

**ORDINANCE NO. 2007-14  
WAS AMENDED ON  
NOVEMBER 18, 2009**

**TOWN OF EDGEWOOD  
ORDINANCE NO. 2007-14**

**An Ordinance Establishing a Parks and Recreation Advisory  
Committee and Abolishing the Parks and Recreation Commission**

WHEREAS public hearings have been held regarding the role and need for a Parks and Recreation Advisory Committee to recommend to the Town how to best use its resources in developing parks and facilities for recreational purposes, and to help identify and prioritize the recreational programs that will best serve the interests of the community; and

WHEREAS the Governing Body has determined that the public interest supports creation of a Parks and Recreation Advisory Committee to fill the needs identified in said hearings, and abolition of the existing Parks and Recreation Commission.

NOW THEREFORE, be it ordained by the Town of Edgewood, by and through its Governing Body as follows:

- A. The Governing Body hereby establishes a Parks and Recreation Advisory Committee for the following purposes:
1. To investigate and develop information regarding Town parks and recreational needs and to serve as a forum for public discussion;

And

2. To encourage the greatest use of parks and recreation programs including cooperation with other agencies and organizations that are involved in providing recreation services for the public good.
- B. Said Committee shall consist of six members and two alternates.
1. Three members and one alternate of the committee shall reside in the incorporated boundaries for the Town of Edgewood and up to three members and one alternate may reside in territory proximate to the incorporated Town limits, provided their residence does not fall within the limits of any other municipality.
  2. The Mayor, with the advice and consent of the Council, initially shall appoint two (2) members to the committee. Each of the four (4) Council members shall nominate one of the remaining four (4) initial members to serve on the committee. Appointments, re-appointments and vacancies shall be filled by Mayoral appointment with Council approval. Vacancies shall be filled for the remainder of the Committee member's term. The Mayor with the advice and consent of the Council shall nominate the two alternates.
  3. The initial terms of office for members of the Committee shall be staggered, with two (2) members and one alternate serving one year, two (2) members and one alternate serving two years, and two (2) members serving three years. The length of each initial member's term shall be determined by lot. Upon expiration of the initial term of office for any of the six (6) members and two alternates, the term of office thereafter shall be two years.

4. **Advisory Committee Members and Alternates are expected to attend Parks and Recreation Advisory Committee meetings in order to be knowledgeable on the issues and for alternates to be able to step into an Advisory Committee Member's position in case of absence.**
  5. **In making nominations and approving appointments, it is the Council's intent that Advisory Committee Members and Alternates shall be appointed from the broadest possible base of the community at large and also shall be made to ensure the Committee members possess the diverse skills, knowledge and expertise necessary to fulfill the purpose of this Ordinance.**
  6. **The Governing Body may remove any Advisory Committee Member or Alternate for cause and may fill any vacancy on the Committee for the balance of the unexpired term.**
  7. **Vacancies shall be filled for the remainder of the Committee Members' unexpired term.**
  8. **The Committee shall appoint a Chairperson, Vice Chair and a Secretary. Each shall serve for one year. The Chairperson shall preside at Committee meetings and vote in case of a tie. In the absence of the Chairperson, the Vice Chair shall preside at Committee Meetings and vote in case of a tie. In the absence of both Chair and Vice Chair, the remaining members will choose one of their members to act as temporary Chairperson. The Secretary shall keep minutes of the Committee's meetings including its deliberations and proposed recommendations. The minutes and proposed recommendations of the Committee shall be included in the Parks and Recreation Program Manager's reports to the Governing Body.**
- C. **The Committee shall, when it deems itself ready and able to do so, make proposed recommendations to the Parks and Recreation Program Manager by means of a simple majority vote of the Committee.**

**The Committee's proposed recommendations may relate to all aspects of the Park and Recreation needs of the local community, including the overall development of the park system and recreational activities, which may include plans for additional parks; trails; open space; and recreation facilities.**


- D. **In making proposed recommendations, the Committee shall, at a minimum review:**
1. **The design and or plan for a project for a park and or a recreation facility or community event/program;**
  2. **The system inventory of Parks and Recreation facilities; and**
  3. **The Master Plan for the Park and Recreation system.**
- E. **The Committee may form such subcommittees as are necessary from the public at large to assist the Committee to carry out its assigned responsibilities. A member of the Committee shall serve as Chairperson of all subcommittees. Subcommittees shall be terminated when their assigned responsibilities have been fulfilled as determined by the Committee.**

