



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

JANUARY 22, 2019

REGULAR MEETING MINUTES

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called the meeting to order at 6:02 p.m.

Council Members Present: Ruth Jenks, Bill Fierke (via Skype), 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; Darin May, Police Chief; Mike Upston, Planning Director; and Cindy Hughes, City Recorder.

Guests: White City Webelos Pack 103; Bob Pinnell and Bob Russell on behalf of the Eagle Point/Showa Homestay Committee; Suzi Collins, Planning Commissioner; Jerry Close, Planning Commission applicant; Brandon Crosier, Community Development Commissioner; Susie Doss, Community Development Commissioner; Ivan Ewald, Community Development Commission applicant; Dennis Godfrey, Planning Commission applicant; Eric Gunn, Budget Committee Member; Travis Henson, Planning Commission applicant; 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

The White City Webelos Pack 103 led the Pledge of Allegiance and Jerry Zieman offered the invocation. Following the Pledge of Allegiance, Mayor Jenks expressed appreciation to the Pack and presented the Webelos with a coin memento from Eagle Point. She then reminded everyone about quieting cell phones until after the meeting.

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

Brandon Crosier of Eagle Point discussed previously planted trees that had resulted in damaged sidewalks. Robert Miller, Public Works Director, announced a new tree study will be reviewed with the Community Development Commission and then the City Council. There was a brief discussion about the existing Ordinance with homeowner's being responsible for sidewalk repairs regardless of whether or not the tree had been planted by the homeowner. However, Mr. Miller noted the City had only planted a few trees. There was a brief discussion about the City having trimmed overhanging trees in the past.

Martha Roy of Eagle Point inquired about Eagle Point's natural disaster preparedness and reported on a Red Cross presentation scheduled at the Women's Club luncheon in June. Homeowner emergency preparedness like turning off the gas was discussed and Ms. Roy reported on a wildfire forum where she learned that everyone living in Southern Oregon should be prepared for evacuation at Stage 1 – Be Ready. Chief May reported on the City working with the Jackson County Emergency Management Team, changes to the City's weed abatement Ordinance, and a recent discussion at the staff level about preparations. Chief May also suggested homeowner's start with Jackson County Emergency Management to prepare their homes and contacting Sergeant LaFord about Neighborhood Watch groups. Henry Lawrence, City Administrator, added that the City is working with Fire District 3 and preparing to change the Municipal Code to enforce weed abatement year round. Knowing your neighbors and knowing who might need help was also identified as an important step. More on this is anticipated in the spring.

Terry Adams of Eagle Point inquired about a crosswalk that had been requested along Robert Trent Jones Boulevard. Robert Miller, Public Works Director, reported on Southern Oregon Transportation preparing to do a study and looking into whether or not a crosswalk could be warranted in that area. Mr. Adams reported that he lives on the corner of Pumpkin Ridge and Robert Trent Jones Boulevard. Mr. Adams noted the area across the street from him has numerous mailboxes and the traffic traveling South to North is a problem area. Mayor Jenks concluded that this item is a work in progress.

There were no other audience questions or comments.

4. PRESENTATIONS

There were no presentations.

5. PUBLIC HEARINGS

There were no public hearings.

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6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of January 8, 2019.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Council President Stanek moved to approve the Consent Calendar as presented and Councilor Grossman 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.

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. Mayor Jenks inquired about the Galbraith bill which is being split between a tree replacement and sidewalk study. There being no other questions, Councilor Mannenbach moved to approve the Bills to be Paid in the amount of \$97,367.35 as well as the Additional Bill List in the amount of \$30,084.41 (Submission No. 1). Council President Stanek seconded the motion. There was no discussion. Roll call: David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; and Ruth Jenks, yes. The motion passed unanimously.

9. OLD BUSINESS

There was no Old Business.

10. NEW BUSINESS

10.1 Resolution No. 2019-05. A Resolution appointing Community Development Commissioners.

Mayor Jenks introduced this item and explained that vacancies had been advertised in the Upper Rogue Independent, on the City's website, bulletin board at City Hall, and in the City utility bill mailing. The following five individuals submitted applications: Jonathan Bilden, Brandon Crosier, Susie Doss, Ivan Ewald, and Josh Fagan.

After careful consideration, Mayor Jenks proposed appointments of the following individuals to serve terms on the Commission beginning immediately through the end of the terms as shown below:

Jonathan Bilden	Eagle Point Resident	January 21, 2022
Brandon Crosier*	Eagle Point Resident	January 21, 2022
Susie Doss*	Non-Resident	January 21, 2022
Ivan Ewald	Eagle Point Resident	January 21, 2022

*Previous Commissioners.

