



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

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

SEPTEMBER 25, 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 via Skype, James Mannenbach, Kathy Sell, and Michael Stanek.

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

Guests: Emily McIntire, Eagle Point School District Board Member; Mike Frey and Tisha Oehman, Paradux Media Group; Robert Rice of Northwest Code Professionals as Eagle Point's Building Official; Suzi Collins, Planning Commissioner; Bernie Grossman, Planning Commissioner; Eric Gunn, Budget Committee Member; Mike Smail, Planning Commissioner; Millie Wewerka, Budget Committee Member and Planning Commissioner; Jerry Zieman, Budget Committee Member; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Mayor Russell led the Pledge of Allegiance; and Jerry Zieman 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

Chris Buchanan of Eagle Point presented a signed petition regarding speed enforcement on Robert Trent Jones Boulevard with over 200 signatures from people living in the area. Mr. Buchanan explained the request for stop signs as a cost effective means to eliminate speeding although he reported some people being in favor of speed bumps. Further, Mr. Buchanan reported on his background and experience, speaking with Chief May, and support from the HOA. The impact of speeding to home values was also discussed. Robert Miller, Public Works Director, added that with the Council's approval, the City

## City of Eagle Point Council Meeting Minutes

September 25, 2018

Page 2 of 7

could move forward with a professional study, noting that sometimes stop signs may be ineffective and a detriment. Discussion continued about how a study would be conducted, and Mr. Buchanan asked to be notified of when the study would take place. Mr. Buchanan also expressed concern about someone getting hurt and asked the Council to be there at any given time to observe the speeding.

Jim Brick of Eagle Point spoke about moving to the Golf Course Community in 2001. He stated that most people are not speeding but there are times when it is difficult to see down the street and it is hazardous to cross the street to get mail or pull out onto the street. Mr. Brick further expressed concern about someone getting hurt.

Bonnie Scriba of Eagle Point reported on a recent incident on Robert Trent Jones Boulevard with an elderly person being cursed at by a driver. In addition, Ms. Scriba reported watching traffic all day long, and expressed concern about someone getting hurt.

Discussion continued wherein Mr. Buchanan reported the HOA would cover the cost of a study if needed. Henry Lawrence, City Administrator, reported on the standards in the Manual on Uniform Traffic Control Devices, and the requirement of a study to support placement of stop signs. Additionally, discussion covered increased traffic enforcement, number of violations, and the speed radar sign.

John Hardey, owner of the Hardey Group, formerly Hardey Engineering, stated it had been the largest engineering and surveying company in the area at one time. Mr. Hardey reported selling that company in 2008 and having no control over what was going on then. In 2013, Mr. Hardey took back the company and has been trying to rebuild ever since. Mr. Hardey reported the company is a whole new group and they would like to work with the City. Mayor Russell responded that they are welcome to bid on projects. Mr. Hardey offered to answer questions to clear up any concerns, and further reported the company is headquartered in Medford, but has a branch office in Houston, Texas.

Tom Dover of White City presented an idea to build a foot path from the Mill to the fish ladder and spawning area on Little Butte Creek. Mr. Dover stated he is not asking for financial help, but rather asking to find out if there are safety issues or anything to stop such a project. Robert Miller, Public Works Director, discussed access to the area and Mr. Dover talked about the possibility of obtaining permission from the nearby property owners. Financial support from the Watershed Council was mentioned as well as volunteer work parties, and the City's legal team agreeing to look into the project. Henry Lawrence, City Administrator, expressed appreciation to Mr. Dover and the Watershed Council for their work at the lagoon site.

There were no other audience questions or comments.

## City of Eagle Point Council Meeting Minutes

September 25, 2018

Page 3 of 7

### 4. PRESENTATIONS

#### 4.1 Presentation regarding Eagle Point School District Bond Measure.

Emily McIntire, Eagle Point School District Board Member, stated she was there to get the word out about the bond. Ms. McIntire spoke about the School Board's commitment to student achievement, and shared information in a handout about the bond (Submission No. 1). Ms. McIntire further reported having students in the District and the bond putting them first.

### 5. PUBLIC HEARINGS

There were no public hearings.

### 6. CONSENT CALENDAR

#### 6.1 Presentation of Regular Meeting Minutes of September 11, 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 Stanek 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.

