



City of Eagle Point

City Council

REGULAR MEETING MINUTES OCTOBER 22, 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; Mike Smail, Planning Commissioner (arrived at 6:10 p.m. and left at 7:15 p.m.); Millie Wewerka, Budget Committee Member and Planning Commissioner; and a member of the 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

There were no 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 October 8, 2019.

Mayor Jenks announced the Consent Calendar. Cindy Hughes, City Recorder, proposed revising the Minutes to correct Brandon Crosier's name under the public comment section in Item No. 3. There were no other questions or comments. Councilor Lacombe moved to approve the Consent Calendar as amended, and Councilor Fierke seconded the motion. There was no discussion following the

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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.

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 further questions, Councilor Mannenbach moved to approve the Bills to be Paid in the amount of \$59,919.35 and the Additional Bill List of \$53,841.50 for a total of \$113,760.85 (Submission No. 1). Councilor Walruff 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.

9. OLD BUSINESS

9.1 Discussion regarding the recruitment process for the City Administrator position.

Henry Lawrence, City Administrator, reported on the recent activities of revising and preparing documents for recruitment. From there, Councilor Fierke continued with a review of documents and expressed appreciation to everyone providing input. With regard to the recruitment brochure, Councilor Fierke suggested using a pay range in example of \$100,000 and \$121,000 instead of an amount up to \$121,000. The Council offered a general consensus in support of changing the language.

In addition, there was discussion about the language regarding the population of Eagle Point and future growth, as well as the State's requirements for small cities that reach a population of 10,000. Mike Upston, Planning Director, reported Portland State University's latest population estimate being 9,200 although the upcoming census is anticipated to provide more accurate data. Further, Mr. Upston noted it will likely be between the years 2025 and 2030 before Eagle Point will reach a population of 10,000. The Council agreed to the population language being over 9,000, and omitting the language regarding "being on the edge of new growth."

Further, Councilor Fierke discussed the language about hitting the ground running but no change was recommended. With regard to the tentative timeline, Councilor Fierke discussed the date of January 28 (a Council meeting date), for the Council members to have individually reviewed the candidate list and decided on three or four candidates, if any, to recommend for interviewing. Councilor Fierke also identified a potential interview date of Saturday, February 1, 2020.

Selection Criteria and difficulty of measuring some criteria was reviewed and discussed. Councilor Fierke noted a professional negotiator could be retained if an ideal candidate had not negotiated labor contracts. In addition, potential advertisement sites were discussed and left to the discretion of staff at this time. Last, Councilor Fierke identified January 28th for a potential Executive Session to choose

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candidates for interviews, interview questions, and review the do's and don'ts of the process. Councilor Fierke noted that in the meanwhile, any questions or comments should be directed to the City Administrator or Mayor. There being no further discussion, Mayor Jenks expressed appreciation to Councilor Fierke for his time and assistance in the recruitment.

10. NEW BUSINESS

- 10.1 Resolution No. 2019-38. A Resolution authorizing revisions to the job description for the Public Works Supervisor Position to Public Works Operations Supervisor.

Robert Miller, Public Works Director, reviewed the related agenda statement, explaining about the proposed revisions to alleviate confusion about the duties for the Public Works Lead Worker position and the Public Works Supervisor position. With a new title of Public Works Operations Supervisor, the title change could have been Superintendent or Operations Supervisor as is the industry standard. It also denotes a hierarchy of responsibility over the position of Lead Worker together with supervisory responsibilities over water, parks, streets, storm, fleet, and facilities.

Discussion followed wherein it was noted that the term "Operations" has a different meaning in the private sector but there was no objection to the title. Councilor Fierke recommended changes to Exhibit A to the Resolution, on Page 1, No. 3 – removing the word "full" i.e. Exercises full supervisory duties. Also on Page 1, No. 5 – removing the word "minor" in the first sentence and adding language about contracts being assigned by the Public Works Director. Additionally, on Page 2, under Required Knowledge, Skills, and Abilities, removal of Item 6) Ability to manage job stress and interact effectively. There were no objections to the recommendations but it was noted that Item 6) had been included based on actual experiences.

