



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

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## OREGON

EAGLE POINT CITY COUNCIL  
17 BUCHANAN AVE. SOUTH, EAGLE POINT, OREGON  
**MARCH 12, 2013**  
**REGULAR MEETING MINUTES**

1. **CALL TO ORDER – 7:00 P.M.**

Mayor Russell called the meeting to order at 7:05 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; Melissa Owens, Finance Officer; Robert Miller, Public Works Director; Vern Thompson, Police Chief; Mike Upston, Principal Planner; and Cindy Hughes, City Recorder.

Guests: Don Skundrick, Jackson County Commissioner, Dianne Mihocko, Suzi Collins and Millie Wewerka, Planning Commissioners; Jayne Randleman and ODOT Staff; and members of the public and press.

2. **FLAG SALUTE AND INVOCATION**

Mayor Russell selected Commissioner Don Skundrick to lead the Pledge of Allegiance. Jerry Zieman of the Eagle Point Senior Center provided the invocation.

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

There were no questions or public comment.

4. **PRESENTATIONS**

4.1 Update regarding Mattie Brown Park – Robert Miller, Public Works Director.

Robert Miller, Public Works Director, presented an overhead slide presentation about Mattie Brown Park and provided handouts of the presentation to the City Council (Submission No. 1). This project began several years ago and has been worked on as funding has become available in 2012. The proposed parking lot

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includes approximately 8 spaces, all ADA (Americans with Disabilities Act) accessible, and access to a future path. The new access and parking area would help to meet the demands of heavy park use during the summer months. Mr. Miller reported the City plans to use low impact parking surface or permeable pavement, a relatively new, environmentally friendly process that allows for drainage.

The current estimated project cost is \$166,000 but the project has been budgeted for \$175,000. CMAQ (Congestion Mitigation and Air Quality Improvement Program) funding of \$160,600 will be awarded and requires a match by the City of Eagle Point of \$14,400. An intergovernmental agreement for the CMAQ funding will be on a future agenda.

Currently, a professional analysis of the parking lot is being conducted to determine the risk of flooding. The location of the gazebo is being analyzed as well and may need to be relocated. The cost of the analysis is included in the budgeted amount of the project. Mr. Miller further reported that Boy Scout Troop 48, John Galbraith, and ZCS Engineering, Inc., offered to volunteer in any way they can.

Mr. Miller opened for questions about the project and a brief discussion followed about a permit requirement from Jackson County. It was noted that Jackson County owns that portion of Royal Avenue and therefore requires the permit.

#### 4.2 Eagle Point Police Department Annual Report – Vern Thompson, Police Chief.

Police Chief Thompson presented a brief overview of the Annual Report (Submission No. 2), that he handed out at the meeting. The Annual Report was part the agenda packet which is on the City's website. Regarding the Message from the Chief, on page 1, it basically says the community is a safe place to live, work and play. Overall, violent crime is down by 27%. However, property crime is high but attributed to shoplifting at Walmart. The majority of other crime is related to theft.

The Eagle Point Police Department received approximately 10,393 calls for service in 2012. Of those calls, over 8,000 were documented in writing. Chief Thompson also reported on the following categories that were in the Annual Report: Nuisance Abatement, Accreditation, Use of Force, Racial or Bias-Based Policing, Personnel Action, Overtime, Sick Time Usage, Training, Programs (Neighborhood Watch, School Resource Officer, and National Night Out), Prescription Drug Drop-Off Box (216 pounds of prescription medication received for safe disposal), Promotions, Performance Awards, and Goals Achieved.

Councilor Sell inquired about injured deer removal and the Police Department is the only agency authorized to remove the deer. There were no further questions or comments other than the Mayor expressing appreciation for a job well done.

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### 4.3 Review of Refinancing Opportunities – Melissa Owens, Finance Officer.

Melissa Owens, Finance Officer, presented a PowerPoint Presentation entitled Debt Refinancing Analysis (Submission No. 3). There are currently three areas of debts: 98 G.O. (General Obligation) Bond for City Hall; Sewer Debt; and Water Debt. Interest rates for these debts range from 3% to 5%.

The 98 G. O. Bond has a relatively low balance of approximately \$270,000. It is paid for with a portion of property taxes but does not affect compression rates. The Sewer Debt is approximately \$633,000 which includes two loans, one a Revenue Bond and the other a G.O. Bond. These loans were made together with Rogue Valley Sewer, with annexation into the Rogue Valley Sewer Services in mind. Refinancing of this debt would be complex in that it would need to be refinanced together with Rogue Valley Sewer Services.

The last debt reviewed, the Water Debt includes three loans. Two of the loans are Revenue Bonds. The Revenue Bond for electronic water meters has an approximately balance of \$365,000 and the Revenue Bond for water repairs in 1996 has an approximate balance of \$1,370,000. The third loan is 25% Revenue Bond and the remaining 75% is a full Faith & Credit Loan with a balance of approximately \$3,025,000.

