



CITY OF CENTRAL POINT

Oregon

City Council Meeting Agenda Thursday, January 10, 2019

Next Res (1563) Ord (2051)

Ward II
Kelley Johnson

Ward I
Neil Olsen

Mayor
Hank Williams

Ward III
Brandon Thueson

Ward IV
Taneea Browning

At Large
Rob Hernandez

At Large
Michael Parsons

Swearing In New Council Members

- I. REGULAR MEETING CALLED TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. SPECIAL PRESENTATIONS**
- V. PUBLIC COMMENTS**

Public comment is for non-agenda items. If you are here to make comments on a specific agenda item, you must speak at that time. Please limit your remarks to 3 minutes per individual, 5 minutes per group, with a maximum of 20 minutes per meeting being allotted for public comments. The council may ask questions but may take no action during the public comment section of the meeting, except to direct staff to prepare a report or place an item on a future agenda. Complaints against specific City employees should be resolved through the City's Personnel Complaint procedure. The right to address the Council does not exempt the speaker from any potential liability for defamation.

- VI. CONSENT AGENDA**
 - A. Approval of December 13, 2018 City Council Minutes**
 - B. Approval of Re-appointments to Committees and Commissions
 - C. Business Friendly Proclamation

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. PUBLIC HEARING

Public comments will be allowed on items under this part of the agenda following a brief staff report presenting the item and action requested. The presiding officer may limit testimony.

IX. ORDINANCES, AND RESOLUTIONS

- A. Resolution No. _____, A Resolution Approving Rules of the City Council of Central Point, Oregon Effective January 2019 (Clayton)

X. BUSINESS

- A. Council President Appointment

- B. Council Assignments to Local Committees, Boards and Commissions (Clayton)
- C. Appointment of Transportation Representative - 2019 (Clayton)
- D. Skyrman Arboretum Landscaping Phase 2 (Samitore)
- E. Rogue Valley Transit District request for revised bus stop (Samitore)
- F. Planning Commission Report

XI. MAYOR'S REPORT

XII. CITY MANAGER'S REPORT

XIII. COUNCIL REPORTS

XIV. DEPARTMENT REPORTS

XV. EXECUTIVE SESSION 192.660 (2) (e) Real Property Transactions

The City Council will adjourn to executive session under the provisions of ORS 192.660. Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

XVI. ADJOURNMENT

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 72 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-423-1026 (voice), or by e-mail to Deanna.casey@centralpointoregon.gov.

Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta publica de la ciudad por favor llame con 72 horas de anticipación al 541-664-3321 ext. 201

CITY OF CENTRAL POINT

Oregon

City Council Meeting Minutes Thursday, December 13, 2018

I. REGULAR MEETING CALLED TO ORDER

The meeting was called to order at 7:00 PM by Mayor Hank Williams

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Present	
Bruce Dingler	Ward I	Present	
Michael Quilty	Ward II	Present	
Brandon Thueson	Ward III	Absent	
Taneeea Browning	Ward IV	Present	
Rob Hernandez	At Large	Present	
Michael Parsons	At Large	Present	

Staff present: City Manager Chris Clayton; City Attorney Sydnee Dreyer; Parks and Public Works Director Matt Samitore; Community Development Director Tom Humphrey; Finance Director Steven Weber; Principal Planner Stephanie Holtey; Police Captain Dave Croft; and City Recorder Deanna Casey.

IV. SPECIAL PRESENTATIONS

1. Special Recognition of Council Members

City Manager Chris Clayton read two proclamations in honor of out going Council Members Bruce Dingler and Michael Quilty. They have served the citizens of Central Point for several years and contributed to the success of Central Point.

2. School District No. 6 Report

Spencer Davenport, Chief Financial Officer for School District No 6. presented a brief report on the School District. They have a great partnership with City Staff but the School District wants to get to know the City Council as well. He explained some of the projects the kindergarten classes have done this year. Different projects are being offered at the Makers Space location.

Dillon Curr a senior at Crater Academy of Public Services (CAPS) explained that CAPS has been a great program for him. He had an internship at S&B James and has learn very important skills.

Mr. Davenport stated that CraterWorks will be open to the students and the community in February. The district has purchased the old Asante property and plan

to turn it into a learning center. The District will be asking the citizens to approve a general bond in 2019. He hopes that the Council and Community will continue to support School District No. 6.

V. PUBLIC COMMENTS

VI. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Taneeea Browning, Ward IV
SECONDER:	Michael Quilty, Ward II
AYES:	Williams, Dingler, Quilty, Browning, Hernandez, Parsons
ABSENT:	Brandon Thueson

- A. **Approval of November 8, 2018 City Council Minutes**
- B. **Proclamation Thanking Michael Quilty for his Leadership, Dedication and Commitment to the City of Central Point**
- C. **Proclamation Thanking Bruce Dingler for his Leadership, Dedication and Commitment to the City of Central Point**
- D. **Acceptance of Park Commission Report**

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. PUBLIC HEARING

A. Resolution No. _____, A Resolution Approving the Central Point Housing Implementation Plan, A Housing Strategy 2019-2024

Principle Planner Stephanie Holtey presented a power point explaining the Central Point Housing Implementation Plan (HIP) and Housing Strategy. This document will be used to help the City plan for the next five years. This lays out the preferred strategy to address our housing supply and affordability needs for the City and the region. This plan builds on policies that have already been approved by the City Council; it does not create new policies.

She explained the background of the Regional Plan and the requirements the jurisdictions need to have in place prior to expanding their UGB. The City's HIP implements goals and policies in the Housing Element and satisfies the requirement in the Regional Plan to develop a regional housing strategy. This was developed in collaboration with regional partners and other local jurisdictions.

Prior to approval of the UGB expansion there will be joint meetings of the CAC, Planning Commission and Jackson County Planning Commission. There will also be public hearings to allow citizen involvement. After the County has reviewed and approved the expansion it will be sent to DLCDC for their review and acknowledgement.

She explained the process and how the Citizens Advisory Commission reviewed the plan to see if it was a good fit for Central Point, the Planning Commission reviewed to make sure it would abide by land use laws, and the City Council has the final approval and recommendations.

There are several actions recommended:

- Residential code amendments will streamline the residential code and increase the minimum densities and amend the ADU standards to comply with SB1051. We have been asked to consider cottage housing as a permitted housing type in some locations of the city.
- Evaluate infill barriers - We will evaluate the barriers preventing infill within the city limits. Several vacant lots could be used for housing or businesses but we have parking requirements or set back requirements that prevent the projects from moving forward.
- Implement a transient lodging tax for short-term rentals - The use of short term rentals can cause a shortage of available homes for rent or purchase by citizens who want to live in the area. We will be looking at ways to get the short term rentals to register with the City and that local and state taxes are paid.

Staff has been working on the UGB amendment application and making sure that we comply with the regional plan. We will continue to monitor our build able lands inventory and work on our Regional Plan compliance.

She explained there are some concerns from citizens about the executive summary. There were a few minor revisions and clarifications for actions. These revisions added clarification but are not substantive. The language in the summary states Activity Center which better clarifies the mixed use and pedestrian friendly areas.

Mayor Williams opened the public hearing.

Larry Martin - acting as CAC member and Citizen

He is concerned with the process because the activity center language was not introduced to the CAC or the Planning Commission. He is concerned the Planning Commission and Council are not given the time needed to understand the entire document. He feels it is a bad practice to change references in the material after it has been forwarded from the CAC or the Planning Commission. As a citizen he would like more information regarding the activity circles in the UGB. He doesn't feel that the Council or citizens have enough clarification of what these are or where they will be located.

Mrs. Holtey stated that the Activity Center phrase is the same as Mixed Use Pedestrian Friendly Areas. It is just a shortened phrase but means the same thing. Staff only changed the wording, not the meaning or locations. Mr. Humphrey explained that people like the TOD and Twin Creeks type of subdivision which is similar to what the Activity Center referred to. The policy has already been adopted

by the Housing Plan, this is just a work plan to help plan the next five years. Activity Centers are the obligation of the city, not a requirement for specific property owners. The city is required to have a certain percentage of each zoning district within the city. It is not a requirement where they are located and can be changed when other areas become available as long as the percentage is adequate to fulfil state requirements.

It was explained that these issues can be taken care of when we adjust our boundaries. We are required to assign zoning designations when we bring land into the UGB. It does not have to stay that designation if there are better options with additional expansions. Property owners will have an option to work with the city on the land use designation when they are brought into the city. Eliminating the language "Activity Center" will not change anything in the document. As a planner we try to keep the documents relevant.

Mr. Martin explained that the CAC and Planning Commission didn't have an executive summary. The Activity Center Language confused them. He thinks the process is more of a problem than the document. He is concerned that there wasn't as much transparency as there should be. Documents get forwarded but they change between meetings.

