



# City of Eagle Point

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## City Council

REGULAR MEETING MINUTES  
OCTOBER 25, 2022

1. CALL TO ORDER – 6:00 P.M.

Council President Stanek called the meeting to order at 6:03 p.m.

Council Members Present: David Lacombe, Kathy Sell, Michael Stanek via telephone, and Kevin Walruff.

Council Members Absent: Ruth Jenks, and Robert Pinnell.

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

Guests: Colleen Roberts, Jackson County Commissioner; John Parsons, Butte Creek Mill Foundation Board Member; Robert Rice and Cliff Pettigrew of Northwest Code Professionals; Melissa King, Budget Committee Member; Dianne Mihocko, Planning Commissioner and City Council candidate; Jessica Welch, City Council candidate; Millie Wewerka, Planning Commissioner and Budget Committee Member; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Council President Stanek led the flag salute and Councilor Lacombe offered the invocation.

3. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

There were no audience questions or comments.

4. PUBLIC HEARINGS

4.1 Public hearing to consider amendments to Eagle Point Municipal Code, Title 15 – Buildings and Construction.

Council President Stanek opened the public hearing to consider amendments to Eagle Point Municipal Code, Title 15 – Buildings and Construction at 6:05 p.m.

Council President Stanek reported the public hearing had been advertised and all legal notifications made in compliance with state and local laws.

Mike Upston, Community Development Director, explained the city administers Eagle Point Municipal Code, Title 15 – Buildings and Construction, under the delegated authority of the State of Oregon, Building Codes Division (BCD). As

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shown in the agenda statement and proposed Ordinance, the amendments to the Municipal Code relate to recent changes by the Oregon Building Codes Division. Two sections of the existing Title 15 have been retained but re-numbered: Swimming Pools and System Development Charges. Mr. Upston further noted that Robert Rice and Cliff Pettigrew of Northwest Code Professionals were in the audience to assist with questions.

Council President Stanek offered to receive public testimony. There was no public testimony in favor or opposition, or other discussion. Council President Stanek closed the Public Hearing at 6:10 p.m.

Next, Council President Stanek explained that Ordinance No. 2022-03 was related to the public hearing. With no objection to changing the order of business, Council President Stanek invited the Council to discuss and deliberate the proposal. A brief discussion followed wherein Mr. Upston confirmed the proposed amendments were due to statutory changes made by the state and need to be incorporated into the city's regulations.

There being no further discussion, Council President Stanek offered to entertain a motion to adopt Ordinance No. 2022-03. Councilor Walruff motioned to adopt Ordinance No. 2022-03, an Ordinance amending Eagle Point Municipal Code, Title 15 – Buildings and Construction. Councilor Lacombe seconded the motion. There was no discussion following the motion. Roll call: Kevin Walruff, yes; David Lacombe, yes; Kathy Sell, yes; Michael Stanek, yes; Robert Pinnell, absent; and Ruth Jenks, absent. The motion passed unanimously by those present.

### 5. CONSENT CALENDAR

#### 5.1 Presentation of Regular Meeting Minutes of October 11, 2022.

Council President Stanek announced the Consent Calendar. There were no questions or comments. Councilor Lacombe moved to approve the Consent Calendar. 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; Robert Pinnell, absent; and Ruth Jenks, absent. The motion passed unanimously by those present.

### 6. PRESENTATION OF BILLS TO BE PAID

Council President Stanek asked if there were questions about the bills to be paid including the additional bills list. Councilor Sell inquired about the payment to Carrot Top Industries. This company provides the flags at City Hall, Public Works, the Judge Stewart House, and near the old fire station. There being no further questions, Councilor Walruff motioned to approve the Bills to be Paid in the amount of \$160,167.50 and the additional bills list of \$14,066.32 (Submission No. 1) for a Grand Total of \$174,233.82. Councilor Lacombe seconded the motion. There was no discussion following the motion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; David Lacombe, yes; Kathy Sell, yes; Robert Pinnell, absent; and Ruth Jenks, absent. The motion passed unanimously by those present.

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At approximately 6:15 p.m., Robert Rice and Cliff Pettigrew of Northwest Code Professionals left the meeting.

### 7. NEW BUSINESS

- 7.1 Ordinance No. 2022-03. An Ordinance amending Eagle Point Municipal Code, Title 15 – Buildings and Construction.

The Council deliberated and adopted Ordinance No. 2022-03, as shown above, after the public hearing.

- 7.2 Resolution No. 2022-32. A Resolution authorizing a donation of benches to the Butte Creek Mill Foundation.

