



City of Eagle Point

City Council

REGULAR MEETING MINUTES
AUGUST 25, 2020

1. CALL TO ORDER – 6:00 P.M.

Council President Stanek called the regular meeting of the Eagle Point City Council to order via teleconference on August 25, 2020 at 6:00 p.m.

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

Council Members Absent: Ruth Jenks.

Staff Members Present: Aaron Prunty, City Administrator; Ryan Vanderhoof, City Attorney; Kendell Ferguson, 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: Bob Pinnell, Budget Committee Member; Wyn Lewis, Community Development Commissioner; and members of the public and press.

Council President Stanek 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 and to mute phones if possible. 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

Council President Stanek requested audience questions or comments to be brief and limited to items of an urgent nature. There were no audience questions or comments.

3. CONSENT CALENDAR

3.1 Presentation of City Council Meeting Minutes of August 11, 2020.

Council President Stanek announced the Consent Calendar. There were no questions or comments. Councilor Mannenbach moved to approve the Consent Calendar, and Councilor Fierke 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, absent. The motion passed unanimously by those present.

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4. PRESENTATION OF BILLS TO BE PAID

Council President Stanek asked if there were questions about the bills to be paid including the additional bills list. There being no questions, Councilor Lacombe moved to approve the Bills to be Paid in the amount of \$266,608.63 and the Additional Bill List of \$23,044.83 for a Grand Total of \$289,653.46 (Submission No. 1). Councilor Walruff seconded the motion. There was no further discussion. Roll call: Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; and Ruth Jenks, absent. The motion passed unanimously by those present.

5. OLD BUSINESS

5.1 Discussion regarding extending Resolution No. 2020-15, a Resolution that extended the authority granted in Resolution Nos. 2020-07, 2020-08, 2020-09, 2020-10, regarding temporary closure of City Hall, cancelling or postponing nonessential public meetings, staying enforcement of default utility bills and waiving fees for online payments, and authorizing paying the City's bills.

Aaron Prunty, City Administrator, provided a brief summary of the related agenda statement. There was no Council discussion.

Next, Council President Stanek offered to entertain a motion to extend Resolution No. 2020-15. Councilor Fierke offered a motion to extend Resolution No. 2020-15, a Resolution that extended the authority granted in Resolution Nos. 2020-07, 2020-08, 2020-09, 2020-10, regarding temporary closure of City Hall, cancelling or postponing nonessential public meetings, staying enforcement of default utility bills and waiving fees for online payments, and authorizing paying the City's bills. Councilor Walruff 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, absent. The motion passed unanimously by those present.

6. NEW BUSINESS

6.1 Resolution No. 2020-35. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 2020 MicroCoat Project with the Sierra Santa Fe Corporation.

Robert Miller, Public Works Director, reviewed the related agenda statement. The 2020 MicroCoat Project includes application of MicroCoating to Silverado Way and Eagle Point Drive. The project went out to bid with statewide plan centers on August 10th including the Daily Journal of Commerce and Medford Builders Exchange. The Bid Opening was held on August 19th with one bid received by the Sierra Santa Fe Corporation in the amount of \$24,306. Council President Stanek asked if the Council had questions or comments but there was no further discussion.

Council President Stanek offered to entertain a motion to approve Resolution No. 2020-35. Councilor Walruff made a motion to approve Resolution No. 2020-35, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 2020 Seal Coat Project with C. R. Contracting LLC; and Councilor Grossman seconded the motion. Roll call: Bernie Grossman, yes; David Lacombe,

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yes; James Mannenbach, yes; Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; and Ruth Jenks, absent. The motion passed unanimously by those present.

- 6.2 Resolution No. 2020-36. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with MC Carlton Contracting for Rogue Valley Sewer Services (RVSS) Sewer Project within the City: Replacement of Water Services on N. Shasta Avenue and Onyx Street, and Paving.

Robert Miller, Public Works Director, reviewed the related Agenda Statement, noting time was of the essence during Rogue Valley Sewer Services' project as well as it being done in the initial phases of COVID-19. This project resulted in City staff making the decision to replace waterline service rather than splicing new and old lines together to avoid costly repairs in the future. As a result, the contract with MC Carlton included replacement of waterline service in June at a cost of \$38,750 and paving on N. Shasta Avenue and Onyx Street at a cost of \$48,741 for a total cost of \$87,491. Additional paving was completed for a wider road on N. Shasta Avenue and new driveways up to each property. RVSS reimbursed approximately \$45,433 to the City for paving expenses on N. Shasta Avenue and Onyx Street. Following Mr. Miller's presentation, there were no questions or Council discussion.

Council President Stanek offered to entertain a motion to approve Resolution No. 2020-36. Councilor Lacombe made a motion to approve Resolution No. 2020-36, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with MC Carlton Contracting for Rogue Valley Sewer Services (RVSS) Sewer Project within the City: Replacement of Water Services on N. Shasta Avenue and Onyx Street, and Paving; and Councilor Walruff 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, absent. The motion passed unanimously by those present.

- 6.3 Resolution No. 2020-37. A Resolution authorizing formal adoption of the City of Eagle Point Safe Routes to School Plan and submittal of grant applications for the Oregon Department of Transportation (ODOT) 2020 Safe Routes to School Competitive Construction Grant Program.

Robert Miller, Public Works Director, reviewed the related Agenda Statement and explained about the requirement of formally adopting the City of Eagle Point Safe Routes to School Plan as well as authorizing the submission of grant applications. Staff recommended two grant applications: Eagle Rock and Hillside Elementary School (Sidewalk and ADA Ramp Upgrades), and Eagle Point Middle School and Eagle Point High School (Sidewalk Replacement). Mr. Miller noted the elementary school applications will compete higher in the grant process, and provide two good projects for the grant committee to prioritize funding decisions.

