



City of Eagle Point

City Council

REGULAR MEETING MINUTES
APRIL 12, 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, Robert Pinnell, Kathy Sell, and Kevin Walruff (via Zoom).

Council Members Absent: Mike Moran, and Michael Stanek.

Staff Members Present: Aaron Prunty, City Administrator; Mark Bartholomew, City Attorney; Darin May, Police Chief; Melissa Owens, Finance Director; Dean LeBret, Public Works Operations Supervisor; Cindy Hughes, City Recorder; and Nichole Petty, Account Clerk.

Guests: Jennie Morgan, PhD, Stormwater Program Manager, Rogue Valley Sewer Services; Colleen Roberts, Jackson County Commissioner; Jay O’Neil, Chair, Butte Creek Mill Foundation; Jordan Taylor, Boy Scout Troop 48; 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

Charlie Boyer, a Jackson County resident and member of the Eagle Point Grange, described having less than favorable interactions with members of the Eagle Point Police Department related to the recent passing of a Grange member. The interactions included a welfare check on the decedent and involved a portion of the decedent’s personal property. Mayor Jenks requested City Administrator Prunty to contact Mr. Boyer as to who he should contact about the property of the decedent and to review the interactions he had with staff.

Susan Brown of Eagle Point discussed a neighbor’s lighting angled directly at her home and others as part of her request for consideration of a light ordinance. Mrs. Brown further discussed concerns about glare from the lights affecting traffic and provided copies of photos depicting the lighting and Medford’s Municipal Code regarding glare (Submission No. 1). Mayor Jenks received the consent of the Council to place this item on a future agenda for discussion.

There were no other audience questions or comments.

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4. PRESENTATIONS

4.1 Rogue Valley Sewer Services (RVSS) Stormwater Management Proposal.

Aaron Prunty, City Administrator, reported discussions with Rogue Valley Sewer Services (RVSS) about providing Stormwater Management to the city. Next, he introduced Jennie Morgan, PhD, Stormwater Program Manager with RVSS to present a proposal for these services.

Dr. Morgan presented information about the Municipal Separate Storm Sewer System (MS4) Coordination service they provide to Jackson County and the cities of Phoenix and Talent. The related PowerPoint presentation was included in the agenda packet. Dr. Morgan reviewed the Clean Water Act 1972, and amendments that address populations of 10,000 or more, or those adjacent to larger urban areas such as the City of Medford. The Oregon Phase II permit timeline was issued by the Department of Environmental Quality (DEQ) and included Eagle Point in 2019.

Six minimum control measures are required as part of the MS4 permitting: Public education, public involvement, illicit discharge detection and elimination, construction site stormwater runoff control, post-construction stormwater management, and pollution prevention in municipal operations. Eagle Point is currently permitted through the DEQ, however, Dr. Morgan reported it is cost prohibitive for municipalities to do independently. Also, their program is award winning, categorized as “Gold Level for Program Management” by the Water Environment Federation. Aaron Prunty, City Administrator, further reported the city is not adequately staffed to provide the services required by the MS4 permit.

Dr. Morgan reviewed the stormwater service fees including all labor, equipment, supplies and maintenance of stormwater facilities. The cost is \$1 per month per residential household. Additional fees cover plan review and inspection fees. Discussion followed about penalties for non-compliance as well as support for RVSS’s service. Mayor Jenks received a head nod from the Council to add this item to the next meeting agenda with a list of pros and cons.

5. CONSENT CALENDAR

5.1 Presentation of Regular Meeting Minutes of March 22, 2022.

5.2 Presentation of Special Study Session Minutes of April 4, 2022.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Councilor Sell moved to approve the Consent Calendar. Councilor Pinnell seconded the motion. There was no discussion following the motion. Roll call: Kevin Walruff, yes; David Lacombe, yes; Robert Pinnell, yes; Kathy Sell, yes; Ruth Jenks, yes; Michael Stanek, absent; and Mike Moran, absent. The motion passed unanimously by those present.

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6. 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 a business license refund. Melissa Owens, Finance Director, explained the license had not been approved as the business conflicts with the Southern Oregon Sanitation franchise agreement. There being no further questions or discussion, Councilor Lacombe motioned to approve the Bills to be Paid in the amount of \$173,471.64 and the Additional Bill List of \$25,643.63 (Submission No. 2) for a Grand Total of \$190,140.27. Councilor Sell seconded the motion. There was no discussion following the motion. Roll call: Kevin Walruff, yes; David Lacombe, yes; Robert Pinnell, yes; Kathy Sell, yes; Ruth Jenks, yes; Michael Stanek, absent; and Mike Moran, absent. The motion passed unanimously by those present.

