



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

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

FEBRUARY 25, 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, 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: Matt Deeds with Pauly Rodgers and Co., P.C. via Skype; Julie Brown, Rogue Valley Transit District (RVTD), General Manager; Jerry Zieman, Budget Committee; Janet Siedlecki, Economic Development Commission; Judy Wehle, Parks and Recreation Commission; 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.

Following the flag salute, City Administrator, Henry Lawrence requested to amend the agenda to include an Item 10.5 - Discussion regarding the Medford Water Commission's proposed Wholesale Customer Agreement which was inadvertently left off of the agenda.

Motion: Councilor Bilden motioned and Councilor Jenks seconded the motion to amend the agenda to add Item 10.5 - Discussion regarding the Medford Water Commission's proposed Wholesale Customer Agreement. Mr. Lawrence requested to add an additional Executive Session pursuant to Oregon Revised Statutes (ORS) 192.660(2)(e) - To conduct deliberations with persons designated by the governing body to negotiate real property

City of Eagle Point Council Meeting Minutes

February 25, 2014

Page 2 of 9

transactions. Councilor Bilden amended the motion to include adding an additional Executive Session pursuant to Oregon Revised Statutes (ORS) 192.660(2)(e) - To conduct deliberations with persons designated by the governing body to negotiate real property transactions. Councilor Jenks seconded the amended motion. There was no further discussion. Roll call: Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

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

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

4. PRESENTATIONS

4.1 Presentation by Pauly Rodgers and Co., P.C., regarding the 2012-2013 Annual Comprehensive Financial Report (CAFR) and Audit Report.

Matt Deeds with Pauly Rodgers and Co., P.C., was the team leader in performing the City's audit. He attended the Council meeting via Skype and reviewed the SAS Letter to the Council regarding the 2012-2013 Annual Comprehensive Financial Report (CAFR) and Audit Report. Mr. Deeds explained the purpose of the audit was for their company to provide a professional opinion as to whether the City's financial statements were fairly stated in accordance with generally accepted accounting principles. In addition, the audit was performed in accordance with generally accepted auditing practices and Oregon Municipal Audit Law. The City received a clean opinion with no reservations, and there were no significant findings or management letter issued.

Councilor Jenks asked about best practices regarding governing body monitoring. Mr. Deeds responded that they recommended adopting a policy about the accounting piece in the Council's oversight. An example policy had been provided to Melissa Owens, Finance Officer, and she confirmed she would share that with the Council. Council President Fierke asked if there were any changes since the exit interview, and Mr. Deeds said nothing had come up since then. Mr. Deeds concluded the presentation by expressing appreciation for the City's business and reiterated that staff did a really good job and the letter reflects the same.

5. PUBLIC HEARINGS

There were no public hearings.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of February 11, 2014.

Mayor Russell announced the Consent Calendar and asked for a motion. Councilor Bilden moved to approve the Consent Calendar as presented and Council

City of Eagle Point Council Meeting Minutes

February 25, 2014

Page 3 of 9

President Fierke seconded the motion. There was no discussion. Roll call: Ruth Jenks, aye; Aaron Prunty, aye; Jonathan Bilden, aye; Wayne Brown, 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 questions about the bills to be paid. There were no questions or discussion. Councilor Bilden moved to approve the Bills to be Paid including the additional bills list (Submission No. 1) in the amount of \$6,761. Councilor Jenks seconded the motion. There was no further discussion. Roll call: Aaron Prunty, aye; Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

9. OLD BUSINESS

There was no old business to discuss.

10. NEW BUSINESS

10.1 Resolution No. 2014-04. A Resolution authorizing acceptance of the 2012-2013 Comprehensive Annual Financial Report (CAFR) and SAS114 Letter to Eagle Point City Council.

Melissa Owens, Finance Officer, explained that Mr. Deeds had discussed the SAS114 Letter to Eagle Point City Council, included as Exhibit B to the Resolution. Regarding Exhibit A, the Comprehensive Annual Financial Report (CAFR), there were no significant changes from the report previously presented for the end of the year but additional details were included. Ms. Owens also explained that because of financing with Rural Development, additional information was required in the audit but the figures had not changed. One final detail was about monitoring of financial reports which could be listed on the agenda as an action item instead of being in the Staff Report. There was no further discussion.

