



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

JANUARY 8, 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; Vern Thompson, Police Chief; Mike Upston, Principal Planner; and Sara Miller, Planning Aide.

Guests: Jerry Zieman, President, Eagle Point Senior Center; Millie Wewerka and Suzi Collins, Planning Commissioners; Ron Holthusen, Mayor of Shady Cove; Danise Brakeman, City Administrator of Shady Cove; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Ron Holthusen led the Pledge of Allegiance and Jerry Zieman led the invocation.

3. OATHS OF OFFICE.

3.1 Oath of Office of Bob Russell as Mayor.

Henry Lawrence administered the Oath of Office to Bob Russell.

3.2 Oaths of Office of C. Wayne Brown, William Fierke, and Aaron Prunty as City Councilors.

Henry Lawrence administered the Oath of Office to Wayne Brown, William Fierke and Aaron Prunty.

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

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

5. PRESENTATIONS

There were no presentations.

6. PUBLIC HEARINGS

There were no public hearings.

7. CONSENT CALENDAR

7.1 Presentation of Regular Meeting Minutes of December 11, 2012.

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

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

9. 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).

There being no questions or comments, Mayor Russell asked for a motion. 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 further discussion. Roll call: Wayne Brown, aye; Jonathan Bilden, aye; Kathy Sell, aye; Aaron Prunty, aye; Ruth Jenks, aye; Bill Fierke, aye; and Bob Russell, aye. The motion passed unanimously.

10. OLD BUSINESS

There was no old business to discuss.

11. NEW BUSINESS.

11.1 Election of Council President.

Mayor Russell announced the election of a Council President and opened the floor for nominations. Councilor Bilden nominated Bill Fierke for Council President. Councilor Jenks seconded the nomination. There were no further nominations and Mayor Russell called for a motion to elect Councilor Fierke for Council President. Councilor Bilden moved to elect Councilor Fierke for Council President and Councilor Sell seconded the motion. There was no discussion. Roll call: Jonathan Bilden, aye; Kathy Sell, aye; Aaron Prunty, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; and Bob Russell, aye. The motion passed unanimously.

11.2 Appointment of Parliamentarian.

Mayor Russell announced the appointment of a Parliamentarian, advising that the City Attorney normally serves as Parliamentarian. Mayor Russell opened the floor for nominations. Council President Fierke nominated the City Attorney, Joe Kellerman, for Parliamentarian. Councilor Sell seconded the nomination. There being no further nominations, Mayor Russell called for a motion to elect Joe Kellerman as Parliamentarian. Council President Fierke moved to elect Joe Kellerman as Parliamentarian, and Councilor Sell seconded the motion. There was no discussion. Roll call: Ruth Jenks, aye; Aaron Prunty, aye; Bill Fierke, aye; Jonathan Bilden, aye; Wayne Brown, aye; Kathy Sell, aye; and Bob Russell, aye. The motion passed unanimously.

11.3 Appointment of Sergeant at Arms.

Mayor Russell announced the appointment of a Sergeant at Arms, advising that the Chief of Police normally serves as Sergeant at Arms. Mayor Russell opened the floor for nominations. Councilor Sell nominated Chief Vern Thompson for Sergeant at Arms, and Council President Fierke seconded the nomination. There being no further nominations, Mayor Russell called for a motion to elect Chief Thompson as Sergeant at Arms. Councilor Sell moved to elect Chief Thompson as Sergeant at Arms, and Council President Fierke seconded the motion. There was no discussion. Roll call: Bill Fierke, aye; Aaron Prunty, aye; Ruth Jenks, aye; Jonathan Bilden, aye; Kathy Sell, aye; Wayne Brown, aye; and Bob Russell, aye. The motion passed unanimously.

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11.4 Appointment of Council liaisons to area commissions and boards.

