



City of Eagle Point

City Council Ad Hoc Committee

SPECIAL MEETING MINUTES SEPTEMBER 20, 2021

1. CALL TO ORDER – 6:00 P.M.

Mayor Jenks called the meeting to order at 6:02 p.m. via Zoom.

Council Ad Hoc Committee Members Present: Ruth Jenks, Bernie Grossman, Wyn Lewis, and Kathy Sell.

Council Ad Hoc Committee Members Absent: Douglas Detling, and Aaron Schulz.

Staff Members Present: Aaron Prunty, City Administrator; Robert Miller, Public Works Director; Melissa Owens, Finance Director; Mike Upston, Community Development Director; and Cindy Hughes, City Recorder.

Guests: There were no members of the public or press.

2. DISCUSSION REGARDING COMMUNITY DEVELOPMENT COMMISSION.

Mayor Jenks initiated the discussion regarding the former Community Development Commission with a goal to describe what a new or revised commission may look like. Next, Mayor Jenks invited Wyn Lewis to speak. Mrs. Lewis reported discussing this at length with Douglas Detling and had also discussed the subject with Aaron Schulz. Mrs. Lewis reported that Mr. Schulz would point to the focus of city livability as a priority. Speaking on behalf of former Community Development Commissioners Detling and Schulz, they thought the current membership of nine was too large. Mrs. Lewis went on to identify seven as a good number, with at least five members from the general population. A Council liaison and school district representative were also recommended. Mrs. Lewis further reported that fewer meetings were desired, as some in the past were not productive. A total of four meetings per year was suggested as well as the use of sub-committees with specific assignments. It should be noted that Douglas Detling submitted comments prior to the meeting as he was not able to attend (Submission No. 1).

Discussion continued wherein Aaron Prunty, City Administrator, provided clarification about public meeting laws as it pertains to sub-committees or advisory groups. Any such meeting is subject to public meeting laws with requirements including public noticing, public access, and all other requirements of any other public meeting. However, he also

City of Eagle Point Council Ad Hoc Committee Meeting Minutes

September 20, 2021

Page 2 of 2

noted there are not restrictions on individuals researching and reporting back to a group at the next meeting.

Highlights of the discussion focused on:

- 5 to 7 members and a City Council Liaison (non-voting). There was not support for a student representative. There was mixed support for a School District representative. There was also support for recruitment of representatives from different subdivisions.
- Potential names for the commission ranged from Community Development Commission, Parks & Recreation Commission, to Neighborhood Improvement or Neighborhood Development.
- Quarterly meetings were identified to be an adequate number of meetings unless the commission is working on a project that requires a greater amount of time.
- Projects like the Centennial Plaza were completed under the direction of a consultant which led the group. Staff time has been required for other projects.
- Funded, task specific projects were supported with the idea of a new commission completing projects within a specific budget and timeframe. The Parks & Recreation Master Plan was considered as a possible task.
- Staff's current workload with development and infrastructure projects will likely limit the productivity of a new commission as staff is already under a heavy workload. However, the Council may reprioritize its goals and redirect staff.
- Previous identification of parks priorities at a goal setting session. The top three priorities did not include Pickleball.
- Budgets for projects was briefly discussed.
- Options for reducing staff time for meetings was discussed. One consideration was to reduce the narrative of Minutes.
- Aligning the goals of a new commission with the Council's goals was determined to be a starting point if the Council determines to create a new commission.
- Discussion at the October 12th City Council meeting was identified as the next step to consider realistic expectations of staff and staff priorities concerning a new commission.


3. ADJOURN

There being no further business, Mayor Jenks closed the meeting at 7:24 p.m.

Respectfully submitted,


Cindy Hughes, City Recorder

ATTEST:


Ruth Jenks, Mayor

Cindy Hughes

From: Douglas Detling <doug.detling@gmail.com>
Sent: Tuesday, August 31, 2021 9:18 AM
To: Aaron Prunty; Bernard Grossman; Ruth Jenks; Wyn Lewis; aaron schulz; Wayne Lee; Kathy Sell
Cc: Cindy Hughes
Subject: Re: Agenda Packet - Community Development Commission Discussion

My apologies that I won't be able to attend tonight's discussion due to a work commitment. I have reviewed the minutes of the council discussion and have some thoughts and recommendations to share below, I have separated them for ease of use in the discussion,

Doug Detling
Chair, Community Development Commission

Specific recommendations.

1. Preserve "community development" in the commission's name to recognize that the overall theme is to enhance community quality of life and livability within the environs of the city, specifically through parks, greenways, and other recreation facilities, services, and cultural and heritage resources and related activities.
2. Eliminate economic development activities as a general responsibility of the commission.
3. Reduce the size of the commission from nine voting and three non-voting members to five voting and two nonvoting members.
4. Current commissioners would end their terms of office upon appointment of a new commission (though the attached ordinance draft doesn't specify this).
5. Specify the commission's procedural rules would provide for no more than four regular meetings annually, though allowing special meetings if needed.

The commission should in the short-term focus on:

- a. Finishing the Parks Master Plan, including an outline of implementation steps for development of Highlands Park and the Lagoon site (lower priority unless specific funding opportunities arise)
- b. For existing parks, task specific improvement efforts should be identified within the parks master plan so that the commission may assist staff in accomplishing improvements.
- c. Each year as part of the goals setting process, the council should identify 1-3 specific objectives it wants the commission to focus on in the coming year. The council should expect that the commission would take these responsibilities serious and provide timely advice to the council.
- d. The commission should be free to use subcommittees to work on projects in the period between meetings.

Proposed Ordinance No. __

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 _____ officially reestablished a Community Development Commission.

4.04.020 Membership.

The membership of the commission shall include a total of five (5) voting members and up to two (2) non-voting members appointed by the Mayor and ratified by the City Council as follows:

- A. Four members from within the Eagle Point city limits and/or urban growth boundary (voting membership).
- B. One Jackson County School District No. 9 representative (voting membership).
- C. One Eagle Point High School student representative (nonvoting membership).
- D. One city council liaison member (nonvoting membership).

4.04.030 Terms of appointment.

Initially, all terms will begin upon the original appointments to the commission with two voting memberships expiring on December 31, 2022 and two voting memberships expiring December 31, 2023. The initial term of the Jackson County School District No. 9 representative shall expire December 31, 2022. Commission members appointed after the initial terms shall serve terms of three years. Said terms shall commence at the commission’s January meeting of the calendar year, and be structured in such a manner that appointments shall continue to be “staggered.”

In consideration of the school year, the Eagle Point High School study representative shall be appointed for one year, commencing September 1. 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 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. Make recommendations and formulate and suggest other policies as it may consider best suited to assist the city council in developing and preserving aesthetic, recreational and cultural values found to be in the best public interest to enhance quality of life in the community.

- C. Promote community engagement and volunteerism efforts to assist the city council in carrying out council goals and objectives.
- D. 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.
- E. Perform such other duties as may, from time to time, be assigned by the city council.

4.04.060 Procedural rules.

The commission shall adopt such procedural rules as it may see fit, and shall establish a regular meeting schedule to include no more than four regular meetings annually, and rules under which additional meetings may be called. Commission meetings shall be conducted under Robert's Rules of Order. Each commissioner serving as a voting member shall be entitled to one vote in all matters coming before the commission.