



City of Eagle Point

City Council

REGULAR MEETING MINUTES DECEMBER 8, 2020

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called the regular meeting of the Eagle Point City Council to order via teleconference on December 8, 2020 at 6:00 p.m.

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

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: Kathy Sell, City Councilor-elect; and Suzi Collins, Planning Commissioner; and 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 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

Mayor Jenks requested audience questions or comments to be brief and limited to items of an urgent nature. There were no audience questions or comments.

3. PRESENTATIONS

3.1 Presentation of Service Awards to Councilors Fierke and Mannenbach.

Mayor Jenks requested to move this item to later in the agenda. There was no objection by the Council and the discussion followed after the last Resolution.

Following approval of the last Resolution on this agenda, Mayor Jenks explained about both retiring City Councilors coming to the City on different paths. Councilor Fierke's service with the City began in March 2010 as a Budget Committee member. Shortly thereafter, in 2011, he was appointed by the City Council to fill a vacancy on

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the Council. In 2013, the City Council elected him to the office of Council President. Councilor Fierke has served as the Council's liaison to the School Board, and headed up quarterly meetings with the School District that have vastly improved relations.

Councilor Mannenbach, with a large footprint in the City, has worked with School District 9, Crater Lake Charter School, and Rotary in addition to his service in City government. In 2013, he joined the City's Parks and Recreation Commission, and was later appointed to serve on the Economic Development Commission as well as the Planning Commission. He was also elected to the City Council with service beginning in 2016.

Mayor Jenks expressed great appreciation to both Councilor Fierke and Mannenbach for their service with the City. Each will be greatly missed.

4. CONSENT CALENDAR

4.1 Presentation of Regular Meeting Minutes of November 24, 2020.

Mayor Jenks 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: 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.

5. PRESENTATION OF BILLS TO BE PAID

5.1 Mayor Jenks 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 \$29,834.14 and the Additional Bill List of \$35,068.24 for a Grand Total of \$64,902.38 (Submission No. 1). Councilor Walruff 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.

6. NEW BUSINESS

6.1 Resolution No. 2020-45. A Resolution cancelling the December 22, 2020 regular meeting of the Eagle Point City Council.

Aaron Prunty, City Administrator, explained that traditionally there is a reduction in City business during the holiday season that allows the opportunity to cancel the second City Council meeting in December. Additionally, staff has been authorized at the same time to pay the bills until the next meeting. This authority was granted in the recent extension of the Resolution regarding the COVID-19 pandemic.

There being no further discussion, Mayor Jenks offered to entertain a motion to authorize Resolution No. 2020-45. Councilor Fierke offered a motion to approve Resolution No. 2020-45, a Resolution cancelling the December 22, 2020 regular meeting of the Eagle Point City Council. Councilor Grossman seconded the motion.

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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.

- 6.2 Resolution No. 2020-46. A Resolution authorizing accepting the Abstract of Votes regarding the ballots cast in the State of Oregon General Election held Tuesday, November 3, 2020; and directing the City Recorder to issue Certificates of Election.

Cindy Hughes, City Recorder, reported on the County Clerk's preparation of the Abstract of Votes cast in the November 2020 election in the City of Eagle Point. Ms. Hughes further reported that the proposed Resolution authorizes formal adoption of the Abstract of Votes and authorizes issuance of the Certificates of Election.

There being no further discussion, Mayor Jenks offered to entertain a motion to authorize Resolution No. 2020-46. Councilor Mannenbach offered a motion to approve Resolution No. 2020-46, a Resolution authorizing accepting the Abstract of Votes regarding the ballots cast in the State of Oregon General Election held Tuesday, November 3, 2020; and directing the City Recorder to issue Certificates of Election. Councilor Stanek seconded the motion. There was no discussion. 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.

- 6.3 Resolution No. 2020-47. A Resolution authorizing Amendment No. 1 to an Agreement between the City of Eagle Point and C.A. Galpin et al., regarding extending Transportation SDC credits for the former Inn at Eagle Point Site through December 31, 2023.

Robert Miller, Public Works Director, reviewed the related agenda statement in its entirety and reported the SDC credits were in an amount up to \$107,000. Mr. Miller recommended approval of the item and noted its potential benefit of development.

Council discussion ensued about future plans for development at the site, and the possibility of requiring development at Poppy Village. Mr. Miller understood there is interest in the development of the site property but is not privileged to the details. There was additional discussion about whether or not Mr. Galpin is the current owner of Poppy Village. Mr. Miller thought Poppy Village is under new ownership but agreed to investigate and report back. Council also discussed ramifications of not approving the Resolution and potential negatives. Mr. Miller explained that the Agreement ends if it is not amended. Further, approval eliminates the City's ability to collect potential SDC's but supports development.

