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City Council Meeting  
Agenda  
January 02, 2024  
6:30 p.m. Public Meeting  
**Hybrid Meeting in Person and Via Zoom**  
Phoenix Plaza Civic Center 220 N. Main St./Via Zoom

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*A complete agenda packet is available on the city's website. This meeting is being conducted in person and virtually to allow for public participation. A recording of the meeting in its entirety will be posted to [www.phoenixoregon.gov](http://www.phoenixoregon.gov). To comment on agenda items, please write your name on the sign-in sheet and include the item number, if attending via Zoom raise your hand when the topic is discussed by Council. **If you need special accommodations, please give the City Recorder 72-hours prior notice.***

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Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83104447900?pwd=eqIj2ie5ANyjiGLOcqDAP2SOIZFvYg.qoHvOKlowLTYPzDN>

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**1. Call to Order / Roll Call / Confirmation of a Quorum**

*Except as provided in Section 33 of the City Charter, a minimum of four Council Members are needed for a quorum and to conduct city business. If the Mayor is needed to establish a quorum, then he/she may become a voting member for that meeting (Phoenix Municipal Code, Chap. 2.28.020.A.4).*

**2. Pledge of Allegiance**

**3. Presentations**

- a. State of the City – Mayor Terry Baker

**4. Public Comments**

*This item is for persons wanting to present information or raise an issue, not on the agenda. Each person shall be limited to three minutes and may not allocate their time to others unless authorized by the Presiding Officer. To comment, please write your name on the sign-in sheet. When your name is called, step forward to the podium and state your name and address for the record. If attending virtually, please raise your hand and wait to be allowed to speak. When your name is called, please unmute yourself and state your name and address for the record. (In accordance with state law, a recording of the meeting will be available at city hall, but only your name will be included in the meeting minutes). While the Council or staff may briefly respond to your statement or question, **the law does not permit action on, or extended discussion of, any item not on the agenda** except under special circumstances.*

**5. Consent Agenda**

*Items on the Consent Agenda are considered routine and will be adopted by one motion. **There will be no separate discussion of these items unless it is requested by a member of the Council or staff.** If so requested, that item will be pulled from the Consent Agenda and considered separately immediately following approval of the remaining items.*

a. Reports for Information & Possible Action:

- 1.

b. Minutes to Approve and File:

- 1. Minutes from City Council Meeting December 04, 2023,.....5

**6. Consent Agenda Items Pulled for Discussion**

**7. New Business**

- a. Planning Commission Application,.....9
- b. Appointment of 2024 Council President,..... 13
- c. Appointment of 2024 Council Vice-President,..... 14
- d. Discussion – Council Appointments to Community and Regional Board/Committee,... 15

**8. Ordinance: Reading/Adoption**

**9. Staff Reports**

- a. City Attorney
- b. City Manager
- c. Deputy City Manager

**10. Mayor and Council Comments / Reports**

*Any Councilor may make an announcement or raise any item of business that is not on the agenda. While other Councilors or city staff may briefly respond or comment, the law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. If extended deliberation or potential action on a matter is desired, Council may direct staff to place the item on a future meeting agenda.*

## **11. Adjournment**



**To be scheduled: City Council**

- Appoint Budget Officer & Approve Budget Calendar – January 16<sup>th</sup>
- Resolution Establishing City Officials for Signing – January 16<sup>th</sup>
- Monument Policy – January 16<sup>th</sup>
- Camping Ordinance – TBS
- Annual Police Report – TBS
- Ordinance Park and Street Utility Billing Rates – TBS
- Ordinance Parks and Street SDC - TBS

**To be scheduled: PHURA**

- Annual Report – TBS
- Appointment Chair - March 18<sup>th</sup>
- Appointment Vice-Chair – March 18<sup>th</sup>
- Budget Calendar – March 18<sup>th</sup>

