



City of Eagle Point

City Council

REGULAR MEETING MINUTES APRIL 27, 2021

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called to order the regular meeting of the Eagle Point City Council via Zoom on April 27, 2021 at 6:00 p.m.

Council Members Present: Ruth Jenks, Bernie Grossman, David Lacombe, Mike Moran, Kathy Sell, 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, Community Development Director; Cindy Hughes, City Recorder; and Nichole Petty, Account Clerk.

Guests: Colleen Roberts, Jackson County Commissioner; Suzi Collins, Planning Commissioner; Dean LeBret, Public Works Operations Supervisor; and a member of the press.

Mayor Jenks welcomed everyone and discussed the designated period for audience questions or comments. 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 questions or comments.

3. CONSENT CALENDAR

3.1 Presentation of Regular Meeting Minutes of April 13, 2021.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Councilor Walruff moved to approve the Consent Calendar. Councilor Sell seconded the motion. There was no discussion following the motion. Roll call: David Lacombe, yes; Mike Moran, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; Bernie Grossman, yes; and Ruth Jenks, yes. The motion passed unanimously.

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4. PRESENTATION OF BILLS TO BE PAID

Mayor Jenks asked if there were questions about the bills to be paid including the additional bills list. Councilor Sell asked about the payment for street signs. Melissa Owens, Finance Director, reported it was for various signs throughout the City such as no parking signs. Robert Miller, Public Works Director, added that most were for no parking signs and staff is catching up on replacing signs. Councilor Walruff asked about the payment to U.S. Bank. Ms. Owens reported on the payment to U.S. Bank which covers credit card payments for such things as training, travel, and supplies at stores where the City doesn't have an account. There being no further questions, Council President Stanek motioned to approve the Bills to be Paid in the amount of \$19,044.84 and the Additional Bill List of \$9,644.11 (Submission No. 1) for a Grand Total of \$28,688.95. Councilor Lacombe seconded the motion. There was no discussion following the motion. Roll call: Mike Moran, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; Bernie Grossman, yes; David Lacombe, yes; and Ruth Jenks, yes. The motion passed unanimously.

5. OLD BUSINESS

- 5.1 Discussion regarding Resolution No. 2021-09, a Resolution authorizing the temporary closure of City Hall and cancelling or postponing nonessential public meetings.

Aaron Prunty, City Administrator, reported on the Council's passage of Resolution No. 2021-09 in February to authorize the temporary closure of City Hall and cancel or postpone nonessential public meetings. Regulations have not changed since that time. Mr. Prunty noted that Jackson County is in the State's High Risk category and moving to Extreme at the end of the week. This item was brought back at the Council's request for quarterly review. He concluded with staff's recommendation to extend the Resolution.

Council discussion began with Mayor Jenks' request for clarification about the end date. Mr. Prunty responded about the quarterly review period going through July 27th. There was additional discussion about essential vs. non-essential meetings, and whether the Governor's directive relates to virtual meetings of the Community Development Commission and Planning Commission. Mr. Prunty explained that the Council could determine that the business of the Community Development Commission is essential in providing essential services. However, there is not essential work for them to do at this time.

Meetings for the sake of meeting were not recommended as a considerable amount of staff time is required for each meeting. Councilor Grossman agreed they should not hold meetings for the sake of meeting. Councilor Sell asked that staff reach out to the Community Development Commission to let them know they are appreciated and there will be a time for meeting again.

Further, a recent teleconference meeting of the Planning Commission brought to light some of the difficulties with that format. Zoom was discussed for holding meetings and while there is a learning curve, could be implemented.

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There being no further questions or comments, Mayor Jenks offered to entertain a motion to extend Resolution No. 2021-09 through July 27th. Councilor Walruff made a motion to extend Resolution No. 2021-09, a Resolution authorizing the temporary closure of City Hall and cancelling or postponing nonessential public meetings through July 27th, or earlier at the Council's request. Councilor Moran seconded the motion. There was no discussion following the motion. Roll call: Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; Bernie Grossman, yes; David Lacombe, yes; Mike Moran, yes; and Ruth Jenks, yes. The motion passed unanimously.

