



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

FEBRUARY 12, 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 (via conference call), Bernie Grossman, David Lacombe, James Mannenbach, Michael Stanek, and Kevin Walruff.

Staff Members Present: Henry Lawrence, City Administrator; 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, Eagle Point/Showa Homestay Committee; Suzi Collins, Planning Commissioner; Jerry Close, Budget Committee Member; Brandon Crosier, Community Development Commissioner; Eric Gunn, Budget Committee Member; Millie Wewerka, Budget Committee Member and Planning Commissioner; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

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

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

Chris Buchanan of Eagle Point reminded the Council about the petition for stop signs on Robert Trent Jones, and reported on recent car accidents in that area. Robert Miller, Public Works Director responded that traffic counts had been started but the consultant was waiting for good weather to get a more accurate analysis. Mr. Buchanan expressed additional concern about the safety of that area. Mayor Jenks expressed appreciation to

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Mr. Buchanan for taking the lead in the community on this item and assured him he would know the next time the item comes up on an agenda.

Rob Fields of Eagle Point asked about adding sidewalks in the Cinderella Subdivision, noting there had been a previous discussion about this. The Safe Routes to School Program was briefly discussed by Robert Miller, Public Works Director, and he felt this area would be good for that program. Mayor Jenks reported that sidewalks would be part of the Council's goal setting session before the next budget cycle.

There were no other audience questions or comments.

### 4. PRESENTATIONS

There were no presentations.

### 5. PUBLIC HEARINGS

There were no public hearings.

### 6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of January 22, 2019.

6.2 Presentation of Special Study Session Minutes of January 28, 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: 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.

### 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 other questions, Councilor Mannenbach moved to approve the Bills to be Paid in the amount of \$151,710.82 as well as the Additional Bill List in the amount of \$68,673.77 (Submission No. 1). Councilor Fierke inquired about the payment to CenturyLink. Robert Miller, Public Works Director, responded that it partially covers undergrounding utilities. Councilor Walruff seconded the motion. There was no further 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.

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### 9. OLD BUSINESS

There was no Old Business.

### 10. NEW BUSINESS

- 10.1 Resolution No. 2019-09. A Resolution authorizing a General Fund donation in the amount of \$2,500 to the Eagle Point/Upper Rogue Community Foundation, in support of the Sister City Showa Village, Gunma, Japan, Student Homestay Program.

Henry Lawrence, City Administrator, introduced this item and explained this had been briefly discussed at the last meeting. Mr. Lawrence explained that a group of 12 students are going to visit Showa and are fund raising. Council President Stanek recused himself from the discussion as he is part of the Committee. Mayor Jenks also disclosed she is part of the Committee but noted she will not be traveling, nor will her children, and did not ask to be recused. Mayor Jenks honored Council President Stanek's request as he may be traveling and his children may be candidates for the trip. Next, Bob Russell was welcomed and spoke about a fund raising flyer (Submission No. 2), as well as an instructional meeting about the student trip that was held in the Ashpole Community Center on February 7<sup>th</sup>. About 60 people attended the meeting to learn more about the Student Homestay Program and over 25 applications were submitted. Students will be selected for the trip, including alternates, and chaperones will accompany the students.

In addition, Mr. Russell discussed the April 27<sup>th</sup> fund raiser at Applebee's, circus ticket sales, and the Committee's request for a donation of \$2,500. Any funds over the needed amount will be carried over to the next year. A brief discussion followed with Melissa Owens, Finance Director, explaining about the Mayor/Council line item in the budget including Showa expenses. Last year's travels were budgeted separately. Several Council members including Councilors Walruff and Mannenbach as well as Mayor Jenks expressed their support or citizen support of this program.

Mayor Jenks asked for a motion to approve Resolution No. 2019-09, a Resolution authorizing a General Fund donation in the amount of \$2,500 to the Eagle Point/Upper Rogue Community Foundation, in support of the Sister City Showa Village, Gunma, Japan, Student Homestay Program. Councilor Walruff made a motion to approve Resolution No. 2019-09 and Councilor Mannenbach 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.

