



# City of Eagle Point

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## City Council

### REGULAR MEETING MINUTES OCTOBER 12, 2021

#### 1. CALL TO ORDER -- 6:00 P.M.

Mayor Jenks called the meeting to order at 6:06 p.m. via Zoom.

Council Members Present: Ruth Jenks, Bernie Grossman, David Lacombe (lost internet connectivity around 7:30 p.m.), Mike Moran, Kathy Sell, Michael Stanek (left the meeting at 6:20 p.m.), 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; Wyn Lewis, Community Development Commissioner; Douglas Detling, Community Development Commissioner; and a member of the press.

#### 2. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

There were no audience questions or comments.

#### 3. CONSENT CALENDAR

##### 3.1 Presentation of Regular Meeting Minutes of September 28, 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: Kathy Sell, yes; Michael Stanek, yes; Mike Moran, yes; Kevin Walruff, yes; Bernie Grossman, yes; David Lacombe, yes; and Ruth Jenks, yes. The motion passed unanimously.

#### 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. Mayor Jenks inquired about the payment to Axon Enterprise related to tasers and cameras. Melissa Owens, Finance Director, explained the city bought tasers and body-worn cameras in 2018-2019 as a budgeted item over a three-year payment plan. It also includes

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annual maintenance and storage of video for the body worn cameras. The policy numbers for these items refer to the budget policy number. There was also clarification regarding the additional bill list provided with the Mayor's Script, not the list included in the agenda packet. There being no further questions or discussion, Councilor Walruff motioned to approve the Bills to be Paid in the amount of \$110,404.54 and the Additional Bill List of \$4,150.55 (Submission No. 1) for a Grand Total of \$114,555.09. Councilor Sell seconded the motion. There was no discussion following the motion. Roll call: Michael Stanek, yes; Mike Moran, yes; Kevin Walruff, yes; Bernie Grossman, yes; David Lacombe, yes; Kathy Sell, yes; and Ruth Jenks, yes. The motion passed unanimously.

### 5. NEW BUSINESS

#### 5.1 Discussion regarding the Community Development Commission.

Mayor Jenks led the discussion regarding the Community Development Commission and reported on the recent Ad Hoc Committee meeting. At that meeting, there was discussion regarding the makeup of the committee, and discussion as to available staff time to work with a committee. Mayor Jenks reported there was discussion as to whether volunteers could be productive, or if the work would fall on the part of staff. Aaron Prunty, City Administrator, agreed with the mayor's summary. He also noted their suggestion for the Council to discuss or define a committee that would be of benefit to the Council. Councilor Sell stated she heard staff did not have time to organize a meeting without an absolute goal to be carried out. Councilor Grossman commented that staff should not dictate to the Council about how to proceed with the goals and how much time should be put in. Rather, he thought the Council needs to establish the makeup of the group and then set goals. Wyn Lewis, Community Development Commissioner, was invited to provide input about the Ad Hoc Committee meeting. Ms. Lewis thought the councilors had explained it well and she is interested in where this goes from here.

At approximately 6:20 p.m., Council President Stanek apologized and excused himself from the meeting. Mayor Jenks continued discussion about wordsmithing language for a commission with the City Administrator. Review with the League of Oregon Cities and consistency with public meeting laws was further noted. Mayor Jenks also stated the need for follow up regarding priorities for staff and how that is communicated. She further noted her surprise to learn about the staff's workload and suggested a follow up meeting to clarify priorities or to have a related discussion.

However, the Council went on to discuss the number of commission members ranging from five to seven, with five being the consensus, and quarterly or as-needed meetings. Councilors Lacombe and Sell spoke in favor of a cross-section of Eagle Point residents, which was also discussed during the Ad Hoc Committee meeting. Councilor Grossman added that non-residents should not be on the commission. Further, Mayor Jenks suggested drawing upon School District resources as needed without a reserved seat. She also questioned whether it is practical or timely to draft a new charter for this group. Similarly, Councilor Sell questioned staff's workload and whether a project is ready for the group.

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Aaron Prunty, City Administrator, requested additional direction. Discussion continued wherein Mayor Jenks suggested to start with a draft, looking at the Parks and Recreation Commission as a skeleton and then updating. There was also discussion about the name. Councilor Grossman supported the name of Community Development Commission. Councilor Walruff suggested a new name, Eagle Point Neighborhood Engagement Coalition, and Councilor Sell spoke in support of the city's brand and suggested something like Neighborhood Enhancement to support the brand. Mayor Jenks then suggested selecting a name, preparing a first draft to present to the ad hoc committee to vet before forwarding to the Council. Later, Mayor Jenks stated we would get a draft out beginning with Douglas' (Douglas Detling) proposal, vet with the committee, and bring back to the Council as a recommendation.

Last, Mayor Jenks reported she will meet with the City Administrator and suspected there would be a special meeting to review and discuss the current workload plan and Council Goals as they are understood. From the public's view, she discussed COVID and the nearly two years length of time to move forward with pickleball, skateboard, and a dog park. Further, Mayor Jenks discussed the public's perception of staff working on projects to assist new residents while not addressing the needs of the existing community. In brief, she felt the city needs to do better and not be in this position.