Mayor Russell asked for a motion to approve **Resolution No. 2014-04**. Councilor Prunty made a motion to approve **Resolution No. 2014-04** and Councilor Bilden seconded the motion. There was no further discussion. Roll call: Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

10.2 Resolution No. 2014-05. A Resolution appointing James Mannenbach to the Eagle Point Economic Development Commission.

City of Eagle Point Council Meeting Minutes

February 25, 2014

Page 4 of 9

Mayor Russell reported advertisement of a vacancy on the Eagle Point Economic Development Commission had been made in the Upper Rogue Independent and on the City's website. In accordance with the Eagle Point City Charter, Mayor Russell selected applicant James Mannenbach to be appointed to the Eagle Point Economic Development Commission beginning immediately through December 31, 2016. Councilor Bilden reported that James Mannenbach runs a business in White City, serves on the Parks and Recreation Commission, and is the local Rotary Club president. Mayor Russell expressed support of Mr. Mannenbach serving on the Economic Development Commission. There was no further discussion.

Mayor Russell asked for a motion to approve **Resolution No. 2014-05**. Council President Fierke made a motion to approve **Resolution No. 2014-05** and Councilor Bilden seconded the motion. There was no further discussion. Roll call: Jonathan Bilden, aye; Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

- 10.3 Resolution No. 2014-06. A Resolution authorizing an exception to the Council Rules residency period requirement; and appointing Wyn Lewis and Judy Wehle to the Eagle Point Parks and Recreation Commission.

Mayor Russell explained that similar to the previous item, vacancies on the Eagle Point Parks and Recreation Commission were advertised in the Upper Rogue Independent and on the City's website. Mayor Russell announced his selection of applicants Wyn Lewis and Judy Wehle to the Eagle Point Parks and Recreation Commission for immediate appointment through December 31, 2016.

Next, Mayor Russell gave details about the Mayor's authority under the Eagle Point City Charter to appoint members of committees established by Council Rules. He also noted the Council Rules residency period requirement of one year for appointments and a provision for exceptions to the residency requirements. Additionally, Mayor Russell reported meeting with Judy Wehle, and believed her enthusiasm and background warranted an exception to the residency requirement. Councilor Jenks inquired about Ms. Wehle's background, and she was present to explain her most recent position as a HR manager for a large corporation in the Bay Area for 15 years. With that, she had a lot of experience organizing projects, recruitment, and working with communities. There was no further discussion.

Mayor Russell asked for a motion to approve **Resolution No. 2014-06**. Council President Fierke made a motion to approve **Resolution No. 2014-06** and Councilor Prunty seconded the motion. Council President Fierke commented about Ms. Wehle's experience and Mayor Russell added in about Wyn Lewis' experience as well. There was no further discussion. Roll call: Wayne Brown, aye; Bill Fierke, aye; Ruth Jenks, aye; Aaron Prunty, aye; Jonathan Bilden, aye; Bob Russell, aye; and Kathy Sell, absent. The motion passed unanimously by those present.

City of Eagle Point Council Meeting Minutes

February 25, 2014

Page 5 of 9

- 10.4 Council determination regarding whether or not to initiate a ballot measure to extend Rogue Valley Transit District (RVTD) service to Eagle Point.

Mike Upston, Planning Director, explained that during the latter part of 2013, significant work had been put into determining whether or not to initiate a ballot measure to extend transit service to Eagle Point. One of the efforts was a telephone and mail survey to the citizens of Eagle Point. A broad range of citizen response was received, both in favor and opposed.

Mr. Upston clarified the proposed rate of approximately \$17 per \$100,000 of assessed value could change as RVTD is in the process of conducting a survey to determine whether or not people would be willing to pay more for transit service. He further noted a vast majority of the (Eagle Point) survey responses were supportive but as the dollar amount increased, support decreased. In addition, Mr. Upston clarified that only Eagle Point voters could vote on the potential measure. In order to include this on the November ballot, staff needed Council direction to prepare a Resolution to come before the City Council no later than June; followed by RVTD's Board in July, and Jackson County in August.