Next, Mayor Jenks offered to entertain a motion to authorize Resolution No. 2020-47. Councilor Walruff offered a motion to approve Resolution No. 2020-47, a Resolution authorizing Amendment No. 1 to an Agreement between the City of Eagle Point and C.A. Galpin et al., regarding extending Transportation SDC credits for the former Inn at Eagle Point Site through December 31, 2023. Councilor Fierke seconded the motion. There was no discussion. Roll call: Bill Fierke, yes; Bernie Grossman, yes;

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David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Kevin Walruff, yes; and Ruth Jenks, yes. The motion passed unanimously.

- 6.4 Resolution No. 2020-48. A Resolution authorizing the Mayor to sign Amendment No. 1 to the Intergovernmental Grant Agreement between the City of Eagle Point and Oregon Business Development Department (OBDD), Project Number RS1909, dated December 20, 2018, related to the Subgrant Agreement with the Butte Creek Mill Foundation for the Historical Rebuild of the Butte Creek Mill.

Aaron Prunty, City Administrator, discussed the City Council being familiar with the Intergovernmental Agreement (IGA) through the State that expired at the end of July. However, the City Council approved a recent Subgrant Agreement with the Foundation that relates to the IGA. The only revision in the Amendment is a revision to the end date that extends the IGA through April 2, 2021.

Council discussion followed in support of the IGA, and one Councilor reported on a news segment that showed the Mill grinding flour.

Mayor Jenks offered to entertain a motion to authorize Resolution No. 2020-48, a Resolution authorizing the Mayor to sign Amendment No. 1 to the Intergovernmental Grant Agreement between the City of Eagle Point and Oregon Business Development Department (OBDD), Project Number RS1909, dated December 20, 2018, related to the Subgrant Agreement with the Butte Creek Mill Foundation for the Historical Rebuild of the Butte Creek Mill. Councilor Walruff offered a motion to approve Resolution No. 2020-48, as stated by Mayor Jenks. Councilor Fierke 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.

Following approval of the Resolution authorizing the IGA, Councilor Stanek offered the following motion.

MOTION: Councilor Stanek offered a motion to authorize disbursement of \$200,000 to the Foundation. Councilor Walruff seconded the motion. Councilor Fierke commented about the City receiving documents and invoices for construction, and felt the Foundation did an excellent job putting together documents and complying with the State agreement. 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.

- 6.5 Resolution No. 2020-49. A Resolution authorizing a Step Increase and Cost of Living Adjustment (COLA) to the City Administrator's Salary.

At Mayor Jenks' request, Councilor Fierke reviewed the related agenda statement, explaining about the City Administrator's Employment Agreement, performance evaluation, and proposed wage adjustments. In addition, Councilor Fierke reported the evaluation process being the same as the City had used for over eight years. The

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process includes goal setting with five categories and nine criteria to rate the performance. All Council members rated the City Administrator's performance in every category as "meets" or "exceeds" job standards. There are six goals for the upcoming year with items like downtown development, parks, and emergency preparedness. Councilor Lacombe supported Councilor Fierke's explanation and the evaluation process to be carried into the future.

Mayor Jenks offered to entertain a motion to authorize Resolution No. 2020-49. Councilor Grossman offered a motion to approve Resolution No. 2020-49, a Resolution authorizing a Step Increase and Cost of Living Adjustment (COLA) to the City Administrator's Salary. Councilor Walruff seconded the motion. 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.

Following the motion, Mayor Jenks returned to Item No. 2 regarding the service awards to Councilors Fierke and Mannenbach.

7. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke announced the upcoming School District 9 Board meeting that will begin with training and move into a regular meeting. An update by the Superintendent regarding COVID-19 is scheduled as well as discussions regarding policies. Last, Councilor Fierke expressed appreciation to Mayor Jenks for the kind words. He also spoke about the pleasure of serving with the City Council, and offered future assistance.

Councilor Mannenbach, the liaison to Southern Oregon Regional Economic Development, Inc. (SORED), reported SOREDI does not meet in December so there wasn't a report on SOREDI. However, Councilor Mannenbach reported it being a pleasure to work with everyone and expressed appreciation. He further offered to help in any way and will still be in the Community.

Councilor Lacombe reported there was no report as far as the Community Development Commission but noted it was an honor and privilege to work with Councilors Fierke and Mannenbach.

Councilor Grossman expressed appreciation to Councilors Fierke and Mannenbach for their service, and wished them the best.