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Mayor Jenks noted that the remaining School District Representative vacancy and partial term vacancy will be considered at a future Council meeting.

Councilor Mannenbach expressed appreciation for all of the applicant's willingness to serve and asked if Jonathan Bilden's appointment could include serving as an alternate liaison to SOREDI (Southern Oregon Regional Economic Development Inc.) Further, Councilor Mannenbach noted Mr. Bilden's prior service as a liaison to SOREDI over the last 8 years and that this would assure representation at all of SOREDI's meetings. Mayor Jenks was prepared to seat volunteers to the Commission, and wanted a chance to clarify information prior to an additional liaison appointment.

Mayor Jenks asked for a motion to approve Resolution No. 2019-05, a Resolution appointing Community Development Commissioners. Council President Stanek made a motion to approve Resolution No. 2019-05 and Councilor Fierke seconded the 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.

10.2 Resolution No. 2019-06. A Resolution appointing Eagle Point Planning Commissioners.

Cindy Hughes, City Recorder, reviewed the agenda statement in its entirety, noting the Planning Commission is appointed by the City Council in accordance with the Oregon Revised Statutes. Additionally, there had been an oversight regarding the terms of the vacancies which were corrected as follows:

Four of the five vacancies have four-year terms beginning on February 1, 2019 and ending on January 31, 2023 (two of the vacancies are from the completion of terms by current Commissioners Collins and Smail, one vacancy is the result of the election of Kevin Walruff to the City Council, and the other was created by the resignation of the late Ron Boughton). The fifth vacancy is a partial term left by the election of Bernie Grossman to the City Council, with the term beginning immediately and ending on January 31, 2021.

A total of nine applications were received; however, applicant Scott Craun did not meet the minimum residency requirement. The applicants, in alphabetical order by last name, included: Rachel Chartier, Jerry Close, Suzi Collins, Scott Craun, David de Wey, Dennis Godfrey, Travis Henson, Vic Nicolescu, and Mike Smail.

Mayor Jenks initiated discussion and acknowledged applicants in the audience that everyone recognized as well as Travis Henson and David de Way. Councilor Walruff highly recommended Travis Henson for appointment, citing his recruitment and support of Mr. Henson. Councilor Grossman reported he was listed as a reference for Jerry Close, David de Way, and Dennis Godfrey. Councilor Grossman added that Mr. Close has a strong background with FEMA, and he knew

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Mr. De Wey from activities at the Veterans Administration. With regard to Mr. Godfrey, he was surprised that he wasn't there but thought he may be currently out of the area. Councilor Stanek and others expressed support of reappointing Suzi Collins and Mike Smail. Council discussion continued about the fine quality of applicants including their diversity in background and residential areas of the City. Mayor Jenks discussed Mr. Godfrey's service on the Branding Committee and interest in historic preservation. In the event of a tie breaker, Mayor Jenks inquired about whether or not any of the applicants had attended a Planning Commission meeting and it was revealed that Mr. Close had attended.

Mayor Jenks asked for a motion to approve Resolution No. 2019-06, a Resolution appointing Eagle Point Planning Commissioners. Council President Stanek made a motion to approve Resolution No. 2019-06, a Resolution appointing Eagle Point Planning Commissioners, namely the following four individuals beginning on February 1, 2019 and ending on January 31, 2023: Suzi Collins, Mike Smail, Travis Henson, and Dennis Godfrey; and Jerry Close to the partial term left by the election of Bernie Grossman to the City Council, beginning immediately and ending on January 31, 2021. Councilor Walruff 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.

Mayor Jenks expressed appreciation to everyone applying and invited any of the applicants to apply for service on the Community Development Commission.

- 10.3 Resolution No. 2019-07. A Resolution authorizing the City Administrator to add one additional full-time employee to the Public Works Department and authorizing the additional expenditure in the fiscal year 2018-2019 Budget.

Henry Lawrence, City Administrator, reviewed the related agenda statement, and reported on the City's need and fiscal ability to hire an additional credentialed person with a Water Certificate II. Mr. Lawrence reported the City has only one staff member with that level of certification and there is a need for additional staffing to cover staff outages, increased housing, and a growing water system. Additionally, maintenance items such as flushing and locating water valves, all being important aspects of the water system, is needed as well as staffing for other Public Works tasks. Emphasis was placed on the need to locate all water valves as even 20-year employees are still finding valves, sometimes at inopportune times, when water system breakages occur and repairs are necessary.

