



# City of Eagle Point

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## Neighborhood Enhancement Commission

REGULAR MEETING MINUTES  
APRIL 18, 2022

1. CALL TO ORDER – 6:00 P.M.

Aaron Prunty, City Administrator, called the meeting to order at 6:00 p.m.

Commission Members Present: Douglas Detling, Jean Jaeger, Wyn Lewis, Myron Switzer, and Jessica Welch.

Staff Members Present: Aaron Prunty, City Administrator; and Cindy Hughes, City Recorder.

Guests: Robert Pinnell, Council Liaison; and members of the public and press.

2. Elect Chair and Vice Chair

Aaron Prunty, City Administrator, opened nominations for the office of chair. Commissioner Lewis nominated Douglas Detling to serve as chair. All commissioners stated their vote for Douglas Detling for chair and he was declared as chair.

Douglas Detling, Chair, opened nominations for the office of vice chair. Commissioner Switzer nominated Wyn Lewis to serve as vice chair. All commissioners stated their vote for Wyn Lewis to serve as vice chair and she was declared as vice chair.

3. Review Resolution No. 2021-48, establishing a Neighborhood Enhancement Commission

Aaron Prunty, City Administrator, reviewed the establishment of the Commission as defined in Resolution No. 2021-48.

4. Review Oregon Public Meetings & Public Records Rules

Aaron Prunty, City Administrator, led the review of the resources provided through the League of Oregon Cities regarding public meetings and records.

Mr. Prunty explained that all commission meetings are held in public for the public to have the ability to witness the meetings in a public forum. Public meetings rules apply relative to the commission as a body conducting business in a public forum. Mr. Prunty continued with an explanation about quorums, public notice of meetings, and provided examples of how emails or discussions outside of regular meetings could be in violation of public meeting laws.

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Regarding public records, like public meetings, Mr. Prunty explained the public has a right to access meeting records. This also includes email correspondence and recordings of meetings or any other commission business. Mr. Prunty added that there are exempted situations, but those situations will be explicitly stated as exempt.

## 5. Establish Procedural Rules for the Commission

Aaron Prunty, City Administrator, initiated discussion about establishing the rules for the commission. All commissioners were available and in favor of meeting quarterly, on Mondays at 6:00 p.m. Discussion identified the following areas of agreement for procedural rules:

- Meetings to be kept to a reasonable length of time i.e. 1 to 1.5 hours, and a vote of the commission held before meeting longer than that amount of time.
- No cell phone use during meetings.
- Council Rules as general meeting guidelines. Review at the next meeting before adoption.
- Public comment period on each agenda (non-agenda items).

Mr. Prunty explained about tasks and projects for the commission typically identified through the City Council. Mr. Prunty introduced the City Council Liaison, Robert Pinnell. Councilor Pinnell discussed the desire for a skateboard park, dog park and pickleball court. Mr. Prunty noted several upcoming meetings of the council that will help to guide the commission's first task(s) in a systematic approach.

Discussion followed about prioritizing the commission's work based on Council's recommendations and in support of the Council's goals. It was noted the commission is expected to produce results. However, commissioners still have rights as a citizen to bring items to the commission. Last, Council Liaison Pinnell suggested the commission look at existing parks for areas of improvement.

## 6. ADJOURN

There being no further business, Chair Detling closed the meeting at 6:53 p.m.

Respectfully submitted,

  
Cindy Hughes, City Recorder

ATTEST:



Douglas Detling, Chair