



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

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## OREGON

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

SEPTEMBER 26, 2017

### 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, Bill Fierke, James Mannenbach, Kathy Sell, and Michael Stanek.

Council Members Absent: Ruth Jenks.

Staff Members Present: Henry Lawrence, City Administrator; Joe Kellerman, City Attorney; Robert Miller, Public Works Director; Melissa Owens, Finance Director; Vern Thompson, Police Chief; Mike Upston, Planning Director; and Cindy Hughes, City Recorder.

Guests: Suzi Collins, Planning Commissioner; Millie Wewerka, Budget Committee Member and Planning Commissioner; Jerry Zieman, Budget Committee Member; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

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

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

Diane Archer of Eagle Point expressed appreciation for the Community Day of Service, and offered to help in the future. Ms. Archer also discussed and suggested selling address numbering similar to that provided in rural areas by the Fire District. Mayor Russell noted it was a safety issue if a residence could not be identified. There were no other audience questions or comments.

4. PRESENTATIONS

There were no presentations.

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### 5. PUBLIC HEARINGS

There were no Public Hearings.

### 6. CONSENT CALENDAR

#### 6.1 Presentation of Regular Meeting Minutes of September 12, 2017.

Mayor Russell announced the Consent Calendar. There were no questions or comments. Councilor Bilden moved to approve the Consent Calendar as presented and Councilor Fierke seconded the motion. There was no discussion. Roll call: James Mannenbach, yes; Kathy Sell, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bill Fierke, yes; Bob Russell, yes; and Ruth Jenks, absent. The motion passed unanimously by those present.

### 7. PRESENTATION OF BILLS TO BE PAID

Mayor Russell asked if there were questions about the bills to be paid. There being no questions, Councilor Bilden moved to approve the Regular Bill List. Councilor Stanek seconded the motion. There was no discussion. Roll call: James Mannenbach, yes; Kathy Sell, yes; Michael Stanek, yes; Jonathan Bilden, yes; Bill Fierke, yes; Bob Russell, yes; and Ruth Jenks, absent. The motion passed unanimously by those present.

### 8. OLD BUSINESS

There were no old business items.

### 9. NEW BUSINESS

#### 10.1 Stevens Road Update – Robert Miller, Public Works Director.

Robert Miller, Public Works Director, reviewed the related agenda statement in its entirety. In brief, it included the history of the May 9 meeting and OBEC Consulting Engineers' draft plans addressing: Water Quality, Retaining Walls, Utilities, and Lighting. Notifications were sent to adjacent property owners to discuss the project and three meetings with property owner have been held.

Current issues and next steps begin with the preliminary costs for Right of Way easements and engineering estimated by the consultant. A meeting with City staff, Oregon Department of Transportation (ODOT), and the consultant is scheduled within the next week. Mr. Miller discussed OBEC's proposed 30% contingency on the overall construction cost and its impact on the required funding match. Paul Gregory, Eagle Point's new Public Works employee, is an ODOT Certified Inspector; however, his participation on this project may be limited by other Public Works' duties.

Mr. Miller sought the Council's guidance regarding the proposed retaining wall, and pedestrian lighting. The retaining walls, estimated between six and eight feet in height, were not opposed by the Council but options and cost estimates for decorative retaining walls were suggested. Next, Mr. Miller discussed the Arlington

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Decorative Lighting, used in that area and the Idlewood Subdivision. Councilor Sell asked about the cost difference between this and LED lighting. Mr. Miller reported the initial cost for LED lighting is higher but he will investigate the availability of a similar LED series. Mayor Russell and several Councilors voiced support of consistent styling.

Last, Mayor Russell expressed disappointment in this project coming before the Linn Road Project; however, Mr. Miller assured him that the Linn Road Project would be coming soon.

### 10.2 Discussion regarding Eagle Point City Charter Amendment – Henry Lawrence, City Administrator.

Henry Lawrence, City Administrator, explained that a couple of members of the Council expressed interest in amending the Charter which had last been amended in 1997.

Councilor Bilden joined the discussion, explaining interest in a review of the Charter but not necessarily an Amendment. Councilor Bilden reported attending a League of Oregon Cities (LOC) conference wherein Councils were advised to review their City Charter every 10 years. He also reported that community members had asked about the Charter and rules in place, and it was noted that the Charter is 20 years old.

Attorney Kellerman reported on the 1997 Charter Amendment with the most significant changes addressing term limits; and the voters passing it with a high percentage. Attorney Kellerman went on to explain the process as being comparable to the Rogue Valley Transportation District annexation initiative or it could be initiated by voter referendum. Attorney Kellerman also recommended against doing this as a special election because the City would be responsible for the cost which could be substantial. Nevertheless, Attorney Kellerman thought the City Charter was clean and explained it is the City's governing document, like the Constitution.