### 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 were no questions. Councilor Bilden moved to approve the Regular Bill List in the amount of \$77,336.51 and Additional Bills in the amount of \$9,960.54 (Submission No. 2). Councilor Stanek 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.

### 9. OLD BUSINESS

#### 9.1 Ordinance No. 2018-10. An Ordinance in the matter of updating Eagle Point Municipal Code 15.04 Building Codes.

Henry Lawrence, City Administrator, reviewed the related agenda statement and explained about continuing the discussion from the last meeting. Proposed changes to the Municipal Code were discussed including a new Appendix J dealing with grading and excavation not related to building permits. Discussion continued about exempting small landscaping projects up to 50 cubic yards of soil and not being adjacent to a creek or wetland. Such projects cannot redirect the natural flow of water or negatively impact a neighbor.

## City of Eagle Point Council Meeting Minutes

September 25, 2018

Page 4 of 7

Section 15.04.060, addressed creation of a construction permit for retaining walls and other non-habitable structures, including the authority to collect fees for grading inspections by the Building Official or City Engineer.

The last of the three primary changes had to do with strengthening the Building Official's authority regarding code violations (EPMC 15.04.070, 15.04.075, 15.04.080). Discussion specifically followed about the Building Official's authority to disconnect utilities. Robert Rice of Northwest Code Professionals as Eagle Point's Building Official, noted that over 12 years of doing this, he had never needed to use the authority. However, the disconnect authority is already provided under a provision about eminent danger to life or property, or if no one is home. Mr. Rice noted that the power company would disconnect power if a building were on fire.

Final comments addressed a title change and fees being set at the next Council meeting.

There being no further discussion, Mayor Russell asked for a motion to adopt Ordinance No. 2018-10. Councilor Stanek made a motion to adopt Ordinance No. 2018-10, an Ordinance in the matter of updating Eagle Point Municipal Code 15.04 Building Codes; and Council President Jenks seconded the motion. Mayor Russell announced the motion and second to adopt Ordinance No. 2018-10. There was no further 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. NEW BUSINESS

- 10.1 Resolution No. 2018-46. A Resolution cancelling the October 9, 2018 regular meeting of the Eagle Point City Council and authorizing staff to pay the bills through October 22, 2018 or until the next City Council meeting.

Henry Lawrence, City Administrator, explained that this item is just as stated, with four City Councilors traveling to Eagle Point's Sister City, Showa Japan, and there not being a quorum for the next meeting. Mr. Lawrence further explained about the need to authorize payment of bills until the next City Council meeting.

Mayor Russell asked for a motion to authorize Resolution No. 2018-46. Councilor Mannenbach made a motion to authorize Resolution No. 2018-46, a Resolution cancelling the October 9, 2018 regular meeting of the Eagle Point City Council and authorizing staff to pay the bills through October 22, 2018 or until the next City Council meeting; and Council President Jenks seconded the motion. Mayor Russell announced the motion and second to authorize Resolution No. 2018-46. 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.

## City of Eagle Point Council Meeting Minutes

September 25, 2018

Page 5 of 7

- 10.2 Resolution No. 2018-47. A Resolution authorizing a Cost-of-Living Adjustment to the City Administrator's Salary.

Mayor Russell reported the City of Eagle Point entered into an Employment Agreement with its City Administrator in 2012. In accordance with Section 4 of the Agreement, the City Council conducted an evaluation as set forth in the Agreement and recently conducted an annual evaluation. The results of the City Administrator's evaluation assessed his performance as "Exceeds". As detailed in the Resolution, a 2.40% cost-of-living adjustment will increase the City Administrator's Salary.

Mayor Russell asked for a motion to authorize Resolution No. 2018-47. Councilor Stanek made a motion to authorize Resolution No. 2018-47, a Resolution authorizing a Cost-of-Living Adjustment to the City Administrator's Salary; and Councilor Sell seconded the motion. Mayor Russell announced the motion and second to authorize Resolution No. 2018-47. There was no further discussion. Roll call: Kathy Sell, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bill Fierke, yes; Ruth Jenks, yes; James Mannenbach, yes; and Bob Russell, yes. The motion passed unanimously, and Mr. Lawrence expressed appreciation to the Council.

- 10.3 Discussion and first round of preliminary new logo designs for the City of Eagle Point.

