



PLEASE LIST COMMUNITY TOPICS THAT ARE OF PARTICULAR INTEREST TO YOU AND THAT RELATE TO THIS APPOINTMENT:

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PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR INVOLVEMENT IN COMMUNITY GROUPS AND ACTIVITIES:

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PLEASE LIST YOUR REASONS FOR BEING APPOINTED:

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SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Return a completed and signed application to the Cave Junction City Hall located at 222 W. Lister Street, Cave Junction, Oregon.

**INFORMATION ON THIS FORM IS PUBLIC INFORMATION.**

**ORDINANCE NO: 572**  
**AN ORDINANCE ESTABLISHING THE CAVE JUNCTION PARKS AND RECREATION COMMISSION**

**WHEREAS**, park and recreation facilities may be most efficiently and logically developed through the long-term, committed effort of an institution specifically charged with that effort, and

**WHEREAS**, it is the wish of the Council to provide a framework within which this work can be carried on by those individuals in the community who have a special interest in parks and recreation but may not wish to be involved in other aspects of municipal government,

**NOW, THEREFORE, THE CITY OF CAVE JUNCTION ORDAINS AS FOLLOWS:**

Title 2 – Administration and Personnel – of the Cave Junction Municipal Code is amended by the addition of Chapter 2.32 – Parks and Recreation Commission as follows:

**CHAPTER 2.32 PARKS AND RECREATION COMMISSION**

2.32.010 - Definitions.

As used in 2.32.010 to 2.32.080, the term "Commission" means the Parks and Recreation Commission.

2.32.020. - Created.

A Parks and Recreation Commission is hereby created.

2.32.030. - Policy.

It is hereby declared to be the policy of the City that all matters relating to public parks, playgrounds, and related activities and programs shall be submitted to the Commission for counsel and advice.

2.32.040. - Composition; appointment and term of members.

The Commission shall consist of six voting members appointed by the Council and the Public Works Director. Commission members shall serve for a term of three years, but the terms shall be staggered so that not more than three terms shall expire in any one year. No appointive member shall serve more than two consecutive terms. One member shall be a student from Illinois Valley High School who will serve a one year term. All members shall be chosen from among such persons concerned with and interested in the development of public parks and playgrounds and like public places in the City. Members shall be residents of the City. In case of vacancy, the Council shall appoint a successor to fill out the unexpired term. One City Councilor will serve as liaison to the Commission. The Public Works Director shall be a permanent voting member of the Commission.

2.32.050. - Compensation of members.

The members of the Commission shall not receive any compensation for their services.

2.32.060. - Organization.

- A. The Commission shall establish the time and place of meetings which shall be open to the public, and shall adopt bylaws for the conduct of its business consistent with the City Charter and this Municipal Code.
- B. The Commission shall annually elect a chair and vice-chair.

- C. Four (4) members of the Commission shall constitute a quorum.
- D. At least once each year the Commission shall submit to the Council a review of existing and changing policies, Commission bylaws, and facilities and programs.

2.32.070. - Meeting place.

The Commission may meet in the council chambers of City Hall unless there is conflict with a Council Meeting, Budget Committee Meeting, or Planning Commission meeting.

2.32.080. - Function and duties.

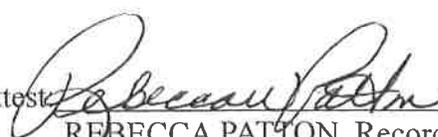
It shall be the function of the Commission to be advisory and it shall have the following duties:

- A. Recommend and advise the Council, Planning Commission, Budget Committee and other bodies, groups or officials on all matters referred to it.
- B. To act in the role of community catalyst in the formation and achievement of a comprehensive community-wide parks and recreation system and program to serve the horticultural, environmental, historical, cultural, and leisure needs of all the City residents by, among other activities, review and update of the Cave Junction Parks and Recreation Master Plan.
- C. To make and issue reports respecting its studies, research, examination, and other activities to the Council as may be required by the Council.
- D. To plan, review, prioritize, and recommend implementation of parks and recreation projects, and facilitate design, fund-raising, grant-writing, maintenance, and improvement of components of the Cave Junction Parks and Recreation Master Plan by:
  - 1. Developing and maintaining a schedule of recreation targets for the annual Local Government Grant Program of the Oregon Department of Parks and Recreation.
  - 2. Seeking matching funds for grants through donation, fund drives, and partnerships.
  - 3. Identifying funding strategies for long-term maintenance of facilities.
  - 4. Identifying partnerships with adjacent land management agencies to develop recreation opportunities that benefit city residents and visitors.
  - 5. Assuring that recreation development enables participation by all members of the community regardless of age or ability.
  - 6. Identifying how recreation facilities can be developed and used to contribute to the economy of the community and support jobs.

**PASSED** by the Common Council of the City of Cave Junction this 12<sup>th</sup> day of March, 2018.

**SUBMITTED TO AND APPROVED** by the Mayor of Cave Junction this 16<sup>th</sup> day of March, 2018.

Signed:   
DANIEL DALEGOWSKI, Mayor

Attest:   
REBECCA PATTON, Recorder