

**COLVILLE CITY COUNCIL AGENDA ITEM
BRIEFING SHEET**

Meeting Date: April 11, 2017

Contact: Mayor Janke

Topic or Problem Statement:

Possible removal of a member from the Park and Recreation Board.

Type of Briefing:

Information Only Discussion Only Decision Needed

Background of Situation:

April Paccereilli was appointed to the Park and Recreation Board on October 14, 2015. She attended four meetings up to June 2016 and has missed the four remaining meetings that have taken place.

Recreation Coordinator Jillian Marshall has sent April emails to let her know when the next board meetings would be. She also sent her one email asking her if she wanted to continue being on the Park and Recreation Board. Jillian has also attempted to call April. April has not responded to any of the emails or phone calls.

Jillian is recommending that April be removed from the Board so she can find a replacement that would be more active.

Goals and Objectives: i.e., CFP, Comprehensive Plan, Safety, etc.

Council Goal #1. Colville is a community where people want to live and work.

Council Goal #5. Colville City encourages transparency and communication with its residents.

Evaluate Alternatives or Options/Consequences of Inaction:

By removing April from the Park and Recreation Board, a new member can be appointed that will have an interest in attending meetings and participating.

Funding Needed and Recommended Source (BARS #):

None.

Attachments:

Ordinance No. 1542 N.S.

Recommended Action with Justification:

To approve the removal of April Paccereilli from the Park and Recreation Board.

Theresa Bergquist

From: Jillian Marshall
Sent: Thursday, March 30, 2017 11:07 AM
To: Theresa Bergquist
Subject: Removal of Park & Rec. Board member

Theresa,
Here is the information for April Paccerelli (McElreath)

She was approved between October and November of 2015
She attended 4 meetings up to June of 2016 (this was her last meeting)
She has missed the remaining 4 meetings that have taken place
I (the Recreation Coordinator) has sent all the meeting dates/times and agendas to the email address provided to me
(4), I sent her an email (1) asking if she was still wanting/willing to be involved with the Park & Recreation Board
(2/27/2017), and have called the phone number provided to me at least 2 times. I have not received any response to
any of these efforts. I believe we should move forward with removing her from the board so that we can bring in a new
person that is able to attend and provide a voting member to help create a quorum.

Please let me know if you need anything more.

Jillian Marshall

Recreation Coordinator

City of Colville

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509-684-6037

ORDINANCE NO. 1542 N.S.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLVILLE, WASHINGTON ESTABLISHING AN ADVISORY BOARD OF PARK AND RECREATION COMMISSIONERS.

WHEREAS, it would be beneficial to City operations to re-establish the Park and Recreation Board; and

WHEREAS, there are current facility needs that would benefit from the involvement of a Park and Recreation Board; and

WHEREAS, strategic planning is needed to plan for Park and Recreation projects and programs.

NOW, THEREFORE, it is hereby ordained by the City Council of the City of Colville, Washington as follows:

Section 1: Creation of the Board

There is hereby created a Park and Recreation Board, consisting of seven (7) members, who shall be appointed by the Mayor with the consent of the majority of the City Council. Two (2) City Councilmembers, one for the Park Department and one for the Recreation Department, shall be appointed to serve as non-voting advisory members of the Board. The Recreation Coordinator shall serve as the lead staff position to the Board with the Street/Park Superintendent as a backup.

Section 2: Term of Office – Filling Vacancies

A. The terms for each position shall be four years; provided, however, the first members shall determine by lot whose term of office shall expire each year. Initially, two positions shall expire December 31, 2015; two positions shall expire December 31, 2016; two positions shall expire December 31, 2017 and one position shall expire December 31, 2018. Vacancies on the Board shall be filled in the same manner and shall be for the unexpired portion of the term.

B. Two (2) of the above positions may be filled with a person who resides outside of the Colville City limits but within the boundaries of the Colville School District No. 115.

Section 3: Quorum – Meetings

A. The Board shall have a chairman and vice chairman. Officers shall be elected in January of each year. The Park and Recreation Secretary shall serve as the recording secretary to the Board. It shall be the duty of the chairman to preside at all meetings of the Board and the

Secretary will keep official minutes of all meetings and all proceedings of the Board. Minutes will be provided to the City Clerk within ten (10) days after a meeting.

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. Meetings of the Board will be scheduled quarterly or as needed. The Board shall fix the time and place of its meetings. The meeting of the Board shall be open to the public.

Section 4: Removal of Board Member

Any member of the Board may be removed from office by the Mayor with the approval of a majority of the City Council. The absence of any member from three consecutive regular meetings of the Board may result in the Board member's removal upon request by the Mayor and confirmation by the City Council.

Section 5: Powers and Duties

The Board shall have all of the powers and perform all the duties necessary and incidental to its operation. The Board shall be strictly advisory to the Mayor and City Council and will assist with planning any form of recreation or cultural activity that will employ the leisure time of the people in a constructive and wholesome manner, and may:

A. Plan and promote parks, paths and trails, play and recreation grounds, and/or other municipally owned recreation facilities including community buildings.

B. Solicit and receive on behalf of the Park and Recreation Board, Park Department, City Swimming Pool or Recreation Department any gifts or bequests of money or other personal property or any donation to be applied, principal and income, for either temporary or permanent use for playgrounds, parks, or other recreational purposes, the same to be deposited with the City Treasurer to be used exclusively for park and recreation purposes.

C. Recommend to City Council charges and fees for the use of any municipally owned or controlled Park or Recreation facility.

D. The Park Superintendent, Recreation Coordinator and other City employees are responsible for administration decisions and implementation of the programs and the Board shall not assume those functions. Any disputes regarding responsibilities, powers and duties shall be resolved by the Mayor.

E. Receive and review applications relating to the expenditure of monies from the Spencer Fund and make funding recommendations to the City Council.

Section 6: Compensation

The members of the Board shall receive no compensation.

Section 7: Annual Review

This Ordinance shall be reviewed annually on or near the effective date to determine if it is still effective and should be continued.

This Ordinance shall be in full force and take effect five (5) days from its passage, approval and publication.

Passed and adopted by the City Council of the City of Colville, Washington the 28th day of April, 2015.



Mayor Louis F. Janke

Attest: _____



Holly Pannell, CMC, PFO, City Clerk/
Human Resources Manager

Approved as to form:



City Attorneys McGrane & Schuerman

Ordinance Amending Board of Park Recreation Commissioners

Approved by Council 4/28/2015

Published on 5/6/2015

Effective on 5/11/2015