



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

JUNE 27, 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, Ruth Jenks, James Mannenbach, and Michael Stanek.

Council Members Absent: Bill Fierke, and Kathy Sell.

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

Guests: Bob Strosser, Jackson County Commissioner; Bob Hyer, Hyer Golf LLC; Suzi Collins, Planning 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

There were no audience questions or comments.

4. PRESENTATIONS

4.1 Presentation of Service Award to Gary Shipley for 19 Years of Service with the City of Eagle Point.

On behalf of the City, Mayor Russell presented a service award to Gary Shipley in recognition of 19 years of service with the City of Eagle Point. Mr. Shipley has

City of Eagle Point Council Meeting Minutes

June 27, 2017

Page 2 of 8

been in charge of operating and maintaining the City's Water System, Parks, Storm, Streets, City buildings, janitorial, and Public Works fleet. Over the years, Mr. Shipley has been through:

- Three USDA Water System Improvement Projects
- Two City Hall renovations
- Seven new parks
- A new Public Works facility
- Close to 50 capital improvement projects
- Several grants
- Community events
- More than 15 commercial projects; and
- Over 30 new subdivisions and hundreds of new homes.

In addition, Mr. Shipley represented the City at the Little Butte Watershed Council, Rogue Valley MPO, Transportation Commissions, and Storm Water Advisory meetings, in addition to development review and inspection of all new subdivisions for the City.

Mr. Shipley expressed appreciation for the award and briefly spoke about retirement plans.

5. PUBLIC HEARINGS

- 5.1 A Public Hearing to receive comments from interested parties for the proposed use of state revenues.

Mayor Russell opened the public hearing at 7:05 p.m. to receive comments from interested parties for the proposed use of state revenues. Melissa Owens, Finance Director, explained about certain tax revenues from the State are shared with cities (cigarette, liquor and gas). Cigarette and liquor tax revenue may be used by any department in the General Fund; however, gas tax revenues must be used through the Street Fund for street maintenance and improvements. Additionally, Oregon Revised Statutes requires cities to pass a resolution annually requesting state revenue sharing money. Further requirements include two public hearings and certification of same in the resolution. The first public hearing was held on June 5, 2017 at the Budget Committee Meeting, and this public hearing is the second. Mayor Russell invited public testimony; however, there being none, closed the Public Hearing at 7:07 p.m.

- 5.2 A Public Hearing to accept comment regarding adoption of the 2016-2017 Budget as approved by the Budget Committee.

Mayor Russell opened the public hearing at 7:08 p.m. to receive comment regarding adoption of the 2017-2018 Budget as approved by the Budget Committee. Melissa Owens, Finance Director, explained that on June 5, 2017, the proposed 2017-2018 Budget was presented to the Budget Committee. A Public Hearing was held at that time to receive public comment. The proposed 2017-2018 Budget was approved by

City of Eagle Point Council Meeting Minutes

June 27, 2017

Page 3 of 8

the Budget Committee with no changes. Ms. Owens further reported that following the Public Hearing, the proposed budget would be presented for Council adoption. Mayor Russell invited members of the audience to provide public testimony. There being no public testimony, Mayor Russell closed the public hearing at 7:09 p.m.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of June 13, 2017.

6.2 Presentation of Budget Committee Meeting Minutes of June 5, 2017.

Mayor Russell announced the Consent Calendar. There were no questions or comments. Councilor Bilden moved to approve the Consent Calendar as presented and Council President Jenks seconded the motion. There was no discussion. Roll call: Jonathan Bilden, yes; Ruth Jenks, yes; James Mannenbach, yes; Michael Stanek, yes; Bob Russell, yes; Bill Fierke, absent; and Kathy Sell, 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.

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 none, Councilor Bilden moved to approve the Bills to be Paid in the amount of \$57,633.84 and the Additional Bill List in the amount of \$125,286.54 (Submission No. 1). Council President Jenks seconded the motion. A brief discussion followed about the amounts which were determined to be correct. Roll call: Ruth Jenks, yes; James Mannenbach, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bob Russell, yes; Bill Fierke, absent; and Kathy Sell, absent. The motion passed unanimously by those present.

9. OLD BUSINESS

There was no Old Business.

10. NEW BUSINESS

10.1 Resolution No. 2017-25. A Resolution authorizing adjustments to Revenues and Expenses within various funds for the 2016-2017 Fiscal Year.

Melissa Owens, Finance Director, reported that at the end of each year, staff reviews and makes necessary adjustments for the ending Fiscal Year. The proposed changes are included in Resolution No. 2017-25 (Submission No. 2) and were reviewed by Ms. Owens in full detail during the meeting. Some of the changes were related to building activity. Increases impacted the General Fund Revenue, Street Fund, Water SDC Fund, Water Fund, Storm Water Fund, and Sewer Fund.

City of Eagle Point Council Meeting Minutes

June 27, 2017

Page 4 of 8

Mayor Russell asked for a motion to approve Resolution No. 2017-25. Councilor Mannenbach made a motion to approve Resolution No. 2017-25 and Councilor Stanek seconded the motion. There was no discussion. Roll call: Ruth Jenks, yes; James Mannenbach, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bob Russell, yes; Bill Fierke, absent; and Kathy Sell, absent. The motion passed unanimously by those present.