Mayor Russell invited audience members to provide comment about transit service. Carolyn Stieber of Eagle Point was the first to comment and made comment in support of transit service. Ms. Stieber stated she had taken part in the process for determining transit service, and used public transportation in Denver, Boulder, and Portland. Ms. Stieber believed transit service is a livability and quality of life issue such as having libraries. She concluded by stating that providing public transportation for people that didn't have transportation would be a great positive move in the right direction.

Mike Frey of Eagle Point expressed appreciation for the opportunity to speak about transit service, and to the Councilors for volunteering their time. Mr. Frey stated he was present in multiple capacities: property owner, business owner, and as President of the Eagle Point and Upper Rogue Chamber of Commerce. He expressed support of transit service in all three capacities. Further, Mr. Frey stated he had participated as a Stakeholder, and thought the best thing to do would be to let the citizens decide.

Janet Siedlecki of Eagle Point expressed appreciation to everyone involved in the transit study; specifically thanking the stakeholder group, Mike Upston, Paige Townsend, Julie Brown, and the people who conducted the survey. Ms. Siedlecki concluded by stating she hopes it works.

Vicki Brown, a stakeholder group member, stated she has and would use public transportation. As an instructor at Rogue Community College, she noted there was great interest in connecting Eagle Point with bus service. Ms. Brown concluded by encouraging the opportunity for voters in Eagle Point to consider this option.

City of Eagle Point Council Meeting Minutes

February 25, 2014

Page 6 of 9

Mayor Russell asked Council members to provide input on what to do. Councilor Brown thought it should be put on the ballot to let the voters decide. Councilors Prunty, Jenks, and Bilden agreed. Council President Fierke disagreed, noting concerns about the survey and other monies that may be needed elsewhere in the community. With the other ballot measures, Council President Fierke concluded he was opposed. Mayor Russell stated he had mixed feelings but overwhelming had been asked to get this item on the ballot. Mayor Russell also spoke about public transit from an economic standpoint, and was in support of having it on the ballot. Mayor Russell said the Council had given a head nod and asked if there were comments from staff.

Chief Thompson expressed support of public transportation. Mayor Russell asked about crime statistics related to public transportation however none were available during the meeting. Mike Upston added that there are perceptions and realities about public transportation, with both benefits and compromises. Mayor Russell stated the Council was in favor of moving forward.

Joe Kellerman, City Attorney, explained the next step is preparation of a Resolution to put on the ballot, and proposed the ballot measure be included as part of the Resolution. The language is required to be neutral and Mr. Kellerman stated he would include as complete of information as is available.

Regarding RVTD's serial property tax levy, Julie Brown of RVTD stated they are looking at three different scenarios but she did not believe the amount would be over 17 cents per thousand, and could be around 4 or 5 cents. Ms. Brown also discussed extended service and Saturday service, rerouting to provide service near the Airport, and expanding to serve the White City, RCC Campus. The cost to the average household would be between \$40 and \$60 per year.

10.5 Discussion regarding the Medford Water Commission's proposed Wholesale Customer Agreement – Henry Lawrence, City Administrator

Henry Lawrence, City Administrator, explained this item was on the agenda at the last meeting. Although Eagle Point's current contract does not expire until October 2016, comments had been requested earlier than the meeting date. Two draft letters, to the Medford Water Commission had been prepared for Council review. Draft letter options 1 and 2 were read out loud for the Council's consideration. The Council discussed and authorized staff to make revisions to the proposed letter.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Council President Fierke reported on the highlights of the School Board meeting, noting the presentation regarding transit service. Board meeting discussions also included the Superintendent's evaluation and renewal of contract, district goals, communications, and meeting for strategies of improvement. Eagle Point's graduation rate is now at 81%,

City of Eagle Point Council Meeting Minutes

February 25, 2014

Page 7 of 9

behind only South Medford and Ashland in Jackson County. Regarding communications with Showa Japan, communication attempts had been made and were underway.

