



## **Metzger Park Local Improvement District Advisory Board Agenda**

Date: Monday, January 27, 2020

Time: 7:00 p.m.

Place: Patricia D. Whiting Hall

8400 S.W. Hemlock

Portland, OR 97223

Item 1: Call to Order, Introductions, Sign-in

Item 2: Public Comments

Item 3: Approval of Minutes

- October 2019 minutes

Item 4: Operations Report

- Operations and Maintenance Review
  - swings
  - drinking fountain refurbishment

Item 5: Old Business

- OPRD Local Government Grant – Metzger Park Sport Court project update
  - Permits
  - Schedule
- Operations and Maintenance expenditures
  - Vehicle, roof, paths, and other considerations to be discussed

Item 6: New business

- Easter Egg Hunt event planning
- By-laws – The MPLIDAB by-laws haven't been updated since 1990. The Board of County Commissioners would like to adopt refreshed by-laws for all citizen advisory boards.

Item 7: MPLIDAB Issues/Discussion

Item 8: Next Meeting: April 27, 2020

METZGER PARK LOCAL IMPROVEMENT DISTRICT  
ADVISORY BOARD BY-LAWS

The following rules are designed to supplement and provide effective procedures in carrying out the order of the County Commissioners to advise them in development, maintenance, and administration of Metzger Park.

## ARTICLE I

## NAME

Section 1 - Name: Metzger Park Advisory Board

## ARTICLE II

## RULES OF ORDER

Section 1 - Rules of Order: Latest edition Roberts Rules of Order shall be the accepted authority for all meetings of the Board.

## ARTICLE III

## MEETINGS OF THE BOARD

Section 1 - Regular Meetings: Meeting dates shall be determined by the Board. Notice of meeting and planned agenda shall be made by mail or telephone at least one week prior to the meeting. Condensed reports of the meeting to be sent to those members absent and excused within one week of meeting. A notation of absentees and their addresses will be made by the secretary.

Section 2 - Special Meetings: Special meetings may be called by the Chairman upon request of two or more members of the Board.

Section 3 - Annual Meeting: Annual meeting shall be the fourth Monday of each April.

Section 4 - Quorum of Meetings: Quorum required for transacting business will consist of four or more members of the Board.

## ARTICLE IV

## APPOINTMENTS

Section 1 - Appointments: Members of the Board shall be appointed by the Board of County Commissioners.

Section 2 - Term of Appointments: Initial appointments shall be as provided in Ordinance No. 145 for an unspecified term.

Section 3 - Vacancies: In the event of a vacancy on this Board, due to a resignation, a recommendation for replacement shall be made to the Board of County Commissioners after the next regular meeting.

Section 4 - Dismissals: Any Board member with three consecutive unexcused absences from regular meetings may, at the discretion of a majority of Board members, in a regular meeting, be dismissed, and the vacancy be filled as described in Article IV, Section 3.

#### ARTICLE V

##### COMMITTEES

Section 1 - Committees: Committees shall be constituted when deemed necessary.

Section 2 - Selection of committees: Committee Chairpersons will be elected by the Board, and that Chairperson may select the members of the committee.

#### ARTICLE VI

##### ELECTIONS

Section 1 - Election of Officers: The following officers of the Board shall be elected each year at the regular annual meeting: Chairperson, Vice-Chairperson, and Secretary. They shall be members of the Board. Candidates shall be nominated at the regular annual election. The balloting shall be secret. The term of office shall be for one year.

Section 2 - Duties of Officers: The Chairperson of the Board shall be the chief executive officer. The Chairperson shall preside at all Board meetings and have the general powers and duties of management of a governmental advisory board. The Chairperson shall have such other powers and duties as may be prescribed by the Board.

Section 3 - The Vice-Chairperson: The Vice-Chairperson shall have all the powers and perform all the duties of the Chairperson during the absence of the Chairperson, and perform such other duties as may be required from time to time by the Board.

Section 4 - Duties of the Secretary: The Secretary shall keep the minutes and records of all meetings of the Board, record attendance at the Board meetings, keep records of all official business of the Board, give notice of meetings to the Board members; and perform such other duties as may be required by the Board. The Secretary shall keep a roster of Board members and their terms. The Secretary shall also be responsible for preparing an annual activity report covering the Board's activities for presentation at the annual meeting in April each year. \*\*\* Duties of the Secretary may be delegated by the Board to an employee of Washington County.

ARTICLE VII

AMENDMENTS

Amendments: These rules may be amended by a two-thirds vote of the members of the Board; notice having been given at a previous regular meeting.

ARTICLE VIII

GENERAL POLICIES

The following general statements of policy shall be the policy of the Metzger Park Advisory Board:

Section 1 - Membership: The seven (7) members and two (2) alternates of the Metzger Park Advisory Board shall be representative of the community geographically as well as in the fields of interest and occupation.

Section 2 - Legal Actions: This Board Shall be represented by the Office of County Counsel.

Section 3 - It shall be the policy of this Board to maintain a favorable liaison with County Officials and staff members who may be requested for assistance in developement, maintenance and administration of Metzger Park.

Section 4 - It shall be the policy of this Board to conduct its affairs in a manner which will elicit the fullest support of the residents of the Metzger Local Improvement District.

Section 5 - County Policy: The Metzger Park Advisory Board shall annually recommend to the Board of County Commissioners at least two (2) candidates for appointment, (or re-appointment) to the Board for three (3) year terms as originally accepted at the meeting of April 20, 1977.

The Metzger Park Local Improvement District Advisory Board By-Laws were originally submitted to the Metzger Park Advisory Board meeting of April 20, 1977, for action. Result was a motion to ratify by Merv Blum, second Charles Wilson, motion carried. At the January 22, 1990 meeting of the Metzger Park Advisory Board they were amended.

Charles A. Gator  
Chairman of Metzger Park LID Advisory Board

03/26/90  
Date

Motion to Ratify: MARTEN KING

Second by: WALT PETERS

Action: MOTION CARRIED 3/26/90

## PURPOSES OF THE METZGER PARK ADVISORY BOARD

1. To formulate park and recreation policies, procedures and ordinances pertinent to development, maintenance and administration of Metzger Park, subject to the County Commissions concurrence.
2. To promote the interest and participation of all Metzger residents, and all citizens of the County in programs for Metzger Park.
3. To provide the leadership for developing a Master Plan for development of Metzger Park by selection of a competent architect and by interpreting the wishes of the Community to the architect for inclusion in the Master Plan.
4. To determine priorities in Park development and to recommend same to the Board of Commissioners.
5. To encourage participation in development of Metzger Park by local agencies and special groups concerned with park and recreational matters.
6. To maintain open lines of liaison and communication with the Community of Metzger, other Park Boards, and all levels of governmental activity concerned with park and recreation developments.
7. To serve as the principal conduit in communicating to the Community of Metzger and to the public at large detailed reports on monetary expenditures made in park improvements and maintenance programs.
8. To exercise fiscal responsibility in recommending expenditures for the park and to endeavor to obtain matching funds and/or donated labor whenever feasible in development or maintenance programs.