6. NEW BUSINESS

6.1 Discussion regarding the Public Works Vehicle and Equipment Replacement Program.

Robert Miller, Public Works Director, expressed appreciation for being fully staff and reported they are working to determine the needs for the department. Mr. Miller went on to review the related agenda statement. The equipment purchased for the department in 2005 needs to be replaced and ranges from service trucks to tractors and backhoes, all the way to the vehicle used for inspections. The City bases replacements on service miles instead of years but is past industry standards. However, continued use has been possible as the City is small and it has serviced equipment to extend its use.

Mr. Miller reviewed the department's 10-year equipment replacement schedule as shown on a spreadsheet in the agenda packet. Staff is working on budget projections and sought a general consensus of the Council for budgeting purposes. The proposed purchase for this year is a pickup at a cost of approximately \$40K. A proposal for the purchase will be brought forward at the next Council meeting. The 10-year projections include the purchase of replacement equipment throughout the fiscal years. Proposed future purchases include pickup trucks, a street sweeper, vactor truck, bucket truck, dump truck, a tool cat/bobcat, and other ongoing replacement.

There was additional discussion about departmental needs and the tonnage base for trucks. Four-wheel drive trucks were identified by staff as a good option as they provide a level of emergency service if needed. A brief discussion followed about backhoes and excavators. There was no objection to Mr. Miller bringing the proposed equipment list as part of the budget process or the truck purchase to the next meeting.

7. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Grossman noted there is nothing to report with the Community Development Commission meetings being nonessential at this time.

Councilor Lacombe reported on the upcoming School District No. 9 meeting and will report back.

Councilor Moran reported plans to attend the Rogue Valley Council of Governments meeting via Zoom. He also reported on campaign signs being placed in the public right of way and suggested we send out a notice as they are prohibited.

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Council President Stanek reported attending the recent Planning Commission meeting. He suggested looking into other options for holding future meetings as it was very difficult to hear due to background noise.

Councilor Walruff also reported attending the Planning Commission meeting via teleconference on April 20th. He experienced difficulty with background noise but commended Mike Upston, Community Development Director, on getting the message across regarding the Department of Environmental Quality's (DEQ's) requirement for a riparian zone. It is anticipated that this item will be brought back soon.

Mayor Jenks reported favorably on the recent meeting on park priorities and thought it was a very productive meeting. Mayor Jenks further reported attending the Rogue Valley Metropolitan Planning Organization (RVMPO) meeting earlier in the day. They anticipate receiving approximately \$2.5M from the COVID-19 Relief Bill. With regard to Eagle Point's Veterans Park, Mayor Jenks noted a produce stand had popped up in the area. A lengthy discussion followed about jurisdiction of the property, and whether a business license had been issued. While there was Council support for new business, a business license and location approval is needed. Discussion about appropriate locations varied from setting up next to a hotdog stand to the old firehouse property. Last, Mayor Jenks discussed setting aside a block of time during a special meeting to discuss Council training.

8. STAFF REPORTS

Mike Upston, Community Development Director, reported nearly every staff report for nearly 10 years has been about residential development being strong and more consistent than most cities. While North Barton is being completed, East Barton is coming up, Sienna Hills 6b is nearly complete, and the eastern segment of Arrowhead Trail has moved along at a rapid pace with residential building permits coming in for the western segment. Mr. Upston reported on the connection of the trail path to Lucas Park and the pedestrian connectivity in this community. With regard to the Planning Commission, two public hearings had been held. One resulted in the approval of the Cottage Homes on Road but a timeline has not been established. The next hearing was about riparian regulations. The Commission decided to table that item until more conversations could be held and in person meetings continued. In addition, Mr. Upston reported attending the RVMPO Technical Advisory Committee meeting and their plans to discuss the \$2.5M COVID-19 funds. Further, Mr. Upston reported reaching out periodically to the Community Development Commission and Planning Commission to let them know they are important to the community but now is not the time for meetings. Mr. Upston opened for questions and responded to an inquiry about property next to the golf course. The property is in the final stages of being purchased but it is a private deal. A brief discussion followed about Arrowhead Trail and how nice it looks at the moment.