**Upcoming City of Phoenix Meetings:**

January 16, 2024	City Council Meeting ( <b>Tuesday</b> ) 6:30 pm at 220 N. Main St.
January 18, 2024	Parks and Recreation Committee Meeting 6:00 pm at 220 N. Main St.
January 22, 2024	Planning Commission Meeting 6:30 pm at 220 N. Main St.
February 05, 2024	City Council Meeting 6:30 pm at 220 N. Main St.
February 12, 2024	Planning Commission Meeting 6:30 pm at 220 N. Man St.
February 15, 2024	Parks and Recreation Committee Meeting 6:00 pm at 220 N. Main St.
February 20, 2024	City Council Meeting ( <b>Tuesday</b> ) 6:30 pm at 220 N. Main St.

***All of the above meetings are tentative and are subject to change.***

# **City Council Meeting**

## **Hybrid Meeting in Person and Via Zoom**

### **Monday, December 04, 2023**

#### **1. CALL TO ORDER:**

Mayor Baker called the City Council's hybrid meeting to order on Monday, December 04, 2023, at 6:32 p.m.

#### **ROLL CALL:**

**PRESENT:** Terry Baker, Karen Shrader, Angie Vermillion, Scott Clauson, Krista Peterson, Larry Dickson and Jillian Shainholtz

**STAFF PRESENT:** Eric Swanson, City Manager  
Bonnie Pickett, City Recorder  
Joe Slaughter, Deputy City Manager  
Derek Bowker, Chief of Police  
Chris Stephenson, PW Superintendent  
Doug McGeary, City Attorney

#### **2. PLEDGE OF ALLEGIANCE:**

#### **3. PRESENTATION:**

##### **a. Employee Promotions – Police/Public Works**

City Manager Eric Swanson spoke about his involvement in the selection process for the two new sergeants that Chief Bowker will announce shortly. He noted that working with Chris Stephenson in Public Works has been a privilege, confirming his dedication to the job.

Chief Bowker thanked the Council and Budget Committee for supporting the two new sergeant positions. He announced that Officer Hull and Officer Bailey had been selected to fill the two Sergeants' positions. Chief Bowker noted that Officer Hull has just over 19 ½ years in law enforcement, and Officer Bailey has 17 ½ years of experience in law enforcement.

Deputy City Manager Joe Slaughter announced that Chris Stephenson had been promoted to the position of Public Works Superintendent; with his five years of the job and vast knowledge of the job, he was a perfect fit for the position. His team respects him, and he leads by example.

##### **b. David McKay, HMK – Government and Public Safety Center Update**

Mr. Swanson presented the monthly update on the Government and Public Safety Center. He spoke about staff being able to visit the site to see the progress of the building.

**4. PUBLIC COMMENT:**

None

**5. CONSENT AGENDA:**

**a. Reports for Information & Possible Action:**

1. Addendum to Solid Waste Collection Franchise Agreement
2. Intergovernmental Partnership Agreement – ePermit System and Services
3. Correcting Clerical Error on Ordinance No. 1034

**b. Minutes to Approve and File:**

1. Minutes from City Council Meeting November 06, 2023.

Motion: I Move to Approve the Consent Agenda. **MOVED BY VERMILLION, SECONDED BY SHAINHOLTZ.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Vermillion, Shainholtz, Peterson, Clauson, Dickson, Shrader  
MOTION APPROVED WITH SIX AYES**

**6. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION:**

**7. NEW BUSINESS**

**a. Parks and Recreation Committee Peace Pole**

Mark Peterson, Parks and Recreation Committee, presented the Committee's recommendation for a Peace Pole in Blue Heron Park.

Councilor Peterson noted the pole will be placed in the pollinator garden.

The Council spoke about the need for a policy on the standards for putting up Peace Poles in the City of Phoenix Parks.

Doug McGeary advised that creating a standardized policy on placing Peace Poles in Phoenix Parks is a good idea.