Mayor Russell made the following appointments:

- 11.4.1 Eagle Point Economic Development Commission – Councilor Bilden
- 11.4.2 Eagle Point Parks and Recreation Commission – Councilor Prunty
- 11.4.3 Eagle Point Planning Commission – Councilor Sell
- 11.4.4 Jackson County School District No.9 – Council President Fierke
- 11.4.5 Medford Water Commission – Mayor Russell
- 11.4.6 Rogue Valley Area Commission on Transportation (RVACT) – Councilor Jenks
- 11.4.7 Rogue Valley Council of Governments (RVCOG) – Mayor Russell
- 11.4.8 Rogue Valley Metropolitan Planning Organization (RVMPO) – Councilor Jenks
- 11.4.9 Rogue Valley Sewer Services (RVSS) – Councilor Brown
- 11.4.10 Southern Oregon Regional Economic Development Inc. (SORED) – Councilor Bilden

11.5 Resolution No. 2013-01. A Resolution designating City Officials and City Staff to sign checks for the City of Eagle Point's bank accounts and rescinding Resolution No. 2012-23.

Mayor Russell announced Resolution No. 2013-01. Mr. Lawrence explained this was a housekeeping measure and allows for a new Council President to sign checks on behalf of the City. Resolution No. 2013-01 authorizes Mayor Russell, Council President Fierke, Henry Lawrence, and Melissa Owens to sign checks for the City of Eagle Point, and rescinds Resolution No. 2012-23.

Mayor Russell offered to entertain a motion to approve **Resolution No. 2013-01**. Councilor Sell made a motion to approve **Resolution No. 2013-01** and Councilor Brown seconded the motion. There was no further discussion. Roll call: Kathy Sell, aye; Jonathan Bilden, aye; Aaron Prunty, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; and Bob Russell, aye. The motion passed unanimously.

11.6 Resolution No. 2013-02. A Resolution adopting the City of Eagle Point's Representation in the updates to the Jackson County Multi-Jurisdictional Natural Hazards Mitigation Plan.

Mr. Lawrence noted he had provided a hard copy of the Jackson County Multi-Jurisdictional Natural Hazards Mitigation Plan (Submission No. 2) and explained this was a different type of plan than the Emergency Operations Plan which he formerly provided. Since the Council had not previously reviewed the Plan, it

was Mr. Lawrence's recommendation that Chief Thompson make the presentation and the Council to move the item to the next meeting.

Chief Thompson made a PowerPoint presentation (Submission No. 3) about the Jackson County Multi-Jurisdictional Natural Hazards Mitigation Plan. Natural hazard mitigation is a method of reducing risk from natural hazards including loss of life, property and injuries. Chief Thompson reviewed the Plan's mission statement and goals, and plans for implementation. He further noted a risk assessment was completed for the City of Eagle Point on May 29, 2012. Adoption of the Plan will reestablish the City's eligibility for related grant programs and receiving assistance in the event of a natural disaster. It was further explained that Michael Howard of the Oregon Partnership for Disaster Resilience, Program Specialist from the University of Oregon's Community Service Center, out of Eugene, Oregon, partnered with the City's staff to put the Plan together.

Councilor Bilden made a motion to continue **Resolution No. 2013-02** to the next meeting. Councilor Jenks seconded the motion. There was no further discussion. Roll call: Aaron Prunty, aye; Bill Fierke, aye; Ruth Jenks, aye; Jonathan Bilden, aye; Kathy Sell, aye; Wayne Brown, aye; and Bob Russell, aye.

- 11.7 Resolution No. 2013-03. A Resolution adopting the National Incident Management System (NIMS) as the foundation for the Incident Command, Coordination, and support activities, and establishing a policy that the City of Eagle Point will provide appropriate training for responsible personnel.

Chief Thompson presented a PowerPoint presentation (Submission No. 4), introducing NIMS and explained it is a comprehensive, national approach to incident management which is applicable at all jurisdictional levels and across all disciplines. NIMS is designed to be flexible and standardized. Chief Thompson also presented a PowerPoint presentation (Submission No. 5) on ICS (Incident Command System). ICS is designed to address any size emergency and allow personnel from a variety of agencies to form a common management structure. ICS includes the following five major management functions: Incident Command, Operations, Planning, Logistics, and Finance/Administration.

