



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

SEPTEMBER 11, 2018
REGULAR MEETING MINUTES

1. CALL TO ORDER – 6:00 P.M.

Mayor Russell called the meeting to order at 6:00 p.m.

Council Members Present: Bob Russell, Jonathan Bilden, Ruth Jenks, Bill Fierke, James Mannenbach, Kathy Sell, and Michael Stanek.

Staff Members Present: Henry Lawrence, City Administrator; Souvanny Miller, City Attorney; Dustin LaFord, Police Sergeant; Melissa Owens, Finance Director; and Mike Upston, Planning Director.

Guests: Suzi Collins, Planning Commissioner; Bernie Grossman, Planning Commissioner; Eric Gunn, Budget Committee Member; David Lacombe, Community Development Commissioner; Kevin Walruff, Planning Commissioner; Millie Wewerka, Budget Committee Member and Planning 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. Following the invocation, Mayor Russell reminded everyone about quieting cell phones until after the meeting.

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

Stacy Fields of Eagle Point inquired about future sidewalks to Hillside Elementary from Laurel Street, and noted the Council's Goals regarding Safe Routes to School. Ms. Fields stated concern about walking in the street as there were not sidewalks and both sides of the road had cars parked on them. Mike Upston, Planning Director, reported on the intent of safe routes for everyone and long range plans. Mr. Upston suggested contacting Robert Miller, Public Works Director, or himself.

Evelyn Hornbuckle of Eagle Point stated a complaint about tall trees planted by the City, and discussed a reminder notice about the homeowner's responsibility of trimming trees. Henry Lawrence, City Administrator, reported staff would look into it and get back to her.

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There were no other audience questions or comments.

4. PRESENTATIONS

There were no presentations.

5. PUBLIC HEARINGS

5.1 Public Hearing in the matter of updating Eagle Point Municipal Code 15.04 Building Codes.

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

At 6:08 p.m., Mayor Russell opened the Public Hearing in the matter of updating Eagle Point Municipal Code 15.04 Building Codes.

Henry Lawrence, City Administrator, reported he would be serving as the Recorder for the evening and further that Robert Rice, Building Official, was also out due to a family illness. Mr. Lawrence explained that the item was basically a complete re-write of Chapter 15.04, adopting the State Building Codes, and had been reviewed by the City Attorney. In addition, grading permits, non-habitable structures, phasing permits, fee refunds, alternative materials, health and safety requirements, electrical permit program, working without permits, corrections, stop-work orders, violations, administrative civil penalty, and appeals procedures were also addressed.

Mike Upston, Planning Director, discussed the benefits of the proposed Code as it addresses situations that are not currently addressed. Mr. Upston provided examples such as grading, single family homes with retaining walls, and other non-habitable structures.

Mr. Lawrence offered to have the item continued if the Council desired.

Next, Mayor Russell invited public testimony in favor of the proposal. Eric Gunn, Manager and resident of Idlewood Mobile Home Park recommended approval of this item and spoke about making sure permits are issued properly as well as the location of utility services and gas lines. Mr. Gunn spoke of the safety of the citizens, not so much as fees, and noted a gas line had been struck on a recent nearby project. There were no Council questions for the speaker.

Mayor Russell then invited testimony in opposition of the proposal; however, there was no public testimony.

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There being no additional discussion or public testimony, Mayor Russell closed the Public Hearing at 6:26 p.m.

Mayor Russell announced that the related Ordinance No. 2018-10 was scheduled later in the Agenda as Item No. 10.1. There was no objection to changing the order of business, and Mayor Russell asked to discuss and deliberate the proposed Ordinance No. 2018-10. Councilor Stanek inquired as to whether or not the Ordinance addressed new and existing construction for a retaining wall. Mr. Lawrence and Mr. Upston together explained there were lots of small situations that would not be included and it was thought that a retaining wall of four feet would not require a permit. An engineered wall to retain soil such as a hillside would require permitting.

Councilor Fierke inquired about whether or not a template had been used and Mr. Lawrence confirmed it had been. In addition, Councilor Fierke brought up the following questions, topics or concerns:

- Scrivener's errors as to the lettering sequence and title of City Manager.
- Building Official's authority to disconnect power services.
- Appeal fees.
- Grading provisions.

Council President Jenks recommended tidying up the area of grading provisions. Further, it was noted that Planning Fees will be addressed at the next meeting, and fees were not included in this Ordinance. There was discussion regarding each of the above and Mayor Russell suggested bringing the item back to the next Council meeting. There was no objection stated.

5.2 Public Hearing in the matter of updating Mobile Home Placement Fee.

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

At 6:38 p.m., Mayor Russell opened the Public Hearing in the matter of updating Mobile Home Placement Fee.

Henry Lawrence, City Administrator, reviewed the agenda statement, explaining that the City Council had held a public hearing on May 22, 2018, to provide for an update of building permit fees. During that meeting, there was considerable discussion regarding the permit and inspection fee for manufactured homes. Mr. Lawrence reported that since that meeting, the Building Official put together examples of costs in other localities as well as reporting it taking approximately four site visits for approval. Mr. Lawrence further noted that mobile homes are a rare occurrence and the fee would not make a large impact. In addition, the related Ordinance had a blank amount listed for the Council's consideration.

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Next, Mayor Russell invited public testimony in favor of the proposal. Eric Gunn of Idlewood Mobile Home Park spoke in favor of updating the fee amount, after eight years, but not doubling the amount. Mr. Gunn also reported on past and current inspections with the latter requiring two inspections. Further, Mr. Gunn noted that the infrastructure is already in place at the Park. There were no Council questions for the speaker.

