



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

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## OREGON

### EAGLE POINT CITY COUNCIL

Council Chambers  
17 Buchanan Ave. South, Eagle Point, Oregon  
October 8, 2013

### REGULAR MEETING AGENDA

1. CALL TO ORDER – 7:00 P.M.
2. FLAG SALUTE AND INVOCATION
3. AUDIENCE QUESTIONS OR COMMENTS CONCERNING ITEMS NOT ON THE AGENDA
4. PRESENTATIONS
5. PUBLIC HEARINGS
6. CONSENT CALENDAR
  - 6.1 Presentation of Special Study Session Meeting Minutes of September 24, 2013.
  - 6.2 Presentation of Regular Meeting Minutes of September 24, 2013.
7. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR
8. PRESENTATION OF BILLS TO BE PAID
9. OLD BUSINESS
  - 9.1 Transit Survey Subcommittee Selection – Mike Upston, Planning Director.

*If a physical accommodation is needed to participate in this meeting, please contact the City Recorder at 541-826-4212 ext. 106 or TTY/TDD 711 or 800-735-2900. Notification of at least 48 hours prior to the meeting will assist the City in providing reasonable accommodations. (28 CFR 35.102-35.104 ADA Title II).*

**City of Eagle Point Council Meeting Agenda**

October 8, 2013

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10. NEW BUSINESS

- 10.1 Discussion regarding Transportation Grant Funding Opportunities – Robert Miller, Public Works Director.
- 10.2 Resolution No. 2013-55. A Resolution adopting a Traffic Diversion Program Policy (Traffic School) for certain Traffic Violations for the Eagle Point Municipal Court.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

12. STAFF REPORTS

13. INFORMATION

- 14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i), To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

15. ADJOURN

*AGENDA AND COUNCIL PACKETS ALSO AVAILABLE ON WEBSITE*



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

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

SEPTEMBER 24, 2013

## SPECIAL STUDY SESSION 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, Wayne Brown, Bill Fierke, Ruth Jenks, and Aaron Prunty.

Council Members Absent: Kathy Sell.

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

Guests: Julie Brown, Rogue Valley Transit District (RVTD) General Manager; Connie Skillman, RVTD Board Chair; Sharon Kohlmeier, RVTD Board Vice Chair; Bill Mansfield, RVTD Board; Stan Littrell, RVTD Board; Terry Bateman, RVTD Board; Rick Dyer, RVTD Board; Suzi Collins and \*Millie Wewerka, Planning Commissioners; Janet Siedlecki, Economic Development Commissioner; Jerry Zieman, Budget Committee Member; and members of the public and press.

### 2. TRANSIT DISTRICT STUDY

Mike Upston, Planning Director, introduced members of the Rogue Valley Transit District (RVTD) Board, and reviewed the agenda statement. The four major areas of focus during the meeting included: annexation process, RVTD's interest, costs, and voter support.

Mr. Upston welcomed questions, comments and discussion. Numerous aspects concerning the proposed bus service to Eagle Point were discussed as follows:

- Community interest, statistics, and Eagle Point's growth rate

## City of Eagle Point Council Special Study Session Minutes

September 24, 2013

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- Survey and survey language to determine if bus service should be placed on a ballot
- Citizen interest in relationship to tax increases for services
- Change of preferred routes; service to individuals with disabilities, safety, and distance between stops
- Ridership within Eagle Point and other areas, including youth and senior ridership and comparison to other communities
- RVTD's recent expansion of services during weekends and evenings
- Future Highway 62 Expressway
- Timeline for placement on the November ballot
- Competition for tax dollars and funding options
- Unanimous support by the Transit Study Stakeholder Group
- RVTD's enthusiasm and support for services to Eagle Point
- RVTD polling, meeting with Southern Oregon University (SOU), and survey opportunities
- Formation of a subcommittee.

\*Joe Kellerman joined the meeting at 6:39 p.m., followed by Millie Wewerka at approximately 6:40 p.m.

After discussions, Mr. Lawrence stated staff would attend the SOU meeting on October 2, and bring this item back to the next Council Meeting. He also reminded the Council that one of this year's goals is to make a decision about bus service in Eagle Point.

