

## TITLE 12

### PARKS AND RECREATION

#### Chapters:

12.04 Parks and Recreation

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12.04.01 Title This ordinance shall be commonly known and cited as the Parks and Recreation Ordinance. (Ord. No. 91-133, Sec. 1.)

12.04.02 Definitions For the purpose of this ordinance, the following terms, phrases, words and their derivatives shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and is not merely directory.

**City** is the city of Lake City, Arkansas.

**Director** is a person so designated and in charge of the Parks and Recreation Department or any subdivision thereof including those in charge of any park area and its activities.

**Park** is a park, reservation, playground, recreation center or any other area in the city owned or used by the city and devoted to activity or passive recreation, including all planted parkways, triangles and traffic circles maintained by the city, except the parkway strips between the curb and sidewalk along the several streets and highways of the city.

**Person** is any person, firm, partnership, corporation, association, company or organization of any kind. (Ord. No. 91-133, Sec. 2.)

12.04.03 Commission members

- A. A Parks and Recreation Commission consisting of five (5) members including a Director of Parks is hereby established.
  - 1. Members shall be qualified voters of Craighead County, Arkansas.
  - 2. Members shall be appointed by the Mayor of the city of Lake City with the approval of the City Council for five (5) year terms, provided, however, that initial appointments shall be as follows: One member shall be appointed for a term of one (1) year, one member shall be appointed for a term of two (2) years, one member shall be appointed for a term of three (3) years, one member shall be appointed for a term of four (4) years, and the Director shall be appointed for a term of five (5) years with all appointments ending on the last day of December, the first term to expire on December 31, 1992. In the event of a vacancy, the Mayor, with the approval of the City Council, shall appoint a member to serve for the unexpired term.
  - 3. Members and Director shall serve without compensation, but shall not continuously serve for a period in excess of ten (10) years.
  - 4. If a replacement has not been designated upon the end of a member's term, then that member shall continue his membership until replaced.
- B. The Mayor shall appoint a Chairman, a Vice-Chairman for Recreation, and the Director of Parks shall serve as Secretary to the Commission.
- C. A majority of members shall constitute a quorum.
- D. Absence from three consecutive meetings without formal consent of the Commission shall be deemed to constitute the retirement of such member, and such fact shall be certified to the Mayor. (Ord. No. 91-133, Sec. 3.)

11.04.04 Powers and duties The Parks and Recreation Commission shall have the following powers and perform the following duties:

- A. It shall act only in an advisory capacity to the City Council in all matters pertaining to parks and recreation, shall acquaint itself with and make a continuous study and inspection of the complete parks and recreation system of the city, and shall advise with the City Council from time to time, as to the present

and future maintenance, operation, planning, acquisition, development, enlargement, and public use policy of the city parks and recreation system.

- B. It shall study and encourage the development of park and recreation areas and study and encourage the development of wholesome recreation for all residents of the city.
- C. It shall recommend policies on recreation service for approval of the City Council.
- D. It shall recommend the adoption of standards on areas, facilities, programs and financial support.
- E. It shall review, study and make recommendations to the City Council for the preparation of the annual budget for the Parks and Recreation Department.
- F. It shall advise the City Council on the development of long-range capital improvement programs and, when, in its opinion, the need exists for additional park and recreation facilities, grounds or premises, it shall make appropriate recommendations to the City Council. It shall also recommend the acquisition of additional parks, parks and recreation equipment and supplies.
- G. It shall follow the rules and regulations prescribed by the City Council for the conduct of its business.
- H. It may solicit for the city of Lake City, gifts, revenues, bequests, or endowments of money or property as donations or grants from persons, firms or corporations, subject to the approval and acceptance by the City Council. (Ord. No. 91-133, Sec. 3.)

#### 12.04.05 Conduct of Commission

- A. Officers
  - 1. The officers of the Parks and Recreation Commission shall be a Chairman, Vice-Chairman for Recreation, and a Secretary who is Director of Parks.
  - 2. The term of office for the Chairman, and Vice-Chairman for Recreation and Secretary shall begin on the first day of January of each year and shall end on the 31<sup>st</sup> day of December.

B. Meetings

1. The Parks and Recreation Commission shall meet on the first Tuesday of each month in the City Hall unless another time, date and place is designated by the Chairman and all members are notified at least one day in advance.
2. Special meetings may be called by the Chairman or by written request sent to the Secretary by three members of the Commission.
3. A majority of members shall constitute a quorum.

C. Sub-committees

1. The Parks and Recreation Commission, by a majority vote of the quorum present at any regular or special meeting, and appoint such members and citizens as they see fit to sub-committees to serve the purpose of the Parks and Recreation Commission.
2. These committees may be dissolved in a like manner.

D. Order of business

The following order of business shall be observed at all regular and special meetings, unless set aside by majority vote:

1. Call to order and roll call of members to determine a quorum
2. Reading of minutes of previous meetings.
3. Appointments of committees.
4. Reports of officers and committees.
5. Communications, other reports, public hearings, etc.
6. Unfinished business
7. New business
8. Adjournment

E. Duties of officers

1. Chairman The Chairman shall perform the usual duties of such office. He shall preside at all meetings when he is present and shall represent the Parks and Recreation Commission at public function.
2. Vice-Chairman The Vice-Chairman shall assist the Chairman in directing the affairs of the Commission and they shall act in his absence.

3. Secretary The Secretary shall keep minutes of the meetings. The Secretary shall be responsible for carrying out all directions submitted to him by the Park and Recreation Commission. He shall be responsible for providing the Park and Recreation Commission with all information which it requires, and for seeing that its policies, when properly approved are adhered to. He shall make such reports to the City Council as required. He shall report to the Commission as required, not less than monthly, on all activities of the Park and Recreation Department. He shall read once a year, at the first regular meeting following the appointment of officers, the Parks and Recreation Ordinance.
- F. All questions presented for a vote of the Parks and Recreation Commission shall be decided by a simple majority of those present.
  - G. The Parks and Recreation Commission shall have authority to adopt such additional rules that are not in conflict with this ordinance that it deems necessary to carry out the purposes and intent of this ordinance.
  - H. The Parks and Recreation Commission shall recommend to the City Council such rules and regulations as it deems best for the management of the public parks and where such rules have been adopted for a specific park area and posted within the specific park so regulated, any person found guilty of violation of such rules shall be guilty of a misdemeanor. (Ord. No. 91-133, Sec. 3.)