

CHAPTER 2.24. - PARKS AND RECREATION BOARD

2.24.010. - Parks and recreation board.

There is created a parks and recreation board, consisting of seven regular voting members, to provide guidance in meeting the parks and recreational needs of the city by advising the city council and staff on matters relating to planning, acquisition, development and operation of park facilities and recreational programs within the city.

(Code 1988 § 2.40.010; Ord. No. 986 § 1 (Exh. A), 2020; Ord. No. 771 § 1, 2004)

2.24.020. - Membership.

- A. *Type and number of members.* The type and number of members of the parks and recreation board shall be as follows:
1. *Regular voting members.* The parks and recreation board shall consist of seven regular voting members, each of whom shall be appointed as set forth in this chapter for a term of four years. Terms shall expire on June 30th.
 2. *Alternate members.* The council may also appoint up to two alternate members of the parks and recreation board as set forth in this chapter. The alternate member(s) shall be entitled to participate in all discussions and meetings of the parks and recreation board in an advisory capacity, but unless there are regular voting members absent, the alternate member(s) shall not vote or count toward the quorum. If there are regular voting members absent, then the alternate member(s) will be treated as regular voting member(s) for that meeting and may count towards the quorum on vote on business before the parks and recreation board. In no case shall more than seven members be considered voting members during a meeting. No alternate member may serve as chairperson or vice chairperson. The term of the alternate member(s) shall be four years and shall expire on June 30th.
 3. *Optional emeritus member.* An optional emeritus member may be appointed to the parks and recreation board as set forth in this chapter. The optional emeritus member shall be entitled to participate in all discussions and meetings of the parks and recreation board in an advisory capacity, but shall not vote, count toward the quorum, or serve as chairperson or vice chairperson. The term of the optional emeritus member shall be four years and shall expire on June 30th.
 4. *Optional youth members.* Up to three optional youth members may be appointed to the parks and recreation board as set forth in this chapter. Youth members shall be between the ages of 15 and 18 and enrolled in high school. The optional youth members shall be entitled to participate in all discussions and meetings of the parks and recreation board in an advisory

capacity, but shall not vote, count toward the quorum, or serve as chairperson or vice chairperson. The term of the optional youth member shall be one year and shall expire on June 30th.

- B. *Appointment—Residence—Compensation.* The council personnel committee shall interview all candidates for membership and recommend appointment, which shall require confirmation by the city council, for membership on the parks and recreation board. Except for the optional emeritus member, all voting, alternate, and youth members of the parks and recreation board must reside within the city limits of Medina. Parks and recreation board members shall be selected and serve without compensation.
- C. *Removal.* Any member of the parks and recreation board may be removed at any time by the mayor, with the prior consent of the city council, for neglect of duty, conflict of interest, malfeasance in office or other just cause, or for unexcused absence for more than three consecutive regular meetings. The decision of the city council shall be final and there shall be no appeal.
- D. *Vacancies.* Vacancies occurring other than through the expiration of term shall be filled for the unexpired term in the same manner as for appointments as provided by this chapter.

(Code 1988 § 2.40.020; Ord. No. 1031, § 1, 7-22-2024; Ord. No. 1029, § 1, 7-8-2024; Ord. No. 986 § 1 (Exh. A), 2020; Ord. No. 957 § 1, 2018; Ord. No. 946 § 1, 2017; Ord. No. 771 § 1, 2004)

2.24.030. - Meetings.

- A. *Election of officers.* The parks and recreation board shall elect from among its voting members a chairperson, who shall preside at all meetings, and a vice chairperson, who shall preside in the absence of the chairperson. The chairperson and vice chairperson shall be elected each January.
- B. *Quorum.* A majority of the parks and recreation board voting members appointed as set forth in this chapter shall constitute a quorum for the transaction of the board's business. In the case where the voting members are an even number, half of the voting members plus one additional voting member shall constitute a quorum for the transaction of business. A majority vote of those present shall be necessary to carry any motion.
- C. *Rules and regulations.* The parks and recreation board shall adopt such rules and regulations as are necessary for the conduct of its business.
- D. *Time.* The regular meeting of the parks and recreation board will be held on the third Monday of January, March, May, July, September, and November of each year, commencing at 5:00 p.m.
- E. *Place.* The regular meeting place of the parks and recreation board will be at Medina City Hall located at 501 Evergreen Point Road.
- F.

Remote Participation. Members of the parks and recreation board may attend any meeting either in person or remotely via videoconferencing or teleconferencing unless such attendance is otherwise restricted or prohibited by legislative or governor's proclamation/order, or other emergency order. Members attending remotely shall so advise the city clerk or staff liaison not later than 2:00 p.m. the day of the meeting so that appropriate technical or other arrangements are in place for proper conduct of the meeting.

- G. *Special meetings.* The parks and recreation board may, from time to time, provide for special meetings in accordance with chapter 42.30 RCW, the Open Public Meetings Act.
- H. *Staffing.* Staff provided to the parks and recreation board shall be advisory.
- I. *Documentation.* The parks and recreation board shall ensure its meetings are recorded and a monthly summary of its actions and decisions are reflected in the board's minutes.

(Code 1988 § 2.40.030; Ord. No. 986 § 1 (Exh. A), 2020; Ord. No. 902 § 1, 2013; Ord. No. 898 § 1, 2013; Ord. No. 839 § 1, 2009; Ord. No. 771 § 1, 2004; Ord. No. 1019, § 2, 2023)

2.24.040. - Duties and responsibilities.

The parks and recreation board shall be an advisory board to the city council, responsible for providing guidance concerning the following matters:

- A. Comprehensive park planning.
- B. Acquisition of park land and/or facilities.
- C. Development, design and operation of parks and recreation programming and facilities.
- D. Use fees and procedures for collecting fees.
- E. Park, play field and facility design.
- F. Capital improvements planning.
- G. Regulations and restrictions governing the hours of park and facilities use.
- H. Concessions.
- I. Contracts, interlocal agreements, and lease agreements regarding parks and recreation activities.
- J. Proposed annual budget for the acquisition, development and operation of parks and recreation facilities and programs.
- K. All matters as may from time to time be referred to the parks and recreation board by the city council or the city manager.

(Code 1988 § 2.40.040; Ord. No. 986 § 1 (Exh. A), 2020; Ord. No. 771 § 1, 2004)

2.24.050. - Reporting.

The parks and recreation board shall provide a written report to the city council at least once each quarter on progress made on established work plans of the board. The board shall report at other times to the city council such recommendations, events and activities as necessary or directed by the city council to carry out the board's established duties and responsibilities.

(Code 1988 § 2.40.050; Ord. No. 986 § 1 (Exh. A), 2020; Ord. No. 771 § 1, 2004)

2.24.060. - Severability.

If a court of competent jurisdiction should hold any section, sentence, clause or phrase of the ordinances or regulations codified in this chapter invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of the ordinances or regulations codified in this chapter.

(Code 1988 § 2.40.060; Ord. No. 986 § 1 (Exh. A), 2020; Ord. No. 771 § 1, 2004)