

CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

APRIL 26, 2016

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, Wayne Brown, Bill Fierke, Ruth Jenks Aaron Prunty, and Kathy Sell.

Council Members Absent: Jonathan Bilden.

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

Guests: Pat Ashley, RCC Board of Education; Liz Crossman, RCC Foundation Board; 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 the invocation.

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

Shane Elder of Medford, Oregon, requested the Council's consideration of allowing his business to paint house numbers on curbs at the homeowner's request and expense. Mr. Elder discussed being in the business for eight years, and providing this service to other cities in the area as a licensed business. Mr. Elder reported that the visibility of the proposed curb addresses was beneficial to law enforcement and delivery services in locating residences, and that citizens wanted this service. The cost is \$20 for regular numbering and \$30 to include a sports team or logo. Mr. Elder further reported using quality paint that usually last three to four years.

Mr. Elder also mentioned the City's Ordinance prohibiting painting of curbs which initiated

City of Eagle Point Council Meeting Minutes

April 26, 2016

Page 2 of 7

the Council's inquiry into the regulations. Henry Lawrence, City Administrator, discussed Eagle Point Municipal Code 10.12.010, prohibiting painting on sidewalks and curbs. At the Council's request, Chief Thompson reported that he did not think this would be beneficial to law enforcement although Mr. Elder said he had received positive reports from law enforcement in other areas. Discussion ensued wherein it was determined to bring the matter before the Council at the meeting on May 10th.

Audience member, Anthony Prince, spoke in favor of curb numbering, citing he had worked as a wild land fire fighter and said it helps to identify residences. Lynn Leisler of Eagle Point stated she had recently been visited about curb numbering services by someone other than Mr. Elder.

4. PRESENTATIONS

4.1 Rogue Community College Bond Project

Pat Ashley (RCC Board of Education) and Liz Crossman (RCC Foundation Board) presented the Rogue Community College Bond Project 17-69 (Submission No. 1 – RCC Bond Project Information Brochure). Ms. Crossman explained about the cost and benefits of supporting the bond measure to make improvements for the college to train and retrain more individuals to meet workforce demands. Ms. Crossman requested the Council to provide their support. Henry Lawrence, City Administrator, recommended agendaing a Resolution for the next meeting. A brief discussion followed about the demand for training and skills offered by Rogue Community College.

5. PUBLIC HEARINGS

There were no public hearings.

6. CONSENT CALENDAR

6.1 Presentation of Special Study Session Minutes of April 11, 2016.

6.2 Presentation of Regular Meeting Minutes of April 12, 2016.

Mayor Russell announced the Consent Calendar, and Councilor Sell moved to approve the Consent Calendar as presented. Councilor Brown seconded the motion. There was no discussion. Roll call: Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Wayne Brown, aye; Bob Russell, aye; and Jonathan Bilden, 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.

City of Eagle Point Council Meeting Minutes

April 26, 2016

Page 3 of 7

8. PRESENTATION OF BILLS TO BE PAID

Mayor Russell asked if there were questions about the bills to be paid. There being none, Councilor Jenks moved to approve the Bills to be Paid in the amount of \$51,786.75. Councilor Sell seconded the motion. There was no discussion. Roll call: Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Wayne Brown, aye; Bill Fierke, aye; Bob Russell, aye; and Jonathan Bilden, absent. The motion passed unanimously by those present.

9. OLD BUSINESS

There was no Old Business.

10. NEW BUSINESS

- 10.1 Resolution No. 2016-16. A Resolution proclaiming May 15, 2016 as “National Peace Officers Memorial Day” and May 15-21, 2016 as “National Police Week” in the City of Eagle Point.

Vern Thompson, Chief of Police, reported that Peace Officers Memorial Day came into effect in 1961, enacted by President Kennedy, to honor police officers nationally. Chief Thompson requested the Council’s recognition by Resolution for May 15, 2016 as “National Peace Officers Memorial Day” and May 15-21, 2016 as “National Police Week” to honor and recognize all law enforcement officers. Additionally, Chief Thompson requested the U.S. Flag be flown at half mast and invited everyone to observe National Peace Officers Memorial Day and National Police Week.

Mayor Russell asked for a motion to approve Resolution No. 2016-16. Councilor Fierke motioned to approve Resolution No. 2016-16, a Resolution proclaiming May 15, 2016 as “National Peace Officers Memorial Day” and May 15-21, 2016 as “National Police Week” in the City of Eagle Point. Councilor Sell seconded the motion and there was no discussion. Roll call: Aaron Prunty, aye; Kathy Sell, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Bob Russell, aye; and Jonathan Bilden, absent. The motion passed unanimously by those present.