### 5.2 Discussion regarding the intersection at Barton Road and Highway 62.

Robert Miller, Public Works Director, noted this discussion had come up several times. Most recently, Mr. Miller reached out to the Oregon Department of Transportation (ODOT) about a left-turn pocket at the intersection of Barton Road and Highway 62. Preliminary discussions with ODOT indicate the need for an intersection control evaluation to determine the next steps. However, all comments have not been received from ODOT. Other options include constructing a minimum road on the future Sienna Hills Drive alignment from Barton Road to Rolling Hills. The costs would be the responsibility of the city.

Discussion followed about the length of time to conduct an intersection control evaluation. Mr. Miller explained a timeframe was not known as ODOT could request the city to perform the evaluation. Although it may be prohibited, there could be an option to connect to Rolling Hills Drive, but that option has not been explored. Discussion continued with Councilor Walruff's request for a 90-day report back, and Mr. Miller offered to tickle the item every 30-days. Mayor Jenks then inquired about federal funding options and partnering with ODOT. Mr. Miller noted the project is outside of the Urban Growth Boundary (UGB) and funds may not be available outside of the UGB. Last, Councilor Sell requested staff to express to ODOT that the city would like this to be on their priority list.

### 5.3 Discussion regarding potential updates to the Eagle Point Municipal Code to revise RV/Trailer Parking.

Councilor Moran explained his observations about street parking as a city-wide problem that is difficult to enforce because of the broadness of the Code. Currently, the

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Code allows for parking on city streets up to 72 hours. The City of Medford allows 24 hours and Central Point allows 72 hours. Short term out of town visitors may park up to two weeks but the Code does not exclude anyone from camping out in Eagle Point. Initially, Councilor Moran sought the views of the Council and desired to tighten up the language to remove the references about the two-week period in Sections A and C. Later in the discussion, Councilor Moran suggested that only Section A be revised and brought back for additional discussion.

Discussion also addressed pop-out campers restricting sidewalks, a future RV park, and emergency situations for persons requiring medical care. Mike Upston, Community Development Director, explained that under Zoning – Title 17, there is a medical hardship provision allowing a person to have someone on their property to provide medical care for up to a 90-day period. Mr. Upston reported that over the last 10 years, there may have been three to four inquiries for this type of administrative conditional use permit, all subject to proof of a medical hardship. Council discussion varied from support to concern about restricting visitor parking. Chief May reported on Walmart taking actions to eliminate overnight parking. Within the city, Chief May reported 75 parking violations with 18 RV related. Seven were parked on private property but were not in violation of any Ordinance. He added that there is good compliance for the most part, and the 72-hour period is typically used during the fair or hunting season when people are loading or unloading. In wrapping up the discussion, Mayor Jenks believed there was a consensus for staff to bring back a draft for discussion. There was no objection stated.

- 5.4 Resolution No. 2021-42. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with MC Carlton Contracting for the 2021 Paving Project.

Robert Miller, Public Works Director, reported this item as the last pavement project for the year. Next, Mr. Miller followed with a review of the related agenda statement. Paving will be completed on Eagle View Drive between Kingfisher Court and Osprey Drive, and the Loto Street Alley from Royal Avenue to Platt Avenue. This section of Eagle View Drive was previously planned for the 2020 Pavement Management Program but was postponed until 2021 to stay within budget. Bids were received from MC Carlton Contracting (\$85,849) and CPI Acquisitions LLC (\$111,150). Mr. Miller recommended awarding the contract to MC Carlton Contracting.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-42. Councilor Walruff made a motion to approve Resolution No. 2021-42, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with MC Carlton Contracting for the 2021 Paving Project, not to exceed \$85,849. Councilor Sell seconded the motion and asked Mr. Miller if they are a local company. Mr. Miller confirmed they are a local company, out of White City, and they had previously done a great job for the city. Mayor Jenks then explained about no discussion being allowed once voting begins. There was no other discussion following the motion. Roll call: Kevin Walruff, yes; Bernie Grossman, yes; David Lacombe, yes; Kathy Sell, yes; Mike Moran, yes; Ruth Jenks, yes; and Michael Stanek, absent. The motion passed unanimously by those present.

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- 5.5 Resolution No. 2021-43. A Resolution authorizing a Subgrant Agreement between Southern Oregon Regional Economic Development, Inc. (SORED) and the City of Eagle Point.

Aaron Prunty, City Administrator, reported on available funding from Southern Oregon Regional Economic Development Inc. (SORED) under a CARES Act Supplemental Planner Grant. SORED is making those funds available to member-cities, including the City of Eagle Point in the amount of \$7,800, through a Sub-Grant Agreement.

