



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

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

APRIL 22, 2014

## 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, Wayne Brown, Bill Fierke, Ruth Jenks, Aaron Prunty, and 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: Don Skundrick, Jackson County Commissioner; Dan Petersen, Fire Chief - Jackson County Fire District No. 3; Chaplain Lorin Myers and Jerry Zieman, Budget Committee Members; Wyn Lewis and Judy Wehle, Parks and Recreation Commissioners; 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 Lorin Myers provided the invocation.

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

Lorin Myers of Eagle Point reported attending a presentation by Althea Rizzo, Geological Hazard Program Coordinator with the State of Oregon. Ms. Rizzo's presentation was about the impending hazard of the Cascadia Subduction Zone and likelihood of a magnitude 8 or 9 earthquake in the Pacific Northwest. As a concerned citizen, Mr. Myers asked what preparations had been made and encouraged the City and individuals to prepare. Mayor Russell reported the Police Chief attends ongoing training and this was discussed at a recent Oregon Mayors Conference.

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Roger Millard of Eagle Point discussed a recent visit by the City's Code Enforcement Officer regarding storage of a trailer at his residence. Henry Lawrence, City Administrator, gave his business card to Mr. Millard and offered to meet with him.

### 4. PRESENTATIONS

#### 4.1 Jackson County Fire District No. 3: 1<sup>st</sup> Quarter Performance Report – Fire Chief Dan Petersen.

Mayor Russell welcomed Fire Chief Dan Petersen. Fire Chief Petersen presented the 1<sup>st</sup> Quarter Performance Report (Submission No. 1). The presentation highlighted working with Rogue Community College (RCC) students. There are 18 RCC students currently working toward becoming firefighters; and advanced interns are providing valuable services that benefit the Fire District and public.

Other items of discussion included:

- Fire & Life Safety - Fire Marshall, John Patterson: 1<sup>st</sup> Quarter calls for service increased from 198 last year to 393 this year. This team works closely with the community in abating hazards.
- Increases in call volumes.
- Strategic planning in the fall to guide the District for the next three to five years.
- Upcoming Budgeting Session - May 1.
- Possible increase in Real Market Values of properties.

On a final note, Mayor Russell commended the District for their incredibly quick response time to a recent kitchen fire at the Butte Creek Mill. SOS Alarm alerted the Fire District and they arrived before it was even known there was smoke in the kitchen. Mayor Russell humorously reported the only thing burning at the Mill was cookies in the oven. Nevertheless, he was pleased with the nearly immediate response by the Fire Department.

### 5. PUBLIC HEARINGS

There were no public hearings.

### 6. CONSENT CALENDAR

#### 6.1 Presentation of Regular Meeting Minutes of April 8, 2014.

Mayor Russell announced the Consent Calendar and asked for a motion. Councilor Bilden moved to approve the Consent Calendar as presented and Council President Fierke seconded the motion. There was no discussion. Roll call: Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Jonathan Bilden, aye; and Bob Russell, aye. The motion passed unanimously.

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### 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. 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 (Submission No. 2) in the amount of \$6,221.72. Councilor Sell seconded the motion. Councilor Jenks inquired about a payment for City Card Purchases that was listed on the additional bills list. Ms. Owens responded it was the City's credit card purchases for staff and Council, and this particular month included training and conference expenses. There was no further discussion. Roll call: Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Jonathan Bilden, aye; Wayne Brown, aye; and Bob Russell, aye. The motion passed unanimously.

### 9. OLD BUSINESS

There was no old business to discuss.

### 10. NEW BUSINESS

#### 10.1 Resolution No. 2014-10. A Resolution declaring certain property as surplus and authorizing its disposition.

Police Chief Vern Thompson explained about decommissioning police vehicles after they have been replaced. After the vehicles are decommissioned, another department may use them or they may be auctioned. The Butte Falls Police Chief had inquired about the 2007 Ford Crown Victoria and submitted a formal request to transfer the vehicle to Butte Falls (Submission No. 3). A brief discussion followed.

Mayor Russell asked for a motion to approve Resolution No. 2014-10. Councilor Prunty made a motion to approve Resolution No. 2014-10 and Councilor Sell seconded the motion. There was no discussion. Roll call: Ruth Jenks, aye; Aaron Prunty, aye; Kathy Sell, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; and Bob Russell, aye. The motion passed unanimously.

#### 10.2 Continuing discussion concerning 2014-2015 Goal Setting, if necessary.

Mayor Russell stated it was not necessary to continue this discussion.

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

Council President Fierke reported he had not attended the most recent School Board meeting; however, there was a report in the Upper Rogue Independent. In addition, Council President Fierke reported on inclement weather while he was out of state.

Councilor Bilden announced he planned to attend the League of Oregon Cities (LOC) Board meeting in Salem, and would report back at the next Council meeting.

