



Parks, Recreation & Cultural Resources Advisory Board

July 9, 2015

Agenda Packet

**PARKS, RECREATION & CULTURAL RESOURCES
ADVISORY BOARD
SPECIAL MEETING
JULY 9, 2015, 7 P.M.
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.cityofpalmer.org**



CHAIRMAN (VACANT)
BOARD MEMBER Stephanie Allen
BOARD MEMBER Jo Ehmann
BOARD MEMBER Dot Helm
BOARD MEMBER Helene Antel
BOARD MEMBER Jan Newman
BOARD MEMBER Meggie Aube-Trammell

AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Audience Participation
- F. New Business
 - 1. Introduction of Members
 - 2. Selection of Chair
 - 3. Review of Board duties
 - 4. Presentation and discussion of Palmer Parks, Trails and Recreational Facilities Master Plan
- G. Board Member Comments
- H. Adjournment



New Business

Chapter 2.22
PARKS, RECREATION, AND CULTURAL RESOURCES ADVISORY BOARD

Sections:

- [2.22.005](#) Purpose.
- [2.22.010](#) Creation.
- [2.22.020](#) Duties and responsibilities.
- [2.22.030](#) *Repealed.*
- [2.22.040](#) Compensation.
- [2.22.050](#) Staff assistance to board.
- [2.22.060](#) Quorum.
- [2.22.070](#) Board chair.
- [2.22.080](#) Meetings.
- [2.22.090](#) Public meeting notification.
- [2.22.100](#) Meetings – Rules of proceedings.
- [2.22.110](#) Audience participation.
- [2.22.120](#) Agenda and agenda packets.
- [2.22.130](#) Voting.
- [2.22.140](#) Cause for removal.
- [2.22.150](#) Conflict of interest.

2.22.005 Purpose.

A. The purpose of the city of Palmer parks, recreation and cultural resources advisory board is to develop, support, and advise the city council on all matters pertaining to city parks, recreation and cultural programs and projects.

B. The board shall provide input and recommendations on issues relating to placement of memorials and plaques on city property and on the annual budget for city parks, recreation and cultural programs and projects.

(Ord. 15-005 § 3, 2015)

2.22.010 Creation.

A. There is created a city board for parks, recreation and cultural resources which shall consist of seven members.

B. Membership should include representatives from the community with interests in parks, recreation, trails, playgrounds, bikeways, the arts and the general public.

C. The majority of the membership shall be residents of the city of Palmer. (Ord. 15-019 § 5, 2015; Ord. 15-005 § 3, 2015)

2.22.020 Duties and responsibilities.

The parks, recreation, and cultural resources advisory board shall have the following duties and responsibilities:

A. To offer recommendations on the management, marketing, operations and maintenance of all city parks and recreation facilities, including the golf course;

B. Support and guide acquisition and development of future parks, trails and recreational amenities;

C. Receive public comment and input related to parks, recreation and cultural resources;

D. Recommend relevant policy changes or enhancements to council;

E. Advise staff and council on parks, recreational and cultural amenities capital projects;

F. Periodically review the parks, trails and recreational facilities plan and recommend changes necessary in keeping with community needs and future growth;

G. Promote art activities and the role of art in economic development and in reinforcing civic pride through arts and culture; and

H. Recommend any necessary changes to the established fees for use of facilities and properties. (Ord. 15-005 § 3, 2015)

2.22.030 Membership and terms.

Repealed by Ord. 15-019. (Ord. 15-005 § 3, 2015)

2.22.040 Compensation.

A. Each board member shall receive \$50.00 per regular and special meeting.

B. A commission member may decline compensation by completing the form required to decline compensation. (Ord. 15-005 § 3, 2015)

2.22.050 Staff assistance to board.

The city manager or designee shall serve as staff to the board. The city manager or designee shall be the regular technical adviser of the board and may also be designated its executive secretary, but shall not have the power to vote. (Ord. 15-005 § 3, 2015)

2.22.060 Quorum.

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date. (Ord. 15-005 § 3, 2015)

2.22.070 Board chair.

- A. The chair shall preside at all board meetings and may participate in the debate and vote on any matter.
- B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during the temporary absence or disability of the chair. (Ord. 15-005 § 3, 2015)

