



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

OCTOBER 27, 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, Ruth Jenks, Aaron Prunty, and Kathy Sell.

Staff Members Present: Henry Lawrence, City Administrator; Robert Miller, Public Works Director; Melissa Owens, Finance Officer; Vern Thompson, Police Chief; Mike Upston, Planning Director; and Cindy Hughes, City Recorder.

Guests: Bob Schropp, SOU Digital Media Center Volunteer; Wyn Lewis, Eagle Point Parks Foundation Board and Parks and Recreation Commissioner; Suzi Collins, Planning Commissioner; Charlotte Hoppe, Parks and Recreation Commissioner; Millie Wewerka, Budget Committee Member and Planning Commissioner; Jerry Zieman, Budget Committee Member; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Mayor Russell led the Pledge of Allegiance and Jerry Zieman offered an invocation.

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

Wyn Lewis spoke on behalf of the Eagle Point Parks Foundation Board about a fundraising event and the delay of the grand opening of Lucas Park. It was determined to forward the Foundation's Minutes to the City Recorder to assist in communications between the two entities. Mayor Russell congratulated the Eagle Point Parks Foundation on the grant award from the Carpenter Foundation.

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

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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 October 13, 2015.

Mayor Russell announced the Consent Calendar. Council President Bilden moved to approve the Consent Calendar as presented and Councilor Fierke seconded the motion. There was no discussion regarding the Consent Calendar. 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.

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 and there were no questions. Next, Council President Bilden moved to approve the Bills to be Paid including the Additional Bill List (Submission No. 1) in the amount of \$36,981.52 and Councilor Sell 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.

9. OLD BUSINESS

There was no old Business.

10. NEW BUSINESS

10.1 Resolution No. 2015-55. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with DeVore Electric and Construction for the Main Street Lighting Phase 3 Project.

Robert Miller, Public Works Director, reported a total of nine lights and ten electrical well outlets were planned for the Main Street Lighting Phase 3 Project. Mr. Miller further reported the project budget of \$130,000 came from the Street Fund (\$30,000), General Fund (\$38,000) and Street SDC fund (\$62,000). The Project was advertised in the Daily Journal of Commerce and in the Medford Builder's Exchange, resulting in bids from DeVore Electric and Construction, Pacific Electrical Contractors, and TomCo Electric Inc. Staff recommended the bid from DeVore Electric and Construction.

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Discussion followed about the time frame for extending the lights to Buchanan. Although Councilor Jenks expressed a preference for completing the project before the end of the Council's term, she was respectful of budgeting restraints. A brief discussion ensued about the project being under budget and the lights having been previously purchased for approximately \$32,000.

Mayor Russell asked for a motion to approve Resolution No. 2015-55. Councilor Jenks made a motion to approve Resolution No. 2015-55 and Councilor Prunty seconded the motion. 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.

Mayor Russell cheerfully noted there would be additional electrical wells for the Community Association to use for holiday lighting.

- 10.2 Resolution No. 2015-56. A Resolution authorizing the expenditure of Public Education and Government (PEG) funds for digital equipment upgrades at the RVTV/Digital Media Center.

Henry Lawrence, City Administrator, explained there were two agenda items regarding RVTV. The first item, Resolution No. 2015-56, resulted from the relationship created by the operating contract with RVTV, operating all of the Public Education and Government (PEG) channels for local municipalities. Mr. Lawrence continued with an explanation about the collection of PEG funds through the City's Franchise Agreement with Charter Communications.

Next, Mr. Lawrence discussed a letter from Brandon Givens, Manager, SOU Digital Media Center (Submission No. 2), and extended Mr. Givens' apologies for not being able to attend the Council Meeting. However, Bob Schropp, an Eagle Point resident and volunteer at the SOU Digital Media Center was present to offer his assistance in recording meetings and providing support with the system.

Mr. Lawrence reported on the City's PEG funds of approximately \$78,000 with an additional \$10,000 to \$12,000 projected in January. It was further reported that PEG funds could only be used for Capital Purchases for PEG services in a capacity such as the proposed RVTV improvements or upgrading the Council Chambers.

The purpose of transitioning from analog to digital by RVTV and local municipalities is to improve the overall quality of service. The shared cost of the project is estimated at \$60,000 with contributions anticipated by the City of Grants Pass (\$12,000-\$13,000), Jackson County (\$12,000-\$13,000), City of Ashland (\$10,000-\$13,000), and the City of Medford in an amount not yet determined. Mr. Lawrence suggested a contribution of \$10,000. A brief discussion followed about reaching the full amount but the numbers were not yet final.

