

TITLE 2
BOARDS AND COMMISSIONS

Subject	Chapter
Planning And Zoning Commission	1
Disaster Services Organization	2
Library Board	3
Airport Commission	4
Historic Preservation Commission	5
Park Board	6
Recreation Board	7
Golf Course Commission	8



CHAPTER 1
PLANNING AND ZONING COMMISSION

SECTION:

- 2-1-1: Creation; Members; Qualifications
- 2-1-2: Term of Office
- 2-1-3: Vacancies
- 2-1-4: Powers and Duties
- 2-1-5: Compensation

2-1-1: **CREATION; MEMBERS; QUALIFICATIONS:** There shall be a City Planning and Zoning Commission, hereinafter referred to as the Commission, consisting of five (5) members, who shall be citizens of the City and qualified by knowledge or experience to act in matters pertaining to the development of a City Plan and who shall not hold any elective office in the City government, appointed by the Mayor,¹ subject to the approval of the Council. (1976 Code §6-4.01; 1992 Code)

2-1-2: **TERM OF OFFICE:** The term of office of the members of the Commission shall be five (5) years. The terms of not more than one-third ($\frac{1}{3}$) of the members will expire in any one year. (1976 Code §6-4.02)

2-1-3: **VACANCIES:** If any vacancy shall exist on the Commission caused by resignation or otherwise, a successor for the residue of said term shall be appointed in the same manner as the original appointee. (1976 Code §6-4.03)

1. See also subsection 1-6-8A of this Code.

2-1-4: POWERS AND DUTIES:

- A. **Selection of Officers:** The Commission shall choose, annually, at its first regular meeting, one of its members to act as chairman and another as vice-chairman, who shall perform all the duties of the chairman during his absence or disability.
- B. **Adopt Rules and Regulations:** The Commission shall adopt such rules and regulations governing its organization and procedure as it may deem necessary.
- C. **Annual Report:** The Commission shall, each year, make a report to the Mayor and Council of its proceedings, with a full statement of its receipts, disbursements and the progress of its work during the preceding fiscal year.
- D. **Appointment of Assistants:** Subject to the limitations contained in this Chapter as to the expenditure of funds, it may appoint such assistants as it may deem necessary and prescribe and define their respective duties and fix and regulate the compensation to be paid to the several persons employed by it.
- E. **Comprehensive Plan:¹**
1. **Generally:** The Commission shall have full power and authority to make or cause to be made such surveys, studies, maps, plans or charts of the whole or any portion of the City or of any land outside thereof which, in the opinion of the Commission, bears relation to the Comprehensive Plan and shall bring to the attention of the Council and may publish its studies and recommendations.
 2. **Preparation:** For the purpose of making a Comprehensive Plan for the physical development of the City, the Commission shall make careful and comprehensive studies of present conditions and future growth of the City and with due regard to its relation to neighboring territory. The Plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the City and its environs which will, in accordance with the present and future needs, best promote health, safety, morals, order, convenience, prosperity and general welfare as well as efficiency and economy in the process of development.

1. See Title 10 of this Code.

3. Public Hearing: Before adopting a comprehensive plan as referred to in subsection E2 of this section, or any part of it, or any substantial amendment thereof, the commission shall hold at least one public hearing thereon, notice of the time of which shall be given by one publication in a newspaper of general circulation in the city not less than ten (10) nor more than twenty (20) days before the date of hearing. The adoption of the plan or part or amendment thereof shall be by resolution of the commission carried by the affirmative vote of not less than two-thirds ($\frac{2}{3}$) of the members of the commission. After adoption of said plan by the commission, an attested copy thereof shall be certified to the council and the council may approve the same. When said plan or any modification or amendment thereof shall receive the approval of the council, the said plan, until subsequently modified or amended as hereinbefore authorized, shall constitute the official city plan.

4. Amendments: When the comprehensive plan, as hereinbefore provided, has been adopted, no substantial amendment or modification thereof shall be made without such proposed change first being referred to the commission for its recommendations. If the commission disapproves the proposed change, it may be adopted by the council only by the affirmative vote of at least three-fourths ($\frac{3}{4}$) of the members of the said council.

