate an annual bonus.

Councilor Sell reported the Parks & Recreation Commission discussed setting goals and objectives and decided to defer setting them until they receive survey responses. They also discussed museum hours. Dennis Mihocko attended the meeting to discuss building tennis courts. He is hoping to build six at the high school and is trying to obtain funding from the US Tennis Association. He does not yet have a five year maintenance plan, which is necessary for grant funding opportunities. She explained he has formed a board. Councilor Sell stated she encouraged him to obtain answers to questions, such as maintenance costs, expectations of the city and school district. She further advised in order to obtain grant funding through the US Tennis Association they must be public courts, with a minimum number of six and they must be built and ready for use by November 2012. Councilor Sell stated much needed to be worked out but that it is likely it will come back before the city. Councilor Sell noted the location he has identified is the gravel area near the high school parking lot.

Councilor Sell next asked Councilor Bilden how his appointment to the League of Oregon Cities Board came about, what benefits the city would receive by his serving, and whether council would receive reports. Councilor Bilden responded his service will begin in January. Councilor Sell stated she thought members of the board represented their cities and the Eagle Point City Council heard nothing about it prior to the appointment. Councilor Bilden stated he didn't think much about it, but that a call for applications came out in August and he applied. There were 25 applicants for four seats. He interviewed with the League of Oregon Cities Board during the annual conference and was selected. He stated he would be reporting on the board meetings and work to council on a regular basis. He further advised he will be working on their legislative committees on which there are four openings. The board works with the legislative committees on establishing priorities for advocating for cities with the legislature, congress and such groups. Councilor Sell asked whether he would be voting as a city representative or personally. Councilor Bilden responded he would be voting on behalf of himself. He stated in order to be on the board one has to be a city councilor or mayor, but he would not be the voice of Eagle Point at the League of Oregon Cities; it is individual. Councilor Jenks noted former Mayor Leon Sherman held the same role. Councilor Sell stated, when she ran for office, she had been told it was very important for Leon to have served on the board and that it took a long time on council before one was appointed to the board. She stated she was surprised because council had been told nothing about Councilor Bilden's application. Councilor Bilden stated he would certainly voice what is happening in Eagle Point and be an advocate for cities of Eagle Point's size and situation, but the board is not made up of cities. It is made up of individual office holders. Councilor Sell stated if that was the case she did not understand why it was named the League of Oregon Cities. Councilor Bilden stated the general membership is by city entities and that Eagle Point gets one vote. Councilor Sell asked if he would be voting there. Councilor Bilden responded he would not, but that it was up to the city who they want to have represent them. Nancy Leonard asked if Councilor Bilden would personally pay for any financial costs associated with his board membership since he was not representing the city. Councilor Bilden responded the city does not pay for his travel or meals or lodging and that being a city councilor is the only qualification to serving. He further stated he will not be the voice of Eagle Point on the board because it is not set by city entities. Councilor Jenks stated the League of Oregon Cities is the organization who conducted training she and Councilor Bilden recently attended and that they do lobbying on proposed legislation. Councilor Sell responded she

understood their function but wanted to know if Councilor Bilden was the voice of Eagle Point and, if so, would council have the opportunity to hear the issues for which he would be voting prior to the vote. Councilor Bilden stated he would talk to council and others in the region to obtain their input. Councilor Jenks asked how many people are on the board. Councilor Bilden responded 12. She further asked whether they are evenly distributed throughout the state. Councilor Bilden stated they do not have set requirements other than the City of Portland is guaranteed a seat on the board. They do, however, try to distribute membership. Councilor Jenks asked whether Ashland has a representative. Councilor Bilden responded they do not.

Mayor Russell reported the LDS clean-up was excellent and they did an amazing job in a very short period of time. He stated he felt it a good stepping stone to getting other churches and groups involved. He further reported he spoke at the Women's Club last week at which he gave a "State of the City" talk as well as gave a little background on how government works. There were approximately 100 women in attendance and it went very well. He noted there were several questions about the landscaping for the reservoir project. Mayor Russell next advised the Music Man will be on November 11 and 12 at the high school and that the posters list the women's club, city of eagle point, etc. as sponsors but the city is not really sponsoring it. They are referring to the November 11 performance as the "city night," with city employees receiving a discount that night. He stated he hoped there would be good representation from council, commissioners as well as staff. The reference to the city on their poster is to recognize the City of Eagle Point and its centennial year. Mayor Russell stated there had been a meeting of the people who visited Japan and represented the city in Showa at which they worked on a response to the people of Showa. He stated there will probably be a proclamation and a few more gifts brought to council for approval. He noted he received more gifts today and would be distributing them to those who attended. He further advised he would donate one of framed pieces of artwork to the Eagle Point City Hall. Mayor Russell stated a few people have complained to him about the \$40 late fee on their utility bills and he wanted to bring it to council to review. He further stated he wanted to bring before council the potential of placing a banner over Main Street for the Music Man. He stated the city does have a policy but thought it should be reviewed.