Chief Thompson clarified that Resolution No. 2013-03 only adopts NIMS and the Incident Command System, not the entire Emergency Operations Plan that the Council had previously reviewed.

Council President Fierke made a motion to approve **Resolution No. 2013-03** and Councilor Jenks seconded the motion. There was no further discussion. Roll call: Jonathan Bilden, aye; Kathy Sell, aye; Aaron Prunty, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; and Bob Russell, aye.

- 11.8 Resolution No. 2013-04. A Resolution delegating to the City Administrator and City Attorney, authority to execute a purchase and sale agreement, and all escrow closing documents, with Nancy Davidson for purchase of approximately 1.08 acres, commonly referred to as 751 S. Shasta Avenue, to be used for access to the future Lucas Park.

Mayor Russell explained that Agenda Item No. 11.8 would be addressed after the Executive Session. Following the Executive Session, Joe Kellerman requested revisions be made to Resolution No. 2013-04 so that the purchase price would be \$65,000 plus closing costs. More specifically, the purchase price shall not exceed \$65,000 and closing costs from the Parks SDC Fund, Parks Expansion Line Item Number 26-5-260.620.100.

Councilor Sell made a motion to approve **Resolution No. 2013-04, as amended**, and Councilor Prunty seconded the motion. There was no discussion. Roll call: Bill Fierke, aye; Aaron Prunty, aye; Ruth Jenks, aye; Jonathan Bilden, aye; Kathy Sell, aye; Wayne Brown, aye; and Bob Russell, aye. The motion passed unanimously.

12. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Council President Fierke commended Councilor Sell and the Santa Shop volunteers. Regarding the School District, there had been a meeting about a month ago and another meeting was scheduled regarding statewide standards and laws.

Councilor Bilden reported on the Economic Development Commission's progress in developing an economic development plan and partnering with SOREDI (Southern Oregon Regional Economic Development Inc.). Councilor Bilden also reported his plans to meet with Mike Frey, President of the Eagle Point and the Upper Rogue Chamber of Commerce, for developing a marketing plan. The Economic Development Commission elected Councilor Bilden to serve as its Chair, and Bob Pinnell to serve as Vice Chair. Regarding SOREDI, their Board does not meet during January. However, a business summit with area business leaders was scheduled to be held on January 11 and the Annual Southern Oregon Business Conference will be held on January 24, both at the Red Lion in Medford. Councilor Bilden also reported on the Board Meetings of the League of Oregon Cities which were held in preparation of the legislative session.

Councilor Jenks reported attending a meeting of the Rogue Valley Area Commission on Transportation (RVACT) together with Robert Miller, Public Works Director. She also reported that during that meeting, Mr. Miller made an excellent proposal to request funding for the Linn Street Project. Consideration will be given at the local level but the

awards will be made by the State. Councilor Jenks concluded the report by congratulating Councilor Sell on the success of the Santa Shop.

Councilor Prunty announced the Parks and Recreation Commission had a meeting scheduled for January 10.

Councilor Brown reported everything was going well with Rogue Valley Sewer Services.

Councilor Sell reported she had a scheduling conflict and was not able to attend the last Parks and Recreation Commission meeting. On a very positive note, the Santa Shop served just over 500 families and received generous cash donations to carry them through this year and help with next year's Santa Shop. Councilor Sell made special recognition to the Eagle Point Women's Club and community members for their generosity in supporting the Santa Shop.

Mayor Russell recognized the audience members from Shady Cove: Mayor Ron Holthusen and his wife; and the City Administrator, Danise Brakeman. He also expressed his appreciation to the Council for volunteering their time to serve on the Council. Mayor Russell noted several other items including: Channel 15 featuring Eagle Point; growing membership levels of the Eagle Point and Upper Rogue Chamber of Commerce; and the YMCA's need for volunteers to coach basketball.

