

CITY OF POLSON

ORDINANCE No. 2022-004

AN ORDINANCE OF THE CITY OF POLSON, MONTANA, ALLOWING FOR TEXT AMENDMENT TO THE CITY OF POLSON MUNICIPAL CODES REGARDING THE PARK, RECREATION AND TREE ADVISORY BOARD AND THE GOLF BOARD.

WHEREAS, from time to time the City of Polson Municipal Code needs to be updated to clarify the responsibilities of administrative boards and their respective department; FURTHER that amendments and changes have been presented to the respective advisory boards;

WHEREAS, the City of Polson desires to amend the Municipal Code to reflect the responsibilities of the boards, specifically the Park, Recreation and Tree Advisory Board and the Golf Board, and their respective directors; and

WHEREAS, some amendments further conform the responsibilities of the Park and Recreation Directions, who oversees both the Park, Recreation and Tree Advisory Board and the Golf Board.

NOW THEREFORE BE IT ORDAINED AS FOLLOWS that the following pertinent portions of the 2.05.200 et seq. of the City of Polson Municipal Code be amended:

Chapter 2. Administration. Article 5. – Boards and Commissions. Division 2. – Parks, Recreation and Tree Advisory Board.

Sec. 2.05.200. - Parks, recreation and tree advisory board creation, membership and meetings.

A. The city commission shall appoint a parks, recreation and tree advisory board, hereinafter referred to as the "board," which shall consist of seven members, selected as follows:

1. Six of the members shall be city residents appointed by the city commission; and
2. One of the members shall be recommended by the county board of commissioners, with final appointment to be made by the city commission.

B. All members shall be appointed to staggered terms of three years. Initial term appointments will be assigned at the boards first meeting of the calendar year. Subsequent to the initial term appointments, all board appointments for members whose terms are expiring shall be for a term of three years.

C. The board shall hold an annual meeting in January, at which meeting it shall elect one of its members as chair of the board and one of its members as vice chair to serve as such for the ensuing year; and it shall hold such other meetings as may be required to transact business which may come before it. A majority of the appointed ~~voting~~ members of the board shall constitute a quorum for the purposes of conducting business. Regular meetings will be held on such dates as may be set by the board, and special meetings may be held on any date at the request of a majority of the members of the board, the city manager, parks and recreation director, or the city commission. All meetings shall be open to the public. Public notice shall be given 48 hours prior to all regular meetings and 24 hours' notice for special meetings.

D. In the event on a board vacancy, vacancies shall be filled by the appointment process outlined above. Any person appointed to fill a board vacancy shall serve for the balance of term of vacancy.

E. All regular and special meetings of the Parks Advisory Board will be recorded. These recordings will be considered the official minutes of the board. Summary minutes of all board meetings will be prepared by the Parks and Recreation Director. Both the recordings and summary minutes will be provided to the City Clerk for public access and storage.

~~Subsequent to the initial term appointments, all board appointments for members whose terms are expiring shall be for a term of three years.~~

Sec. 2.05.210. - Board, ex officio member.

The parks and recreation director shall be an ex officio, nonvoting member of the board. It shall be the parks and recreation director's duty to keep the board informed as to city policies, the city budget, and to make available to them any information pertinent to the parks, recreation and tree advisory board. Likewise, the Parks and Recreation Director, or their designee, shall attend all meetings of the board and perform other duties as necessary.

Sec. 2.05.220. - Board secretary.

The Parks and Recreation Director, or their designee, shall act as board secretary and shall attend all meetings of the board, keep correct minutes of all proceedings, and perform other duties as necessary. ~~The board shall select a secretary, who shall attend all meetings of the board and keep correct minutes of all proceedings of the board in a book to be provided for that purpose, to be called the "record of the recreation and parks advisory board of the City of Polson" and shall perform such other duties necessarily implied by the activities and duties of the board. The secretary may be an employee of the city approved by the city manager or a board member.~~

Sec. 2.05.230. - Board recommendations to city manager and parks and recreation director.

The board shall make recommendations to the city manager and parks and recreation director on the following subjects:

1. ~~The number and nature of duties of department of parks and recreation employees and/or assistances~~ Maintenance standard, best management practices, and facility needs for parks and recreation;
2. Park and recreation program offerings;
3. Rules and regulations for the management of parks, playgrounds and other recreation places and activities;
4. Fees to be charged for activities and use of park and/or recreation property;
5. Annually review with administration each year a proposed budget covering the activities and facilities; problems and needs of Polson in connection with its tree planting and maintenance programs;
6. Give assistance to the city in the dissemination of news and information regarding the selection, planting and maintenance of trees within the corporate limits, whether the same be on private or public property; and
7. Other recommendations as requested.

NOW THEREFORE BE IT ORDAINED AS FOLLOWS that the following 2.05.1200 et seq. of the City of Polson Municipal Code be repealed and replaced, which states:

Chapter 2. Administration. Article 5. – Boards and Commissions. Division 12. – Golf Board.

Sec. 2.05.1200. - Creation; membership.

~~There is hereby created an advisory board to be known as the City of Polson golf course board which shall consist of seven members. The majority of the board members must be city residents. One member shall be chosen from each ward of the city by the commissioners representing that ward, with the advice and consent of the commission. The initial terms of service shall be one, two, and three years, to provide for the staggering of terms. In the event a member must resign before the expiration of his or her term of service a new member shall be appointed in the manner described herein to complete the term of the member that is replaced. Three members shall be appointed at large, without limitation as to residency, by the city manager and upon the consent of the commission.~~

Sec. 2.05.1210. - Duties.