- 10.2 Resolution No. 2016-17. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with Crater Landscape Management for 2016 On Call Park Mowing and Maintenance.

Robert Miller, Public Works Director, explained with the increase in developed parks and park lands, staff recommended contracting mowing services. Contracting these services will allow Public Works staff to work on other needed projects and City demands. In addition, mowing services were successfully contracted in 2015. The project was duly advertised and all previous bidders were invited to bid. Seven bids were received and Crater Landscape Management provided the lowest bid at \$805 per month, a lower amount than last year and includes Lucas Park and Ponderosa Park.

City of Eagle Point Council Meeting Minutes

April 26, 2016

Page 4 of 7

Mayor Russell asked for a motion to approve Resolution No. 2016-17. Councilor Jenks motioned to approve Resolution No. 2016-17, a Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with Crater Landscape Management for 2016 On Call Park Mowing and Maintenance. Councilor Fierke seconded the motion and there was no discussion. Roll call: Kathy Sell, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Bob Russell, aye; and Jonathan Bilden, absent. The motion passed unanimously by those present.

- 10.3 Resolution No. 2016-18. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with Vitus Construction Inc. for the 2016 Lucas Park Restroom Project.

Robert Miller, Public Works Director, explained that the 2016 Lucas Park Restroom Project is a high priority project of the Parks Master Plan. The restroom was designed by ZCS Engineering and aesthetic details were provided by architect, Dan Horton. The project was duly advertised; however, only one bid was received by Vitus Construction Inc. at \$98,600. Mr. Miller noted that construction had picked up which may have impacted the number of bids and the bid amount. Stick built was preferred over prefabricated as it is cost effective in this case and repairs are easier than retrofitting a prefabricated unit. Neutral colors will be selected to blend with the existing terrain. A picture of a prefabricated unit (Submission No. 2) and a map of Lucas Park (Submission No. 3) were provided during the meeting.

Discussion ensued about the estimate of \$80,000 in 2014 and the bid amount of \$98,600. Mr. Miller responded on the increased costs for construction as well as receiving grants from the Ford Foundation and Carpenter Foundation offsetting costs. Remaining grant funds would be used on another project.

Mayor Russell asked for a motion to approve Resolution No. 2016-18. Councilor Sell motioned to approve Resolution No. 2016-18, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Vitus Construction Inc. for the 2016 Lucas Park Restroom Project. Councilor Jenks seconded the motion and there was no discussion. Roll call: Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Bob Russell, aye; and Jonathan Bilden, absent. The motion passed unanimously by those present.

- 10.4 Resolution No. 2016-19. A Resolution adjusting the Finance Director wage level for additional duties including Information Technology (IT), Human Resources and Risk Management Functions.

Henry Lawrence, City Administrator, explained that this item was out of the ordinary but requested to approve increasing the Finance Officer's salary. Mr. Lawrence provided background about the 2009 staff downsizing, and Ms. Owens taking on additional duties through necessity but also to save the City money. Mr. Lawrence explained that Ms. Owens has a Bachelor of Arts and Masters Degree, juggles many duties and often works on her own time. Ms. Owens serves as the City's IT person, handles daily risk management, personnel and insurance matters. In addition to Mr. Lawrence supporting the increase, he also

City of Eagle Point Council Meeting Minutes

April 26, 2016

Page 5 of 7

expressed concern about retention. Discussion followed wherein staff was directed to provide a new job description to differentiate between the core duties and additional duties but to retain the original job description for future use.

Mayor Russell asked for a motion to approve Resolution No. 2016-19. Councilor Prunty motioned to approve Resolution No. 2016-19, a Resolution adjusting the Finance Director wage level for additional duties including Information Technology (IT), Human Resources and Risk Management Functions. Councilor Sell seconded the motion and there was no discussion. Roll call: Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Bob Russell, aye; and Jonathan Bilden, absent. The motion passed unanimously by those present.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Jenks reported on the Rogue Valley Metropolitan Planning Organization Policy Committee meeting which was mostly administrative, but addressed the CMAQ (Congestion Mitigation and Air Quality Improvement (CMAQ) Program) funding formula with Portland and Eugene now being eligible retroactively. While there was no sense of alarm, it was undetermined but highly unlikely as to affecting the Lynn Road or Stevens Road projects.

Councilor Brown reported that everything was fine with Rogue Valley Sewer Services (RVSS). Of special note, Councilor Brown, reported very positively on the RVSS staff person that teaches water conservation and will request her to make a presentation to the Council at some point. RVSS was scheduled to begin its budget process on the following day.

