



City of Eagle Point

City Council Ad Hoc Advisory Committee – Special Meeting

Meeting Agenda

September 20, 2021
Via Zoom

Please register in advance to join the webinar:

https://us06web.zoom.us/webinar/register/WN_cwYhJDqSQ4-HQ9m_bsY6Jg

Additional meeting access options are posted on the City's website at:

www.cityofeaglepoint.org

1. Call to Order – 6:00 P.M.
2. Discussion regarding the Community Development Commission.
3. Approximately 7:00 p.m. – Adjourn

AGENDA AND MEETING PACKETS ALSO AVAILABLE ON WEBSITE (www.cityofeaglepoint.org)

If an accommodation is needed to participate in this meeting, please contact the City Recorder at 541-826-4212 ext. 106 or TTY/TDD 711 or 800-735-2900. Notification of at least 48 hours prior to the meeting will assist the City in providing reasonable accommodations. (28 CFR 35.102-35.104 ADA Title II).

**BUSINESS OF THE CITY COUNCIL
EAGLE POINT, OREGON**

AGENDA STATEMENT

Item Number: 2
Meeting Date: September 20, 2021


ITEM NO. 2: Discussion regarding the Community Development Commission.

SUBMITTED BY: Aaron Prunty, City Administrator (541) 826-4212 ext. 107

SUMMARY EXPLANATION: This discussion was originally scheduled on August 31st; however, that meeting was canceled due to technical difficulties. Prior to that, at the July 13th City Council Meeting, the Council discussed the role of the Community Development. Discussion included the size of the commission, meeting frequency, purpose and function as it relates to Council business, and efficiency and effectiveness as it is currently structured. The Council requested three Community Development Commissioners meet with three City Councilors, as an ad hoc advisory group, to discuss these issues in more detail and possibly propose a restructuring of the commission.

At the September 14th City Council meeting, the Council adopted Ordinance Nos. 2021-03 and 2021-04 dissolving the Community Development Commission and the Economic Development Commission. Those changes go into effect 30 days after adoption. It was also noted that the Parks and Recreation Commission is still part of the Municipal Code and could be adjusted to better serve the needs of the community.

FINANCIAL IMPACT: N/A.

APPROVED FOR SUBMITTAL: 
Aaron Prunty, City Administrator

STAFF RECOMMENDATION: N/A.

ATTACHMENTS: Attachment No. 1 – City Council Minutes of July 13, 2021 (page 4)
Attachment No. 2 – Resolution No. 2013-43 Parks and Recreation
Attachment No. 3 – Ordinance No. 2013-02 Economic Development
Attachment No. 4 – Ordinance No. 2017-03 Community Development

City of Eagle Point Council Meeting Minutes
July 13, 2021
Page 4 of 6

7.3 Discussion regarding the Community Development Commission.

Mayor Jenks briefly introduced this item for discussion and determination of how to move forward. Aaron Prunty, City Administrator, reported that somewhat due to the pandemic, the City had thought more about what was essential and how to work efficiently. In doing so, the Community Development Commission became part of staff's discussions about whether there might be another commission that could serve the roles more efficiently. Another consideration was the number of members on the Commission. Moreover, Mr. Prunty offered to assist with any questions to help the Council make its decision about the Commission.

Mayor Jenks acknowledged receipt of a letter from the Commission's Chair, Douglas Detling. Commissioners Wyn Lewis and Aaron Schultz were present and called upon during the meeting to speak about the Commission. Commissioner Lewis shared her opinion that the Commission is not efficient, the membership is too large, and the Commission meets more often than necessary. Commissioner Lewis also discussed other municipalities with similar commissions acting to advise and assist. Quarterly meetings or more frequent subcommittee meetings were recommended by Commissioner Lewis to address specific items. Commissioner Lewis provided action item examples such as a survey about pickleball. Commissioner Lewis also recommended less focus on economic development as it is the primary focus of the Chamber of Commerce.

