



City of Eagle Point

City Council

REGULAR MEETING MINUTES February 14, 2023

1. CALL TO ORDER – 6:00 P.M.

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

Council Members Present: Kathy Sell, Stacy Fields (appointed during Item No. 7.1), Robert Pinnell, Kevin Walruff, Jessica Welch and Michael Stanek.

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

Guests: Stacy Fields, applicant for City Council; Brad Hewitt, applicant for City Council; Wyn Lewis, Treasurer for the Chamber of Commerce and Neighborhood Enhancement Commissioner; Melissa King, Budget Committee Member; Kathleen McKinnis, applicant for City Council; Michael Mosee, applicant for City Council; Millie Wewerka, Budget Committee Member and Planning Commissioner; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Mayor Sell led the flag salute and Councilor **Welch Pinnell** (*Corrected during the Council meeting on February 28, 2023*) offered the invocation.

3. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

Millie Wewerka discussed enforcement of the Sign Ordinance and parking restrictions. Ms. Wewerka requested consideration of longer than 72 hours for parking and offered to provide the City with specific examples of sign violations. Mayor Sell offered to hold a discussion regarding parking at a future meeting. Aaron Prunty, City Administrator, responded to enforcement of signs, noting enforcement is complaint driven. There were no other audience questions or comments concerning items not on the agenda.

4. Presentation of the Eagle Point and Upper Rogue Chamber of Commerce budget and proposal for the 2023 Eagle Point 4th of July event.

Amber Hardin, President of the Eagle Point and Upper Rogue Chamber of Commerce, reviewed their budget proposal for the 4th of July celebration, shown in the February 14th agenda packet. Wyn Lewis, Treasurer for the Chamber, joined in the discussion about the costs associated with the 4th of July and the Chamber's organization and manpower to produce the event. There was additional discussion about past and current funds for the event. Mayor Sell requested to place a Resolution on the next agenda.

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5. CONSENT CALENDAR

5.1 Presentation of Regular Meeting Minutes of January 24, 2023.

Mayor Sell announced the Consent Calendar. There were no questions or comments. Councilor Walruff moved to approve the Consent Calendar. Councilor Pinnell seconded the motion. There was no discussion following the motion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; Jessica Welch, yes; Robert Pinnell, yes; and Kathy Sell, yes. The motion passed unanimously.

6. PRESENTATION OF BILLS TO BE PAID

Mayor Sell asked if there were questions about the bills to be paid including the additional bills list. There being no questions, Councilor Walruff motioned to approve the Bills List in the amount of \$72,379.39 and the Additional Bill List in the amount of \$59,858.49 (Submission No. 1), for a grand total of \$132,237.78. Council President Stanek seconded the motion. There was no discussion following the motion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; Jessica Welch, yes; Robert Pinnell, yes; and Kathy Sell, yes. The motion passed unanimously.

7. NEW BUSINESS

7.1 Council appointment of City Council candidates to fill the remainder of terms ending on December 31, 2024.

Cindy Hughes, City Recorder, reported on advertisement of two vacancies on the City Council to be filled by a majority vote of the Council. Appointments would complete the remainder of terms ending on December 31, 2024. It was noted that applicants David Lacombe and Dale Shaddox were unable to attend the meeting. The remaining applicants, Stacy Fields, Brad Hewitt, Kathleen McKinnis, and Michael Mosee, spoke about their interest in serving on the City Council.

Afterwards, Mayor Sell, opened the floor for nominations. Council President Stanek nominated Stacy Fields and David Lacombe. Councilor Welch nominated Stacy Fields and Brad Hewitt. There being no further nominations, a roll call vote was taken with the following votes cast: Councilor Walruff voted for Stacy Fields and David Lacombe; Councilor Welch voted for Stacy Fields and Brad Hewitt; Councilor Pinnell voted for David Lacombe and Brad Hewitt; Council President Stanek voted for David Lacombe and Stacy Fields; and Mayor Sell voted for Stacy Fields and David Lacombe. During the vote, City Attorney Mark Bartholomew, clarified that the City Charter requires a majority vote for the appointment of a City Councilor.

Following the vote, City Recorder Cindy Hughes reported four votes for Stacy Fields, four votes for David Lacombe, and two votes for Brad Hewitt. Mayor Sell declared that Stacy Fields and David Lacombe received the highest number of votes and were elected to serve as City Councilors.

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7.2 Oaths of Office to successful City Council candidates.

Cindy Hughes, City Recorder, administered the oath of office to Stacy Fields. David Lacombe was not present to receive the oath during the meeting.

7.3 Resolution No. 2023-04. A Resolution authorizing an Eagle Point Personal/Professional Services Contract with Capital Asset & Pavement Services, Inc. for the 2023 Pavement Condition Survey Update.

