



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

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

February 24, 2015

## 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 (Via Skype), 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: Michael Cavallaro, Rogue Valley Council of Governments (RVCOG); Suzi Collins, Planning Commissioner; Lorin Myers, Budget Committee; Millie Wewerka, Budget Committee and Planning Commissioner; Jerry Zieman, Budget Committee; and members of the public and press.

### 2. FLAG SALUTE AND INVOCATION

Mayor Russell led the Pledge of Allegiance and Lorin Myers offered an invocation.

### 3. AUDIENCE QUESTIONS OR COMMENTS CONCERNING ITEMS NOT ON THE AGENDA

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

### 4. PRESENTATIONS

#### 4.1 Rogue Valley Council of Governments (RVCOG) Annual Update – Michael Cavallaro, Executive Director.

Michael Cavallaro, Executive Director of the Rogue Valley Council of Governments (RVCOG), presented an annual update and catalog of professional services (Submission No. 1 and 2). Mr. Cavallaro shared about the first presentation he made in Eagle Point nearly 17 years ago. At that visit, he learned about a lot of changes

that needed to be made and went to work on those items. Mr. Cavallaro discussed lifelong housing to allow people to age in their own homes. This regional effort and community process involves realtors, developers and members of the community and is one of the most progressive efforts in the nation.

Other discussion highlights:

- Jackson County Library District is their newest member.
- RVCOG's staff and a wide range of services for its members.
- RVCOG hosts a monthly Public Managers meeting which continues to be a place for local administrators and managers to work together.
- Monthly Planning Meetings for local planners. One focus of that group is to render mutual assistance in implementation of Regional Problem Solving. Mike Upston, Eagle Point's Planning Director, was recognized as being a valuable member.
- RVCOG's Financial Overview: Total fund equity is at approximately \$800,000. Funding which had been \$6-7 Million is nearly \$8 Million for Fiscal Year 14/15.
- RVCOG's conservative approach to finances and no increase in dues this year.
- Exploratory process of transferring the Medicaid program to RVCOG.
- Senior Meals Program with over 12,000 meals served in Eagle Point and more than 1/3 of the fundraising is done locally.

5. PUBLIC HEARINGS

There were no Public Hearings.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of February 10, 2015.

Mayor Russell announced the Consent Calendar and asked for a motion. Council President 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: 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.

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, Council President Bilden moved to approve the bills to be paid and the additional bills list (Submission No. 3) in the amount of \$4,294.01. Councilor Jenks seconded the motion. There was no discussion. 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.

9. OLD BUSINESS

- 9.1 Review of the final City of Eagle Point sign to be displayed at the Rogue Valley International Airport.

Mike Upston, Planning Director, explained that this item was in follow up to previous Council meeting discussions. The item originated from the Economic Development Commission and had gone through several drafts. Most recently, two Councilors worked with staff and the marketing consultant to incorporate comments and changes from previous discussion. The final draft was shown on the overhead (Submission No. 4) which revealed that the pictures were changed to focus on tourism and captions were added to the images. The Eagle Point Golf Course picture, featured in Oregon Golf Magazine, has Roxy Ann Peak in the background instead of Mt. McLoughlin. A brief discussion followed which indicated the Council's support and no opposition was stated. Mr. Upston clarified March 1<sup>st</sup> as the beginning date of the lease at the Airport and that the sign would be completed as quickly as possible.

10. NEW BUSINESS

- 10.1 Resolution No. 2015-09. A Resolution reappointing Ken Gruenwald and Lorin Myers to the Budget Committee.

Henry Lawrence, City Administrator, explained that the Budget Committee consists of 14 members and is comprised of seven City Councilors and seven citizen members. Two of the current members, Ken Gruenwald and Lorin Myers, reapplied to serve on the Budget Committee for additional three year terms. Councilor Jenks inquired about whether there were additional applicants and there were none.

Mayor Russell asked for a motion to approve Resolution No. 2015-09. Councilor Jenks made a motion to approve Resolution No. 2015-09 and Councilor Sell 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.

- 10.2 Resolution No. 2015-10. A Resolution adopting the City of Eagle Point Employee Handbook.

Henry Lawrence, City Administrator, announced the proposed Employee Handbook was a first for the City although the draft had been in the works for quite some time. Attorney Kellerman expressed that he had not been supportive of an employee handbook in the past for various reasons. However, Mr. Lawrence explained it is a good practice and encouraged by the City's insurance company, Citycounty Insurance Services (CIS). The proposed Employee Handbook had been reviewed by CIS and an attorney with the Local Government Personnel Institute (LGPI), and included their revisions and suggestions.