13. STAFF REPORTS

Mike Upston, Principal Planner, discussed a number of items including:

- Publication of newly updated maps.
- Transit Study Stakeholder Meeting – routing, funding sources, and governance. The next meeting will be held in February.
- Planning Department Reviews – Girl's softball building at Eagle Point High School, Quail Point subdivision partition, and 3rd request to extend approval for Katherine Mae subdivision.
- Acceptance of covered bridge to be re-listed on the National Registry of Historic Places.

Councilor Jenks inquired about adding the covered bridge to tourist brochures and Mr. Upston responded that the City would need to contact those agencies. Councilor Bilden expressed his appreciation for reestablishing the bridge on the National Registry of Historic Places. Further, Councilor Sell suggested contacting the League of Oregon Cities to highlight this effort and Mr. Lawrence agreed that could be done. The number of covered bridges within the State was also discussed.

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Robert Miller, Public Works Director, stated he would obtain additional information about covered bridges. Regarding the Parks and Recreation Commission Meeting, a letter was sent to area residents and the Eagle Point Golf Course Homeowner's Association regarding Lucas Park. A list of comments regarding Lucas Park will be provided to the Council at its next meeting.

Mr. Miller also discussed:

- The YMCA's need for basketball coaches.
- Grant process for the Linn Road Project – copy of PowerPoint presentation distributed (Submission No. 6).
- De-Icing Trailer for local roadways (Submission No. 7).

Chief Thompson announced testing for the entry level position was scheduled. A vacancy in the department is anticipated and a service award for that individual will be presented at the next Council meeting.

Attorney Kellerman did not provide a report.

Mr. Lawrence announced a Joint Workshop with the Parks and Recreation Commission would be held at 6:00 p.m. before the Council Meeting on January 22. The purpose of the Workshop is to review Lucas Park and a priority list for the Parks and Recreation Commission. Mr. Lawrence also discussed the Little Butte Creek Park Master Plan and the opportunity to seek grant funds from the Oregon Parks and Recreation Department for the riparian portion of the trail. Approximately \$1.5M is available statewide, and Eagle Point is seeking \$70,000 to \$100,000 with a required 20% cash or labor match.

Additionally, Mr. Lawrence commended Mr. Miller for his effort in seeking grant funding for the Linn Road Project and ensuring Eagle Point was competitive in that process. He welcomed Councilor Prunty and also expressed his appreciation to the Council for their support and ability to work together as a team.

Sara Miller reported there were several openings on the Parks and Recreation Commission. Interested citizens were encouraged to participate on the Commission.

Bill Miller with the *Mail Tribune* noted he believed there were five to six covered bridges in Southern Oregon.

14. INFORMATION

There were no information items for discussion.

At 8:14 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

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Executive Session. All other members of the audience would be asked to leave the room and welcomed back afterwards.

15. 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 8:20 p.m., Mayor Russell opened the Eagle Point City Council Executive Session pursuant to ORS 192.660(2)(e). Following discussions, Mayor Russell closed the Executive Session at 8:30 p.m. and reconvened the Regular meeting at 8:31 p.m. The Council discussed and approved Resolution No. 2013-04, as shown above under Item No. 11.8.

16. ADJOURN

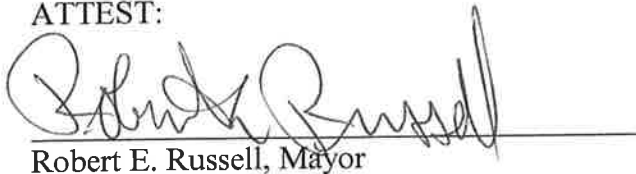
There being no further business for the Eagle Point City Council meeting of January 8, 2013, Mayor Russell closed the meeting at 8:35 p.m.

Respectfully submitted,



Sara Miller, Planning Aide

ATTEST:


Robert E. Russell, Mayor