



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

October 14, 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; Melissa Owens, Finance Officer; Vern Thompson, Police Chief; Mike Upston, Planning Director; and Cindy Hughes, City Recorder.

Guests: Suzi Collins, Planning Commissioner; Jerry Zieman, Budget Committee; Jason Tilley, Economic Development Commission Applicant; Bunny Lincoln and Leon Sherman, Eagle Point Community Association; 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 audience questions or comments.

4. PRESENTATIONS

There were no presentations.

5. PUBLIC HEARINGS

There were no public hearings.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of September 23, 2014.

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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; Kathy Sell, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, 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 regarding the bills to be paid. Councilor Sell commented on the amount of money being spent but there were no questions regarding the bills to be paid. Councilor Bilden moved to approve the bills to be paid, and Councilor Brown seconded the motion. There was no 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.

9. OLD BUSINESS

There was no Old Business to discuss.

10. NEW BUSINESS

10.1 Eagle Point Community Association presentation, discussion and possible decision regarding new street light pole banners.

Bunny Lincoln and Leon Sherman of the Eagle Point Community Association (EPCA) presented options for decorative lighting and pictures of banners for the Council's consideration (Submission No. 1). Potential new decorations, in addition to the current decorations, were proposed for Bob Moore Park, Centennial Plaza, and the Covered Bridge. EPCA volunteers plan to provide lower level decorating and assistance to the Public Works' crew. Fire District #3 will be contacted to help with tree lighting upgrades and possibly the covered bridge lights and wreath. Adjustments to the wreath on Main Street and vandalism prevention were discussed as well.

Leon Sherman requested and received permission to decorate as proposed, and to work directly with Gary Shipley, Public Works Supervisor. Everyone was invited to attend the tree lighting ceremony, and suggestions were welcomed in identifying an honorary person to light the tree. Additional discussion included Mayor Russell speaking about his first time to see the lights being put up in 2004, and he noted that Bunny Lincoln was amongst those putting up the lights. Mayor Russell and Councilor Jenks also planned to attend the upcoming Community Association meeting and would provide input about the proposed decorations.

In addition, Bunny Lincoln reminded everyone about the Coats for Kids campaign.

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- 10.2 Resolution No. 2014-46. A Resolution proclaiming October 23-31, as Red Ribbon Week in the City of Eagle Point.

Mayor Russell reported the purpose of the National Red Ribbon Campaign is to offer citizens the opportunity to demonstrate their commitment to drug-free lifestyles (no use of illegal drugs, no illegal use of legal drugs). The National Red Ribbon Campaign is celebrated throughout America during Red Ribbon Week, October 23-31. Mayor Russell acknowledged audience member, Young Marine Thompson, for contacting him about Red Ribbon Week. Young Marine Thompson expressed appreciation to the Council for their support.

Mayor Russell asked for a motion to approve Resolution No. 2014-46. Councilor Jenks made a motion to approve Resolution No. 2014-46 and Councilor Sell seconded the motion. There was a brief discussion about red ribbons being delivered to City Hall. Roll call: Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; and Bob Russell, aye. The motion passed unanimously.

- 10.3 Resolution No. 2014-47. A Resolution appointing Jason Tilley to the Economic Development Commission.

Mayor Russell reported a vacancy on the Eagle Point Economic Development Commission had been advertised in the Upper Rogue Independent, City's website, utility newsletter and on the bulletin board in City Hall. Next, Mayor Russell welcomed Jason Tilley and his family who were present in the audience. He then announced that Jason Tilley was selected for appointment to the Commission beginning immediately through December 31, 2017.

Mayor Russell asked for a motion to approve Resolution No. 2014-47. Councilor Bilden made a motion to approve Resolution No. 2014-47 and Council President Fierke seconded the motion. There was no 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.

- 10.4 Resolution No. 2014-48. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract for the Lucas Park – Planting and Shrub Irrigation.

Henry Lawrence, City Administrator, presented this item on behalf of Robert Miller, Public Works Director, who was not able to attend the meeting due to illness. Mr. Lawrence explained that the Council had rejected a previous bid at the September 23rd Council Meeting. The project was rebid at a reduced scale, with some portions of the original project removed but all trees, shrubbery, and some irrigation was included. The project was re-advertised and bid packets were sent to all of the previous bidders. The bid opening, held earlier in the day, resulted in only one bid which was submitted by Mountain View Enterprises Inc. Mr. Lawrence recommended approval of the bid in the amount of \$42,642, and it is anticipated that the project will start immediately.

