



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

APRIL 10, 2018

REGULAR MEETING MINUTES

1. CALL TO ORDER – 6:00 P.M.

Mayor Russell called the meeting to order at 6:00 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; Joseph 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: Bob Horton, Fire Chief District 3; Lorin Myers, Fire District 3 Chaplain; Suzi Collins, Planning Commissioner; Eric Gunn, Budget Committee Member; Millie Wewerka, Planning Commissioner and Budget Committee Member; Jerry Zieman, Budget Committee Member; and members of the public.

2. FLAG SALUTE AND INVOCATION

Mayor Russell led the Pledge of Allegiance; and Chaplain Myers offered the invocation. Following the invocation, Mayor Russell reminded everyone about quieting cell phones until after the meeting.

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

There were no audience questions or comments.

4. PRESENTATIONS

4.1 Presentation by Fire Chief Bob Horton of Fire District 3.

Fire Chief Horton presented Fire District 3's Annual Report for 2017 (Submission No. 1) and the Strategic Plan for 2018-2020 (Submission No. 2). Chief Horton reported on a fairly normal year with call volumes being up approximately 6.4%,

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and up 2.2% in Eagle Point. With regard to the Fire District's smoke alarm program, 68 alarms were installed in Eagle Point during 2017, all at no cost to the recipients. Chief Horton reported smoke alarm inspection is a routine part of responding to calls. They inspected 557 working smoke alarms in Eagle Point with only 56 not working but afterwards replaced by the District. Chief Horton also reported on the PulsePoint responder program in Jackson County wherein CPR trained citizens in close proximity to Sudden Cardiac Arrest events are alerted.

With eight fire stations in the District, they are off to a great start in 2018 with the new Strategic Plan in place to enhance and improve patronage experience, website, data capturing, and mitigating emergencies. Additionally, the Fire District is focused on facility enhancements and partnering with the Rogue Community College (RCC) to provide classrooms and training grounds for Fire Science students. The District is also excited about acquiring a new one acre parcel in Central Point with the intent to make it a permanent location for the resources currently located on Table Rock Avenue. Seismic upgrades are also in the works at four of their facilities.

Council President Jenks inquired about staffing and asked if the Fire District is recruiting. Chief Horton responded that they are in the process of recruiting a Staff Battalion Chief, a mid-management level position, to be assigned to the Operations Department. Further, Councilor Stanek praised the fire alarm program and asked if it would continue during 2018. Chief Horton responded that the program is ongoing and people may contact the Fire District for alarms. Following the presentation, Chief Horton excused himself to attend a Fire District exam for the Fire Department Engineer/Operator position (the driver operating a fire engine).

4.2 Presentation regarding recycling by Nick Fahey, Southern Oregon Sanitation.

Nick Fahey of Southern Oregon Sanitation (SOS) opened with a statement about recycling being a worldwide issue. A recycling brochure was presented (Submission No. 3) depicting the limited recycling program with only four materials to be recycled in curbside carts: corrugated cardboard, plastic milk jugs, newspapers and inserts, and tin or aluminum cans. Glass recycling is also available at SOS's recycling depot on Ball Road, and at Ray's Food Place once arrangements are completed. A number of audience members had questions and Mr. Fahey clarified:

- Paperback books, magazines, and phone books should not be put in recycling bins.
- Used motor oil may be recycled by calling SOS for curbside pickup or dropping off at their Ball Road location.
- Plastic jugs other than milk i.e. orange juice jugs should not be put in recycling.
- SOS experiencing high recycling costs and current recycling disposal in the regular garbage.
- Limited recycling program to begin in the middle of May or June.

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5. PUBLIC HEARINGS

- 5.1 Public Hearing regarding vacating a portion of North Shasta Avenue public right-of-way in exchange for the dedication of adjacent private property associated with the “Lang Duplexes” project approval at 25 Onyx Street (Planning Action No. 17-11:SPR) in the City of Eagle Point, Oregon.

Mayor Russell announced the Public Hearing had been advertised and all legal notifications were made in compliance with state and local laws. Mayor Russell went on to explain that in addition to a presentation from Staff, all persons interested in offering testimony would be allowed to speak at the appropriate time.

At 6:15 p.m., Mayor Russell opened the Public Hearing regarding vacating a portion of North Shasta Avenue public right-of-way in exchange for the dedication of adjacent private property associated with the “Lang Duplexes” project approval at 25 Onyx Street (Planning Action No. 17-11:SPR) in the City of Eagle Point, Oregon.

