

## **ORDINANCE #854**

An ordinance to repeal ordinance #829 and to establish the Milbank Parks and Recreation Advisory Committee.

BE IT ORDAINED BY THE CITY COUNCIL OF MILBANK, SOUTH DAKOTA:

Section 1.1: PURPOSE. This Ordinance establishes the Milbank Parks and Recreation Advisory Committee (hereafter referred to as "the Committee") under the authority of SDCL Chapter 9-38 of the South Dakota Codified Laws.

Section 1.2: LIMIT OF AUTHORITY. The Committee shall act in an advisory capacity to the City Council through the Parks and Recreation Department, providing recommendations on quality-of-life matters related to the City's parks and recreation system, including but not limited to the management of the City's public parks, facilities, trails, fitness center, urban forestry, and recreation programs.

Section 1.3: MEMBERSHIP. The Committee shall consist of at least seven members, serving without pay. At least 70% of members must reside within the city limits, while up to 30% may reside outside provided they have a vested interest in Milbank's Parks and Recreation. Two City Council members, appointed annually by the Mayor, will serve as liaisons between the Committee and the Council.

Section 1.4: TERMS. Members shall serve three-year terms, renewable upon expiration. Vacancies shall be filled by Mayoral appointment with City Council approval. Members serve without pay and at the pleasure of the City Council.

Section 1.5: ELECTED OFFICERS. The Committee shall elect a President, Vice President, and Secretary annually in July. The President shall preside over meetings, act as spokesperson, and perform duties as approved by the City Council. The Vice President shall assume the President's duties in their absence. In the absence of both, an acting member will be elected to preside.

Section 1.6: RECORDS. The Secretary shall maintain meeting minutes and all official documents, which shall be filed in the City's business office through the City Administrator and constitute public records.

Section 1.7: BUDGET. By September 1st each year, the Committee may, upon request, submit budget recommendations for the following fiscal year, including estimates for recommended parks, facilities, urban forestry, trails improvements, and recreational programs.

Section 1.8: REPORTING AND CITY PARTICIPATION. The two City Council members on the Committee shall serve as liaisons, advising and consulting with the City Council on the

Committee's work and recommendations. The City Administrator, Parks & Recreation Coordinator, and department Leads shall participate in meetings as needed to represent department activities and ensure alignment between the Committee and City operations.

Section 1.9: MEETINGS. The Committee should meet on a monthly basis. Additional meetings may be called by the City Council, Parks & Recreation Coordinator, or City Administrator as needed. Meeting notices shall be posted on the city's website at least 24 hours in advance, and all meetings will be open to the public. Regular meetings will be held on the fourth Wednesday of each meeting month at 6:00 pm unless otherwise advertised.

Section 1.10: ABSENCES, REMOVALS, RESIGNATIONS, AND VACANCIES. Members shall notify the President or Secretary of absences in advance. Three unexcused absences may result in removal. The Mayor, with City Council approval, may remove members. Resignations must be submitted in writing to the Mayor or President. Vacancies shall be filled by Mayoral appointment with City Council approval.

Section 1.11: DUTIES. The Committee shall annually assess public parks, veterans' park improvements, identify funding opportunities, and advise the Council on quality-of-life improvements related to the city's park and recreation system. T

Repeal of Conflicting Ordinances: All ordinances or parts thereof in conflict with this Ordinance are hereby repealed.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Absent: \_\_\_\_\_

\_\_\_\_\_  
Pat Raffety, Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Schumacher, Finance Officer

Adopted 1<sup>st</sup> Reading: \_\_\_\_\_

Adopted 2<sup>nd</sup> Reading: \_\_\_\_\_

Published: \_\_\_\_\_