



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

August 12, 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, and Aaron Prunty.

Council Members Absent: Kathy Sell.

Staff Members Present: Joe Kellerman, City Attorney; Robert Miller, Public Works Director; Melissa Owens, Finance Officer; Vern Thompson, Police Chief; and Cindy Hughes, City Recorder.

Guests: Tim Weaver, Little Butte Creek Watershed Council; Jerry Zieman, Budget Committee; 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

Allen Broderick of Central Point, Oregon, and a Principal Broker with John L. Scott Realtors, presented a waiver request for a \$1,500 utility bill associated with a short sale property in Eagle Point (Submission No. 1). Mr. Broderick, also a Councilman for the City of Central Point, further explained it could possibly end the sale if the City did not waive the bill. Mayor Russell asked Melissa Owens, Finance Officer, to explain Eagle Point's billing procedures. Ms. Owens reported that vacant homes are assessed a base charge which has not been written off in the past pursuant to the City's Ordinance and loan requirements, which require assessment of the charges. Typically, the charges are paid either by the buyer, seller, or realtor. Discussion continued about the process and the charges being paid at the time of the sale. Attorney Kellerman explained that when

City of Eagle Point Council Meeting Minutes

August 12, 2014

Page 2 of 7

searching liens, there are instructions to contact the City about outstanding charges. Attorney Kellerman also discussed the cost to banks on foreclosed homes. Mr. Broderick further requested the City to establish a special policy for short sales. Additional discussion ensued wherein Mayor Russell and Ms. Owens offered an opportunity for Mr. Broderick to discuss the matter in greater detail at the City offices. Mr. Broderick expressed specific concern about the inspection cost and Ms. Owens offered to discuss that with him as well.

4. PRESENTATIONS

4.1 Little Butte Creek Watershed Festival – Tim Weaver, Watershed Coordinator.

Tim Weaver, Watershed Coordinator, announced the Little Butte Creek Watershed Festival is scheduled for September 13th at the Harnish Wayside. The event is co-hosted with the City of Eagle Point and the Jackson Soil & Water Conservation District. Mr. Weaver discussed booths and events for adults and children alike. Flyers for the event were available at the meeting (Submission No. 2). Mayor Russell noted the event is on the same day as the Community Service Day. Councilor Bilden inquired about the potential merger of watershed districts. Mr. Weaver responded that their Council members are considering a merger which could lead to greater efficiency and funding opportunities.

5. PUBLIC HEARINGS

There were no public hearings.

6. CONSENT CALENDAR

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

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

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 regarding the bills to be paid. There being none, Councilor Bilden moved to approve the bills to be paid. Councilor Jenks seconded the motion. There was no discussion. Roll call: Aaron Prunty, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

City of Eagle Point Council Meeting Minutes

August 12, 2014

Page 3 of 7

9. OLD BUSINESS

- 9.1 Resolution No. 2014-31. A Resolution to include an Explanatory Statement as part of the City's upcoming ballot measure asking voters within the Eagle Point City Limits to decide whether or not the City should annex into the Rogue Valley Transit District.

Joe Kellerman, City Attorney, presented Resolution No. 2014-31 with its revised Explanatory Statement as requested at the previous City Council meeting with the average home value and examples of tax rates included.

Mayor Russell asked for a motion to approve Resolution No. 2014-31. Councilor Jenks made a motion to approve Resolution No. 2014-31 and Councilor Prunty seconded the motion. Council President Fierke suggested inclusion of the following language for the citizens' knowledge: The study showed there would be an average of 2.8 riders per 29 to 40 passenger bus at a cost, according to the study, of somewhere in the area of \$19 to \$20 per rider.

At that time, Councilor Jenks requested the Mayor to call the question, and Mayor Russell announced the question had been called. A majority of the Council expressed agreement and the vote was called. Roll call: Jonathan Bilden, aye; Wayne Brown, aye; Ruth Jenks, aye; Aaron Prunty, aye; Bob Russell, aye; Bill Fierke, nay; and Kathy Sell, absent. The motion passed five to one.

10. NEW BUSINESS

- 10.1 Resolution No. 2014-34. A Resolution authorizing an Equipment Contract with Pacific Office Automation.

