



City of Eagle Point

City Council

REGULAR MEETING MINUTES JUNE 23, 2020

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called the regular meeting of the Eagle Point City Council to order via teleconference on June 23, 2020 at 6:01 p.m.

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

Council Members Absent: James Mannenbach.

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

Guests: Members of the public and press.

Mayor Jenks welcomed everyone and discussed the designated period for audience questions or comments. Members of the audience were asked to refrain from commenting during the meeting. It was further noted that general questions or additional comment could be made by contacting City Hall during regular business hours.

2. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

Mayor Jenks requested audience questions or comments to be brief and limited to items of an urgent nature due to the current state of affairs. However, there were no audience questions or comments.

3. PUBLIC HEARINGS

3.1 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 further explained that in addition to a presentation from Staff, all persons interested in offering testimony would be allowed to speak at the appropriate time.

At 6:03 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 the purpose of the Public Hearing is to receive comment from interested parties for the proposed use of state revenues. A share of State tax revenues from cigarette, liquor, gas, and property taxes are

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apportioned among cities and distributed on a per capita basis if the city elects to receive those taxes. The only regulation is that gas tax revenues may be used for road projects only. State laws require that cities pass a Resolution each year requesting to receive the proposed state revenues. This public hearing is also required as well as the one by the Budget Committee which was held on June 4th.

Mayor Jenks offered to receive public testimony in favor and opposition. No testimony was offered and no final comments were made.

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

3.2 Public Hearing to accept comment regarding adoption of the 2020-2021 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 the purpose of the Public Hearing is to accept comment regarding the adoption of the 2020-2021 Budget as approved by the Budget Committee. On June 4, 2020, the proposed 2020-2021 Budget was presented to the Budget Committee. A Public Hearing was held at that time to hear public comment regarding the proposed budget. The budget was reviewed and approved by the Budget Committee without changes. As part of the adoption process by the Council, a Public Hearing must be held to accept public comment regarding adoption of the 2020-2021 Budget as approved by the Budget Committee. Following the Public Hearing, the 2020-2021 Budget will be presented to the Council for adoption.

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.

4. CONSENT CALENDAR

4.1 Presentation of Regular Meeting Minutes of June 9, 2020.

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

5. PRESENTATION OF BILLS TO BE PAID

Mayor Jenks asked if there were questions about the bills to be paid including the Additional Bills List. Councilor Fierke inquired about Check No. 43331 to Day Wireless System. Melissa Owens, Finance Director, reported the payment was for electronics in new Police cars. Chief May noted that the payment completely outfitted the Police car that was

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purchased last July. Councilor Fierke also asked about Check No. 43341 to Ironclad Security for Security Cameras. Ms. Owens reported the payment is for replacement cameras directed at the Centennial Plaza and Covered Bridge. In addition, the old cameras had reached the end-of-life and the new cameras match the rest of the system. Councilor Lacombe asked about Check No. 43372 to Ferguson Enterprises for Shasta/Onyx Water Improvements. Robert Miller, Public Works Director, responded about one of the payments to Ferguson Enterprises being for parts that may go back or be used in another area. The payment for Shasta/Onyx Water Improvements covered preventative water line replacement to avoid disturbing pavement in the near future. There being no further questions, Councilor Lacombe moved to approve the Bills to be Paid in the amount of \$148,637.36 and the Additional Bills List of \$37,487.62 for a Grand Total of \$186,124.98 (Submission No. 1). Council President Stanek seconded the motion. There was no further discussion. Roll call: David Lacombe, yes; Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; Ruth Jenks, yes; and James Mannenbach, absent. The motion passed unanimously by those present.

6. OLD BUSINESS

6.1 Discussion regarding extending Resolution No. 2020-15, a Resolution that extended the authority granted in Resolution Nos. 2020-07, 2020-08, 2020-09, 2020-10, regarding temporary closure of City Hall, cancelling or postponing nonessential public meetings, staying enforcement of default utility bills and waiving fees for online payments, and authorizing paying the City's bills.

