



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

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

**MARCH 13, 2012**

## **REGULAR MEETING MINUTES**

### 1. CALL TO ORDER.

Council President Curriston called the regular meeting to order at 7:00 p.m.

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

Council members absent: Bob Russell.

Staff members present: David Hussell, City Administrator; Joe Kellerman, City Attorney; Melissa Owens, Finance Officer; Robert Miller, Public Works Director; Vern Thompson, Chief of Police; Mike Upston, Principal Planner and Sara Miller, Planning Aide.

Bill Miller of the Medford Mail Tribune were also present.

### 2. FLAG SALUTE AND INVOCATION.

Mike Cavallaro led the flag salute and Councilor Bilden led the invocation.

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

There were no questions or comments offered from audience members.

### 4. PRESENTATIONS.

- 4.1 Presentation of Life Saving Award to Senior Officer Heidi Kazakoff and Senior Officer Mike Anselmi.

Chief Thompson announced that the presentations were postponed.

4.2 Annual Report – Mike Cavallaro, Rogue Valley Council of Governments.

Mike Cavallaro approached the council and presented the Program and Financial Update for January 2012. He gave a brief overview and examples of services offered by RVCOG. Mr. Cavallaro expressed his appreciation for all of the work David Hussell has done, and told Mr. Hussell that he will be missed.

Council President Curriston asked how long Mr. Cavallaro has been with RVCOG, and Mr. Cavallaro replied that he has worked for RVCOG for 14 years. Council President Curriston thanked him for the presentation, and noted that RVCOG provides a great service to local communities.

5. PUBLIC HEARINGS.

There were no public hearings brought before the council.

6. CONSENT CALENDAR.

6.1 Presentation of regular meeting minutes of February 28, 2012.

Council President Curriston announced the Consent Calendar and asked for a motion. Councilor Fierke moved that council approve the Consent Calendar as presented. Councilor Brown seconded the motion. There was no further discussion. Roll call: Alan Curriston, aye; Bill Fierke, aye; Ruth Jenks, aye; Jonathan Bilden, aye; Wayne Brown, aye; Kathy Sell, aye. The motion passed unanimously.

7. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR.

There were no items removed from the Consent Calendar.

8. PRESENTATION OF BILLS TO BE PAID.

Council President Curriston asked for a motion on the Bills to be Paid. Councilor Sell asked about the payment to HGC, Inc., and Robert Miller explained that HGC, Inc. is the contractor working on the Fargo St. project. He noted that there would be another payment once paving is completed. Councilor Brown asked the status of the Fargo St. project. Mr. Miller explained that the contractor would be ready to pave next week depending on weather. Councilor Jenks moved that council approve the checks and bill payments dated 3/13/12 for a total of \$24,431.59, plus the addendum dated 3/14/12 for a total of \$144,594.39, acknowledging the refund checks in the amount of \$168.55. Councilor Brown seconded the motion. There was no further discussion. Roll call: Kathy Sell, aye; Jonathan Bilden, aye; Ruth Jenks, aye; Alan Curriston, aye; Wayne Brown, aye. The motion passed unanimously.

9. OLD BUSINESS.

There was no old business brought before the council.

10. NEW BUSINESS.

10.1 **Resolution 2012-17.** A Resolution proclaiming April 3, 2012 as Arbor Day in the City of Eagle Point.

Council President Curriston announced **Resolution 2012-17**, a Resolution proclaiming April 3, 2012 as Arbor Day in the City of Eagle Point, and asked for the staff report. Mr. Miller presented the item and announced that the Arbor Day celebration would be held Tuesday, April 3 at 1:30 p.m. at Little Butte Creek Park. He noted that this was the 20<sup>th</sup> year as a Tree City USA, and a flowering cherry tree will be dedicated in honor of sister city Showa, Japan. Council President Curriston thanked the Public Works Department for their contributions to ensure that Eagle Point earns the award every year. Mr. Miller noted that Maintenance Supervisor Gary Shipley has been instrumental in the achievement. Councilor Jenks asked where the first tree was planted 20 years ago. Mr. Miller wasn't sure of the location, and did not believe there was an index of past locations. Attorney Kellerman stated that he believes the first tree was planted on Teakwood.