Mr. Lawrence welcomed adoption of the Handbook or postponing its adoption to allow for revisions. Mr. Lawrence had received general comments regarding

## City of Eagle Point Council Meeting Minutes

February 24, 2015

Page 4 of 8

binding options, formatting and tpestyles, minor grammatical revisions, and the process for future amendments. Other discussion dealt with:

- Section on Harassment – adding the position of Mayor in addition to Councilors.
- Whether or not to name the Union by name.
- Page 33 – Compassionate Leave would be changed to Bereavement Leave to be consistent with other parts of the Handbook.
- Page 39 – define Oregon Family Leave Act prior to using acronym OFLA.
- Page 47 – statement about illegal drugs or alcoholic beverages, revise to include marijuana prohibited at work.
- Page 38 – clarify whether or not Veterans Day for Veterans scheduled to work is paid.

Councilor Sell requested the Council to delay its decision to allow additional time to review the document and to ensure the document was as accurate as possible prior to approval. Mr. Lawrence encouraged the Council to wait on approval until after the revisions were made and provided to the Council. There was no objection stated.

- 10.3 Resolution No. 2015-11. A Resolution authorizing the City Administrator to execute a purchase and sale agreement, and all escrow closing documents, with J and N Investments, LLC, for the purchase of approximately 1.27 acres, for construction of a water tank reservoir.

Henry Lawrence, City Administrator, deferred this item to the City Attorney, Joe Kellerman. Attorney Kellerman reported receiving a reputable real estate analysis from realtor Dixie Hackstedde that listed a property value of between \$220,000 and \$250,000. Mayor Russell expressed appreciation to Mr. Lawrence and Attorney Kellerman for their work on negotiating the purchase.

Mayor Russell asked for a motion to approve Resolution No. 2015-10. Councilor Sell made a motion to approve Resolution No. 2015-10 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.

- 10.4 City Council consideration regarding whether to develop a WiFi Hot Spot downtown, proposed by the Eagle Point Economic Development Commission.

Mike Upston, Planning Director, reported this item had been recommended by the Economic Development Commission for the Council's consideration. It was noted that the Commission had not delved into a lot of research as it was basically trying to determine whether or not there was interest in having Free WiFi spots. An overhead with images of Free WiFi spots was shown (Submission No. 5), and Mr. Upston explained about routers to cover downtown or a larger area.

Discussion continued and the Council was interested in learning more about the costs and benefits to the City. Councilor Sell suggested starting a Free WiFi at the

Harnish Wayside Center as it could begin there on a relatively small scale and could assist travelers or students. There was also discussion about:

- Partnering with the school district.
- Library WiFi service.
- Caution about staff oversight.
- Site restrictions.
- Number of cell phone providers offering unlimited data.

Mr. Lawrence questioned whether it is appropriate to use tax dollars to provide free internet service and noted free WiFi service from a municipal system was popular many years ago when there wasn't a lot of private sector access. However, Mr. Lawrence did not want to bring an end to the discussion if the Council was in support. Research about cost is the next step.

10.5 City Council consideration regarding a possible electronic reader board sign oriented to Highway 62, proposed by the Eagle Point Economic Development Commission.

Mike Upston, Planning Director, noted this item also originated with the Economic Development Commission. Mr. Upston noted the subject had run hot and cold over time; however, the Commission recommended the Council's consideration of an electronic reader board along Highway 62. Mr. Upston cautioned that electronic signs had been hotly debated and in some areas were deemed to be out of control. Location, style, size, messages, and brightness would all need to be determined. Monument style reader boards (Submission No. 6) were believed to be more in character with the community rather than pole type boards. The cost for one color text, single sided, 4 x 8' monument style reader board is approximately \$15-\$20K, plus additional costs for the landscape and monument as well as costs for maintaining and managing its content. Council President Bilden added that the School District could be a good partner on this and there had been support for some time.

During the meeting, Millie Wewerka, Planning Commissioner and Budget Committee Member, asked how the City could deny signs to businesses if the City had one. Ms. Wewerka also commented that she did not think a reader board would improve the appearance of the Highway 62 corridor, but that enforcement of the current sign regulations would. Ms. Wewerka noted there are other types of signs to post current events.

Additional discussion was about:

- Promoting Eagle Point and events in Eagle Point.
- Amending the Zoning Ordinance to allow for an electronic reader board.
- Location, regulation and control of content.
- Partnering with the School District.
- Obtaining a closer cost estimate, and providing a list of cost benefits.

