



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

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

**NOVEMBER 13, 2012**

## **REGULAR MEETING MINUTES**

### 1. CALL TO ORDER – 7:00 P.M.

Mayor Russell called the meeting to order at 7:01 p.m.

Council Members Present: Bob Russell, \*Jonathan Bilden, Wayne Brown, Alan Curriston, Bill Fierke, Ruth Jenks and Kathy Sell.

Staff Members Present: Henry Lawrence, City Administrator; Joe Kellerman, City Attorney; Robert Miller, Public Works Director; Darin May, Police Department; Mike Upston, Principal Planner; and Cindy Hughes, City Recorder.

Guests: Joel Conder, Capital Asset and Pavement Services, Inc.; Millie Wewerka, Planning Commissioner; and members of the public and press.

### 2. FLAG SALUTE AND INVOCATION

Mayor Russell led the Pledge of Allegiance. Council President Curriston led the invocation.

Mayor Russell congratulated Jerry Zieman, President of the Eagle Point Senior Center, for receiving the Community Star Award for the Senior Center from Premier West.

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

Jared Hill offered his congratulations on the election results. Additionally, Mr. Hill reported he came to the meeting as a representative of the LDS Church regarding the community service project. In a short period of time, they cleared out the blackberry

bushes along the path area while uncovering many surprises. He expressed appreciation for everyone's participation and noted a concern about whether or not the blackberries would be growing back in one or two years. Further, the LDS Church would like to be part of any ongoing conversations about plans for a more permanent pathway. He concluded by mentioning coordination efforts of other congregations that would like to participate in any future development. Mayor Russell discussed whether or not October was a good time of year for the Community Service Day and it was suggested that it should be held earlier in the year.

At 7:05 p.m., Councilor Bilden joined the meeting.

#### 4. PRESENTATIONS

##### 4.1 Presentation by Joel Conder, Capitol Asset and Pavement Services.

Joel Conder, introduced himself as the Owner of Capitol Asset and Pavement Services, Inc., and presented a PowerPoint Presentation (Submission No. 1). Mr. Conder also referenced a handout entitled *Ten Year Scenarios – Unconstrained and Current Funding* (Submission No. 2). Next, he explained how the City's streets are one of its largest assets. Approximately 75% of Eagle Point's streets are in good condition. Mr. Conder reviewed scenarios for road funding at different levels. Overall, the City is slightly underfunded for maintaining streets. Mr. Conder's recommendation was to increase the Pavement Condition Index (PCI) by 5 points. If the City continues to fund at the current rate, road conditions will continue to deteriorate and the opportunity for cost effective maintenance will be lost.

Early preventative maintenance was emphasized. A brief discussion followed about newer streets that were not in good condition. Mr. Conder noted that in some localities, applying a slurry seal has become a requirement for the road contractor when the warranty period expires. A brief discussion followed about this being a bonded requirement. It was noted there was a typographical error on the PowerPoint presentation, however, the error has been corrected on the attached (Submission No. 1).

Mr. Lawrence stated the next step is to determine which option to select and address it when developing next year's budget. It was also noted there is a fund balance with some funding available. Mr. Conder concluded by offering his assistance with the decision about funding the roads and the Council expressed their appreciation.

#### 5. PUBLIC HEARINGS

There were no public hearings.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of October 23, 2012.

Mayor Russell announced the Consent Calendar and asked for a motion. Councilor Bilden moved to approve the Consent Calendar as presented and Councilor Sell seconded the motion. There was no discussion. Roll call: Ruth Jenks, aye; Alan Curriston, aye; Bill Fierke, aye; Jonathan Bilden, aye; Wayne Brown, aye; Kathy Sell, 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 asked if there were any questions about the bills to be paid including the Additional Bills List (Submission No. 2).

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

9. OLD BUSINESS

There was no old business to discuss.

10. NEW BUSINESS

10.1 Discussion regarding a Project Application to the Oregon Department of Transportation (ODOT) Multimodal Transportation Program for the Linn Road Bike/Pedestrian/Streetscape Project.

Robert Miller, Public Works Director, explained that ODOT is combining all of their grant programs as an experimental process. ODOT also encouraged the City of Eagle Point to apply for this grant which would include sidewalk, gutters and streetlights, pavement widening, storm sewer, and would essentially beautify the entrance to the City of Eagle Point. OBEC Consulting Engineers prepared the estimate for the proposed project. Councilor Curriston mentioned the safety of sidewalks along Linn Road. Mr. Miller noted the City would look into improving

the safety of the sidewalks. Councilor Fierke inquired about funding and some funds are available. Mayor Russell and the Council all expressed support of the Project Application. Attorney Kellerman clarified with the Council that no one objected.

- 10.2 Resolution No. 2012-60. A Resolution appointing Jonathan Bilden to the Economic Development Commission.

Mayor Russell explained that Councilor Curriston currently serves as the non-voting City Council Liaison Member, and will complete his term as Council Member on December 31. This Resolution appoints Councilor Bilden as the non-voting City Council Liaison Member of the Economic Development Commission effective immediately.