Councilor Fierke asked if anything in particular stood out and questioned starting a costly and time consuming process, noting staff's time constraints. Further, Attorney Kellerman reported that the 1997 Charter Amendment included language from the LOC and went through its' review process. Discussion continued wherein Attorney Kellerman noted the Charter could be sent to the LOC for review without charge. There was support of this and Mr. Lawrence confirmed the City would send the Charter to LOC for review.

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

Councilor Fierke reported on the recent School District 9 Board Meeting with a number of policies, and the pre-meeting addressing Board training.

Councilor Mannenbach reported on the Community Day of Service as being a fun day with the community working together and doing a good job.

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Mayor Russell reported on the Chamber of Commerce Annual Awards Banquet with State Farm Insurance awarded as Business of the Year; and Coach John Thompson of the Jr. Eagles Girls Fast-Pitch Softball Team was recognized as Volunteer of the Year. Mayor Russell further reported 132 golfers participated at the Butte Creek Mill Foundation golf tournament.

### 12. STAFF REPORTS

Mike Upston, Planning Director, announced we are close to having a Black Rock Coffee Company which is scheduled to open after October 1<sup>st</sup>. Other development in progress is the Windermere Real Estate Office relocation, duplex buildings near Little Butte Park, and the future Eagle Point Family Dentistry location at the Creekside Commercial Center with construction anticipated in the spring. Next, Mr. Upston reported on upcoming public hearing items for the Planning Commission meeting on October 17<sup>th</sup> and City Council meeting on November 28<sup>th</sup> to consider adoption of the updated floodplain management regulations; and adoption of updated Comprehensive Plan and Zoning Maps. A discussion on density will be discussed at the next City Council meeting. Last, Mr. Upston announced the first meeting of the Community Development Commission is scheduled on October 3.

Melissa Owens, Finance Director, reported on the Financial Report in the Council packet with items through August and as expected. Also in that report is a project list covering the last couple of months and a number of statistics related to the Finance Department and Municipal Court. In addition, the Department is working on getting the annual financial report ready to submit to the State.

Robert Miller, Public Works Director, reported very positively on the results of the Community Day of Service with good participation on the project. With regard to Public Works, an unusually high number of water breaks, six, had occurred on the previous day; however, two of the breaks were on private property. Most had been small but a break near Bridgeport Road was substantial. However, all were addressed by 8:30 p.m. Lynn Leissler, a Reporter for the Upper Rogue Independent, reported on a friend telling her about a helpful and courteous Public Works staff member, Matt Hall.

Chief Thompson reported attending the FBI National Academy Retraining Event in Klamath Falls with training on firearms, ethics, and a presentation about a partnership between the Corvallis Police Department and the University to resolve student conduct.

Henry Lawrence, City Administrator, discussed coordinating a stakeholder committee of 15 to begin branding work at a public meeting on October 19 in the Council Chambers. Members of the committee include: Robert Russell, Jonathan Bilden, Michael Stanek, Aaron Schultz, Wyn Lewis, Char Hoppe, Dennis Godfrey, Bob Pinnell (representing the Chamber), Brandon Crosier, Dianne Mihocko, Suzi Collins, Joni Parsons, Bob Hyer, Chana Hyer, Alan Curriston, and Mike Upston on a staff level. Mr. Lawrence further reported on surveys related to the Branding process.

Cindy Hughes, City Recorder, reported attending the Oregon Association of Municipal Recorders' conference and briefly shared about some of the classes including emergency preparedness, workplace diversity, and public records. She also expressed appreciation to the City Council and City for supporting professional education and development.

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12. INFORMATION

There were no information items for discussion.

At 7:38 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 although there would be no additional business after the Executive Session.

After the meeting had been recessed, Dianne Archer asked about the timeline for the Stevens Road Project and expressed concern about potential accidents. Mr. Miller reported the project would go out to bid next year with construction anticipated in the summer of 2018. Mr. Miller further clarified that sidewalks and bike lanes will be part of the project and offered to meet with Ms. Archer to discuss the project.

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 7:41 p.m., Mayor Russell opened the Executive Session pursuant to ORS 192.660(2)(e) and closed the Executive Session at 7:47 p.m.

EXECUTIVE SESSION PURSUANT TO 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 7:48 p.m., Mayor Russell opened the Executive Session pursuant to ORS 192.660(2)(h) and closed the Executive Session at 8:12 p.m.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i), To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. At 8:13 p.m., Mayor Russell opened the Executive Session pursuant to ORS 192.660(2)(i) and closed the Executive Session at 8:20 p.m.

15. ADJOURN

There being no further business, Mayor Russell closed the meeting at 8:21 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Robert E. Russell, Mayor