



City of Eagle Point

City Council

REGULAR MEETING MINUTES
FEBRUARY 28, 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, David Lacombe, Robert Pinnell, Kevin Walruff, Jessica Welch, and Michael Stanek.

Staff Members Present: Aaron Prunty, City Administrator; Darin May, Police Chief; Melissa Owens, Finance Director; Mike Upston, Community Development Director (via Zoom); Dean LeBret, Public Works Operations Supervisor; Shelbi Hangaard, Account Clerk; and Cindy Hughes, City Recorder.

Guests: Colleen Roberts, Jackson County Commissioner; Amber Hardin, President, Eagle Point and Upper Rogue Chamber of Commerce; Melissa King, Budget Committee Member; Wyn Lewis, Eagle Point and Upper Rogue Chamber of Commerce and Neighborhood Enhancement Commissioner; Michael Mosee, applicant to the Budget Committee; Jay O’Neil, Board Chair of the Butte Creek Mill Foundation; Bob Russell, Butte Creek Mill Foundation Advisory Committee; Millie Wewerka, Budget Committee Member and Planning Commissioner; Eagle Point staff and family members; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Mayor Sell led the flag salute and Councilor Welch offered the invocation.

3. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

Bob Russell of Eagle Point requested the Council to consider the City’s process and fees charged for food trucks to do business in Eagle Point. Mr. Russell discussed the process as it related to Coco’s Tacos, located on his property. It has water and electric but not dedicated to the food truck which he noted is a requirement under the current process. He also suggested a one-page list to let people know the cost and process to operate a food truck. On a separate topic, Mr. Russell encouraged everyone to buy gas at the local station as the owner will donate a portion of every gallon sold to the Butte Creek Mill Foundation. Mr. Russell also encouraged the Council to fast track the development of the fire station property.

There were no other audience questions or comments concerning items not on the agenda.

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4. PUBLIC HEARINGS

- 4.1 Public hearing in the matter of repealing Eagle Point Municipal Code, Title 2 Administration and Personnel, Chapter 2.04 Chief of Police, and related Ordinance No. 2010-05, an Ordinance repealing Ordinance No. 2003-18 and reestablishing the position of Chief of Police and creating a new job description.

Mayor Sell opened the public hearing at 6:07 p.m. and reported it had been advertised, all legal notifications made in compliance with state and local laws, and that public testimony would be received at the appropriate time.

Aaron Prunty, City Administrator, reviewed the related agenda statement and explained this is considered a housekeeping item to relieve restrictions on updating the Chief of Police job description. At the time the original Ordinance was adopted, it was thought that a new position needed to be updated by Ordinance, requiring 30 days to go into effect. Job descriptions, including the Police Chief job description are approved by Resolution which go into effect immediately. With the retirement of the Police Chief, it is necessary to update the job description scheduled later in the agenda.

Next, Mayor Sell offered to receive testimony in favor and opposition of the proposal. There was no public testimony.

Following the public testimony period, Mayor Sell asked for final comments. There being no final comments or further discussion, Mayor Sell closed the public hearing at 6:11 p.m.

Next, Mayor Sell announced the proposed Ordinance No. 2023-02 was scheduled later in the Agenda as Item No. 9.1. There being no objection to changing the order of business, Mayor Sell asked to discuss and deliberate the proposed Ordinance No. 2023-02.

Councilor Walruff commented that it makes sense and there were head nods from other Council members. Mayor Sell clarified and the Council nodded in agreement that everyone knows the different uses of Resolutions and Ordinances.

There being no additional discussion, Mayor Sell asked for a motion to approve Ordinance No. 2023-02. Councilor Walruff made a motion to approve Ordinance No. 2023-02, an Ordinance repealing Eagle Point Municipal Code, Title 2 Administration and Personnel, Chapter 2.04 Chief of Police, and related Ordinance No. 2010 05, an Ordinance repealing Ordinance No. 2003-18 and reestablishing the position of Chief of Police and creating a new job description. Councilor Lacombe seconded the motion. There was no discussion following the motion. Roll call: Robert Pinnell, yes; Michael Stanek, yes; Stacy Fields, yes; David Lacombe, yes; Kevin Walruff, yes; Jessica Welch, yes; and Kathy Sell, yes. The motion passed unanimously.

