



# City of Eagle Point

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## City Council

REGULAR MEETING MINUTES  
OCTOBER 27, 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 October 27, 2020 at 6:00 p.m.

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

Council Members Absent: Kevin Walruff.

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: Bob Russell, Butte Creek Mill Foundation Advisory Committee Member; Jay O'Neil, Chair, Butte Creek Mill Foundation; Therese Hoehne, Butte Creek Mill Foundation; and 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 and to mute phones if possible. 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. There were no audience questions or comments.

3. PRESENTATIONS

3.1 Regional and Local Water Rights Strategies – Robert Miller, Public Works Director.

Robert Miller, Public Works Director, reviewed a .pdf presentation included in the agenda packet. GSI Water Solutions, Inc. (GSI) assisted the partner cities of Ashland, Central Point, Eagle Point, Jacksonville, Phoenix, and Talent along with the Medford Water Commission (MWC) in developing a regional water rights solution. Mr. Miller reviewed the Average Daily Demand and Maximum Daily Demand Analysis of Eagle Point and the partner cities. In partnership and coordination with the other partner cities, Eagle Point and the partner cities can meet the Average Daily

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Demand and Maximum Daily Demand through 2070, although peaking factors and growth rates will impact future analysis.

Attorney Joe Kellerman and water rights specialist, Hollie Cannon, provided historical input as to how the City and other municipalities came to this point. Mr. Kellerman explained that the former head of the Medford Water Commission (MWC), Ed Olson, required all outside users to obtain water rights for the MWC to treat and transport. All cities were told the amount of Lost Creek Lake water they would need to purchase. At that time, Eagle Point engaged Hollie Cannon to work with Bob Russell in turning non-consumptive rights into consumptive water rights that saved the City around \$2M by not purchasing rights from Lost Creek Lake. In recent years, there have been additional discussions wherein the Jackson County Watermaster advised that the City could not turn additional non-consumptive rights into consumptive rights. The City did not pursue that at the time; however, Mr. Cannon noted this may be a good time to readdress with the current Watermaster.

Discussion followed about the improved relations with the Medford Water Commission, and callable water rights in the region including Fourmile Lake and Fish Lake. Mr. Kellerman suggested the City determine whether it needs to acquire additional water rights and if so, what time frame. Mr. Kellerman noted the water purchase price from Lost Creek Lakes is around \$1,500 to \$1,600 per acre foot but the other was under \$400 per acre foot.

Mr. Prunty commented favorably on the summary and discussed his vision of the Medford Water Commission locking in the rates they charge to cities for better planning in the future. Council discussion continued wherein the instream flow to protect the environment was discussed. The City has until 2030 to perfect instream water rights. Attorney Kellerman ended with a reminder that their entire law firm is available to assist.

#### 4. CONSENT CALENDAR

##### 4.1 Presentation of Regular Meeting Minutes of October 13, 2020.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Councilor Mannenbach moved to approve the Consent Calendar, and Councilor Fierke seconded the motion. There was no discussion. Roll call: Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Ruth Jenks, yes; and Kevin Walruff, 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. There being no questions, Councilor Lacombe moved to approve the Bills to be Paid in the amount of \$28,856.63 and the Additional Bill List of \$8,578.25 for a Grand Total of \$37,434.88 (Submission No. 1). Councilor Grossman seconded the motion. There was no further discussion. Roll call: Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Bill Fierke, yes; Ruth Jenks, yes; and Kevin Walruff, absent. The motion passed unanimously by those present.

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### 6. OLD BUSINESS

- 6.1 Discussion regarding extending or amending 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.

Aaron Prunty, City Administrator, discussed the purpose of the item being to allow the Council to determine whether to extend or amend the Resolution. He further reported there being a number of delinquent water accounts with little or no contact from some accounts. Mr. Prunty concluded with a request to the Council to consider amending the Resolution to allow for shut offs on delinquent accounts.

