



# PARKS AND RECREATION BOARD

Milwaukie Parks and Recreation Board | 6101 SE Johnson Creek Blvd, Milwaukie, OR 97206

**AGENDA:** Wednesday, June 18, 2025 | **5:30 – 7:00p.m.** | In-Person Meeting at 10501 SE Main St, Milwaukie City Hall, Bing Cherry Room, 3<sup>rd</sup> Floor, with Zoom Option:

<https://us02web.zoom.us/j/86748602748?pwd=Z6RjxqaOsYPtD2vVKMwFVcWZ1zxiFV.1>

**Board Members:** Ali Feuerstein (Chair), Heather Baskerville (Vice Chair), Gary Klein, Laura Jenks (Secretary) Virginia Pai, Max Penneck, Avree Hayes, Stella Stastny

**City Council:** Robert Massey (Council Liaison)

**Milwaukie Staff:** Adam Moore, Parks Development Manager, (Staff Liaison)

## Agenda Items

5:30 – 5:35	Welcome / Land Acknowledgement / Review Minutes	Chair
	<i>The City of Milwaukie respectfully acknowledges that our community is located on the ancestral homeland of the Clackamas people. In 1855, the surviving members of the Clackamas signed the Willamette Valley Treaty also known as the Kalapuya etc. Treaty with the federal government in good faith. We acknowledge that the territory covered by the City of Milwaukie is on the ancestral homelands of the Clackamas people. We offer our respect and gratitude to the indigenous people of this land.</i>	
5:35 – 5:40	Public Comment (General)	Chair
5:40 – 5:50	Introductions	All
5:50 – 6:20	Board Positions, Pending Elections, Position Responsibilities	Chair
6:15 – 6:35	New Member Packet Work Session	All
6:35 – 6:45	Park Development Update	Liaisons
6:45 – 7:00	Announcements or Proposals for New Business	Members

## Related Meetings & Events:

- **Second Wednesday (Every other month), July 9: NCPRD DAC Meeting**

5:30pm – 7:00pm See NCPRD.com for more information, agendas, and packets

## Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) or phone at 503-786-7502. To request Spanish language translation services email [espanol@milwaukieoregon.gov](mailto:espanol@milwaukieoregon.gov) at least 48 hours before the meeting. Staff will do their best to respond in a timely manner and to accommodate requests.

## Servicios de Accesibilidad para Reuniones y Aviso de la Ley de Estadounidenses con Discapacidades (ADA)

La ciudad se compromete a proporcionar igualdad de acceso para reuniones públicas. Para solicitar servicios de asistencia auditiva y de movilidad, favor de comunicarse a la Oficina del Registro de la Ciudad con un mínimo de 48 horas antes de la reunión por correo electrónico a [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) o llame al 503-786-7502. Para solicitar servicios de traducción al español, envíe un correo electrónico a [espanol@milwaukieoregon.gov](mailto:espanol@milwaukieoregon.gov) al menos 48 horas antes de la reunión. El personal hará todo lo posible para responder de manera oportuna y atender las solicitudes.

# Unapproved

## Milwaukie Parks and Recreation Board (PARB) Meeting Minutes

Date: May 28, 2025

Time: 5:30–7:00 PM

Location: 10795 SE Riverway Ln (Private Residence) and via Zoom

### Attendees

**PARB Members:** Ali Feuerstein (Chair), Heather Baskerville (Vice Chair), Gary Klein, Virginia Pai, Laura Jenks, Max Penneck

**City Staff:** Adam Moore, Parks Development Coordinator

**City Council:** Councilor Robert Massey, Council Liaison

**Community Member:** Katie

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### Welcome, Land Acknowledgement, and Approval of Minutes

The meeting opened with a welcome and land acknowledgment. Minutes from the previous meeting were reviewed and approved with a correction to the spelling of Stella Stastny's name.

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### Public Comment/Furnberg Legacy Shelter

Speakers: Steve Tallman and Martha Germany

Topic: Opposition to the proposed shelter in Furnberg Park

- Steve shared documents including minutes from the May 21 NDA meeting and a flyer inviting community feedback.
- Martha submitted a written testimony titled "*Community Response in Opposition to Proposed Shelter Building in Furnberg Park*", signed by 21 nearby residents.

Staff Response (Adam Moore):

Adam provided a summary of staff and PARB involvement in the Legacy Shelter project:

1. Planning Manager determined that a picnic shelter was in line with the existing Furnberg Plan from 1997. (Note the plan can be seen here in it's entirety: <https://www.milwaukieoregon.gov/sites/default/files/fileattachments/planning/page/42831/furnbergpkmp.pdf>)
2. The Planning Manager and Parks Development Manager meet Pam Husband and Greg Hemer in Furnberg Park to discuss feasibility.
  - a. The location as most suitable for a shelter was determined to be the northwest corner of the park due to the environmental overlays and regulations on the existing wetland in the park. The location is also near the existing playground and picnic tables.

