



**City of Fairview Parks and Recreation Advisory
Committee
March 20, 2014, Meeting Minutes**

**Park View Conference Room, Fairview City Hall
5:30 PM – 7:30 PM**

PRESENT:

Jeffrey Arnold
David Strom
Steven Marker
Brian Grattan
Garth Everhart
Councilor Lisa Barton Mullins

ABSENT:

STAFF:

Sarale Hickson, Development Analyst
Allan Berry, Public Works Director
Mike Conway, Wallis Engineering

1. CALL TO ORDER:

Chair Strom called the meeting to order at 5:35p.m.

2. Roll Call

The roll was called and all members were present.

3. Review and Adopt Minutes from January 16, 2014 Meeting

Ms. Hickson explained that while the January minutes were approved at the February meeting, the vote did not count due to a point of order. Mr. Everhart had made the motion to approve, however as he was not a member of the PRAC during the January meeting (even though he was present in the audience) he did not have standing to make the motion.

Mr. Strom made a motion to adopt the minutes of the January 16, 2014 PRAC meeting with the amendments suggested in Exhibit A and Mr. Grattan seconded it. Messrs. Arnold, Grattan, Marker and Strom voted for the motion. Messrs. Everhart and Kaufman abstained having not been members of the committee at that time.

Ms. Hickson will be bringing February and March's minutes to the April meeting.

4. Staff Updates – including review of new advisory committee rules

Mr. Berry reviewed the revisions to FMC 2.14 which regulate council created advisory bodies (Exhibit B) and the advisory body rules (Exhibit C) with the PRAC.

a. Gator

Staff is waiting for the City's insurance company to review the procedures for using the Gator.

b. Meeting date and place

All the standing advisory committees will be moving to council chambers. The first Tuesday and fourth Thursday are available for PRAC. Ms. Hickson will send a question regarding availability out to the committee.

c. Spending to date on Cleone

Spending to date on Park Cleone is approximately \$96,000 and there is approximately \$202,000 left in the Parks SDC fund.

d. Questions for Staff

Mr. Everhart asked about the status of the bench for the gazebo at Handy Park. Mr. Berry indicated that the City has a commitment from a member of the community to donate that bench. The entire bench donation program is being worked on and an Eagle Scout will be helping the City with materials, forms and procedures.

Mr. Everhart also asked if there was any news about the Reynolds School District representative on PRAC, a position which has been vacant for almost a year. There was much discussion about if teachers, facilities staff, parents, or students would be qualified. Staff will contact the school district.

5. Discussion Items not on the Agenda (Public to be heard)

Brian Cooper, representing the Fairview on the Green Festival, presented a proposal for an extra 0.3 mile trail in Salish (Exhibit D). He requested that PRAC recommend to the council that be made part of the budget and stated that it would be approximately \$5000. Mr. Grattan asked where the bridge is and if there is a new bridge proposed. Mr. Cooper stated that the new trail would never cross the creek. Mr. Everhart asked if a wetland analysis would be needed. Ms. Hickson stated that the very minimum would be a wetland delineation - if the proposal stays out of the wetland. An analysis would be needed if anything were to go into it. Messrs. Kaufman and Cooper gave some information about the historical expectation that a trail in this area would be developed.

Mr. Everhart made a motion that PRAC support researching installation of this trail to support expanding trails with funding to be handled later. Mr. Kaufman seconded it. Before the roll was called it was withdrawn and Mr. Everhart moved "that PRAC recommend to Council that it allow staff to investigate the feasibility of establishing a second trail, budget and schedule to be determined and brought back to PRAC at a later date if needed". Mr. Kaufman seconded. Roll was called and the motion passed unanimously.

6. Budget for PRAC priorities (Lakeshore and "Ray's List") and the Parks SDC fund

Mr. Grattan stated that he is concerned that only \$25,000 would be left in the Parks SDC fund if Park Cleone is funded and that not enough would be left for other priority projects. Mr. Grattan then made a motion to "recommend to City Council that all SDC funds be reserved for the walking list (also known

as Ray Hansen's list) and improvements to Lakeshore Park detailed in the Lakeshore Plan PRAC adopted". Mr. Everhart seconded the motion.

Mr. Marker stated that he felt PRAC had been bypassed. There was much discussion of the history of Lakeshore Park and what the 2001 master plan outlines. Mr. Kaufman expressed his discomfort at spending SDCs when the City is close to build out. Staff explained that the timing of the meetings on Park Cleone was to try and make sure the park would be open for as much of the summer as possible. There was a lot of discussion on the difference between the stormwater fun, parks SDCs and maintenance funds. There were also questions about grants, and the cost of stormwater only projects. The PRAC also discussed the possibility of reserve funds being used for parks.

The roll was called and the motion passed unanimously.