Commissioner Schultz suggested the Commission would serve the City better if it focused on making the City a better place to be. Further, he did not think the Commission would attract businesses but if people are happy the businesses will come. Commissioner Schultz agreed that nine commissioners is a lot of people.

Councilor Grossman also commented about the large membership. However, he thought subcommittees were a good idea and mentioned three projects: pickleball courts, a skate park, and dog park. He also thought the meeting frequency could be reduced to three or four times a year unless they were working on a special project that required more frequent meetings.

Discussion continued with Commissioner Sell pointing out that she had read commissions are temporary except for the Planning Commission. Councilor Sell supported keeping the Commission for task specific work. It was reported that the plan for Centennial Plaza was completed in three weeks. Overall, Council discussion favored a reduced commission size, quarterly or as needed meetings, with task specific work. Council President Stanek supported bringing back the Parks & Recreation Commission with a lesser number of members.

Mayor Jenks asked about next steps and discussion supported a public meeting with a few of the Commissioners, Council and staff.

RESOLUTION NO. 2013-43

A RESOLUTION ESTABLISHING A PARKS & RECREATION COMMISSION AND ADOPTING A MEMBERSHIP STRUCTURE, TERM LIMITS, COMMISSION DUTIES AND PROCEDURAL RULES, AND RESCINDING RESOLUTION NO. 2002-53.

WHEREAS, the City of Eagle Point recognizes the benefit of, and need for, quality parkland and open space areas within the community; and

WHEREAS, the creation of a Parks & Recreation Commission, as an advisory body to the City Council, will benefit the City by:

- soliciting public input and formulating recommendations to the City Council on matters related to creation of, or improvements to Parks and Recreation programs;
- developing a mission, vision and master plan for future parks and open space;
- educating the public on existing and planned programs and park/open space development;
- assisting the City in obtaining grants and gifts for parks, recreation and the arts;
- establishing a formal relationship with Jackson County School District No. 9 staff and students on matters of concern between students and the City; and
- encouraging participation of a diverse cross section of the community's population in matters related to parks and open space creation, development and enhancement.

WHEREAS, on November 12, 2002, Resolution No. 2002-53 ratified the previous establishment of a Parks & Recreation Commission; and

WHEREAS, since that time, it has been determined the City would benefit by changing Section 2 of the membership structure to allow for one additional membership to the Commission; and

Now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAGLE POINT, OREGON, THAT:

Section 1 – Establishment. The Eagle Point City Council, City of Eagle Point, Jackson County, Oregon, at its regular meeting, on July 23, 2013, hereby officially ratifies the previous establishment of a Parks & Recreation Commission.

Section 2 – Membership. The membership of the Parks & Recreation Commission shall be appointed by the City Council, and consist of not less than the following nine (9) members:

- Six (6) residents from within the Eagle Point City limits and/or Urban Growth Boundary (voting memberships)
- One (1) Jackson County School District #9 representative (voting membership)

- One (1) Eagle Point High School student representative (non-voting membership)
- One (1) City Council Liaison Member (non-voting membership)

Section 3 - Terms of Appointment. Commission members shall be appointed to serve terms of three (3) years. Said terms shall commence at the Commission's January meeting of the applicable calendar year, and be structured in such a manner that voting membership appointments by the Council shall be "staggered". Three (3) voting memberships shall expire simultaneously, with the additional three (3) expiring simultaneously on the following year.

In consideration of the school year, the Eagle Point High School student representative shall be appointed for one (1) year, commencing at the September Commission meeting. Applications for said membership shall be solicited during March and April, with official appointment being made prior to the conclusion of the school year.

A non-voting staff member may be assigned to the Commission by the City Administrator.

Section 4 – Commission Officers. Commission Officers shall consist of a Chairperson and Vice Chairperson, to be nominated and elected by the Commission's voting membership. Said officers shall be nominated and elected annually at the first meeting of the year, typically in January, by the Commission's voting membership. The Chairperson and Vice Chairperson shall assume office immediately upon election.

