

## CHAPTER 94: PARKS AND RECREATION

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## GENERAL PROVISIONS

### § 94.01 OPERATING HOURS OF TOWN PARKS.

(A) The operating hours for all town parks owned and operated by the Town of Liberty will be set by the Town Council after review from time to time.

(B) Those persons who are participants or spectators in scheduled activities and/or events are exempted from the posted hours provided the scheduled activities and/or events have been approved by the Liberty Parks and Recreation Department.

(C) Those persons found in town parks after the posted hours will be charged with trespassing.

(Ord. passed 1-22-2001; Am. Ord. passed 8-25-2008)

## PARKS AND RECREATION ADVISORY COMMITTEE

### § 94.10 CREATION, NAME AND MEMBERS.

There is hereby created a Committee composed of 9 members to be known as the Liberty Parks and Recreation Advisory Committee. This subchapter shall be known as the Liberty Parks and Recreation Ordinance.

(Ord. passed 4-22-1991)

### § 94.11 POWERS AND DUTIES.

(A) The Advisory Committee shall serve at the pleasure of and as the advisory body for the Town of Liberty and surrounding area on issues relative to parks and recreation. The Advisory Committee shall advise the Park and Recreation Director, Town Manager and Town Council within its responsibilities and powers as stated in this subchapter.

(B) The Advisory Committee shall serve as a liaison between the Parks and Recreation Director and the citizens of Liberty and surrounding area.

(C) The Advisory Committee shall consult with and advise the Parks and Recreation Director in matters affecting park/recreation programs, facilities, policies, finances and the acquisition and disposal of lands and properties and its long-range, projected plan for parks and recreation.

(D) The Advisory Committee shall also assume specific duties and responsibilities as follows:

(1) To investigate and determine the needs, interests and goals of the community for recreation facilities and programs and make recommendations to the Director, Manager and Town Council to meet those needs and goals;

(2) To inform and educate the general public of the importance and need for park and recreation programs, facilities and services;

(3) To seek and make recommendations on the acceptance of grants, gifts, bequests, donations and personal or real property for park and recreation purposes;

(4) To assist the Park and Recreation Department in developing cooperative arrangements with other organizations and private groups, when it will further the objective of providing more and varied kinds of park and recreation programs for the citizens of the community;

(5) To assist the Park and Recreation Department in recruiting voluntary leadership staff to work with park/recreation programs and activities;

(6) To assist in matters relating to the maintaining of the highest standards in park development and operation, park/recreation leadership and in a well balanced program;

(7) To assist in developing a plan to meet the present and future needs for programs, services, parks, facilities, open spaces and trails and to advise in developing priorities for each of these;

(8) To receive information and reports from staff concerning the evaluation of programs, facilities, policies and procedures; and

(9) Upon request, recommend approval of rules, and procedures pertaining to the use of public parks and facilities including suggested fees and charges.

(Ord. passed 4-22-1991)

#### **§ 94.12 APPOINTMENT OF THE COMMITTEE.**

(A) The Liberty Parks and Recreation Advisory Committee shall consist of 9 members all of whom shall be appointed by the Town Council.

(B) One elected Town Council member shall serve as an ex-officio member of the Advisory Committee and the Park and Recreation Foundation, when one is created.

(C) (1) The terms of office for the members shall be for 3 years; except that for the initial terms of office, 3 members shall be appointed for 1 year, 3 members shall be appointed for 2 years and 3 members shall be appointed for 3 years.

(2) All subsequent terms of office shall be for 3 years, members may serve 2 full terms; after that, they may not return for at least 1 full year.

(D) Vacancies arising on the Committee shall be filled by the Town Council for the balance of the unexpired term. All members shall hold office until their successors are appointed and qualified. Any member who misses more than 3 consecutive regular meetings loses his or her status.

(E) An orientation meeting for the newly appointed Board members shall be conducted by the Director and the Chairperson within 30 days after their appointment.