7. Recreation plan

Mr. Everhart requested that the City send out the survey from the 2002 recreation master plan again. Mr. Berry indicated that the City will be pursuing a grant for master planning. There was discussion that it could go out with the Fairview Point newsletter but there was consensus that renters also need to be surveyed. Mr. Kaufman indicated that about half the residents are renters. There was also discussion of the survey being available in non-English language form on the website. Mr. Berry stated he would look into the numbers and see if there was any available money in the 2013-14 budget.

8. Park Cleone Concept Design

Ms. Hickson and Mr. Conway presented the Park Cleone Concept Design Plan (Exhibit E). PRAC raised concerns about the family picnic area and volleyball court bringing in large groups and having a parking impact. PRAC was also concerned about the idea of barbeques and felt it may bring people in from outside the neighborhood. Staff stated that this area is very dense and has a lot of families in walking distance. Staff also mentioned that many of those families are no car or single car and need facilities in their neighborhood. Mr. Everhart stated that this area also has a lot of parks. PRAC had questions about maintenance and Staff responded that the operations staff has been extensively consulted in the design process. Mr. Everhart also questioned the need for the area of the path in the northeast corner of the park. Staff indicated that is an area which has historically had public safety issues and the pathway was designed in part to allow police access to the area. Mr. Everhart stated he felt planting could be used to keep people out. Mr. Everhart indicated that he felt the Gazebo in the wetland should be taken out and moved to the family picnic area and that if people want a larger structure people should use Community Park.

9. Future Agenda Items "Parking Lot" items – Meet in Pelfrey Park?

Not discussed due to lack of time.

10. Adjournment

The meeting was adjourned at 7:37 p.m.

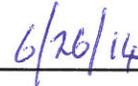
Approved as amended by Exhibit F



Steve Marker, Chair for David Strom



**Sarale Hickson,
Development Analyst, Public Works Department**



Date

Sarale Hickson

From: Garth C. Everhart <garth@everhartco.com>
Sent: Thursday, February 20, 2014 3:22 PM
To: Sarale Hickson
Cc: David Strom; B Grattan; 'Steven Marker'
Subject: PRAC - 1/16/2014

Sarale-

I will be making a motion for the following to be added to the minutes.

3. Staff Update:

-Allan asked if the Committee wants to meet in Council chambers and the Committee declined.

-Allan declared there were no funds available for improvements other than for Park Cleone. He also noted the need for PRAC to work on grants and to work to get projects like the Salish Ponds project on the Metro list for future funding.

-Jeff A asked about funding for the improvements noted in the Lakeshore Park plan update. Allan said there is no money in current budget but a request could be made for the next budget. Dave S suggested the Committee work on budget items for the upcoming budget process.

-Allan suggested PRAC work on non-capital projects and team up with groups like the Boys and Girls club for new Recreational connection. Jeff A noted there are some low cost ways to enhance the Recreational Plan like enhanced website, leaflets and updated maps.

-Brian G asked about the \$30,000 in current budget under Park. Allan responded that this is for maintenance like graffiti removal, etc. Brian asked about the investment to date in the Park Cleone playground equipment and how this figure fits within the \$300,000 SDC fund balance when the work started. Allan says the Park Cleone equipment cost less than \$100,000 and there are new SDC funds coming from new residential projects in Fairview. Brian G also asked when budgets are needed for capital improvements to park and Allan said he would like them in March.

-Steve M asked if the City has a grant writer and Allan says there is no staff for grant writing for parks.

-During the discussion about stocking Salish Ponds, Allan noted we are in year two of the two year replanting program so traffic as a result of stocking could damage the investment. Committee agreed that if the lake is stocked it should be under some kind of managed plan so the lake is not destroyed again.

-Jeff A reminded the Council that it has agreed in prior meetings that the Lakeshore plan improvements were determined to be priority #1 with the park bench plan across the City as priority #2 and any additional work in Park Cleone as priority #3. PRAC should be clear in its priorities with the Council.

-Dave S asked who owns the fence between the lake and the cottages and Allan said he believes it is owned by the Cottages so any repairs would be by the cottage owners.

4. Public Comment:

Steve M asked Councilor Mullin about her prior comment about FLOPA not supporting park equipment. Councilor Mullin clarified the comment was made many years ago during a boat ride by one FLOPA member. Steve M that as a resident of living 3 houses from the park that FLOPA does not represent the neighborhood only the lake owners and he believes there is support for park improvements such as play structures and a basketball court instead of kids playing on the street. Councilor Mullins said FLOPA probably has new people now and they may not agree with

what she was told years ago. Councilor Mullins said that FLOPA should not dictate what is in a City Park.

I would support the Minutes with the above additions.

On today's agenda i believe the discussion was about Park Capital Budgets, not just Park Cleone. My recollection was we agreed to start working on a budget for Lakeshore Park, not just Park Cleone since Lakeshore Park is PRAC first priority beyond the playground equipment that has been added at Park Cleone.

