



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

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## OREGON

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

**JULY 24, 2012**

### **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, Alan Curriston, Jonathan Bilden, Wayne Brown, Bill Fierke, Ruth Jenks, and Kathy Sell.

Staff Members Present: Henry Lawrence, City Administrator; Joe Kellerman, City Attorney; Melissa Owens, Finance Officer; Vern Thompson, Chief of Police; Robert Miller, Public Works Director; Mike Upston, Principal Planner; and Cindy Hughes, City Recorder.

Guests: Fire Chief Petersen of Jackson County Fire District 3 and Staff, and Members of the Public and Press.

**2. FLAG SALUTE AND INVOCATION.**

Jerry Zieman, President, Eagle Point Senior Center, led the Pledge of Allegiance. Council President Curriston led the invocation.

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

Colleen Roberts of Prospect, and business owner in the City of Eagle Point, requested the Council to contact the Jackson County Commissioners to approve an Ordinance (Submission No. 1) to ban GMO (Genetically Modified Organisms). Ms. Roberts provided an overview about the impact of GMO on local agriculture and food products, and left materials for the Council's consideration (Submission Nos. 2, 3 and 4).

#### 4. PRESENTATIONS.

##### 4.1 Jackson County Fire District 3 Presentation of Second Quarter Report - Fire Chief Petersen.

Fire Chief Petersen began the presentation by referencing the Jackson County Fire District 3 Quarterly Report, April – June 2012 (Submission No. 5). Fire Chief Petersen was accompanied by the on-duty crew and he made brief introductions of his staff. Next, Fire Chief Petersen reviewed the Quarterly Report and addressed the following items:

- Emergency Incident Response
- Fire Prevention
- Firefighting Training
- Progress on Strategic Goals

Additional information about these items is included in Submission No. 5. One challenge the Fire District has experienced is getting a third engine/crew at structure fires in Eagle Point. Fire Chief Petersen asked the Councilors to mark their calendars for August 20<sup>th</sup>, as the public will be presented with findings regarding relocating one of the crews in Central Point to a better location. Fire Chief Petersen concluded the presentation by answering questions about how often the Strategic Plan is visited. The Council expressed their appreciation for the services provided by the Fire Department. Council President Curriston also thanked the Fire Department for their support and services at the Eagle Point Bike Ride.

#### 5. PUBLIC HEARINGS.

There were no public hearings.

#### 6. CONSENT CALENDAR.

##### 6.1 Presentation of Regular Meeting Minutes of July 10, 2012.

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

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

There were no items considered for removal from the Consent Calendar.

## 8. PRESENTATION OF BILLS TO BE PAID.

Mayor Russell invited Ms. Owens to comment on the Additional Bills List (Submission No. 6). Ms. Owens noted the City attempts to minimize the Additional Bills List and she specifically addressed the necessity of the payment to Welburn Electric for the Lighting Project. Councilor Fierke asked about the Insurance and Purchasing Card payments. Part of the insurance was for the annual portion covering general and auto liability, and another portion was for a quarterly payment on workers comp. The Purchasing Card Payments are used mostly while staff is away at training. Councilor Jenks commended Ms. Owens for the direction the bill paying process is going and Mayor Russell agreed.

There were no further questions or comments and Mayor Russell asked for a motion. Councilor Bilden moved that Council approve the bills as presented including the Additional Bills list. Councilor Jenks seconded the motion. There was no further discussion. Roll call: Wayne Brown, aye; Ruth Jenks, aye; Kathy Sell, aye; Bill Fierke, aye; Jonathan Bilden, aye; Alan Curriston, aye; and Bob Russell, aye. The motion passed unanimously.

## 9. OLD BUSINESS.

### 9.1 **Resolution 2012-51** – A Resolution Authorizing a 2012 Community Video Tour Agreement with CGI Communications, Inc., for a Community Video Program.

Mayor Russell announced **Resolution 2012-51** and asked Henry Lawrence for a report. Mr. Lawrence reported renegotiating the contract terms and gave a summary about the program. CGI will produce six videos and allow an additional five minute video to be put on their website every month. CGI will use an introduction letter from the City and sell advertising to be used with the videos. Mr. Lawrence clarified that the City could use the videos but not for direct financial gains. Additionally, the Community Video Program will not stop the City from making its own videos.