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5. PRESENTATIONS

5.1 Special recognition of retiring Police Chief Darin May.

Aaron Prunty, City Administrator, presented Police Chief May with a crystal award in special recognition of his many years of service in the Police Department, from Police Officer to Police Chief, 1998 to 2023. Chief May expressed appreciation for the award, his career in Eagle Point, and the continuous support from the Council for law enforcement.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of February 28, 2023.

Mayor Sell announced the Consent Calendar. Cindy Hughes, City Recorder, proposed a correction to the Minutes, to reflect that Commissioner Welch had offered the invocation instead of Commissioner Pinnell and later in the Minutes under Council reports, the correct use of the word queue instead of que. There were no questions or comments. Council President Stanek moved to approve the Consent Calendar with the corrections to the Minutes as proposed by the City Recorder. Councilor Pinnell seconded the motion. There was no discussion following the motion. Roll call: Kevin Walruff, yes; Jessica Welch, yes; Robert Pinnell, yes; Michael Stanek, yes; Stacy Fields, yes; David Lacombe, yes; and Kathy Sell, yes. The motion passed unanimously.

7. PRESENTATION OF BILLS TO BE PAID

Mayor Sell asked if there were questions about the bills to be paid including the additional bills list. Councilor Fields inquired about the Ashpole refunds. Melissa Owens, Finance Director, explained they were refunds from deposits to rent the Ashpole Community Center. She went on to explain that deposits for the Ashpole Community Center are withheld if there are damages or additional cleaning is required. There being no further questions, Councilor Walruff motioned to approve the Bills List in the amount of \$38,183.82 and the Additional Bill List in the amount of \$14,145.70 (Submission No. 1), for a grand total of \$52,329.52. Councilor Lacombe seconded the motion. There was no discussion following the motion. Roll call: Jessica Welch, yes; Robert Pinnell, yes; Michael Stanek, yes; Stacy Fields, yes; David Lacombe, yes; Kevin Walruff, yes; and Kathy Sell, yes. The motion passed unanimously.

8. OLD BUSINESS

There was no old business to report.

9. NEW BUSINESS

9.1 Ordinance No. 2023-02. An Ordinance repealing Eagle Point Municipal Code, Title 2 Administration and Personnel, Chapter 2.04 Chief of Police, and related Ordinance No. 2010-05, an Ordinance repealing Ordinance No. 2003-18 and reestablishing the position of Chief of Police and creating a new job description.

Discussed and deliberated after the Public Hearing listed as Item No. 4.1.

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9.2 Discussion regarding the Ice House.

Mayor Sell initiated a discussion about the state of disrepair and future of the Ice House. Images of the Ice House were shared with the Council (Submission No. 2) as well as Mayor Sell's past recollection of the Council being in favor of rebuilding the Ice House. Discussion continued about various cost estimates ranging from \$50K four years ago to \$200K.

Bob Russell introduced himself as a former Mayor and past owner of the Ice House. He is also a Butte Creek Mill Foundation Advisory Committee member. Mr. Russell discussed the history of the 1873 Ice House and the Oregon endangered structures list. While Mr. Russell spoke about the Ice House as an anchor in the historic district, he also stated he was good with whatever is decided.

Jay O'Neil, Butte Creek Mill Foundation Board President spoke about preserving the building although the Foundation does not have funds to restore the structure. Mr. O'Neil stated the Foundation would still be willing to sell it to the City for \$1. He further discussed the building being unsafe and posing a danger as it could fall. There was also discussion about the back wall being down and the roof not securely attached. Mr. O'Neil added that every month the gap is measured and widens. Additional challenges relate to the footprint being almost the exact size of the building without room for parking, and no future use of the building identified.

