



EAGLE POINT CITY COUNCIL
17 BUCHANAN AVE. SOUTH, EAGLE POINT, OREGON

JANUARY 8, 2019

REGULAR MEETING MINUTES

1. CALL TO ORDER – 6:00 P.M.

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

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

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

Guests: Eagle Scout Matthew Schenk and members of Boy Scout Troop 48; Rob Merriman, Community Development Manager, Southern Oregon Regional Economic Development, Inc.; Paige West, Rogue Valley Transit District Senior Planner; Suzi Collins, Planning Commissioner; Eric Gunn, Budget Committee Member; Mike Smail, Planning Commissioner; Millie Wewerka, Budget Committee Member and Planning Commissioner; Jerry Zieman, Budget Committee Member; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Jerry Zieman offered the invocation and Mannenbach led the Pledge of Allegiance. Following the Pledge of Allegiance, Mayor Jenks reminded everyone about quieting cell phones until after the meeting.

3. OATHS OF OFFICE

3.1 Oath of Office of Ruth Jenks as Mayor.

Cindy Hughes, City Recorder, administered the Oath of Office to Ruth Jenks.

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- 3.2 Oaths of Office of Bernie Grossman, David Lacombe, and Kevin Walruff as City Councilors.

Cindy Hughes, City Recorder, administered the Oath of Office to Bernie Grossman, David Lacombe, and Kevin Walruff.

4. AUDIENCE QUESTIONS OR COMMENTS CONCERNING ITEMS NOT ON THE AGENDA

There were no audience questions or comments.

5. PRESENTATIONS

- 5.1 Presentation of Certificates of Appreciation to Matthew Schenk and Boy Scout Troop 48 for their contributions on the Eagle Scout Project - Little Butte Covered Bridge Fence.

Mayor Jenks congratulated Matthew Schenk on the completion of the Eagle Scout Project - Little Butte Covered Bridge Fence and acknowledged his newly acquired status of Eagle Scout. Mayor Jenks expressed great appreciation for the completion of the project and acknowledged the time and commitment by Matthew Schenk and Boy Scout Troop 48. Certificates of Appreciation were presented to Matthew Schenk and Boy Scout Troop 48.

Eagle Scout Schenk expressed appreciation to the Mayor and Council as well as Bob Russell and Robert Miller for support of the project.

6. PUBLIC HEARINGS

7. CONSENT CALENDAR

- 7.1 Presentation of Regular Meeting Minutes of December 11, 2018.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Councilor Stanek moved to approve the Consent Calendar as presented 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; Kevin Walruff, yes; and Ruth Jenks, yes. The motion passed unanimously.

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

9. PRESENTATION OF BILLS TO BE PAID

Mayor Jenks asked if there were questions about the bills to be paid including the additional bills list and the December 25, 2018 bill list. Mayor Jenks inquired about the payment of \$1,640 to Southern Oregon Transportation. Robert Miller, Public Works

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Director, responded that the amount is a partial payment for the Traffic Study which had not been completed. There being no other questions, Councilor Mannenbach moved to approve the Bills to be Paid in the amount of \$297,893.69 and the Additional Bill List in the amount of \$28,781.59, and the December 25, 2018 bill list in the amount of \$47,112.56 (Submission No. 1). Councilor Stanek seconded the motion. There was no discussion. Roll call: Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; and Ruth Jenks, yes. The motion passed unanimously.

10. OLD BUSINESS

11. NEW BUSINESS

11.1 Election of Council President.

Mayor Jenks announced the election of a Council President and opened the floor for nominations. Councilor Fierke nominated Michael Stanek for Council President. Councilor Mannenbach seconded the nomination. There being no further nominations, Mayor Jenks closed the floor for nominations and requested a vote. All Councilors stated their vote of Michael Stanek for Council President and Mayor Jenks declared Michael Stanek as Council President.

11.2 Appointment of Parliamentarian.

Mayor Jenks appointed the City Attorney, Souvanny Miller, to serve as the Parliamentarian.