Mike Upston, Planning Director, reported the item is to clean up the January 9th approval by Resolution as advised by the City Attorney. Adoption of the Ordinance will authorize the vacation of a portion of North Shasta Avenue public right-of-way in exchange for the dedication of adjacent private property associated with the “Lang Duplexes” project approval at 25 Onyx Street in the City of Eagle Point, Oregon. Mr. Upston concluded with an explanation of how the vacation and exchange will improve both the street and project appearance.

Mayor Russell invited public testimony in favor of the proposal and then in opposition; however, there was no public testimony.

There being no further comments, Mayor Russell closed the Public Hearing at 6:17 p.m.

Mayor Russell announced that the related Ordinance No. 2018-02 was scheduled later in the Agenda as Item No. 9.1. Further, there being no objection to changing the order of business, Mayor Russell asked to discuss and deliberate the proposed Ordinance No. 2018-02; however, there was no discussion.

Mayor Russell asked for a motion to adopt Ordinance No. 2018-02. Councilor Stanek made a motion to adopt Ordinance No. 2018-02, an Ordinance vacating a portion of North Shasta Avenue public right-of-way in exchange for the dedication of adjacent private property associated with the “Lang Duplexes” project approval at 25 Onyx Street (Planning Action No. 17-11:SPR) in the City of Eagle Point, Oregon; and Councilor Sell 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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6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of March 27, 2018.

Mayor Russell announced the Consent Calendar. Cindy Hughes, City Recorder, proposed amending the attendance section of the Minutes. There were no other questions or comments. Councilor Bilden moved to approve the Minutes as revised 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

No items were 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. Councilor Fierke inquired about the amount of purchase for squirrel traps. Mr. Miller explained that in addition to squirrel traps, the amount included weed spraying in seven locations throughout the City. There were no other questions or comments. Councilor Bilden motioned to approve the Regular Bill List in the amount of \$60,016.37 and the Additional Bills List in the amount of \$49,333.20 (Submission No. 4) for a grand total of \$109,349.57. Council President Jenks seconded the motion. There was no additional 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

9.1 Ordinance No. 2018-02, an Ordinance vacating a portion of North Shasta Avenue public right-of-way in exchange for the dedication of adjacent private property associated with the "Lang Duplexes" project approval at 25 Onyx Street (Planning Action No. 17-11:SPR) in the City of Eagle Point, Oregon.

Item No. 9.1 was discussed and deliberated after Item No. 5.1.

10. NEW BUSINESS

10.1 Resolution No. 2018-16. A Resolution adopting amendments to the Rules of the City Council.

Councilor Fierke reported working on this item with Council President Jenks. Revisions included relatively minor changes, correcting typos, and adding the new beginning and ending time for the regular City Council meeting. Additionally, Item No. 2 – Executive Sessions has new language that Executive Sessions must be held in accordance with applicable law. Consideration was given to defining the term "substantial violation" but it was determined to be unnecessary. Item Nos. 58.6 and

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58.7 were amended so that Item No. 58.6 specifically addresses Council approved Committees and Item No. 58.7 addresses non-city committees. Further, they reviewed the City Charter, and while there are a few typos that could be cleaned up, it was not recommended to look at it any longer unless someone came up with a recommendation from a state agency or the like. Henry Lawrence, City Administrator, reported reviewing the new charter model by the League of Oregon Cities (LOC) and comparing it with Eagle Point's. Upon completion of the review, Mr. Lawrence plans to provide comment to the City Council. City Attorney, Joe Kellerman, commented on Item No. 21, pertaining to the process of Dissent and Protest concerning respect for the Council majority decision, and was appreciative that it was kept as part of the Council Rules.

Mayor Russell asked for a motion to approve Resolution No. 2018-16. Councilor Mannenbach made a motion to approve Resolution No. 2018-16, a Resolution adopting amendments to the Rules of the City Council; and Councilor Sell 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.

- 10.2 Resolution No. 2018-17. A Resolution amending the Downtown Façade Improvement Grant Program to include commercial-zoned properties within the Eagle Point Town Center Plan's Creekside District.

Mike Upston, Planning Director, reported on the establishment of the Downtown Façade Improvement Grant Program in 2016. The purpose of the program was to encourage improvement of business façades in the Old Town District of Downtown, and to encourage historic preservation. Since then, the program has been expanded to include the Napa District and the proposed expansion would include the Creekside District.

Council discussion ensued about how the proposed expansion originated, and whether or not the program had been communicated to local businesses. Mr. Upston reported that this particular expansion initiated as part of a discussion about all of the property along the creek and its future growth. Mr. Upston also confirmed he had delivered information about the program to all of the businesses when the program was first adopted. Discussion continued about properties along the creek including the Mill, future commercial growth in the proposed area, and the School District and Head Start properties that are commercially zoned. One point was that the program is intended to renovate existing façades. It was also noted that the only commercial businesses in the Creekside District are the Mill, antique store, Head Start, and chiropractor office.

