



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

JULY 28, 2015

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 (via telephone), Wayne Brown, *Bill Fierke (via Skype), 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: Colleen Roberts, Jackson County Commissioner; Mike Hussey, Fire District 3, Deputy Chief of Operations; Ron Boughton, Planning Commissioner; Suzi Collins, Planning Commissioner; Charlotte Hoppe, Parks and Recreation Commissioner; Millie Wewerka, Budget Committee and Planning Commissioner; Jerry Zieman, Budget Committee; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

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

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

There were no audience questions or comments concerning items not on the agenda.

4. PRESENTATIONS

4.1 Fire District 3 – Mid-Year Performance Report by Mike Hussey, Deputy Chief of Operations.

Mike Hussey, Deputy Chief of Operations, presented the Mid-Year Performance.

City of Eagle Point Council Meeting Minutes

July 28, 2015

Page 2 of 7

Highlights of the last 6 months included:

- Strategic Planning with a wide range of business and community members represented to develop a three year strategic plan.
- Receipt of \$250,000 grant award to develop training grounds and construct a two story duplex dry house.
- Engagement of Firewise Coordinator to assist communities in landscape fuel mitigation. Eagle Point has the first certified Firewise Community in the Idlewood area and Lone Mountain will be the next.
- Announcement of new Battalion Chiefs, promoted from within and one from the Portland Metro Area.
- Fire District 3 presented the colors for the opening of the Senate session in May.

The next six to twelve month include several goals established through the Strategic Initiative:

- Development of the 8th Fire Station is proposed on Table Rock Road.
- PulsePoint phone application for people trained in CPR to receive an alert of individuals experiencing cardiac arrest with the location of the nearest AED (Automated External Defibrillator).
- Addition of position to create additional assignments and allow development of promotion through the ranks.
- Improvements to Radio Infrastructure.
- Simulation house for training.

Next, response times were reviewed with details about how turnout times are calculated. It was also explained that regarding mutual aid, the nearest fire engine is sent even if it is going to another jurisdiction.

Statistics for the period of January through June were reported as follows:

- 839 Calls for Service
- 478 Inspections
- 23 New Construction
- 107 Fire Investigations

The Strategic Plan for 2015-2017 was also briefly discussed. Mayor Russell commended Deputy Chief Hussey for the excellent report and there was no further discussion.

* At approximately 7:45 p.m., Councilor Fierke was not able to attend the remainder of the Council meeting due to City Hall technical difficulties.

City of Eagle Point Council Meeting Minutes

July 28, 2015

Page 3 of 7

5. PUBLIC HEARINGS

There were no public hearings.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of July 14, 2015.

Mayor Russell announced the Consent Calendar and asked for a motion. Councilor Sell moved to approve the Consent Calendar as presented and Councilor Brown seconded the motion. There was no discussion. Roll call: Aaron Prunty, aye; Kathy Sell, aye; Jonathan Bilden, aye; Wayne Brown, aye; Ruth Jenks, aye; Bob Russell, aye; and Bill Fierke, 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 questions about the bills to be paid. There were no questions regarding the bills to be paid. Councilor Jenks moved to approve the Bills to be Paid in the amount of \$126,474.07 and the Additional Bill List (Submission No. 1) in the amount of \$2,541.09. Councilor Prunty seconded the motion. There was no discussion. Roll call: Kathy Sell, aye; Jonathan Bilden, aye; Wayne Brown, aye; Ruth Jenks, aye; Aaron Prunty, aye; Bob Russell, aye; and Bill Fierke, absent. The motion passed unanimously by those present.

9. OLD BUSINESS

There was no old business.

10. NEW BUSINESS

10.1 Discussion regarding the rates for late fees for utility accounts.

Henry Lawrence, City Administrator, explained that this item was previously initiated by an audience member, Ryan Barbeau. The purpose of the discussion was for staff to get a sense of the Council's direction so that it could be addressed through the Municipal Code. Next, Melissa Owens, Finance Officer, covered the process for billing and handling utility accounts. The following monthly steps are followed:

- 25th – meter reads
- 27th – billing mailed

City of Eagle Point Council Meeting Minutes

July 28, 2015

Page 4 of 7

- 10th – payment due
- 20th – courtesy pink notices generated and mailed
- 25th – meter reads again
- 27th – billing mailed
- 10th – payment due (yellow door tags hung if previous month's bill not paid and \$40 late fee assessed).
- 12th – Water locked off on accounts not paid after yellow door tags are hung.