Motion: I Move to Table the Topic Until we Have a Monument Policy at the Next City Council Meeting. **MOVED BY SHAINHOLTZ, SECONDED BY VERMILLION.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Shainholtz, Vermillion, Shrader, Peterson, Clauson, Dickson  
MOTION APPROVED WITH SIX AYES**

## **8. ORDINANCE: READING / ADOPTION:**

### **9. STAFF REPORT:**

a. City Attorney Doug McGearry, no comment

b. City Manager Eric Swanson noted that the second Council meeting in December has been canceled. He spoke about looking back over the past year, noting some of the accomplishments due to the support of the City Council, staff, and the community. Mr. Swanson stated that the best way to describe all that has occurred as divine.

c. Deputy City Manager Joe Slaughter spoke about the scale of things over the past year and the exciting upcoming projects. He noted that the collaboration on projects with the City of Medford has been refreshing. Mr. Slaughter stated none of the accomplishments over the last year would have been possible without the support of the Council.

### **10. MAYOR AND COUNCIL COMMENT / REPORTS:**

Councilor Dickson stated that working with the other councilors is a great privilege. He noted that he anticipates a fantastic 2024 for Phoenix. Councilor Dickson wished the Council a Merry Christmas.

Councilor Shrader spoke about the Rogue Valley Area Commission on Transportation (RVACT) meeting she attended, giving an update on the 2027-2030 Statewide Transportation Improvement program. She noted that Christmas Tree Lighting this year was a success, and everyone had a good time. Councilor Shrader wished everyone a Merry Christmas.

Councilor Vermillion spoke about all the good things that have happened over the past year in Phoenix. She stated she is very blessed and thankful for all the staff has done. Councilor Vermillion noted that the Christmas lights look great and wished everyone a Merry Christmas.

Councilor Peterson spoke about the amazing things that have happened over the past year in Phoenix. She noted that the New Government and Public Safety Center looks better than expected. Councilor Peterson attended the PAC Wall Grand opening and the Christmas tree lighting, which were excellent. She noted that this Saturday will be the Parks and Recreation Committee Bulb Planting Event in Blue Heron Park at 10:00 a.m. Councilor Peterson congratulated Chris Stephenson on his new position and thanked him for all his hard work. She stated that she was thankful for the two new Police Sergeants. Councilor Peterson wished everyone a Merry Christmas.

Councilor Clauson noted that he was asked to speak at the Rotary meeting, where he presented everything that happened in Phoenix. He stated that the Christmas Tree lighting had a big turnout and that all the decorations looked great. Councilor Clauson wished everyone a Merry Christmas.

Councilor Shainholtz noted the Christmas Tree lighting was great. She stated that being on the Council is cool and that she is thankful for all the support. Councilor Shainholtz congratulated Mr. Stephenson on his new position. She wished everyone a Merry Christmas.

County Commissioner Dave Dotterer noted he had the privilege of Chairing Congressman Bentz Service Academy Selection Board last Wednesday, where they interviewed 14 people in person. He noted the estimates for the new jail have come in, and the County is looking for \$200,000,000 for 400 beds and \$340,000,000 for 900 beds. Commissioner Dotterer noted the topics of focus for the Oregon Legislator and expressed his concern that they may be focusing on too many things. He spoke about the State Legislator using the word accountability when speaking about how local governments spend the money, noting that some Counties have turned services they used to provide back to the State since the State is telling the County how to run things without providing financial assistance.

Mayor Baker spoke about all of the accomplishments of the Council and staff over the past year, noting the sky is the limit when it comes to all the good things we can do for the citizens of Phoenix. He noted that he didn't expect the turnout for the Christmas Tree lighting, but the people of Phoenix want to be a part of what is happening in Phoenix, even in the pouring rain. Mayor Baker spoke about being grateful for the Council and staff and how they honestly care about the residents of Phoenix. He shared a story about Officer Aaron Hull's father and how his influence affected his path in life. Mayor Baker noted that he will present at the first meeting in January to recap the past year. He wrapped up the meeting by wishing everyone a Merry Christmas.

