



City of Eagle Point

City Council

REGULAR MEETING MINUTES
AUGUST 27, 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, Bernie Grossman, David Lacombe, and Michael Stanek.

Council Members Absent: James Mannenbach, and Kevin Walruff.

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

Guests: 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 offered the invocation. Afterwards, she welcomed everyone and made a reminder about quieting cell phones.

3. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

Eric Gunn of Eagle Point discussed several items including: low visibility of speed signs on ~~Shasta Avenue going towards~~ *(Revised during the City Council meeting on September 10, 2019)* Alta Vista near Poppy Village; a water leak on Robert Trent Jones Boulevard; and the previous donation to the Butte Creek Mill Foundation. Mr. Gunn reported on the flashing speed sign and 35 mph sign not being visible until you are almost on them. With regard to the leak on Robert Trent Jones Boulevard, Robert Miller, Public Works Director, reported it is scheduled for repair on September 4th and had been delayed for authorization from a nearby property owner. With regard to the Butte Creek Mill Foundation, Henry Lawrence, City Administrator, reported representatives of the Foundation will be at the next meeting to provide an update. Meanwhile, the Foundation is in the process of gathering documentation requested by the City for inclusion in the agenda packet.

4. PRESENTATIONS

There were no Presentations.

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5. PUBLIC HEARINGS

There were no Public Hearings.

6. CONSENT CALENDAR

6.1 Presentation of Regular Meeting Minutes of August 13, 2019.

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

7. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

8. PRESENTATION OF BILLS TO BE PAID

Mayor Jenks asked if there were questions about the bills to be paid including the Additional Bill List. Councilor Fierke asked about the payment for permit fees to the City for Linn Road and Barton Road. Melissa Owens, Finance Director, reported the City has to pay the Medford Water Commission for SDCs for two water meters out of the payment and will receive a portion to be transferred within City accounts. Mayor Jenks inquired about a refund in the amount of \$1,796, and Ms. Owens explained it was related to a building permit refund to someone that had changed their plans. There being no further questions, Councilor Grossman moved to approve the Bills to be Paid in the amount of \$140,293.21 and the Additional Bill List of \$94,759.89 for a Grand Total of \$235,053.10 (Submission No. 1). Council President Stanek seconded the motion. There was no discussion. Roll call: David Lacombe, yes; Michael Stanek, yes; Bill Fierke, yes; Bernie Grossman, yes; Ruth Jenks, yes; James Mannenbach, absent; and Kevin Walruff, absent. The motion passed unanimously by those present.

9. OLD BUSINESS

There was no old business.

10. NEW BUSINESS

10.1 Discussion regarding the Buchanan Avenue ADA Ramps.

Robert Miller, Public Works Director, reviewed the related agenda statement, explaining that the original Linn Road Project included two ADA Ramps. One of the ramps was constructed at the southwest corner of Buchanan Avenue but the other has been delayed for a follow up project. Two designs were presented for the Council's consideration and both would include bike lanes and push button activated flashing beacons for the eastern crosswalk. Pavement of half of S. Buchanan would be incorporated as well.

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Councilor Fierke asked about the necessity and cost of the options, followed by Council President Stanek inquiring about the City's authority to complete either option while stop signs along Robert Trent Jones Boulevard required a traffic study. Mr. Miller explained that pavement of a portion of S. Buchanan was already planned and consideration of the crosswalk was due to high pedestrian density. Further, Mr. Miller clarified that Century West's full design team includes a traffic study component so it is far more than a recommendation by staff. Mr. Miller also discussed drivers traveling too fast and not always seeing pedestrians or stop at crosswalks for pedestrians. As far as financial impact, the design team is working on estimates for both options and approximately \$30,000 for ADA improvements is budgeted. Mr. Miller went on to explain about the potential added safety of a flashing signal. The raised pedestrian island was estimated to cost less than \$5,000. In addition, it was noted that the left turn lane lends to the potential aspect of traffic going through the intersection more quickly, adding to the safety impact.

Mayor Jenks clarified that a whole team, not just a single engineer, had worked on the designs. During discussions, Councilor Lacombe reported on this as being a tricky intersection. There were also concerns expressed about completing this project before addressing Robert Trent Jones Boulevard. Mayor Jenks and others requested pedestrian counts. Mr. Miller agreed that pedestrian counts could be done after school starts, noting this is by far one of the busiest intersections within the City. A brief discussion followed about whether or not this could be part of the Safe Routes to School program, which Mr. Miller reported it could be. Last, Mayor Jenks concluded that she had heard the most favor for the first option but was more comfortable with getting cost estimates and data on pedestrian use. Mr. Miller reported he would bring the item back with hard numbers for both options.

10.2 Discussion regarding the Royal Avenue Left Turn Lanes Grant Application.

Robert Miller, Public Works Director, explained about the City previously receiving a grant from the Rogue Valley Metropolitan Planning Organization (RVMPO) for engineering services and right of way acquisitions to develop pedestrian and bicycle improvements on both sides of South Royal.

Although that project is in the preliminary stages, RVMPO is currently requesting grant applications for its next funding cycle. Options for left turn lanes from Royal Avenue to Fargo and Ione were presented for the Council's consideration as a grant request to RVMPO, to enhance future improvements to South Royal.

During the presentation, local resident Patricia Linder introduced herself to the Council, noting she was unfamiliar with the process but wanted to know if she would lose part of her property or how the project could impact the property. Mayor Jenks explained that the agenda item was to determine if staff should prepare a grant application and recommended meeting with Mr. Miller by appointment or after the meeting.

