



City of Eagle Point

City Council

REGULAR MEETING MINUTES APRIL 13, 2021

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called to order the regular meeting of the Eagle Point City Council via Zoom on April 13, 2021 at 6:01 p.m.

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

Council Members Absent: Bernie Grossman, and Kevin Walruff.

Staff Members Present: Aaron Prunty, City Administrator; Ryan Vanderhoof, City Attorney; Darin May, Police Chief; Robert Miller, Public Works Director; Melissa Owens, Finance Director; Mike Upston, Community Development Director; and Cindy Hughes, City Recorder.

Guests: Colleen Roberts, Jackson County Commissioner; Suzi Collins, Planning Commissioner; and members of the public and press.

Mayor Jenks welcomed everyone and discussed the designated period for audience questions or comments. It was further noted that 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 questions or comments.

3. CONSENT CALENDAR

3.1 Presentation of Regular Meeting Minutes of April 13, 2021.

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

City of Eagle Point Council Meeting Minutes

April 13, 2021

Page 2 of 5

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 Lacombe inquired about the payment to ECSO in the amount of \$37,241.56. Melissa Owens, Finance Director, responded that ECSO provides 911 dispatch services for the City and the City pays for the service on a quarterly basis. There being no further questions, Councilor Lacombe moved to approve the Bills to be Paid in the amount of \$141,888.51 and the Additional Bill List of \$14,458.19 (Submission No. 1) for a Grand Total of \$156,346.70. Councilor Sell seconded the motion. There was no discussion following the motion. Roll call: Kathy Sell, yes; Michael Stanek, yes; David Lacombe, yes; Mike Moran, yes; Ruth Jenks, yes; Bernie Grossman, absent; and Kevin Walruff, absent. The motion passed unanimously by those present.

5. NEW BUSINESS

5.1 Resolution No. 2021-14. A Resolution increasing the water consumption rate in the City of Eagle Point to reflect the Medford Water Commission rate increase.

Melissa Owens, Finance Director, explained about the different types of increases such as those related to an increase to the City's cost of doing business and also increases through the Medford Water Commission. Since the last increase was passed through to Eagle Point's customers, the Medford Water Commission has passed two increases. The first increase was \$.04/1,000 gallons and the most recent at \$.03/1,000 gallons for a total increase of \$.07/1,000. Ms. Owens went on to explain that the City had determined not to pass the increases to its customers during the beginning of the pandemic. However, the City's Water Fund cannot absorb the increased cost and it should be passed to the consumer. Additionally, Ms. Owens reported the City does not plan to request the 4% increase that is part of the 10-year plan for water services for the upcoming budget year (2021/2022). The proposed increases amount to .21 cents for a customer that uses 3,000 gallons per month or .63 cents for a customer that uses 9,000 gallons per month.

Mayor Jenks opened for questions. There being no other Council questions, Mayor Jenks asked about the minimum base rate and how multi-units are handled. Ms. Owens reported the water base rate is approximately \$18 but there are also fees for transportation, sewer and storm water fees, with all costs broken down on the utility bill. With regard to multi-units, some are set up differently than others but overall, each pays a base rate plus usage with each unit receiving 10,000 gallons at the lowest tier. In addition, Mayor Jenks asked about whether the Medford Water Commission increases its rate intermittently or on a regular schedule. Ms. Owens reported the Commission's increases are typically passed on to its city customers every March after a cost of service study is presented to their Board in December.

There being no further questions or comments, Mayor Jenks offered to entertain a motion to approve Resolution No. 2021-14. Council President Stanek made a motion to approve Resolution No. 2021-14, a Resolution increasing the water consumption rate in the City of Eagle Point to reflect the Medford Water Commission rate increase. Councilor Moran seconded the motion. There was no discussion following the motion. Roll call: Michael Stanek, yes; David Lacombe, yes; Mike Moran, yes;

City of Eagle Point Council Meeting Minutes

April 13, 2021

Page 3 of 5

Kathy Sell, yes; Ruth Jenks, yes; Bernie Grossman, absent; and Kevin Walruff, absent. The motion passed unanimously by those present.

- 5.2 Resolution No. 2021-15. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with Milestone Landscape Group LLC for the 2021 On Call Park Mowing.

