



City of Eagle Point

City Council

REGULAR MEETING MINUTES JANUARY 11, 2022

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called the meeting to order at 6:01 p.m. via Zoom.

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

Council Members Absent: Bernie Grossman.

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: Douglas Detling, 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 December 14, 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: David Lacombe, yes; Mike Moran, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; Ruth Jenks, yes; and Bernie Grossman, absent. The motion passed unanimously by those present.

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, Council President Stanek motioned to approve the Bills to be Paid in the amount of \$112,632.33 and the Additional Bill List of \$14,030.74 (Submission No. 1) for a Grand Total of \$126,663.07. Councilor Walruff



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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; Ruth Jenks, yes; and Bernie Grossman, absent. The motion passed unanimously by those present.

5. NEW BUSINESS

- 5.1 Resolution No. 2022-01. A Resolution authorizing the City Administrator to accept the donation of real property identified as tax assessor map 361W10BC, lots 1100 and 1200 from Reny Townsend into the City of Eagle Point real property inventory.

Mike Upston, Community Development Director, reported the Council had seen this item a couple of years ago. In summary, a developer, Reny Townsend, ended up with a small portion of private land along Alta Vista, including an easement. No future development is anticipated and the developer desires to clean up his business by making this donation. Mr. Upston reported there are no obvious negatives, and a local property owner is willing to pay the recording fees at the County. It was unknown as to whether there are tax benefits related to the donation.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2022-01. Councilor Walruff made a motion to approve Resolution No. 2022-01, a Resolution authorizing the City Administrator to accept the donation of real property identified as tax assessor map 361W10BC, lots 1100 and 1200 from Reny Townsend into the City of Eagle Point real property inventory. Councilor Sell seconded the motion. There was no discussion following the motion. Roll call: Mike Moran, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; David Lacombe, yes; Ruth Jenks, yes; and Bernie Grossman, absent. The motion passed unanimously by those present.

- 5.2 Resolution No. 2022-02. A Resolution authorizing the job descriptions for the Public Works Laborer, Public Works Technician and Public Works Specialist.

Melissa Owens, Finance Director, reported on the job descriptions for Public Works. The Resolution updates all 3 positions with safety language and other necessary revisions. Ms. Owens further reported that all Public Works staff work together and do a lot of the same tasks and are cross trained in most areas. The distinguished differences are the levels of certification, years of experience, and education. Ms. Owens noted wage scales cannot be adjusted without Union approval and the job descriptions were sent to the Union for review.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2022-02. Councilor Moran made a motion to approve Resolution No. 2022-02, a Resolution authorizing the job descriptions for the Public Works Laborer, Public Works Technician and Public Works Specialist. Councilor Walruff seconded the motion. There was no discussion following the motion. Roll call: Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; David Lacombe, yes; Mike Moran, yes; Ruth Jenks, yes; and Bernie Grossman, absent. The motion passed unanimously by those present.

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6. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Sell reported attending the Southern Oregon Regional Economic Development, Incorporated (SOREDI) meeting earlier in the day and provided a report. Some of the information from that meeting covered online business growth, employers facing difficulties filling positions, and funding coming into the region through various sources. Additionally, SOREDI is considering charging a fee for their assistance to cities on Enterprise Zones. SOREDI also reported receiving a good audit.

Council President Stanek responded to Mayor Jenk's question about whether a gift she received from Showa was personal or for everyone, and it was personal. Council President Stanek also reported the pen pal program is already in place.

Councilor Walruff reported on the recent Planning Commission meeting being a good meeting and well run.

Mayor Jenks reported on a recent visit with Charter School students, and attendance at the Rogue Valley Metropolitan Planning Organization Policy Committee meeting. She also expressed appreciation to Mike Upston, Community Development Director, noting the importance of a second person at the meetings. Mayor Jenks reported on road development at Foothills near Lone Pine, and Highway 140 going through to I-5. The Safe Routes to School grant program was discussed and whether the city could benefit. Mayor Jenks noted another meeting needs to be scheduled regarding a traffic analysis, and she desired to discuss in-person or live meetings, and holding another meeting with the Ad Hoc Committee for the Neighborhood Enhancement Commission.

There were no other reports.

7. STAFF REPORTS

Mike Upston, Community Development Director, discussed regional planning, and development within Eagle Point, as well as two public hearings scheduled for the next Council meeting. One public hearing is for the Barton Hills Townhomes and the other is on the Eagle Point Golf Community Phases 11/15/17/18. Regarding the Parks and Recreation Master Plan, Mr. Upston reported the consultant did not feel qualified with the information provided to do the work. However, there may be a more qualified consultant that could do the work. Mayor Jenks discussed the document and its purpose of being used as a reference for grant applications. Mayor Jenks further noted the subject is not on the agenda and discussed holding a special meeting in February.

Melissa Owens, Finance Director, reported on the U.S. Treasury's final rules on COVID relief funding. The overview is 44 pages instead of the 437 pages of final rules. The two significant areas that changed cover the cost for construction of water and sewer, including some stormwater inlets that could be added to Eagle Point's projects. Ms. Owens noted that the League of Oregon Cities had sent communications about the funding being easy for cities to spend. Ms. Owens reported it benefits agencies that had a large loss of money, but it does not benefit Eagle Point like that. Ms. Owens reported the COVID relief funding will be brought back for the Council to determine and make plans on how to use.

Aaron Prunty, City Administrator, reported that Ms. Owens and Mr. Upston had reported on most of the work in progress and offered to answer questions. Ms. Owens responded to a

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question about recruitment for the Public Works Director position and reported on a nationwide recruitment. A brief discussion followed about recruitment.

Cindy Hughes, City Recorder, reported on recruitment of vacancies on the new Neighborhood Enhancement Commission, and for the Budget Committee and Planning Commission.

8. INFORMATION

There were no information items.


9. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 6:51 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor

Cindy Hogan 1-11-22

1/11/2022

ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
45456	MANDY MADDOX	ASHPOLE REFUND	\$ 145.00
45457	ASANTE PHYSICIAN PARTNERS	PHYSICALS-PW	\$ 173.00
45458	KNIFE RIVER MATERIALS-176994	WATER SUPPLIES/FLOODING SUPPLIES	\$ 725.00
45459	NEILSON RESEARCH CORPORATION	WATER TESTING	\$ 350.00
45460	OFFICE DEPOT	SUPPLIES	\$ 204.04
45461	PACIFIC POWER-0012	UTILITIES	\$ 12,433.70

TOTAL= \$ 14,030.74

Regular Bill list \$ 112,632.33
GRAND TOTAL \$ 126,663.07