2.22.080 Meetings.

- A. All meetings are open to the public and shall be electronically recorded. The public shall have the reasonable opportunity to be heard.
- B. Regular board meetings shall be held on the first Thursday of each month beginning at 7:00 p.m. in the city council chambers, unless otherwise designated by the board.
- C. A special board meeting may be held at the call of the chair, any two members of the board, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.
- D. Attendance and participation at meetings by board members may be by teleconferencing. Materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. The vote at a meeting held by teleconference shall be taken by roll call.
- E. The board shall adjourn not later than 10:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the board the meeting may be extended for up to one hour, at which time adjournment is mandatory.

F. Minutes shall be kept of the board's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person.

G. The board shall report quarterly to the city council on board objectives and performance. (Ord. 15-005 § 3, 2015)

2.22.090 Public meeting notification.

A. All public notices must include the date, time and place of a meeting, and if the meeting is by teleconference, the location of teleconferencing facilities that will be used.

B. Regular Meeting. Public meeting notification shall be by means of posting the agenda on the city's website and by publishing the agenda for a regular meeting five days prior to the meeting.

C. Special Meeting. Public meeting notification shall be by means of posting the agenda on the city's website and by publishing the agenda for a special meeting three days prior to the meeting. (Ord. 15-005 § 3, 2015)

2.22.100 Meetings – Rules of proceedings.

Meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised Edition. (Ord. 15-005 § 3, 2015)

2.22.110 Audience participation.

All presentations to the board shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits. (Ord. 15-005 § 3, 2015)

2.22.120 Agenda and agenda packets.

A. The agenda for each meeting shall be prepared by the city manager or designee after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two board members.

B. The city manager or designee shall attempt to notify each board member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet. (Ord. 15-005 § 3, 2015)

2.22.130 Voting.

A. The chair shall declare all votes; but if any member doubts a vote, the chair, without further debate upon the question, shall request a roll call vote and the chair shall declare the result.

B. The vote upon all matters considered by the board shall be taken by yes or no votes which shall be entered into the record, except that when the vote is unanimous it shall be necessary only to so state.

C. Every member present shall vote, unless the chair excuses the member because of substantial financial interest and the board does not override the chair's action. Declarations to be excused must be made before the vote, and shall be decided without debate.

D. The affirmative vote of at least four members shall be required for official action of the board. (Ord. 15-005 § 3, 2015)

2.22.140 Cause for removal.

A. A board seat shall become vacant upon the occurrence of any of the following:

1. Expiration of the term of office;
2. Death of the board member;
3. Resignation approved by the council;
4. Ceasing to possess the required eligibility qualifications to be a board member;
5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
6. Judicial determination that the board member is of unsound mind;
7. Failure to take an oath of office within 30 days of appointment to office or within such shorter time between appointment and the date of the board member's first board meeting; and
8. Other just cause for removal, as determined by a majority vote of the city council.

B. In addition, a board member may be removed by the council if, during any 12-month period while in office:

1. The board member is absent from three regular meetings without excuse; or

2. The board member is absent from six regular meetings. (Ord. 15-005 § 3, 2015)

2.22.150 Conflict of interest.

A board member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

A. The chair shall rule on the request to be excused from discussion and vote.

B. The decision of the chair on the request may be overridden by a majority vote. (Ord. 15-005 § 3, 2015)

**City of Palmer
Information Memorandum No. 15-035
Ordinance No. 15-019**

Pending
To provide comments concerning
this legislation to the Mayor,
Council Members, and City
Administration – click here

Subject: Ordinance No. 15-019: Enacting Palmer Municipal Code Chapter 2.18 Boards and Commissions Generally, Amending Sections 2.20.010 Creation – Officer – Membership, 2.22.010 Creation, 2.25.020 Creation, 2.30.010 Creation, and Repealing Sections 2.20.020, 2.22.030 Membership and Terms, 2.25.030 Membership Terms, 2.30.030 Membership Terms

Agenda of: June 9, 2015

Council Action: Public hearing on June 23, 2015

Originator Information:

