

March 17, 2015

To: Mayor Bemrich and City Council
From: David Fierke, City Manager
Subject: Change of By-Laws
Parks, Recreation and Forestry Commission



ACTION: For Vote: Monday, March 23, 2015

Brief History

The Commission was restructured in the 1980's by adding two (2) non-resident seats to the board. This action reflected the areas overseen by the department both within and outside the city limits thus having representation from county and city commissioners. By doing this the Commission was expanded to 9 members. This action reduces the number of commissioners from nine (9) to seven (7) to better conduct the month to month business as required.

Analysis of Issue

The current structure allows for two (2) members from the county and seven (7) members from the city. The proposed changes allows up to three (3) commissioners from the county and four (4) from the city. The commission appointments must also meet all gender equity requirements as stated by city and state law.

Strategic Plan Impact

Policy D.2.1

City boards and commissions should be roughly representative of the constituent voting population of the planning area.

Staff Conclusions / Recommendations

This action is supported by staff and the Commission.

Implementation and Accountability

Effective immediately upon council action.

Signed

Approved

A handwritten signature in blue ink, appearing to read "Lori Branderhorst".

Lori Branderhorst
Director of Parks and Recreation

A handwritten signature in blue ink, appearing to read "David Fierke".

David Fierke
City Manager

PARK & RECREATION BOARD

CITY OF FORT DODGE, IOWA

BY LAWS

PREAMBLE

Whereas the Park & Recreation Board and its powers and duties exists pursuant to Ordinance 1485, of the ordinances of the City of Fort Dodge as amended (Chapter 2.20) Fort Dodge Municipal Code and whereas set ordinance requires the board to adopt rules for its operation and the operation of its facilities.

Now therefore, the following "By Laws" are hereby promulgated;

ARTICLE I

OFFICERS OF THE COMMISSION

SECTION I

Chairperson and a vice-chairperson shall be elected every January during even years by the members of the Parks, Recreation and Forestry Commission.

SECTION II

The Commission shall be represented by no more than three (3) commissioners from out of the city boundaries and no more than four (4) commissioners within the city boundaries for a total of seven (7) commissioners. In the event of the resignation or death of any officer, the commission chair or vice chair shall elect a successor to fill the vacancy.

SECTION III

The chairperson shall vote on all issues brought before the Commission.

ARTICLE II

DUTIES OF THE COMMISSION

SECTION I

The Commission shall make written reports to the City council of its activities from time to time, as it deems advisable or upon Council request. Its revenues and expenditures shall be reported during their regularly scheduled meetings by the department and a copy shall be provided each member of the Commission.

SECTION II

The Commission shall make rules and regulations for the use of the parks or other recreation facilities, or for the conduct of recreation programs and memorandums of understanding, subject to the

approval or the rules by the City Council and the adoption of the rules and regulations for the use of the parks or the recreational facilities by Ordinance.

ARTICLE III

MEETINGS

SECTION I

The administration year shall begin on the first day of July and end on the last day of June.

SECTION II

The stated meeting of the Commission shall be the third Wednesday of each month, unless otherwise ordered by the Commission Chairperson or Department Director.

SECTION III

Special meetings may be held at any time or any place at the call of the Chairperson, Department Director or request by two members of the Commission.

SECTION IV

A quorum shall consist of 4 members of the Commission.

SECTION V

A quorum (4 members) of the commission must be present to hold a meeting or conduct business.

SECTION VI

The order of business of the Commission shall be as follows:

- a. Roll call
- b. Reading and action upon minutes of preceding meeting
- c. Financial report
- d. Report of Committees
- e. Old business
- f. New business
- g. Comments
- h. Adjournment

SECTION VII

Any Commission member with reoccurring absences shall be reported to the Mayor and the Mayor may determine appropriate action including removal from Commission.

SECTION VIII

All meetings of the Commission shall be open to the public except under certain conditions as specified by state law. A unanimous vote of the Commission quorum members present shall be required to hold an executive session. Executive session will be posed on the agenda prior to the monthly meeting.

ARTICLE IV
COMMITTEES

SECTION I

The Chairperson may appoint such committees, standing or special, as may be authorized by the Commission.

ARTICLE V
BUDGET

SECTION I

The Commission shall provide input for the Department's an annual budget itemizing the appropriation necessary for the performance of its functions and duties, including all appropriations necessary for equipment, supplies and maintenance of facilities under its direct supervision and necessary in the operation of its recreation program as determined by the Commission.

ARTICLE VI
DIRECTOR OF PARKS, RECREATION AND FORESTRY

SECTION I

The Director of Parks, Recreation and Forestry shall be appointed by the City Manager.

SECTION II

The Director of Parks, Recreation and Forestry shall be charged with the general organization, administration and supervision of community parks, recreation and forestry for the City of Fort Dodge in accordance with Ordinance No. 1461 and with the By Laws of the Commission and with the orders of the Commission.

SECTION III

He/she shall have a seat on the Commission and the right to speak on all matters before the Commission but shall not have the right to vote.

SECTION IV

The Director shall attend all meetings of the Commission unless otherwise directed by the Commission.

SECTION V

The Director shall recommend such fees and charges for the various activities and functions of the Department as may be required to defray in whole or in part the cost of conducting such activities and functions after securing the approval of the Commission.

SECTION VI

The Director shall be responsible for the progressive development of a community parks, recreation and forestry program in Fort Dodge in accordance with approved philosophy and practice in the field.

SECTION VII

The Director shall perform other duties as may be determined after consultation with City Manager.

SECTION VIII

The Director of Parks, Recreation and Forestry reports directly to the City Manager of Fort Dodge and consults with the Parks, Recreation and Forestry Commission.