

**City of Phoenix  
City Council Meeting  
Public Works Office  
1000 S. "B" Street  
Monday, November 7, 2016**

**CALL TO ORDER**

Council President Sophie called the regular meeting of the City Council to order on Monday, November 7, 2016 at 6:30 p.m. in the Public Works Office.

**ROLL CALL**

**PRESENT:** Bruce Sophie, Terry Helfrich, Chris Luz, Jim Snyder  
**ABSENT:** Jeff Bellah, Carolyn Bartell, Stan Bartell

**Council president Sophie confirmed that all absences were excused.**

**Staff Present:** Jamie McLeod, City Manager  
Janette Boothe, Finance Director/City Recorder  
Derek Bowker, Chief of Police  
Ray Dipasquale, Public Works Director  
Matt Brinkley, Planning Director  
J. Ryan Kirchoff, City Attorney

**PLEDGE OF ALLEGIANCE**

**MAYOR'S COMMENTS:**

Council president Sophie noted that he will lead the meeting as the mayor is out of town. He introduced the new City Manager, Jamie McLeod. Mr. Brinkley will be leaving the City of Phoenix at the end of the year to become the City of Medford's Planning Director.

**PRESENTATIONS**

- 1) Discussion on Plaza Building At the request of the applicant, this item was moved up in the agenda. The architectural firm, Kistler, Small, and White (KSW) showcased the proposed final design for the plaza building. Al Muelhoefer, chair for the Phoenix Urban Renewal Agency (PHURA) explained that PHURA hired KSW as the architects for the plaza building in late August. The design committee met with KSW three times to date with the goal of having the building be multi-functional with an outdoor plaza and meet the needs of the community. Matt Small, architect, Ray Chirgwin, project architect, and Kerry KenCairn, landscape architect, collaboratively presented the proposed plaza building final design. The 6,200 square foot building design incorporates an outdoor water feature, seating areas, lawns, building doors which roll open to incorporate open spaces, and multi-use rooms including council chambers, a catering kitchen, and a community room. Councilor Luz inquired about spaces for children in the community to play. Ms. KenCairn noted the natural playground

opportunities the stream, lawn, and other areas provide. Councilor Sophie asked if the area would be wheelchair accessible. Ms. KenCairn confirmed both the outdoor areas and building will be wheelchair accessible. Councilor Helfrich asked if installing solar power on the roof would be feasible and Mr. Small noted it would although it would be possible, it is not included in the current design due to funding limitations. Further discussion followed. Mr. Muelhoefer noted there will be an open house for the public to review the proposed final design. The PHURA Board is targeting early 2017 for beginning construction. Postcard invitations were sent to residences within the Phoenix zip code to the open house. Posters have also been placed around town inviting the public to the event on Wednesday, November 16, 2016 from 5:00-7:00 PM at the Phoenix Library.

- 2) Jody Fleming from the Jackson County Phoenix Library: Fundraising for Art in the Meeting Room The meeting room of the Jackson County Phoenix Library served in the last fiscal year 2,848 adults and 1,429 children. 616 children attended story time and 813 children attended children's events. Ms. Fleming is seeking to enliven the meeting room to make it a more colorful space for those who utilize it. Cathy Eggleston, a local Ashland artist, creates paintings with natural themes. Upon Ms. Fleming's request, she visited the Phoenix Library to see the meeting space and surrounding outdoor area, and took pictures of the "resident" outdoor cats as models for a draft of the painting. The mural would be on the wall which faces the pine grove in the meeting room. The total cost for the mural is \$982. Some of this cost will be covered by the semi-annual book sale the library is holding at the end of this month. Ms. Fleming stated that fundraising will take place to raise about half of the cost of the mural. Donations are tax deductible.

