



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

MAY 13, 2014

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, Planning Director; and Cindy Hughes, City Recorder.

Guests: Suzi Collins, Planning Commissioner; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Mayor Russell led the Pledge of Allegiance and Jonathan Bilden 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.

5. PUBLIC HEARINGS

There were no public hearings.

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6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of April 22, 2014.

6.2 Presentation of Special City Council Study Session Minutes of April 22, 2014.

Mayor Russell announced the Consent Calendar and asked for a motion. Councilor Bilden moved to approve the Consent Calendar as presented and Council President Fierke seconded the motion. There was no discussion. Roll call: Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Jonathan Bilden, 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 asked if there were questions about the bills to be paid. There were no questions or discussion. Councilor Bilden moved to approve the Bills to be Paid including the additional bills list (Submission No. 1) in the amount of \$765.50. Councilor Jenks seconded the motion. There was no further discussion. Roll call: Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; and Bob Russell, aye. The motion passed unanimously.

9. OLD BUSINESS

There was no old business to discuss.

10. NEW BUSINESS

10.1 Resolution No. 2014-11. A Resolution proclaiming May 15, 2014 as "National Peace Officers Memorial Day" and May 11-17, 2014 as "National Police Week" in the City of Eagle Point.

Vern Thompson, Chief of Police, explained that the idea of "National Peace Officers Memorial Day" and "National Police Week" originated in 1961. Chief Thompson reported there are more than 900,000 sworn law enforcement officers now serving in the United States, the highest figure ever, with approximately 12 percent female. Chief Thompson also reported 1.2M violent crimes were committed annually in the United States. In addition to Eagle Point honoring its law enforcement officers, recognition would be made throughout Jackson County and the nation.

Mayor Russell asked for a motion to approve Resolution No. 2014-11. Councilor Prunty made a motion to approve Resolution No. 2014-11 and Councilor Sell seconded the motion. There was no further discussion. Roll call: Aaron Prunty, aye; Kathy Sell, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; and Bob Russell, aye. The motion passed unanimously.

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- 10.2 Resolution No. 2014-12. A Resolution authorizing a donation to the Eagle Point and the Upper Rogue Chamber of Commerce, Community Flower Basket Program.

Melissa Owens, Finance Officer, explained that several years ago the City started the flower basket program as a way of beautifying the City. Later, the Chamber took the lead on the project. Discussion followed in order for the Council to determine a donation amount for the program. Mayor Russell reported that fund raising by the Chamber generated approximately \$7,000, in addition to the Chamber's donation. Mayor Russell was in favor of a \$5,000 donation and noted that the City of Central Point pays for the entire cost of its flower basket program. It was also clarified that a donation of \$5,000 would help to fill in a section of Linn Road with flower baskets.

Mayor Russell asked for a motion to approve Resolution No. 2014-12. Councilor Jenks made a motion to approve Resolution No. 2014-12, authorizing a donation in the amount of \$5,000, and Councilor Sell seconded the motion. There was no further discussion. Roll call: Kathy Sell, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; and Bob Russell, aye. The motion passed unanimously.

- 10.3 Resolution No. 2014-13. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Purcell Paintings and Coatings for the Covered Bridge (202) Painting.

Robert Miller, Public Works Director, reported this project had been on the list for some time. However, the first bid advertisement resulted in no bids, which was thought to be due it being a specialty type project with environmental regulations concerning the Little Butte Creek. Staff re-advertised and made additional efforts to receive bids, of which one sealed bid was submitted by Purcell Paintings and Coatings from Washington. Discussion ensued about the cost of painting being more than the \$10,000 that was budgeted. However, Mr. Miller explained that amount was a best guess at the time, and currently felt the bid was not out of range and recommended approval.

Mr. Miller also discussed the prior painting of the bridge which was done before it was erected. In addition, discussion followed about the project's liability, and details about the work in the bid and painting materials to be used. Purcell's experience with a number of bridge paintings in excess of \$1M was noted. Funding was available from other projects or improvements.

Mayor Russell asked for a motion to approve Resolution No. 2014-13. Council President Fierke made a motion to approve Resolution No. 2014-13 and Councilor Prunty seconded the motion. There was no further discussion. Roll call: Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Aaron Prunty, aye; Kathy Sell, aye; Bob Russell, aye; and Ruth Jenks, nay. The motion passed with six ayes and one nay.

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- 10.4 Resolution No. 2014-14. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with HGC, Inc., for the Judge Stewart House Parking and Alley Project.

