



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

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

March 10, 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; Vern Thompson, Police Chief; Mike Upston, Planning Director; and Cindy Hughes, City Recorder.

Guests: Dan Petersen, Fire Chief and staff; Suzi Collins, Planning Commissioner; Lorin Myers, Fire District Chaplain and Budget Committee Member; Millie Wewerka, Budget Committee Member and Planning Commissioner; 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 Jackson County Fire District No. 3 – Fire Chief Dan Petersen.

Fire Chief Dan Petersen introduced Fire District No. 3 staff and presented the Jackson County Fire District 3 Strategic Plan 2015-2017 (Submission No. 1). A Steering Committee attended planning sessions last fall to develop the Strategic Plan. Eagle Point's City Administrator, Henry Lawrence, participated in the planning sessions and reported it was a positive and worthwhile process.

Below is a summary of the top five strategic priorities:

- 1) Minimize impacts associated with fire, EMS, and rescue emergencies.
- 2) Ensure sustainability.
- 3) Promote excellence throughout the organization.
- 4) Promote community involvement and satisfaction.
- 5) Develop and strengthen collaborative partnerships.

Chief Petersen reviewed the vision, mission and organizational vision statements as well as the values of the Fire District. Their values focus on honesty and integrity, professionalism, safety, teamwork, and health. Chief Petersen also discussed the District's operations, training, finances, and strategies. Chief Petersen concluded by stating he always wants to know if they are meeting the City's needs or if there are areas of improvement needed.

Mayor Russell expressed appreciation to Fire Chief Petersen and asked about the window replacement project at the Eagle Point station. It was reported that the windows were part of a space conversion to increase the functionality of the workout room and fitness area. It was again noted that physical and mental health is in their top five values as they are key components to performing their jobs.

#### 4.2 Eagle Point Police Department Annual Report – Vern Thompson, Chief of Police.

Chief of Police Vern Thompson presented the Eagle Point Police Department Annual Report, noting the complete report will be available online (Submission No. 2).

Presentation highlights included:

- Eagle Point Police Department's Mission Statement with Department Values and Department Vision.
- Law Enforcement Oath of Honor.
- Operations Reports with the department's organizational chart.
- Crime Statistics – non-violent crime increased slightly while violent crime decreased.
- Call Volumes – actual cases averaging 843 calls per month or 28 calls per day.
- Drug arrests – 75% were for possession of marijuana and the majority of the remaining 25% were felony crimes of possession.
- Traffic Enforcement and positive use of radar reader boards.
- Nuisance abatement, which is complaint driven.
- Administrative Reports: Agency meets accreditation standards. There were no trends identified that would suggest additional training, equipment or policy changes needed for: Use of Force, Racial or Bias-Based Policing, or Personnel Actions.
- Department is currently at full staffing levels. Overtime hours reviewed.
- Training and mandatory training requirements.
- Neighborhood Watch Program; School Resource Officer; National Night Out; and Prescription Drug Drop-Off Box

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- Performance Awards: Letter of Recognition to Senior Officer CJ Davis, and promotion of Dustin LaFord to Patrol Sergeant.
- Goals achieved: Lexipol Policy Manual and Training, 3<sup>rd</sup> National Night Out, Wolfcom Body-Worn Cameras, and two new replacement officers.

Chief Thompson welcomed questions at the conclusion of the presentation. Mayor Russell thought it was a great report and City Councilors joined in appreciation.

### 5. PUBLIC HEARINGS

There were no Public Hearings.

### 6. CONSENT CALENDAR

#### 6.1 Presentation of Regular Meeting Minutes of February 24, 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 Sell seconded the motion. There was no discussion regarding the Consent Calendar. 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.

### 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 \$20,927.73. Councilor Jenks seconded the motion. There was no 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.

### 9. OLD BUSINESS

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

Henry Lawrence, City Administrator, explained that this item was continued from the previous Council meeting and is a legal and risk management document. Since then, the following revisions were recommended and Council expressed their support during the meeting:

- Page 36, revising a sentence regarding long term care to include the word “term”.
- Page 44, eliminating a section that references the number of employees.

The Council recommended and agreed to the following additional changes:

- Page 10, first paragraph, revise wording about permission from the City of Eagle Point to City Administrator.
- Page 28, clarify language about leave of absence for exempt employees.
- Page 36, revise paragraph regarding Accidental Death and Dismemberment to include the word “dismemberment” in the text.
- Page 38, clarify language about Veterans’ time off.

Councilor Sell and others commended staff for the good work on the Employee Handbook.

Mayor Russell asked for a motion to approve Resolution No. 2015-10. Councilor Bilden made a motion to approve Resolution No. 2015-10 including the recommended revisions and Councilor Prunty 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.

## 10. NEW BUSINESS

- 10.1 Ordinance No. 2015-02. An Ordinance amending Chapter 8.08, Nuisances, and declaring a public nuisance the improper keeping, storing, placement of recreational vehicles, utility trailers, boats, flotation or other similar devices in the front yard of a dwelling unit.

Henry Lawrence, City Administrator, reported the nuisance code was discussed at the January 27<sup>th</sup> Council meeting and explained about the City’s conservative and friendly approach in attempting to remedy code violations. Next, Mr. Lawrence presented overhead slides from the January 27<sup>th</sup> Council meeting with examples of storage and parking (Submission No. 4). There has been some resistance to parking or storing items in an orderly manner that could be remedied by the proposed Ordinance. However, Mr. Lawrence further explained it is almost impossible to write a perfect Ordinance to cover every situation.

