

CITY OF GILLETTE
PARKS AND BEAUTIFICATION BOARD



BY-LAWS

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Approved by Gillette City Council on ~~March 18, 2013~~

STATEMENT OF GOALS

The mission (goals, purpose) of the City of Gillette Parks and Beautification Board are to:

1. advise the City Council on the long term maintenance and sustainability of the parks system;
 2. support the intent and purposes of the approved Parks and Pathways Master Plan of the City;
 3. support the intent of the City Subdivision Regulations as it relates to park development and pathways;
 4. support the intent and spirit of the Landscape Ordinance;
 5. provide guidance on the Landscape Incentive program;
 6. promote city beautification through landscape awards, volunteer efforts, and cost effective policies.
- 6.7. and carry out other responsibilities as requested by the Mayor and City Council.

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CHAPTER I: ORGANIZATION

Section 1. **Name.** This organization shall be known as the City of Gillette Parks and Beautification board.

Section 2. **Authority.** The Gillette City Council give the Board the authority to advise the City Council on the long and short range development of the City Park system and to act upon the functions and duties as prescribed in Chapter I,.

Section 3. **Functions and Duties.** The City of Gillette Parks and Beautification Board shall be an advisory group and will be responsible for the following:

1. Reviewing subdivision and resubdivision preliminary plats and making recommendations to the City Planning Commission and the City Council as to the suitability of land proposed for park dedications.
2. Complying with the City of Gillette Subdivision Regulations, Section 8.
3. Recommend to the City Council for adoption goals, policies, and priorities of the long term park and open space development within the City's dedicated park system.
4. Together with Public Works Department Staff, prepare and submit the annual 1% Parks Improvement budget to the Director of Public Works for review and inclusion in the total Department budget submitted to the City Administrator for presentation to the City Council.
5. Develop and prepare a three (3) year plan for guidelines for future capital improvements.
6. Working with the City Council, City Planning Commission, Campbell County Parks and Recreation Board, Wyoming Recreation Commission, and other government bodies for the purpose of promoting the wise development of parks and open space.
7. Seeking the support of community service organizations, local business and industries, and interested individuals in the furtherance of the Board's goals.

CHAPTER II: MEMBERSHIP

Section 1. **Membership.** The membership shall be composed of seven regular members who will serve without pay, being appointed by the Mayor of the City of Gillette with the advice and consent of the City Council.

Board Members may make recommendations for new Board appointments by submitting their recommendations in writing to the Mayor.

Board appointments shall be made from residents of the City of Gillette.

Section 2. **Term of Office.** The term of office is to conform to the fiscal year starting in July. The term of service is three years. Incumbents can be reappointed to a second term by the Mayor of the City of Gillette with the advice and consent of the City Council. Term expirations will be on a rotational basis, with only two or three terms expiring at a time.

Section 3. **Vacancies.** Vacancies of the Board shall be replaced by appointment from the Mayor of the City of Gillette with the advice and consent of the City Council. A Board member appointed as a replacement will fulfill that unexpired term. The partial term will not count as a first term.

Section 4. **Removal of Members.** The Board may recommend to the Mayor the removal of any Board member missing three (3) consecutive meetings without justification, at the discretion of the Board. The Board may recommend to the Mayor the removal of any Board member, whenever in its judgment, the best interest of the Board would be served thereby. A Board member will be replaced according to Chapter II, Section 3.

Section 5. **Conflict of Interest.** Any member of the Board who has a conflict of interest or interest in any transaction or matter that is before the Board shall immediately disclose the interest to the Board. The Board may ask questions of the board member with the conflict of interest but shall deliberate and vote on the matter in the absence of the conflicted board member.

CHAPTER III: OFFICERS

Section 1. **Election.** A Chairperson and Vice-Chairperson shall be elected by a majority of the Board members in the month of July at the first regular meeting. The Chairperson and Vice-Chairperson shall be elected from among those who have served at least one year on the Board.

Section 2. **Secretary.** The City's Parks Superintendent or their appointee shall act as Secretary of the Board.

Section 3. **Term of Office and Vacancies.** The officers shall be nominated by voice nominations by the membership (except as provided in Chapter III, Section 1) and shall be elected by majority vote. They shall hold office for a term of one year. Should a vacancy occur, the Board shall elect a successor to fill the unexpired term.

Section 4. **Removal of Officers.** Any officer elected or appointed may be removed by the membership whenever in its judgment, the best interest of the Board would be served thereby. The vacancy shall be filled according to Chapter III, Section 1.

