

Chapter 20

PARKS, BEAUTIFICATION AND PUBLIC PLACES

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Chapter 20

PARKS, BEAUTIFICATION AND PUBLIC PLACES.

ARTICLE I. IN GENERAL

Sec. 20-1. Name of the committee.

This committee shall be called the Freeburg Missouri Parks and Recreation Committee/Board. (Ord. 137, §1)

Sec. 20-2. Purpose of the committee.

The purpose of the Freeburg Parks and Recreation Committee is to provide for the leisure recreation opportunities of all the residents of Freeburg and to provide and develop all areas and facilities to meet recreational and leisure needs. They shall be vested with the power, duties and obligations necessary to accomplish this purpose. They shall be charged with full responsibilities for the recreation and park programs and facilities under their direction. (Ord. 137, §2)

Sec. 20-3. Duties and responsibilities of the committee.

1. Survey and make short and long range plans for the acquisition, development and maintenance of the adequate system of park and recreation programs for the residents of the Town of Freeburg.
2. Be responsible for the acquisition, improvement, development, supervision, care and custody of such park and recreation areas.
3. Recommend the adoption of standards on areas, facilities, programs and financial support.
4. Have periodic inventories made of recreation services that exist or may be needed and interpret the needs of the public to the Chairman of Parks and Recreation, the Town Board Committee on Parks and Recreation, and the Town Board as a whole.
5. Aid in coordinating the recreation and park services with the programs of other governmental departments and private volunteer organizations in the community providing recreation and park programs and services.
6. Review and effectiveness of parks and recreation programs with the Mayor and Town Board.

7. Determine and establish the general policies to be followed in carrying out the purpose for which the Committee was established and change or defend them in the face of adverse forces.
8. Determine how the available amount of money is to be spent on Parks and Recreation, the kind of leadership employed, and the scope of the program and its expansion.
9. Seek through public influence in governmental departments and agencies, and in private and volunteer organizations to secure additional funds for expansion and operation of the park and recreation program in Freeburg.

(Ord. 137, §3)

Sec. 20-4. Membership.

1. The membership of the Committee shall be only those citizens who are residents of the Town of Freeburg, Missouri and the surrounding area. Annually on or before the first meeting in June the Mayor shall appoint with the advise and consent of the Town Board, five members who shall hold office for three years or until their successors are appointed by the Mayor.
2. The Mayor may, by and with the consent of the Town Board, remove any member of the Park and Recreation Committee for misconduct or neglect of duty. Any member, who, without the consent of the Chairman of the Park and Recreation Committee fails to appear at scheduled Park and Recreation Committee meetings for three consecutive meetings, shall be removed from office for neglect of duty.
3. Vacancies occasioned by removal, resignation or otherwise, shall be reported to the Town Board and shall be filled in like manner as original appointments, except that the term of office is restricted to the unexpired term of office. No officer or member of the Park and Recreation Committee shall receive compensation as such.

(Ord. 137, §4)

Sec. 20-5. Meetings.

1. Regular meetings shall be held the last Monday of even months during the year unless otherwise agreed upon by the Committee.
2. Special meetings may be called by the Chairman or upon the written request of at least two members of the Town Board.
3. All regular meetings are to be held at the City Hall unless otherwise agreed upon by the Committee.
4. The meetings shall convene at 7:30 p.m. unless otherwise agreed.

5. The first regular meeting in June of each year shall be called the organizational meeting. The purpose of this meeting shall be the election and installation of officers, the presentation of the annual report, the inventory report, and other business that may need to come before such meeting.
6. The first regular meeting in the month of April shall be known as the annual budget meeting for the fiscal year as presented by the Chairman of Recreation and Parks or others, whoever the Committee may designate, and any other business that may need to come before such meeting.
7. Forty percent of the members shall constitute a quorum at any regular or special meeting.
8. All meetings are open to the public.
9. Notices of all meetings shall be sent to each Committee member at least one week prior to the date of the meeting by the City Clerk.
10. A complete record of all Committee meeting business shall be kept by the duly appointed Secretary of the Committee. These records shall be open to inspection by any citizen of the Town.
11. A copy of the minutes of every meeting of the Parks and Recreation Committee shall be delivered to the Chairman of the Parks and Recreation Committee, who shall read them at the next regular meeting of the Town Board.
12. Meetings shall be conducted in accordance with general parliamentary rules as given in Roberts Rules of Order as modified by the By-Laws of the Committee and decisions reached only after full consideration and debate on the issues in question.
13. The following shall be the order of business of the Parks and Recreation Committee but the rules of order may be suspended and any matters considered or postponed by action of the Committee:
 - (a) Call to order
 - (b) Roll call
 - (c) Consideration of minutes of last regular meeting and of any special meeting held subsequently and their approval or amendment.
 - (d) Election of officers
 - (e) Consideration of Financial Report for the month
 - (f) Report of Chairman of Parks and Recreation
 - (g) Unfinished business
 - (h) Petitions and communications
 - (i) New business
 - (j) Introduction of business and matters by Committee members.
 - (k) Adjournment

(Ord. 137, §5)

Sec. 20-6. Officers.

