



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

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## OREGON

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

JULY 25, 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: Mike Bull, Century West Engineers; Brandon Crozier - Applicant, Community Development Commission; Douglas Detling - Applicant, Community Development Commission; Wyn Lewis - Applicant, Community Development Commission; Suzi Collins, Planning Commissioner; Millie Wewerka, Budget Committee 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

There were no audience questions or comments.

4. PRESENTATIONS

4.1 Presentation regarding a proposal to provide branding services to the City of Eagle Point – Paradux Media Group (*Resolution No. 2017-32*)

Mayor Russell welcomed Mike Frey and Tisha Oehmen of Paradux Media Group. Mr. Frey and Ms. Oehmen, Eagle Point citizens and business owners, made a

## City of Eagle Point Council Meeting Minutes

July 25, 2017

Page 2 of 6

presentation (Submission No. 1) about creating a brand for the City of Eagle Point to promote and represent the City in a positive light.

Discussion followed about multiple points including:

- Branding to give people a reason to choose Eagle Point.
- Attracting the right people to Eagle Point (tourist, families, businesses, developers, and more).
- Creating a Brand Personality (multi-step process, surveying up to 500 residents, 15 stakeholders); and timeline of approximately 6 months.
- A singular story line to represent all of Eagle Point, finding commonalities.
- Difficulty of measuring results.
- Recommendation by the Economic Development Commission, and future involvement of the Community Development Commission.
- Continuance of branding with staff and future Councils.

Following the presentation, Mayor Russell announced that the proposed Resolution No. 2017-32 was scheduled later in the Agenda as Item No. 9.1. There being no objection to changing the order of business, discussion continued which resulted in Councilor Bilden offering a motion to approve Resolution No. 2017-32. Councilor Mannenbach seconded the motion. Discussion ensued about funding options, Scope of Work estimate at \$18,989, Brand Guide to ensure continuance, and contract terms and review by Attorney Kellerman. Roll call: Jonathan Bilden, yes; Ruth Jenks, yes; James Mannenbach, yes; Kathy Sell, yes; Michael Stanek, yes; Bill Fierke, no; and Bob Russell, yes. The motion passed with 6 yes votes and 1 no vote.

### 6. CONSENT CALENDAR

#### 6.1 Presentation of Regular Meeting Minutes of July 25, 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: 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.

### 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 \$129,768.73 and the additional bills list in the amount of \$825.00 (Submission No. 2). Councilor Stanek 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.

## City of Eagle Point Council Meeting Minutes

July 25, 2017

Page 3 of 6

### 9. OLD BUSINESS

- 9.1 Resolution No. 2017-32. A Resolution authorizing a contract with Paradux Media Group to provide branding services to the City of Eagle Point.

Discussed and deliberated after the presentation referenced as Item 4.1.

### 10. NEW BUSINESS

- 10.1 Resolution No. 2017-33. A Resolution appointing a City Council Liaison to the Community Development Commission for Calendar Year 2017; and appointing Community Development Commissioners.

In accordance with the Eagle Point City Charter, Mayor Russell proposed the appointment of Jonathan Bilden as the City Council Liaison to the new Community Development Commission for Calendar Year 2017.

Additionally, Mayor Russell reported that vacancies on the Community Development Commission had been advertised in the Upper Rogue Independent, on the City's website, bulletin board at City Hall, and in the City utility bill mailings. Mayor Russell proposed the following appointments to begin immediately:

- Elizabeth Bilden - Eagle Point Resident appointed through December 31, 2019
- Brandon Crosier - Eagle Point Resident appointed through December 31, 2018
- Douglas Detling - Eagle Point Resident appointed through December 31, 2019
- David Lacombe - Eagle Point Resident appointed through December 31, 2018
- Wyn Lewis - Eagle Point Resident appointed through December 31, 2019
- Ana Mannenbach - Eagle Point Resident appointed through December 31, 2019
- Heather Marinucci, School District Representative appointed through December 31, 2018
- Jenna Thomas - Non Resident appointed through December 31, 2018

Mayor Russell welcomed the applicants in the audience. Next, Mayor Russell asked for a motion to approve Resolution No. 2017-33. Councilor Sell made a motion to approve Resolution No. 2017-33 and Councilor Bilden 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. Mayor Russell congratulated the new Commissioners and expressed appreciation for their involvement.

