



# City of Eagle Point

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## City Council

REGULAR MEETING MINUTES  
JUNE 25, 2019

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called the meeting to order at 6:00 p.m. in the Council Chambers.

Council Members Present: Ruth Jenks, Bill Fierke, Bernie Grossman, David Lacombe, James Mannenbach, and Kevin Walruff.

Council Members Absent: Michael Stanek.

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

Guests: Jackson County Commissioner Strosser (left at 6:33 p.m.); Bob Pinnell, President, Eagle Point and the Upper Rogue Chamber of Commerce (left at 6:04 p.m.); Jerry Close, Community Development Commissioner; Suzi Collins, Planning Commissioner; Eric Gunn, Budget Committee Member; Lorin Myers, Budget Committee Member; Millie Wewerka, Budget Committee Member and Planning Commissioner; and members of the public and press.

Mayor Jenks welcomed everyone and made a reminder about quieting cell phones until after the meeting.

2. FLAG SALUTE AND INVOCATION

Mayor Jenks led the Pledge of Allegiance and Lorin Myers offered the invocation.

3. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

Bob Pinnell, President, Eagle Point and the Upper Rogue Chamber of Commerce, provided an update about the 4<sup>th</sup> of July celebration as well as the student visit to Eagle Point's Sister City, Shōwa, Japan. With regard to the 4<sup>th</sup> of July, Mr. Pinnell reported everything is moving ahead with vendors submitting applications, and the Fun Run filling up. 21 flags were recently received from the Eagle Point National Cemetery, enough for display along Linn Road. The Butte Creek Mill Foundation has also been requested to move wood and other materials away from the road before the 4<sup>th</sup> of July. Next, Mr. Pinnell reported enough funds were raised for the students visiting Shōwa, Japan, to cover their transportation and some overnight lodging in Portland, and the School District provided bus transportation to and from Portland. A celebration is planned for the students when they return and updates of the visit are on the Eagle Point, Oregon and Shōwa, Japan Facebook page. Shōwa

## City of Eagle Point Council Meeting Minutes

June 25, 2019

Page 2 of 8

students are visiting Eagle Point beginning August 7<sup>th</sup>. There was also a brief discussion about the positive relationship and experiences with Shōwa.

Mr. Pinnell left at 6:04 p.m., and there were no other audience questions or comments.

#### 4. PRESENTATIONS

There were no presentations.

#### 5. PUBLIC HEARINGS

##### 5.1 Public Hearing to receive comment from interested parties for the proposed use of state revenues.

Mayor Jenks announced the Public Hearing had been advertised and all legal notifications were made in compliance with state and local laws. Mayor Jenks went on to explain that in addition to a presentation from Staff, all persons interested in offering testimony would be allowed to speak at the appropriate time.

At 6:05 p.m., Mayor Jenks opened the Public Hearing to receive comment from interested parties for the proposed use of state revenues.

Melissa Owens, Finance Director, explained that a share of State tax revenues from cigarette, liquor, gas, and property taxes are shared with cities and distributed on a per capita basis if the city elects to receive those taxes. This public hearing provides the public with an opportunity to give input. The only regulation for spending is for the gas tax revenues to be used for road projects.

Mayor Jenks offered to receive public testimony in favor and opposition but there was no public comment, questions, or final comments.

Mayor Jenks closed the Public Hearing at 6:07 p.m.

##### 5.2 Public Hearing to accept comment regarding adoption of the 2019-2020 budget as approved by the Budget Committee.

Mayor Jenks announced the Public Hearing had been advertised and all legal notifications were made in compliance with state and local laws. Mayor Jenks went on to explain that in addition to a presentation from Staff, all persons interested in offering testimony would be allowed to speak at the appropriate time.

At 6:08 p.m., Mayor Jenks opened the Public Hearing to receive comment from interested parties for the proposed use of state revenues.

Melissa Owens, Finance Director, explained that on May 16, 2019, a public hearing was held on the proposed 2019-2020 Budget to receive public comment. A public meeting of the Budget Committee was held following the public hearing wherein the budget was reviewed and approved by the Budget Committee without changes.

