

CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON



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

FEBRUARY 12, 2013

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, Wayne Brown, Bill Fierke, Ruth Jenks, Aaron Prunty and Kathy Sell.

Council Members Absent: Jonathan Bilden.

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

Guests: Millie Wewerka and Suzi Collins, Planning Commissioners; *Bob Pinnell, Economic Development Commissioner; *Fire Chief Dan Peterson; *Chaplain Lorin Myers; *Tam Moore and Helen Wolgamott, representing the proposed Rogue Valley Heritage District; Julie Thompson, and Bill and Sherry Lawson of the Guardians of the Eagle Point Museum; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Bob Pinnell led the Pledge of Allegiance and Chaplain Myers led the invocation.

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

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

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4. PRESENTATIONS

4.1 Jackson County Fire District No. 3: 4th Quarter Performance Report – Fire Chief Dan Peterson

Fire Chief Peterson spoke about a press release by Jackson County Fire District 3 dated January 17, 2013 (Submission No. 1), regarding the Insurance Services Office (ISO), a private for-profit corporation that evaluates structure fire suppression capabilities in communities across the nation. Fire Chief Peterson explained that the Fire District would be holding public meetings regarding the ISO. Additionally, a task force has been formed at the state level with 14 fire chiefs throughout the state as part of the group. The ISO identified the Dodge Bridge and Sam's Valley Fire Stations as not meeting the minimum requirements by fire insurance companies. Fire District 3 is reviewing the report for miscalculations in grading and other opportunities for improvement. It was further noted that the insurance industry subscribes to the ISO for their services.

Next, Fire Chief Peterson presented the Fourth Quarter Performance Report for the period of October through December, 2012. The following topics were discussed:

- Incident Response Times.
- Staffing and promotion from within the Fire District.
- College Programs and Intern Positions.
- Maintenance by the City of Medford.
- Tax Revenue Reduction to Budget - \$309,000 decrease, County Assessment, and internal adjustments.
- Cancellation of plans to build a new fire station, no consideration of a loan at this point.
- Incident responses up 8.5%, over year increase by 5.2%; Central Point is the busiest fire station.
- Motor vehicle collisions increased by 26%, discussions amongst agencies indicate the increase may be partially related to texting but there is no proof.
- Structure Fires consistent with past year, 1 per week.
- Response measurements are about the same, the suburban area of Gold Hill decreased its response time.
- 60th Anniversary Celebration.
- Fourth Quarter Performance Report (Submission No. 2), review of page 19 - report on the City of Eagle Point.

Fire Chief Peterson opened for questions and invited the Council to visit at any time. There was no additional discussion.

*At approximately 7:18 p.m., Robert Miller, Public Works Director, joined the meeting.

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4.2 Proposed Rogue Valley Heritage District – Helen Wolgamott and Tam Moore

Helen Wolgamott provided a summary of the background about the funding of museums, and the City of Eagle Point has provided some funding for the museum. Since Jackson County eliminated funding of the museums, all 15 local museums joined together to form the Southern Oregon Heritage Association. The Southern Oregon Heritage Association meets monthly to discuss the needs of each museum and funding efforts. Eagle Point recently formed a guardian group, Guardians of the Eagle Point Museum. Ms. Wolgamott explained that the museum was financially involved in bringing the covered bridge to Eagle Point and it has had a positive impact on tourism. Ms. Wolgamott expressed her appreciation for the new museum signs and introduced Mr. Tam Moore.

Mr. Moore expressed his appreciation to the Council for taking on the burden of the museum. He then explained that the Southern Oregon Heritage Association was attempting to form a county-wide heritage district that could support historic preservation, education activities, and museum preservation. The State of Oregon requires a special district to have the consent of each city within its district because it has the ability to impose property taxes. They are proposing a maximum tax be set at .05 cents per thousand. Mr. Moore briefly recapped the information that was provided as part of the agenda packet, including the need for a Resolution of support by each city. If they make the May 2014 election, the District would be in place by the July 2014 fiscal year.

Additional discussion regarded:

- Projection for property values going up.
- Allocation of funds proposed by the Heritage Association, and based on need.
- Signatures of 15% of the registered voters to qualify.
- An estimated rate cap, proposal of .05 cents per thousand, will be determined by the five directors that run the district to budget and disperse.
- Five directors will be publicly elected from the district at large. The terms would be three or four years and Mr. Moore offered to provide the exact term length at a later date.
- Compression rates were also discussed. If market values drop, the City will be closer to its compression limit.
- 30 years ago, the voters voted in favor of .25 cents per thousand.
- Timeline for getting all 11 cities on board – March 2013.

