



# City of Eagle Point

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## City Council

### REGULAR MEETING MINUTES JUNE 22, 2021

#### 1. CALL TO ORDER – 6:00 P.M.

Council President Stanek called to order the regular meeting of the Eagle Point City Council via Zoom on June 22, 2021 at 6:00 p.m.

Council Members Present: Bernie Grossman, David Lacombe, Mike Moran, Kathy Sell, Michael Stanek, and Kevin Walruff.

Council Members Absent: Ruth Jenks

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: Colleen Roberts, Jackson County Commissioner; Suzi Collins, Planning Commissioner; and members of the public and press.

Council President Stanek 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

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

#### 3. PUBLIC HEARINGS

3.1 Public Hearing to receive comment from interested parties for the proposed use of state revenues.

Council President Stanek announced the Public Hearing had been advertised and all legal notifications were made in compliance with state and local laws. Council President Stanek went on to explain that in addition to a presentation from Staff, all persons interested in offering testimony would be allowed to speak at the appropriate time.

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At 6:01 p.m., Council President Stanek opened the Public Hearing to receive comment from interested parties for the proposed use of state revenues.

Melissa Owens, Finance Director, explained this is a public hearing to receive comment from interested parties for the proposed use of state revenue sharing. A share of certain State tax revenues (cigarette, liquor, gas, and property taxes) is shared with cities. Ms. Owens further explained that Oregon Revised Statutes require cities to pass a Resolution annually in order to request a share of these revenues. Law also requires two public hearings, the one held on June 1<sup>st</sup> before the Budget Committee, and this public hearing before the City Council. Ms. Owens noted there is a Resolution related to this later in the meeting, and she offered to answer any questions.

Council President Stanek offered to receive public testimony in favor and opposition but there was no public comment, questions, or final comments.

Council President Stanek closed the Public Hearing at 6:04 p.m.

### 3.2 Public Hearing to accept comment regarding adoption of the 2021/2022 budget as approved by the Budget Committee.

Council President Stanek announced the Public Hearing had been advertised and all legal notifications were made in compliance with state and local laws. Council President Stanek went on to explain that in addition to a presentation from Staff, all persons interested in offering testimony would be allowed to speak at the appropriate time.

At 6:05 p.m., Council President Stanek opened the Public Hearing to accept public comment regarding adoption of the 2021/2022 budget as approved by the Budget Committee.

Melissa Owens, Finance Director, explained this is a public hearing to receive public comment regarding the adoption of the 2021/2022 budget as approved by the Budget Committee. The budget was presented to the Budget Committee on June 1, and approved as presented. Ms. Owens noted this is the same budget approved by the Budget Committee, and she offered to answer any questions.

Council President Stanek invited public testimony; however, there was no testimony in favor or opposition, and no final comments were made. Council President Stanek closed the public hearing at 6:06 p.m.

## 4. CONSENT CALENDAR

### 4.1 Presentation of Regular Meeting Minutes of June 8, 2021.

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

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### 5. 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. Ms. Owens offered to answer any questions. There being no questions, Councilor Walruff motioned to approve the Bills to be Paid in the amount of \$200,615.81 and the Additional Bill List of \$7,624.45 (Submission No. 1) for a Grand Total of \$208,240.26. 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, absent. The motion passed unanimously by those present.

### 6. NEW BUSINESS

6.1 Resolution No. 2021-28. A Resolution authorizing adjustments to Revenues and Expenses within various funds for the 2020/2021 Fiscal Year.

