



City of Eagle Point

City Council

REGULAR MEETING MINUTES JUNE 9, 2020

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called to order the regular meeting of the Eagle Point City Council via teleconference on June 9, 2020 at 6:00 p.m.

Council Members Present: Ruth Jenks, Bill Fierke, Bernie Grossman, David Lacombe, James Mannenbach, Michael Stanek, and Kevin Walruff.

Staff Members Present: Aaron Prunty, City Administrator; Ryan Vanderhoof, City Attorney; Darin May, Police Chief; Robert Miller, Public Works Director; Melissa Owens, Finance Director; Mike Upston, Planning Director; and Cindy Hughes, City Recorder.

Guests: Members of the public and press.

Mayor Jenks welcomed everyone and discussed the designated period for audience questions or comments. Members of the audience were asked to refrain from commenting during the meeting. It was further noted that general questions or additional comment could be made by contacting City Hall during regular business hours.

2. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

Mayor Jenks requested audience questions or comments to be brief and limited to items of an urgent nature due to the current state of affairs. However, there were no audience questions or comments.

3. CONSENT CALENDAR

3.1 Presentation of Regular Meeting Minutes of May 26, 2020.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Councilor Mannenbach moved to approve the Consent Calendar as presented. Councilor Fierke seconded the motion. There was no discussion following the motion. 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.

4. PRESENTATION OF BILLS TO BE PAID

Mayor Jenks asked if there were questions about the bills to be paid. Councilor Lacombe inquired about Check No. 43275 for tree removal, asking if this was for the removal of trees impacting sidewalks and further if that process had started. Robert Miller, Public Works Director, responded that the payment was for clean-up work on Stevens Road. There was no further discussion. Councilor Lacombe moved to approve the Bills to be Paid in the amount of \$53,808.34 and the Additional Bill List of \$56,322.16 for a Grand Total of \$110,130.50 (Submission No. 1). Council President Stanek seconded the motion. There was no discussion after 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.

5. OLD BUSINESS

5.1 Continued discussion regarding the Safe Routes to School – Infrastructure Grants Program.

Robert Miller, Public Works Director, reviewed the proposed projects for submission in a Letter of Intent to submit to the Oregon Department of Transportation (ODOT). Mr. Miller reported the Letter of Intent is not binding and projects could be adjusted or removed as later deemed appropriate by the Council. Details shown below were discussed and included in the related agenda statement:

Hillside Elementary School: Construct approximately 460 feet of 10-foot sidewalk on the south (west) side of E. Main Street, from S. Shasta Avenue to Tabor Avenue. Upgrade ADA ramps at Tabor and S. Shasta Avenue; upgrade ADA ramps at Main Street/Shasta Avenue, constructing curb extensions at S. Shasta Avenue.

Approximate Cost \$315,000
Matching Funds Required.... \$65,000

Option: Upgrade ADA ramps at Loto Street/Lava Street/S. Shasta Avenue with curb extensions.

Approximate Cost..... \$140,000
Matching Funds Required.... \$30,000

Eagle Rock Elementary School: Upgrade ADA ramps and construct curb extensions.

Approximate Cost..... \$115,000
Matching Funds Required.... \$25,000

Eagle Point Middle School: Upgrade the ADA ramps at Reese Creek Road and Crystal Drive and construct curb extensions.

Approximate Cost..... \$70,000
Matching Funds Required.... \$15,000

Eagle Point High School: Construct approximately 380 feet of 8 to 10 feet sidewalk on the west side of Nova Avenue, from Main Street to Eagle Point High School. This would require removal of the existing curb and gutter, and narrowing the road. The road is currently 42-45 feet in width.

Approximate Cost..... \$195,000
Matching Funds Required.... \$40,000

Council expressed support of moving forward; however, Councilor Fierke questioned the cost estimates as they appeared to be high. Further, Councilor Fierke acknowledged the congestion at the high school but commented on whether students would use the proposed sidewalks. Mr. Miller cited the use of sidewalks on Linn Road and Stevens Road as a good indicator of future use. However, he added that the potential use of sidewalks is a consideration in most discussions about the pedestrian world. With regard to the cost estimates, Mr. Miller explained about the estimated contingency being typical for preliminary project studies as it is a range of what the project could cost. Further, there is not a penalty for requesting more funds than needed. However, a low estimate could leave the City paying for more of the project than if adequate grant funds had been requested.

Mr. Miller discussed and received the Council's consensus to support the proposed striping and signage from the Maintenance Budget although the exact amount was not yet known. Council consensus was also reached in support of engaging a consultant for preliminary design engineering budgeted at \$25,000.

