



City of Eagle Point

City Council

REGULAR MEETING MINUTES JULY 13, 2021

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called the meeting to order at 6:00 p.m. in the Council Chambers.

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

Council Members Absent: David Lacombe.

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; Dean LeBret, Public Works Operations Supervisor; and Cindy Hughes, City Recorder.

Guests: Colleen Roberts, Jackson County Commissioner; Robert Pinnell, Eagle Point Upper Rogue Community Foundation (*left at 6:06 p.m.*); Wyn Lewis, Community Development Commissioner; Aaron Schulz, Community Development Commissioner; 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. FLAG SALUTE AND INVOCATION

Mayor Jenks led the Pledge of Allegiance and Kevin Walruff offered the invocation. Afterwards, Mayor Jenks welcomed everyone and made a reminder to quiet cell phones.

3. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

Robert Pinnell, Chair, Eagle Point Upper Rogue Community Foundation, expressed appreciation to the City for allowing the fireworks this year. Further, he requested to be on the next agenda to talk about Eagle Point's Sister City of Showa Japan, the Avenue of the Flags, Santa Shop, Veteran's Day Parade, and Adopt-A-Highway program. Mayor Jenks honored the request. There were no other audience questions or comments.

Mr. Pinnell left the meeting at approximately 6:06 p.m.

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4. CONSENT CALENDAR

4.1 Presentation of Regular Meeting Minutes of June 22, 2021.

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

5. 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, Councilor Walruff motioned to approve the Bills to be Paid in the amount of \$330,876.60 and the Additional Bill List of \$81,858.84 (Submission No. 1) for a Grand Total of \$412,735.44. Councilor Sell seconded the motion. There was no discussion following the motion. Roll call: Kevin Walruff, yes; Bernie Grossman, yes; Mike Moran, yes; Kathy Sell, yes; Michael Stanek, yes; Ruth Jenks, yes; and David Lacombe, absent. The motion passed unanimously by those present.

6. OLD BUSINESS

6.1 Resolution No. 2021-34. A Resolution rescinding Resolution No. 2021-09 regarding the temporary closure of City Hall and cancelling or postponing nonessential public meetings.

Aaron Prunty, City Administrator, reported on the Governor's Executive Order of June 25, lifting most of the restrictions related to COVID-19. Similarly, the proposed Resolution rescinds the City's mask provisions and closure of City Hall. Mr. Prunty added that City Hall had been open to the public for about one week and everything was going smoothly. Last, Councilor Sell asked and received confirmation that staff is permitted to work without masks.

There being no further discussion, Mayor Jenks offered to entertain a motion. Councilor Moran motioned to approve Resolution No. 2021-34, a Resolution rescinding Resolution No. 2021-09 regarding the temporary closure of City Hall and canceling or postponing nonessential public meetings. Council President Stanek offered a second. There was no discussion following the motion. Roll call: Bernie Grossman, yes; Mike Moran, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; Ruth Jenks, yes; and David Lacombe, absent. The motion passed unanimously by those present.

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7. NEW BUSINESS

- 7.1 Resolution No. 2021-35. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 2021 Crack Seal Project with CommSurf Pro LLC.

Robert Miller, Public Works Director, reviewed the related agenda statement that explained about the City continuing pavement maintenance. An additional 50,000 linear feet of crack sealing is proposed ahead of the seal coating process. Bids for this project were received by the June 28th deadline, with the lowest bid by CommSurf Pro for \$27,050. Mayor Jenks expressed pleasure with the bid being nearly \$15,000 less than the high bidder. Mr. Miller commented that the bid was under their price from last year. CommSurf Pro also completed crack sealing for the City last year.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-35. Councilor Walruff made a motion to approve Resolution No. 2021-35, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 2021 Crack Seal Project with CommSurf Pro LLC. 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; Ruth Jenks, yes; and David Lacombe, absent. The motion passed unanimously by those present.

- 7.2 Resolution No. 2021-36. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 2021 Seal Coat Project with Sierra Santa Fe Corporation.

Robert Miller, Public Works Director, reviewed the related agenda statement and provided details about the two products currently approved for residential streets and airport application. These products have a four to six hour cure time. Bids were received for the project and opened on June 29th, with the lowest bid submitted by Sierra Santa Fe Corporation at \$85,757. Last, Councilor Sell asked about the location of each company. Mr. Miller reported CR Contracting is out of Bend, and Sierra Santa Fe Corporation is based in Washington.

There being no further questions, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-36. Council President Stanek made a motion to approve Resolution No. 2021-36, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the 2021 Seal Coat Project with Sierra Santa Fe Corporation. Councilor Walruff seconded the motion. There was no further discussion. Roll call: Mike Moran, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; Bernie Grossman, yes; Ruth Jenks, yes; and David Lacombe, absent. The motion passed unanimously by those present.

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7.3 Discussion regarding the Community Development Commission.