Section 5 - Commission General Duties. The Parks & Recreation Commission shall:

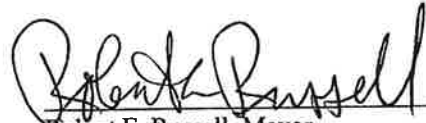
- Act as an advisory body to the City Council on matters pertaining to the acquisition and development of public parks, greenways, open spaces and other such recreational facilities as may be found suitable for the enjoyment of the citizens of the City and surrounding areas.
- Make such other recommendations and formulate and suggest such other policies as it may consider best suited to assist the Council in developing and preserving aesthetic, recreational and cultural values found to be in the best public interest.
- Perform such other duties as may, from time to time, be assigned by the Council.
- The Parks and Recreation Commission shall also serve as the City's Parks and Tree Advisory Committee established by Resolution No. 13-378 dated February 11, 1992, in addition to supporting an annual Arbor Day observance, and complying with the standards of the Tree City USA program.

Section 6 - Procedural Rules. The Parks & Recreation Commission shall adopt such procedural rules as it may see fit, and shall, by Resolution, establish either a regular meeting schedule or rules of procedure under which meetings may be called. Commission meetings shall be conducted under Robert's Rules of Order.

Furthermore, all Commissioners, with the exception of the non-voting student representative and the Council liaison, shall be entitled to one (1) vote in all matters coming before the Commission.

Section 7 – Rescinding Previous Resolution. Resolution No. 2002-53 dated November 12, 2002, is hereby rescinded in its entirety.

Passed in open session on the 23rd day of July, 2013.


Robert E. Russell, Mayor

ATTEST:


Cindy Hughes, City Recorder

Z:\1_Council\Resolutions\2013 Resolutions\2013-43_EstablishingParksRec_Rescind2002-53.docx

ORDINANCE NO. 2013-02

AN ORDINANCE REPEALING ORDINANCE NO. 2012-03 AND AFFIRMING THE CREATION OF THE EAGLE POINT ECONOMIC DEVELOPMENT COMMISSION, ADOPTING A MEMBERSHIP STRUCTURE, TERM LIMITS, COMMISSION DUTIES, AND PROCEDURAL RULES.

WHEREAS, the City of Eagle Point Ordinance No. 2005-25, adopted on November 22, 2005, authorized the creation of an Eagle Point Economic Development Commission and established membership structure, term limits, Commission duties, and procedural rules; and

WHEREAS, the City of Eagle Point Ordinance No. 2012-03, adopted on November 27, 2012, repealed Ordinance No. 2005-25, affirmed the creation of the Eagle Point Economic Development Commission, revised scrivener's errors, and clarified the City Council's intent of Section 4 to allow for the Chair of the Commission to be nominated from the Commission's voting membership and its non-voting City Council Liaison Member; and

WHEREAS, since that time, it has been determined that the City would benefit by changing Section 2 to allow for membership of one non-resident member with a vested interest in Eagle Point; and

WHEREAS, in order to expedite future changes to the Eagle Point Economic Development Commission, subsequent changes shall be made by Resolution and this Ordinance repealed at that time.

Now, therefore,

THE CITY OF EAGLE POINT, OREGON, ORDAINS AS FOLLOWS:

Section 1 – Establishment. The Eagle Point City Council authorizes creation of an Economic Development Commission.

Section 2 – Membership. The membership of said Economic Development Commission shall be appointed by the Mayor and ratified by the City Council, and consist of not less than the following eight (8) members:

- Four (4) residents from within the city limits;
- Two (2) members who may live outside the City limits, but have a vested interest in Eagle Point. Vested interest includes: a real property owner, or business owner or employee of a business located within the City limits and possessing a valid City business license. The City Council will determine a candidate's qualifications;
- One (1) member representing Jackson County School District No. 9; and
- One (1) non-voting City Council Liaison Member.

Removal of any member shall be by a majority City Council vote.

Section 3 – Terms of Appointment. Commission members shall be appointed to serve terms of three (3) years. Said terms shall commence at the Commission's first meeting of the year,

typically in January, and be structured in such a manner that standard membership appointments shall be staggered.

