



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

MAY 23, 2017

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, Bill Fierke, Ruth Jenks, James Mannenbach, Kathy Sell, and Michael Stanek.

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

Guests: Suzi Collins, Planning Commissioner; 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 Councilor Bilden offered 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.

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6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of May 9, 2017.

Mayor Russell announced the Consent Calendar. There were no questions or comments. Councilor Bilden moved to approve the Consent Calendar as presented and Councilor Fierke seconded the motion. There was no discussion. Roll call: Ruth Jenks, yes; James Mannenbach, yes; Kathy Sell, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bill Fierke, yes; and Bob Russell, yes. 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 including the additional bills list. There being no questions, Councilor Bilden moved to approve the Bills to be Paid in the amount of \$87,160.59 and the additional bills list (Submission No. 1) in the amount of \$3,038.78. Council President Jenks seconded the motion. There was no discussion. Roll call: James Mannenbach, yes; Kathy Sell, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bill Fierke, yes; Ruth Jenks, yes; and Bob Russell, yes. The motion passed unanimously.

9. OLD BUSINESS

There was no Old Business.

10. NEW BUSINESS

10.1 Resolution No. 2017-20. A Resolution consenting to the redesignation of the Jackson County Enterprise Zone.

Mike Upston, Planning Director, explained that Eagle Point has been a member of the Jackson County Enterprise Zone since 2012. Enterprise zones are established throughout the State of Oregon but expire after 10 years unless they are reestablished. Mr. Upston went on to explain that the Resolution supports renewal of the Enterprise Zone. Councilor Fierke inquired about whether or not the **lots in the area were the same as previously approved lot sizes remain the same** (*Revised during the City Council Meeting of 6/13/2017*) and Mr. Upston confirmed they are the same.

Mayor Russell asked for a motion to approve Resolution No. 2017-20. Councilor Bilden made a motion to approve Resolution No. 2017-20, a Resolution consenting to the redesignation of the Jackson County Enterprise Zone. Councilor Fierke seconded the motion. There was no discussion. Roll call: Kathy Sell, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bill Fierke, yes; Ruth Jenks, yes; James Mannenbach, yes; and Bob Russell, yes. The motion passed unanimously.

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- 10.2 Resolution No. 2017-21. A Resolution authorizing the City Administrator to utilize a Professional Personnel Recruitment Firm to assist in locating and hiring a replacement for the retiring Public Works Supervisor.

Henry Lawrence, City Administrator, reported the Public Works Supervisor, Gary Shipley, is officially retiring at the end of June. Several candidates have been interviewed but do not meet the qualifications of the Job Description. Two current employees hold water certifications but do not meet all criteria. One candidate does not hold a water certification but meets other criteria.

Mr. Lawrence explained about the complexity and challenges with filling this supervisory position; and requested to continue and broaden the recruitment process with the assistance of a specialist recruitment firm, Prothman. Prothman's service area is geared toward the Pacific Northwest and usually costs more than their paired down proposal of approximately \$6,500 to \$7,500 plus costs. Mr. Lawrence discussed the competitiveness of recruitment and marketing Eagle Point as a great place to live.

Discussion continued wherein Council members inquired about certification reciprocity with other states and the potential loss of candidates by continuing the recruitment. An additional two to three months of recruitment is anticipated. In response to a question about reciprocity, Mr. Lawrence reported the City would be flexible in recruiting the right person for the job, and if needed, could adjust the job description. Robert Miller, Public Works Director, explained about the stringent experience required in order to be eligible to take the certification test. However, Mr. Lawrence noted a safe water system is one of Eagle Point's most valuable resources as demonstrated by some of the recent capital improvements.

