

**CHAPTER 4 COMMUNITY CENTER BOARD**

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5-4-1 **PURPOSE.** The Purpose of this Article is to provide for the appointment of a Community Center Board of Trustees and to specify that Board's powers and duties.

5-4-2 **NAME.** The Community Center for the City shall be known as the Walter F. "Bill" Bohl Community Center. It is referred to in this Article as the Center.

5-4-3 **BOARD OF TRUSTEES.** The Center shall be under the control and jurisdiction of a Board of Trustees, hereinafter referred to as the Board, consisting of seven members. Six members shall be appointed by the Mayor, with the approval of the Council, and the seventh shall be appointed by the Council from among its members. Board members shall serve for three-year terms, except for members appointed to fill vacancies, who shall serve the remainder of their predecessor's three-year term. Initial appointments shall be staggered as follows: two members shall serve for one year, two members for two years, two members for three years, and the City Council member for three years. Board members shall serve no more than four consecutive full terms of office, except in the case of filling a vacancy.

5-4-4 **QUALIFICATIONS AND COMPENSATION.** Members of the Board must be at least 18 years of age and residents of the State of Iowa. Board members shall receive no compensation for their services.

5-4-5 **VACANCIES.** The position of any Board member shall be vacated if such member is no longer a resident of the State of Iowa, or, in the case of the Council member, no longer a member of the Council, and shall be deemed vacated if such member is absent from three consecutive regularly scheduled meetings of the Board. Vacancies on the Board shall be filled in the same manner as the original appointment, except that the new member shall fill out the unexpired term for which the appointment is made. The Board may recommend new members to the Council. Vacancies shall be filled at the next regular meeting of the Council after the vacancy occurs.

5-4-6 **POWERS AND DUTIES.** The Board shall have and exercise the following powers and duties:

1. **Officers.** To elect annually from its members a President, Vice - President, Secretary and Treasurer, and such other officers as it deems necessary.

2. Control. To have charge, control and supervision of the Center, its appurtenances and fixtures and rooms comprising the same, directing and controlling all affairs of the Center.
3. Hiring of Personnel. To hire personnel as may be necessary for the proper management of the Center and fix their compensation, provided, however, that prior to said employment, the hiring and compensation of the personnel shall be affixed and approved by the City Council, which shall have sole authority to remove such personnel. Persons providing contractual services for one month or less shall not be subject to the preceding sentence. The City Clerk shall have responsibility for administering any payroll matter, including reporting and withholding, and the costs thereof shall be charged to the budget for the Center.
4. Purchases. To select and make purchases of the furniture, fixtures, supplies, equipment, and repairs within the budgetary limits set by the Board. The following expenditures shall be subject to prior approval by the Council: (1) expenditures over \$5,000 for one item or for payments to one vendor in one fiscal year, (2) expenditures not specifically authorized in the annual budget, or (3) expenditures for repairs or changes to the building.
5. Authorized Use of the Center. To authorize the use of the Center and to fix the charges.
6. Rules and Regulations. To make and adopt, then modify or appeal, rules and regulations not inconsistent with this Code of Ordinances and the law for the care, use and management of the Center and the business of the Board, and fixing and enforcing penalties for violations thereof.
7. Gifts. To receive, hold and dispose of all gifts, donations, devises and bequests made to the Board for the purpose of increasing and improving the use of the Center or for the maintenance and repair of the Center.
8. Meetings . To hold at least quarterly meetings at a date and time determined by the Board. Prior notice of the meetings shall be posted publicly in the same manner as for City Council meetings.
9. Record of Proceedings. To keep a record of the proceedings, and to provide a copy of the proceedings to the City Clerk.
10. Expenditures. All money appropriated by the Council for the operation of the Center and all other revenue shall be set aside in a special fund. Expenditures shall be paid for only upon order of the Board, and the Treasurer must sign all checks.
11. Annual Report. The Board shall make an annual detailed report to the City Council immediately after the close of each municipal fiscal year of the amounts generated, the amount of money expended and the purpose for which it was used, the condition of the Center, the usage thereof, together with such further information as it may deem necessary

or as required by the Council. A monthly report on income, expenditures, and liabilities shall be made to the City Clerk.

12. Annual Budget. Prior to the end of the municipality fiscal year, the Board shall prepare and present to the Council a proposed budget for the Center, for Council approval.

5-4-7 CONTRACTS. All contracts and agreements entered into by the Board are subject to review and approval by the City Council. Such contracts shall not be effective until so approved, provided, however, that the contracts for the rental use of the Center shall be deemed approved if made using the form of use contract supplied by the City Attorney, without revisions or deletions, or omissions of any of its requirements. Without limiting the foregoing, the Board shall have no authority to waive provisions for insurance, indemnity and limitation of liability contained in the use contract form.