Discussion continued wherein Aaron Prunty, City Administrator, advised that the building would be taken down immediately if purchased as the City would assume the liabilities that had been discussed. A lengthy discussion followed with the Council weighing in about the historical value of the building and the liability it poses as well as other means of preservation.

In conclusion, there was favor of the Foundation restoring the building and the consensus of the Council to not take on the liability of the building or to commit the City to restoring. Mr. Prunty clarified that a vote of the Council was not needed as it is the Foundation's building. A brief discussion followed about condemnation; however, the building has not been condemned as there have been ongoing conversations about restoration.

9.3 Resolution No. 2023-07. A Resolution appointing Council Liaisons for Calendar Year 2023.

Mayor Sell discussed and proposed the selection of appointments as follows:

- Eagle Point Neighborhood Enhancement Commission – Councilor Welch.
- Eagle Point Planning Commission – Councilor Walruff.
- Eagle Point and Upper Rogue Chamber of Commerce – Mayor Sell.
- Jackson County Fire District 3 – Councilor Lacombe.

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- Jackson County School District No. 9 – Councilor Fields.
- Medford Water Commission – Mayor Sell.
- Rogue Valley Area Commission on Transportation – Mayor Sell.
- Rogue Valley Council of Governments Board of Directors – Mayor Sell.
- Rogue Valley Metropolitan Planning Organization – Mayor Sell.
- Rogue Valley Metropolitan Planning Organization Public Advisory Committee – Council President Stanek.
- Southern Oregon Regional Economic Development Inc. (SORED) – Councilor Pinnell.

No objection was stated.

There being no further discussion, Mayor Sell offered to entertain a motion to approve Resolution No. 2023-07. Councilor Lacombe motioned to approve Resolution No. 2023-07, appointing Council Liaisons for Calendar Year 2023. Councilor Welch seconded the motion. There was no discussion following the motion. Roll call: Michael Stanek, yes; Stacy Fields, yes; David Lacombe, yes; Kevin Walruff, yes; Jessica Welch, yes; Robert Pinnell, yes; and Kathy Sell, yes. The motion passed unanimously.

- 9.4 Resolution No. 2023-08. A Resolution authorizing a Quitclaim and Partial Termination of Easement for a water line easement running through a portion of the Eagle Point Golf Course property (Jackson County Tax Assessor's Map No. 361W10, Tax Lot 900) in the City of Eagle Point, Oregon.

Aaron Prunty, City Administrator, reviewed the related agenda statement, explaining about a waterline in the 1940's that ran from Eagle Point to Camp White, through a portion of the golf course. Mr. Prunty explained the proposed partial termination of easement is like a previous easement in 2015, basically cleaning up the title on the property. Further, the City has no interest in the easement and the waterline is not active. Councilor Lacombe inquired as to the waterline material and whether the City has any associated liability. Mr. Prunty was not certain of the composition and noted the property owner is just asking for the release of easement. Once it is released, it is released, and likely could have been missed in 2015.

There being no further discussion, Mayor Sell offered to entertain a motion to approve Resolution No. 2023-08. Councilor Walruff motioned to approve Resolution No. 2023-08, authorizing a Quitclaim and Partial Termination of Easement for a water line easement running through a portion of the Eagle Point Golf Course property (Jackson County Tax Assessor's Map No. 361W10, Tax Lot 900) in the City of Eagle Point, Oregon. Councilor Lacombe seconded the motion. There was no discussion following the motion. Roll call: Stacy Fields, yes; David Lacombe, yes; Kevin Walruff, yes; Jessica Welch, yes; Robert Pinnell, yes; Michael Stanek, yes; and Kathy Sell, yes. The motion passed unanimously.

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- 9.5 Resolution No. 2023-09. A Resolution authorizing a donation to the Eagle Point and Upper Rogue Chamber of Commerce for the 4th of July community event, and transfer of funds from the General Fund Contingency to the Community Promotions line item.

