

ESTABLISHMENT OF THE GLENBURN
PARKS AND RECREATION DEPARTMENT ORDINANCE

I. PARKS AND RECREATION DEPARTMENT

A. Department Created

Pursuant to the Maine Constitution, Article VIII, Part Second; 30-A MRSA Sec. 3001; and Section 3.04(b) of the Glenburn Charter, the Town of Glenburn hereby establishes the Parks and Recreation Department.

B. Functions of the Parks and Recreation Department

The Parks and Recreation Department will have the following functions:

1. To Plan, Operate, and Maintain All Municipal Parks

To plan, operate, and maintain all municipal parks while preserving the symmetry and beauty of such parks with special emphasis on increasing safety therein.

2. To organize and supervise a Municipal Recreation Program

To promote, organize and supervise a comprehensive municipal recreation program and administer the same in the interest of the entire community.

3. To conduct Cultural and Social Activities

To conduct municipal recreational, cultural, or social activity that will employ the leisure time of the citizens in a wholesome and constructive manner.

4. Assume Maine Bureau of Parks & Recreation Project obligations

a. The Parks and Recreation Department will supersede and assume all responsibilities required of the Glenburn Recreation Board and the Parks and Recreation Advisory Committee under the State of Maine, Bureau of Parks & Recreation, Land & Water Conservation Fund Project 23-0043 - namely the recreation area behind the Glenburn School,

b. The Parks and Recreation Department shall comply with the terms of the Memorandum of Understanding developed under said Project #23-0043 and as adopted by the Glenburn School Committee and the Glenburn Recreation Committee, with any subsequent amendments.

II. PARKS AND RECREATION ADVISORY COMMITTEE

A. Committee Established

There is hereby authorized and established a Parks and Recreation Advisory Committee to consist of five regular members and two associate members. One member of the Town Council will serve as an ex-officio member of the Advisory Committee.

B. Functions of the Parks and Recreation Advisory Committee. The functions of the Committee are to:

1. Hold regular monthly meetings for the purpose of advising the Parks and Recreation Director with respect to all phases of the recreational program of the Parks and Recreation Department. This advice will consist of developing and recommending changes, additions and/or revisions to

Department procedures that do not circumvent the administrative responsibilities of the Parks and Recreation Director and Town Manager.

2. Create and appoint members to various subcommittees as needed to deal with specific issues affecting the Parks and Recreation Department programs. Members of the sub-committees may be, but do not need to be, members of the Advisory Committee.

C. Method of Appointment, Term of Office, and Filling of Vacancies

1. Method of Appointment

Members of the Committee will be appointed by the Town Council to serve terms of three years or until a successor is duly appointed. Any vacancy created on the committee shall be filled by the Town Council for the remainder of the term. The ex-officio Town Council member shall be appointed annually by the Chairperson of the Council. All Committee members must be residents of the Town of Glenburn.

2. Term of Office

Members will serve three year terms.

3. Filling of Vacancies

When there is a permanent vacancy, the Town Council will, within 60 days of its occurrence or as soon as administratively practical, appoint a person to serve for the unexpired portion of the term. A vacancy shall occur upon the resignation or death of any member, when a member ceases to be a voting resident of the Town, when a member fails to attend and is absent from three (3) consecutive regular meetings of the Parks and Recreation Advisory Committee without being excused, or when a member is convicted of a crime/offense that is reasonably related to the member's ability to serve on the Parks and Recreation Advisory Committee. Given that the Parks & Recreation Department primarily serves children, the conviction of a crime/offense of moral turpitude shall be deemed to be reasonably related to the member's ability to serve on the committee. When a vacancy occurs, the Chairperson of the Committee will immediately so advise the Town Council via the Town Manager in writing.

D. Organization and Rules

1. The Committee will elect a Chairperson, a Deputy Chairperson, and a Secretary from among its members and shall create and fill such other offices as it may determine necessary. The term of all offices will be one year with eligibility for re-election. Elections will take place during the first meeting in July of each calendar year.
2. The associate members are expected to attend all meetings of the Committee and participate in its proceedings. However, the associate members may vote only when designated by the Chairperson to substitute for a regular member who is unable to act because of absence, conflict of interest, physical incapacity, or any other reason satisfactory to the Chairperson.
3. The Committee will hold one regular meeting each month on a date to be established by the Committee. The Chairperson may call special meetings as needed. All meetings will be advertised, tape recorded, public, and televised on the Town's cable channel. The inability or failure to record or televise a meeting shall not invalidate the meeting.
4. No meeting of the Committee will be held without a quorum of three.
5. The Secretary will keep written minutes of each committee meeting that will include but not limited to discussions, votes, resolutions, transactions, and correspondence. All records shall be deemed public records under 1 M.R.S.A., Section 402, and may be inspected at reasonable times.

III. PARKS AND RECREATION DIRECTOR.

A. Position Established.

There is hereby authorized and established the position of Parks and Recreation Director. This position will be included in the Personnel Classification and Compensation Plan for the Town of Glenburn. The Parks and Recreation Director will be appointed by the Town Manager on the basis of merit and fitness alone, subject to the confirmation of the Town Council

B. Duties of the Director.

The Parks and Recreation Director will:

1. Report to the Town Manager and administer all policies and procedures of the Parks and Recreation Department.
2. Prepare annually, upon the request of the Town Manager, a recommended budget for the operation of the Department for the following fiscal year. The Town Manager shall use this recommendation as a guide in developing overall Town budget recommendations to the Town Council.
3. Manage the Department's budget as finally approved by the Town Meeting. In no case may the Department's budget appropriation be over expended. Transfers between sub account appropriations may be made only upon approval of the Municipal Officers.
4. Make an annual report and recommendation to the Town Council regarding the need, if any, for new recreational facilities in the Town of Glenburn, to include capital development, redevelopment, and maintenance needs with respect to existing facilities.
5. Prepare annually a report of all of the Department's activities for inclusion in the town's annual report. Submit a report to the Town Manager, before the first Council meeting of each month, as to the activities of the Department for the preceding month.
6. Perform such other duties as may be prescribed by the Town Manager or any applicable state or local laws and ordinances.

ORDINANCE HISTORY

Adopted 5/21/98

Revised 03/31/05 by Town Council vote, Section II, A. Committee Established. Change from one associate member to two associate members

Amended February 27, 2014 by Town Council vote, effective March 27, 2014 (For amendments see "Ordinance Amending The Establishment of the Glenburn Parks and Recreation Department Ordinance" filed with ordinance permanent records)

Pursuant to Section 3.10(c) of the Town Charter, this Ordinance will become effective at the expiration of 30 days after adoption.