Mayor Russell asked for a motion to approve Resolution No. 2017-21. Councilor Stanek made a motion to approve Resolution No. 2017-21, a Resolution authorizing the City Administrator to utilize a Professional Personnel Recruitment Firm to assist in locating and hiring a replacement for the retiring Public Works Supervisor. Councilor Jenks seconded the motion. There was no discussion. Roll call: Michael Stanek, yes; Jonathan Bilden, yes; Bill Fierke, yes; Ruth Jenks, yes; James Mannenbach, yes; Kathy Sell, yes; and Bob Russell, yes. The motion passed unanimously.

- 10.3 Resolution No. 2017-22. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Unique Peaks Landscape LLC for the 2017 Contract Park Mowing.

Robert Miller, Public Works Director, recommended contracting out park mowing to include Chamberlain Park, Harnish Wayside Park, Little Butte Park, Lucas Park, Mattie Brown Park, Ponderosa Park, and the Bob Moore Park/Judge Stewart House lawn. Park Mowing was advertised and four bids were received as detailed in the related Agenda Statement. Unique Peaks Landscape submitted the lowest bid at \$540 per week but all of the bids were under last year's bid amounts. Mr. Miller

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reported that work started last week to get a jump on park mowing and Mayor Russell added he was glad a local resident will be providing this service.

Mayor Russell asked for a motion to approve Resolution No. 2017-22. Council President Jenks made a motion to approve Resolution No. 2017-22, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Unique Peaks Landscape LLC for the 2017 Contract Park Mowing. Councilor Fierke seconded the motion. There was no discussion. Roll call: Jonathan Bilden, yes; Bill Fierke, yes; Ruth Jenks, yes; James Mannenbach, yes; Kathy Sell, yes; Michael Stanek, yes; and Bob Russell, yes. The motion passed unanimously.

10.4 Discussion regarding Transportation Functional Classifications – Robert Miller, Public Works Director.

Robert Miller, Public Works Director, reported on the 2010 Transportation System Plan, which serves as the Comprehensive Plan's Transportation Element for street design and management. Mr. Miller explained he was seeking the consensus of the Council to centerline stripe Teakwood, part of Ridgeview, Dianne and Buchanan as part of designating these roads as collector streets.

Mr. Miller further explained about the designation of collector and arterial roads as it relates to other programs that provide improvements including the sidewalk replacement program, centerline striping, tree replacement program, and future lighting improvements. Discussion followed about Stevens Road as a collector road but also being designated as an arterial by the Oregon Department of Transportation. Mr. Miller noted that Stevens Road will not be recommended as a designated truck route.

The Council also discussed:

- Tree and sidewalk replacement programs – generally limited to collector or arterial roads.
- Speed Limits – no increases anticipated.
- Striping application – the City typically provides the initial application, and Jackson County thereafter includes it with their striping services to the City.
- Criteria to designate roads based on average daily trips. Arterial roads have the highest average daily trips and collector roads have the next highest.

Mr. Miller stated he was seeking the Council's nod of approval for Teakwood, part of Ridgeview, Dianne and Buchanan. Mayor Russell commented favorably and no objections were made.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke reported on a very positive visit by the auditors. With regard to the School Board, a Work Session with citizen input had been held regarding internet use. Policies were discussed during the School Board's regular meeting, followed by the Budget meeting and adoption. Additionally, Councilor Fierke reported on the upcoming visit in

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August by middle school students from Eagle Point's Sister City Showa Japan. Host families are needed for this visit and additional information is available in the City's June Newsletter. Councilor Fierke also inquired about the following old business items:

- South Shasta, Bridge, Culvert – Robert Miller, Public Works Director, responded that the City will be moving forward with the bridge construction.
- Review of the Branding Presentation – Mayor Russell suggested discussing this during the Budget Meeting. It was also noted as being a Council Goal.
- Growth Projections/System Development Charges (SDCs) – Melissa Owens, Finance Director, responded that 60 new residences were projected during 2016-2017, and it is anticipated to be surpassed with 80. Varying percentage rates for SDCs are attributable to properties that don't pay certain SDCs, or pay higher rates related to the type of property such as commercial.
- Regional Problem Solving (RPS) – Councilor Fierke requested to follow up on a review of this item as determined a number of years ago. Councilor Fierke also expressed concern about recent discussions not getting too deep without the Council being included. Henry Lawrence, City Administrator, offered to bring the item back prior to it coming before the Council as part of a housing study through the RPS process. Councilor Fierke discussed increased housing costs and higher density levels in other parts of the State.