There was a preference for candidates with an Oregon Level II Water Distribution Operator Certificate, and the ability to attain that level as it requires 5 years of experience. A brief discussion followed about whether or not there may be internal candidates but it would not be known until after approval of the job description. It was further noted that there are two employees with a Level II certificate and one with a Level III.

Next, Mayor Jenks offered to entertain a motion to approve Resolution No. 2019-38. Councilor Fierke made a motion to approve Resolution No. 2019-38, a Resolution authorizing revisions to the job description for the Public Works Supervisor Position to Public Works Operations Supervisor, as amended; and Councilor Lacombe seconded 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.

- 10.2 Update regarding Buchanan Avenue ADA Ramps Project.

Robert Miller, Public Works Director, reviewed the related agenda statement and sought consensus for the next step. Options included staff's recommendation of an ADA ramp on the northwest corner and the Linn Road crosswalk, replacement of

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crosswalks by Public Works, and advertising the Buchanan ADA Ramp Project for construction in February or March 2020. The option of a raised pedestrian island/refuge, as provided by Century West, was discussed in depth and received some Council support. Overall, the Council supported being proactive with the safety of citizens. It was noted there is not updated crash data available and a new traffic analysis had just been received by staff earlier in the day. Council President Stanek's concern was acknowledged about the prioritization of this project while the following project had been brought to the attention of the Council sometime ago by citizens.

Options for the crosswalk included angles to shorten the distance for pedestrians crossing the intersection and variations for crosswalk placement. Discussion further addressed the safety of driving through the intersection with visibility reduced by glare from the sun, and there being near misses at the intersection. Additional safety features such as push button pedestrian activated flashing signs (rectangular rapid flashing beacons – RRFBs) were not recommended by Century West or the traffic engineer but could be added if recommended in the future. In conclusion, Council members supported being proactive and looking at the best safety options. Mr. Miller planned for Public Works to complete crosswalk striping as soon as possible and to bring the item forward in February or early March 2020 for approval of bids.

At approximately 7:15 p.m., Planning Commissioner Smail left the meeting.

10.3 Discussion regarding Robert Trent Jones Boulevard Striping Project.

Robert Miller, Public Works Director, reviewed the related agenda statement identifying and describing traffic calming methods. Mr. Miller recommended new striping to be completed next year after seal coating and/or chip sealing is completed. While this will require moving up the road maintenance preservation by a year or so, it was thought to be the best option so that striping could be long lasting on a new surface.

The best options to slow traffic and increase safety along Robert Trent Jones Boulevard were discussed at length and in depth. There was support of a bike lane, angled parking to naturally slow traffic, placing a crosswalk in the most logical location, flashing lights or speed radar reader boards, and investigating the use of standup barricades as depicted in Submission No. 2. It was noted that pedestrian traffic near the mailbox cluster has reduced over the years with additional mailboxes being placed in the community. After a closer review of the plan, there was discussion about placement of a light near the mailbox cluster. There was also mention of removing a second bush but it was thought to be unlikely and unenforceable by the Municipal Code.

Discussion turned to the safe use and placement of standup barricades which could be discussed at a future Council meeting as well as part of the Safe Routes to School Program. A brief discussion followed about gathering new data on speeds with the speed limits lowered to 25 mph, the addition of speed radar signs, pursuing pavement maintenance to prepare for striping early next year, and holding off on the crosswalk until accurate data demonstrates and supports.

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11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke reported on the recent School Board meeting which focused on the Superintendent recruitment, training sessions, and their normal reports.

Councilor Lacombe asked about the rough pavement near the intersection of Linn Road and Highway 62. Robert Miller, Public Works Director, responded that the Oregon Department of Transportation (ODOT) has engaged Knife River to make repairs but a date has not been announced. Mr. Miller noted he had strongly encouraged ODOT to contact neighboring businesses about future repairs.

