

Requested By: Councilwoman Langill
Prepared By: Clerk's Office
Introduction Date: 6/9/97
Public Hearing Date: 6/23/97

ORDINANCE SERIAL NO. 97-38

AN ORDINANCE OF THE CITY OF WASILLA, ALASKA AMENDING CHAPTER 8.01, PLANNING COMMISSION, AND CHAPTER 8.03, PARKS AND RECREATION COMMISSION, OF THE WASILLA MUNICIPAL CODE.

BE IT ORDAINED AND ENACTED BY THE CITY OF WASILLA, ALASKA AS FOLLOWS:

SECTION I. Classification. This ordinance is of a general and permanent nature and shall become part of the Wasilla Municipal Code.

SECTION II. Purpose. To ensure that the Planning Commission is informed on all plans and developments of lands within the City of Wasilla. To make changes to the Parks and Recreation Commission in the following areas: To change the membership criteria; to establish procedures for the minutes and records of the Parks and Recreation Commission; and to establish procedures for committees under the Parks and Recreation Commission.

SECTION III. Amendment. Section 8.01.070, Planning Commission Rules of Proceedings is amended by adding Subsection C. Chapter 8.03, Parks and Recreation Commission is amended as follows.

8.01.070 Rules of Proceedings.

C. THE COMMISSION WILL REVIEW AND COMMENT TO THE COUNCIL ON ALL ACTIONS TAKEN BY THE PARKS AND RECREATION COMMISSION.

CHAPTER 8.03

PARKS AND RECREATION COMMISSION

SECTIONS:

- 8.03.010 Parks and Recreation Commission Established-Purpose
- 8.03.020 Commission Membership
- 8.03.030 Commission Officials
- 8.03.040 Vacancies
- 8.03.050 Meetings
- 8.03.060 Formal Acts by Motion
- 8.03.070 Funds
- 8.03.080 Additional Functions of Parks Commission
- 8.03.090 COMMITTEES

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8.03.010 Parks and Recreation Commission Established-Purpose. There is hereby established the Parks and Recreation Commission for the City of Wasilla to advise the Council and Mayor on matters pertaining to civic amenities, parks and recreation facilities, public facilities and programs including beautification, parks, playgrounds, cemeteries, commemorations, memorials, athletic fields, team sports and trails pursuant to the delegation or contracting of Matanuska-Susitna Borough area wide parks and recreation powers to the City. THE PARKS AND RECREATION COMMISSION WILL REPORT FOR INFORMATION PURPOSES TO THE PLANNING COMMISSION.

8.03.020 Commission Membership.

A. The Parks and Recreation Commission shall consist of not fewer than ~~three (3) nor more than nine (9) members~~ SEVEN (7) MEMBERS, WHO ARE RESIDENTS OF THE CITY OF WASILLA.

B. Members shall be appointed by the Mayor for a term of three (3) years subject to confirmation by the Council. Members first appointed shall draw lots for one, two, and three year terms. Appointments to fill vacancies are for the un-expired term. ~~The majority of the members shall be City residents.~~ The compensation and expenses of the Commission shall be paid as budgeted by Council.

8.03.030 Commission Officials. The Commission shall elect a Chair to conduct the affairs of the Commission and preside over meetings, a Vice-chair to serve as Chair in his/her absence, and a Clerk to SUPERVISE THE PREPARATION OF ~~prepare~~ the minutes of the journal of the Commission's proceedings.

8.03.040 Vacancies.

A. A vacancy shall be declared and filled as above provided, under the following conditions:

1. If a person nominated and confirmed to membership fails to qualify and take office within thirty (30) days;
2. If a member departs from the City with the intent to remain away for a period of ninety (90) or more days;
3. If a member's resignation is submitted and accepted by the Mayor;
4. If a member is physically unable to attend Commission meetings for a period of more than ninety (90) days; or
5. If a member misses three (3) or more consecutive regular meetings, unless excused by the Commission.

B. The Clerk shall keep attendance records and notify the Chair when vacancies occur.

8.03.050 Meetings.

A. Regular meetings shall be held at least once each month. Special meetings may be called by the Chair or shall be called by the Chair at the request of two (2) members.

B. Meetings may be conducted under Robert's Rules of order, and such modified or amended rules as may be adopted by the Commission.

C. The Clerk shall FILE ALL MINUTES AND RECORDS WITH THE MUNICIPAL CLERK. MINUTES AND RECORDS SHALL BE A PUBLIC RECORD. COPIES OF THE MINUTES SHALL BE FORWARDED TO THE PLANNING COMMISSION AND CITY COUNCIL ~~keep minutes and a journal of all meetings which shall be a public record. Minutes and records shall be filed with the Municipal Clerk.~~

8.03.060 Formal Acts by Motion. All formal actions of the Commission shall be made by motion by a majority of the Commission.

8.03.070 Funds. All funds of the Commission received as fees and charges or otherwise, shall be deposited in the general fund of the City as receipts of the activities of the Commission.

8.03.080 Additional Functions of Parks and Recreation Commission.

A. To prepare from time to time, at the direction of the Planning Commission ~~or on its own initiative~~, plans for the systematic development of parks and recreation facilities and programs.