Following the presentation, Councilor Fierke inquired about the timing of the awards. Mr. Miller thought it would be between October and early next year with a two year period to spend the funds. If awarded, construction is proposed for next year and Councilor Fierke recommended completing over two separate budget years. Mr. Miller agreed and thought it was better to not rush things through. Councilor

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Grossman recommended approval and Councilor Mannenbach expressed appreciation.

There being no further discussion, Council President Stanek offered to entertain a motion to approve Resolution No. 2020-37. Councilor Walruff made a motion to approve Resolution No. 2020-37, a Resolution authorizing submittal of grant applications for the Oregon Department of Transportation (ODOT) 2020 Safe Routes to School Competitive Construction Grant Program; and Councilor Mannenbach seconded the motion. Roll call: David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; and Ruth Jenks, absent. The motion passed unanimously by those present.

6.4 Discussion regarding the Royal Avenue Grant for Engineering and Right of Way Administration.

Robert Miller, Public Works Director, apologized for stacking the agenda with time sensitive items and went into the review of the related Agenda Statement. Council's support was obtained for the proposed Royal Avenue Engineering and Right of Way grant application through the Oregon Department of Transportation (ODOT), as well as approval to extend the project limits to include N. Royal Avenue from Main Street to Reese Creek Road.

Mr. Miller reported construction funding for the project is not available for some time; however, the grant will allow preliminary engineering and right of way administration, and the selection of the best options to move forward. The proposed project will add pedestrian and bicycle facilities to each side of South Royal Avenue from Loto Street to Highway 62. Left-turn lanes will be added at key intersections, and parking will be proposed as funding and/or the right of way area allows. The project will also revise the intersection at Old Highway 62 and Royal Avenue, install a new drainage system, replace the two existing box culverts, add pedestrian scale lighting, and rehabilitate the pavement from Loto Street to Highway 62.

The grant selection process will begin with funding set in the 2021 federal fiscal year. If awarded, the engineering services project will be administered by ODOT. Discussion continued wherein Councilor Fierke inquired about the match funding from the City that was originally set at \$36,000 but budgeted in 2020/2021 at \$61,000. Funding includes a \$25,000 pledge from Jackson County. Mr. Miller noted any agreements resulting from the grant application will be brought forward for Council approval. Discussion ended with all Councilors expressing support during the teleconference.

6.5 Discussion regarding implementation of Council training.

Aaron Prunty, City Administrator, discussed the Council's interest in training and topics provided by staff as a starting point. Various implementation options and means to hold trainings were discussed including sending out materials a week in advance. Mr. Prunty welcomed the Council to provide topics for future trainings. Discussion resulted in the first training set as a 15-minute Study Session to be held before the second meeting in September.

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7. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke reported on the School Board's recent Zoom meeting on Facebook Live for public access. He also mentioned reporting during the last meeting about the School Board's current recruitment for another vacancy in addition to the recent Board Member appointment. Last, Councilor Fierke reported on Eagle Point receiving a good in-person audit presentation with completion anticipated before the end of the year, and commended Melissa Owens, Finance Director.

Councilor Lacombe reported still waiting for the Community Development Commission to reconvene. Further, Councilor Lacombe reported on the addition of the attractive new trashcans and benches on Linn Road.

Councilor Grossman also reported that Community Development Commission had not met and is at a standstill.

Councilor Walruff expressed appreciation to staff for their hard work.

Council President Stanek reminded everyone about completing the questionnaire for the auditors.

There were no other reports.

8. STAFF REPORTS

Mike Upston, Planning Director, reported being busy with work reported in the Friday Letter.

Melissa Owens, Finance Director, reported on the Finance Report ending July 31st being included in the Agenda Packet. In addition, she reported on a smooth audit with no issues found. However, the auditors are still working on completing the audit process that will be completed before December 31st deadline.

Attorney Vanderhoof reported a conflict for the meeting scheduled on the following day and that he would not be in attendance.

There were no other staff reports.

9. INFORMATION

There were no Information items to discuss.


10. ADJOURN

There being no further business, Council President Stanek closed the meeting at 6:49 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor

Cindy Hyman 8-25-2020

8/25/2020
ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
43638	AVISTA UTILITIES	UTILITIES	\$ 86.36
43639	BIG SIGN FX	EP LOT LOCATOR SIGNS-BUILDING	\$ 1,089.52
43640	BUREAU OF LABOR & INDUSTRIES	PAVEMENT MANAGEMENT/WATER PROJECTS	\$ 1,250.00
43641	DR CONSTRUCTION AND LANDSCAPE	PARK, STORM, WATER WEED EATING SERVICES	\$ 14,400.00
43643	MILESTONE LANDSCAPE GROUP	PARK MAINTENANCE-CONTRACT	\$ 2,340.00
43644	PACIFIC OFFICE AUTOMATION	COPYING AND PRINTING	\$ 134.21
43645	QUADIENT FINANCE USA, INC	POSTAGE	\$ 2,000.00
43646	ROSEBUD MEDIA LLC	MISC DUES/SUBSCRIPTION	\$ 129.74
43642	T MASSEY DBA ENGINEERING TECH	DRAFTING SERVICES	\$ 1,615.00
		SUBTOTAL	\$ 23,044.83
		Regular Bill list	\$ 266,608.63
		GRAND TOTAL	\$ 289,653.46