



City of Eagle Point

Neighborhood Enhancement Commission

Meeting Agenda

August 1, 2022

Council Chambers

17 Buchanan Avenue South, Eagle Point, Oregon

1. CALL TO ORDER – 6:00 P.M.
2. AUDIENCE QUESTIONS OR COMMENTS CONCERNING ITEMS NOT ON THE AGENDA
3. CONSENT CALENDAR
 - 3.1 Presentation of Regular Meeting Minutes of April 18, 2022.
4. NEW BUSINESS
 - 4.1 Review and establish meeting rules for the Neighborhood Enhancement Commission.
 - 4.2 Review Street Tree List and approve recommendation for the City Council's adoption.
 - 4.3 Discussion – Dog Park.
 - 4.4 Parks Master Plan Update.
5. 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).*



City of Eagle Point

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.

City of Eagle Point Neighborhood Enhancement Commission Meeting Minutes

April 18, 2022

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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

**BUSINESS OF THE NEIGHBORHOOD ENHANCEMENT COMMISSION
EAGLE POINT, OREGON**

AGENDA STATEMENT


Item Number: 4.1
Meeting Date: August 1, 2022

ITEM TITLE: Neighborhood Enhancement Commission Rules.

SUBMITTED BY: Aaron Prunty, City Administrator.

SUMMARY EXPLANATION: At the first meeting of the Neighborhood Enhancement Commission (NEC), the commission discussed creating basic rules, including setting meeting dates and times and procedures for conducting business.

Attached is a draft set of rules for review, and revision, by the commission.

APPROVED FOR SUBMITTAL: 

Aaron Prunty, City Administrator

STAFF RECOMMENDATION: Staff recommends discussion and approval of commission rules.

ATTACHMENT NO. 1 – Rules of the Neighborhood Enhancement Commission

PROPOSED MOTIONS:

I move to approve Neighborhood Enhancement Commission Rules as presented.

Or

I move to approve Neighborhood Enhancement Commission Rules as modified.



City of Eagle Point

Rules of the Neighborhood Enhancement Commission

Commission Meetings

1. **Regular Commission Meetings.** The commission shall hold regular meetings at least quarterly, on the first Monday of the month, except in those cases in which the commission finds it necessary to designate another date due to conflicts. Regular meetings shall be convened in the City Council Chamber in the City Hall, shall be called to order at 6:00 p.m., and shall adjourn no later than 7:30 p.m., unless extended by a majority vote of the commission present, or continued to another later designated date.
2. **Public Meetings.** All meetings shall comply with Oregon public meeting law.

Presiding Officer

1. **The Chairperson.** At the first meeting of each odd-numbered year, the commission shall by vote of the commission, elect a chairperson from its membership. The chairperson shall preside at all meetings and shall have all duties and privileges of any commissioner, and shall not be denied the right or privilege by reason of his or her position as presiding officer.
2. **Vice-Chairperson.** At the first meeting of each odd-numbered year, the commission shall by vote of the commission, elect a vice-chairperson from its membership. In the chairperson's absence from any commission meeting, the vice-chairperson shall act as the presiding officer. Whenever the chairperson is unable, on account of absence, illness or other cause, to perform the functions of the position, the vice-chair shall act as chairperson pro tem, until such time as a chairperson is newly elected.
3. **Temporary Chairman.** In the event of the absence of the chairperson and vice-chairperson, the City Recorder or City Administrator shall call the meeting to order. If a quorum is present, the commission shall elect, by majority vote, a temporary chairperson for that meeting. Should the chairperson or vice-chairperson arrive, the temporary chairperson shall relinquish the chair immediately upon the conclusion of the item of business then under consideration before the commission.

Decorum and Order

1. **Presiding Officer.** The presiding officer shall preserve decorum and decide all points of order, subject to appeal to the commission.
2. **Commissioners.** Commissioners shall preserve order and decorum during meetings, and shall not delay or interrupt the proceedings or refuse to obey the orders of the Presiding

Rules of the Neighborhood Enhancement Commission

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Officer or commission rules. Commissioners shall confine themselves to questions or issues then under discussion. Cell phone use, or other electronic communications for any purpose other than emergency family or professional matters is prohibited during commission meetings.

3. **Staff and Public.** Members of the administrative staff, employees of the city and other persons attending commission meetings shall observe the same rules of procedure, decorum and good conduct applicable to the members of the commission.