Council discussed:

- Whether or not to allow curb jumping for access. Adding verbiage about not damaging the curb.
- Entry access to properties is typically one.
- Parking of RV in the logical place vs. being adjacent to the driveway or house, and perpendicular to the street.
- City Administrator or Planning Director discretion; however, Mike Upston, Planning Director, stated the provisions should be black and white, and consistent for each property; however, there is a variance process.
- Council’s consent given to removing Section 4 in its entirety.
- Penalties for violations.

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- No. 6 – changing the word “conversional” to conversions.
- No. 6 – anything in excess of 400 sq. ft. may not be stored in the front yard.
- Commercial truck parking and cars parked on front lawns.

Public comment was received from: Steve Conger, Millie Wewerka, Lorin Myers, and Dave Schaffer.

Steve Conger of Eagle Point discussed parking and thought it should be near the driveway side and adjacent to the driveway was the better idea. Mr. Conger discussed consideration of vehicle storage to be the least offensive to neighbors. Mr. Conger also discussed restrictions on fence height.

Lorin Myers of Eagle Point discussed an RV and cars parked on dirt at the corner of Chantrell Court and Crystal Drive, and thought the location of parked vehicles is significant.

Dave Shaffer of Eagle Point discussed a parked trailer on a front lawn, almost out to the curb and blocking the view at a corner. Mr. Shaffer expressed concern about vision clearance and children playing nearby, as well as the height of vehicles being a problem. In addition to Mr. Shaffer’s comments, Mr. Conger discussed fencing height and distance restrictions in comparison to RV parking. Mike Upston, Planning Director, clarified that the Zoning Ordinance states open and unobstructive, structure setbacks of 15’ in the front with the garage at 20’ and fencing at 42” to allow for compliance with the sightline issue and traffic safety.

Millie Wewerka of Eagle Point discussed a parking scenario on a vacant lot next to a house. Ms. Wewerka noted the proposed Ordinance only addressed parking forward of the house.

Discussion continued in which Mayor Russell suggested staff work on the item and bring it back at a future meeting. Mayor Russell thanked the audience and invited anyone with comments to share them with the City Administrator, Henry Lawrence. There was no further discussion or opposition to postponing the adoption of Ordinance No. 2015-02.

### 11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke reported the next School District Board Meeting agenda includes a policy on food service, the process for the superintendent’s evaluation, and a policy regarding transfer students. Councilor Fierke also reported plans to attend the next Council meeting in person.

Council President Bilden announced there was not anything to report on the economic development front. However, the Community Association’s annual dessert auction will be hosted by the Parks Foundation on March 14<sup>th</sup> at the Eagle Point High School. In addition,

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Council President Bilden reported the high school track facility is now open on weekdays at 6 a.m. until the start of the school day.

Councilor Jenks reported on the Rogue Valley Area Commission on Transportation (RVACT) meeting. RVACT held the initial conversations regarding the upcoming process for grants and qualifying projects.

Councilor Brown reported the Rogue Valley Sewer Services (RVSS) Board met with a specialist that works with boards, and is doing research to help boards become more efficient and harmonious. One of the first questions the specialist asked was what made their Board so efficient. Councilor Brown thought it was an interesting meeting and was looking forward to sharing the results of that meeting. Additionally, rate increases will be discussed on March 16<sup>th</sup>.

Mayor Russell liked the Friday Letter and the honor of representing Eagle Point at the City Hall Day in Salem. Additionally, Mayor Russell announced that it was flower basket time again and that fundraising letters were in the mail.

### 12. STAFF REPORTS

Mike Upston, Planning Director, presented the final draft of the diorama for advertising at the Rogue Valley International-Medford Airport (Submission No. 5). A filter is currently being applied to the back of the diorama so that the fluorescent lighting behind the diorama does not show through. With regard to the Second Saturday program, there are events this year in January, May, June, August, September, and November. Proposals are being sought now for this year's second Saturdays in July, October, and December. February, March and April are available for proposals for next year. Next month, the Economic Development Commission will look at ways to promote the City and the best use of tag lines. Mr. Upston also reported on City Departments working together on next year's forecasting for development, and staff is working on an announcement requesting proposals for purchase and development of the old fire station property. Furthermore, the Planning Commission will meet in April to hold the election of its chair and vice-chair, and a number of other topics may be on the agenda. Those topics include conceptual planning for urban reserve areas. Additionally, the Commission may work on going through the Zoning Ordinances and cleaning up as needed.

Robert Miller, Public Works Director, reported staff is working on various projects including budgeting of next year's projects. Proposed Capital Projects are the Shasta Path with Creekside Center, and Main Street Lighting. In addition, Mr. Miller discussed water leak detection testing by City staff and American Leak Detection. This is a good practice to help conserve water. Along those lines, Mr. Miller commended the Public Works staff for quickly repairing a recent water break and leak on Devonwood Court. Last, Mr. Miller reminded everyone about the upcoming joint meeting with the Parks and Recreation Commission on March 24<sup>th</sup> at 6:00 p.m.

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Henry Lawrence, City Administrator, announced it was time to work on the Council's goals and select a meeting date. Council was in favor of holding a Saturday meeting on April 11 this year and the date will be confirmed soon. Mr. Lawrence is also monitoring the marijuana issue to see how the State and Oregon Liquor Control Commission address the issue. A brief discussion followed about various aspects of marijuana which concluded with Mayor Russell's recommendation to be proactive as to backyard growing.

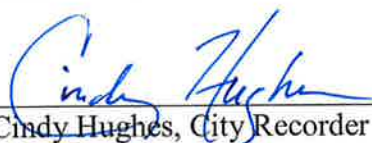
13. INFORMATION

There were no information items for discussion.

14. ADJOURN

There being no further business, Mayor Russell closed the meeting at 8:43 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Robert E. Russell, Mayor