1. The officers of this committee shall be a Chairman and a Secretary-Treasurer. The officers shall be elected at the organization meeting in June to serve for one year or until a successor shall be qualified and elected.
2. The Parks and Recreation Committee shall make and adopt such By-Laws, rules and regulations for its own guidance and proceedings as may be expedient.
(Ord. 137, §6)

Sec. 20-7. Duties of the officers.

1. The Chairman shall preside at all meetings of the Committee. The Chairman shall appoint all committees, represent the Committee at public affairs and shall maintain the dignity and efficiency of the Committee in all possible ways.
2. The Committee shall approve all bills which have been recommended for payment by the Chairman of Parks and Recreation if any, and both he and the Secretary-Treasurer shall verify the monthly budget report.
3. In the absence of the Chairman, a temporary Chairman will be elected by the Committee to preside only as long as the Chairman is absent.
4. The Secretary-Treasurer shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true record of all meetings of the Committee. The Secretary-Treasurer shall issue or cause to be issued notice of the regular meetings of the Committee and call for special meetings as herein before provided.
5. The Secretary-Treasurer along with the Chairman shall verify the monthly budget report and vouchers and shall sign all checks drawn on the Park and Recreation fund.
(Ord. 137, §7)

Sec. 20-8. Finances.

1. The functions of the Parks and Recreation Committee shall be funded by allocation of revenues derived from the City tax on cigarettes, liquor control, revenue sharing, and city tax on sales.
2. The Committee shall analyze the financial needs for the programs and facilities of the City and shall adopt an appropriate budget for these needs.
3. The Committee shall interpret to the individual members of the Town Board of Freeburg and to the body as a whole, the needs of the City as indicated in the budget.

4. The Committee may request from the Town Board, funds in addition to the normal allocation, sufficient to finance the program of Recreation and Parks the Committee feels is necessary for the welfare of the residents of the Town of Freeburg. Such request to be made in accord with the provisions of Sections 90.500 to 90.570 Missouri Revised Statutes and other available sources.
5. The Committee shall have exclusive control of the expenditures of all monies collected and deposited in the Parks and Recreation fund. All monies received by the Committee shall be deposited in a separate account to the credit of the Freeburg Parks and Recreation Committee, and shall be kept separate and apart from all other monies and accounts of the Town of Freeburg, Missouri. It shall be drawn upon by the proper officers of the Park and Recreation Committee with properly authenticated vouchers.
6. The Chairman shall have the duty and power of purchasing and ordering of all items purchased for and in behalf of the Department of Parks and Recreation with the approval of the Mayor and Town Board. No employee or agent of the Town outside the Department of Parks and Recreation shall purchase or order any items for the Department without the written approval of the Committee. The Chairman shall have the authority to order or to purchase any item or group of items costing not more than One Hundred Dollars without advance approval of the purchase order by the Parks and Recreation Committee. Groups of items costing more than One Hundred Dollars shall have the advance approval of a purchase order by a majority of the elected Board by motion or resolution. No item shall be ordered or purchased unless there be on hand at the time of ordering or purchasing sufficient cash to pay for the order or purchase and to pay for other unpaid previous orders or purchases and all debts of the Town as are not bonded, except with advance approval of a majority of the entire Board of resolution. The Committee shall have the power to purchase land, facilities, and equipment for its own use, provided the financing is provided for funds of the Committee.
7. All cash receipts shall be deposited promptly to the credit of the Freeburg Parks and Recreation Committee.

The person who receives money should issue duplicate receipts as evidence that payment or settlement has been made and to provide for a systematic accounting thereof. Receipts should be written at the time moneys are received, the original delivered to the party making the payment, the carbon copy to be retained in the receipt book by the Parks and Recreation Committee.

(Ord. 137, §8)

Sec. 20-9. Annual Reports.

The Chairman of Parks and Recreation shall present to the Parks and Recreation Committee an annual report. Such report shall be presented at the first Committee meeting of June of each year, and shall consist of:

1. The work and condition of the Parks and Recreation Department as of the first day of June that year.
2. The various sums of money received by the Parks and Recreation fund, and any other sources.
3. The sums of money expended by the Park and Recreation Committee and for what purpose.
4. The results of an annual audit of the income and expenses of the Parks and Recreation funds, performed by a certified public accountant.
5. A review of the activities and programs of the department, with estimate participants and costs.

(Ord. 137, §9)

Sec. 20-10. Donations.

The Parks and Recreation Committee shall have the right to accept or reject all private donations in any form in accordance with that which the Committee believes is in the best interests of the citizens of the Town of Freeburg.

(Ord. 137, §10)