



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Carnagie

MAYOR PRO-TEM

Patrice M. Schornak

COUNCIL

Amy Baranski

Kathy Blanke

Suzanne Kalka

Patrick O'Dell

Dana Sutherland

**Fraser Recreation Commission At
City Council Chambers
33000 Garfield, Fraser, MI 48026
Tuesday, July 11, 2023 @ 7:00 p.m.**

1. Call Meeting to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of Agenda for July 11, 2023
 5. Approval of Minutes from Regular Meeting June 6, 2023
 6. Volunteer Group Reports
 7. Reports on Current Event
 - a. Update on Parade
 - b.
 8. Overview Report of Parks and Recreation
 9. Other Business
 - a. Review of By-Laws
 10. Citizen Participation
 11. Commission Members with Concerns
 12. Adjournment
- POSTED: 2023 07 05



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FRASER RECREATION COMMISSION MEETING MINUTES
CITY COUNCIL CHAMBERS
33000 GARFIELD ROAD, FRASER, MI 48026
TUESDAY, JUNE 6, 2023 - 7:00 P.M.
DRAFT

A regular meeting of the City of Fraser Recreation Commission was held on Tuesday, June 6, 2023 at City Hall, 33000 Garfield, Fraser, MI 48026.

1. CALL TO ORDER

The meeting was called to order by Chairman Kelley at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chairman Kelley led the Pledge of Allegiance

3. ROLL CALL

Present: Hunt, Kelley, Koch, Rice, Walker
Absent: None

Others: Council Member Amy Baranski, Laura Lesich, Nancy Ehrke, Recreation Coordinator Martez Seay, Kyle Tucker, City Clerk Greenia

4. APPROVAL OF AGENDA

Motion by Koch supported by Rice to approve the agenda for the June 6, 2023 City of Fraser Recreation Commission as presented/amended.

AYES: Hunt, Kelley, Koch, Rice, Walker
NAYS: None

Motion Carried

5. APPROVAL OF MINUTES APRIL 4, 2023 RECREATION COMMISSION MEETING

Motion by Koch supported by Hunt to approve the minutes of the April 4, 2023 meeting of the City of Fraser recreation commission as presented.

AYES: Hunt, Kelley, Koch, Rice, Walker
NAYS:

Motion Carried

6. VOLUNTEER GROUP REPORTS

Commissioner Hunt reported on the City of Fraser Garden Club. She reviewed all of the sites they had been working on in the City and felt they were making real progress in helping the City to look better. She mentioned they recently created a flower bed in front of the post office and it was getting a lot of good attention.

There were currently 19 members and they were welcoming more. To sign up you can go to the Facebook Page for Fraser Garden Club or email at frasergardenclub@gmail.com.

Laura Lesich, 15201 Fairview, indicated that the next meeting of the Fraser First Booster Club was June 21, 2023 at 6:00 p.m. at the Ram's Horn. The July meeting was tentatively scheduled for July 19, 2023 at 6:00 p.m. at the Tim Horton's. They are preparing for the Fraser Parade.

7. REPORTS ON CURRENT EVENTS and OVERVIEW REPORT PARKS AND RECREATION

a. Discussion of Ideas for Events

Recreation Coordinator Martez Seay reviewed the events that were coming up in the City. The Jazz Fest was on June 15, 2023 at 7:00 p.m. at Steffan's Park. There would be a doughnut truck on site for this event.

The parade was going along well. To date there were 13 participants that had committed to being a part of the parade, 26 others that had indicated interest in being a part of the parade. The deadline to sign up was July 14, 2023. They should contact him to do so.

Commissioner Rice commented that he was wondered what was happening with the youth sports at this time in the City. Mr. Seay reviewed the status of this issue. It was suggested that perhaps if the City's website was used in a better manner we could get more interest into youth sports in the City. We could advertise online and on the City's TV station. It was suggested that perhaps we could put a flyer in the C & G Newspaper. Commissioner Rice indicated that he was pretty sure he had sponsors that would pay for this type of advertising.

Commissioner Koch stated she would like to see Recreation Coordinator Seay come back to the July meeting with a calendar for the next six (6) months indicating all of the upcoming events. Chairman Kelley then stated that the Commission had asked him to work hard on the parade first and foremost and worry about future events after that. There were other bigger events.

b. Parade and Fireworks

Mr. Seay noted that the parade had already been covered. He signed the fireworks contract today and sent it back for them to sign as well. The City had upped the amount to \$15,000. Discussion was had on if he had volunteers lined up to help that day. He was going to put out a notice on Facebook as well as the website to try to get some people to help.