Mayor Williams closed the public hearing.

Mrs. Dreyer stated that an executive summary is not the document itself. It just summarizes what the document is about. To remand back to either the CAC or the Planning Commission would be time consuming.

Mike Quilty moved to approve Resolution No. 1560 A Resolution Approving the Central Point Housing Implementation Plan, A Housing Strategy for 2019-2024 as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Quilty, Ward II
SECONDER:	Michael Parsons, At Large
AYES:	Williams, Dingler, Quilty, Browning, Hernandez, Parsons
ABSENT:	Brandon Thueson

IX. ORDINANCES, AND RESOLUTIONS

A. Resolution No. _____, A Resolution Canvassing the Votes Cast at the General Election held November 6, 2018

City Manager Chris Clayton stated that the City Charter requires the Council to canvass all election returns at the first regularly scheduled meeting following receipt of the Certification of Election Results. The proposed resolution specifies who won the election for each position presented to the voters of Central Point.

Rob Hernandez moved to approve Resolution No. 1561, Canvassing the Votes Cast at the General Election held November 6, 2018.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rob Hernandez, At Large
SECONDER:	Michael Quilty, Ward II
AYES:	Williams, Dingler, Quilty, Browning, Hernandez, Parsons
ABSENT:	Brandon Thueson

B. Resolution No. _____, Adopting Code of Conduct for Recreation Program Participants, Volunteers, and Instructors

Parks and Public Works Director Matt Samitore explained the need to clarify a standard of conduct for people who participate in programs or volunteer for the City. This will provide direction for all volunteers, instructors, and recreation program participants with basic acceptable standards for the City of Central Point. The proposed conduct policy will be signed by those attending recreation classes, volunteering at city events and teaching our recreation classes. The document also provides consequences for unacceptable behavior which range from a verbal warning to removal from Parks and Recreation programs.

Mike Parsons moved to approve Resolution No. 1562, A Resolution Adopting Code of Conduct for Recreation Program Participants, Volunteers, and Instructors.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Parsons, At Large
SECONDER:	Taneeea Browning, Ward IV
AYES:	Williams, Dingler, Quilty, Browning, Hernandez, Parsons
ABSENT:	Brandon Thueson

X. BUSINESS

A. Planning Commission Report

Community Development Director Tom Humphrey presented the December 4, 2018 Planning Commission report.

- The Commission held a public hearing and approved a Master Plan for Chicory Village residential development located at 3428 and 3470 Chicory Lane. Building designs were revised to address concerns with scale, parking and access. Agreements were reached with Public Works regarding the extension of Haskell Street, use and ownership of parks and open space. The Commission authorized a lesser rear setback for signal story houses and allowed six foot high fences as part of the Master Plan.
- The Commission held a public hearing and approved a tentative subdivision with conditions discussed at an earlier meeting for Chicory Village.

RESULT:	FOR DISCUSSION ONLY
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XI. MAYOR'S REPORT

Mayor Williams reported that he attended:

- The Chamber Mixer at Banner Bank.
- The Memorial Service for Lee Johnson who was a long time friend and Fair Board member.
- A SOREDI open house.
- The Medford Chamber Forum Lunch
- A Foster Grandparents holiday event.

XII. CITY MANAGER'S REPORT

City Manager Chris Clayton reported that:

- He has been working on performance evaluations with a modified evaluation this year.
- The Penninger Road Fire Restoration project is moving along. They have been involving student tours and shoring up the banks of the creek to reduce the possibility of erosion.
- The City Attorney has been working on a draft ordinance amendment for the weed abatement program. We hope to bring this before the Council in January.
- The Citizen Survey is being shortened and is now down to 15 minutes. He thanked Mrs. Holtey for all her hard work on this important project.
- He received a letter from concerned Medford citizen about restaurants using plastic products. They would like to see cities ban the use of one use straws and packaging.
- RVTD presented a map of new recommendations for bus stops. One is located right in front of Print Quick downtown. Staff will bring this item to Council at a future study session.
- He thanked Mrs. Holtey for her work on the housing plan. She is a very important part in moving the plan forward and getting our UGB expansion approved. There are several parts to a UGB expansion and she is doing a great job keeping them all involved.
- There will be two items to discuss in executive session tonight.

XIII. COUNCIL REPORTS

Council Member Mike Parsons reported that:

- He attended the Volunteer Recognition lunch at City Hall.
- He attended the Medford Chamber lunch forum.
- The Community Christmas and Light Parade was well attended. He rode on the trolley with the Mayor and Santa Claus.
- He attended a Planning Commission meeting.

- He attended the first annual Winner Winner Chicken Dinner and the Little Warrior Project. They raised \$90,000 dollars which will go to Shriners and Dornbeckers.

Council Member Tanea Browning reported that:

- She attended the November Study Session.
- She helped with the Community Christmas and participated in the Lights Parade.
- Decorating downtown is a separate event from the Community Christmas. They helped the businesses downtown decorate with garland.
- She attended an LOC meeting in Salem.
- She attended the Medford Chamber lunch forum.
- Greeters will be at Key Bank on December 18th. All are invited to attend and help support our chamber members.

Council Member Rob Hernandez reported that he attended:

- The volunteer recognition lunch at City Hall.
- The Study Session.
- A Crater Foundation event
- The Memorial for Lee Johnson.
- The Medford Chamber Forum.
- The Southern Oregon Timber Industry banquet.

Council Member Mike Quilty reported that:

- He attended the Study Session and Community Christmas and Light Parade.
- He attended a subcommittee meeting for MPO to look at the Rogue Transit District funds to encourage people to reduce the use of single occupancy vehicles. They are working on an agreement with RVTD to add bike and pedestrian projects in the valley.
- He attended Airport meetings where they are seeing a huge amount of growth.
- This has been an amazing group of people to work with and he has agreed to do another year of transportation meetings to represent the City of Central Point and the Region.

XIV. DEPARTMENT REPORTS

Parks and Public Works Director Matt Samitore reported that the Twin Creeks Rail construction will be on hold until after the holidays. They are taking time off to spend with their families.

Captain Dave Croft reported that a pedestrian was hit and killed on I-5 this morning around 6:15 am. The pedestrian was crossing I-5 which is illegal. He updated the Council on the December 4th dog attack. Thanks to our officers quick response and the youth that called in the attack. The outcome could have been worse than her losing her arm.

Finance Director Steve Weber reported that we are working on a short term rental Ordinance to add to the business license code. There are other changes needed to the land use code to accommodate these rentals in order to be able to enforce the transient lodging tax code.

Community Development Director Tom Humphrey stated that we have been helping to facilitate property sales and compliance with the Brownfields funds. Five properties are taking advantage of this program.

Principal Planner Stephanie Holtey stated that most of her efforts have been about tonight's discussion and the UGB amendment. We have most of our documents updated and should be able to submit in April. These projects have been her top priority.

XV. EXECUTIVE SESSION ORS 192.660 (2)(a) and ORS 192.660 (2)(e)

Mike Quilty moved to adjourn to Executive Session under ORS 192.660 (2)(a) and ORS 192.660 (2)(e). Rob Hernandez seconded and the Council adjourned to Executive Session at 9:05 p.m.

The Council returned to regular session at 9:20 p.m.

A. Motion to: Accept the Offer of \$70,000 for City Property located at 466 S. 1st Street

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Parsons, At Large
SECONDER:	Michael Quilty, Ward II
AYES:	Williams, Dingler, Quilty, Browning, Hernandez, Parsons
ABSENT:	Brandon Thueson

B. Motion to: Approve the City Manager Agreement

City Manager Chris Clayton stated that he did not have any recommended changes to the language in the City Manager contract this year. Mayor Williams recommends a pay raise of 5% and increase the amount of differed compensation to the maximum limit allowed.

Mike Parsons moved to approve the City Manager Agreement as presented, a pay raise of 5% and increase the differed compensation amount to the maximum allowed.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Parsons, At Large
SECONDER:	Taneea Browning, Ward IV
AYES:	Williams, Dingler, Quilty, Browning, Hernandez, Parsons
ABSENT:	Brandon Thueson

XVI. ADJOURNMENT

Mike Quilty moved to adjourn. Taneea Browning seconded. All said "aye" and the meeting was adjourned at 9:30 p.m.

The foregoing minutes of the December 13, 2018, Council meeting were approved by the City Council at its meeting of January 10, 2019.

Dated:

 Mayor Hank Williams

ATTEST:

 City Recorder



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO: City Council **DEPARTMENT:** Administration

FROM: Chris Clayton, City Manager

MEETING DATE: January 10, 2019

SUBJECT: Approval of Re-appointments to Committees and Commissions

ACTION REQUIRED: Motion **RECOMMENDATION:**

It is time to reappoint members and a chairperson for various committees. This consent agenda item is for re-appointments only.

