

**AN ORDINANCE AMENDING THE CARPENTERSVILLE MUNICIPAL CODE BY ADDING  
CHAPTER 2.50 "PARK COMMISSION"**

**WHEREAS,** the President and Board of Trustees have heretofore created a special committee known as the Park Committee for the purpose of recommending policies for the use, improvement and maintenance of village parks; and

**WHEREAS,** the President and Board of Trustees find it to be in the best interests of the village to formalize the Park Committee as an established commission of the village; and

**WHEREAS,** the President and Board of Trustees find it to be in the best interests of the village to establish by ordinance the requirements for membership and the duties and responsibilities of the park commission.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Carpentersville, Kane County, Illinois, as follows:

**SECTION 1:**

The Carpentersville Municipal Code, Title 2, "Administration and Personnel", is hereby amended by adding Chapter 2.50, entitled "Park Commission", which shall read as follows:

Chapter 2.50 PARK COMMISSION

Sections:

- 2.50.010 Established.
- 2.50.020 Purpose.
- 2.50.030 Membership - appointment.
- 2.50.040 Term of office.
- 2.50.050 Officers and procedure.
- 2.50.060 Removal.
- 2.50.070 Meetings.
- 2.50.080 Powers and duties.

2.50.010 Established.

There is established a commission known as the Carpentersville park commission. This commission shall be comprised of and shall exercise the duties as set forth in this ordinance.

2.50.020 Purpose.

The park commission shall be an advisory commission to the village board who shall recommend policies for the parks that are owned and maintained by the village.

2.50.030 Membership - appointment.

A. The park commission shall consist of seven members. At least one member of the commission shall be from the village board of trustees. The remaining members shall be electors who have been residents of the village for at least one year.

B. The village president shall appoint the chairman of the commission with the advice and consent of the board of trustees.

C. The members of the commission shall serve without compensation.

2.50.040 Term of office.

The terms of office for non trustee members shall be two years until a successor is appointed and qualified. Terms of office may be adjusted by the village president to assure that no more than three members' terms end in any particular year. Each commission member who is a trustee shall be appointed for a term that coincides with his or her term of office as a member of the village board. Any vacancy shall be filled by appointment for the unexpired portion of the term.

2.50.050 Officers and procedure.

A. Immediately after their appointment, the members of the park commission shall meet and elect a vice-chairperson and such other officers as they deem necessary, and adopt and later change or alter rules and regulations of organization and procedure. The commission shall file an annual report with the village board.

2.50.060 Removal

Prior to the expiration of his or her term, members of the commission may be removed from the commission as provided in the Carpentersville Municipal Code, Title 2, "Administration and Personnel", Chapter 2.98, "Removal of Board, Commission and Committee Members".

2.50.070 Meetings

A. All meetings of the commission shall be held monthly at regularly scheduled times to be established by the commission at the beginning of each calendar year, or at any time upon the call of the chairman or at the request of three other commission members.

B. All meetings of the commission shall be open to the public and shall comply with the provisions of the Illinois Open Meetings Act. Notification of all meetings in the form of posting the agenda for the meeting shall be made no less than 48 hours in advance and shall include the date, time, and place of the meeting.

C. The agenda shall be subject to approval by the chairman. Any two members may suggest an item for the agenda at least 7 days in advance before notice of the meeting is posted.

D. Robert's Rules of Order shall govern the procedures of the meetings when the procedures are not covered by the Bylaws.

2.50.080 Powers and duties.

The park commission shall have the following powers and duties:

A. To develop, maintain and recommend to the village board for approval a plan for each village park. In support of any proposed plan or change, the commission shall provide the village board a report detailing each recommendation, how each change shall be made and the estimated costs of any such changes.

B. To observe conditions and characteristics of each park; discuss and recommend improvements, maintenance items, repairs or other observations and inform the village manager thereof, in each case.

C. To recruit volunteer organizations and groups to participate in park improvement and maintenance. To provide direction to such volunteer efforts, indicating areas of greatest need and impact. To prepare reports regarding use of donations for commission objectives and proper use.

D. To advise the village board on the safe and effective use of volunteer labor and to advise the village board on the safe and effective use of volunteer resources, equipment and materials.

E. To make recommendations for improvements in the parks, for incorporation in the annual village operating budget and provide supporting documentation for those recommendations. Activities that the commission recommends shall be submitted as a separate list with amounts and justifications arranged by priority. Recommendations for improvements in the park system shall be detailed separately by park, set forth the recommended cost and justifications arranged by priority.

F. To observe activities and programs conducted in the parks and the impact of those activities and programs on the condition and maintenance of the parks. Make recommendations to the village manager regarding the evaluation of the activities and programs.

G. To observe improvements for consistency with the approved plans of the park commission.

H. To review the expenditure of grant funds for park projects and provide recommendations regarding the proper and effective use of grant funds.

I. To make regular reports to the village board on the conditions and recommendations for village parks.

J. To advise the village manager and village board regarding policies, enforcement of rules in the parks, methods of park use regulation, issuance of permits, and budget requests.

K. To review project reports from the village manager on the status of park projects.

L. To attend meetings and exchange information with the Dundee Park District, the Forest Preserve of Kane County and other organizations applicable to village parks and to provide the village board with a report on such meetings and any recommendations arising therefrom.

M. To make recommendations on issues relating to village parks as the president and board of trustees may request from time to time.

## **SECTION 2:**

Those sections, paragraphs, and provisions of Title 2, of the Village of Carpentersville Municipal Code which are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Village of Carpentersville Municipal Code other than those expressly amended or repealed in Section 1 of this Ordinance.

## **SECTION 3:**

The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

## **SECTION 4:**

The provisions of this Ordinance shall be in full force and effect upon its passage, approval and publication, in accordance with law.

Motion made by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, that the Ordinance be passed.

**ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES** of the Village of Carpentersville, Illinois at a regular meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2009, pursuant to a roll call vote as follows:

AYE: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** by me this \_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Village President

(SEAL)

ATTEST:

\_\_\_\_\_  
Village Clerk