Councilor Grossman inquired about the timeline for an update from the Butte Creek Mill Foundation. Henry Lawrence, City Administrator, reported that there was not a request for a timeline in his last letter. However, it is his understanding that the Foundation is working with Southern Oregon University to develop a business plan. It was noted that the Foundation President has been out of the area, however, the Council had asked to be kept updated. A brief discussion followed wherein Councilor Lacombe reported looking into this himself as he wants resolution.

Council President Stanek noted refraining from discussion about the Mill but inquired about the replacement sidewalk for the couple that recently presented to the Council. Robert Miller, Public Works Director, reported the sidewalk had been replaced. Council President Stanek also inquired about an archway being part of the Linn Road Project. While there had been discussions, Mr. Miller reported the archway was not part of the original package and had been pushed out past this year. Henry Lawrence, City Administrator, added that funds went to undergrounding utilities instead. However, it was noted that a way-finding sign may be part of the Council Goals. Mayor Jenks reported on Bob Russell and Chamber President Pinnell being anxious to see the sign and it possibly warranting future Council discussion. On a separate note, Council President Stanek reported on the upcoming deadline for Shōwa ambassador applications and that selections will be made by the next meeting.

Councilor Mannenbach reminded and welcomed everyone to attend the November 14th SOREDI regional strategy roll out and luncheon. He also reported on the good showing of Eagle Point on American Pickers.

Mayor Jenks reported on a recent Chamber Board Meeting with the Eagle Point High School Leadership Class and encouraging student volunteerism. Mayor Jenks further reported plans to attend the upcoming Rogue Valley Council of Governments meeting.

12. STAFF REPORTS

Mike Upston, Planning Director, reported on recent annexations, approval of the Parianni Business Center, as well as a new tenant at the Eagle Point dental building. Mayor Jenks offered favorable comments on the new vet's business, and also asked for an update on the Golf Course Homeowners Association's request. Mr. Upston reported he will continue talking with them and keeping everyone informed. Attorney Miller added that the request is under review and options are being explored. Mr. Upston clarified that the City does not

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have the authority to enforce the Golf Course Community Homeowner Association's regulations on the Holt Group, and further noted the HOA's request for a public hearing was more likely a request for public discussion. Nevertheless, Mayor Jenks anticipates a written response back to the Homeowner's Association.

Melissa Owens, Finance Director, announced the Financial Report is in Council packet. At one quarter into the fiscal year, the General Fund Reserves are lower than Expenditures but taxes will be received in November. Totals are anticipated within a few days and will be reported at the next meeting. Meanwhile, staff is preparing information for the auditors and all requested reports have been submitted. Information Technology projects include electronic water reading systems, implementation of the Cartegraph system, and updating computers or software to replace Windows 7. Ms. Owens noted additional items are included in the Staff Report and Friday Letter.

Robert Miller, Public Works Director, reported on the upcoming Arrowhead Trail extension, possible future traffic analysis at the S. Shasta and Arrowhead intersection, and paving planned for Stevens Road later in the week. Regardless, Stevens Road will be open for Halloween. Mr. Miller further reported on efforts to gather data for the new Cartegraph system, and a recent meeting with the Medford Water Commission about water rights into the year 2070. Next, Mr. Miller fielded questions about Phase II of the Stevens Road Project which is estimated to be completed around February/March 2020, with curbs, gutters, sidewalks, and lighting similar to the first phase. The current phase includes a sidewalk with safety railing on top of the retaining wall. Additionally, public comment is being sought for the Safe Routes to School Program on the City's website and in the Friday Letter. Mr. Miller also urged the School District to include information about the program on their Facebook page. The correct dates, times, and locations of the walk-throughs for public input will be updated on the City's website and a Newsflash sent out.

Police Chief May responded to Councilor Walruff's question about increased police statistics including the arrest of 8 fugitives last week alone. Councilor Walruff discussed the connection of the statistics in relation to the jail issue.