Planning Commission

The term for Chris Richey and Tom Van Voorhees expired on December 31, 2018. Staff has received word from both Mr. Richey and Mr. Van Voorhees that they would like to remain on the Planning Commission.

Mike Oliver is the current Chair of the Commission.

Current members are:	Tom Van Voorhees	Mike Oliver	Amy Moore
	Kay Harrison	John Whiting	Chris Richey
	Jim Mock		

Staff recommends reappointment of Tom Van Voorhees to Position 3 and Chris Richey to Position 7 with expiration dates of December 31, 2022.

Staff recommends reappointment of Mike Oliver as Planning Commission Chair.

Park and Recreation Commission

The terms for Patricia Alvarez, Fran Cordeiro-Settell, and Lee Orr expired on December 31, 2018 and the election of Neil Olsen to the City Council created a vacancy on the Parks Commission. The City has contacted Mrs. Alvarez, Mrs. Settell, and Mr. Orr who would all like to be reappointed to the Commission. The City will advertise for the vacant position and return to Council for appointment.

Current members are:	Patricia Alvarez	Dennis Browning	Lee Orr
	Mark Ludwiczak	Fran Cordeiro-Settell	Carl Orndoff
	Carl Orndoff		

Staff recommends reappointment of Patricia Alvarez, Fran Cordeiro-Settell and Lee Orr for with terms ending December 31, 2021.

Staff recommends reappointment of Mark Ludwiczak as Chair.

Budget Committee

The term for Karen Huckings expires December 31, 2018. Staff has spoken with Mrs. Huckins and she has decided not to continue as a Budget Committee Member. Staff will advertise for the vacant position and return with a recommendation.

Current members are:

Council:	Mayor Williams	Neil Olsen	Tanea Browning
	Kelley Johnson	Rob Hernandez	Brandon Thueson
	Michael Parsons		

Citizen Members:	Bill Walton	Bill Stults	Chris Richey
	Lori Garfield	Jim Mock	Kay Harrison

Citizens Advisory Committee

The Citizens Advisory Committee members do not have annual appointments. The Council and Mayor are required to appoint a Chair for this committee. David Painter has been Chair of the CAC for several years and staff would recommend reappointment of him as chair for 2019. Sam Inkley and Larry Martin have stated that they do not wish to continue as CAC members. Staff will advertise for two vacancies.

Current Members:

Cameron Noble	David Painter	Cinda Harmes
Patrick Smith	Caitlin Finley-Butler	

Staff recommends appointment of David Painter as CAC Chair.

ACTION:

Approve the Consent Agenda and accept staff recommendations for reappointments of committee members and Chair appointments.



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Administration
FROM:	Chris Clayton, City Manager		
MEETING DATE:	January 10, 2019		
SUBJECT:	Business Friendly Proclamation		
ACTION REQUIRED:	Consent Agenda Item	RECOMMENDATION:	Approval

Last August SOREDI started a new initiative called Crown Dinners. It is an effort on our part to bring together the elected leadership from all the 15 jurisdictions in Southern Oregon (the jewels) and foster a unified, regional approach to economic development (the crown). We were fortunate to have 14 of the 15 mayors and commissioners present, including Mayor Williams. At that dinner the group decided that a good first step would be to have every city and county issue a proclamation supporting a vision of Southern Oregon as the most “business friendly region on the West Coast”. These proclamations could then be displayed as a public testimonial. Currently Rogue River has ratified their proclamation and 9 others have it scheduled for a city council or commissioner meeting in the next two months.

ATTACHMENTS:

1. Business Friendly Proclamation

Proclamation

"Business Friendly"

WHEREAS, there are thirteen cities in Jackson and Josephine counties that comprise our region known as Southern Oregon; and

WHEREAS, the vision of Southern Oregon Regional Economic Development, Incorporated (SORED) is to unite our 15 jurisdictions in making Southern Oregon the most "Business Friendly" region on the West Coast; and

WHEREAS, these guiding principles define our commitment to being "Business Friendly",

- We recognize the value that businesses contribute to our community through their employees and their families, their payroll that stimulates our local economy, and the taxes they pay that help support our cities, schools, and public safety.
- We recognize that businesses have choices when it comes to where they locate, balancing what is desirable with what is affordable. We appreciate the commitment our businesses have made to live and work in our community.
- We understand that "time is money" in today's business climate and pledge to collaborate with businesses and citizens promptly, with an attitude of customer service and a commitment to listen and help solve problems.
- We adhere to the ideal that private and public interests are shared and that in doing so we build a stronger more resilient community.
- We agree that Southern Oregon's economic success is dependent on our shared workforce and resources and we join with the other jurisdictions in supporting a regional perspective toward economic development.

NOW, THEREFORE, the City Council and Mayor of Central Point, Oregon hereby proclaim tha the City of Central Point joins with the other cities and counties in sharing SOREDI's vision for Southern Oregon as the most

Business Friendly Region on the West Coast

IN WITNESS WHEREOF, I hereby set my hand this 10th day of January, 2019.

Mayor Hank Williams
City of Central Point



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Public Works
FROM:	Matt Samitore, Parks and Public Works Director		
MEETING DATE:	January 10, 2019		
SUBJECT:	Snowy Butte Station Property Acquisition		
ACTION REQUIRED:	Information/Direction	RECOMMENDATION:	None Forwarded

BACKGROUND INFORMATION: City Staff met with Daniel Bunn of Investors II LLC just prior to the Christmas holiday about the potential of purchasing five acres of his land for a new Corporation Yard (located on South Haskell – site map attached). Mr. Bunn expressed interest in selling the property but stipulated that his preference would be to sell the entire five acres and not just the three acres necessary to accommodate a new corporation yard facility. Additionally, Mr. Bunn asked if there was a way to buffer the Corporation Yard from the residences on the west side of South Haskell Street. Mr. Bunn stated he would be willing to sell the entire 5.06 acres for 1 million dollars or \$200,000 an acre.

City Staff has been looking at various properties zoned industrial in the greater Central Point area for the past two years. Staff believes the price offered is very competitive. More specifically, current pricing/market conditions are suggesting that most industrial land of this nature is valued in a range of \$205,000-\$350,000 per acre.

Mr. Bunn's property has a mix of zoning. The underlining base zoning is M-1 (Light Industrial). Additionally, there is also a TOD Corridor zoning of TOD-GC, which is general commercial. Zoning requirements can be satisfied if proposed development meets the requirement of either relevant zoning standards. As for the new Public Works corporation yard facility, the M-1 zoning is a perfect match. Moreover, the remaining four lots could be planned for commercial/industrial or mixed-use, which would alleviate Mr. Bunn's concerns regarding a buffer on the west side of Haskell Street.

The staff has prepared a preliminary map showing how the property can be developed by both Public Works and potentially the Development Commission (mixed-use or commercial/industrial). If split per acre, Public Works would budget \$600,000 for the three acres necessary for the Corporation Yard and Development Commission an additional \$400,000 for the front four parcels for redevelopment purposes.

Overall final financing would be based upon 2019-2021 budget approval with escrow closing July 1, 2019.

FINANCIAL ANALYSIS: Staff would prepare the 2019-2021 FY budget to include outright purchase of the property from the city's three primary enterprise funds (streets, water, and stormwater). The \$400,000 related to the two acres for future Urban Renewal/Development Commission use would be repaid to the enterprise funds through an agreement with the Development Commission.

LEGAL ANALYSIS: N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS: N/A

STAFF RECOMMENDATION: Staff recommends including the above-described property purchase in the 2019-2021 budget proposal.

RECOMMENDED MOTION: I move to direct staff to include the above-described property purchase in the proposed 2019-2021 budget proposal

ATTACHMENTS:

1. Proposed Shop

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE 2019 RULES OF THE CITY COUNCIL OF CENTRAL POINT, OREGON

RECITALS:

- A. The City Council is required by Section 10 of the City Charter to adopt rules governing its meetings.
- B. In January 2018 Council amended and approved its Council rules pursuant to Resolution 1524.
- C. It is established policy of the City Council of the City of Central Point, Oregon, to review and adopt the Rules of the City Council following a general election.

The City of Central Point resolves as follows:

Section 1. Adopting Rules of the City Council. The Rules of the City Council of Central Point are hereby adopted in their entirety to read as set forth in Exhibit 1, attached hereto.

Section 2. Severability. If any section, sentence, clause, or phrase of this Resolution or any resolution adopted or amended hereby, should be held to be invalid or unconstitutional by a court or competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phase of this Resolution.

Passed by the Council and signed by me in authentication of its passage this _____ day of _____, 2019.