F. Improvements:

1. Recommendations Generally: No statuary, memorial or work of art in a public place and no public building, bridge, viaduct, street fixtures, public structure or appurtenances shall be located or erected or site therefor obtained nor shall any permit be issued by any department of the city for the erection or location thereof until and unless the design and proposed location of any such improvement shall have been submitted to the commission and its recommendations thereon obtained, except such requirements and recommendations shall not act as a stay upon action for any such improvement when the commission, after thirty (30) days' written notice requesting such recommendations, shall have failed to file same.

2. Street And Park Improvements: No plan for any street, park, parkway, boulevard, trafficway, riverfront or other public improvement affecting the city plan shall be finally approved by the city or the character or location thereof determined unless such proposal shall first have been submitted to the commission, and the latter shall have had thirty (30) days within which to file its recommendations thereon.

- G. Review And Comment On Plats: All plans, plats or replats of subdivision or resubdivisions of land embraced in the city or adjacent thereto laid out in lots or plats with the streets, alleys or other portions of the same intended to be dedicated to the public in the city shall first be submitted to the commission and its recommendations obtained before approval by the council.
- H. Zoning: The commission shall have and exercise all the powers and duties and privileges in preparing and amending the city zoning code as provided by chapter 414 of the code of Iowa.
- I. Fiscal Responsibilities: The commission shall have full, complete and exclusive authority to expend for and on behalf of the city all sums of money appropriated to it and to use and expend all gifts, donations or payments whatsoever which are received by the city for city planning and zoning purposes.
- J. Limitation On Entering Contracts: The commission shall have no power to contract debts beyond the amount of its income for the present year. (1976 Code §6-4.05)

2-1-5: **COMPENSATION:** All members of the commission shall serve without compensation, except their actual expenses, which shall be subject to the approval of the council. (1976 Code §6-4.04)

CHAPTER 2

DISASTER SERVICES ORGANIZATION

SECTION:

- 2-2-1: Disaster Services Organization Created
- 2-2-2: Definitions
- 2-2-3: City Disaster Plan
- 2-2-4: Nonliability of City
- 2-2-5: Penalty

2-2-1: **DISASTER SERVICES ORGANIZATION CREATED:** There is hereby created a Disaster Services Organization for carrying out the responsibility of the Municipality in times of disaster. The Mayor, or his designee, shall be Executive Director of the Disaster Services Organization and shall be responsible for the direction of all operations for the protection of the health, safety and welfare of the citizens of the City. Said Organization shall function in accordance with City disaster plan set forth in this Chapter. (Ord. 450-80, 6-9-80)

2-2-2: **DEFINITIONS:** When used in this Chapter, the following words and terms shall have the meanings ascribed to them in this Section:

CITY DISASTER PLAN A plan developed to describe City emergency operations and emphasize the responsibilities of City government forces, other emergency response organizations and individuals. City plan is developed under the direction of the Mayor and as approved by resolution of the City Council.

- DISASTER** Manmade catastrophes and natural occurrences such as fire, blizzard, flood, earthquake, tornado, windstorm, plane crash, explosion or release of noxious gas which threaten the public peace, health and safety of the people or which damage and destroy public or private property. The term includes enemy attack, sabotage or other hostile action from outside the State.
- DISASTER SERVICES** Preparations for, operations during and recovery from natural or manmade disasters. These actions are broad in scope and include, but are not limited to, disaster plans, mitigation, warning, emergency operations, training, exercising, research, rehabilitation and recovery. (Ord. 450-80, 6-9-80)

2-2-3: CITY DISASTER PLAN:

- A. Authority:** The Mayor, or his designee (Mayor Pro Tem or City Administrator), issue a declaration of disaster and announce the command center (first choice - City office; second choice - community building; third choice - fire station; fourth choice - high school). The Mayor may delegate such portion of the details of operations as will best serve the carrying out of the City disaster plan. The Mayor shall designate the order of this succession, to serve in his place in the event he is unable to act due to absence or disability.
- B. Mission:**
1. Insure the continuity of government.
 2. Protect life and property.
 3. Sustain survivors.
 4. Repair essential facilities and utilities.
 5. Provide support to all areas.
 6. Support and assist areas outside the City.

