



# City of Eagle Point

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## City Council

### REGULAR MEETING MINUTES APRIL 25, 2023

#### 1. CALL TO ORDER – 6:00 P.M.

Council President Stanek called the meeting to order at 6:00 p.m.

Council Members Present: Stacy Fields, David Lacombe, Robert Pinnell, Kevin Walruff, and Michael Stanek.

Council Members Absent: Kathy Sell, and Jessica Welch (partial attendance via Zoom).

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; Shelbi Hangaard, Account Clerk; and Cindy Hughes, City Recorder.

Guests: Lorin Myers, Fire District 3 Chaplain and Budget Committee Member; Jean Jaeger, Neighborhood Enhancement Commissioner; Melissa King, Budget Committee Member; Mike Mosee, Budget Committee Member; Millie Wewerka, Budget Committee Member and Planning Commissioner; and members of the public and press.

#### 2. FLAG SALUTE AND INVOCATION

Council President Stanek led the flag salute and Fire Chaplain Myers offered the invocation.

#### 3. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

Lorin Myers, Fire District 3 Chaplain and Budget Committee Member, expressed heartfelt appreciation for the floral bouquet in honor of his late wife. There were no other audience questions or comments concerning items not on the agenda.

#### 4. CONSENT CALENDAR

4.1 Presentation of Regular Meeting Minutes of April 11, 2023.

4.2 Presentation of City Council and Planning Commission Special Meeting Minutes of April 17, 2023.

4.3 Presentation of Special Study Session Minutes of April 18, 2023.

Council President Stanek announced the Consent Calendar. There were no questions or comments. Councilor Walruff moved to approve the Consent Calendar as presented. Councilor Lacombe seconded the motion. There was no discussion

## City of Eagle Point Council Meeting Minutes

April 25, 2023

Page 2 of 4

following the motion. Roll call: Michael Stanek, yes; Stacy Fields, yes; David Lacombe, yes; Kevin Walruff, yes; Robert Pinnell, yes; Jessica Welch, absent; and Kathy Sell, absent. The motion passed unanimously by those present.

### 5. 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 Lacombe inquired about the payment to Tyler Technologies and whether there was competition for the service. Melissa Owens, Finance Director, reported it is a quarterly fee associated with online account services for utility accounts, building permits, business licenses, and online bill payments. There is no competition as it is part of the software system. There being no further questions, Councilor Lacombe motioned to approve the Bills List in the amount of \$142,260.14 and the Additional Bill List in the amount of \$3,130.11 (Submission No. 1), for a grand total of \$145,390.25. Councilor Pinnell seconded the motion. There was no discussion following the motion. Roll call: Stacy Fields, yes; David Lacombe, yes; Kevin Walruff, yes; Robert Pinnell, yes; Michael Stanek, yes; Jessica Welch, absent; and Kathy Sell, absent. The motion passed unanimously by those present.

### 6. NEW BUSINESS

6.1 Resolution No. 2023-21. A Resolution authorizing Amendment No. 2 to the Professional Services Agreement with RH2 Engineering, Inc. for the Onyx Street Waterline Relocation and Hydraulic Study, dated June 28, 2022.

Aaron Prunty, City Administrator, presented this item and reported RH2 Engineering is working on the final plans for relocation of a water main near the pump station at the 3.6 MG tank site. Although the project is at the 90% completion mark, there is additional coordination needed with the Medford Water Commission about its line near the City's proposed relocation site. Mr. Prunty further reported that RH2 and the Medford Water Commission have a close working relationship and it is reasonable for them to coordinate the rest of the project together. The proposed amendment for the coordination is just under \$2,000.

There being no further discussion, Council President Stanek offered to entertain a motion to approve Resolution No. 2023-21. Councilor Walruff motioned to approve Resolution No. 2023-21, a Resolution authorizing Amendment No. 2 to the Professional Services Agreement with RH2 Engineering, Inc. for the Onyx Street Waterline Relocation and Hydraulic Study, dated June 28, 2022. Councilor Fields seconded the motion. There was no discussion following the motion. Roll call: David Lacombe, yes; Kevin Walruff, yes; Robert Pinnell, yes; Michael Stanek, yes; Stacy Fields, yes; Jessica Welch, absent; and Kathy Sell, absent. The motion passed unanimously by those present.