Mayor Hank Williams

ATTEST:

City Recorder

Attachment: 2019 Council Rules Resolution (1079 : 2019 Council Rules)

**RULES OF THE CITY COUNCIL
CENTRAL POINT, OREGON**

CHAPTER 1 – GENERAL GOVERNANCE

I. Rules of Procedure.

A. Unless otherwise provided by charter, ordinance or these rules, the procedure for Council meetings, and any subcommittee of a City Council, shall be guided by Robert's Rules of Order, current edition.

B. Members of the Council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the Council and confuse members of the public.

C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

II. Quorum. A quorum is required to conduct official City business.

A. The members of the Council are the City councilors and mayor. Fifty-percent plus one of the members of the Council shall constitute a quorum. Vacancies in office do not count towards determining a quorum.

B. In the event a quorum is not present, the members of Council present shall adjourn the meeting.

III. Presiding Officer.

A. The mayor shall preside over all meetings and have authority to preserve order, enforce the rules of Council and determine the order of business under the Rules of the Council. The mayor shall retain all rights and privileges of the office of the mayor as set out in the City charter when acting in this capacity.

B. In the mayor's absence the president of the Council shall preside over the meeting. The president of the Council shall retain all rights and privileges of the office of the mayor as set out in the City charter when acting in this capacity

C. If both the mayor and the president of the Council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:

1. The Presiding Officer shall call the Council to order and call the roll of the members.

2. Those members of Council present shall elect, by majority vote, a temporary presiding officer for the meeting.

3. Should either the mayor or the president of the Council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.

4. The presiding officer shall retain all rights and privileges of a member of Council when acting in this capacity.

IV. **Appointed Officers & Employee Duties.**

A. City Recorder. The City recorder shall be the parliamentarian and shall advise the presiding officer on any questions of order. Additionally, the City recorder shall keep the official minutes of the Council.

B. City Manager. The City manager or his designee is required to attend all meetings of the Council and is permitted to participate in any discussion; however, the City manager has no authority to cast a vote in any decision rendered by the Council.

C. City Attorney. The City attorney shall, unless otherwise directed by the City Manager, attend any meeting of the Council, and will, upon request, give an opinion, either written or oral, on legal questions.

D. The Chief of Police. Unless otherwise directed by the Council, the Chief of Police or her designee may attend each Council meeting to serve as the Sergeant-at-Arms, and shall carry out all orders or instructions upon direction of the Presiding Officer or upon any other procedure specifically provided by these rules.

V. **Agendas.** The City manager shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.

A. Agendas and informational material for meetings shall be distributed to the Council at least seven (7) days preceding the meeting.

B. No Council approval shall be required for an agenda of any meeting.

C. The City manager may place routine items and items referred by staff on the agenda without Council approval or action.

D. The City manager may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/proclamations.

E. A member of the Council who wishes to have an item placed on the agenda shall advise the City manager at least one week prior to the meeting.

F. Agenda items that are of special importance to Council may be treated as Special Orders of Business. Special Orders of Business take precedence over all other items except the Pledge of Allegiance.

G. A request to add an item for Council consideration may be presented at the Council meeting but shall require a majority concurrence of the members present to be so added. These items are limited to emergency items.

VI. Order of Business. The order of business for all regular meetings shall be as follows, however when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by the City Manager or majority vote:

- I.** Call to Order
- II.** Pledge of Allegiance
- III.** Roll Call
- IV.** Announcements/Special Recognition (when appropriate)
- V.** Public Appearances
- VI.** Consent Agenda
- VII.** Items Removed from Consent Agenda
- VIII.** Public Hearings, Ordinances & Resolutions
- IX.** Business
- X.** Mayor's Report
- XI.** City Manager's Report
- XII.** Council Reports
- XIV.** Department Reports
- XV.** Executive Session
- XVI.** Adjournment

A. Call to Order. The presiding chair shall call all meetings of the Council to order. The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes.

B. Roll Call. The City recorder shall conduct a roll call to determine which members of the Council are present and which are absent.

1. The attendance shall be properly reflected in the minutes.

2. If roll call determines that a quorum is not present, the meeting shall be adjourned.

C. Announcements/Special Recognition. Announcements are intended to be procedural in nature, such as an item being removed from the agenda. Special Recognitions are awards or recognition of individuals by the Council.

D. Public Comment

1. Policy. The Council recognizes that public input into the governmental process is an invaluable aid to informed decision making. Therefore, it is the policy of the Council that all citizens shall have the right to speak before the Council on matters of public concern, but each citizen shall be responsible for abuse of such right. Consequently, to ensure that the greater public interest is fostered, each citizen or group of citizens who desires to speak before the Council shall have the duty to exercise this right in a manner which furthers the greater public interest.

2. Public Comment Generally. Any member of the general public wishing to address the Council on a matter of public concern may do so at the time set for public comments during each regular session of the Council. The Council, in its sole discretion, may extend this time, or may request further information be presented to the Council on such date and in such manner as it deems appropriate. Public comment is limited to items not on the agenda, or items on the agenda which are not public hearings.

If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.

Speakers are limited to three (3) minutes, for individuals and five (5) minutes for persons representing a group of two or more. Generally, the speakers will be called upon in the order in which they have signed in on the speaker's roster. Speakers shall identify themselves by their names and by their place of residence. The presiding officer may allow additional persons to speak if they have not signed the speaker's roster and sufficient time is left.

Councilors may, after obtaining the floor, ask questions of speakers during public comment. Councilors shall use restraint when exercising this option, and shall attempt to limit questioning to no more than three minutes. The presiding officer may intervene if a councilor is violating the spirit of this guideline.

Speakers may play electronic audio or visual material during the time permitted for their comment. Speakers may utilize City-provided audio or visual equipment located in the Council chambers as a part of their comment, but must provide the materials in a readable format to City staff prior to the meeting so that it may be installed on the City's equipment to avoid a delay or disruption of the meeting.

E. Consent Agenda. In order to expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.

1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
2. Any item on the consent agenda may be removed for separate consideration by any member of the Council.
3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of Council must declare a conflict of interest.
4. Examples of items for Consent Agendas include Council Committee Minutes, OLCC requests, temporary street closures, annual proclamations and routine housekeeping items.

F. Ordinances and Resolutions – See Chapter 3

G. Public Hearings Generally

1. A public hearing may be held on any matter upon majority vote of the Council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
2. Persons wishing to speak shall sign the Sign-In Roster with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.
3. The Presiding Officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the City, and may give their address. All remarks shall be addressed to the Council as a body and not to any member thereof.
5. Council shall set the time limits for the applicant, appellant, or other interested persons. Except as otherwise provided an applicant or appellant shall be provided fifteen minutes. Other interested persons shall be given three minutes for individuals and five minutes for a group of two or more.
6. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed

his or her testimony. Questions posed by councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the Council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.

7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by City councilors should be to provide clarification or additional information on testimony provided.

8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the Council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and direct the City recorder to note the numbers in the minutes.

9. At the end of public testimony and questions of staff, the Council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the Council shall have the opportunity to comment on or discuss testimony given during the public hearing.

10. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the City recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.

11. Documents submitted to the City as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address,

including email address, and telephone number from disclosure must submit a written request for nondisclosure to the City recorder pursuant to ORS 192.455(1).

H. Conduct of Hearings on Land Use Matters – See Chapter 4

I. Written Communications to Council.

1. Unsolicited communications to the mayor and/or Council concerning matters on the agenda shall be forwarded to the Council in the agenda packet, if received at least 7 days prior to the meeting, but shall not be individually itemized on the agenda. If received less than 7 days prior to the meeting, such communications will be provided to Council at the meeting.
2. Unsolicited communications to the mayor and/or Council concerning matters that are not on an agenda shall be forwarded to the mayor and/or Council but shall not be included in the agenda packet.
3. The City manager may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the Council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the Council, and making a recommendation for Council action.

J. Anonymous Communications. Anonymous and unsigned communications shall not be introduced at Council meetings.

CHAPTER 2 – MEETING TIME, LOCATION AND FREQUENCY

I. Regular meetings. The Council shall meet the second and fourth Thursday of each month except in those cases where the Council finds it necessary to designate another date due to conflicts and with the exception of designated holidays and/or Council recesses.

A. Meetings shall begin at 7:00 p.m.

B. Meetings shall adjourn at 10:00 p.m., but may be extended upon a majority vote of the Council. In no event shall meetings extend beyond 11:00 p.m.

II. Special meetings. Special meetings may be called by the presiding officer, by request of three members of the Council, or by the City manager and must be approved by a majority of the Council.

A. Notice of the special meeting shall be given to each member of the Council, the City manager, and each local newspaper, and radio and television station which has on file a written request for notice of special meetings.

B. Notice of the special meeting shall be given to all members of the Council and the City manager via telephone and email.

C. Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.

III. Emergency meetings. Emergency meetings may be called by the presiding officer, by the request of three members of Council, or by the City manager.

A. Notice of the emergency meeting shall be given to each member of the Council, the City manager, and each local newspaper, and radio and television station which has on file a written request for notice of special meetings.

B. Notice of the emergency meeting shall be given to all members of Council and the City manager via telephone and email.

C. Emergency meetings are those meetings called with less than 24 hours' notice and the Council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.

D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

IV. Executive Sessions. Executive sessions may be called by the presiding officer, by the request of three members of Council, by the City manager or by the City attorney.

A. Only members of the Council, the City manager and persons specifically invited by the City manager or the Council shall be allowed to attend executive sessions.

B. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.

V. Study Sessions. Study sessions are permitted to present information to the Council so that the Council is prepared for regular or special meetings.

A. All study sessions are subject to Oregon's public meetings law and must be noticed accordingly.

B. Study sessions are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a study session.

C. Study sessions are to be scheduled by the City manager.

D. The City manager is to invite any relevant staff to study sessions so that the sessions are as productive as possible.

VI. Holidays. In the event a regular meeting falls on a holiday recognized by the City, the regular meeting for that week shall be cancelled.

VII. Location. Council meetings shall be held at city hall.

A. In the event City hall is not available for a meeting, the Council shall meet at a venue open to the public which is located within the jurisdictional limits of the City.

B. Training sessions may be held outside of the City's jurisdictional limits, provided no deliberations toward a decision are made.

C. Interjurisdictional meetings may be held outside of the City's jurisdictional limits, but should be held as close as practical to the City, and such meetings shall be located within the jurisdictional boundaries of the other government entity.

D. No Council meeting shall be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.

VIII. Notice. The City recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.

IX. Attendance. Members of the Council shall advise the City manager if they will be unable to attend any meetings. Under the charter, a Council position becomes vacant if the member of Council is absent from the City for more than 30 days without Council permission or absent from all meetings of the Council within a 60-day period.

CHAPTER 3 – ORDINANCES AND RESOLUTIONS

I. Ordinances. All ordinances considered by and voted upon by the Council shall adhere to the rules outlined herein.

A. Preparation and Introduction.

1. All ordinances shall, before presentation to the Council, have been approved by the City manager, or the City attorney.
2. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed.

B. Calendar of Ordinance.

1. An ordinance is introduced for consideration by the Council for presentation for first reading. After introduction, the Council may direct that:
 - a. A public hearing on the ordinance be held;
 - b. Refer the ordinance to committee for review and recommendation;
 - c. Refer the ordinance to the City manager or staff for further revision;
 - d. Pass the ordinance to a second reading; or
 - e. Reject the ordinance in whole or in part.
2. All ordinances when introduced for first reading shall be identified by title and number on a calendar of first reading and may be passed to a second reading as a group without further reference.
3. Except as otherwise provided by this section, on second reading all ordinances shall be placed by title and number on the agenda for second reading, and may be passed as a group, provided that such ordinances are placed by title and number on a calendar of second reading, and the vote for the passage of the calendar is unanimous. Should any member of the Council object to any ordinance at the time of second reading, that ordinance shall be removed from the calendar of second reading, and considered separately. Ordinances to be considered separately shall be read by title only.
4. When a calendar of second reading of an ordinance which is to be considered separately is placed before the Council for final passage, the City recorder shall call the roll and enter the ayes, nays and abstentions in the record.
5. All proposed amendments to an ordinance shall be in writing, and may be made by interlineation upon the ordinance.
6. The Council may adopt an ordinance at a single meeting by the approval of a majority of the Council, provided the proposed ordinance is available in writing to the public at least one week before the meeting.

7. An affirmative vote of at least a majority of the quorum shall be necessary to pass an ordinance.

II. Resolutions. All resolutions considered by and voted upon by the Council shall adhere to the rules outlined herein.

A. Preparation and Introduction. All resolutions shall, before presentation to the Council, have been approved by the City manager or the City attorney.

B. Calendar of Resolution.

1. A resolution is introduced for consideration by the Council at a single meeting. After introduction, the Council may direct that:

- a. The resolution be approved;
- b. A public hearing on the resolution be held; or
- c. Reject the resolution in whole or in part.

2. All resolutions when introduced for first reading shall be identified by title and number on a calendar.

3. All proposed amendments to a resolution must be read aloud or made available in writing to the public at the meeting before the Council adopts the resolution.

4. An affirmative vote of a majority of the quorum shall be necessary to pass a resolution.

CHAPTER 4 – LAND USE HEARINGS

I. General Conduct of Hearings.

A. Any party may speak in person, through an attorney or agent.

B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the City recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the City recorder, it shall not be included in the record for the proceeding.

C. No person may speak more than once without obtaining permission from the presiding officer.

D. Upon being recognized by the presiding officer, any member of the Council, the City Manager, community development director or the City attorney may question any person who testifies.

E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the Council.

F. The presiding officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the City recorder shall note the numbers of such persons for the record in the minutes.

II. Quasi-Judicial Land Use Matters.

A. Conflicts of Interest.

1. A member of the Council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:

- a.** The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the City charter.
- b.** The member was not present during the public hearing; provided, however, members may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.

2. Members of the Council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding. If such contact impairs the member's impartiality, the member shall state this fact and abstain from participation in the matter.

C. Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.

1. The decision of the Council shall be based on the applicable standards and criteria as set forth in the City's municipal code, the City's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.

2. The proponent, any opponents, and/or City staff may submit to the Council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

D. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:

1. Land Use Hearing Disclosure Statement. The presiding officer shall read the land use hearing disclosure statement, which shall include:

- a.** A list of the applicable criteria;
- b.** A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision;
- c.** A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the Council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
- d.** If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.

2. Call for ex parte contacts. The presiding officer shall inquire whether any member of the Council has had ex parte contacts. Any member of the Council announcing an ex parte contact shall state for the record the nature and content of the contact.

3. Call for abstentions. The presiding officer shall inquire whether any member of the Council must abstain from participating in the hearing due to a conflict of interest or bias. Any member of the Council announcing a conflict of interest or bias shall state the nature of the conflict or bias, and shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.

4. Staff summary. Planning staff shall present a summary and recommendation concerning the proposal.

5. Presentation of the Case.

- a.** Proponent's case. Twenty minutes total.
- b.** Persons in favor. Five minutes per person.
- c.** Persons opposed. Five minutes per person.
- d.** Other interested persons. Five minutes per person.
- e.** Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.

6. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such

questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.

7. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.

8. Findings and Order. The Council may approve or reject the proposal.

- a.** The Council shall adopt findings to support its decision.
- b.** The Council may incorporate findings proposed by the proponent, the opponent or staff in its decision.

E. Continuances. Only one continuance is available by right. However, nothing in this section shall restrict the Council, in its discretion, from granting additional continuances. Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

III. Legislative Land Use Matters.

A. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:

1. Call for abstentions. Inquire whether any member of the Council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.

2. Staff summary. Staff shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.

3. Presentation of the Case.

- a.** Proponent's case. Twenty minutes total.
- b.** Persons in favor. Five minutes per person.
- c.** Persons opposed. Five minutes per person.
- d.** Other interested persons. Five minutes per person.

4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.

5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.

6. Reopening hearing. Prior to second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the Council, a hearing may be reopened to

receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

CHAPTER 5 – MOTIONS, DEBATE, PUBLIC COMMENT AND VOTING

I. Motions. All motions shall be distinctly worded.

A. The following rules shall apply to motions:

1. If a motion does not receive a second, it dies.
2. The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
3. Any motion shall be reduced to writing if requested by a member of the Council.
4. A motion to amend can be made to a motion that is on the floor and has been seconded.
5. No motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the previous question;
 - c. To postpone;
 - d. To refer; or
 - e. To amend.
6. A motion may be withdrawn by the mover at any time without the consent of the Council.
7. Amendments are voted on first, then the main motion if voted on as amended.
8. A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
 - a. A call for the question fails without a majority vote.
 - b. Debate on the main subject resumes if the motion fails.

- 10. A motion that receives a tie vote fails.
- 11. The presiding officer shall repeat the motion prior to a vote.
- 12. A motion to adjourn cannot be amended.

B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.

- 1. No motion shall be made more than once.
- 2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the Council.

II. Debate. The following rules shall govern the debate of any item being discussed by the Council:

A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, refrain from impugning the motives of any member's argument or vote, and at all times act and speak in a respectful manner. No member shall address the presiding officer or demand the floor while a vote is being taken.

B. Members shall limit their remarks to five minutes unless granted additional time by the majority of the Council. No Council Member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon has spoken.