- C. Procedures: If the conditions of a disaster so arise, the Mayor, or his designee, will immediately implement procedures as outlined and on file at the City office. (Ord. 450-80, 6-9-80)

2-2-4: **NONLIABILITY OF CITY:** Insofar as permitted by State law, the Municipality, when acting in agreement with City Disaster Plan, shall not be liable for failure to provide protection or to prevent damages to persons or property, the purpose of such Plan being to improve conditions arising from the disaster by organized effort. The Municipality shall carry such insurance on voluntary disaster workers as deemed advisable. (Ord. 450-80, 6-9-80)

2-2-5: **PENALTY:** Any person who shall violate the orders of the Mayor or of duly constituted officers when carrying out a disaster plan during a disaster shall, upon conviction, be subject to imprisonment not exceeding thirty (30) days or a fine not to exceed one hundred dollars (\$100.00). (Ord. 450-80, 6-9-80)

CHAPTER 3
LIBRARY BOARD

SECTION:

- 2-3-1: Membership; Appointment; Terms of Office
 2-3-2: Qualifications
 2-3-3: Vacancies in Office
 2-3-4: Powers and Duties
 2-3-5: Compensation

2-3-1: **MEMBERSHIP; APPOINTMENT; TERMS OF OFFICE:** The Board of Trustees of the Library,¹ hereinafter referred to as the Board, consists of seven (7) members. All Board members are to be appointed by the Mayor² with the approval of the Council. (1976 Code §4-1.02)

All appointments to the Board shall be for six (6) years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every two (2) years of one-third ($\frac{1}{3}$) the total number or as near as possible, to stagger the terms. (1976 Code §4-1.04)

2-3-2: **QUALIFICATIONS:** All of the members of the Board shall be bona fide citizens and residents of the City and all shall be over the age of eighteen (18). (1976 Code §4-1.03)

2-3-3: **VACANCIES IN OFFICE:** The position of any Trustee shall be vacant if he moves permanently from the City or if he is

1. See Title 7, Chapter 3 of this Code for Public Library.
 2. See also subsection 1-6-8A of this Code.

absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City. Vacancies in the Board shall be filled by appointment of the Mayor, with approval of the Council, and the new Trustee shall fill out the unexpired term for which the appointment is made. (1976 Code §4-1.04)

2-3-4: **POWERS AND DUTIES:** The Board shall have and exercise the following powers and duties:

- A. **Officers:** To meet and elect from its members a president, a secretary and such other officers as it deems necessary. The City Clerk shall serve as Board treasurer but shall not be a member of the Board.

- B. **Control and Supervision of Library:**
 - 1. To have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same.

 - 2. To direct and control all affairs of the library.

- C. **Rules and Regulations:** To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with code and the law, for the care, use, government and management of the library and the business of the Board, fixing and enforcing penalties for violations.

- D. **Personnel:**
 - 1. **Hiring of Personnel:** To employ a librarian and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

 - 2. **Removal of Personnel:** To remove the librarian by a two-thirds ($\frac{2}{3}$) vote of the Board and provide procedures for the removal of the assistants or employees for misdemeanor, incompetency or inattention to duty.

E. Purchases; Expenditures:

1. Purchases: To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationery and supplies for the library within budgetary limits set by the Board.

2. Expenditures:¹ To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council and of all moneys available by gift or otherwise for the erection of library buildings and of all other moneys belonging to the library including fines and rentals collected under the rules of the Board.

F. Gifts:

1. To accept gifts of real property, personal property or mixed property and devises and bequests, including trust funds, to take the title to said property in the name of the library, to execute deeds and bills of sale for the conveyance of said property and to expend the funds received by them from such gifts for the improvement of the library.

2. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City by action against the Council.

G. Library Use by Nonresidents:² To authorize the use of the library by nonresidents of the City and to fix charges therefor.

H. County Historical Association: To have authority to make agreements with the local County Historical Association, where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the Association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are, in their judgment, of a historical and educational nature and pay for the same out of funds allocated for Library purposes.

I. Records Kept: To keep a record of its proceedings. (1976 Code §4-1.05; 1992 Code)

1. See also Section 7-3-4 of this Code.

2. See also Section 7-3-3 of this Code.

- J. Annual Report: To make a report to the council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the library, the number of books added, the number circulated, the amount of fines collected and the amount of money expended in the maintenance of the library during the year, together with such further information as may be required by the council. (1976 Code §4-1.09)

2-3-5: **COMPENSATION:** Trustees shall receive no compensation for their services. (1976 Code §4-1.04)



CHAPTER 4
AIRPORT COMMISSION

SECTION:

- 2-4-1: Commission Created; Appointment And Terms; Vacancies
 2-4-2: Bond
 2-4-3: Officers
 2-4-4: Powers And Duties
 2-4-5: Compensation

