

# **CITY OF ROGUE RIVER**

# **City Council Minutes**

**THURSDAY, SEPTEMBER 22, 2016**

**CITY HALL COUNCIL CHAMBERS**

**CITY OF ROGUE RIVER, JACKSON COUNTY, OREGON**

**CALL TO ORDER** The Regular Council meeting was called to order by Mayor Pam VanArsdale at 7:00 p.m.

**INVOCATION** City Administrator Mark Reagles delivered the Invocation

**PLEDGE OF ALLEGIANCE** Mayor Pam VanArsdale led the Council and audience in the Pledge of Allegiance

**QUORUM** **COUNCIL MEMBERS PRESENT:**

Mayor Pam VanArsdale  
City Councilor Bill Jones  
City Councilor Fred England  
City Councilor Shelli Spencer  
City Councilor Don Daugherty  
City Councilor Mark Poling

**COUNCIL MEMBERS ABSENT:**  
City Councilor Robert Catherwood

**ALSO PRESENT:**  
Mark Reagles, City Administrator  
Carol Weir, City Recorder

A quorum was present and due notice had been published.

**APPROVAL OF MINUTES:**

MOVED (SPENCER), SECONDED (ENGLAND) AND CARRIED TO APPROVE THE MINUTES OF JUNE 23, 2016.

**COMMITTEE REPORTS:**

**Community Relations:** City Councilor Shelli Spencer reported that she attended the Chamber of Commerce meeting where they appointed Ryan Hess to the Board and she announced that they would be holding a barbeque at the Chamber of Commerce Kiosk at 4:00 p.m. on September 30, 2016 to celebrate the completion of the kiosk remodel.

**Finance Committee:** City Councilor Don Daugherty reported that they met twice during the month August 2016 to review and approve bills and signed 83-checks in the amount of \$91,768.26.

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**Planning Commission Liaison:** City Councilor Mark Poling reported that they had held a public hearing and he was not able to attend. The meeting was held to review and approve an application for a manufacturing business located in the Industrial area off North River Road.

**Police Commission:** City Councilor Bill Jones reported that he had attended Court and they held 12-arraignments and 5-Trials. They also met with Chief Snyder and they reviewed the statistical logs and discussed the arrests the department had been making. Chief Snyder had started handing out trash bags to transients to clean up the area they had been trespassing on. The other major issue was the night of car break-ins, and we need to impress on the citizens to lock their vehicles.

City Councilor Don Daugherty asked how the interviews for the new Police Officers were coming along?

City Councilor Fred England said they had 7-applicants scheduled, 5-members showed up, the interviews went quite well and felt they ended up with a potential candidate.

**Middle Rogue Metropolitan Planning Organization (MRMPO):** Mayor Pam VanArsdale reported that they added more projects to the Regional Transportation Plan. As cities are doing work and even though they were paying for the project it still needed to be reflected as part of the transportation plan. So each month they add projects to their list. The City of Grants Pass had been doing signal and pedestrian upgrade improvements in town and part of the bus facilities program that the Josephine County Transit was working on.

**Rogue Valley Area Commission of Transportation (RVACT):** Mayor Pam VanArsdale reported that they reviewed the enhanced projects that had been chosen, one being the Josephine County Transit System that was moving their pickup locations from the Ann Basker Building, at the County Courthouse to a location on 5<sup>th</sup> Street. The project will be done in two phases, which was the only way to get the enhanced funds. Although Josephine County would have to come up with a match of \$172,000 and they believe they can do it. They had until the end of the year to figure how to fund it.

**OLD BUSINESS:**

**AGENDA ITEM 1** **Council Bill No. 16-2327:** An Ordinance granting a Non-Exclusive Franchise to Falcon Cable System II, LLP, dba, Charter Communications, to operate and maintain a Cable Communications System within the City limits of the City of Rogue River, Oregon, and repealing Ordinances No. 00-298-O, 01-305-O, 04-321-O and 09-359-O.

MOVED (SPENCER), SECONDED (JONES) TO ADOPT COUNCIL BILL NO. 16-

2327.

City Administrator Mark Reagles informed the City Council that the Supreme Court ruled an interpretation of the Federal Cable Communications that Internet was excluded from franchise fees. The Supreme Court ruled that it was not the case so in light of the City Council not tying the City up for ten years and not being able to collect gross receipts on the Internet or collecting revenue the City should take a step back. He was unable to reach the Attorney that was working on this model franchise agreement. The City Attorney, Steve Rich recommended that the City Council postpone finalizing the franchise agreement until the City had a clear understanding of what it meant to the City. There could be a possibility that the City could collect franchise fees on the Internet portion of the Charter sales. He recommended postponing the item to the next month to have to review it.

