

AN ORDINANCE AMENDING CHAPTER 135 OF THE TWIN OAKS MUNICIPAL CODE  
PERTAINING TO THE MEMBERSHIP AND MEETINGS OF THE PARK COMMITTEE

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN  
OAKS, MISSOURI, AS FOLLOWS:**

**Section 1:** Chapter 135, entitled "Board, Commissions and Committees," of the Twin Oaks Municipal Code is hereby amended by revising Article I, "Park Committee," Sections 135.020, and 135.030 by adding the underlined words and deleting the struck-through words, as follows:

**Section 135.020. Membership — Appointment And Removal.**

- A. The Park Committee shall have a membership of not more than nine (9) nor less than seven (7) members, consisting of citizens appointed by the Mayor and approved by the Board of Aldermen, and an ex officio member of the Board of Aldermen selected by the Board, if the Board chooses to have a member serve on the Park Board. The citizen members of the Park Committee shall be appointed by the Board of Aldermen for ~~a~~—three-year terms. Terms will commence with the first regularly scheduled meeting of the Park Committee in May of each year. The terms of the citizen members will be staggered so as to have the terms of a third of the members expire each year. Only residents of the City may serve on the Park Committee. Any vacancy in membership shall be filled by the Board of Aldermen. To the greatest extent possible, membership on the Park Committee shall represent all geographic areas of the City.
- B. All members of the Committee shall serve at the pleasure of the Board of Aldermen and may be removed from office by a majority vote of the Board of Aldermen. A member may be removed in the event he/she shall fail to attend any two (2), successive, regularly scheduled meetings of the Park Committee during any one (1) calendar year without valid excuse from the Park Committee Chairperson.

**Section 135.030. Committee Structure And Meetings.**

- A. The Park Committee shall meet on a monthly basis. Meetings will be held monthly at 6:30 P.M. on the second Thursday after the first Wednesday of the month. Meetings shall be held at the City office (or conditions permitting, at the Park Pavilion) and will be open to the public. Additional special meetings may be held at the call of the Park Committee Chairperson upon forty-eight (48) hours' notice with twenty-four-hour posting as required by State law. At the first regular meeting of the Board of Aldermen following any meeting of the Park Committee, the Park Committee Chairperson or the Board of Aldermen ~~liaison~~ member shall present a summary of the matters acted upon at their meeting.
- B. Regardless of whether the Park Committee consists of seven, eight, or nine members, four (4) members shall constitute a quorum for the conduct of business. Minutes shall be taken by the Park Committee and made available to the Board of Aldermen and the public upon preparation and approval by the Park Committee and shall further

constitute an open and public record of City business.

- C. At the June meeting each year (or as soon thereafter as possible), the Park Committee shall select from among its citizen members a Chairperson, Vice Chairperson and Secretary. The Chairperson shall be responsible for conducting all meetings of the Park Committee and the appointment of any needed subcommittees and shall serve as a liaison to the Board of Aldermen. In the absence of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. The Secretary shall be responsible for recording minutes of all meetings. All officers of the Committee shall serve for a term of one (1) year or until their successor is duly appointed or such office is vacated through resignation or removal.

#### **Section 135.040. Responsibilities — Discretion.**

- A. The day-to-day oversight and maintenance of the City's park shall be the responsibility of the City Clerk and/or Public Works Supervisor who will present to the Board of Aldermen plans for the routine maintenance of the park.
- B. The Park Committee shall be charged with the following responsibilities:
  - 1. To provide input to the City Clerk to aid in development and presentation to the Board of Aldermen a proposed annual budget for operation of and improvements to the park for consideration by the Board of Aldermen.
  - 2. Spend up to five hundred dollars (\$500.00) per expenditure for Park related events, activities, or actions, unless a higher amounts are to be is preapproved by the City Clerk.
  - 3. Plan and make recommendations to the Board of Aldermen for future development of the park.
  - 4. Develop, review and refine park rules and procedures, subject to approval of the Board of Aldermen.
  - 5. Develop and implement, with assistance of City staff, recreational and leisure-oriented activities within the park and coordinate with other organizations or informal committees within the City of Twin Oaks which also develop and promote similar activities.
  - 6. The Park Committee Chairperson or designee at the second monthly meeting of the Board of Aldermen the agenda items from its last meeting.
  - 7. Such further responsibilities and discretions as the Board of Aldermen may, from time to time, grant to the Park Committee

**Section 2:** This ordinance shall be in full force and effect on and after its passage and approval by the Mayor.

PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO  
PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI,  
THIS 16th DAY OF April 2025.



Russ Fortune, Mayor

Attest:



April Milne, City Clerk