2-4-1: **COMMISSION CREATED; APPOINTMENT AND TERMS; VACANCIES:** There shall be an airport commission consisting of three (3) members, each of whom shall be a resident of the city or a resident of a city or county in this state served by the airport. At least two (2) of the members of the three (3) member commission shall reside within the official zoning district of the city of Sibley. Commissioners shall be appointed by the council¹ for staggered terms of six (6) years. Vacancies shall be filled by appointment of the council to fill out the unexpired term for which the appointment was made. (1976 Code §§8-4.0101, 8-4.0102, 8-4.0103; amd. Ord. 630-11, 2-28-2011)

2-4-2: **BOND:** Each commissioner shall execute and furnish a bond in the amount of one thousand dollars (\$1,000.00), which bond shall be filed with the city clerk. (1976 Code §8-4.0105)

2-4-3: **OFFICERS:** The commission shall elect from its own members a chairman and a secretary who shall serve for such terms as the commission shall determine. (1976 Code §8-4.0106)

2-4-4: **POWERS AND DUTIES:** The commission shall have and exercise the following powers and duties:

1. See subsection 1-6-8B of this code.

- A. Generally: The commission has all of the powers granted to cities under chapter 330 of the code of Iowa, except powers to sell the airport. (1976 Code §8-4.0107)
- B. Rules And Regulations: The commission shall have power to make rules and regulations for the use of the airport, the space above the airport or the space above the lands and waters included within the limits of the city; provided, however, that no such rule shall be in conflict with any state or federal law or regulation¹. (1976 Code §8-4.0109)
- C. Budget: The commission shall, annually, certify the amount of tax to be levied for airport purposes, and upon such certification, the council may include all or a portion of said amount in its budget.
- D. Funds: All funds derived from taxation or otherwise for airport purposes shall be under the full and absolute control of the commission for the purposes prescribed by law² and shall be deposited with the city clerk to the credit of the airport commission and shall be disbursed only on the written orders of the airport commission, including the payment of all indebtedness arising from the acquisition and construction of airports and the maintenance, operation and extension thereof. (1976 Code §8-4.0107; amd. 1992 Code)
- E. Annual Report: The airport commission shall, immediately after the close of each municipal fiscal year, file with the city clerk a detailed and audited written report of all money received and disbursed by the commission during said fiscal year and shall publish a summary thereof in an official newspaper. (1976 Code §8-4.0108)

2-4-5: **COMPENSATION:** Members of the commission shall serve without compensation. (1976 Code §8-4.0104)

1. See subsection 4-3-3M of this code.
2. IC § 328.36.

CHAPTER 5

HISTORIC PRESERVATION COMMISSION

SECTION:

- 2-5-1: Purpose And Intent
- 2-5-2: Definitions
- 2-5-3: Members; Appointment; Term; Vacancies
- 2-5-4: Organization
- 2-5-5: Powers And Duties
- 2-5-6: Compensation

2-5-1: **PURPOSE AND INTENT:** The purpose of this chapter is to:

- A. Promote the educational, cultural, economic and general welfare for the public through the recognition, enhancement and perpetuation of sites and districts of historical and cultural significance.
- B. Safeguard the city's historic, aesthetic and cultural heritage by preserving sites and districts of historic and cultural significance.
- C. Stabilize and improve property values.
- D. Foster pride in the legacy of beauty and achievements of the past.
- E. Protect and enhance the city's attractions to tourists and visitors and the support and stimulus to business thereby provided.
- F. Strengthen the economy of the city.



- G. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure and welfare of the people of the City. (Ord. 525-90, 9-24-90)

2-5-2: **DEFINITIONS:** Whenever used in this Chapter, the following words and terms shall have the meanings ascribed to them in this Section:

COMMISSION The Sibley Historic Preservation Commission as established by this Chapter.