Mayor Russell expressed appreciation to the RVTD Board Members for coming to the meeting and complimented the stakeholder group for their work.

### 3. ADJOURN

At 6:55 p.m., Mayor Russell closed the Special Study Session of the Eagle Point City Council.

Respectfully submitted,

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Cindy Hughes, City Recorder

ATTEST:

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Robert E. Russell, Mayor



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

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

SEPTEMBER 24, 2013

## REGULAR MEETING MINUTES

### 1. CALL TO ORDER – 7:00 P.M.

Mayor Russell called the meeting to order at 7:02 p.m.

Council Members Present: Bob Russell, Jonathan Bilden, Wayne Brown, Bill Fierke, Ruth Jenks, and Aaron Prunty.

Council Members Absent: Kathy Sell.

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

Guests: Mike Frey, Chamber of Commerce; Jerry Zieman, Budget Committee Member; Janet Siedlecki, Economic Development Commissioner; Suzi Collins and Millie Wewerka, Planning Commissioners; and members of the public and press.

### 2. FLAG SALUTE AND INVOCATION

Mayor Russell led the Pledge of Allegiance and Jerry Zieman provided the invocation.

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

There were no audience questions or comments.

### 4. PRESENTATIONS

#### 4.1 Fire Hydrant Painting – Mike Frey, Chamber of Commerce.

Mike Frey of the Chamber of Commerce presented an informational packet about

## City of Eagle Point Council Meeting Minutes

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the Fire Hydrant Campaign including a letter from Jackson County Fire District 3, fire hydrant decoration rules, application, and sample adoption certificate (Submission No. 1). The campaign would promote fire hydrant education and safety, and attract positive attention to Eagle Point. An actual fire hydrant, painted in a patriotic red, white, and blue theme, was shown as an example (Submission No. 2 – photo of hydrant).

Plans for the fire hydrant adoption campaign include a contest with a cash prize, and a tour and map of the hydrants, which would be included as part of the Vintage Faire and 4<sup>th</sup> of July events. Adoption costs, certificates and guidelines for painting the hydrants were discussed as well the success of other communities with similar fire hydrant painting programs.

Approximately 58 hydrants are proposed to be part of the campaign. Essentially all of them are located within the business corridor of Eagle Point. In the future, the program may expand to White City and Prospect. There was no opposition or concern about the program by staff and the Council expressed their support.

### 5. PUBLIC HEARINGS

There were no public hearings.

### 6. CONSENT CALENDAR

#### 6.1 Presentation of Regular Meeting Minutes of September 10, 2013.

Mayor Russell announced the Consent Calendar and asked for a motion. Councilor Bilden moved to approve the Consent Calendar as presented and Councilor Brown seconded the motion. There was no discussion. Roll call: Jonathan Bilden, aye; Aaron Prunty, aye; Wayne Brown, aye; Ruth Jenks, aye; Bill Fierke, aye; Bob Russell, aye; 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 any questions about the bills to be paid including the Additional Bills List (Submission No. 3). There were no questions regarding the bills to be paid. Councilor Bilden moved to approve the Bills to be Paid including the Additional Bills List and Councilor Jenks seconded the motion. There was no discussion. Roll call: Aaron Prunty, aye; Ruth Jenks, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

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September 24, 2013

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### 9. OLD BUSINESS

There was no old business to discuss.

### 10. NEW BUSINESS

- 10.1 Ordinance No. 2013-03. An Ordinance amending the Eagle Point Municipal Code, Title 9 – Public Peace and Welfare, to add a new Chapter 9.09 - Precious Metal and Gem Dealers; Penalties and Enforcement.

Chief Thompson introduced Ordinance No. 2013-03 and discussed the benefits of the Ordinance against criminal activity. Oregon law Chapter 99 regulates the sale and reporting of precious metal sales. However, Ordinance No. 2013-03 extends the waiting period for dealers to dispose of precious metals from 7 to 15 days. Chief Thompson also explained that Eagle Point needed the Ordinance to be similar to other local police agencies. Discussion followed about the electronic reporting process and the impact on businesses to report sales. At the time of the meeting, the precious metals business in Eagle Point had not been contacted about the Ordinance.

