



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

JUNE 11, 2013

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, Jonathan Bilden, Wayne Brown, Bill Fierke, Ruth Jenks, Aaron Prunty and Kathy Sell.

Staff Members Present: Henry Lawrence, City Administrator; Robert Miller, Public Works Director; Melissa Owens, Finance Officer; Vern Thompson, Police Chief; Mike Upston, Principal Planner; and Sara Miller, Recording Secretary.

Guests: Julie Brown, Rogue Valley Transit District; Suzi Collins and Millie Wewerka, Planning Commissioners; 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 provided the invocation.

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

There were no questions or comments regarding items not on the agenda.

4. PRESENTATIONS

There were no presentations on the agenda.

5. PUBLIC HEARINGS

- 5.1 A Public Hearing to receive comments from interested parties for the proposed use of state revenues.

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Mayor Russell opened the public hearing at 7:02 p.m. and requested Melissa Owens, Finance Officer, to provide a report.

Ms. Owens explained the purpose of the public hearing was to receive public comment regarding the use of state revenue sharing. The revenue is collected from cigarette tax, liquor tax, and gas tax; and distributed to cities on a per capita basis if the city elects to receive the revenues. A requirement of the program is to certify that the city provides four or more municipal services. A Resolution certifying those services was also on the agenda. In addition to this public hearing, a public hearing was held on May 22, 2013.

Mayor Russell invited members of the audience to provide public testimony. There being no public testimony, Mayor Russell closed the public hearing at 7:03 p.m.

- 5.2 A Public Hearing to accept comment regarding adoption of the 2013/2014 budget as approved by the Budget Committee.

Mayor Russell opened the public hearing at 7:04 p.m. and requested Ms. Owens to provide a report.

Ms. Owens explained the purpose of the public hearing was to receive public comment regarding adoption of the 2013/2014 budget that was approved by the Budget Committee on May 22, 2013, in the amount of \$15,407,293.

Mayor Russell invited members of the audience to provide public testimony. There being no public testimony, Mayor Russell closed the public hearing at 7:05 p.m.

6. CONSENT CALENDAR

- 6.1 Presentation of Budget Committee Meeting Minutes of May 22, 2013.
- 6.2 Presentation of the Regular Meeting Minutes of May 28, 2013.

Mayor Russell announced the Consent Calendar and asked for a motion. Councilor Bilden moved to approve the Consent Calendar as presented and Councilor Prunty seconded the motion. Council President Fierke requested a revision to the Minutes to reflect there had been a School Board election, not an induction. Councilor Bilden moved to amend the motion to approve the Consent Calendar with the requested revision to the Minutes of May 28, 2013, and Councilor Brown seconded the motion. There was no further discussion. Roll call: Bill Fierke, aye; Aaron Prunty, aye; Ruth Jenks, aye; Wayne Brown, aye; Jonathan Bilden, aye; Kathy Sell, aye; and Bob Russell, aye. The motion passed unanimously.

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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. 1). Councilor Bilden made a motion for the Council to approve the bills as presented including the Additional Bills List. Councilor Jenks seconded the motion. Councilor Prunty inquired about approval of the digital information management system. Henry Lawrence, City Administrator, explained the purchase of the system was a separate item from the body worn cameras. There was no further discussion. Roll call: Wayne Brown, aye; Ruth Jenks, aye; Aaron Prunty, aye; Bill Fierke, aye; Kathy Sell, aye; Jonathan Bilden, aye; and Bob Russell, aye. The motion passed unanimously.

9. OLD BUSINESS

9.1 Discussion regarding responses from the Rogue Valley Transit District to post-transit study questions from the City about providing bus service for Eagle Point.

Mike Upston, Principal Planner, briefly reviewed the responses regarding the post-transit study questions. Julie Brown with the Rogue Valley Transit District (RVTD) joined the Council in discussion of:

- Routes and suggested schedule changes;
- Funding options (grants, permanent tax rate, tax levy or local option tax, payroll tax);
- Previous studies; and
- Options to obtain a fair representation of community support for public transit.