Julie Thompson, Board Member, of the newly formed Guardians of the Eagle Point Museum, introduced Board Members, Bill and Sherry Lawson and Helen Wolgamott. She explained they felt there was a need to support the museum so they filed for incorporation with the State in July. Last year, the Chamber of Commerce focused on the Harnish Wayside and the Eagle Point Women's Club stepped in to

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send volunteers to keep it open longer hours. They are hoping to do the same with the Museum. Their next step is to attain a non-profit status, and they hope to help preserve Eagle Point's history.

Henry Lawrence, City Administrator, asked if the Council would like this item brought back at a future meeting. The Councilors nodded in support.

*At approximately 7:30 p.m., all Fire Department staff left the meeting. Mr. Moore left the meeting at approximately 7:40 p.m.

5. PUBLIC HEARINGS

There were no public hearings.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of January 22, 2013.

6.2 Presentation of Minutes of the Joint Meeting of the City Council and Parks and Recreation Commission of January 22, 2013.

Mayor Russell announced the Consent Calendar and asked for a motion. Council President Fierke moved to approve the Consent Calendar as presented and Councilor Brown seconded the motion. There was no discussion. Roll call: Wayne Brown, aye; Kathy Sell, aye; Ruth Jenks, aye; Aaron Prunty, aye; Bill Fierke, aye; Bob Russell, aye; and Jonathan Bilden, 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). Council President Fierke inquired about the bill for water rights maintenance which was an annual charge.

There being no further questions or comments, Mayor Russell asked for a motion. Councilor Jenks made a motion for the Council to approve the bills as presented including the Additional Bills List. Councilor Prunty seconded the motion. Roll call: Aaron Prunty, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Kathy Sell, aye; Bob Russell, aye; and Jonathan Bilden, absent. The motion passed unanimously by those present.

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9. OLD BUSINESS

There was no old business to discuss.

10. NEW BUSINESS

- 10.1 Resolution No. 2013-06. A Resolution appointing Jerry Close as Commissioner on the Eagle Point Parks and Recreation Commission.

Mayor Russell announced his selection of Jerry Close to be appointed to the Eagle Point Parks and Recreation Commission and asked for the Council's concurrence. Mayor Russell explained that approval of Resolution No. 2013-06 would appoint Jerry Close to immediately begin serving on the Eagle Point Parks and Recreation Commission through December 31, 2013.

Mayor Russell asked for a motion to approve **Resolution No. 2013-06**. Councilor Sell made a motion to approve **Resolution No. 2013-06** and Councilor Jenks seconded the motion. There was no discussion. Roll call: Kathy Sell, aye; Aaron Prunty, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Bob Russell, aye; and Jonathan Bilden, absent. The motion passed unanimously by those present.

- 10.2 Resolution No. 2013-07. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Mary Bosch, doing business as Marketek, Inc., to assist Eagle Point with a retail market analysis and business development action plan.

Henry Lawrence, City Administrator, requested Mike Upston, Principal Planner to lead the discussion and noted he would join in later. Mr. Upston briefly summarized the Agenda Statement, providing the background of two previous joint meetings regarding an economic development strategy. As discussed at both meetings, Ron Fox of Southern Oregon Regional Economic Development Inc. (SORED I) offered to assist Eagle Point with the traded sector and e-commerce aspects of the three prong approach strategy. At the second meeting, Mary Bosch provided her background and proposed to combine SORED I's work with her own to present to the City. Staff asked the Council to consider hiring Mary Bosch as a Consultant.

Mayor Russell discussed the potential of funding by the U.S. Department of Agriculture (USDA) and stated he would be more comfortable receiving financial assistance for this type of work. Councilor Sell asked about what work had previously been done by SORED I for the City. Mr. Upston reported that SORED I is already doing a lot of the work they will do for us and Mr. Fox had planned to put that in writing for the City to understand. Working with Mary Bosch would help the City to understand how a three prong approach would work. Councilor Sell asked if

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there were handouts during Ms. Bosch's presentation and it was noted there was a proposal included. The City also has a copy of the Canby report.

Councilor Jenks expressed that a professional marketing business or individual is needed in this process but she was concerned that there was not enough "how to" in the proposal. She also expressed concern about volunteers moving this forward.

Council President Fierke apologized for missing the meeting with Mary Bosch; however, he expressed concern and opposed the timing for the study. He noted key pieces for consideration were the pending sign on the hotel property and a new management group at the golf course. He agreed with Councilor Jenks that we needed to be prepared to implement any new study. He further expressed that he was not against the study but against the timing of the study. In conclusion, he stated it would be better to wait until the other pieces fell into place.

Councilor Prunty reported recently attending the Oregon Main Street Workshop regarding economic development. During the course of the workshop, Mary Bosch's name came up on several occasions and there were only very positive comments about Ms. Bosch and her company. One person was from the Oregon Parks and Recreation Commission, one from Medford – Oregon Main Street Program, and another from a private company out of San Antonio, Texas. All three had very positive things to say about her company, and the person from Medford couldn't recommend her enough. Councilor Prunty stated he had been on the fence during the previous meeting but would support the study and the selection of Mary Bosch.