Section 5. **Duties of Officers.**

- A. **Chairperson:** The Chairperson shall in general supervise all of the business and affairs of the Board. He/She shall preside at all meetings of the Board, and shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the members from time to time. The Chairperson will be non-voting except in case of a tie.
- B. **Vice Chairperson:** , In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson. He/She shall exercise any and all powers of the Chairperson and shall perform such other duties as required by the Board.
- C. **Secretary:** It shall be the duty of the Secretary to keep the minutes of all meetings of the Board, give notice of all meetings to Board members, and perform all duties incident to the office of the Secretary and such other duties from time to time which are not inconsistent with the Board's authority. Minutes of all meetings will be filed with the City Administrator. In the Secretary's absence, notes will be taken by a designated person.

CHAPTER IV: MEETINGS AND BOARD AGENDA

Section 1. Business Meetings. Business meetings of the Board shall be held on the second and fourth Thursday of each month, or by the call of the Chairperson at time and place selected by the Chairperson. Meeting cancellations shall be by the call of the Chairperson

Quorum: There shall be a quorum present before the Board may act on official business. A majority of the members of the Board shall constitute a quorum for the transaction of business. All business must be approved by a majority of the voting members present.

Section 2. Deadline for the Agenda. Deadline for filing for placement on the Agenda shall be ten (10) days prior to consideration by the Board. The items will be filed with the Secretary. Agendas for each business meeting shall be filed with the City Administrator.

Section 3. General Order of Business.

- A. Call to Order:
- B. Approval of Minutes
- C. New Business
 - 1. Cases
 - 2. Personal Appearances
 - 3. Other
 - 4. Landscaping Excellence Award
- D. Old Business
- E. Parks Superintendent's Report
- F. Chairman's Report
- G. Adjournment

Section 3. Citizen Interest. Items may be taken out of regular position on the agenda at the discretion of the Board.

CHAPTER V: AMENDMENTS TO POLICY MANUAL

Section 1. The by-laws may be amended, altered, modified, added to or repealed by a majority vote of the members of the Board. Changes in the policy manual that are voted on by the Board must also be approved by the City Council. A motion to amend the policy manual requires a majority vote of all Board members. A written notice of the policy manual change must be mailed to the members at least fourteen (~~14~~) 10 days before the meeting. The question of adopting the policy manual or a revision of the policy manual is considered paragraph by paragraph and a vote taken only after all sections have been perfected to the satisfaction of a majority of the members of the Board.

CHAPTER VI: OPERATING PROCEDURES OF THE BOARD

The following are the procedures by which the City of Gillette Parks and Beautification Board shall review and comment on preliminary plats and the procedures by which the Board will interact with other agencies, board, community groups, and individuals.

Section I. Reviewing Preliminary Plats for New Subdivisions.

- A. The Parks Board shall review plats for new subdivisions for the purpose of determining the suitability of land proposed to be dedicated as a public park site, or as open space.
- B. The following criteria shall be considered by the Parks and Beautification Board when reviewing plats and plans prior to making recommendations:
 - 1. The conservation and maintenance of the natural environment.
 - 2. The provision of a variety of recreational opportunities.
 - 3. The shaping of urban expansion and the preservation of community integrity in the most practical, attractive manner possible.
 - 4. The determination of the place which the park and open space of the development occupies in the broad scope of the Comprehensive Plan and more specifically, the Parks and Pathways Master Plan.
 - 5. The assurance of the continuity of open space and parks linked by trails- pathways and other major components of a park system.
 - 6. The assurance that areas set aside for parks and open space within each development have been examined for compliance with all City plans, particularly the adopted Parks and Pathways Master Plan.
- C. When the area designated by the owner for a park, open space or pathway is deemed not suitable, or is not consistent with the approved Parks and Pathways Master Plan, the park development fee per residential lot is assessed. Developers will finalize park proposals prior to final plat presentation. All park dedications shall be accomplished by a Warranty Deed and Title Insurance prior to recording of the Final Plat, which will be filed by the City of Gillette.
- D. The park development fee for parks and recreation shall be held in trust by the City of Gillette for expenditure which benefits the subdivision for which the fee has been paid.

Section II. Procedures for Agency Interactions.

A. Campbell County Parks and Recreation Board

1. The City Parks Board may advise the City Parks Superintendent to communicate and work with the director of the Campbell County Parks and Recreation Department on matters of interdepartmental concern.
2. From time to time, the City Parks Board may want to invite the Director of County Parks and Recreation Department to attend a Board meeting to answer questions.

B. Gillette City Council

1. Communications with the City Council should be directed through the Parks Superintendent and the Director of Public Works to the City Administrator.
2. The City Council is kept informed of the Board's activities through the minutes of the Board's meetings, submitted to Council once a month.
3. If the Parks Board requests formal action by the Council, the item to be discussed should be filed with the City Administrator's secretary at least one week before the scheduled Council meeting.