

## CHAPTER 25

PARK AND RECREATION ADVISORY BOARD

25.01 Board Created	25.05 Meetings and Reports
25.02 Organization	25.06 Duties
25.03 Election of Officers	25.07 Written Reports
25.04 Powers and Duties of Officers	

25.01 BOARD CREATED. A park and Recreation Advisory Board is hereby created to advise the City Council on facilities and funds which are needed to provide open space such as parks and playgrounds, and community facilities for other types of recreation.

25.02 ORGANIZATION.

1. The Board shall consist of five (5) members appointed by the Mayor for overlapping three-year terms with the expiration of the terms staggered for a three-year period. The two positions of the two Board Members whose terms expired January 01, 2008 who asked to not be reappointed shall be removed permanently. The one position of the third board member whose term expired January 01, 2008 shall be reappointed. The remaining terms stay in effect. Subsequent appointments shall be for three-year terms. Members of the Board shall serve without compensation, but may receive reimbursement for their actual expenses. In the event a vacancy arises, a new Board member shall be appointed by the Mayor with the approval of the Council, and the Board members so appointed shall serve out the unexpired term. Said vacancy shall be filled within sixty (60) days after the position becomes vacant.
2. Qualifications for Board Members shall be a minimum age of eighteen years and reside within the corporate limits of the City of Grimes, Polk County, Iowa. Board Members are required to possess a vital interest in parks and recreation as demonstrated by application for the position and recommendation by a citizen of Grimes. Furthermore no new appointee to the Board may serve on another recreation or club board while they are serving their term on the Board.
3. Any Board Member may be reappointed, provided no person may serve for more than three (3) consecutive full terms which may be either preceded or succeeded by a partial term.

4. Any Board Member may be removed from the Board by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Board. Any Board Member may be removed from the Board for good and sufficient cause upon recommendation of the Board, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Board.

#### 25.03 ELECTION OF OFFICERS.

1. The officers of the Board will be a Chairperson, Vice Chairperson and Secretary.
2. The Chairperson, Vice Chairperson and the Secretary will be elected by the Board at the first meeting in January, nomination having been made from the floor. A majority vote of those present shall constitute and election, providing a quorum is present.
3. Tenure of Office. The tenure of an officer shall be for a period of one year. An officer may be elected for a succeeding year but not more than three years.

#### 25.04 POWER AND DUTIES OF OFFICERS.

1. Chairperson. The duties of the Chairperson shall be:
  - A. To preside over all meetings of the Board.
  - B. To call special meetings.
  - C. To represent or designate a representative of the Board at public affairs.
  - D. To act as the liaison between the Board and the City Council.
  - E. To vote only in the case of a tie.
2. Vice Chairperson. The duties of the Vice Chairperson shall be:
  - A. To act as the Chairperson in the event that the office of the Chairperson is vacated due to illness, resignation, absence or other cause.

- B. To vote on Board action.
  - C. To perform other duties as assigned.
3. Secretary. The duties of the Secretary shall be:
- A. To review and maintain a permanent record of and sign the proceedings of all Board meetings.
  - B. To be responsible for forwarding copies of all proceedings to the office of the City Clerk.
  - C. To notify Board members and others entitled to be informed of any special meetings.
  - D. Other duties as assigned.

#### 25.05 MEETINGS AND REPORTS.

1. Regular meetings of the Board shall be at monthly intervals.
2. Special meetings may be called by the Chairperson or upon the request of at least two (2) Board Members with not less than three (3) days notice of such meeting.
3. All meetings are to be held at a time and place designated by the Board and shall be open to the public pursuant to the Iowa Open Meeting Law.
4. Minutes of each meeting and any requested reports shall be kept and filed with City Hall and submitted to the City Council.
5. The regular meeting held in January of each year shall be known as the organizational meeting. The purpose of this meeting shall be the election of officers, the appointments of committees, the determination of the time and place of regular meetings for the upcoming year and other business that may need to come before such meeting. At any meeting of the Board, a majority of the Board (four members) shall constitute a quorum. A quorum shall be present before the Board takes action on any matter before the Board.

25.06 DUTIES. The Board shall have the following powers and responsibilities:

1. Recommend plans for the development of the park and recreation system, consistent with the overall City Comprehensive Plan.
2. Make recommendations on the purchase, sale, lease or exchange of park property.
3. Make recommendations on policies and regulations for the control, operation, supervision and maintenance of the park and recreation programs.
4. Make recommendations on fees and charges and any conditions under which services may be rendered to users of the park and recreation facilities.
5. Make recommendations on applications for grants and subsidies from any other unit of government.
6. Annually submit an operating and capital budget for the park and recreation programs as requested by the City Council or City Administration.
7. Develop and implement a program for informing the community of the importance of the park system and of recreational programs.
8. Seek citizens' input with and serve as liaison between the residents of the City and City Council.
9. May seek donations and gifts in the name of the City of real or personal property or mixed property and devises and bequests, including trust funds, executed deeds and bills of sale for the conveyance of such property. Title to all property shall be taken in the name of the City and all moneys shall be deposited with the City Clerk to the credit of the Park and Recreation account.
10. Development and implement the rules and regulations for the City's park system.

25.07 WRITTEN REPORTS. The Board shall make written reports to the Council of its activities from time to time as it deems advisable or upon Council request. Its revenues and expenditures shall be reported monthly by the City Administrator, in the manner of other departmental expenditures, and a copy shall be provided to each member of the Board and in the City Administrator's report to the Council.