

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 1112**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON  
ESTABLISHING A PARKS AND RECREATION ADVISORY BOARD, PROVIDING  
FOR THE APPOINTMENT AND TERMS OF BOARD MEMBERS AND FOR THE  
REMOVAL OF SAME, AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City of Medical Lake is a code city authorized to create a Parks and Recreation Advisory Board which will serve in an advisory capacity to the Mayor and City Council; and

WHEREAS, RCW 35A.12.090 provides for the appointment of Parks and Recreation Advisory Board members by the Mayor and confirmed by the consent of the City Council; and

WHEREAS, the City of Medical Lake wishes to encourage citizen input in the City's park programs and policies by establishing a Parks and Recreation Advisory Board, including studying park programs, receiving public input, and recommending policy for reservations and fees; and

WHEREAS, the City Council has determined a need for establishing a Parks and Recreation Advisory Board.

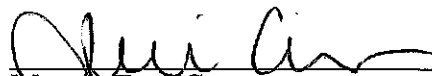
NOW, THEREFORE, the City Council of the City of Medical Lake, Washington does ordain as follows:

**Section 1.** Board Establishment. Medical Lake Municipal Code Title 2, Chapter 2.46 is hereby created for the purpose of establishing a Parks and Recreation Advisory Board as set forth in Exhibit A to this Ordinance and which is incorporated herein by this reference. The official name of the Board shall be the City of Medical Lake Parks and Recreation Advisory Board.

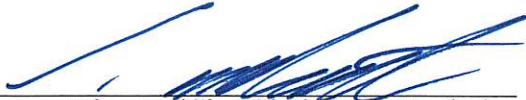
**Section 2.** Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**Section 3.** Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this 5<sup>th</sup> July day of ~~June~~, 2023.

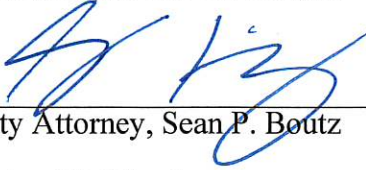
  
\_\_\_\_\_  
Mayor, Terri Cooper

ATTEST:



Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:



City Attorney, Sean P. Boutz

Date of Publication:

Effective Date:

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## **CHAPTER 2.46 PARKS AND RECREATION ADVISORY BOARD**

### **2.46.010 Created.**

A Parks and Recreation Advisory Board is created and established. The board shall consist of five (5) members on the basis of their recognized fitness and shall be appointed by the mayor subject to confirmation by the city council.

### **2.46.020 Term of office.**

The term of office of the five (5) members appointed and confirmed shall be five (5) years. The terms of the initial five (5) appointed members shall be fixed and designated by the mayor at the time of such appointment.

### **2.46.030 Vacancies.**

- A. Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. Any member of the board may be removed from office for cause (incapacity, incompetence, neglect of duty, malfeasance in office, or a disqualifying change of residence) by the mayor with the consent of the city council. Additionally, the unexcused absence of any member from two (2) consecutive regular meetings of the board may result in the board member's removal upon request by the mayor and confirmation by city council.
- B. An appointee shall continue in office until the successor to the position is appointed or the appointee is removed pursuant to 2.46.030(A). All vacancies on the board shall be filled in the same manner as the original appointment and shall serve for the unexpired term. Members of the board shall reside within the boundaries of Medical Lake School District 326 with at least three (3) members being residents of the city.

### **2.46.040 Officers—Quorum—Meetings.**

- A. Officers of the board shall consist of a chairman, vice-chairman, secretary and such other officers as may be necessary. Officers shall be elected in January of each year and shall serve until the election of new officers. It shall be the duty of the chairman to preside at all meetings of the board and of the secretary to keep official minutes of all meetings and of all proceedings of the board unless a recording secretary is appointed.
- B. A majority of the board shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any proposition.
- C. Meetings of the board shall be scheduled at least once each month. The board shall fix the time and place of its meetings. The meetings of the board shall be public. Special meetings of the board may be called by the chairman or upon notice signed by four (4) members of the board.
- D. The board may adopt rules and regulations for the conduct of its business.