Additionally, Ms. Brown recommended forming a committee outside of the Council, with representatives from the Council, and RVTD key board members participating. Ms. Brown noted that City staff should not work on the levy. Discussion continued and Ms. Brown offered to help develop a conceptual plan with an approximate cost and route schedule. Janet Siedlecki and other members of the stakeholder group and staff were to work together to obtain information to bring back to a future Council meeting.

9.2 Discussion regarding Eagle Point brochure design and printing.

Councilor Bilden shared his copy of the draft brochure with the Council. He explained the Economic Development Commission recommended printing the brochure after a few minor revisions are made. Discussion followed regarding print quantity and distribution. Mayor Russell suggested engaging services for

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distribution of the brochure and offered to provide contact information. Mr. Lawrence noted there was funding to print 30,000 copies of the brochure. City Council agreed to move forward with printing and distributing the brochure.

10. NEW BUSINESS

- 10.1 Resolution No. 2013-30. A Resolution declaring the City's election to receive state revenues.

Ms. Owens explained this Resolution would declare the City's election to receive state revenues. There were two public hearings held, the first on May 22, 2013, and the second public hearing was held earlier in the meeting of June 11, 2013. There was no discussion.

Mayor Russell asked for a motion to approve **Resolution No. 2013-30**. Councilor Bilden made a motion to approve **Resolution No. 2013-30** and Council President Fierke seconded the motion. There was no discussion. Roll call: Bill Fierke, aye; Aaron Prunty, aye; Ruth Jenks, aye; Wayne Brown, aye; Jonathan Bilden, aye; Kathy Sell, aye; and Bob Russell, aye. The motion passed unanimously.

- 10.2 Resolution No. 2013-31. A Resolution certifying that the City of Eagle Point provides four or more municipal services.

Ms. Owens reported that a requirement of state revenue sharing is that a City provides four or more municipal services. Ms. Owens concluded by explaining the City of Eagle Point provides five municipal services. There was no discussion.

Mayor Russell asked for a motion to approve **Resolution No. 2013-31**. Councilor Bilden made a motion to approve **Resolution No. 2013-31** and Council President Fierke seconded the motion. There was no discussion. Roll call: Kathy Sell, aye; Ruth Jenks, aye; Aaron Prunty, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; and Bob Russell, aye. The motion passed unanimously.

- 10.3 Resolution No. 2013-32. A Resolution authorizing the extension of Workers' Compensation Coverage to Public Safety Volunteers of the City of Eagle Point for Policy Year 2013-2014.

Ms. Owens reported the City had public safety volunteers in the past and that all volunteers are covered with Workers' Compensation Coverage. It was noted there is no financial impact as this Resolution applies specifically to public safety volunteers, in the event the City decides to utilize public safety volunteers. There was no further discussion.

Mayor Russell asked for a motion to approve **Resolution No. 2013-32**. Councilor Jenks made a motion to approve **Resolution No. 2013-32** and

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Councilor Sell seconded the motion. There was no discussion. Roll call: Bill Fierke, aye; Wayne Brown, aye; Jonathan Bilden, aye; Ruth Jenks, aye; Kathy Sell, aye; Aaron Prunty, aye; and Bob Russell, aye. The motion passed unanimously.

- 10.4 Resolution No. 2013-33. A Resolution approving a Collective Bargaining Agreement between the City of Eagle Point and Teamsters Local 223 (General Unit), for the period of July 1, 2013 – June 30, 2016.

Mr. Lawrence explained the labor agreements with both units expire on June 30, 2013. Following a period of negotiations, a tentative agreement was reached with the General Unit, which represents many employees excluding uniformed employees and management staff. The proposed agreement is for a period of three years beginning on July 1, 2013. Changes to the agreement related to jury duty and another to due process, were necessary to meet State requirements. The salary schedule provided for cost of living increases as follows: Fiscal Year 2013-2014 at 1.5%; Fiscal Year 2014-2015 at 1.75%; and Fiscal Year 2015-2016 at 2.0%. Mr. Lawrence stated the agreement was fair for all concerned and recommended approval. There was no further discussion.