Mike Upston, Planning Director, discussed Regional Problem Solving as a process to adopt regional plans, with this one addressing housing density levels. Currently, local municipalities are working on a housing strategy but it is only at the staff level. Discussion continued and resulted in this item being scheduled for a future agenda.

Councilor Bilden reported on the Governor's Regional Solutions Council meeting which mainly focused on its budget, Travel Southern Oregon, and land use regarding marijuana and farmlands. Councilor Bilden announced the Southern Oregon Regional Economic Development Inc. (SORED) Annual Meeting at the Eagle Point Golf Course on June 21st. Henry Lawrence, City Administrator, noted the availability of tickets to attend the meeting. Councilor Bilden also expressed support of the discussion on branding.

Council President Jenks expressed support of discussing the branding proposal as part of the Budget process.

Councilor Sell reported attending the recent Planning Commission Public Hearing on the proposed housing complex near the pond at Barton Road. Councilor Sell discussed density levels of six homes per acre and briefly described the project. Henry Lawrence, City Administrator, noted a public hearing would be held before the City Council at the next Council meeting.

Mayor Russell reported attending the Circus, and a well attended Vintage Faire regardless of the weather. Last, Mayor Russell shared the Oregon Mayors Association Newsletter with the City Spotlight on Eagle Point (Submission No. 2) and expressed appreciation to Council President Jenks and staff for their assistance.

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12. STAFF REPORTS

Mike Upston, Planning Director, reported on numerous development projects being in progress and the Barton Road Subdivision Public Hearing scheduled for the June 13th Council meeting. Greenview Subdivision, Golf Course Resort, and Black Rock Coffee are all moving along steadily. The Idlewood Subdivision, Storage Emporium, and Emerald View Subdivision are progressing as well. Next, Mr. Upston reported on long range planning efforts including an update on the buildable lands inventory, and a flood map update which required a meeting about natural hazards. The flood map update is scheduled for completion near the end of the year and will be presented for approval by the City Council. At the end of the report, Councilor Fierke inquired about new homes being sold, and most are sold before construction is completed.

Melissa Owens, Finance Director, reported on the Financial Report being in the agenda packet, and everything on track although SDCs are up as a result of building growth. Additionally, the audit process went very well with the new audit team, and they were appreciative of the City's preparation. Ms. Owens further reported on a list of Finance projects in the Friday Letter with Budget preparation being the highest priority. The Budget Meeting is scheduled on June 5, and the Budget will be presented to the Council at a future meeting.

Robert Miller, Public Works Director, reported on minimum water pressures of 65 PSI at the homes near Alta Vista with 50 PSI residual pressure. While the City is operating on two pressure zones, the new water system operators are getting a crash course on its operation which will be automated in the near future.

Vern Thompson, Police Chief, reported on high weed abatement and Police Academy updates from the new recruit. Mayor Russell initiated a brief discussion regarding the visibility of the new 4-way stop on Royal Avenue.

There were no other staff reports.


13. INFORMATION

There were no information items for discussion.

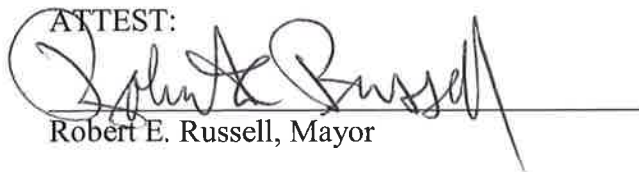
14. ADJOURN

There being no further business, Mayor Russell closed the meeting at 8:00 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Robert E. Russell, Mayor