- F. The Parks and Recreation Program Manager is directed to act as liaison between the Committee and the Governing Body. In this capacity, the Program Manager shall:
1. Prepare, distribute and post the Agenda for the Committee meetings;
  2. Review, distribute and post Sub-Committee Agendas;
  3. Attend said meetings or provide notice of his or her unavailability to so attend;
  4. Report to the Governing Body all matters discussed by the Committee at its meetings, and the results of such discussions; and
  5. Report to the Committee all matters concerning Parks and Recreation discussed or voted upon by the Governing Body, and the results of such discussions or votes.
  6. Provide orientation to committee members regarding compliance with established committee guidelines and/or standards.
  7. Notwithstanding any other provisions of this Ordinance, the responsibility for making recommendations directly to the Governing Body on Park and Recreation matters lies with the Parks and Recreation Program Manager, who may adopt, modify, or reject proposals from the Committee in reporting to the Governing Body, but shall nonetheless report fully to the Council on all Committee deliberations and discussions.
- G. The Program Manager shall at all times remain subject to the supervision of the Mayor and such other employees as properly are delegated by the Mayor or by such Town Ordinances as may be in effect from time to time, and shall not be supervised by the Committee or individual Committee members.
- H. Edgewood Ordinance 2004-13 hereby is repealed. Ordinance No. 2007-14 adopted April 4, 2007, hereby is amended:

**WITNESSED AND APPROVED THIS 18<sup>TH</sup> DAY OF NOVEMBER, 2009.**

  
\_\_\_\_\_  
Honorable Robert Stearley, Mayor

**ATTEST:**

  
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Estefanie Muller, Clerk-Treasurer

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**TOWN OF EDGEWOOD  
ORDINANCE NO. 2007-14  
AMENDED THIS 7<sup>TH</sup> DAY OF JANUARY, 2009.**

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**An Ordinance Establishing a Parks and Recreation Advisory Committee and  
Abolishing the Parks and Recreation Commission**

WHEREAS public hearings have been held regarding the role and need for a Parks and Recreation Advisory Committee to recommend to the Town how to best use its resources in developing parks and facilities for recreational purposes, and to help identify and prioritize the recreational programs that will best serve the interests of the community;

WHEREAS the Governing Body has determined that the public interest supports creation of a Parks and Recreation Advisory Committee to fill the needs identified in said hearings, and abolition of the existing Parks and Recreation Commission;

THEREFORE, be it ordained by the Town of Edgewood, by and through its Governing Body as follows:

- A. The Governing Body hereby establishes a Parks and Recreation Advisory Committee for the following purposes:
1. To investigate and develop information regarding Town parks and Recreational needs and to serve as a forum for public discussion;
- And
2. To encourage the greatest use of parks and recreation programs including cooperation with other agencies and organizations that are involved in providing recreation services for the public good.
- B. Said Committee shall consist of six members and two alternates.
1. Three members and one alternate of the committee shall be from the incorporated boundaries for the Town of Edgewood and three members and one alternate may be from outside the incorporated Town limits.
  2. The Mayor, with the advice and consent of the Council, initially shall appoint two (2) members to the committee. Each of the four (4) Council members shall nominate one of the remaining four (4) initial members to serve on the committee. Appointments, re-appointments and vacancies shall be filled by Mayoral appointment with Council approval. Vacancies shall be filled for the remainder of the Committee member's term. The

Mayor with the advice and consent of the Council shall nominate the two alternates.