Councilor Jenks reported attending a Super ACT (Area Commission on Transportation) meeting in Roseburg, as a representative of the Rogue Valley Area Commission on Transportation (RVACT). Presentations were made and \$4M in funding was awarded for projects regarding airports, railways, transit busses, and sidewalks. Some of the awarded projects were for the Coos Bay Railroad, Josephine County automatic weather reporting system, and Medford sidewalk improvements. Robert Miller, Public Works Director, commented that Eagle Point did not have a project that was shovel-ready or met the other qualifications.

Councilor Prunty reported on the recent Parks and Recreation Commission meeting wherein they reviewed the priorities discussed during the Joint Meeting with the City Council. They also discussed grant opportunities at the Parks and Recreation Commission meeting. Mayor Russell inquired about quorums for the meetings, and Councilor Prunty reported the Commission had some new enthusiastic members which had met the quorum requirements.

Councilor Brown reported the Rogue Valley Sewer Services (RVSS) Board would be meeting on April 23.

Councilor Sell reported there had been a Planning Commission meeting; however, she deferred the meeting report to Mike Upston, Planning Director. In addition, Councilor Sell expressed appreciation for the Arbor Day Celebration, noting that she and husband, Randy, were honored and touched.

Mayor Russell explained that a giant sequoia tree was dedicated in honor of Nick Sell during the Arbor Day Celebration on April 11 at the Mattie Brown Park. Mayor Russell also spoke about the flowers blooming around town and thanked volunteers for their help. Additionally, he reported attending a Medford/Jackson County Chamber of Commerce luncheon with guest speaker, Kate Brown, Secretary of State; and announced plans to meet with Hillside Elementary 4<sup>th</sup> grade students about the "If I Were Mayor, I would..." contest.

### 12. STAFF REPORTS

Mike Upston, Planning Director, discussed preparations for the May 3<sup>rd</sup> Community Workshop (Old Fire Station Property). In regard to the Economic Development Commission, it is scheduled to meet on May 5, and its strategic initiatives are displayed on

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the wall in Council Chambers. Regarding the Planning Commission, they recently met and approved a conditional use permit on a single family home on North Shasta. Other Planning items included staff approval of a site plan review for a church on Shasta, and non-related discussions with a developer about potential projects. Mr. Upston also noted the Zoning Ordinance may be brought before the Council to make housekeeping and other changes. Two specific items to address would be about determining which decisions should be administrative decisions or that of the Planning Commission; and the other was about downtown parking requirements. Following Mr. Upston's report, Council President Fierke inquired about the number of single family homes permitted this year, and Mr. Upston reported 25 permits for the fiscal year.

Melissa Owens, Finance Officer, noted the financial report was in the agenda packet and everything is on target as expected. One area that is higher had to do with Building SDCs (System Development Charges) and Building Permits. Ms. Owens explained the City budgeted for issuing 20 building permits, and is well over budget with about 2 ½ months of prime building time remaining before the end of the fiscal year. In addition, Budget meetings are scheduled for May 21, and if needed, a second meeting will be held on May 22. Auditors are scheduled to visit May 5-7. The last item reported on was insurance rates. The City's general liability and auto insurance rates increased, but its experience modification rating went down which resulted in a savings of approximately \$5,000 per year for workers' compensation costs.

Robert Miller, Public Works Director, reported on the arrival of the recently approved 4 MG mixer, and installation plans. Mr. Miller also provided updates on the Covered Bridge Painting Project, Judge Stewart House parking and alleyway, and lighting projects. Mr. Miller clarified that lighting at the Bob Moore Park and some of the lighting on Main Street was scheduled to be completed before July 4<sup>th</sup>. In addition, grant opportunities for the Parks Master Plan and Lucas Park playground equipment were discussed. Mr. Miller concluded his report by announcing Rural Development's acceptance of the City's environmental assessment, and the upcoming 30 day public review process. Councilor Jenks inquired about the timeframe for making public notice, and there would be two notices in the paper. There was also an exhaustive list of noticing requirements including notifying adjacent property owners.

Police Chief Thompson reported processing two applicants for the Police Department, and was looking forward to having two new police officers.

Joseph Kellerman, City Attorney, welcomed former Council Member Wyn Lewis, who was in the audience.

Henry Lawrence, City Administrator, reported on the Friday Letter being sent out and posted on the website. He also reported working on the budget, and will incorporate the goals for next year into the budget.

Cindy Hughes, City Recorder, acknowledged audience member Don Skundrick, Jackson County Commissioner, who was welcomed by Mayor Russell and others.

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13. INFORMATION

There were no information items to discuss.

14. ADJOURN

There being no further business, Mayor Russell closed the meeting at 7:40 p.m.

Respectfully submitted,



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Cindy Hughes, City Recorder

ATTEST:



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Robert E. Russell, Mayor