



City of Eagle Point

City Council

REGULAR MEETING MINUTES
NOVEMBER 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, Robert Pinnell, Kathy Sell, Michael Stanek, and Kevin Walruff.

Staff Members Present: Aaron Prunty, City Administrator; Michael Anselmi, Police Sergeant; Melissa Owens, Finance Director; Mike Upston, Community Development Director; Dean LeBret, Public Works Operations Supervisor; Cindy Hughes, City Recorder; and Jordan Elizondo, Account Clerk.

Guests: Millie Wewerka, Budget Committee Member and Planning Commissioner; Jessica Welch, Neighborhood Enhancement Commissioner; and a member of the press.

2. FLAG SALUTE AND INVOCATION

Mayor Jenks 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 concerning items not on the agenda.

4. CONSENT CALENDAR

4.1 Presentation of Regular Meeting Minutes of November 8, 2022.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Council President Stanek moved to approve the Consent Calendar. 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; Robert Pinnell, 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 Lacombe inquired about the payment to DR Construction and Landscape for summer weed eating. Melissa Owens, Finance Director, explained the contractor assisted with summer weed eating but was slow in billing. Mayor Jenks asked about the payment to RH2 Engineering. Aaron Prunty, City Administrator, explained RH2 typically bills monthly, and the payment covers recent billable hours for the project. There being no further questions, Councilor Walruff motioned to approve the Bills to be Paid in the amount of \$70,791.80 and the additional bills list of \$9,183.32 (Submission No. 1) for a

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Grand Total of \$79,975.12. Council President Stanek seconded the motion. There was no discussion following the motion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; David Lacombe, yes; Robert Pinnell, yes; Kathy Sell, yes; and Ruth Jenks, yes. The motion passed unanimously.

6. NEW BUSINESS

6.1 Discussion regarding consideration of speed reduction on Highway 62.

Aaron Prunty, City Administrator, reviewed details about the process to lower the speed limit on Highway 62. Council discussion supported staff's pursuit with ODOT to lower the speed limit near Rolling Hills to 45 mph. A brief discussion with Sergeant Anselmi also supported a reduction to 45 mph.

6.2 Resolution No. 2022-33. A Resolution authorizing a City of Eagle Point Contract for Public Works Construction on the Nova Storm Water Replacement Project.

Aaron Prunty, City Administrator, reviewed the related agenda statement wherein the proposed project would replace a failed portion of storm water pipe in Nova Park. Currently, intrusive roots have damaged pipe and caused at least a partial blockage that could not be removed. The project was advertised, and several bids received. Staff recommended awarding the contract to the low bidder, J. Copeland Excavating.

Discussion followed about funding, tree removal, delays in availability of project materials, and a delayed completion date. As far as funding, engineering funds were budgeted that would cover most of the project cost. The project includes realignment of the pipe away from the trees causing the blockage. Those trees will be preserved but trees near the realignment area will be removed. Also, some materials may not be readily available, impacting the original projected completion date. It was noted the project includes removal of an existing asphalt path, but the area could be relandscaped as a concrete sidewalk is close by for pedestrian use. A brief discussion followed about the bid, engineer's estimate, and ways some contractors can cut costs.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2022-33. Councilor Walruff motioned to approve Resolution No. 2022-33, a Resolution authorizing a City of Eagle Point Contract for Public Works Construction on the Nova Storm Water Replacement Project. 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; Michael Stanek, yes; and Ruth Jenks, yes. The motion passed unanimously.

6.3 Resolution No. 2022-34. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract for the Eagle Point Downtown Revitalization Program - Downtown Lighting Infill Project.

Aaron Prunty, City Administrator, reviewed the related agenda statement wherein he reported the Council identified this project as a preferred use of the grant awarded under the Coronavirus State Fiscal Recovery Fund. The project was advertised, and multiple bids received. Staff further recommended awarding the contract to the low

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bidder, Devore Electric & Construction. Discussion followed about Devore's bid being lower than the others. Mr. Prunty discussed this contractor's experience with the previous sections of lighting and their familiarity with the project. A brief discussion followed about hardware for banners included.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2022-34. Council President Stanek motioned to approve Resolution No. 2022-34, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract for the Eagle Point Downtown Revitalization Program - Downtown Lighting Infill Project. Councilor Sell seconded the motion. There was no discussion following the motion. Roll call: David Lacombe, yes; Robert Pinnell, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; and Ruth Jenks, yes. The motion passed unanimously.

- 6.4 Resolution No. 2022-35. A Resolution authorizing a Cost-of-Living Adjustment and Step Increase to the City Administrator's Salary.

Mayor Jenks presented this item and requested Melissa Owens, Finance Director, to review the pay wage increases. Ms. Owens reviewed the City Administrator Wage Scale (Submission No. 2), noting a step and COLA are typically provided to staff even if an evaluation is provided later. Ms. Owens further noted the COLA is unknown at this time. Council discussion addressed the need to complete the City Administrator evaluation. The Council also determined they would complete the performance review and salary adjustment at a future date in December. No further action was taken during the meeting.

7. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Council President Stanek announced the Eagle Point and Upper Rogue Community Foundation had selected students to visit Japan in 2023. A meeting with the students and their parents is scheduled at the end of November.

Councilor Pinnell reported on the Avenue of Flags for Pearl Harbor Day, the success of Veterans' Day, as well as plans for a July 4th planning meeting in December.

Councilor Sell agreed Veterans' Day was a great success. However, she noted the clock at Centennial Plaza was not accurate. Dean LeBret, Public Works Operations Supervisor, reported it has gone months without issue, but he recently worked with staff on the resetting process.