3. The initial terms of office for members of the Committee shall be staggered, with two (2) members and one alternate serving one year, two (2) members and one alternate serving two years, and two (2) members serving three years. The length of each initial member's term shall be determined by lot. Upon expiration of the initial term of office for any of the six (6) members and two alternates, the term of office thereafter shall be two years.
  4. In making nominations and approving appointments, it is the Council's intent that committee members shall be appointed from the broadest possible base of the community at large and also shall be made to ensure the Committee members possess the diverse skills, knowledge and expertise necessary to fulfill the purpose of this Ordinance.
  5. The Governing Body may remove any Committee member for cause and may fill any vacancy on the Committee for the balance of the unexpired term.
  6. The Committee shall, when it deems itself ready and able to do so, make proposed recommendations to the Parks and Recreation Program Manager's by means of a simple majority vote of the Committee.
  7. The Committee shall appoint a Chairperson and a Secretary. The Chairman shall vote in case of a tie. The Secretary shall keep minutes of the Committee's meetings in addition to a record of its deliberations and proposed recommendations. The minutes and proposed recommendations of the Committee shall be included by the parks and Recreation Program Manager in her reports to the Governing Body.
- C. The Committee's proposed recommendations may relate to all aspects of the Park and Recreation needs of the local community, including the overall development of the park system and recreational activities, which may include plans for additional parks; trails; open space; and recreation facilities.
- D. In making proposed recommendations, the Committee shall, at a minimum review:
1. The design and or plan for a project for a park and or a recreation facility or community event/program;
  2. The system inventory of Parks and Recreation facilities; and
  3. The Master Plan for the Park and Recreation system.

- E. The Committee may form such subcommittees as are necessary from the public at large to assist the Committee to carry out its assigned responsibilities. A member of the Committee shall serve as Chairperson of all subcommittees.
- F. The Parks and Recreation Program Manager is appointed and directed to act as liaison between the Committee and the Governing Body. In this capacity, the Program Manager shall:
1. Prepare the Agenda for the Committee meetings;
  2. Attend said meetings or provide notice of his or her unavailability to so attend;
  3. Report to the Governing Body all matters discussed by the Committee at its meetings, and the results of such discussions; and
  4. Report to the Committee all matters concerning Parks and Recreation discussed or voted upon by the Governing Body, and the results of such discussions or votes.
  5. Notwithstanding any other provisions of this Ordinance, the responsibility for making recommendations directly to the Governing Body on Park and Recreation matters lies with the Parks and Recreation Program Manager, who may adopt, modify, or reject proposals from the Committee in reporting to the Governing Body, but shall nonetheless report fully to the Council on all Committee deliberations and discussions.
- G. The Program Manager shall at all times remain subject to the supervision of the Mayor and such other employees as properly are delegated by the Mayor or by such Town Ordinances as may be in effect from time to time, and shall not be supervised by the Committee or individual Committee members.
- H. Edgewood Ordinance 2004-13 hereby is repealed. Ordinance No. 2007-14 adopted April 4, 2007, hereby is amended:

WITNESSED AND APPROVED THIS 7<sup>TH</sup> DAY OF JANUARY, 2009.

  
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Honorable Robert Stearley, Mayor

ATTEST:

  
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Estefanie B. Muller, Clerk-Treasurer

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ORDINANCE NO. 2007-14

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WHEREAS the governing body has determined that the public interest supports creation of a Parks and Recreation Advisory Committee to fill the needs identified in said public hearings, and abolition of the existing Parks and Recreation Commission;

THEREFORE, be it ordained by the Town of Edgewood, by and through its governing body as follows:

A. The governing body hereby establishes a Parks and Recreation Advisory Committee for the following purposes:

1. To investigate and develop information regarding Town parks and recreational needs and to serve as a forum for public discussion;

And

2. To encourage the greatest use of parks and recreation programs including cooperation with other agencies and organizations that are involved in providing recreation services for the public good.

B. Said Committee shall consist of six members.

1. Three members of the committee shall be from the incorporated boundaries for the Town of Edgewood and three members may be from outside the incorporated Town limits.
2. The Mayor, with the advice and consent of the Council, initially shall appoint two members to the committee. Each of the four (4) council members shall nominate one of the remaining four initial members to serve on the committee. Thereafter, vacancies shall be filled by the Mayor with the advice and consent of the Council.
3. The initial terms of office for members of the Committee shall be staggered, with two members serving one year, two members serving two years, and two members serving three years. The length of each initial member's term shall be determined by lot. Upon expiration of the initial term of office for any of the six members, the term of office thereafter shall be two years.
4. In making nominations and approving appointments, it is the Council's intent that committee members shall be appointed from the broadest possible base of the community at large and also shall be made to ensure



the Committee members possess the diverse skills, knowledge and expertise necessary to fulfill the purpose of this Ordinance.

