



City of Eagle Point

City Council

REGULAR MEETING MINUTES MARCH 8, 2022

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called the meeting to order at 6:00 p.m. via Zoom.

Council Members Present: Ruth Jenks, David Lacombe, Mike Moran, Robert Pinnell, Kathy Sell, Michael Stanek, and Kevin Walruff.

Staff Members Present: Aaron Prunty, City Administrator; Mark Bartholomew, City Attorney; Darin May, Police Chief; Melissa Owens, Finance Director; Mike Upston, Community Development Director; Dean LeBret, Public Works Operations Supervisor; Cindy Hughes, City Recorder; and Nichole Petty, Account Clerk.

Guests: Colleen Roberts, Jackson County Commissioner; Wyn Lewis, Budget Committee Member; Jay O'Neil, Chair, Butte Creek Mill Foundation; and members of the public and press.

2. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

There were no audience questions or comments.

3. CONSENT CALENDAR

- 3.1 Presentation of City Council Regular Meeting Minutes of February 22, 2022.
- 3.2 Presentation of City Council Ad Hoc Committee Minutes of March 1, 2022.
- 3.3 Presentation of City Council Special Study Session Minutes of March 2, 2022.

Mayor Jenks announced the Consent Calendar. There were no questions or comments. Councilor Sell moved to approve the Consent Calendar. Council President Stanek seconded the motion. There was no discussion following the motion. Roll call: Robert Pinnell, yes; Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; David Lacombe, yes; Mike Moran, 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 bills list. Councilor Sell asked about why someone would receive a refund. Melissa Owens, Finance Director, explained it is usually related to people selling their home, moving, or it could be a refund to a builder. There was a refund that Ms. Owens offered to research but it

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was not necessary. There being no further questions or discussion, Councilor Walruff motioned to approve the Bills to be Paid in the amount of \$55,815.28 and the Additional Bill List of \$13,964.16 (Submission No. 1) for a Grand Total of \$69,779.44. Councilor Moran seconded the motion. There was no discussion following the motion. Roll call: Kathy Sell, yes; Michael Stanek, yes; Kevin Walruff, yes; David Lacombe, yes; Mike Moran, yes; Robert Pinnell, yes; and Ruth Jenks, yes. The motion passed unanimously.

5. NEW BUSINESS

5.1 Discussion regarding Neighborhood Enhancement Commission.

Ruth Jenks, Mayor, provided a report on the recent Ad Hoc Committee meeting with focus on the first task for the new commission. Mayor Jenks also discussed whether the commission's priorities such as a dog park could influence who would be seated on the commission. Mayor Jenks further noted a dog park is on the City Administrator's performance evaluation. Councilor Sell added that during the Ad Hoc Committee meeting, the former commissioners appeared to be ready to organize and receive an assignment. Councilor Sell noted additional discussion about whether applicants should be interviewed first. In addition, Councilor Sell expressed support of the applicants serving the city over a specific project.

Council discussion followed about the selection process and the mayor appointing applicants. There was support to invite all the applicants to the March 22nd meeting to allow the Council to ask a few questions and select the applicants to serve on the Commission. A time limit of 5 minutes for each applicant was proposed. However, it was noted that City Councilors may independently contact applicants. It was also suggested that applicants not be asked to reiterate the information on their application, and to share their top three priorities and what they have already done in the community. Mayor Jenks received the Council's consensus for the Commission to start with a dog park. There was no objection. Further, Mayor Jenks requested the Council to send questions for applicants to the City Recorder.

5.2 Update on Water System Improvements.

Aaron Prunty, City Administrator, reported meeting with RH2 Engineering to discuss water system improvements and prioritizing tasks for a scope of work and pricing. Mr. Prunty reported it was a good meeting as they are familiar with the water system and there is a good working relationship. Council discussion followed with a request from Councilor Pinnell for additional information. Mr. Prunty explained about the city's advertisement for an engineering firm and selection of RH2 Engineering to provide specific engineering tasks related to the water system. Further, Mr. Prunty will provide Councilor Pinnell with additional documentation about this project. Mayor Jenks requested RH2's report to the Council about emergency backups and resiliency also be provided. Council discussion continued with favorable comments about RH2 Engineering including their experience, funding opportunities through other agencies such as FEMA, and Eagle Point's long-term relationship with RH2.

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5.3 Update on House Bill 2560.

Aaron Prunty, City Administrator, reported on the passage of House Bill 2560 last year that includes an amendment to the public meeting statutes. One of the changes is a requirement that public meetings be accessible telephonically or electronically, to the extent possible, excluding executive sessions. Staff is working on providing that type of access, but there may currently be an issue related to the sound equipment for live meeting access. Council briefly discussed the existing equipment and the goal of having live meeting access within the next couple of weeks.