Mr. Lawrence noted that the wage range approved by the Union contract for this level of certification is between \$88,000 and \$94,000 annually but is not already in the 2018-2019 budget. However, it is anticipated that it will take several months to recruit and fill the position.

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Discussion followed with Councilor Fierke reporting on goals to look at staffing and made a recommendation to recruit as soon as possible. There was additional Council support and clarification that the position is at the journeyman level. While the City desires to promote from within, one of the requirements is two years of water experience at 100% of the time. Further, only one staff member is credentialed with a Water Certificate I and another with a Water Certificate II. Mr. Miller noted that a credentialed person with a Water Certificate II is required to be available at all times. Adding the position will eventually reduce Mr. Miller's workload but will increase it in the beginning.

Mayor Jenks asked for a motion to approve Resolution No. 2019-07, a Resolution authorizing the City Administrator to add one additional full-time employee to the Public Works Department and authorizing the additional expenditure in the fiscal year 2018-2019 Budget. Councilor Mannenbach made a motion to approve Resolution No. 2019-07 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.

- 10.4 Resolution No. 2019-08. A Resolution authorizing a Cooperative Agreement for Developing a Water Right Strategy among the Medford Water Commission, City of Ashland, City of Central Point, City of Eagle Point, City of Jacksonville, City of Phoenix, and City of Talent.

Robert Miller, Public Works Director, announced this agreement had been a long time coming for the City and other cities served by the Medford Water Commission. Meetings on this item had taken place since 2017 with the General Manager of the Medford Water Commission (MWC). Mr. Miller reviewed the agenda statement in its entirety, noting the current MWC leadership had worked with the cities to reach a cooperative agreement for developing a water right strategy amongst the cities. The proposed agreement will cost the participants \$80,000 with Eagle Point's prorated share at \$5,110. Mr. Miller reported that the cost had not been budgeted but recommended it be funded from the Water Fund contingency.

Council discussion followed with Councilor Fierke reporting on the past relationship with the MWC and the long standing goal of regional cooperation on water. There was further discussion about voting rights amongst members and Mr. Miller provided an explanation from the agreement about the Steering Committee. Moreover, Mr. Miller expressed that the consultant group seems to be knowledgeable, and draft reports or next steps will be brought back for Council approval.

Mayor Jenks asked for a motion to approve Resolution No. 2019-08, a Resolution authorizing a Cooperative Agreement for Developing a Water Right Strategy among the Medford Water Commission, City of Ashland, City of Central Point, City of Eagle Point, City of Jacksonville, City of Phoenix, and City of Talent. Councilor

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Mannenbach made a motion to approve Resolution No. 2019-08 and Councilor Walruff seconded the motion. Councilor Fierke inquired about how Eagle Point will be represented. Henry Lawrence, City Administrator, reported that Mr. Miller usually attends such meetings but Mr. Lawrence also attends on occasion. Most representatives are city staff, and the consultant will be looking at water rights, population and anticipated population, and current water rights. The consultant will also visit each city to understand its needs and reach an agreement on prioritizing water rights. With regard to the Duff Treatment Plant water rights, Mr. Lawrence, explained that if all of the cities rushed to obtain their water rights at the same time, it would exceed the capacity at the plant. Mr. Lawrence expressed support of the professional study at a cost to the City of only \$5,100. Anything beyond the agreement would come back to the Council. There was no further 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.

10.5 Discussion regarding the Eagle Point/Showa Homestay Committee.

Mayor Jenks welcomed Bob Russell and Bob Pinnell of the Eagle Point/Showa Homestay Committee. Mr. Russell shared about the past 25 years of student visits to Eagle Point except for last year that was cancelled due to smoke. During Eagle Point's visit to Japan last fall, representatives of Showa Japan asked for 12 students from Eagle Point to stay with the exchange families that will be visiting Eagle Point. Mr. Russell explained about the Chamber helping with funding for Eagle Point's students to visit Showa. A meeting was planned for February 7th at the Ashpole Community Center for interested students. Students must complete proper paperwork, have good grades, and participate in fund raising efforts. To date, some of those efforts include a breakfast and bussing tables at Applebee's on April 27th, selling tickets for the May 13th Circus, a GoFundMe page, and donations or commitments of approximately \$1,700 to the non-profit group with a \$100 donation from the Eagle Point Senior Center. A donation of \$2,500 was requested from the City. Mr. Pinnell concluded that the charter school and School District are on board and that the visit he made to Showa last year was the trip of a lifetime.

