



# City of Eagle Point

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## City Council

REGULAR MEETING MINUTES  
SEPTEMBER 24, 2019

1. CALL TO ORDER – 6:00 P.M.

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

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; Darin May, Police Chief; Robert Miller, Public Works Director; Souvanny Miller, City Attorney; Melissa Owens, Finance Director; Mike Upston, Planning Director; and Cindy Hughes, City Recorder.

Guests: Suzi Collins, Planning Commissioner; Eric Gunn, Budget Committee Member; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Mayor Jenks led the Pledge of Allegiance and James Mannenbach offered the invocation. Afterwards, Mayor Jenks welcomed everyone and made a reminder about quieting cell phones.

3. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

Kirk Woods of Eagle Point inquired about an update on the completion of the Linn Road Project. Robert Miller, Public Works Director, reported on fencing and a final punch list to be completed in the near future. Drain culvert activation with a filter media is included for project completion.

Eric Gunn of Eagle Point discussed recalling that the Stevens Road Project was not supposed to take as long as it has. Robert Miller, Public Works Director, noted project delays and reported on the road being open for thru traffic by October 30<sup>th</sup> but could be open by October 15<sup>th</sup>, weather dependent. In addition, Mr. Gunn discussed the water being shut off at the Idlewood Mobile Home Park without receiving notice. Mr. Miller responded that a 48-hour notice is typically provided; however, that particular shutoff was unplanned due to a water emergency shutdown.

There were no other audience questions or comments.

4. PRESENTATIONS

There were no presentations.

5. PUBLIC HEARINGS

There were no Public Hearings.

## City of Eagle Point Council Meeting Minutes

September 24, 2019

Page 2 of 6

### 6. CONSENT CALENDAR

#### 6.1 Presentation of Regular Meeting Minutes of September 10, 2019.

Mayor Jenks announced the Consent Calendar. Cindy Hughes, City Recorder, proposed a revision to the Minutes on Page 9, under Item No. 10.2 in the first paragraph, replacing the word "director" with "directly". There were no other questions or comments. Councilor Walruff moved to approve the Consent Calendar as amended, and Councilor Fierke seconded the motion. There was no discussion following the motion. 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.

### 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 Bill List. There being no questions, Councilor Mannenbach moved to approve the Bills to be Paid in the amount of \$41,481.78 and the Additional Bill List of \$78,132.44 (Submission No. 1). 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.

### 9. OLD BUSINESS

There was no old business.

### 10. NEW BUSINESS

#### 10.1 Resolution No. 2019-35. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 2019 Paving Project.

Robert Miller, Public Works Director, closely reviewed the related agenda statement, referring to the 2018 Pavement Management Program Budget Options Report. The 2019 Paving Project includes S. Buchanan Avenue from the intersection of Linn Road/Loto Street/Buchanan Avenue south.

The 2019 Paving Project was sent to all major plan holder centers, the Daily Journal of Commerce, and Medford Builder's Exchange. LTM, Inc. dba Knife River Materials submitted the apparent low bid of approximately \$53,535, and staff recommended awarding the contract.

There were brief discussions about the crosswalk project, and whether or not the City will stay within the budgeted amount for road maintenance. Mr. Miller reported the crosswalk is not part of this project and will be brought forward at a future meeting. Additional discussion followed about Microcoating and Onyx Street which could be completed in Spring or Summer 2020. While Mr. Miller reported the City anticipates being able to stay within the amount budgeted for 2019-2020 street maintenance,

there are variables such as the timing of projects that could impact the budget. Mayor Jenks reported being pleased to see the road improvements over past years and progression of those that had been rated as poor.

Next, Mayor Jenks offered to entertain a motion to approve Resolution No. 2019-35. Council President Stanek made a motion to approve Resolution No. 2019-35, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 2019 Paving Project; and Councilor Fierke seconded the motion. 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.

10.2 Resolution No. 2019-36. A Resolution setting Wage Levels for Management Positions for the City of Eagle Point for 2019-2020.