A non-voting staff member may be assigned to the Commission by the City Administrator.

Section 4 – Commission Officers. Commission Officers shall consist of a Chairperson and Vice Chairperson, to be nominated and elected by the Commission’s voting membership. Said officers shall be nominated and elected annually at the first meeting of the year, typically in January, by the Commission’s voting membership. The Chairperson and Vice Chairperson shall assume office immediately upon election.

Section 5 – Commission Duties. The Economic Development Commission shall:

- Act as an advisory body to the City Council on matters of economic development, business enhancement strategies, business area design, and code revisions.
- Make such other recommendations and formulate and suggest such other policies as it may consider best suited to assist the City Council in improving the general economic climate of the community.
- Perform such other duties as may, from time to time, be assigned by the City Council.

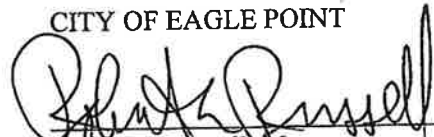
Section 6 – Procedural Rules. The Economic Development Commission shall adopt such procedural rules as it may see fit, by Resolution, establish either a regular meeting schedule or rules of procedure under which meetings may be called. Commission meetings shall be conducted under Robert’s Rules of Order. **All voting members shall have one (1) vote.**

Section 7 - Effective Date. This Ordinance shall become effective on August 22, 2013, thirty (30) days after formal adoption by the City Council.

Section 8 - Repeal of Previous Ordinance. Ordinance No. 2012-03 is hereby repealed in its entirety.

Section 9 – Future Changes. In the event of future changes to the Eagle Point Economic Development Commission, this Ordinance No. 2013-02 shall be repealed in its entirety, and changes made effective immediately by Resolution.

ADOPTED by Council and signed by me in authentication of its adoption this 23rd day of July, 2013.

CITY OF EAGLE POINT

Robert E. Russell, Mayor

ATTEST:


Cindy Hughes, City Recorder

ORDINANCE NO. 2017-03

AN ORDINANCE ESTABLISHING AN EAGLE POINT COMMUNITY DEVELOPMENT COMMISSION AND ADOPTING MEMBERSHIP STRUCTURE, TERM LIMITS, COMMISSION DUTIES AND PROCEDURAL RULES. (EAGLE POINT MUNICIPAL CODE TITLE 4 – COMMISSIONS AND COMMITTEES, CHAPTER 4.04).

WHEREAS, the purpose of this Ordinance is to officially establish a Community Development Commission, intended to combine the responsibilities of the Economic Development Commission, Parks and Recreation Commission, and the Parks and Tree Advisory Committee; and

WHEREAS, the proposed membership includes a total of nine voting members and up to three non-voting members (9 voting, 3 non-voting) with the voting membership appointed for staggered terms of three years each:

- Six members residing within the Eagle Point city limits and/or urban growth boundary (voting members);
- Two members who may reside outside the city limits, but have a vested interest in Eagle Point (voting members);
- One Jackson County School District No. 9 representative (voting member); and
- One Eagle Point High School student representative (non-voting member); and
- Up to two city Council Liaisons (non-voting members); and

WHEREAS, additional terms regarding the establishment of the Community Development Commission shown in the attached Exhibit A, shall be included in the Eagle Point Municipal Code under a new Title 4 – Commissions and Committees as Chapter 4.04.

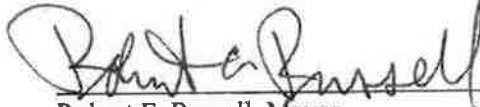
Now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EAGLE POINT, OREGON, THAT:

1. The City of Eagle Point Municipal Code shall be amended to include a new Title 4 – Commissions and Committees with Chapter 4.04 as shown on the attached Exhibit A.
2. This Ordinance shall become effective (30) days after formal adoption by the City Council.

ADOPTED by the City Council and signed by me in authentication of its adoption this 28th day of March, 2017.

