

TITLE 2. ADMINISTRATION AND PERSONNEL

CHAPTER 2.28

PARK AND RECREATION BOARD

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2.28.710 CREATED

For the purpose of maintaining and developing the parks and recreation programs, to advise the city council in such matters, there is created a board of seven (7) people known as the Park and Recreation Board. (Ord. 592, section 1, 1983; Ord. 827, April 16, 2001; Ord. 860, March 15, 2004)

2.28.720 APPOINTMENT: TERMS OF OFFICE

The Park and Recreation Board shall consist of seven (7) members appointed at large within city boundaries. Members shall be appointed in accordance with the City of Stayton Rules of Council to serve two-year terms and may be appointed for any number of terms. Appointments shall be made at the first regularly scheduled city council meeting each year. The mayor will appoint three people to two-year terms and two people to one-year terms; thereafter appointments shall be made as terms expire. The initial appointees shall serve terms expiring December 31, 1984 and 1985, respectively. (Ord. 592, section 2, 1983; Ord. 784, May 18, 1998; Ord. 827, April 16, 2001; Ord. 853, September 2, 2003; Ord. 860, March 15, 2004)

2.28.730 FILLING OF VACANCIES

Appointments to fill (Board member) vacancies shall be for the remainder of the unexpired term. A Board member may be removed by the Mayor for misconduct or nonperformance of duty. A Board member who is absent for three (3) consecutive meetings without an excuse approved by the Park and Recreation Board shall be presumed to be in nonperformance of duty and the Mayor shall declare the position vacant. Recommendations for misconduct or nonperformance of duty shall be made in writing from the Park and Recreation Board to the Mayor, City Council, and Public Works Director. (Ord. 592, section 3, 1983; Ord. 860, March 15, 2004)

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2.28.735 COMPENSATION AND RECORDS

The members of the Park and Recreation Board shall serve without pay. (Ord. 860, March 15, 2004)

2.28.740 MEETINGS

1. The Park and Recreation Board shall meet at least once a month on a day determined by the Park and Recreation Board with notification of the scheduled meeting date to be provided to the City Council and public by January 31st of each year. Emergency meetings may be called by the Chair person, provided at least seventy two (72) hours notice is given to the Public Works Director and each member of the Park and Recreation Board. (Ord. 827, April 16, 2001; Ord. 860, March 15, 2004)
2. A majority of the members of the Park and Recreation Board shall constitute a quorum. (Ord. 592, section 4, 1983; Ord. 860, March 15, 2004)
3. All meetings of the Park and Recreation Board shall be open to the public and subject to Oregon's Open Meeting Law (ORS 192.610 to 192.690). (Ord. 592, section 4, 1983; Ord. 827, April 16, 2001; Ord. 874, section 5, 2004)

2.28.750 ORGANIZATION

The Park and Recreation Board shall elect a Chairperson and Vice Chairperson at its first meeting of each year. The Chairperson shall appoint a Secretary of the Board at this meeting. (Ord. 592, section 5, 1983; Ord. 860, March 15, 2004)

2.28.760 DUTIES OF OFFICERS

The duties of the officers of the Park and Recreation Board shall be as follows:

1. Chairperson
 - a. Preside at all meetings of the Park and Recreation Board;
 - b. Call meetings of the Park and Recreation Board in accordance with the bylaws and rules;
 - c. Sign correspondence of the Park and Recreation Board.
2. Vice Chairperson. During the absence of the Chairperson the Vice Chairperson shall perform all of the duties of the Chairperson.
3. Secretary. The Secretary or designee shall maintain a record of all proceedings of the Board. (Ord. 592, section 6, 1983; Ord. 860, March 15, 2004)

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2.28.770 FUNCTIONS AND RESPONSIBILITIES

1. General Functions of the Park and Recreation Board
 - a. To provide advice to the City Council about major programs, activities and policies related to parks and recreational activities in the community;
 - b. To provide input and recommendations to the Park and Recreation Plan;
 - c. To provide input and recommendations to meet objectives outlined in the Park and Recreation Plan;
 - d. To keep public officials informed of the status and progress of recreation services;
 - e. To recommend a sound fiscal plan to achieve park and recreation goals;
 - f. To recommend an adequate system of park and recreation areas and facilities; and
 - g. To provide recommendation for cost effective general operations;
2. Specific responsibilities and duties of the board:
 - a. Act in an advisory capacity to the City Council, City Administrator, and Public Works Director;
 - b. Recommend park and recreation service policies to the City Council;
 - c. Recommend and advise the City Council on problems of recreational services, facilities, and program issues;
 - d. Advise the City Council on the development and maintenance of trails, bikeways and pedestrian ways within the city's parks;
 - e. Aid in coordinating the parks and recreation services with the programs of other governmental agencies and voluntary organizations;
 - f. Review the effectiveness of the parks and recreation program with the Public Works Director or the City Administrator;
 - g. Interpret the policies and functions of the parks and recreation programs to the public;
 - h. Aid in the recruiting and coordinating of volunteers for all park and recreation issues, and;
 - i. Review draft Park and Recreation Budget prepared by the Public Works Director prior to submittal to the Stayton Budget Committee. (Ord.725, §1, December, 1993; Ord. 860, March 15, 2004)