Melissa Owens, Finance Director, explained the proposed Resolution authorizes adjustments to Revenues and Expenses within various funds for the 2020/2021 Fiscal Year. Ms. Owens noted this item comes up annually to make necessary adjustments as the budget is typically approved 13 months in advance. This year, most of the items are related to increases in building. Ms. Owens reviewed the following adjustments:

- Increase in General Fund Revenue – Building Permit Revenue (\$130,000) due to increased building activity. General Fund Expenses – Building will be increased (\$130,000) to reflect the increased building activity.
- Increase in General Fund Revenue – Transfers from Other Funds (\$21,000). General Fund – Non Departmental will be increased to reflect the increased revenue.
- Increase in Street Maintenance costs necessary to increase Street Fund - Materials & Services (\$10,000) and Street Fund - Transfers (\$6,000). It is necessary to reallocate funds from Street Fund – Capital Outlay in the amount of \$16,000.
- Increases in the Safe Routes to School Master Plan. It is necessary to reallocate funds from Street SDC - Capital Outlay to Street SDC - Materials & Services in the amount of \$1,000.
- Increase in revenue in the Water SDC Fund –Medford Water Commission in the amount of \$80,000 due to an increased number of permits issued. It is also necessary to increase the Water SDC Fund – Medford Water Commission Expenses in the amount of \$80,000 to allow transfer of funds to Medford Water Commission.

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- Increase in Water Revenue (\$81,300). It is also necessary to increase the Water Fund – Transfers (\$15,000) and increase Water Fund – Materials & Services (\$66,300).
- Increase in Sewer Fund Revenue (due to Rogue Valley Sewer Services' rate increase) of \$40,000, and it is necessary to increase Sewer Fund Revenue and increase Sewer Fund – Special Payments in the amount of \$40,000.

There being no further discussion, Council President Stanek offered to entertain a motion to approve Resolution No. 2021-28. Councilor Sell made a motion to approve Resolution No. 2021-28, a Resolution authorizing adjustments to Revenues and Expenses within various funds for the 2020/2021 Fiscal Year. Councilor Lacombe 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, absent. The motion passed unanimously by those present.

- 6.2 Resolution No. 2021-29. A Resolution adopting the 2021/2022 Budget, declaring tax levied, making appropriations for the 2021/2022 Fiscal Year, and categorizing the tax levy.

Melissa Owens, Finance Director, explained that earlier in this meeting, a public hearing was held to receive public comment regarding adoption of the 2021/2022 Budget. Ms. Owens further explained that the proposed Resolution adopts the budget, declares tax levied, and makes appropriations for the 2021/2022 Fiscal Year and categorizes the tax. Ms. Owens noted this is the same budget as adopted by the Budget Committee, and she also offered to answer any questions.

There being no questions, Council President Stanek offered to entertain a motion to approve Resolution No. 2021-29. Councilor Moran made a motion to approve Resolution No. 2021-29, a Resolution adopting the 2021/2022 Budget, declaring tax levied, making appropriations for the 2021/2022 Fiscal Year, and categorizing the tax levy; and Councilor Sell seconded the motion. There was no further discussion. Roll call: Bernie Grossman, yes; David Lacombe, yes; Mike Moran, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; and Ruth Jenks, absent. The motion passed unanimously by those present.

- 6.3 Resolution No. 2021-30. A Resolution certifying that the City of Eagle Point provides four or more municipal services.

Melissa Owens, Finance Director, explained that in order for the City to partake in State revenue sharing, it must certify that it provides four or more municipal services. This Resolution certifies that the City provides five municipal services including: police protection; street construction, maintenance, and lighting; storm sewers; planning, zoning, and subdivision control; and water services. Ms. Owens explained that these services qualify the City for receiving state revenue sharing.

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There being no further discussion, Council President Stanek offered to entertain a motion to approve Resolution No. 2021-30. Councilor Walruff made a motion to approve Resolution No. 2021-30, a Resolution certifying that the City of Eagle Point provides four or more municipal services. Councilor Lacombe 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, absent. The motion passed unanimously by those present.

- 6.4 Resolution No. 2021-31. A Resolution declaring the City's election to receive state revenues.

Melissa Owens, Finance Director, reported this Resolution declares the City's election to receive state revenue sharing. It also certifies that a Public Hearing was held during this meeting and the Budget Committee Meeting on June 1. Ms. Owens offered to answer questions but there were none.