Aaron Prunty, City Administrator, reviewed the related agenda statement about the Chamber's budget proposal and request for \$16,000. Discussion followed about the budgeted amount of \$15,000 for all community promotions and a necessary transfer of \$1,000 from the General Fund Contingency to provide the requested amount. Further, Melissa Owens, Finance Director, explained that if other organizations requested funds, the Council would have to decide if additional transfer from the General Fund Contingency would be required.

There was additional discussion about the Chamber's contribution of approximately \$8,000 to \$9,000, budget transparency, and other means of current and future fund raising including asking local businesses for support. Further, Councilor Pinnell noted concern that if the fireworks are not purchased, access will be lost.

There being no further discussion, Mayor Sell offered to entertain a motion to approve Resolution No. 2023-09. Councilor Pinnell motioned to approve Resolution No. 2023-09, authorizing a donation to the Eagle Point and Upper Rogue Chamber of Commerce for the 4th of July community event, and transfer of funds from the General Fund Contingency to the Community Promotions line item, at the requested amount of \$16,000. Councilor Walruff seconded the motion. There was no discussion following the motion. Roll call: David Lacombe, yes; Kevin Walruff, yes; Jessica Welch, yes; Robert Pinnell, yes; Michael Stanek, yes; Stacy Fields, yes; and Kathy Sell, yes. The motion passed unanimously.

- 9.6 Resolution No. 2023-10. A Resolution authorizing a new job description for the Chief of Police.

Melissa Owens, Finance/Human Resources/IT Director reviewed the related agenda statement, noting the description had last been updated in 2010. The proposed version has been updated with new legal requirements including driving and safety related language. Mayor Sell inquired as to whether the City had looked at descriptions from other communities. Ms. Owens responded that staff had but also has a template to meet the legal requirements.

There being no further discussion, Mayor Sell offered to entertain a motion to approve Resolution No. 2023-10. Council President Stanek motioned to approve Resolution No. 2023-10, authorizing a new job description for the Chief of Police. Councilor Welch seconded the motion. There was no further discussion following the motion. Roll call: Kevin Walruff, yes; Jessica Welch, yes; Robert Pinnell, yes; Michael Stanek, yes; Stacy Fields, yes; David Lacombe, yes; and Kathy Sell, yes. The motion passed unanimously.

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10. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Walruff reported on the recent Planning Commission wherein CoCo's Taco Truck was approved.

Councilor Lacombe was not able to attend the Fire District meeting but experienced the District's quick response to a fire at Sweed Machinery in Gold Hill. Further, Councilor Lacombe asked about a list of fees for businesses to pay. Melissa Owens, Finance Director, explained that food trucks are different than normal business licenses and that Mike Upston, Finance Director, may talk more about that. She added that staff explains the process for food trucks from start to finish, including next steps upfront, including the cost of fees. Ms. Owens further explained that business licenses to conduct business within the city-limits cost about \$60 or \$65 per year. Mike Upston, Community Development Director, reported on the Ordinance adopted several years ago regarding mobile food vendors, operational standards, locational standards, as well as fee structures. Mr. Upston further reported that CoCo's Taco Truck agreed to the Planning Commission's conditions, and concluded that the Council could review the Ordinance to determine if it is a workable fee structure.

Councilor Welch reported she is excited to serve as the Council's liaison to the Neighborhood Enhancement Commission. She also noted her family had interacted with the U of O students that are working on the Parks Master Plan update.

Councilor Pinnell reported on the flags being put up for President's Day, and efforts to add a 911 Memorial Walk through the Eagle Point / Upper Rogue Community Foundation. In addition, there will be a dinner auction to benefit the Showa student exchange program on April 15th. Councilor Pinnell proposed the City purchase a table for six at a cost of \$350. The Council offered head nods in agreement.

Council President Stanek had planned to report on the Showa dinner auction and how well the students were working to raise funds to visit Showa. Instead, he asked about revisiting the food truck regulations. Aaron Prunty, City Administrator, confirmed that it could be on a future agenda.