8. Overview of Parks and Recreation

Recreation Coordinator Seay reviewed the status of the Big Bounce House. They discussed issues in the contract and tasks that would need to be taken care of prior to it coming back to Fraser. He has already approached some businesses in the City regarding the use of their parking spots during this event.

Updates on the Senior Center were had. Programming was still only in the early part of the day. Mr. Seay mentioned that he currently only had one employee at that location and until they found another the facility would remain open only for the early part of the day.

9. Other Business

a. Discussion of By-Laws

Chairman Kelley noted that they had requested to have the By-Laws in the packet for discussion. Commissioner Koch stated that upon review there seemed to be many things in the By-Laws that currently were not followed. Council Member Baranski shared her thoughts on this. A very lengthy discussion ensued regarding what steps to take to get these updated. It was suggested that perhaps a subcommittee could be formed to address this. City Clerk Greenia offered to meet with some of the Commission Members and Mr. Seay to take a deeper look into the items that may need some changes to them.

Motion by Kelley supported by Koch to review the By-Laws and bring them back as an item for the July 11, 2023 Agenda when everyone has had an opportunity to review them and have suggestions.

AYES: Hunt, Kelley, Koch, Rice, Walker

NAYS: None

Motion Carried

10. Citizen Participation

Nancy Ehrke brought to the attention of the Commission that she was walking at Blanke Park and the area where the sign is located needs some major attention to clean it up.

City Clerk Greenia agreed that she would let the DPW know about this situation.

Laura Lesich, 15201 Fairview had a couple of comments at this time. She stated that while discussion was being had on the By-Laws grant writing was brought up. It was her recollection that the Parks and Recreation Coordinator was generally in charge of this task. She then asked if the Recreation Department was planning any activities the weekend of the fair. They used to offer crafts and games and the like. Commissioner Koch noted that it might be good to contact the Boy Scouts and/or Girl Scouts to help with this.

Chairman Kelley noted they used to have a tent set up with these activities in them. Coordinator Seay stated that he has been taking inventory and felt that definitely had supplies for something like this.

11. COMMISSION MEMBERS WITH CONCERNS

June 6, 2023

Commissioner Rice discussed the Arts Academy and indicated if the City agreed to repair it they could most likely use it. Commissioner Walker mentioned that we may be able to use the Mark Twain School gym if we contact them.

Kyle Tucker, Fraser Wrestling, spoke at this time. He indicated he had been trying to form a partnership with the City for about five (5) years and had not had any luck. He had a large group of young Fraser residents that were involved in his wrestling program and he wanted the City to be a part of that program. He really wanted to start a relationship with the City and felt it would be good for both of them. Coordinator Seay stated he would get with him after the meeting to discuss plans moving forward to try to make this happen.

Council Member Baranski had a couple of questions regarding possible Fall sports programs that might use the ball diamonds. Mr. Seay stated there could be Fall kickball or baseball. She noted that Attorney DeNault might have additional information on the contract with the Big Bounce House.

Commissioner Hunt wanted to know who owned the corner in front of CVS. She also wondered about the pickle ball striping at the tennis courts. She was looking forward to the Jazz Concert on June 15.

Commissioner Rice asked Mr. Seay if he was getting his emails. He also stated he had some ideas for fundraisers.

Commissioner Koch asked if there was any way the City could buy back the Senior Center. Council Member Baranski reviewed this with her and noted it would be very costly. Commissioner Koch stated she felt our youth needed some place to hang out other than at the parks. She was concerned with vandalism.

Chairman Kelley stated she was trying to be supportive of our Parks and Recreation Program through the use of social media. Discussion was had about contacting Rachel about the STEM projects she used to hold at our parks in the Summer.