## Unapproved

- b. Staff recommended that while a new master plan would not need to be written, additional engagement with nearby neighbors would be required and the shelter would need to go through the typical planning, building, and project steps, which would include additional public meetings.
  - c. It was suggested that replacing the playground might be an alternative to the shelter, though the Parks Development Manager was available to help with feasibility and fact finding for the shelter, including providing additional information the environmental regulations and any existing utilities on site.
  - d. A potential partnership with the Milwaukie Parks Foundation was recommended for fundraising.
3. Parks Development Manager joined the Linwood NDA meeting to answer questions and discuss feasibility though did not advocate for the proposal one way or another. The NDA voted at the meeting to hold \$7,000 for two years as “seed money” to fundraise and plan for a shelter.
4. The project team attended the PARB meeting on November 20, 2024 and presented their proposal, including conducted community engagement, and asked for PARB’s support. PARB discussed the project and it was determined that a sub-committee consisting of Max and Heather would help work on feasibility and discuss the idea before bringing the idea back to PARB in the January meeting.
5. At the January meeting, the PARB voted to support creating a feasibility study and supported staff spending time working with NDA’s project team on fact finding. It was suggested that the sub-committee would meet as needed.
6. The NDA project team then sought the support of City Council. City Council wrote a letter supporting NDAs raising funds for park improvements in general, though did not state that whether or not they supported the shelter.
7. The NDA project team meet with Parks Development Manager on April 24 to discuss facts found, cost estimates and necessary improvements for a shelter with water and electrical outlets.

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### Naming Policy Check-In

- The Equity Steering Committee and PARB will review the proposed naming policy.
- Outgoing members Max Penneck and Gary Klein will continue serving on the naming committee.

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### June Meeting Reschedule

- New Date Proposed: June 18, 2025. Motion made, seconded and approved.
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# Unapproved

## Parks and Green Space Council Goal Update

- Aligning 3-year goals with budget cycles.
- Focus areas: Milwaukie Bay Park and Kellogg Creek Restoration.

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## Board Transition and Elections

- Heather, Virginia, and Laura are continuing members but expressed limited capacity to take on chair role.
- Ali proposed:
  - Heather serve as interim chair for July
  - Another member facilitate the August meeting
- Councilor Massey shared that he has resources available to support members interested in leadership role.

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## NCPRD DAC Update

- Ali shared budget adjustments for 2025.
- Concord project completion expected in fall, but no programming funds available
- Budget was submitted to the Board of Directors; 12 public testimonies were given

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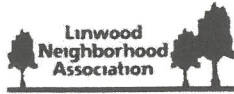
## Announcements & New Business

- Members encouraged to submit ideas for Metro in Neighborhoods

### Adjournment:

**The meeting adjourned at 7:05 PM.**

**Next Meeting: June 18, 2025**



Linwood Neighborhood District Association  
Milwaukie, OR  
linwoodnda@gmail.com



5728  
Steve T.

**Furnberg Park Picnic Shelter  
Neighbors Directly Effectuated by Project  
Meeting  
May 21<sup>st</sup> 5:45pm Furnberg Park  
Meeting Minutes**

- 31 people attending (there was a signup sheet that has people's names and emails)
- Started meeting at 6:00pm with introductions
- Greg Hemer then stated the goals of the meeting (see agenda for goals). Greg shared the history of the project and why Furnberg Park was chosen. There was a selection of projects to vote on at the neighborhood block party and a shelter at Furnberg Park received the most votes. Shimron explained that the process happens at Linwood NDA meetings. The steps taken to get to this point were explained.
- Then there was a time for neighbors to express their concerns about the proposed shelter. These are their concerns:
  - The park is hidden from view
  - In the past, cars have driven into the park
  - Neighbors have made multiple calls to police about issues that have happened in the park
  - Kids are the primary users of the park and the neighbors would prefer to replace the dilapidated playground equipment
  - They are worried about a 20' x 20' cement pad and flooding
  - Neighbors felt like the flier explaining the proposed shelter was a done deal and their feelings are hurt with how this was communicated
  - A neighbor went back through the NDA meeting minutes and felt that the agenda was not clear enough about showing all the info and what was being voted on
  - Homeless campers
  - If we introduce amenities, the park needs to be controlled with a gate that is closed at dusk and opened at dawn. There need to be gates on both entrances/sides of the park
  - Drainage issues
  - Jurisdiction issues (homeless camps in farmer's field). Worried homeless people will come into the park. Problems with being so close to the jurisdiction line and which authority to call. The responsibility being shifted to the other agency, depending on who you call.
  - No bathroom, so where will people relieve themselves?
  - Worried about increased parking in the neighborhood with a shelter and increased visitors
  - The proposed site for the shelter takes away the last level space. This is where kids currently play baseball or set up their volleyball nets.
  - They would like more picnic tables and benches at the park. A water fountain (with a dog bowl) at the park entrance would be appreciated. Maybe a port-a-potty.
  - Would like an ADA compliant playground
  - Worried about increased traffic and crime with park improvements (shelter)
  - Worried about increased trash (with a shelter). Then with increased trash, also an increase in rats and coyotes.
  - Safety is a top concern

