Bryant Parks Committee

Bishop Park Administration Building - Conference Room

Date: February 11, 2025 - **Time:** 6:00 PM

Call to Order

Approval of Minutes

1. January 14 Parks Committee Meeting
- Minutes-ParksCommittee-January2025 (1).pdf

Presentations and Announcements

2. City of Bryant Strategic Plan - Presented by Mayor Chris Treat
- 2025-2026_strategic_plan.pdf

3. 2024 ATA Field of the Year - Campbell Lacrosse Field at Alcoa Park

Associations / Club Reports

Director's Report

4. Parks Department January Summary
- Parks Directors Report - February.pdf

Public Comments

Old Business

Parks and Recreation

5. Parks Committee Bylaws Update
- parks_and_rec_committee_-_bylaws (2).pdf

New Business

Parks and Recreation

6. Metroplan Climate Pollution Reduction Grant - Presented by Rebecca Kidder, Grants Coordinator

Committee Comments

Adjournments

Bryant Parks Committee Meeting
January 14, 2025 - 6:00 PM
Bishop Park Administration Building
6401 Boone Rd. Bryant, Arkansas

UNAPPROVED MINUTES

Call to Order - Keith Cox at 6:00 PM

Committee Members Present - Jennifer Benning, Renee Curtis, Lynn Farmer, Amanda Jolly, Drew Martin, Chera Moore and Jason Whittington.

Others Present - Parks Director Keith Cox, Parks Assistant Director Matt Martin, IT Support Technician Philip Plouch, City Councilman Jack Mosely and Jim Anderson with Central Arkansas Soccer.

Approval of Minutes

1. **December 10 Parks Committee Meeting**

Motion to approve by Moore, seconded by Martin. Motion carried.

Associations/Club Reports

There were no Association/Club Reports

Director's Report

2. **Parks December Summary**

Cox presents the summary of actions and activities from December, highlighting multiple equipment failures at the Aquatics Center and giving updates on the status of the facility, including the scoreboard, lap pool heater, therapy pool heater, the HVAC system in the bathhouse and the current status of the PoolPak system. Martin asks for an update on the Mills Pool cover.

3. **Parks Capital Projects Update**

Cox then gives an update on capital projects and leads with the status of the Mills Pool cover; which was shipped but unable to be installed due to an issue with the cover. We are still waiting on the new pool cover. He also discusses the pool dehumidifier replacement, with the bid opening this month and work to be scheduled for the Summer, and updates on trails.

Public Comments

Jim Anderson introduces himself as the new President of Central Arkansas Soccer Club and expresses his excitement to continue to grow soccer at Midland Park and working with the Bryant Parks Department.

Old Business

4. **Parks Committee Bylaws**

Cox explains that he will need to take the bylaws for updating due to the location of the meeting. He asks the committee to review the current bylaws and bring any other changes that may be necessary to the February meeting.

New Business

5. **Election of Parks Committee Chairperson**

Amanda Jolly elected as 2025 Parks Committee Chairperson by majority vote.

Committee Comments

There were no Committee Comments

Adjournment

Motion to adjourn by Curtis, seconded by Martin. Motion carried.

WE AR



CITY OF BRYANT
ARKANSAS

2025-2026 STRATEGIC PLAN

LETTER FROM MAYOR CHRIS TREAT

Dear City of Bryant residents,

We are pleased to present to you the 2025-2026 City of Bryant Strategic Plan.

Following my election in March 2024, my mentor, Scott Staples, and I began a citywide listening tour to engage with council members, community leaders, city staff, and residents. Through these conversations, we gathered valuable insights and ideas that have directly shaped the strategic vision for Bryant's future. These discussions reinforced the importance of planning with purpose, strengthening relationships, and building a city that reflects the needs and aspirations of our community.

Our city is dedicated to fostering a connected, resilient community guided by proactive governance and transparency. By prioritizing sustainability, inclusivity, and resident engagement, we are laying the foundation for long-term growth and improvements that enhance the quality of life for every resident.

The 2025-2026 Strategic Plan highlights our focus on the following:

- Establishing strong financial policies to ensure stability and flexibility for future challenges.
- Strengthening infrastructure to meet the demands of our growing city while preserving Bryant's unique charm.
- Driving economic development through strategic collaboration, innovation, and intentional planning.
- Enhancing transparency and communication to keep residents informed, engaged, and involved in shaping Bryant's future.
- Creating a "We Over Me" culture of servitude.

This plan is more than just a document; it's a commitment to action and a shared vision for progress. It reflects our belief that by working together and embracing challenges as opportunities, we can create a city where families flourish, businesses succeed, and the sense of community remains strong.

As we move forward, I encourage each of you to stay engaged and share your thoughts, ideas, and concerns. Together, we can continue to build a thriving city we are all proud to call home.



CHRIS TREAT
Mayor
(501) 943-0999
info@cityofbryant.com



In May 2024, newly-elected Mayor Treat embarked on a citywide listening tour with mentor Scott Staples, a retired City Manager of 35 years. Under his guidance, Mayor Treat met with community leaders, employees, and councilmembers to determine what needs the city has over the next 3-5 years.