- 10.2 Resolution No. 2017-26. A Resolution certifying that the City of Eagle Point provides four or more municipal services.

Melissa Owens, Finance Director, explained that the law requires cities, within a county of more than 100,000 inhabitants, must provide four or more municipal services to be eligible to receive state-shared revenues from cigarette, liquor and highway taxes. Ms. Owens further explained that the City of Eagle Point currently provides five services (police; street construction, maintenance, and lighting; storm sewers; water provisions; and planning, zoning, and subdivision control) and meets the criteria to receive state revenue sharing.

Mayor Russell asked for a motion to approve Resolution No. 2017-26. Council President Jenks made a motion to approve Resolution No. 2017-26 and Councilor Bilden seconded the motion. There was no discussion. Roll call: James Mannenbach, yes; Michael Stanek, yes; Jonathan Bilden, yes; Ruth Jenks, yes; Bob Russell, yes; Bill Fierke, absent; and Kathy Sell, absent. The motion passed unanimously by those present.

- 10.3 Resolution No. 2017-27. A Resolution declaring the City's election to receive state revenues.

Melissa Owens, Finance Director, explained this is the City's election to receive state revenue sharing for Fiscal Year 2017-2018.

Mayor Russell asked for a motion to approve Resolution No. 2017-27. Councilor Bilden made a motion to approve Resolution No. 2017-27 and Council President Jenks seconded the motion. There was no discussion. Roll call: Michael Stanek, yes; Jonathan Bilden, yes; Ruth Jenks, yes; James Mannenbach, yes; Bob Russell, yes; Bill Fierke, absent; and Kathy Sell, absent. The motion passed unanimously by those present.

- 10.4 Resolution No. 2017-28. A Resolution adopting the 2017-2018 Budget, declaring tax levied, making appropriations for the 2017-2018 Fiscal Year, and categorizing the tax levy.

Melissa Owens, Finance Director, reported that Resolution No. 2017-28, adopts the 2017-2018 Budget, declares taxes levied, makes appropriations for the 2017-2018 Fiscal Year, and categorizes the tax levy. Ms. Owens further reported the budget is presented as adopted by the Budget Committee on June 5.

Mayor Russell asked for a motion to approve Resolution No. 2017-28. Councilor Stanek made a motion to approve Resolution No. 2017-28 and Council

City of Eagle Point Council Meeting Minutes

June 27, 2017

Page 5 of 8

President Jenks seconded the motion. There was no discussion. Roll call: Michael Stanek, yes; Jonathan Bilden, yes; Ruth Jenks, yes; James Mannenbach, yes; Bob Russell, yes; Bill Fierke, absent; and Kathy Sell, absent. The motion passed unanimously by those present.

- 10.5 Resolution No. 2017-29. A Resolution setting Wage Levels for Management Positions for the City of Eagle Point for 2017-2018.

Melissa Owens, Finance Director, reported the City is in the second year of a three-year labor agreement with the Teamsters General Unit which represents all but the uniformed and management staff. The agreement provides for a 2.3% cost-of-living increase. Ms. Owens noted that the Council attempts to provide management staff with the same cost-of-living increases as proposed in the Resolution except for the City Administrator whose wages are set by separate contract.

Mayor Russell asked for a motion to approve Resolution No. 2017-29, a Resolution setting Wage Levels for Management Positions for the City of Eagle Point for 2017-2018. Councilor Bilden offered a motion to approve Resolution No. 2017-29 and Council President Jenks seconded the motion. There was no discussion. Roll call: Jonathan Bilden, yes; Ruth Jenks, yes; James Mannenbach, yes; Michael Stanek, yes; Bob Russell, yes; Bill Fierke, absent; and Kathy Sell, absent. The motion passed unanimously by those present.

- 10.6 Resolution No. 2017-30. A Resolution authorizing Quit Claim of Easements to J and N Investments, LLC, for certain easements recorded within the Official Records of Jackson County as Instrument No. 95-34615 and No. 2015-012594.

Robert Miller, Public Works Director, deferred this item to the City Attorney, Joe Kellerman. Attorney Kellerman explained that when the 200G tank was installed, an easement was put into place by the property owner for an access road. As needed for the new tank, the property owner agreed to easement adjustments. Attorney Kellerman advised staff to relinquish the old easement contemporaneously with the new easement going into place.

Mayor Russell asked for a motion to approve Resolution No. 2017-30, a Resolution authorizing Quit Claim of Easements to J and N Investments, LLC, for certain easements recorded within the Official Records of Jackson County as Instrument No. 95-34615 and No. 2015-012594. Councilor Stanek offered a motion to approve Resolution No. 2017-30 and Councilor Bilden seconded the motion. There was no discussion. Roll call: Ruth Jenks, yes; James Mannenbach, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bob Russell, yes; Bill Fierke, absent; and Kathy Sell, absent. The motion passed unanimously by those present.