115



- Neighbors have had people jump their fences to steal things
- Crime in park – story about a date that turned into a robbery, cars coming to the park after dark, car that got stuck in the mud and someone lived in that car for a month before it was removed
- Park is secluded
- Milwaukie only has 2 officers on duty at night, not enough man power
- People have set fires in the park and fireworks in the park. This is especially worrisome in the summer when the park is dry
- Concern that people would bring BBQ's to a shelter. Concerns about hot sparks starting fires and concerns about hot coals being improperly disposed of in the park
- Concerned that 6 of the surrounding households being women only households and safety concerns
- Flooding is a major issue for surrounding households
- There has been a homeless person in the park who spends the day watching the neighbors
- The 65 acres of open land (the farmer's field) brings more problems with homeless
- No visibility to the park from any roads. The burden is on the neighbors to police the park
- Would like funds to go to the kids first (playground equipment)
- The master plan for the park was never completed (specifically the boardwalk that was supposed to go the whole way around the wetlands.
- Mitigation Possibilities for a proposed shelter:
  - Gates on both sides of the park that open at dawn and close at dusk
  - Port-a-potty during summer months (Memorial Day to Labor Day)
  - Shelter being closer to the entrance of the park does not change neighbor's safety concerns
  - Neighbors want eyes on a shelter so people can see what is going on. Meaning that a shelter should be easily visible from a road so anyone can see what is happening.
  - A shelter should be close to a road and have a trash can close by
  - The neighbors would like no lights in the park at night
  - The neighbors are okay with the idea of an electricity hookup that can be turned on and off by an authorized individual. But only if the park has gates that close at night.
  - Neighbors are in favor of a drinking fountain by the park entrance (with a dog bowl)
  - The neighbors do not want trees or bushes along the park property line. They need to be able to see what is going on in the park for safety reason.
- Next Steps:
  - Greg Hemer proposed continuing with the feasibility study for the proposed shelter. The feasibility study would let us know the cost and what is and isn't possible. The feasibility study would not cost the NDA any money.
  - Katie Schutz (NDA Treasurer) and Emily Lowry (NDA Co-Chair) asked to pause the process and pause the feasibility study. Then bring this proposal back to the Linwood NDA for a vote. The June 12<sup>th</sup> NDA meeting has a time sensitive matter to discuss (the budget) and the July 10<sup>th</sup> and August 14<sup>th</sup> meetings are expected to have low attendance due to summer travel. It is proposed for the NDA to do a re-vote on the proposed shelter in the September meeting (September 11<sup>th</sup>).
- There is an attached picture of the notes taken by another person of the neighbor's concerns (see next page).



Office DEPOT

# Neighbor's Concerns: SAFETY!

- BATHROOM MAINTENANCE → Porta Potty is no option.
- UNHOUSED CAMPERS USING SHELTER/
- CONSTRUCTION LEADING TO MORE DRAINAGE INTO BACK YARDS → FLOODING
- IS THERE FUNDING AVAILABLE FOR THIS PROJECT?
- HIGHER PRIORITIES FOR PARK → UPDATE PLAY STRUCTURES
- FINISH BOARDWALK
- REHABILITATE WETLANDS FIRST
- POLICE PRESENCE (FOR SAFETY)
- NOISE INCREASE
- PEOPLE ENTERING PRIVATE PEOPLE'S PROPERTY → FISH BOWL EFFECT.
- EFFECTIVE & ACCURATE COMMUNICATION OF INFORMATION
- NEIGHBORS WHO LIVE BY THE PARK ARE AFFECTED DIFFERENTLY THAN OTHERS.
- MIN FROM MEETINGS DO NOT REFLECT DETAILS OF WHAT ACTUALLY HAPPENS.
- POLICE ARE REACTIVE TO CALLS → NEED TO BE MORE CONTROLLED SPACE. → A GATE?
- PARK IS ON A CITY/COUNTY JURISDICTION LINE AND NOT CLEAR WHO RESPONDS
- NOT ENOUGH PARKING ON THE STREETS WITH MORE AMENITIES
- WILL TAKE AWAY LAST LEVEL SPACE IN PARK.
- NOT ENOUGH - BENCHES, PICKNICK TABLES.
- PLAYGROUND IS NOT ADA COMPLIANT → NOT SAFE
- MORE TRASH & RATS WILL BE AN ISSUE
- CONCERN WITH FIRES IN THE SHELTER SPREADING (NOT CALLS/FIRE PIT)
- Isolated, secluded - no one driving by
- Trash thrown over fences, dog poop in bags too
- Play structure should be prioritized
- Master plan never completed - 1997
- ↳ determines where we want the shelter as open play area
- Drinking Fountain at park entrance
- Porta Potty summer only
- Landscaping would add to safety issues - blocking view



Linwood Neighborhood District Association  
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# Your Opinion Matters

(R)

Linwood  
Neighborhood  
Association

SUBMITTED 5/28 Steve

Linwood NDA, your neighborhood association, and Milwaukie Parks Foundation has chosen to help fund and support a picnic shelter in Furnberg Park. As the closest neighbors to the park, you may feel the most impact from the proposal. Linwood NDA would love to hear what you think about the placement of the shelter and the project.