12. ADJOURNMENT

Motion by Kelley supported by Hunt to adjourn the meeting at 8:10 p.m.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

Respectfully Submitted:

Cindi Greenia, Clerk
City of Fraser

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDG USE
		AMENDED BUDGET	06/30/2023 NORMAL (ABNORMAL)	MONTH 06/30/2023 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND								
Expenditures								
Dept 751 - RECREATION								
101-751-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,250.00	780.00	60.00		470.00	62.40	
101-751-703.000	SALARIES	37,269.00	0.00	0.00		37,269.00	0.00	
101-751-704.000	WAGES - FULL TIME EMPLOYEES	16,445.00	18,177.40	5,800.00		(1,732.40)	110.53	
101-751-705.000	WAGES - PART TIME EMPLOYEES	30,160.00	0.00	0.00		30,160.00	0.00	
101-751-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	10,000.00	506.25	75.00		9,493.75	5.06	
101-751-710.000	VACATION	5,552.00	0.00	0.00		5,552.00	0.00	
101-751-711.000	HOLIDAY	3,017.00	400.00	200.00		2,617.00	13.26	
101-751-713.000	FICA	8,352.00	1,218.70	379.44		7,133.30	14.59	
101-751-714.000	MEDICARE	1,954.00	285.03	88.74		1,668.97	14.59	
101-751-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	226.00	0.00	0.00		226.00	0.00	
101-751-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	2,100.00	0.00	0.00		2,100.00	0.00	
101-751-718.000	LONGEVITY PAY	0.00	0.00	0.00		0.00	0.00	
101-751-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	9,212.00	1,556.03	2,071.22		7,655.97	16.89	
101-751-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	0.00	14.39	0.00		(14.39)	100.00	
101-751-725.100	DEFINED CONTRIBUTION PENSION (401A-457B	3,400.00	1,424.00	480.00		1,976.00	41.88	
101-751-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	0.00	0.00	0.00		0.00	0.00	
101-751-742.000	OPERATING SUPPLIES	3,500.00	1,192.42	0.00		2,307.58	34.07	
101-751-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	21,025.00	18,585.42	0.00		2,439.58	88.40	
101-751-850.000	COMMUNICATIONS (PHONE AND CELL)	1,545.00	0.00	0.00		1,545.00	0.00	
101-751-851.000	MAIL OR POSTAGE	309.00	31.68	0.00		277.32	10.25	
101-751-880.000	COMMUNITY PROMOTION	12,000.00	17,500.00	7,500.00		(5,500.00)	145.83	
101-751-881.000	PROGRAMMING - RECREATION REVOLVING FUND	12,000.00	2,228.23	0.00		9,771.77	18.57	
101-751-882.000	PROGRAMMING - FARMERS MARKET	1,750.00	67.58	0.00		1,682.42	3.86	
101-751-900.000	PRINTING AND PUBLISHING	639.00	638.50	0.00		0.50	99.92	
101-751-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00		0.00	0.00	
101-751-955.000	CONFERENCES	0.00	0.00	0.00		0.00	0.00	
101-751-956.000	MEMBERSHIPS	1,000.00	0.00	0.00		1,000.00	0.00	
Total Dept 751 - RECREATION		182,705.00	64,605.63	16,654.40		118,099.37	35.36	
TOTAL EXPENDITURES		182,705.00	64,605.63	16,654.40		118,099.37	35.36	
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENDITURES		182,705.00	64,605.63	16,654.40		118,099.37	35.36	
NET OF REVENUES & EXPENDITURES		(182,705.00)	(64,605.63)	(16,654.40)		(118,099.37)	35.36	

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
07/01/2022			101-751-742.000 OPERATING SUPPLIES		BEG. BALANCE		0.00
10/10/2022	AP	INV	CHILI COOKOFF SUPPLIES	10-10-22	45.97		45.97
11/30/2022	AP	INV	NOVEMBER 2022 BILLING	11-30-2022	305.54		351.51
12/02/2022	AP	INV	SUPPLY REIMBURSEMENT FOR CHRISTMAS I	DEC 2, 2022	231.69		583.20
12/21/2022	AP	INV	SUPPLIES FOR SR. HOUSING	767991	60.65		643.85
12/29/2022	AP	INV	SUPPLY REIMBURSEMENT FOR CHRISTMAS I	12-29-2022	67.45		711.30
02/08/2023	AP	INV	DOMAIN RENEWAL FOR FARMERS MARKET	2-8-2023	48.00		759.30
03/02/2023	AP	VOID	Void Invoice 11-30-2022 10008	11-30-2022		305.54	453.76
03/02/2023	AP	INV	RECREATION AND BUILDING NAME PLATES	4321	22.50		476.26
03/27/2023	AP	INV	SUPPLIES FOR EASTER EGG HUNT	723660119-01	655.37		1,131.63
03/29/2023	AP	INV	REIMBURSEMENT FOR ROAD RALLY	3-29-2023	60.79		1,192.42
06/30/2023			101-751-742.000	END BALANCE	1,497.96	305.54	1,192.42