~~The Polson golf course board shall serve as an advisory board to the commission.~~

~~The golf superintendent, golf professional and the liquor manager shall annually consider and submit to the council for approval a fiscal year budget and golf course fee structure as those matters are encompassed within their respective duties, taking into consideration recommendations by the golf board. The golf board shall review the budgets as presented prior to adoption by the commission. The board shall consider issues pertaining to the Polson golf course brought to them by the season pass holders, the golfing public and Polson city residents. The board shall address those issues and make recommendations to the commission if action is necessary.~~

Sec. 2.05.1220. - Compensation.

~~The members of the board shall receive no compensation, unless otherwise provided by the commission.~~

Secs. 2.05.1230—2.05.1299. - Reserved.

NOW THEREFORE BE IT ORDAINED AS FOLLOWS that the following 2.05.1200 et seq. of the City of Polson Municipal Code be adopted:

Sec. 2.05.1200. - Golf advisory board creation, membership and meetings.

A. The city commission shall appoint a golf advisory board, hereinafter referred to as the "board," which shall consist of seven members, selected as follows:

1. Four of the members shall be city residents appointed by the city commission; and
2. Three members shall be appointed at large, without limitation as to residency, by the city manager and upon the consent of the commission;

B. All members shall be appointed to staggered terms of three years. Initial term appointments will be assigned at first meeting following adoption of ordinance. Subsequent to the initial term appointments, all board appointments for members whose terms are expiring shall be for a term of three years.

C. The board shall hold an annual meeting in April, at which meeting it shall elect one of its members as chair of the board and one of its members as vice chair to serve as such for the ensuing year; and it shall hold such other meetings as may be required to transact business which may come before it.

D. A majority of the appointed members of the board shall constitute a quorum for the purposes of conducting business. Regular meetings will be held on such dates as may be set by the board, and special meetings may be held on any date at the request of a majority of the members of the board, the city manager, parks and recreation director, or the city commission. All meetings shall be open to the public. Public notice shall be given 48 hours prior to all regular meetings and 24 hour notice for special meetings.

E. All regular and special meetings of the Golf Board will be recorded. These recordings will be considered the official minutes of the board. Summary minutes of all board meetings will be prepared by the Parks and Recreation Director. Both the recordings and summary minutes will be provided to the City Clerk for public access and storage.

F. In the event of a board vacancy, vacancies shall be filled by the appointment process outlined above. Any person appointed to fill a board vacancy shall serve for the balance of term of vacancy.

Sec. 2.05.1210. - Board, ex officio member.

The parks and recreation director shall be an ex officio, nonvoting member of the board. It shall be the parks and recreation director's duty to keep the board informed as to city policies, the golf enterprise fund budget, and to make available to them any information pertinent to the golf advisory board. Likewise, the Parks and Recreation Director, or their designee, shall attend all meetings of the board and perform other duties as necessary.

Sec. 2.05.220. - Board secretary.

The Parks and Recreation Director, or their designee, shall act as board secretary and shall attend all meetings of the board, keep correct minutes of all proceedings, and perform other duties as necessary.

Sec. 2.05.1230. - Board recommendations to city manager and parks and recreation director.

The board shall make recommendations to the city manager and parks and recreation director on the following subjects:

1. Maintenance standards, best management practices, and facility needs for Polson Bay Golf Course;
2. Golf course program offerings;
3. Rules and regulations for the management of golf enterprise fund facilities and activities;
4. Fees to be charged for activities and use of golf property;
5. Annually review with administration each year a proposed budget covering the activities and facilities;
6. Give assistance to the city in the dissemination of news and information regarding the golf course;
7. Other recommendations as requested.

Sec. 2.05.1240. - Board recommendations to city commission.

The board shall make recommendations to the city commission on policy and procedural matters in relation to Polson Bay Golf Course. Subject to the approval of the city manager, the board shall make recommendations on the following subjects:

1. Equipment, operation, and supervision of golf course facilities, on or in any public grounds or buildings, either within or without the city, which the city commission may from time to time provide, acquire, authorize, offer, designate or set apart for such use;
2. The use of any grounds, places, buildings or facilities which may be offered, either temporarily or permanently, by individuals or corporations for golf related purposes;
3. Other recommendations as requested.

Sec. 2.05.1250. - Board; donations.

When approved by the city commission, the board may, on behalf of the city, receive donations, legacies or bequests for the improvement or maintenance of golf related facilities; and all moneys that may be derived from such donations, legacies or bequests shall be deposited with the finance officer to the credit of the golf enterprise fund; and the same may be drawn therefrom and paid out upon approval of the city commission in the same manner as provided in payment of moneys legally appropriated for the acquisition, support and improvement of Polson Bay Golf Course; and the moneys so derived from such donations, legacies or bequests shall be used solely for such uses.

Sec. 2.05.1260. - Fees.

Fees charged for activities and use of Polson Bay Golf Course facilities shall be deposited with the finance officer.

Secs. 2.05.1270—2.05.1299. - Reserved.

Dated: _17th_ day of _October_, 2022. **Effective:** _17th_ day of November, 2022.

First reading and preliminary adoption on the _3rd__ day of October, 2022

Vote:

___7_ ayes:

___ nays:

___ absent: Commissioners [names]:

Second reading on the _17th__ day of _October, 2022.

_6__ ayes:

___ nays:

__1__ absent: Commissioners Moll

Attest:

Approved:

Cora E. Pritt, City Clerk

Eric Huffine, Mayor