

**CITY OF WASILLA
ORDINANCE SERIAL NO. 98-26 (AM)**

AN ORDINANCE OF THE WASILLA CITY COUNCIL ADOPTING CHAPTER 8.10, PARKS AND RECREATION COMMISSION, AND REPEALING CHAPTER 8.03, PARKS AND RECREATION COMMISSION.

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

Section 1. Classification. Sections 2, 3, and 5 of this ordinance are of a general and permanent nature and shall become a part of the Wasilla Municipal Code. Section 4 of this ordinance is non-code.

Section 2. Adoption of chapter. Chapter 8.10, Parks and Recreation Commission, is hereby adopted to read as follows:

CHAPTER 8.10: PARKS AND RECREATION COMMISSION

8.10.010 ESTABLISHMENT, PURPOSE, AND DUTIES.

(A) The Parks and Recreation Commission is established.

(B) The purpose of the commission is 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 c[C]ity.

(C) The commission shall:

(1) Coordinate with, and obtain approval of the Planning Commission of site locations and general development plans for parks and recreation facilities.

(2) Recommend to the council, proposals for the general and specific development of parks and recreation facilities and programs.

(3) Recommend to the council such rules, procedures and regulations for adoption by ordinance necessary for the safety, general welfare, and financial necessity pertaining to the use of and the activities within city parks and recreation facilities.

(4) Assist the city in enrolling and assisting volunteer groups and individuals to operate, maintain, or improve city parks and recreation facilities and programs.

8.10.020 APPOINTMENT, REMOVAL AND VACANCY.

(A) Commission members shall be appointed by the mayor and confirmed by the council. A member may be removed by the mayor before the expiration of the members' term in accordance with this section.

(B) A vacancy occurs on the commission when:

(1) A confirmed appointee fails to qualify and assume the duties of the office within 30 calendar days of confirmation.

(2) A board member, due to incapacity or absence from the city, cannot attend commission meetings for 90 calendar days or more

(3) A commission member submits a resignation accepted by the mayor.

(4) The commission member is absent from three consecutive regular commission meetings without the commission excusing the absence for good cause.

8.10.030 MEMBERSHIP.

(A) The commission shall consist of seven members, at least five of which are residents of the city. Each commission member shall be a registered voter while serving on the commission.

(B) A sub-committee established by the council may be appointed that may include non-city residents.

(C) The term of a commission member is three years. Appointments made to a position vacancy shall fill the vacancy for the remainder of the term.

(D) The compensation of each commission member shall be \$25 per month, provided that the member attends at least one meeting or one work session that month.

8.10.040 OFFICERS.

(A) The commission shall have a chairperson, vice-chairperson, and secretary. Officers shall be elected by a majority of the commission members for a term of one year. Election of officers shall be the first order of business at any time that an officer's seat is not filled.

(B) The duties of the chairperson shall be to preside at all commission meetings, to call meetings and to perform other duties as required.

(C) The duties of the vice-chairperson shall be to perform duties of the chairperson in the chairperson's absence.

(D) The duties of the secretary shall be to prepare the minutes of the meeting. The secretary shall also be responsible for recording members present and absent at each meeting.

8.10.050, MEETINGS.

(A) Commission meetings shall be held regularly at a designated time and place. Special meetings may be called by the chairperson or at the request of two commission members.

(B) Meetings shall be conducted under *Robert's Rules of Order Newly Revised*, or such modified rules as adopted by the commission.

(C) A majority of board members shall be a quorum for the transaction of business.

Section 3. Repeal of chapter. Chapter 8.03, Parks and Recreation Commission, is hereby repealed in its entirety:

[PARKS AND RECREATION COMMISSION

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.

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.

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 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 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 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.]

Section 4. Current Non-Residents Terms. This ordinance will not affect the current members of the parks and recreation commission. As non-city residents' terms expire, the positions will be filled with city residents.

Section 5. Effective date. This ordinance shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council, Alaska, this 8th day of June, 1998.


SARAH PALIN, Mayor

ATTEST:


JAMIE NEWMAN, Acting City Clerk

(SEAL)