12. STAFF REPORTS

Melissa Owens reported building permits are not coming in as quickly as in the previous two years and the city budgeted based on the last two years. The loss of revenue could impact the SDC funds. She next reported the city's auditors were conducting their on site visit and would be finishing tomorrow. The audit has gone very well and staff will be working with them over the next month before they will finalize their annual report. Ms. Owens stated on Thursday there will be a workers' compensation audit and it will take approximately two weeks for their final report. She explained they would either give the city a credit or charge the city the difference. Ms. Owens next reported she attended a conference last week at which there was much discussion about changes in the way budgets are to be presented as well as financial reports. These changes will be seen in the next budget. She asked council to determine who they want to write the next "Council Corner" message. Council decided Council President Currison would write the next message.

Councilor Jenks asked that council packets be put on the city's website. Dave Hussell explained once the information is received by council it becomes public information and can be

shared as a matter of public record, but that technically it becomes public record at the council meeting. He noted council packets are not distributed to the audience. She stated she wanted to know what other cities are doing. Councilor Fierke asked if staff had any idea why building permits are down and whether it will continue. Dave Hussell stated there is not a positive trend forward yet and banks are not freeing up money. Although, the biggest problem with development is that foreclosures have devalued the housing market so much that builders cannot build homes with public infrastructure costs and compete with foreclosures. He explained last year there were only 13 new homes built and there are only two thus far this year. Even though home building is down in Eagle Point there is building such as the new school, hardware store, chiropractic office, etc. Central Point has virtually none. Staff briefly explained how assessed values are derived and its impact to the city.

Rob Miller reported the Junior Eagles program is going full swing with extremely good turnout for Junior Eagles volley ball last week. Mr. Miller explained while a lot of children are being signed up, parents are having difficulty getting children to the games because now both parents are working; in past years one parent usually stayed home with the children. Mr. Miller displayed a conceptual plan for landscaping around the new reservoir and advised the project has not moved forward because the trees could not be planted in the hot weather. But now that the weather is getting cooler it is time to move forward. He further advised the designer has advised the trees will grow about 10 feet in the first year so they will rapidly rise above the existing oak trees. Mr. Miller advised he would bring details to the next meeting. He next reported he and Dave Hussell had explored the possibility of applying for two grants this past week. He stated they were considering applying for one through ODOT's Flexible Funding Program, but it stresses project readiness, which is typical. The city does not have any suitable projects ready. The problem is that in order to apply for these types of grants the city has got to expend money in order to get the projects to a position that they are even eligible. He explained that this particular project required an intergovernmental agreement with a consultant already on board, having an ODOT approved contract and schedule, estimate, etc. and be in a position to be able to be built. He further advised that federal grants "project readiness" means funding for 2014.

Chief Thompson reported Saturday from 10:00 a.m. until 2:00 p.m. is National Prescription Drug Take Back Day and Eagle Point is a participant. Councilor Jenks asked the results of the crime survey. Chief Thompson responded they are still being returned, but that he has received approximately 200. He advised he would share the results when he has compiled a report.

Dave Hussell reported the agreement with the Medford Water Commission has been signed by all parties and will be in effect for five years. He further advised the cities are now discussing with the Medford Water Commission a potential surcharge on the Duff Treatment Plant to prefund a second Duff Treatment Plant needed in 20 years. He explained the city brought to the commission's attention that their evaluations of the need for Duff II didn't consider conservation measures. The Cities Coalition is bringing together facts and details of conservation to make sure it is looked at before any charges are imposed.

13. INFORMATION.

14. ADJOURNMENT.

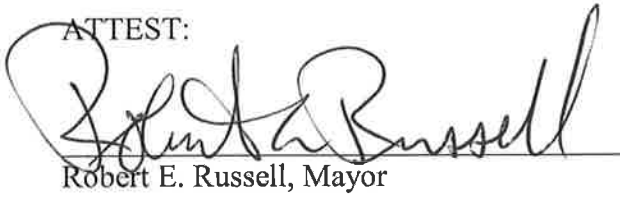
There being no further business to come before the council, Mayor Russell adjourned the meeting at 8:40p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Dena Roberts', written over a horizontal line.

Dena Roberts, City Recorder

ATTEST:

A handwritten signature in cursive script, appearing to read 'Robert E. Russell', written over a horizontal line.

Robert E. Russell, Mayor