### CITIZEN COMMENTS

- 1) Diana Nelson of Phoenix, Oregon, noted that she is a PHURA board member but spoke on her own behalf, wanted to express her appreciation to council for providing PHURA funds to complete the Phoenix Plaza Project and selling properties. She also expressed her appreciation for Mr. Brinkley and Mr. Muelhoefer's involvement in the recent PHURA projects.
- 2) Mike Foster, Pastor at First Presbyterian Church in Phoenix, Oregon, thanked the Public Works department for arranging lights and barricades for the recent "Trunk or Treat" event which was a success. Mr. Foster announced the tree lighting event will take place on November 26, 2016 at 6:00 PM with a party afterwards hosted by the First Presbyterian Church Community Center with cookies, cider, hot chocolate, and carols. He requested the City's help in stringing lights, the tree as provided in previous years, with electricity provided through the pharmacy, and a sound system. Mr. Foster requested Council ask Chief Bowker to consider escorting Mr. and Mrs. Clause that evening. After brief council discussion, the item was referred to staff.  
Mr. Foster announced the community dinner this Thursday, as well as Thanksgiving dinner hosted by the church community center. There will be a special announcement at this Thursday's dinner.

### UPDATES/REPORTS:

- A) PHURA Mr. Muelhoefer stated there is a final agreement for the property at 170 S Main between PHURA and Kyle Taylor. They are hoping to get a billboard on the property to show the goals for what the property will look like.

**CONSENT CALENDAR:**

The minutes were approved separately from the liquor license application.

- 1) Approval of Minutes from October 17, 2016 Regular City Council Meeting
- 2) Approval of Minutes from October 24, 2016 Regular City Council Meeting
- 3) Acknowledgement of Annual Update of Parks and Greenway Commission Activities
- 4) Acknowledge Planning Commission Minutes

**MOVED BY LUZ, SECONDED BY SOPHIE, TO APPROVE THE CONSENT CALENDAR.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, and Snyder**

**MOTION APPROVED WITH FOUR AYES**

- 5) Approval of Liquor License for Limited On-Premise Sales for Esaan Café Thai Cuisine at 4150 South Pacific Hwy, Medford OR 97501

**MOVED BY LUZ, SECONDED BY HELFRICH, TO APPROVE THE LIQUOR LICENSE APPLICATION FOR LIMITED ON-PREMISE SALES FOR ESAAN CAFÉ THAI CUISINE.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, and Snyder**

**MOTION APPROVED WITH FOUR AYES**

**NEW BUSINESS:**

- 1) Review and Approve Action Plan Regarding Evaluation of Main Street and Bear Creek Traffic Flow Mr. Brinkley and Mr. DiPasquale explained the memorandum they prepared which summarizes the project thus far and the proposed direction. They gave a brief overview of the plan starting with data collection and ending with evaluation of data. The anticipated completion dates of the study are in September of 2017, at which time staff will present the completed plan to council and request further direction. During the course of the evaluation study, minor projects may be implemented such as a broken white line at the intersection encouraging a more deliberate right turn movement. Mr. DiPasquale emphasized the importance of recognizing the goals and objectives of the project when conducting evaluations. **MOVED BY LUZ, SECONDED BY HELFRICH, TO APPROVE THE ACTION PLAN REGARDING EVALUATION OF MAIN STREET AND BEAR CREEK TRAFFIC FLOW.** Further discussion followed.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, and Snyder**

**MOTION APPROVED WITH FOUR AYES**

- 2) Surplus Property (Vehicles) The Police Department has two vehicles which have limited utility and would have been determined to be a poor investment to further repairs including a 2003 Dodge Durango (vehicle number E234852) which has been used as the administrative vehicle and a 2004 Ford Crown Victoria (vehicle number E252330) which was the old K-9 unit. Both vehicles have over 100,000 miles. The Ford Crown Victoria is experiencing

electrical issues. Chief Bowker stated he is not expecting the Police Department to receive more than \$1,000 per vehicle. **MOVED BY SNYDER, SECONDED BY LUZ, TO DECLARE THE TWO POLICE DEPARTMENT VEHICLES SURPLUS AND ALLOW THE PHOENIX POLICE DEPARTMENT TO DISPOSE OF THE VEHICLES IN A LAWFUL MANNER.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, and Snyder**