Mayor Jenks introduced this item. Aaron Prunty, City Administrator, explained the purpose of this item is to possibly extend the Resolution by motion. The financial impact regarding waiving credit card fees is approximately \$5,000 per month. Councilor Fierke asked about the outstanding water bills in default and how payments or liens would be made. Mr. Prunty responded that the bill is owed by the homeowner, even if a renter leaves. If not paid, a lien search would result in collection at the time of the property sale. Melissa Owens, Finance Director, added that it is up to the homeowner whether to put the bill in their name or have the tenant put the service in their own name. Regardless, the homeowner is responsible for any balances due to the City. The City is proactive in notifying property owners if a renter is not paying the water bill. Councilor Fierke also suggested having this item come before the Council more frequently than in the proposed Resolution. Later in the meeting, City Council President Stanek suggested presenting the item for approval at the second meeting of each month.

Councilor Lacombe asked about how city business is being conducted. Mr. Prunty reported he will meet with citizens or others by appointment and most other business can be conducted online. Ms. Owens noted that a new online permit system and business license application process had been implemented as well as inspection requests which will all continue into the future. Further, staff monitors and observes the front door for citizens needing assistance while also trying to limit the number of individuals inside of the lobby at one time.

Discussion further addressed recouping the online payment fees. Ms. Owens noted the topic of waiving online payments was something she had planned to present in the future as part of the requirements of accepting credit card payments at the front

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counter. Ms. Owens supported credit card payments at the front counter as a service to citizens and an option to help the City receive payments that might not otherwise be paid at the front counter. Mayor Jenks inquired about the assessment of late fees and shut off fees that have not been assessed during this time. Ms. Owens noted that the City will not attempt to recoup the fees but will collect on the water portion. In addition, staff is continuing to send reminders and working on accounts.

Council discussion addressed the timeframe for extending and revisiting this item, which resulted in the following motions:

MOTION: Council President Stanek offered a motion to extend the authority granted in Resolution No. 2020-15, through the last Council meeting of July, August and September, and so forth, or until such time as the Council determines to be appropriate to be addressed whether it be on or before those date. Councilor Fierke seconded the Motion. Discussion ensued wherein no vote was taken on the motion; however, the following motion was created and offered by Council President Stanek.

MOTION: Council President Stanek offered a motion to extend the authority granted in Resolution No. 2020-15 through the last Council meeting of July, at which time it will be revisited. Councilor Fierke seconded the motion. There was no further discussion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; Ruth Jenks, yes; and James Mannenbach, absent. The motion passed unanimously by those present.

7. NEW BUSINESS

- 7.1 Resolution No. 2020-19. A Resolution authorizing adjustments to Revenues and Expenses within various funds for the 2019-2020 Fiscal Year.

Melissa Owens, Finance Director, presented Resolution No. 2020-19 and reviewed the adjustments shown in the Resolution in full detail (Submission No. 2). There were no questions; however, Councilor Fierke suggested corrections to the Water Fund to change the Adjusted column on Materials & Services to \$918,850 and the Capital Outlay Change column to -\$40,000. Ms. Owens agreed with the recommendations.

Mayor Jenks offered to entertain a motion to approve Resolution No. 2020-19. Councilor Walruff made a motion to approve Resolution No. 2020-19, a Resolution authorizing adjustments to Revenues and Expenses within various funds for the 2019-2020 Fiscal Year, with mentioned amendments of positives and negatives; and Councilor Fierke seconded the motion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; Ruth Jenks, yes; and James Mannenbach, absent. The motion passed unanimously by those present.

- 7.2 Resolution No. 2020-20. A Resolution authorizing closing Fund 45 (98 G.O. Bond Fund) and transferring the remaining Funds to Fund 10 (General Fund).

Melissa Owens, Finance Director, reviewed the related agenda statement about the City authorizing the sale of Series 1998 General Obligation Bonds in 1997. The resulting bond revenues were used for capital costs related to the conversion and remodeling of a grocery store that is now Eagle Point City Hall. After the final debt

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payment was made in July 2018, a positive balance of \$18,897.10 has remained in Fund 45 to meet a one year waiting period before transferring the remaining funds into the General Fund. Further, Ms. Owens noted this is different than closing out the Vending Machine Fund as it has additional requirements. There was no further discussion.