Thank you

Garth

Ordinance 07-2014

Exhibit A

*(All language below is new)*Section 2.14 COMMISSIONS, COMMITTEES AND TASK FORCES- COUNCIL-CREATED ADVISORY BODIES

| | |
|----------|--|
| 2.14.010 | Purpose |
| 2.14.020 | Creation |
| 2.14.030 | Structure. |
| 2.14.040 | Appointment and Removal |
| 2.14.050 | Participation and Attendance |
| 2.14.060 | Residency Requirements |
| 2.14.070 | Dissolution |
| 2.14.080 | Term of Membership |
| 2.14.090 | Term Limits |
| 2.14.110 | Vacancies |
| 2.14.120 | Officers; Terms of Office |
| 2.14.130 | Council and Staff Support |
| 2.14.140 | Advisory Body Purpose; Meetings; Reporting; and Other Responsibilities |

2.14.010 Purpose

The city council recognizes the importance of the public deliberative process and the contributions citizens may offer the city through a structured citizen involvement process. As the recipients of government services, citizens may best be able to identify where efficiencies and improvements may benefit the city. To that end, council has created a system of advisory bodies designed to foster the relationship between the city and its citizens and ensure that the city considers and appropriately weighs the needs and interests of all city citizens.

2.14.020 Creation

A. Unless expressly stated to the contrary, all commissions, committees, task forces and other advisory bodies created under this chapter shall be subject to the provisions of this chapter and the council- adopted policies, rules and guidelines. The Commissions, Committees, Task Forces, and other Advisory bodies Policies, Rules and Guidelines will be adopted by resolution. Changes to the adopted operating policies, rules and guidelines shall require formal council action.

B. For the purpose of this chapter, a permanent standing council citizen advisory commission, or committee (CCAC), shall be defined as any commission, committee, or other advisory body that is created by council through an ordinance to address functional areas of policy, operation and interest to the council which ordinance is codified in the Fairview Municipal Code.

C. All other council advisory bodies including task forces and focus groups that are temporary in nature and formed for a specific purpose, for a limited, stated duration shall be created by council resolution and must be dissolved upon completion of the stated purpose.

2.14.030 Structure

- A. Every commission, committee, task force, or other advisory body created under FMC 2.14.020 shall have a specific statement of purpose in the creating ordinance or resolution that identifies the general mission, charge and responsibility of each commission, committee, task force or other advisory body. The structure and purpose of advisory bodies will be reexamined periodically by the council to determine need and effectiveness. The City Council will meet annually with each CCAC to present the CCAC with an annual work plan for the fiscal year.
- B. Every commission, committee, task force, or other advisory body member appointed under the authority of FMC 2.14 shall be subject to the Ethics Code adopted by and applicable to members of the City Council.
- C. CCAC's may recommend to council the creation of citizen advisory subcommittees (CCAC subcommittees) as well as task forces and/or focus groups as needed to complete the work plan of the CCAC or otherwise advise and assist the CCAC or council. Any such advisory body recommended by a CCAC shall be created as set forth in Section 2.14.020C above. .
- D. CCAC may create a work group, without council approval, of less than a quorum of the CCAC members, to complete work tasks provided to the CCAC by the council. The work group shall serve for a specific purpose and targeted time frame, and be dissolved upon completion of the stated work project or work purpose.

2.14.040 Appointment and Removal

- A. Members of all commissions, committees, task forces, and all other advisory bodies created under FMC 2.14 shall be appointed by a majority vote of the council. Members of all commissions, committees, task forces and advisory bodies serve as volunteers and shall not be monetarily compensated for their participation.
- B. Members of CCACs shall be recruited and selected through an open, well-publicized public process.
- C. Except as may be required by law or written agreement, individuals appointed to any commission, committee, task force or other advisory body may be removed by a majority vote of the council for any reason and at any time during the member's term of appointment.

2.14.050 Member Participation and Attendance

- A. Unless expressly stated to the contrary elsewhere in the Fairview Municipal Code or Oregon law, failure of any advisory body member, of any advisory body, to attend three consecutive meetings of the commission, committee, task force, or other advisory body to which he/she has been appointed, will result in automatic termination of the member's appointment; provided, however, that a majority vote of the council may waive automatic termination if expressly requested by the advisory body and is, in the discretion of council, warranted by individual circumstances.

2.14.060 Residency Requirements

A. Unless otherwise approved by council or required by state law, all members of CCACs, committees, task forces, or other advisory bodies created under FMC 2.14 must reside within the Fairview city limits.

B. Members of CCACs, committees, task forces, or other advisory bodies created under FMC 2.14 may reside outside the Fairview city limits only by approval of the council if the member has a vested interest or specific skill related to the task of the advisory body. In making appointments for any advisory body, council may give preference to Fairview residents.

2.14.070 Dissolution

The mayor and city council may, through the appropriate legislative action, dissolve any commission, committee, task force or other advisory body created under FMC 2.14, except those required by state law.