**MOTION APPROVED WITH FOUR AYES**

- 3) Review and Approve Resolution to Release Bond Funds for the Phoenix Plaza Project Mr. Brinkley stated PHURA has started receiving invoices for architectural and engineering services related to the Phoenix Plaza Project. They have paid the first \$12,000 invoice and are anticipating further invoices in the near future for the completed schematic design for the plaza building and grounds. There will be bidding in January or February of 2017 for construction documents for the project. The contract with Kistler, Small, and White includes everything from schematic design to construction inspections. Rather than returning to City Council with each invoice, Chair Muelhoefer has requested the City release \$50,000 of bond proceeds to PHURA so they can pay their invoices in a timely and efficient manner. Councilor Luz confirmed that the bond funds are already dedicated to the plaza project. Further discussion followed. **MOVED BY LUZ, SECONDED BY HELFRICH, TO APPROVE PHURA'S REQUEST TO RELEASE \$50,000 IN BOND FUNDS FOR RESOLUTION NO. 973 FOR THE PHOENIX PLAZA PROJECT.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, and Snyder**

**MOTION APPROVED WITH FOUR AYES**

**UNFINISHED BUSINESS:**

- 1) Approve General Unit Collective Bargaining Agreement  
**MOVED BY LUZ, SECONDED BY SNYDER, TO APPROVE THE MAYOR TO SIGN THE RATIFIED COLLECTIVE BARGAINING AGREEMENT.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, and Snyder**

**MOTION APPROVED WITH FOUR AYES**

- 2) Approve Police Collective Bargaining Unit Agreement  
There was a brief discussion about minor differences between the General Unit and the Police Collective Bargaining Agreements.  
**MOVED BY LUZ, SECONDED BY SNYDER, TO APPROVE THE MAYOR TO SIGN THE POLICE COLLECTIVE BARGAINING AGREEMENT.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, and Snyder**

**MOTION APPROVED WITH FOUR AYES**

**STAFF REPORTS:**

1) City Attorney's Report:

City Attorney Kirchoff had nothing to report for the open meeting. He has the personnel manual to review by next meeting.

3) City Manager's Report:

City Manager McLeod requested individual meetings with council members to determine their priorities. She would like to focus priorities for the next two months on the transition of staff and council and will be reaching out to new council members. Council leadership meetings will continue to be on Tuesday and Thursday afternoons. She invited council to give feedback on items and their priorities.

The anticipated items for the next council meeting include: recommendations for the next step in regards to water testing and a draft RFP for the Water System Master Plan for the Public Works Director, Main Street banner policy with Council Leadership Team, and follow up with Mr. Foster and work toward allocating resources for the annual tree lighting. Informational items will include training the new council, replacing the Planning Director, update on the UGB amendment, and an update on the transient tax delinquency issue.

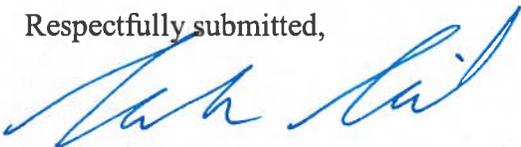
Lastly, Ms. McLeod recognized the veterans that are a part of the city staff and council.

**COUNCIL ITEMS, COMMENTS/REPORTS:**

- 1) Councilor Helfrich stated that the plaza, once constructed, will be a focal point for the community. He suggested it as a potential location for the holiday tree for next year.
- 2) Councilor Snyder noted he will be out of town during the next council meeting and unable to attend. He inquired about an emergency role in the collective bargaining units. Councilor Sophie clarified that the city has an emergency operations plan which details the responsibilities of staff in an emergency.
- 3) Councilor Luz brought up the potential taxes on recreational marijuana and how those may be used as a benefit to the City. He also asked that the action log include any grants the City has applied for and those that have been approved.

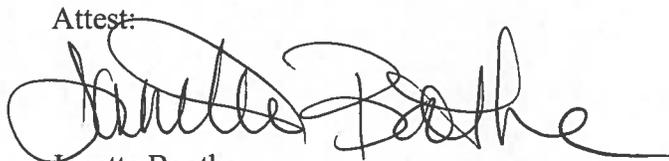
The meeting adjourned at 7:55 P.M.

Respectfully submitted,



Sarah Lind  
Administrative Coordinator

Attest:



Janette Boothe  
Finance Director/City Recorder