Melissa Owens, Finance Director, reported on the successful negotiation of a new three-year labor agreement which includes all staff except for uniformed officers, management, and the City Administrator. Further, the proposed Resolution authorizes the excluded staff to receive the same cost of living adjustment this year of 1.8% except for the City Administrator whose wages are set by separate contract.

Ms. Owens also clarified that last year's Cost-of-Living Adjustment (COLA) was approximately 2.3%, and that the Resolution authorizes the 1.8% increase but only the COLA. Henry Lawrence, City Administrator, noted the COLA is based on the Consumer Price Index (CPI).

Mayor Jenks offered to entertain a motion to approve Resolution No. 2019-36. Councilor Walruff made a motion to approve Resolution No. 2019-36, a Resolution setting Wage Levels for Management Positions for the City of Eagle Point for 2019-2020; and Councilor Lacombe seconded the motion. 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.

10.3 Discussion and update regarding Sidewalks and Street Trees.

Robert Miller, Public Works Director, reviewed the related agenda statement and explained about the ongoing challenges of sidewalk and street tree replacements. In 2005, a Hazard Tree Assessment Plan was completed and the majority of trees have been remedied, approximately 20 to 30 so far. However, the updated street tree and sidewalk survey by John Galbraith and Associates identified well over 100 trees.

Mr. Miller reported approximately 10 properties with 22 trees were identified as a high priority for replacement. It is estimated to cost between \$1,500 and \$2,200 for tree removal and sidewalk replacement is estimated between \$6,000 and \$10,000 per residence.

Options for the street planter trees and sidewalks were reported in greater detail during the meeting and in the related agenda statement. Options included:

## City of Eagle Point Council Meeting Minutes

September 24, 2019

Page 4 of 6

maintaining the current Tree Ordinance with property owners being responsible; a 50/50 grant program by the City for a specific set amount, i.e. \$5,000; or a loan program through the City if funding is available for high priority tree removal or sidewalk replacements.

Council discussion ensued wherein Councilor Fierke expressed concern about the costs, noting the City's 10-year projections. Councilors Lacombe and Stanek inquired about homeowner accountability and mechanisms for enforcement but there are no current measures in place. Mr. Miller reported enforcement would be a good effort with the available staffing, and further noted some homes predate the 1992 Ordinance. There was also a brief discussion about past and previously approved trees.

Discussion continued with Councilor Walruff leaning towards helping property owners on the top 10 highest priority list but not damaging the City's funds for roads. Mr. Miller reported road maintenance is budgeted at \$200,000 annually but it only provides a bare minimum of maintenance. However, he further noted streets being paved in the past that will need to be sealed or chip sealed. Henry Lawrence, City Administrator, added that between \$350,000 and \$500,000 had been spent annually on road maintenance over the past several years. However, that amount had been reduced to \$200,000, although it would ideally be \$350,000 to \$500,000.

Discussion followed about: possible alternative funding sources such as the Safe Routes to School Program or the Rogue Valley Metropolitan Planning Organization (RVMPO), programs in other cities, homeowner accountability and enforcement, as well as possible ADA options.

Next, Mayor Jenks received the Council's agreement to hear public comment. Shannon and Steve Edwards of Eagle Point discussed the City's removal of a tree from their property and their personal removal of the sidewalk in anticipation of replacement by the City, as had been provided to nearby property owners. Near that time, about a year ago, they reported the City had begun looking into other methods to address trees and sidewalks in need of removal or repair. Meanwhile, the Edwards have had decomposed granite placed where the sidewalk had been and the City loaned barricades to block off that area. The Edwards also asked the Council for an exception to have their sidewalk replaced.

Council discussion led to the conclusion that the Edwards' situation and the Agenda Item were two separate issues. Henry Lawrence, City Administrator, reported the City would look at the Edwards' request separately.