C. A member, once recognized, shall not be interrupted when speaking unless called to order by the Mayor or Presiding Officer, or unless a point of order is raised by any Council Member while he or she is speaking, in which case said member shall cease speaking immediately until the point is determined. If ruled to be in order, said member shall be permitted to proceed; if ruled to be out of order, said member shall remain silent or shall alter his/her remarks to comply with the ruling.

D. The member of the Council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

III. Public Comment. The public shall be entitled to comment on all matters before the Council that require a vote.

A. Public comment shall occur either during the public comment portion of the meeting, or at Council's election, after the matter up for vote has been presented by City staff and before the Council takes any formal action on the matter.

B. Each member of the public is entitled to comment on the matter before the Council for three minutes.

C. Public comment is a time for comment, it is not a time for debate, nor is it a time for members of the public to ask questions of and receive answers from the Council or City staff.

D. Each person desiring to give public comments shall provide the Council with his or her name and address prior to giving comment. This information shall be used to ensure the minutes of the meeting properly reflect those persons who provided public comment.

IV. Voting. The following rules shall apply to voting on matters before the Council, unless amended in the manner outlined in Chapter 4 of these Rules.

A. The following require a majority of the quorum to pass.

i. Reports. (No vote is required if the report is only for informational purposes).

ii. Consent Agenda.

iii. Resolutions.

iv. An Ordinance Involving a Fee or Fine.

v. An Ordinance Not Involving a Fee.

vi. Emergency Ordinance.

vii. Budget.

viii. Franchise.

B. Suspension of Rules. A unanimous vote of all members of the Council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules in this chapter which also appear in the City's charter shall not be suspended or rescinded.

C. Votes must be Recorded. All votes shall be recorded in the minutes.

D. Ties. Tie votes shall indicate a denial of the proposal. If the tie is a matter that has been appealed from a lower City body or commission, a tie shall render the lower body's decision approved.

E. Effective date.

1. A resolution shall become effective upon adoption unless otherwise stated in the resolution.

2. Emergency ordinances shall take effect immediately upon their passage:

3. All other ordinances shall take effect thirty days after passage unless a later date is fixed on the ordinance, in which event it shall take effect at the later date.

4. The filing of a referendum petition shall suspend the effective date of an ordinance.

CHAPTER 6 – MINUTES

I. Generally.

- A. All minutes shall be in written form, with an electronic copy of the meeting maintained by the City recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
1. The date, time and place of the meeting;
 2. The members present;
 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
 4. The results of all votes and the vote of each member by name;
 5. The substance of any discussion on any matter; and
 6. A reference to any document discussed at the meeting.

II. Approval. The Council shall approve all minutes of any Council meeting.

- A. All minutes shall be approved within ninety days of the meeting having occurred.
- B. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting where they will be discussed.
- C. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.
- D. Grammatical changes that do not alter the substance of the minutes may be submitted directly to the city recorder and do not require a motion to amend.

CHAPTER 7 – APPOINTMENTS

- I. **Appointments of City Staff.** The Council appoints and can remove the City manager and municipal judge as per the City's charter. All appointments require a majority vote of the entire Council.

A. Reviews. Any person appointed by the Council may be subject to an annual review by the Council.

B. Removals. All appointed persons may be removed by a majority vote of the entire Council.

C. Interference. If the Council appoints a municipal judge, the Council may meet with the judge, but in no instance shall the Council be permitted to interfere with the judge's exercise of judicial authority or discretion.

II. Appointment of Members to Commissions, Committees and Ad Hoc Committees.

A. City Commissions, Committees and Ad Hoc Committees. Unless otherwise provided by statute, ordinance or resolution, the following shall be the procedure for the creation of and appointments to all City Commissions, Committees and Ad Hoc Committees:

1. Creation and Dissolution. At any time, the Council may, by ordinance or resolution, establish any City Commissions, Committees and Ad Hoc Committees deemed necessary and in the best interests of the City, other than the Planning Commission. Unless otherwise provided, all Commissions, Committees and Ad Hoc Committees so created shall sunset at the end of their mission, but in all events shall be reviewed yearly from the date of initial creation, and at such time shall either be preauthorized or dissolved.

2. Qualifications. All appointees to City Boards, Commissions, and Lay Committees shall be registered electors and shall reside in the City of Central Point for a period of one year. No appointee may serve on more than two City Boards, Commissions, and/or Lay Committees at any one time.

3. Term. The term of all appointments shall be for one year or less, unless otherwise stated, beginning with the first Council meeting in January. Appointments may be renewed for any number of terms.

4. Vacancies. Any qualified citizen may submit a letter of interest for any open position on a City Board, Commission, or Lay Committee. Vacancies shall be advertised in the local media and letters of interest shall be received only during the time set forth in the advertisement.

5. Nomination and Confirmation. Except as otherwise provided by Code or the Charter, nominations for positions on City Boards, Commissions, and Lay Committees may be made by the Mayor or by any two Council Members, and shall be subject to confirmation by the Council.

6. Notification of Expiration of Terms. The City Manager shall give written notice to the Council of the expiration of the term of office of all members of City Boards, Commissions, and Lay Committees at least thirty (30) days prior to expiration date of any appointee's term of office.

7. Removal. All lay members of City Boards, Commissions, and Lay Committees serve at the pleasure of the Council and may be removed at any time for any reason whatsoever upon motion and vote by a majority of the Council.

All Council Member seats on the City Boards, Commissions, and Lay Committees are reserved for sitting Council Members and upon expiration of any Council Members term, or upon resignation, removal, or death, the Council Member's seat on any City Boards, Commissions, and Lay Committees occupied by that person shall be immediately declared vacant, and a sitting Council Member appointed as a replacement.

B. Council Committees.

1. Creation and Dissolution. Council Committees may be created at any time by resolution or motion. All Council Committees shall have a Chairperson and Secretary, who may be either appointed by the Mayor, or by a majority vote of the members of the committee in the absence of such appointment. Such committee shall report to the Council without unnecessary delay upon matters referred to them. All Council Committees, so created, shall sunset at the end of their mission, but in all events shall be reviewed at the first Council meeting of January each year for preauthorization, and at such time shall either be preauthorized or dissolved.

2. Membership. Membership on such Council Committees shall include only sitting Council Members, who shall be appointed by the Mayor or Presiding Officer, subject to confirmation by the Council. Council Committee appointments shall be for a term of one year, unless otherwise stated, and Councilors may be reappointed for an indefinite number of terms.

3. Meetings. Council Committee meetings may be called by the Chairman, or by any two members. A majority of the members of a Committee shall constitute a quorum to do business.

C. Meetings Subject to Oregon Open Meetings Law. All meetings of any City Boards, Commissions, and Lay Committees or Council Committees shall be subject to and comply with the Oregon Public Meetings Law, ORS 192.610-192.710.

D. Quorums. A majority of the sitting members of any City Boards, Commissions, and Lay Committees or Council Committees shall constitute a quorum to do business.

E. Registry. The City Recorder shall prepare, keep current, and retain on file in the Office of the City Recorder a list of all appointees to all City Boards, Commissions, and Lay Committees, the date of their appointment, the length of their unexpired term, and their addresses and phone numbers. All Council Members shall be given a copy of this list at least once yearly or upon any substantial change in membership of any City Board, Commission, and Lay Committee.

CHAPTER 8 – ETHICS, DECORUM, OUTSIDE STATEMENTS

I. Ethics. All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from:

- A. Disclosing confidential information.
- B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
- C. Expressing an opinion contrary to the official position of the Council without so saying.
- D. Conducting themselves in a manner so as to bring discredit upon the government of the City.

II. Decorum.

- A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the Council.
- B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
- C. Members of the City staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.

III. Rules of Conduct at City Council Meetings, Ejection and Exclusion.

- A. To preserve order and decorum, the presiding officer or designee may direct that any person who disrupts any Council meeting, or any person who engages in dangerous or threatening behavior, after first having been warned to cease and desist from such disruption or dangerous or threatening behavior, be ejected or excluded from Council Chambers or such other place as the Council may be in session.

B. For purposes of this Section, an ejection is an order made by the presiding officer to immediately leave the meeting, and an exclusion is an order made by a majority of the Council prohibiting a person from entering or remaining at future meetings for a specified period of time.

C. Ejection or exclusion shall be issued in the following manner:

1. The presiding officer or designee will give a warning to the person engaging in disruptive, dangerous or threatening behavior. If the person engaging in disruptive, dangerous or threatening behavior does not cease that behavior following the warning, the presiding officer or designee will issue an ejection. An ejection shall be for the remainder of the session at which the disruptive, dangerous or threatening behavior has occurred.

