



City of Eagle Point

City Council

REGULAR MEETING MINUTES
JANUARY 14, 2020

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, Bernie Grossman, David Lacombe, James Mannenbach, Michael Stanek, and Kevin Walruff.

Council Members Absent: Bill Fierke.

Staff Members Present: Henry Lawrence, City Administrator; Darin May, Police Chief; Souvanny Miller, City Attorney; Melissa Owens, Finance Director; Mike Upston, Planning Director; and Cindy Hughes, City Recorder.

Guests: Members of Boy Scout Troop 88; Suzi Collins, Planning Commissioner; Eric Gunn, Budget Committee Member; Aaron Schulz, Community Development Commission applicant; Kathy Sell, Community Development Commissioner; 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

Bob Pinnell of Eagle Point referenced the September 10, 2019 presentation by the Butte Creek Mill Foundation. Mr. Pinnell spoke from notes (Submission No. 1), regarding the City's role as fiscal agent for a \$200,000 State grant. Mr. Pinnell also inquired about correspondence between the City and the Foundation as well as the process for members of the public to receive copies. Additionally, Mr. Pinnell discussed seasonal decorations and minimal activity at the Mill. Concern was noted about the historic ice house as Mr. Pinnell reported it being on the Oregon Historical site as one of the top 10 most endangered buildings.

Mayor Jenks reported the City had sent two letters after the September meeting to reiterate the requirements. Mayor Jenks noted that the letters included the Council's questions similar to those asked in the fall, and touched on the ice house and water rights. Henry Lawrence, City Administrator, confirmed that the questions were communicated to both the Foundation Chair and Board Members. Further, Mr. Lawrence reported on a recent meeting with the Foundation Chair wherein expectations were clarified. The Foundation's response

City of Eagle Point Council Meeting Minutes

January 14, 2020

Page 2 of 6

is anticipated by February 1st. Mr. Lawrence added that while the City is not currently in a position to certify the grant to the State, it is working with the Foundation towards getting that done. After the February 1st deadline, a decision will be made about putting the item back on an open agenda.

Mr. Pinnell continued with questions about insurance and the volunteer college professors; however, Mayor Jenks noted the Council has options but will wait until the deadline to receive the Foundation's information.

Next, Bob Russell of Eagle Point reported the City has never looked better and expressed pride in the appearance of the City. Along those lines, Mr. Russell spoke about opportunities to define Eagle Point's entrance as a means of attracting and drawing in a portion of the 750,000 to 800,000 annual visitors to Crater Lake. A monument or archway was suggested with examples from Williams, California, and Cottage Grove, Bandon, and Troutdale, Oregon. Moreover, Mr. Russell asked the Council to continue its efforts with the entrance to Eagle Point.

Last, Millie Wewerka of Eagle Point noted she was before the Council for the third time since 2018 to request the City's enforcement of the Municipal Code regarding signs. Ms. Wewerka recognized the sign cleanup at a gas station but reported on other signs in both shopping centers along Highway 62. Ms. Wewerka confirmed it is clear the signs are not in compliance. Mayor Jenks responded that the City will continue with discussions and put the item on an agenda if appropriate.

Mayor Jenks acknowledged Boy Scout Troop 88 in the audience. Attendance at the Council meeting was reported as one of the steps in attaining the Community Badge. Bob Pinnell announced that Troop 88 is responsible for the Avenue of the Flags going up and down, and Troup 48 will assist on Stevens Road once flags go up in that area.

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 December 10, 2019.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Councilor Grossman moved to approve the Consent Calendar, and Councilor Lacombe seconded the motion. There was no discussion following the motion. Roll call: Kevin Walruff, yes; Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Ruth Jenks, yes; and Bill Fierke, absent. The motion passed unanimously by those present.

City of Eagle Point Council Meeting Minutes

January 14, 2020

Page 3 of 6

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 Lacombe moved to approve the Bills to be Paid in the amount of \$160,361.34 and the Additional Bill List of \$34,597.61 (Submission No. 2) for a total of \$194,958.95, as well as the Bills to be Paid dated December 24, 2019 in the amount of \$46,109.74. Councilor Stanek seconded the motion. There was no discussion. Roll call: Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Kevin Walruff, yes; Ruth Jenks, yes; and Bill Fierke, absent. The motion passed unanimously by those present.

9. OLD BUSINESS

There was no Old Business.