10.6 Discussion regarding South Shasta path construction.

Robert Miller, Public Works Director, reported the project had been designed and bids were received. Mr. Miller reviewed the three options and recommended Option 2, the most economical option, with a conventional 5' bike lane adjacent to a standard 6' sidewalk. Mayor Russell liked the recommendation and the Council concurred. One additional point was that a connection with the Arrowhead Trail will be brought forward in the budget process.

Jerry Zieman, Budget Committee Member, asked about the necessity of the land acquisition which was deemed necessary as it had not been included in any other way.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke reported there had not been a School District Board Meeting. In regard to the Second Saturday Program, Councilor Fierke reported the area he is visiting has events going on about every weekend. Some of the recent events included a soccer tournament, balloon festival, and an impressive car show.

Councilor Jenks reported attending a Rogue Valley Metropolitan Planning Organization (RVMPO) Policy Committee meeting, and explained that Jackson County Commissioner Colleen Roberts is attending the meetings in place of former County Commissioner, Don Skundrick.

Councilor Prunty reported the Parks and Recreation Commission had not had a quorum in February; however, a joint meeting with the Council is scheduled on March 24<sup>th</sup> instead of the Commission's regular meeting.

Council President Bilden reported the Economic Development Commission is scheduled to meet on March 2<sup>nd</sup> and he had recently met with Jackson County Commissioner Rick Dyer. Southern Oregon Regional Economic Development Inc. (SOREDI) will meet within the next couple of weeks, and the Governor's Regional Solutions will meet in March. Council President Bilden also reported efforts are in progress to get the Portland Timbers to play an exhibition game in Eagle Point.

Councilor Brown reported the Rogue Valley Sewer Services (RVSS) Board discussed franchise fees, proposed changes in Code, and a rate increase of approximately 17% in 2016. In addition, a donation was made to the Watershed Council to help with education.

Councilor Sell reported there had not been a Planning Commission meeting. However, she enjoyed attending a town hall meeting in Eagle Point with Representative Mike McLane and Representative Doug Whitsitt.

## City of Eagle Point Council Meeting Minutes

February 24, 2015

Page 7 of 8

Mayor Russell announced plans to attend the Rogue Valley Council of Governments (RVCOG) meeting, and to represent Eagle Point at the League of Oregon Cities' City Hall Day. Mayor Russell also attended the Town Hall meeting in Eagle Point.

### 12. STAFF REPORTS

Mike Upston, Planning Director, reported on a number of permits regardless of the lobby renovation. Future meetings included the Economic Development Commission on the first Monday of the month, and the Planning Commission is likely to meet in April. Mr. Upston also commented on RVCOG's update and the success of the Aging in Place efforts as well as long range transportation plans within the area.

Melissa Owens, Finance Officer, reported there had been a lot of activity with the front counter staff at the temporary walk up window while the lobby renovation was in progress. Staff is still working on the website redesign which led to Ms. Owen's inquiry about the Council Corner. Council President Bilden volunteered to prepare an update and noted he was nearly finished with an article. Additionally, staff is working on budgets and best practices from the insurance company. The Budget Committee meetings will be scheduled soon and Ms. Owens requested the Council to let staff know if there were any dates in May that they would not be available. Last, finances are on track and the Financial Report was in the Agenda Packet.

Robert Miller, Public Works Director, announced staff is monitoring the drought situation and updates will be in the Friday Letter. With regard to the Lin Road project design, the Oregon Department of Transportation (ODOT) has determined the project should be done by a consultant. In regard to the Parks and Recreation Commission, a joint meeting was requested for March 24<sup>th</sup> and there were no objections. Regarding Lucas Park, Council President Bilden stated he was impressed with the amount of use at the park. Mr. Miller reported the contractor will re-grade and hydro-seed at the park in about another month.

Police Chief Thompson expressed appreciation for the new camera system which recorded an assault and substantiated a victim's report. In addition, the 2014 Annual Police Report will be presented in March. Councilor Jenks complimented Sergeant LaFord for his professional response about a rooster.

Joe Kellerman, City Attorney, provided clarification about Rogue Valley Sewer Services (RVSS) and additional charges.

Henry Lawrence, City Administrator, reported the Friday Letter had been sent and the lobby renovation was nearly complete. Mr. Lawrence announced plans to attend the Citycounty Insurance Services (CIS) conference later in the week.

Cindy Hughes, City Recorder, reported June 23<sup>rd</sup> had been selected as a joint meeting date with the School District, and March 24<sup>th</sup> as a joint meeting date with the Parks and Recreation Commission.

**City of Eagle Point Council Meeting Minutes**  
**February 24, 2015**  
**Page 8 of 8**

13. INFORMATION

There were no information items for discussion.

14. ADJOURN

There being no further business, Mayor Russell closed the meeting at 8:55 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Robert E. Russell, Mayor