11.3 Appointment of Sergeant at Arms.

Mayor Jenks appointed Police Chief May to serve as the Sergeant at Arms.

11.4 Resolution No. 2019-01. A Resolution designating City Officials and City Staff to sign checks for the City of Eagle Point's bank accounts and rescinding Resolution No. 2017-01.

Melissa Owens, Finance Officer, explained that the bank requires signatures and approval of the attached Resolution will allow the process to move forward. Ms. Owens further explained that the City Charter designates the City Administrator and Mayor to sign all checks. In the event the Mayor is not available, the Council President is a check signer for the City. In the event the City Administrator is not available to sign, the Finance Director is designated. Due to the changes in the office of Mayor and Council President, the new Mayor and Council President should be authorized to sign checks. There was no additional discussion.

Mayor Jenks asked for a motion to approve Resolution No. 2019-01, a Resolution designating City Officials and City Staff to sign checks for the City of Eagle Point's bank accounts and rescinding Resolution No. 2017-01. Councilor Fierke made a motion to approve Resolution No. 2019-01 and Councilor Walruff seconded the

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motion. There was no discussion. Roll call: James Mannenbach, yes; Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; and Ruth Jenks, yes. The motion passed unanimously.

11.5 Resolution No. 2019-02. A Resolution appointing Council Liaisons for Calendar Year 2019.

Mayor Jenks explained about the importance of Council Liaison appointments and different ways the City and other organizations benefit from the appointments. Eagle Point's participation has resulted in good partnerships and grants for City projects. Discussion resulted in the following appointments for Calendar Year 2019:

- Eagle Point Community Development Commission – Councilors Grossman and Lacombe
- Eagle Point Planning Commission – Councilor Walruff
- Jackson County School District No. 9 – Councilor Fierke
- Medford Water Commission – Mayor Jenks
- Rogue Valley Area Commission on Transportation – Mayor Jenks
- Rogue Valley Council of Governments Board of Directors - Mayor Jenks
- Rogue Valley Metropolitan Planning Organization – Mayor Jenks
- Rogue Valley Metropolitan Planning Organization Public Advisory Committee – Councilor Stanek
- Southern Oregon Regional Economic Development Inc. (SORED I) – Councilor Mannenbach.

Mayor Jenks asked for a motion to approve Resolution No. 2019-02, a Resolution appointing Council Liaisons for Calendar Year 2019. Councilor Fierke made a motion to approve Resolution No. 2019-02 and Councilor Stanek seconded the motion. There was no discussion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; and Ruth Jenks, yes. The motion passed unanimously.

11.6 Resolution No. 2019-03. A Resolution proclaiming that the City of Eagle Point shares SOREDI's vision for Southern Oregon as the most "Business Friendly" region on the West Coast.

Mayor Jenks explained about SOREDI (Southern Oregon Regional Economic Development, Inc.) hosting its Crown Dinner last August, with the former Mayor Russell in attendance. Part of that gathering included a discussion about the vision of Southern Oregon being the most Business Friendly region on the West Coast. A proclamation, as proposed in Resolution No. 2019-03, was deemed to be their first step.

Next, Mayor Jenks welcomed and introduced Rob Merriman of SOREDI. Mr. Merriman expressed appreciation, and congratulated Mayor Jenks and the new City Councilors. Mr. Merriman shared two SOREDI brochures (Submission No. 2

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and 3) and explained about SOREDI being a 30-year old organization founded to promote economic growth in the region. SOREDI's focus is in helping businesses succeed, launching businesses within Jackson and Josephine Counties with entrepreneurial support, relocation assistance, and prospering through networking.

Council discussion ensued wherein Mr. Merriman explained that the 15 signed proclamations show strong local support for SOREDI's use in recruiting businesses to the area. Mr. Merriman further noted there is not a financial commitment in the proclamation.