From these discussions, common themes emerged: the importance of proactive planning, financial stability, improved infrastructure, and fostering trust and collaboration throughout the community. Mayor Treat and his administration used this feedback to shape a strategic vision for the city's future.

Through a collaborative process, the administration identified key goals focused on ensuring resilience, transparency, and economic growth. Each goal was supported by actionable strategies designed to address immediate needs while laying the groundwork for long-term success. By prioritizing engagement, forward-thinking policies, and inclusivity, the plan reflects a shared vision for the City of Bryant: a commitment to progress that benefits all residents.

PILLAR 1: VISION
WHERE ARE WE GOING?

Bryant is experiencing steady growth, a testament to our community's appeal and potential. However, with growth comes the responsibility to plan thoughtfully and strategically for the future. Our vision is to ensure that this progress benefits all residents by fostering sustainable development, enhancing infrastructure, and preserving the quality of life that makes Bryant special. To meet this challenge head-on, we propose three forward-thinking initiatives for 2025 & 2026 that will lay the foundation for a thriving and resilient community.

1 CASH RESERVE POLICY

A well-structured cash reserve policy is essential for maintaining the financial health of our city. By designating reserves for specific purposes, we are taking a proactive approach to managing our resources. This policy ensures we are prepared for unexpected challenges, such as natural disasters or economic downturns, while also setting aside funds for necessary repairs and maintenance to our infrastructure. Additionally, by clearly defining these reserve categories, we enhance our ability to fund new initiatives, secure grants, and manage debt responsibly. Ultimately, this approach provides the stability and flexibility needed to turn our long-term plans into tangible outcomes, strengthening our city for years to come.

Emergency
The City will maintain a $1,000,000 emergency fund to address major unplanned expenses, such as those from natural disasters.

Contingency
The City will maintain at least a 90-day payroll reserve to cover revenue shortfalls and provide for adequate cash flow, budget contingencies, and insurance reserves.

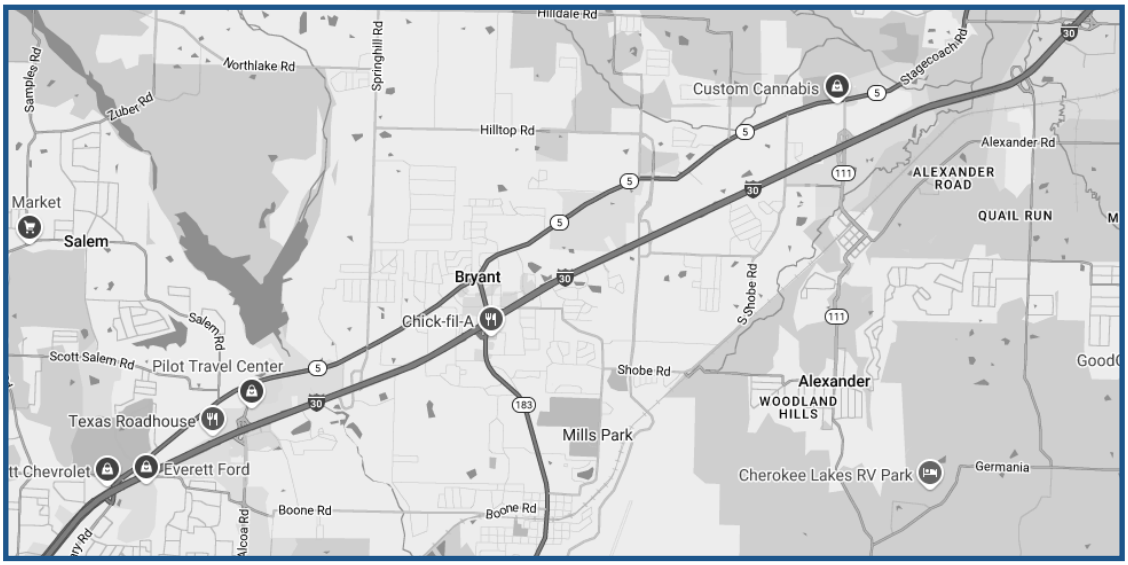
Capital
The City will maintain a sufficiently funded capital reserve based on the capital depreciation schedule by major fund.

Grant
The City will maintain at least $250,000, per major fund, in reserves for grant applications to cover the city's portion of matching grants for a total of $1.25 million citywide.

Debt
The City will maintain at minimum one annual payment of principal related to each debt issuance both short term (less than 5 years) and long-term.

2 COMPREHENSIVE GROWTH & LAND USE PLAN

Updating our comprehensive growth and land use plan is a critical step in shaping Bryant's future. This plan will serve as a roadmap to guide strategic annexation and manage high-density development, ensuring that growth benefits our community rather than simply happening to it. Thoughtful planning will allow us to balance development with the preservation of our city's character, infrastructure, and natural resources. As Richard McKeown aptly put it, "Let's make sure growth happens not just to Bryant but for Bryant." By focusing on proactive and intentional decision-making, we can ensure that Bryant's progress reflects the needs and aspirations of our residents.