### **2.46.050 Powers and duties generally.**

The board shall have all of the powers and perform all the duties necessary and incidental to its operation. The board shall have power to conduct any form of recreation or cultural activity that will employ the leisure time of the people in a constructive and wholesome manner, and shall have care and supervision of all parks belonging to the city. The board shall act in an advisory capacity to the mayor and city council and make recommendations relating to park property and programs including but not limited to the following:

- A. The development, acquisition, disposal, maintenance and operation of park property, improvements and equipment, including community buildings and recreational facilities;
- B. The management, supervision and use of park property and facilities by persons and groups for passive and active recreation which may include organized programs, events and activities;

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- C. Permitting, installing and maintaining any statuary, monuments, or works of art presented to the city for use or exhibit in parks or recreation areas;
  - D. Soliciting and receiving on behalf of the city any gifts or bequests of money or other personal property or any donation to be applied, principal and interest, for either temporary or permanent use for playgrounds, parks, or other recreational purposes, and the same to be deposited with the city Finance Director to be used exclusively for park and recreational purposes;
  - E. Granting privileges to be exercised on parks and recreation property of the city, the revenue from which shall be used for parks and recreational purposes.
    - 1. The Parks and Recreation Director is authorized to issue licenses and permits on terms established by the board, subject to approval by the mayor;
  - F. Implementing and monitoring grants, contracts, leases, and licenses for the use and benefit of park property or facilities;
  - G. Making reasonable rules and regulations for the use, and management of park and recreation facilities of the city, including the power to fix terms and charges for the use of any municipally owned or controlled park or recreation facility;
  - H. Setting recreation program fees, with the approval of the mayor or designee; and
  - I. Doing all other acts necessary for the orderly and efficient management and control of the parks and recreation facilities of the city.

#### **2.46.060 Budget and fiscal powers and duties.**

- A. The board shall, upon a schedule created by the office of the mayor, review the parks and recreation budget as created by the parks and recreation department staff and make recommendations on such budget to the office of the mayor and city council.
- B. Expenditures of the funds appropriated for park and recreation purposes and purchases with such funds shall be made as per city policy as provided in section 2.06.030 of this Code.

#### **2.46.070 Rules and regulations—Promulgation and effect—Violation.**

- A. Rules and regulations adopted by the board under the authority granted by this chapter shall be promulgated by filing a copy thereof with the city clerk, by posting a copy thereof on the bulletin board in the lobby of city hall for not less than five (5) days prior to the regulation taking effect, and by having a copy available for public review in the parks and recreation office.
- B. Any person who shall willfully and intentionally violate any such rule or regulation shall be guilty of a misdemeanor.

#### **2.46.080 Compensation.**

The members of the board shall receive no salary; however, when the board determines that it is desirable for members to attend a state, regional, or national conference dealing with park and recreation issues, it may recommend the attendance and payment of the actual expenses involved in attending such meetings through requests in the annual budget. If approved in the annual budget, reimbursements for these expenditures shall be allowed as per the same policies as for all other city travel.

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#### **2.46.090 Park and recreation employees.**

The mayor shall be the appointing and discharging authority for the employees of the city engaged in park and recreation activities. The board may make recommendations to the mayor concerning the appointment and discharge of such employees.

#### **2.46.100 City Supplies and Equipment**

The City shall provide the board with supplies and equipment in the performance of its' duties hereunder as deemed necessary by the Park and Recreation Director.

City of Medical Lake  
124 S. Lefevre Street  
Medical Lake, WA 99022  
509-565-5000

**NOTICE OF ORDINANCE PASSED BY MEDICAL LAKE CITY COUNCIL**

The following is the title and summary of Ordinance 1112 passed by the City of Medical Lake City Council on the ~~20<sup>th</sup>~~ day of ~~June~~, 2023.

5<sup>th</sup> July

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The introductory paragraphs address the adoption of Ordinance 1112 and establishing a Parks and Recreation Advisory Board.

**Section 1:** Establishes the creation of the Parks and Recreation Advisory Board under the newly created Title 2, Section 2.46 of the City of Medical Lake Municipal Code.

**Section 2:** Establishes a severability clause in the event some portion of the Ordinance is held invalid.

**Section 3:** Provides for an effective date of five (5) days after publication of the Ordinance.

The full text of the Ordinance is available at the City of Medical Lake offices as identified above. A copy will be mailed to any citizen without cost upon request from the City's Clerk's office.

  
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Koss Ronholt, Finance Director/City Clerk

Published: 7/13/23