Councilor Fierke moved that council approve **Resolution 2012-17**, a Resolution proclaiming April 3, 2012 as Arbor Day in the City of Eagle Point, and direct the Mayor to sign the proclamation. Councilor Bilden seconded the motion. There was no further discussion. Roll call: Wayne Brown, aye; Ruth Jenks, aye; Alan Curriston, aye; Jonathan Bilden, aye; Kathy Sell, aye; Bill Fierke, aye. The motion passed unanimously.

10.2 **Resolution 2012-18.** A Resolution appointing School District #9 representatives to the Parks and Recreation Commission and Economic Development Commission.

Council President Curriston announced **Resolution 2012-18**, a Resolution appointing School District #9 representatives to the Parks and Recreation Commission and Economic Development Commission. David Hussell explained that the Parks and Recreation Commission and Economic Development Commission have representatives from School District 9. The school district has re-appointed Lynn Scott as representative to the Parks and Recreation Commission and appointed Harry Hedrick as representative to the Economic Development Commission.

Councilor Fierke moved that council approve **Resolution 2012-18**, a Resolution appointing School District #9 representatives to the Parks and Recreation Commission and Economic Development Commission. Councilor Jenks seconded the motion. There was no further discussion. Roll call: Bill Fierke, aye; Jonathan Bilden, aye; Kathy Sell, aye; Wayne Brown, aye; Ruth Jenks, aye; Alan Curriston, aye. The motion passed unanimously.

10.3 **Resolution 2012-19.** A Resolution accepting the June 30, 2011 Comprehensive Annual Financial Report (CAFR) and Audit Report.

Council President Curriston announced **Resolution 2012-19**, a Resolution accepting the June 30, 2011 Comprehensive Annual Financial Report (CAFR) and Audit Report, and asked for the

staff report. Melissa Owens explained that the audit is a year-round process where the firm performs an in depth analysis, and also staff works to ensure that internal controls are followed. She presented a PowerPoint presentation explaining the audit process and purposes. She noted that at the conclusion of the audit, the city received an audit opinion letter with an unqualified opinion. She explained that this means that a clean opinion was given with no reservations by the auditing firm. There was only one minor comment noted in the report regarding an undated reconciliation report. Ms. Owens went on to review the new requirements that will be implemented in the new budget for fiscal year 2012-2013. Council President Curriston asked how many auditors came for the on-site audit and how long it lasted. Ms. Owens explained that three to four auditing personnel come to city hall twice a year, typically in May or June and again during October or November for a week or so each time. She noted that prior to the site visit staff sends requested information to begin the process. She explained that the auditing personnel change so that there are fresh eyes looking at the information. Councilor Jenks asked what the auditing firm charges the city, and Ms. Owens explained that the fee is \$20,000 a year. She further explained that the city has had a contract with the same firm for five years, and it is time for a RFP for a new auditing firm. Council President Curriston and Councilor Fierke thanked Ms. Owens and her finance staff for the good work they do.

Councilor Fierke moved that council approve **Resolution 2012-19**, a Resolution accepting the June 30, 2011 Comprehensive Annual Financial Report (CAFR) and Audit Report. Councilor Jenks seconded the motion. There was no further discussion. Roll call: Ruth Jenks, aye; Wayne Brown, aye; Kathy Sell, aye; Alan Curriston, aye; Bill Fierke, aye; Jonathan Bilden, aye. The motion passed unanimously.

#### 10.4 City Recorder selection process.

Council President Curriston announced the item and explained that the discussion would not include names, it would merely be a discussion establishing the selection process. He opened the floor for discussion and thanked Councilors Fierke and Jenks for their work narrowing down the candidate applications. Councilor Fierke explained that the selection subcommittee would like the City Administrator to be involved in the selection process, and given that Mr. Lawrence's first week is Mr. Hussell's last week, it should be left to the two of them to decide when interviews should be held. The councilors discussed options for the selection process, including an interview panel comprised of a subcommittee of councilors, the City Administrator and other executive staff members. Mr. Hussell explained that when the prior City Recorder was hired, the interview panel was comprised of executive staff and the mayor. He noted that the city charter outlines that the mayor appoints the City Recorder subject to approval of the City Council, the specifics of how that fits in to the selection process is the discretion of the councilors. Council President Curriston expressed his desire for the recommendation of an applicant to hire brought before council at the April 10, 2012 meeting. Mr. Hussell emphasized that the sooner the selection could be made the better out of consideration for the staff members who are currently covering the recorder duties in addition to their own duties. Councilor Fierke explained that the selection had been narrowed down to four candidates, so there would be four separate interviews conducted. Mr. Hussell noted that he will coordinate the interview schedule with Mr. Lawrence. Staff and the councilors discussed the process for the interviews. The council members decided that the interview panel should include Mayor Russell with Council President Curriston as an alternate if the mayor is