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Mayor Russell asked for a motion to approve Resolution No. 2014-48. Councilor Sell made a motion to approve Resolution No. 2014-48 and Councilor Brown 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.

- 10.5 Resolution No. 2014-49. A Resolution authorizing an Oregon Parks and Recreation Department Local Government Grant Program Agreement No. LG14-017 for the Lucas Park Natural Playground.

Henry Lawrence, City Administrator, presented this item on behalf of Robert Miller, Public Works Director. Mr. Miller submitted a successful grant application for a 60/40 matching grant with the Oregon Parks and Recreation Department for natural looking playground equipment at Lucas Park. The proposed grant includes a cash reimbursement by the State of \$63,000, with the City's match of some cash, engineering design, Public Works' labor, and administrative costs. The project was originally budgeted for next year but can begin immediately with the assistance of the grant. The restroom portion of the project has not been budgeted but will be addressed in next year's budget.

Mayor Russell asked for a motion to approve Resolution No. 2014-49. Council President Fierke made a motion to approve Resolution No. 2014-49 and Councilor Prunty seconded the motion. There was no 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.

- 10.6 Resolution No. 2014-50. A Resolution authorizing Amendment No. 01 to Oregon Department of Transportation Agreement No. 29589, 2013 Fund Exchange Agreement for the 2013 Pavement Maintenance Project.

Henry Lawrence, City Administrator, also presented this item on behalf of Robert Miller, Public Works Director. Mr. Lawrence explained that the Council had previously approved a Fund Exchange Agreement (No. 29589) with the Oregon Department of Transportation regarding the Surface Transportation Program (STP). Further, Agreement No. 29589 allowed the exchange of federal funds in exchange for state funds. Since that time, the City was officially included in the Rogue Valley Metropolitan Planning Organization which allowed the City to compete for a larger pool of funds. Additionally, the RVMPO allowed the City to receive three year's worth of STP allocation from the RVMPO. In order to use the funds, federal dollars are exchanged for state funds, and after administrative cuts the City will receive 94 cents back on the dollar. Mr. Lawrence recommended approval of the Amendment.

Mayor Russell asked for a motion to approve Resolution No. 2014-50. Councilor Prunty made a motion to approve Resolution No. 2014-50 and Councilor Sell seconded the motion. There was a brief discussion about the administrative cost of 6%. 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.

10.7 Medford Water Commission Model Contract Review.

Henry Lawrence, City Administrator, introduced the latest version of the Medford Water Commission Model Contract, noting the recent changes were appreciated. Attorney Kellerman offered comments but essentially pointed out the benefits of creating good will. Discussion ensued about the rate of return and the ownership of water rights. In conclusion, Eagle Point will submit a cordial letter to the Medford Water Commission with comments.

10.8 CIS Insurance video presentation and Risk Management Overview.

Melissa Owens, Finance Officer, explained about the insurance premium bonus program by Citycounty Insurance Services (CIS) for the City's participation in video trainings. By participating in the video trainings, the City will save between \$300 and \$900 next year depending on how many bonus programs are implemented.

CIS offers the City programs for an online learning center, employee training programs, a record keeping system, operations continuation plan (rapid replacement of necessary operating items such as generators, computers), volunteer training program, and risk management team with quarterly risk management meetings. Regarding quarterly risk management meetings, Ms. Owens reported the management staff meets weekly and often discusses risk management; however, the quarterly meetings will be more formal, only addressing risk management. In addition, Ms. Owens explained about the City being proactive in reducing risks and noted the City has received the League of Oregon Cities' Gold Safety Award for several years in a row.

Next, a 14 minute video presentation, *CIS Bonus Program – Elected Officials Bonus Program Training – 2014 – SD*, was presented on the overhead. The video presentation included an overview about CIS's formation, history, services, and benefits. Basically, CIS was formed by the League of Oregon Cities and the Association of Oregon Counties to meet the risk management and employee benefit needs of cities and counties. Risk management is at the heart of everything CIS does in assisting its member agencies to keep costs and losses down. Following the video, there was discussion about the pre-loss program which requires the City to contact CIS prior to employee related decisions. Mr. Lawrence reported using the pre-loss attorney for employment issues prior to discipline and mentioned CIS' waiver of deductible for consulting CIS.