Robert Miller, Public Works Director, reported the Judge Stewart House Park and Alley was in need of maintenance and repair; and that there is not an existing storm system to convey water from the pavement. This project had been recognized and discussed for a couple of years. An adjoining property owner had also planned to participate in the parking lot paving. However, about two weeks before the City was moving forward with the project, the property owner informed Mr. Miller they were not able to participate this year.

Mr. Miller reported that at that time, staff restructured and sent the bid out to see what was out there. He further explained that a lot of people, plan centers and several contractors called on the project. Therefore, he reported being somewhat shocked to receive only one bid. HGC, Inc., submitted a bid in the amount of \$75,594.85 (Submission No. 2), and the budgeted amount was \$62,000. Alternatives for when bids come in high included accepting the high bid, reducing the project by Value Engineering, rejecting the bid and advertising at a later date, or rejecting the bid and repairing only the deteriorated sections. Grading Plans by Civil West dated October 2013 were reviewed as well (Submission No. 3).

Staff recommended reducing the project limits and awarding the project, not to exceed \$58,000. Discussion ensued about the project. Basically, only the worst areas would be patched. Later this summer, staff would propose seal coating the entire parking area and working with the neighboring property owner to seal coat their portion of the parking lot, extending the pavement life by approximately five plus years and giving a finished appearance. Mr. Miller reported ongoing discussions with the adjoining property owner about the project and he felt they would be good for it.

Mayor Russell asked for a motion to approve Resolution No. 2014-14. Council President Fierke made a motion to approve Resolution No. 2014-14 for Option 1 as recommended by Staff for a maximum amount of \$58,000; and Councilor Bilden seconded the motion. There was no further discussion. Roll call: Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Jonathan Bilden, aye; and Bob Russell, aye. The motion passed unanimously.

- 10.5 Resolution No. 2014-15. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the Main Street and Bob Moore Park Lighting Project.

Robert Miller, Public Works Director, provided an overview of the project which consists of five lights in Bob Moore Park and seven along Main Street, and replacing electrical conduit. Each tree well will have electrical outlets and the lights will have outlets as well. Mr. Miller provided additional details about the bidding process and

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receiving calls from various companies about the project. Two bids were received by the deadline, one by Signal Construction at \$102,000 and the other by Kunert Electric LLC at \$60,095. Mr. Miller reported the entire project would cost around \$100,000 and proposed awarding the contract to Kunert Electric in the amount of \$60,095.

Discussion ensued about the City's knowledge of Kunert Electric's workmanship, the project being identified for five years and the need to move forward. There was also discussion about the expense and adding six more lights to the next budget which would be placed from Centennial Plaza to the old fire station property. Essentially, each light installed costs about \$10,000. Future lighting, budgeting, and plans to complete were discussed as well.

Mayor Russell asked for a motion to approve Resolution No. 2014-15. Councilor Sell made a motion to approve Resolution No. 2014-15 and Councilor Bilden seconded the motion. There was no further discussion. Roll call: Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Jonathan Bilden, aye; Wayne Brown, aye; and Bob Russell, aye. The motion passed unanimously.

- 10.6 Follow-up discussion concerning "old fire station" property, May 3rd community meeting, and next steps.

Henry Lawrence, City Administrator, reported a good turnout for the May 3rd community meeting with over 50 people in attendance. Although most of the Council attended that meeting, Mike Upston, Planning Director, discussed the benefits of holding that type of meeting. In summary, the development of the property will be market driven; however, it is the City's goal to be prepared for that. Additional discussion followed about setting goals for developing a proposal, governmental regulations and statutory restraints, and staff drafting a Request for Proposal that would be presented in a future study session.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Council President Fierke reported the School District had held a Safety Meeting and will be presenting their final report at the next School Board meeting. Next, he reported a number of school district individuals and the School Resource Officer (SRO) attended a training course on safety. Because of the SRO's attendance, now all of those attendees can be trainers. Their Budget Committee had also met and passed the budget, and a joint meeting between the School Board and the City Council was scheduled for the following night. Additional items discussed included forthcoming information about visitors from Showa, revisiting the Resolution regarding Regional Problem Solving, water rights issues, Cave Junction - medical marijuana, Supreme Court decision regarding prayer, and sports wagers.