2.14.080 Term of Membership

A. Unless otherwise expressly provided or required by state law, the term of appointment to any CCAC created under FMC 2.14, shall be for a period of three years.

B. The term of appointment to any other committee, task force or other advisory body created under FMC 2.14 shall run until the work of the committee, task force or other advisory group has been completed or a period of one year, whichever is shorter; unless otherwise approved by council.

2.14.090 Term Limits

A. Unless otherwise expressly approved by council, no individual shall serve on the same CCAC for more than two consecutive membership terms.

B. No individual shall serve on more than two CCACs at a time unless approved by a majority of the council. This provision shall not apply to subcommittees, task forces or other advisory bodies that are created by council for a specific purpose or that are of a temporary nature.

C. No individual shall serve on both the Budget Committee and the Planning Commission at the same time.

2.14.110 Vacancies

A. Vacancies created due to the mid-term resignation or removal of a member shall be filled in accordance with the process set forth in the adopted by resolution Commissions, Committees, Task Forces, and other Advisory bodies Policies, Rules and Guidelines operating rules, policies and guidelines adopted by the council, including appointment by a majority vote of the council, and shall be for the remainder of the vacant term. Appointment to a vacancy mid-term shall not be considered in calculating maximum membership term limits unless the term appointment exceeds two years, in which case appointment to the vacancy will be considered in calculating maximum membership terms.

2.14.120 Officers; Terms of Office

A. Unless otherwise directed by council, in January of each year, every commission, committee, subcommittee, task force, or focus group created under FMC 2.14, for which the term of chair or vice-chair is expired, shall elect a new chair or vice-chair each of whom shall hold a one-year

term of office. In the event a vacant officer position is not filled within a reasonable time, the council will appoint an individual to fill the vacancy subject to a majority vote of the council.

B. Unless otherwise approved by the council, no officer position may serve more than two successive terms in any one office. Election to a vacant term of office set forth in FMC 2.14.120 shall not be considered in calculating office term unless the remainder of the term of the vacant office is greater than nine months.

2.14.130 Council and Staff Support

A. At least one member of the council will be appointed, as "Council Liaison," by the mayor to each CCAC.

1. Council Liaisons will attend CCAC meetings and act as a resource of information for the CCAC members and communicate council direction to the CCAC in an effort to maintain alignment with council goals, work plans, and specific project objectives. Council Liaisons will review the Council Work Plan specific to the CCAC and inform the CCAC of council meeting agenda items and of council decisions that may be of interest to the CCAC. Council Liaisons will also encourage CCAC members to attend council meetings to keep abreast of council action, policy matters, and the activities of the council.

2. A Council Liaison, shall not attempt to direct debate, lobby, or otherwise influence the direction or decisions of any advisory body.

3. Council Liaisons shall not be eligible to vote on any CCAC agenda items.

B. The City Administrator shall assign a staff person, as "Staff Liaison," to provide technical information, guidance and clerical support for each CCAC as well as any CCAC subcommittee, task force or focus group created under the provisions of FMC Chapter 2.14.

1. The primary staff person(s) assigned to a CCAC will be designated as the Staff Liaison(s) and will be responsible to ensure compliance with public meetings laws.

2. Staff Liaisons may actively participate in discussions of a CCAC where appropriate and/or necessary or when requested by the CCAC.

3. Staff Liaisons shall not be eligible to vote on any CCAC or CCAC subcommittee, task force or focus group agenda items.

2.14.140 Advisory Body Purpose; Meetings; Reporting; Other Responsibilities

A. Unless otherwise required by law or written agreement, every commission, committee, subcommittee, task force, focus group or other advisory body created under FMC 2.14 shall have provided to them by council, expressed statements of purpose, powers, and duties that identify the general mission, charge, and responsibilities by which its activities are to be governed. Projects or activities beyond these expressed statements or annual work plans must be submitted to and approved by a majority vote of the council.

B. Unless otherwise expressly provided or required by law, meeting schedules shall be established by the relevant committee as needed to address the relevant annual work plans and to conduct the business of the commission, committee, task force, focus group or other advisory body.

C. A majority of voting members of an advisory body shall constitute a quorum one of whom must be the chair or vice-chair of the committee.

1. Vacant positions will not be counted in determining the existence of a quorum; provided, however, in no event shall a quorum be established and/or official business be conducted by a commission, committee, task force, or focus group created under FMC 2.14 that has vacant positions:
 - a. With less than three voting members present, one of whom must be the chair or vice-chair, for standing committees with membership codified at seven members or less; and
 - b. With less than five voting members present, one of whom must be the chair or vice-chair, for standing committees with membership codified at more than seven members.
- D. Minutes shall be kept and maintained for all meetings.
- E. The Chair of each commission, committee, task force, or other advisory group will present a status report to the City Council on a quarterly basis.
- F. Within the first year of appointment as a member to a commission, committee, task force or focus group created under FMC 2.14, all members shall participate in a city law orientation for volunteers or otherwise demonstrate knowledge and familiarity with state and local law and rules governing the conduct of public officials.