**The current placement is based on site conditions with minimal disturbance to the wetlands area. Please see the map below for a general placement of the shelter.**



Currently the design is for 20'x20' shelter with available electricity and water for the public. Placement is be as close to the playground as possible without disturbance of the wetlands area (marked with blue and green hashmarks) and current trees.

**Your input is extremely valuable and will determine the placement of the shelter!**

Please contact Greg Hemer at [greghemermilw@gmail.com](mailto:greghemermilw@gmail.com) with questions, comments, or more information.

Members of the project team are happy to meet you on site

5

SUBMITTED  
5/28  
A

Hi, I am Martha Germany, and I'm here today as a resident of the Linwood neighborhood and a homeowner whose property adjoins Furnberg Park.

MAR-THA  
G

On April 25, 2025, I became aware of the NDA plan to construct a picnic shelter in Furnberg Park. Other property owners revealed that they had not received prior notice of the shelter proposal which has been in the works since last year.

I am submitting a **"Community Response in Opposition to Proposed Shelter Building in Furnberg Park."** signed by property owners whose homes adjoin or are in close proximity to the park (including a map showing their locations).

Many neighbors attended the Linwood NDA meeting on May 8 and as a result of the concerns brought forth at that time there was a follow-up meeting held on May 21 in Furnberg Park. Minutes from that meeting are submitted outlining the many issues a 20x20 ft shelter will cause.

The park is mostly used by families with young children, dog walkers, kids playing in the grassy areas, bird watching and picnics. The best use of funds to refresh Furnberg Park are:

- Replacing the ageing playground equipment making it ADA accessible
- Completing the boardwalk as specified in the Master Plan
- Adding a picnic table that is wheelchair accessible and an additional bench
- The natural area/wetland needs maintenance to clear out some of the underbrush, selectively trim branches and trees to enhance the beauty of the area.
- A water fountain by the park entrance

The park is secluded, surrounded by homes on 3 sides with the north side bordering on 65 acres of overgrown farm ground which is in Clackamas County and out of the jurisdiction of the City. Safety is a big issue. There is only one street entrance at the east side cul-de-sac with 2 parking spaces – one designated handicap.

The poll taken at the NDA picnic last Labor Day weekend was done by giving 5 raffle tickets to attendees. The neighbors have asked for a true vote on this proposal. The NDA has paused the project until the September 11 meeting where a vote will be held.

2/19

## **Community Response in Opposition to Proposed Shelter Building in Furnberg Park**

1. Property owners directly affected with property adjoining the park were not notified of this project until last week.

2. The proposed Legacy Project for a building in Furnberg Park is in NOT in compliance to the Master Plan for the park – the Master Plan only requires a picnic area, and the picnic tables provided meet that requirement.

3. **Minutes from 5/9/24** – outlines possible ideas for Legacy Project. None of those ideas include building a shelter. Apparently of the 5 proposed projects “Improve Furnberg ie tables/ sitting area/ all abilities park” received the most on the tally. Nowhere does it indicate a building in the park, only adding picnic tables and seating available for all abilities.

3. **Minutes from 10/10/24** on Labor Day Weekend a poll taken at the event showed a covered picnic shelter was 1<sup>st</sup> choice, yet the minutes from May **did not show a shelter building as one choices the NDA had voted would be on the poll.**

**Minutes from 11/10/24** indicate the NDA already met with City Park Liaison and put in a contact with NCPRD, PARB and funding discussions. Additionally, the Minutes say

**“GET NEIGHBORS SUPPORT – WHAT HAPPENS IF THEY HATE IT – GOOD SPACE IS GREAT FOR EVERYONE” (Yet this has not happened?? Did they not want to hear neighbor input?)**

**Minutes from 2/13/25** – Explained promissory note for financial commitment for shelter; impact to wetland areas re: construction; budget for project; permits; timeline; environmental concerns; fundraising goal of \$100,000.

**Minutes from 3/13/25** – Indicates a document was handed out – to who? Indicates NDA was taking the proposal to City Council on Tuesday March 18.

4. **Proposal by NDA to City Council on March 2025** – indicated they want to circumvent the original Master Plan for Furnberg Park, by putting in a structure, when a building was never part of the original plan.

5. Planning Commission memo regarding Statewide Planning Goal 1 is attached – re: Citizen Involvement. This has not been accomplished by the NDA.

If the NDA had done their due diligence this project would have never gotten approval by the neighborhood. Now that the NDA has been made aware of the negative responses by neighbors’ letters and emails, they plan on canvassing the neighborhood on Thursday May 8.