Mayor Russell asked for a motion to approve Resolution No. 2013-33. Council President Fierke made a motion to approve Resolution No. 2013-33 and Councilor Bilden seconded the motion. There was no discussion. Roll call: Wayne Brown, aye; Aaron Prunty, aye; Jonathan Bilden, aye; Kathy Sell, aye; Ruth Jenks, aye; Bill Fierke, aye; and Bob Russell, aye. The motion passed unanimously.

- 10.5 Resolution No. 2013-34. A Resolution setting Wage Levels for Management Positions for the City of Eagle Point for 2013-2014.

Mr. Lawrence reported the City had historically set the same cost of living wage adjustments to management staff, excluding his wages, as it had for represented employees. This Resolution provided for an increase of 1.5% for Fiscal Year 2013-2014. Subsequent years will be addressed as they come up. There was no discussion.

Mayor Russell asked for a motion to approve Resolution No. 2013-34. Councilor Jenks made a motion to approve Resolution No. 2013-34 and Councilor Bilden seconded the motion. There was no discussion. Roll call: Kathy Sell, aye; Ruth Jenks, aye; Jonathan Bilden, aye; Bill Fierke, aye; Wayne Brown, aye; Aaron Prunty, aye; and Bob Russell, aye. The motion passed unanimously.

Following the vote, Mr. Lawrence noted the salary schedule and reclassification for the City's Planner position would be presented at a future Council meeting.

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- 10.6 Resolution No. 2013-35. A Resolution authorizing the purchase of a digital information management system.

Police Chief Thompson provided the history of the Police Department testing body worn cameras and reviewed the cost of various electronic storage systems. After much consideration, the DIMS (Digital Information Management System (DIMS), by Linear Systems, Inc.), was selected. The system is used by numerous law enforcement agencies in California including the Los Angeles Police Department. It has desirable features such as automatic backups, and manages and stores digital photos. DIMS reduced the cost of the system as Eagle Point will be the first City in southern Oregon to use the system. A brief discussion followed. Free data and software upgrades are available for the life of the system.

Mayor Russell asked for a motion to approve Resolution No. 2013-35. Councilor Jenks made a motion to approve Resolution No. 2013-35 and Councilor Brown seconded the motion. There was no discussion. Roll call: Wayne Brown, aye; Ruth Jenks, aye; Aaron Prunty, aye; Bill Fierke, aye; Kathy Sell, aye; Jonathan Bilden, aye; and Bob Russell, aye. The motion passed unanimously.

- 10.7 Resolution No. 2013-36. A Resolution authorizing agreements for disbursement of all funds from the City of Eagle Point's Jackson County Housing Authority Fund (78) and to sub-grant remaining home repair loans to Jackson County Housing Authority.

Ms. Owens reported the City received funding from Community Development Block Grants in 1998 to provide home improvement loans to low income home owners. There were 17 loans provided to homeowners in Eagle Point. Four loans remain outstanding. As these homes are sold, the loans are repaid to the City. However, there are restrictions on how the funds from the repaid loans may be used. The City currently holds over \$131,000 from repayment of the loans. At one time the City anticipated using the funds for a similar program but the rules changed about how the funding can be used.

Currently, the funding may be given to the Jackson County Housing Authority and/or to a qualified food bank. Ms. Owens further explained that other cities in the region had received similar funding. Some of the cities used the money to provide food while others transferred funds to the Housing Authority. Ms. Owens discussed the program with the State on several occasions and received differing responses each time about the use of the funds. A brief discussion followed about other food banks; and if reinvesting in housing, that it be designated for use in Eagle Point. Mr. Lawrence concluded that additional research was needed and the item would be presented again at the next Council meeting.

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11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Council President Fierke reported there would be a School Board meeting on June 12. That meeting would be the last meeting with the current Board. Additionally, he reported hearing that students from Showa, Japan, had initiated email communications with Hillside Elementary. It was further noted that local schools were on summer break. Mayor Russell added that Showa students would be coming to Eagle Point on August 3.