Melissa Owens, Finance Officer, discussed replacement of a Canon copier which had been in service as the primary copier at City Hall since 2008. Although the City had planned to use the machine in this capacity for another year, it had recently become apparent that it could not meet the demand for use as a primary copier. City staff received a quote from Pacific Office Automation for a replacement Konica copier which was on the State contracting list and ensured the lowest pricing available. The existing Canon is suitable for use as a backup copier to the proposed Konica. Ms. Owens confirmed that staff had received pricing for a comparable Canon machine but the purchase and operation cost was lower for the Konica. Local user references were also checked for the proposed Konica.

Mayor Russell asked for a motion to approve Resolution No. 2014-34. Council President Fierke made a motion to approve Resolution No. 2014-34 and Councilor Bilden seconded the motion. There was no discussion. Roll call: Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

City of Eagle Point Council Meeting Minutes

August 12, 2014

Page 4 of 7

- 10.2 Discussion regarding the 2014 Pavement Maintenance Program – Robert Miller, Public Works Director.

Robert Miller, Public Works Director, discussed the 2014 Pavement Maintenance Program including seal coating, modified chip process, fog sealing, crack sealing, and paving. The overall goal is to bring the city streets into a good condition at the best pricing possible. In order to complete the projects in the 2014 Pavement Maintenance Program, an additional amount of approximately \$100,000 will be needed. A brief discussion was held about the budget and more specifically the Major Rehab line item. Mr. Miller will present a formal recommendation at the August 26th City Council meeting.

- 10.3 Resolution No. 2014-35. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with Kerry Fuller Enterprises dba Pavement Protectors for the 2014 Crack Seal Project.

Robert Miller, Public Works Director, reported that approximately 60,000 linear feet of crack sealing will be completed under this Contract as part of the City's 2014 Pavement Maintenance Program. Three sealed bids were opened on July 29th and Kerry Fuller Enterprises submitted the low bid of \$32,000.

Mayor Russell asked for a motion to approve Resolution No. 2014-35. Councilor Jenks made a motion to approve Resolution No. 2014-35 and Councilor Prunty seconded the motion. There was no discussion. Roll call: Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Jonathan Bilden, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

- 10.4 Resolution No. 2014-36. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with National Pavement Maintenance PDX LLC for the 2014 Seal Coat Project.

Robert Miller, Public Works Director, reported four contractors had been looking at this project and the City was somewhat surprised to receive only one sealed bid. National Pavement Maintenance PDX LLC is associated with Custom Asphalt, a supplier of the material to be used in the project. Mr. Miller further explained that National Pavement Maintenance PDX LLC purchased the company that previously performed seal coating for the City and had been pleased with its service.

Mayor Russell asked for a motion to approve Resolution No. 2014-36. Councilor Bilden made a motion to approve Resolution No. 2014-36 and Councilor Prunty seconded the motion. There was no discussion. Roll call: Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

City of Eagle Point Council Meeting Minutes

August 12, 2014

Page 5 of 7

- 10.5 Resolution No. 2014-37. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with Copeland Paving Inc., for the 2014 Paving Project.

Robert Miller, Public Works Director, explained this project includes work on Paxon Avenue, Odell Street, Tabor Street, Kelso Street, West Main Alley, Rodale Drive, Talbot Street and Fawn Way. Mr. Miller further explained that the City had previously agreed to do the work in the Contract before the school was put in. Three sealed bids were received with the low bid by Copeland Paving in the amount of \$148,673.

Mayor Russell asked for a motion to approve Resolution No. 2014-37. Councilor Jenks made a motion to approve Resolution No. 2014-37 and Councilor Prunty seconded the motion. There was no discussion. Roll call: Ruth Jenks, aye; Aaron Prunty, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

- 10.6 Resolution No. 2014-38. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with Central Pipeline Inc., for the 2014 Lucas Park Project.

Robert Miller, Public Works Director, reported receipt of four bids with the low bidder on the project failing to submit its First-Tier Subcontractor List in the allowable amount of time, and therefore was deemed non-responsive. The next lowest bidder, Central Pipeline Inc., submitted a bid that was over the budgeted amount. Staff recommended removing the landscape portion of the project and re-advertising that portion at a later time. A brief discussion followed about the bidding process which is regulated by Oregon Revised Statute.

For the benefit of the audience, Mayor Russell explained that the Council studies agenda items prior to the meeting and while they were working rapidly, a lot of thought had gone into each item. Cindy Hughes, City Recorder, noted that agenda packets including all agenda items are available on the City's website for the public's viewing prior to the meetings.