Ms. Owens reviewed the types of loans the City could obtain: a general obligation bond (requiring public vote); revenue bonds (requiring Council approval and a full public hearing) which ties up utility revenues to pay the debt; or a full faith and credit loan (easier to obtain and property tax is used as security). The City has looked at refunding with the U.S. Department of Agriculture (USDA) Rural Development Program; State of Oregon; standard bank loans; LOCAP (Local Oregon Capital Assets Program) offered through the League of Oregon Cities; and other specialized programs. Of all of the refinancing options, LOCAP had the most attractive option. Ms. Owens explained that LOCAP allowed Oregon cities to join together in refinancing efforts to get the best possible loan rates.

Eagle Point's discussions with LOCAP were to refinance two loans. Refinancing through LOCAP would result in rates at the beginning of the loan at about .85% and ending at around 3.85%, with a cost of approximately \$40,000 for bond and rating fees. The total savings over the period of a 24-year loan would be approximately \$424,000, or \$15,000 to \$25,000 per year.

Discussion followed about whether the loan would restrict the City's ability to acquire future loans. Ms. Owens stated the City would be required to determine if it could afford a new loan. There was additional discussion about including the fee costs with the loan amount and if there were restrictions for early payoff.

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Ms. Owens reported that the smaller loan had a 1% penalty for early payoff. The fees of approximately \$40,000 were built into the loan amount. Ms. Owens clarified that the loan would cover the debt for electronic water meters and the 1996 water repairs.

Mayor Russell was favorable of refinancing and the Council nodded in agreement. Henry Lawrence, City Administrator, stated this item would be brought back as a formal Resolution for approval by the Council.

### 5. PUBLIC HEARINGS

There were no public hearings.

### 6. CONSENT CALENDAR

#### 6.1 Presentation of Regular Meeting Minutes of February 25, 2013.

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

### 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. Ms. Owens commented that the Grand Total was actually \$58,825.54. She further noted there was not an additional bills list.

There being no further questions or comments, Mayor Russell asked for a motion. Councilor Sell made a motion for the Council to approve the bills as presented ~~including the Additional Bills List.~~ *(Revised during the City Council Meeting of March 26, 2013)* Councilor Brown seconded the motion. Roll call: Wayne Brown, aye; Jonathan Bilden, aye; Kathy Sell, aye; Ruth Jenks, aye; Aaron Prunty, aye; Bill Fierke, aye; and Bob Russell, aye. The motion passed unanimously.

### 9. OLD BUSINESS

There was no old business to discuss.

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### 10. NEW BUSINESS

- 10.1 Resolution No. 2013-14. A Resolution authorizing a temporary noise exception to the Oregon Department of Transportation for construction on Highway 62 between Linn Road and the northern city limit.

Mike Upston, Principal Planner, stated that noise within the City limits is regulated by the City's Municipal Code. However, there are times when an exception is needed, such as for construction. Jayne Randleman, Project Leader, with the Oregon Department of Transportation (ODOT), and ODOT inspectors, attended the meeting to answer questions about the proposed temporary noise exception for work scheduled July 1<sup>st</sup> through October 31<sup>st</sup>. Allowing for construction work during evening to early morning hours is expected to reduce the possibility of accidents and the amount of time it would take to complete the project during daytime hours. Construction will be within the City's limits on Highway 62 between Linn Road and the northern city limit.

Ms. Randleman spoke briefly about the project and reported ODOT had met with and talked to a lot of people about the project. Most of the discussions were about entrance ways and making sure the postmaster could deliver mail. Numerous public notifications have been made by ODOT and the City. Ms. Randleman also stated that ODOT would be willing to hang notices on doors along the highway prior to construction.

Mayor Russell asked for a motion to approve **Resolution No. 2013-14**. Councilor Jenks made a motion to approve **Resolution No. 2013-14** and Councilor Bilden seconded the motion. There was no discussion. Roll call: Jonathan Bilden, aye; Wayne Brown, aye; Ruth Jenks, aye; Aaron Prunty, aye; Bill Fierke, aye; Kathy Sell, aye; and Bob Russell, aye. The motion passed unanimously.

### 10.2 Review of Council Rules.

There was a brief discussion about the process of reviewing the Council Rules. Mr. Lawrence requested the City Council to review the Council Rules and submit comments to the City Recorder. After those submissions are received, the Council Rules will be reviewed at a later date.

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

Council President Fierke reported there had not been a School District Board meeting since the last Council meeting. At their next meeting, budgetary issues and the grading system will be discussed. With regard to the City's Economic Development Commission, he reported attending its meeting on March 4. Council President Fierke provided a recap of

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that meeting which focused on a proposed economic development plan, as well as a brochure and strategies to promote Eagle Point.