Ms. Owens explained there was one recommended change by staff to the proposed budget which reduced the beginning fund balance by of \$16,760 and increased transfers in by the same amount. However, it would not change the budget other than where revenue comes for the General Fund.

## City of Eagle Point Council Meeting Minutes

June 25, 2019

Page 3 of 8

Mayor Jenks invited public testimony; however, there was no testimony in favor or opposition, and no final comments were made. Mayor Jenks closed the public hearing at 6:09 p.m.

### 6. CONSENT CALENDAR

#### 6.1 Presentation of Regular Meeting Minutes of June 11, 2019.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Councilor Fierke moved to approve the Consent Calendar, and Councilor Walruff seconded the motion. There was no discussion. Roll call: Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Kevin Walruff, yes; Ruth Jenks, yes; and Michael Stanek, absent. The motion passed unanimously by those present.

### 7. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

There were no items considered for removal from the Consent Calendar.

### 8. PRESENTATION OF BILLS TO BE PAID

Mayor Jenks asked if there were questions about the bills to be paid including the additional bills list. There being no questions, Councilor Mannenbach moved to approve the Bills to be Paid in the amount of \$88,669.61 and the Additional Bill List of \$31,199.38 (Submission No. 1). Councilor Grossman seconded the motion. There was no discussion. Roll call: Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Kevin Walruff, yes; Bill Fierke, yes; Ruth Jenks, yes; and Michael Stanek, absent. The motion passed unanimously by those present.

### 9. OLD BUSINESS

There was no old business.

### 10. NEW BUSINESS

#### 10.1 Resolution No. 2019-22. A Resolution authorizing adjustments to Revenues and Expenses within various funds for the 2018-2019 Fiscal Year.

Melissa Owens, Finance Director, reported that at the end of each year, staff looks at the financial reports and determines necessary adjustments. The proposed changes were presented in Resolution No. 2019-22 (Submission No. 2) and while there were not many changes, Ms. Owens reviewed the changes in full detail during the meeting. The most significant changes related to an increase in Building Revenue to the General Fund Revenue by \$70,000, resulting in an increase to the Building Department by \$70,000 to cover the building official.

At the end of the presentation, Ms. Owens offered to answer questions but there were no questions.

Mayor Jenks offered to entertain a motion to approve Resolution No. 2019-22. Councilor Fierke made a motion to approve Resolution No. 2019-22, a Resolution authorizing adjustments to Revenues and Expenses within various funds for the 2018-2019 Fiscal Year; and Councilor Lacombe seconded the motion. Roll call:

## City of Eagle Point Council Meeting Minutes

June 25, 2019

Page 4 of 8

David Lacombe, yes; James Mannenbach, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; Ruth Jenks, yes; and Michael Stanek, absent. The motion passed unanimously by those present.

- 10.2 Resolution No. 2019-23. A Resolution certifying that the City of Eagle Point provides four or more municipal services.

Melissa Owens, Finance Director, explained that this item is related to one of the public hearings held earlier. The Resolution certifies that the City provides four or more municipal services, namely: police protection; street construction, maintenance, and lighting; storm systems; planning, zoning, and subdivision control; and water provisions. Additionally, Ms. Owens explained that having these services qualifies the City for receiving state revenue sharing.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2019-23. Councilor Fierke made a motion to approve Resolution No. 2019-23, a Resolution certifying that the City of Eagle Point provides four or more municipal services; and Councilor Mannenbach seconded the motion. Roll call: James Mannenbach, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; Ruth Jenks, yes; and Michael Stanek, absent. The motion passed unanimously by those present.

- 10.3 Resolution No. 2019-24. A Resolution declaring the City's election to receive state revenues.

Melissa Owens, Finance Director, reported this Resolution declares the City's election to receive state revenue sharing for Fiscal Year 2019-2020, and certifies that a Public Hearing was held during this meeting and also during the Budget Committee Meeting on May 16, 2019.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2019-24. Councilor Fierke made a motion to approve Resolution No. 2019-24, a Resolution declaring the City's election to receive state revenues; and Councilor Grossman seconded the motion. Roll call: Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Ruth Jenks, yes; and Michael Stanek, absent. The motion passed unanimously by those present.