Balances as of 06/30/2023

Fund 101 - GENERAL FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 06/30/23	Available Balance	% Used
Expenditures					
Department 751: RECREATION					
05/18/2023	PR SUMMARY PR 05/18/2023		939281 160.00 896		
06/01/2023	PR SUMMARY PR 06/01/2023		942120 160.00 898		
06/15/2023	PR SUMMARY PR 06/15/2023		944089 160.00 900		
06/29/2023	PR SUMMARY PR 06/29/2023		946671 160.00 901		
725.100	DEFINED CONTRIBUTION PENSION (	3,400.00	1,424.00	1,976.00	41.88
725.200	DEFINED BENEFIT PENSION PLAN (	0.00	0.00	0.00	100.00
742.000	OPERATING SUPPLIES				
10/10/2022	AP CHILI COOKOFF SUPPLIES		899903 45.97 Inv #: '10-10-22' Vendor 'MISSAR'		
11/30/2022	AP NOVEMBER 2022 BILLING		928336 305.54 Inv #: '11-30-2022' Vendor '10008'		
12/02/2022	AP SUPPLY REIMBURSEMENT FOR CHRISTMAS IN FR		908490 231.69 Inv #: 'DEC 2, 2022' Vendor 'MISSAR'		
12/21/2022	AP SUPPLIES FOR SR. HOUSING		915275 60.65 Inv #: '767991' Vendor 'WARPIP'		
12/29/2022	AP SUPPLY REIMBURSEMENT FOR CHRISTMAS IN FR		915255 67.45 Inv #: '12-29-2022' Vendor 'MISSAR'		
02/08/2023	AP DOMAIN RENEWAL FOR FARMERS MARKET		923398 48.00 Inv #: '2-8-2023' Vendor 'MISSAR'		
03/02/2023	AP Void Invoice 11-30-2022 10008		928333 (305.54) Inv #: '11-30-2022' Vendor '10008'		
03/02/2023	AP RECREATION AND BUILDING NAME PLATES		929755 22.50 Inv #: '4321' Vendor 'ROYNAM'		
03/27/2023	AP SUPPLIES FOR EASTER EGG HUNT		933712 655.37 Inv #: '723660119-01' Vendor 'ORITRA'		
03/29/2023	AP REIMBURSEMENT FOR ROAD RALLY		933143 60.79 Inv #: '3-29-2023' Vendor 'MISC'		
742.000	OPERATING SUPPLIES	3,500.00	1,192.42	2,307.58	34.07
801.000	PROFESSIONAL/CONTRACTUAL SERVICES				
07/01/2022	GJ REVERSE JE#: 943445		947466 (939.58) JE# 7707		
09/30/2022	AP FRASER PARKS AND RECREATION PLAN UPDATE		903378 3,150.00 Inv #: '22-016-3' Vendor 'MCKASS'		
11/03/2022	AP PROGRAM AGREEMENT		904097 11,275.00 Inv #: '11-3-2022' Vendor 'ADVMAC'		
11/26/2022	AP CONSULT & ASSIST DPW WITH APPROPRIATING		912789 500.00 Inv #: '519' Vendor 'MISC'		
12/03/2022	AP REINDEER FOR CHRISTMAS IN FRASER DEC 3,		912778 2,200.00 Inv #: '0132022' Vendor 'MISC'		
12/03/2022	AP SANTA PERFORMANCE FOR FRASER TREE LIGHTI		912790 300.00 Inv #: '0222' Vendor 'MISC'		
12/31/2022	AP FRASER PARKS AND RECREATION PLAN UPDATE		917887 1,785.00 Inv #: '22-016-4' Vendor 'MCKASS'		
01/31/2023	AP FRASER PARKS AND RECREATION PLAN UPDATE		928248 315.00 Inv #: '22-016-5 ' Vendor 'MCKASS'		
801.000	PROFESSIONAL/CONTRACTUAL SERVI	21,025.00	18,585.42	2,439.58	88.40
850.000	COMMUNICATIONS (PHONE AND CELL	1,545.00	0.00	1,545.00	0.00
851.000	MAIL OR POSTAGE				
04/03/2023	AP POSTAGE		933713 31.08 Inv #: 'APRIL 3, 2023' Vendor 'PBRESE'		
04/24/2023	AP POSTAGE FOR MAIL MACHINE		938224 0.60 Inv #: '4-24-2024' Vendor 'PBRESE'		
851.000	MAIL OR POSTAGE	309.00	31.68	277.32	10.25
880.000	COMMUNITY PROMOTION				
07/24/2022	AP FRASER LIONS CLUB CARNIVAL FIREWORKS		885887 10,000.00 Inv #: '519116' Vendor 'ZAMFIR'		
06/14/2023	AP 50% DEPOSIT INVOICE FOR FIREWORKS SHOW 7		944246 7,500.00 Inv #: 'SHOW#519966' Vendor 'ZAMFIR'		
880.000	COMMUNITY PROMOTION	12,000.00	17,500.00	(5,500.00)	145.83
881.000	PROGRAMMING - RECREATION REVOLVING FUNDS				
07/27/2022	AP LIONS CLUB FIREWORKS 7-24-2022		884787 1,259.67 Inv #: 'AR220706' Vendor 'MCFIN'		
03/22/2023	AP SUPPLIES FOR ROAD RALLY		931442 72.56 Inv #: '3-22-2023' Vendor 'MISC'		
03/22/2023	AP FOOD FOR RECREATION ROAD RALLY		931443 726.00 Inv #: '3-22-2023' Vendor 'MISC'		
03/28/2023	AP REIMBURSEMENT ROAD RALLY 2ND AND 3RD PRI		933197 80.00 Inv #: '3-28-2023' Vendor 'MISC'		
04/11/2023	AP HALLOWEEN CANDY FOR CITY EVENT		934258 90.00 Inv #: '4-11-2023' Vendor 'MISC'		

