



City of Eagle Point

City Council

REGULAR MEETING MINUTES JUNE 8, 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 June 8, 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; Darin May, Police Chief; Robert Miller, Public Works Director; Melissa Owens, Finance Director; Mike Upston, Community Development Director; Cindy Hughes, City Recorder; Dean LeBret, Public Works Operations Supervisor; and Nichole Petty, Account Clerk.

Guests: 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. 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 May 25, 2021.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Councilor Sell moved to approve the Consent Calendar. Councilor Moran seconded the motion. There was no discussion following the motion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; Bernie Grossman, yes; David Lacombe, yes; Mike Moran, yes; Kathy Sell, 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. There being no questions, Council President Stanek motioned to approve the Bills to be Paid in the amount of \$66,090.76 and the Additional Bill List of \$83,398.57 (Submission No. 1) for a Grand Total of \$149,489.33. Councilor Sell seconded the motion. There was no discussion following the motion. Roll call: Kevin Walruff, yes; Bernie Grossman, yes; David Lacombe, yes; Mike Moran, yes; Kathy Sell, yes; Michael Stanek, yes; and Ruth Jenks, yes. The motion passed unanimously.

5. NEW BUSINESS

5.1 Resolution No. 2021-25. A Resolution setting Wage Levels for Management Positions for the City of Eagle Point for Fiscal Year 2021/2022.

Melissa Owens, Finance Director, reviewed the related agenda statement and explained that July 2021 starts the third year of the three year collective bargaining agreement with the Teamsters General Unit. The agreement represents all full time City employees with the exception of uniformed police officers, management staff, temporary, and part-time staff. The Teamsters General Unit will receive a cost-of-living increase of 3% based on the U.S. All Cities CPI-W 12-month Index ending March 2021 with a range of 2% - 4%. Ms. Owens further explained that the Council has attempted to provide management staff with the same cost-of-living adjustments as the bargaining units. The proposed Resolution authorizes management staff to receive the same 3% cost-of-living adjustment. This increase is included in the 2021/2022 Approved Budget. Ms. Owens further noted the City Administrator is not included in this cost-of-living adjustment as his salary is set by a separate contract. Mayor Jenks remarked that the process was familiar to most but may be new to some Councilors.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-25. Councilor Walruff made a motion to approve Resolution No. 2021-25, a Resolution setting Wage Levels for Management Positions for the City of Eagle Point for Fiscal Year 2021/2022. Councilor Grossman seconded the motion. There was no discussion following the motion. Roll call: Bernie Grossman, yes; David Lacombe, yes; Mike Moran, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; and Ruth Jenks, yes. The motion passed unanimously.

5.2 Resolution No. 2021-26. A Resolution increasing accrual of Floating Holiday Hours for Management Positions for the City of Eagle Point.

Melissa Owens, Finance Director, explained this item relates to the collective bargaining agreement wherein floating holiday hours were increased by 8 hours during the first year of the agreement to 24 hours. That was not brought forward then for management staff. The proposed Resolution provides that management staff will receive the same accrual of Floating Holiday hours as the General Unit.

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There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-26. Councilor Moran made a motion to approve Resolution No. 2021-26, a Resolution increasing accrual of Floating Holiday Hours for Management Positions for the City of Eagle Point. Councilor Walruff 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.

- 5.3 Resolution No. 2021-27. A Resolution setting the Wage Level for the Code Enforcement position for the City of Eagle Point for Fiscal Year 2021/2022.

Melissa Owens, Finance Director, explained that this item is to set the wage level of the Code Enforcement Officer, a part-time position, paid at an hourly rate. Ms. Owens further explained that approval of the proposed Resolution provides this position with the same 3% cost-of-living adjustment as the general unit.

Following the presentation, Councilor Sell inquired about the step level for the Code Enforcement Officer. Ms. Owens reported the staff member is at the top step for this position.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-27. Councilor Walruff made a motion to approve Resolution No. 2021-27, a Resolution setting the Wage Level for the Code Enforcement position for the City of Eagle Point for Fiscal Year 2021/2022. Councilor Moran 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.

