

Appendix A. Village Code Governing Parks & Recreation Commission

DIVISION 5. PARKS AND RECREATION COMMISSION*

*Cross references: Introduction to commissions, § 2-126; parks and recreation, ch. 34.

Sec. 2-196. Established.

There is hereby created a parks and recreation commission. The parks and recreation commission shall consist of eight members. At least four of the members shall reside within the boundaries of the village. Members shall serve without compensation but may be reimbursed for actual expenses incurred in parks and recreation commission activities.

(Code 1985, § 12.176; Ord. No. 357, 2-23-2005)

Sec. 2-197. Members; term; removal; vacancies.

Members of the parks and recreation commission shall be appointed for a term of three years, except at the first appointment, two members shall be appointed for a term of one year, two members shall be appointed for a term of two years, and three members shall be appointed for a term of three years.

(Code 1985, § 12.177; Ord. No. 357, 2-23-2005)

Sec. 2-198. Organization.

(a) The parks and recreation commission shall, immediately upon its appointment, organize, make, amend and revise such rules and regulations as shall be necessary in the administration of this division. The council shall approve these rules and regulations.

(b) The parks and recreation commission shall meet at least six times a year and shall be open to the public. The rules of procedure to be followed at these meetings are set forth in article II, division 2 of this chapter. A record of the proceedings shall be kept and shall be open to the public inspection at the village hall.

(Code 1985, § 12.178; Ord. No. 357, 2-23-2005)

Sec. 2-199. Role.

The role of the parks and recreation commission is defined as follows:

- (1) Primarily serve in an advisory capacity regarding the development of parks and recreational plans and filing, at least annually, a summary of existing and anticipated recreational and park needs, including recreation master plan within the village;
- (2) Facilitate the exchange of information pertaining to recreation programs within the community by holding public hearings, from time to time, involving members of the community, as well as maintaining, on a liaison basis, contact with both the county and township to avoid duplication of programs and to identify needs;

(3) Write and/or request grants and donations for park development in conjunction with staff for council approval.

(4) Recommend to the council such additional park programs, including the acquisition of parks and the development of such parks, and recreational programs, as will best benefit the village; and

(5) Prepare, on an annual basis, a budget for parks and recreation commission activities and to submit the budget for approval to the village council. While the role of the parks and recreation commission may include, as set forth in other portions of this division, undertaking specific recreational projects, the parks and recreation commission may not assume any legislative authority, and any administrative actions undertaken by the parks and recreation commission shall first be submitted to the council for approval.

(Code 1985, § 12.179; Ord. No. 357, 2-23-2005)

Sec. 2-200. Functions.

The parks and recreation commission exists to promote an effective recreational plan for the citizens of the village. In pursuit of this objective, the parks and recreation commission will endeavor to meet the following goals as functions of the parks and recreation committee.

(1) In this capacity, the parks and recreation commission will be a forum for the careful consideration of policy matters related to the operation of the parks and recreation programs and will recommend the same to the village council.

(2) Promote activities that will benefit and promote the parks and recreation programs of the village.

(Code 1985, § 12.180; Ord. No. 357, 2-23-2005)

Sec. 2-201. Exclusions.

As noted in other portions of this division, the parks and recreation commission has, as a goal, a program for the development and preservation of parks. For purposes of this division and the duties of the parks and recreation commission, the same shall not include any aspect of the marina and harbor facility operated by the village, that being separate and distinct from any recreational program. Nothing mentioned in this section shall preclude this park and recreation commission, or any commission, from offering advice to other commissions.

(Code 1985, § 12.181; Ord. No. 357, 2-23-2005)

Sec. 2-202. Finances.

The parks and recreation commission shall prepare a five-year capital improvements plan to be submitted which shall then be submitted to the planning commission as part of their annual review.

(Code 1985, § 12.182; Ord. No. 357, 2-23-2005)