Fund 101 - GENERAL FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 06/30/23	Available Balance	% Used
Expenditures					
Department 751: RECREATION					
881.000	PROGRAMMING - RECREATION REVOL	12,000.00	2,228.23	9,771.77	18.57
882.000	PROGRAMMING - FARMERS MARKET				
09/06/2022	AP KIDS CRAFTS - FARMERS MARKET		893119 67.58	Inv #: '9-6-2022' Vendor 'MISSAR'	
882.000	PROGRAMMING - FARMERS MARKET	1,750.00	67.58	1,682.42	3.86
900.000	PRINTING AND PUBLISHING				
11/01/2022	AP 30 DAY REVIEW AD FOR 5 YR REC PLAN AD		912781 319.25	Inv #: '2395807' Vendor '21STCEN'	
11/20/2022	AP PUBLIC HEARING AD FOR 5 YR REC PLAN		912779 319.25	Inv #: '2404145' Vendor '21STCEN'	
900.000	PRINTING AND PUBLISHING	639.00	638.50	0.50	99.92
930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	100.00
955.000	CONFERENCES	0.00	0.00	0.00	100.00
956.000	MEMBERSHIPS	1,000.00	0.00	1,000.00	0.00
Total - Dept 751		182,705.00	64,605.63	118,099.37	35.36
Total Expenditures		182,705.00	64,605.63	118,099.37	35.36
NET OF REVENUES AND EXPENDITURES		(182,705.00)	(64,605.63)	(118,099.37)	



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CENTENNIAL COMMUNITY

CITY MANAGER

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CITY CLERK

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COUNCIL

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Kathy Blanke

Suzanne Kalka

Patrick O'Dell

Dana Sutherland

To: Recreation Commission

Date: 7/3/2023

From: City Clerk Greenia

Re: By-Laws

At the June 6, 2023 meeting of the City of Fraser Recreation Commission discussion was had on the current Parks and Recreation By-Laws (that is what they are called at this time). City Manager Leven and Attorney DeNault are aware that the Recreation Commission is working on these. They are also beginning to work on the by-laws to keep them in harmony with the Ordinance.

It was my understanding that the Commission was going to look at these and bring them back to the July meeting for a more detailed review.

I am attaching a copy of the by-laws with this memo.

City of Fraser
Parks and Recreation Commission By-Laws

MISSION STATEMENT

The purpose of the Parks and Recreation Commission is to provide positive leadership in encouraging and formulating a philosophy of recreation for the City of Fraser. It is that of a recommending board to the Mayor and City Council on all matters related to and necessary to the recreational needs of the City.

ARTICLE I

Responsibilities of the Parks & Recreation Commission

- Section 1. Our primary responsibility is to explore ways to improve the city's parks and with each improvement ensure that all improvements meet with Federal ADA compliance.
- Section 2. Provide support when needed and assist in implementation of new programs as requested by the city's Director of Recreation.
- Section 3. Seek grants and plan fundraisers to support the programs and improvements necessary to maintain and improve the existing parks within the city, with prior support and approval of the City Manager and/or City Council.
- Section 4. Recommend fee structure as per suggestion of the Director of Recreation for the usage of recreational facilities within the parks and establish guidelines related to the usage of those facilities as needed.

