



City Of Scio, Oregon



ORDINANCE NO. 620

AN ORDINANCE ESTABLISHING A SCIO PARKS AND TREE ADVISORY COMMITTEE

WHEREAS, the City of Scio is committed to establishing a Parks and Tree Advisory Committee; and

WHEREAS, the Board will benefit Scio by providing oversight to the landscape needs and development of city park land, public rights-of-way, air and water quality, erosion control while providing shade and windbreaks and increases property value; and

WHEREAS, the City of Scio believes it is important to have the local community involved in the establishment of such a code; and

NOW, THEREFORE BE IT RESOLVED that Scio City Ordinance 620 hereby establishes a Scio Landscape Development Advisory Committee, along with Committee By-Laws which define the committee's operating rules, policies and regulations, under the supervision of the Scio City Council and City Manager.

This Ordinance shall go into effect immediately and supersede Ordinance No. 545.

This Ordinance was passed on the 8th day of November 2021 by the Scio City Council and executed by the mayor this 8th day of November, 2021.

By: Debbie Nuber, Scio City Council President, Interim Mayor

ATTEST:

By: Virginia A. Allen, City Manager

CITY OF SCIO PARKS & TREE ADVISORY COMMITTEE

PREFACE

The City of Scio is committed to establishing a Parks & Tree Committee who will assist the City in landscape and tree selections in city parks and public right of ways. It is important to have the local community involved in the establishment of such a committee

COMMITTEE GUIDELINES

Section I. Committee Established

1. There is hereby established a “City of Scio Parks and Tree Advisory Committee” whose creation, organization, powers and duties shall be set forth in Ordinance No. 620. This committee shall serve at the discretion of the Scio City Council and shall advise the Council on public issues and concerns associated with the Scio Landscape Development Code.

This Ordinance shall supersede Ordinance No. 545, signed into effect on May 14, 2001.

Section II. Membership

1. The committee shall assist with the tree selection and landscape development in City Parks and public right of ways.
2. The Committee shall consist of no less than three and no more than five committee members, two of which may reside within the Scio Zip Code boundaries, the remaining members shall reside inside the Scio city limits. Individuals wishing to serve on the committee will be required to fill out an Advisory Committee Application. Committee members shall be appointed by the mayor with consensus from the Scio City Council.

The first committee will have two members appointed to three-year terms, two members appointed to two years terms and one member appointed to a one-year term. Following the completion of the first appointed terms each member’s term will be set for three years of consecutive service.

3. The Committee may include one non-voting liaison from the City Council and up to two city staff members, all of which will be non-voting participants.
4. A member who seeks to resign from the Committee shall submit a written resignation to the Committee Chair or City Manager 60 days in advance of their resignation, allowing the city adequate time to replace said committee member.
5. The Mayor shall appoint a replacement to fill any vacancy, with the consensus of the Scio City Council. The appointee shall meet the stated requirements listed in Section II.

Section III. Organization of the Advisory Committee

Officers shall consist of a Committee Chair and a Vice-Chair/Secretary. Each officer shall serve in their respective positions for two years, with an Officer selected in alternating years at the annual September election meeting. The Committee shall select said officers, from its members, who in return shall carry out their duties

as described below. The Officers shall assume their duties at the annual election meeting and end upon the selection of their successors.

1. Chair: The Chair shall have general directional powers over the Committee. The Chair shall preside at all committee meetings. In consultation with the Vice-Chair/Secretary, the Chair shall set the agendas. The Chair shall also be the sole spokesperson for the Committee unless this responsibility is delegated to the Vice-Chair/Secretary or another committee member. The Chair shall attend the Scio City Council meetings and present a report on behalf of the Scio Parks and Tree Advisory committee's activities.

2. Vice-Chair/Secretary: The Vice-Chair/Secretary shall carry out the duties of the Chair in their absence. The Vice-Chair/Secretary shall keep accurate written records of Committee agendas, meeting minutes, and other relevant documents, and shall be responsible for delivering these records to City Hall, where such records shall be stored and made available to members of the public. The Vice-Chair/Secretary shall issue notices of regular and special meetings and shall generally perform such duties associated with the position.

Section IV. Duties of the Committee

The Scio Parks and Tree Advisory Committee shall have no powers except for those conferred by the Scio City Council through Ordinance No. 620.