Aaron Prunty, City Administrator, reported on pavement management services to the City from its provider, Capital Asset & Pavement Services (CAPS). CAPS completed a five-year pavement condition analysis in 2012 and 2017. Staff proposed continuation of this service by CAPS. A brief discussion followed wherein Mr. Prunty discussed maintaining a standard road condition throughout the City and the city-wide evaluation.

There being no further discussion, Mayor Sell offered to entertain a motion to approve Resolution No. 2023-04. Councilor Walruff motioned to approve Resolution No. 2023-04, a Resolution authorizing an Eagle Point Personal/Professional Services Contract with Capital Asset & Pavement Services, Inc. for the 2023 Pavement Condition Survey Update. Councilor Pinnell seconded the motion. There was no discussion following the motion. Roll call: Jessica Welch, yes; Robert Pinnell, yes; Michael Stanek, yes; Kevin Walruff, yes; Stacy Fields, yes; and Kathy Sell, yes. The motion passed unanimously.

7.4 Resolution No. 2023-05. A Resolution authorizing a new job description and wage scale for a full-time Code Enforcement Officer, and authorizing a one-time budget adjustment from the General Fund – Contingency to General Fund – Administration.

Melissa Owens, Finance Director, reported on the proposed revisions to the job description for the Code Enforcement Officer from part-time to full-time. The position began as seasonal enforcement related to weed abatement but has since been updated in 2020 to a formal part-time position. The position currently involves additional public outreach and proactive enforcement of other issues and public complaints. Ms. Owens also noted all full-time positions are represented positions. This position is represented by Teamsters Local 223 Collective Bargaining Agreement and will also be on the same wage scale as the Police Clerk 1. Further, Ms. Owens reported that a transfer from the General Fund would be required to cover the additional cost of wages. A brief discussion followed about the position being filled by the existing part-time employee.

There being no further discussion, Mayor Sell offered to entertain a motion to approve Resolution No. 2023-05. Council President Stanek motioned to approve Resolution No. 2023-05, a Resolution authorizing a new job description and wage scale for a full-time Code Enforcement Officer, and authorizing a one-time budget adjustment from the General Fund – Contingency to General Fund – Administration. Councilor Pinnell seconded the motion. There was no discussion following the motion. Roll call: Robert Pinnell, yes; Michael Stanek, yes; Kevin Walruff, yes; Jessica Welch, yes; Stacy Fields, yes; and Kathy Sell, yes. The motion passed unanimously.

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- 7.5 Resolution No. 2023-06. A Resolution authorizing Amendment No. 1 to the Professional Services Agreement with RH2 Engineering, Inc. for Onyx Street Waterline Relocation and Hydraulic Study.

Aaron Prunty, City Administrator, reviewed the related agenda statement regarding the design of the Onyx water line relocation and hydraulic study. Significant overruns in time during the design phase and the engineer's request for additional funds to complete the project were reported. Discussion followed about staff meeting with the engineers to go over the project. Part of the additional funds to complete the project were related to design specs that haven't been updated in a long time. The City is working on that separately from this item and will bring revisions to the Council for approval later. Improvement in communications was part of the meeting with the engineers to keep staff informed about the project and costs. Mr. Prunty further reported the increase of \$7,742 was not as high as the original amount requested but felt it was a fair amount. There was further discussion about updating the City's specs and drawing. Mr. Prunty clarified that the specs that are used all the time will be up to date and others updated when possible or using ODOT's standards as a fall back.

There being no further discussion, Mayor Sell offered to entertain a motion to approve Resolution No. 2023-06. Councilor Pinnell motioned to approve Resolution No. 2023-06, a Resolution authorizing Amendment No. 1 to the Professional Services Agreement with RH2 Engineering, Inc. for Onyx Street Waterline Relocation and Hydraulic Study. Councilor Walruff seconded the motion. There was no discussion following the motion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; Jessica Welch, yes; Robert Pinnell, yes; Stacy Fields, yes; and Kathy Sell, yes. The motion passed unanimously.

8. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Walruff asked if there was any response from ODOT about lowering the speed limit on Highway 62. Aaron Prunty, City Administrator, reported it is in the ~~queue que~~ *(Corrected during the Council meeting on February 28, 2023)* for review by an ODOT traffic engineer for a speed study but will follow up with ODOT.

Councilor Welch reported attending a mixer for newly elected officials with Southern Oregon Regional Economic Development, Inc. (SOREDI) and Rogue Valley Council of Governments (RVCOG) to learn how they serve the Rogue Valley.

Councilor Pinnell reported on the Neighborhood Enhancement Commission's work towards a dog park with the current area at the Little Butte Park not likely to be large enough. Councilor Pinnell also reported progress on the Commissions' work on a Parks Master Plan. In addition, he attended a Southern Oregon Regional Economic Development, Inc. (SOREDI) meeting and tour of the Rogue Community College Campus in White City.