- 5.4 Discussion on Council training.

Mayor Jenks led the Council through a discussion to identify the types of training or workshops that would be helpful to the Council. Overall, the Council supported in-person trainings to be held on a quarterly basis with staff in attendance when appropriate. During the discussion, the following items were identified as possible areas for trainings:

- Emergency preparedness.
- Ethics.
- League of Oregon Cities (LOC) – Newly elected officials training, refresher or other courses. Attendance at LOC Annual Conferences and trainings available to the Council and staff through the LOC. *(Aaron Prunty, City Administrator, will forward additional information to the Council).*
- Review of Council Rules – due next year but may be reviewed at any time.

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- Roberts Rules of Order.
- Rogue Valley Council of Government (RVCOG) Training.
- Roles of Staff vs. Council.
- Using events from other parts of the country as training tools.

Although the timeframe for in-person meetings is not known, Mr. Prunty expects restrictions to lift after the state meets a 70% vaccination rate. Additional information is anticipated by the first meeting in July. A brief discussion followed about meeting rules and public attendance. Mr. Prunty reported on previous recommendations by legal counsel that training falls under public meeting laws. Mayor Jenks requested the Council to plan to share their top three areas for training at the first meeting in July or to provide to Mr. Prunty if they are not able to attend.

6. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Grossman reported on the addition of the Lucas Park playground equipment and the park looking great and coming to life. Mayor Jenks noted she had seen the new playground equipment, picnic tables, benches, and shade structures with a lot of people visiting the park.

Councilor Lacombe noted the upcoming annual review of the City Administrator. Mayor Jenks commented on the process of bringing it forward as an agenda item. In addition, Councilor Lacombe reported plans to attend the upcoming School Board meeting.

Councilor Moran reported on the clearing of weeds around the old school district building and above that area. Chief May confirmed that property owners near Idlewood Drive are clearing brush. He also expressed appreciation to the Code Enforcement Officer.

Councilor Sell reported she had enjoyed the Butte Creek Mill get together. Southern Oregon Regional Economic Development Inc. (SOREDI) met earlier in the day but she had not been able to attend the meeting.

Council President Stanek reported on work with Showa, Japan, in pen pal and videoconferencing relationships between 8th grade students of both countries in anticipation of in-person visits next year. Next, Council President Stanek expressed concern about the condition of properties near and around Ed's Oasis, and asked about code enforcement. Chief May reported the property is not within the City's jurisdiction as it is in the County. However, he reported on previous attempts to alleviate concerns related to health and safety, and multiple agencies working together to do so. It was also reported that a property could go in and out of compliance. A lengthy discussion followed about possible remedies including annexation as a means of addressing compliance. Aaron Prunty, City Administrator, noted the discussion had become more developed but had not been agendaized. However, he would follow up with the County. Mike Upston, Community Development Director, discussed annexation and believed that property owners cannot be required to annex into the City. Council President Stanek requested pros and cons of annexation to be presented when and if this item comes to an agenda. Mr. Upston went on

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to recommend a letter from the Council to the County. Mayor Jenks concluded with a request to place this item on a future agenda.

Mayor Jenks reported enjoying the Mill event and it being good to see the progress. Further, Mayor Jenks discussed serving on the Crater Lake Academy Finance Committee and their budget review. She also reported talking with Peter Kuhl of the Eagle Point Youth Center. Part of the conversation addressed his concern with people congregating behind the water park. The people congregating are not young children, and they socialize later in the day creating a distraction and even an issue at times. On a positive note, he is from the area but new to Eagle Point. Mayor Jenks further reported on Mr. Kuhl's surprise about Eagle Point being its walkability, as he had never seen anything like it where you can walk from one end of town to the other.

