

DIVISION 4. PARKS, RECREATION AND OPEN SPACE COMMISSION\*

**Sec. 2-166. Establishment.**

A parks, recreation and open space commission of the city is hereby established.  
(Res. No. 1996-48, § 210.101, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

**Sec. 2-167. Purpose and duties.**

The purpose and duties of the parks, recreation and open space commission shall be to:

- (1) Develop programs providing for the maximum use of resources within the city as they relate to parks, recreation and open space.
- (2) Assist city staff and the City Council in the preparation, implementation and updating of a comprehensive park, recreation and open space plan.
- (3) Assist in the preparation of site plans for new and existing parks, recreation and open space areas, conservancy areas and scenic overlooks.
- (4) Make recommendation to the City Council regarding the care, maintenance and development of city parks.
- (5) Review all preliminary plats for commercial, industrial and residential development within the city, to ensure that all park and open space properties and trail areas designated for acquisition and/or development are acquired and preserved from urban development.
- (6) Act as liaison between the council and community organizations that provide recreational programs. Provide a forum for open discussion of issues by the public.
- (7) Review and provide feedback and direction to existing city recreation staff in the development of new programs and services.
- (8) Review equipment needs of the city parks and playgrounds and make recommendations to the council on the purchase of such equipment.

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\***Cross reference** – Parks and recreation, ch. 16.

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- (9) Assist in the development of ordinances relating to parks, recreation and open space.
  - (10) Assist the City Council and staff in the preparation of the annual park and recreation operating budget and capital improvement program.
  - (11) Provide a continuing analysis of programs and services to meet citizens' recreational needs and enhance the quality of life in our community.
  - (12) Participate in the planning and development of all state and regional parks and park reserves, acquired and developed within the city, by the county, state or federal government.
  - (13) Review engineering and site plans for city improvements that may in any way change the characteristics of any park land.
- (Res. No. 1996-48, § 210.102, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

#### **Sec. 2-168. Composition, terms of members.**

The parks, recreation and open space commission shall consist of seven members. Members shall be appointed by the City Council for three-year terms so that no more than three of the appointments will expire on December 31 of each year. No member may serve more than two consecutive three-year terms unless the average years of service for all commission members is less than four years. A member who has served two terms may be reappointed by the City Council after a one-year absence.

(Res. No. 1996-48, § 210.103, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

#### **Sec. 2-169. Qualifications of members.**

Each member and alternate member of the parks, recreation and open space commission shall be a resident of the city. Wherever possible, commission members should represent all geographical areas of the city and a cross-section of the population of the city at the time of appointment.

(Res. No. 1996-48, § 210.104, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

#### **Sec. 2-170. Removal of members.**

Any member of the parks, recreation and open space commission may be removed by a four-fifths vote of the City Council, for cause. Cause shall include, but not be limited to, having more than three absences or more than one unexcused absence in any one calendar year. The council may consider exceptional circumstances when applying this rule.

(Res. No. 1996-48, § 210.105, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

#### **Sec. 2-171. Officers.**

The parks, recreation and open space commission shall elect a chairperson, a vice-chairperson and a secretary from among its appointed members at the annual meeting each year, for a term of one year. The chairperson shall preside at all meetings of the commission, if present, and shall perform all other duties and functions assigned by the commission or the

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City Council. The vice-chairperson shall perform these duties in the absence of the chairperson. If a vacancy occurs in the chairperson's office, the vice-chairperson shall assume the chairperson's duties for the remainder of the year; and a new vice-chairperson shall be elected by the commission at a special election to be held at the next regularly scheduled commission meeting, after at least three days' written notice to each commission member. The secretary shall take the minutes of the commission meetings.

(Res. No. 1996-48, § 210.106, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

**Sec. 2-172. Annual meeting.**

The parks, recreation and open space commission shall hold an annual meeting the first Thursday in the month of January in each year, unless the first Thursday is New Year's Day, in which case the annual meeting shall be held at the first regularly scheduled meeting of the commission in the month of January in each year. Such meeting shall be devoted to the election of officers and such other business as shall be scheduled.