Aaron Prunty, City Administrator, reviewed the Butte Creek Mill Foundations' request for a donation of benches. Mr. Prunty reported receiving a quote of \$1,506 plus \$700 freight per bench for an approximate total of \$4,322 for two benches. In addition, Mr. Prunty reported funding could be authorized from the General Fund to cover the cost.

Council discussion followed about the cost of both benches (approximately \$4,322) and the benches matching that of the existing benches in the downtown area. There was also discussion about installing the benches. John Parsons, on behalf of the Butte Creek Mill Foundation, reported the Foundation has the funds and can get donations for labor and materials to install the benches. Mr. Parsons expressed appreciation for the turnout at the mill reopening and hoped for approval of the donation.

There being no further discussion, Council President Stanek offered to entertain a motion to approve Resolution No. 2022-32. Councilor Sell motioned to approve Resolution No. 2022-32, a Resolution authorizing a donation of benches to the Butte Creek Mill Foundation. Councilor Walruff seconded the motion. There was no discussion following the motion. Roll call: David Lacombe, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; Robert Pinnell, absent; and Ruth Jenks, absent. The motion passed unanimously by those present.

A brief discussion followed with Mr. Parsons expressing appreciation for the donation and support.

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

Councilor Walruff commended the Foundation for their work in reopening the Mill.

Councilor Lacombe reported on the Fire District 3 monthly meeting. During that meeting, Councilor Lacombe learned Fire Chief Horton is stepping down and Mike Hussey will serve as the new Fire Chief.

Councilor Sell reported on the Butte Creek Mill reopening. In addition, she was thrilled to learn about Mike Hussey serving as the new Fire Chief. Councilor Sell went on to report that he has been a part of Eagle Point since he was very young.

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Council President Stanek reported on the Mill reopening and how amazing it was to see people at the store and browsing around.

9. STAFF REPORTS

Mike Upston, Community Development Director, discussed the upcoming public hearing at the Planning Commission meeting for development of Phase 19 and 20 of the Eagle Point Golf Community Master Plan. Mr. Upston also discussed the future contract award of the Downtown Lighting program, work with the University of Oregon student group on the Parks Master Plan, and parties interested in the old fire station property.

Melissa Owens, Finance Director, discussed the financial report in the agenda packet through September 30. Everything in the report looks good for this point in the year. Included in the report is a breakdown on tax dollars that will be included in the Friday Letter. Regarding the audit, held virtually this year, everything has gone well, although the auditors are still at work. An exit interview with the mayor and a city councilor will be performed before they start the financial report portion of the audit.

Dean LeBret, Public Works Operations Supervisor, reported work on numerous water breaks. Discussion followed about a streetlight on Stevens that had been hit by a car, and about the appearance of thermoplastic paint at intersections due to it being applied only on worn areas.

Aaron Prunty, City Administrator, announced the upcoming bid opening for the Nova Avenue Stormwater Project.

There were no other reports.


10. INFORMATION


There were no information items.

11. ADJOURN

Council President Stanek closed the regular meeting at 6:39 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:  
  
Ruth Jenks, Mayor

**City Council - October 25, 2022**  
 Submission No. 1 - M. Owens, Finance Director

*Cindy Hester* 10-25-2022

10/25/2022  
 ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
46463	AVISTA 1178540000	UTILITIES	\$ 216.13
46464	CANTEL OF MEDFORD, INC	SAFETY EQUIPMENT	\$ 696.00
46465	CARROT TOP INDUSTRIES	SUPPLIES-FLAGS	\$ 4,812.49
DRAFT	CIS TRUST	PROPERTY/LIB INS	\$ 1,571.98
46466	FERGUSON ENTERPRISES # 3007	BUILDING REPAIRS	\$ 76.67
46467	HAYS OIL COMPANY	FUEL	\$ 1,462.80
46468	JUST BUGS PEST CONTROL	JUDGE STEWART REPAIRS	\$ 190.00
46469	NEILSON RESEARCH CORP	WATER TESTING	\$ 180.00
46470	PACIFIC PAVING, INC	ASPHALT PATCHING-VARIOUS	\$ 3,834.50
46471	PERSONNEL SOURCE, INC	TEMP SERVICE-HARNISH, MUSEUM	\$ 596.60
46472	ROGUE SHRED, LLC	SHRED SERVICE	\$ 164.40
46473	TEKMANAGEMENT, INC	SOFTWARE SUBSCRIPTION	\$ 123.75
46474	US CELLULAR	UTILITIES	\$ 81.02
46475	WHITE CITY NAPA	VEHICLE MAINTENANCE	\$ 59.98
<b>TOTAL=</b>			<b>\$ 14,066.32</b>

Regular Bill list \$ 160,167.50  
**GRAND TOTAL \$ 174,233.82**