**IT IS IMPORTANT WE ALL SHOW UP AT THE NDA MEETING IN SOLIDARITY AND OPPOSITION**

**The Meeting is at the Methodist Church on Linwood on Thursday May 8 at 7pm.**

Community Response in Opposition to Proposed Shelter Building in Furnberg Park

Martha Germany 11850 SE 67th Ave  
Name Address

Tim Freeland 11904 SE 67th Ave 97222  
Name Address

Paul Metteer 11956 SE 67th Ave 97222  
Name Address

Sarah Soderberg 6737 SE Plum Dr 97222  
Name Address

Edward Soderberg 6737 SE Plum Dr. 97222  
Name Address

Myra 6769 SE Plum, Milwaukie, OR, 97222  
Name Address

Deborah Glendon 6835 SE Plum Dr. Milw 97222  
Name Address

Linda 6905 SE Plum Milw 97222  
Name Address

Wm Miller Niki Miller 6703 SE PLUM DR MLW. 97222  
Name Address

Donald Wiley 6930 SE FURNBERG ST 97222  
Name Address

Margaret Allen 11925 S.E. 70th 97222  
Name Address

Name Address

Community Response in Opposition to Proposed Shelter Building in Furnberg Park

Caleb Vandermeer 6915 SE Plum Dr

Name Address

Georgia Dennis 11913 SE 70th Ave

Name Address

Elyse Hansen 11815 SE 67th Ave

Name Address

Quinten Strader 6915 SE Furnberg St.

Jan Strassle 6999 SE Furnberg St

Name Address

Kathy Harrison 7105 SE Furnberg St

Name Address

Stephen Tallman 6825 SE Plum Dr

Name Address

Lisa Tallman 6825 SE Plum Dr.