7. NEW BUSINESS

7.1 Discussion regarding the icehouse owned by the Butte Creek Mill Foundation.

Aaron Prunty, City Administrator, explained the Butte Creek Mill Foundation (Foundation) submitted a letter to the city regarding the icehouse. The icehouse is in disrepair and the letter requested Council input as to whether it should be refurbished or taken down. Mr. Prunty reported the city building department previously determined it was a dangerous building. However, the city has not pursued that determination and the Foundation installed a fence around the icehouse.

The Foundation Chair, Jay O'Neil, reported the building is in a sad state of repair and a danger. It is not on the register of historical places but could be. Mr. O'Neil reported the Foundation had received an estimate of \$55,000 to take down the building and replicate it three years ago.

Council discussion followed about possible preservation of the icehouse, its historic aspect, educational use, funding sources for repair, and liability. Mr. Prunty would not advise the city to purchase the building unless there were immediate plans in place to relieve the city of liability. Discussion continued about the condition of the building. Mayor Jenks discussed the Foundation getting Mr. Kramer to do a walkthrough to make a positive decision about using staff time or funds. Councilor Pinnell reported taking pictures of the building some time ago when a wall had fallen. He also had discussions with historian, George Kramer, who is willing to come out and look at the building again.

Mr. O'Neil concluded with a brief update about upcoming events including milling, porch sales, construction on the Country Store, Vintage Fair on May 7th, Golf Tournament on May 20th, and 4th of July. Council members expressed appreciation to Mr. O'Neil for his work with the Foundation.

7.2 Resolution No. 2022-12. A Resolution declaring certain property as surplus and authorizing its disposition.

Darin May, Police Chief, reviewed the related agenda statement and explained the city has the authority to dispose of surplus property such as a decommissioned police vehicle. A 2010 Dodge Charger has been decommissioned for several years but would

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be useful to the City of Jacksonville for use as a police vehicle. A brief discussion followed wherein Melissa Owens, Finance Director, reported the city does not receive a tax write off for the donation as the city does not file a tax return. It was further noted that the vehicle is stored at Public Works and space is limited.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2022-12. Councilor Sell made a motion to approve Resolution No. 2022-12, a Resolution declaring certain property as surplus and authorizing its disposition. Councilor Pinnell seconded the motion. There was no further discussion following the motion. Roll call: David Lacombe, yes; Robert Pinnell, yes; Kathy Sell, yes; Kevin Walruff, yes; Ruth Jenks, yes; Michael Stanek, absent; and Mike Moran, absent. The motion passed unanimously by those present.

7.3 Update regarding Barton Road and Highway 62 Intersection.

Aaron Prunty, City Administrator, reported following up with a local traffic engineer, Kim Parducci, about the feasibility of changing the intersection at Barton Road and Highway 62 to allow a left turn from Barton. Mr. Prunty previously contacted the Oregon Department of Transportation, and they were open to this if the city bore the cost. However, Ms. Parducci identified possible conflicts with nearby driveways and recommended a safety analysis. A brief discussion followed about the proximity of the driveways and turn lane.

8. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Walruff reported he is still working on the contact information for emergency management training.

Councilor Lacombe announced plans to attend the Fire District 3 meeting next week. He also reported being contacted by several citizens about the Sheffield light concern.

Councilor Pinnell reported attending the Chamber of Commerce meeting as well as a Sister City meeting with focus on a visit in June 2023.

Councilor Sell reported attending the same meetings as Councilor Pinnell and is hopeful about the 2023 Showa visit.

Mayor Jenks reported attending the Chamber of Commerce meeting, Arbor Day celebration, and tour of Public Works' heated garage and greenhouse.

There were no other reports.

9. STAFF REPORTS

Melissa Owens, Finance Director, reported on budget work for the meeting in June. Regarding insurance renewal, Ms. Owens explained cyber coverage is more difficult than in years past but most of the system has been implemented for the city to receive coverage. Multi-factor authentication for email will be required for all email. Staff is also working to meet the new federal requirements of a unique identification number including a .gov domain with .gov email addresses. Measures are being taken so that email going to old

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email addresses will be forwarded to the new address. Councilor Lacombe inquired as to whether the city has an IT expert. Ms. Owens responded that she and Tec Management both provide services. However, she plans to request a quote from Tec Management for monthly monitoring as it is time consuming, and they have better tools.