Mayor Jenks briefly introduced this item for discussion and determination of how to move forward. Aaron Prunty, City Administrator, reported that somewhat due to the pandemic, the City had thought more about what was essential and how to work efficiently. In doing so, the Community Development Commission became part of staff's discussions about whether there might be another commission that could serve the roles more efficiently. Another consideration was the number of members on the Commission. Moreover, Mr. Prunty offered to assist with any questions to help the Council make its decision about the Commission.

Mayor Jenks acknowledged receipt of a letter from the Commission's Chair, Douglas Detling. Commissioners Wyn Lewis and Aaron Schultz were present and called upon during the meeting to speak about the Commission. Commissioner Lewis shared her opinion that the Commission is not efficient, the membership is too large, and the Commission meets more often than necessary. Commissioner Lewis also discussed other municipalities with similar commissions acting to advise and assist. Quarterly meetings or more frequent subcommittee meetings were recommended by Commissioner Lewis to address specific items. Commissioner Lewis provided action item examples such as a survey about pickleball. Commissioner Lewis also recommended less focus on economic development as it is the primary focus of the Chamber of Commerce.

Commissioner Schultz suggested the Commission would serve the City better if it focused on making the City a better place to be. Further, he did not think the Commission would attract businesses but if people are happy the businesses will come. Commissioner Schultz agreed that nine commissioners is a lot of people.

Councilor Grossman also commented about the large membership. However, he thought subcommittees were a good idea and mentioned three projects: pickleball courts, a skate park, and dog park. He also thought the meeting frequency could be reduced to three or four times a year unless they were working on a special project that required more frequent meetings.

Discussion continued with Commissioner Sell pointing out that she had read commissions are temporary except for the Planning Commission. Councilor Sell supported keeping the Commission for task specific work. It was reported that the plan for Centennial Plaza was completed in three weeks. Overall, Council discussion favored a reduced commission size, quarterly or as needed meetings, with task specific work. Council President Stanek supported bringing back the Parks & Recreation Commission with a lesser number of members.

Mayor Jenks asked about next steps and discussion supported a public meeting with a few of the Commissioners, Council and staff.

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8. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Walruff reported on the upcoming Oregon Narcotic Enforcement Training Conference which provides training and education to investigators.

Council President Stanek reported on an upcoming video conference with leaders from Showa Japan about how to move forward with the 2022 Sister City Exchange. He also reported on a PenPal relationship between the 8th grade students in the exchange program and a video meeting in August.

Commissioner Grossman recommended reading Wayne's article in the Upper Rogue Independent.

Mayor Jenks reported on recent travels in Eastern Oregon. While away, she observed other cities and their flower baskets.

9. STAFF REPORTS

Mike Upston, Community Development Director, reported similar trends continued in development. Additionally, the Planning Commission is scheduled to meet in August to make a decision on a commercial project that will come forward to the Council in September. An application for expansion at the golf course is also anticipated. In closing, Mr. Upston expressed appreciation for the feedback regarding the Community Development Commission.

Melissa Owens, Finance Director, reported it is nice to be open to the public and have staff back at City Hall. Ms. Owens also reported receipt of a resignation from the Accounting Supervisor. Recruitment efforts for that position are in progress. With regard to the email system, staff is working on transitioning the system to Office 365 with a mid-August impact to city email accounts. A brief discussion followed regarding the employee resignation as well as remaining OSHA requirements related to COVID-19.

Robert Miller, Public Works Director, introduced Dean LeBret, Public Works Operations Supervisor. Mr. Miller also conveyed apologies from the Oregon Department of Transportation (ODOT) regarding the notice for the ADA Ramp Program. A postcard notification from ODOT will be mailed to residents to let everyone know of the closures on this project. Additional details about the Public Works Department are in the Friday Letter. Mayor Jenks commended the changes at Alta Vista and Shasta.

Police Chief May reported on the 4th of July with additional police staffing. Only eight complaints were made on the 4th of July. However, there was activity before and after the 4th. Also, 2019 was reported to be one of the busiest years for this holiday. Councilor Walruff reported receiving an email complaint regarding illegal fireworks. The fireworks show at the high school was also reported as one of the best shows.

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10. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:09 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Ruth Jenks, Mayor

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Submission No. 1 - Melissa Owens, Finance Director

Cindy Hecker 7-13-2021

7/13/2021
ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
44850	911 SUPPLY	UNIFORMS	\$ 16.00
44851	CHARTER COMMUNICATIONS	UTILITIES	\$ 119.98
44852	JOSH SUTFIN	BOOT ALLOWANCE	\$ 250.00
44853	LITHIA DODGE CHRYSLER JEEP	VEHICLE MAINT/REPAIR	\$ 49.49
44854	MEDFORD WATER COMMISSION	MASTER METER CONSUMPTION	\$ 72,040.30
44855	RJM EQUIPMENT SALES, INC	LEAK DETECTION EQUIPMENT	\$ 4,578.00
44856	TYLER TECHNOLOGIES	INSITE FEES-JUNE 2021	\$ 4,525.00
44857	VERIZON WIRELESS	UTILITIES-MDT	\$ 280.07
		SUBTOTAL	\$ 81,858.84
		Regular Bill list	\$ 330,876.60
		GRAND TOTAL	\$ 412,735.44