Mr. Miller went on to review the agenda statement and explained there had been a lot of interest in this project although he was seeking Council's feedback on the grant application. He added that one comment from the County was for the City to consider full improvements which could impact right of ways.

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Council discussion followed about whether or not traffic counts or studies had been conducted and questioned the necessity of the proposed turn lanes. Mr. Miller reported they had not conducted studies. Discussion also addressed the partnership with the County and the fact that the County owns South Royal. Mr. Miller discussed various options for staging the project such as engineering first and building, or completing small sections over a number of years. Ultimately, once the road is urbanized, the County will seek the City's ownership of the road. Mr. Lawrence clarified that the road will need to be fully completed before the City would consider acceptance of the road from Loto to Highway 62. There was additional consideration of the project costs regardless of the funding sources, and requests for further data to support the turn lanes.

Mayor Jenks noted the application deadline coming within the next week and stated it could be an administrative decision by Mr. Lawrence based on the Council's comments. Mr. Lawrence reviewed the upcoming \$500,000 engineering project with the City's financial portion of \$36,000 and the County's share at \$25,000. Further, Mr. Lawrence explained his understanding that the City would not go after the small segments of the project but would wrap it up into the larger project. Engineering is set to begin next summer to identify construction costs which is projected to be several million dollars. Last, Mayor Jenks again suggested the Linder's meet with Mr. Miller.

11. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Fierke announced two vacancies on the School District Budget Committee, and a special meeting scheduled later in the month to interview search firms for the upcoming Superintendent vacancy. With regard to City business, Councilor Fierke reported that he and Councilor Lacombe would be meeting with staff on the City Administrator's review, and may have a related Executive Session at the next meeting. Later in the meeting, Councilor Fierke reported on a window treatment at the schools to prevent the glass from shattering that had been researched with the School Resource Officer.

Councilor Lacombe recognized an Eagle Point citizen, Kendal Bruton, for his selfless bravery of running into a burning home to save a woman. Fire District 3 honored him for his bravery and offered him the opportunity to make a career change with a position and full ride at the Fire Academy. Councilor Lacombe noted he would see about further honoring him at a City Council meeting.

Councilor Grossman reported on performing his son's wedding ceremony in Orange County California after becoming temporarily deputized there as a Commissioner of Marriage. Next, Councilor Grossman inquired about the most current status of Robert Trent Jones Boulevard. Robert Miller, Public Works Director, reported plans to minimize improvements or impacts until Arrowhead or Stevens Road open sometime in October. Potential improvements would cover up existing lines, add speed signage, and give consideration of crosswalk at Pumpkin Ridge. Mr. Miller anticipated this item being brought back to the Council sometime in October. Councilor Grossman further inquired about getting a new sound system for the 4th of July. City Administrator, Henry Lawrence, responded that he would like input about the sound system to be purchased and will put it on a future agenda.

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Council President Stanek announced completion of the Eagle Point Shōwa Homestay Committee informational flyer and applications, inviting Eagle Point High School's freshmen students to apply to be ambassadors for the visit in June 2020. The application deadline is October 25, and selection will be made by November 1st.

Mayor Jenks reported attending the Rogue Valley Metropolitan Planning Organization Policy Committee meeting with discussion about sidewalk and bike lane projects but the meeting was mostly administrative in nature.

12. STAFF REPORTS

Mike Upston, Planning Director, reported on the recent Planning Commission meeting wherein an annexation of a tax lot on Hidden Valley Drive was considered and will be recommended for the Council's approval at its next meeting. In addition, a remnant parcel, also on Hidden Valley Drive will be presented for acceptance by the City as it is not needed by the property owner and the City has interest in merging it into the existing right of way. Other upcoming items include a Site Plan decision opposite of Poppy Village, Sienna Hills Project 6-b, and annexing a parcel from the Oregon Department of Transportation. In late October, the Rogue Valley Transit District will present the new Eagle Point temporary bus service to the Council. There was additional discussion about the number of lots for the property across from Poppy Village which Mr. Upston estimated to be 10. Mayor Jenks noted there being a lot of questions about the new Arrowhead subdivision as far as being incorporated into the existing homeowners association. Mr. Upston was not aware of the legal parameters but thought it could be in the Master Plan, CCR's or By-laws.

Melissa Owens, Finance Director, reported on active shooter training previously provided at City Hall, and more recently with the volunteers at the Museum and Harnish Visitor's Center. In addition, recommendations were made for added safety and staff is looking into providing similar training to the Public Works staff. With regard to staffing vacancies, all of the positions have been filled except for the Public Works Supervisor position but recruitment has not begun. However, the City will be advertising for additional hosts at the Museum and Harnish Visitors Center. Furthermore, Ms. Owens reported staff is still working on completing the fiscal year.

Robert Miller, Public Works Director, reported receiving a Safe Routes to School Grant with a kick off meeting scheduled with the Oregon Department of Transportation and a School District Representative to identify projects. With regard to current road projects, Linn Road is winding down while Stevens Road continues with updates available on the website and via email. Council President Stanek expressed concern about the quality of the recent striping on Crystal Drive. Mr. Miller responded that the work was completed by another agency but could be redone as needed. Last, Mr. Miller reported that a full write up of projects is available in the Friday Letter.

Police Chief May reported on the Police Department getting ready for school to start with patrols focusing on School Zones as well as Robert Trent Jones Boulevard.

Henry Lawrence, City Administrator, announced that the Butte Creek Mill Foundation would be at the next meeting to provide an update.

There were no other staff reports.

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13. INFORMATION

There were no information items for discussion.

14. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:17 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Ruth Jenks, Mayor