Council discussion followed with several comments about providing notice prior to shut off. Melissa Owens, Finance Director, reported on several notices being provided and the City offering information about other agencies that may be able to assist. Reminder letters have also been sent. At this time, the City is asking for delinquent accounts to make a payment and payment arrangements so that they can get their bill paid. It was clarified that shut offs were only for individuals that had not responded or set up payments, some being up to four months past due.

There being no further discussion, Mayor Jenks offered to entertain a motion. Councilor Mannenbach made a motion to approve 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; with the amendment as discussed. Council President Stanek seconded the motion. Cindy Hughes, City Recorder, clarified with Councilor Mannenbach that the motion amended the Resolution to allow for shut offs on delinquent accounts. Councilor Mannenbach confirmed this and there was no further discussion. Roll call: David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Bill Fierke, yes; Bernie Grossman, yes; Ruth Jenks, yes; and Kevin Walruff, absent. The motion passed unanimously by those present.

### 7. NEW BUSINESS

- 7.1 Resolution No. 2020-41. A Resolution authorizing the Mayor to sign a Sub-Grant Agreement with the Butte Creek Mill Foundation, for the Historical Rebuild of the Butte Creek Mill.

Aaron Prunty, City Administrator, provided a brief summary of the agenda statement and Sub-Grant Agreement, similar to the previous Agreement with eight documents due no later than December 1, 2020. The required documents include: Business Plan; 10-year Cash Flow Projection; Construction Plan; Budget; Fundraising Plan; Forensic Financial Review certified by Carolyn Ryder; Water Rights Plan; and estimated completion dates for an ADA accessible community space. Mayor Jenks requested

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clarification of the Foundation's approval of the Sub-Grant Agreement. Mr. Prunty confirmed the Foundation's approval of the Sub-Grant Agreement about one week ago with the exhibits as presented.

Mayor Jenks offered to entertain a motion to approve Resolution No. 2020-41. Council President Stanek made a motion to approve Resolution No. 2020-41, a Resolution authorizing the Mayor to sign a Sub-Grant Agreement with the Butte Creek Mill Foundation, for the Historical Rebuild of the Butte Creek Mill. Councilor Grossman seconded the motion. Councilor Fierke inquired about the next step, and changing dates on the main agreement with Oregon Business Development Department (OBDD). Aaron Prunty, City Administrator, reported he will contact OBDD to let them know whether the Sub-Grant Agreement is approved and if so, set in motion a new Intergovernmental Agreement (IGA) with OBDD. The proposed IGA will be essentially the same as the previous agreement, authorizing the City to request disbursement of funds after the original termination date. There was no further discussion. Roll call: James Mannenbach, yes; Michael Stanek, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; Ruth Jenks, yes; and Kevin Walruff, absent. The motion passed unanimously by those present.

- 7.2 Resolution No. 2020-42. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with Pacific Paving, Inc. for the 2020 Platt Place and Grady Street Patch Paving Project.

Robert Miller, Public Works Director, reviewed the related agenda statement. Rogue Valley Sewer Services (RVSS) contacted the City earlier in the year to review two projects being advertised for construction: Platt Place Sewer Rehabilitation and Onyx Street Sewer Rehabilitation.

During construction of both RVSS projects, the Eagle Point Water Department requested to replace the water service lines completely, rather than allowing splices of the waterline to fail in the future which would necessitate paving after repairs. The project was sent out to bid with two bids received by the October 21<sup>st</sup> deadline:

LTM, Inc. dba Knife River Materials	\$ 42,750
Pacific Paving Inc.	\$ 31,450

Funds for the project include reimbursements from RVSS and Avista totaling \$16,502 and the remainder from City funds including a request to increase the Pavement Management Budget from \$225,000 to \$241,502.

Mayor Jenks offered to entertain a motion to approve Resolution No. 2020-42. Council President Stanek made a motion to approve Resolution No. 2020-42, a Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with Pacific Paving, Inc. for the 2020 Platt Place and Grady Street Patch Paving Project. Councilor Fierke seconded the motion. There was no \*\*\*further discussion. Roll call: James Mannenbach, yes; Michael Stanek, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; Ruth Jenks, yes; and Kevin Walruff, absent. The motion passed unanimously by those present.