10. NEW BUSINESS

10.1 Resolution No. 2020-01. A Resolution appointing Council Liaisons for Calendar Year 2020.

Mayor Jenks explained about the importance of Council Liaison appointments and how the City and other organizations benefit from the appointments. Eagle Point's participation has resulted in good partnerships and grants for City projects. Mayor Jenks made the following appointments for Calendar Year 2020:

- Eagle Point Community Development Commission – Councilors Grossman and Lacombe
- Eagle Point Planning Commission – Councilor Walruff
- Jackson County School District No. 9 – Councilor Fierke
- Medford Water Commission – Mayor Jenks
- Rogue Valley Area Commission on Transportation – Mayor Jenks
- Rogue Valley Council of Governments Board of Directors - Mayor Jenks
- Rogue Valley Metropolitan Planning Organization – Mayor Jenks
- Rogue Valley Metropolitan Planning Organization Public Advisory Committee – Councilor Stanek
- Southern Oregon Regional Economic Development Inc. (SOREDI) – Councilor Mannenbach.

Mayor Jenks asked for a motion to approve Resolution No. 2020-01, a Resolution appointing Council Liaisons for Calendar Year 2020. Councilor Walruff made a motion to approve Resolution No. 2020-01 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; Ruth Jenks, yes; and Bill Fierke, absent. The motion passed unanimously by those present.

City of Eagle Point Council Meeting Minutes

January 14, 2020

Page 4 of 6

- 10.2 Resolution No. 2020-02. A Resolution appointing Community Development Commissioners.

Mayor Jenks discussed Eagle Point's Municipal Code regarding the membership of the Community Development Commission. Vacancies on the Community Development Commission were advertised in the Upper Rogue Independent, on the City's website, bulletin board at City Hall, and in the City utility bill mailings. The following seven individuals submitted applications to be considered for appointment or reappointment to the Community Development Commission: Jennifer Christmas, Douglas Detling, Wyn Lewis, Aaron Schulz, Kathy Sell, Brian White, and Max Yager.

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

Douglas Detling*	Eagle Point Resident	January 13, 2023
Wyn Lewis*	Eagle Point Resident	January 13, 2023
Aaron Schulz	Eagle Point Resident	January 13, 2023
Kathy Sell*	Eagle Point Resident	January 13, 2023

*Previous Commissioners.

Mayor Jenks asked for a motion to approve Resolution No. 2020-02, a Resolution appointing Community Development Commissioners. Councilor Stanek made a motion to approve Resolution No. 2020-02 and Councilor Mannenbach seconded the motion. There was no discussion. Roll call: David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Kevin Walruff, yes; Bernie Grossman, yes; Ruth Jenks, yes; and Bill Fierke, absent. The motion passed unanimously by those present.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES -

Councilor Lacombe made positive comments about the bus transit in Eagle Point, and commended Officer LaFord for quickly following up on a citizen complaint. Last, Councilor Lacombe announced the upcoming Community Development Commission meeting on February 4.

Councilor Grossman announced that he would make a report after the next Community Development Commission meeting.

Council President Stanek reported good progress with the Showa Homestay Group and fundraising efforts including the February 15th breakfast at Applebee's.

Councilor Walruff relayed a citizen's complaint about the new streetlights in Eagle Point. While they are inviting, the citizen also liked seeing the stars at night which is one of the things that brought them to Eagle Point. Councilor Walruff offered positive comments about the appearance of the streetlights and thought they may have been brighter because of the holidays.

City of Eagle Point Council Meeting Minutes

January 14, 2020

Page 5 of 6

Councilor Mannenbach mentioned the possibility of changing the angle of the lights. Next, he reported attending a Southern Oregon Regional Economic Development, Inc. (SORED) meeting and discussions about how their new strategy will impact the region. In addition, he announced the upcoming SORED Business Conference. A brief discussion followed about the presentations and a social event at the Conference.

Mayor Jenks reported on items to address from last year including: speeding on Robert Trent Jones Boulevard, damaged sidewalks and trees, adult businesses, and traffic concerns at the Alta Vista and Shasta intersection.

12. STAFF REPORTS

Mike Upston, Planning Director, reported on single family development (North Barton Subdivision, Eagle Crest Overlook Subdivision, Eagle Point Golf Community Subdivision, Phase 16) as well as commercial development (State Bank Building, Pariani Business Center, and the Storage Emporium). Additionally, Mr. Upston reported on maps being updated in the Council Chambers, and announced dates for the next Planning Commission and Community Development Commission meetings. Mayor Jenks inquired about activity near Alta Vista and Shasta; however, Mr. Upston was not aware of planned activity in that location.

Melissa Owens, Finance Director, reported meeting with the auditors and the exit meeting going well. Currently, the City's financial reports are going through the compliance process with the auditors. Staff is beginning work with the budget process on personnel and Public Works large projects, as well as projections. Staff is also working on computer upgrades, and recruitment for a Public Works Supervisor, laborer position, and City Administrator.

Police Chief May reported on the Shop with a Cop program being a huge success and a lot of fun. Chief May further reported on a stop in late December involving the assistance of Jackson County's Sheriffs, traffic spikes, and the K-9 unit. A large quantity of meth, heroin, new clothing, a stolen gun, cash, and electronics were recovered.