Councilor Bilden reported attending the Southern Oregon Regional Economic Development Inc. (SORED) Board Meeting. The Board approved a reduced operating budget and discussed local municipalities working more closely together on economic development issues. SORED would be holding its annual membership meeting and the League of Oregon Cities (LOC) Quarterly Board Meeting was also scheduled to be held the following week. Regarding the Economic Development Commission (ECD), they met last week and recommended the brochure. The July meeting was cancelled and they planned to meet again in August to discuss the Council's direction.

Councilor Jenks reported participating with the marketing brochure group.

Councilor Prunty reported attending a LOC meeting on SDCs, and the Parks and Recreation Committee was scheduled to meet later in the week.

Councilor Brown reported there had not been a Rogue Valley Sewer Services (RVSS) Board Meeting since the last Council meeting.

Councilor Sell reported the Planning Commission was scheduled to meet next week.

Mayor Russell announced he represented Eagle Point in the Rose Festival Parade in Portland, together with about 25 other Mayors throughout the State. In addition, Mayor Russell reported attending a Chamber of Commerce meeting in which Commissioner Don Skundrick spoke and discussed library funding. During the week, the Chamber planned to sponsor a rededication of the Harnish Visitor's Center and Mayor Russell invited everyone to attend the ceremony. Mayor Russell concluded by inviting everyone to visit the Mill to see horseless carriages and noted Helen Wolgamott planned to open the Museum during that time.

12. STAFF REPORTS

Mike Upston, Principal Planner, attended the State Planning Association Conference in Portland. There were a number of sessions on land use law and he would make reports in the future if anything affected the City of Eagle Point. Regarding the Planning Commission, a meeting was scheduled for June 18th to address the Greenhills development. A recommendation on that item would be presented to the City Council on June 25. Mr. Upston provided a brief explanation of the approval process. Additionally, he reported

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meeting with a local developer about property near Radar Hill. A brief discussion about the water tanks was held. Regarding grants, Mr. Upston reported on a grant application for a pedestrian bike plan; however, results are not expected for several months. Mr. Upston concluded by reporting the City had received 25 building permits during the last year.

Melissa Owens, Finance Officer, attended the Government Finance Officers Association (GFOA) national conference. All states are dealing with similar issues but they address those items differently. Some of the upcoming changes would be to budget documents and how the comprehensive annual financial report is made. Regarding upcoming City events, the Bike Ride is scheduled for June 15, and the Street Dance is August 17. Ms. Owens concluded by stating the Finance Department is focused on closing out the fiscal year and will present the 2013-2014 Budget for approval at the next meeting.

Robert Miller, Public Works Director, reported there would be a Parks and Recreation Committee meeting during the week. The Lucas Park Conceptual Plan will be presented to the Parks and Recreation Committee for their recommendation to the Council. Regarding the Linn Road project, the Oregon Department of Transportation's review was positive and the next step was to present at the RVACT. Other project reports included striping by Jackson County, Windermere Realty workday on the creek path, sidewalk project, and wrapping up the Water Master Plan with Civil West.

Police Chief Thompson reported there had been good compliance with weed abatement. He invited the Council to advise if they noticed any areas needing weed abatement. Mr. Miller noted the City had a temporary help person assisting with mowing. Police Chief Thompson concluded by reporting on the reader board.

Henry Lawrence, City Administrator, did not provide a report.

Sara Miller reported the City had received 25 new single family dwelling permit applications since July 1, 2012. Of those, 17 had been issued. It is anticipated that the remaining applications would be permitted before the end of the fiscal year. To compare growth from last year, only 8 single family dwelling permits were issued. To date this fiscal year, the City received a total of 265 permits and issued 216 of those so far.

13. INFORMATION

There were no information items for discussion.

Mayor Russell thanked Julie Brown with RVTD for coming to the meeting. He further noted there would not be an Executive Session.

14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(d), To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The Executive Session was cancelled.

16. ADJOURN

There being no further business, Mayor Russell closed the meeting at 9:07 p.m.

Respectfully submitted,



Sara Miller, Recording Secretary

ATTEST:



Robert E. Russell, Mayor