Robert Miller, Public Works Director, reviewed the related agenda statement and explained the recommendation to contract out park mowing, including Chamberlain Park, Harnish Wayside Park, Little Butte Park, Lucas Park, Mattie Brown Park, Ponderosa Park, the Bob Moore Park/Judge Stewart House lawn, and Pioneer Cemetery. Mr. Miller reported Milestone Landscape Group had submitted the only bid at a cost of \$555 per week during mowing season, as covered under the proposed two-year contract. Additionally, work after July 1, 2021 would be pending approval of the 2021/22 proposed budget. Mr. Miller concluded with an explanation of savings on labor and mowing equipment that is a great benefit to the City.

There being no questions or comments, Mayor Jenks asked for a motion to approve Resolution No. 2021-15, a Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with Milestone Landscape Group LLC for the 2021 On Call Park Mowing. Councilor Sell made a motion to approve Resolution No. 2021-15 and Councilor Moran seconded the motion. Councilor Sell and Mayor Jenks spoke favorably about the selection of a local provider. There was no further discussion following the motion. Roll call: David Lacombe, yes; Mike Moran, yes; Kathy Sell, yes; Michael Stanek, yes; Ruth Jenks, yes; Bernie Grossman, absent; and Kevin Walruff, absent. The motion passed unanimously by those present.

- 5.3 Resolution No. 2021-16. A Resolution authorizing a City of Eagle Point Personal/ Professional Services Contract with Jahnke Heating & Air Conditioning Inc. for the 2021 City Hall HVAC Replacement.

Robert Miller, Public Works Director, reviewed the related agenda statement and explained about the need to replace the HVAC system for the main offices of City Hall. Mr. Miller further reported the system had become obsolete with the typical lifespan of a commercial unit being 15 to 20 years which was reached in 2017. The other three HVAC units at City Hall have been replaced or are on a schedule for replacement including: Ashpole Community Center in 2015, Police Department in 2017, and City Council Chambers scheduled for fiscal year 2021-2022.

In addition to advertising the project, Mr. Miller reported receiving the following two quotes: Heat-N-Air Man at \$15,695 and Jahnke Heating & Air Conditioning, Inc. at \$14,962. Award of the contract was recommended to Jahnke Heating & Air Conditioning, Inc. Mr. Miller also discussed a recent review of the Oregon Revised Statutes related to awards and refining internal processes.

Council discussion followed with Councilor Sell inquiring about whether the pricing was typical and how it compared to pricing a couple of years ago. Mr. Miller reported the project had been budgeted at around \$18,000. Further, Mr. Miller noted that receiving a quote that low with the unit in stock was a surprise. Mayor Jenks inquired about whether there are rebates through the Oregon Energy Trust or other

City of Eagle Point Council Meeting Minutes

April 13, 2021

Page 4 of 5

agencies. Mr. Miller offered to look into that and noted the LED lighting at City Hall had been completed through a similar program.

Mayor Jenks asked for a motion to approve Resolution No. 2021-16, a Resolution authorizing a City of Eagle Point Personal/Professional Services Contract with Jahnke Heating & Air Conditioning Inc. for the 2021 City Hall HVAC Replacement. Councilor Sell made a motion to approve Resolution No. 2021-16 and Councilor Moran seconded the motion. There was no discussion following the motion. Roll call: David Lacombe, yes; Mike Moran, yes; Kathy Sell, yes; Michael Stanek, yes; Ruth Jenks, yes; Bernie Grossman, absent; and Kevin Walruff, absent. The motion passed unanimously by those present.

6. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Lacombe reported attending the tree planting for Arbor Day at Lucas Park. He added that it was a good turnout and the park had really come along since he had seen it before. Mayor Jenks reported on a beautiful photograph in the Upper Rogue Independent with staff and Mr. Lacombe at the planting.

Councilor Moran reported attending the Rogue Valley Council of Governments meeting via Zoom. It was noted that their Executive Director, Michael Cavallaro, is leaving and will be replaced from in-house.

Councilor Sell reported attending the Southern Oregon Regional Economic Development Inc. (SORED) meeting earlier in the day. During the meeting, she learned about the recent expansion of the Weekend Beer Company in Grants Pass. Councilor Sell further reported on SORED and other agencies reaching out to assist businesses in the recovery of the fires. SORED's Business Development Loan Fund and Enterprise Zones help businesses to create or retain jobs in Jackson or Josephine County. Last, their annual meeting will be held in Phoenix at the Blue Heron Park to benefit businesses impacted by the fires. Other than that, she had planned to attend the tree planting for Arbor Day but had a late work commitment.