Commissions, Committees, Task Forces, and other Advisory Bodies Rules

Sections:

1. Purpose.
2. Creation.
3. Appointments and Vacancies.
4. Meetings.
5. Minutes.
6. Order of business.
7. Discussion of business.
8. Conduct of business.
9. Conduct of hearings.
10. Voting.
11. Dissolution.
12. Ethics code.

1. Purpose.

The Fairview City Council adopts the following rules for creating, appointing, and conducting business to govern commissions, committees, task forces, and other council created advisory committees. The authority to create commissions, committees, and task forces is subject to the City Charter and FMC 2.14. These rules are adopted by the council subject to the City Charter and FMC 2.14.

2. Creation.

- a. The creation of all council advisory bodies is subject to the provisions of FMC 2.14.
- b. A commission or board is a standing advisory body created by ordinance and appointed by council and which is required by state law.
- c. A committee is a standing advisory body to the council created by ordinance and appointed by council.
- d. A sub-committee is an advisory body to a committee or commission created by resolution for a specific purpose, for a limited, stated duration and made up of at least four members of the committee or commission who are appointed to the sub-committee by council. Sub-committees will be dissolved upon completion of the stated project or purpose.
- e. A task force is an advisory body to the council created by resolution for a specific purpose, for a limited stated duration, and appointed by council). Task forces will be dissolved upon completion of the stated project or purpose.
- f. A work group is a group of less than a quorum of a commission or committee which may be comprised of additional city volunteers, created by the commission, committee, or other advisory body, without

council approval, to serve a specific purpose for a limited, state duration, and be dissolved upon completion of the stated project or purpose.

- g. Other advisory bodies are any other group created by resolution and appointed by council which advises the council regarding issues of City business with purpose and terms of appointment to be determined by the council at the time of creation.

Fairview Municipal Code Established Commissions and Committees

| | Membership | Years Per Term |
|--|-------------------|-----------------------|
| <i>Planning Commission</i> | 7 | 4 |
| <i>Parks and Recreation Advisory Committee</i> | 7 | 3 |
| <i>Arts and Community Events Advisory Committee</i> | 7 | 3 |
| <i>Building Appeals Board</i> | 5 | 3 |
| <i>Public Safety Advisory Committee</i> | 7 | 3 |
| <i>Contract Review Board</i> | 7 | 4 |
| <i>Economic Development Advisory Committee</i> | 7 | 3 |

3. Appointments and vacancies.

- a. The size of commissions, committees, task forces and other council created advisory committees shall be determined by the council at the time of the commissions, committees, task forces, or other advisory committee creation.
- b. Open positions on commissions, committees, task forces, and other council created advisory committees shall be broadly noticed in the local newspaper, on the city webpage, and in the city monthly newsletter for no less than 30 days prior to council consideration of appointments. If an inadequate number of qualified applications are received for any position, the deadline may be extended with a majority vote of the council.
- c. A majority vote of the council will determine if Council appoints commission, committee, task force, and other advisory committee members based on application criteria only or if interviews will be required before appointment.
 - i. If an exceptionally large number of applications are received, the council may create a council committee of those councilors interested in conducting formal interviews to conduct interviews and then forward recommendations to the full council for consideration of appointment.
 - ii. If interviews are conducted for appointment to a specified commission, committee, task force or other advisory body, all applicants for that body will be interviewed.
 - iii. The council will interview all applicants for Planning Commission and Budget Committee.
 - iv. Appointed commission, committee, task force, and other advisory committee members will be notified in writing by the City Administrator of their appointment.
 - v. The Chair of each commission, committee, task force, or other advisory body will be notified of appointments.
 - vi. All applicant records will be maintained in compliance with State Record Retention requirements.
 - vii. Applications will expire on December 31 of the calendar year in which they were submitted.
 - viii. If a vacancy occurs on a commission, committee, task force, or other advisory body, applicants who have a current application on file with the city recorder's office will be contacted for interest in participating in the process to fill the vacancy.

- d. Council will utilize several criteria in choosing recommendations for appointment including residency, prior experience with city committees, special knowledge and relevant skills, time availability to serve, and geographic balance of community representation.
- e. All commission, committee, task force and other advisory groups shall be appointed by a concurrence of majority of the council (including the Mayor) present at the meeting when the appointment occurs.
- f. Term limits exist per FMC 2.14.
- g. Vacancies will be filled in accordance with FMC 2.14.110 and pursuant to the notice requirements detailed above.
- h. A vacancy will be declared when a member fails to attend three or more consecutive meetings of the commission, committee, task force or other advisory body to which he/she has been appointed; provided, however, that a majority vote of the council may waive automatic termination if expressly requested by the advisory body and is, in the discretion of council, warranted by individual circumstances.
- i. A member's term which expires on December 31, shall continue until such time as Council appoints or reappoints a member to the vacancy or for 60-days, whichever comes first.

