



City of Eagle Point

City Council

REGULAR MEETING MINUTES
DECEMBER 10, 2019

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called the meeting to order at 6:00 p.m. in the Council Chambers.

Council Members Present: Ruth Jenks, Bill Fierke (via Skype), Bernie Grossman, David Lacombe, James Mannenbach, Michael Stanek, and Kevin Walruff.

Staff Members Present: Henry Lawrence, City Administrator; Darin May, Police Chief; Michael Anselmi, Police Corporal; Robert Miller, Public Works Director; Souvanny Miller, City Attorney; Melissa Owens, Finance Director; Mike Upston, Planning Director; and Cindy Hughes, City Recorder.

Guests: Bob Strosser, Jackson County Commissioner (left at 6:43 p.m.); Suzi Collins, Planning Commissioner; Eric Gunn, Budget Committee Member; Millie Wewerka, Budget Committee Member and Planning Commissioner; and members of the public and press.

2. FLAG SALUTE AND INVOCATION

Mayor Jenks led the Pledge of Allegiance and James Mannenbach offered the invocation. Afterwards, Mayor Jenks welcomed everyone and made a reminder about quieting cell phones.

3. OATH OF OFFICE – Michael Anselmi, Police Corporal

Cindy Hughes, City Recorder, administered the oath of office to Michael Anselmi, Police Corporal. The ceremony was well attended by members of the Police Department, family, and friends.

4. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

James Bunch of Eagle Point expressed concern about the new, fast-paced subdivision development in the middle of the Eagle Point Golf Community. Concerns focused on a multitude of aspects including a road being higher than his fence, project notification, high levels of traffic, traffic study, location of development, construction noise, and flood potential as well as the developer, The Holt Group.

Mayor Jenks reported being taken aback by the amount of equipment and massive earth moving effort for the development. It was further noted that while not in a position to provide an in-depth or immediate response, Mayor Jenks requested staff to address prior communications about the development. Robert Miller, Public Works Director, and Mike Upston, Planning Director, responded to questions, noting a Master Plan had been approved

City of Eagle Point Council Meeting Minutes

December 10, 2019

Page 2 of 6

in the 1990's including Phase 16, and a traffic analysis being updated. Mr. Upston added that the notice sent earlier in the year was made as a courtesy to the community. Since then, people have come in individually to discuss the project with him while others have visited during Council meetings. A preliminary review is awaiting the City to sign off on the traffic study and civil engineering plans.

Mr. Bunch further expressed that the public had not received a fair shake. Mayor Jenks noted the City's open door policy and welcomed him to discuss this further with staff.

Eric Gunn of Eagle Point and as Manager of the Idlewood Mobile Home Park reported receiving notices from residents that speeding has become an issue on Stevens Road since the removal of the metal maintenance cover plates. Mr. Gunn also talked about people driving around maintenance cover plates into the oncoming lane before the covers were removed. Now, without the covers and no lines, he thought traffic speeds had increased. There was further discussion about traction during snowstorms. Mayor Jenks reported there will be traffic calming measures in place while Chief May added that extra patrol can be provided as time permits. Mr. Miller also reported on the possible addition of speed radar signs if needed.

J. Garlitz of Eagle Point expressed concern about past construction by the developer, ADA and City standards, grades on driveways with slopes, pedestrian safety, and parking in bike lanes. Mr. Garlitz stated he had received a message from the City allowing people to park/unload in the bike lane. He also reported receiving a letter from the City Attorney but as he described its content, it was not something the City Attorney or City Administrator recognized. Mr. Garlitz further discussed concerns and urged the City to slow down.

Discussion continued wherein the City Attorney spoke about the importance of acting consistently with the Master Plan; however, this development is somewhat different in that it was approved so long ago. Mr. Upston reported only minor modifications since the approval of the Master Plan. Mayor Jenks offered for Mr. Garlitz to meet with staff and expressed appreciation for his professional approach.

Jackson County Commissioner Bob Strosser expressed appreciation for the Council's service, noting communication is the hardest part of the job. Commissioner Strosser reported attending the Veterans' Day ceremony and it being a privilege to see Corporal Anselmi sworn in. He concluded with Christmas greetings and wishes for all of the best in the coming year.

Mike Upston, Planning Director, spoke on behalf of Helen Wolgamott, in the audience. Mr. Upston presented Mrs. Wolgamott's request for acknowledgement of the people who helped to move the covered bridge. Mayor Jenks commented that she really liked the graphics of the covered bridge, and will continue discussions to get something done for the community.

There were no other audience questions or comments.

5. PRESENTATIONS

There were no presentations.