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### 7.3 Discussion regarding the City Administrator Review Process.

Mayor Jenks introduced this item and deferred to Councilor Fierke. Councilor Fierke reported having discussed this item at the last meeting. Subsequently, the Council has received a copy of the review form. A deadline for the City Administrator to complete a self-evaluation was also discussed. The next steps include Councilors Fierke and Lacombe meeting with staff about the City Administrator's evaluation, and the City Recorder arranging for those meetings.

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

Councilor Fierke commended staff on the content of the Friday Letter with a good explanation of how tax dollars work, and the police working with kids on Halloween. Additionally, Councilor Fierke discussed cross walks and signage with the Public Works Director.

Councilor Lacombe reported on the Community Development Commission meetings still being in a holding pattern. Councilor Grossman concurred.

Mayor Jenks expressed interest in CARES Act Funding and looks forward to the next Council meeting.

There were no other reports.

## 9. STAFF REPORTS

Mike Upston, Planning Director, reported on most activities being in the Friday Letter. Discussion followed about urban housing needs and new trends, Rogue Valley Transit District's trial service, and the waning interest in developing the old Fire Station property as developers are focused on rebuilding areas damaged by the recent fires.

Melissa Owens, Finance Director, reported on the finance report with the first round of property taxes coming in. Ms. Owens reported on the tax breakdown in the Friday Letter with tax assessments of around \$1.9M. PERS rates were also discussed and lower than projected. Additionally, Ms. Owens discussed looking into Coronavirus Relief Funds (CRF), as part of the CARES Act, and announced plans to discuss at the first meeting in November.

Robert Miller, Public Works Director, reported earlier on Robert Trent Jones Boulevard striping, and expressed appreciation for the Patch Paving Project that should be completed by mid-November. Mr. Miller referenced the Friday Letter with information on Arrowhead and North Barton, as well as new residential homes being built.

Police Chief May reported everything is in the Friday Letter, and added that recruitment continues with interviews anticipated later in the month.

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Cindy Hughes, City Recorder, announced that Nichole Petty, meeting secretary for the Community Development Commission, would serve as the meeting secretary at the next meeting.

There were no other staff reports.

10. INFORMATION

There were no Information items to discuss.

11. ADJOURN

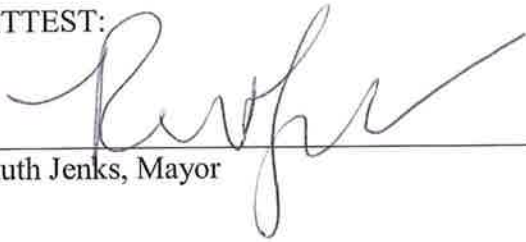
There being no further business, Mayor Jenks closed the meeting at 7:40 p.m.

Respectfully submitted,



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Cindy Hughes, City Recorder

ATTEST:



\_\_\_\_\_  
Ruth Jenks, Mayor

**City Council - October 27, 2020**  
**Submission No. 1 - Melissa Owens, Finance Dir.**

*Cindy Flynn* 10-27-2020

10/27/2020  
ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
43868	DOUBLE D ELECTRIC	VEHICLE MAINT/REPAIR	\$ 998.73
43869	EXPRESS SERVICES, INC.	TEMP SERVICES PUBLIC WORKS	\$ 1,044.00
43870	FERGUSON WATERWORKS # 3011	WATER SYSTEM MAINT/REPAIR	\$ 1,372.50
43871	JACKSON COUNTY TAXATION OFFICE	PROPERTY TAX/JUDGE STEWART HOUSE	\$ 2,739.16
43872	OFFICE DEPOT	SUPPLIES	\$ 423.86
43873	QUADIENT FINANCE USA, INC	POSTAGE	\$ 2,000.00
		<b>SUBTOTAL</b>	<b>\$ 8,578.25</b>
		<b>Regular Bill list</b>	<b>\$ 28,856.63</b>
		<b>GRAND TOTAL</b>	<b>\$ 37,434.88</b>

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11-12-2020