



# City of Eagle Point

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## City Council

REGULAR MEETING MINUTES  
MAY 9, 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; 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: Jon Pfefferle, Nutrition Program Director, and Ann Marie Alfrey, Executive Director, Rogue Valley Council of Governments (departed at approximately 6:12 p.m.); John Parsons, Board Member, Butte Creek Mill Foundation (departed at approximately 6:12 p.m.); 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 offered the invocation.

3. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

John Parsons, Board Member of the Butte Creek Mill Foundation requested a donation of a matching trash can in Debbie's Garden. Mayor Sell noted that a decision could not be made during the meeting but could be considered at the next Council meeting. There were no other audience questions or comments concerning items not on the agenda.

4. PRESENTATIONS

- 4.1 Presentation of Rogue Valley Council of Governments, The Meals on Wheels & Senior Meals Program - Jon Pfefferle, Nutrition Program Director, and Ann Marie Alfrey, Executive Director.

Mayor Sell welcomed Mr. Pfefferle and Ms. Alfrey. Ms. Alfrey provided an overview of services provided by the Rogue Valley Council of Governments (RVCOG). Mr. Pfefferle discussed the Food and Friends Program, Meals on Wheels, serving seniors in Jackson and Josephine counties, including Eagle Point. Brochures about this service were provided to the Council (Submission Nos. 1 and 2). Ms. Alfrey expressed appreciation to the Council and requested their continued support in the next fiscal year.

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### 5. CONSENT CALENDAR

#### 5.1 Presentation of Regular Meeting Minutes of April 25, 2023.

Mayor Sell announced the Consent Calendar. There were no questions or comments. Council President Stanek moved to approve the Consent Calendar as presented. Councilor Walruff 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.

### 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 \$204,369.15 and the Additional Bill List in the amount of \$9,564.96 (Submission No. 3), for a grand total of \$219,369.77. Councilor Walruff 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.

### 7. NEW BUSINESS

#### 7.1 Resolution No. 2023-22. A Resolution proclaiming May 15, 2023 as “National Peace Officers Memorial Day” and May 14-20, 2023 as “National Police Week” in the City of Eagle Point.

Police Sergeant Anselmi acknowledged the Council’s appreciation for law enforcement. He noted that on a national level, law enforcement is sometimes a thankless job, that takes a physical and emotional toll on his fellow brothers and sisters. Sergeant Anselmi concluded with a heartfelt expression of appreciation.

There being no further discussion, Mayor Sell offered to entertain a motion to approve Resolution No. 2023-22. Councilor Walruff motioned to approve Resolution No. 2023-22, a Resolution proclaiming May 15, 2023 as “National Peace Officers Memorial Day” and May 14-20, 2023 as “National Police Week” in the City of Eagle Point. 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.

#### 7.2 Resolution No. 2023-23. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with Four Seasons Nursery for landscape and maintenance services at City Hall and Centennial Plaza.

Dean LeBret, Public Works Operations Supervisor, reported the City works with Four Seasons Nursery on the hanging basket program. Quotes were requested last year for landscaping and maintenance work at City Hall and Centennial Plaza. Four Seasons Nursery was the only company to provide a quote. The quote included maintenance

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of the water feature at Centennial Plaza, and the two main planted areas at City Hall as well as the front driveway entrance. Discussion followed about the two planted areas at each end of City Hall, not included in the proposed contract. Mr. LeBret reported these areas could be addressed in a second phase and cited the flower bulbs as part of the delay.

There being no further discussion, Mayor Sell offered to entertain a motion to approve Resolution No. 2023-23. Council President Stanek motioned to approve Resolution No. 2023-23, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Four Seasons Nursery for landscape and maintenance services at City Hall and Centennial Plaza. Councilor Pinnell 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.

- 7.3 Resolution No. 2023-24. A Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Milestone Landscape Group LLC for the 2023 On Call Park Mowing.

Dean LeBret, Public Works Operations Supervisor, explained that at the time the agenda packet was put together, Bumgardner's Landscape Management, Inc. had provided the lowest bid. However, they are not able to fulfill the contract due to a reduction in staffing. Mr. LeBret recommended awarding the contract to the next lowest bidder, Milestone Landscape Group LLC, as presented in the proposed Resolution (Submission No. 4).