City of Eagle Point Council Meeting Minutes

December 10, 2019

Page 3 of 6

6. PUBLIC HEARINGS

There were no Public Hearings.

7. CONSENT CALENDAR

7.1 Presentation of Regular Meeting Minutes of November 12, 2019.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Councilor Walruff moved to approve the Consent Calendar, and Councilor Stanek seconded the motion. There was no discussion. Roll call: Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; and Ruth Jenks, yes. The motion passed unanimously.

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

There were no items considered for removal from the Consent Calendar.

9. PRESENTATION OF BILLS TO BE PAID

Mayor Jenks asked if there were questions about the bills to be paid including the additional bills list. There being no questions, Councilor Lacombe moved to approve the Bills to be Paid in the amount of \$176,108.41 as well as the Additional Bill List of \$26,640.05 for a grand total of \$202,748.46 (Submission No. 1) and the Bills to be Paid dated November 26, 2019 in the amount of \$30,679.10 (Submission No. 2). Councilor Walruff seconded the motion. There was no discussion. Roll call: David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; and Ruth Jenks, yes. The motion passed unanimously.

10. OLD BUSINESS

There was no old business.

11. NEW BUSINESS

11.1 Resolution No. 2019-42. A Resolution authorizing a reimbursement to Pair-A-Dice Contracting, LLC for improvements to Little Butte Park.

Robert Miller, Public Works Director, reviewed the related agenda statement, explaining that an expanded entrance to Lucas Park had been desired for some time but the land was not owned by the City. The expansion was required as part of the Lang Duplexes development and is therefore reimbursable. The total reimbursement amount of approximately \$19,648 is to be paid directly to Pair-A-Dice, as requested by the developer and property owner. Although originally budgeted in 2018-2019 at \$15,000, funding was recommended from the General Fund Parks - Little Butte Park Improvements. However, the Little Butte Park Path Improvements budgeted in 2019-2020 will be recommended as part of the 2020-2021 Budget process.

Mayor Jenks offered to entertain a motion to approve Resolution No. 2019-42. Council President Stanek made a motion to approve Resolution No. 2019-42, a

City of Eagle Point Council Meeting Minutes

December 10, 2019

Page 4 of 6

Resolution authorizing a reimbursement to Pair-A-Dice Contracting, LLC for improvements to Little Butte Park. Councilor Walruff seconded the motion. Roll call: James Mannenbach, yes; Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; and Ruth Jenks, yes. The motion passed unanimously.

- 11.2 Resolution No. 2019-43. A Resolution cancelling the December 24, 2019 Regular Meeting of the Eagle Point City Council and authorizing staff to pay the bills through January 14, 2020 or until the next City Council meeting.

Henry Lawrence, City Administrator, explained about cancelling the second meeting in December and authorizing the bills to be paid until the next City Council meeting.

There being no discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2019-43. Councilor Mannenbach made a motion to approve Resolution No. 2019-43, a Resolution cancelling the December 24, 2019 Regular Meeting of the Eagle Point City Council and authorizing staff to pay the bills through January 14, 2020 or until the next City Council meeting. Councilor Grossman seconded the motion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; and Ruth Jenks, yes. The motion passed unanimously.

Jackson County Commissioner Strosser left at 6:43 p.m.

12. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke reported on the upcoming School District Board meeting with discussions scheduled about the pros and cons of the Elk Trail School, how to utilize funds for Every Student Succeeds, and the search for a new superintendent. Approximately 50 candidates applied to serve on the search committee including parents, teachers, administrators, and the general public. Councilor Fierke ended with Christmas and holiday wishes.

Councilor Lacombe reported on the recent Community Development Commission meeting with a large group of citizens in attendance including youth in support of a skate park. At that meeting, historian George Kramer made a presentation about the historic property update, and there was a review of work on the Parks and Recreation Master Plan. Councilor Lacombe deferred the report on the rest of that meeting to Councilor Grossman. A brief discussion followed about the timing of traffic lights at Alta Vista. Robert Miller, Public Works Director will contact the Oregon Department of Transportation (ODOT) about the traffic lights.

Councilor Grossman reported on an upcoming presentation in January to the City Council by George Kramer about the historic property survey. With regard to the Community Development Commission, there was a lot of discussion regarding a skate park, dog park, and support for pickle ball as well as a review of the Street Tree Ordinance. A recommendation for pickle ball will be coming forward to the City Council. Councilor Grossman also noted a number of chairs were brought in to accommodate the public at the meeting.