Councilor Stanek expressed appreciation to Councilors Fierke and Mannenbach for their service. With regard to Highway 62, Councilor Stanek announced the Upper Rogue Community Foundation's success in the Adopt-a-Highway Program from mile marker eight through eleven. Clean up in the area will begin right after the holidays.

Councilor Walruff discussed holding Planning Commission meetings next year, and concluded with an expression of appreciation to Councilors Fierke and Mannenbach.

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8. STAFF REPORTS

Mike Upston, Planning Director, reported on the Friday Letter and discussed Eagle Point Golf Course Phase 16 with additional phases following. All public infrastructures are in on Phase 16A although there are a few things left to do before final approval. Mayor Jenks inquired about the approval process for development. Mr. Upston spoke about the City's previous process going back to 1995 and a recent lawsuit wherein everyone agreed it will be better for future developments to have their own review. That review process will now include the Planning Commission and City Council. Last, Mayor Jenks requested a future update for the new City Councilors.

Melissa Owens, Finance Director, reported most information is included in the Friday Letter. She further reported on the CARES Act Funds being distributed to the Eagle Point Senior Center and other designated agencies with all being very appreciative. In regard to Human Resources, interviews are ready to begin for the Public Works Laborer position. Additionally, staff is closely reviewing Oregon OSHA Rules and working on Exposure Risk Assessment, Infection Control Plan, and Notification Policy. There were no questions; however, Mayor Jenks reported on Dennis Mihocko (St. Vincent de Paul) being very appreciative of the donation.

Robert Miller, Public Works Director, briefly discussed Christmas tree lights, leaf pickups, Tree City USA Program, Pavement Management Program, and the upcoming Palima Drive Waterline Extension. Last, he discussed the fast pace of development with reports by engineers and others as being busier than ever, and three final plats in review with others to follow.

Police Chief May expressed appreciation to Councilors Fierke and Mannenbach for their service to the community and support of the Police Department. Other items included St. Vincent de Paul's plan to deliver food packages to families in need, interviews with candidates for the position of police officer, attendance at a law enforcement meeting regarding COVID-19's impact on jails and courts, with additional information in the Friday Letter. Mayor Jenks inquired about the Shop with a Cop Program. Chief May reported on donations coming in and amazing community support. 37 children have been included on a list from the School District. Staff is working to determine how to facilitate with the current COVID-19 restrictions.

Aaron Prunty, City Administrator, expressed appreciation to Councilors Fierke and Mannenbach for their service.

Cindy Hughes, City Recorder, expressed appreciation to Councilors Fierke and Mannenbach, and congratulated the newly elected Council members.

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9. ADJOURN


At 7:09 p.m., with no further business, Mayor Jenks closed the meeting with holiday greetings and good wishes for the outgoing Council members.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Ruth Jenks, Mayor

City of 12/8/2020

12/8/2020

ADDITIONAL BILLS

| <u>CHECK #</u> | <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|----------------|-----------------------------|--------------------------|---------------------|
| 44025 | ALISON/RANDY ROBINSON | BUILDING REFUND | \$ 118.10 |
| 44026 | AMERICAN LUMBER LLC | SUPPLIES | \$ 45.63 |
| 44027 | BADGER METER, INC | METER HOSTING | \$ 517.25 |
| 44028 | BURTONS TIRE AND AUTOMOTIVE | VEHICLE MAINT/REPAIR | \$ 1,152.03 |
| 44029 | CASCADE ATHLETIC SUPPLY | COUNCIL EXPENSES | \$ 65.00 |
| 44030 | EXPRESS SERVICES, INC | PW TEMP SERVICES | \$ 2,349.00 |
| 44031 | HAYS OIL COMPANY | FUEL/DIESEL | \$ 881.66 |
| 44032 | HUNTER COMMUNICATIONS | UTILITIES | \$ 2,378.24 |
| 44033 | SORENSEN, RANSOM, FERGUSON | CITY ATTORNEY | \$ 900.00 |
| 44034 | TEHAMA TIRE SERVICE | VEHICLE MAINT/REPAIR | \$ 15.00 |
| 44035 | THE BUILDING DEPARTMENT | BUILDING OFFICIAL | \$ 21,369.83 |
| 44036 | TRAFFIC SAFETY SUPPLY | SIGN SUPPLIES | \$ 3,557.76 |
| 44037 | US CELLULAR | UTILITIES | \$ 1,718.74 |
| | | SUBTOTAL | \$ 35,068.24 |
| | | Regular Bill list | \$ 29,834.14 |
| | | GRAND TOTAL | \$ 64,902.38 |