



City of Eagle Point

City Council

REGULAR MEETING MINUTES DECEMBER 14, 2021

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called the meeting to order at 6:00 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; Jay O’Neil, Board Chair, Butte Creek Mill Foundation; Dennis Godfrey, Planning Commissioner; Wyn Lewis, former Community Development Commissioner; Aaron Schulz, former Community Development Commissioner; and members of the public and 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 November 23, 2021.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Councilor Sell moved to approve the Consent Calendar. Councilor Grossman 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, 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. There being no questions or discussion, Councilor Walruff motioned to approve the Bills to be Paid in the amount of \$65,356.95 and the Additional Bill List of \$3,074.98 (Submission No. 1) for a Grand Total of \$68,431.93. Councilor Moran seconded the motion.

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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, yes. The motion passed unanimously.

5. NEW BUSINESS

5.1 Discussion – Parks and Recreation Master Plan

Aaron Prunty, City Administrator, expressed his surprise to learn that there had not been an update on the Parks and Recreation Master Plan since 2014, and further noted it had been on the Council's Goal List for quite some time. Mr. Prunty also reported on this as an item on his current goals as well. As such, staff recently received a revised proposal that had been submitted to the city approximately two years ago but not acted on. Mr. Prunty clarified that the revised proposal had been accepted and a new master plan is anticipated by the end of the first quarter, 2022, with work beginning in January. Further, Mr. Prunty expects to present a draft in March or April. Mayor Jenks requested that he keep the council updated. Mr. Prunty responded there will be a February update to the Council.

5.2 Discussion – Water Rights Strategy.

Aaron Prunty, City Administrator, noted there had been updates in the Friday Letter but wanted to ensure the council had more information about the water rights strategy. A number of cities in the region created a partnership group to have more leverage with the Medford Water Commission. The water rights strategy involves the cities working with the Medford Water Commission to develop an intergovernmental agreement for water rights. Mr. Prunty went on to explain the purpose of tonight's discussion was to inform the council of work moving forward on the intergovernmental agreement to be presented for approval by June or July of 2022. He further noted there was discussion with the council a couple of years ago about the water rights strategy, in development since 2019.

A brief discussion followed with Councilor Walruff's inquiry about the favorability and efficiency of Eagle Point's participation in the regional work. Mr. Prunty discussed how the partnership allows cities to work collaboratively and not have to scramble for individual water rights. Further, some of the cities have sufficient water rights to serve themselves or other cities with rights that range close to 70 years. Discussion followed about serving the regional needs, the Big Butte Springs, collectively holding regional water rights, and the Duff Water Treatment Plant (Duff WTP) treating a pooled amount instead of individual cities. Mayor Jenks and Mr. Prunty agreed the regional approach of pooling rights together today, as well as into the future, is economically efficient and beneficial to homeowners as well as to the regional municipalities.

5.3 Resolution No. 2021-49. A Resolution authorizing a Coronavirus State Fiscal Recovery Fund Grant Agreement through the State of Oregon, Department of Administrative Services, to establish the Eagle Point Downtown Revitalization Program.

Mike Upston, Community Development Director, reported on funding of \$2.5M coming into the region through the American Rescue Plan Act in response to the

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pandemic and its effects on economies. With the support of Representative Stark, Eagle Point applied for a portion of the funding and an award of \$500,000 is available through the proposed grant agreement. Mr. Upston explained there are few strings; however, the purpose of the grant is to establish the Eagle Point Downtown Revitalization Program. The grant period begins upon signing and remains in effect through June 30, 2024. A brief discussion followed with Mr. Upston explaining more about the grant being for downtown revitalization of the area shown in the Downtown Center Plan. The bulleted items on the related agenda statement provide additional details of specific uses. Council gave its support and Mayor Jenks recognized staff for moving forward so quickly with the grant application.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-49. Councilor Walruff made a motion to approve Resolution No. 2021-49, a Resolution authorizing a Coronavirus State Fiscal Recovery Fund Grant Agreement through the State of Oregon, Department of Administrative Services, to establish the Eagle Point Downtown Revitalization Program. 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, yes. The motion passed unanimously.

- 5.4 Resolution No. 2021-50. A Resolution cancelling the December 28, 2021 regular meeting of the Eagle Point City Council and authorizing staff to pay the bills through January 11, 2022 or until the next City Council meeting.

Aaron Prunty, City Administrator, explained this is a Resolution that most of the Council is familiar with as they traditionally cancel the last meeting in December with city business slowing and people being out of town.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-50. Councilor Sell made a motion to approve Resolution No. 2021-50, a Resolution cancelling the December 28, 2021 regular meeting of the Eagle Point City Council and authorizing staff to pay the bills through January 11, 2022 or until the next City Council meeting. Council President Stanek 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, yes. The motion passed unanimously.