B. To coordinate with, and obtain approval of the Planning Commission of site locations and general development plans for parks and recreation facilities and programs.

C. To recommend to the ~~City Council~~ PLANNING COMMISSION proposals for the general and specific development of parks and recreation facilities and programs.

D. To recommend to the City Council such rules, procedures and regulations for adoption by ordinance that are believed necessary for the safety, general welfare, and financial necessity pertaining to the use of and the activities within city parks and recreation facilities.

E. To assist the City of Wasilla in enrolling and directing volunteer groups and individuals to operate, maintain, or improve city parks and recreation facilities and programs.

8.03.90 COMMITTEES.

A. THE CHAIR OF THE COMMISSION SHALL APPOINT MEMBERS TO SUCH COMMITTEES AS MAY BE ESTABLISHED BY THE COMMISSION. COMMITTEE MEMBERSHIP IS RESTRICTED TO COMMISSION MEMBERS. COMMITTEE CHAIRS ARE APPOINTED BY THE COMMISSION CHAIR. THE COMMISSION CHAIR MAY NOT SERVE AS A COMMITTEE CHAIR BUT IS AN EX OFFICIO VOTING MEMBER OF ALL COMMITTEES AND WILL COORDINATE THEIR ACTIVITIES. COMMITTEE CHAIR WILL HAVE FULL RESPONSIBILITY FOR CONDUCTING THE AFFAIRS OF THEIR COMMITTEES AND REPORTING SAME TO THE COMMISSION. IN ADDITION, THE CHAIR OR ALTERNATE DESIGNATED BY THE CHAIR ACTS AS A SPOKESPERSON FOR THE COMMITTEE AT ALL PUBLIC HEARINGS AND MEETINGS OF THE COMMISSION. COMMITTEES ARE ADVISORY ONLY.

B. ADVISORY TRAILS SUBCOMMITTEE. THE COMMISSION, BY A MAJORITY VOTE, SHALL APPOINT MEMBERS TO THE ADVISORY TRAILS SUBCOMMITTEE. THE ADVISORY TRAILS SUBCOMMITTEE SHALL CONSIST OF NO MORE THAN SEVEN (7) MEMBERS WHO ARE RESIDENTS OF THE CITY AND WHO SHALL SERVE WITHOUT PAY. THE COMMITTEE CHAIR SHALL BE APPOINTED BY A MAJORITY OF THE COMMITTEE MEMBERS. THE COMMISSION CHAIR, OR DESIGNEE, MAY NOT SERVE AS A COMMITTEE CHAIR BUT IS AN EX OFFICIO VOTING MEMBER OF THE COMMITTEE AND WILL COORDINATE THE COMMITTEE'S ACTIVITIES. THE COMMITTEE CHAIR WILL HAVE FULL RESPONSIBILITY FOR CONDUCTING THE AFFAIRS OF THEIR COMMITTEES AND

REPORTING SAME TO THE COMMISSION. IN ADDTION, THE CHAIR OR ALTERNATE DESIGNATED BY THE CHAIR ACTS AS SPOKESPERSON FOR THE COMMITTEE AT ALL COMMISSION MEETINGS. THE ADVISORY TRAILS SUBCOMMITTEE IS ADVISORY ONLY TO THE PARKS AND RECREATION COMMISSION.

SECTION IV. Effective Date. This ordinance becomes effective upon adoption.

ADOPTED by the Council of the City of Wasilla on this ____ day of _____, 1997.

SARAH H. PALIN, Mayor

ATTEST:

MARJORIE D. HARRIS, CMC
City Clerk

ORDINANCE NO. 97-38

Subject: AMENDING CHAPTER 8.01, PLANNING COMMISSION, AND CHAPTER 8.03, PARKS AND RECREATION COMMISSION, OF THE WASILLA MUNICIPAL CODE.

Meeting Date: **06/05/97**

**RECOMMENDATION AND MOTION:
 Introduce Ordinance Serial No. 97-38 and schedule for public hearing at the next regular meeting on 06/23/97.**

Administration Recommendation: *I'd like to see PR commission be allowed to court "on its own initiative" proposed plans (see sec. 8.03.080 B) Please discuss 8.03.90. I support intro + set for public hearing*

Reviewed by Sarah H. Palin, Mayor: *SPalin*

Route To:	Department:	Approval (Initials):	Remarks:
1	Clerk's Office		
2	Finance		
3	Library		
4	Museum		
5 XX	Planning		
6	Police		
7	Public Works		
8 XX	Admin.		
9	City Attorney		

Attachment (s): Fiscal Note: YES _____ NO XX
 (List other attachments; i.e., maps, bid information, etc.)

Staff Recommendation: Introduce Ordinance Serial No. 97-38 and schedule for public hearing at the next regular meeting on 06/09/97.

Summary Statement:

To ensure that the Planning Commission is informed on all plans and developments of lands within the City of Wasilla. To make changes to the Parks and Recreation Commission in the following areas: To change the membership criteria; to establish procedures for the minutes and records of the Parks and Recreation Commission; and to establish procedures for committees under the Parks and Recreation Commission.