Mayor Russell asked for a motion to adopt **Ordinance No. 2013-03**. Councilor Bilden made a motion to approve **Ordinance No. 2013-03** and Councilor Brown seconded the motion. There was no discussion. Roll call: Bill Fierke, aye; Wayne Brown, aye; Ruth Jenks, aye; Jonathan Bilden, aye; Bob Russell, aye; Aaron Prunty, nay; and Kathy Sell, absent. The motion passed five to one.

- 10.2 Discussion regarding a proposed draft Economic Development Strategy – Mike Upston, Planning Director.

Mike Upston, Planning Director, reported the Economic Development Commission had been working toward developing a written strategy for the Commission's direction as shown in the Agenda Statement. Councilor Bilden mentioned that in the past, the Commission had focused more on livability but understood the Council's direction was for a greater focus on business development. A brief discussion followed and while minor editorial revisions may be needed, there was overall Council support. Mr. Upston concluded the discussion and will address action items at the next Economic Development Commission meeting.

- 10.3 Discussion regarding Barton Road Storm Pond – Robert Miller, Public Works Director.

Following Mayor Russell's announcement of Item 10.3, Joe Kellerman, City Attorney, recused himself and sat in the audience.

Robert Miller, Public Works Director, explained that for the past several years the City had considered options to alleviate flooding issues. Resolution No. 2013-13,

## City of Eagle Point Council Meeting Minutes

September 24, 2013

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passed in February 2013, authorized a contract with Civil West Engineering Services, Inc., for the Barton Road Storm Water Pond Feasibility Study. Maps from that study were reviewed and referenced during the discussion (Submission No. 4). Civil West's evaluation and analysis revealed that rebuilding and utilizing the existing pond would not provide as substantial of a benefit as it would by increasing the pond size to 2.3 acres. Increasing the pond size was estimated to provide a reduction of flows by 12%. Mr. Miller reviewed a handout entitled *Barton Road Pond Facts* (Submission No. 5), which included Options 1 and 2 for a 25-year event. Option 1 had an existing footprint size of 1.8 acres with a capacity of 1,759,436 gallons. Expanding that area as described in Option 2 to an area of 2.3 acres would hold 2,248,168 gallons of water. However, Option 2 had not been discussed with all of the affected property owners. Environmental reviews were not included in the study.

Discussions continued regarding costs and alternatives. Mr. Miller explained the City was in the process of acquiring land for a nearby park with the potential for flood mitigation. Mr. Lawrence joined the discussion and sought the Council's direction about pursuing access to the pond, at no cost to the City, other than future repairs or upgrades of the pond. Council expressed concern about costs and environmental aspects. There was additional discussion about vegetation removal and working with the property owner. Staff will explore options with the property owner and bring back to a future Council meeting.

### 10.4 Discussion regarding process for City Administrator's Performance Evaluation – Bill Fierke, City Council President.

Bill Fierke, City Council President, discussed and provided the Council with a copy of the process and final goals from last year, and a blank evaluation form (Submission Nos. 6, 7 and 8). It was agreed they liked the process although Councilor Prunty was not on the Council at the time. Mayor Russell called upon Council President Fierke to head up a committee of two and to select a Council member to work with. It was suggested that a different Councilor be selected as the second member in order to give other Councilors that experience.

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

Council President Fierke reported on the Eagle Point School Board meeting, however, he was not able to attend the meeting. State mandated policies were voted on during that meeting. There was also a very positive informational meeting which included discussions about Showa students, track, tennis courts, and a partnership on pickle ball.

Councilor Bilden reported on the 3rd annual site consultant tour hosted by Southern Oregon Regional Economic Development Inc. (SORED). Part of the tour included a luncheon which was well represented by Eagle Point. Councilor Bilden also reported attending an Eagle Point Parks Foundation meeting and Mr. Lawrence announced they had filed Articles of Incorporation. In addition, Councilor Bilden planned to attend the



## City of Eagle Point Council Meeting Minutes

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upcoming Economic Development Commission meeting, and the League of Oregon Cities (LOC) annual conference, as well as its Board meeting.

Councilor Jenks reported participating in the Transit Study Stakeholder meeting and attending the RVMPO (Rogue Valley Metropolitan Planning Organization) Policy meeting regarding Linn Road. Councilor Jenks reported Eagle Point is still vying for a grant award for Linn Road. Additionally, there are other grant opportunities coming up that she referred to Robert Miller to make a recommendation on in terms of strategy.