- 10.7 Resolution No. 2017-31. A Resolution authorizing an Agreement and Storm Water Easement with the Eagle Point Golf Course for annual financial assistance for storm water maintenance benefiting Drainage Basin #5.

Henry Lawrence, City Administrator, reviewed the history of the previous Council

City of Eagle Point Council Meeting Minutes

June 27, 2017

Page 6 of 8

meeting on this item, and how the course was built in the mid-1990s with storm water infrastructure and detention ponds designed to enhance the natural drainage basin. In 2003, the original builder and owner of the golf course, Cris Galpin, requested and received an exemption from the City for monthly storm water utility fees. Mr. Galpin also owned a construction company with heavy equipment to provide storm water maintenance. The current owner, Hyer Golf LLC, has continued to provide costly storm water maintenance as well as other improvements to the Golf Course.

In the spring of 2017, Hyer Golf LLC requested and received \$15,000 to assist with the storm water maintenance cost. At that time, the related agreement and easement presented herein was not yet available; however, financial assistance was authorized by Council motion. Mr. Lawrence went on to explain about flooding (shown by photos in the agenda packet), and damage to the sand layer which could interfere with the ability to market the course as a place to play during all seasons.

Annual assistance of \$7,500 for maintenance was requested and Attorney Kellerman explained about the arrangements documented in the agreement and easement. In summary, a recorded easement will be provided to the City but the City does not anticipate using the easement as long as the Golf Course is performing the needed work described in the Agreement. An accounting of the work will be provided to the City; and, if the work is not performed, the City will be allowed to perform the work but required to restore the course. The agreement may also be terminated. Additionally, future development will not be excluded from storm water utility fees.

Bob Hyer, Hyer Golf LLC, expressed appreciation to the Council for their support and had agreed to the terms as written. Mr. Lawrence added that the City agreed to complete an updated storm water study for Basin #5. Part of the professional study will be to evaluate the system and have exact locations of easements and pipes surveyed by an engineering firm.

Mayor Russell asked for a motion to approve Resolution No. 2017-31, a Resolution authorizing an Agreement and Storm Water Easement with the Eagle Point Golf Course for annual financial assistance for storm water maintenance benefiting Drainage Basin #5. Councilor Mannenbach offered a motion to approve Resolution No. 2017-31 and Councilor Bilden seconded the motion. There was no discussion. Roll call: Ruth Jenks, yes; James Mannenbach, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bob Russell, yes; Bill Fierke, absent; and Kathy Sell, absent. The motion passed unanimously by those present.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Council Bilden reported favorably on the Southern Oregon Regional Economic Development Inc. (SORED) Annual Meeting at the Eagle Point Golf Course and expressed to County Commissioner, Bob Strosser, and the Hyers for putting on the event.

City of Eagle Point Council Meeting Minutes

June 27, 2017

Page 7 of 8

Councilor Mannenbach also reported enjoying the SOREDI event, noting it was nice to show case the golf course. In addition, Councilor Mannenbach participated with the Rotary Club in planting at the Splash Park.

Councilor Stanek reported on the addition of solar street lights for the common area at McLoughlin Meadows.

Mayor Russell expressed appreciation to the Hyers for hosting the SOREDI event and reported that about half of the attendees had not been there before. Next, Mayor Russell provided a recap on the Oregon Mayors Association contest with other small towns winning the contest.

There were no other City Council reports.

12. STAFF REPORTS

Mike Upston, Planning Director, reported on planning and development activity with a lot of information and pictures in the Friday Letter. Additionally, the Planning Commission is scheduled to meet on August 15th regarding the relocation of the Windermere Office.

Melissa Owens, Finance Director, reported that the Financial Report through May 31st is in the Council agenda packet and is as anticipated or projected. The Friday Letter has additional details.

Robert Miller, Public Works Director, reported reassigning Gary Shipley's duties, and preparing the City for the 4th of July. Mr. Miller also extended appreciation to the Rotary Club for their help in planting at the Splash Park. Mr. Miller concluded with an invitation to join staff in celebrating Gary Shipley's retirement.

Vern Thompson, Chief of Police, handed out statistics for the month of May (Submission No. 3). Regarding Officer Maybe, he continues to make progress at the Academy and is doing well. Chief Thompson reported on the Police Department's preparations for the 4th of July and appreciated citizens trimming up their properties.

Joseph Kellerman, City Attorney, noted there was no legal report but spoke about the golf course lodging looking nice.

Mayor Russell added a comment about Main Street looking nice, and was glad the City could partner with Aaron Schultz on a new facade.

13. INFORMATION

There were no information items for discussion.

City of Eagle Point Council Meeting Minutes

June 27, 2017

Page 8 of 8

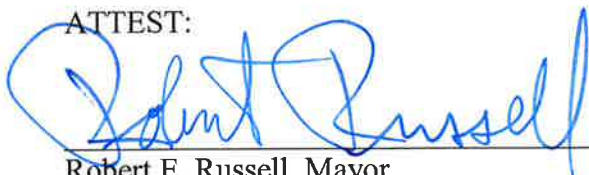
14. ADJOURN

There being no further business, Mayor Russell closed the meeting at 7:44 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Robert E. Russell, Mayor