Mayor Russell asked for a motion to approve Resolution No. 2015-56. Councilor Jenks offered a motion to approve Resolution No. 2015-57 (inaccurately listed as Resolution No. 2015-57 on the Resolution) in the amount of \$10,000, followed by Councilor Jenks' amendment to the motion to approve Resolution No. 2015-56 in

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the amount of \$10,000. Councilor Fierke seconded the original and amended motions after inquiring about including the amount of \$10,000 as part of 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.

- 10.3 Discussion regarding possible capital equipment upgrade to the Council Chambers for video production, cable television broadcasting, web streaming, and video conferencing.

Henry Lawrence, City Administrator, explained about the possibility of equipment upgrades and broadcasting Council meetings on the Public Education and Government (PEG) cable channel. The Council Chambers had been inspected and an estimate provided for equipment upgrades. Mr. Lawrence further explained this item would be brought forward for additional consideration at a future meeting. The cost estimate was approximately \$45,000, including cameras, recording equipment, two large flat screen monitors, and labor. Upgrades would improve the Council Chambers for other uses including the capability of video recording other meetings or discussions. Recordings could also be made available on the City's website. Essentially, the Council Chambers would be turned into a professional video conferencing room, eliminating the necessity of laptop conferencing. Mr. Lawrence explained this would be a long term project which would not require immediate video production of Council meetings but it would be available if desired.

Bob Schropp, an Eagle Point resident and volunteer with the Southern Oregon University (SOU) Digital Media Center, discussed the possibility of the upgrade as a long term investment for the future, only requiring potential software updates. In addition to SOU, Mr. Schropp volunteers in recording services for the First Church of the Nazarene in Medford. Mr. Schropp explained that the portable system, virtually a studio in a box, could be used in other locations, and is currently used by various local municipalities and organizations. Additionally, Mr. Schropp discussed live streaming, increasing citizen involvement, generational communication styles, and ultimately stated his support of investing in the system. Discussion followed in which Mr. Schropp offered to train a backup person, noting it would be an easy task with documentation and training. Lastly, the video cameras would be small and inconspicuous although the screens would be visible to the Council and public. In conclusion, Mr. Lawrence planned to present the Council with a formal Resolution at a future meeting.

- 10.4 Resolution No. 2015-57. A Resolution authorizing a Cost-of-Living Adjustment to the City Administrator's Salary.

At Mayor Russell's request, Councilor Fierke explained the annual performance evaluation process with a rating system of one being the lowest score, and four being the highest and best score. Mr. Lawrence was rated as a three or four in all categories with an overall rating of four. As a result, it was determined to award a 2% Cost-of-Living Adjustment, the same amount awarded to staff.

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Mayor Russell asked for a motion to approve Resolution No. 2015-57. Councilor Fierke made a motion to approve Resolution No. 2015-57 and Councilor Brown seconded the motion. 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.

Mr. Lawrence expressed gratitude and appreciation to the Council.

- 10.5 Resolution No. 2015-58. A Resolution authorizing Amendment No. 1 to an Employment Agreement with Henry Lawrence and the City of Eagle Point.

Councilor Fierke reported reviewing the City Administrator's Employment Agreement as part of the City Administrator evaluation process. Based on the evaluation, it was determined to be appropriate to extend the term of the agreement by an additional two year term with a second two year renewal.

Mayor Russell asked for a motion to approve Resolution No. 2015-58. Councilor Sell made a motion to approve Resolution No. 2015-58 and Councilor Fierke seconded the motion. 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.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke reported very favorably on the student report at the School District 9 board meeting. Another positive aspect of the meeting included an improved attendance report; however, State mandated policies were discussed as well. Additionally, Councilor Fierke announced the District's openings for substitute instructional assistants, custodians and bus drivers.

Councilor Jenks reported on the Rogue Valley Metropolitan Planning Organization (RVMPO) Policy Committee meeting which focused on housekeeping and administrative issues. Councilor Jenks concluded by expressing her enthusiasm about the Harvest Festival at the Harnish Center.

Councilor Prunty reported on the recent Parks and Recreation Commission meeting which included discussion regarding spray parks, evaluation of equipment and design, and consideration of creating a cost effective skate park. Councilor Prunty further reported on Dennis Mihocko of the Eagle Point Parks Foundation providing an update at that meeting.

Councilor Brown reported approval of a Rogue Valley Sewer Services (RVSS) reimbursement district, Butte Crest Road, with only one person expressing concern but later favoring after understanding the proposal. Councilor Brown explained about RVSS performing maintenance and receiving assessment reports on their operations. Overall, Councilor Brown reported everything is good.