There were no other reports.

8. STAFF REPORTS

Mike Upston, Community Development Director, reported most updates are in the Friday Letter. In addition, Mr. Upston reported working with the Parks Legacy Group on drainage issues, and Eagle Point Irrigation District regarding water conveyance, easements, and maintenance. Mr. Upston further reported on the upcoming Planning Commission public hearing regarding Quail Point Subdivision, and a future meeting addressing the temporary

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status of the taco truck business next to the Mill. Mr. Upston also reported on home development, the Downtown Street Lighting Project, and distribution of the parks survey.

Melissa Owens, Finance Director, announced the monthly finance report with all revenues and expenditures through October 31st, is exactly where we would expect it to be at this time of year. Reopening of the front lobby is anticipated after the first of the year.

Dean LeBret, Public Works Operations Supervisor, reported on the Christmas Tree and resolving most of the challenges with the lights.

Police Sergeant Anselmi reported on training progress with the newest officer, Officer Kruzona, and receiving positive comments from the community. Further, the Police Department received the Lexipol award for excellence in policy management, under the management of Officer Davis. Further, Officer Cardenas spearheaded the impaired driving program and received recognition at the state level for documentation. Sergeant Anselmi also reported on DUI numbers, the Police Department assisting the Eagle Point School District with distributing turkey baskets, donations for the Shop with a Cop program, and NARCAN.

9. INFORMATION

9.1 OLCC License Renewal Notification

Sergeant Anselmi reported no issues with the businesses listed on the notification. Councilor Sell inquired about the Lucky Lizard as it was not listed. Sergeant Anselmi said there were no issues with that business as well.

10. ADJOURN

Mayor Jenks closed the regular meeting at 7:06 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor

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Submission No. 1 - M. Owens, Finance Director

11/22/2022

ADDITIONAL BILLS

Cindy Hughes 11-22-2022

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
46569	BATTERIES PLUS BULBS #208	SUPPLIES	\$ 65.89
46570	BOB PINNELL	PER DIEM TRAINING	\$ 127.58
46571	CINDY HUGHES	PER DIEM TRAINING	\$ 83.00
46572	DR CONSTRUCTION AND LANDSCAPE	SUMMER WEEDEATING	\$ 5,400.00
46573	FASTENAL	WATER SYSTEM SUPPLIES	\$ 12.80
46574	JESSICA WELCH	PER DIEM TRAINING	\$ 300.31
46575	KATHY SELL	PER DIEM TRAINING	\$ 211.13
46576	MT SHASTA SPRING WATER	SUPPLIES	\$ 12.50
46577	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$ 155.64
46578	PERRINE INDUSTRIAL ELECTRICIAN	WATER SYSTEM SUPPLIES	\$ 200.00
46579	PERSONNEL SOURCE, INC	TEMP SERVICES-HARNISH, MUSEUM,PW	\$ 1,548.75
46580	TEHAMA TIRE SERVICE	VEHICLE MAINTENANCE	\$ 245.90
46581	TEKMANAGEMENT, INC	11/2022-MICOSOFT/OFFICE 365	\$ 560.00
46582	US CELLULAR	PARK UTILITIES	\$ 81.02
46583	WELBURN ELECTRIC, INC	LIGHT POLE MAINTENANCE	\$ 178.80
		TOTAL=	\$ 9,183.32

Regular Bill list \$ 70,791.80
GRAND TOTAL \$ 79,975.12

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Submission No. 2 - M. Owens, Finance Director

City Administrator Wage Scale

Advertised Salary \$104,671 to \$121,890.72 (Before COLA) COLA unknown when advertised.

7 Steps - 1.8% Cost of Living Increase May 2020 (July 1, 2019)							
	A/1	B/2	C/3	D/4	E/5	F/6	G/7
Annually	\$103,919.03	\$107,036.60	\$110,247.70	\$113,555.13	\$116,961.78	\$120,470.63	\$124,084.75
Monthly	\$8,659.92	\$8,919.72	\$9,187.31	\$9,462.93	\$9,746.82	\$10,039.22	\$10,340.40

7 Steps - 2.0% Cost of Living Increase July 1 2020							
	A/1	B/2	C/3	D/4	E/5	F/6	G/7
Annually	\$105,997.41	\$109,177.33	\$112,452.65	\$115,826.23	\$119,301.02	\$122,880.05	\$126,566.45
Monthly	\$8,833.12	\$9,098.11	\$9,371.05	\$9,652.19	\$9,941.75	\$10,240.00	\$10,547.20

7 Steps - 3.0% Cost of Living Increase July 1 2021							
	A/1	B/2	C/3	D/4	E/5	F/6	G/7
Annually	\$109,177.33	\$112,452.65	\$115,826.23	\$119,301.02	\$122,880.05	\$126,566.45	\$130,363.44
Monthly	\$9,098.11	\$9,371.05	\$9,652.19	\$9,941.75	\$10,240.00	\$10,547.20	\$10,863.62

7 Steps - UNKNOWN Cost of Living Increase July 1 2022 TO BE UPDATED							
	A/1	B/2	C/3	D/4	E/5	F/6	G/7
Annually	\$109,177.33	\$112,452.65	\$115,826.23	\$119,301.02	\$122,880.05	\$126,566.45	\$130,363.44
Monthly	\$9,098.11	\$9,371.05	\$9,652.19	\$9,941.75	\$10,240.00	\$10,547.20	\$10,863.62