Council President Curriston reported the Economic Development Commission was in favor of the video productions. Attorney Kellerman did not think the risk was high enough to keep the City from entering into the contract. Councilor Sell asked about previewing the video productions, and Mr. Lawrence reported the City would be allowed to preview the productions and have complete control before it goes onto the website.

Mayor Russell asked for a motion to approve Resolution 2012-51. Councilor Jenks made a motion to approve Resolution 2012-51 and Councilor Bilden seconded the motion. There was no further discussion. Roll call: Ruth Jenks, aye; Alan Curriston, aye; Jonathan Bilden, aye; Wayne Brown, aye; Kathy Sell, aye; Bill Fierke, aye; and Bob Russell, aye. The motion passed unanimously.

## 10. NEW BUSINESS.

### 10.1 **Resolution 2012-50** – A Resolution Setting Wage Levels for Management Positions for the City of Eagle Point (2012-2013).

Mayor Russell announced **Resolution 2012-50** and asked Mr. Lawrence for a report. Mr. Lawrence reported the City had completed negotiations with both labor unions. Resolution 2012-50 matches the COLA (Cost of Living Adjustment) that was given to employees represented by a union but excludes the position of City Administrator. Councilor Brown asked about the cost which was about \$15,055 and it is in the budget.

Mayor Russell asked for a motion to approve Resolution 2012-50. Council President Curriston made a motion to approve Resolution 2012-50 and Councilor Fierke seconded the motion. There was no further discussion. Roll call: Alan Curriston, aye; Wayne Brown, aye; Jonathan Bilden, aye; Bill Fierke, aye; Ruth Jenks, aye; Kathy Sell, aye; and Bob Russell, aye. The motion passed unanimously.

### 10.2 Discussion regarding process for Performance Review for City Administrator.

Mayor Russell announced Item 10.2 on the agenda was a discussion item and asked Ms. Owens for a report. Ms. Owens noted she had provided Council with a variety of examples for performance evaluation forms. There is not a standard form that is used more than another and the City is open to creating its own form.

Councilor Sell stated she liked the form we have, with the City Administrator completing the form first, and thought management staff should be involved with the evaluation process. Councilor Fierke noted this was the first review and for this type of position, thought the review should mostly be on goals. However, goals have not been set for the City Administrator. Councilor Fierke went on to explain the manner in which he thought the review should be made. Staff input was also discussed in greater detail.

A brief discussion ensued and Mayor Russell asked Councilor Fierke if he was comfortable spearheading this effort and selecting Councilors to help him. Councilor Fierke agreed and a brief discussion followed. Councilor Sell and Councilor Jenks offered to assist in the process. Council President Curriston suggested the group use the job description requirements as part of the review process.

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

Councilor Fierke reported on the School Board meeting which was held the night after the last Council Meeting. The meeting was their annual organization meeting and a lot of housekeeping was done. During that meeting it was announced that the recall had failed and those members were reelected. Another item from the School Board meeting was a report on an unfair labor practice charge that was dismissed by the State Labor Board. Other than reporting on the School Board meeting, Councilor Fierke asked that Council

address and respond to any future requests like the one made by the students going to Showa. That request was listed as an Information Item on an Agenda.

Councilor Bilden reported the League of Oregon Cities and SOREDI (Southern Oregon Regional Economic Development, Inc.) did not meet in July, and there was no further report.

Councilor Jenks announced the Rogue Valley Metropolitan Planning Organization (RVMPO) Policy Committee had met earlier in the day. The RVMPO will continue as an organization and receive slightly more money from the federal government. Grants Pass expressed minimal interest in joining the RVMPO. It is anticipated that they will become an independent group or be supported by the Rogue Valley Council of Governments (RVCOG). Councilor Jenks also mentioned a request for funding of a Greenway Project. Further, she reported attending the Parks and Recreation Committee Meeting.

Council President Curriston did not make a report.

Councilor Brown did not make a report.

Councilor Sell reported on the recent Parks and Recreation Meeting in which development of Lucas Park was discussed. After consideration of citizen input, the Parks and Recreation Commission will be looking at a new plan.

Mayor Russell apologized for missing the last meeting and thanked Council President Curriston for chairing the meeting. Mayor Russell reported he will be attending the Oregon Mayor's Association in Florence. Additionally, the Library Foundation has scheduled a fund raiser on August 4<sup>th</sup>, including a steak dinner and live music. All proceeds will benefit the Library Foundation.