unavailable, Councilor Sell, the City Administrator and other staff as deemed appropriate. It was agreed that the interview panel will provide a recommendation to council at the April 10, 2012 meeting.

Councilor Jenks moved that the City Recorder selection process be coordinated with Henry Lawrence, with interviews conducted by Mayor Russell, Councilor Sell and city staff members as appropriate under the direction of Mr. Lawrence. Councilor Bilden seconded the motion. There was no further discussion. Roll call: Jonathan Bilden, aye; Kathy Sell, aye; Alan Curriston, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye. The motion passed unanimously.

Council President Curriston thanked Councilors Jenks and Fierke for reviewing the applications for the City Recorder position. Councilor Sell asked how many applicants had been received, and Mr. Hussell replied that 16 application had been submitted.

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

Councilor Jenks thanked Melissa Owens and Dave Hussell for meeting to go over the recruiting process. She thanked Ms. Owens in particular for her work with the selection process, noting that her comments were very insightful and helpful. Councilor Jenks further reported that a Metropolitan Planning Organization (MPO) meeting was scheduled for the next week.

Councilor Sell reported on the recent Parks and Recreation Commission meeting. She announced that Lynn Scott had been re-elected as Chair, and Mary Phillips had been re-elected as Vice-Chair. She noted that the Commission had reviewed the Parks and Recreation Community Survey, and it will be further reviewed once the percentages were calculated for the results. She stated that a Youth Representative had been selected and would come before council for appointment. She noted that the commission had also discussed the potential for adult education classes. She explained that a couple of commission members feel that they are spinning their wheels as they have served on the commission for several years and discussions take place but results do not materialize. She noted that the commission had discussed the possibility of developing park space in phases, so small accomplishments can be made. Council President Curriston asked if the Lucas Park development was still on hold because of problems with access. Councilor Sell explained that the main park couldn't be developed until access was acquired, however, there has been discussion of developing walking and biking trails along the upper hillside that will not require vehicular access. She further reported receiving a call from the local Latter Day Saints Relief Society looking for projects they can do to help local families and groups. She asked for suggestions of local needs.

Councilor Bilden reported that there would be a Town Hall Meeting held at Arthur's Restaurant March 16, 2012 at 9:00 a.m. where legislators will be sharing their thoughts on the legislative session.

Councilor Brown reported that he will attend the Rogue Valley Sewer Services monthly meeting.

Councilor Fierke reported that he and Councilor Bilden had attended the School Board Budget Training Session, and announced that there would be a D9 School Board meeting tomorrow night. He reported attending the Eagle Point Golf Community Homeowners Association Board Meeting, and announced that there will be a community watch meeting held at the Ashpole Community Center. He explained that members of the homeowner's association are concerned about weed abatement on property that has been foreclosed. Councilor Fierke mentioned that he would like the councilors to keep in mind that Summer Daycamp had been suspended last year due to staffing shortages, with the hope that the program would return this year. He also suggested that updates be periodically brought before council regarding available water rights. Council President Curriston explained that discussions can take place during the budget process. Councilor Fierke further reported that he received a call from Mayor Russell notifying him that the mayor of sister city Showa had suffered a stroke and was in the hospital. He suggested that the council send best wishes to the Showa mayor.

Council President Curriston reported that the Economic Development Commission held a discussion at the last meeting to identify the positive and not-so-positive qualities of Eagle Point to use in marketing. He explained that two subcommittees had been appointed. One subcommittee will develop a survey for the community to gather information on the qualities that draw people to Eagle Point. The other subcommittee will develop a plan to market livability in Eagle Point through pamphlets and other resources.