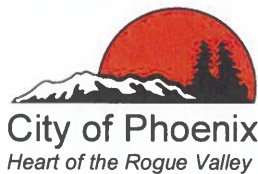
#### **11. ADJOURNMENT**

The meeting adjourned at 7:22 p.m.

Respectfully submitted by,

Bonnie Pickett  
City Recorder





City of Phoenix  
*Heart of the Rogue Valley*

Agenda Item #7a.

## Agenda Report to Mayor and Council

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**Agenda item title:** Appointment of Melissa Schneyder to the Planning Commission

**Meeting Date:** January 02, 2024

**From:** Bonnie Pickett, City Recorder

**Action:**     X Motion,   \_\_ Ordinance,   \_\_ Resolution,   \_\_ Information only,   \_\_ Other

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### **SUMMARY**

Please see the attached application for a seat on the Planning Commission. The term of this appointment will end December 31, 2024.

### **BACKGROUND AND DISCUSSION**

Currently, we have two open seats on the Planning Commission.

### **FISCAL IMPACT**

N/A

### **RECOMMENDATION**

If Council concurs, the Mayor will appoint Melissa Schneyder to the Planning Commission to serve the remaining four-year term ending December 31, 2024.

### **PROPOSED MOTION**

"I move appoint Melissa Schneyder to the Planning Commission with a term ending on December 31, 2024."

### **ATTACHMENTS**

Melissa Schneyder Planning Commission Application

# Planning Commission Application

112 W. 2nd St. PO Box 330 - Phoenix, OR 97535 ph. (541) 535-1955



## APPLICATION INFORMATION

Name: Schneyder Melissa  
*First*

Street Address: [REDACTED] Phoenix OR 97535  
*City State Zip Code*

Mailing Address: [REDACTED] Phoenix OR 97535  
*City State Zip Code*

Telephone Number: [REDACTED] [REDACTED]  
*Work phone*

E-mail Address: [REDACTED] Years of Residency in Phoenix: 2.5

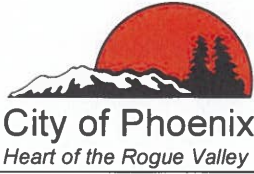
Occupation: Design Engineer Place of Employment: Highway Products, Inc

## QUESTIONNAIRE

1. Please give a statement indicating reason you would like to serve on the Planning Commission.  
I would like to serve on the Planning Commission because I see it as an opportunity to be involved in the rebuilding and growth of the community that I love.
2. What personal and/or professional experience do you possess that will help you to be a great planning commissioner for the City of Phoenix?  
I have experience professionally in reading detailed plans and interpreting the information.  
I also have personal experience serving on the Phoenix Parks Committee and working with a group of people for the benefit of the community.
3. What do you like best about living in Phoenix?  
I like the people and the feeling of community that is in Phoenix.
4. What one thing would make Phoenix a better place to live?  
A gathering place for residents to hang out and enjoy food/beverages  
in the evenings

5. What is an example of a great city, neighborhood, or other place, and what makes it great?  
Skagway, AK seemed to have a real sense of community when I worked there as a tour guide.  
Possibly because it was such an isolated community and there were limited activities, it  
seemed like the residents appreciated the available activities so much more.
  
6. Are there any city planning issues that most interest or concern you? I am most interested and concerned  
in pedestrian/bicycle infrastructure as well as parks. Those two things contribute greatly to the livability of a community.
  
7. Do you feel as a citizen of the community that you are able to provide objective recommendations on  
various land-use applications and other issues? Yes.
  
8. Do you feel you have any conflicts of interest that may arise due to your appointment to the PC?  
No, unless my involvement with the Parks Committee becomes a conflict in some way.
  
