

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: Park/Tree Citizen Advisory Committee Bylaw Amendment

B

Meeting Date: April 13, 2021

Staff Contact: Brian Harmon, Public Works Director

Contact: 541-682-7857, brian.harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Consider amending the Park /Tree Citizen Advisory Committee Bylaws.

Suggested Motion: *"I move to approve the amendments to the Park/Tree Citizen Advisory Committee Bylaws as presented."*

CITY COUNCIL GOAL

N/A

BACKGROUND

The Parks/Tree Citizen Advisory Committee Bylaws were adopted in January of 2013 and amended in 2015 & 2016. The committee reviewed the by-laws and have recommend some amendments to City Council for consideration.

BUDGET

N/A

RECOMMENDATION

Staff has no issues with the recommended amendments.

NEXT STEPS

If amendments are approved by City Council, the Bylaws will be updated and staff will provide to the Park/Tree committee in final format.

ATTACHMENTS

- A. Written recommendations from the Park/ Tree Chair.
 - B. Bylaws – Showing recommended changes.
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REVIEWED THROUGH:

Park/Tree Citizen Advisory Committee

Sammy Egbert, City Recorder

Anne Heath, City Administrator

ATTACHMENT A

September 16, 2020

Coburg City Council

Council Members,

The Park and Tree Committee, after reviewing our current committee bylaws, recommends to Council like the following corrections to the PARKS/TREE CITIZEN ADVISORY COMMITTEE BYLAWS, Adopted by City Council on January 8, 2013 and Amended September 13, 2016. Please see the attached document.

Sincerely,

Coburg Park/Tree Committee
Mary Mosier, Chair

**PARKS/TREE CITIZEN ADVISORY COMMITTEE BYLAWS
CHANGES VOTED BY THE COMMITTEE TO BE AMENDED BY CITY COUNCIL**

ARTICLE II – PURPOSE

Participate in and/or organize fund raising events, as approved by City Council for the purpose of promoting donations for future park improvements.

STRIKE: and/or organize fund raising events, as approved by City Council for the purpose of

ARTICLE IV – MEMBERSHIP

Section I. Membership

And one non-voting staff representative, referred to as Staff, appointed by the City Administrator, and one non-voting Council Member.

STRIKE: and one non-voting Council Member

ARTICLE V

Section 8. Duties of the Vice Chair

STRIKE: The Vice Chair will be responsible for recording and preparing the monthly meeting minutes and agenda for all scheduled meetings. It is the responsibility of the Vice Chair to notify all members in a timely manner of the meeting schedules and any changes to the schedules, in addition to notifying City Officials as required with related information.

ARTICLE IX

Section 4. Quorum

A quorum shall consist of three (3) voting Members, whether or not there are vacancies on the Committee.

STRIKE: three (3) and insert four (4)

ARTICLE XIII

Section 2. Minutes

STRIKE: The Vice Chair or designee is responsible for taking meeting minutes.