3 WATER/WASTEWATER INFRASTRUCTURE

Investing in our water and wastewater infrastructure is essential to supporting Bryant's current and future needs. With the Water Master Plan approved and the Wastewater Master Plan nearing completion, we are taking steps to ensure our systems are robust, reliable, and ready for growth. This includes aligning rates with infrastructure demands under Act 605, improving service in Bryant's south side with the South Plain Water Tower, and expanding Lift Station 5 to enhance capacity for future development. While we acknowledge that these projects will increase costs, we are committed to open and transparent communication with residents about why these improvements are necessary and how they will benefit our community in the long run.

PILLAR 2: LEADERSHIP TRANSPARENCY & TRUST

Leadership rooted in transparency is essential to building trust with our residents. Open and honest communication ensures that our community stays informed and involved in the decisions shaping Bryant's future. In 2025, we will prioritize keeping residents updated on key projects, initiatives, and developments through clear and accessible communication channels. By fostering dialogue, even when opinions differ, we aim to create understanding and collaboration that strengthens our city and its shared vision. In 2024, the City of Bryant averaged a 45.5% email open rate (the national average is 36%) and reached over 174,000 people on Facebook and Instagram, which is up by 193.2% from 2023. In 2025, our goal is to average a 50% email open rate and to expand our social media reach to 200,000 people, which is a 15% jump.

1 MAYOR'S MEMORANDUM

The Mayor's Memorandum will serve as a regular touchpoint to keep our community informed and engaged. Through these monthly updates, residents will gain insight into the progress of major projects, key initiatives, and city developments. This platform will highlight the work being done to enhance Bryant and share the milestones achieved along the way. By offering a consistent and transparent flow of information, the Mayor's Memorandum aims to ensure everyone feels connected to the growth and direction of our city. Each month, the Mayor's Memorandum will provide the following key information to residents:

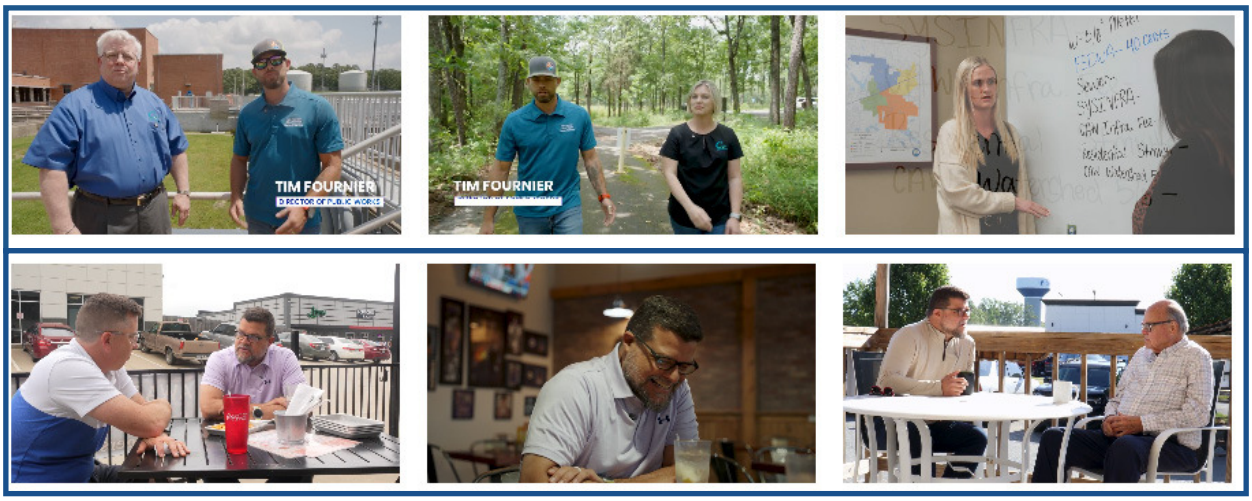
- Director's Reports from each department
- Council Request Status Report
- Major Project Inventory
- Committee/Commission Reports
- Monthly public meeting schedule
- Letter from the Mayor
- Monthly Financial Report

COUNCIL WRAP-UP VIDEOS 2

Council Wrap-Up Videos will provide residents with a concise and accessible summary of key decisions and actions taken during city council meetings. These videos will break down complex topics, highlight important discussions, and explain how council decisions impact the community. By offering a straightforward recap, we aim to keep residents informed, engaged, and aware of the progress being made for Bryant. This initiative reinforces our commitment to transparency and ensures everyone has a clear understanding of their city's governance.

3 EDUCATIONAL VIDEOS

Educational videos will offer an in-depth look at the inner workings of Bryant's city departments and initiatives. These videos will spotlight the people, programs, and services that keep our city running and highlight the impact that they have on the community. By providing a behind-the-scenes perspective, we aim to foster a greater understanding and appreciation for the efforts driving Bryant's progress. This initiative is part of our commitment to keeping residents informed and connected to their city.



