

**ORDINANCE 46A**  
**PARKS COMMITTEE**

A PARK AND RECREATION BOARD OF THE CITY OF LOG CABIN, TEXAS, IS HEREBY CREATED AND ESTABLISHED.

WHEREAS THIS ORDINANCE REVISION WILL RENAME THE PARK AND RECREATION BOARD TO PARKS COMMITTEE AND CLEARLY DEFINES THE ROLES AND RESPONSIBILITIES FOR THE PARKS COMMITTEE AND ITS MEMBERS.

THE CITY COUNCIL WILL APPOINT THE CHAIR, VICE CHAIR, SECRETARY, AND TREASURER OF THE PARKS COMMITTEE. THE COMMITTEE MAY HAVE AS MANY VOLUNTEERS AS NEEDED TO SUPPORT THE PARKS COMMITTEE. THE PARKS COMMITTEE WILL BE RESPONSIBLE WITH OPERATING THE PARK AND ALL RECREATIONAL FACILITIES OF THE CITY OF LOG CABIN AS WELL AS PLANNING EVENTS FOR THE CITY. THE COMMITTEE WILL WORK WITH THE MAYOR/COUNCIL TO MAKE RECOMMENDATIONS FOR IMPROVEMENTS AND MAINTENANCE FOR SAID PROPERTIES. THE PARKS COMMITTEE IS REQUIRED TO GET APPROVAL FROM COUNCIL AT REGULARLY SCHEDULED COUNCIL MEETINGS FOR PURCHASES OVER \$1,000.00. PURCHASES UNDER \$1,000.00 CAN BE APPROVED BY MAYOR AND CITY TREASURER.

**SECTION I: MONTHLY SCHEDULED MEETINGS**

- A. The Parks Committee will meet the Second Monday of every month at 7:00 pm at one of the following places:
- Red Barn
  - Bass House
  - Park
  - City Hall
- B. Meeting agenda must be provided to the City Secretary by the first Thursday of every month so that it can be posted on the City's website and any social media sites. The agenda must include discussion topics, place, date, and time of the meeting. Minutes are to be kept for every meeting held and a copy of the minutes needs to be provided to the City Secretary by the third Wednesday of every month.
- C. Either the Chair and/or Vice Chair must be present at every meeting held.
- D. Furthermore, any flyers or information that the committee would like to post to the city website and/or social media needs to be given to the City Secretary promptly to allow the

City Secretary ample time to post such items. Any copies or print outs needed for Parks Committee may be obtained from city hall without cost.

## SECTION II: SPECIAL MEETINGS

Additional meetings may be held as long as either the Chair or Vice Chair will be present. Agenda or notice of additional meetings must be posted 72 hours prior to meeting date and include discussion topics, date, time, and place, in accordance with Section I.B.

## SECTION III: COMMITTEE MEMBERS AND VOLUNTEERS

- A. The committee will keep track of the following:
  - 1. All volunteer sign in sheets of who participates at city events.
  - 2. All food handler certificates for all volunteers who serve food.
  - 3. All members of the committee and follow Ordinance 43.
  - 4. All funds for the park committee, how much has been spent and what they have been spent on.
  - 5. All fishing tournaments for the city.
  - 6. Any and all equipment purchased for events, i.e., Movie screen and sound system.
- B. Anyone resigning from the 4 seats, Chair, Vice Chair, Secretary, and/or Treasurer, must provide a resignation letter to council and the council will need to do a new resolution every time a vacancy is filled. A new resolution will need to be done every October to appoint the committee members for another year.

## SECTION IV: CITY EVENTS

- A. The following events will be provided every year:
  - 1. Easter Egg Hunt, always the Saturday before Easter.
  - 2. 4th of July Fireworks shows, always on the 4th of July.
  - 3. Halloween Festival, any Saturday in October.
  - 4. Community Thanksgiving, always the second Saturday of every November.
  - 5. Log Cabin Christmas, always the second Saturday of December.
- B. These events will held as long as the health and safety of all citizens, spectators and participants are protected and all applicable city ordinances are followed. Anyone is welcome to any public events despite whether they are citizens of Log Cabin. One park committee member and either Mayor or a council member must be present at all events. Make sure to advise city hall of use of city buildings in advance to avoid double bookings with paid bookings.

- C. The Mayor will provide all donations letters with Tax ID for donation solicitations for the Park Committee and/or events.
- D. Other events maybe provided throughout the year. The only events that will need to go before the council are the events that will have more than 100 spectators.

#### SECTION V: DO'S AND DON'TS FOR EVENTS

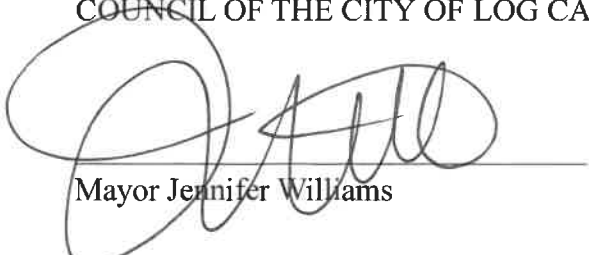
A. The following items are *permissible* at city sponsored events:

1. Outdoor/Indoor Movies
2. Sell of concessions (food, beverages etc.) at any city event, proceeds to go towards the maintenance and improvement of the City Park/facilities and future City Events.
3. Free raffle for door prizes
4. Silent Auctions
5. Gathering donations
6. Must follow all city ordinances
7. Charge for dinners or events (exception any movies shown.)
8. May set up and decorate the day before the event. (As long as the facility is vacant.)
9. May have vendors/food trucks (vendors must abide by Ordinance 37 and other applicable city ordinances)

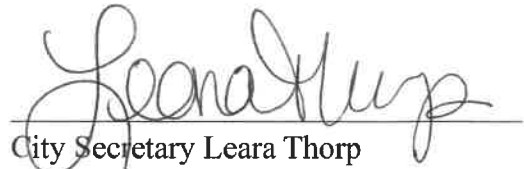
B. The following are *prohibited* at city sponsored events:

1. Charging for park admission or a fee for the showing of any movie
2. The sale of chance drawings or raffle tickets of any kind
3. Bingo of any kind
4. Alcohol (unless on the tournament side of park).
5. Proceeds/donations are not to be taken to any committee member, volunteer, council member, or employees' home. Proceeds/donations shall be taken to City Hall and either given to an employee or labeled and deposited in the After Hours Drop Box.

PASSED AND APPROVED ON THE 21<sup>st</sup> DAY OF SEPTEMBER 2023 BY THE CITY COUNCIL OF THE CITY OF LOG CABIN, TEXAS.



Mayor Jennifer Williams



City Secretary Leara Thorp