Duties and Privileges of Commissioners

1. Debate

- a. Any commissioner who has the floor shall confine himself to the question under debate.
- b. Commissioners shall limit their remarks on a subject to five minutes unless granted additional time by the majority of the commission. No commissioner shall be allowed to speak more than once upon any subject until every other member choosing to speak has done so.
- c. A commissioner, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer, or unless a point of order is raised by any commissioner while they are speaking, in which case they shall cease speaking immediately until the point is determined.

Order of Business and Agenda

1. **Order of Business.** The business of all regular meetings of the commission shall be transacted as follows; provided, however that when it appears to be in the best interest of the public, the presiding officer may change the Order of Business:
 - a. Call to order
 - b. Audience questions or comments concerning items not on the agenda
 - c. Consent Calendar
 - d. Old Business
 - e. New Business
 - f. Adjournment
2. **Agendas.** Staff shall prepare an agenda for every meeting. Items may be placed on the agenda by any commissioner or staff, but such items shall be presented to the city administrator in writing at least five days prior to the meeting at which they are to be discussed.
 - a. Agendas and informational material for regular meetings shall be distributed to the commission at least four days prior to the meeting.
3. **Additions to Agenda.** A request to add an item for commission consideration to the agenda may be presented at the meeting but shall require a majority concurrence of the members present to be added. These items should be limited to issues of an emergent nature.

Consideration of Business

1. **Quorum.** A majority of the commission shall constitute a quorum to do business.
2. **Voting.** Unless otherwise provided by statute, ordinance or resolution, upon any question before the commission, a roll call vote shall be taken. No commissioner may explain the reasons for his or her vote during the roll call.
3. **Procedure Generally.** After a vote has been taken, the meeting secretary shall announce the results of the vote.
4. **Voting Required.** Every member present when a question is called shall vote either affirmative or negative, unless a member has a conflict of interest under applicable law, or other circumstance, in which case an abstention may be recorded. There shall be no debate during voting.
5. **Affirmative and Negative.** On the passage of every action, the vote shall be taken in the affirmative or negative, and entered upon the record.
6. **Tie Vote.** In case of a tie in votes of any proposal, the proposal shall be considered lost.

Procedure for Commission Meetings

1. **Rules of Order.** Unless otherwise provided by law or by these rules, the procedure for meetings shall be governed by Robert's Rules of Order.
2. **Convening the Meeting.** At the time appointed, the Presiding Officer shall take the chair and immediately call the meeting to order. The meeting secretary shall enter in the minutes of the meeting, the names of the members present.
3. **Recognition.** Every commissioner desiring to speak shall first address the chairperson and await recognition to obtain the floor. No persons other than members of the commission and the person having the floor shall enter into any discussion, without the permission of the presiding officer.
4. **Requirement of a Second Before Debate.** No motion shall be debated until it has been seconded and announced by the presiding officer.
5. **Motions to be Stated by Presiding Officer/Withdrawal.** When a motion is made and seconded, it shall be stated by the originator or the presiding officer before debate. A motion may not be withdrawn without the consent of the member seconding it.
6. **Motion to Postpone.** All motions to postpone except to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared defeated.

General Council Liaison Roles

Rules of the Neighborhood Enhancement Commission

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1. Council liaisons shall be non-voting members of those groups.
2. Council liaisons serve to establish two-way communication between the council and the organization.
3. Liaisons will be:
 - a. Conscientious in meeting attendance
 - b. Informed about group activities
 - c. Responsive to questions from the commission, understanding that they speak as a council representative in most matters and are seen as such by others; and
 - d. Information sharers to the council regarding the organization and their activities.

Amendments to Commission Rules.

1. Amendments to these rules shall be made by majority vote.

**BUSINESS OF THE NEIGHBORHOOD ENHANCEMENT COMMISSION
EAGLE POINT, OREGON**

AGENDA STATEMENT

Item Number: 4.2
Meeting Date: August 1, 2022


ITEM TITLE: Review Street Tree List and approve recommendation for the City Council's adoption.

SUBMITTED BY: Aaron Prunty, City Administrator.

SUMMARY EXPLANATION: The City of Eagle Point has been a Tree City USA city for 30 years. As part of the Tree City USA program, the City of Eagle Point must maintain a tree advisory committee. The Neighborhood Enhancement Commission (NEC) serves as the city's tree advisory committee.

The City of Eagle Point finds it necessary to update its recommended street tree list, which is provided to residents and contractors as a list of recommended trees to plant within the city's right-of-way.

Staff has reviewed previous street tree lists, as well as those of other cities, and presents to the NEC a recommended street tree list for review and approval.

APPROVED FOR SUBMITTAL: 
Aaron Prunty, City Administrator

STAFF RECOMMENDATION: Staff recommends discussion and approval of the recommended street tree list.

ATTACHMENT NO. 1: Street Tree List

PROPOSED MOTIONS:

I move to approve the Street Tree list as presented.

Or

I move to approve the Street Tree list as modified.

STREET TREE LIST

Following is a list of recommended tree types to be planted within the public road right-of-way throughout the city. Trees on this list are based on suitability for the urban environment, including having an upright form that can be kept clear of overhead utility lines, minimal leaf litter, non-fruiting, heat/drought/urban soil tolerance, and minimally-invasive root systems. This list includes the scientific name (Genus & species) and common name, some with a recommended 'variety'.

- *Acer buergerianum*, Trident Maple
- *Acer campestre*, Hedge Maple
- *Acer grandidentatum*, Bigtooth Maple
- *Acer platanoides*, Norway Maple
- *Carpinus betulus*, Hornbeam 'fastigata'
- *Carpinus caroliniana*, American Hornbeam
- *Cercis canadensis*, Eastern Redbud
- *Chitalpa tashkentensis* 'white cloud'
- *Crataegus laevigata*, Hawthorn 'paul's scarlet'
- *Crataegus phaenopyrum*, Washington Thorn
- *Gleditsia triacanthos*, Thornless Honeylocust
- *Koelreuteria paniculate*, Goldenrain Tree
- *Lagerstroemia indica*, Crape Myrtle
- *Magnolia Kobus*, Kobus Magnolia
- *Malus 'tschonoskii'*, Tschonoskii Crabapple
- *Pistache chinensis*, Chinese Pistache
- *Pyrus calleryana*, Flowering (non-fruiting) Pear
- *Quercus coccinea*, Scarlet Oak
- *Quercus macrocarpa*, Bur Oak
- *Quercus robur*, English Oak
- *Taxodium distichum*, Bald Cypress
- *Tilia cordata*, Littleleaf Linden
- *Ulmus parvifolia*, Chinese Elm
- *Zelkova serrata*, Zelkova

Downtown

Infill and replacement trees in the Downtown shall match existing types as follows:

Main Street - European Ash, Black Locust and Honey Locust
Platt Street - Burr Oak and Redbud

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

AGENDA STATEMENT

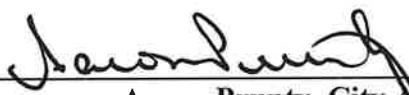
Item Number: 4.3
Meeting Date: August 1, 2022

ITEM TITLE: Discussion – Dog Park

SUBMITTED BY: Aaron Prunty, City Administrator.

SUMMARY EXPLANATION: The city council has tasked the Neighborhood Enhancement Commission (NEC) with developing a plan for a city dog park.

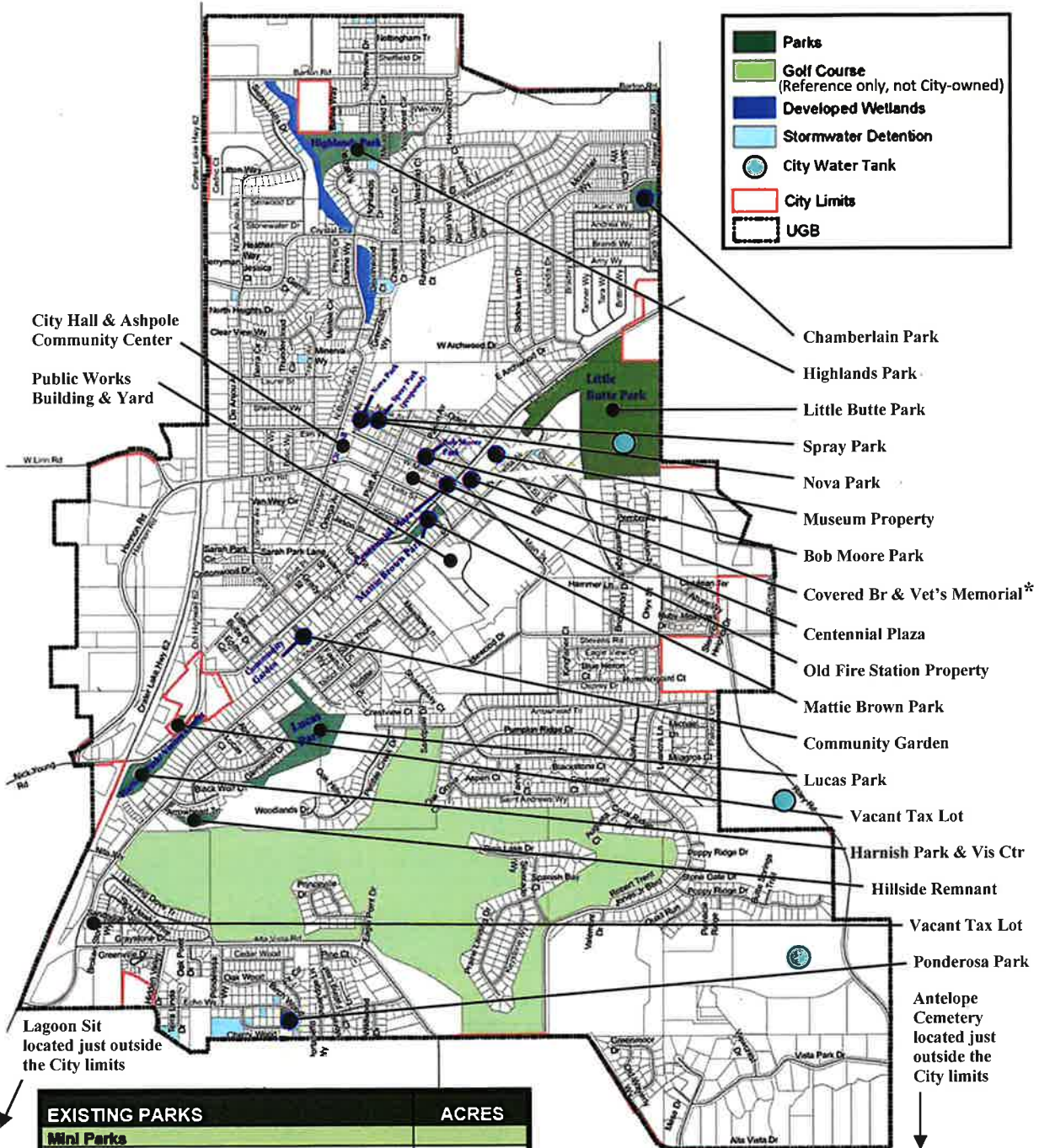
Possible discussion items include location, basic features and amenities, gathering additional public input, and creating a plan or list of tasks for moving the project forward.

APPROVED FOR SUBMITTAL: 
Aaron Prunty, City Administrator

STAFF RECOMMENDATION: Staff recommends discussion and developing a list of “next steps” for moving forward.

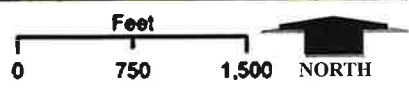
ATTACHMENT NO. 1: Map of city-owned property.

City-Owned Property



EXISTING PARKS	ACRES
Mini Parks	
Bob Moore Park	0.33
Centennial Plaza	0.12
Covered Bridge Park/ Veterans Park*	0.4
Creekside Park Garden	0.42
Nova Park	0.32
Ponderosa Park	0.6
Splash Park	0.2
Neighborhood Parks	
Chamberlain Park	2.39
Harnish Wayside Park	3.84
Highlands Park	11.8
Little Butte Park	4.38
Lucas Park	10.04
Mattie Brown Park	1.53
Community Parks & Special Use	
Lagoon Site	48
Museum Property	0.45

EXISTING TRAILS	MILES
Trails	
Alla Vista Path	0.87
Creekside Mattie Brown	0.21
Harnish Creekside Path	0.18
Hillside	0.24
Hillside to Arrowhead	0.14
Idlewood	0.04
Little Butte Creek Trail – North	0.13
Lucas Park Hillside Trail	0.23
North Royal Path	0.35
Pioneer Cemetery Walking Path	0.03
S. Shasta Path	1.16



* Part on City property and part on Ed Dahack property.



City of Eagle Point

Neighborhood Enhancement Commission

4.4 Parks Master Plan Update – No Agenda Statement.