4 SURVEYS

In our commitment to inclusivity and transparency, we prioritize the ongoing collection of resident feedback through a variety of channels, such as our budget and water surveys. These surveys are more than just data points—they are a vital tool for fostering a meaningful dialogue between the City of Bryant and its residents. By offering these avenues for feedback, we not only ensure that our decisions reflect the community's needs but also empower residents to share their perspectives.

We understand that there may be differing opinions about the paths we take as a city, especially when it comes to budget allocations and essential services like water. However, it's through this open dialogue that we can bridge understanding. Even when opinions diverge, we strive to clearly communicate the rationale behind our decisions, so that everyone—whether they agree or not—understands the "why" behind the choices being made. By doing so, we uphold the principle that every voice matters, and each one contributes to the thoughtful, well-informed decisions shaping our city's future.

PILLAR 3: PROBLEM SOLVING ADDRESSING WHAT CAN'T WAIT

Every city encounters challenges—inevitable tests of its strength, adaptability, and vision. For the City of Bryant, these hurdles are not just obstacles but opportunities to prove our resilience and responsiveness. They are moments to reaffirm our commitment to serving our residents with integrity and foresight.

As we look to 2025, three pressing issues stand out, requiring our immediate attention and decisive action. Each of these challenges presents us with the chance to innovate, collaborate, and lead, ensuring that Bryant continues to thrive and meet the needs of its growing community. With thoughtful planning and a shared determination, we aim to transform these challenges into stepping stones for a brighter and more sustainable future. I am asking City Council to create a subcommittee to discuss three issues:

1 STORMWATER UTILITY

The increasing demands on Bryant's stormwater infrastructure make it clear that a transition to a standalone utility is no longer a choice but a necessity. The City Council's subcommittee will work to establish a dedicated funding model that ensures the department is equipped to handle the city's growth effectively. This includes securing resources to increase staffing levels, investing in major capital improvements, and updating aging infrastructure. By creating a sustainable financial foundation, we will ensure Bryant's stormwater systems remain resilient, reliable, and capable of supporting a rapidly expanding community.

STREET FUNDING 2

As Bryant continues to grow, the demands on our streets and infrastructure have exceeded the capacity of our current funding model. The City Council's subcommittee will take a deep dive into addressing the funding challenges facing the street department, identifying creative solutions and alternative revenue sources. By exploring options such as public-private partnerships, operational efficiencies, and targeted funding initiatives, the subcommittee aims to ensure the street department has the resources to maintain and improve the city's infrastructure. This effort is vital to supporting future development, ensuring safe and accessible transportation, and meeting the expectations of our residents.

3 POLICE AND FIRE PENSIONS

Bryant's public safety team, composed of our police officers and firefighters, is the backbone of our community's well-being and security. These dedicated professionals work tirelessly to protect lives, property, and the future of our city. However, with a large portion of these seasoned employees nearing retirement over the next five years, we face a significant challenge in ensuring the sustainability of the public safety pension system while maintaining the strength of our workforce.

The City Council's subcommittee will focus on developing forward-thinking strategies to address this pressing issue. First, the group will evaluate funding mechanisms permitted by state law, such as targeted tax adjustments, to secure the financial resources needed to stabilize and strengthen the pension fund. Ensuring these resources are allocated effectively will safeguard the well-deserved retirements of those who have dedicated their careers to serving Bryant.

This proactive approach will enable Bryant to navigate the wave of retirements without compromising the services residents depend on daily. By addressing both financial and operational sustainability, this effort not only honors the commitment of our first responders but also strengthens the long-term resilience and reliability of the services that make Bryant a safe, thriving community.









PILLAR 4: ECONOMIC DEVELOPMENT BUILDING FOR TOMORROW

Over the past decade, Bryant has experienced steady growth in sales tax revenue, reflecting a flourishing local economy fueled by the dedication of our residents and the strength of our business community. Looking ahead, sustaining this growth will require ongoing collaboration, innovative initiatives, and a shared commitment to progress.

Through strengthened collaboration with the Saline County Economic Development Commission and the Greater Bryant Chamber of Commerce, we'll continue attracting businesses and fostering growth.

1 GREATER BRYANT CHAMBER OF COMMERCE

The Greater Bryant Chamber of Commerce serves as a key driver of economic growth, fostering community engagement, highlighting opportunities, and advocating for the needs of local businesses and residents. By collaborating with city leadership and other stakeholders, the Chamber ensures that our economic development strategies align with the vision and priorities of Bryant.

From connecting businesses to resources and attracting investments to advancing impactful projects like the Apex Project (a proposed entertainment venue), the Chamber's efforts help position Bryant as a vibrant hub for innovation, tourism, and opportunity. The Apex Project, in particular, will drive economic growth by creating a space for entertainment and events that draws visitors and boosts local businesses.

The Chamber remains steadfast in its mission to contribute to a stronger, more resilient Bryant—building a future where businesses thrive, residents succeed, and the community continues to grow and flourish.