Councilor Sell provided a report on the Planning Commission meeting with three public hearings. The public hearings addressed the Idlewood Subdivision, Planning Action Reactivation and Extension, and electronic message signs. Councilor Sell commended

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Robert Miller, Public Works Director, for addressing and providing solutions to concerns regarding the Idlewood Subdivision. Additionally, Councilor Sell commended the developer, Mike Bull, for his generosity in not putting in the maximum amount of homes. Regarding the Public Hearing on Planning Action Reactivation and Extension, the Commission determined to allow the Planning Director to reword such items when needed; however, any changes by builders would require Council approval. Public Hearings will be held at a future Council meeting for each item as well as a discussion regarding growing marijuana.

Mayor Russell reported attending a Medford Water Commission public hearing on rate increases; and, it is anticipated that Eagle Point will receive a 13.5% rate increase. Mayor Russell further reported public protest on rate increases, and a letter submitted by the City of Central Point.

12. STAFF REPORTS

Mike Upston, Planning Director, reported Public Hearings will be forthcoming at the next Council meeting. Mr. Upston explained that one public hearing will be on Planning Action Reactivation and Extension, and the other will be on the Idlewood Subdivision. Additionally, there could be a public hearing on backyard marijuana growing which had been discussed at the Planning Commission meeting. The Planning Commission recommended limiting marijuana growing to a building separate from a resident's home. Filtration systems to reduce or eliminate odor, and avenues to regulate and enforce were discussed as well. The Council expressed interest in receiving information about other municipalities' regulations. In conclusion, a discussion on regulating marijuana growing will be brought forward to a future Council meeting.

Melissa Owens, Finance Officer, reported the financial report was in the agenda packet and offered to answer questions. Additionally, revenues and expenditures were reported to be on track. Property tax estimates of \$1.486M had been received from Jackson County. Ms. Owens explained that the City typically receives about 90-95% of the estimated amount. In good economic times approximately 95% of the estimate will be received. Currently, \$1.3 to \$1.4M is estimated. On a very positive note, Ms. Owens announced a new staff member, Brigitte, had begun work and was doing well. The City is very pleased to have her on its team and she brings a good skill set with her. Last, as mentioned in the Finance Report, Ms. Owens reviewed a list of upcoming IT projects.

Robert Miller, Public Works Director, reported on the Stevens Road Project (scheduled to begin in January) and is looking forward to hearing about the selection of a consultant by the Oregon Department of Transportation (ODOT). Next, Mr. Miller expressed appreciation for the opportunity to attend the American Public Works Association [APWA] conference and commended Gary Shipley, Public Works Supervisor, for filling in while he was away. With regard to the Parks and Recreation Commission meeting, Mr. Miller expressed enthusiasm about the partnership with the Eagle Point Parks Foundation. Mr. Miller further reported on the Foundation's receipt of a Carpenter Foundation grant, and pursuit of a Ford Foundation grant.

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Police Chief Thompson reported on recruitment of a lateral position in the Police Department. Chief Thompson also announced the purchase of a new police vehicle, a Ford Explorer Interceptor, and expressed appreciation to the Council for the additional vehicle. One question followed about calls for service and the increase in percentages of rape. Chief Thompson responded that the majority are past cases of possible sexual assault that come through the Department of Health Services for the Eagle Point Police Department to investigate. If allegations are confirmed, they are counted as sex offenses.

Henry Lawrence, City Administrator, discussed determining marijuana growing regulations at a future meeting. However, Mr. Lawrence reported the opt-out Ordinance had been submitted to the Oregon Liquor Control Commission and Oregon Health Authority. Eagle Point is one of 60 cities to have established a temporary ban on marijuana businesses until voters can weigh in. With regard to the Judge Stewart House, the second floor has been leased to Eagle Rock Freight, a locally owned company. A brief discussion followed about whether or not a second Council meeting should be held in November but the decision was postponed until the next meeting.

13. INFORMATION

There were no information items to discuss.

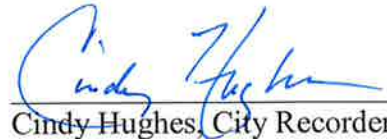
14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, and ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

The Executive Session was not held.

15. ADJOURN

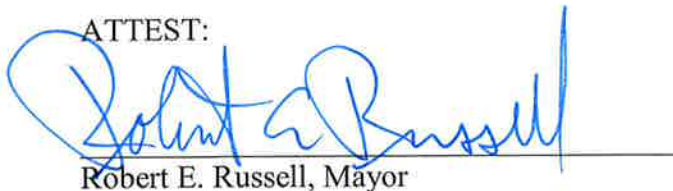
There being no further business, Mayor Russell closed the meeting at 8:11 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Robert E. Russell, Mayor