



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

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## OREGON

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

JUNE 25, 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; Joe Kellerman, City Attorney; Robert Miller, Public Works Director; Melissa Owens, Finance Officer; Vern Thompson, Police Chief; Mike Upston, Principal Planner; and Cindy Hughes, City Recorder.

Guests: Evelyn Kinsella, Food and Friends; Phillip Yates, the Community Action Agency of Jackson County (ACCESS); John Galbraith, Galbraith and Associates; 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

Suzi Collins of Eagle Point, Secretary of the Community Association, read a card to the Mayor and City Council expressing their gratitude for the recent funding for the 4<sup>th</sup> of July and other events.

4. PRESENTATIONS

There were no presentations on the agenda.

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### 5. PUBLIC HEARINGS

- 5.1 A Public Hearing in the matter of adopting a Tentative Subdivision Plat Amendment for the Greenhills Village project located on Dianne Way, east of Merlee Circle (Map #35SR1W34DC, lots 1400 & 1429 – 1450).

Mayor Russell opened the public hearing at 7:03 p.m. and requested Mike Upston, Principal Planner, to provide a report.

Mr. Upston explained the Council had the authority to approve amendment to the Tentative Subdivision Plat. The application was a two part process of which part one had been completed. Staff's recommendation was to approve the amendment with two conditions:

- 1) The owner would be required to provide the City with documentation from the Oregon Department of State Lands documenting that requirements associated with the wetlands had been met; and
- 2) Proposed buildings would be required to meet the minimum setbacks required by the City's Zoning Ordinance.

Mr. Upston concluded by noting that Clark Stevens with Richard Stevens & Associates of Medford was present.

Mayor Russell invited members of the audience to provide public testimony. Clark Stevens provided public testimony about changes to the market and noted the proposed amendment was to change the zoning to medium density. There were no questions for the speaker.

There being no further public testimony, Mayor Russell closed the public hearing at 7:13 p.m.

Following the public hearing, Mayor Russell requested and received the Council's consent to move the order of business to allow for deliberation and voting on **Resolution No. 2013-37**.

There being no further discussion, Mayor Russell offered to entertain a motion. Councilor Bilden made a motion to authorize **Resolution No. 2013-37** and Councilor Prunty seconded the motion. Discussion followed regarding setbacks, fire protection, and lack of sidewalks. 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.

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### 6. CONSENT CALENDAR

#### 6.1 Presentation of the Regular Meeting Minutes of June 11, 2013.

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 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.

### 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 Sell inquired about the payment to the Oregon Department of Transportation (ODOT) for Mattie Brown Park. Robert Miller, Public Works Director, explained that ODOT required 110% of the match funding prior to beginning the project. At the conclusion of the project, any remaining funds will be returned to the City. Councilor Jenks asked about a payment for the Loto Street Sidewalk and Mr. Miller explained it was a partial payment. Councilor Bilden made a motion for the Council to approve the bills as presented including the Additional Bills List. Councilor Jenks seconded the motion. There was no additional 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.

### 9. OLD BUSINESS

#### 9.1 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.

Henry Lawrence, City Administrator, explained this item was related to a 1998 Community Development Block Grant that was administered by the City for low income homeowners to make home improvements. Typically, loans from the Grant were repaid as the homes were sold and those funds have been held by the City. The Federal Government has revised the program rules and the City is now required to close out the funds. Options for closing out and disbursing the funds of nearly \$132,000 included giving the funds to the Jackson County Housing Authority or purchasing food for local food banks, or any combination thereof. Mr. Lawrence

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explained how other cities handled their disbursement of funds and the choice to make the appropriations was up to the Council. Further, there were four outstanding loans of approximately \$58,000 required to be assigned to an approved housing authority. The Resolution provided that the outstanding loans be assigned to the Jackson County Housing Authority. Mr. Lawrence proposed to keep the nearly \$132,000 in the community and to split the funds between the Food & Friends Senior Nutrition Program and ACCESS. Additionally, the proposal was to purchase half of the food through Ray's Food Place and the other half through Walmart. Details such as discounts and deliveries had not been finalized.

Evelyn Kinsella of Food and Friends, and Phillip Yates of ACCESS were present. Both agencies stated the funds would be enough to cover food through their programs in Eagle Point for approximately one year. A brief discussion followed about shopping arrangements. Mayor Russell was supportive of the proposal as presented and there was no further discussion.