Originator: Council Members Best and DeVries
Date: May 12, 2015 **Requested agenda date:** June 9, 2015

Department Information:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Public Safety	_____	_____
_____	Public Works	_____	_____

Approved for presentation by:

	Signature:	Remarks:
City Manager	<u>Joseph A. Harrison</u>	_____
City Attorney	<u>[Signature]</u>	_____
City Clerk	<u>[Signature]</u>	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ 0

This legislation (√):
 Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Negative impact in the amount of: \$ _____

Funds are (√):
 Budgeted Line item(s): _____
 Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____
 Enterprise unrestricted net position (after requested budget modification): \$ _____
 Director of Finance Signature: [Signature]

Attachment(s):
 ➤ Ordinance No. 15-019

Summary statement: During the May 12, 2015, regular city council meeting, Council Member Best and Council Member DeVries requested that an ordinance regarding Board and Commission appointments be forwarded to the council for consideration.

Ordinance No. 15-019 enacts Palmer Municipal Code (PMC) Chapter 2.18 Boards and Commissions Generally. PMC Chapter 2.18 provides the overall language for each board and commission. The language enacts:

- Section 2.18.010 Board and commission creation. This section speaks to the creation of boards and commissions via an ordinance adopted by the council.
- Section 2.18.020 Member appointment. This section continues the practice of mayoral nomination and council confirmation. The section also speaks to nominations when there is a vacancy.
- Section 2.18.030 Membership terms. The language clarifies the length of a member's term, the beginning and ending term dates, how terms are staggered, and the length of term when there is a vacancy.
- Section 2.18.040 Officers. The language speaks to the chair and vice chair and how and when they are appointed by each board or commission.
- Section 2.18.050 Board or commission termination. The section addresses how a board or commission is terminated.

In addition, Ordinance No. 15-019 amends the following chapters. Each chapter was amended to conform to the newly enacted chapter.

- Chapter 2.20 – Planning and Zoning Commission
- Chapter 2.22 – Parks, Recreation, and Cultural Resources Advisory Board
- Chapter 2.25 – Airport Advisory Commission
- Chapter 2.30 – Board of Economic Development

Administration recommendation: Adopt ordinance no. 15-019.

Introduced by: Council Members Best and DeVries
Date: June 9, 2015
Public Hearing: June 23, 2015
Action:

Vote:	
Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 15-019

An Ordinance of the Palmer City Council Enacting Palmer Municipal Code Chapter 2.18 Boards and Commissions Generally, Amending Sections 2.20.010 Creation – Officer – Membership, 2.22.010 Creation, 2.25.020 Creation, 2.30.010 Creation, and Repealing Sections 2.20.020, 2.22.030 Membership and Terms, 2.25.030 Membership Terms, 2.30.030 Membership Terms

THE CITY OF PALMER, ALASKA ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Chapter 2.18 is hereby enacted to read as follows:

**CHAPTER 2.18
BOARDS AND COMMISSIONS GENERALLY**

2.18.010 Board and commission creation.

All boards and commissions shall be established by ordinance of the city council.

2.18.020 Member appointment.

- A. Members shall be nominated by the mayor and confirmed by the council.
- B. Mayoral nomination and council confirmation may occur anytime there is a vacancy.

2.18.030 Membership terms.

- A. The term of each appointed member shall be three years;
- B. The three year terms are calculated as: Term Beginning Date – November 1, and Term Ending Date – October 31;

- C. Terms shall be staggered by the appointment of initial members for lesser terms so that as nearly as possible a pro rata number of members are appointed each year.
- D. A person appointed to fill a vacancy shall serve the remainder of the previous member's term.

2.18.040 Officers.

- A. Each board or commission shall have a chair and vice chair.
- B. The chair and vice chair are selected and appointed from and by the appointive members during the first regular meeting of November each year. If the meeting is not held, the selection and appointment shall occur at the next meeting.
- C. If a chair or vice chair vacancy occurs, the appointive members shall select a new chair or vice chair during the next regular meeting following the vacancy.

2.18.050 Board or commission termination.

The council may terminate a board or commission in the same manner as it was created.