Mayor Russell asked for a motion to approve **Resolution No. 2012-60**. Councilor Curriston made a motion to approve **Resolution No. 2012-60** and Councilor Jenks seconded the motion. Councilor Sell asked Councilor Bilden if he would like to serve in this capacity. Council Bilden agreed, noting his experience with SOREDI (Southern Oregon Regional Economic Development Inc.). 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.

- 10.3 Resolution No. 2012-61. A Resolution authorizing the City of Eagle Point to request the Jackson County Board of Commissioners to sponsor Eagle Point's inclusion in the Jackson County Enterprise Zone.

Mike Upston, Principal Planner, explained this item was previously discussed at the Joint Meeting with the Economic Development Committee on November 5, 2012. Upon approval of the Resolution, the City will take the Resolution to the County for inclusion in the Jackson County Enterprise Zone. Councilor Fierke and others commented that approval of this Resolution will help the City to be competitive with other cities.

Mayor Russell asked for a motion to approve **Resolution No. 2012-61**. Councilor Fierke made a motion to approve **Resolution No. 2012-61** and 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; and Bob Russell, aye. The motion passed unanimously.

- 10.4 Resolution No. 2012-62. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Building Department Services, LLC (BDS) as the designated Building Official for the City of Eagle Point.

Henry Lawrence, City Administrator, explained that Dale Bohannon of Building Department Services, LLC (BDS) has served as the Building Official with the City for many years. The previous contract with BDS expired and Mr. Lawrence has since renegotiated the term of the Contract. Mr. Lawrence expressed the terms are fair for both parties.

The proposed contract includes the current \$3,000 per month minimum retainer for building code services and the 3-day per week city hall customer service. In the event permit fees for building code services reaches \$6,000 in city receipts in any month, excluding System Development Charges (SDCs), state surcharges or other fees) then the \$3,000 retainer will not apply and the fee split will be 70% (BDS) and 30% (City). The City will continue the fee split with mechanical, electrical and plumbing permits, but change from the current 75/25 split to a 70/30 split, with 70% to BDS and 30% to City. The term of the Contract is for a period of two years and contains a 30-day opt out clause.

A brief discussion followed about contracting with the County for these services. Ms. Owens reported the County has not provided Building Official services to the City.

Mayor Russell asked for a motion to approve **Resolution No. 2012-62**. Councilor Curriston made a motion to approve **Resolution No. 2012-62** and Councilor Fierke seconded the motion. There was no further discussion. Roll call: Bill Fierke, aye; Alan Curriston, aye; Ruth Jenks, aye; Jonathan Bilden, aye; Kathy Sell, aye; Wayne Brown, aye; and Bob Russell, aye. The motion passed unanimously.

10.5 Discussion regarding improvements to the Little Butte Creek Path.

Mr. Miller reported he had received quotes for grading and hydroseeding along the Little Butte Creek Path. Mr. Miller recommended beginning the project as soon as possible. The Council discussed and was supportive. Mr. Lawrence said the City would move forward with the contracts for approval at the next City Council Meeting.

10.6 Resolution No. 2012-64. A Resolution authorizing the purchase of a Flatbed Trailer and De-Icing Equipment from Hardcastle's LLC.

Mr. Miller discussed road areas in the City that require de-icing services. Presently, Jackson County provides some assistance with de-icing but a de-icing program by the City is warranted. Cinders are used now but the proposed de-icing chemicals last 2-3 days, and would be used primarily on hills and intersections. Mr. Lawrence

added that de-icing chemicals would be used on a small scale. The Council discussed the benefits of the de-icing program.

Mayor Russell asked for a motion to approve **Resolution No. 2012-64**. Councilor Curriston made a motion to approve **Resolution No. 2012-64** and 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; and Bob Russell, aye. The motion passed unanimously.

- 10.7 Resolution No. 2012-65. A Resolution authorizing a Wage Adjustment to the City Administrator's Salary.

Mayor Russell explained the City Council conducted a performance evaluation after six months of service by the City Administrator and the results were positive. Additionally, the City Council recommended a wage adjustment to increase the wages by \$5,000 annually, to be effective upon the six month anniversary date of employment. For the benefit of the audience, Councilor Fierke explained that Mr. Lawrence had produced many positive results for the City in a short amount of time.

Mayor Russell asked for a motion to approve **Resolution No. 2012-65**. Councilor Fierke made a motion to approve **Resolution No. 2012-65** and Councilor Brown 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.

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

Councilor Fierke reported there had not been a School Board meeting and would not be one this month; however, he recently attended an Achievement Compact Advisory Committee. Through that Committee's efforts, benchmarking targets are being established to increase student success. It was further noted this is a State mandated program. Councilor Fierke also discussed the Showa program and Hillside Elementary Principal Scott has passed this along to staff. There is interest in a blog and Skype program.