Jerry Close inquired about a Plan B in case of smoke when the students visit Eagle Point. Indoor activities such as bowling and ice skating were discussed.

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- 10.2 Resolution No. 2019-10. A Resolution authorizing a Southern Oregon Cooperative Intergovernmental Agreement for Equipment and Services.

Robert Miller, Public Works Director, reviewed the agenda statement, explaining that in 2012, Jackson County initiated an agreement to allow local jurisdictions to share equipment and work together through their Public Works departments. Eagle Point had not received the agreement in the past as it had been an oversight by the County. The agreement establishes the legal relationships and parameters for the municipalities to work together. Council discussion continued wherein Mr. Miller reported there is not a cost involved with the contract but the City will receive an estimate for services and pay for any work.

Mayor Jenks asked for a motion to approve Resolution No. 2019-10, a Resolution authorizing a Southern Oregon Cooperative Intergovernmental Agreement for Equipment and Services. Council President Stanek made a motion to approve Resolution No. 2019-10 and Councilor Mannenbach 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.

- 10.3 Discussion regarding Sidewalks and Trees.

Robert Miller, Public Works Director, reviewed the agenda statement and explained about the City looking into the street tree and sidewalk issues for many years. Eagle Point Municipal Code Chapter 12.24.020 requires property owners to maintain all sidewalks abutting their property. The City's 1992 Tree Ordinance also provides for care and removal of any street trees planted between the sidewalk and curb.

Maturing trees are causing damage to sidewalks within the City. For some time, the focus was on mature trees in the Butte Crest development which predated the 1992 Tree Ordinance. Mr. Miller reported on a recent study of trees and sidewalks in the area and its summary with recommendations in the agenda packet. More recently, trees in the Eagle Point Golf Course area have begun to damage sidewalks and homeowner's have asked the City for assistance. However, the Eagle Point Golf Course Master Plan and the subsequent CC&Rs specify approved trees.

Mr. Miller went on to explain that the Community Development Commission recommended adopting five trees for the street tree listing and working with the Eagle Point Golf Course Community. Mr. Miller noted that staff is seeking direction as to the next steps about whether or not the current Ordinance should be maintained (requiring property owners to remove and replace trees) or revise it in some manner such as a shared cost program.

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With regard to sidewalks, Mr. Miller noted that any funds for sidewalks would compete with the pavement maintenance program. A lengthy Council discussion followed. Points of discussion included:

- Concern about the City's responsibility if it causes an issue related to sidewalks or trees.
- Review of the Sidewalk Ordinance was recommended but there was not a recommendation to change the intent of the Ordinance.
- Support expressed for the Community Development Commission to evaluate and update the Tree Ordinance for Council approval.
- Researching options to save mature trees and future prevention.
- Clarification that Poppy Village is a private road.
- The City planted a minimal amount of trees within the last 10 years.
- No indication of tree neglect was shown in the report other than two newly planted trees that had not been watered.
- Support for older neighborhoods (some without sidewalks) but difficulty in determining which property owners to assist, and making it equitable for all while putting safety first.
- Availability of grants, possibly through the Safe Routes to School Program.
- Other municipalities requiring homeowners to be responsible for trees and sidewalks.

Henry Lawrence, City Administrator, noted that it is not staff's position for the City to take over replacement of trees or sidewalks. He explained that the City struggled to develop a pavement management program and has done a good job with it but any funding for sidewalks would come out of that program. Mr. Lawrence added that the current standards are typical of most cities. The question is how aggressive should enforcement be. He noted that the cost is a real burden for some homeowners but needs to be balanced against buckling or heaving sidewalks. (ADA) Americans with Disabilities Act compliance was also discussed as a requirement that the City is chipping away at. Further, Mr. Lawrence discussed a possible 50/50 grant match with homeowners and the City.