4. Meetings.

- a. All meetings of commissions, committees, task forces and other advisory groups shall comply with the Oregon Public Meetings Law, which is hereby incorporated by reference into these Rules.
- b. Special meetings may be called by the Chair or three or more members of the commission, committee, task force or other advisory group in compliance with public meetings law. Appropriate notice of no less than 24 hours shall be given to the remaining appointed members, the council liaison, the staff liaison, the City Administrator and the public. The notice shall specify the meeting time and place and a description of the business to be transacted at the meeting. No general legislation may be considered at a special meeting except that for which the meeting is called.
- c. A majority of voting members must be present for a special meeting; one of whom must be the chair or vice-chair of the commission, committee, task force, or other advisory body.

5. Minutes.

- a. The staff liaison shall prepare written minutes of all meetings within seven business days of the meeting. The minutes shall be approved by the commission, committee, task force, or other advisory group and made available for public inspection.
- b. Copies of minutes shall be included in council packets on a monthly basis.
- c. Written minutes shall include the names of all appointed members present, all motions made, results of votes, with the vote of each member recorded by name unless the vote is unanimous, and references any documents discussed. Minutes shall be signed by the meeting Chair or Vice-Chair at the immediate subsequent meeting.

- d. All meetings are recorded and copies are retained by the City Recorder of the City of Fairview in order to comply with the Oregon Public Meetings Law.

6. Order of business.

Regular meetings shall be conducted in the following order of business, subject to the right of the Chair to change the order of business:

- a. Call to order.
- b. Roll call.
- c. Approve minutes from prior meeting.
- d. Citizens Wishing to Speak on Non-agenda Items.
- e. The purpose of this item is to allow citizens to present information or raise an issue regarding items not on the agenda. A time limit of three minutes per citizen shall apply unless the chair adjusts the time limit as appropriate. Citizen comment period shall not exceed 30 minutes unless the members vote to suspend the rules.
- f. Presentations.
- g. Committee business and Public Hearings.
- h. Adjournment.

The order of business may be changed by Chair or presiding officer, or by a majority vote of the remaining members.

7. Discussion of business.

The right to discuss the business before the commission, committee, task force, or other advisory group is reserved exclusively for the commission, committee, task force, or other advisory group appointed members, with the following exceptions:

- a. Public hearings.
- b. Citizens wishing to speak on non-agenda items.
- c. Only the Chair shall have the authority to recognize any council, staff liaison, or member of the audience for discussion of any matter before the commission, committee, task force or other advisory group.
- d. No person shall be permitted to speak or present evidence until recognized by the Chair and given permission to speak or present evidence. All comments, evidence or questions from the floor will be addressed to Chair. In the case of questions, the Chair will request input from the appropriate sources (staff, councilors, or presenters).
- e. A committee member may request an item on the agenda, if they have support from one additional committee member by notifying the Chair of the topic at least five business days prior to the commission, committee, task force, or other advisory group meeting. The topic should have sufficient information for consideration. The item will be placed on the agenda under Committee business in a timely manner. The staff liaison organizes and compiles commission, committee, task force, or other advisory group agendas with final approval by the Chair.
- f. Draft agendas will be distributed to commission, committee, task force, or other advisory group members one week prior to meetings.

8. Conduct of business.

- a. Presiding Officer. The Chair shall preside at all meetings of the commission, committee, task force, or other advisory group. In the absence of the Chair, the Vice-Chair shall preside.
 - i. Absence of Presiding Officer. In the absence of the Chair and Vice-Chair, the commission, committee, task force, or other advisory group meeting will be deemed cancelled.
- b. Motion Procedure. When a motion is moved and seconded, the Chair or presiding officer will state the topic is open for discussion by the commission, committee, task force, or other advisory group.
- c. Motion to Postpone. A motion to postpone may be debated and amended and may specify a time when the question will be considered.

9. Conduct of meetings.

The rules contained in this section shall govern the conduct of meetings held by the commission, committee, task force, or other advisory group.

Nature and General Conduct of meetings

- a. No person in attendance shall be disorderly, abusive or disruptive of the orderly conduct of the meeting and any person may be removed from the meeting for such conduct. This standard is applicable to the entire commission, committee, task force, or other advisory group meeting. The Chair or presiding officer has the responsibility for control of the meeting. In the event of a disruption, the Chair or presiding officer will recess the meeting and contact those necessary to restore order for assistance.
- b. There shall be no audience demonstrations, such as applause, cheering, display of signs, or other conduct disruptive of the meeting.
- c. No person offering testimony shall speak more than once without permission from the Chair or presiding officer.
- d. No person shall testify without first receiving recognition from the presiding officer and stating his or her name and residence or business address.
- e. No person shall present irrelevant, immaterial or unduly repetitious testimony or evidence; provided, however, that reports and documents prepared by City staff shall be deemed relevant, material and the weight or competency thereof shall be determined by the Chair or presiding officer.
- f. No member of the commission, committee, task force, or other advisory group who has a financial or other private interest shall participate in discussion with, or give an official opinion to, the commission, committee, task force, or other advisory group on the matter without first declaring for the record the nature and extent of such interest.
- g. An abstaining or disqualified commission, committee, task force, or other advisory group member present may be counted for purposes of forming a quorum.
- h. Public Hearings shall follow the same rules and guidelines as identified in the Council rules for "Public Hearings."

