



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

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## OREGON

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

MARCH 13, 2018

### REGULAR MEETING MINUTES

1. CALL TO ORDER – 6:00 P.M.

Council President Jenks called the meeting to order at 6:00 p.m.

Council Members Present: Bill Fierke (via Skype), Ruth Jenks, James Mannenbach, and Michael Stanek.

Council Members Absent: Bob Russell, Jonathan Bilden, and Kathy Sell.

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

Guests: Suzi Collins, Planning Commissioner; Millie Wewerka, Planning Commissioner and Budget Committee Member; and members of the public.

2. FLAG SALUTE AND INVOCATION

Council President Jenks led the Pledge of Allegiance; and Councilor Mannenbach offered the invocation.

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

Millie Wewerka of Eagle Point addressed the City Council and staff regarding improving the appearance of the Highway 62 corridor. Ms. Wewerka noted that the City is spending money to improve Linn Road and providing Main Street Façade grants but that the Highway 62 corridor has not been addressed. It is also the area of town that most people see if they don't live here. Further, Ms. Wewerka reported seeing an increase signage that does not comply with the City's sign regulations, and they have appeared along Main Street as well. Ms. Wewerka proposed the City take steps to improve the situation, and suggested a letter to businesses to let them know the types of signs that conform to City regulations.

There were no other audience questions or comments.

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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 February 27, 2018.

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

### 8. PRESENTATION OF BILLS TO BE PAID

Council President Jenks asked if there were questions about the bills to be paid including the Additional Bills List. There were no questions or comments. Councilor Stanek motioned to approve the Regular Bill List in the amount of \$82,787.53 and the Additional Bills List in the amount of \$1,959.78 (Submission No. 1) for a grand total of \$84,747.31. Councilor Mannenbach seconded the motion. There was no additional discussion. Roll call: James Mannenbach, yes; Michael Stanek, yes; Bill Fierke, yes; Ruth Jenks, yes; Jonathan Bilden, absent; Kathy Sell, absent; and Bob Russell, absent. The motion passed unanimously by those present.

### 9. OLD BUSINESS

There was no Old Business.

### 10. NEW BUSINESS

#### 10.1 Resolution No. 2018-09. A Resolution increasing the water consumption rate in the City of Eagle Point to reflect the Medford Water Commission rate increase.

Melissa Owens, Finance Director, reviewed the related Agenda Statement, noting the Medford Water Commission adopted new water rates at its meeting in December. Ms. Owens reported that the City's Water Fund cannot absorb the increased cost of the water and the increase should be passed along to the consumer. Eagle Point's Ordinance No. 2017-04 allows for passage of wholesale water rate increases resulting from the Medford Water Commission's rate increases to be passed by Resolution.

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Ms. Owens further explained that passage of the Resolution would increase rates on or after March 14, 2018 by \$.08/1000 gallons, but the Base Rate would remain the same. Rates were reported as follows:

	Old Rates	New Rates
1st 10,000 gallons .....	\$2.35/1000 .....	\$2.43/1000
2nd 10,000 gallons .....	\$2.93/1000 .....	\$3.01/1000
3rd 10,000 gallons .....	\$3.52/1000 .....	\$3.60/1000
30,000 + gallons .....	\$4.11/1000 .....	\$4.19/1000

And that the increase for the average consumer of 3,000 or 9,000 gallons will be approximately:

User of 3,000 gallons ..... \$ .24 per month  
User of 9,000 gallons ..... \$ .72 per month

There were no questions; however, Councilor Fierke expressed that he does not like increasing fees but it looked straight forward, and others agreed.

Council President Jenks asked for a motion to approve Resolution No. 2018-09. Councilor Stanek made a motion to approve Resolution No. 2018-09, a Resolution increasing the water consumption rate in the City of Eagle Point to reflect the Medford Water Commission rate increase; and Councilor Mannenbach seconded the motion. There was no discussion. Roll call: Michael Stanek, yes; Bill Fierke, yes; Ruth Jenks, yes; James Mannenbach, yes; Jonathan Bilden, absent; Kathy Sell, absent; and Bob Russell, absent. The motion passed unanimously by those present.

10.2 Resolution No. 2018-10. A Resolution adopting the City of Eagle Point Fleet Safety Program.

Melissa Owens, Finance Director, reviewed the related Agenda Statement and reported the City did not previously have a Fleet Safety Program; however, the program promotes safety, and provides information and guidance for staff and the City. The template was provided by the City's insurer, City County Insurance Services. The Fleet Safety Program covers the requirements for being a driver of the City of Eagle. Additionally, the Program makes it easier for management to make decisions when there are accidents or citations. Council President Jenks inquired about whether or not the policy will allow for a credit on insurance rates. Ms. Owens confirmed that it did and there would be others considered over the next few months. Councilor Fierke noted that it looks similar to the private sector requirements and Councilor Stanek concurred.

Council President Jenks asked for a motion to approve Resolution No. 2018-10. Councilor Mannenbach made a motion to approve Resolution No. 2018-10, a Resolution adopting the City of Eagle Point Fleet Safety Program; and Councilor Stanek seconded the motion. There was no discussion. Roll call: Michael Stanek, yes; Bill Fierke, yes; Ruth Jenks, yes; James Mannenbach, yes; Jonathan

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Bilden, absent; Kathy Sell, absent; and Bob Russell, absent. The motion passed unanimously by those present.

- 10.3 Resolution No. 2018-11. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Meraki Construction for the Public Works Building Roof.