- 10.4 Resolution No. 2019-25. A Resolution adopting the 2019-2020 Budget, declaring tax levied, making appropriations for the 2019-2020 Fiscal Year, and categorizing the tax levy.

Melissa Owens, Finance Director, noted this item is related to a Public Hearing held earlier during the meeting. Resolution No. 2019-25 adopts the 2019-2020 Budget, declares taxes levied, makes appropriations for the 2019-2020 Fiscal Year, and categorizes the taxes levied. Ms. Owens noted the changes previously discussed during the Public Hearing are already included in the Resolution. The total amount of the proposed budget remains unchanged in the amount of \$19,933,493.

There being no questions at that time, Mayor Jenks offered to entertain a motion to approve Resolution No. 2019-25. Councilor Fierke made a motion to approve Resolution No. 2019-25, a Resolution adopting the 2019-2020 Budget, declaring tax

## City of Eagle Point Council Meeting Minutes

June 25, 2019

Page 5 of 8

levied, making appropriations for the 2019-2020 Fiscal Year, and categorizing the tax levy; and Councilor Walruff seconded the motion. Councilor Fierke inquired about prioritizing project lists in the event all of the money does not come in as projected, and staff presenting any changes to the Council. Ms. Owens clarified that any changes would be brought back to Council and major expenditures would also require Council approval as well as awarding contracts. Councilor Fierke urged return on investment to be a part of any major expenditure, and had a final question about replacing a police vehicle like last year. Police Chief May noted there are two vehicles being removed from the fleet rotation due to mileage and maintenance. Ms. Owens added that the City has used a couple of the last cars. Councilor Fierke also requested a month or so of advance notice of proposed water rate increases with a breakdown of annual monies received for the base rate and by each tier of water used. Ms. Owens noted the recently adopted water rate increases run through nearly the entire fiscal year, and it will be next April or so to look at the rates again. There was no further discussion. Roll call: Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Kevin Walruff, yes; Ruth Jenks, yes; and Michael Stanek, absent. The motion passed unanimously by those present.

Following adoption of the 2019-2020 Budget, Mayor Jenks acknowledged and recognized the Budget Committee members for their service including members present in the audience.

At 6:33 p.m., Commissioner Strosser left the meeting.

- 10.5 Resolution No. 2019-26. A Resolution authorizing reimbursement to Dave Judd, Storage Emporium, LLC, for Street Oversizing to Hannon Road.

Robert Miller, Public Works Director, reviewed the related agenda statement, explaining that improvements along Hannon Road are required to be oversized to meet standards for Commercial Collectors. The required improvements were made as part of the Storage Emporium development. The developer's reimbursement amount of \$5,680 was reviewed and recommended for reimbursement by Mr. Miller, in the capacity of City Engineer.

Mayor Jenks offered to entertain a motion to approve Resolution No. 2019-26. Councilor Fierke made a motion to approve Resolution No. 2019-26, a Resolution authorizing reimbursement to Dave Judd, Storage Emporium, LLC, for Street Oversizing to Hannon Road; and Councilor Walruff seconded the motion. Roll call: Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Kevin Walruff, yes; Bill Fierke, yes; Ruth Jenks, yes; and Michael Stanek, absent. The motion passed unanimously by those present.

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

Councilor Fierke commended staff for the combined Street Dance and Night Out event. Councilor Fierke thought it was a good event with the change in the time of year for the dance and combining the two events. Next, he reported on the recent D-9 School Board Meeting with the approval of construction projects including a snack shop, rest room, prefab classrooms, and demolition of old classrooms at Little Butte Elementary but not the administrative area or gym. There was also discussion about potential uses of the old Elk

## City of Eagle Point Council Meeting Minutes

June 25, 2019

Page 6 of 8

Trail School with the YMCA for recreation, and the budget was passed. With regard to School District personnel, Councilor Fierke reported on the upcoming retirement of the Superintendent and her assistant in June 2020. The School Board also held a lengthy discussion about social studies, health, and sex education on the agenda as part of approving curriculum; however, no decision was made.