10.9 Resolution No. 2014-51. A Resolution authorizing a Cost-of-Living Adjustment to the City Administrator's Salary.

Mayor Russell called upon Council President Fierke, who reported that the Administrator's evaluation ratings had been announced at the last meeting as being the highest possible. As a result, the Cost of Living Adjustment was recommended. There was no further discussion.

Mayor Russell asked for a motion to approve Resolution No. 2014-51. Councilor Prunty made a motion to approve Resolution No. 2014-51 and Councilor Brown seconded the motion. There was no 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.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Council President Fierke reported on the external auditors' recent audit which resulted in a positive report with no issues. However, a change to finances is related to Public Employees Retirement System (PERS) liability. Council President Fierke complimented Henry Lawrence, City Administrator, and staff, for the good report and another well done Friday Letter. Regarding the recent School Board meeting, Council President Fierke reported discussions about a future collaborative effort with the City for tennis courts. In addition, he was very impressed with the report on the absentee control program which focused on Kindergarten students and developing good attendance habits. Last, the Board held a lengthy discussion which resulted in their vote to eliminate the policy on school colors. Council President Fierke also reported attending the candidate forum in Eagle Point and complimented its representatives for a good job.

Councilor Bilden announced the Economic Development Commission had met last week and expressed appreciation to the Council for the appointment of Jason Tilley. In addition, he reminded the Council about the joint meeting between the Commission and the city Council on October 28th to review the Commission's strategic plan and future work. Councilor Bilden also attended meetings with the Jackson County Economic Development Commission, Regional Solutions Council, and Candidate Forum. Additionally, the Eagle Point Parks Foundation was awarded its 501(c)(3) tax exempt status.

Councilor Sell discussed attending the League of Oregon Cities Conference which was informative, including discussions on marijuana. She also attended the Mayors United ACCESS fundraiser, and the Candidate Forum which was well run and represented by an impressive number of candidates.

Mayor Russell congratulated staff for the City being a recipient of the League of Oregon Cities Gold Safety Award. On a very positive note, Mayor Russell reported being invited by School Superintendent Rickert to join in a video with soccer students to give to the Portland Timbers in hopes of the Timbers playing in Eagle Point. Mayor Russell also expressed support for holding a Timbers game in Eagle Point. Last, Mayor Russell reported attending the Mayors United ACCESS fundraiser, and the Candidate Forum.

There were no other reports.

12. STAFF REPORTS

Mike Upston, Planning Director, discussed grant opportunities with the Center for Disease Control, and the upcoming Planning Commission meeting including items related to that meeting. Mr. Upston also reported the Ordinance for Mobile Food Vendors is forthcoming, and reminded Council about the upcoming joint meeting with the Economic Development Commission. Lastly, he reported staff is monitoring development activity and announced

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totals for September 2014 with 35 permits issued and 66 applications received. Mr. Upston further reported that about two years ago there was approximately 300 acres of buildable lands and that amount is now approximately 200 acres.

Melissa Owens, Finance Officer, reported the auditors had completed their exit interview, and the field work is completed as well. The next step is to finish the formal report which will be presented by the auditors to the City Council via teleconference. Finance staff is working on operating fund projections, and working with the insurance company to get best practice items in place.

Chief Thompson reported looking into bids for a camera system at Centennial Plaza and the Covered Bridge. Additionally, Officer Adams is in phase three of training and will be on patrol in November. Chief Thompson further reported working with Citycounty Insurance Services (CIS) about police agency best practices.

Henry Lawrence, City Administrator, reported most of the recent notable items are in the Friday Letter.

There were no other reports.

13. INFORMATION

There were no information items for discussion.

At 8:35 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.

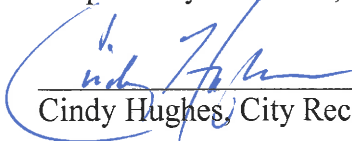
14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(e), To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

At 8:42 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 9:04 p.m.

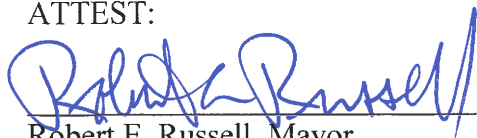
15. ADJOURN

There being no further business, Mayor Russell closed the meeting at 9:05 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Robert E. Russell, Mayor