



# City of Eagle Point

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## City Council

### REGULAR MEETING MINUTES OCTOBER 26, 2021

#### 1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called the meeting to order at 6:03 p.m. via Zoom.

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; Ryan Vanderhoof, City Attorney; Darin May, Police Chief; Melissa Owens, Finance Director; Mike Upston, Community Development Director; Dean LeBret, Public Works Operations Supervisor; Cindy Hughes, City Recorder; and Nichole Petty, Account Clerk.

Guests: Colleen Roberts, Jackson County Commissioner; Bob Pinnell, Chair, Eagle Point Upper Rogue Community Foundation; Jay O'Neil, Board Chair, Butte Creek Mill Foundation; Suzi Collins, Planning Commissioner; and a member of the press.

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

Bob Pinnell, Chair, Eagle Point Upper Rogue Community Foundation discussed putting up the flags for Veterans Day and the events scheduled. The celebration includes the walk to Centennial Plaza along Main Street, prayer, guest speakers, and flag hanging ceremony as well as lunch provided by Eagle Point Walmart. Military vehicles, the Old Guard Riders and a band will also be there for the mostly walking event. However, Mr. Pinnell reported submitting a special event permit and request for street closure. Councilor Sell reported she plans to attend the event.

There were no other audience questions or comments.

#### 3. PRESENTATION

##### 3.1 Special Presentation by Jay O'Neil, Board Chair, Butte Creek Mill Foundation.

Jay O'Neil, Board Chair, Butte Creek Mill Foundation, reported the Foundation is making good, steady progress, every day of every week. The milling room is complete, the packing room is near completion, indoor plumbing and bathrooms are functional, and the stones are operational. The Fire Marshall and City Code Inspector visited the Mill earlier in the day and noted additional signage is needed. The

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electrician and plumber are scheduled to come back the following week to finish the final connections. After that, it is hoped that the Mill can be certified by the Oregon Department of Agriculture to produce food by mid-November. Mr. O'Neil extended an open invitation to the Council, City Administrator, and others to visit the Mill. Next, Mr. O'Neil requested a letter of support from the Council to assist with their work in applying for grants. Mayor Jenks offered her congratulations. After a show of hands by the Council in favor of providing a letter of support, Mayor Jenks stated a letter of support would be brought forward for approval. Council President Stanek asked about the water rights for the Mill. Mr. O'Neil reported that to the best of their knowledge, the water rights are figured out and taken care of. He noted Trout Unlimited is in the process of securing funds to purchase the water rights from Bob Russell. Contingent upon Trout Unlimited securing the water rights, an agreement has been negotiated with Trout Unlimited to lease approximately 16 cfs (cubic feet per second) at the price of \$1 per year.

### 4. CONSENT CALENDAR

#### 4.1 Presentation of Regular Meeting Minutes of October 12, 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: David Lacombe, yes; Mike Moran, yes; Kevin Walruff, yes; Bernie Grossman, yes; Kathy Sell, yes; Michael Stanek, yes; and Ruth Jenks, yes. The motion passed unanimously.

### 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 or discussion, Councilor Walruff motioned to approve the Bills to be Paid in the amount of \$187,271.25 and the Additional Bill List of \$7,017.23 (Submission No. 1) for a Grand Total of \$194,388.48. Councilor Moran seconded the motion. There was no discussion following the motion. Roll call: Mike Moran, yes; Kevin Walruff, yes; Bernie Grossman, yes; Kathy Sell, yes; Michael Stanek, yes; David Lacombe, yes; and Ruth Jenks, yes. The motion passed unanimously.

### 6. NEW BUSINESS

#### 6.1 Discussion and review of proposed updates to the Eagle Point Municipal Code to revise RV/Trailer Parking.

Aaron Prunty, City Administrator, reported this is a continuation of the conversation from the last Council meeting and includes the proposed updates made at the request of the Council. Council discussion began with Mayor Jenk's inquiry as to the process and public hearing requirements. Councilor Moran recapped his concerns about parking on public streets, site hazards, road narrowing by RV parking, and the unintended consequences in larger cities. Mayor Jenks stated she was seeking Council input as to whether there is a consensus to move forward with changing the Municipal Code or not. Councilor Sell noted the Police Chief said this had not been a problem and she did not want to be one to overgovern. Councilors Lacombe, Grossman and Stanek reported

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different levels of parking issues. Chief May reported the numbers from the last meeting had been complaint driven and it is difficult to track unless a complaint is reported. Councilor Walruff did not have additional input as it had been stated. Mayor Jenks stated there was enough of a consensus to move the item forward to the next step although it was not unanimous. There was no objection. Mr. Prunty will present this at a future Council meeting.

### 6.2 Emergency Management Update – Aaron Prunty, City Administrator.

Aaron Prunty, City Administrator, reviewed the emergency preparedness information on the city's website [Emergency Preparedness | Eagle Point, OR - Official Website \(cityofeaglepoint.org\)](https://www.cityofeaglepoint.org). Emergency information is available about supply lists, Eagle Point's evacuation map, preparation of pets for disasters, communication plans, etc. and links to other agencies. Following the presentation, Councilor Walruff asked where the information came from. Mr. Prunty responded that most of the information and links are provided by the Oregon Office of Emergency Management, FEMA, or Homeland Security and the city is passing along that information. The city has shared this information in the Friday Letter and will continue to send out in various ways.