Councilor Bilden apologized for being tardy to the meeting and reported SOREDI has moved their Board Meeting to Tuesday nights. A major focus of SOREDI has been with e-tech and e-commerce. Additionally, the LOC (League of Oregon Cities) Board is developing youth activities and working with schools. There will be changes in LOC and

the Mayors Association as there is new leadership in each organization. He concluded by reporting on coordination efforts of legislature with the cities of the Upper Rogue area.

Councilor Jenks explained there will be shifts in the Metropolitan Planning Organization (MPO) representatives as well. Next, Councilor Jenks reported attending the Transit Meeting and asked for Mr. Miller's assistance in reporting on that meeting although she discussed the results of the Transit Survey. As it turns out, transportation to college campuses is an important factor and financial funding may be the determining factor for public transit to and from Eagle Point. Councilor Jenks complimented Mike Upston, Principal Planner, for his leadership in facilitating the Transit Study meetings.

Councilor Curriston thanked the Council for the privilege of serving on the Economic Development Commission and offered his best wishes to Councilor Bilden the Commission.

Councilor Brown did not make a report.

Councilor Sell reported the Parks and Recreation Commission had recently met and prioritized Parks. During that meeting, it was decided the Commission would like an active park. Following that report, Councilor Sell was pleased to report on the Veterans Day activities in Eagle Point. With regard to the local chapter of the Red Cross Disaster Relief Board, Councilor Sell represents the Red Cross and they will be focusing on helping cities to be more prepared during emergencies. On a personal note, Councilor Sell proudly announced her granddaughter will be born soon.

Mayor Russell thanked Councilors Fierke and Brown for running for office again. He reported attending the Rogue Valley Council of Governments (RVCOG) meeting and stated his visit to China helped him to realize how competitive that country is with education and other areas. He concluded by expressing he was pleased to serve as Mayor for another term.

## 12. STAFF REPORTS

Mr. Upston briefly reported on the Transit Study, Women's Club bulb planting, working on economic development and keeping his office running as smoothly as possible. Mr. Upston believes it feels like the City is on the cusp of new development as his office has become busier. Regarding the bulb planting project, 4,000 bulbs are budgeted and planned to be planted at City Hall, Bob Moore Park, the Bridge, Veterans Memorial, Harnish Park and Centennial Park. Mr. Upston is working with Charlotte Hoppe on the bulb planting project which should be completed in December.

Ms. Owens mentioned the City had received the annual notification of property tax from Jackson County. The property tax revenue will be \$17,000 less than last year. Ms. Owens

briefly reviewed how taxes are collected and distributed by the County. A more detailed report about tax revenues will be provided to the Council as additional information becomes available. Ms. Owens noted the Council Corner on the website needed to be updated and Council President Curriston offered to prepare a farewell message.

Mr. Miller started by noting the Parks and Recreation Commission Meeting had been a lively meeting. A prioritized list will be available after November 27<sup>th</sup>. With regard to Public Works, staff has been working hard on cleaning ditches. It was further noted it has been difficult to locate companies to clean ditches and remove blackberries. Furthermore, Mr. Miller reported working with Rogue Valley Sewer Services on the Little Butte Irrigation Ditch in an attempt to find an explanation for pipe leakage. Results from that investigation will be made available as the results are received. In conclusion, Mr. Miller reported attending the Rogue Valley Area Commission on Transportation (RVACT) meeting, in which a grant was discussed as well as the overall lack of funding.

Sergeant May did not make a report.

Attorney Kellerman did not make a report.

Mr. Lawrence reported working with CGI Communications regarding the free video productions. CGI has assigned a producer to the City of Eagle Point and they are working on the script for the videos. Additionally, a videographer will be here for two days in May, and perhaps on May 11th for the Vintage Fair. The month of May would also be a good time of year with the new bulb project producing flowers. Mr. Lawrence reviewed the video productions: Mayor's welcome, education, quality of life, real estate/relocation, regional tourism and Veterans. Mr. Lawrence reported CGI has contacted local businesses and some of those businesses have contacted him to make sure the company is legitimate. Mr. Lawrence let the Council know they could refer any inquiries about CGI to him.

Ms. Hughes reported recently attending two Laserfiche trainings, one in Portland and the other in Salem. The trainings focused on improving and streamlining document storage and workflow processes. On a separate note, Ms. Hughes distributed a survey letter from the Department of Veterans Affairs (Submission No. 3).

### 13. INFORMATION

The information items were not discussed.

At 8:45 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, but no regular business was scheduled after the Executive Session.



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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 8:50 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 9:22 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 9:23 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 9:32 p.m.

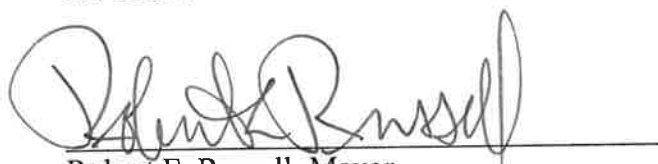
16. ADJOURN

At 9:33 p.m., Mayor Russell reconvened the regular meeting of the Eagle Point City Council. There being no further business, Mayor Russell closed the meeting at 9:33 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Robert E. Russell, Mayor