A brief discussion followed wherein the Council determined that the cost and priorities should be reviewed by the Community Development Commission, and brought back to the Council with recommendations.

### 10.4 Discussion regarding Stevens Road Project – Ultrablock Retaining Walls.

Robert Miller, Public Works Director, reviewed the agenda statement, explaining about the tight timeframe of the project and benefit of purchasing the blocks ahead of the project award. With the long lead time on the blocks, it would push the project into 2020 if not ordered in advance.

Discussion continued about the risks of pre-purchasing and the possibility of the project not being completed. Mr. Miller responded that the City would be required

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to keep the blocks after ordering. Essentially, the blocks could be used in other areas but the project is designed and ready to go. Staff reported pre-purchasing for other projects as it is sometimes necessary to keep projects on schedule. The cost is estimated to be around \$150,000 or less. A brief discussion followed and the Council reached a consensus to go ahead with authorizing the pre-purchase. A contract for the materials will be presented to the Council at a future meeting.

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

Councilor Fierke reported the School Board meeting would be held the following day.

Councilor Walruff reported the Planning Commission was scheduled to meet on February 19.

Councilor Mannenbach reported attending his first Southern Oregon Regional Economic Development Inc. (SOREDI) meeting, and commended Colleen Padilla (SOREDI's Executive Director) for her assistance in orienting him with SOREDI. He also reported on SOREDI Board Member, Dan Thorndike, recognizing Eagle Point's new tech department at the School District building.

Council President Stanek reported on the Eagle Point Showa Homestay Program doing well and thanked everyone.

Councilor Grossman reported on the Community Development Commission's recent meeting with work on the Parks and Recreation Master Plan as well as Trees. Councilor Grossman further reported on a change in meeting frequency from quarterly to every other month.

Councilor Lacombe also reported attending the Community Development Commission meeting and concurred with Councilor Grossman's report adding that Jonathan Bilden had been appointed as Chair. On a side note, Councilor Lacombe commended City workers that were out early on a Sunday morning preparing for a recent winter storm.

Mayor Jenks expressed appreciation for staff preparing for the storm as well as other projects around town. With regard to SOREDI, Mayor Jenks agreed with Councilor Mannenbach's report and was very proud of Eagle Point.

### 12. STAFF REPORTS

Mike Upston, Planning Director, reported attending the recent Rogue Valley Metropolitan Planning Organization (RVMPO) Technical Advisory meeting. Upcoming meetings included the Planning Commission and Community Development Commission with refreshers for both groups. In addition, Mr. Upston reported working on a historic preservation grant as well as ongoing work in the Planning Department.

Melissa Owens, Finance Director, reported working on the budget and planning to have the budget document prepared about two weeks before the Budget Meeting in May. With

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regard to staffing, recruitment is in progress for a Public Works water position, and a law enforcement officer. Ms. Owens further plans to meet with the City's insurance agent to review best practices and ensure the City is getting the best premium rates. Mayor Jenks inquired about disbursements of the Butte Creek Mill grant but none had been requested.

Robert Miller, Public Works Director, reported working on easements for the Linn Road and Stevens Road projects. Mr. Miller also expressed appreciation to the Public Works staff for their hard work in storm preparations. Last, the Public Works Heated Storage Building received the final inspection last week.

Police Chief May reported on recruitment efforts and staff training, as well as recently assisting M.A.D.G.E. (Medford Area Drug and Gang Enforcement) with a search warrant of a home on a suspected drug enforcement case. Councilor Walruff commended the Police Department for their work with M.A.D.G.E. on that case.

Henry Lawrence, City Administrator, initiated a discussion about setting a date for a Goal Setting Session. Following the discussion, it was determined that Cindy Hughes, City Recorder, would work with the Council to schedule a meeting date.

Cindy Hughes, City Recorder, reported on future Budget Committee recruitment.

13. INFORMATION

There were no information items for discussion.


15. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:32 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Ruth Jenks, Mayor