Council President Stanek reminded the Council about the April 15th deadline for filing a Statement of Economic Interest with the Oregon Government Ethics Commission. With regard to Council training, Council President Stanek reported on a previous request by Councilor Walruff for training. The Council had later agreed to trainings and a short training had been held in October about voting requirements. Council President Stanek noted he was bringing this up to see if the Council would like to continue the trainings since there had not been other trainings. He also noted it was time for the four year review of the Council Rules to determine if any changes were needed and to help everyone become familiar with them. Mayor Jenks briefly discussed her recollections and thought the Council should determine how to move forward. She suggested another conversation be held with Councilor Walruff and Council President Stanek before getting too far into this. Mayor Jenks also discussed the time involved in preparing for future trainings and thought it should be brought back at a future meeting. Discussion continued about the types of training including ethics and topics that Councilors may not be aware of. Streamlining processes was also mentioned. In conclusion, Mayor Jenks suggested a meeting between Council President Stanek, Councilor Walruff and herself.

City of Eagle Point Council Meeting Minutes

April 13, 2021

Page 5 of 5

Mayor Jenks discussed reaching out to Eagle Point's Sister City, Shōwa-mura, Japan via Zoom recording to touch base with them. Staff confirmed that it is possible to add this to the April 22nd agenda.

7. STAFF REPORTS

Mike Upston, Community Development Director, reported on continuous residential development and the City being well positioned for future development. With regard to the Planning Commission, Mr. Upston discussed the proposed Linn Road Cottage Homes and further reported on a number of people submitting comments regarding the proposed Riparian Ordinance. After that meeting, the Planning Commission will provide its recommendations to the City Council. Regarding commercial development, the proposed development for the corner of Highway 62 and Crystal is still under consideration but the City has not received an application. Further, Mr. Upston reported working with other agencies as it relates to his responsibilities. He also shared and discussed development images shown in the Friday Letter. There were no questions or further discussion. Council President Stanek and Mayor Jenks commended Mr. Upston for the update.

Melissa Owens, Finance Director, reported working with the insurance company on best practices and anticipates receiving a rate proposal by beginning of May. At present, the budget is balanced and will be ready for presentation. Further, staff training regarding driving and harassment is being set up.

Robert Miller, Public Works Director, expressed appreciation for attendance at the Arbor Day tree planting. In addition to the information in the Friday Letter, Mr. Miller reported making a presentation at the American Public Works Association Oregon Conference regarding Eagle Point's Stevens Road Project.

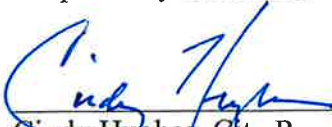
Cindy Hughes, City Recorder, reported on recruitment of three vacancies on the Budget Committee. With regard to Council training, she recommended starting with the Council Rules. Last, Ms. Hughes expressed appreciation to the Council for the recent approval of a new copier which has been installed at City Hall.

There were no other reports.

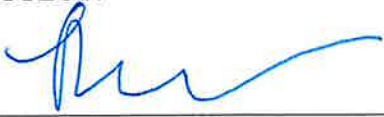
8. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:08 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor

City Council - April 13, 2021
 Submission No. 1 - Melissa Owens, Finance Director

Cindy Flynn 4-13-21

4/13/2021
 ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
44506	CANTELL OF MEDFORD, INC	STREET PAINTING	\$ 35.00
44507	CHARTER COMMUNICATIONS	UTILITIES	\$ 119.98
44508	ENNIS-FLINT	STREET PAINTING	\$ 2,787.85
44509	FOUR SEASONS NURSERY	ARBOR DAY/PARK TREES	\$ 1,757.60
44510	HAYS OIL COMPANY	FUEL	\$ 808.26
44511	HORNECKER COWLING LLP	CITY ATTORNEY	\$ 480.00
44512	JESSICA ANSELM	UNIFORM	\$ 10.00
44513	PACIFIC PAVING, INC	ASPHALT PATCHING	\$ 2,540.00
44514	SIGNS NOW	SIGNS-MUSEUM, HARNISH	\$ 1,540.00
44515	TEHAMA TIRE SERVICE	EQUIPMENT MAINT/REPAIR	\$ 37.00
44516	TEKMANAGEMENT, INC	TEKPROTECT EMAIL/WEBFILTERING	\$ 222.50
44517	TYLER TECHNOLOGIES	INSITE FEES	\$ 4,120.00
SUBTOTAL			\$ 14,458.19
Regular Bill list			\$ 141,888.51
GRAND TOTAL			\$ 156,346.70