



# City of Eagle Point

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## City Council

REGULAR MEETING MINUTES  
OCTOBER 8, 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: Paige West, Rogue Valley Transit District; Jerry Close, Planning Commissioner; Suzi Collins, Planning Commissioner; Eric Gunn, Budget Committee Member; Millie Wewerka, Planning Commissioner and 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

Suzi Collins, President of the Eagle Point Senior Center, invited everyone to the Veterans Day Breakfast, free to Veterans and \$5 for everyone else, followed by the ceremonial walk to the Veterans Park and Covered Bridge.

Brandon Crosier, as the President of the Eagle Point Golf Community Homeowners Association (EPGCHA), read a letter of concern to the Mayor and Council regarding the Phase 16 Subdivision development (Submission No. 1 – EPGCHA Board of Directors). Mr. Crosier reported the new development will eventually bring an estimated 80 new homes to the community and connect the community via Arrowhead Trail from Robert Trent Jones Boulevard down to Shasta Avenue. In the letter, the EPGCHA reported attempting to get confirmation that The Holt Group will develop the Phase 16 Subdivision under the existing EPGCHA CC&R's but has not received confirmation. Additionally, concern was expressed about the architectural design and standards not matching the existing community, negative impact to existing home values, uniform use and upkeep requirements, and not matching community standards. In conclusion, the EPGCHA Board requested the City to consider all options for The Holt Group to bring the Phase 16 Subdivision in under the EPGCHA CC&R Agreement, or as a secondary option, require The Holt Group to develop the area with a new set of CC&R's and design requirements that meet the existing Golf Course Community

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Standards. In addition, they requested a public hearing with The Holt Group for the Phase 16 Subdivision prior to additional development permits and approvals being granted.

A brief discussion followed with Mayor Jenks explaining about the complexity of the issue. Additional discussion revealed that a developer owning empty lots would have a substantial amount of votes over an existing homeowner. Henry Lawrence, City Administrator, ended with a request to consult with the City Attorney for advice.

There were no other audience questions or comments.

### 4. PRESENTATIONS

#### 4.1 Presentation by Rogue Valley Transportation District (RVTD) regarding bus service in Eagle Point.

Paige West of Rogue Valley Transportation District (RVTD) discussed the upcoming extension of transit service to the community beginning December 9<sup>th</sup>. Ms. West presented an overhead presentation about RVTD's services (Submission No. 2), and reported Eagle Point as being a major gap in public transit within the County. With new funding through House Bill 2017, an allocation was made to allow for temporary transit service to and from Eagle Point, for an 18-month trial period. The new Route 63 begins December 9<sup>th</sup>, operating bi-directionally with one vehicle on a 60 minute frequency, traveling between White City and Eagle Point, Monday through Saturday. Ridership is anticipated to be high and will be evaluated based on fares and the number of passengers getting on or off of the busses.

Part of the presentation identified portions of the population served in Eagle Point as being below the poverty threshold, disabled, over the age of 60, or Veterans. Additional discussion followed about the cost of services after the grant expires as well as the cost for fares. However, during this phase, there is no cost to the City. A \$2 standard fare covers the initial ride and transfers anywhere within services up to 90 minutes. There are options though such as unlimited rides with a monthly pass costing \$56, reduced fares at half price, and a bus pass program. Ms. West expressed hope that the actual cost and available funding will be known by the time the pilot program is completed. However, State funding through the payroll tax has not been collected and a reduced schedule may be needed in the future. A brief discussion addressed the failure of a past ballot measure but the trial was supported as a good means of showing the need for services. Ms. West added that it may not be necessary to go back on the ballot if funding is available.

Community outreach will be made to help people use the new service. Ms. West provided a limited number of RVTD Ride Guides (dated July 8, 2019) during the meeting, noting it is also available on the RVTD website. The guide will be updated with Route 63 sometime in November. The route, stops, and a future shelter at Walmart were discussed in addition to Valley Lift providing services to help people get to a pickup location. Mayor Jenks and the Council expressed positive comments about the service and receiving ridership results.

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### 5. PUBLIC HEARINGS

- 5.1 Public Hearing to consider the Planning Commission's recommendation to annex approximately 1/3 acre of property within the Highway 62 right-of-way, and assign it a zoning designation of R-1-8.