Dean LeBret, Public Works Operation Supervisor, expressed appreciation for the opportunity to provide a tour of the Public Works' facilities.

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

10. INFORMATION

There were no information items.


11. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:43 p.m.

Respectfully submitted,

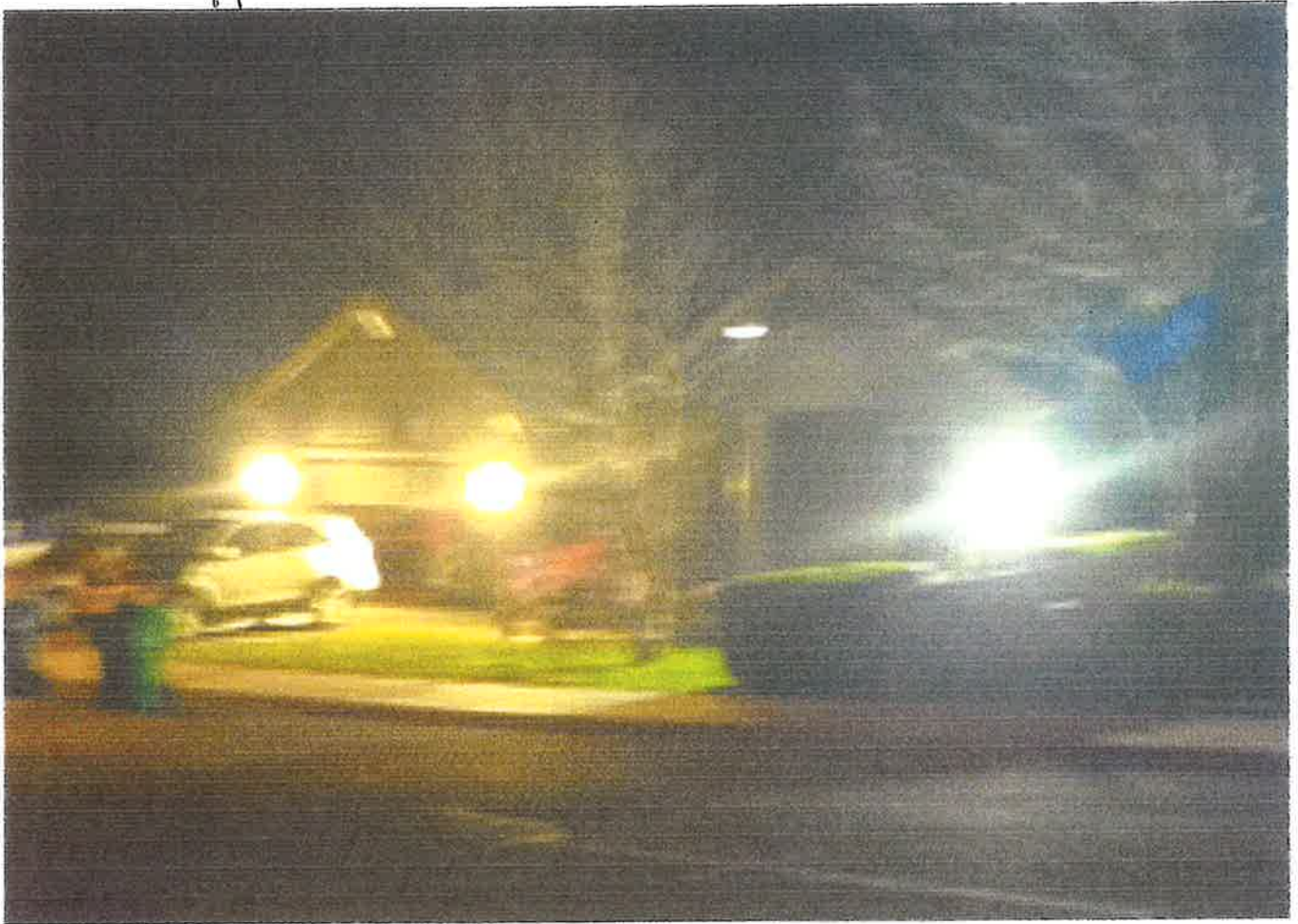

Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor

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Submission No. 1 - Susan Brown

674 Sheffield Drive







[Municipal Code](#) → [Chapter 10, Planning](#) → [Chapter 10 Art. V, Site Development Standards](#) →

← Noise Standards and Regulations

Hazards Standards and Regulations (10.763-10.764)



10.763 Particulate Matter (Windborne Dust).

The release of windborne dust across lot lines shall be considered a nuisance. Open storage piles, unpaved roads, open yards and the like shall be wetted, oiled, planted or covered to eliminate or minimize windborne dust.