MOVE (SPENCER), SECONDED (JONES) AND CARRIED TO AMEND THEIR MOTION TO CONTINUE COUNCIL BILL NO. 16-2327 TO OCTOBER 27, 2016 AT 7:00 P.M.

**NEW BUSINESS:**

**AGENDA ITEM 2** **Council Bill No. 16-2328, Resolution No. 16-302-R:** A Resolution amending Resolution No. 06-1118-R, adopting a job description and salary range for the Position of Finance Officer/Planning Assistant for the City of Rogue River, Oregon.

MOVE (SPENCER), SECONDED (POLING) AND CARRIED TO ADOPT COUNCIL BILL NO. 16-2328.

City Administrator Mark Reagles said he was springing this item on them. Rather than going out and hiring a Planner they want to handle the work load with himself, the City Engineer/Public Works Director and bring Bonnie Honea in as a full time employee, half day Finance Officer and half day Planning Assistant. Bonnie would be doing all the clerical work of maintaining the files, preparing agendas, publishing notices, computerizing documents, etc. leaving Mark Reagles and John Krawczyk to handling the public hearings with help from Dick Converse from Rogue Valley Council of Governments (RVCOG). He said they had the job description reviewed by LGPI. It would be a non union position based on the fact that the person would be working on salaries, labor negotiations, confidential as it may be on human resources issues. The salary range had been in place and was updated by the previous COLA but starting at Step A does not pay what she is currently making per hour but she will be receiving insurance benefits. It was a money saving for right now. He also said that he was hoping that RVCOG would be putting someone on staff to assist the City with two planning issues coming up shortly.

Mayor Pam VanArsdale stated that the RVCOG realizes that their Planner Dick Converse needed assistance with Planning and had told the Board that they needed

to hire another contract planner and the board approved that. Though finding one and hiring one could find to be difficult. And, they would be considering the new requirements for the MS4 and storm drain when hiring a new planner.

**AGENDA ITEM 3** **Agreement:** A Project Agreement, Local Government Grant Program, LG16-037 - Rooster Crow Park Master Plan between the State of Oregon, Parks and Recreation Department and the City of Rogue River, Oregon.

MOVE (JONES), SECONDED (ENGLAND) AND CARRIED TO AUTHORIZE THE MAYOR TO SIGN A PROJECT AGREEMENT, LOCAL GOVERNMENT GRANT PROGRAM, LG16-037 - ROOSTER CROW PARK MASTER PLAN BETWEEN THE STATE OF OREGON, PARKS AND RECREATION DEPARTMENT AND THE CITY OF ROGUE RIVER, OREGON.

City Administrator Mark Reagles commented that the next step would be to enter into an agreement with a landscape architect firm to work with staff. He said they actually got the cost from Galbraigt and Associates and thought that the intent was to use them for this project. He felt it was a small project and did not need to go out to bid for it, he just needs to verify with the State Parks and Recreation Department that they were on board with the City sole sourcing to Galbraigt just by the information and the pricing they gave the City for the grant application. Then that was the case they could get started this winter for community meetings and get prepared for spring when maybe get another grant to start throwing dirt, building a pavilion, water features.

**AGENDA ITEM 4** **Agreement:** An Intergovernmental Agreement, Miscellaneous Contracts and Agreements No. 30398 to develop an update to the Rogue River Transportation System Plan between the State of Oregon, Department of Transportation and the Rogue Valley Council of Governments, and the City of Rogue River, Oregon.

MOVE (SPENCER), SECONDED (DAUGHERTY) TO AUTHORIZE THE MAYOR TO SIGN AN INTERGOVERNMENTAL AGREEMENT, MISCELLANEOUS CONTRACTS AND AGREEMENTS NO. 30398 TO DEVELOP AN UPDATE TO THE ROGUE RIVER TRANSPORTATION SYSTEM PLAN BETWEEN THE STATE OF OREGON, DEPARTMENT OF TRANSPORTATION AND THE ROGUE VALLEY COUNCIL OF GOVERNMENTS, AND THE CITY OF ROGUE RIVER, OREGON, WHEN THE CHANGES ARE MADE TO THE DOCUMENT FOR THE MAYOR'S SIGNATURE.

City Administrator Mark Reagles commented that there were changes to be made and returned to the Rogue Valley Council of Government for their signature, then shipped off to the Oregon Department of Transportation for their signature. Page 7 still had the city's previous Planner, Eric Heesacher was part of the Project Management Team, that would be changed to Mark Reagles.