Ms. Owens further explained that payment to reestablish service after shutoff included a \$40 late fee and \$35 reconnect fee. Approximately 80 to 100 door tags are hung monthly, inducing the \$40 late fee, and approximately 10 residences are shut off. However, Ms. Owens reported there were more when the fee was lower. Ms. Owens further explained that staff works with citizens on payments and encourages contacting ACCESS (The Community Action Agency of Jackson County) for assistance when needed. Ms. Owens also reported that during 2014-2015 there were 1201 late fees assessed with 10-15% written off. Homes in foreclosure were discussed as well because the late fees accumulate and reconnection fees are required for inspections.

During the discussion, Ron Boughton, a citizen and Eagle Point Planning Commissioner, discussed obtaining water service at a residence he recently purchased and was required to pay approximately \$750 in arrearages with additional reconnect fees. Mr. Boughton further expressed that a lien should have been recorded with the Jackson County Clerk's Office to be included in a title search. Mayor Russell briefly discussed how unpaid water bills accumulate monthly and the amount owed constantly changes. Ms. Owens discussed the title company's responsibility of checking with the City and other customers going back to the title company for those costs. She further explained the process of the monthly \$40 late fee and costs for Public Works going to homes to check for changes, notes, squatters, and changes in ownership. Recovering the City's expenses was also discussed.

Additionally, Ryan Barbeau of Eagle Point stated he called on a late notice. Mr. Barbeau reported that no one talked with him about ACCESS and he felt he was faced with hostility about not paying his bills on time. Further, Mr. Barbeau reported doing a lot of research since the last meeting on this and that the majority of late fees go to low income families. Further, Mr. Barbeau stated that he understood about recouping costs, but that there was a cost of robbing people.

Millie Wewerka, citizen and Planning Commissioner, reported positively about the yellow door tags and had once contacted the bank on a bank owned property to let the bank know of the impending shut off. Ms. Owens added that the tags may be helpful for perspective buyers.

City of Eagle Point Council Meeting Minutes

July 28, 2015

Page 5 of 7

A lengthy discussion ensued covering multiple aspects of the fee structure and process. Highlights of that discussion included:

- Impact to citizens whose water is shutoff.
- Landlord's responsibility of Tenant's bill.
- Analysis and recouping costs, consideration of staff time and impact.
- Some other local jurisdictions charging a higher base rate which helps to cover the cost of late fees.
- Average lowest water bill during winter months at approximately \$42 and average during summer months near \$150 including sewer; and comparison to the \$40 late fee.
- Evaluation of billing process in comparison with other local jurisdictions.
- Consideration of how to provide information about ACCESS (The Community Action Agency of Jackson County) for residents in need of financial assistance.
- Council's favor of including a \$5 late fee when the pink notice is mailed and a lower amount than \$40 (possibly \$25) when door tags are hung.

In conclusion, Mr. Lawrence planned to prepare an Ordinance for Council's consideration when all Council members were present.

10.2 Discussion regarding Medford Water Commission's cost of service study and the proposed rate increase.

Henry Lawrence, City Administrator, reported that Robert Miller, Public Works Director, attended a small cities meeting on his behalf which focused on the study and proposed rate increase.

In summary, the Medford Water Commission is proposing a 42% increase to the surrounding cities while proposing a 7% increase to its Medford customers. Contributing to the proposed increase is the Medford Water Commission's pay as you go policy and not obtaining loans for large capital improvements like Eagle Point and other municipalities. The cost of service study was being evaluated for accuracy in order to provide comments to the Medford Water Commission by its due date of August 5. A brief discussion followed about White City water rates, Executive Sessions, and reserves for peak usage.