Last, Mr. Miller confirmed the proposed Letter of Intent will be submitted; and, if selected, will come back before the Council to prioritize or eliminate items as needed. Mr. Miller added that he also wanted to make sure there were not projects that the Council did not want to see move forward. Further, Mr. Miller stated his preference of receiving reimbursement from ODOT for Amendment No. 1 to Local Agency Agreement No. 30651 prior to committing to the projects.

6. NEW BUSINESS

6.1 Discussion regarding setting initial 6-month goals for the City Administrator.

Mayor Jenks introduced this item and deferred to Councilor Fierke for presentation. Councilor Fierke briefly reviewed the process that had been established about 8 years ago when the former City Administrator came on board. At that time, the goals were focus items rather than specific goals. Some of the items then were a water tank and the pavement maintenance program. In setting the current initial 6-month goals, Councilor Fierke reported on the following goals:

Goal No. 1: Ensure all management staff have completed basic FEMA Incident Command System Training (IS-100, IS-230, IS-700). Councilor Fierke noted that this had been a goal for some staff and the Council.

Goal No. 2: Continue to market the old fire station property. With this goal being a focus item, a report to the Council is anticipated mid-way through the initial period and at the end of the 6-month period.

Goal No. 3: Review and develop appropriate job descriptions; especially for public works supervisor and code enforcement officer. Councilor Fierke noted this item has been ongoing for some time.

Goal No. 4: Facilitate hiring a public works supervisor with more relevant experience and training. Councilor Fierke commented that this goal follows after completion of the job descriptions.

Goal No. 5: Complete goal setting/performance evaluations for all management staff; promote staff development. Councilor Fierke mentioned this had been a goal of the previous City Administrator and is desired by the Council.

Councilor Fierke commented on the goals being more like 5-month goals since Mr. Prunty had already worked nearly a month but as 6-month goals should be attainable. Councilor Fierke added that the review in November can go into more extensive goal setting. In wrapping up the discussion, Councilor Walruff reported he did not have anything to add. Mr. Prunty agreed that the short term goals serve the community and are attainable. Development of the old fire station property is not anticipated immediately.

Mayor Jenks was pleased to see the goal list and Councilors Lacombe, Grossman, Stanek, and Mannenbach agreed with the selection of goals.

- 6.2 Resolution No. 2020-18. A Resolution authorizing Amendment No. 1 to Local Agency Agreement No. 30651 Congestion Mitigation and Air Quality Program with the State of Oregon, through its Department of Transportation, for the Stevens Road-East Main Street to Robert Trent Jones Boulevard Project.

Robert Miller, Public Works Director, reviewed the related agenda statement in detail. The City Council previously approved Agreement No. 30651 with the Oregon Department of Transportation (ODOT) for the Stevens Road-East Main Street to Robert Trent Jones Boulevard Project (Project) which provided partial funding of the Project. The Agreement provided funding through the Federal Government's Congestion Mitigation and Air Quality Program (CMAQ) and Surface Transportation (STP) Program. Recipients of the funding were selected by the Rogue Valley Metropolitan Planning Organization (RVMPO) Policy Committee.

The proposed Amendment No. 1 to the Agreement provides additional funding to the City for this Project in the amount of \$398,155. RVMPO voted to allocate the funding to the City as it was not used by another local recipient. Funding is anticipated to be received in the 2020/2021 fiscal year, after the final ODOT accounting of the Project. Mr. Miller further reported on Resolution No. 2018-24 authorizing a previous Amendment No. 1 that was not finalized. However, it was noted that it had not been necessary to rescind Resolution No. 2018-24 as it documents part of the process for the Project.

There being no further Council discussion, Council President Stanek offered a motion to approve Resolution No. 2020-18, a Resolution authorizing Amendment No. 1 to Local Agency Agreement No. 30651 Congestion Mitigation and Air Quality Program with the State of Oregon, through its Department of Transportation, for the Stevens Road-East Main Street to Robert Trent Jones Boulevard Project. Councilor Walruff seconded the motion to approve Resolution No. 2020-18. 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.

7. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke announced the upcoming School District 9 meeting including approval of its proposed budget in excess of \$66M. Councilor Fierke further reported on the Superintendent's Report which indicates hope of staff being on-site beginning July 1 and summer activities beginning June 15. In addition, Councilor Fierke reported on staffing reorganization at the district level and discussions with Kids Unlimited regarding new programs.

Councilor Lacombe reported continuing to wait for the Community Development Commission to meet again, noting the Commission held a really good track record prior to the COVID-19 situation.

Councilor Grossman expressed patience in waiting for the Community Development Commission's next meeting.

Councilor Walruff announced the upcoming Planning Commission meeting. In addition, he noted the failure of the jail levy and expressed support for funding law enforcement rather than taking it away.