(Res. No. 1996-48, § 210.107, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

**Sec. 2-173. Annual work plan.**

The parks, recreation and open space commission shall meet with the City Council at their first meeting in April each year to develop an annual work plan, including a list of projects, points of interaction on projects, programs and goals for the year.

(Res. No. 1996-48, § 210.108, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

**Sec. 2-174. Regular meetings.**

(a) Regular meetings of the parks, recreation and open space commission shall be held at the city hall at 7:00 p.m. The date, place and time of regular meetings of the parks commission will be specified by the City Council as a policy statement that will be included in the city's policy book. The intent of this section is to allow the parks, recreation and open space commission meetings to be set by city policy rather than by ordinance.

(b) No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. A regular meeting may be canceled or rescheduled by the commission at a prior meeting or if there are no scheduled agenda items, ten days prior to the meeting.

(c) All action taken by the commission shall be by the affirmative vote of a majority of the members present.

(Res. No. 1996-48, § 210.109, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

**Sec. 2-175. Special meetings.**

Special meetings of the parks, recreation and open space commission shall be held in the city hall at a time and place designated or at a public place at the time designated and shall be called by the chairperson. Upon the written request of at least three members, the

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chairperson shall be required to call a special meeting to be held within seven days of the request. Written notice thereof shall be given to all members not less than three days in advance of the meeting.  
(Res. No. 1996-48, § 210.110, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

#### **Sec. 2-176. Quorum.**

A quorum of the parks, recreation and open space commission shall consist of five of the members.  
(Res. No. 1996-48, § 210.111, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

#### **Sec. 2-177. Voting.**

Each member of the parks, recreation and open space commission attending any meeting shall be entitled to cast one vote. Voting shall be by voice vote. If any member shall have a personal interest of any kind in the matter then before the commission, he shall disclose this interest and be disqualified from voting upon the matter, and the secretary shall record in the minutes that no vote was cast by such member.  
(Res. No. 1996-48, § 210.112, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

#### **Sec. 2-178. Proceedings.**

At any regular meeting of the parks, recreation and open space commission, the following shall be the regular order of business:

- (1) Roll call.
- (2) Minutes of the preceding meeting.
- (3) Public hearing as scheduled on the agenda.
- (4) Old and new business as scheduled on the agenda.
- (5) Communications.
- (6) Adjournment.

(Res. No. 1996-48, § 210.113, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

#### **Sec. 2-179. Rules of procedure.**

All meetings of the parks, recreation and open space commission shall be conducted in accordance with the Revised Robert's Rules of Order.  
(Res. No. 1996-48, § 210.114, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

#### **Sec. 2-180. Agendas.**

The chairperson of the parks, recreation and open space commission shall cause all items to be considered at any regular meeting to be placed on a written agenda by the city administrator ten days before the meeting. The city administrator shall advise the chairperson

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of any matters the commission must consider by council directive, ordinance or statute and shall have prepared and mailed a written agenda of all meetings to all commission members, the City Council and the public, no less than five days before each meeting.

(Res. No. 1996-48, § 210.115, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

**Sec. 2-181. Records.**

Each formal action of the parks, recreation and open space commission shall be embodied in full upon the minute book as a formal motion or resolution after an affirmative vote as provided in this division. The minutes of each meeting shall be provided to each member, the City Council and the public no more than seven days after the date of each meeting. The recommendations and findings of the commission shall be presented to the City Council at the next regularly scheduled City Council meeting. The record of meetings, actions and recommendations shall be transmitted to the city administrator for keeping and distribution.

(Res. No. 1996-48, § 210.116, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

**Sec. 2-182. Member training.**

The parks, recreation and open space commission members shall be encouraged to avail themselves of training courses offered by the city, the state and other government and public training agencies and the City Council shall budget for the reimbursement of expenses incurred in training each year.

(Res. No. 1996-48, § 210.117, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

**Sec. 2-183. Commission not to be considered a park board.**

The parks, recreation and open space commission shall not be considered a park board under state statutes and shall have no powers to acquire or lease land, employ personnel, enter into contracts or leases or any similar powers authorized by a park board by state statutes.

(Res. No. 1996-48, § 210.118, 12-17-96; Res. No. 1997-16, § 3, 6-17-97)

**Secs. 2-184, 2-185. Reserved.**