There being no questions, Council President Stanek offered to entertain a motion to approve Resolution No. 2021-31. Councilor Moran made a motion to approve Resolution No. 2021-31, a Resolution declaring the City's election to receive state revenues. 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, absent. The motion passed unanimously by those present.

- 6.5 Resolution No. 2021-32. A Resolution accepting the 2019/2020 Annual Financial Report and Audit.

Melissa Owens, Finance Director, explained that in accordance with Oregon Revised Statutes and Oregon Administrative Rules, annual audits are required of every municipal corporation. Pauly, Rogers, and Co., P.C. from Tigard, Oregon, performed the audit as shown in the agenda packet. The ultimate goal, a clean opinion, was issued but there are best practices the auditors wanted to bring to the attention of the Council. Ms. Owens reported one comment was about the governing body and monitoring. Fidelity Insurance Coverage was another item although additional coverage is cost prohibitive but reviewed every year. The auditors also commented on the Minimum Number of Funds. Ms. Owens reported this will always be a comment from audit firms. However, the City closed five funds that are no longer needed, and the remaining funds are necessary due to various revenue requirements. The auditors also discussed an Implicit Health Subsidy Actuarial Study. The purpose of the actuarial study would be to determine if there is an implicit liability which includes future retiree benefit costs.

Following the presentation, Council President Stanek asked about the audit process. Ms. Owens reported on the audit going well, even with COVID and turnover in the auditor's office. Councilor Sell inquired about the numbers of years the City has used the same auditing firm. Ms. Owens reported the City has used the same auditing firm for about 10 years. However, the auditing firm frequently changes out auditing

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teams. Ms. Owens further reported the City will request proposals this year for a new auditing firm but will not allow the current audit firm to submit a proposal. By taking them out of the mix, more audit firms may give proposals that maybe wouldn't otherwise. There was additional discussion about whether or not a new auditing firm would comment on the work of the existing audit company but they don't typically give an opinion.

There being no further discussion, Council President Stanek offered to entertain a motion to approve Resolution No. 2021-32. Councilor Lacombe made a motion to approve Resolution No. 2021-32, a Resolution accepting the 2019/2020 Annual Financial Report and Audit. Councilor Moran seconded the motion. There was no discussion following the motion. Roll call: Kathy Sell, yes; Mike Moran, yes; Michael Stanek, yes; Kevin Walruff, yes; Bernie Grossman, yes; David Lacombe, yes; and Ruth Jenks, absent. The motion passed unanimously by those present.

- 6.6 Resolution No. 2021-33. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for E. Main Street - Stevens Road Concrete Driveways.

Robert Miller, Public Works Director, reviewed the related agenda statement in its entirety. He explained that during the construction of the E. Main Street/Stevens Road project it was observed that the new sidewalk and driveway approaches for 248 E. Main Street and 258 E. Main Street were not compatible with the adjacent property owner's driveways, or the existing concrete driveway. As a result, the project team discussed addressing the concrete driveways for 248 E. Main Street and 258 E. Main Street as a separate follow up project.

An update of the total project budget was previously provided and an update was provided with the agenda statement. Requests for quotes were sent out on May 26<sup>th</sup> with a deadline of June 16<sup>th</sup>. Central Pipeline, Inc. provided the only quote in the amount of \$34,720. Mr. Miller recommended approval and offered to answer any questions; however, there were no questions or further discussion.

After a brief loss of internet connectivity, Council President Stanek offered to entertain a motion to approve Resolution No. 2021-33. Councilor Walruff made a motion to approve Resolution No. 2021-33, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for E. Main Street - Stevens Road Concrete Driveways. Councilor Sell seconded the motion. There was no discussion following the motion. Roll call: Mike Moran, yes; Michael Stanek, yes; Kevin Walruff, yes; Bernie Grossman, yes; David Lacombe, yes; Kathy Sell, yes; and Ruth Jenks, absent. The motion passed unanimously by those present.

