

**CITY OF COOS BAY CITY COUNCIL**  
**Agenda Staff Report**

<b>MEETING DATE</b>	<b>AGENDA ITEM NUMBER</b>
December 18, 2012	

TO: Mayor Shoji and City Councilors

FROM: Jackie Mickelson, Executive Assistant *Jm*  
Through: Rodger Craddock, City Manager

ISSUE: Appointments to the Parks Commission and Tree Board

**BACKGROUND:**

Recently the City advertised three openings on the Parks Commission, and we received applications from Carmen Matthews, Beverly Meyers, Patty Scott, and Kim Singh. The City also advertised one opening on the Tree Board to fulfill an unexpired term vacated by Larry Plews, and we received one application from Kim Singh.

**BUDGET IMPLICATIONS:**

N/A

**ADVANTAGES:**

Citizens serving in volunteer capacities on the City's boards and committees fulfill an important community need and provide a valuable resource for city government.

**DISADVANTAGES:**

None

**ACTION REQUESTED:**

If it pleases the Council, cast your ballot to appoint three candidates to the Parks Commission for a four-year term ending December 31, 2016; and consider casting your ballot to appoint Kim Singh to the Tree Board after determining her qualifications during the interview to fulfill Larry Plews unexpired term ending June 30, 2015.

**ORDINANCE NO. 450**

**AN ORDINANCE AMENDING ORDINANCE NO. 56 CONTINUING THE PARKS COMMISSION**

The City of Coos Bay Ordains as follows:

Section 1. Section 2 is amended as follows:

Section 2. Members: Terms: Composition.

- (1) The Commission shall consist of up to eight voting members.
- (3) The membership shall be composed of one councilor, one planning commissioner, and the remaining positions may be filled by interested persons. Membership should, if possible, include members with knowledge and expertise not limited to the following areas:
  - (a) Landscape design profession
  - (b) Landscaping business profession
  - (c) Design profession
  - (d) Parks management
- (4) All members shall be City residents. Members residing outside the City, but who own property within the City shall be considered to have such residential status. The Council may allow membership for one non-resident who possesses subject matter expertise needed by the Commission.

Section 2. Section 4 is amended as follows:

Section 4. Officers, Meetings, Rules and Procedures.

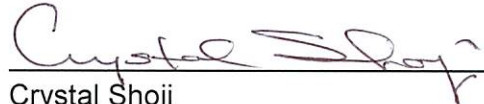
- (2) The Commission shall meet at least once a month. Meetings at other scheduled times may be announced at a prior meeting and thereby made a part of the record. A previously unannounced meeting may be called by the chair at the request of three commissioners or by the Public Work & Development Director for a time not earlier than 24 hours after notice is given.
- (3) A majority of the Commission shall constitute a quorum for conducting any business.
- (4) The Commission shall make and maintain rules and regulations for its operation consistent with the City Charter, ordinances, and resolutions, subject to review and approval of the Council.

The foregoing ordinance was passed by the City Council of the City of Coos Bay this 4<sup>th</sup> day of December 2012 by the following vote:

Yes: Mayor Crystal Shoji and Councilors Mark Daily, Jennifer Groth, Stephanie Kramer, Gene Melton, John Muenchrath, and Mike Vaughan.

No: None

Absent: None



Crystal Shoji  
Mayor of the City of Coos Bay  
Coos County, Oregon

ATTEST:



Susanne Baker,  
City Recorder of the City of Coos Bay  
Coos County, Oregon

**Chapter 2.30  
PARKS COMMISSION**

**2.30.020 Members – Terms – Composition**

(1) The Commission shall consist of eight voting members.

(2) The members shall be appointed by the council to serve four-year terms, except that members in office when the ordinance codified in this chapter takes effect shall serve the terms for which they were originally appointed. Vacancies, except the regular expiration of a term, shall be filled by a temporary appointment made by the council for the remainder of the term.

(3) The membership shall be composed of one councilor, one planning commissioner, one representative of a service club, one representative of a landscape design profession or business, and one representative of the design profession. The three remaining positions may be filled by any interested persons.

(4) All members shall be city residents. [Ord. 364 § 1, 2005; Ord. 213 § 1, 1995; Ord. 56 § 2, 1986].

**2.30.030 Resignation and removal.**

(1) A member of the Commission may resign at any time by submitting a letter of resignation to the council.

(2) A member may be removed by the council for nonperformance of duty. A member who is absent from three consecutive meetings without excuse is considered to be in nonperformance of duty. The possible need for removal may be brought to the attention of the council by the Commission. [Ord. 56 § 3, 1986].