- 10.2 Resolution No. 2017-34. A Resolution declaring certain property as surplus and authorizing its disposition.

Melissa Owens, Finance Director, explained that the City owned certain office equipment that needed to be disposed of in accordance with Eagle Point Municipal Code 3.08.070(J). The equipment was used well beyond its useful life, replaced, or is no longer needed; and had been taking up much needed storage space. Surplus items included: a NeoPost folder/stuffer machine, a Sony dictator/transcriber machine, a Pitney Bowes postage machine, and an ESI phone system.

## City of Eagle Point Council Meeting Minutes

July 25, 2017

Page 4 of 6

Ms. Owens went on to explain that the equipment may have value as parts or to a smaller agency, and could be disposed of via local auction or via transfer to another government agency. The City also has the ability to advertise the equipment to other government agencies through the State. Ms. Owens reported the best disposal option is to advertise through the State.

Mayor Russell asked for a motion to approve Resolution No. 2017-34. Councilor Stanek made a motion to approve Resolution No. 2017-34 and Councilor Sell 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.

- 10.3 Resolution No. 2017-35. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 2017 Crack Seal Project.

Robert Miller, Public Works Director, explained this is the fifth year of the City's Pavement Management Program. It includes an additional 60,000 linear feet of crack sealing of pavement. Mr. Miller further explained the project had been advertised in the Daily Journal of Commerce, Medford Builder's Exchange, and plan centers statewide. The following bids were received by the July 18<sup>th</sup> deadline:

Kerry Fuller Enterprises, dba Pavement Protectors - \$41,575.

T & J Statewide Construction - \$48,350.

C. R. Contracting LLC - \$49,400.

Staff recommended awarding a contract with Kerry Fuller Enterprises. Discussion followed about pricing which is similar to last year's cost although prices are rising slightly.

Mayor Russell asked for a motion to approve Resolution No. 2017-35. At this time, staff was requested to clarify about the bidding contractors previously used by the City which included Kerry Fuller Enterprises and C. R. Contracting. Councilor Fierke made a motion to approve Resolution No. 2017-35 and Councilor Stanek 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.

- 10.4 Resolution No. 2017-36. A Resolution authorizing the expenditure of funds to send city representatives to Showa Mura, Japan.

At the request of the Council, Henry Lawrence, City Administrator, reported on the sister-city relationship with Showa Mura, Japan. Representatives from Showa Mura have visited Eagle Point annually while Eagle Point's last visit was in October 2011.

Mr. Lawrence further reported that a preliminary check on airline costs indicates airfare will be \$1,000 to \$1,200 each. A gift for Showa Mura will cost approximately \$500, and it was suggested to consider incidental costs as well.

## City of Eagle Point Council Meeting Minutes

July 25, 2017

Page 5 of 6

Discussion ensued wherein there was concern about visiting on short notice in October 2017, which led to discussion about visiting in October 2018. Mayor Russell proposed waiting until after the visit with Showa representatives in August to readdress this item, and confirmed the meeting date of August 22, 2017, for future discussion. There was no objection stated.

### 10.5 Discussion regarding the 4.0 MG Reservoir Dome.

Robert Miller, Public Works Director, reported on the 4.0 MG Reservoir Dome as detailed in the related agenda statement. Discussion ensued about various treatment options for the dome, related costs, and possible grants or community partnerships. Retrofitting with a low profile dome is estimated by Century West at a base rate of \$600K but anticipated to be higher, and a pre-design report estimated between \$10K and \$15K. Other discussion items included cost vs. benefit, other ways funds could be used, scrap metal salvage of the dome to offset replacement cost, and landscaping. Mayor Russell concluded by reporting the Council was in agreement to not move forward. There was no objection stated.