SALINE COUNTY ECONOMIC DEVELOPMENT COMMISSION 2

The Saline County Economic Development Commission (SCEDC) plays a vital role in supporting Bryant's economic growth by attracting new industries, expanding existing businesses, and fostering entrepreneurship. Through strategic guidance, workforce development, and access to resources, the SCEDC helps the city navigate growth while creating opportunities for investment and innovation.

In collaboration with city leadership, the SCEDC ensures that initiatives align with Bryant's vision for sustainable development, strengthening the local economy and enhancing the community's future.

A CULTURE OF "WE OVER ME"



In 2025, the City of Bryant will proudly introduce **Bless Bryant**, a transformative initiative rooted in the spirit of "We Over Me," a vision I shared at my swearing-in as mayor. Created in partnership with Family Life Ministries and Bryant High School's Student Senate, Bless Bryant is designed to unite residents through volunteerism and community service, fostering a stronger, more compassionate city.

The journey begins in January, as the executive team develops a roadmap to guide the initiative's success. In February, a vision-casting luncheon will engage community leaders and residents to share ideas and align our efforts. Between May and August, we'll accept project applications from nonprofits, organizations, and civic groups, ensuring Bless Bryant addresses the community's most pressing needs.

In September, we will dedicate an entire month to service projects across the city. Residents, families, businesses, and organizations will join together to support local nonprofits and initiatives that make a difference—whether beautifying parks, organizing food and supply drives, or assisting families in need. These projects will serve not only as acts of service but as opportunities to build connections, strengthen pride, and inspire lasting community engagement.

Bless Bryant is more than an initiative—it's a movement to create a culture of collective impact. Through this effort, we'll demonstrate the power of unity and prove that together, we can address challenges, support one another, and make Bryant an even better place to call home. By embracing "We Over Me," we show that the strength of our city lies in its people and their willingness to serve.



Bryant, Arkansas is a thriving suburban city located just outside of Little Rock, blending the charm of a close-knit community with the growth and innovation of a modern municipality.

Known for its top-rated schools, family-friendly atmosphere, and safe neighborhoods, Bryant has become one of the most sought-after places to live in Central Arkansas.

Bryant has a rich history that dates back to the 19th century, shaped by its origins as a small railroad town. Founded in 1892 along the route of the Cairo and Fulton Railroad, Bryant began as a stop for rail travelers and goods. Throughout the late 1800s and early 1900s, Bryant remained a small, rural community with a population primarily focused on farming and agriculture. The town grew slowly, with the establishment of small businesses and schools serving its modest population.

In the mid-20th century, Bryant experienced growth due to its proximity to Little Rock. Improved highways and transportation routes transformed Bryant into a desirable suburban location, leading to a population boom in the latter half of the century. Bryant's transition from a railroad town to a suburban community marked a significant change in its economic and cultural landscape.

Now, with a population of over 21,000, Bryant continues to grow steadily while maintaining its small-town feel. The city offers an array of recreational opportunities, including well-maintained parks, walking trails, and community events that bring residents together throughout the year. Its strong commitment to education is reflected in the highly regarded Bryant School District, which draws families seeking a quality education for their children.



MISSION

The City of Bryant is dedicated to fostering a vibrant, safe, and inclusive community by providing exceptional services, promoting responsible growth, and ensuring transparency in governance. We strive to enhance the quality of life for all residents through proactive leadership, thoughtful planning, and a commitment to preserving the unique character of our city.

VISION

The City of Bryant envisions a vibrant, connected community where residents thrive, businesses flourish, and opportunities abound. We aim to be a model of innovation and collaboration, embracing our rich history while proactively addressing the challenges of the future. Together, we will build a resilient city that prioritizes sustainability, inclusivity, and the well-being of all who call Bryant home.



CORE VALUES

1. **COMMUNITY ENGAGEMENT**
2. **INTEGRITY & ACCOUNTABILITY**
3. **INNOVATION & PROGRESS**
4. **EXCELLENCE IN SERVICE**

MEET CITY COUNCIL



LISA MEYER
Ward 1



WADE PERMENTER
Ward 1



JON MARTIN
Ward 2



WALTER BURGESS
Ward 2



BUTCH HIGGINBOTHAM
Ward 3



ROB ROEDEL
Ward 3



JACK MOSELEY
Ward 4



JORDAN O'ROARK
Ward 4

MEET THE MANAGEMENT TEAM



ASHLEY CLANCY
City Attorney



BRANDON FUTCH
Fire Chief



CARL MINDEN
Police Chief



CHARLOTTE RUE
Human Resources Director



GORDON MILLER
IT Director



JORDAN REYNOLDS
Communications Manager



JOY BLACK
Finance Director



KEITH COX
Parks & Recreation Director



MARK SMITH
City Clerk



TED TAYLOR
Planning & Development Director



TIM FOURNIER
Public Works Director



TRICIA POWER
Animal Control Director

ACKNOWLEDGEMENTS

The creation of this Strategic Plan would not have been possible without the dedication, expertise, and collaborative spirit of so many individuals and organizations. Their invaluable contributions helped shape a vision for Bryant's future that reflects our shared values and aspirations. From city leadership to community stakeholders, every voice played a role in developing this plan, and we are deeply grateful for their commitment to making Bryant a thriving, resilient, and united community.