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

Councilor Lacombe reported on Fire District 3's budget process and invited the City to attend a meeting. There is also another emergency response simulation planned at the Airport in May. On a separate note, Councilor Lacombe reported joining the Eagle Point

## City of Eagle Point Council Meeting Minutes

April 25, 2023

Page 3 of 4

Police Department for a ride-along. He reported it being very educational, professional, and top class.

Councilor Pinnell reported the Showa Banquet had raised enough money to cover the purchase of airline tickets.

Councilor Fields reported attending the Tree City USA celebration and planting at Mattie Brown Park and recognized the Public Works Department for their help.

There were no other reports.

### 8. STAFF REPORTS

Mike Upston, Community Development Director, deferred to the Friday Letter for current planning and project construction. The Downtown Lighting project is scheduled for completion May 31, and remaining funds from that grant are being spent on trash cans, signs, and benches. Regarding the Parks Master Plan Update, the team from the University of Oregon has two visits scheduled in May and will attend the Neighborhood Enhancement Commission meeting on May 15. In addition, Mr. Upston reported the City is sponsoring the Street Dance on September 9<sup>th</sup>, around 6 or 6:30 p.m.

Melissa Owens, Finance Director, reported the Finance Report was in the packet with all revenue and expenditures through March 31. The City is 75% of the way through the fiscal year and has received almost 100% of the property taxes for the year. One additional payment will be received in May. Statistics for business licenses and building permits are also included in the Finance Report. Regarding Human Resources, Ms. Owens provided an update about the Public Works Director and Police Chief positions as well as other open positions.

Police Sergeant Anselmi expressed appreciation to Councilor Lacombe for coming out to ride-along and welcomed the other Councilors to do so as well. Sergeant Anselmi provided an up-to-date activity report in addition to the monthly stats included in the agenda packet. The Police Department also received an award from Lexipol for daily training in 2022. A brief discussion followed about the difference between a Home Check and Welfare Check. Home Checks are more security related when a resident is out of town and Welfare Checks are typically made when a family member is concerned about a loved one and hasn't been able to contact them.

There were no other reports.

Following staff reports, Council President Stanek announced Item 9 was an Executive Session pursuant to Oregon Revised Statute 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. 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. Council President Stanek then recessed the regular meeting of the Eagle Point City Council at 6:23 p.m.

**City of Eagle Point Council Meeting Minutes**

April 25, 2023

Page 4 of 4

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

Council President Stanek opened the Executive Session pursuant to ORS 192.660(2)(d) at 6:25 p.m. and closed the Executive Session at 6:39 p.m.

10. ADJOURN

Council President Stanek reconvened and closed the regular meeting of the City Council at 6:40 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Cindy Hughes, City Recorder

ATTEST:

  
\_\_\_\_\_  
Kathy Sell, Mayor

*Cindy Hays* 4-25-2023

**Submission No. 1-Owens, Finance Dir.  
Page 1 of 1**

4/25/2023

**ADDITIONAL BILLS**

<u>CHECK #</u>	<u>VENDOR</u>
47077	MT SHASTA SPRING WATER
47078	ODP BUSINESS SOLUTIONS, LLC
47079	PERSONNEL SOURCE, INC
47080	TEKMANAGEMENT, INC.
47081	US CELLULAR

<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLIES	\$ 12.50
SUPPLIES	\$ 514.22
TEMPS - HARNISH, MUSEUM	\$ 587.40
SOFTWARE/HARDWARE FEES & SYSTEM SUPPORT	\$ 1,934.97
UTILITIES	\$ 81.02

**ADDITIONAL BILLS TOTAL \$ 3,130.11**

**Regular Bill list \$ 142,260.14**  
**GRAND TOTAL \$ 145,390.25**