Councilor Prunty reported on the recent Parks and Recreation Commission Meeting, and was pleased to see the Commission moving forward. During that meeting, new members were introduced, and discussions were held about Lucas Park and collaborating with the School District on pickle ball.

Councilor Brown reported attending the recent Rogue Valley Sewer Services (RVSS) Board meeting, and there were no major issues to report.

Mayor Russell reported attending an Eagle Point High School football game and encouraged everyone to go to the games. Regarding last week's Water Commission meeting, a presentation was made about a water cooperative agreement between some of the cities in the area. Robert Miller also attended the meeting and stated it had not been determined if the City of Medford and the Medford Water Commission would sign the agreement. On a separate note, Mayor Russell announced he was pleased to be attending the upcoming League of Oregon Cities (LOC) annual conference with some of the other Councilors. Due to a possible quorum at the conference, Joe Kellerman, City Attorney, reminded the Council to be careful about inadvertently conducting City Council business at the conference. The last item to report was the Chamber of Commerce's Helen Wolgamott Volunteer of the Year Award and a Business of the Year Award, on October 9 at the Rogue River Lodge, for \$25 per person.

### 12. STAFF REPORTS

Mike Upston, Planning Director, reviewed an overhead presentation about promoting Eagle Point (Submission No. 9). The presentation included the Eagle Point brochure, informational handouts, website pages, and a letter from Business Oregon confirming Eagle Point's Enterprise Zone Designation.

Melissa Owens, Finance Officer, reported the new Accounting Supervisor, Clairisia Farney, had begun work with the City. The external auditors were also scheduled to be at City Hall through the rest of the week to finish the final comprehensive annual report. Regarding the Finance Report, the City is making sure it stays within budget. Property tax payments will be received in November. Street Funds were addressed as well and that fund will be reimbursed by SDCs. There were no questions about the Finance Report. Regarding website activity, there were 2,800 visits to the City's website last month. The City can identify how visitors get to the website and there will be more discussion about that at a later time.

**City of Eagle Point Council Meeting Minutes**

September 24, 2013

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Robert Miller, Public Works Director, reported on the seal coat project and was pleased with its success. In addition, Mr. Miller reported the Water Conservation Study group held its last meeting and all agreed they had a good product.

Police Chief Thompson responded to Councilor Jenks' previous inquiry about the Radar Reader Board. Statistics were provided, and a software update alleviated downloading issues in obtaining the data. It was noted that the Radar Reader Board is a good visual and creates good will by its presence.

Joe Kellerman, City Attorney, did not provide a report.

Henry Lawrence, City Administrator, commended Mr. Miller for launching the new pavement program and doing more than it was thought could be done.

Cindy Hughes, City Recorder, expressed appreciation to the Council for the opportunity to attend the Oregon Association of Municipal Recorders (OAMR) annual conference. Ms. Hughes reported it was an excellent and worthwhile training conference.

13. INFORMATION

There were no information items to discuss.

15. ADJOURN

There being no further business, Mayor Russell closed the meeting at 8:27 p.m.

Respectfully submitted,

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Cindy Hughes, City Recorder

ATTEST:

