

**RESOLUTION NO. 95-22-B**

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**BE IT RESOLVED** by the Township Trustees of Union Township, Butler County, Ohio that:

**PARKS COMMITTEE BY-LAWS AND ORGANIZATIONAL STRUCTURE**

**SECTION 1. Members.**

The Park Committee of Union Township shall consist of seven (7) members. The seven (7) members shall be residents of the Township and shall be appointed by the Board of Trustees to staggered three year terms.

Effective June 1, 1992, two (2) members shall be appointed for three (3) years and two (2) for two (2) years. Upon the expiration of an existing member's current term of appointment, such member shall be eligible for reappointment by the Board of Trustees for a term of three (3) years.

Should a vacancy occur on the Committee, such vacancy should be reported to the Assistant Township Administrator or in absence the Township Administrator. The Board of Township Trustees shall make all appointments to the Park Committee.

The Park Committee may, with the prior approval of the Board of Trustees, organize and appoint such sub-committees and "working groups" as deemed necessary, for the purpose of working on special events or projects or for the purpose of accomplishing specialized tasks.

The Assistant Township Administrator, Park Activities Director and the Maintenance Superintendent shall serve as non-voting members of the Committee. They or their representatives will attend all meetings of the Park Committee.

**SECTION 2. Officers and Meetings.**

The Park Committee shall organize on the third Thursday in June of each year by electing a Chairperson, Vice-Chairperson, and Secretary to serve for a one (1) year period. The Committee shall meet monthly thereafter, or as deemed necessary.

Adopted the 11th day of JULY, 1995

[Signature]

[Signature]

[Signature]  
**Township Trustees**

Attest: [Signature]  
**Township Clerk**

The Park Committee meetings shall be held at a regularly established time and shall be open to the public. The Committee shall establish rules and regulations for its government and performance of duties. The Secretary shall keep full and complete minutes of all of the Committee's proceedings and said minutes shall be public record and copies kept on file with the Park Activities Director. Copies of the minutes will be provided monthly by the Secretary to the Assistant Township Administrator or in his/her absence, the Township Administrator, for distribution to the appropriate staff and officials.

SECTION 3. Responsibilities and Powers.

The Committee, in conjunction with the Parks Activities Director and Maintenance Superintendent shall prepare a Five Year Operations and Capital Improvement Plan and Budget which shall be presented to the Assistant Township Administrator or in his/her absence the Township Administrator for approval by Township Board of Trustees. This "Five Year Plan" shall be updated annually and resubmitted to the Board for re-examination and approval.

On an annual basis, the Park Committee shall work with the Township Administrator to develop an operating and capital budget for the coming year.

Following the approval and appropriation by the Board of Trustees of such plan and budget, the Park Activities Director and Maintenance Superintendent shall make reports to the committee at the Committee's regular monthly meeting regarding the scheduling of park programs and facilities and the equipment, supervision and maintenance of all park and recreational facilities under the control of the township. The Committee shall review and make recommendations to the Park Activities Director and Maintenance Superintendent regarding these reports to assure compliance with the Five-Year Plan and Budget. Conflicts between the reports of the Park Activities Director and Maintenance Superintendent and the recommendations of the Park Committee shall be presented to the Assistant Township Administrator or in his/her absence the Township Administrator for final disposition. The Committee will also work with the Park Activities Director and the Maintenance Superintendent to organize and conduct specially planned recreational activities.

The Committee shall establish and periodically review a set of park rules to be posted conspicuously in the parks, said rules and any amendment shall be subject to approval by the Trustees.

The Committee and its members shall review and monitor compliance with such adopted rules and regulations and report violations to the Police Department, Assistant Township Administrator, or in his/her absence the Township Administrator for proper enforcement through use of the appropriate Township personnel.

The Park Committee shall make recommendations regarding the administration of concession privileges of the various parks, playgrounds, and other places as such privileges to the Assistant Township Administrator or in his/her absence the Township Administrator for approval by the Board of Township Trustees. All receipts and expenses from such concessions shall be considered part of the general fund of the Township and handled accordingly. The Trustees shall designate such receipts for use for parks and recreational purposes.

The Assistant Township Administrator or in his absence the Township Administrator and the Committee chairperson shall report at least once annually to the Board of Union Township Trustees on the progress of implementation of the "Five Year Plan".

SECTION 4. Recreation Supervision.

The Committee shall recommend the appointment of volunteer instructors, clerks, and other persons as needed to the Assistant Township Administrator or in his absence the Township Administrator and when required with a majority vote of the Board of Township Trustees.

SECTION 5. Contracts for Special Services.

The Committee shall recommend the appointment of such umpires, referees, coaches, special directors, and instructors, musicians, accompanists and other providers to perform special and occasional duties in connection with and in furtherance of Township recreational programs as needed to the Assistant Township Administrator or in his absence the Township Administrator.

SECTION 6. Expenses.

The Committee members shall be reimbursed for any pre-approved out of pocket expenses inclusive of travel outside of the Township in the performance of their duties at the same rate as Township employees. Requests for expense approval will be submitted to the Assistant Township Administrator or in his absence the Township Administrator

SECTION 7.

This Resolution supersedes and repeals any and all Resolutions dealing with establishment and creation of a Park Committee of Union Township, Butler County, Ohio.

SECTION 8.

The Resolution is necessary for the immediate preservation of the public peace, health, safety and welfare, and shall therefore take effect and be in force immediately upon passage by the Board of Trustees.