Mayor Jenks offered to entertain a motion to approve Resolution No. 2020-20. Councilor Fierke made a motion to approve Resolution No. 2020-20, a Resolution authorizing closing Fund 45 (98 G.O. Bond Fund) and transferring the remaining Funds to Fund 10 (General Fund); and Councilor Walruff seconded the motion. Roll call: Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; Michael Stanek, yes; Ruth Jenks, yes; and James Mannenbach, absent. The motion passed unanimously by those present.

- 7.3 Resolution No. 2020-21. A Resolution adopting the 2020-2021 Budget, declaring tax levied, making appropriations for the 2020-2021 Fiscal Year, and categorizing the tax levy.

Melissa Owens, Finance Director, noted this item is related to the Public Hearing held earlier in the meeting. Resolution No. 2020-21 adopts the 2020-2021 Budget, declares the permanent rate and taxes levied, makes appropriations for the 2020-2021 Fiscal Year, and categorizes the taxes levied.

Council discussion followed about another local jurisdiction's concerns regarding its revenues. Ms. Owens noted that a lot more will be known in the coming months about gas tax revenue projections. There was also discussion about transient lodging tax revenues and taxes for dining out in other cities. Councilor Fierke made a reminder about delaying but not cancelling lower priority items such as those discussed during the Budget Committee meeting i.e. Council Chamber chairs, the sign at City Hall, painting in the Council Chambers, and flooring for the Ashpole Community Center. Ms. Owens agreed with the recommendation, noting the City generally waits until the fall of the year before spending General Funds to make sure there are no surprises from Expenditures or Revenues. Additionally, it was noted that training expenses may increase; however, virtual conferences may result in a savings. There were no further questions or comments.

There being no questions at that time, Mayor Jenks offered to entertain a motion to approve Resolution No. 2020-21. Councilor Walruff made a motion to approve Resolution No. 2020-21, a Resolution adopting the 2020-2021 Budget, declaring tax levied, making appropriations for the 2020-2021 Fiscal Year, and categorizing the tax levy; and Councilor Fierke seconded the motion. There was no further discussion. Roll call: Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; Michael Stanek, yes; Kevin Walruff, yes; Ruth Jenks, yes; and James Mannenbach, absent. The motion passed unanimously by those present.

- 7.4 Resolution No. 2020-22. 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,

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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. 2020-22. Councilor Grossman made a motion to approve Resolution No. 2020-22, a Resolution certifying that the City of Eagle Point provides four or more municipal services; and Councilor Lacombe seconded the motion. Roll call: Bernie Grossman, yes; David Lacombe, yes; Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Ruth Jenks, yes; and James Mannenbach, absent. The motion passed unanimously by those present.

- 7.5 Resolution No. 2020-23. A Resolution declaring the City's election to receive state revenues.

Melissa Owens, Finance Director, reviewed the related Agenda Statement. The Resolution declares the City's election to receive state revenue sharing for Fiscal Year 2020-2021, and certifies that a Public Hearing was held during this meeting and also during the Budget Committee Meeting on June 4, 2020.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2020-23. Councilor Lacombe made a motion to approve Resolution No. 2020-23, a Resolution declaring the City's election to receive state revenues; and Councilor Walruff seconded the motion. Roll call: David Lacombe, yes; Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; Ruth Jenks, yes; and James Mannenbach, absent. The motion passed unanimously by those present.

- 7.6 Resolution No. 2020-24. A Resolution authorizing revision of the Job Description for the Public Works Operations Supervisor and setting a new salary range.

Melissa Owens, Finance Director, discussed the previous changes to the job description in 2019 and the proposed changes to allow for a greater pool of otherwise qualified applicants. The proposed changes removed the requirement of a water license to a preference item, and the requirement of a Commercial Driver's License to a preferred qualification that may be required.

Ms. Owens discussed the need to also increase the wage scale as recent changes to the wages of the DRL, Direct Responsible Lead, increased over that of the Supervisor position.

