

## CHAPTER 36: PARKS AND RECREATION ADVISORY COMMISSION

### Section

- 36.01 Purpose
- 36.02 Composition
- 36.03 Powers and duties of Commission

### § 36.01 PURPOSE.

The City of Waterville does now operate and maintain public parks for the benefit and pleasure of its citizens. There is hereby established a Commission to be advisory to the City Council and to be known as the Park and Recreation Advisory Commission. The Commission shall be organized and have the duties as set forth in this chapter.  
(Ord. 301.07, passed 4-2-1996)

### § 36.02 COMPOSITION.

#### (A) *Terms and membership.*

(1) All terms shall commence on June 1 and the position of each member shall be filled immediately upon appointment as provided herein.

(2) One member shall be a member of the City Council, and shall be appointed by the Council yearly.

(3) One member shall be a member of the Board of Education of Independent School District 2143, and shall be appointed by the Board of Education yearly.

(4) One member shall be a member of the student body of Waterville High School, grade eleven, and shall be appointed yearly by the City Council. The Council shall seek a recommendation from the high school principal for a grade eleven student body member to appoint. All appointments shall be made on June 1 of each year.

(5) Four members shall be appointed at large, by the City Council, and shall serve three-year terms, except that of the members first appointed, one shall be appointed for a one-year term, two shall be appointed for a two-year term, and one shall be appointed for a three-year term, to maintain Commission continuity.

(B) *Succession.* Both original and successive appointees shall hold their offices until their successors are appointed and qualified. Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Every appointed member shall, before entering upon the discharge of duties, take an oath to faithfully discharge the duties of office.

(C) *Compensation.* Members of the Park and Recreation Advisory Commission shall serve without pay, but may be reimbursed for actual expenses accrued in the discharge of their official duties, with Council approval.

(D) *Officers.* The Commission shall elect a Chairperson, a Vice-Chairperson and a secretary from among its appointed members for a term of one year.

(E) *Meetings.* The Commission shall hold one regular meeting per month at City Hall. Special meetings may be called by the Chairperson or by any two Commission members upon 24-hour written notice. All meetings of the Commission shall be open to the public.

(F) *Quorum, voting.* Four members at a regular or special meeting shall constitute a quorum. All questions presented for a vote shall be decided by a simple majority of those present.

(G) *Records, reports.* The Commission shall keep a record of its transactions, recommendations and resolutions, which record shall be a public record. On or before February 15 of each year, the Commission shall submit to the City Council a report of its work during the preceding calendar year.

(H) *Finances.* The Commission shall submit a proposed plan for each fiscal year to the City Hall by July 1 of each calendar year. Expenditures of the Commission shall be within amounts appropriated by the City Council.

(I) *Bylaws.* The Commission may adopt, and from time to time amend, its own rules of procedure, which rules shall be approved by the City Council.  
(Ord. 301.07, passed 4-2-1996)

### § 36.03 POWERS AND DUTIES OF COMMISSION.

The Commission is hereby designated to perform the following responsibilities:

(A) Consider, review, report and advise on all park and recreational matters which the Council may refer to the Commission;

(B) Recommend to the Planning and Zoning Commission and City Council the immediate and long-range plans for acquisition and improvement of recreational areas and facilities and recommend to the Council a feasible means of financing;

(C) Establish written rules and regulations for the use, management and operation of the recreational areas and facilities, which rules and regulations shall be approved by action of the City Council before they are placed in effect;

(D) Responsible for enhancing parks through evaluation, planning and initiating new programs and ideas; and

(E) Coordinate city programs with area-wide programs, including programs of the community education. The use of school facilities through the cooperation of the school district should be provided as a matter of economy and convenience.

(Ord. 301.07, passed 4-2-1996)