Mayor Russell had reservations about whether or not Eagle Point fits the mold for this type of work. He would like to ask questions and speak to other cities of our size. Councilor Jenks restated her comments about needing to have people available to implement a plan. Council President Fierke commented that the Economic Development Commission could work on the other two prongs with Ron Fox.

Mr. Lawrence agreed with all of the comments. He noted that when the process started, all agreed they did not want another report to put on the shelf. There is a stack of reports but when you look at the condition of the City, you can see that a lot of work has been done. Most notable improvements were the golf course and new subdivision, Centennial Plaza, Harnish Park, new bridge and downtown improvements. He spoke about identifying Eagle Point's niche as possibly being its quality of life, and a vision to move forward. A champion is needed to carry out any plan and people coming together to make it happen. He also mentioned the brochure that the Economic Development Commission had worked on but wasn't sure what to do with it.

Councilor Brown discussed the uncertainty of the golf course and its impact on the City. He also stated that we need to look at ways to enhance Eagle Point to get

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people to want to put a business here. Councilors Jenks and Brown asked who would champion the plan. Mr. Lawrence responded that he, staff, the Council, and SOREDI would take the lead. His sense was to keep the momentum moving, get behind this or another idea, or give the Economic Development Commission more guidance. Mr. Lawrence believed spending the \$18,000 to retain Mary Bosch would be money well spent, worth every dollar and more. Ms. Bosch's services, includes her valuable relationships with other people and agencies such as the USDA. He further noted she had contacted the USDA prior to meeting with the City; however, seeking the funding now could preclude the City from additional funding. Mr. Lawrence discussed a variety of options for using funding from the USDA. His past experience in spending money for any plan has had a positive impact in attaining grants.

Mayor Russell asked Bob Pinnell of the Economic Development Commission for his input. Commissioner Pinnell thought it was a lot of money to spend and that the City was not ready to implement a plan. He thought we may need to contact the Chamber of Commerce to get people behind it and that it would take at least five business people to work with the City.

Mr. Lawrence encouraged the Council to look at page two of the proposal regarding the market and services, and whether people would support it. Additional discussion followed regarding new businesses such as the hardware store and pizza place. The final items discussed included:

- Facilitation of a meeting with 15 stakeholders.
- More information to get a better understanding of expenses for optional services by Mary Bosch - the how and who of it.
- Obtaining one or two references for cities our size.
- Mary Bosch's scope of work including community engagement.
- Providing a plane ticket to get Ms. Bosch to visit again.
- Councilor Sell calling Ms. Bosch to ask additional questions.
- Creek utilization to draw people to downtown.
- Round table discussions with the business community.
- A plan that would provide structure and direction for economic development.

Mayor Russell stated the Council was not ready to make a decision and a vote was not held. Discussions would be continued at a later time.

- 10.3 Resolution No. 2013-08. A Resolution granting a 24-month Administrative Development Extension for the previously approved Katherine Mae Tentative Plat and Master Site Plan.

Mike Upston, Principal Planner, explained the application was from Clark Stevens with Richard Stevens & Associates, Inc., and Mr. Stevens was in the audience.

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Katherine Mae is referred to as a Tentative Plat and Master Site Plan instead of a subdivision. This project was originally approved in 2004, amended in 2007, and extended in 2009 and 2010. Staff recommended adoption of this extension request for another two years. Mr. Stevens respectfully requested the extension but did not have other comments. Councilor Sell inquired about extending Onyx Street rather than securing a bond. Mr. Upston responded that during 2010, the City reviewed the conditions and decided they did not want the street extended but he was confident the street would be completed. A brief discussion followed which indicated that the City was protected. Extension dates were also discussed.

*At approximately 8:36 p.m., Bob Pinnell left the meeting.

Mayor Russell asked for a motion to approve **Resolution No. 2013-08**. Councilor Jenks made a motion to approve **Resolution No. 2013-08** and Councilor Brown seconded the motion. There was no discussion. Roll call: Bill Fierke, aye; Aaron Prunty, aye; Ruth Jenks, aye; Kathy Sell, aye; Wayne Brown, aye; Bob Russell, aye; and Jonathan Bilden, absent. The motion passed unanimously by those present.

- 10.4 Resolution No. 2013-09. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with ArcSine Engineering for Loto and Main Street Electrical Predesign – Lighting.

Robert Miller, Public Works Director, explained that the City had budgeted for a downtown lighting plan and requested proposals. Three responses were received and staff recommended approval of the contract with ArcSine. The City is proposing to match its existing lighting features. This contract includes the electrical design and layout, meeting with Pacific Power to design the power drops, providing a construction cost estimate, and will be the first step for sidewalks on Loto Street. LED lights are proposed which will provide a tremendous cost savings and includes the ability to dim the lights. A brief discussion followed regarding the cost of the contract.