7. STAFF REPORTS

Mike Upston, Community Development Director, reported observing a number of residential subdivisions experiencing vigorous and healthy development. An example is North Barton which is 80 to 90% built out, and Barton East with 22-23 homes coming on as well as Sienna Hills Phase 6 wrapping up. The Eagle Point Golf Course Phase 16b is also moving along rapidly with additional phases expected quickly in the future. Mr. Upston further reported on an upcoming meeting between staff members and the new golf course owners, the Parks Legacy group, about storm water issues and long range visions for development. Last, Mr. Upston reported on the proposed development of a gas station, grocery store, and car wash at Crystal and Highway 62. The project will go through staff first, then to the Planning Commission in August for a public hearing as a quasi-judicial matter, and then with the City Council for a public hearing as a legislative matter.

Melissa Owens, Finance Director, expressed appreciation to everyone for their participation in the Budget Committee meeting and approval of the budget. Additional items related to adoption of the budget will be on the June 22nd agenda.

Robert Miller, Public Works Director, reported work on several minor projects and purchases. Mr. Miller also discussed different shortages of materials; however, the Shasta Striping project is scheduled to begin next week. In addition, East Barton Phase 1 requires oversizing which will be brought to the Council for reimbursement approval. Next, Mayor Jenks inquired about weed abatement of planters near the Harnish Center and along Linn Road. Mr. Miller reported that Public Works is working on fire protection and will follow up with aesthetics. Mayor Jenks requested the Harnish Center planters to be completed before Linn Road. After completion of those items, she proposed a walk around City Hall.

Police Chief May responded to Council President Stanek about apprehension of the person who drove through a house. Although the case was handled by the Jackson County Sheriff's Office, Chief May did not believe the person had been apprehended.

Mayor Jenks ended with a request to place a discussion about the Community Development Commission on a future agenda.

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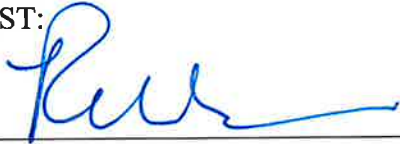
8. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:11 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor

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Submission No. 1 - Melissa Owens, Finance Director

Cady Flynn 6-8-21

6/8/2021
ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
44702	911 SUPPLY	UNIFORMS	\$ 180.98
44703	BADGER METER, INC	METER HOSTING	\$ 717.73
44704	CENTURY LINK	UTILITIES	\$ 36.02
44705	FERFUSON WATERWORKS # 3011	WATER SYSTEM MAINTENANCE	\$ 6,159.20
44706	HUNTER COMMUNICATIONS	UTILITIES	\$ 2,355.73
44707	NEILSON RESEARCH CORPORATION	WATER SAMPLE TESTS	\$ 35.00
44708	NORTHWEST PLAYGROUND EQUIPMENT	DOWNTOWN BENCES & TRASH CANS	\$ 3,794.00
44708	NORTHWEST PLAYGROUND EQUIPMENT	LUCAS PARK IMPROVEMENTS/PARK AMENITIES	\$ 14,003.27
44709	OR DEPT OF MOTOR VEHICLES	SUSPENSION PACKAGES	\$ 17.75
44710	PACIFIC OFFICE AUTOMATION	COPYING/PRINTING-5 QTRS DURING COVID	\$ 2,219.19
44711	PACIFIC SURVEY SUPPLY	SUPPLIES	\$ 85.75
44712	TEHAMA TIRE SERVICE	EQUIPMENT MAINT/REPAIR	\$ 299.61
44713	THE BUILDING DEPARTMENT, LLC	MAY 2021 BUILDING OFFICIAL	\$ 26,562.32
44714	TYLER TECHNOLOGIES	ANNUAL MAINT/EQUIP SOFTWARE	\$ 5,714.65
44715	US CELLULAR	UTILITIES	\$ 1,409.56
44716	WHITE'S TREE SERVICE, LLC	TREE REMOVAL	\$ 2,500.00

SUBTOTAL \$ 66,090.76

Regular Bill list \$ 83,398.57

GRAND TOTAL \$ 149,489.33