Section 4. Sections 2.20.010 and 2.20.020 are hereby amended to read as follows (new language is underlined and deleted language is stricken out):

2.20.010 Creation – Officers – Membership.

- A. There is created a city planning and zoning commission which shall consist of seven members ~~who shall be nominated by the mayor and confirmed by the city council.~~
- B. All members must be residents of the city.
- C. ~~A chair and vice chair of the commission shall be selected and appointed from and by the appointive members during the first regular meeting of November each year.~~

~~2.20.020 Membership terms.~~

- A. ~~The term of each appointed member of the commission shall be three years.~~
- B. ~~The terms shall be staggered so that three members shall be appointed at the first regular meeting in November of the city council of every third year, and two members shall be appointed at the first October meeting of the city council of each of the other two years of every such three-year period.~~

Section 5. Sections 2.22.010 and 2.22.030 are hereby amended to read as follows (new language is underlined and deleted language is stricken out):

2.22.010 Creation.

- A. There is created a city board for parks, recreation and cultural resources which shall consist of seven members ~~who shall be nominated by the mayor and confirmed by the city council.~~
- B. Membership should include representatives from the community with interests in parks, recreation, trails, playgrounds, bikeways, the arts and the general public.
- C. The majority of the membership shall be residents of the city of Palmer.
- C. ~~A chair and vice chair of the board shall be selected and appointed from and by members during the first regular November meeting of each year.~~

~~2.22.030 Membership and terms.~~

~~The term of each appointed board member shall be three years. The terms shall be staggered so that three members shall be appointed at the first regular meeting in October of the city~~

council of every third year, and two members shall be appointed at the first October meeting of the city council of each of the other two years of every such three year period.

Section 6. Sections 2.25.020 and 2.25.030 are hereby amended to read as follows (new language is underlined and deleted language is stricken out):

2.25.020 Creation.

- A. There is created a city airport advisory commission which shall consist of seven members ~~who shall be nominated by the mayor and confirmed by the city council.~~
- B. Commission Organizational Structure. The commission shall be structured as follows:
 - 1. At least two members shall be city residents;
 - 2. At least three but no more than four shall have interests in the city airport.
- C. A person who leases real property (to include a tie-down space) at the airport or who uses the airport for any aircraft-related purpose is considered to be a person who has an interest in the airport.
- D. ~~A chair and vice chair of the commission shall be selected and appointed from and by members during the first regular November meeting of each year.~~

2.25.030 Membership terms.

~~The term of each appointed commission member shall be three years. The terms shall be staggered so that three members shall be appointed at the first regular meeting in October of the city council of every third year, and two members shall be appointed at the first October meeting of the city council of each of the other two years of every such three year period.~~

Section 7. Sections 2.30.010 and 2.30.030 are hereby amended to read as follows (new language is underlined and deleted language is stricken out):

2.30.010 Creation.

- A. There is created a city board of economic development which shall consist of seven members ~~who shall be nominated by the mayor and confirmed by the city council.~~
- B. Membership should include representatives from the following categories, including but not limited to: business, tourism, industry, education, finance, health care and the general public.
- C. Members are not required to be city residents.
- D. ~~A chair and vice chair of the board shall be selected and appointed from and by members during the first regular November meeting of each year.~~
- E. A member of the city council and representative from the planning and zoning commission shall serve as ex-officio members of the board, but shall have no vote.

2.30.030 Membership terms.

~~The term of each appointed board member shall be three years. The terms shall be staggered so that three members shall be appointed at the first regular meeting in October of the city council of every third year, and two members shall be appointed at the first October meeting of the city council of each of the other two years of every such three year period. (Ord. 08-004 § 3, 2008)~~

Section 8. Effective Date. Ordinance No. 15-019 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this _____ day of _____, 2015.

DeLena Goodwin Johnson, Mayor

Janette M. Bower, MMC, City Clerk

2015 Parks, Recreation & Cultural Resources Advisory Board Meetings

Meeting Date	Meeting Type	Meeting Time	Notes
August 6, 2015	Regular	7:00 PM	
September 3, 2015		7:00 PM	Change to later date?
October 1, 2015	Regular	7:00 PM	
November 5, 2015	Regular	7:00 PM	
December 3, 2015	Regular	7:00 PM	