- i. Robert's Rules of Order Revised will be used as the guideline for conduct of commission, committee, task force, or other advisory group meetings, except where these Rules specifically apply.

10. Voting.

- a. Votes by all commission, committee, task force or other advisory groups are subject to the provisions of FMC 2.14.
- b. Each member present must vote on all questions before the commission, committee, task force, or other advisory group unless otherwise disqualified under state law or these Rules.
- c. If a member abstains, the reasons for the abstention shall be entered into the record.
- d. In the case of a tie vote on any proposal the proposal shall be considered lost.
- e. A commission, committee, task force, or other advisory group member may change his or her vote only if:
 - i. the action is taken immediately following the last vote cast; and,
 - ii. only if the vote originally was with the majority.
- f. A member shall not be allowed to withdraw an abstention if that abstention was appropriate and due to the member being disqualified from voting under state law or these Rules.
- g. A motion to reconsider any action may be made only at the same meeting where the action was taken, by a member on the prevailing side of the question. Any member may make a motion on the same question at any subsequent meeting.
- h. Unless the vote is unanimous, the ayes and nays of each member shall be entered into the minutes.

11. Communication

- a. The commission, committee, task force, or other advisory group shall by a majority vote recommend the forwarding of commission, committee, task force, or other advisory group members' recommendations to the council. The Chair or Vice-Chair will forward the recommendation via written correspondence to the Mayor for placement of the topic on the council agenda. A copy of the request will also be forwarded to the City Administrator. . All supporting documentation, notes, minutes, presentations, and detailed expense request will be included with the recommendation.
- b. The commission, committee, task force, or other advisory group will on a quarterly basis, submit a status report to the council on the progress made on the work plan as presented by and developed with the commission, committee, task force, or other advisory group the previous August.

12. Dissolution.

Dissolution of any commission, committee, and task force of other advisory group is subject to the provisions of FMC 2.14.070.

13. Ethics code.

Commission, committee, task force, or other advisory group members shall review and be bound by the requirements of the State Ethics Law dealing with use of public office for private financial gain. Members shall give public notice of any potential or actual conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, members shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the commission, committee, task force, or other advisory group. This general obligation includes the duty to refrain from:

- a. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public;
- b. Making decisions involving business associates, customers, clients and competitors;
- c. Violation of commission, committee, task force, or other advisory group Rules in fact or intent;
- d. Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends;
- f. Seeking employment of relatives with the City;
- g. Actions benefiting special interest groups at the expense of the City as a whole;
- h. Commission, committee, task force, or other advisory group members shall conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring nondiscriminatory performance of public services, being informed concerning the matters of the commission, committee, task force, or other advisory group's consideration and abiding by all decisions of the Council, whether or not the member agrees with the prevailing side.

Advisory Recommendation request

Expanding the Salish Pond trail system.

Salish ponds have been a tremendous assets to Fairview, certainly one of the most used parks in Fairview's inventory, Salish ponds is truly a gem. Last year, Rapport Fitness operated a 5K,8K fun run At the Bite of East County. This year, they are returning for the Fairview on the Green festival. I was informed that the original plans for Salish trails were for a trial on the north side of Fairview creek, connecting the Apartments with the Bridge.



Using this as the proposed route would require about .25 miles of new trail and would lengthen the official trail by about .32 miles. While there are many routes, this represents the path of least resistance though open meadows.

Benefits of the additional trail would include increased exercise options, better utilization of the Park, convenient route between apartments and Target, expanded police patrol routes to the harder to get to areas of the park. Expansion of the Trail system also meets the council goal of a being a H.E.A.L city. (Healthy Eating Active Living)

Please forward a PRAC advisory recommendation to City Council that trail expansion is included in this year's project list.

Brian Cooper - Friends of Fairview / Fairview on the Green



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DRAWN BY: WW
 CHECKED BY: TS, CK
 SCALE: ONE INCH = 1" AT FULL SCALE. IF NOT ONE INCH ADJUST SCALE ACCORDINGLY. DB

J. D. Walsh Associates, P.S.
 LANDSCAPE ARCHITECTS
 215 West 4th Street Suite 203
 Vancouver, Washington 98660
 phone: 360-696-9890 fax: 360-696-4501

wallis engineering
 PROJECT NO: _____
 DATE: 03/2014

CITY OF FAIRVIEW
PARK CLEANER
PARK IMPROVEMENTS

DRAWING NO: _____
 OF _____

EXHIBIT E

Proposed Edits to 3.20.2014 PRAC meeting.