5. The governing body may remove any Committee member for cause and may fill any vacancy on the Committee for the balance of the unexpired term.
  6. The Committee shall, when it deems itself ready and able to do so, make proposed recommendations to the Parks and Recreation Director by means of a simple majority vote of the Committee.
  7. The Committee shall appoint a Chairperson and a Secretary. The Chair shall vote in case of a tie. The Secretary shall keep minutes of the Committee's meetings in addition to a record of its deliberations and proposed recommendations. The minutes and proposed recommendations of the Committee shall be included by the Parks and Recreation Director in her reports to the governing body.
- C. The Committee's proposed recommendations may relate to all aspects of the park and recreation needs of the local community, including the overall development of the park system and recreational activities, which may include plans for additional parks; trails; open space; and recreation facilities.
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- E. The Committee may form such subcommittees as are necessary from the public at large to assist the Committee to carry out its assigned responsibilities. A member of the Committee shall serve as Chairperson of all subcommittees
- F. G. The Parks and Recreation Director is appointed and directed to act as liaison between the Committee and the governing body. In this capacity, the Director shall:
1. Prepare the agenda for the Committee meetings;
  2. Attend said meetings or provide notice of his or her unavailability to so attend;
  3. Report to the governing body all matters discussed by the Committee at its meetings, and the results of such discussions; and
  4. Report to the Committee all matters concerning parks and

recreation discussed or voted upon by the governing body, and the results of such discussions or votes.

5. Notwithstanding any other provisions of this ordinance, the responsibility for making recommendations directly to the governing body on park and recreation matters lies with the Parks and Recreation Director, who may adopt, modify, or reject proposals from the Committee in reporting to the governing body, but shall nonetheless report fully to the Council on all Committee deliberations and discussions.

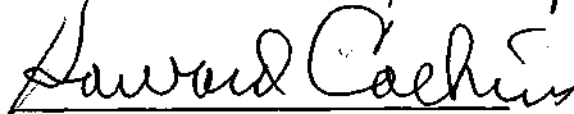
G  
H.

The Director shall at all times remain subject to the supervision of the Mayor and such other employees as properly are delegated by the Mayor or by such Town Ordinances as may be in effect from time to time, and shall not be supervised by the Committee or individual Committee members.

H  
J.

Edgewood Ordinance 2004-~~13~~ hereby is repealed.

WITNESSED AND APPROVED THIS 4<sup>th</sup> DAY OF April, 2007.



Honorable Howard Calkins, Mayor

ATTEST:

  
Town Administrator

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ORDINANCE NO. 2007- 14

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- F. & The Parks and Recreation Director is appointed and directed to act as liaison between the Committee and the governing body. In this capacity, the Director shall:
1. Prepare the agenda for the Committee meetings;
  2. Attend said meetings or provide notice of his or her unavailability to so attend;
  3. Report to the governing body all matters discussed by the Committee at its meetings, and the results of such discussions; and
  4. Report to the Committee all matters concerning parks and

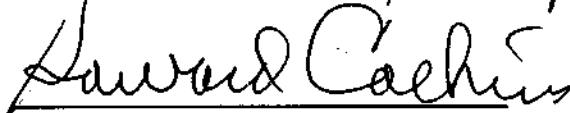
recreation discussed or voted upon by the governing body, and the results of such discussions or votes.

5. Notwithstanding any other provisions of this ordinance, the responsibility for making recommendations directly to the governing body on park and recreation matters lies with the Parks and Recreation Director, who may adopt, modify, or reject proposals from the Committee in reporting to the governing body, but shall nonetheless report fully to the Council on all Committee deliberations and discussions.

G.H. The Director shall at all times remain subject to the supervision of the Mayor and such other employees as properly are delegated by the Mayor or by such Town Ordinances as may be in effect from time to time, and shall not be supervised by the Committee or individual Committee members.

H  
J. Edgewood Ordinance 2004-~~13~~ hereby is repealed.

WITNESSED AND APPROVED THIS 4<sup>th</sup> DAY OF April, 2007.



Honorable Howard Calkins, Mayor

ATTEST:

  
Town Administrator