## 12. STAFF REPORTS.

Mike Upston discussed the Planning Commission recruitment. Applications are due on August 13<sup>th</sup>. The next Planning Commission Meeting will be held on August 21. A recommendation may be provided at the City Council Meeting on August 28<sup>th</sup>.

Mr. Upston also discussed the covered bridge, Antelope Creek Bridge, which was built in 1922. He reported it had been on the National Registry of Historical Places but does not have a plaque designating it as such. An example of a plaque (Submission No. 7) was shown, which could be paired with an interpretive sign. Mayor Russell thought it was a good idea and the Council nodded in agreement. Mr. Upston planned to get the plaque ordered.

Regarding the upcoming Rogue Valley Transit District (RVTD) Transit Study, Mr. Upston distributed a draft list of potential panel members for the Transit Study (Submission No. 8). Attorney Kellerman advised that the list was not a confidential document. Mr. Upston sought the Council's approval of the panel and welcomed suggestions. A brief discussion ensued and the goal is to get a good cross-section of the public. The first stakeholder group meeting is scheduled to be held on August 21, with a joint meeting of the Planning

Commission and Council to be scheduled sometime in September. It is anticipated that the study will be completed within seven to eight months.

Ms. Owens reported on the new financial report format that has moved toward the format of a profit-loss statement. More details, graphics, and narrative, will be added to future reports. Ms. Owens invited the Council to contact her if they wanted to see additional information included in the report. A brief discussion followed about the design of the report. The goal is to make the report a lot more understandable. Council agreed they would like to include one or two previous year's information, particularly on expenses, in order to show trends.

Additionally, Ms. Owens announced the website now has monthly newsletters and the City Administrator's Friday Letter. Upcoming events have been added to Channel 15. Along those lines, students from Showa are scheduled to visit City Hall on August 7th.

Robert Miller reported Lucas Park will be discussed again at the next Parks and Recreation meeting. He also reported on the YMCA Day Camp and a future meeting with the Boys and Girls Club. Regarding roads, the Pavement Condition Survey results and recommendations will be available soon, and Jackson County is scheduled to perform road maintenance in September. Mr. Miller concluded the report by asking for the Council's approval to place seasonal stream information from the Oregon Department of Fish and Wildlife in the display cases at the Harnish Wayside Park & Interpretive Center. Mayor Russell agreed and requested this to be completed in time for the September 15<sup>th</sup> Little Butte Creek Watershed Festival.

Chief Thompson reviewed a document entitled *Local Government Notification: Renewing Licenses* (Submission No. 9) with the Council. The State of Oregon provided the list and administers the licensing program. Next, Chief Thompson reported on National Night Out, scheduled for August 7<sup>th</sup>. Further, he reported working with several staff members on a Natural Hazard Mitigation Plan for the State. Updates about the Plan will be provided as they become available. Council President Curriston acknowledged the favorable letter about the Police Department from Michael Piels.

Attorney Kellerman did not make a report.

Mr. Lawrence introduced his wife, Lyn, who recently moved to Eagle Point.

Ms. Hughes reported receiving a scholarship award to be used toward attending the Oregon Association of Municipal Records Annual Conference in September. With regard to the League of Oregon Cities – 87<sup>th</sup> Annual Conference, Ms. Hughes had distributed a Registration Form (Submission No. 10) prior to the meeting and reminded those attending the conference to return their registration form on or before August 14<sup>th</sup>. Additionally, the Jackson Soil & Water Conservation District Bus Tour, scheduled for July 26, 2012, was cancelled.

13. INFORMATION.

There was no further discussion regarding Information Items.

At 8:36 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 afterwards. However, Mayor Russell noted that other than adjourning the meeting, there was no other regular business scheduled after the Executive Sessions.

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 8:45 p.m., Mayor Russell opened the Eagle Point City Council Executive Session pursuant to ORS 192.660(2)(e). Following discussion, Mayor Russell closed the Executive Session at 8:53 p.m.

15. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(f), To consider information or records that are exempt by law from public inspection.

At 8:54 p.m., Mayor Russell opened the Eagle Point City Council Executive Session pursuant to ORS 192.660(2)(f). Following discussion, Mayor Russell closed the Executive Session at 9:23 p.m.


16. ADJOURN.

Upon conclusion of the business in Executive Session, Mayor Russell reconvened the Regular meeting at 9:23 p.m. There being no further business, Mayor Russell closed the meeting at 9:23 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Robert E. Russell, Mayor