City of Eagle Point Council Meeting Minutes

December 10, 2019

Page 5 of 6

Council President Stanek reported attending the Christmas Tree Lighting ceremony and the Night at the Museum, and mentioned it would be nice to see more support. Council President Stanek inquired about angled driveways that are almost non-traversable. Robert Miller, Public Works Director, reported the driveways meet current ODOT standards and are ADA compliant but he has since disallowed. Council President Stanek also reported on the Shōwa Ambassadors selling mistletoe at Walmart and Ray's to help raise funds.

Councilor Mannenbach reported on Southern Oregon Regional Economic Development Inc.'s (SOREDI's) strategic plan and noted they did not meet in December. Councilor Mannenbach also reported on discussions with a real estate agent in Josephine County that identified the Eagle Point Golf Course Homeowners Association as the best HOA in the Valley.

Mayor Jenks reported attending the recent Community Development Commission meeting and being inspired by the youth at the meeting. Mayor Jenks further reported on the Rogue Valley Council of Governments (RVCOG) disaster planning efforts, and the upcoming laying of wreaths for Veterans, and an Ugly Sweater Contest at the Senior Center.

13. STAFF REPORTS

Mike Upston, Planning Director, reported staff is currently working with the Rogue Valley Transit District (RVTD) and citizens about initial comments or concerns. Regarding development, single family homes are being developed all over Eagle Point and development is anticipated to continue within the golf course community over the next 20 years. Commercial development within the downtown area includes the State Bank Building and Parianni Building, and an expansion of the storage facility off of Hannon Road is anticipated. Further, Mr. Upston reported on the Hidden Valley Drive annexation with three or four homes planned on one acre lots. Upcoming meetings include the Planning Commission in January with an application review for a preschool on North Platt and Napa. The Community Development Commission will meet in February.

Melissa Owens, Finance Director, reported on the Finance Report in the packet being through October 31 which would have typically been included in November. The next Finance Report will include the first payments of property taxes. In addition, Ms. Owens reported staff working with the auditors and providing all of the requested materials. The audit meets the State's requirements and provides an exit interview that typically includes the City Administrator, Mayor, and one City Councilor. Last, Ms. Owens reported on IT projects being included in the Friday Letter, and recruitment for the City Administrator position, and positions with Public Works.

Robert Miller, Public Works Director, reported working on the Tree City USA certification, Safe Routes to School, and a future gate at Lucas Park. Next, Mr. Miller reported on the annual survey of the 3.6 MG tank without appreciable settlement but the next steps are being considered. A lot of development is also going on with brand new subdivisions, and staff is working on updating standard plans. A brief discussion followed about the decorative lights on Linn Road being powered before Christmas.

Police Chief May reported the Shop with a Cop program raising \$5,100 this year. The Police Department volunteers their time for this program which will benefit 13 families and

City of Eagle Point Council Meeting Minutes

December 10, 2019

Page 6 of 6

34 children up to 16 and 17 years old. Walmart hosts the event including a visit from Santa and pizza after shopping. Each child is given a gift card to make purchases up to \$150.

Souvanny Miller, City Attorney, announced her plans to move early next year, but anticipates being here through January. She further reported that Attorney Kellerman has a plan for the firm to cover Council meetings, and she desires to pursue opportunities to represent public entities.

Cindy Hughes, City Recorder, reported on recruitment efforts for the Community Development Commission.

There were no other staff reports.

14. INFORMATION

There were no information items for discussion.

At 7:15 p.m., Mayor Jenks recessed the meeting after announcing there was no other regular business scheduled after the Executive Sessions and that representatives of the news media would be allowed to attend the Executive Sessions. All members of the audience were asked to leave the room until the Executive Sessions were closed.

15. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(f), To consider information or records that are exempt by law from public inspection; 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.

At 7:27 p.m., Mayor Jenks opened the Executive Session pursuant to ORS 192.660(2)(f) and (h), and closed the Executive Session at 9:06 p.m.

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

At 9:10 p.m., Mayor Jenks opened the Executive Session pursuant to ORS 192.660(2)(d), and closed the Executive Session at 9:31 p.m.


17. ADJOURN

There being no further business, Mayor Jenks reconvened and closed the meeting at 9:31 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor

City Council - December 10, 2019

Submission No. 1 - Melissa Owens, Finance Director

Cindy Flynn 12-10-19

12/10/2019
ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
42640	CHARTER COMMUNICATIONS	UTILITIES	\$ 74.98
42641	CRATER CHAINSAW	EQUIPMENT MAINT/REPAIR	\$ 105.50
42642	EAGLE POINT HARDWARE	SUPPLIES, BLDG MAINT/REPAIR, SAFETY EQUIPMENT	\$ 587.76
42643	HAYS OIL COMPANY	DIESEL	\$ 156.11
42644	MEDFORD WATER COMMISSION	MASTER METER CONSUMPTION	\$ 23,815.27
42645	NEILSON RESEARCH CORPORATION	WATER TESTING	\$ 95.00
42646	PACIFIC OFFICE AUTOMATION	PRINTERS	\$ 210.60
42647	PLATT ELECTRIC CO.	BUILDING MAINT/REPAIR	\$ 156.40
42648	US CELLULAR	UTILITIES	\$ 1,438.43
SUBTOTAL			\$ 26,640.05
Regular Bill list			\$ 176,108.41
GRAND TOTAL			\$ 202,748.46