The Scio Parks and Tree Advisory Committee shall serve as an "advisory committee" to the Scio City Council in all matters pertaining to the development and preservation standards for street trees, and landscaping requirements associated with development inside the Scio city limits. General functions and responsibilities of the Committee are as follows:

1. Develop and maintain a "Scio Landscape Development Code which will consist of the items listed below and which will be applicable to land use development inside the Scio city limits including:
 - A list of desirable trees conducive with city infrastructure along city streets, city parks and on public and private properties (including tree species and sizes).
 - Tree Planting, Maintenance and Removal; Including tree spacing, distance from curb, topping and proximity to utilities in city parks and on public properties (including tree species and sizes).
 - Tree Preservation on public lands.
 - Landscape and Streetscape Development
 - Assist with and ensure, to the degree possible, riparian preservation along Thomas Creek and Peter's Ditch.
2. Advise the City Manager and the Scio City Council of findings and concerns relating to the regulations of the Scio Landscape Development Code.
3. Monitor the operations of the City's Park services for the purpose of identifying possible deficiencies. Recommend to the City Manager and the City Council appropriate remedial actions where deficiencies are confirmed to exist.
4. Encourage and support active volunteerism in the use and improvement of city parks and streetscapes.
5. Identify any park and streetscape needs within the community and present such needs to the City Manager and the City Council.
6. Endeavor to be knowledgeable about the Scio Landscape Development Code and act as advocates for the city's Parks Division.

7. Provide input to the Scio City Manager with regards to the Parks Budget.
8. Participate in the effectiveness and usefulness of all city park land and streetscape development.
9. The Committee shall have no power to set policies, hire or terminate personnel, expend funds, or enter into any contracts without the approval of the Scio City Council and City Manager.
10. An individual committee member may not act in an official capacity except through the action of the committee.
11. Advisory Committee members shall receive no compensation for their services.
12. Advisory Committee members may be reimbursed for expenses incurred in the performance of their duties if the expenditures are approved by the City Manager prior to their incurrence.

Section V. Meetings

1. Regular meetings for the Scio Parks and Tree Advisory Committee shall be held at a regular time, place and location set annually by the Committee, during the January regular meeting. The Committee shall meet every other month beginning with January and ending with November throughout the calendar year. Should a meeting day fall on a holiday, such a meeting can be held on an alternative date with the approval from the majority of committee members. Additional meetings can be scheduled at the discretion of the Committee.
2. Agendas must be posted for public notice on the City of Scio website, City's Facebook Page and at City Hall, in compliance with the Oregon Public Meetings law. All meetings shall be open to the public.
3. Robert's Rules of Order shall be used as the parliamentary authority for the committee meetings, except where superseded by these bylaws or local, state, or federal law.
4. A majority vote by the committee members present shall determine the official position of the committee on any given issue. Alternates or proxy votes are not allowed under any circumstance.
5. Special meetings may be called by the Chair, Vice-Chair/Secretary, or at the request of two committee members. Notice of a special meeting shall be provided at least twenty-four (24) hours in advance to all committee members and the public.

Section VI. Committee Member Responsibilities

Members of the Advisory Committee shall:

1. Regularly attend meetings and contribute constructively to discussions concerning the Scio Parks and Tree Advisory Committee.
2. Consider and discuss issues from a city-wide perspective, as well as, that of particular stakeholder's interest.
3. Strive to reach consensus on matters under consideration.
4. Act with respect and consideration to the viewpoints of others.
5. Conduct oneself in a manner that is in keeping with applicable federal, state, and local laws pertaining to ethics and conduct. Any violations of the provisions of such laws shall be grounds for removal from office.

6. Individual Committee Members shall not make representation on behalf of the City of Scio Parks and Tree Committee, City of Scio, of the Scio City Council without prior authorization.

Section VII. Attendance

If a member is unable to attend a meeting, such member shall notify the Chair as soon as reasonably possible. If a member has missed more than three (3) scheduled meetings within one year, the absentee issue shall be placed on the next meeting agenda and the position may be declared vacant upon the majority vote of the committee members. The Committee shall forward any action taken by the Committee to the Scio City Council, who shall then move to approve or deny the action taken by the Advisory Committee members. The Advisory Committee Chair or their appointee will present the case before the Scio City Council.

Section VIII. Quorum

A quorum shall consist of a majority of the voting members. No action shall be taken in the absence of a quorum except that the meeting may continue with discussion on agenda items, but no votes can be taken. Advisory Committee Members who have disqualified or excused themselves from participation in any matter shall still be counted as present for the purpose of forming a quorum.

In the event a quorum will not be present, at any meeting, the Chair shall notify the committee members as soon as reasonably possible so that a decision may be made whether to meet and take no action on agenda items or to reschedule the meeting to a different date and time.

Section IX. Annual Report

An annual Advisory Committee Report shall be prepared by the Parks and Tree Advisory Committee and submitted to both the City Manager and the Scio City Council. The Annual Report shall include a summary of key activities and proceedings and any specific suggestions or recommendations which the committee believe would be noteworthy to the city council.