## 7. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Moran commended the appearance of the Military Banners with Veteran's names, and also reported good comments on the Shasta/Alta Vista intersection.

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Councilor Walruff reported on an inquiry from a citizen regarding Stonewater and whether it would become cul-de-sacs or go through to Barton and Crystal. Robert Miller, Public Works Director, reported Stonewater will go through. Further, Mr. Miller reported there are two sections of Stonewater including a gap at DeAnjou that will become Stonewater Drive, as the developers made assurances about the future road naming. It is possible that a developer could bring that road through or it could be a cul-de-sac but there are no proposals at this time. Additionally, Mr. Miller reported the North end of Stonewater is Sienna Hills Phase 7, and there is not a proposal at this time.

### 8. STAFF REPORTS

Mike Upston, Community Development Director, reported on Barton Road Subdivision Sienna Hills Phase 6b nearing completion. Upward of 10 building permits were approved in the Phase 16 Eagle Point Golf Community and the Cottonwood Subdivision Phase 2. With regard to commercial development, the project at Crystal and Highway 62 is in review and comment is being sought from state and local agencies. A public hearing on this item will be held with the Planning Commission in August and then with the Council in September. A Planning Application is also anticipated for an expansion of the lodging in the resort area at Eagle Point Golf Course.

Melissa Owens, Finance Director, reported the Finance Report includes all revenues received through May 31<sup>st</sup> and all expenses paid by May 31<sup>st</sup>. Everything is as expected although earlier in the meeting she discussed increases in building fees, building permits, and SDCs which are reflected in the Finance Report. Ms. Owens noted that everything else is in the Friday Letter but offered to answer questions.

Robert Miller, Public Works Director, reported most information is in the Friday Letter. He also reported on the uptick in construction projects that started in the fall and are now in the second phases of development.

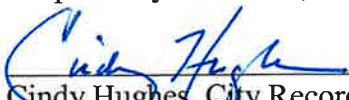
Police Chief May did not have a report but offered to answer any questions. Councilor Walruff expressed appreciation for the Police Department's compassionate and thorough response to a family member.

Cindy Hughes, City Recorder, mentioned for future reference that a provision for electing a temporary chairperson is in the Council Rules.

### 9. ADJOURN

There being no further business, Council President Stanek closed the meeting at 6:52 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:



Ruth Jenks, Mayor

*Cindy Hyer 6-22-21*

6/22/2021

ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
44766	BLUE STAR GAS	UTILITIES	\$ 72.00
44767	CANTEL OF MEDFORD INC.	STREET SIGNS	\$ 2,118.00
44768	DOUBLE D ELECTRIC	WATER SYSTEM MAINT/REPAIR	\$ 332.50
44769	FERGUSON WATERWORKS #3011	WATER SYSTEM MAINT/REPAIR	\$ 725.20
44770	FOUR SEASONS NURSERY	PLANTS FOR DOWNTOWN	\$ 315.71
44771	GOMEZ, IGNACIO YARD SERVICES	DITCH MAINTENANCE	\$ 1,200.00
44772	HAYS OIL COMPANY	EQUIPMENT MAINT/REPAIR	\$ 669.65
44773	MT SHASTA SPRING WATER	SUPPLIES	\$ 12.50
44774	OVERSTREET LANDSCAPE & HYDROSEEDING	CLEAN UP WEEDS HARNISH ENTRANCE/LINN RD	\$ 2,002.00
44775	PACIFIC OFFICE AUTOMATION	COPYING/PRINTING	\$ 134.21
44776	STAPLES	SUPPLIES	\$ 42.68
<b>SUBTOTAL</b>			<b>\$ 7,624.45</b>
<b>Regular Bill list</b>			<b>\$ 200,615.81</b>
<b>GRAND TOTAL</b>			<b>\$ 208,240.26</b>