Mayor Jenks inquired about the Council's budget for Showa and Melissa Owens, Finance Director, reported there was somewhere in the range of \$4,000 or more, but there would be gift expenses related to the visits. Mayor Jenks discussed the commitment of the exchange program and creating a stronger bond with Showa. Henry Lawrence, City Administrator, offered to bring the item back to the Council for consideration and the Council supported that action.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Grossman discussed serving as the Community Development Commission liaison. In that capacity, Councilor Grossman said he would be looking to Robert Miller,

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Public Works Director, about adding amenities to Lucas Park such as tables and fire pits to increase the public's use of the park.

Councilor Stanek reported being a member of the Eagle Point Homestay Committee and that several applicants had applied. He also noted that some people had been reluctant to use the GoFundMe page and he had received donations to put towards the student visit. There was not a report on the Rogue Valley Metropolitan Planning Organization (RVMPO) Technical Advisory Committee (TAC).

Councilor Fierke discussed the School District 9 School Board meeting that included an alternative school graduation ceremony and setting schedules for agendas. Later in the month, a training program had been presented to staff and the Board to support student achievement.

Mayor Jenks reported on the Rogue Valley Metropolitan Planning Organization (RVMPO) Policy Committee meeting wherein John Vial, County Roads Director, had spoken highly of Robert Miller. Mayor Jenks went on to explain about funding to the RVMPO for transportation projects, with a significant amount of funding going to the Rogue Valley Transit District (RVTD). The rest of the funding was open for competitive grant awards like the one Eagle Point received for Stevens Road. The RVMPO was faced with determining whether or not it wanted to continue providing RVTD with the same amount of funding and formed a subcommittee to help make that determination. The subcommittee came back with a reduction to RVTD but it was an amount that RVTD could live with. Mayor Jenks further reported sensing a level of unease with RVTD's Board, as well as from some city representatives that were mostly people there for the first time. This raised the point that Councilor Mannenbach expressed earlier about the benefit of experience in some of the more technical meetings. Mayor Jenks thought that creating a depth of knowledge could benefit the City and should be brought back for consideration in the future. Last, Mayor Jenks invited and encouraged the Council to attend the upcoming Rogue Valley Council of Governments (RVCOG) meeting.

12. STAFF REPORTS

Mike Upston, Planning Director, reported on fast paced growth in the City with seven distinct subdivisions, and multi-family and commercial developments in progress. With regard to the Rogue Valley Transit District, they submitted an application for the proposed pilot project in Eagle Point and are awaiting the results. Regionally, the Rogue Valley Area Commission on Transportation (RVACT) brought together a group of about 30 people to talk about a master plan for better connectivity. In February, the Eagle Point Community Development Commission and Planning Commission will hold their first meetings of the year including the election of a Chair and Vice-Chair. Mr. Upston further reported on the Community Development Commission's plans to work on the Park Master Plan, and application process for a historic resource survey.

Melissa Owens, Finance Director, reported that the Finance Report, including statistics for December, was in the agenda packet and there were no surprises. Ms. Owens explained about the report typically being included in the packet at the second meeting of the month.

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There are three areas of importance including making sure revenues are higher than expenses, each cash fund does not have a negative balance, and that classifications are not overspent. It was also noted that the report is a summarization of the actual report which is usually about 70 pages. Additionally, Ms. Owens spoke about options for paying utility bills and receiving billing electronically.

Robert Miller, Public Works Director, discussed the recent storm event with a significant amount of rainfall and only one area of flooding (Barton Road). The storm system success was attributed to staff keeping the storm system maintenance levels up and continuing to look at ways to improve the system.

Police Chief May reported on trainings scheduled for the Police Department including ethics perspectives on profiling, attendance at the Police Traffic Safety Committee training sponsored by the Oregon Department of Transportation, and CPR and AED training. Officer Evert is near ready for solo patrol, and Chris Stover, a new officer will be introduced soon. Officer recruitment is continuing, and one car is going out of the fleet while another will be used for Code Enforcement. The Polar Plunge, raising money for Special Olympics, is scheduled on February 16.

Henry Lawrence, City Administrator, reminded everyone about the Special Study Session (Departmental Overview) on January 28th and invited the public to attend.

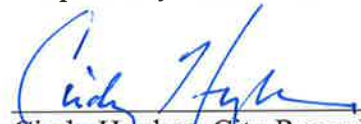
13. INFORMATION

There were no information items for discussion.

15. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:50 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor