

RESOLUTION NO. 21-01

A RESOLUTION ESTABLISHING THE GRABHORN PARK AD HOC COMMITTEE FOR THE CITY OF SCAPPOOSE.

WHEREAS, the City of Scappoose recognizes the substantial benefits from additional public input regarding the planning and development of a future park facility on the site commonly referred to as the Grabhorn property; and

WHEREAS, at the recommendation of the Mayor, and with the approval of the Scappoose City Council, the City has decided that it is appropriate to establish an advisory ad hoc committee to make recommendations to the City Council regarding development of a future park facility on the Grabhorn property.

NOW THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

City of Scappoose Grabhorn Park Ad Hoc Committee

BYLAWS

Article I. Name

Grabhorn Park Ad Hoc Committee

Article II. Purpose

Assist the City Council by making a final recommendation to the City Council on the Grabhorn Conceptual Park Plan.

Article III. Responsibilities/Objectives

A. Act as a conduit for the City Council by providing multiple perspectives, and identifying design elements consistent with best practices as identified by the City Council.

B. Advise the City Council on park design through two recommendations:

1. Recommend a proposal of design elements and themes that includes the pool, and;
2. Recommend a proposal of design elements and themes that does not include the pool.

Article IV. Organization and Structure

Section 1 – Membership

A. Membership of the Committee shall include exactly fifteen (15) voting members. The nine (9) members of the Scappoose Parks and Recreation Committee (SPRC) shall serve on the Committee. The two alternate members of the SPRC shall also sit on the Committee but shall only have voting rights in the absence of one or both of the SPRC members. Additionally, one (1) member from each of the following community groups shall be appointed to the Committee by the Mayor with the consent of the City Council:

- i. A resident of the adjacent neighborhood, defined generally by the following boundaries:

1. NW EJ Smith Road in the North
 2. Western City limits
 3. SW JP West Road in the South
 4. South Scappoose Creek in the East
- ii. The Dog Park
 - iii. The Softball League
 - iv. The Soccer Club
 - v. The Scappoose Bay Watershed Council (SBWC)
 - vi. An at-large park user

B. Members from each of the aforementioned groups that apply shall be evaluated through a selection process with the City Council. Applications shall be accepted for a period of two (2) weeks, pending the City Council's decision to form the Committee. A copy of the application form is attached in the addenda of these bylaws.

C. The City Council liaison to the SPRC shall serve an analogous, non-voting role on the Committee.

D. In the event of a vacancy on the Committee, the SPRC alternate member(s) shall become a member of the Committee, with full voting privileges.

Section 2 – Officers

A. The Chair and Vice-Chair of the SPRC shall serve as Chair and Vice-Chair of the Ad Hoc Committee.

B. The duties and powers of the officers of the Committee shall be as follows:

1. Chair

- a) Preside at all meetings of the Committee.
- b) Ensure that a written agenda is distributed to the Committee at least one week prior to any regular meeting.
- c) See that all actions of the Committee are properly taken.
- d) Presents the Committee's views, recommendations or actions to the City Council and any other appropriate body as designated by the Mayor, Council or Council's liaisons to the Committee.
- e) Co-sign official documents of the Committee, with the Recording Secretary.

2. Vice Chair

- a) During absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform the duties and be subject to all of the duties of the Chair.

C. The following position is filled by City of Scappoose staff assigned to the Committee and is not a member of the Committee. The duties of the Recording Secretary shall be as follows:

1. Recording Secretary

- a) Keep summary minutes of all meetings of the Committee.
- b) Give or serve all notices required by law or required in the Committee Bylaws.
- c) Prepare the agenda of all meetings of the Committee, and, in conjunction with the Chair, ensure that the agenda is distributed to the Committee at least one week prior to the regular meeting.
- d) Be the custodian of Committee records.
- e) Inform the Committee of correspondence relating to business of the Committee and attend to such correspondence.
- f) Co-sign official documents of the Committee, with the Chair.

Section 3 – Limited Duration of Committee

The Committee is formed on a strictly temporary basis. After five (5) consecutive months of bi-weekly meetings, the Committee shall be disbanded. Following the disbanding of the Committee, the SPRC and its members shall resume regular business. Any extension of the duration of the Committee shall be made at the sole discretion of the Mayor with the consent of the City Council.

Article V. Meeting Procedures and Quorum

A. The Committee shall hold scheduled meetings as delineated in the meeting schedule (Article VI). Members shall be reminded by written notice, including electronic means such as email, at least five (5) days prior to the scheduled meetings. The notice will include the date, time, location, and agenda for the meeting. The Committee shall schedule and publish regular meeting dates. Summary minutes shall be taken for all meetings and shall be made publicly available on the City's website. Minutes are to be distributed to all members and others expressing an interest in receiving them.

B. Meetings shall be publicized in accordance with Oregon Public Meetings Law.

C. A virtual meeting format, either via electronic means or by telephone, or a combination thereof, may be required due to the ongoing COVID-19 pandemic. Consideration of shifting to a hybrid or fully in-person format will be carefully evaluated with consideration and deference to the guidelines and recommendations of the Centers for Disease Control (CDC), the Oregon Health Authority (OHA), and the Oregon Occupational Safety Health Administration (OSHA).

D. A simple majority of current membership entitled to vote shall constitute a quorum.

E. Conduct of the members of the Committee shall be governed by the Team Agreement. The Committee shall review and adopt the Committee Team Agreement at

their first meeting. Members shall conduct themselves in accordance with the Team Agreement.

F. Robert's Rules of Order shall guide the Committee in all cases not otherwise provided for in these rules. All final determination of procedure shall be the responsibility of the Chair.

G. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

H. Reports of the Committee's activities shall be made to the City Council as described in the meeting schedule (Article VI).

Article VI. Meeting Schedule

A. Meetings shall be held on the first (1st) and third (3rd) Thursdays of the month for a total of five (5) months.

B. Meetings shall be held from 6:00 PM to 7:00 PM.

C. The full 2021 meeting schedule and requisite milestones shall be tentatively as follows:

- First Meeting: April 1, 2021
 - Committee Team Agreement
 - Site Technical Constraints Presentation (City Planner and City Engineer)
 - Present findings of alternative local connection study (City Planner and City Engineer)
 - Committee homework: review amenities ideas and other data from Grabhorn Survey results
- April 15, 2021
 - Discussion and follow up on survey results
- May 6, 2021
- May 20, 2021
- June 3, 2021
 - Approve Progress Report #1 for City Council
 - Progress Report #1 presented to Council June 7th, 2021
- June 17, 2021
- July 1, 2021
- July 15, 2021
 - Approve Progress Report #2 for City Council
 - Progress Report #2 presented to Council July 19th, 2021
- August 5, 2021
- Final Meeting: August 19, 2021
 - Approve final recommendation to City Council
 - Final Recommendation presented to Council September 7th, 2021

Article VII. Amending Bylaws

Amendments to these bylaws may be made by the City Council or may be proposed by the Committee to the City Council. The City Council will consider all amendments proposed by a majority of the voting members of the Committee.

Article VIII. Approvals


The above bylaws for the Grabhorn Park Ad Hoc Committee have been duly considered and reviewed and are hereby recommended for adoption by the Scappoose City Council on this 1st day of February 2021.

PASSED AND ADOPTED by the Scappoose City Council this 1st day of February 2021, and signed by me and the City Recorder, in authentication of its passage.

CITY OF SCAPPOOSE, OREGON



Scott Burge, Mayor

Attest: 

Susan M. Reeves, MMC, City Recorder