2. For purposes of this Section, a person disrupts a meeting of the Council if the person engages in any conduct that obstructs or impedes the orderly carrying on of the business of the meeting. Such conduct includes, but is not limited to: any conduct that substantially prevents any other person from hearing, viewing or meaningfully participating in the meeting including booing or speaking out from anywhere other than the designated podium; carrying or displaying signs; any conduct that substantially interferes with ingress or egress to or free movement within the Council Chambers; shouting over, or otherwise disrupting, any person who is recognized by the presiding officer; any conduct that substantially interferes with City business conducted by City staff present at the session; or failure to obey any reasonable direction of the presiding officer.

3. A direction of the presiding officer is reasonable if it is reasonably related to maintaining order and decorum. A direction of the presiding officer is not reasonable if it is directed to speech or conduct the right to engage in which is, under the circumstances, protected by the federal or Oregon constitution.

4. For purposes of this Section, behavior is dangerous or threatening if a reasonable person, exposed to or experiencing such behavior, could believe that the person was in imminent danger of physical harm from the behavior. Notwithstanding the provisions of this Section, if the presiding officer reasonably believes that a person's dangerous or threatening conduct constitutes an emergency, the presiding officer is not required to give the person a warning before ordering the person ejected.

D. If a person has previously been ejected for dangerous or threatening behavior before the Council within 1 year before the date of the present ejection, or for disruptive behavior on three or more separate occasions within 1 year before the date of the present ejection, the person shall be excluded from Council meetings for 30 days. Written notice of such exclusion shall be given as provided in the Central Point Municipal Code.

IV. Statements to the Media and Other Organizations

A. Representing City. If a member of the Council, to include the mayor, appears as a representative of the City before another governmental agency, any City board or commission, the Council, the media or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council.

B. Personal Opinions. If a member of the Council, to include the mayor, appears in their personal capacity before another governmental agency, City board or commission, the Council, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

CHAPTER 9 – INTERACTIONS WITH STAFF & CITY ATTORNEY

I. Staff. All members of the Council shall respect the separation between the Council's role and the City's manager's responsibility by:

A. Not interfering with the day-to-day administration of City business, which is the responsibility of the City manager.

B. Refraining from actions that would undermine the authority of the City manager or a department head.

C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the City manager.

1. Questions from individual members of the Council requiring significant time or resources (two hours or more) shall normally require approval of the Council.

2. Members of the Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their individual capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.

II. City Attorney. In general, Council questions for the City Attorney should be directed to the City Manager, unless the City Manager authorizes the Council to proceed directly to the City Attorney.

CHAPTER 10 – CENSURE [AND REMOVAL]

- I.** The Council may enforce these rules and ensure compliance with City ordinances, charter and state laws applicable to governing bodies. If a member of Council violates these rules, City ordinances, the City charter or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member with a public reprimand or removal as provided for in the city charter.
- II.** The Council may investigate the actions of any member of Council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the City charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

CHAPTER 11 – AMENDMENT AND REPEAL

I. Amendment. These rules of procedure are subject to amendment by the Council in accordance with the rules noted herein.

- A.** Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
- B.** All amendments to these rules require a majority vote of the entire Council and shall be adopted by resolution.
- C.** Amended rules shall not go into effect until the meeting after the rule was approved.

II. Repeal. These rules of procedure are subject to repeal and replacement by the Council in accordance with the rules noted herein.

- A.** Any proposed repeal of these rules shall be accompanied by a proposed replacement.
- B.** Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
- C.** Any repeal and replacement of these rules requires a majority vote of the entire Council.
- D.** Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.

**STATEMENT OF ACKNOWLEDGMENT
CONFLICT OF INTEREST**

I, _____, am a member of the City of Central Point City Council.

I acknowledge that I have received a current copy of the Central Point City Rules of the City Council. I agree to be bound by such rules and to conduct myself as a member of the Council in a manner reflecting high ethical standards.

I also acknowledge that I have received a copy of the Conflict of Interest Resolution adopted by the Council. I am not involved in any situation which could be construed as placing me in the position of having a potential conflict of interest with the City, except possibly the following:

Signature: _____

Date: _____, 20__.

Attachment: 2019 Council Rules (1079 : 2019 Council Rules)



City of Central Point **Staff Report to Council**

ISSUE SUMMARY

TO:	City Council	DEPARTMENT: Administration
FROM:	Chris Clayton, City Manager	
MEETING DATE:	January 10, 2019	
SUBJECT:	Council Assignments to Local Committees, Boards and Commissions	
ACTION REQUIRED: Motion		RECOMMENDATION: Approval

With a newly seated city council it is time to formalize committee, commission and board assignments for the upcoming year. This is a chance for Council Members to change their preferences regarding which organization they would like to participate in by representing the City of Central Point.

Each of these assignments represents an important opportunity for the City of Central Point to exert influence and maintain relations with regional agencies and partners.

Recommended Action: Review and discuss the attached Committee and Board list.

Recommended Motion: Move to approve the 2017 City Council Committee, Commission and Board Assignments as discussed.

ATTACHMENTS:

1. 2019 Local Committee Representatives

City Council Representatives Boards, Commissions, Committees, Foundations

4. **RVCOG Board of Directors Meetings**, Tanea Browning
4th Weds, monthly, 11:45 a.m.
Contact: 664-6676 ext. 202
5. **Bear Creek Greenway Committee**, Brandon Thueson
Meetings vary.
Contact: Jenna Stanke 774-6231, stankeJS@jacksoncounty.org
6. **Jackson County Expo Board**, Mayor Williams,
3rd Tuesday each month, 6:00 p.m. Fair Board Room
Contact: Helen Funk, 541-774-8270
7. **So. Oregon Regional Econ. Dev. Inc. (SORED)**,
1st Tuesday each month, 3:30 alternating between Medford and G.P
Contact: Angie 773-8946
8. **School District No. 6 Board Meeting**, Rob Hernandez
2nd and 4th Tuesday of each month, 7:30 p.m. Location varies
Contact: Robin 541-494-6200
9. **Medford Water Commission**, Hank Williams, Chris Clayton
1st and 3rd Wednesday each month, 12:30 p.m. Lausman Annex.
Contact: Medford Water Commission 774-2430
10. **Transportation Advocacy Committee (TRADCO)**, Hank Williams
2nd Tuesday each month, 12:00 p.m. Jackson County
Contact: Kim Parducci 774-2100
11. **Metropolitan Planning Organization (RVMP)**, Representative Mike
Quilty, Hank Williams, 4th Tuesday each month, 2:00 p.m. Smullin Center
Contact: Vickie Guarino 541-423-1333
12. **Airport Advisory Committee**, Tom Humphrey
3rd Monday of each month, Noon at Airport Terminal
Contact: Vicki Waltner 541-776-7222
13. **Medford-Ashland Air Quality Maintenance Area**,
Meeting dates and times vary

- 14. **Rogue Valley Area Commission on Transportation, (RVACT)** Tom Humphrey
2nd Tuesday each month, 9:00 a.m. Location varies
Contact: Stephanie Thume 423-1368
- 15. **Jackson County Fire District No. 3 Board**, Tanea Browning
3rd Thursday each month, 5:15 p.m. White City Station
Contact: 541-826-7100
- 16. **RVTD Board Meetings**, Brandon Thueson
last Wednesday of the month 5:30 p.m. at Medford Court House
- 17. **Visitor Information Center**,
2nd Tuesday each month, 12:00 p.m.
Contact: Chamber 664-5301

Not represented at this time:

Regional Sewer Rate Committee, _____
Quarterly on the 2nd Monday of the Month, 12:00 p.m. Avista Utility
Contact: Carl Tappert, 541-779-4144

Rogue Valley Sewer Systems, _____
4th Wednesday each month, 7:30 p.m. 2915 S. Pac Hwy
Contact: 541-779-4144

RVCOG Executive Committee, _____
4th Weds each month, 11:00 a.m. at Avista Utilities Rm B
Contact: 664-6676 ext 202

Central Point Citizens Advisory Committee
6:30 p.m. 2nd Tuesday - January, April, July, October (Subject to Change)
Contact: Tom Humphrey 541-423-1025

Parks and Recreation Commission,
Quarterly, Council Chambers
Contact: Dave Jacobs 541-423-1042

Parks and Recreation Foundation,
Meetings vary Contact: Dave Jacobs 541-423-1042

Attachment: 2019 Local Committee Representatives (1080 : Council Assignments to Local Committees)



City of Central Point **Staff Report to Council**

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Administration
FROM:	Chris Clayton, City Manager		
MEETING DATE:	January 10, 2019		
SUBJECT:	Appointment of Transportation Representative - 2019		
ACTION REQUIRED:	Motion	RECOMMENDATION:	Approval

BACKGROUND INFORMATION: Historically, at the first meeting in January, the Central Point City Council appoints council representatives to serve on a variety of local and regional committees, commissions and policy boards. One of the most complex areas of council representation involve federal, state, and regional transportation/transportation policy/transportation infrastructure.