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

Councilor Fierke reported on two dates for the City Council to be involved with the upcoming Showa visit. With regard to the School District Board, the Oath of Office was administered for the new Board members. Additionally, Nita Lundburg was elected as Chair, and Dan Hodges, as Vice Chair. Councilor Fierke also reported on a number of City Councilors attending the Jackson County jail tour.

Councilor Jenks reported attending the jail tour and commented on the length of time required to move inmates from one location to another within the facility. Councilor Jenks also reported attending a Rogue Valley Metropolitan Planning Organization meeting which was brief and administrative in nature.

Councilor Stanek announced future travel plans.

Councilor Sell reported attending the jail tour, and learning about the hump on 10<sup>th</sup> street being a tunnel. Councilor Sell enjoyed the tour and spoke favorably about the new Sheriff reaching out to communities.

Mayor Russell announced plans to attend the ACCESS breakfast for Mayors United, and reported on the October 21<sup>st</sup> fundraiser. Mayor Russell also reported plans to attend the Oregon Mayors Association annual meeting in Lebanon, and looking forward to August 1<sup>st</sup> National Night Out. Discussion followed about the Junior Eagles competing in the World Series, and Mayor Russell commented about recognizing the players. In addition, on August 12<sup>th</sup>, a dinner with Showa representatives will be held and followed by the Eagle Point Annual Street Dance with the Duke Street Band.

## 12. STAFF REPORTS

Mike Upston, Planning Director, reported on the Resort at Eagle Point being booked. Mr. Upston continued with reports on Barton Road Subdivision, Windermere Real Estate

**City of Eagle Point Council Meeting Minutes**

July 25, 2017

Page 6 of 6

office relocation, Planning Commission on August 15<sup>th</sup>, possible development along Arrowhead Trail, and behind the scenes work on buildable lands inventory and mapping.

Melissa Owens, Finance Director, reported on the Financial Report for June 30<sup>th</sup> being in the agenda packet with expenditures still coming in. A finalized Financial Report for June 30<sup>th</sup> is anticipated near the end of August or September. In addition, the agenda packet included a list of staff assignments in progress. Closing out the 2016-2017 fiscal year, and preparations for the upcoming audit are in progress as well as other items listed in the report.

Robert Miller, Public Works Director, announced an upcoming meeting of the Parks and Recreation Foundation. Regarding Public Works, the crew is short with open positions for a Public Works Laborer and Public Works Supervisor. However, Mr. Miller reported being appreciative of the Public Works crew as they continue to get projects completed and assist in event preparation such as National Night Out and the Annual Street Dance.

Chief Thompson expressed appreciation to Public Works for getting the newest radar reader board installed. This makes for a total of five, with a goal of increasing public safety. Chief Thompson concluded with an invitation to the National Night Out event.

Attorney Kellerman reported on scheduling mediation dates.

13. INFORMATION

There were no information items for discussion.

At 8:52 p.m., Mayor Russell recessed the meeting for a short break and announced that representatives of the news media and designated staff would be allowed to attend the Executive Session. All other members of the audience would be asked to leave the room and welcomed back afterwards although there would be no additional business after the Executive Session.

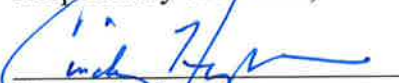
14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(f), To consider information or records that are exempt by law from public inspection; and ORS 192.660(2)(h), To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

At 9:00 p.m., Mayor Russell opened the Executive Session pursuant to ORS 192.660(2)(e), (f), and (h). At 9:35 p.m., Council President Jenks closed the Executive Session.

15. ADJOURN

There being no further business, Council President Jenks closed the meeting at 9:36 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Robert E. Russell, Mayor