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Robert E. Russell, Mayor

BILL LIST  
10/08/2013

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
911 SUPPLY		POLICE UNIFORMS	\$ 1,003.49
AVISTA 130669414		UTILITY	\$ 10.17
AVISTA 163030		UTILITY	\$ 11.16
AVISTA 188273		UTILITY	\$ 31.97
AVISTA 690085486		UTILITY	\$ 9.18
AVISTA 770085486		UTILITY	\$ 15.13
BUD'S TRACTOR SERVICE		MAINTENANCE - DIANNE	\$ 340.00
CENTURY LINK		UTILITY	\$ 1,117.12
CITY OF EAGLE POINT		JUDGE STEWART UTILITY SERVICE	\$ 170.90
CIVIL WEST ENGINEERING		JUDGE STEWART PARKING, WATER MASTER PLAN	\$ 5,847.50
COSTCO WHOLESALE		SUPPLIES	\$ 32.65
DMV		SUSPENSION PACKAGE	\$ 11.50
EAGLE POINT HARDWARE		SUPPLIES	\$ 69.15
ECISO		QUART. BILLING OCT/NOV/DEC 2013	\$ 29,888.99
H D FOWLER		WATER METER SUPPLIES	\$ 568.70
HARDEY ENGINEERING AND ASSOCIATES, INC		CONSTRUCTION INSPECTION	\$ 451.13
HAYS OIL COMPANY		FUEL	\$ 509.40
HENRY LAWRENCE		REIMBURSEMENT	\$ 53.46
HERMAN MILLER WORKPLACE		CABINETS - POLICE	\$ 2,087.35
KATALYST, INC		GREENHILLS MITIGATION	\$ 1,520.00
LAW OFFICES OF BRUCE BISCHOF		ATTORNEY/LABOR NEGOTIATIONS	\$ 256.50
MEDFORD WATER COMMISSION		MASTER METER CONSUMPTION	\$ 38,425.42
MELISSA OWENS		TRAVEL/TRAINING	\$ 548.35
MIKE'S COPY & PRINTING		BUSINESS CARDS & FORMS	\$ 169.75
MT SHASTA SPRING WATER		SUPPLIES	\$ 25.00
OBEC		MAIN STREET BRIDGE EVALUATION	\$ 4,554.11
OFFICE DEPOT		SUPPLIES	\$ 284.36
OFFICE MAX		SUPPLIES	\$ 109.98
ONE CALL CONCEPTS		LOCATES	\$ 56.76
PERSONNEL SOURCE, INC		TEMP SERVICE - MUSEUM, HARNISH, PW	\$ 1,290.58
PITNEY BOWES		EQUIPMENT RENTAL	\$ 227.50
RH2 ENGINEERING, INC		WATER COALITION	\$ 188.00
ROGUE SHRED		UTILITY	\$ 30.10
ROGUE VALLEY COUNCIL OF GOVERNMENTS		DUES 2013/2014	\$ 2,517.00
SOS ALARM		SECURITY SYSTEM MUSEUM	\$ 46.00
SOUTHERN OREGON REGIONAL ECONOMIC DEV.		MEMBERSHIP 7/1/13-6/30/14	\$ 515.00
SOUTHERN OREGON SANITATION, INC		UTILITY	\$ 548.00
SYNERGY RESOURCES		OFFICE EQUIPMENT	\$ 406.18
TEKMANAGEMENT		COMPUTER SUPPORT	\$ 362.50
TYLER TECHNOLOGIES		COMPUTER SUPPORT	\$ 280.00
UNITED RENTALS		EQUIPMENT RENTAL	\$ 141.96
US CELLULAR 958339574		UTILITY	\$ 149.99
WCP SOLUTIONS		JANITORIAL SUPPLIES	\$ 74.50
WEBFOOTE TRUCK & EQUIPMENT		EQUIPMENT REPAIR/MAINTENANCE	\$ 328.41
WELBURN ELECTRIC, INC		WIRE SUMP PUMP	\$ 248.33
			<u>\$ 95,533.23</u>
<b>REFUNDS</b>			
	ANTLER CREEK CONSTRUCTION		\$ 280.64
	BUCK, JIMMY		\$ 46.19
	CARTWRIGHT, KRISTINA		\$ 50.00
	DAVIDSON, ROBERT		\$ 810.00
	ENGEL, G C		\$ 102.73
	GENTRY, PAUL		\$ 5.21
	HODGSON, YRON		\$ 67.67
	KITCHEN, JOSHUA		\$ 41.07
	ROBINSON, SHIRLEY		\$ 15.49
	SCHULZ, AARON/PEGGY		\$ 56.07
	STROUP, RICHARD/DEBBIE		\$ 12.35
	WEYERS, KATIE		\$ 17.31
	SUBTOTAL		<u>\$ 1,504.73</u>
	<b>TOTAL</b>		<u><u>\$ 97,037.96</u></u>