Attorney Miller announced that Joe Kellerman will be returning in February as the City Attorney.

Henry Lawrence, City Administrator, reported on recruitment efforts for his replacement and receiving a number of qualified applications. Each Councilor will receive a binder with applications and an interview schedule will be set soon.

There were no other staff reports.

13. INFORMATION

There were no information items for discussion.

At 6:46 p.m. Mayor Jenks recessed the meeting.

City of Eagle Point Council Meeting Minutes

January 14, 2020

Page 6 of 6

14. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(f), To consider information or records that are exempt by law from public inspection, including privileged communications from the Council's attorney; and ORS 192.660(2)(h), To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

At 6:57 p.m., Mayor Jenks opened the Executive Session pursuant to ORS 192.660(2)(f) and (h). City Council President Stanek closed the Executive Session at 7:11 p.m.

15. ADJOURN

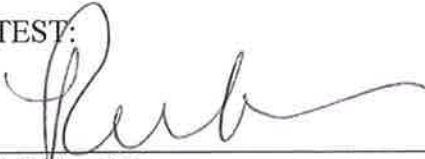
There being no further business, City Council President Stanek reconvened and closed the meeting at 7:11 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Ruth Jenks, Mayor

**City Council - January 14, 2020
Submission No. 1 - Bob Pinnell**

To the Eagle Point City Council;

Tonight I have a request to make of the Eagle Point City Council;

- 1) Back on September 10, 2019 one of the agenda item #4 Presentations item 4.1 Discussion and update by the Butte Creek Mill Foundation. At that meeting City Administrator, Henry Lawrence explained that the City is serving as the fiscal agent for a \$200,000.00 grant from the State. As such, the City is required to make certain certifications concerning compliance with the terms of the Agreement.

At that meeting Ms. Kupillas discussed a number of items regarding the Butte Creek Mill Foundation. I have attached a copy of the minutes from that council meeting;

My question is has the foundation and the city been in contact with each other, in person or by written correspondence, by letters or e-mails? Are these correspondences part of public record, if so how would a community member get copies of such records?

I have noticed that the roofing over the porch has been completed, some, Halloween decorations, a few pumpkins and corn stalks were placed on the front porch, however they were there until the pumpkins started to rot and the corn stalks were just discarded in front of the mill next to the portable restroom. There were some decorations for Christmas placed on the front porch and Christmas Caroling took place were approximately 35 people attended. However no attempt have been made to clean up the grounds. From what I can see and I drive by the mill multiple time a day. The other concern is the 1873 Ice House, which is listed on the Oregon Historical site as one of the top ten "most endangered" buildings. It is the last stone ice house in the state and it "anchors" our historic strip. Ms. Kupillas has also attended a committee meeting for the Vintage Fair and has committed to have the grounds cleaned up in order to once again have the event held on Royal.

City Council - January 14, 2020
Submission No. 2 - M. Owens, Finance Dir.

Cindy Flynn 1-14-20

1/14/2020
ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
42769	ALEX ROMANOWSKY	ASHPOLE REFUND	\$ 100.00
42770	ALL MECHANICAL PLUMBING SOLUTIONS	BUCHANAN ADA RAMPS	\$ 200.00
42771	ASHLAND MEDFORD PLUMBING	STEVENS RD PROJECT	\$ 16,000.00
42772	CENTURY WEST ENGINEERING CORP	BUCHANAN ADA RAMPS/LINN RD PROJECT	\$ 9,605.99
42774	FERGUSON WATERWORKS # 3011	WATER SUPPLIES	\$ 470.30
42775	HUNTER COMMUNICATIONS	UTILITIES	\$ 2,328.50
42776	JESSICA ANSEMI	UNIFORM REPAIR	\$ 10.00
42777	NETWORK SERVICES COMPANY	JANITORIAL SUPPLIES/SUPPLIES	\$ 35.38
42778	OFFICE DEPOT	SUPPLIES	\$ 185.69
42779	OREGON DEPARTMENT OF JUSTICE	2019 PUBLICATIONS	\$ 25.00
42780	OREGON PERMIT TECHNICIANS ASSOC	ANNUAL MEMBERSHIP	\$ 40.00
42781	PACIFIC OFFICE AUTOMATION	COPIER USAGE	\$ 210.60
42782	PACIFIC POWER, INC	CONTRACT-EMERALD VIEW #2	\$ 1,670.00
42783	PERSONNEL SOURCE, INC	TEMP SERVICE-HARNISH, MUSEUM 1 WK	\$ 534.15
42773	T. MASSEY DBA ENGINEERING TECH	PROFESSIONAL SERVICES	\$ 2,675.00
42784	UPPER ROGUE INDENDENT	ADVERTISING	\$ 507.00

SUBTOTAL \$ 34,597.61

Regular Bill list \$ 160,361.34

GRAND TOTAL \$ 194,958.95