Councilor Lacombe reported attending the Grand Opening of Discovery Ed with everything going well and in full swing. The enrollment process is keeping staff busy and they are looking forward to the school year with the afterschool program. Councilor Fierke added that 95 students were coming in on the following Monday, and Mayor Jenks commented that the building had been beautifully done.

Councilor Grossman expressed appreciation to the City for the Council's shirts and caps, noting he had worn his shirt at the Street Dance and people had asked him questions about the City. Mayor Jenks thanked him for suggesting the caps.

Councilor Walruff reported hosting a college graduation party and was not able to attend the Street Dance. However, he reported contacting Sheriff Sickler to let him know that he and Councilor Lacombe are interested in serving on the Steering Committee for the Jail.

Councilor Mannenbach reported on the upcoming Southern Oregon Regional Economic Development Inc. (SORED) Annual Meeting in June and the Crown Dinner in August at the Schmidt Vinyard, but there will not be a SORED meeting in July. Councilor Mannenbach also reported receiving compliments about the new police vehicle.

Mayor Jenks reported attending the Street Dance and Night Out event and really liked combining the events which received a lot of compliments and support. In addition, she attended the Eagle Point Women's Club luncheon with the Red Cross giving advice about how to keep ourselves safe and prepared for disasters, and noted the tie-in with the Council Goals. Mayor Jenks also reported attending a Metropolitan Planning Organization (MPO) meeting earlier in the day wherein the City of Ashland presented a proposal to the MPO. Some individuals from the Ashland Traffic Committee argued against the proposal; however, the City of Ashland received the needed support from the MPO to move forward.

### 12. STAFF REPORTS

Mike Upston, Planning Director, explained there are about 25 pages in the most recent Friday Letter dedicated to development and planning, noting a lot of things progress very slowly and remain on the list for months or years. Additionally, at Councilor Fierke's request, there will be a presentation about the Jackson County Active Transportation Plan by representatives from Jackson County and possibly the Oregon Department of Transportation (ODOT). With regard to the Community Development Commission, George Kramer, an architectural historian, will be working on the historic survey property list and introduced to the Commission at the next meeting in August. In addition, the Planning Commission is scheduled to meet in August with an annexation on the agenda. This is the first annexation in at least 10 years and could result in a small subdivision at some point. It will likely come before the Council in September with a zoning recommendation. Mr. Upston also reported on the developers of the Greenview Subdivision offering to dedicate a couple of unneeded remnant tax lots and a storm drain easement to the City. Councilor Fierke inquired about the Regional Plan and whether or not action had been taken by other cities that Eagle Point might consider tagging along on. Mr. Upston responded that Phoenix and Central Point

## City of Eagle Point Council Meeting Minutes

June 25, 2019

Page 7 of 8

may have been considering bringing an amendment forward at one point but did not follow through. However, Mr. Upston noted he would follow up to see if further action is planned. Mr. Upston continued about Central Point being a key player in developing an Urban Reserve Area Conceptual Planning Process, as a way to plan for development in urban reserves with a process of going through the Rogue Valley Metropolitan Planning Organization (RVMPO) Technical Advisory Committee (TAC) and the Policy Committee for letters of support to proceed. Mr. Upston noted that Central Point is the only City to consistently do this. Next, Mayor Jenks inquired about House Bill 2001, and Mr. Upston responded that it would impact cities with populations of 10,000 or more, allowing cottage clusters, duplexes, and multi-plexes in single family districts. Mr. Upston noted that implementation is typically slow and Eagle Point's population is not anticipated to grow to that size for another 5 to 6 years. There was also discussion about possible future up-zoning of vacant tax lots including those on Arrowhead Trail to a higher density. Mayor Jenks concluded that density as it relates to Eagle Point's character was a conversation for another day. Mr. Upston made a final comment about looking at Minnesota's housing articles and group discussions.