Mr. Lawrence concluded that the item would be brought back to the next Council meeting.

City of Eagle Point Council Meeting Minutes

July 28, 2015

Page 6 of 7

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Council President Bilden reported it had been a quiet time of year for the Economic Development Commission. However, on the Council's front, a joint meeting with the School Board is scheduled for August 11th.

Councilor Prunty reported on the Parks and Recreation Commission meeting which focused on the Lucas Park Restrooms, possible grant opportunities, and the Parks Foundation. Skateboard parks are still being brought up as young people have remained interested in skateboarding.

Councilor Brown reported on the Rogue Valley Sewer Services Board Meeting with two new sewer contracts awarded and an update on new equipment helping to make their work more efficient. There was also a franchise fee appeal discussed.

Mayor Russell reported a good turnout and very informative Town Hall meeting with Representatives Mike McLane and Duane Stark. Further, Mayor Russell reported on plans to roll out the red carpet for citizens visiting from Eagle Point's Sister City, Showa, Japan; and also encouraged everyone to come out to the Saturday Market.

12. STAFF REPORTS

Mike Upston, Planning Director, reported on the upcoming development of townhomes near Shasta Avenue and Neva Street with ground breaking anticipated this year. Also with regard to development, the Cottonwood Village Subdivision is schedule for a public hearing with the Planning Commission on August 18th followed by a public hearing at the City Council meeting on September 8th. Other development is in the works and in various stages. Regarding the Economic Development Commission, the August meeting had been canceled and the September meeting rescheduled to September 14th. Mr. Upston briefly discussed a wide range of items including signage and content, historic preservation, Highway 62 beautification, and urban growth management. Mr. Upston also announced city events during August including National Night Out and the Street Dance.

Melissa Owens, Finance Officer, reported the financial report was in the Council Packet. With regard to the budget, during the last meeting in June, Budget Amendments were made and the budget has come in as planned, within budget. Two loan payoffs were budgeted and paid at year end. One of the loans was for \$1.4M at 5% interest, and the other was a \$355K loan to be paid off within 60 days. Additionally, staff is working on getting financial data in the system for the new fiscal year.

Robert Miller, Public Works Director, reported on the Parks and Recreation Commission meeting which was mostly informational on the Lucas Park Playground, spray park/aquatic play potentially next spring, and the Parks Foundation's efforts to obtain grants for the Lucas Park Restroom and construction of that project as well. In addition, Public Works is focused on the pavement maintenance program with seal coating and crack sealing

City of Eagle Point Council Meeting Minutes

July 28, 2015

Page 7 of 7

Vern Thompson, Chief of Police, reported on the upcoming National Night Out event and expressed appreciation for a volunteer that helped to post flyers. One question about the Police Report was on agency assists which Chief Thompson reported would be when the Police Department assists an agency like the Department of Human Services or any agency other than law enforcement. Regarding staffing, Chief Thompson announced Daniel Cardenas, a graduate of Southern Oregon University, had recently been hired to perform nuisance abatement duties.

Henry Lawrence, City Administrator, expressed appreciation to staff for their assistance on the Friday Letter and that it was nice to be back from the East Coast.

Cindy Hughes, City Recorder, reported recruitment for the Economic Development Commission and announced the upcoming visit by students and their chaperones from Eagle Point's Sister City, Showa, Japan, on August 5th.

On a final note, Mayor Russell selected Councilors Fierke, Jenks, and Bilden to work on the City Administrator's annual review.

13. INFORMATION

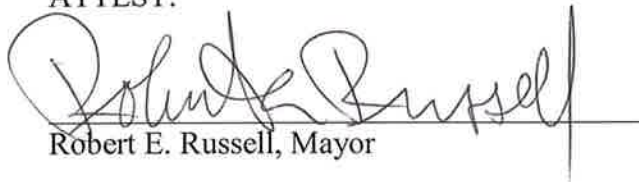
14. ADJOURN

There being no further business, Mayor Russell closed the meeting at 8:35 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Robert E. Russell, Mayor