Council discussion followed wherein Ms. Owens confirmed that the wages for this position will be included in a Cost-of-Living Adjustment (COLA) at a Council meeting in July. Councilor Fierke questioned the necessity of the disability statement at the end of the description, noting in his opinion that it recites the law and may signify the position is different than others. Ms. Owens reported that the City is updating all of its job descriptions with the language as the descriptions come up for revision or updates. Councilor Walruff asked Attorney Vanderhoof if he had concerns about the language. Attorney Vanderhoof spoke about the City's goals of updating the job descriptions as they come along but he did not have concerns.

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Mayor Jenks offered to entertain a motion to approve Resolution No. 2020-24. Councilor Walruff made a motion to approve Resolution No. 2020-24, a Resolution authorizing revision of the Job Description for the Public Works Operations Supervisor and setting a new salary range; and Councilor Lacombe seconded the motion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; Ruth Jenks, yes; and James Mannenbach, absent. The motion passed unanimously by those present.

- 7.7 Resolution No. 2020-25. A Resolution to adopt a new job description for the Code Enforcement position and approve a cost of living adjustment retroactive to July 1, 2019.

Melissa Owens, Finance Director, reviewed the related agenda statement, explaining that this job description had been in progress for a while as the position has evolved. Over time, with the current staff person's knowledge and background with the City, the position has taken on additional roles that are captured in the proposed job description. Also included in the Resolution is a Cost-of-Living Adjustment (COLA), retroactive to July 1, 2019.

Mayor Jenks offered to entertain a motion to approve Resolution No. 2020-25. Councilor Grossman made a motion to approve Resolution No. 2020-25, a Resolution to adopt a new job description for the Code Enforcement position and approve a cost of living adjustment retroactive to July 1, 2019; and Councilor Walruff seconded the motion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; Ruth Jenks, yes; and James Mannenbach, absent. The motion passed unanimously by those present.

8. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke expressed appreciation for the Splash Park opening during the hot weather. With regard to the School District, they recently experienced meeting technical difficulties but should be online for the next meeting. Councilor Fierke also discussed the possibility of an informational meeting with the School District around the beginning of August.

Councilor Lacombe reported he is still awaiting the restart of Community Development Commission meetings, and noted he would not be available to attend the July 14th meeting.

Councilor Grossman asked Mike Upston, Planning Director, about plans for the next Community Development Commission meeting. Mr. Upston discussed the Commission's regular schedule as well as delaying the presentation of the Parks and Recreation Master Plan to present it in-person. Mr. Upston also addressed questions about incentivizing the fire station property which may be a conversation with the Council once the City Administrator begins work on this item.

Council President Stanek reported on the cancellation of previous plans to be in Showa at this time. However, plans for next year's trip to Showa and fundraising will begin again soon. Locally, Council President Stanek reported on the Southern Oregon Car Club Cruise in Eagle Point with people on their lawns and watching the cruise.

Mayor Jenks reported attending a Zoom meeting for the fire station opening. Next, Mayor Jenks shared information from the Chamber regarding its July 4th plans for a Virtual Fun Run and a Parade of Pictures. Participants in the Parade of Pictures can submit photos for

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entry into the parade and gift certificate prizes at #EaglePointNeighborhood. It was noted that COVID-19 prevented fireworks and the parade but money is earmarked for next year's celebration.

9. STAFF REPORTS

Mike Upston, Planning Director, reported on continued discussions about the development of five lots on the East side of Highway 62 near Subway. Mr. Upston commented that Eagle Point's new home construction doesn't seem to have been impacted as development continues with the North Barton Road Subdivision, Sienna Hills Subdivision, and small areas near the Eagle Point Golf Course and Arrowhead Trail. Regionally, the Rogue Valley Metropolitan Planning Organization Technical Advisory Committee (RVMPO TAC) recommended adoption of the RVMPO 2021-2024 Transportation Improvement Plan. Mr. Upston also discussed updates for the Regional Transportation Plan, as well as Building Code Officials by third parties. Last, Mr. Upston announced there will be proposed amendments to the Eagle Point Municipal Code regarding non-habitable structures at the next Council meeting.

