

VILLAGE OF MARIEMONT PARKS ADVISORY BOARD CHARTER

PURPOSE

The Village of Mariemont, Ohio has established a Parks Advisory Board (the “Board”) pursuant to Ordinance and referenced as Code 37.03. The primary purpose of the Board is to oversee, plan and make recommendations to the Mayor and Village Council regarding conservation, management and development as necessary of the numerous Village of Mariemont parks and green spaces for the benefit of the entire Village. The Village’s South 80 Acres Park is not included in the oversight responsibilities of the Board.

GOALS/OBJECTIVE

The primary goals and objectives of the Board are:

1. Provide strategic master planning and oversight for the long-term vision and preservation of the Village’s parks and greenspaces to ensure they meet the needs of the community while being sensitive to the John Nolen vision for Mariemont.
2. Advocate for the environmental protection and conservation of the Village’s parks and greenspaces.
3. Elevate community awareness and utilization of each of the Village’s parks and their unique attributes.
4. Identify and champion benefits of a free, accessible and community-responsive park system for all residents.
5. Promote volunteerism in the maintenance and enhancement of the Village’s parks and greenspaces.
6. Assist in the promotion of, and advocacy for, fundraising initiatives related to park and greenspace projects.
7. Encourage environmental and outdoor educational programming and activities in Village parks and greenspaces, including education in the mental health benefits of such activities.
8. Ensure safety in parks and greenspaces is a top priority of the Village.
9. Collaborate with other Village Boards as well as public and private community organizations and, in all practical ways, encourage and welcome advice and opinions from the public on park and greenspace issues.

BOARD MEMBERSHIP/GOVERNANCE/MEETINGS

1. Members

- a. The Board shall consist of thirteen (13) members with a minimum of five (5) serving who are appointed by the Mayor with consent of Council for two-year terms. It is the intent that terms will be staggered to promote continuity of the Board.
- b. Mid-term appointees shall serve the remaining portion of the term vacated and must be reappointed at the end of the original two-year term in order to remain on the Board.

2. Governance

- a. The Board shall annually elect members to serve as its Chairperson, Vice Chairperson and Secretary.
- b. The Board shall adopt such general rules and regulations for the conduct of its business as it may deem necessary and in compliance with Village Code and other regulatory guidelines.
- c. Actions taken by the Board shall require a simple majority vote of voting members present.
- d. Concise minutes and records shall be kept for each meeting of the Board, including all official acts and votes taken. The minutes will include all reports, evaluations and recommendations of the Board. These minutes shall be provided to the Village Council and be kept on file in the Village Office.

3. Meetings

- a. The Board shall meet at least quarterly throughout the year to conduct its business.
- b. Fifty percent of voting members shall constitute a quorum. A quorum must be present at a meeting for the Board to take any official action.

ROLES AND RESPONSIBILITIES

The Board acts in an advisory role to the Mayor and Village of Mariemont Council. Recommendations from the Board shall be submitted to the Mayor and to the Health and Recreation Committee of Council which will present them to the full Council.

The Board has established the following responsibilities to ensure its effectiveness in accomplishing its goals and objectives and in fulfilling its advisory role:

1. Develop and maintain a Master Plan for each of the Village's parks and greenspaces which is reflective of community-driven input
2. Develop and maintain a Master Listing of all Village parks and greenspaces.
3. Develop and maintain a Master Listing of all park bench locations, which can be used to facilitate the on-going maintenance and replacement of the benches.

4. Recommend annual operating expense items related to parks and greenspaces for inclusion in the Village's budget.
5. Identify long-term and short-term capital projects necessary or required to implement the Master Plan of each Village park and continuously evaluate the prioritization of the project list.
6. Develop comprehensive Capital Project Request reports when submitting a specific capital project proposal to Council.
7. Provide input/recommendations to Council related to parks or greenspace issues brought before it for consideration.
8. Identify volunteer opportunities related to parks and greenspaces for individual and/or group activity.
9. Provide input/recommendations to Council regarding policies, procedures or rules that may enhance safety, cleanliness or environmental preservation of parks and greenspaces.
10. Work collaboratively with 3rd parties to encourage educational programming in the parks.
11. Work collaboratively with 3rd parties to promote outdoor activity and leisure time in parks.
12. Provide regular feedback to the Village on maintenance and repair needs and concerns related to parks and greenspaces.