**2.30.040 Officers, meetings, rules and procedures.**

(1) The Commission members, by majority vote, shall elect a chairperson and vice-chairperson for a one-year term at the beginning of each year, and may re-elect the incumbent. The chairperson shall preside over Commission meetings and retain the right to vote. The vice-chairperson shall preside in the chairperson's absence.

(2) Regular meetings shall be held at a frequency necessary to carry out Commission duties. Meetings shall be called at the request of the chairman, or four commissioners, or at the request of the public works or community development departments.

(3) Five members of the Commission shall constitute a quorum for conducting any business.

(4) The Commission may make and alter rules and regulations for its operation consistent with the City Charter, ordinances, and resolutions, subject to review and approval of the council.

(5) Members of the Commission shall receive no compensation, but shall be reimbursed for duly authorized expenses. [Ord. 364 § 2, 2005; Ord. 56 § 4, 1986].

**2.30.050 Functions – Powers – Duties.**

(1) The Commission shall have the powers and duties which are now or may hereafter be assigned to it by the Charter, ordinances, or resolutions of the City.

(2) The Commission shall review and recommend to the council, shall coordinate with the Planning Commission as appropriate, and shall assist staff in the preparation of parks plans, site and building designs, development standards, and recreation services. These general duties shall include, but are not limited to: the identification of potential new sites to be added to the park and recreation system; recommendations on acquisition of park and recreation property including fund raising, grant assistance, or other revenue sources; recommendations on designation of open space; and recommendations on development of pedestrian trails and bikeways for accessibility to and within the park system for recreation and for transportation within the City. [Ord. 56 § 5, 1986].

## Chapter 8.30

### TREE BOARD

Sections:

[8.30.040](#) Tree board – Composition and procedures.

[8.30.050](#) Tree board – Duties.

#### **8.30.040 Tree board – Composition and procedures.**

(1) The tree board shall be appointed by the city council and shall consist of seven members.

(a) One member of the tree board shall also be a member of the city council.

(b) One member of the tree board shall also be a parks commissioner.

(c) If the aesthetics commission has been formed, one member of that commission shall also be a member of the tree board.

(d) At least one member of the tree board shall be a representative from the field of arboriculture, landscape architecture, or otherwise have a background and professional knowledge of trees and their care.

(e) One member of the tree board shall be designated by the board of the Coos Bay Downtown Association.

(f) The balance of the tree board shall be citizens with an interest in trees.

(g) One member of the tree board may live outside the city limits of Coos Bay.

(2) The members shall be appointed for a term of four years. Vacancies, except at the expiration of a term, shall be filled by a temporary appointment made by the council for the remainder of the unexpired term. Committee members may be reappointed for additional terms of four years each.

(3) A member of the tree board may resign at any time by submitting a letter of resignation to the council. A member may be removed by the council for nonperformance of duty. A member who is absent from three consecutive meetings without excuse is considered to be in nonperformance of duty. The possible need for removal may be brought to the attention of the council by the tree board.

(4) The tree board members, by majority vote, shall elect a chairperson and vice-chairperson for a one-year term at the beginning of each year, and may re-elect the incumbent. The

chairperson shall preside over tree board meetings and retain the right to vote. The vice-chairperson shall preside in the chairperson's absence.

(5) Regular meetings shall be held at a frequency necessary to carry out tree board duties. Meetings shall be called at the request of the chairman, or four commissioners, or at the request of the public works or community services departments.

(6) Four members of the tree board shall constitute a quorum for conducting any business.

(7) The tree board may make and alter rules and regulations for its operation consistent with the City Charter, ordinances, and resolutions, subject to review and approval of the council.

(8) Members of the tree board shall receive no compensation, but shall be reimbursed for duly authorized expenses. [Ord. 298, 2001; Ord. 181 § 4, 1992].

#### **8.30.050 Tree board – Duties.**

(1) The tree board shall have the primary responsibility to study, investigate, develop, and to update periodically a written plan for the care, preservation, pruning, planting, replanting, removal and disposition of all street and park trees.

(2) As part of the plan, a list of acceptable species shall be developed and maintained for planting as street trees. The species will be divided into three size classes: small, medium, and large. A list of tree species not suitable for planting will also be developed.

(3) The plan developed by the tree board shall be presented to the city council, and upon council acceptance and approval the plan shall constitute the official comprehensive tree plan for the city.

(4) The plan, and the provisions of this chapter, will be reviewed completely at least once in every three-year period after the initial approval.

(5) The tree board may also develop criteria for determining and standards for protecting heritage trees within the city. The purpose of the heritage tree designation is to recognize, foster appreciation of, and protect trees having significance to the community. Criteria may include such things as species rarity, age, size, quality, association with historical events or persons, or scenic enhancement. The tree board shall have the authority to determine, select and identify such trees that qualify as heritage trees. [Ord. 181 § 5, 1992].