(Ord. passed 4-22-1991)

#### **§ 94.13 OFFICERS.**

(A) The Town Council shall appoint the first Chairperson and Vice Chairperson.

(B) The members of the Liberty Parks and Recreation Advisory Committee shall annually elect from their own membership a Chairperson and other officers as they deem essential.

(C) Officers shall be elected at the regular monthly meeting in June and take office at the subsequent regular meeting in July.

(D) Officers shall serve for 1 year from election with eligibility for re-election.

(E) In the event an officer's appointment to the Committee is terminated, a replacement to this meeting following the termination.

(Ord. passed 4-22-1991)

#### **§ 94.14 DUTIES OF OFFICERS.**

(A) (1) The Chairperson shall preside at all meetings of the Committee.

(2) The Chairperson shall appoint all subcommittees, represent the Committee at public affairs and shall maintain the dignity and efficiency of the Committee in all possible ways.

(3) The Chairperson shall present recommendations or reports, including an annual report, to the Town Council.

(4) The Chairperson shall meet regularly with the Director to discuss preparation of agendas, reports and other matters that concern the Committee.

(5) The Chairperson shall perform the other duties ordinarily performed by that office.

(B) The Vice-Chairperson of the Committee shall, in the absence of the Chairperson, perform all duties of the Chairperson. The Vice-Chairperson shall be responsible for assisting the Chairperson and to see that all standing and temporary subcommittees function as planned by the Advisory Committee and town staff.

(C) (1) The Secretary shall serve as Secretary for the Advisory Committee and be responsible for the satisfactory accomplishment of secretarial duties.

(2) The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Advisory Committee.

(3) The Secretary shall send out or cause to be sent out notices of regular and special meetings at least 5 days prior to the meetings.

(4) The Director of Park and Recreation may serve as the Secretary.

(Ord. passed 4-22-1991)

#### **§ 94.15 COMPENSATION AND EXPENSES.**

The members of the Committee shall serve without compensation, but shall be entitled to reimbursement for subsistence and travel to professional recreation meetings, conferences and workshops, with reimbursement being made in compliance with the general town polices.

(Ord. passed 4-22-1991)

#### **§ 94.16 MEETINGS.**

(A) The Parks and Recreation Advisory Committee shall meet at least quarterly and at other times as may be necessary to transact business, upon the call of the Chairperson or upon call by majority of the Committee members, or upon call of the Liberty Town Council.

(B) One elected Town Council member shall serve as an ex-officio member of the Advisory Committee.

(C) General parliamentary rules, as given in *Robert's Rules of Order* as modified by rules and regulations of the Advisory Committee shall be observed in conducting meetings.

(D) A Nominating Committee of at least 2 members shall be appointed by the Chairperson at the May meeting (or before) to bring forward nominees for offices at the June meeting.

(E) The first regular meeting in June will be an organizational meeting for the ensuing year with election of officers, annual report and subcommittee reports.

(Ord. passed 4-22-1991; Am. Ord. passed 10-22-2018)

#### **§ 94.17 SUBCOMMITTEES AND STANDING COMMITTEES.**

(A) The Advisory Committee shall organize temporary or standing subcommittees as it deems necessary in order to carry out the responsibilities of the Committee. Subcommittees shall be appointed by the Chairperson.

(B) The Advisory Committee may refer any matter to a subcommittee before action is taken on the subject by the Advisory Committee.

(C) Each subcommittee shall consist of not less than 2 members on the Advisory Committee. Subcommittees may be composed of members from the community, representatives of civic groups or others.

(D) A record of the actions of each subcommittee shall be kept by the Subcommittee Chairperson and reported to the Advisory Committee at its next meeting.

(Ord. passed 4-22-1991)

#### **§ 94.18 CONFLICT WITH OTHER ORDINANCES AND RESOLUTIONS.**

Any earlier adopted ordinances and resolutions of the Liberty Town Council pertaining to parks and recreation which are or may become in conflict with the provisions of this subchapter are hereby declared to be null and void and of no effect.

(Ord. passed 4-22-1991)