Mr. Upston further explained about the initial vetting of grant applications at the staff level. To date, three grants have been awarded. Discussion returned about the area to be included in the proposal. Councilor Sell noted that one business, the Little Butte Market, would be excluded unless all commercially zoned properties within the entire Town Center are included. Mr. Upston noted that he could revise the

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Resolution to include all of the commercially zoned properties in the Town Center Plan Area.

Discussion continued wherein Mayor Russell asked Councilor Sell if she would like to make a motion to approve Resolution No. 2018-17. Mr. Upston noted that the Resolution is to approve an expansion. Councilor Sell motioned to approve Resolution No. 2018-17, a Resolution amending the Downtown Façade Improvement Grant Program to include all commercially-zoned properties within the entire Eagle Point Town Center Plan Area; and Councilor Bilden 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.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke made a favorable report on an experience with the house check program by the Police Department for citizens that are away from their homes for a night or longer.

Councilor Bilden reported attending a Southern Oregon Regional Economic Development Inc. (SORED) Board meeting earlier in the day with Jackson County Sheriff Sickler making a presentation about the proposed new jail.

Mayor Russell reported attending a Rogue Valley Council of Governments (RVCOG) meeting with discussion focused on the computer program called ShakeAlert™: Earthquake Early Warning System, giving people a 30 second advance warning of earthquakes. Henry Lawrence, City Administrator, reported receiving a pilot stage ShakeAlert™ program for the City that provides a 90 second warning. Discussion continued about frequency data of tremors in the area which was not available but if the settings on the program are set too low, there would be very frequent warnings. Mayor Russell also reported attending a recent Medford Water Commission meeting and noted the meetings are more congenial. On a final note, Mayor Russell announced Jim Belushi will perform in concert on June 2nd to benefit the Butte Creek Mill Foundation.

There were no other reports.

12. STAFF REPORTS

Mike Upston, Planning Director, reported on building development, and working on long range local and regional housing issues, transportation, and downtown revitalization. Mr. Upston further reported that the Planning Commission will review reducing parking regulations in the Downtown Area to encourage growth. Additionally, the Community Development Commission meets next on May 1 and will have a presentation by the State Historic Preservation Officer about the Certified Local Government Program.

Melissa Owens, Finance Director, reported the Public Hearing on System Development Charges (SDCs) will be held on June 12th and attended by John Ghilarducci of FCS Group. Further, the related Methodology Report by FCS Group has been received and will be available on the City's website. A separate Public Hearing will be held on May 22nd to consider mostly minor adjustments related to building fees to bring Eagle Point's rates in

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line with the rest of the County. That Public Hearing announcement is on the City's website with links to fees included. Ms. Owens also discussed establishing the practice of reviewing fees annually. Other important items included interim field work by the auditors with a site visit on April 30, and a meeting with the City's insurance carrier to review cyber security. Reports on those items will be provided to the Council at a later date.

Robert Miller, Public Works Director, announced the Arbor Day Celebration had been held commemorating Eagle Point's 26th year as a Tree City. Project reports included the completion of the Public Works Roof and staff working on the newly created storage area in that building, the South Shasta Bridge being in the fabrication process, and the Public Works Heated Storage Building Project and Main Street Phase 4 Lighting Project coming up next. Additionally, bids were recently received for LED Lights in the front office area in City Hall, under the estimate, and will be installed over the next several weeks. With regard to ShakeAlert™, a team in Mexico City reported that people can get out or be nearly out of a seven story building in 30 seconds.

Interim Police Chief May announced that Officer Venables had been hired and will be introduced at the April 24th City Council meeting. Officer Venables is in training during the next couple of weeks, and as a lateral hire will be on patrol soon. Another applicant is in the background check process.

Joseph Kellerman, City Attorney, reported being on an out-of-state court case.

Henry Lawrence, City Administrator, clarified that the ShakeAlert™ pilot program has a 90 second warning. With regard to the old fire station site, proposals were due and expected the following day. Mr. Lawrence anticipated presenting this item to the Council on May 8th, and will work on getting representatives to attend that meeting.

Cindy Hughes, City Recorder, reminded the Council about the April 15th deadline for electronically filing Statements of Economic Interest (SEI) with the Oregon Government Ethics Commission.

There were no other reports.


13. INFORMATION

There were no information items for discussion.

14. ADJOURN

There being no further business, Mayor Russell closed the meeting at 6:53 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Robert E. Russell, Mayor