## 12. STAFF REPORTS

Council President Curriston introduced new Principal Planner Mike Upston. Mr. Upston reported that he is excited to be in Eagle Point. He is looking forward to working on long range planning projects, as well as many other opportunities available, especially downtown revitalization. He commented that staff does a lot of work considering how few staff members there are.

Melissa Owens asked that the councilors contact her with any suggestions for the website, and announced that she needed a council member to volunteer to write the Council Corner article. Council President Curriston volunteered to write the article. Ms. Owens reported that she has been working on insurance renewals and the budget process, including integrating the new budget format. Councilor Jenks asked how many applicants had applied for the vacancies on the Budget Committee, and Ms. Owens stated that one application had been received. Ms. Owens noted that there are three openings on the committee and the deadline to apply is March 19. Applications will be brought before council at the next meeting.

Robert Miller reported that the second day of injection grouting at the 3.6 MG reservoir was completed, with the entire process expected to be complete by the end of the week. He explained that the large cracks seemed to be isolated to one-third of the tank. He will present photos of the project at the next council meeting. He reported that he has been working with RVCOG on the Department of Energy Grant, and he is currently waiting to receive estimates back from contractors. He has also been working with the school district to final the Hillside Elementary project. He reported that the Carl's Jr. project is underway, and the contractors expect to finish the project quickly. He further reported that the Fargo St. project is ready to pave. He went on to give an update on the South Shasta project, noting that a new foreman has

been hired and the city is pushing for the job to be completed. He noted that he has been in contact with the homeowners along South Shasta to keep them updated on project status. Councilor Sell noted that residents along South Shasta have been parking on the rolled path. Mr. Miller explained that letters were sent to the affected residents stating that parking is not allowed on the path, and in fact many special arrangements were made with the residents to try to maximize permanent parking. He explained that the path will be clearly marked 'No Parking'. He reported that the Parks and Recreation Community Survey received fewer responses than anticipated, and the Parks and Recreation Commission will continue reviewing the survey at the April meeting. He also noted that the Parks and Recreation Commission had made a recommendation for appointment of a Youth Representative which will come before council at the next meeting. Councilor Fierke asked when the water pressure would be increased in the Eagle Point Golf Community. Mr. Miller explained that once the 3.6 MG reservoir is repaired and back online, the pressure will increase five or six psi for all properties. He noted that once all three reservoirs are online at the same time, and valves are able to be switched over, homes within the high pressure zone will be at their maximum pressure.

Chief Thompson reported that the Police Department oral board process has been completed for applicants. He explained that thorough background checks are currently in process for the applicants.

Attorney Kellerman gave a brief update of water rights information, and noted that Rogue River Valley Irrigation District management has changed and may be open to future cooperation. He further reported that the Positively Eagle Point trademark application was moving forward. Attorney Kellerman suggested that Mr. Hussell should present a State of the City talk before he retires. The council members agreed that they would like a presentation from Mr. Hussell.

David Hussell reported that staff is busy with the budget process, and hope to have the preliminary budget prepared and balanced when new City Administrator Henry Lawrence comes on board, with the understanding that Mr. Lawrence will be able to make any changes he feels necessary. He went on to review a letter from Joe Strahl to Medford Water Commission regarding the water conservation grant through Oregon Water Resources with an overview of goals, technical aspects, entity involvement and funding. He noted that Medford Water Commission will be actively involved in the process as well. Mr. Hussell announced that during the next council meeting he will be sitting in audience and Mr. Lawrence will be City Administrator. He added that he will give a presentation to council on his impressions of being in Eagle Point. He noted that he has worked for four other cities and is now ending his career after 14 years in Eagle Point. He explained that his time in Eagle Point has been the best time of his entire career.

### 13. INFORMATION.

- 13.1 Letter from Medford Water Commission regarding 48" water main construction project.
- 13.2 Information regarding WISE (Water for Irrigation, Streams and Economy) water management project.

13.3 Information from Water Resources Department regarding Water Conservation, Reuse, and Storage Grant Program

14. ADJOURNMENT.

There being no further business to come before the council, Council President Curriston adjourned the meeting at 8:31 p.m.

Respectfully submitted,



Sara Miller

ATTEST:



Alan Curriston, Council President