Councilor Fields announced she is excited to serve as the Council Liaison to the Eagle Point School District as she has a student in the District.

Mayor Sell reported working with the Showa group and expressed appreciation to Chief May for his service. Mayor Sell noted she is interested in reviewing the food truck regulations.

There were no other reports.

11. STAFF REPORTS

Mike Upston, Community Development Director, reported on progress with the Downtown Lighting Program. He also announced the Neighborhood Enhancement Commission

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meeting on March 6th, with the dog park and Parks Master Plan on the agenda. With regard to the Climate Friendly & Equitable Communities Mandate, Mr. Upston reported consideration of a special city meeting in early April and will provide additional information soon. Mr. Upston further reported there is a portion of the Friday Letter dedicated to this initiative. The Friday Letter also includes a new inventory map with recent housing development and additional maps with future development forecasted.

Melissa Owens, Finance Director, reported the Finance Report through January 31st is included in the agenda packet with all revenues and expenditures. Ms. Owens further reported on property taxes with 100% of the budgeted amount still anticipated. Regarding Human Resources, the opening for a new Police Chief is posted and interest is expected.

Darin May, Police Chief, expressed that it had been an honor to work for the City of Eagle Point. He too expects good, qualified candidates as he hears what other agencies go through, and Eagle Point has the best Council and best Mayor supporting the Police Department. Until a new Chief of Police is onboard, Sergeant Anselmi will fill in.

Aaron Prunty, City Administrator, reported that the Oregon Department of Transportation had completed its investigation about reduced speeds along Highway 62 but had not yet approved. A determination is expected soon. Last, Mr. Prunty announced he will attend the Oregon Association of Water Utilities Conference, part of Public Works management training and will actively recruit for that position.

Mayor Sell acknowledged County Commissioner Colleen Roberts.

There were no other reports.

12. ADJOURN

Mayor Sell closed the regular meeting of the City Council at 7:42 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Kathy Sell, Mayor

Cindy Hughes 2-28-23

2/28/2023

ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
46887	AVISTA	UTILITIES	\$ 2,343.02
46888	BEST SIGNS, INC	CODE ENFORCEMENT TRUCK GRAPHICS	\$ 485.00
46889	BIG SIGN FX	COUNCIL NAME TAG & PLATE	\$ 35.75
46890	DANIEL CARDENAS	PER DIEM DPPST TRAINING	\$ 62.00
46891	HORNECKER COWLING LLP	CITY ATTORNEY	\$ 3,134.06
46892	PACIFIC OFFICE AUTOMATION	COPIER LEASE/MAINTENANCE	\$ 162.40
46893	PERSONNEL SOURCE	TEMPS -HARNISH, MUSEUM	\$ 518.87
46894	SOUTHERN OREGON SANITATION	UTILITIES	\$ 65.71
46895	US BANK	ADVERTISING, MAINTENANCE, SUPPLIES	\$ 6,564.23
TOTAL			\$ 13,371.04

<u>CHECK #</u>	<u>REFUNDS</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
46897	CANTY, CHANTELL/BEN	UTILITY REFUND	\$ 117.98
46898	GAUNA, MARCELLA	UTILITY REFUND	\$ 20.24
46899	GUPTILL, SHAYNE	UTILITY REFUND	\$ 38.60
46900	HUBER, KRISTA	UTILITY REFUND	\$ 120.00
46901	OSBORNE, RON	UTILITY REFUND	\$ 63.13
46902	SNYDER CREEK DEVELOPMENT	UTILITY REFUND	\$ 77.80
46903	WILDE, CHRIS/BARBARA	UTILITY REFUND	\$ 39.82
46896	BRS FIELD OPS, LLC	BUILDING REFUND	\$ 297.09
TOTAL			\$ 774.66

ADDITIONAL BILLS TOTAL \$ 14,145.70

Regular Bill list \$ 38,183.82
GRAND TOTAL \$ 52,329.52









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