Mayor Jenks announced that the Public Hearing had been advertised and all legal notifications were made in compliance with state and local laws. Next, Mayor Jenks opened the Public Hearing to consider the Planning Commission's recommendation to annex approximately 1/3 acre of property within the Highway 62 right-of-way, and assign it a zoning designation of R-1-8 at 6:54 p.m.

Mayor Jenks then asked if any Council member wished to declare a conflict of interest, either actual or potential, make any disclosure, or abstain from participating or voting on this matter because of possible financial gain resulting from this decision, direct private interest in the proposal, or determination that they could not be impartial. No declarations were made.

Mike Upston, Planning Director, provided a summary about the item and the Planning Commission's recommendation for approval of annexing the remnant property along Highway 62 consisting of approximately 1/3 acre. The Applicant, Jon Janakes, Janakes Family LLC, is the adjacent property owner and desires to purchase the subject land from the Oregon Department of Transportation (ODOT) for future development in Sienna Hills Subdivision Phase 6b. In addition, Mr. Upston reviewed an overhead presentation (Submission No. 3), noting that although the amount of land is small, the decision making process is extensive. Several maps were included in the presentation to identify the subject property as well as details about the decision making process. Last, Mr. Upston reviewed the Conclusions of Law, noting all requirements had been met.

Mayor Jenks asked if there were questions for staff. There being no questions from the Council, Mayor Jenks asked about the history of the property which was confirmed to have been planned as a weigh station at one time.

Mayor Jenks invited public testimony in favor and opposition; however, there was no testimony.

There being no further comment, Mayor Jenks closed the Public Hearing at 7:00 p.m.

Next, Mayor Jenks announced the proposed Ordinance No. 2019-06 was scheduled later in the Agenda as Item No. 10.1. Further, there being no objection to changing the order of business, Mayor Jenks asked to discuss and deliberate the proposed Ordinance No. 2019-06.

There being no further discussion, Mayor Jenks asked for a motion to adopt Ordinance No. 2019-06. Councilor Walruff made a motion to adopt Ordinance No. 2019-06, an Ordinance providing for the annexation, urban growth boundary amendment and assignment of an R-1-8 zoning designation for approximately 1/3 acre of property currently within the Highway 62 right-of-way and owned by the Oregon Department of Transportation. Councilor Mannenbach 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.

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- 5.2 Public Hearing in the matter of approving the proposed tentative subdivision plan and recommended conditions of approval associated with Planning Application No. 19-02:SUB – Mt. Pitt Estates Subdivision, at Tax Assessors Map 351W10BC, Lot 200 in the R-1-8 Single Family Residential zoning district.

Mayor Jenks announced that the Public Hearing had been advertised and all legal notifications were made in compliance with state and local laws. Next, Mayor Jenks opened the Public Hearing in the matter of approving the proposed tentative subdivision plan and recommended conditions of approval associated with Planning Application No. 19-02:SUB – Mt. Pitt Estates Subdivision, at Tax Assessors Map 351W10BC, Lot 200 in the R-1-8 Single Family Residential zoning district at 7:05 p.m.

Mayor Jenks then asked if any Council member wished to declare a conflict of interest, either actual or potential, make any disclosure, or abstain from participating or voting on this matter because of possible financial gain resulting from this decision, direct private interest in the proposal, or determination that they could not be impartial. No declarations were made.

Mike Upston, Planning Director, reviewed the Mt. Pitt Estates Subdivision proposal from the Applicant/Owner, Jon Janakes, Janakes Builders LLC. Included with the review was an overhead presentation with maps, images, drawings, land use approval requirements, standards for landscaping, tentative subdivision approval, and Conclusions of Law (Submission No. 4). The nearly two acre parcel is located off of Alta Vista Road, between Hidden Valley Drive and Oak Point Drive with a total of 10 lots proposed. Mr. Upston reported the tentative subdivision plan conforms to the relevant provisions in the Eagle Point Municipal Code, and all other requirements were met as detailed in the Conclusions of Law.

Next, Mayor Jenks asked if there were questions for staff but there were no questions. Mayor Jenks then invited public testimony in favor and opposition but there was no testimony. However, Sal Robles, owner of a lot next to the project, asked about a 25' section of land located next to his. Mr. Upston reported his understanding that the 25' section is available for purchase. There was additional discussion about access to the proposed homes coming in off of Alta Vista Drive, onto Hidden Valley Drive with access to homes on Hidden Valley Drive. The other side of the project will be accessed by continuing on Hidden Valley Drive, crossing Echo Way up to Oak Point Drive to a shared driveway.