**BUSINESS OF THE CITY COUNCIL  
EAGLE POINT, OREGON**

**AGENDA STATEMENT**

**Item Number:** 10.1  
**Meeting Date:** October 8, 2013

**ITEM TITLE:** Discussion regarding Transportation Grant Funding Opportunities.

**SUBMITTED BY:** Robert Miller, Public Works Director (541) 826-4212 ext. 105

**SUMMARY EXPLANATION:** Thanks to a team effort, the Linn Road Bike/Pedestrian /Streetscape project was recently approved for funding by the Rogue Valley Area Commission on Transportation. The process started with the submitted project package in November of 2012 for the new 'Enhance It' process through the State Transportation Improvement Program (STIP). The project includes a new drainage system, curb and gutter on the north side of the road, and widened sidewalks on the south side. The Buchanan Box Culvert will be replaced and widened. A planted median (sections) is proposed, with pedestrian scale lighting from Buchanan Avenue to Highway 62. The total project cost is estimated at \$2,098,000, with \$1,882,000 funded through the STIP starting in 2016.

The call for projects recently was sent out on the Surface Transportation Program (STP)/Congestion Mitigation and Air Quality (CMAQ) program. The deadline is December 6, 2013 for the same funding time, 2016-2018. Sidewalks, bike lanes and associated drainage are eligible under the CMAQ grants.

The Connect Oregon V Bicycle/Pedestrian application is anticipated to be released the week of October 7. The information ahead of the application described funding will be available in 2014. The emphasis is placed on projects ready for construction.

The City has been focusing on livability, sustainability, connectivity and safety in relation to transportation, specifically for bicycles and pedestrians. The completed South Shasta path, and Loto Street sidewalks are important steps to completing these goals. The Linn Road improvements will enhance the City's entrance/downtown, and complete the Loto Street Bridge to Highway 62 corridor.

Design has been underway on the Creekside Culvert replacement, and plans for widening were completed a few years ago, associated with the Creekside Center. This year (2013/14) design will begin conceptually on the remaining section of the pedestrian path along South Shasta from Alta Vista to Arrowhead Trail, in addition to sidewalks and storm drains on East Main Street from the top of the hill to Hillside Elementary on one side.

Additional important segments to complete include:

**Stevens Road from Alta Vista to the top of the East Main Street Hill.** The East Main Street/Stevens project will complete sidewalks on one side (towards the mobile home park). The

**Agenda Item No. 10.1**

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existing gravel path along Stevens was constructed by the developer, and is in need of upgrading. Providing a crosswalk at Robert Trent Jones, sidewalk infill on both sides, and a traffic control device at Stevens/Idlewood/East Main would provide connectivity and a safe route for school children and recreation. Completion of the vacant property along Stevens Road (Katherine Mae) will also include a dedicated path constructed from the future street off of Steven's Road to the Hillside Elementary entrance.

**Little Butte Creek Path** – A gravel path has been completed from the Antique Store/Butte Creek Mill to the Mattie Brown Park Parking Lot. Mattie Brown Park Parking Lot is currently under construction, and will serve as a trailhead for the path. While the path is a much needed improvement, one vision could be a paved surface, improved drainage, landscaping, and decorative safety lighting. A grant would seek design, right of way, and construction funding to complete the path.

Other projects in the future could include:


**Arrowhead Trail Extension** – Connect the missing segments of Arrowhead Trail. This is anticipated to be constructed with development.

**Royal Avenue Bike Lanes** – Royal Avenue to Reese Creek Road. The north side currently has a multi-use path. Constructing bicycle lanes to both sides, and adding drainage would improve use and safety. The project could include curb, gutter and sidewalks on the south side. The project would be a joint grant application with Jackson County. Completion of the project would result in a jurisdictional transfer, whereby ownership of this section of Royal Avenue would transfer to the City.

**Royal Avenue Bicycle/Pedestrian Urban Upgrades** – Old Highway 62 to Loto Street. A full street section would be accomplished by constructing curb, gutter, sidewalks, bike lanes, drainage, and potential widening. This multi-million dollar project would also be a joint grant application with Jackson County with a jurisdictional transfer at the completion.

Staff is looking for direction on submitting the Stevens Road Bicycle/Pedestrian Improvements as an STP/CMAQ grant, and the Little Butte Creek Path as a Connect V grant.

**FINANCIAL IMPACT:** Any fiscal impact associated with implementation of approved grants will be part of future City Council actions.