HISTORIC DISTRICT An area which contains a significant portion of buildings, structures or other improvements which, considered as a whole, possesses integrity of location, design, setting, materials, workmanship, feeling and association and:

A. Embodies the distinctive characteristics of a type, period or method of construction or that represents the work of a master or that possesses high artistic values or that represents a significant and distinguishable entity whose components may lack individual distinction; or

B. Is associated with events that have made significant contributions to the broad patterns of our local, State or national history; or

C. Possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, material or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area; or

D. Is associated with the lives of persons significant in our past; or

E. Has yielded, or may be likely to yield, information important in prehistory or history.

HISTORIC SITE

A structure or building which:

A. Is associated with events that have made a significant contribution to the broad patterns of our history; or

B. Is associated with the lives of persons significant in our past; or

C. Embodies the distinctive characteristics of a type, period or method of construction or that represents a work of a master or that possesses high artistic values or that represents a significant and distinguishable entity whose components may lack individual distinction; or

D. Has yielded, or may be likely to yield, information important in prehistory or history.
(Ord. 525-90, 9-24-90)

2-5-3: MEMBERS; APPOINTMENT; TERM; VACANCIES:

- A. **Members:** The Commission shall initially consist of seven (7) members who shall be residents of the City.
- B. **Appointment:** Members of the Commission shall be appointed by the Mayor¹ with the advice and consent of the City Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, City planning, building rehabilitation, conservation, in general, or real estate.
- C. **Term:** The original appointment of the members of the Commission shall be four (4) for two (2) years and three (3) for three (3) years, from January following the year of such appointment or until their successor is appointed to serve for the term of three (3) years. Members may serve for more than one term, and each member shall serve until the appointment of a successor.
- D. **Vacancies:** Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion

1. See subsection 1-6-8A of this Code.

- D) of the term of the member replaced. Vacancies shall be filled by the City according to the original selection as aforesaid. (Ord. 525-90, 9-24-90)

2-5-4: ORGANIZATION:

- A. Quorum: A simple majority of the Commission shall constitute a quorum for the transaction of business.
- B. Officers: The Commission shall elect a chairman who shall preside over all Commission meetings and elect a secretary who shall be responsible for maintaining written records of the Commission's proceedings.
- C. Meetings: The Commission shall meet at least three (3) times a year. (Ord. 525-90, 9-24-90)

2-5-5: POWERS AND DUTIES:

- A. Conducting Studies: The Commission may conduct studies for the identification and designation of historic districts and sites meeting the definitions established by this Chapter. (The necessary inventory forms and procedures for their completion are available from the State Bureau of Historic Preservation.) The Commission may proceed at its own initiative or upon a petition from any person. The Commission shall maintain records of all studies and inventories for public use.
- B. Listing in National Register: The Commission may make a recommendation to the State Bureau of Historic Preservation for the listing of a historic district or site in the National Register of Historic Places and may conduct a public hearing thereon.
- C. Investigating and Recommending Adoption of Ordinances: The Commission may investigate and recommend to the City Council the adoption of ordinances designating historic sites and historic districts if they qualify as defined herein.
- D. Other Powers and Duties: In addition to those duties and powers specified above, the Commission may, with City Council approval:

- D)
1. Accept unconditional gifts and donation of real and personal property, including money, for the purpose of historic preservation.
 2. Acquire by purchase, bequest or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.
 3. Preserve, restore, maintain and operate historic properties under the ownership or control of the Commission.
 4. Lease, sell and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
 5. Contract, with the approval of the governing body, with the State or Federal government or other organizations.
 6. Cooperate with the Federal, State and local governments in the pursuance of the objectives of historic preservation.
 7. Provide information for the purpose of historic preservation to the governing body.
 8. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction. (Ord. 525-90, 9-24-90)

2-5-6: **COMPENSATION:** Members shall serve without compensation. (Ord. 525-90, 9-24-90)

CHAPTER 6
PARK BOARD

SECTION:

- 2-6-1: Purpose
- 2-6-2: Established; Appointment; Terms; Vacancies
- 2-6-3: Organization
- 2-6-4: Jurisdiction And Authority
- 2-6-5: Powers And Duties
- 2-6-6: Rules And Regulations

2-6-1: **PURPOSE:** The purpose of this chapter is to establish a separate park board to govern the park facilities for the city of Sibley, Iowa. (Ord. 588-04, 1-12-2004)

