

Ordinance 329

AN ORDINANCE ADDING CHAPTER 24, ADDING A NEW CHAPTER ESTABLISHING A BOARD OF DIRECTORS FOR THE GATEWAY TO NORTHEAST IOWA WELCOME CENTER (Hereafter referred to as Welcome Center).

CHAPTER 24

WELCOME CENTER BOARD

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24:01 BOARD ESTABLISHED:.. The council deems it in the best public interest of the citizens of the City that there be and is hereby established a Welcome Center Board as an administrative entity pursuant to Chapter 392 of the Code of Iowa, duly authorized by law with such powers and duties as may be prescribed and defined by the council. The Welcome Center Board is hereby established. All members of the Board are to be appointed by the Mayor with the approval of the Council. .

24:02 PURPOSES.. The purposes of such agency are:

1. To control the Welcome Center facility owned by the City, to administer the proper functioning of said facility and to adopt rules and regulations for the operation of the Welcome Center.
2. To manage the use of said Welcome Center facility and post adequate notice of rules and regulations in conspicuous places within said facility.
3. To utilize said facility in the best interest of the City and its residents.
4. To provide adequate notice and advertising to the extent reasonably necessary to fully inform the public as to the features, identification, and location of the facility.
5. To research and find alternative ways to help fund the welcome center by researching sources of Federal, State, and County funds.
6. To be a resource to the City Council regarding the operations and maintenance issues of the Welcome Center.

24:03 POWERS. The Board shall have exclusive control in the administration and operation of the welcome center, subject to approval of the council and the limitations of expenditures for supplies, contracts, and capital outlays set forth in the annual budget provided by the Council for welcome center operations. The Board shall have no authority to renovate, repair or build on the facility without the consent of the Council. The council retains the right to sell any real property, as it deems necessary, and retains the right to the property for City purposes. The Board shall have the right to adopt bylaws to govern the internal functioning of the Board, including (but not limited to) the creation of officers in addition to those otherwise specified by this chapter, their times, dates, and places of Board meetings. The Board shall have the right to purchase materials, supplies, equipment, and services, subject to

budgeting limitations and requirements imposed by law. All purchases shall be made according to state law and city policy.

24:04 Duties: In addition to the administrative duties as defined in the purposes set forth in this chapter, the Board shall, through its chairperson or other designated representative, report on its activities to the Council at least once per month or as the Council may request. These reports shall be in such forms as the Council may direct and shall include, but not be limited to, its revenues and expenditures. The date therefore shall be reported by the Clerk and listed in the manner as for other departmental expenditures with a copy to be provided to each Board member. The Board shall present to the Council April 1st and November 1st of each year the program comprehensive plan as defined in the program and budget set forth in this chapter. The Board shall keep a correct record of its proceedings and display for public review at a minimum of two (2) locations to include City Hall and one (1) online public access forum.

24:05 Membership: The Board may consist of seven (7) members of legal age appointed by the Council. Members shall be appointed for four-year staggered terms of office. One member shall be a Council person, who shall serve until their term on the City Council ends or they are replaced by another Council Member. All terms shall begin on January 1 and shall expire on December 31. A majority shall constitute a quorum for the transaction of business.

24:06 Qualifications: The Board shall consist of (3) Nashua Residents and/or City Taxpayers, (1) Vendor, (1) Council Member, and (2) At Large. Members will be reviewed and approved by the council. Any person seeking membership to the Board shall complete an application in the form prescribed by the Council and available in the office of the Clerk.

24:07 Compensation: Members shall serve without compensation, but may upon request receive reimbursement for actual expenses incurred in the discharge of their duties.

24:08 Limited Delegation: The Council delegates to said Board the power to establish and collect charges and to disburse moneys received for the use of a City facility, including a City enterprise, as defined in Section 384.24, Iowa Code, subject to the restriction provided therein. Any outsourced services or privileges may be sold after public advertising and competitive bidding, in accordance with applicable laws and regulations. Binding contracts and agreements must have the approval of the Council.

24:09 Penalties: A violation of rules and regulations adopted governing the use by the public of said facility shall constitute a misdemeanor.

24:10 Vacancies: In the event any member fails to attend three (3) consecutive regular meetings, without good cause, or voluntarily resigns from the Board, a vacancy in said office shall exist. The Board shall fill a vacancy subject to the approval of the Council and the appointee, if confirmed, shall serve the unexpired term. Any member may be removed by the Mayor with the consent of the Council for cause, after a hearing.

24:11 Officers: The Board shall, at the beginning of each year, elect from its members a Chairperson, a Secretary and such additional officers as the Board shall determine.

24:12 Budget: The Board shall each year prior to November 1 prepare a comprehensive budget for the following year. The budget of finances shall be substantially balanced and shall show:


- Estimated revenues and estimated expenditures;
- Personnel requirements; and,
- Proposed improvements to the welcome center.

The budget shall be submitted no later than November 1 to the City Council. Final decisions as to these contributions shall be reported to the Board, which shall adjust its budget if necessary. The Board may not borrow money; and it shall not approve any claims or incur any obligations for expenditure unless there is unencumbered cash in the welcome center department funds with which to pay the same. For the purposes of financing the welcome center authorized by this code, there shall be established in the city accounts a department to be called Welcome Center. Into this department shall be placed the various revenues of the Board and from it shall be paid claims for the various expenditures of the Board. All receipts of the Board shall be deposited with the City Clerk to the credit of the fund and no disbursement shall be made from this fund unless it has first been submitted to and approved for payment by the Board and the Council. The accounting of the fund department and the custody of the cash shall be the responsibility of the City Clerk, who shall make a report to the Board each month.

WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED and ADOPTED this 21 day of October

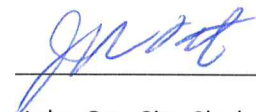
Roll Call Vote: Ayes 5 Nays 0 Absent 0


Clinton Betsinger, Mayor

ATTEST:


John Ott, City Clerk

"I, John Ott, as City Clerk, hereby certify that the above ordinance was duly adopted by the City Council and signed by the Mayor on the 22 day of October, 2019, and was published in the Nashua Reporter on the 31 day of October, 2019.


John Ott, City Clerk