Robert Miller, Public Works Director, reviewed the related Agenda Statement which described the City's Public Works moving to a building in 2006 that was previously owned by the School District. Part of the building has been used but part is unusable due to roof leakage. Mr. Miller reported numerous inquiries on the project but only received one bid and it is within the project estimate. Mr. Miller noted that a concern could be the condition of the plywood; however, it will be unknown until the roofing is removed. A brief discussion followed wherein Mr. Miller reported that if the price is exorbitant, staff would bring back to the City Council. Councilor Fierke inquired about whether the City had previously engaged Meraki Construction for other projects. Mr. Miller responded it had and that the City had good dealings with them but it was not for a roofing project.

Council President Jenks asked for a motion to approve Resolution No. 2018-11. Councilor Stanek made a motion to approve Resolution No. 2018-11, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Meraki Construction for the Public Works Building Roof; and Councilor Mannenbach seconded the motion. There was no discussion. Roll call: Bill Fierke, yes; Ruth Jenks, yes; James Mannenbach, yes; Michael Stanek, yes; Jonathan Bilden, absent; Kathy Sell, absent; and Bob Russell, absent. The motion passed unanimously by those present.

- 10.4 Resolution No. 2018-12. A Resolution authorizing Amendment No. 1 to a City of Eagle Point Personal/ Professional Services Contract with Century West Engineering Corporation for Linn Road-OR 62 to Buchanan Project.

Robert Miller, Public Works Director, reviewed the related Agenda Statement, noting that during several meetings, Century West Engineering Corporation had provided undergrounding options and they anticipate additional engineering costs of approximately \$80,000. Mr. Miller clarified that the Scope of Work requires a detail of work be provided; however, the majority of work covered in Amendment No. 1 is for undergrounding utilities design.

Council President Jenks asked if there was a formal decision, vote, or budget to go forward with undergrounding construction. Mr. Miller responded that there was not but after the last meeting the consultant was of the understanding that there was a consensus to move forward with the plans. Council President Jenks also inquired about the \$80,000 design cost. Mr. Miller reported the amount is for a final detail plan and small increase in utility coordination; however, there would be additional

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costs for modification if it was decided to not go forward with utility undergrounding.

Council President Jenks further inquired about whether or not a formal decision was made by the Council to move forward with the underground hybrid option. Mr. Lawrence asked for clarification of his understanding that the Council had given authority to move forward with the underground hybrid option but that it would not be final until the bids were received and Council approved. Councilors Fierke, Mannenbach, and Stanek confirmed this was their understanding. Mr. Lawrence added that going back and changing the plans to take the undergrounding out would add a significant cost. Mr. Miller confirmed that this item would be brought back before the Council.

Council President Jenks asked for a motion to approve Resolution No. 2018-12. Councilor Stanek made a motion to approve Resolution No. 2018-12, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Century West Engineering Corporation for Linn Road-OR 62 to Buchanan Project; and Councilor Mannenbach seconded the motion. There was no discussion. Roll call: Bill Fierke, yes; Ruth Jenks, yes; James Mannenbach, yes; Michael Stanek, yes; Jonathan absent, yes; Kathy Sell, absent; and Bob Russell, absent. The motion passed unanimously by those present.

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

Councilor Stanek stated there was no report but wanted to continue the discussion presented by Ms. Wewerka regarding improving the Highway 62 corridor. A brief discussion followed and Henry Lawrence, City Administrator, reported the City would work with the Oregon Department of Transportation as well as Eagle Point Code Enforcement.

Council President Jenks reported attending a Rogue Valley Area Commission on Transportation (RVACT) meeting. RVACT is the agency that selected Eagle Point for a grant on the Linn Road Project. However, the next grant cycle will not be similar as funds will be used mostly for paving projects or bridges in the State as well as safety improvements unless something changes at the Federal level.

There were no other reports.

### 12. STAFF REPORTS

Mike Upston, Planning Director, reported on current development including: a meeting with Windermere, Poppy Village being mostly complete, a pre-application for a two-story office building at 17 S. Platt. Upcoming meetings include the Planning Commission which will review applications for the Downtown Façade Grant Program, and work on recommendations for downtown parking. A Branding Meeting will also be held later in the week. Additionally, a Public Hearing is being scheduled for the April 10<sup>th</sup> City Council meeting to correct a procedural error regarding the Lang Duplex Project and property

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exchange with the City. Further, Mr. Upston announced the System Development Charges (SDCs) will be addressed at the June 12<sup>th</sup> City Council meeting with a recommendation on new rates. Downtown Parking will also be an upcoming item but will go through the Planning Commission first. Council President Jenks noted that Councilor Bilden made a point of commercial building SDC's being a primary concern.

Melissa Owens, Finance Director, reported that most projects are in the Friday Letter; however, staff is working on projections, the audit process, and system updates with additional payment options to allow payment by phone.

Robert Miller, Public Works Director, reported on House Bill 2017 regarding transportation and the Safe Routes to School Program. Grants from the program may help the City and School District with safety projects over the next couple of years.

Interim Police Chief May reported making a decision on two candidates and anticipating the lateral candidate will come on board soon.

Henry Lawrence, City Administrator, provided follow up on a discussion from the last Council meeting regarding House Bill 4806A which did not pass regarding requirements for Building Officials. Further, Mr. Lawrence noted a report on this item in the Friday Letter. Additionally, Mr. Lawrence reported on a Public Hearing for the next meeting regarding a Utility Right of Way Ordinance which will essentially replace franchise agreements with utility providers except for Southern Oregon Sanitation and the cable company.

13. INFORMATION

There were no information items for discussion.

14. ADJOURN

There being no further business, Council President Jenks closed the meeting at 6:40 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Robert E. Russell, Mayor