2-6-2: **ESTABLISHED; APPOINTMENT; TERMS; VACANCIES:**
 There is hereby established a board of park commissioners for the city consisting of five (5) citizens, at least eighteen (18) years of age. The board shall consist of five (5) members appointed by the mayor with the approval of the council. Of the members first appointed, one shall be appointed for a term of one year, two (2) shall be appointed for terms of two (2) years and two (2) shall be appointed for terms of three (3) years. Thereafter, members shall be appointed for terms of three (3) years or the balance of an unexpired term. The mayor shall designate the first chairman and the board members shall choose its chairman every year thereafter. Vacancies may occur upon receipt of a written resignation by a board member or upon board action in the event a board member does not permanently reside in the city, or is absent for three (3) or more consecutive monthly meetings of the board, except in the case of sickness. Vacancies shall be filled in the same manner as original appointments and shall be for the balance of the term. All commissions of the city of Sibley will be gender balanced pursuant to section 69.16A of the code of Iowa as amended. (Ord. 622-10, 3-8-2010)

2-6-3: ORGANIZATION:

- A. Officers: At the first meeting of the board after January 1 of each year, the board shall elect a chairman and a secretary for the ensuing year and such officers as it sees necessary.
- B. Meetings: The board shall meet a minimum of once per quarter to transact necessary park business. (Ord. 588-04, 1-12-2004)

2-6-4: JURISDICTION AND AUTHORITY: The board shall have exclusive control of all parks and pleasure grounds acquired by it or of any other ground owned by the city and set apart for like purposes within or without the city. All ordinances of the city shall be in full force and effect in and over the territory occupied by such parks, with council consent and approval. (Ord. 588-04, 1-12-2004)

2-6-5: POWERS AND DUTIES:

- A. Sale Or Lease Of Property: The board may sell, exchange or lease any real estate acquired by it which, in its discretion, is unfit, not desirable, unnecessary or not required for park purpose, with council approval only.
- B. Limited Leases: The board may recommend leases, under reasonable rates and requirements, of a particular park or portion thereof. The length of any lease agreement will be at council discretion.
- C. Budget: Prior to January 1 of each year, the board shall prepare and file a budget of estimated receipts and expenditures for the next fiscal year with the city administrator, in such form as required by the city council. (Ord. 588-04, 1-12-2004)

2-6-6: RULES AND REGULATIONS: The board shall have power to make rules and regulations, subject to being approved by the council and adopted by ordinance, for the use of park or other facilities under its control. Such rules shall be posted on the facility or otherwise publicized in a manner to provide adequate notice to the public.

Any person who violates a board rule or regulation may be subjected to the penalties provided for in the ordinance adopting the rule or regulation. (Ord. 588-04, 1-12-2004)

CHAPTER 7
RECREATION BOARD

SECTION:

- 2-7-1: Purpose
- 2-7-2: Established; Appointment; Terms; Vacancies
- 2-7-3: Officers
- 2-7-4: Powers And Duties
- 2-7-5: Expenditures
- 2-7-6: Compensation
- 2-7-7: Recreation Director

2-7-1: **PURPOSE:** The purpose of this chapter is to establish a separate recreation board to govern recreational opportunities for the city of Sibley, Iowa. (Ord. 589-04, 1-12-2004)

2-7-2: **ESTABLISHED; APPOINTMENT; TERMS; VACANCIES:**
There is hereby established a board of recreation commissioners for the city consisting of five (5) citizens, at least eighteen (18) years of age. The board shall consist of five (5) members appointed by the mayor with the approval of the council. Of the members first appointed, one shall be appointed for a term of one year, two (2) shall be appointed for terms of two (2) years, and two (2) shall be appointed for terms of three (3) years. Thereafter, members shall be appointed for terms of three (3) years or the balance of an unexpired term. The mayor shall designate the first chairman, and the board members shall choose its chairman every year thereafter. Vacancies may occur upon receipt of a written resignation by a board member or upon board action in the event a board member does not permanently reside in the city, or is absent for three (3) or more consecutive monthly meetings of the board, except in the case of sickness. Vacancies shall be filled in the same manner as original appointments and shall be for the balance of the term. (Ord. 589-04, 1-12-2004)

2-7-3: **OFFICERS:** At the first meeting of the board after January 1 of each year, the board shall elect a chairman and a secretary for the ensuing year and such officers as it sees necessary. (Ord. 589-04, 1-12-2004)

2-7-4: **POWERS AND DUTIES:** The board shall have the following powers and duties:

- A. Rules And Regulations: To make and adopt, amend, modify or repeal bylaws, rules and regulations not inconsistent with law for the use, government and management of the recreation facilities within the confines of a municipal policy and budget.
- B. Recreational Opportunities: Be in charge of and make plans that maximize the recreational opportunities for the community.
- C. Employees: With the approval of the council, to hire or terminate a suitable director, employees and others who provide recreational services and to designate the nature of their employment and duties. The board shall also recommend a salary schedule to the council for its approval.
- D. Swimming Pool: Be responsible for management of the swimming pool operations, including the hiring and management of all personnel, adopting swimming pool policies that maximize the enjoyment of the users and making recommendations for repairs, improvements and maintenance of the swimming pool.
- E. Budget: Prior to January 1 of each year, prepare and file a budget of estimated receipts and expenditures for the next fiscal year with the city administrator, in such form as required by the city council.
- F. Reports: Present such reports and information as requested by the city council or mayor. (Ord. 589-04, 1-12-2004)

2-7-5: **EXPENDITURES:** All bills incurred by the recreation board in connection with the use and operation of the recreation program shall first be reviewed by the board which shall, by suitable notation, approve or disapprove the bills. If approved, the bills shall be presented to the city council for payment from the recreation use funds as noted by the board. (Ord. 589-04, 1-12-2004)

2-7-6

2-7-7

2-7-6: **COMPENSATION:** Members shall serve without compensation but may be reimbursed for their actual expenses. (Ord. 589-04, 1-12-2004)

2-7-7: **RECREATION DIRECTOR:**

- A. Duty: The director, under the authorization and with approval of the recreation board, shall be responsible for the development and implementation of a comprehensive program that serves all members of the community. This duty includes the hiring and supervision of assistants necessary to conduct the recreation program.

- B. Benefits: The director shall receive the same employment benefits as other employees in accordance with the city employee handbook. (Ord. 589-04, 1-12-2004)

July 2005



CHAPTER 8

GOLF COURSE COMMISSION

SECTION:

- 2-8-1: Established; Appointment; Terms; Vacancies
- 2-8-2: Officers
- 2-8-3: Powers And Duties Of Commission
- 2-8-4: Compensation
- 2-8-5: Golf Course Superintendent

2-8-1: **ESTABLISHED; APPOINTMENT; TERMS; VACANCIES:**

There is hereby established a golf course commission for the city consisting of five (5) residents of the city, at least eighteen (18) years of age. The commission shall consist of five (5) members appointed by the mayor with the approval of the council. Each member appointed after the adoption of this chapter shall be appointed for a term of three (3) years or the balance of an unexpired term. Vacancies shall be filled in the same manner as original appointments and shall be for the balance of the terms. (Ord. 562-99, 8-23-1999)

2-8-2: **OFFICERS:** At the first meeting of the commission after January 1 of each year, the commission shall elect a chairperson and a secretary for the ensuing year and such officers as it sees necessary. (Ord. 562-99, 8-23-1999)

2-8-3: **POWERS AND DUTIES OF COMMISSION:** The commission shall have the following powers and duties:

- A. Rules And Regulations: To make and adopt, amend, modify or repeal rules and regulations not inconsistent with law for the use, government and management of the municipal golf course within the confines of a municipal policy and budget.

- B. Employees: To make recommendations for a suitable golf course superintendent, and to designate the nature of his employment and duties. The golf course superintendent shall be hired by the city council. (Ord. 562-99, 8-23-1999)
- C. Golf Course: Be responsible for the management of the golf course operations, adopting policies that maximize the enjoyment of the users, and making repairs, improvements and maintenance of the golf course, all buildings and all real property, except the clubhouse. (Ord. 616-09, 4-13-2009)
- D. Budget: Prior to January 1 of each year, prepare and file a budget of estimated receipts and expenditures for the next fiscal year with the city administrator, in such form as required by the city council.
- E. Support Staff: The city clerk shall provide administrative support to the secretary and the commission for public notices and record-keeping.
- F. Reports: Present such reports and information as requested by the city council or mayor. (Ord. 562-99, 8-23-1999)

2-8-4: **COMPENSATION:** Members shall serve without compensation but may be reimbursed for their actual expenses. (Ord. 562-99, 8-23-1999)

2-8-5: **GOLF COURSE SUPERINTENDENT:**

- A. Duty: The golf course superintendent shall be responsible for the outside operations of the golf course. This duty includes the hiring and supervision of assistants necessary to repair and maintain the golf course.
- B. Benefits: The golf course superintendent shall receive the same employment benefits as do all full time employees under the direction of the city council, except those under contracts. (Ord. 562-99, 8-23-1999)