



# City of Eagle Point

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## City Council

### REGULAR MEETING MINUTES APRIL 26, 2022

#### 1. CALL TO ORDER – 6:00 P.M.

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

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

Council Members Absent: Kathy Sell.

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, Neighborhood Enhancement Commissioner; Millie Wewerka, Planning Commissioner; and members of the public and press.

#### 2. FLAG SALUTE AND INVOCATION

Mayor Jenks led the Pledge of Allegiance and Councilor Lacombe offered the invocation.

#### 3. AUDIENCE QUESTIONS/COMMENTS CONCERNING ITEMS NOT ON AGENDA

There were no audience questions or comments.

#### 4. CONSENT CALENDAR

##### 4.1 Presentation of Regular Meeting Minutes of April 12, 2022.

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

#### 5. 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 or discussion, Councilor Moran motioned to approve the Bills to be Paid in the amount of \$29,286.92 and the Additional Bill List of \$4,681.19

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(Submission No. 1) for a Grand Total of \$33,968.11. Councilor Walruff seconded the motion. There was no discussion following the motion. Roll call: Robert Pinnell, yes; Michael Stanek, yes; Kevin Walruff, yes; David Lacombe, yes; Mike Moran, yes; Ruth Jenks, yes; and Kathy Sell, absent. The motion passed unanimously by those present.

### 6. NEW BUSINESS

#### 6.1 Resolution No. 2022-13. A Resolution authorizing the job description for the Public Works Director.

Melissa Owens, Finance Director, explained the proposed Resolution would authorize changes to the job description for the Public Works Director, last updated in 2021. Ms. Owens reported on recruitment efforts and extensive advertisement for this position with minimal response. Ms. Owens further discussed the hefty educational and experience requirements. Approval allows for consideration of candidates with a combination of experience and education, and opens the candidate field.

Discussion followed about training, continuing education, salary rate, and the national challenge of hiring government sector directors and administrators. Ms. Owens did not recommend changes to the salary scale. Attorney Bartholomew concurred about hiring challenges and expressed support of opening the position to a combination of experience, skills, and education. The cost of engineering services was also discussed. Aaron Prunty, City Administrator, reported the city currently and in the past has hired engineering services but he did not have an exact cost.

There being no further discussion, Mayor Jenks offered to entertain a motion to approve Resolution No. 2022-13. Councilor Moran made a motion to approve Resolution No. 2022-13, a Resolution authorizing the job description for the Public Works Director. Councilor Walruff seconded the motion. There was no further discussion following the motion. Roll call: Michael Stanek, yes; Kevin Walruff, yes; David Lacombe, yes; Mike Moran, yes; Robert Pinnell, yes; Ruth Jenks, yes; and Kathy Sell, absent. The motion passed unanimously by those present.

#### 6.2 Discussion regarding an upcoming partnership and contract between the State of Oregon/Department of Land Conservation & Development and the City of Eagle Point to conduct a Climate-Friendly Area Study.

Mike Upston, Community Development Director, reviewed the related agenda statement about the Governor's executive order issued in early 2020 to reduce climate pollution. The Department of Land Conservation & Development (DLC) has been directed to amend the rules governing Oregon's planning system for communities to adopt regulations for walkable mixed-use development. Mr. Upston explained this is not a new concept and the expectation is local jurisdictions will adopt walkable land use values. Assistance will be provided at no cost to the city by the Rogue Valley Council of Governments through state funding. At some point, a final contract with the state will be submitted for Council approval. A brief discussion followed about the executive order and participation.

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### 6.3 Discussion regarding city-owned property.

Mike Upston, Community Development Director, reviewed the related agenda statement and reported over 100 pieces of city-owned properties. The properties include street plugs or very small areas, but the rest is mostly city parks, open space including wetlands and stormwater detention ponds, and city buildings. The purpose of the request was aimed at locating an area for a dog park.

City Attorney, Mark Bartholomew, responded to the mayor's inquiry about the city owning property outside the city limits. Attorney Bartholomew reported it is permissible; however, the city would be required to submit a development application to the other jurisdiction. Councilor Pinnell commented about the Neighborhood Enhancement Commission's possible future work on a dog park.

Eagle Point resident, Geanie Hixon, inquired about public use of city-owned property for parking cars or recreational vehicles. Mayor Jenks offered to speak with Ms. Hixon after the meeting.

### 6.4 Discussion regarding Water Rights Strategy.

Aaron Prunty, City Administrator, reviewed the related agenda statement with a draft of an Intergovernmental Agreement for Coordinated Water Rights Management and Water Sharing Plan. The draft agreement is part of a previous 2020 water rights strategy agreement by a group of local partner cities and the Medford Water Commission. Mr. Prunty explained this item will be presented to each of the partner cities for adoption over the next month and to Eagle Point at an upcoming meeting. In addition, Councilor Pinnell will be brought up to speed on the previous agreement and Attorney Bartholomew will review prior to execution.