Mayor Russell then invited testimony in opposition of the proposal; however, there was no public testimony in opposition.

There being no additional discussion or public testimony, Mayor Russell closed the Public Hearing at 6:50 p.m.

Mayor Russell announced that the related Ordinance No. 2018-11 was scheduled later in the Agenda as Item No. 10.2. There was no objection to changing the order of business, and Mayor Russell asked to discuss and deliberate the proposed Ordinance No. 2018-11. Councilor Sell asked about having a different fee for replacing an existing mobile home. Discussion ensued about placing mobile homes within the City limits, and temporary medical or construction use purposes allowed.

Mayor Russell asked for a motion to adopt Ordinance No. 2018-11. Councilor Stanek made a motion to reduce the fees by one-half, \$212; and Council President Jenks seconded the motion. Mayor Russell announced the motion and second to adopt Ordinance No. 2018-11, an Ordinance modifying Building Program Fees for Manufactured Dwelling Installations. There was no further 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.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of August 28, 2018.

Mayor Russell announced the Consent Calendar. 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: 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.

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 inquired about the payment to White's Tree Service. Henry Lawrence, City Administrator, responded the tree was located at Rodale Drive and had fallen. Councilor Bilden moved to approve the Regular Bill List in the amount of \$67,120.84 and Additional Bills in the amount of \$118,570.19 (Submission No.

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1). Councilor Stanek 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.

9. OLD BUSINESS

There was no Old Business.

10. NEW BUSINESS

10.1 Ordinance No. 2018-10. An Ordinance repealing and replacing Eagle Point Municipal Code (EPMC) Chapter 15.04, Building Codes.

This item was discussed after the Public Hearing referenced as Item No. 5.1.

10.2 Ordinance No. 2018-11. An Ordinance modifying Building Program Fees for Manufactured Dwelling Installations.

This item was discussed after the Public Hearing referenced as Item No. 5.2.

10.3 Discussion regarding future date for Street Dance.

Henry Lawrence, City Administrator, discussed the recent and past cancellations of the Street Dance due to smoke. The months of June, July, August, and September were discussed as possible times to hold the dance. However, it was noted that various events such as high school graduation, the School District 9 fund raiser, 4th of July, and National Night Out compete for available dates. Hosting events to attract tourism was also discussed as well as kicking off the summer with the dance in June.

Eric Gunn of Eagle Point commented that it would be good to have another group or committee decide if and when such events should be held. Councilor Sell noted that previously, the past Economic Development Commission had held events every month and this is the last remaining event from that Commission.

A brief discussion followed wherein Mr. Lawrence identified Saturday, June 15th as the next date for the Street Dance. There was no further discussion.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke reported the School District 9 meeting was scheduled on the following day.

Councilor Bilden announced the Southern Oregon Regional Economic Development Inc. (SOREDI) Board Meeting had been held earlier in the day. SOREDI's fundraising events such as the Crown Dinner at the Eagle Point Golf Course were reported as well as economic development efforts to get more of a regional group working together.

Council President Jenks reported on the Rogue Valley Area Commission on Transportation (RVACT) meeting held earlier in the day at Grants Pass. Discussion focused on Safe

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Routes to School with 140 applications, including Eagle Point, competing for grant funding. Additionally, there was discussion regarding identification of vulnerabilities of future cataclysmic events impacting Interstate 5 and Highway 140. Council President Jenks clarified that approximately \$33M is set aside for this ODOT Region to reinforce bridges and address potential landslide areas.

Councilor Stanek commented on the very nice water park but noted nearby properties were in need of clean up.

Councilor Sell reported that after 38 years, the Valley Feed Store would be closing.

Mayor Russell commended the Scouts for their work near the covered bridge. Next, Mayor Russell encouraged everyone to attend Eagle Point football game, Chamber of Commerce fundraising dinner, Mayors United fundraising event, and golf event benefitting the Butte Creek Mill Foundation.

12. STAFF REPORTS

Mike Upston, Planning Director, reported there being a lot of development approvals and an increase of communications related to development. Sienna Hills Phase VII is scheduled to be presented to the Council on October 23. Additionally, Mr. Upston reported on upcoming meetings related to planning, and internal policy work.

Melissa Owens, Finance Director, referred to the Friday Letter and reported on a lot of work going into audit preparation, and Information Technology. Ms. Owens further reported on the reassignment of duties amongst front office staff members to allow for assistance with software changes and cross-training for all staff to be more knowledgeable. A temporary reassignment of seating for two staff members is also being made that will last for about one month.

Police Sergeant LaFord reported that Officer Slagle is transitioning well into the position of School Resource Officer, and Officer Evertt is doing well at the Academy and scheduled to graduate in November.

City Attorney Souvanny Miller reported on preparations to present ongoing litigation at the next City Council meeting during the Executive Session.

13. INFORMATION

There were no information items.

At 7:18 p.m., Mayor Russell recessed the meeting.

14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i), To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

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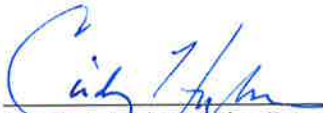
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At 7:22 p.m., Mayor Russell opened the Executive Session pursuant to ORS 192.660(2)(i) and closed the Executive Session at 7:50 p.m.

15. ADJOURN

At 7:52 p.m., Mayor Russell closed the meeting.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Robert E. Russell, Mayor