5.4 Update on in-person meetings.

Aaron Prunty, City Administrator, discussed the lifting of the mask mandate and turned the discussion over to the Council to determine whether meetings should be in person. Mr. Prunty noted there may be some desire to wear masks and placement of additional tables to allow for additional spacing. Mr. Prunty emphasized that health and safety is first. From his perspective, the choice to wear a mask should not seem awkward. Council discussion supported in person meetings with a choice to wear a mask. There was no objection to moving forward with in person meetings. Other points included staying at home if you are not feeling well and keeping Zoom as an occasional option for Council or staff attendance.

6. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Pinnell reported on the recent Chamber of Commerce meeting. He also volunteered to serve as a liaison to that group since he regularly attends their meetings. He further reported on the Chamber moving ahead with the Vintage Fair, and planning for the 4th of July. Mayor Jenks inquired about the Chamber's Board and offices, as well as the Chamber's newsletter.

Councilor Moran reported attending the Rogue Valley Council of Governments (RVCOG) meeting. He also announced Fire Chief Horton of Fire District 3 will attend a Council meeting soon.

Councilor Sell attended the SOREDI (Southern Oregon Regional Economic Development Inc.) meeting earlier in the day. During that meeting, Jerry Brienza, Airport Director at the Rogue Valley International Medford Airport, discussed upcoming changes and additions to the airport. Some of the changes include a second story to the terminal, multi-level parking, and plans for an additional runway in the future. Councilor Sell further reported on the airport's financial statistics, flight levels, Covid relief funds, property for lease, and fare increases.

Council President Stanek announced the Rogue Valley Metropolitan Planning Organization Technical Advisory Committee is scheduled to meet the following week.

Councilor Walruff announced the Planning Commission is scheduled to meet in May. He also expressed support for virtual meeting options as he will be unavailable for one of the meetings in April and May. Further, he reported a 100% increase in the cost of flights from February to July out of Medford to Washington DC.

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Mayor Jenks reported attending a Rogue Valley Area Commission on Transportation meeting. Further, the Rogue Valley Metropolitan Planning Organization (RVMPO) is scheduled to meet the following week. Mayor Jenks briefly discussed project selection by the RVMPO. Last, Mayor Jenks reported on the League of Oregon Cities in Central Point later in the week.

There were no other reports.

7. STAFF REPORTS

Mike Upston, Community Development Director, reported on construction and permit application reviews. Two applications are set to go to the Planning Commission. One is for a small subdivision between DeAnjou and the highway, and the other is the long-anticipated expansion of the Eagle Point Golf Resort Lodging Expansion and residential development near Alta Vista. Mr. Upston deferred to the Friday Letter for additional details. Upcoming meetings include the Rogue Valley Metropolitan Planning Organization Technical Advisory Committee meeting, and the Regional Planning.

Melissa Owens, Finance Director, reported work on the budget and 10-year projections and also discussed scheduling the budget meeting dates.

Dean LeBret, Public Works Operation Supervisor, reported on replacement of a vent on top of the 3.6 MG reservoir, and water break repairs. Mr. LeBret further deferred to the Friday Letter for additional details.

Darin May, Police Chief, announced the new Code Enforcement Officer starts next week and will work on weed abatement as a priority. Chief May further discussed how the Code Enforcement Officer position is a great asset to the department. Regarding training, Chief May reported on a few officers' attendance at an advanced roadside impairment class.

Mark Bartholomew, City Attorney, announced he is looking forward to in-person meetings, and discussed hybrid meetings held at the City of Grants Pass.

8. INFORMATION

There were no information items.

9. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:18 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor

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Submission No. 1 - Melissa Owens, Finance Director

Cindy Taylor 3-8-22

3/8/2022

ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
45656	ASANTE PHYSICIAN PARTNERS	PHYSICALS	\$ 188.00
45657	BULL ENGINEERING, LLC	PROFESSIONAL SERVICES/INSPECTIONS	\$ 2,063.95
45658	CENTURY LINK	UTILITIES	\$ 36.36
45659	FASTENAL	SAFETY EQUIPMENT	\$ 1,880.79
45660	HUNTER COMMUNICATIONS	UTILITIES	\$ 2,353.32
45661	KAS & ASSOCIATES, INC	ENGINEERING FOR DEVELOPMENT	\$ 186.12
45662	NEILSON RESEARCH CORP	WATER TESTING	\$ 350.00
45663	ONE CALL CONCEPTS	UTILITY LOCATES	\$ 79.38
45664	OREGON CALIFORNIA SUPPLY	SUPPLIES	\$ 47.00
45665	PROTHMAN	ADVERTISING-PW DIRECTOR	\$ 3,002.50
DRAFT	QUADIENT	POSTAGE	\$ 2,000.00
45666	TEKMANAGEMENT, INC	IT SUPPORT	\$ 58.52
45667	TRANSPORT WISDOM	CDL TRAINING	\$ 285.00
45668	US CELLULAR	UTILITIES	\$ 1,433.22
TOTAL=			\$ 13,964.16

Regular Bill list \$ 55,815.28
GRAND TOTAL \$ 69,779.44