### 6.5 Discussion regarding offensive lighting.

Aaron Prunty, City Administrator, discussed the recent citizen complaint about lighting and request for assistance at the last meeting. Mr. Prunty reviewed the related agenda statement with examples of other city codes.

Council discussion followed at length with Attorney Bartholomew providing opinion as to other remedies but none being as speedy as an ordinance. Additional Council discussion supported the verbiage by Shady Cove, example No. 2 in the agenda statement. Following discussion, Mayor Jenks reported consensus to bring back a draft ordinance for review at the next meeting.

## 7. REPORTS FROM CITY COUNCIL AND CITY COMMITTEE REPRESENTATIVES

Councilor Walruff announced the next Planning Commission meeting will be held on May 17.

Councilor Lacombe reported on a recent Fire District 3 meeting wherein he learned about the district's grant award received from the University of Oregon for cameras to observe mountain ranges for use in firefighting. They are also implementing a program for emergency operators to bring live feed to responding agencies, working on improvements to social media, and have a budget meeting scheduled.

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Councilor Moran announced the Rogue Valley Council of Governments (RVCOG) meeting scheduled for the following day.

City Council President Stanek provided an update on the Showa Homestay Program for 2023. Usually, it's a high school freshman trip but sophomores from the video call exchanges were invited. Additional applications will be open for upcoming freshmen.

Councilor Pinnell reported meeting with the Butte Creek Mill Foundation and George Kramer. Mr. Kramer suggested the Foundation create a plan for the icehouse such as a coffee house or ice cream place. With a plan in place, the Foundation could then apply for grants. Next, Councilor Pinnell reported on the Neighborhood Enhancement Commission meeting wherein they elected a Chair and Vice Chair. Their next meeting will be held in July, and they await direction from the City Council. Last, Councilor Pinnell reported compliments from Charlie Boyer for the Police staff's assistance.

Mayor Jenks reported on the recent Rogue Valley Metropolitan Planning Organization Policy Committee Meeting, with attendance 50/50 in-person and Zoom. Next, Mayor Jenks discussed the need for specific direction for the Neighborhood Enhancement Commission and holding a parks priorities meeting. There being no objection stated, Mayor Jenks directed staff to arrange for the meeting to review budgeted parks items from last year.

### 8. STAFF REPORTS

Mike Upston, Community Development Director, provided a brief update on the Downtown Lighting Project. All deadlines have been met but the project is not yet locked in. Additional details will be provided at the next Council meeting.

Melissa Owens, Finance Director, reported on the Finance Report through March 31<sup>st</sup> in the Council packet. Ms. Owens further commented that everything looks good in the report. Building continues to go forward with more building than budgeted which results in higher revenues associated with building. Other work activities include grant reports, payroll reports, human resources, insurance renewal, and cyber security policy and implementation.

Chief May reported Officer Davis had been dispatched to a report of cardiac arrest wherein he administered CPR to a six-week-old infant who was unresponsive and not breathing. At the time of dispatch, the nearest ambulance was in Medford and Fire District 3 was at a structure fire. Within just over one minute of CPR, the child began breathing and Officer Davis stayed until medical personnel arrived. Chief May further reported on the family's gratitude and commended Officer Davis.

Aaron Prunty, City Administrator, reported contacting Jackson County regarding their work program to assist with weed abatement; however, they are not accepting new contracts. Regarding the cost of a safety analysis at Highway 62 and Barton Road, Mr. Prunty reported a price of \$4,500 to complete the safety analysis. Council discussion followed in support of moving forward with the safety analysis.

Cindy Hughes, City Recorder, reported on recruitment of vacancies for the Planning Commission, and Budget Committee.

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9. INFORMATION

There were no information items.


10. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:15 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:

  
Ruth Jenks, Mayor

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Submission No. 1 - Melissa Owens, Finance Director

*Cathy Hester*

4-26-22

4/26/2022

ADDITIONAL BILLS

<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
45812	HEAVEN SCENT FLOWERS	EMPLOYEE APPRECIATION	\$ 100.00
45815	FERGUSON WATERWORKS # 3011	WATER SYSTEM PARTS	\$ 2,430.00
45816	HORNECKER COWLING, LLP	CITY ATTORNEY	\$ 1,240.00
45813	JENNIFER SANOCKI	ASHPOLE REFUND	\$ 200.00
45817	MOTION & FLOW CONTROL PRODUCTS	WATER SYSTEM PARTS	\$ 60.22
45818	NETWORK SERVICES COMPANY	SUPPLIES	\$ 437.50
45819	PACIFIC OFFICE AUTOMATION	COPIER MAINTENANCE	\$ 182.96
45814	TABITHA HYATT	ASHPOLE REFUND	\$ 90.00
45820	US CELLULAR	CELL SERVICE	\$ 40.51
		<b>TOTAL=</b>	<b>\$ 4,681.19</b>

Regular Bill list \$ 29,286.92  
GRAND TOTAL \$ 33,968.11