



City of Eagle Point

City Council

REGULAR MEETING MINUTES
MARCH 24, 2020

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called to order the regular meeting of the Eagle Point City Council via teleconference on March 24, 2020 at 6:00 p.m.

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

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

Guests: One or more members of the public and a member of the press.

Mayor Jenks welcomed everyone and expressed appreciation for their commitment to the City. Attorney Kellerman confirmed that the teleconference Council meeting is a first for the City. Mayor Jenks discussed the designated period for audience questions or comments, and members of the audience were asked to refrain from commenting during the meeting. General questions or additional comment could be made by contacting City Hall during regular business hours.

2. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

Mayor Jenks requested audience questions or comments to be brief and limited to items of an urgent nature. There were no audience questions or comments.

3. CONSENT CALENDAR

3.1 Presentation of Regular Meeting Minutes of February 28, 2020, and February 29, 2020.

3.2 Presentation of Regular Meeting Minutes of March 10, 2020.

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

4. PRESENTATION OF BILLS TO BE PAID

Mayor Jenks asked if there were questions about the bills to be paid including the Additional Bill List. There being no questions, Councilor Grossman moved to approve the

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Bills to be Paid in the amount of \$26,730.74 and the Additional Bill List of \$10,307.18 (Submission No. 1) for a Grand Total of \$37,037.92. Councilor Lacombe 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.

5. NEW BUSINESS

Mayor Jenks introduced Item Nos. 5.1 through 5.4 related in response to the COVID-19 pandemic. Henry Lawrence, City Administrator, reviewed the related agenda statement and afterwards addressed each item individually.

- 5.1 Resolution No. 2020-07. A Resolution giving the City Administrator authority to temporarily close City Hall to the public.

Henry Lawrence, City Administrator, explained about closing City Hall to the public when necessary during the pandemic. Council discussion ensued about the open-endedness of the Resolutions. Councilor Fierke expressed that the Resolutions were necessary but should be revised and revisited by the City Council. Councilor Lacombe concurred and Mr. Lawrence agreed they should end at a specific time such as May 12th. Joe Kellerman, City Attorney, recommended revising the authority granted to be valid through May 12, 2020, unless extended by the City Council.

Councilor Fierke moved to approve Resolution No. 2020-07, a Resolution giving the City Administrator authority to temporarily close City Hall to the public as amended, with the authority granted to be valid through May 12, 2020, unless extended by the City Council. Councilor Mannenbach 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.

- 5.2 Resolution No. 2020-08. A Resolution giving the City Administrator authority to temporarily cancel/postpone nonessential public meetings.

Mayor Jenks reintroduced this item related to giving the City Administrator authority to temporarily cancel/postpone nonessential public meetings. During discussion, Henry Lawrence, City Administrator, confirmed the City will continue to hold Council meetings as they are considered essential meetings, and will be held as regularly scheduled, via teleconference or otherwise. It was also noted there may be additional Council meetings as needed. Attorney Kellerman provided language to grant the authority provided in the Resolution to be valid through May 12th unless extended by the Council with the provision that City Council meetings remain as essential meetings. Councilor Stanek suggested applying the use of the May 12th date to all of the Resolutions.

There being no further discussion, Mayor Jenks asked for a motion to approve Resolution No. 2020-08, a Resolution giving the City Administrator authority to temporarily cancel/postpone nonessential public meetings, as amended. Council President Stanek motioned to approve Resolution No. 2020-08, as amended, and Councilor

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Grossman seconded the motion. Mayor Jenks requested the exact language to be provided. Cindy Hughes, City Recorder, restated the Resolution with the amendment that the authority is granted and valid through May 12, 2020, unless extended by the Council with the provision that City Council meetings remain as essential meetings. There was no further discussion. 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.

- 5.3 Resolution No. 2020-09. A Resolution temporarily staying enforcement of default utility bills and waiving fees for all online payments.

Mayor Jenks opened discussion with the expectation that the date would be amended. The purpose of the Resolution was to grant the authority to not shut off water services or impose fees as provided in the Eagle Point Municipal Code. In addition, the Resolution authorizes waiving fees for online payments for utility or court payments. Discussion ensued wherein the effective date of March 13th was identified by the Finance Director, Melissa Owens. Thereafter, Attorney Kellerman recommended revision of the Resolution for the time period to start on March 13, 2020 for a period of 60 days, and to be revisited at the City Council meeting on May 12, 2020. Removal of the proposed No. 4 to the Resolution, granting extended periods, was also recommended by Attorney Kellerman.

At the request of Mayor Jenks, the City Recorder provided the amendment language for Resolution No. 2020-09, to remain in effect for a period of 60 days starting on March 13, 2020, and to be revisited by the Council on May 12, 2020, with No. 4 being removed from the Resolution. Councilor Fierke agreed and motioned to approve Resolution No. 2020-09, as amended. Councilor Lacombe seconded the motion. There was no discussion. 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.

- 5.4 Resolution No. 2020-10. A Resolution authorizing paying the City's bills during natural disasters, pandemics, or other times when the City Council is unable to meet.

Mayor Jenks anticipated similar revisions as the previous items with the addition of an end date to the authority granted in the Resolution. Councilors Fierke and Lacombe agreed. No other suggestions were made. At Mayor Jenks' request, the City Recorder provided language to amend Resolution No. 2020-10, with the authority granted and valid through May 12, 2020, unless extended by the Council.