Councilor Bilden discussed the Economic Development Commission's progress on their work plan, and providing an update at a joint meeting in the fall. Recruitment to fill the Commission's vacancies is ongoing. Next, Councilor Bilden discussed the relationship and

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roles of Southern Oregon Regional Economic Development Inc. (SOREDI), Workforce Investment Board, and the Governor's Regional Solutions. In addition, he reported attending a SOREDI meeting earlier in the day and noted SOREDI was changing their annual meeting to an afternoon event instead of a dinner event in Medford. He also attended the Workforce Investment Board meeting and they are taking up the Governor's initiative to focus on school to career, as not every student goes to college. Regarding Regional Solutions, legislature passed a bill which resulted in its reorganization which is in progress. Councilor Bilden concluded by briefly discussing the League of Oregon Cities (LOC) regarding Cave Junction, and noted that Policy Committees are winding down.

Councilor Jenks expressed appreciation for Robert Miller, Public Works Director, for attending the Rogue Valley Area Commission on Transportation (RVACT) on her behalf. Councilor Jenks also reported winning an award for her pie at the Vintage Faire.

Councilor Prunty reported returning from vacation and was not able to attend the recent Parks and Recreation meeting.

Councilor Brown reported attending a Rogue Valley Sewer Services (RVSS) meeting last week. An excellent presentation of its budget was presented and passed. A brief discussion followed about a solution for the City of Gold Hill's services.

Councilor Sell did not provide a report.

Mayor Russell reported on the Vintage Faire which was good all things considered, and expressed appreciation to the City and the team effort for that event. Other items noted were the City's flowers around town, a reminder about the Saturday Market (next on June 7th) which supports the Wood House, and a report on the Candidate Forum. Meetings included the Chamber meeting at the Harnish Visitor Center, the Medford Water Commission, and a joint meeting with the School District. Mayor Russell also reported on the "If I were Mayor ..." contest and invited the Council to review the entries. Mayor Russell's report was concluded with an inspiring story about his Granddaughter's lost purse which was returned to City Hall.

12. STAFF REPORTS

Mike Upston, Planning Director, discussed the Eagle Point Community Bible Church's expansion and reconfiguration of classroom space, and the possibility of longer range planning of a new sanctuary. The Planning Commission's recent approval of a single family home resulted in the issuance of a building permit. In regard to the Economic Development Commission, Mr. Upston reported the Commission had been looking at existing regulations and general practices to see if there are barriers to development in Eagle Point. The results were very positive with only one exception. In addition, Mr. Upston provided a brief update regarding transit service and planned to present a draft Resolution at the next Council meeting.

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Melissa Owens, Finance Officer, reported a balanced budget and that staff was busy working on the budget document. In addition, the auditors had visited the City during the prior week to conduct preliminary field work. The auditors made one suggestion to add a date when initialing or dating a document, but all of the procedures in place were very good. The auditors will return near the end of September to complete the audit process. Mayor Russell complimented Ms. Owens for an exceptional report by the auditors for the City's internal controls and procedures. Ms. Owens concluded the report by reminding the Council about the upcoming Budget Committee meeting.

Robert Miller, Public Works Director, discussed the recent Parks and Recreation Commission meeting. Discussion during that meeting covered a range of items including: potential water park and features, community day of service, a planning grant, and the new park layout. In regard to the RVACT meeting earlier in the day, there was discussion about Josephine County, the Rail Plan and a number of other items.

Police Chief Thompson announced two new police recruits would begin on June 2nd. Mayor Russell requested Chief Thompson to introduce the new recruits at a Council meeting.

Joseph Kellerman, City Attorney, did not provide a report.

Henry Lawrence, City Administrator, announced the Friday Letter had been sent out and was available on the City's website. Mr. Lawrence also reported on a franchise agreement with Hunter Communications that would be presented for approval at the next Council meeting. In addition, the City is currently working with Charter Communication to renew their franchise. The last item reported was a request from RVSS for an easement across the new park property which would also be presented at the next Council meeting.

Cindy Hughes, City Recorder, announced that beginning June 4, the City would begin accepting filings for candidacy for the offices of Mayor and three Council Member positions. Additional details would be available soon on the City's website, bulletin board, and in the Upper Rogue Independent. In addition, a Quick Reference guide on elections from the Secretary of State – Elections Division was provided to the Council (Submission No. 4).

13. INFORMATION

At 8:25 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.

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 8:30 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 8:38 p.m.

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15. ADJOURN

There being no further business, Mayor Russell closed the meeting at 8:39 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Robert E. Russell, Mayor