Name Address

MATT CLARK 6915 SE FURNBERG ST

Name Address

Heidi Hansen 11815 SE 67th Ave

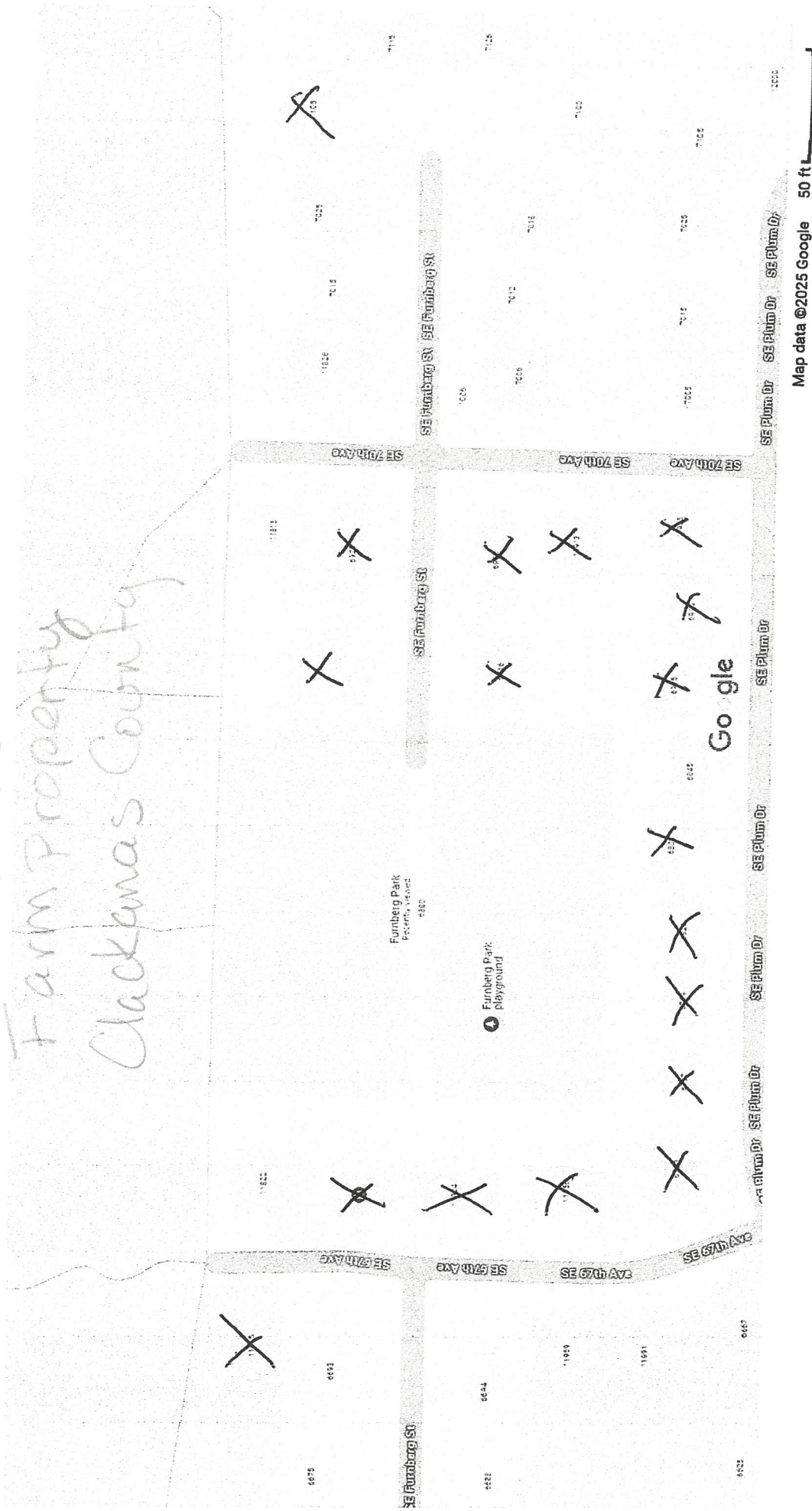
Name Address

Go gle Maps

65 Acre

Farm Property

Clackamas County



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57260

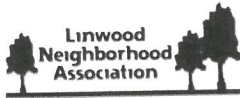


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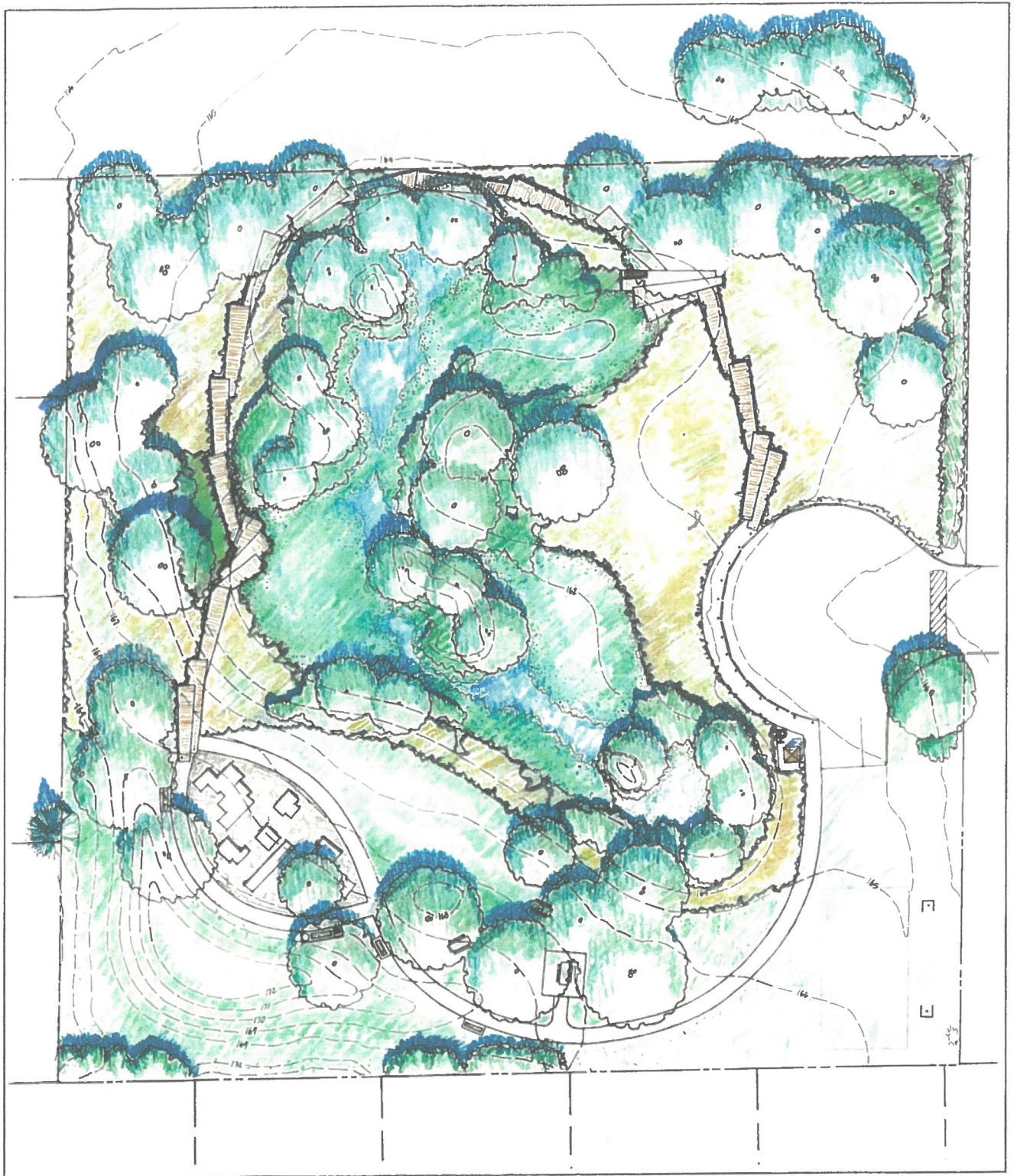


Office DEPOT

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- Trash thrown over fences, dog poop in bags too
- Play structure should be prioritized
- Master plan never completed - 1997
  - ↳ designates where we want the shelter as open play area
- Drinking Fountain at Park entrance
- Porta Potty summer only
- Landscaping would add to safety issues - blocking view

5/28



Master Plan

**Board/Committee Name**

[www.milwaukieoregon.gov/bc](http://www.milwaukieoregon.gov/bc) insert BC specific link

**BYLAWS**

Adopted 1/1/2021

By Resolution 21-2021

**ARTICLE I – NAME**

The name of this board/committee is the Board/Committee (acronym if appropriate).

**ARTICLE II – PURPOSE & AUTHORITY**

- A. **Purpose.** The purpose of the Board/Committee is to advise the City Council on matters relating to [insert purpose; PC will note its independent authority].
- B. **Authority.** The Board/Committee is authorized by Milwaukie Municipal Code (MMC) Chapter 2... [insert authorizing body/document].

