



City of Eagle Point

City Council

REGULAR MEETING MINUTES MARCH 22, 2022

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called the meeting to order at 6:00 p.m.

Council Members Present: Ruth Jenks, David Lacombe, Mike Moran, Robert Pinnell, 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; Wyn Lewis, Budget Committee Member and Neighborhood Enhancement Commission applicant; Myron Switzer, Neighborhood Enhancement Commission applicant; Millie Wewerka, Planning Commissioner; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Mayor Jenks led the Pledge of Allegiance and Councilor Lacombe offered the invocation.

3. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

At the request of Mayor Jenks, Melissa Owens, Finance Director, reported on Zoom access to the meeting, noting Jackson County Commissioner Colleen Roberts was attending via Zoom.

Colleen Roberts, Jackson County Commissioner, reported she was not aware the city was holding in-person meetings but could see and hear well via Zoom. She further reported the County had moved to in-person meetings as well.

Dan Gordner of Eagle Point stated he had previously submitted a letter to the Council regarding concerns with feral cats. Mr. Gordner clarified he was not lodging a complaint but said it is an issue he would like to have addressed. He further reported on the cat population around Crystal Drive. Mr. Gordner went on to discuss being a cat lover and owner as well as having studied local and state regulations, and ways to address feral cats. He further discussed licensing, spay and neuter programs, and owners taking responsibility for their cats. Additional discussion covered the SNIPS program, nuisance of cats using planting beds as a litter box, and possible deterrents.

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There were no other audience questions or comments.

4. CONSENT CALENDAR

4.1 Presentation of City Council Regular Meeting Minutes of March 8, 2022.

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: Michael Stanek, yes; Kevin Walruff, yes; David Lacombe, yes; Mike Moran, yes; Robert Pinnell, yes; Kathy Sell, 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. Councilor Sell inquired about the payment to General Pacific Inc. and the work completed. Melissa Owens, Finance Director, reported it paid for the replacement of water meters from radio read meters to cellular read, eliminating the need for staff to drive by to obtain the water usage amount for billing. Ms. Owens further clarified this payment replaced less than ¼ of the meters. Councilor Lacombe inquired as to whether it had anything to do with the Cartograph system and it did not. There being no further questions or discussion, Councilor Walruff motioned to approve the Bills to be Paid in the amount of \$164,175.14 and the Additional Bill List of \$25,108.15 (Submission No. 1) for a Grand Total of \$189,283.29. Councilor Sell seconded the motion. There was no discussion following the motion. Roll call: Kevin Walruff, yes; David Lacombe, yes; Mike Moran, yes; Robert Pinnell, yes; Kathy Sell, yes; Michael Stanek, yes; and Ruth Jenks, yes. The motion passed unanimously.

6. NEW BUSINESS

6.1 Resolution No. 2022-08. A Resolution proclaiming Arbor Day on April 11, 2022 and Arbor Week as April 10 – 16, 2022 in the City of Eagle Point, and authorizing the mayor to sign the Arbor Day Proclamation.

Dean LeBret, Public Works Operations Supervisor, provided an explanation about Eagle Point's 30th year celebration of being a Tree City. One of the requirements is for the city to make an Arbor Day declaration and this meets that requirement. Arbor Day will be celebrated at Lucas Park on April 11th at 10:30 a.m. Further, Mr. LeBret responded to Mayor Jenks' inquiry about the trees to be planted. Staff is working to obtain two 2" gauge trees, possibly red maples.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2022-08. Council President Stanek made a motion to approve Resolution No. 2022-08, a Resolution proclaiming Arbor Day on April 11, 2022 and Arbor Week as April 10 – 16, 2022 in the City of Eagle Point, and authorizing the mayor to sign the Arbor Day Proclamation. Councilor Sell seconded the motion. There was no further discussion following the motion. Roll call: David Lacombe, yes; Mike Moran, yes; Robert Pinnell, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; and Ruth Jenks, yes. The motion passed unanimously.

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- 6.2 Resolution No. 2022-09. A Resolution appointing City Council Liaisons for Calendar Year 2022.

Mayor Jenks announced the proposed appointment of Councilor Pinnell to the Neighborhood Enhancement Commission and Councilor Lacombe to the Jackson County Fire District with all other appointments remaining the same.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2022-09. Councilor Walruff made a motion to approve Resolution No. 2022-09, a Resolution appointing City Council Liaisons for Calendar Year 2022. Councilor Moran seconded the motion. There was no further discussion following the motion. Roll call: Mike Moran, yes; Robert Pinnell, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; David Lacombe, yes; and Ruth Jenks, yes. The motion passed unanimously.

- 6.3 Resolution No. 2022-10. A Resolution appointing Neighborhood Enhancement Commissioners.

Mayor Jenks acknowledged that applicants Lewis and Detling previously served on the Community Development Commission. Although there were eight eligible applicants, the following three were in attendance to share their backgrounds and interest in serving.

Jean Jaeger discussed her background in education, agriculture, and regional management in the clothing industry. Ms. Jaeger expressed support for promoting Eagle Point and a desire to be involved.

Jessica Welch expressed her desire to be a voice for youth and to make Eagle Point a great place for them. She is a stay-at-home mom and regularly around 200 children. Ms. Welch is a former pre-school teacher and has worked with at-risk youth in various capacities. She has been involved with youth ministries and currently directs a home school co-op and assists her husband in his capacity as a youth pastor. As far as youth needs, Ms. Welch supports safe spaces where youth can have positive influences around them with guidance and direction from older individuals. There was also discussion about skate parks.

Myron Switzer expressed interest in improving parks and public areas including the addition of a dog park. He also supported charging stations for electric vehicles. Mr. Switzer further reported volunteer work at the Department of Veterans Affairs (VA) Domiciliary and previous membership with the Friends of the Library.