Mayor Russell asked for a motion to approve **Resolution No. 2013-36**. Councilor Jenks made a motion to approve **Resolution No. 2013-36** and Councilor Bilden seconded the motion. Councilor Sell commented that the receiving agencies would be pleased considering their recent budget cuts. Councilor Fierke inquired about the Resolution title and Attorney Kellerman confirmed it was acceptable. There was no further 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. NEW BUSINESS

- 10.1 Resolution No. 2013-37. A Resolution adopting a Tentative Subdivision Plat Amendment for the Greenhills Village project located on Dianne Way, east of Merlee Circle (Map #35SR1W34DC, lots 1400 & 1429 – 1450). Planning Action No. 13-03: PD/PlatAmend.

Resolution No. 2013-37 was deliberated and approved following the Public Hearing listed as Item No. 5.1. See Item No. 5.1 for additional details.

- 10.2 Resolution No. 2013-38. A Resolution authorizing adjustments to revenue and expenses within various funds for the 2012-2013 Fiscal Year.

Ms. Owens explained that it is typical to make final year-end adjustments to the budget. Basically there were six amendments that were detailed in the Resolution. Those changes related to: an increase in General Fund Revenue regarding building permit activity, an increase in Water SDC fund, an increase in the Storm Water Fund, an increase in the Water Fund, an increase in Sewer Fund, and an increase in funds in Jackson County Housing Authority Fund. There was no further discussion.

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Mayor Russell asked for a motion to approve **Resolution No. 2013-38**. Councilor Bilden made a motion to approve **Resolution No. 2013-38** and Council President Fierke seconded the motion. There was no discussion. Roll call: Jonathan Bilden, aye; Aaron Prunty, aye; Wayne Brown, aye; Kathy Sell, aye; Ruth Jenks, aye; Bill Fierke, aye; and Bob Russell, aye. The motion passed unanimously.

- 10.3 Resolution No. 2013-39. A Resolution adopting the 2013-2014 Budget, declaring tax levied, making appropriations for the 2013-2014 Fiscal Year, and categorizing the tax levy.

Ms. Owens reported a public hearing on the budget had been held on June 11, 2013, and there was no public comment at the hearing. Staff recommended adoption of the 2013-2014 budget. There was no further discussion.

Mayor Russell asked for a motion to approve **Resolution No. 2013-39**. Council President Fierke made a motion to approve **Resolution No. 2013-39** and Councilor Sell seconded the motion. There was no discussion. Roll call: Ruth Jenks, aye; Aaron Prunty, aye; Bill Fierke, aye; Wayne Brown, aye; Jonathan Bilden, aye; Kathy Sell, aye; and Bob Russell, aye. The motion passed unanimously.

- 10.4 Resolution No. 2013-40. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Galbraith and Associates, Inc. for Lucas Park – Task II Construction Documents.

Robert Miller, Public Works Director, provided background about the Lucas Park Plan. John Galbraith with Galbraith and Associates presented a drawing of a proposed Park Master Plan (Submission No. 2). Mr. Galbraith described a beautiful gateway opening, parking areas, pathway, open lawn and play area, shelters with picnic tables, restroom facility, as well as park benches. Councilor Prunty stated that the Parks and Recreation Commission had not seen the drawing but thought they would be pleased. Additional discussion followed regarding the walking path, trail system connection with Arrowhead Trail Road, and cost of drawings and construction drawings including the engineering component. It was estimated that the project would begin by the end of the summer and the overall design cost including landscape architecture would be about 15% of the total construction cost.

Mayor Russell asked for a motion to approve **Resolution No. 2013-40**. Councilor Prunty made a motion to approve **Resolution No. 2013-40** and Councilor Bilden seconded the motion. There was no discussion. Roll call: Aaron Prunty, aye; Kathy Sell, aye; Ruth Jenks, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; and Bob Russell, aye. The motion passed unanimously.

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- 10.5 Resolution No. 2013-41. A Resolution authorizing a Job Description and Compensation Wage Scale for a Planning Director position.

Mr. Lawrence reported the Principal Planner, Mike Upston, had been employed with the City for about a year and a half. During that time, the job duties of the Principal Planner have grown with upcoming demands such as revising the Comprehensive Plan and Zoning Code, as well as undefined economic development initiatives. Approval of the Resolution would adopt a new job description and wage scale for a Planning Director, as a non-union position, and part of the management team. The Principal Planner position would remain unfilled until needed. Mr. Lawrence confirmed that this position had been budgeted. A brief discussion followed and there was support of adoption.

Mayor Russell asked for a motion to approve **Resolution No. 2013-41**. Councilor Bilden made a motion to approve **Resolution No. 2013-41** and Councilor Sell 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.

- 10.6 Discussion regarding the Linn Road Grant.