**ARTICLE III – MEMBERSHIP**

- A. **Membership.** The Board/Committee consists of # members. [Insert BC-specific membership clauses]. No member may be an officer, agent, or employee of the City of Milwaukie.
- B. **Appointment.** As outlined in the MMC, the mayor appoints Board/Committee members with the consent of the City Council. [Insert BC-specific appointment clauses]. As outlined in MMC 2.10.040 and in the city's Code of Conduct for Board and Committee Members, Board/Committee members serve at the pleasure of the City Council.
- C. **Term of Office.** Board/Committee member terms are for a period of # years. Board/Committee members may serve no more than # consecutive full terms, unless there is an interval of at least one term before reappointment. Current board/committee members may be reappointed to the board/committee if they do not exceed the established term limits for the board/committee.
- D. **Vacancies.** If a Board/Committee member resigns or otherwise vacates their position, the City Council will fill the vacancy in the same manner as the original appointment. Member resignations should be submitted in writing to the chair and staff liaison.
- E. **Code of Conduct.** To ensure the city's boards and committees operate in an efficient, consistent, and orderly manner, and that board/committee members comply with Oregon's public meetings and records laws, the City Council adopted a Code of Conduct for Board and Committee Members. Board/committee members are expected to review, sign, understand, and abide by the Code of Conduct.

**ARTICLE IV – MEETINGS**

- A. **Open Meetings.** All Board/Committee meetings are public meetings as set forth by Oregon's Public Meetings Laws, Oregon Revised Statute (ORS) Chapter 192.
- B. **Meeting Conduct.** Board/Committee meetings will be conducted efficiently and transparently as outlined in these bylaws, the MMC, relevant state and federal laws, and by the city's Code of Conduct for Board and Committee Members. Where these bylaws or other city guides do not provide direction, the most recent edition of Robert's Rules of Order will be followed.

- C. **Regular Schedule.** The Board/Committee will hold regular meetings as determined by the MMC, the City Council, or the chair and staff liaison. The board/committee's regular schedule will be to meet [insert frequency, time and day of week] at [location].
1. **Special Meetings.** Special meetings may be called at the request of the chair or a majority of the board/committee. If a special meeting is called, the chair and staff liaison will set a date and time taking into consideration such factors as the availability of the board/committee members and staff, and a meeting location.
  2. **Closed Sessions.** The board/committee may meet in closed, or executive, session as allowed by ORS 192.660(2) and consistent with MMC 2.04.090.
- D. **Attendance & Absences.** Board/Committee members are expected to attend all meetings, events, and activities of the board/committee. As outlined in the MMC and Code of Conduct, if a member fails to regularly attend meetings, the member may be removed from the board/committee through the process outlined in the Code of Conduct.
1. **Absences.** If a board/committee member is unable to attend a meeting, it is the member's responsibility to inform the chair and staff liaison before the meeting.
- E. **Quorum & Related Matters.** For the purposes of conducting board/committee business, including holding official meetings, a majority, or quorum, is # of the voting membership of the Board/Committee.
1. **Lack of Quorum.** If there is no quorum of board/committee members within 15 minutes following the scheduled start time of a meeting, the meeting is cancelled. If the chair or staff liaison knows that a quorum will not be present at the meeting, they will notify the board/committee members before the meeting about the cancelation.
  2. **Rescheduling Agenda Items.** If a meeting is canceled due to a lack of a quorum, all agenda items that were scheduled for the cancelled meeting will automatically be placed on the next regularly scheduled meeting agenda unless the chair or staff liaison determines that a special meeting is needed to address the items. The staff liaison will ensure that the required public meeting notices will be posted for the next meeting.
- F. **Agenda Order.** The chair and the staff liaison will coordinate and arrange the meeting items as necessary to achieve an orderly and efficient meeting. In general, the order of business will be as follows:
1. Call to Order
  2. Announcements
  3. Approval of Minutes
  4. Community Comments
  5. Business Items
  6. Public Hearings [for Planning Commission only]
  7. Board/Committee Member Reports
  8. Adjournment
- G. **Adjournment Time.** Board/Committee meetings will end no later than insert time. However, by majority vote of the members present the adjournment time may be extended.
- H. **Voting.** All Board/Committee members who are present at a meeting, including the chair and officers, are allotted one vote each on all motions. The concurrence of a majority of the whole board/committee present shall be required to determine any matter before the board/committee. In the case of a tie vote, the matter fails. When a vote is taken all members must vote unless a member abstains from voting and cites the reason for abstaining for the record. The board/committee secretary or staff liaison will call the roll, altering the order of members called. The chair will vote last.