Council President Stanek welcomed Councilor Fields and was excited to work with David Lacombe again. Further, he encouraged Council applicants to consider the other vacancies.

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Mayor Sell reported attending the mixer for newly elected officials as well as a lot of other meetings and sorting out the ones to go to. In addition, she attended the recent Showa Foundation meeting and reported on students fundraising for their trip to Japan.

There were no other reports.

9. STAFF REPORTS

Mike Upston, Community Development Director, reported that most everything is in the Friday Letter but provided details on the golf resort lodging and residential expansion. The landowner is selling the residential portion to another developer who plans to bring a modified townhouse proposal to the Planning Commission and City Council for approval. Mr. Upston further reported that the February 21st Planning Commission meeting would include a public hearing for the Coco's Tacos mobile food vendor request for permanent status. He also attended a Climate-Friendly and Equitable Communities public outreach meeting on February 6th and reported that the consultant team continues their work toward identifying candidate Climate-Friendly areas in each community.

Melissa Owens, Finance Director, reported on the recruitment progress for an account clerk position as well as a Public Works laborer. Staff is working on budgeting, reviewing projects and purchases. Discussion followed about the reopening of the front lobby during the lunch hour, anticipated after new staff is on board.

Dean LeBret, Public Works Operations Supervisor, announced the groundbreaking on the Loto Street Light Project. Further, staff is working on winter weather road preparations as well as the Centennial Plaza clock. A brief discussion followed about the number of benches at Debbie's Garden which was reported to be two benches.

Darin May, Police Chief, reported on the outfitting of the Code Enforcement vehicle, and defensive tactic instructor training. Last, Chief May announced his resignation and retirement effective March 1st.

Aaron Prunty, City Administrator, reported receiving 432 responses to the Parks Master Plan survey. Only 200 responses were anticipated. Mr. Prunty also reported plans from the University of Oregon to provide an informational memo to the Council soon.

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

Following staff reports, Mayor Sell announced Items 10 and 11 were Executive Sessions pursuant to Oregon Revised Statute 192.660(2)(e), to conduct deliberations with persons designated by the governing body to carry on labor negotiations and ORS 192.660(2)(h), To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, respectively. Representatives of the news media were allowed to attend the Executive Session. All other members of the audience were asked to leave the meeting but invited to rejoin the meeting after the Executive Session. Mayor Sell then recessed the regular meeting of the Eagle Point City Council at 7:20 p.m.

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10. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(d), To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Mayor Sell opened the Executive Session pursuant to ORS 192.660(2)(d) at 7:22 p.m. and closed the Executive Session at 7:25 p.m.

11. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(h), To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Mayor Sell opened the Executive Session pursuant to ORS 192.660(2)(h) at 7:26 p.m. and closed the Executive Session at 7:29 p.m.

12. ADJOURN

Mayor Sell closed the regular meeting of the City Council at 7:30 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Kathy Sell, Mayor

Cindy Fugh
2-14-2023

2/14/2023
ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
46849	AMERICAN INDUSTRIAL DOOR, LLC	BUILDING MAINTENANCE - PW SHOP DOOR	\$ 402.28
46850	CDW-GOVERNMENT	MDT COMPUTERS - POLICE VEHICLES	\$ 1,376.97
46851	FERGUSON WATERWORKS	WATER SYSTEM SUPPLIES	\$ 2,812.75
46852	GOLD HILL HISTORICAL SOCIETY	JCHA 2023 ASSOCIATION FEES	\$ 10.00
46853	LITHIA DODGE CHRYSLER JEEP	VEHICLE MAINTENANCE	\$ 807.98
46854	LOCAL GOVERNMENT LAW GROUP PC	LABOR ATTORNEY	\$ 2,767.50
46855	MEDFORD WATER COMMISSION	MASTER METER CONSUMPTION	\$ 19,632.55
46856	PACIFIC OFFICE AUTOMATION	COPIER MAINTENANCE	\$ 172.28
46857	PACIFIC PAVING, INC	ASPHALT PATCHING	\$ 1,098.75
46858	PLATT	STREET LIGHT BULB REPLACEMENT	\$ 271.14
46859	RH2 ENGINEERING, INC.	WATER SYSTEM PROJECT ENGINEERING	\$ 17,867.44
46860	ROGUE VALLEY COUNCIL OF GOVERNMENT	SENIOR NUTRITION PROGRAM	\$ 12,000.00
46861	STAPLES	SUPPLIES	\$ 48.45
46862	TEKMANAGEMENT, INC.	IT SUPPORT	\$ 590.40
		TOTAL=	\$ 59,858.49

Regular Bill list \$ 72,379.29
GRAND TOTAL \$ 132,237.78