

Chapter 2.74

PARKS AND RECREATION COMMISSION

Sections:

2.74.010 **Creation of commission.**

2.74.020 **Membership.**

2.74.030 **Terms of office.**

2.74.040 **Vacancies.**

2.74.050 **Removal/resignation.**

2.74.060 **Officers.**

2.74.070 *Repealed.*

2.74.080 **Meetings.**

2.74.090 **Responsibilities, powers and duties.**

2.74.010 Creation of commission.

There is hereby created within the city of St. Helens a parks and recreation commission. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3229 § 1, 2018)

2.74.020 Membership.

The parks and recreation commission shall consist of 10 members, including one council member and nine at-large members. One of the 10 members shall be the member of the city council annually designated as parks and recreation council liaison to the public works (including parks) department by the mayor. The council member shall be an ex officio, nonvoting member of the commission who seeks counsel of and consults with the parks and recreation commission and may take part in their discussions. No less than six of the at-large members shall be residents of the city of St. Helens. At-large members are appointed by the mayor with the consent of the city council. Parks and recreation commission membership is an unpaid voluntary appointed position and members shall receive no compensation for their service except for expenses specifically budgeted and authorized by the city council. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3229 § 1, 2018)

2.74.030 Terms of office.

The terms of office of each at-large parks and recreation commissioner shall be for a period of four years with no more than two full-term commissioners being replaced each year. Appointments are normally made in December with terms of office to commence on January 1st. The provisions of the ordinance amending this section do not alter the terms of office of current commissioners and said positions shall continue in accordance with their terms. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3229 § 1, 2018)

2.74.040 Vacancies.

Any vacancies on the parks and recreation commission shall be filled by appointment of the mayor at any time, with the consent of the council. Said appointment shall be for the remainder of the unexpired term of the vacated commissioner position. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3229 § 1, 2018)

2.74.050 Removal/resignation.

An at-large parks and recreation commissioner may be removed from the commission, for cause, following a hearing before the city council. A commissioner may resign in lieu of removal following a hearing. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government standards and practices, conviction of a crime, including the crime of official misconduct, as well as any other actions or conduct by the commissioner which is detrimental to the reputation and good will of the city of St. Helens. Notwithstanding the above provisions for removal, a parks and recreation commissioner who is absent from three consecutive regular parks and recreation commission meetings without an excused absence as approved by the commission shall be deemed to have resigned his/her position on the commission. In the event of such resignation, the council shall be notified, the position declared vacant and reappointment procedures commenced. Nothing herein prohibits a commissioner who has resigned by operation of this section from being reappointed to the commission. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3229 § 1, 2018)

2.74.060 Officers.

At the first meeting of each calendar year, the parks and recreation commission shall elect a chair and a vice-chair to serve a one-year term.

The city council may provide a secretary to the parks and recreation commission and assign such other staff and consultant services as may be appropriate. In the event that the city staff cannot be provided, the parks and recreation commission may designate one of its members or a volunteer as secretary to keep an accurate record of meetings of the parks and recreation commission. The

designated secretary need not be a member of the commission. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3229 § 1, 2018)

2.74.070 Secretary.

Repealed by Ord. 3276. (Ord. 3229 § 1, 2018)

2.74.080 Meetings.

The parks and recreation commission shall meet as often as deemed appropriate by the commission but not less than once every other calendar month or as otherwise directed by the city council. All meetings of the parks and recreation commission shall be open to the public and shall in all respects fully comply with Oregon public meetings law. Special meetings of the commission shall require not less than 24 hours' notice to local newspapers and posting of meeting notice in public places reasonably calculated to give notice to interested parties. The parks and recreation commission shall have the authority to make and alter written rules for the conduct of its business, including rules of procedure for conduct of public meetings and public hearings. The adoption of bylaws is expressly authorized, subject to the consent of the city council. For purposes of conducting business, a quorum shall require the attendance of a majority of the at-large commissioners that are currently appointed to the parks and recreation commission at the time of the meeting. Minutes of parks and recreation commission meetings and activities shall be regularly submitted to the city council for review and acceptance. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3229 § 1, 2018)

2.74.090 Responsibilities, powers and duties.

The parks and recreation commissioners shall have the responsibilities, obligations and duties of appointed public officers and the parks and recreation commission shall have the responsibilities, obligations and duties of an advisory public body as provided for in laws of the state of Oregon and the laws of the city of St. Helens. The parks and recreation commission shall have the power to act in an advisory capacity to the city council in all matters pertaining to the operation, planning, development, improvement, beautification, equipment and maintenance of public parks, trails, public bicycle and/or pedestrian ways, vacant park properties, public squares, public recreational facilities and publicly accessible buildings and associated grounds. The parks and recreation commission shall have authority:

(1) To review and call to the attention of the city council any deteriorating condition of city public parks, trails, bicycle and/or pedestrian ways, vacant park properties, public squares and publicly accessible buildings and associated grounds, public recreational facilities, and their associated infrastructure improvements including but not limited to access roads, equipment, athletic fields,

gardens, landscape areas, open spaces, natural areas, playgrounds, and parking areas.

(2) To review and call to the attention of the city council the effectiveness, or lack thereof, of parks, trails, public bicycle and/or pedestrian ways, and recreation programs conducted by or for the city of St. Helens.

(3) To review and make recommendations to the city council on the operation, administration, maintenance and equipment needs of the public works department relative to parks, trails, public bicycle and/or pedestrian ways and recreation and the other public facilities identified in this section.

(4) To review and make recommendations to the city council on the annual budget of the public works department relative to parks, trails, public bicycle and/or pedestrian ways, and recreation and the other public facilities identified in this section.

(5) To review and make recommendations to the city council on master plans and capital improvement plans for parks, trails, public bicycle and/or pedestrian ways, and recreation and the other public facilities identified in this section.

(6) To review and make recommendations to the city council on public park, public bicycle and/or pedestrian ways and recreation facility development plans, construction plans, recreation use or development proposals, and such other park-related activities as deemed advisable by the city council.

(7) To make periodic site visits and inspections, in accordance with public meetings law, and with the approval of the city engineering director, of city park and recreation facilities, public bicycle and/or pedestrian ways and other public facilities identified herein, as are necessary for the parks and recreation commission to carry out its assigned duties.

(8) To request that the city council assign or direct staff to prepare reports and compile information necessary for the parks and recreation commission to carry out its assigned duties. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3229 § 1, 2018)

The St. Helens Municipal Code is current through Ordinance 3287, passed November 2, 2022.

Disclaimer: The city recorder's office has the official version of the St. Helens Municipal Code. Users should contact the city recorder's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.sthelensoregon.gov/>

City Telephone: (503) 366-8217

[Code Publishing Company](#)