Mayor Jenks asked for a motion to approve Resolution No. 2019-03, a Resolution proclaiming that the City of Eagle Point shares SOREDI's vision for Southern Oregon as the most "Business Friendly" region on the West Coast. Councilor Mannenbach made a motion to approve Resolution No. 2019-03 and Councilor Grossman seconded the motion. There was no discussion. Roll call: Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; and Ruth Jenks, yes. The motion passed unanimously.

- 11.7 Resolution No. 2019-04. A Resolution of support for a Rogue Valley Transit District application for Statewide Transportation Improvement Fund discretionary funds to create a demonstration fixed route between Eagle Point and White City.

Mike Upston, Planning Director, explained about Eagle Point not having bus service although there is a limited on-demand service. Currently, the Rogue Valley Transit District (RVTD) is preparing an application for Statewide Transportation Improvement Fund (STIF) discretionary funds to create a demonstration fixed route between Eagle Point and White City. If the funding is approved, transit service would operate Monday - Friday between 6:30 a.m. - 6:30 p.m. and Saturdays between 8:00 a.m. - 4:00 p.m., starting November 2019 and ending June 2021.

Mr. Upston continued with the history of a 2013 Transit Feasibility Study followed by a failed annexation levy in 2015. Mr. Upston noted that there is belief that voters could change their minds if they could see what the transit service would look like. Mr. Upston presented the proposed route map from the agenda packet that had been the preferred route in the 2013 Transit Feasibility Study. Images of the route were also presented to the Council (Submission No. 4).

Paige West, RVTD Senior Planner, spoke about working with the City a number of years ago in trying to extend services into Eagle Point. Ms. West discussed the limited on-demand service and described the proposed fixed route that would provide transit in Eagle Point and to White City with transfers available to other cities.

Funding was discussed wherein it was noted that the State of Oregon funding is competitive and would be considered as bridge funding. Sustainable funding

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sources for future years would be needed to continue the service, and annexation into the District could occur in the future. If the application to the State is approved, RVTD would track passenger use and complete a survey to try to keep the service going.

There were numerous positive comments from the Council. Additional points of discussion included:

- Benefit of being able to get an idea of what the need for transit service is in Eagle Point without cost to the City.
- 35' Natural Gas Bus.
- Route 61 and grant including rehabilitation of transfer station in White City.
- Uber and other services not impacting transit services in this area.
- Standard fare of \$2 for individuals 18-62 years old without a disability, and availability of monthly passes and a variety of fare programs.
- Application results anticipated in July 2019.
- Passenger surveys.

Mayor Jenks asked for a motion to approve Resolution No. 2019-04, a Resolution of support for a Rogue Valley Transit District application for Statewide Transportation Improvement Fund discretionary funds to create a demonstration fixed route between Eagle Point and White City. Councilor Fierke made a motion to approve Resolution No. 2019-04 and Councilor Walruff seconded the motion. There was no discussion. Roll call: Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; and Ruth Jenks, yes. The motion passed unanimously.

11.8 Discussion regarding planning for Council Goals Session, and other Council procedural issues.

Mayor Jenks discussed attending a Council meeting from eight years ago wherein City staff provided an overview of each department. Mayor Jenks proposed holding a similar meeting, and going over things like tax rates and the number of police cars in the parking lot. The proposed meeting would also give the Council an opportunity to get a sense of priorities and interests without going into a Goal Setting Session. It was determined to select the meeting date by email.

12. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke opened with greetings and positive comments about the Christmas decorations. There was not an update on the School District 9 Board meeting as it was scheduled for the following day. Councilor Fierke noted a number of ongoing items, some of which had been in the Friday Letter. Items included the economic development for the Downtown Fire Station property, Robert Trent Jones speed limit study, meeting with the Butte Creek Mill Foundation so the City can get assurances from the Foundation, and the Resolution regarding density. Also from the Friday Letter, Councilor Fierke thought the

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water leaks or non-usage reports to keep citizens apprised was a great idea. Mayor Jenks added that some of the topics might be good to include in the future workshop as well as a future agenda.