There were additional comments and points made about:

- Whether or not the City had followed the Ordinance.
- Upcoming City Street Tree List and Master Plan.
- Open choices about the Revolving Loan Program; however, Mr. Lawrence reported this type of program is messy, requiring administrative care, and the City

## City of Eagle Point Council Meeting Minutes

September 24, 2019

Page 5 of 6

does not want to be in the position of trying to collect payment from its' citizens or placing liens on their homes.

- Advertisement or notification of programs.
- Prioritization of Teakwood Drive or other roads.
- Protecting Street Maintenance Funds.
- Potential funding from the General Fund.

Mr. Lawrence concluded that the City would bring this item back with options for future consideration. Mr. Lawrence added that it had originally been the thought that homeowner's would remain responsible as the City does not have the resources to fund sidewalk replacements.

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

Councilor Fierke reported on the School District Board holding a number of meetings. Two new Budget members had been selected as well as a search firm to fill the upcoming vacancy for the School Superintendent position. There was also an information sharing meeting between the City and School District 9 about current issues.

Council President Stanek reported on an unidentified City vehicle which the Public Works Director reported will be labeled. Last, Council President Stanek reported on an upcoming informational meeting later in the week about the Shōwa visit.

Councilor Mannenbach announced the next Southern Oregon Regional Economic Development Inc. (SOREDI) meeting will be held on October 8.

Mayor Jenks reported attending the Rogue Valley Metropolitan Planning Organization (RVMPO) Policy Committee meeting, as well as meeting with Sue Kupillas, Chair of the Butte Creek Mill Foundation.

### 12. STAFF REPORTS

Mike Upston, Planning Director, reported on an upcoming Rogue Valley Transit District (RVTD) presentation at the next Council meeting about bus services in Eagle Point. Mr. Upston reported RVTD is confident about future funding although long range services would require voter approval. In addition, the region's Transit Master Plan is almost completed, and staff is continuing work on the 2020 Census. Some of the upcoming projects for Council consideration include: Mt. Pitt Estates Subdivision, annexation related to Phase 6b of Sienna Hills Subdivision, and the Hidden Valley property acquisition that was previously presented to the Council. A brief inquiry followed about RVTD's promotion of bus services. Mr. Upston recalled they planned to aggressively notify citizens and provide workshops to show people how to use the service.

Melissa Owens, Finance Director, reported on the August 31<sup>st</sup> financial report being in the Agenda Packet, with everything exactly where we would expect it to be. Ms. Owens further reported on successful compliance reviews with the United States Department of Agriculture (USDA), and Business Oregon regarding the pass through grant to the Butte Creek Mill Foundation. Further, staff is preparing for the auditors' visit during the 1<sup>st</sup> week of November, and working on an annual survey to receive gas taxes. Ms. Owens also noted

**City of Eagle Point Council Meeting Minutes**

September 24, 2019

Page 6 of 6

the staff report in the Agenda Packet shows other work including Information Technology projects.

Robert Miller, Public Works Director, reported on an upcoming Safe Routes to School meeting and other items in the Friday Letter. Public Works has been busy clearing an area on Alta Vista, and working on an underground unidentified water source along Robert Trent Jones Boulevard. Mr. Miller concluded with future agenda items including Americans with Disabilities Act (ADA) ramps, street trees, and water right strategies.

Henry Lawrence, City Administrator, announced retirement plans for mid-May 2020.

There were no other staff reports.

**13. INFORMATION**

There were no information items for discussion.

At 7:29 p.m., Mayor Jenks recessed the meeting.

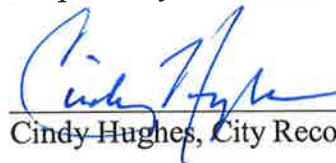
**14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i), To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.**

At 7:36 p.m., Mayor Jenks opened the Executive Session pursuant to ORS 192.660(2)(i) and closed the Executive Session at 7:59 p.m.

**15. ADJOURN**

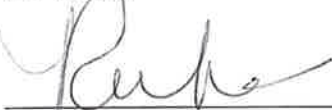
There being no further business, Mayor Jenks closed the meeting at 8:00 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Ruth Jenks, Mayor