After the first sentence in last paragraph of Section 6 insert

"Steve stated the method of dealing with Park Cleone via a proposed Consent Agenda item looked like an end around on PRAC. Normally plans and spending for parks goes to PRAC before Council. Steve asked why the Council does not support Lakeshore Park. He believes remaining SDCs should be dedicated to Lakeshore Park with Council using Reserves for Park Cleone."

Add the following comments to close out part 6 the minutes

"Allen responded it was not the intention of staff to do an 'end around' on PRAC. Garth then asked about the \$385, 000 figure in the Staff report to Council. Allen along with Mike Conway of Wallis Engineered broke down the figures as \$126,000 from Storm water SDCs, \$169,000 from Parks SDC and \$85,000 from 'future grants'".

"Garth then asked about a deadline for the storm water work. Allen responded the work was identified in a MS4 permit that has to be completed before the end of the year. He also confirmed the Storm water work can be completed with Storm water funds. Mike Conway stipulated there might be some minor connectivity issues at a small bridge proposed over the storm water work area that would be funded by Parks SDCs if the balance of the park was not improved. Allen confirmed they can do the storm water work without the bulk of the park work."

"Council Liaison Barton Mullins said the City is applying for a Nature in Neighborhood grant that could be dedicated to the restoration of natural areas in Lakeshore Park. Garth responded this was not necessary since the natural areas at Lakeshore Park were fenced off. He suggested this grant is only relevant to Park Cleone since it has no natural area and the master plan update calls for restoring the east end as a natural area. In addition the Committee has been told the decision on the grant will not be made until late 2014.

"General discussion about how proposed Park Cleone plan and budget would consume most of the remaining SDCs leaving Lakeshore Park without any funds. Brian Grattan called the question and the motion was approved unanimously."

7. Recreation Plan

Insert into this section

"Garth asked Allen if there were any funds available to update the 2001 Recreation Study. The study is almost 13 years old. Allen said the City is applying for a grant to cover master planning. Garth asked about the availability of \$2,000 to re-issue the original survey via mail. Allen said he would approach the Council about this small request.

EXHIBIT F

8. Park Cleone Concept Plan

Add the following into the minutes

Steve Kaufman asked about parking concerns. Staff noted parking issues do exist but the plan does not incorporate any more parking. The plan includes the conversion of one existing spot into an ADA spot. Committee expressed concerns about improvements that would increase the parking problem which is an issue for the neighbors.

Mike Conway was asked about water levels in the ponds and the potential for insects. Mike says the ponds will have water in them during a rain event but he anticipates any water will evaporate so there is not insect problem that would impact the use of the park. Committee expressed its concern about standing water.

Committee asked about improvements proposed in the large covered structure. Staff responded that water and sewer service could be extended into this facility for large groups of up to 30. Garth stated that he does not believe the large structure is appropriate for a Neighborhood park since it will attract large groups into a Neighborhood Park where there is inadequate parking. He asked about the level of use of the pavilion near City Hall. He thinks it is used infrequently which does suggest another covered park facility is needed in the City. The pavilion fits in the Main Park since it is a Community park but does not meet the standards for a Neighborhood Park. Council Liaison Barton Mullins asserted the pavilion by the City Hall is used at least 30 times per year. Chairman Strom agreed the proposed structure does not fit in a Neighborhood park unless the users were willing to wheel in all their provisions since the entire community might use this and there is no parking. Committee consensus was the large structure should be removed from the plan completely.

Garth asked about BBQs in other parks. Staff reported there are no BBQs in other parks except Blue Lake. Garth asked if the City has any guidelines for BBQ and who would clean them if installed. Staff said guidelines would be created and there was no response on how to maintain the units. Garth suggested that users and the City budget might be better served if park users were allowed to bring in their own propane cartridge type that are smaller and easy to transport. This would reduce the burden on the City. He then suggested that if there is a need for a larger BBQ pit the park goes could go to Blue Lake. Council Liaison Barton Mullins said she did not think the residents should have to pay the \$5.00 fee to use Blue Lake to have access to a BBQ. Garth responded that it was better for the resident to pay the direct cost than for the City to install an improvement like this that will require continued City servicing.

Jeff Arnold left at 7:00pm and Chair Strom asked the remaining members to stay beyond 7:00pm.

Garth asked about relocating water fountain towards the cul-de-sac so they are more visible and less prone to vandalism. He also suggested the installation cost would be less if located closer to the existing water service.

Steve Marker left at 7:15pm.

Committee agreed to resume review of proposed plan for staff at the April meeting.

Meeting adjourned at 7:30pm.