- I. **Motions & Related Matters.** Any Board/Committee member may make a motion. A motion needs a second to be considered, otherwise it fails.
1. **Reconsideration of Actions Taken.** A board/committee member who voted with the majority may move for a reconsideration of an action at the same meeting only. The second of a motion may be a member of the minority. Once a matter has been reconsidered, no motion for further reconsideration may be made without unanimous consent of the Board/Committee.
- J. **Minutes & Related Matters.** The written and approved meeting minutes are the official record of the meeting.
1. **Preparing the Minutes.** The board/committee secretary or city staff will be present at each meeting and will provide written minutes. Written minutes should not be a verbatim transcript but should give a true reflection of the matters discussed at the meeting and the views of the participants. The written minutes must include at least the following information:
- a. The date, time, location of the meeting;
  - b. Names of the Board/Committee members present;
  - c. All motions and proposals;
  - d. The results of all votes;
  - e. The substance of any discussion on any matters; and,
  - f. A reference to any document discussed at the meeting.
2. **Recordings.** As allowed by state law, all public meetings may be recorded by the city, board/committee, or the public. It will be at the discretion of city staff if an official audio, video, or digital recording of the meeting is created, and if the meeting video is broadcast or streamed live.
3. **Posting & Approval.** The staff liaison will make the draft written meeting minutes available to the public within a reasonable time after the meeting. The Board/Committee will review and vote upon the minutes at its next meeting after the minutes have been written. Approved minutes will be posted on the city's website and retain permanently as required by Oregon Administrative Rule (OAR) 166-200-0235(5)(a).

## ARTICLE V – OFFICERS & ASSIGNED DUTIES

- A. **Officers.** The officers of the Board/Committee will consist of a chair, vice chair, secretary, [... inert other officers].
1. **Election of Officers.** Members will elect the officers annually during the first meeting in April/July [based on when the BC's terms begin]. Any member may nominate another member as an officer. Officers may be re-elected. If an officer is unable to complete their term, the board/committee will hold a special election to fill the vacant officer position.
- B. **Duties of the Chair.** The chair will preside and preserve the order of Board/Committee meetings, review agendas and confer on business with the staff liaison and sign all documents memorializing board/committee actions. The chair will set reasonable time limits for community comments and testimony.
- C. **Duties of the Vice Chair.** If the chair is absent or otherwise disqualified from serving, the vice chair will perform all duties and be subject to all the responsibilities of the chair. If both the chair and vice chair are absent from a meeting, the remaining members present will elect an acting chair for that meeting.

**D. Duties of Other Officers.**

[insert here as appropriate for each Board/Committee]

**E. Duties of Board/Committee Members.** The role of a board/committee member is to participate in the Board/Committee's work and activities as assigned by the City Council by attending meetings and events and participating in discussions and decisions. As outlined in the city's Code of Conduct, board/committee members must behave in an appropriate manner when performing their duties as board/committee members in-person and in written or digital communications.

1. **Meeting Preparation.** Board/committee members must prepare for participation at a meeting by fully reviewing the staff report and any materials provided by city staff.
2. **Site Visits.** Before board/committee meetings, members are encouraged to visit sites that are subjects for design review actions. If a board/committee member visits a site, the member will report on the record any information gained from the site visit that is not consistent with the information included in the application or staff report.
3. **Compensation.** Board/committee members will receive no compensation for their service. However, the city may reimburse a member for an authorized expense.
4. **Conflicts of Interest.** In accordance with ORS 244.120, a member of the Board/Committee may not participate in any board/committee proceeding in which any of the following persons or businesses have a direct or substantial financial interest:
  - i. The board/committee member or the spouse, brother, sister, child, parent, father-in-law, or mother-in-law of the board/committee member;
  - ii. Any business in which the board/committee member is then serving or has served within the previous two years; or
  - iii. Any business with which the board/committee member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.
  - iv. A member must disclose any actual or potential interest at the meeting of the board/committee where the action is being taken.
5. **Statement of Economic Interest.** Commissioners are required to file annual statements of economic interest as required by ORS 244.050 with the Oregon Government Ethics Commission (OGE). [Planning Commission only]

**F. Duties of City Staff.** The city will assign a staff liaison to the Board/Committee and, as appropriate and available, will assign administrative staff to support the board/committee. Staff liaisons will act as the Board/Committee's primary point of contact for board/committee members, city staff, and the general public. Staff will ensure that the board/committee's meetings are held in accordance with state public meeting laws and will support the board/committee's activities.

1. **Orientation of New Members.** When new board/committee members are appointed, the staff liaison and chair will provide an orientation to the new members as necessary. In addition, city staff may provide other training opportunities to board/committee members.
2. **Board/Committee Manual.** For the efficient documentation of the board/committee's operations, city staff may compile and maintain a board/committee manual.

**G. Subcommittees & Other Committees.** The board/committee may find it necessary to form subcommittees to investigate areas relevant to the board/committee's purpose. The board/committee may identify members to serve on select subcommittees. A majority of the members will need to consent to the formation and membership of a subcommittee. When

requested by the City Council, city staff, or other city boards and committees, the Board/Committee may select members to serve as a Board/Committee representative on another committee.

## **ARTICLE VI – GOALS & AMENDMENTS**

- A. Goals.** The board/committee will annually establish project and outcome goals that align with the goals of the City Council and the city. The board/committee will establish an annual workplan to document its progress towards achieving its goals.
- B. Amending the Bylaws.** The board/committee will review its bylaws annually or as necessary and will prepare and propose appropriate bylaw amendments to the City Council. The City Council retains all authority to amend these bylaws as outlined in MMC 2.10.050.
- C. Annual Review.** The board/committee will meet annually with the City Council to review the board/committee's goals, workplan, and any proposed bylaw amendments.