CITY OF EAGLE POINT


Robert E. Russell, Mayor

ATTEST:


Cindy Hughes, City Recorder

EXHIBIT A
ORDINANCE NO. 2017-03

Chapter 4.04

COMMUNITY DEVELOPMENT COMMISSION

Sections:

- 4.04.010 Establishment.
- 4.04.020 Membership.
- 4.04.030 Terms of appointment.
- 4.04.040 Commission officers.
- 4.04.050 Commission general duties.
- 4.04.060 Procedural rules.

4.04.010 Establishment.

The Eagle Point city council, city of Eagle Point, Jackson County, Oregon, at its regular meeting on March 28, 2017 officially established a Community Development Commission, intended to combine the responsibilities of the Economic Development Commission, Parks and Recreation Commission, and the Parks and Tree Advisory Committee.

4.04.020 Membership.

The membership of the commission shall include a total of nine (9) voting members and up to three (3) non-voting members appointed by the Mayor and ratified by the City Council, as follows:

- A. Six members residing from within the Eagle Point city limits and/or urban growth boundary (voting membership).
- B. Two members may reside outside the city limits, but have a vested interest in Eagle Point. Vested interest includes: a real property owner, business owner, employee of a business, or member/volunteer of an organization located within the city limit. The city council will determine a candidate's qualifications (voting membership).
- C. One Jackson County School District No.9 representative (voting membership).
- D. One Eagle Point High School student representative (nonvoting membership).
- E. Up to two city council liaison members (nonvoting membership).

4.04.030 Terms of appointment.

Initially, all terms will begin upon the original appointments to the commission with four voting memberships expiring on December 31, 2018, and four expiring on December 31, 2019. Commission members appointed after the initial terms shall serve terms of three years. The initial term for the Jackson County School District No. 9 representative shall expire on December 31, 2018. Said terms shall commence at the commission's January meeting of the applicable calendar year, and be structured in such a manner that appointments shall continue to be "staggered."

EXHIBIT A

ORDINANCE NO. 2017-03

In consideration of the school year, the Eagle Point High School student representative shall be appointed for one year, commencing at the September commission meeting. Applications for said membership shall be solicited during March and April, with official appointment being made prior to the conclusion of the school year.

A nonvoting staff member may be assigned to the commission by the city administrator.

4.04.040 Commission officers.

Commission officers shall consist of a chairperson and vice chairperson, to be nominated and elected by the commission's voting membership. Said officers shall be nominated and elected annually at the first meeting of the year, typically in January, by the commission's voting membership. The chairperson and vice chairperson shall assume office immediately upon election.

4.04.050 Commission general duties.

The commission shall:

A. Act as an advisory body to the city council on matters pertaining to the acquisition, development, and promotion of public parks, greenways, heritage programs and sites, visitor and tourism services, open spaces and other such recreational facilities and services as may be found suitable for the enjoyment of the citizens of the city and surrounding areas.

B. Act as an advisory body to the city council on matters of economic development, business enhancement strategies, business area design, and related code revisions.

C. Make such other recommendations and formulate and suggest such other policies as it may consider best suited to assist the council in developing and preserving aesthetic, recreational and cultural values found to be in the best public interest, and/or in improving the general economic climate of the community.

D. Promote community engagement programs and volunteerism efforts, and advise the city council on programs for public participation, volunteer programs, and other community engagement efforts.

E. Perform such other duties as may, from time to time, be assigned by the council.

F. The commission shall also serve as the city's parks and tree advisory committee established by Resolution No. 13-378 dated February 11, 1992, in addition to supporting an annual Arbor Day observance, and complying with the standards of the Tree City USA program.

4.04.060 Procedural rules.

The commission shall adopt such procedural rules as it may see fit, and shall establish either a regular meeting schedule or rules of procedure under which meetings may be called. Commission meetings shall be conducted under Robert's Rules of Order.

Furthermore, each commissioner, with the exception of the nonvoting student representative and council liaison members, shall be entitled to one vote in all matters coming before the commission.