Melissa Owens, Finance Director, reported on the Finance Report being in the agenda packet through May 31st. A point was made about the Resolution for the end of year adjustments. While staff works hard to make sure the City doesn't overspend funds, often times there are unanticipated revenues related to SDC Revenue or Building and Planning Fees coming in higher than projected. Next, Ms. Owens announced new online services becoming available with new features being added as time allows. This benefits City staff with their workflow as well as builders and developers not having to leave their places of business to work with City staff. Last, Ms. Owens responded to Mr. Upston's statement about building in Eagle Point, noting 50 building permits were projected for Fiscal Year 2019/2020 and the City receiving 56 to date.

Robert Miller, Public Works Director, expressed appreciation for approval of the Public Works Supervisor job description and is looking forward to filling the position. As reported in the Friday Letter, chip sealing and crack sealing projects are coming soon and Robert Trent Jones striping will be discussed at the next meeting. Recommendations and discussion with the City Council regarding the Alta Vista/South Shasta Traffic Study will also be on a future agenda. In conclusion, Mr. Miller noted there is a lot of current development in Eagle Point.

Chief May reported on updates in the Friday Letter with lateral candidate interviews coming up. Chief May responded to an inquiry by Council President Stanek regarding the curfew process for minors with many of them being sent home with a Police Department business card for parents to call although some are sent home if they are already close to home. However, Chief May reported several youth had recently been issued citations. There was also discussion about a case involving vandalism to a curb but it is still under investigation. Last, Chief May reported he will ensure the Department is providing education about curfews and will add it to the next Friday Letter.

Ryan Vanderhoof, City Attorney, reported on it being a couple of slow weeks but represented the City on a traffic violation appeal wherein the defendant did not appear. Further, Attorney Vanderhoof noted he would not attend the Executive Session as his firm has a conflict of interest.

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Aaron Prunty, City Administrator, discussed the possible duration of Council meetings being held in teleconference mode as well as the challenges of mixing technologies with in-person meetings. A brief discussion followed about meetings such as the Council's goal setting session being held in-person but no decision was made. Mr. Prunty planned to contact Councilors about their availability for in-person meetings.

There were no other staff reports.

10. INFORMATION

There were no information items for discussion.

At 7:56 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.

11. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(h), To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

At 8:10 p.m., Mayor Jenks opened the Executive Session pursuant to ORS 192.660(2)(h) and closed the Executive Session at 9:19 p.m.

12. ADJOURN

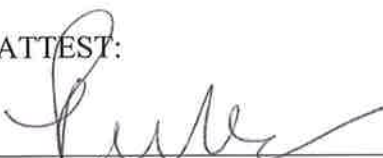
There being no further business, Mayor Jenks closed the meeting at 9:19 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Ruth Jenks, Mayor

Cindy Hays 6-23-2020

6/23/2020

ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
43368	CONSTRUCTION ENGINEERING	STEVENS/RTJ ADA RAMPS ENGINEERING	\$ 2,762.50
43370	EWING IRRIGATION	PARK SUPPLIES	\$ 160.16
43372	FERGUSON ENTERPRISES # 3011	SHASTA/ONYX WATER IMPROVEMENTS	\$ 19,142.96
43371	FERGUSON ENTERPRISES LLC # 3325	WATER SYSTEM MAINTENANCE	\$ 387.59
43373	HAYS OIL COMPANY	FUEL	\$ 136.62
43374	MC CARLTON CONTRACTING, INC	STEVENS RD/ONYX PATH REMOVAL	\$ 8,564.25
43375	NETWORK SERVICES COMPANY	JANITORIAL SUPPLIES	\$ 36.33
43376	PACIFIC OFFICE AUTOMATION	MINIMUM COPIER FEES	\$ 134.21
43377	QUADIENT FINANCE USA, INC	POSTAGE	\$ 2,000.00
43378	QUALITY ONE MAINTENANCE	LINN ROAD/PARKING LOT REPAIRS	\$ 2,198.00
43369	T MASSEY DBA ENGINEERING TECH	ENGINEERING SERVICES	\$ 1,965.00

SUBTOTAL \$ 37,487.62

Regular Bill list \$ 148,637.36

GRAND TOTAL \$ 186,124.98

Full
7-15-2020