### 6.3 Resolution No. 2021-44. A Resolution authorizing the job description for the Public Works Director.

Aaron Prunty, City Administrator, reported on the recent vacancy of this position as it gives the city an opportunity to review the job description. The proposed draft was reviewed by multiple staff members to ensure it meets the needs of the city. One notable area addresses key communication between departments. After the presentation, Councilor Walruff noted that most of the revisions were housekeeping items but asked about the removal of the required City Engineer degree from the description. Mr. Prunty reported it was not in the original job description but addressed the former employee's qualifications. However, the removal of the City Engineer degree requirement to that of a preferred qualification broadens the job description and may result in a better recruitment by not limiting candidates. Discussion followed about the qualifications described in Item 3 as project management experience or knowledge. Mr. Prunty offered to edit and explained there are individuals with knowledge or experience, and there is a project management certification.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-44. Councilor Walruff made a motion to approve Resolution No. 2021-44, a Resolution authorizing the job description for the Public Works Director. Councilor Moran seconded the motion. There was no discussion following the motion. Roll call: Kevin Walruff, yes; Bernie Grossman, yes; Kathy Sell, yes; Michael Stanek, yes; David Lacombe, yes; Mike Moran, yes; and Ruth Jenks, yes. The motion passed unanimously.

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

Councilor Grossman reported he looks forward to the meeting on the commission to finalize the membership, and other meeting details.

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Councilor Lacombe reported on the Jackson County Fire District #3 board meeting wherein there was discussion about hiring, emergency evacuation plan, a wood chipper to reduce fuel, and their call response times being faster to wildfire than previous years.

Councilor Moran announced plans to attend the Rogue Valley Council of Governments meeting on the following day.

Mayor Jenks reported attending the Rogue Valley Metropolitan Planning Organization (RVMPO) Policy Board meeting earlier in the day. They approved a recommendation from the RVMPO Technical Advisory Committee to award funding for transportation related projects. Mayor Jenks also attended the League of Oregon Cities meeting via Zoom. Mayor Jenks reported on the lengthy roll call voting process as well as good breakout sections. Mayor Jenks reported very good changes to the by-laws. One of the changes allows smaller communities to participate more actively.

### 8. STAFF REPORTS

Mike Upston, Community Development Director, reported development activities are in the Friday Letter.

Melissa Owens, Finance Director, stated the finance report through September 30<sup>th</sup> is in the Council packet along with a breakdown of property taxes for the year. Much of staff's work is included in the report and Friday Letter. Ms. Owens spoke about vaccine requirements, but it is not required at the city. With regard to property taxes, Mayor Jenks commented that some taxes will be lower this year and that the city gets only a small portion. Ms. Owens added that they keep the property tax report at the front counter at this time of year to share with customers.

Dean LeBret, Public Works Operations Supervisor reported leaf pickup is November 8<sup>th</sup> through December 17<sup>th</sup>. Staff is also working to remove leaves from paths. Other high priority work includes the MS4 permit, TMDL annual report, and working towards more aggressive care of stormwater.

Darin May, Police Chief, reported on the Police Department's recent participation in the emergency preparedness event at the EXPO. Approximately 1,000 people attended although more were anticipated. Eagle Point gave away an adult and a child go bag for emergencies and explained to many about the purpose and contents. Other activities included qualifications at the firing range, and the School Resource Officer and Code Enforcement Officer reading to children at the elementary school.

### 9. INFORMATION

There were no information items.

Mayor Jenks recessed the meeting at 7:10 p.m.

### 10. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(f), To consider information or records that are exempt by law from public inspection.

Mayor Jenks called the Executive Session to order at 7:11 p.m. and closed at 7:46 p.m.

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11. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:46 p.m.

Respectfully submitted,

  
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Cindy Hughes, City Recorder

ATTEST:

  
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Ruth Jenks, Mayor

*Cidy Hays 10-26-21*

10/26/2021

**ADDITIONAL BILLS**

<u>CHECK #</u>	<u>VENDOR</u>
45212	AVISTA 1178540000
45213	DAY WIRELESS SYSTEMS
45214	DOOLEY ENTERPRISES, INC
45215	EWING IRRIGATION
45216	JESSICA ANSELM
45217	LEAGUE OF OREGON CITIES
45218	LITHIA DODGE CRYSLER JEEP
45219	MT SHASTA SPRING WATER
45220	PACIFIC OFFICE AUTOMATION
45221	PACIFIC PAVING, INC
45222	STAPLES

<u>DESCRIPTION</u>	<u>AMOUNT</u>
UTILITIES	\$ 239.71
SUPPLIES	\$ 447.00
TRAINING SUPPLIES	\$ 2,196.02
PARK MAINTENANCE	\$ 72.00
UNIFORM MAINTENANCE	\$ 10.00
TRAINING	\$ 35.00
VEHICLE MAINTENANCE	\$ 958.20
DRINKING WATER	\$ 83.20
COPIER MAINTENANCE	\$ 147.64
ASPHALT PATCHING	\$ 2,422.50
SUPPLIES	\$ 405.96
<b>TOTAL=</b>	<b>\$ 7,017.23</b>

Regular Bill list	\$ 187,371.25
<b>GRAND TOTAL</b>	<b>\$ 194,388.48</b>