There being no further discussion, Mayor Sell offered to entertain a motion to approve Resolution No. 2023-24. Councilor Pinnell motioned to approve Resolution No. 2023-24, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Milestone Landscape Group LLC for the 2023 On Call Park Mowing. Councilor Welch 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.

- 7.4 Resolution No. 2023-25. A Resolution authorizing the purchase of a FPi 4800 Folder Inserter from Pacific Office Automation.

Melissa Owens, Finance Director, reviewed the related agenda statement and reported there is an approved Policy Issue in the current budget for a folder/inserter. Further, the existing machine has not functioned properly during the last two billing cycles. The current budgeted amount of \$15,000 was based on a quote for a machine that is also at the end of its life with parts being difficult to obtain. Pacific Office Automation provided a quote for the proposed machine and service which will result in an overall lower cost. Discussion followed about the age of the machine and whether online payment services could reduce the use of the machine, and the amount of time involved to manually insert billings. Ms. Owens reported the existing machine is 10 years old, and a high percentage of online users still request a paper

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bill. Although the exact number of hours to manually complete the billing task was not known, it would be a very high amount of time.

There being no further discussion, Mayor Sell offered to entertain a motion to approve Resolution No. 2023-25. Councilor Walruff motioned to approve Resolution No. 2023-25, a Resolution authorizing the purchase of a FPi 4800 Folder Inserter from Pacific Office Automation. Councilor Lacombe 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.

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

Councilor Welch provided an update on the team from the University of Oregon working on surveys for the Master Parks Plan. The survey will close at the end of the week.

Councilor Pinnell announced his resignation from the City Council (Submission No. 5). He enjoyed his service on the Council and learning about how the City operates. However, the time commitment of serving on the Council as well as his leadership role with the Eagle Point/Upper Rogue Community Foundation and home life led to this decision. A brief discussion followed about the many community and service activities of the Community Foundation. Further, the Council expressed appreciation for Councilor Pinnell's service.

Mayor Sell asked staff about the clock at Centennial Plaza and replacement of two sidewalk panels. Dean LeBret, Public Works Operations Supervisor reported on the timepiece for the clock which is in the works, and the sidewalk replacement is at the top of the list to do right away. Aside from that, Mayor Sell reported attending the Oregon Mayors Association Spring Conference in Seaside, Oregon. Social media was a topic, as well as Seaside's tourist season hotel taxes assisting with funding services in the off-season.

There were no other reports.

### 9. STAFF REPORTS

Mike Upston, Community Development Director, reported on the upcoming Downtown Lighting inspection, Neighborhood Enhancement Commission's next meeting and work on Parks Master Plan, and his plans to attend the Rogue Valley Metropolitan Planning Organization meeting. Mr. Upston further reported future Council meeting items including an additional interest group for the old fire station property, and a discussion regarding food trucks and the City's fee structure. Further, the Planning Commission will be looking at a new application for a food pod on Highway 62. Other than that, everything else is included in the Friday Letter.

Melissa Owens, Finance Director, provided updates on Human Resources with the new Public Works Director starting on May 24, and the Police Chief candidate moving through the process. Regarding the utility billing system, Ms. Owens explained about an upgrade from radio-read antennas on meters to cellular-read. Cellular-read system allows staff to read the meters from the office. There is also a change in technology from the reading system. While working through this transition, staff identified problems with how the

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system reads the meters and some accounts have been significantly underbilled. On those accounts, consumption rates dropped off when switched over to the new system. Staff is working on a deep investigation of all accounts, and making payment arrangements on the accounts that were underbilled. Staff will report back to the Council as more information becomes available.

Dean LeBret, Public Works Operations Supervisor, reported on department staffing and bringing new employees on board. Mowing, opening the splash park and preparing for summer are a few of the focus items. A contract for brush removal will be at a future meeting to help in preparation of the upcoming fire season.

Police Sergeant Anselmi reported it is an honor to serve the community as a member of the Police Department.

There were no other reports.