Below is a list of organizations whose support and involvement were instrumental in bringing this vision to life.

Thank you to:

City of Bryant Management Team & Employees
Bryant City Council
Bryant Public Schools
Mayor Treat's Advisory Team
Saline County

Contact the Mayor's Office at:
(501) 943-0999
info@cityofbryant.com

Bryant Parks and Recreation
Director's Report
February 2025

The following took place during the month of January:

- Youth Basketball League started playing games at The Center, Hurricane Creek Elementary and Bryant Middle School.
- Currently running Pickleball Power Morning League with 40 participants.
- Bryant High School hosted the Saline County Sprint meet on January 28 at Aquatic Center.
- BASS team took 3rd place at the Arkansas AAU Swim Club Thunder Turtle Meet in El Dorado.
- Hosted Bryant Youth Association Bingo Bash on January 23 at the Center.
- Grounds staff attended the Arkansas Turfgrass Association Annual Conference in Hot Springs on January 16 and 17.
- Aquatics staff attended the Arkansas Aquatics Conference in Cabot on January 21-23.
- Replaced wall mounted heater in Ashley Park bathroom.
- Began mowing of baseball and softball fields. Multiple cuts to bring height down gradually.
- Edged and loop hoed all baseball and softball fields.
- Cut out humps that had formed on B2 pitching mound edge.
- Replaced all missing base plugs to allow for play at different base distances.
- Currently working with JF Media on a comprehensive Advertising Plan that will be implemented this year.
- Contracted Bryant Streets Department to clear old concrete slab and well house at Midland Park and add SB2 gravel in its place to increase overflow parking.
- Installed a new Lochinvar heater on the Bishop Lap Pool
- Installed heat strips to the Bishop bathhouse HVAC unit for heat to prevent condensation.
- Repairs completed on roof leak at Bishop Aquatics bathhouse.
- Received bids for natatorium dehumidification system replacement and awarded project. Currently working through contract details but work is still on schedule for this Summer.

PARKS AND RECREATION COMMITTEE

BYLAWS

DATE: February 11, 2025

SECTION I. PURPOSE: It is the intent of the Bylaws to prescribe the organization of the City of Bryant Parks and Recreation Committee to establish orderly, equitable, and expeditious procedures for the conduct of its affairs to the end that all may be informed and the public well served.

SECTION II. THE COMMITTEE: The original Parks Commission was first established on July 20, 1992. The membership of the Committee was first established on July 23, 2007, by Ordinance No. 2007-30, City of Bryant, Arkansas.

A. Committee Membership and Terms
   1) Membership shall consist of eight (8) members. There will be two (2) Committee members for each Ward (1, 2, 3, and 4). Each Ward shall be identified as Committee member Position one (1) and two (2).
   2) Members of the Parks and Recreation Committee shall be named and appointed by the Mayor and confirmed by the City Council. Members who are appointed to fill vacancies for terms, which have not expired, shall join the Committee at the next meeting following their appointment and confirmation. All members of the Committee whose terms may expire shall serve until their successors in office have been appointed and confirmed.
   3) Per Ordinance No. 2007-30, Section 15: Parks Committee members who miss three (3) or more meetings during any one calendar year, except for excused illnesses or absences, may be replaced. The City Council may consider excessive absenteeism as cause for removal. A Parks Committee member may be removed by a two-thirds (2/3) vote of the City Council.
   4) Terms of the members of the Parks and Recreation Committee shall be four (4) years. The initial appointment of Parks Committee members shall be staggered two (2) and four (4) years for an eight-member committee.

B. Parks Committee Emeritus Status
   1) Definition: There shall be a category of committee member known as a committee member emeritus who is nominated and elected by the Parks Committee. Committee members emeritus shall be selected from those current or former committee members who have served with distinction and excellence. The Mayor will appoint a regular committee member from the ward and position of the emeritus member elected by the committee.
   2) A committee member emeritus shall be entitled to receive all written notices and information which are provided to the committee, A committee member emeritus shall not be subject to any attendance policy counted in determining if a quorum is present at a meeting, entitled to hold office, or entitled to vote at any committee meeting.
   3) Election: With the recommendation of the Mayor, City Council Person or Parks Committee Member, The Parks Committee Chair will present the nomination(s) along with supporting

statements to the Parks Committee for its consideration. A simple majority vote of directors at a meeting at which a quorum is present is sufficient to approve an appointment.

C. The Chairperson

1) The election of the Chairperson shall be held at the first Committee meeting of each calendar year.
2) Nominations shall come from the floor and officers shall be elected to office by a simple majority of Committee members. Voting on election of Chairman in which there is a contest shall be by secret ballot.
3) The office of Chairperson shall be filled for terms of one year each.
4) The Chairperson shall preside at all meetings and hearings of the Committee. In the event of the absence or disability of the Chairperson, the person with the most seniority of the Committee shall preside.
5) The Chairperson shall present to the Committee for its approval the names of all persons appointed to sub-committees. The Chairperson shall designate one member of such sub-committee to serve as the sub-committee chairperson.
6) The Chairperson shall sign all approved minutes, and when authorized, other documents on behalf of the Committee.
7) The Chairperson and Parks Director shall work with the Office Manager to prepare the agenda for each meeting.