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MOVED (SPENCER), SECONDED (DAUGHERTY) AND CARRIED TO AMEND THEIR MOTION TO INCLUDE THE TWO CHANGES TO THE AGREEMENT THEN HAVE THE MAYOR SIGN.

City Administrator Mark Reagles commented that there had been cameras around town by the Department of Transportation (ODOT) who was taking traffic counts in the City using video surveillance.

**AGENDA ITEM 5** **OLCC Renewal:** An Oregon Liquor Control Commission for Off-Premises Sales for Dollar General Store #16274 at 110 West Main Street, Rogue River, Oregon.

MOVE (ENGLAND), SECONDED (JONES) AND CARRIED TO APPROVE AN OREGON LIQUOR CONTROL COMMISSION FOR OFF-PREMISES SALES FOR DOLLAR GENERAL STORE #16274 AT 110 WEST MAIN STREET, ROGUE RIVER, OREGON.

**AGENDA ITEM 6** **Pedestrian Improvements Project:** Staff to make a recommendation on Awarding a Contract for the 2016 Pedestrian Improvements Project No. 2704-004 and authorize the Mayor to sign said Contract upon receiving all bonding and insurance documents.

City Administrator Mark Reagles stated that they had held the bid opening on Tuesday of that same week and the Rogue Valley Manager, Manny Ramos with Civil West Engineering was present during the bid opening. After opening the bids Mr. Ramos went back to his office to review the documents and found everything to be in order. The bids were very close. He questioned Mr. Ramos' Engineer's Estimate being so much lower than both bids but the City had added some line items but Mr. Ramos agreed that the contractor's bid's closer to true cost than their estimate of \$36,000 less. Staff was comfortable with the bid for the job and recommended awarding the contract to Timber Mountain Construction in the amount of \$99,755.50.

MOVE (SPENCER), SECONDED (DAUGHERTY) AND CARRIED TO AWARD THE CONTRACT FOR THE 2016 PEDESTRIAN IMPROVEMENTS PROJECT NO. 2704-004 AND AUTHORIZE THE MAYOR TO SIGN SAID CONTRACT UPON RECEIVING ALL BONDING AND INSURANCE DOCUMENTS TO TIMBER MOUNTAIN CONSTRUCTION IN THE AMOUNT OF \$99,755.50.

Mayor Pam VanArsdale asked how long before they would be starting the project.

City Administrator Mark Reagles commented that he really didn't get a feel on how fast they would be busting concrete though he thought they would want to get start right away with the other road improvements going on with Copeland Paving. He said when they split the bid up into the two projects he had gotten a paving quote at \$41,621 saving the City about \$40,000 by separating the two projects. He anticipates that things were going to be moving quickly.

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**OTHER BUSINESS:**

City Council Don Daugherty expressed his disappointment that City Recorder Carol Weir did not receive the Oregon Association of Municipal Recordors (OAMR) Recorder of the Year nomination. She had been nominated by the Mayor, members of the City Council, the City Administration and others from the public. It wasn't that she didn't have the qualifications, but it could have been in their letter writing but, she deserved kudos for being nominated.

Mayor Pam VanArsdale commented that they would try again next year and City Administrator Mark Reagles commented that they would continue until Carol retired and in fairness, Carol has been in the same position of nominating a person for the same award and that you don't know what the other candidates were mentioned for.

Mayor Pam VanArsdale mentioned what a beautiful letter she received from the President of the Oregon Association of Municipal Recordors.

City Administrator Mark Reagles commented that to have recognition from someone that you've mentored is the silent piece of what we do and you don't always hear the responses to what you have done. To have the President to respond and make it personal he was impressed.

City Recorder Carol Weir commented that she had been asked and would be serving as Parliamentarian of the annual business meeting during the conference.

City Administrator Mark Reagles informed the City Council that he would be out of the office to attend the League of Oregon Cities Conference and followed with the Prima Conference, so he would be out of the office during the next workshop.

Mayor Pam VanArsdale reminded the City Council of the ROC Fundraiser dinner on October 1, 2016, tickets were \$20; the Rogue River Mural Society, Art on Depot Street was Sunday, October 25, 2016.

City Councilor Shelli Spenser also reminded everyone that she would be out of town for 2-weeks beginning October 1, 2016 for her family's annual hunting trip.

**ADJOURN**

There being no further business to come before the City Council and upon motion duly made (ENGLAND), seconded (DAUGHERTY) and carried, the meeting adjourned at 7:44 p.m.

**ATTEST:**

Carol J. Weir, MMC  
City Recorder