Councilor Lacombe expression appreciation for the appointment to the Community Development Commission and is looking forward to serving.

Councilor Grossman reported he is looking forward to working on the Community Development Commission.

Councilor Mannenbach commented on the City looking nice over the holidays and visitors being impressed.

Councilor Walruff expressed humble appreciation to the public and is looking forward to serving.

Councilor Stanek welcomed and congratulated the new Mayor and Councilors. He also spoke about the Eagle Point Showa Homestay Committee accepting student applications to send 12 students, ages 13-15 years, to Japan in June. Applications were being distributed at schools and completed applications could be emailed to MikeStanek@yahoo.com. Fund raising efforts are underway on Facebook and a GoFundMe page.

Mayor Jenks asked Robert Miller, Public Works Director, about the recent Rogue Valley Area Commission on Transportation (RVACT) meeting held in the Ashpole Community Center which was due to a conflict at the regular location in the Jackson County Roads Department. Mayor Jenks complimented the City for doing a wonderful job hosting the meeting and reported receiving many compliments. With regard to STIF funds, RVACT will not be prioritizing the requests but will endorse applications. Mayor Jenks further reported on RVACT's agenda including a required sexual harassment training, and noted the new interchange completion date near Fred Meyer's has been pushed out to March.

13. STAFF REPORTS

Mike Upston, Planning Director, reported on the development of 5-6 subdivisions with details on the projects included in the Friday Letter. Mr. Upston offered to provide further information at the proposed special meeting with the overview of departments. Next, Mr. Upston briefly reviewed upcoming meetings including the Rogue Valley Metropolitan Planning Organization (RVMPO) Technical Advisory Committee, Eagle Point Planning Commission, and Eagle Point Community Development Commission.

Melissa Owens, Finance Director, reported on the upcoming close out of the Loan Agreement with Banner Bank for the Public Works Heated Storage Project. Staff is currently working on the budget process and preliminary numbers. The Information Technology - Laserfiche Project is in progress, and recruiting and hiring has also been very active. A new Water Operator and Police Officer are on board. Ms. Owens further reported the December Finance Report will be in the next Council packet.

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Robert Miller, Public Works Director, reported on the near completion of the Public Works Heated Storage project. Additional details on this and other projects are in the Friday Letter. It was noted that the Stevens Road project is anticipated to begin in July and the Linn Road project completed at or near the same time.

Police Sergeant Laford reported on the honor of participating in the Shop with a Cop Program. Funds of approximately \$4,000 were donated to the program to help 30 children in Eagle Point have a wonderful Christmas. A brief discussion followed about the upcoming Special Olympics – Polar Plunge.

Henry Lawrence, City Administrator, noted the 50-page Friday Letter, and is looking forward to working with the new Council.

Cindy Hughes, City Recorder, welcomed the new Mayor and City Councilors, and reported on recruitment for vacancies on the Community Development Commission and Planning Commission.

14. INFORMATION

There were no information items for discussion.

At 7:22 p.m., Mayor Jenks recessed the meeting for a short break and announced that representatives of the news media and designated staff would be allowed to attend the Executive Session. All other members of the audience would be asked to leave the room and welcomed back afterwards although there would be no additional business after the Executive Session.


15. 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 7:25 p.m., Mayor Jenks opened the Executive Session pursuant to 192.660(2)(h). Following discussion, Mayor Jenks closed the Executive Session at 7:52 p.m.

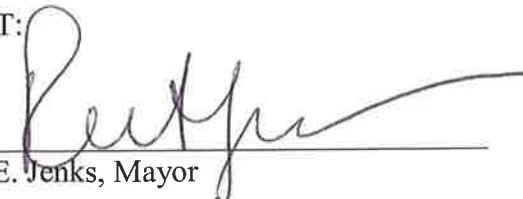
15. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:53 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Robert E. Jenks, Mayor