D. Ex-Officio

1) The Mayor shall assign an advisor/liaison from the City Council and such other staff assistance from the City staff as deemed necessary for the Committee to work. The staff's appointment, promotion, demotion or removal shall be subject to the same provisions of law as governed by other employees of the City. The City Council shall, in the manner provided by law, budget or contract for services necessary to carry out functions of the Park and Recreation Committee.
    i. Parks Liaison: With respect to the operations of the Committee, the duties of the Liaison shall include, but not be limited to the following:
        a) Advise the Committee on furnishing information to the public and other agencies
        b) Advise and advocate with the City Council concerning the intent and desire of the Committee
        c) Advise committee of any possible conflicts with the community concerning the plans or recommendations of the committee.
        d) Attend all meetings and gatherings conducted under the auspices of the Committee
    ii. Executive Secretary: The Director of Parks and Recreation shall perform the duties of executive secretary to the Committee and shall be in attendance at all meetings of the Parks and Recreation Committee. The Executive Secretary shall be responsible for:
        a) Providing updated status reports of the Parks Department.

b) The agendas of items to be considered at meetings as prescribed by the Chairperson
c) Carrying on routine correspondence
d) Maintaining files of the Committee
e) Maintaining a record of the Bylaws of the Committee and Current membership of the Committee with their terms of office
f) Maintaining a record of organization of the Committee and its staff
g) Serves as Secretary of all sub-committees and provides minutes of each meeting
h) Preparing the minutes of each meeting and publishing the minutes to the City website attached to the following month's Parks Committee agenda.

SECTION III. PARKS AND RECREATION COMMITTEE PROCEDURES

A. Duties of the Committee
    1) Advocate on behalf of Bryant Parks to residents and Elected Officials
        i. Provide needed information regarding the role of parks in the quality of life.
        ii. Encourage community involvement in obtaining needed resources and future development
    2) Intentionally communicate with residents, elected officials and the Department in order to:
        i. Understand concerns and desires regarding Bryant Parks
        ii. Communicate those concerns and desires to the Department
        iii. Educate regarding the importance of, direction, and needs of Bryant Parks
        iv. Generate community engagement in any long range or master planning process.
    3) Advise the Department and elected officials regarding:
        i. Agreements with partner organizations
        ii. Long range planning and capital improvements
        iii. Advise the Department on operational or other issues brought by the Director or Assistant Director
    4) Day-to-Day Operations**:** The Committee has the authority to establish basic policies and guidelines, subject to City Council approval. It does not concern itself with the day-to-day operations, personnel issues, programs, and problems of the department. That is the job and responsibility of the Director and staff.
    5) Budget: The Committee shall review, study, and make recommendations to the Director of Parks and Recreation for the preparation of the annual operations and capital budget for approval by the City Council.

SECTION IV. SUB-COMMITTEES:

A. Standing Sub-Committees: The Standing Sub-Committees may be created by the Parks and Recreation Committee and charged with such duties as the Committee deems necessary and desirable. Such sub-committees shall be composed of a minimum of one Committee member and less than a quorum of the full Committee. The Sub-Committee shall hold membership for one year or until succeeded.

B. Special Sub-Committees: Special Sub-Committees may be created in the same and under the same conditions as Standing Sub-Committees, except the Chairperson shall also designate a date for the submission of the Sub-Committee's final report. Special Sub-Committees shall be dissolved when their particular function or task has been completed. No Special Sub-Committees shall exist for a term of more than twelve (12) consecutive months, except by the direction of the Committee.

C. Advisory Sub-Committees: The Committee may create such Advisory Sub-Committees, as it deems necessary or desirable. Each Advisory Sub-Committee shall be composed of at least one Committee member with other officials and private citizens in a number determined by the Committee. Generally, members shall be private, professional, or technical representatives, public officials working on problems with which the sub-committee is concerned, and individuals who have special interest or experience with such problems.

SECTION V. MEETINGS:

A. Regular Meetings
   1) The Bryant Parks Committee shall meet regularly as determined by the Committee.
   2) The time of the meeting will be at 6:00 p.m.
   3) The Committee shall meet regularly at the Parks Administration Building Conference Room.
   4) Notice – (a) All meetings should be made public through notification of local news agencies; (b) notification to the local press of all meetings shall be made at least two (2) hours before the meeting takes place to ensure the public shall have representatives at the meeting; (c) legal notice on plans, regulations, ordinances, or amendments shall be published as prescribed by the City of Bryant or by law.

B. Called Meetings
   1) Special meetings may be called by the Chairperson, or by three (3) Committee members, or by a majority of those present at a regular or called meeting. Notice of such a meeting shall be given as prescribed for a regular meeting. Announcement of a special meeting at any meeting at which all members are present shall be sufficient notice of such meeting.
   2) Under extraordinary conditions, an emergency meeting may be called at the direction of the Chairperson by telephone and without other notice. However, notification to the local press may not be omitted.