9. List any special skills, interests, and hobbies that you believe would bring special value to your ability to  
serve on this board: Walking, jogging, bicycling, and gardening (landscape maintenance) are the most relevant interests and hobbies that I have.  
As a former employee of the City of Grants Pass Parks Dept, I have knowledge and appreciation of the challenges facing community parks.  
I have some experience in helping with the development of large parks-related projects
  
10. How did you hear about this position? I heard about this position by attending a Planning Commission meeting
  
11. Would you be interested in serving on advisory board in the future? Possibly





City of Phoenix  
Heart of the Rogue Valley

## Agenda Report to Mayor and Council

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**Agenda item title:** Appointment of 2024 City Council President

**Meeting Date:** January 02, 2024

**From** Bonnie Pickett, City Recorder

**Action:**     X Motion,   \_\_ Ordinance,   \_\_ Resolution,   X Information only,   \_\_ Other

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### SUMMARY

Per the City Charter, adopted November 3, 2015, Chapter III: Form of Government:

### BACKGROUND AND DISCUSSION

Section 9. Council President. At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the Mayor, acts as Mayor when he/she is unable to perform his/her duties, and becomes Mayor when there is a vacancy in the office of Mayor. Upon the Council President's ascendancy to Mayor, the council vice president becomes council president and the council must elect a new council vice president from its membership.

### COUNCIL GOALS SUPPORTED

N/A

### FISCAL IMPACT

N/A

### RECOMMENDATION

N/A

### PROPOSED MOTION

I move to appoint \_\_\_\_\_ to serve as the 2024 Council President."

### ATTACHMENTS

N/A



City of Phoenix  
Heart of the Rogue Valley

**Agenda Report  
to Mayor and Council**

**Agenda item title:** Appointment of 2024 City Council Vice-President

**Meeting Date:** January 02, 2024

**From** Bonnie Pickett, City Recorder

**Action:**      Motion,    Ordinance,    Resolution,    Information only,    Other

**SUMMARY**

Per the City Charter, adopted November 3, 2015, Chapter III: Form of Government:

**BACKGROUND AND DISCUSSION**

Section 10. Council Vice President. At its first meeting each year, the Council shall appoint a vice president from its membership. The vice president presides in the absence of the Mayor and council president and acts as Mayor when the mayor and Council president are unable to perform their duties.

**COUNCIL GOALS SUPPORTED**

N/A

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

N/A

**PROPOSED MOTION**

I move to appoint \_\_\_\_\_ to serve as the 2024 Council Vice-President.”

**ATTACHMENTS**

N/A

Community/ Regional	Purpose/Charge	Meeting Frequency	Council Liaison
Parks and Recreation Committee (PRC)	To advise the City Council and conduct activities to enrich the lives of Phoenix residents through the betterment and use of parks. PGC may conduct studies, hold hearings, prepare reports, and recommend on its own initiative or at the request of the City Council.	Monthly, 3 <sup>rd</sup> Thur. 6:00 pm	Councilor Peterson
Rogue Valley Council of Governments (RVCOG) Board of Directors	To provide a regional resource for technical expertise and project management, as well as a collective voice for the region when working with the state or federal government.	typ. Monthly, 4th Wed., noon	Mayor Baker
Rogue Valley Metropolitan Planning Organization (RVMPO) Policy Board	To establish a local forum for transportation decision making; evaluate transportation alternatives; develop and update long-range regional transportation plans; develop a Transportation Improvement Program (TIP); and promote public involvement.	Monthly, 4th Tues, 2:00 p.m.	Councilor Vermillion
Rogue Valley Area Commission on Transportation (RVACT)	To prioritize state transportation infrastructure and capital investments; advocate for transportation improvements on behalf of the area.	Every other month, 2nd Tuesday, at 9:00-11:30 a.m. (ODOT White City or Grants Pass Council Chambers)	Councilor Shrader
Envision Bear Creek Policy Group	Envision Bear Creek will explore recreation and economic development opportunities, natural resources enhancement, transportation connectivity while also informing its maintenance, security, funding, and overall governance.	Meet when necessary	Councilor Clauson
League of Oregon Cities (LOC)		LOC Annual Conference in October. Monthly meetings.	Mayor Baker