Councilor Bilden announced the Eagle Point Economic Development Commission was scheduled to meet the following week, and the Commission had one vacancy left. Future meetings include Southern Oregon Regional Economic Development Inc. (SORED) and the Governor's Regional Solutions Council next month, and the League of Oregon (LOC) Board meeting. He also reported meeting with Jim Fong, Executive Director of the Job Council.

Councilor Jenks reported attending a Rogue Valley Metropolitan Planning Organization (RVMPO) meeting earlier in the day. Robert Miller, Public Works Director, presented a grant request during that meeting regarding the Stevens Road Project. Other presentations were also made during the RVMPO meeting. The next step is for the Policy Committee to review and prioritize the requests.

Councilor Prunty reported the Parks and Recreation Commission had met but they were down a few members and lacked a quorum. Some of the topics discussed included a new survey posted on the City's website, and tying in community events with Parks and Recreation.

Councilor Brown reported on Rogue Valley Sewer Services' new accounting software used for its first quarter financials, and on system use and monitoring of the sewer system in White City.

Mayor Russell reported attending a Medford Water Commission meeting but he planned to step back from attending some of the meetings as there was not an opportunity to provide substantive input. Nevertheless, he planned to attend the upcoming RVCOG meeting and reported working with the School District on the League of Oregon Cities "If I were Mayor" campaign.

12. STAFF REPORTS

Mike Upston, Planning Director, announced the Economic Development Commission was scheduled to meet on March 3, and the Planning Commission would also be meeting in March. In addition, he discussed a future public hearing on a property on North Shasta, Cottonwood development, Crestview consolidation, and the addition of new signage on Oak Point Drive. A brief discussion followed.

Melissa Owens, Finance Officer, announced the Financial Report was included in the Council Packet and offered to answer questions. She also mentioned that franchise payments appeared low but would be within budget. Staff is currently working on water financing project paperwork for Rural Development which will be presented sometime in March. Mayor Russell complimented and commended Ms. Owens about the positive audit results.

City of Eagle Point Council Meeting Minutes

February 25, 2014

Page 8 of 9

Robert Miller, Public Works Director, discussed meeting with Jared Hill of the LDS Church and teaming with other churches to take on a project. In addition, Mr. Miller discussed the Parks and Recreation Survey, Stevens Road presentation, and preliminary work on the USDA water projects. Janet Siedlecki acknowledged the clean up and storm preparation. Mr. Miller reported there were no reports of flooding with the storms, the largest since 2005.

Police Chief Thompson provided an update on applicants and testing for the new police officer recruitment. He also reported attending a State Emergency Response Commission meeting regarding hazardous materials incidents and the related Act from 1986. A brief discussion followed.

Henry Lawrence, City Administrator, discussed presenting the USDA loan documents for Council approval during March, working on franchise agreements, and the upcoming completion of a new personnel policy manual.

Cindy Hughes, City Recorder, reported on the remaining vacancy for the Economic Development Commission as well as recruitment for the Budget Committee.

There were no other staff reports.

13. INFORMATION

There were no information items to discuss.

At 8:41 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 Session. All other members of the audience would be asked to leave the room and welcomed back afterwards.

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; ORS 192.660(2)(f), To consult with counsel concerning information exempt from public inspection and regarding privileged matters; and ORS 192.660(2)(h), To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

At 8:47 p.m., Mayor Russell opened the Eagle Point City Council Executive Session pursuant to ORS 192.660(2)(e), ORS 192.660(2)(f) and ORS 192.660(2)(h). Following discussion, Mayor Russell closed the Executive Session at 9:25 p.m.

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City of Eagle Point Council Meeting Minutes

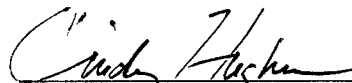
February 25, 2014

Page 9 of 9

15. ADJOURN

There being no further business, Mayor Russell closed the meeting at 9:26 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Robert E. Russell, Mayor