- 5.5 Resolution No. 2021-51. A Resolution authorizing a Cost-of-Living Adjustment and Step Increase to the City Administrator's Salary

Mayor Jenks announced this item as another positive way to end the year. By contract, the city is required to complete an annual evaluation, which was presented to Mr. Prunty earlier in the day by Mayor Jenks and Councilor Walruff. Councilor Walruff reported on a good, open conversation with Mr. Prunty during the evaluation and anticipates a good year as well as the ones to come.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-51. Council President Stanek made a motion to approve

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Resolution No. 2021-51, a Resolution authorizing a Cost-of-Living Adjustment and Step Increase to the City Administrator's Salary. Councilor Moran 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, yes. The motion passed unanimously.

6. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Grossman spoke of looking forward to the new commission report.

Councilor Lacombe reported on the City Administrator review process. He enjoyed meeting with staff and working with Councilor Sell but thought with approximately 32 manhours involved, the Council should be challenged to create a less drawn-out approach.

Councilor Moran reported attending the tree lighting ceremony with his wife.

Councilor Sell enjoyed the tree lighting ceremony as well and extended Christmas wishes. She also hopes to move to in-person meetings soon.

Council President Stanek apologized for the recent technical difficulties but was pleased to report on the December 2nd meeting with Showa about the 2022 homestay program. Although next year's exchange has been cancelled, they discussed meeting quarterly to check in and work towards a closer relationship. Council President Stanek concluded with an invitation to Council and staff to join in on the quarterly meetings.

Councilor Walruff congratulated the City Administrator, Aaron Prunty, on a great year of service. He also spoke of the loss of Suzi Collins, and expressed condolences to her family, noting she was a leader, supporter, and will be missed.

Mayor Jenks reported attending the recent tree lighting ceremony and that it was heartwarming. Former mayors, Leon Sherman and Bob Russell, were also in attendance as well as friends from the Butte Creek Mill. Last, Mayor Jenks reported it was nice to end the year on a high note with an excellent performance evaluation, and that she was off to baking cookies with her granddaughter.

There were no other reports.

7. STAFF REPORTS

Mike Upston, Community Development Director, also spoke about the loss of Suzi Collins and her years of service on the Planning Commission. Regarding the Planning Commission, there are two public hearing scheduled in December. One is for the Eagle Point Golf Community Phases 11/15/17/18 and the other is the Barton Hills Townhomes project.

Melissa Owens, Finance Director, reported on most of her time being spent on up boarding employees and new recruitments. In addition, staff is gearing up to start the 2022/2023 budget process and working on 10-year projections. Ms. Owens also reported on an employee that left last month and came back. Councilor Sell expressed appreciation for the explanation of what happens with a change of personnel.

Dean LeBret, Public Works Operations Supervisor, stated he is glad to have Ted (Ted Pulliam) back, as he is well qualified and an asset. Further, all crew members are working towards obtaining a CDL, having passed permitting with the test coming next. Last, the

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Tree City USA application has been completed. This is the 30th year and they expect to plant about 30 trees as part of the celebration.

Darin May, Police Chief, reported conducting a city-wide safety inspection with Al Artman (Public Works). He also expressed appreciation for donations to the Shop with a Cop program. Through the generosity of donations to that program, 110 children will receive gift cards to Walmart. Police Officers plan to mingle with the families shopping with their children but could not shop with all of them. Chief May closed with holiday wishes.

Ryan Vanderhoof, City Attorney, extended holiday greetings.

Aaron Prunty, City Administrator, echoed the sentiments about Suzi Collins. In addition, he reported on a meeting with the YMCA and School District Superintendent about partnerships and the future.

Cindy Hughes, City Recorder, expressed appreciation to the Council for their service and expressed holiday greetings.

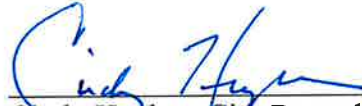
8. INFORMATION

There were no information items.

9. ADJOURN


There being no further business, Mayor Jenks closed the meeting at 6:57 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Ruth Jenks, Mayor

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Submission No. 1 - Melissa Owens, Finance Director

Cindy Hyslop 12-14-21

12/14/2021

ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
45381	CHARTER COMMUNICATIONS	UTILITIES	\$ 119.98
45382	HORNECKER COWLING LLP	CITY ATTORNEY	\$ 1,060.00
45379	EILEEN DIAZ	ASHPOLE REFUND	\$ 37.57
45380	MICHAEL KIELMAN	ASHPOLE REFUND	\$ 85.00
45383	PROGRESSIVE MICROTECHNOLOGY	MISC DUES	\$ 495.00
45384	TED PULLIAM	REIMBURSEMENT FOR DWS	\$ 335.00
45385	TEHAMA TIRE REPAIR	VEHICLE MAINT/REPAIR	\$ 16.95
45386	TEKMANAGEMENT, INC	TEKPROTECT EMAIL, WEBFILTERING, OFFICE 365	\$ 925.48

TOTAL= \$ 3,074.98

Regular Bill list \$ 65,356.95
GRAND TOTAL \$ 68,431.93