

**ORDINANCE 293**  
**PARKS AND RECREATION COMMISSION**

**AN ORDINANCE OF THE CITY OF CLARK FORK, BONNER COUNTY, IDAHO, ESTABLISHING AND IMPLEMENTING A PARKS AND RECREATION COMMISSION, STATING PURPOSES FOR DOING SO, PROVIDING FOR ORGANIZATION AND APPOINTMENT AND REMOVAL OF MEMBERS, ESTABLISHING DUTIES FOR THE COMMISSION, REPEALING CONFLICTING ORDINANCES AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS the City of Clark Fork desires to establish a Parks and Recreation Commission in accordance with applicable laws, regulations and guidelines.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CLARK FORK, IDAHO AS FOLLOWS:**

**Section 1: ESTABLISHMENT**

There is hereby established the City of Clark Fork Parks and Recreation Commission.

**Section 2: PURPOSE**

It is the purpose of the Parks and Recreation Commission (hereinafter Commission) to act in an advisory capacity to the Mayor and City Council, to aid in the process of effective, responsible, and efficient government of the City's Parks to provide the greatest opportunity for recreational activity for residents of all ages and interests consistent with available budget resources.

**Section 3: ORGANIZATION**

- A. The Commission shall consist of at least four (4) but no more than eight (8) voting members. The Mayor shall appoint these members with the consent of the City Council. Members may be removed for cause upon majority vote of the City Council upon recommendation of the Mayor. Members shall be residents within the boundaries of the Clark Fork area ZIP Code 83811, with at least two (2) members residing within the City. If possible, one member of the city council shall function as a liaison. Members shall be appointed for a term of two (2) years, or until a successor is appointed and qualified. Terms shall expire on December 31 of the last year of the designated term. Vacancies on the Commission occurring otherwise than by expiration of the term shall be filled by the Mayor for the remainder of the unexpired term. The members of the Commission shall serve without compensation but may be reimbursed for council-approved expenses incurred in the course of their public service.
- B. At its initial meeting of each calendar year, Commission members shall meet and organize by electing one member chairperson and such other officers as may be necessary. The Commission may recommend rules and regulations for the proper conduct of park use and recreation program operation in and for the City. Such proposed rules and regulations are subject to approval by the Mayor and City Council.

**Section 4: DUTIES**

- A. The Commission shall meet regularly at a time and place determined by resolution of the Commission. All meetings shall be open to the public and notice of such meetings shall be provided to allow and promote public participation in the subject matter considered by the Commission. A majority of the appointed members of the Commission shall be necessary to constitute a quorum and conduct any business at any Commission meeting. The City Clerk shall approve and designate a recording secretary to create and maintain records for the Commission. The City Clerk shall retain the originals of all records.
- B. The Commission may, with prior consent of the City Council, solicit voluntary gifts and/or bequests for money and other property for parks and recreation purposes.
- C. The Commission may advise City staff and the Mayor and City Council concerning the conduct of, and the supervision of, public parks and public playgrounds, athletic fields, and recreation activities on any of the

properties owned or controlled by the City, or on other sites used for recreation purposes by the City with the consent of the City Council.

- D. The Commission may solicit support and cooperation among the citizens and various organizations of the community in the development, construction, and financing of recreation programs/facilities.
- E. The Commission may review and make recommendations to the Mayor and City Council on park and recreational fees, and/or rental fees.
- F. The Commission shall give periodic updates to the Mayor and the City Council, including copies of meeting minutes.

**Section 5: REPEAL OF CONFLICTING ORDINANCES**


Ordinance 259, Parks and Recreation, Dated January 9<sup>th</sup>, 2012, is hereby repealed as of the Effective Date on this document.

**Section 6: EFFECTIVE DATE**

This ordinance shall be effective upon its passage and publication as provided by law.

**PASSED AND APPROVED** this 10th day of April 2023.



  
Russell Schenck, Mayor

ATTEST:

  
Amber Burgess, City Clerk


CITY COUNCIL MEMBERS	YES	NO	ABSENT
Sharon Banning	<u>√</u>	—	—
Jay White	<u>√</u>	—	—
Shari Jones	<u>√</u>	—	—
Blaine Williams	<u>√</u>	—	—

**CITY OF CLARK FORK, IDAHO**

**SUMMARY OF ORDINANCE NO. 293  
PARKS AND RECREATION COMMISSION**

**SUMMARY:** The City of Clark Fork adopted Ordinance #293 on April 10, 2023, at a regular meeting of the Clark Fork City Council, establishing and implementing the City of Clark Fork Parks and Recreation Commission, stating purposes for doing so, providing for organization and appointment and removal of members, establishing duties for the commission, repealing conflicting ordinances and providing an effective date.

The full text of Ordinance #293 is available for review at the Clark Fork City Hall, 110 3<sup>rd</sup> Ave., Clark Fork, Idaho, during regular business hours and on the City of Clark Fork website. This summary shall be filed with the adopted resolution.

  
Amber Burgess, City Clerk  
City of Clark Fork

May 2nd, 2023  
Date



**CITY OF CLARK FORK, IDAHO**


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**CITY ATTORNEY REVIEW:**

The undersigned, City of Clark Fork legal counsel, having reviewed Ordinance #293 and the summary for Ordinance #293, believes the summary is true and complete and that it provides adequate notice to the public of the identity, principal provisions, and effective date of the ordinance.

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Benjamin Allen, Silver Valley Law  
Attorney for the City of Clark Fork

May 2nd, 2023  
Date