

**RESOLUTION 415**

**ESTABLISHING THE  
DUBACH PARKS AND RECREATION COMMISSION**

WHEREAS, the Town of Dubach owns a ball park and it is in the best interest of the public to ensure that the ball park and other recreational properties are properly maintained and available for use by its citizens;

WHEREAS pursuant to La. R.S. 33:362(C), the Mayor has recommended the creation of the Dubach Parks and Recreation Commission to supervise the maintenance and operations of the ball park and other recreational properties;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Dubach, in due, regular, and legal session convened, that the Dubach Parks and Recreation Commission is created as follows:

**Sec. 1 Commission Established; Composition; Officers; Vacancies.**

(a) **Commission established.** There is hereby created a Dubach Parks and Recreation Commission ("Commission").

(b) **Composition and Appointment of Members.** The Commission shall be composed of five members, who shall be residents of the Town of Dubach, and who shall be designated and appointed as follows:

- (1) The initial Commission members may be nominated by the Mayor or members of the Board of Alderman and must be approved by a majority vote of the members present at the meeting with the Mayor having the authority to break a tie vote.
- (2) Thereafter, the Commission may submit names to the Town and those names will be added to any nominations by the Mayor or members of the Board of Alderman. The Board of Alderman shall vote and approve subsequent members by a majority vote of the members present at the meeting with the Mayor having the authority to break a tie vote.

(c) **Terms of Members.** In order to ensure continuity of operations, the terms of office of the Commission members shall be four years but shall be staggered as follows:

- (1) Two of the initial Commission members terms shall expire on December 31, 2022 and they shall be up for reappointed or replacement at the first meeting of January, 2023 and in January every four years thereafter.
- (2) Three of the initial Commission members terms shall expire on December 31, 2024 and they shall be up for reappointed or replacement at the first meeting of January,

2025 and in January every four years thereafter.

(3) There are no limits on the number of terms that a member may serve.

(d) **Officers.** The members of the Commission shall elect a chairman and any other officers it deems necessary from the membership of the parks commission. The term of the chairman shall be for one year, with eligibility for reelection.

(e) **Secretary.** There shall be a secretary to the Commission appointed by the mayor, whose function shall be to give notices of all meetings, prepare and keep accurate minutes and records of all proceedings, attend to the preparation and mailing of correspondence, keep accurate records of all votes taken at meetings, and sign or execute documents which require an official signature of the parks commission secretary or keeper of records, and attend to such other duties and functions customary to the office of secretary and as may be designated by the chairman or through rules adopted by the parks commission for its operation.

(f) **Removal of Members.** Members of the Commission may be removed from the Commission only for the following grounds.

(1) A death or resignation of a member of the Commission.

(2) If a member moves and is no longer a resident or domiciliary of the Town of Dubach, then the Member shall be deemed to have resigned from office and a vacancy shall exist in that office.

(3) If a member refuses to regularly attend scheduled meetings of the Commission and/or assist in the Commission's duties, then the Commission may request the Town to remove a member. Upon receipt of such a request from the Commission, the Town shall send notice to the member at issue to appear at the next Council meeting at which time the member may be removed by a majority vote of the members present at the meeting with the Mayor having the authority to break a tie vote.

(4) If a member is arrested on felony charges or is determined to have committed other serious acts which impedes their ability to conduct business for the Commission and/or would be determinantal to the Town, then the Town shall send notice to the member at issue to appear at the next Council meeting at which time the member may be removed by a majority vote of the members present at the meeting with the Mayor having the authority to break a tie vote.

(g) **Vacancies.** If any vacancy occurs otherwise than by expiration of term, it shall be filled in the same manner provided that the vacancy shall be filled only for the unexpired term then in progress.

**Sec. 2 Rules of Procedure; Records.**

The Commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record.

**Sec. 3. Powers and Duties.**

(a) The Commission shall have the power, authority and duty, for and on behalf of the Town, to conduct the operations, planning and development, maintenance and use of the Ball Park located on approximately 5.83 acres located at the corner of Main St. and Smith St.in Dubach.

(b) The Commission shall also have the power, authority and duty, for and on behalf of the Town, to conduct the operations, planning and development, maintenance of any and all other parks, playgrounds, recreational areas, beautified areas, or other common or public grounds belonging to the Town and which the Town formally assigns to the Commission for managing.

(c) This power, authority and duty shall include

1. The ability to conduct fund-raising, accept donations, apply for grants, and selling or leasing advertising space at said Ball Park and/or other properties in accordance with any Town Zoning requirements.
2. Authority and Duty to establish rules and procedures for use of the of the Ball Park and other properties assigned to the Commission. The Commission shall maintain a calendar and forms to request use at City Hall and/or other central location to ensure all citizens have a fair opportunity to use the Ball Park and other properties assigned to the Commission.
3. Authority to establish any reasonable and necessary fees for use of said Ball Park and other properties assigned to the Commission, with said fees subject to the review and adjustment by the Board of Alderman.
4. Authority to manage caretakers, gardeners and any other necessary individuals providing for cutting of grass, acquisition and planting of trees, shrubbery and flowers, performance of landscaping, and provision of such buildings and structures, whether functional or ornamental, as may be reasonable and proper to carry out the powers, authorities and duties set forth in this section.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

This resolution having been submitted to a vote on the 19th day of July, 2021, the vote thereon was as follows:

YEAS: 5

NAYS: 0

ABSTAIN: 0

ABSENT: 0

The resolution was declared adopted on this 19th day of July, 2021.

Charla Thompson  
TOWN CLERK

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MAYOR