Mayor Jenks asked for a motion to approve Resolution No. 2020-10, a Resolution authorizing paying the City's bills during natural disasters, pandemics, or other times when the City Council is unable to meet. Councilor Grossman made a motion to approve Resolution No. 2020-10 and Councilor Lacombe seconded the motion. There was no discussion. Roll call: Kevin Walruff, yes; Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; and Ruth Jenks, yes. The motion passed unanimously.

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6. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Council President Stanek reported attending and recommended the League of Oregon Cities conference calls for city leaders regarding COVID-19. Council President Stanek ended with good wishes and safe social distancing practices.

Councilor Walruff expressed appreciation to the staff for their hard work during this time.

Mayor Jenks reported on the 4th of July Committee beginning discussions about the 4th of July celebration. With regard to COVID-19, Mayor Jenks was pleased to know the Jackson County Emergency Operations Center had been set up and empowered under the direction of John Vial.

There were no other reports.

7. STAFF REPORTS

Mike Upston, Planning Director, discussed the cancellation of the recent Planning Commission meeting as well as requirements for processing Planning Applications. There were no current applications but there are Façade Grant Improvement Applications to be considered. After discussion, Henry Lawrence, City Administrator, recommended holding the next Planning Commission meeting via teleconference.

Melissa Owens, Finance Director, reported on the Finance Report being in the packet and as expected. Ms. Owens noted any decreases related to economics could be realized later. Next, she reported on the City's website being updated with a listing of organizations related to utilities, COVID-19, public safety, and financial assistance. Although City Hall is closed to the public, staff continues to answer phones, and process payments and permits. The City is also preparing for staff to work from home if it becomes necessary. Last, recruitment and employment process for the Public Works Laborer position is nearly complete. Mayor Jenks commended all staff and expressed appreciation to everyone.

Robert Miller, Public Works Director, provided an update on reviewing emergency preparedness for all of Public Works. Due to the COVID-19 pandemic, the Arbor Day Celebration has been postponed until the fall. Public Works has increased its services throughout the City, disinfecting playgrounds, common areas, and providing additional trash pickup and sanitation services. However, due to the Governor's Order, playgrounds have been closed while parks remain open. Staff is currently evaluating and identifying essential services, and practicing good social distancing. Meanwhile, two new subdivisions are being developed and two recent water leaks repaired. Mr. Miller deferred to the Friday Letter for the rest of his report. Mayor Jenks commended staff, having not pictured the additional work and tremendous effort by the Public Works Department. Mr. Miller acknowledged having a great team.

Police Chief May reported working with a Jackson County Sheriff's Deputy to make sure the Police Department has adequate resources. Call volumes are down and a lot more work is being done over the phone. In response to an inquiry from Council President Stanek, Chief May reported on Officers gloving up to review identification and minimizing contact as much as possible for the public and staff.

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Joe Kellerman, City Attorney, acknowledged all staff during this time for their leadership including the coordination of the teleconference.

Henry Lawrence, City Administrator, complimented the City Recorder on the coordination of the meeting. In addition, Mr. Lawrence requested two teleconference meetings on March 31st, one as an Executive Session and the other as an open session of the City Council. The City Council confirmed availability for the teleconferences.

Cindy Hughes, City Recorder, expressed appreciation about the positive comments on the coordination of the teleconference.

8. INFORMATION

There were no information items.

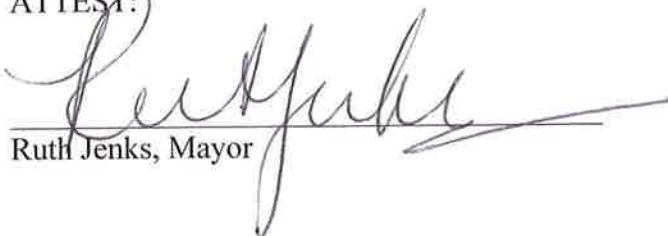
9. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 6:53 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor

City Council - March 24, 2020
Submission No. 1 - Melissa Owens, Finance Dir.

Cindy Hym 3-24-2020

3/24/2020
ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
43038	ADELE BEESON	ASHPOLE REFUND	\$ 60.00
43039	CANTEL OF MEDFORD, INC	STREET SIGNS	\$ 294.00
43040	EXPRESS SERVICES, INC	TEMP SERVICES-ADMIN, 1 WK	\$ 878.46
43041	GREENWAY SPRAY LLC	CONTRACT WEED SPRAYING	\$ 2,707.50
43042	HORNECKER COWLING LLP	CITY ATTORNEY	\$ 2,400.00
43043	LITHIA DODGE CHRYSLER JEEP	VEHICLE MAINT/REPAIR	\$ 706.79
43044	QUADIENT FINANCE USA, INC	POSTAGE	\$ 2,089.97
43045	TEKMANAGEMENT, INC	IT SUPPORT	\$ 267.96
43046	WILLIAM A MATSON	BACKGROUND INVESTIGATION	\$ 870.00
43037	SAFEWAY BUILDING SYSTEMS, INC	BUSINESS LICENSE REFUND	\$ 32.50
		SUBTOTAL	\$ 10,307.18
		Regular Bill list	\$ 26,730.74
		GRAND TOTAL	\$ 37,037.92