Councilor Bilden reported attending the League of Oregon (LOC) City Hall Day and the LOC quarterly board meeting.

Councilor Jenks reported attending a RVACT (Rogue Valley Area Commission on Transportation) meeting in Grants Pass. The meeting was informational and included the introduction of its new members.

Councilor Prunty announced the Parks and Recreation Commission had held a meeting which included its newly appointed members. The focus of that meeting was Lucas Park, and another meeting was scheduled to be held before the next Council meeting.

Councilor Brown reported the Board of the Rogue Valley Sewer Services was scheduled to meet the following week.

Councilor Sell stated there had not been a Planning Commission meeting since the last Council meeting. She also reported attending the LOC City Hall Day at the Capitol. Councilor Sell reported this was a valuable learning experience and was grateful to be able to attend the event.

Mayor Russell reported attending the LOC City Hall Day together with Councilors Bilden and Sell. With regard to City Hall, Mayor Russell spoke about the blooming flowers throughout the City and recognized staff and volunteers for their hard work in planting flower bulbs. He further reported attending a Water Commission Meeting, the Desert Auction, and announced plans to attend an ACCESS (The Community Action Agency of Jackson County) meeting.

### 12. STAFF REPORTS

Mike Upston, Principal Planner, reported on a development application for a coffee stand and discussed the potential amendment of terms regarding the Quail Point Subdivision. Mr. Upston concluded his report by showing the bronze plaque for the covered bridge.

Melissa Owens, Finance Officer, announced that the City had been working on a community event webpage that was scheduled to go live that week. Additional website expansions were in the works for emergency preparedness and National Night Out. Additionally, announcements about the Highway 62 project are posted on the website regularly. With regard to the Budget, the dates of May 15, 20 and 22<sup>nd</sup>, are being considered for Budget Committee meeting dates. Regarding the auditors, they are scheduled to be at City Hall in May. Ms. Owens is also working on a RFP (Request for Proposals) for a new audit firm. It was noted that the current firm will provide its services for the 2012-2013 audit, and they are welcome to submit a RFP for future services.

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Robert Miller, Public Works Director, reported attending a water conservation technical advisory committee meeting which focused on water consumption. More information will be provided as it becomes available. Regarding speed zones, Mr. Miller reported a new speed zone will be put in place near Carl's Jr. and the mini-storage; and the lowered speed zone on Highway 62 will be extended further north to Crystal. Mr. Miller concluded by providing a brief report on the Main Street Bridge. Lowering the load rating would extend the life of the bridge and a Resolution may be brought to the Council at a future meeting.

Police Chief Thompson did not provide a report.

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

Henry Lawrence, City Administrator, presented the Special Study Session Agenda for March 16<sup>th</sup> (Submission No. 4). The purpose of the Study Session is to develop new goals. There will also be discussions about Parks capital project priorities, long range policy and funding for the street pavement program, as well as long range funding for water utility operations and capital improvements. Mr. Lawrence provided a brief explanation of the discussion topics of the Study Session and invited the Council to add other items to the agenda. Council President Fierke mentioned there were some other items regarding goals that the City Administrator had presented during his evaluation that should be reviewed before the Study Session.

Cindy Hughes, City Recorder, reminded the Council about the upcoming photo shoot on March 26<sup>th</sup> beginning at 6:00 p.m.

At 8:22 p.m., Mayor Russell recessed the meeting for a short break and announced that representatives of the news media and designated staff would be allowed to attend the Executive Sessions. All other members of the audience would be asked to leave the room and welcomed back afterwards, but no regular business was scheduled after the Executive Sessions.

13. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(f), To consult with counsel concerning information exempt from public inspection and regarding privileged matters.

At 8:28 p.m., Council President Fierke opened the Eagle Point City Council Executive Session pursuant to ORS 192.660(2)(f). Following discussion, Council President Fierke closed the Executive Session at 8:38 p.m.

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14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(e), To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

At 8:38 p.m., Mayor Russell opened the Eagle Point City Council Executive Session pursuant to ORS 192.660(2)(e). Following discussion, Mayor Russell closed the Executive Session at 8:53 p.m.

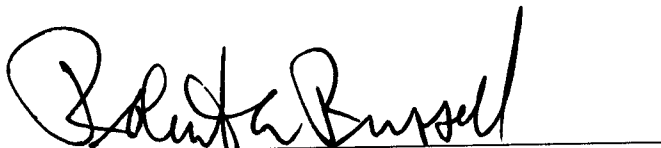
15. ADJOURN

At 8:54 p.m., Mayor Russell reconvened the regular meeting of the Eagle Point City Council. There being no further business, Mayor Russell closed the meeting at 8:54p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Robert E. Russell, Mayor