Mr. Miller summarized a grant application submission to the Oregon Department of Transportation (ODOT) in November, 2012. The proposed project includes a new sidewalk on the north side of Linn Road. The cost estimate proposed by Eagle Point was the closest made by local agencies to ODOT's analysis, with the City's match of approximately \$190,000. During the review process for the project, a gateway arch sign had been discussed. Mr. Miller provided details about the possibility of a gateway and John Galbraith spoke about the concept of an archway. Mr. Galbraith thought a gateway arch should be artistic and expressive about the community, but it could be challenging as well as expensive. Mr. Miller sought the Council's direction. Discussion followed and the Council agreed they did not want to include a gateway arch in the grant application to ODOT.

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

Council President Fierke reported there had been a School Board meeting on June 12. Discussions during that meeting focused on security including guns; the Shady Cove school teaming with the Sheriff's Office, and pay rates. Council President Fierke noted that was the last meeting of the old Board.

Councilor Bilden reported attending the League of Oregon Cities (LOC) Board meeting. The Legislative Session was discussed and its focus was on the budget as well as Public

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Employees Retirement System (PERS). Mr. Bilden noted there is a possibility that court fees and medical marijuana may come up again, and city situations with casinos (Medford) was also discussed. Councilor Bilden concluded by reporting over 200 people, including some of Eagle Point's Council Members, had attended Southern Oregon Regional Economic Development Inc.'s (SOREDI's) annual meeting.

Councilor Jenks reported attending the Rogue Valley Metropolitan Planning Organization (RVMPO) Policy Committee meeting. The focus of their meeting was about the Oregon Department of State Lands' requirement for the RVMPO to demonstrate and report benchmarks and efforts to reduce vehicle traffic and emissions. Benchmarks are set through the year 2038, and Eagle Point will assist in providing data.

Councilor Prunty reported the Parks and Recreation Commission meeting had been canceled. A brief discussion followed about the Commission's quorum.

Councilor Brown reported there had been a Rogue Valley Sewer Services (RVSS) Board Meeting and they approved budget for the year. Further, they adopted a contractors list for the year and certified the election results. New trucks are on back order but they will get next year's model.

Councilor Sell reported attending a Planning Commission Meeting which addressed the Greenhills development. During the Planning Commission Meeting, the City's sign Ordinance, wetlands and setbacks were discussed as well as CCRs. Councilor Sell discussed the sign Ordinance and noted the Police Department provides assistance when there is a safety issue. Additionally, Councilor Sell reported a question about a park for Poppy Village. Mr. Upston added historical background but noted this should be discussed between the Homeowners' Association and developer. Discussion followed about System Development Charges (SDCs), and a donation of property by the developer.

Mayor Russell reported the Flag Day ceremony at the Harnish Wayside was well attended and included a dedication of the Vietnam plaque. Mayor Russell planned to attend a meeting of the Rogue Valley Council of Governments (RVCOG), and a Water Coalition meeting. Mayor Russell concluded by providing a report about the Japanese delegation's upcoming visit, and the July 4<sup>th</sup> celebrations.

### 12. STAFF REPORTS

Mike Upston, Principal Planner, reported staff is working with the Rogue Valley Transit District (RVTD) and will bring back information as it becomes available. Mr. Upston noted that community support may be different than the 2008 or 2009 survey. With regard to Federal Emergency Management Agency (FEMA) mitigation projects, a kickoff meeting was scheduled for June 28 via telephone. In addition, Mr. Upston reported on a variety of items including: a property owner near Radar Hill interested in subdividing; proposed lot

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line adjustments; signage near Carl's Jr.; and benchmarks regarding improvement to air quality.

Melissa Owens, Finance Officer, noted the Financial Report was in the Council packet. She reported on property taxes, closing out the 2012-2013 fiscal year, and implementing the 2013-2014 budget.

Robert Miller, Public Works Director, reported on the Loto Street sidewalk project, weed abatement, and repairs at the Chamberlain Park restroom. At the next meeting, he planned to present the Council with a contract for seal coat services to repair roads.

Police Chief Thompson announced a pre-employment offer had been made and they hoped to have the new officer on staff during the first week of July. Chief Thompson concluded by noting the Police Department planned to issue citations for illegal fireworks, and confirmed he was working with School District No. 9 on safety.

Joe Kellerman, City Attorney, reported attending a tour of the U.S. Capital.

Henry Lawrence, City Administrator, announced the skatepark grant application was not successful; however, the City will apply again in the future.

Cindy Hughes, City Recorder, reported attending the Northwest Clerk's Institute and expressed appreciation to the Council for their support of staff's continued education.

13. INFORMATION

There were no information items for discussion.

14. ADJOURN

There being no further business, Mayor Russell closed the meeting at 9:02 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Robert E. Russell, Mayor