Mr. Robles further discussed working with the City about a road on his property which will be removed. He also requested that once construction on his lot begins, that the road on his property be blocked so that nearby property owners will access their land from Hidden Valley Drive. Robert Miller, Public Works Director, provided his business card so they could discuss this outside of the Public Hearing. Last, Mr. Robles requested a map which Mr. Upston offered to provide via email.

There being no further testimony, Mayor Jenks closed the Public Hearing at 7:21 p.m.

Next, Mayor Jenks announced the proposed Resolution No. 2019-37 was scheduled later in the Agenda as Item No. 10.2. Further, there being no objection to changing

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the order of business, Mayor Jenks asked to discuss and deliberate the proposed Resolution No. 2019-37.

There being no further discussion, Mayor Jenks asked for a motion to authorize Resolution No. 2019-37. Council President Stanek made a motion to authorize Resolution No. 2019-37, a Resolution approving the tentative subdivision plan and recommended conditions of approval associated with Planning Application No. 19-02:SUB, Mt. Pitt Estates Subdivision, at Tax Assessors Map 351W10BC, Lot 200 in the R-1-8 Single Family Residential zoning district. Councilor Grossman 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.

### 6. CONSENT CALENDAR

#### 6.1 Presentation of Regular Meeting Minutes of September 24, 2019.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Councilor Grossman moved to approve the Consent Calendar and Councilor Fierke seconded the motion. There was no discussion following the motion. 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 Bill List. There being no questions, Councilor Mannenbach moved to approve the Bills to be Paid in the amount of \$58,786.25 and the Additional Bill List of \$79,267.06 (Submission No. 5). Councilor Walruff seconded the motion. Councilor Fierke inquired about the payments to the Medford Water Commission and whether one of the bills was late. Ms. Owens confirmed that one was late. There was no further 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 Ordinance No. 2019-06. An Ordinance providing for the annexation, urban growth boundary amendment and assignment of an R-1-8 zoning designation for approximately 1/3 acre of property currently within the Highway 62 right-of-way and owned by the Oregon Department of Transportation.

Discussed and deliberated after the Public Hearing listed as Item No. 5.1.

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- 10.2 Resolution No. 2019-37. A Resolution approving the tentative subdivision plan and recommended conditions of approval associated with Planning Application No. 19-02:SUB, Mt. Pitt Estates Subdivision, at Tax Assessors Map 351W10BC, Lot 200 in the R-1-8 Single Family Residential zoning district.

Discussed and deliberated after the Public Hearing listed as Item No. 5.2.

- 10.3 Discussion regarding the recruitment process for the City Administrator position.

Councilor Fierke reported on the past recruitment effort when Henry Lawrence was recruited. At that time, it had been decided to not use a search firm, primarily due to the cost estimated between \$20,000 and \$30,000. The recruitment started with the existing City Administrator and Finance Director meeting with the Mayor and Councilor Fierke. From there, the recruitment process was established with a timeframe and marketing materials developed which resulted in a substantial number of applications. After a review of the applications, candidates were selected for interviews with the Council and staff, background checks, and a final candidate selected.

Currently, the School District is recruiting for a new Superintendent although they selected a recruiting firm to assist with the recruitment. Councilor Fierke reviewed the School District's timeframe for recruitment and offered the following for the City's recruitment:

- 10/09/19 - Past recruitment brochure and job description to City Council and staff.
- 10/15/19 - Council and staff to provide input to the City Recorder as to what qualifications and qualities are necessary for the next City Administrator.
- 10/22/19 - Council discussion in open session to finalize recruiting documents.
- Mid to late November 2019 - Finalize brochure and advertising materials.
- 12/01/19 - Start advertising.
- Mid January 2020 - Cutoff date for applications to allow for review and selection of candidates.
- February 2020 - Interviews.
- Start Date (to be determined) - Allowing for a week or two of overlap for the new City Administrator to work with Mr. Lawrence.