Cindy Hays 11-25-19

BILL LIST
 11/26/2019

CHECK #	VENDOR	DESCRIPTION	AMOUNT
42543	ASANTE PHYSICIAN PARTNERS	PHYSICALS	\$ 281.00
42544	BILL GALLAGHER	TRAINING	\$ 875.00
42445	BURTONS TIRE AND AUTOMOTIVE	VEHICLE MAINT/REPAIR	\$ 906.14
42546	CRATER LAKE FORD LINCOLN/MAZDA	VEHICLE MAINT/REPAIR	\$ 100.00
42547	EXPRESS SERVICES, INC	TEMP SERVICES-ADMIN, PW-2 WKS	\$ 3,609.83
42548	GALBRAITH & ASSOCIATES	LINN RD PROJECT	\$ 800.00
42549	HAYS OIL COMPANY	FUEL/DIESEL	\$ 2,291.35
42550	HORNECKER COWLING LLP	CITY ATTORNEY	\$ 2,553.00
42551	HUNTER COMMUNICATIONS	UTILITIES	\$ 2,312.00
42552	LEAGUE OF OREGON CITIES	ADVERTISING	\$ 20.00
42553	LITHIA DODGE CHRYSLER JEEP	VEHICLE MAINT/REPAIR	\$ 76.02
42554	MT SHASTA SPRING WATER	SUPPLIES	\$ 73.05
42555	NEILSON RESEARCH CORP	WATER TESTING	\$ 330.00
42556	NETWORK SERVICES COMPANY	SUPPLIES	\$ 125.20
42557	OFFICE DEPOT	SUPPLIES	\$ 77.05
42558	OHA DRINKING WATER	WATER LICENSE RENEWALS	\$ 350.00
42559	PACIFIC OFFICE AUTOMATION	COPYING AND PRINTING	\$ 555.41
42560	PARIANI LAND SURVEYING	GPS MAPPING/LINN RD ADA RAMPS	\$ 937.50
42561	PERSONNEL SOURCE, INC	TEMP SERVICES-MUSEUM, HARNISH- 1 WK	\$ 1,100.93
42562	PLATT ELECTRIC CO	BUILDING MAINT/REPAIR, SUPPLIES	\$ 119.65
42542	SAMANTHA WATSON	ASHPOLE REFUND	\$ 45.16
42563	STAPLES ADVANTAGE	SUPPLIES	\$ 34.30
42564	STEVE MACCARTHY	TRAVEL/TRAINING	\$ 106.75
42565	TEKPRINTING SERVICES INC	SAFETY JACKETS/SHIRTS	\$ 312.71
42566	US BANK	COMPUTER HARDWARE, TRAVE/TRAINING, SUPPLIES, UTILITIES, POSTAGE, VENDING	\$ 9,287.45
42567	USA BLUEBOOK	WATER SYSTEM MAINTENANCE	\$ 2,259.48
42568	VERIZON WIRELESS	UTILITIES	\$ 360.09
42569	WELBURN ELECTRIC INC	BUILDING MAINT/REPAIR	\$ 200.00
SUBTOTAL			\$ 30,099.07
REFUNDS			
42570	BEAGLE, RILEY ELAINE	COURT REFUND	\$ 35.00
42572	ACCREDIT LOANS, INC	UTILITY REFUND	\$ 4.97
42573	BUSKIRK, BRANDON	UTILITY REFUND	\$ 17.22
42574	GREER, ASHLEY/ERIC	UTILITY REFUND	\$ 90.22
42575	HAYDEN HOMES LLC	UTILITY REFUND	\$ 129.60
42576	SNYDER CREEK DEVELOPMENT	UTILITY REFUND	\$ 83.11
42577	TAYLOR, ARDELL	UTILITY REFUND	\$ 70.91
42578	TERWILLIGER, DAVID/DIANE	UTILITY REFUND	\$ 184.00
42571	FIGUEROA'S LANDSCAPING	BUILDING REFUND	\$ 78.40
SUBTOTAL			\$ 580.03
TOTAL			\$ 30,679.10

Rubio
 11-25-19
J 11-25-19