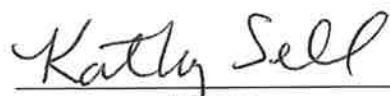
10. ADJOURN

Mayor Sell closed the regular meeting of the City Council at 6:46 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Kathy Sell, Mayor



To make a  
monetary donation or  
a donation of your time,  
contact us today!



Proud to Support  
Every Senior



**Balanced** nutrition and social contact on a frequent basis are key to maintaining good health, and necessary for living independently at home. Together with our volunteers, we provide a hot, nutritious meal, social interaction and an invaluable safety check to our community's most vulnerable members, our seniors.



Rogue Valley Council of Governments  
PO Box 3275, Central Point, Oregon  
541.734.9505 | 541.955.8839  
[www.rvcog.org](http://www.rvcog.org)

Look us up on Facebook at:  
"Food & Friends of Southern Oregon"



The Meals on Wheels  
and Senior Meals  
Program of Jackson and  
Josephine Counties



## We are welcoming our seniors back to lunch!

Our meal sites are now open and able to serve those seniors age 60+ wishing to dine in person. We're thrilled to announce that we have a new home in Central Point at RVCOG's new Senior Resource Center, located at 123 N. 2nd Street. It is home to our newest meal site, and we celebrated our grand opening on August 8th.

If you or someone you know would like to join us for lunch, please contact our offices. For more details on our senior meal sites or Meals on Wheels deliveries to the homebound, you can reach us at 541-734-9505 in Jackson County or at 541-955-8839 in Josephine County. Days vary by location, with lunch served from 11:30 AM to 12:30 PM.



## Getting Back to Lunch!



### Here's what we accomplished this year with your help:

477 volunteers gave 48,153 hours to provide 210,424 meals to 1,876 local seniors, helping them remain independent in their homes.

125,390 safety checks were made.

Hundreds of smiles, every day.

Your donation, regardless the amount, helps us serve those who count on us most. Thank you for all the ways you support our seniors, including those like Jim:

"At 82+ years of age, living alone and disabled, I am particularly appreciative of Food & Friends, and their amazing volunteers, who deliver a warm meal to me five days a week. Not only is it helpful to be relieved of cooking, cleaning up afterwards, etc. the human contact is important. The always friendly volunteers who deliver the meals are often the only contact I have with others, for several days in a row. I have come to see them as friends. In the time of COVID, especially, the isolation is huge, and both the food and volunteer contact greatly reduce that sense of isolation. I am grateful for the invaluable services provided."

### Thank you for your support!



## Proud to Support Every Senior

To donate using PayPal, visit us online at [WWW.RVCOG.ORG](http://WWW.RVCOG.ORG)

[www.facebook.com/FoodandFriendsofSouthernOregon](http://www.facebook.com/FoodandFriendsofSouthernOregon)



Food & Friends | P.O. Box 3275 | Central Point, Oregon | 541-734-9505

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Cindy Hays 5-9-2023

Submission No. 3-Owens, Finance Dir.  
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5/9/2023

ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
47115	ALSCO 4564	JANITORIAL SUPPLIES	\$ 484.28
47116	ALSCO 556	JANITORIAL SUPPLIES	\$ 420.64
47117	ASANTE PHYSICIAN PARTNERS	NEW HIRE SCREENS	\$ 652.00
47118	COASTAL	PUBLIC WORKS SUPPLIES	\$ 88.98
47119	GRANGE CO-OP	FERTILIZER FOR PARKS	\$ 394.00
47120	HAYS OIL COMPANY	FUEL	\$ 1,718.55
47121	MEDFORD FENCE COMPANY	BOLLARD - CITY HALL	\$ 115.00
47122	MINUTEMAN PRESS	BUSINESS CARDS	\$ 45.96
47123	ONE CALL CONCEPTS	LOCATES	\$ 100.20
47124	OR DEPT OF MOTOR VEHICLES	SUSPENSION PACKETS	\$ 4.05
47125	ROCK RIVER ARMS, INC.	COMPLETE UPPERS - PD	\$ 3,885.00
47126	ROGUE SHRED, LLC	UTILITIES - SHRED SERVICE	\$ 49.60
47127	SOS ALARM	SECURITY SERVICES	\$ 185.35
47128	US CELLULAR	UTILITIES	\$ 1,421.35