Council discussion supported recruitment without a consultant as past results had been successful. Mr. Lawrence supported recruitment without a consultant, noting the process was good, and community input could be useful. With regard to the timeline, Ms. Owens thought it was good and allowed time to complete reference checks. Past candidates were taken on a tour and met the City staff in groups as well as a group meeting with the City Administrator and Department Directors.

Councilor Fierke reviewed his personal schedule but reported he will be available for face to face meetings. He also welcomed other Councilors to be more closely involved in the process. In conclusion, it was agreed to put this item on the next Council meeting agenda.

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

Councilor Fierke announced the upcoming School District Board meeting will focus on recruitment.

Councilor Lacombe reported on the Community Development Commission receiving a presentation by Bill Watson regarding Pickleball. Proposed sites were discussed but the current location is Little Butte. Robert Miller, Public Works Director, reported this item will be on the next Community Development Commission agenda.

Councilor Grossman reported on a recent article in the Mail Tribune about the growing popularity of Pickleball and other cities adding facilities. Councilor Grossman further reported on Pickleball as a sport for all ages and courts in Eagle Point possibly drawing people from other areas and being used to host competitions.

Council President Stanek inquired about the past National Tennis Association presentation. Robert Miller, Public Works Director, reported on the City paying for a conceptual plan but it was later determined to be in conflict with future parking at the High School. Mr. Miller further reported that out of that effort, the Eagle Point Parks Foundation was created and could be supportive of Pickleball. Mayor Jenks noted that the Eagle Point Parks Foundation had ceased fund raising so as to not compete with the Mill Foundation.

Councilor Walruff announced that he cannot attend the next Planning Commission meeting and that the jail meeting had been canceled. However, he reported favorably on attending the recent League of Oregon Cities Conference and spoke highly about the City's staff.

Councilor Mannenbach reported attending the Southern Oregon Regional Economic Development Inc. (SORED) meeting earlier in the day where he learned that White City is still on the short list for a large company relocating to the area, and that discussions regarding the hemp industry will continue. In addition, Councilor Mannenbach invited everyone to attend SORED's Regional Strategy Rollout and Lunch on November 14.

Mayor Jenks reported favorably on the League of Oregon Cities Conference and attending sessions on property taxes, affordable housing, and others. In addition, she attended a Mayors Association meeting. Further, Mayor Jenks reported on the ACCESS Mayors United fundraiser, and complimented Councilor Walruff on a recent presentation about the jail issue.

### 12. STAFF REPORTS

Mike Upston, Planning Director, reported on upcoming Planning Commission business including consideration of the Parianni Business Center. Future items for the Council's consideration will be a maintenance agreement regarding Hidden Valley Drive. Last, the Community Development Commission's meeting on December 3<sup>rd</sup> will include the Parks and Recreation Master Plan, Street Tree List, Pickleball, and an update by the consultant for the historic property survey.

Melissa Owens, Finance Director, reported on preparations for the auditors visit in November, and the City receiving a dividend of \$8,729 from SAIF, our Workers Comp carrier. Ms. Owens further reported on two Information Technology projects: Cartegraph, and upgrading computers from Windows 7. Regarding Workers Compensation, Councilor

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Fierke commended the City and all employees for the good Mod Factor rating and encouraged staff to keep up the good work.

Robert Miller, Public Works Director, discussed the Linn Road Project winding down and Stevens Road Stage 1 nearing completion. Councilor Mannenbach asked about completion for Halloween and Mr. Miller responded that the road would be open, at least for the evening. Mr. Miller also reported on field visits for the Safe Routes to School program, Cartegraph training, and a Total Maximum Daily Load (TMDL) report. Council President Stanek initiated discussion about publicizing the Safe Routes to School Program, and possibilities through the School District and City as well as Neighborhood Watch Groups were identified. Upcoming Council items include the Buchanan Avenue ADA Ramp, and Robert Trent Jones Boulevard (RTJ). Discussion followed about the unknown source of the water leak on RTJ; however, staff is waiting for the Eagle Point Irrigation District to shut off water before further investigating. Mr. Miller added that the old pipe is 4-5' deep and the investigation is taking more time and effort than originally thought.

Police Chief May reported on two Eagle Point students stealing belongings from an opponent's locker room during a recent Eagle Point junior varsity football game. The majority of belongings were recovered and both juveniles were identified.

There were no other staff reports.

13. INFORMATION

There were no information items for discussion.

14. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 8:08 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Ruth Jenks, Mayor