Henry Lawrence, City Administrator, reviewed the agenda statement and introduced Mike Frey and Tisha Oehman of Paradux Media Group. Ms. Oehman swiftly led the City Council in selecting three logos by eliminating the ones they didn't like. Logo numbers 1, 13, and 14 remained as the finalist. There was also discussion about exploring the color red or a red-white-blue theme, using colors representing the high school, preferences of using the bridge and/or eagle, font styles, and whether or not to use a ribbon.

- 10.4 Discussion regarding the Rogue Valley Stormwater Quality Design Manual.

Robert Miller, Public Works Director, introduced this item and reviewed the agenda statement. Mr. Miller explained that the end result of the review is to adopt the manual at a future meeting. Mayor Russell reported the Council would be ready to make a decision when presented for adoption.

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

Councilor Fierke reported on the School District 9 Board meeting wherein the bond had been discussed.

Council President Jenks reported on the recent Rogue Valley Metropolitan Planning Organization, Policy Committee meeting that was mostly administrative. Next, Council President Jenks complimented Fire District 3 in conjunction with the Red Cross, Spectrum, and volunteers, for the recent smoke detector program and installing over 200 units in White City and Central Point.

## City of Eagle Point Council Meeting Minutes

September 25, 2018

Page 6 of 7

Councilor Sell reported attending a Planning Commission meeting but deferred the report to Mike Upston, Planning Director.

Mayor Russell reported attending the Mayor's United Access fund raising event, plans to attend the League of Oregon Cities (LOC) Conference in Eugene, and preparing to visit Showa Japan.

### 12. STAFF REPORTS

Mike Upston, Planning Director, reported on Sienna Hills Subdivision – Phases 5, 6, and 7, Idlewood Subdivision, Poppy Village, Windermere Real Estate project, and Richardson Vet Service. Mr. Upston further reported on long range planning, and announced the upcoming Community Development Commission meeting agenda items. Council President Jenks reported that Richardson Vet Service had been very complimentary towards City staff.

Melissa Owens, Finance Director, announced the financial report was in the agenda packet with expenses through August 31. Ms. Owens reported everything in the Financial Report is exactly where it should be, and noted that property taxes are not received until November. In addition, Ms. Owens discussed workers compensation insurance and a change to SAIF that resulted in a savings of about \$6,500 during 2016-2017. In 2017-2018, SAIF declared a dividend which resulted in a savings to Eagle Point of over \$13,000. The City also qualified for a safety award by the League of Oregon Cities (LOC) because of no time loss injuries which is also reflected in workers compensation premiums. With regard to the upcoming audit, staff is in the preparation phase with the auditors anticipated within the next two weeks. Ms. Owens referred to the Friday Letter for a full report. Mayor Russell congratulated Ms. Owens on her new grandchild, a baby boy.

Robert Miller, Public Works Director, reported on development and site inspections, as well as the Public Works Heated Storage Building and 2018 Chip Seal Project.

Police Chief May reported on a nuisance property on DeAnjou and serving an eviction notice. With regard to staffing, Officer Evertt is on week 10 at the Academy and making high marks. On a final note, applications are being received for an open position.

Henry Lawrence, City Administrator, reported on items for the October 23 agenda, and anticipated additional time by Code Enforcement to address such things as flags and banners. Mr. Lawrence reported the City has a good sign code but offered to bring it up for discussion if there was interest.

Cindy Hughes, City Recorder, reported attending the Oregon Association of Municipal Records' conference and classes including time management, public records laws, and government ethics. Ms. Hughes also expressed appreciation to the City Council for supporting professional education and development.

### 13. INFORMATION

There were no information items.

**City of Eagle Point Council Meeting Minutes**

September 25, 2018

Page 7 of 7

At 7:40 p.m., Mayor Russell recessed the meeting.

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.

At 7:47 p.m., Mayor Russell opened the Executive Session pursuant to ORS 192.660(2)(e) and closed the Executive Session at 7:57 p.m.


15. 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.

At 7:58 p.m., Mayor Russell opened the Executive Session pursuant to ORS 192.660(2)(h) and closed the Executive Session at 8:07 p.m.

16. ADJOURN

At 8:08 p.m., Mayor Russell closed the meeting.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Robert E. Russell, Mayor