Mayor Russell reported meeting with School District 9 representatives. One concern was a Census Bureau survey that indicated a 30% increase of non-poverty level which will result in a \$700,000 cut out of the D-9 budget. There were no details available on the survey results and School District 9 is heavily weighing the reduction. Last, Mayor Russell reported plans to attend the Rogue Valley Council of Governments (RVCOG) meeting later in the week.

There were no other City Council reports.

12. STAFF REPORTS

Mike Upston, Planning Director, commented on Councilor Brown's report about Jenny Morgan who had been affiliated with the RARE Program (Resource Assistance for Rural Environments) through the University of Oregon; and, as reported by Councilor Brown is now employed with RVSS. Additionally, Mr. Upston reported on development including progress on Sienna Hills and permits being issued. The Golf Course property owner submitted an application to develop various types of lodging facilities with an indoor pool and recreational facility. The application does not require Council approval but will go through the Planning Commission. And, the Greenview PUD is also in progress. With regard to the Economic Development Commission, focus at the next meeting will be to

City of Eagle Point Council Meeting Minutes

April 26, 2016

Page 6 of 7

scope out action items, and they are considering sending a recommendation to the City Council for fee reductions on new commercial development. At the May 10th Council meeting, Mr. Upston will review electronic message signs and request the Council's direction. Mr. Upston also reported working on Urban Reserve Areas and planning for future growth.

Melissa Owens, Finance Officer, reported the Financial Report was in the Agenda Packet. Everything is within budget although building activity is now in the 115% to 125% range for items like building permit fees. 48 building permits had been received and increased activity is anticipated for the rest of the fiscal year. Staff is working on the budget and plans to complete the budget document by May 20th for the June 2nd Budget Committee meeting. Ms. Owens also reported on providing wireless internet at the Harnish Wayside Visitors Center during the current fiscal year. In conclusion, Ms. Owens expressed appreciation to the Council for approving the Resolution on her position.

Robert Miller, Public Works Director, reported on the Elm Way Sidewalk replacement with Crystal/Teakwood to follow. A traffic analysis is being considered to improve safety at the Crystal/Teakwood intersection. Mr. Miller also reported on bid openings for the USDA Water System Project and the bids are currently being reviewed. In addition, weed abatement is in progress to be completed in time for City events beginning in May. The City is also in need of a volunteer host at the museum and Harnish Park. With regard to grants, Mr. Miller reported the Rotary Club had pledged \$5,000 for landscaping at the future Splash Pad.

Vern Thompson, Chief of Police, announced that the new police officer, Daniel Cardenas, will start the Police Academy on May 16th, and be sworn in at the City Council meeting on May 10th. Additionally, Chief Thompson shared a complimentary letter (Submission No. 4) from a citizen about working with Eagle Point Police Officers.

Henry Lawrence, City Administrator, reported working with the Central Point Garden Club on the Blue Star Memorial to honor armed forces on May 21st at the Harnish Park. On a separate note, three new radar signs were ordered after an accident at Crystal and DeAnjou. Mr. Lawrence further reported on a traffic study to determine whether a 4-way stop is advisable at that location. In conclusion, Mr. Lawrence reviewed items for the next City Council meeting.

Cindy Hughes, City Recorder, reported ongoing recruitment for the vacancies on the Economic Development Commission.

13. INFORMATION

There were no Information items.

At approximately 8:12 p.m., Mayor Russell recessed the meeting.

City of Eagle Point Council Meeting Minutes

April 26, 2016

Page 7 of 7

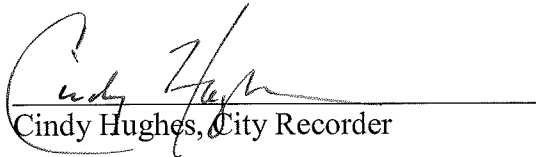
14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(d), To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

At 8:17 p.m., Mayor Russell opened the Executive Session pursuant to 192.660(2)(d). Following discussion, Mayor Russell closed the Executive Session at 9:00 p.m.

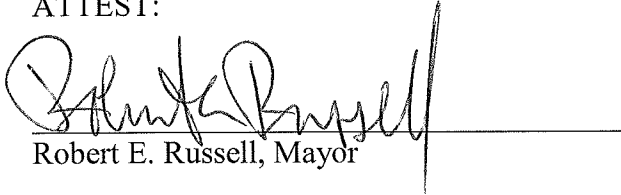
15. ADJOURN

There being no further business, Mayor Russell reconvened and closed the meeting at 9:01 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Robert E. Russell, Mayor