Mr. Prunty clarified the funds could be used in a different manner but could assist in the purchase of an outdoor picnic table, bench, and a trash receptacle to be located outside of the museum. A grant application including these items had previously been submitted to another agency but it was not fully funded. Councilor Sell thought the items were expensive. Staff reported there are less expensive alternatives; however, the proposed items match the equipment in the downtown area and there are drawbacks to other equipment.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-43. Councilor Walruff made a motion to approve Resolution No. 2021-43, a Resolution authorizing a Subgrant Agreement between Southern Oregon Regional Economic Development, Inc. (SORED) and the City of Eagle Point. Councilor Moran seconded the motion. There was no discussion following the motion. Roll call: Bernie Grossman, yes; David Lacombe, yes; Mike Moran, yes; Kevin Walruff, yes; Ruth Jenks, yes; Kathy Sell, no; and Michael Stanek, absent. The motion passed with five yes votes, and one no vote.

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

Councilor Grossman looks forward to the next ad hoc meeting to try to finalize points regarding the Community Development Commission.

Councilor Sell reported attending a Southern Oregon Regional Economic Development, Inc. (SORED) meeting although there were connectivity issues. Gary Leaming with the Oregon Department of Transportation discussed projects. One point from Mr. Leaming's presentation is that the pass on I-5, below Ashland, is the highest pass between Mexico and Canada. In addition, \$45M is going toward armoring bridges in case of seismic events in the southern Oregon area. Additionally, the Foothills mega corridor, Hillcrest to Highway 140 at the roundabout is on schedule. Comments about the new roundabout, included citizen concern about noise with vehicles slowing to approach the roundabout, and the addition of signage to let people know how fast to approach and go through the roundabout. A couple of fender benders had occurred as well as a trash truck turning over. Mayor Jenks initiated discussion about other agencies meeting the strict timelines on funding; however, no substantive information was available.

Councilor Lacombe made several attempts at internet connectivity to provide a report but lost connectivity around 7:30 p.m.

Mayor Jenks reported that the Butte Creek Mill Foundation had contacted the city for a letter of support. An update from the Foundation has been requested and is anticipated soon. Councilor Sell added that she had stopped by the Mill and Mr. O'Neil welcomed the Council members to tour the facility at any time they are there. Next, due to Councilor

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Lacombe's internet connectivity loss, Mayor Jenks advised that a meeting request for the City Administrator's performance review would be forthcoming. Further, Mayor Jenks discussed the League of Oregon Cities regarding training or a workshop to go over conflicts of interest, ethics, public meetings, and review of the Council Rules including the section about volunteers.

## 7. STAFF REPORTS

Mike Upston, Community Development Director, reported on a lot of construction and building administration work as well as contracted building inspection services. There has also been a lot of work on review of proposed planning projects, preparation for public hearings, plan review, and related work with multi-agencies. Mayor Jenks initiated a brief discussion about the timing of upcoming public hearings near the holidays.

Melissa Owens, Finance Director, provided an update on the audit process, cognitive annual financial report, and 10-year projections. COVID continues to take time, with more cases and exposures. Additionally, property tax statements are being mailed so the city will be able to see how much it will receive compared to the budgeted amount and amount collected. Ms. Owens noted it is a busy time with staff changing out servers in addition to the other items.

Robert Miller, Public Works Director, reported that most of Public Works' news is in the Friday Letter. Outside of that, tank maintenance is coming up next week and is due every five years. Mr. Miller also reported making a presentation on behalf of Eagle Point at the recent Oregon Chapter of American Public Works Association. The presentation was about resilience in times of personal challenges. Additionally, Mr. Miller reported on preliminary discussions with the school district regarding the possibilities of a skate park. Mayor Jenks followed with discussion about the Council's priorities.

Darin May, Police Chief, announced Officer Hangaard's graduation from the State Police Academy.

Aaron Prunty, City Administrator, reported on a new information tab on the city's website about emergency preparedness.

## 8. INFORMATION

There were no information items.


## 9. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:48 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Ruth Jenks, Mayor

*Cindy Hughes 10/12/21*

10/12/2021

**ADDITIONAL BILLS**

<u>CHECK #</u>	<u>VENDOR</u>
45168	BUDGE-MCHUGH SUPPLY CO
45169	CHARTER COMMUNICATIONS
45170	DEAN LEBRET
45171	HAYS OIL COMPANY
45172	JAHNKE HEATING & AIR CONDITION
45173	JOHNNY CAT, INC
45174	TEKMANAGEMENT, INC
45175	CAUGHKAN, SHIRLEY

<u>DESCRIPTION</u>	<u>AMOUNT</u>
HYDRANT MAINTENANCE	\$ 698.90
UTILITIES	\$ 121.77
PER DIEM-TRAINING IN REDMOND	\$ 82.50
FUEL	\$ 10.80
CITY CALL THERMOSTATS MAINTENANCE	\$ 1,100.00
WATER SYSTEM SUPPLIES	\$ 1,084.08
EMAIL ENCRYPTION	\$ 115.50
UTILITY REFUND	\$ 937.00
<b>TOTAL=</b>	<b>\$ 4,150.55</b>

Regular Bill list \$ 110,404.54  
**GRAND TOTAL \$ 114,555.09**