C. Adjourned Meetings:
   1) Where all matters cannot be disposed of on the day set, the Committee may adjourn from day-to-day as necessary to complete the hearing of all items docketed.
   2) A majority vote of those present shall be required to adjourn.

SECTION VI. CONDUCT OF BUSINESS:

A. Order of Agenda: All meetings shall be conducted in accordance with the agenda, which shall enumerate the topics and cases in the following order:
   1) Roll Call / Finding a quorum
   2) Reading and approval of minutes as read\

3) Business
4) Adjournment

B. Order of Meeting: At a meeting, the order shall be as follows:
   1) Announcement of subject by the Chairperson
   2) Discussion and recommendations by the Committee and/or Sub-Committees
   3) Interested party's presentation
   4) Opposing views
   5) Rebuttals
   6) Committee members vote on the request as filed

C. Standard Rules of Procedure: Except as may otherwise be set forth in these Bylaws, parliamentary procedures shall be as stated in the latest edition of Roberts Rules of Order, Revised. Procedural provisions of these Bylaws may be suspended with the consent of three-fourths (3/4) of those Committee members present.

D. Special Rules of Procedure:
   1) Quorum – A quorum for the transaction of business shall be five (5) members except when a reduction in force caused by a member(s) resignation makes this impossible. A quorum shall be considered the majority of the remaining members of the Committee.
   2) Vote and Proxy – Each Committee member, including the Chairperson, shall be entitled to one (1) vote. No Committee member shall cast a vote for another member by proxy.
   3) Motion and Voting – Any matter of business requiring action by the Committee may be presented by oral motion, and the members present may voice their vote. In the case of a split vote, the chairperson may request a show of hands. The minutes shall indicate voting to be "denied" or "passed" and the name of any abstained.
   4) Majority vote – (a) Simple majority of those members present at a meeting shall be sufficient to approve any administrative or procedural action; (b) in those instances where a majority vote of the full Committee cannot be, the matter before the Committee shall be automatically deferred until the next schedule meeting; (c) in the event that no majority vote is obtained at the second meeting, the matter will fail due to lack of a majority.
   5) Conduct of Meeting – Public meetings shall be conducted informally, and the Chairperson shall make all rulings and determinations regarding all matters presented, except that any member shall be privileged to make inquiries personally and to call for a vote on any ruling of the Chairperson with which he or she does not agree, whereupon the vote shall determine the effective ruling. It shall be the purpose of the Chairperson to expedite all meetings, confining them to the presentation of only essential matters in the interest of saving time, but entertaining the presentation of sufficient matter to do substantial justice to all concerned.

E. General Policies:
   1) Formal Action – No request for final approval shall be made to the Committee without it being an agenda item. However, with majority approval, the Committee may suspend the rules and add an item to the agenda.

2) Closing of Agenda – No application for an agenda item shall be submitted to the Committee, or prepared by the Ex-Officio for submission unless it has been filed one week prior to the regularly scheduled meeting of the Committee.
3) Open Meetings – All meetings of the Committee shall be open to the public as required by law.
4) Public Records – All minutes of the Committee meetings and all petitions, applications, reports and other documents on which action has been taken by the Committee shall be open to the public and available for inspection as required by law.
5) Reconsideration of Denied or Amended Applications:
    i. Expunging Action – The Committee may, when it deems necessary and for cause, expunge any motion and subsequent action in order to introduce a substitute motion for other action. The motion to accomplish such shall be made immediately and preceding the introduction of the next item of business on that agenda. When an item has been voted on and passed over for the next item of business, it shall not be recalled at the meeting for further action.
    ii. Reconsideration – Except for cause and with the unanimous consent of all members present at a meeting, no matter on which final action has previously been taken shall be reopened for further consideration by the Committee unless reconsideration is granted by the Committee. The case will be rescheduled for the next regular meeting.
6) Individual(s) with inquiries on the docket shall be present or represented at the meetings and prepared to discuss the request.
7) Individuals or user groups must obtain approval through the Parks Committee for any policies or guidelines relating to park issues. If the issue is denied by the Committee, the individual or user group has the option to appeal to the City Council.
8) Precedents – No action of the Committee shall be deemed to set a precedent. Each item docketed shall be decided upon its own merit and circumstances attendant thereto.
9) Public comments and association reports are limited to no more than three (3) minutes unless otherwise approved by the Parks Director prior to submission of the Parks Committee agenda.
10) Dissent - If a member of the Committee wishes to dissent from a majority opinion of the Committee they may communicate a written minority opinion to: All members of the Committee, The Parks Director, The Mayor, and All members of the City Council.

SECTION VII. AMENDMENTS: These Bylaws may be amended or repealed by an affirmative vote of not less than a majority of the full membership of the Committee. A proposed amendment or a motion to repeal shall first be presented in writing at a regular meeting and placed on the agenda for subsequent regular meeting for action, unless ten days written notice has been given to all Committee members in which case action may be taken at any regularly scheduled meeting.