Melissa Owens, Finance Director, announced the Finance Report was in the packet but the Resolution had the final numbers. Staff is working on end of year reports and preparations, and spending a lot of time on Human Resources related to filling vacant positions. Ms. Owens reported the front office clerk position had been filled by an employee of Hunter Communications that had assisted the City on a previous project. The City will also be advertising for the Public Works Supervisor position. In addition, insurance renewals are coming up and the numbers are anticipated to be good. Councilor Fierke inquired about whether or not the Street Fund revenue is anticipated to be positive and the expenditures less. Ms. Owens responded that the numbers could stay negative, but the City is spending down as it provides pavement management but there will be a point where it will have to balance out. Councilor Fierke noted the Street Fund should be positive as it is virtually on track. Ms. Owens reported more revenues are anticipated but much depends on the new gas tax.

Robert Miller, Public Works Director, reported on the Public Works crew preparing for the 4<sup>th</sup> of July and contracted park mowing at Highlands Park, Cartegraph program kick off scheduled in mid-July, preliminary pavement maintenance for chip sealing Crystal Drive, and striping coming up except on Robert Trent Jones Boulevard and Crystal Drive. Mr. Miller further reported on the Water Department with two laborers recently passing their Water I test and another passing the Water II test. This will result in the City having 3 operators at Level II (when the new operator is hired) and 2 operators at Level I. They also fixed a major leak on Palima Drive (last replaced 20+ years ago), and will begin testing a water leak correlator to identify leaks that could pay for itself in 6 months to 1 year. With regard to Linn Road, it is progressing quickly and thoroughly with the culvert covered, curb and gutter being poured, and paving scheduled later in the week. Mr. Miller reported Linn Road will be open for the 4<sup>th</sup> of July and proposed closure afterwards for finishing touches. There was further discussion regarding an unrelated power outage that was remedied, as well as discussion about changes to the direction of some driveways away from Linn Road which were deemed to be safer. Councilor Walruff added that the Jackson County Roads Department should be complimented for their work on Crystal Drive.

**City of Eagle Point Council Meeting Minutes**

June 25, 2019

Page 8 of 8

With regard to Linn Road, Mayor Jenks was pleased to see crews out working on Sunday, and inquired about the punch list and revisiting property owners. Mr. Miller reported the punch list is the last part of the project and because of utility issues the push is to get the project completed by the 4<sup>th</sup> of July. Mr. Miller reported plans to follow up with residents to make sure all of the agreements have been completed. However, completion is likely with the prime contractor being in town and 5% retention held on payment. Mr. Miller further discussed the schedule for paving, fencing, utility undergrounding, and road closure. Mayor Jenks expressed surprise and concern about the proposed road closure, and requested to discuss this offline.

Chief May reported on defense tactic training and NARCAN training scheduled for the Police Department. The Public Works crew is also scheduled to attend the NARCAN training as they come across hazards in parks and other places. Chief May further reported on Officer Jordan attending CPR and AED training, as well as Officer Slagle attending a National Association of School Resource Officers training.

There were no other staff reports.

Mayor Jenks finished with a big thank you and admiration to Robert Miller, Public Works Director, and the entire Linn Road project team. Mayor Jenks noted the accelerated schedule and complexity of the project, and commended everyone for their professional abilities including the support of Henry Lawrence, City Administrator, and others. She concluded with appreciation and praise for getting the project ready for the 4<sup>th</sup> of July.

13. INFORMATION

There were no information items for discussion.

At 7:10 p.m., Mayor Jenks recessed the meeting after announcing there was no other regular business scheduled after the Executive Session and that representatives of the news media would be allowed to attend the Executive Session. All other members of the audience were asked to leave the room until the Executive Session was closed.

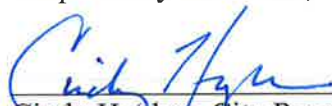
14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(d), To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

At 7:18 p.m., Mayor Jenks opened the Executive Session pursuant to ORS 192.660(2)(d) and closed the Executive Session at 8:20 p.m.


15. ADJOURN

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

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Ruth Jenks, Mayor