Mayor Russell asked for a motion to approve Resolution No. 2014-38. Councilor Prunty made a motion to approve Resolution No. 2014-38 and Councilor Jenks seconded the motion. There was no discussion. Roll call: Ruth Jenks, aye; Aaron Prunty, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

- 10.7 Resolution No. 2014-39. A Resolution authorizing rejecting all bids for the 2014 South Shasta Improvement Project.

Robert Miller, Public Works Director, discussed the South Shasta Improvement Project and reviewed a map with highlighting of the project area (Submission No. 3). One significant consideration was the Oregon Department of Fish and Wildlife's

City of Eagle Point Council Meeting Minutes

August 12, 2014

Page 6 of 7

determination that widening the culvert by even one foot would require a fish passage. Replacing the culvert will allow for the completion of the South Shasta Path from Arrowhead Drive to Alta Vista, and provide additional storm water capacity in the event of the Golf Course pond overflowing.

Mr. Miller discussed the bid opening results with all bids over budget. Discussion followed wherein Mr. Miller explained that the first project estimate did not include a fish passage culvert and the bids came in higher across the board. Rebidding the project with an approved permit could reduce future bid amounts and allow for completion within the 2015 in-stream work window. Attorney Kellerman will follow up on an inquiry by Council President Fierke about the process of rejecting bids.

Mayor Russell asked for a motion to approve Resolution No. 2014-39. Council President Fierke made a motion to approve Resolution No. 2014-39 and Councilor Jenks seconded the motion. There was no discussion. Roll call: Aaron Prunty, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

10.8 Administrator Annual Review Process – Mayor Russell.

Mayor Russell announced the Administrator Annual Review Process and Council President Fierke discussed the past process and related forms (Submission No. 4). There were no changes or objections to the process, and the Council expressed agreement of continuing the same process. Council President Fierke noted the process called for a two person committee to coordinate the evaluation. Mayor Russell expressed he would be pleased to have Council President Fierke and Councilor Bilden serve in that capacity again this year. There were no objections stated.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Council President Fierke reported the majority of the next School Board meeting would be on policies. In addition, at the last Council meeting he received an assignment to talk with the City Administrator, Henry Lawrence, about housing density levels which would be on a future agenda.

Councilor Bilden announced the Regional Solutions Council met and were going through the process of determining what projects to fund. Councilor Jenks asked about the selection process which begins at the State level with Jeff Griffin, the Southern Regional Coordinator. On a personal note, his daughter, Eva, was especially excited to know she would be a big sister in December.

Councilor Jenks reported enjoying the National Night Out event at Chamberlain Park.

Councilor Brown planned to attend the Rogue Valley Sewer Services meeting and report back at the next Council meeting.

City of Eagle Point Council Meeting Minutes

August 12, 2014

Page 7 of 7

Mayor Russell reported enjoying the National Night Out event, and especially enjoyed a visit by Eagle Point's Sister City, Showa Japan. Showa visitors had presented a beautiful gift box of cookies from Japan which Mayor Russell shared at the meeting. Mayor Russell also reported attending the Oregon Mayors Association Summer Conference in Pendleton, Oregon. During the conference, he had a formal meeting with Travis Brouwer of the Oregon Department of Transportation regarding I-5 signage. In addition to other networking and educational opportunities at the conference, Mayor Russell reported learning more about water costs and the process of branding communities.

12. STAFF REPORTS

Melissa Owens, Finance Officer, reported perfect scores on a recent random drawing audit for the Teamsters Health Insurance Program and an official audit letter will be forthcoming. Eagle Point was also selected for a random audit in September for Workers Compensation, and is preparing for its regular annual audit in September as well.

In addition to the current street projects, Robert Miller, Public Works Director, reported on the Judge Stewart House Roof project and a project to paint the Museum. Regarding previous grant applications, the City is still in the running for grants on the Little Butte Park Recreational Trails, Lucas Park Natural Looking Playground, and the Parks and Recreation Master Plan. Mr. Miller also discussed the Community Day of Service and Little Butte Creek Watershed Festival scheduled for September 13th, and the Street Dance on September 16th.

Police Chief Thompson reported approximately 150 people attending the National Night Out event. There was good weather for the event and it was well represented by the community.

Cindy Hughes, City Recorder, discussed Veteran's Day falling on the second Tuesday of November (November 11th), and requested the Council to think about whether they might like to reschedule or cancel the meeting.

13. INFORMATION

14. ADJOURN

There being no further business, Mayor Russell closed the meeting at 8:16 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Robert E. Russell, Mayor