APPROVED FOR SUBMITTAL:  10/4/13  
Henry Lawrence, City Administrator

**STAFF RECOMMENDATION:** Staff recommends discussion on the upcoming Transportation Grant Funds.

**BOARD/COMMISSION RECOMMENDATION:** N/A



## Project Funding Application Packet

- Surface Transportation Program (STP)
- Congestion Mitigation & Air Quality (CMAQ)

**Funds Available:** Federal Fiscal Years **2016** (starting Oct. 1, 2015), **2017** (starting Oct. 1, 2016), and **2018** (starting Oct. 1, 2017). Projects must be ready to initiate during this timeframe.

This packet contains materials for applying for federal STP and CMAQ program funds through the RVMPO, including:

- **Instructions** with information on application scoring and evaluation;
- **Application form** (*click here for form [Provide Link]*)
- **RVMPO Construction Cost Estimator – For construction projects only:**  
This cost estimator or engineer's stamped estimate must accompany your application.  
(*click here for form [Provide Link]*)

**Deadline: 5 p.m. Friday, December 6, 2013. Emailed applications only.**

RVMPO is responsible for evaluating, selecting and programming projects, however, final approval of funding is made by Federal Highway Administration and Federal Transit Administration.

To file and obtain information: Rogue Valley Council of Governments  
155 N. First St, Central Point  
541.423. 1361  
[dmoore@rvcog.org](mailto:dmoore@rvcog.org)

## Purpose

This document announces the anticipated availability of federal funds for surface transportation projects within the RVMPO planning area, and the intent of the RVMPO Policy Committee to award funds and program projects. RVMPO anticipates the following funds will be available for the 2016, 2017 and 2018 Federal Fiscal Years (beginning Oct. 1, 2015, Oct. 1, 2016, and Oct. 1, 2017):

	2016	2017	2018
Congestion Mitigation and Air Quality Program	\$2,544,785	\$2,580,412	\$2,616,538
Surface Transportation Program*	\$928,460	\$941,460	\$954,640

Considerable uncertainty exists regarding future levels of federal funding for surface transportation, even whether programs and funds will continue to exist – at least in their present form. RVMPO staff will provide funding updates throughout the grant and MTIP process.

\*Balances after current obligations. Half of the Medford area’s STP allocation goes to Rogue Valley Transportation District (RVTD) to meet state planning requirements (see RVMPO’s 2013-2038 Regional Transportation Plan, Appendix B). The metro area expects to receive just over \$1.85 million in each of the three years.

## Application Check List

Applications must include the following:

- ✓ Application form (2016, 2017 & 2018)
- ✓ Photographs of project site, illustrating project need if possible  
(not applicable to all projects)
- ✓ Map of project site, clearly identifying project termini (not applicable to all projects)
- ✓ For construction projects, completed RVMPO project estimator (available with this packet on line) or licensed engineer’s estimate. The RVMPO estimator was developed and is used by ODOT Highway Division. It uses the most current and reasonable cost estimates available.

Any additional material supplied by applicants will be made available to RVMPO committees for consideration. The application form in this packet must be used for all applications.

## Schedule and Project Selection Process

Planned schedule and summary of actions associated with this project solicitation for STP and CMAQ funds for FFYs 2016, 2017 and 2018 is provided here. For greater detail and more up-to-date information, consult RVMCOG staff or [\[Provide Link\]](#)

**September 11, 2013** – Technical Advisory Committee Conducts Final Review of Project Evaluation Process

**September 24, 2013** – Policy Committee Conducts Final Review of Project Evaluation Process

**September 2013** – Open Project Solicitation Process, Application Packet Available Online, *[Provide Link]*

**November 1, 2013** – Application Period Closes; RVMPO Begins Application Evaluation

**November 13, 2013** – Technical Advisory Committee application workshop (optional for applicants). Opportunity to present applications. ***With TAC concurrence, applicants may submit minor changes to applications by email to RVMPO no later than noon, November 15, 2013.***

**November 2013 to January 2014**– RVMPO Advisory Committees Review Applications, Evaluate Projects, Make Recommendations to Policy Committee.