ADDITIONAL BILLS TOTAL \$ 9,564.96

REFUNDS

47111	DAVIS, CARRIE	UTILITY REFUND	\$ 38.84
47110	EAGLE POINT SCHOOL DISTRICT. 9	BUILDING REFUND	\$ 4,956.99
47112	LEDEZMA, NITA	UTILITY REFUND	\$ 34.18
47113	LUCAS, JOHN/MARY	UTILITY REFUND	\$ 288.47
47114	SNYDER CREEK DEVELOPMENT	UTILITY REFUND	\$ 117.18

REFUNDS TOTAL \$ 5,435.66

Regular Bill list \$ 204,369.15

GRAND TOTAL \$ 219,369.77



**RESOLUTION NO. 2023-24**

**A RESOLUTION AUTHORIZING A CITY OF EAGLE POINT PERSONAL/PROFESSIONAL SERVICES CONTRACT WITH MILESTONE LANDSCAPE GROUP LLC FOR THE 2023 ON CALL PARK MOWING.**

**WHEREAS**, the City of Eagle Point Public Works has additional workload each park season; and

**WHEREAS**, contracting out all of the City’s park mowing continues to be a very cost effective option for the City and allows Public Works to continue its focus on other maintenance and projects; and

**WHEREAS**, the 2023 On Call Park Mowing was advertised on April 18, 2023, on the City’s website, and the City’s master planholder list; and

**WHEREAS**, the contract proposes weekly mowing, weeding, and trimming of Harnish Wayside Park, Chamberlain Park, Little Butte Park, Mattie Brown Park, Lucas Park, Ponderosa Park, the Bob Moore Park/Judge Stewart House lawn, and Pioneer Cemetery; and

**WHEREAS**, the following 4 bids were received with the lowest bid from Bumgardner’s Landscape Management, Inc. in the amount of \$603.50 per week for 25 weeks; however, the low bidder is not able to fulfill the contract requirements and has withdrawn their bid. Staff recommends awarding the contract to the next lowest bidder, Milestone Landscape Group LLC in the amount of \$780.00 per week:

Bumgardner’s Landscape Management, Inc. ....	\$603.50 per week
Milestone Landscape Group LLC .....	\$780.00 per week
Overstreet Landscape & Hydroseeding, Inc.....	\$1,644.00 per week
The Rodgers Co. Land & Tree Mgmt. ....	\$2,000.00 per week

**WHEREAS**, Resolution No. 2023-24 supports the Council Goals with a focus on livability.

Now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAGLE POINT, OREGON, THAT:**

The City Administrator is authorized to sign a City of Eagle Point Personal/Professional Services Contract for 2023 On Call Park Mowing with Milestone Landscape Group LLC in an amount up to \$19,500.

Passed in open session on the 9th day of May 2023.

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

ATTEST:

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

**Submission No. 5 - Pinnell  
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May 9, 2023

Bob Pinnell  
633 Crystal Dr.  
Eagle Point, OR. 97524

The City of Eagle Point  
17 Buchanan Ave South  
P.O. Box 779  
Eagle Point, OR. 97524

To the Mayor, Council members and City of Eagle Point staff,

I would like you all to know how much I have enjoyed working with you over the past year and 3 months. Throughout this time, I have learned a lot on how the city is run and the dedication that you all give to the residents of the city of Eagle Point. One thing I promised myself and my family was that when the position became too time consuming, I would take a hard look at how I would balance my work life, my leadership roll in the Eagle Point/Upper Rogue Community Foundation, City Councilor, and home life to best serve this community and my family.

I have come to the decision that I can no longer do all these duties to the best of my abilities, so I have decided to step down as city councilor and focus on the foundation and my business. I felt that by doing this it would not only benefit me but my community which I love to serve. I also believe it would be easier to fill the position of city councilor than it would be to find someone to fill the roll of the foundation chairperson.

So, with that I would like to formally give you my resonation as city councilor. Effective May 9, 2023 at 11:59pm.

Thank you for the great time I have had serving beside you during my time as a City Councilor.

Sincerely



Robert G Pinnell