

CHAPTER 26

MEMORIAL BUILDING COMMISSION

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26.01 COMMISSION ESTABLISHED. A Memorial Building Commission is hereby established. The Commission consists of five (5) members, all residents of the City, appointed by the Mayor with the approval of the Council, for overlapping terms of three years. Each term shall commence on January 1. Vacancies shall be filled in the same manner as the original appointment for the balance of the term. The Commission shall, at the first meeting of the year following each regular municipal election, organize by naming a Chairperson and a Secretary from its membership.

26.02 COMPENSATION. Members of the Commission shall serve without compensation.

26.03 GENERAL POWERS.

1. The Commission shall have authority over and shall be responsible for the management of the Reinbeck Memorial Building, subject to the limitation on expenditures set forth in the annual budget provided by the Council.

2. The Commission (in consultation with the City Administrator) shall have power to employ personnel in accordance with the City's personnel policy and direct such employees in their work. The City Administrator may allocate City employees' time to work at the memorial building, as agreed upon with the Commission, and such employees shall carry out the work as directed by the City Administrator.

26.04 BUDGET.

1. The Commission shall prepare a proposed budget for the purpose of operating and maintaining the Reinbeck Memorial Building. Such budget shall be submitted to the City Administrator at such time and with such details as required by the Council.

2. The Commission shall have authority to order the expenditure of such moneys that are appropriated for it by the Council. The City Administrator shall have custody of the memorial building moneys, which shall be kept in the General Fund unless otherwise transferred by the Council to a trust or capital improvement fund. The Commission shall follow the purchasing procedures established for all City departments by the Council.

26.05 REPORTS. The Commission shall make written reports to the Council of its activities from time to time as it deems advisable or upon Council request. Its revenues and expenditures shall be reported monthly by the City Administrator in the manner of other departmental revenues and expenditures, and a copy shall be provided to each member of the Commission and in the City Administrator's report to the Council.

26.06 RULES. The Commission shall have power to make rules and regulations for the use of the memorial building or for the conduct of programs therein, subject to the approval of the

rules by the Council. Such rules shall be either posted on the facility or otherwise publicized in a manner to provide adequate notice to the using public. Violation of a rule or regulation so posted or publicized may be cause for denial of use of the facility or participation in a program, but such denial that extends more than one day may be appealed to the City Council; if it is a violation of this Code of Ordinances, it may be prosecuted as a municipal infraction.