Mayor Russell asked for a motion to approve **Resolution No. 2013-09**. Councilor Jenks made a motion to approve **Resolution No. 2013-09** and Councilor Sell seconded the motion. There was no discussion. Roll call: Kathy Sell, aye; Aaron Prunty, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Bob Russell, aye; and Jonathan Bilden, absent. The motion passed unanimously by those present.

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- 10.5 Resolution No. 2013-10. A Resolution designating No Parking Times at 519 South Shasta.

Robert Miller, Public Works Director, explained that the adjustment and designation of no parking times at 519 South Shasta was acceptable to the property owner and accommodates the Eagle Point Head Start Program.

Mayor Russell asked for a motion to approve **Resolution No. 2013-10**. Councilor Sell made a motion to approve **Resolution No. 2013-10** and Councilor Fierke seconded the motion. There was no discussion. Roll call: Ruth Jenks, aye; Bill Fierke, aye; Kathy Sell, aye; Wayne Brown, aye; Aaron Prunty, aye; Bob Russell, aye; and Jonathan Bilden, absent. The motion passed unanimously by those present.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Council President Fierke stated there had not been a School Board meeting since the last Council Meeting but a meeting was scheduled for the following day in Shady Cove.

Councilor Jenks reported on the Rogue Valley Area Commission on Transportation (RVACT) and the projects competing for grant funding; of which, Eagle Point is in position five. Councilor Jenks also noted that Robert Miller, Public Works Director, had been complimented for his presentation and the work that went into it. There was another Transit Study Meeting that Mike Upston, Principal Planner, would report on.

Councilor Prunty did not have a meeting to report on but spoke again about attending the Oregon Main Street Program. After additional future review, he will discuss that in greater detail with staff.

Councilor Brown stated there had not been a Rogue Valley Sewer Services meeting since the last Council Meeting but a meeting was scheduled for the following week.

Councilor Sell reported there had not been a Planning Commission meeting but she had met with Mr. Upston and was in the process of becoming more familiar with the related rules and regulations.

Mayor Russell noted the new trellis on the side of the museum, flower bulbs coming up around the City, and the Green Bag program had gathered about 4,000 pounds of food for distribution within the City of Eagle Point. He also noted the flags would be going up for President's Day and concluded by announcing his plans to attend the City Day at the Capitol together with Councilors Sell and Bilden.

12. STAFF REPORTS

Mike Upston, Principal Planner, reported on the fifth and final Transit Study workshop. The next step is to hold a workshop in March and follow up in April. He also reported

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attending a Jackson County Board of Commissioners' Public Hearing with Henry Lawrence and testified on behalf of the City of Eagle for inclusion in its Enterprise Zone.

Melissa Owens, Finance Officer, recently attended a Finance Officers Group of the Rogue Valley Area. County Assessor, Josh Gibson, spoke at the meeting but also asked a lot of questions of the Finance Officers to find out how he could better serve the communities and cities. He can run reports now that couldn't be run in the past to help in forecasting property taxes better. Additionally, Ms. Owens spoke about the City's website and its "Notify Me" feature, an upcoming presentation by the auditors, and the budget process is beginning.

Robert Miller, Public Works Director, reported attending a water conservation workshop and spoke about water conservation. Discussion followed regarding efforts for cleaning up local cemeteries and developing a plan for headstones in danger of falling and breaking. Councilor Prunty added there is an online course provided by the State Parks & Recreation Commission related to historic cemeteries.

Police Chief Thompson handed out a copy of a letter from FEMA (Submission No.4) which stated they approved the Jackson County Hazard Mitigation Plan. A method to periodically revisit the plan will be developed. In addition, the Emergency Operation Plan would be submitted before the end of the week. It is updated every five years. Chief Thompson concluded his update by reporting on the upcoming oral boards and police officer recruitment.

Joe Kellerman, City Attorney, did not provide a report but was glad to be back. He also mentioned that the next meeting would be on Monday, February 25, 2013.

Henry Lawrence, City Administrator, reported the Lucas Park access property had closed and the deed has been recorded.

Cindy Hughes, City Recorder, announced that a photographer had been selected to take photos of the City Council and she would contact them about scheduling their photographs.

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13. ADJOURN

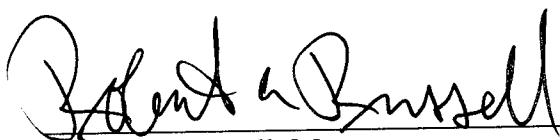
There being no further business for the Eagle Point City Council meeting of February 12, 2013, Mayor Russell closed the meeting at 9:23 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Robert E. Russell, Mayor