Mayor Jenks noted Julianna Riley had withdrawn her application. A brief discussion followed wherein Councilor Moran expressed appreciation to the three applicants attending the meeting. Councilor Lacombe noted public support in the past for a skate park, pickleball, and a dog park.

There being no further discussion, Mayor Jenks offered a motion to approve Resolution No. 2022-10, a Resolution appointing Douglas Detling, Wyn Lewis, Jean Jaeger, Jessica Welch, and Myron Switzer as Neighborhood Enhancement Commissioners. Council President Stanek seconded the motion. There was no discussion following the motion. Roll call: Robert Pinnell, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; David Lacombe, yes; Mike Moran, yes; and Ruth Jenks, yes. The motion passed unanimously.

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- 6.4 Resolution No. 2022-11. A Resolution authorizing the purchase of computers for the Police Department.

Melissa Owens, Finance Director, reviewed the related agenda statement and explained the need to replace the outdated computer equipment in the Police Department. Council discussion followed with Ms. Owens' explanation about the \$9,963.14 quote covering the replacement of 11 of the 15 computers. The remaining computers will be replaced in the future to accommodate future departmental needs. Ms. Owens clarified the delay is not due to funding. There will be additional costs of approximately \$600 for technical services to bring the computers onto the network. A brief discussion followed about ARPA funding. Ms. Owens did not recommend ARPA funds for this purchase as there are larger purchases the city may want to consider.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2022-11. Councilor Walruff motioned to approve Resolution No. 2022-11, a Resolution authorizing the purchase of computers for the Police Department. Councilor Sell 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; Robert Pinnell, yes; and Ruth Jenks, yes. The motion passed unanimously.

7. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Moran announced the upcoming Rogue Valley Council of Government's meeting is scheduled via Zoom.

Council President Stanek reported on the Showa video exchange with students, and discussions about the 2023 Showa Homestay Program planned in April. In addition, he reminded the Council to complete a Statement of Economic Interest (SEI) with the Oregon Ethics Commission.

Mayor Jenks reported attending the Rogue Valley Metropolitan Planning Organization (RVMPO) Policy Committee meeting earlier in the day. Mike Upston, Community Development Director, explained about the discussion during the RVMPO meeting to combine the Rogue Valley with the Middle Valley. Mayor Jenks noted this was related to federal funding of regional transportation projects; however, it was not clear whether it was optional. Last, Mayor Jenks announced the memorial service for Suzi Collins at the Ashpole Community Center.

There were no other reports.

8. STAFF REPORTS

Mike Upston, Community Development Director, reported on residential and commercial development and deferred to the Friday Letter for additional details. Mr. Upston also discussed the Downtown Revitalization Program and consideration of additional streetlights in the downtown area. Mr. Upston clarified that the streetlights could include banner poles if that is the program everyone agrees on. He also mentioned the introduction of the Oregon Department of Land Conservation & Development's climate reduction goals.

Melissa Owens, Finance Director, noted the finance report through February 28th is in the agenda packet. There were no surprises to report at approximately 67% completion of the

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fiscal year. However, a total of 57 building permits, over 100% of the budgeted amount, had been issued. Regarding Human Resources, Ms. Owens announced a new Code Enforcement Officer was hired and new applications had been received for the Public Works Director position. Additionally, Senate Bill 569 necessitates a review of all job descriptions to determine whether driving is an essential function. Further, staff is focused on the budget and 10-year budget projections.

Dean LeBret, Public Works Operation Supervisor, reported working on the Public Works departmental budget, water leaks and breaks, and agreed to provide a tour of the greenhouse on Arbor Day. Mr. LeBret deferred to the Friday Letter for additional details.

Darin May, Police Chief, reported on various officers attending classes such as ballistic shield training, leadership training, and first aid training.

Aaron Prunty, City Administrator, reported discussions with RH2 Engineering regarding water system improvements, scoping, and contract documents. Mr. Prunty reported they are doing a good job for the city, and he anticipates documents within the next three to four weeks. In addition, Rogue Valley Sewer Services (RVSS) met with staff about stormwater management services, a service they provide to other cities and the county. RVSS will be scheduled to make a presentation to the City Council about providing this service to Eagle Point.

Cindy Hughes, City Recorder, announced upcoming meetings including the Goal Setting Session on April 4th at 6:00 p.m., and the Budget Committee meeting on June 6th and 7th, if needed, at 6:00 p.m.

9. INFORMATION

9.1 Eagle Point Senior Center – Thank you note.

Mayor Jenks acknowledged the thank you note from the Eagle Point Senior Center.

10. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:30 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:



Ruth Jenks, Mayor

Cindy Hyle 3-22-22

3/22/2022

ADDITIONAL BILLS

CHECK # VENDOR

DOUBLE D ELECTRIC
 MEDFORD WATER COMMISSION
 MOTION & FLOW CONTROL
 OFFICE DEPOT
 PACIFIC OFFICE AUTOMATION
 ROGUE SHRED
 TEKMANAGEMENT
 US CELLULAR

DESCRIPTION

GENERATOR MAINTENANCE
 UTILITIES
 SUPPLIES
 SUPPLIES
 COPIER MAINTENANCE
 UTILITIES
 TECH SUPPORT & SOFTWARE FEES
 UTILITIES
TOTAL=

AMOUNT

\$ 196.04
 \$ 23,244.80
 \$ 70.84
 \$ 50.75
 \$ 190.70
 \$ 39.15
 \$ 1,248.22
 \$ 67.65
 \$ 25,108.15

Regular Bill list \$ 164,175.14
GRAND TOTAL \$ 189,283.29