



City of Eagle Point

City Council

REGULAR MEETING MINUTES AUGUST 10, 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; Ryan Vanderhoof, City Attorney; Darin May, Police Chief; Robert Miller, Public Works Director; Melissa Owens, Finance Director; Mike Upston, Community Development Director; and Cindy Hughes, City Recorder.

Guests: Colleen Roberts, Jackson County Commissioner (arrived at approximately 6:13 p.m.); Suzi Collins, Planning Commissioner; Aaron Schulz, Community Development Commissioner; Millie Wewerka, Planning Commissioner; and a member of the press.

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 silence cell phones.

3. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

There were no audience questions or comments.

4. PRESENTATION

4.1 Recorded visit from Sister City Showa, Japan and Board of Education dignitaries.

Michael Stanek, City Council President, explained about the dignitaries from Shōwa, Japan, who created the video to greet everyone here. First up on the video was Jeffrey Moyse, an English teacher in Shōwa as well as a translator and friend. Mayor Moriyoshi Tsutsumi, Deputy Mayor Masayoshi Tsunoda, Council Chairman Sadamitsu Fujii, Education Superintendent Yoshiki Tsutsumi, and many other officials from Shōwa Village and their Board of Education extended greetings to the City Council. After the presentation, there was discussion about the openness of the

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COVID-19 pandemic and vaccine distribution. Councilor Sell spoke briefly about the recording being made at the school. She also explained about the picture of Dennis Quiring, a former Eagle Point Junior High Principal, and supporter of the exchange program before his passing.

5. CONSENT CALENDAR

5.1 Presentation of Regular Meeting Minutes of July 27, 2021.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Council President Stanek moved to approve the Consent Calendar. Councilor Sell seconded the motion. 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.

6. 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 \$51,278.73 and the Additional Bill List of \$41,262.17 (Submission No. 1) for a Grand Total of \$92,540.90. 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. NEW BUSINESS

7.1 Resolution No. 2021-38. A Resolution authorizing a Memorandum of Understanding between the State Library of Oregon and the City of Eagle Point.

Aaron Prunty, City Administrator, reported on staff's work with Maureen Battistella (Southern Oregon University) to preserve the history of Eagle Point. With her assistance, the City applied for a grant specific to the museum to respond to community needs. Mr. Prunty further explained that the grant funding is available through the Library Services and Technology Act (LSTA) American Rescue Plan Act (ARPA). The \$2,000 award is to be used for printed materials and a speaker series.

Mayor Jenks inquired about who would be doing the work. Mr. Prunty reported that Mrs. Battistella has assisted with a lot and may have input. It may also require the assistance of the Museum's temporary employees as well as Robert Miller, Public Works Director; Mike Upston, Community Development Director; and himself. He further noted that the application was for a significantly higher amount to create an outdoor gathering place. However, staff appreciates the award and looks forward to working with the State. Mayor Jenks discussed the PBS show **Finding Your Roots**, with a program focused on the Mathews Family of Eagle Point.

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There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-38. Councilor Grossman made a motion to approve Resolution No. 2021-38, a Resolution authorizing a Memorandum of Understanding between the State Library of Oregon and the City of Eagle Point. Council President Stanek 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. 2021-39. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract for the 2021 Polymer Modified MasterSeal Seal Coat with Sierra Santa Fe Corporation.

Robert Miller, Public Works Director, reviewed the related agenda statement and explained about seal coating residential streets as part of the Pavement Management Program. Mr. Miller went on to discuss the different products approved for application: tire rubber modified surface sealer (TRMSS), GSB-88 asphalt rejuvenator, and Polymer Modified MasterSeal (PMM). All have a cure time to allow for roads to be reopened by 6 p.m. and have a minimum 5 year life. The PMM application life is quoted beyond 5 years and is a new product to the City. Two bids were received by the July 28th deadline by: Sierra Santa Fe Corporation in the amount of \$33,485, and M. C. Carlton Contracting, Inc. in the amount of \$48,560.

Further, Mr. Miller explained the funds for the project are available as the chip sealing of Alta Vista was delayed due to the County's schedule. That project has been rescheduled for next year. Last, Mr. Miller recommended awarding the contract to the Sierra Santa Fe Corporation in the amount of \$33,485.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-38. Councilor Sell made a motion to approve Resolution No. 2021-38, a Resolution authorizing a Memorandum of Understanding between the State Library of Oregon and the City of Eagle Point. Councilor Walruff seconded the motion. There was no discussion following the motion. Roll call: Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; Bernie Grossman, yes; Mike Moran, yes; Ruth Jenks, yes; and David Lacombe, absent. The motion passed unanimously by those present.

- 7.3 Emergency Management update – Aaron Prunty, City Administrator.

Aaron Prunty, City Administrator, reported that staff has actively discussed emergency management to identify ways to benefit the community. One idea is to update the website within the next several weeks with a tab for Emergency Preparedness and links to evacuation routes, evacuation checklists, partnering agencies, weather and other emergency type information. Additional information is anticipated in the next Friday Letter. There was no further discussion other than Councilor Sell expressing she was glad to see it happening.

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7.4 COVID-19 update – Aaron Prunty, City Administrator.

Aaron Prunty, City Administrator, provided a brief overview of COVID-19 statistics in Jackson County. Basically, the case levels have reached new highs and staffing is not adequate to sort through all of the new cases. Earlier in the day, 267 cases were reported for Jackson County. The week of 7/25/21, Jackson County experienced 623 new cases. The following week 8/1/21, 623 new cases were reported. Both weeks exceeded the previous highs of November 2020. In addition, hospital beds in Jackson and Josephine counties are reaching capacity. Out of 457 non-ICU beds in the region, only 47 were available. Of 53 ICU beds, 4 beds were available as of earlier in the day.