Henry Lawrence, City Administrator, announced and requested a response to State House Representative Vikki Breese Iverson's offer to meet with the Council on Veterans Day. At the next Council meeting, Colleen Padilla of Southern Oregon Regional Economic Development Inc. (SORED) will present its strategy update. There will also be a discussion regarding water rights, and the City Attorney will report on the Adult Business Zoning issue. On November 12th, Sheriff Sickler will be present for the Council to deliberate a Resolution for the jail proposal to go on the May Ballot, and there will be a Resolution to cancel the November 26th meeting and pay the bills. Last, a mediation session is scheduled later in the month to help resolve the Union contract with the Police Unit.

There were no other staff reports.

13. INFORMATION

There were no information items for discussion.

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14. ADJOURN

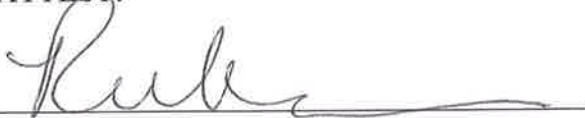
There being no further business, Mayor Jenks closed the meeting at 8:27 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Ruth Jenks, Mayor

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Submission No. 1 - Melissa Owens, Finance Director

Cindy Hyde 10-22-19

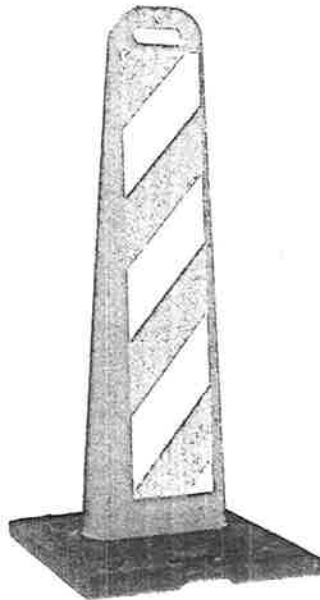
10/22/2019
ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
42443	DEPARTMENT OF STATE LANDS	UNCLAIMED PROP SUBMISSION	\$ 75.00
42436	DR CONSTRUCTION AND LANDSCAPE	PARK, STREET, SD MAINTENANCE	\$ 13,797.50
42437	ECSO	DISPATCH SERVICE QUARTERLY	\$ 37,241.56
42438	FIRST RESPONSE LLC	TRAINING	\$ 35.00
42439	GOMEZ, IGNACIO YARD SERVICES	WEED & VINE CLEARING	\$ 105.00
42444	MIKE ANSELM	TRAVEL/TRAINING	\$ 96.25
42440	NEOFUND BY NEOPOST	POSTAGE	\$ 2,000.00
42441	PERSONNEL SOURCE, INC	TEMP SERVICE-HARNISH, MUSEUM 1 WK	\$ 440.37
42442	TEKMANAGEMENT, INC	IT SUPPORT	\$ 50.82
		SUBTOTAL	\$ 53,841.50
		Regular Bill list	\$ 59,919.35
		GRAND TOTAL	\$ 113,760.85

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TRAFFIC PANEL



CROSSWALK PANEL

VERTICAL BARRICADES

Keep pedestrians and workers out of harm's way in crosswalks and parking lots.

- Stackable for space saving storage.
- Crosswalk - 3M Diamond Grade® material for maximum visibility.
- Traffic - High Intensity for work zones and construction sites.
- Rubber base sold separately.

VERTICAL BARRICADES

Meets MUTCD Standards

MODEL NO.	DESCRIPTION	HEIGHT	WT. (LBS.)	PRICE EACH		ADD TO CART	
				1	3+		
H-5176	Traffic Panel	44"	4	\$42	\$39	1	<input type="button" value="ADD"/>
H-5177	Crosswalk Panel			125	115	1	<input type="button" value="ADD"/>
H-5178	Rubber Base	N/A	20	27	25	1	<input type="button" value="ADD"/>