Councilor Mannenbach reported attending a Southern Oregon Regional Economic Development Inc. (SOREDI) meeting earlier in the day with discussions focused on finances and their upcoming annual meeting on June 26th via Zoom. Councilor Mannenbach announced that the first 100 people to sign up for the SOREDI annual meeting would receive a "goody bag". A brief discussion followed about the City Recorder providing a link to SOREDI's website for registration.

Mayor Jenks reported there are no updates for the 4th of July group other than they are looking at virtual events. Last, Mayor Jenks announced a virtual event to dedicate a new Fire District 3 facility.

There were no other reports.

8. STAFF REPORTS

Mike Upston, Planning Director, announced changes to the Municipal Code regarding building regulations to be presented at a future City Council meeting and he provided an update on a possible conditional use permit due to a medical hardship. Additionally, Mr. Upston reported on a Rogue Valley Metropolitan Planning Organization Technical

Advisory Committee meeting, and approval of long range planning documents. Regarding the old fire station property, the previously interested party has determined to not move forward at this time. This is primarily due to the pandemic and other things in the news with possible impacts to the economy. On a final note, Mr. Upston reported on the Rogue Valley Active Transportation Plan and including a map in the Friday Letter. Mayor Jenks inquired about new development and traffic calming being brought back to the City Council. Mr. Upston responded that these measures are anticipated and likely to be seen in future traffic system plans.

Robert Miller, Public Works Director, discussed the City being fortunate with traffic but as it has grown, recommended discussion during the Council's goal setting session. Staff is currently working on completing end of the year projects and not crossing into the next fiscal year. Mr. Miller also reported on recent development at Eagle Point Golf Course Phase 16-A with the curb and gutter being mostly completed. Last, with regard to the heavy rains and the storm system, only one potential issue had been identified and is being investigated for ongoing improvements.

Police Chief May reported on the City remaining peaceful. Earlier in the day, he attended an Emergency Communications of Southern Oregon (ECSO) Board meeting wherein the budget was approved. With regard to the Police Department, everyone is well and interviews for lateral candidates are anticipated later in June. Councilor Mannenbach expressed appreciation to Chief May and the Police Department for their service. Additionally, Councilor Walruff inquired about preventative measures for the 4th of July. Chief May responded about staffing and Fire District 3's support, as well as coverage for a period before the 4th of July. Chief May noted a situation with one resident's use of fireworks.

Aaron Prunty, City Administrator, expressed appreciation for approval of the goals and responded to the Mayor's inquiry about the timeframe for holding in-person City Council meetings. Mr. Prunty reported on a discussion with staff earlier in the day about holding future in-person City Council meetings. Additional discussion is planned during the Mayor's regularly scheduled meeting with the City Administrator.

Melissa Owens, Finance Director, expressed appreciation for everyone's hard work on the budget which will be presented to the City Council for adoption at its next meeting. Staff is working on new job descriptions for two positions. Approval of the job description for the Public Works Supervisor is anticipated to make recruitment for the position much easier. Staff is also working hard to get all invoices paid by the end of the fiscal year. Mayor Jenks asked about the annual water bill increases. Ms. Owens reported that the Medford Water Commission passed rate increases in March. Eagle Point has not passed that increase on to its customers, as the thought was to delay until people were getting back to work. Furthermore, the 4% rate increase anticipated in fiscal year 2020/2021 had not been included in the proposed budget but is anticipated in the following year's budget.

9. INFORMATION

There were no information items.

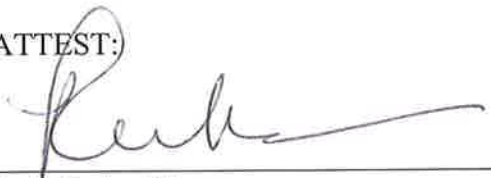
10. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 6:55 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor

Cindy Flynn 6-9-2020

6/9/2020
 ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
43312	TRACIE ASHLEY	ASHPOLE REFUND	\$ 100.00
43313	EAGLE POINT HARDWARE	SUPPLIES	\$ 1,394.05
43314	HUNTER COMMUNICATIONS	UTILITIES	\$ 2,386.03
43315	LIL' PANTRY	VEHICLE MAINT/REPAIR	\$ 90.00
43316	MEDFORD WATER COMMISSION	MASTER METER CONSUMPTION	\$ 46,686.87
43317	MILESTONE LANDSCAPE GROUP	CONTRACT PARK MOWING	\$ 5,265.00
43318	MT SHASTA SPRING WATER	SUPPLIES	\$ 65.45
43319	SAN DIEGO POLICE EQUIPMENT	SUPPLIES	\$ 334.76
		SUBTOTAL	\$ 56,322.16
		Regular Bill list	\$ 53,808.34
		GRAND TOTAL	\$ 110,130.50