In recent years, the City Council has been extremely fortunate to have the skills, expertise, and knowledge of councilman Mike Quilty to represent the city on transportation-related policy work groups, which has served the city's interests/needs well. However, with Mr. Quilty's city council term ending December 31, 2018, staff is recommending that Mr. Quilty be appointed as City of Central Point transportation representative for the 2019 calendar year. Approving this appointment would ensure the city's representation in transportation-related areas would continue at a high level for the foreseeable future and provide additional time for interested council members to acquire the necessary knowledge and expertise in the field of public transportation.

If appointed as transportation representative for the calendar year 2019, Mr. Quilty would continue to serve the City of Central Point on the Rogue Valley Metropolitan Planning Organization (RVMPO) Policy Committee, Oregon Rail Leadership Group, Oregon Metropolitan Planning Organization Consortium, Oregon Freight Advisory Group, Oregon State Transportation Improvement Program Stakeholders Group, West Coast Corridor Coalition and Rogue Valley Area Commission on Transportation (RVACT) (As Representative of RVMPO).

FINANCIAL ANALYSIS: Staff is recommending the position of transportation representative receive a monthly stipend equivalent to that of an active city council member, and that all travel-related expenses be reimbursed per city policy.

All funds required to cover the above-described position related cost would be appropriated from the Mayor & Council fund.

LEGAL ANALYSIS: Chapter two of the Central Point Municipal Code describes the procedure for appointing city council liaisons. However, the position of council liaison is specifically related

to service on boards and commissions that are created by City Council Ordinance or Resolution. Given the position of transportation representative will serve on no committees created by council ordinance or resolution, the term liaison was intentionally excluded from consideration.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS: Continuing the appropriate level of representation in the area of transportation would allow the city to further achieve our transportation-related goals as described in the 2020 strategic visioning plan.

Transportation Goal 1- Ensure citizens can get where they want to be, when they want to be there, enjoy the trip, and eliminate the stress of travel.

STAFF RECOMMENDATION: Staff is recommending that City Council-via motion-appoint Mr. Mike Quilty as council transportation representative for the calendar year 2019.

RECOMMENDED MOTION: I move to approve Mr. Mike Quilty as council transportation representative for the calendar year 2019.



Department of Parks and Recreation

ADVERTISEMENT FOR BIDS

NOTICE TO CONTRACTORS

PUBLIC IMPROVEMENT PROJECT:

SKYRMAN ARBORETUM LANDSCAPING AND IRRIGATION INSTALLATION PROJECT

Sealed bids will be opened and publicly read at the City of Central Point, City Hall, 140 S. 3rd Street, Central Point, OR 97502 at 2:00 PDT on **Thursday, December 6, 2018** for the above referenced project. Bids must be submitted to Matt Samitore, Parks and Public Works Director, at the same address prior to 2:00 PDT on the above date. Subcontractor Disclosure forms must be submitted prior to 4:00 PDT on the same date.

Bidders must be prequalified in order to be eligible for award. Pre-qualification may be with the City of Central Point, City of Medford or the Oregon Department of Transportation. If the bidder is disqualified in any of these jurisdictions, the bidder will be ineligible for this contract.

Award of contract will not be final until the later of: 1) three business days after the City of Central Point announces Notice of Intent to Award, or 2) the City of Central Point provides a written response to each timely protest, denying the protest and affirming the award.

On all projects, work performed by the Contractor's own organization must be at least 30% of the awarded contract amount.

Plans and specifications will be available **online only** at www.centralpointoregon.gov or www.questcdn.com beginning November 10, 2018. Any addenda issued will be posted on the above websites.

COST ESTIMATE: \$65,000

This project consists of landscaping and installation of an irrigation system. This is a City funded project.

Work shall begin no earlier than **January 14, 2019** and **must be completed no later than May 1, 2019**. Please direct all questions to Dave Jacob at (541) 423-1012 or dave.jacob@centralpointoregon.gov

No bid will be received or considered by the City of Central Point unless bidder signs the bid statement.

The contract is for public work subject to ORS 279C.800 to 279.870. This project is subject to Oregon prevailing wage rates. The City of Central Point may reject any bid not in compliance with all public bidding procedures and requirements, and may reject for good cause any or all bids upon a finding by the City of Central Point that it is in the public interest to do so.

CITY OF CENTRAL POINT

Matt Samitore, Parks and Public Works Director

SCHEDULE OF PRICES

Skyrman Arboretum Landscaping and Irrigation Installation					
ITEM NUMBER	ITEM DESCRIPTION	UNIT	AMOUNT	UNIT COST	TOTAL
10	SOIL PREPARATION	LS	1		21,000 ⁰⁰
20	IRRIGATION SYSTEM INSTALLATION	LS	1		21,000 ⁰⁰
30	PLANTING	LS	1		21,869 ⁰⁰
TOTAL			63,869 ⁰⁰		

TOTAL BID 63,869⁰⁰

Total Bid amount in words:

Sixty three Thousand Eight hundred sixty nine dollars, ^{no}/₁₀₀'s.

Signed by: *Rontustreux*

Attachment: Skyrman Bid (1085 : Skyrman Arboretum Landscaping Phase 2)



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Public Works
FROM:	Matt Samitore, Parks and Public Works Director		
MEETING DATE:	January 10, 2019		
SUBJECT:	Rogue Valley Transit District request for revised bus stop		
ACTION REQUIRED:	Information/Direction	RECOMMENDATION:	None Forwarded

BACKGROUND INFORMATION:

The Rogue Valley Transit District (RVTD) has been working with the City to revise their Route 40 service. Route 40 historically involved a bus traveling eastbound on Pine Street and included bus stops/pickups at 5th Street & Pine, as well as a second bus stop near the shelter/public parking lot located near the intersection of 2nd Street & Manzanita. Although this has been the historical route, RVTD recently expressed concern regarding the northbound turning movement required at the intersection of 2nd Street and Pine. After discussion between RVTD and City staff members, it was decided to reverse the path of Route 40, which has eliminated any turning movement related issues but did require relocation of the bus stop located near the intersection of 5th Street & Pine.

After the initial changes to Route 40, RVTD was asked by one of their riders to move the stop back to between 3rd and 5th Streets. The individual making the request is blind, and the stop at 6th is more difficult for her to access. City staff has compared the new stop with the previous location. There are multiple options for establishing a bus stop between 3rd & 5th Streets, and staff has ranked them in order of preference.

1. 5th Street at Key Bank – The bus stop would be between the driveways of Key Bank (see picture). It would require removal of one parking space and relocation of the “way finding” sign that directs drivers to the Post Office and Central Point Chamber of Commerce. A stop at this location would also require RVTD to install a new access ramp at this location. City staff agrees this would be the location best suited for a bus stop; however, the staff is hesitant to make any changes without the consent of the council and adjacent property owners.
2. 4th Street Bulb Out at Banner Bank – In the second preferred option, RVTD could make efficient use of the existing bulb out ramp located near the intersection of 4th Street & Pine. However, it would require one parking space to be eliminated because of bus “tail-swing.” Additionally, one above-grade planter pot would have to be eliminated to accommodate a secondary ramp. RVTD prefers this option because it eliminates the bus having to merge back into the travel lane and provides a safe refuge for their

passengers.

3. 3rd Street Bulb Out at Print Quick - Similar to option number two, RVTD could use the existing bulb out located at the intersection of 3rd Street & Pine (this would also require the construction of a secondary ramp). This scenario would also require one parking space to be eliminated because “of tail-swing.” Additionally, one planter pot would have to be removed to accommodate the secondary ramp. City staff does not find this option attractive because area represents the “heart” of our new downtown, and the amount of foot traffic occurring in this area is critical to all downtown businesses.
4. No Change – This would keep the pickup/drop off location at 6th Street.

FINANCIAL ANALYSIS:

All above-described options, excluding option 4, would require a small amount of capital funding to be contributed by the City’s Street Fund.

LEGAL ANALYSIS: N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

The City’s Current strategic plan supports both public transportation and downtown beautification.

STAFF RECOMMENDATION:

Staff recommends that council consider providing direction on options 1 & 2.

RECOMMENDED MOTION:

I move to approve option # _____ as presented by staff.

ATTACHMENTS:

1. rvtd
2. 5th block

Pine and 4th Street Bus Stop Concept

10.E.a

**ELIMINATE PLANTER
FOR PASSENGER LOADING**



BUS LANDING 8'

**ELIMINATE PARKING SPACE
DUE TO BUS TAIL SWING**



40' NEEDED FOR PASSENGER LOADING

Attachment: rvtd (1084 : RVTD Request for revised bus