**November 2013** – RVMPO Initiates Air Quality Conformity Consultation with EPA, FHWA, FTA, DEQ and ODOT.

**January 28, 2014** – Policy Committee Awards Discretionary Funds (Makes Tentative Funding Decisions). ***Applicants invited to make project presentation, including showing maps, photographs, etc.***

**November 2013 - January 2014** – RVMPO Prepares Draft 2015-2018 Metropolitan Transportation Improvement Program and Air Quality Conformity Determination

**January 2014 – February 2014** – Public Comment Period on Draft 2015-18 MTIP and AQCD.

**February 2014** – Advisory Committees Make Recommendations on Draft MTIP and AQCD

**February 25, 2014** – Policy Committee Conducts Public Hearing, Adopts Draft MTIP and AQCD

**March 2014** – RVMPO Forwards MTIP Project List to ODOT for Statewide Transportation Improvement Program; AQCD Submitted to Federal Highway Administration

**April 2014** – MTIP Submitted to FHWA, FTA and to ODOT for Governor's Signature; USDOT Issues Air Quality Conformity Determination

## **Application Process**

### **General**

The application is an electronically fillable form. Applications must be submitted electronically. Contact RVMPO staff for assistance. Where appropriate, applications must include maps delineating project termini or boundaries and photographs of the project area that help show need for the improvement. Applications for construction must include either a completed estimator (on RVMPO website with this packet) or engineer's stamped estimate.

Project applications will be reviewed in a three-step process prior to consideration by the Policy Committee.

**Step 1: Determine Project Funding Eligibility.** Each fund source has a set of qualification rules, which are described below. Applicants should review rules and may consult with RVMPO staff to determine eligibility prior to filling out an application. Applications will be reviewed by RVMPO staff in consultation with FHWA and ODOT to determine initial eligibility. Information provided by applicant must be sufficient to enable staff to determine initial eligibility; the application is designed to provide necessary information.



**Step 2: Initial Project Evaluation.** This step also will be conducted by RVMPO staff, using the *Goals and Project Funding Criteria* table on page 10. Staff will evaluate candidate projects based on the extent to which they would contribute to meeting RVMPO goals, the goals of the Regional Transportation Plan and federal planning requirements, as summarized in the Funding Criteria table.

**Step 3: RVMPO Committee and Public Review.** RVMPO advisory committees (Technical Advisory Committee, Public Advisory Council) in public meetings will review and discuss applications and staff evaluations, consider comments from applicants and the public, and make funding recommendations to the Policy Committee.

Recommendations and comments from the advisory committees and public will be forwarded to the Policy Committee at its public meeting to make tentative funding decisions. Those decisions will go into the draft 2015-2018 MTIP, and be subject to a public hearing by the Policy Committee.

### **Qualifying for Federal Funds**

The STP and CMAQ programs each have rules governing use of funds. General eligibility guidance appears below. All projects must meet basic eligibility requirements for funding under Titles 23 and 49 of the U.S. Code. Although the RVMPO Policy Committee is responsible for selecting projects for these funds, and amending funded projects into the Metropolitan Transportation Improvement Program and Regional Transportation Plan, FTA and FHWA make all final eligibility determinations and authorize release of funds. All funds not used as directed by the Policy Committee are returned to the region for reallocation. Please consult with RVMPO staff if your questions are not answered here.

The **STP Program** provides flexible funding that may be used for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.

Qualifying projects include:

- Construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, or operational improvements for highways and local access roads under 40 USC 14501.
- Replacement, rehabilitation, preservation, protection, and anti-icing/deicing for bridges and tunnels on any public road, including construction or reconstruction necessary to accommodate other modes.
- Construction of new bridges and tunnels on a Federal-aid highway.
- Inspection and evaluation of bridges, tunnels and other highway assets as well as training for bridge and tunnel inspectors.
- Capital costs for transit projects eligible for assistance under chapter 53 of title 49, including vehicles and facilities used to provide intercity passenger bus service.
- Carpool projects, fringe and corridor parking facilities and programs, including electric and natural gas vehicle charging infrastructure, bicycle transportation and pedestrian walkways, and ADA sidewalk modification.
- Highway and transit safety infrastructure improvements and programs, installation of safety barriers and nets on bridges, hazard eliminations, mitigation of hazards caused by wildlife, railway-highway grade crossings.