Fugitive sources of windborne dust, such as from windows, ventilators, conveyors and the like shall be controlled by closure, collection, or other acceptable methods of good practice.

10.764 Glare.

In all districts, any operation or activity producing glare shall be so conducted that direct or indirect light from the source shall not have a maximum permitted illumination in excess of 0.5 footcandles on any property in a residential district, other than the lot on which the glare is generated. This section is not intended to apply to public street lighting.

(1) *Definitions.* **Candlepower:** The amount of light that will illuminate a surface one (1) foot distant from a light source to an intensity of one (1) footcandle. Maximum (peak) candlepower is the largest amount of candlepower emitted by any lamp, light source, or luminaire.

Footcandle: A unit of illumination produced on a surface, all points of which are one (1) foot from a uniform point source of one (1) candle.

Glare: The brightness of a light source which causes eye discomfort.

Maximum Permitted Illumination: The maximum illumination measured in footcandles at the interior buffer-yard line at ground level in accordance with the standards of Subsection 4 below.

Post Height: The distance measured from the grade at the base of the light post to the top of the light fixture.

(2) *Exemption for Specified Outdoor Recreational Uses.* Because of their unique requirements for nighttime visibility and their limited hours of operation, lighting for ball diamonds, playing fields, and tennis courts is exempted from the exterior lighting standards of Subsection (4) below. Exterior lighting for outdoor recreational uses must meet all other applicable requirements of this section and of this code.

(3) *Maximum Lighting Height for Specified Outdoor Recreational Uses.* Notwithstanding height limitations elsewhere in this code, exterior lighting for the outdoor recreational uses specified in (2) above shall be permitted a maximum post height of ninety (90) feet. When a Conditional Use Permit is required for the specified outdoor recreational uses, additional height limitations may be imposed to meet approval criteria.

(4) *Additional Regulations.* Notwithstanding any other provision of this section to the contrary:

(a) No flickering or flashing lights shall be permitted.

(b) Light sources or luminaires shall not be located within bufferyard areas except on pedestrian walkways.

(5) *Measurement.* When required, the measurement of lighting levels shall be conducted by the developer and certified by a licensed engineer that the measurements have been conducted as per the following:

(a) *Metering Equipment.* Lighting levels shall be measured in footcandles with a direct-reading, portable light meter. The meter shall have a color and cosine-corrected sensor with multiple scales and shall read within an accuracy of plus or minus five (5) percent. It shall have been tested, calibrated, and certified by an independent commercial photometric laboratory or the manufacturer within one (1) year of the date of its use.

(b) *Method of Measurement.* The meter sensor shall be mounted not more than six (6) inches above ground level in a horizontal position. Readings shall be taken by qualified personnel only after the cell has been exposed long enough to provide a constant reading. Measurements shall be made after dark with the light sources in question on, then with the same sources off. The difference between the two readings shall be compared to the maximum permitted illumination and property line at ground level. This procedure eliminates the effects of moonlight and other ambient light.

(6) *Exterior Lighting Plan.* At the time any exterior lighting is installed or substantially modified an exterior lighting plan shall be submitted in order to determine whether the requirements of this section have been met. The lighting plan shall identify:

(a) Location of light fixtures

(b) Type of luminaire

(c) Height of luminaire

(d) Maximum illumination

(e) Cut-off angle

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Submission No. 2 - Melissa Owens, Finance Director

Cindy Hyman 4-12-22

4/12/2022

ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
45779	ANGELICA ALONZO	ASHPOLE REFUND	\$ 40.78
45780	CERTIFIED FOLDER DISPLAY SERVICES	ECONOMIC DEVELOPMENT	\$ 2,299.07
45781	CHARTER COMMUNICATIONS	UTILITIES	\$ 119.98
45782	MEDFORD WATER COMMISSION	MASTER METER CONSUMPTION	\$ 23,058.80
45783	WELBURN ELECTRIC, INC	BUILDING MAINTENANCE	\$ 125.00
TOTAL=			\$ 25,643.63
45784	WE PICK IT, LLC	BUSINESS LICENSE REFUND	\$ 25.00
Regular Bill list			\$ 173,471.64
GRAND TOTAL			\$ 199,140.27