Melissa Owens, Finance Director, reported on the finance report in the Council packet with all revenues and expenditures through the end of March. Ms. Owens reported on the current budget based upon 50 building permits with 58 single family permits being issued to date. The result is those types of revenues are coming in over 100%. Regarding the budget, the Budget Committee is scheduled to meet on June 1st via Zoom, and June 3rd if needed. Budget binders are scheduled to be completed by May 21st. Next, Ms. Owens discussed Eagle Point's portion of the American Recovery Plan Funds at tentatively \$1.9M.

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Disbursement is anticipated in two parts, the first being this May and the rest next May. Ms. Owens further reported on a lot of information coming in about how the funds can be used and she suggested waiting until all of the funds are received to analyze and determine its best use.

Robert Miller, Public Works Director, reported on the residential growth he is seeing along with the Community Development Director, Mike Upston. He further reported on the traffic study that had been contingent on the opening of Arrowhead Trail. Additionally, the City Hall HVAC system had been replaced. A brief discussion addressed securing the ladder to the rooftop, followed by a lengthy discussion about the Alta Vista and Shasta intersection, and increased congestion and car counts in the area. Councilor Sell added there had been a Council vote in January to move forward with an all way stop. Although Mr. Miller had previously determined to wait until after the study, Council expressed support to implement striping and a four-way stop, sooner rather than later.

Police Chief May ensured that the Veterans Park issue did not need his attention. However, he will provide notice to political candidates about signs in the right of way.

Aaron Prunty, City Administrator, responded to the Mayor's inquiry and request for future notice regarding items like the recent District Attorney and Grand Jury press conference. Mr. Prunty explained there was minimal time between the D.A. release and media release but could email the Council in the future. Councilor Walruff expressed appreciation to Eagle Point's Police Department and the Sheriff's Office for the good job and offered support for what they do every day.


Cindy Hughes, City Recorder, reported on recruitment of three vacancies on the Budget Committee. Applications were requested by May 5th for consideration of appointment on May 11th.

There were no other reports.


9. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:16 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor

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Submission No. 1 - Melissa Owens, Finance Director

Cindy Flynn 4-27-2021

4/27/2021
ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
44552	AVISTA 1178540000	UTILITIES	\$ 628.36
44553	CANTEL OF MEDFORD, INC	STREET SIGNS	\$ 2,322.00
44554	DEPT OF ENVIRONMENTAL QUALITY	MUNICIPAL STORM WATER PERMIT	\$ 1,067.00
44555	EWING IRRIGATION	PARK MAINT	\$ 1,142.09
44556	GENERAL PACIFIC, INC	WATER METERS/WATER SYSTEM MAINT/REPAIR	\$ 1,820.00
44557	JOHNNY CAT INC	WATER SYSTEM MAINT/REPAIR	\$ 906.17
44558	PACIFIC SURVEY SUPPLY	SUPPLIES	\$ 181.68
44559	STAPLES	SUPPLIES	\$ 32.09
44560	TEKMANAGEMENT, INC	IT SUPPORT	\$ 80.08
44561	TYLER TECHNOLOGIES	SOFTWARE MAINTENANCE	\$ 897.93
44562	VERIZON WIRELESS	UTILITIES	\$ 566.71
		SUBTOTAL	\$ 9,644.11
		Regular Bill list	\$ 19,044.84
		GRAND TOTAL	\$ 28,688.95