Mr. Prunty reported Eagle Point's COVID-19 precautions are similar with what most of the other cities are doing at this time. However, there could be changes with the Governor's upcoming press conference related to mask mandates and OSHA's regulations.

8. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Moran reported the Rogue Valley Council of Governments (RVCOG) Board cancelled the July meeting.

Council President Stanek reported on the 8th grade PenPal relationship with Shōwa, Japan. The students had held a video meeting wherein they enjoyed a very good conversation with one another. While the adult coordinators had plans about how to hold the meeting, the first conversation went on for an hour and twenty minutes. Regardless, Council President Stanek reported it was a fantastic exchange with a lot of smiles and laughter. A recording of the meeting is online at Facebook under the group name: Eagle Point, Oregon and Shōwa, Japan.

Councilor Sell reported attending a portion of the recent Southern Oregon Regional Economic Development, Inc. (SORED) meeting. Some of the meeting discussion included Enterprise Zones, Kathy Trautman's retirement, and an award of \$43M to Jackson County through the American Rescue Plan Act (ARPA). Councilor Sell noted there are restrictive guidelines for the use of those funds. One item being considered is a community/disaster relief building in Central Point at the Expo. There was also consideration to improve broadband in the unincorporated areas of Jackson County. Josephine County is also considering improvements to broadband. These improvements are being considered to assist businesses and students. Mayor Jenks added that Kids Unlimited had previously cited internet connectivity as a challenge in student success.

Mayor Jenks reported attending the Golf Course get together with the new owners, and was joined by Councilors Sell and Grossman. A good portion of the meeting was to show and offer reassurance of their commitment to being part of the community. Bunkers, restrooms, and the restaurant were discussed as well as additional chalets. Mayor Jenks confirmed that the new owners now own a portion of land on Alta Vista. Councilor Grossman added that the Alta Vista property could be used for townhomes or a hotel. Fees were brought up at the Golf Course meeting but the amounts were not available.

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9. STAFF REPORTS

Mike Upston, Community Development Director, reported the new Golf Course owners did a good job with their meeting and had purchased all of the assets. They also submitted a lodging expansion application that will move forward to the Planning Commission. As far as the Alta Vista site is concerned, they are looking at options but Mr. Upston could not publicly discuss. With regard to the Planning Commission, the agenda packet went out earlier in the day with the commercial development application at Highway 62 and Crystal included. Further, written testimony had been received and testimony may also be made during the Planning Commission Public Hearing and at the City Council Public Hearing on October 14th. On a separate note, Mr. Upston reported American Rescue Plan Act (ARPA) funds may be available for downtown development or improvements. He will notify the Council if an award is available. Last, Mr. Upston reported plans to attend the Rogue Valley Metropolitan Planning Organization (RVMPO) Technical Advisory Committee (TAC) meeting on the following day. Part of that meeting will address ways for cities to improve cost estimates for projects.

Melissa Owens, Finance Director, reported the Finance Department completed the American Rescue Plan Act (ARPA) funds paperwork for direct allocation and expects the funds within the next week or two. Other items in the works include audit preparation, compliance with COVID-19 rule changes, and staff responding to OSHA's new workplace regulations related to heat and wildfire smoke. Mayor Jenks inquired about Public Works and the Police Department. Staff is working on guidelines and appropriate mask wearing with alternative indoor training if necessary due to the air quality. Ms. Owens noted the Air Quality Index had never exceeded 500 in Eagle Point. However, the regulations are quite extensive.

Robert Miller, Public Works Director, reported currently tracking 17 improvement projects will try to include them in the Friday Letter. In regard to water engineering services, Mr. Miller reported meeting with Oregon Department of Transportation (ODOT) representatives about the Royal Avenue grant. Mr. Miller concluded with a report on water breaks included in the Friday Letter.

Police Chief May reported staff training at the State Academy was back on track. Mayor Jenks inquired about the recent police activity at South Shasta. Police Chief May responded there had been a Jackson County Sheriff's Office search warrant served with the Eagle Point Police Department and other units assisting.

10. INFORMATION

10.1 City of Eagle Point Museum Post Card with [Hyperlink](#).

Cindy Hughes, City Recorder, reported on the post card being part of the work with Maureen Battistella (Southern Oregon University) to preserve the history of Eagle Point. The hyperlink listed on the card directs users to the City's website with digitized historical documentation.

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11. 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

Cindy Hughes 8-10-21

8/10/2021
ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
44957	ASANTE PHYSICIAN PARTNERS	DOT PHYSICALS	\$ 199.00
44958	CANTEL OF MEDFORD, INC	SIGNS/SAFETY EQUIPMENT	\$ 279.75
44959	CHARTER COMMUNICATIONS	UTILITIES	\$ 119.98
44960	HUNTER COMMUNICATIONS	UTILITIES	\$ 2,362.72
44961	NEILSON RESEARCH CORP	WATER SAMPLES	\$ 350.00
44962	SUPERIOR STAMP AND SIGN	SUPPLIES	\$ 26.75
44963	THE BUILDING DEPARTMENT, LLC	BUILDING OFFICIALS	\$ 36,676.32
44964	BAKER UTILITY SERVICE, LLC	PALIMA WATERLINE EXT	\$ 1,175.00

ADDITIONAL REFUND

44956	K & E EXCAVATING, INC	UTILITY REFUND	\$ 72.65
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SUBTOTAL	\$ <u>41,262.17</u>
Regular Bill list	\$ 51,278.73
GRAND TOTAL	\$ <u><u>92,540.90</u></u>