ARTICLE II

Membership

- Section 1. The Recreation Commission shall consist of 7 members to be appointed by the city council for a term of three (3) years commencing January 1st of each year and ending December 31st of the expiration year.
- Section 2. The Recreation Commission may also include one representative of the Teen Advisory Council and one representative of the Buddies Group. Neither of these positions have voting privileges.

- Section 3. All voting members of the Commission must be qualified electors of the City of Fraser.
- Section 4. All members must be present at all scheduled commission meetings. Failure to attend four (4) unexcused consecutive meetings, will result in the commission member having voluntarily resigned their position on the commission. Commission members must give 48 hour notice if possible to Recreation Commission Chairperson or Parks and Recreation Director if unable to attend a meeting due to uncontrollable circumstances.

ARTICLE III

Commission Vacancies

- Section 1. Filling of Vacancies
- A. To fill commission vacancies on the Parks and Recreation Commission, vacancy must be posted for a minimum of 30 days on public medium.
 - B. Interested candidate(s) must submit completed City Board Application with resume to the City Manager's office.
 - C. Resumes and Applications are collected by the City Manager's office and forwarded on to the Parks and Recreation Commission for review.
 - D. Candidate must be notified in advance of the interview at the next scheduled meeting.
 - E. Interviews will be conducted in open forum at a regularly scheduled Parks and Recreation Commission meeting. Interviews will be conducted in open forum before Commission members and citizen attendees, with the exception of other candidates.
 - F. Once a Candidate recommendation is made by majority vote of the Parks and Recreation Commission, resumes for all candidates shall be forwarded to City Council members for review.
 - G. Candidate(s) for consideration are placed on the agenda at the City Council Meeting as deemed appropriately scheduled by the Mayor.
 - H. The Parks and Recreation Commission Chairperson and/or Board member shall collect, review and confirm receipt by City Council all resumes of prospective candidate(s) ten (10) days prior to City Council meeting and have placed on agenda for council consideration.

ARTICLE IV

Officers and Duties

- Section 1. Officers and Authority – The Parks and Recreation Commission shall consist of a Chairperson, Vice-Chairperson and a Secretary. The Chairperson and Secretary shall execute documents in the name of the Parks and Recreation Commission.
- Section 2. Chairperson – The Chairperson shall preside at all hearings and meetings. He/she shall be an ex-officio member of all committees. He/she shall decide all points of order or procedure and shall have the duties normally conferred using Roberts Rules of order. He/she shall have the privilege of discussing all matters before the Commission and to vote thereon. The Chairperson shall also prepare the agenda for each Commission meeting in collaboration with the Director of Parks and Recreation.
- Section 3. Vice-Chairperson – The Vice Chairperson shall preside and exercise all the duties of the Chairperson in his/her absence. If neither the Chairperson nor Vice-Chairperson are present at a meeting or hearing, a temporary Acting Chairperson shall be elected by a majority vote of the Commission in session at that time.
- Section 4. Secretary – The Secretary shall work with the Recording Secretary to prepare and have available all the minutes from prior meetings for review at the next scheduled meeting and records of the Parks and Recreation Commission. Minutes should clearly reflect each agenda item, the motions made, the make and support and include some detailed discussion on each agenda item. The Recording Secretary shall also maintain the records of attendance for all members of the Parks and Recreation Commission and perform such other clerical duties as are normally carried out by a Recording Secretary.

ARTICLE V

Election of Officers

- Section 1. Date and Ballot – Election of Officers of the Commission shall be held at the regular June meeting of each year by ballot. Only those members present at the election meeting are eligible for nomination.
- Section 2. Acceptance of Nomination - Any nominee shall accept or decline the nomination prior to the vote for such office.
- Section 3. Vacancies – In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall succeed to the office of Chairperson for the balance of the Chairperson's unexpired term. An election shall be held to fill the vacancy in the office of the Vice Chairperson for the balance of the Vice Chairperson's

unexpired term. If the office of Secretary becomes available, an election shall be held to fill the vacancy of Secretary.

- Section 4. Term- The term of office shall be one year, beginning immediately upon election, unless the officer is elected to serve the balance of the term of a vacated office, in which case he/she shall serve the remaining term of office. A member of the Parks and Recreation Commission may be elected to the same office for no more than two (2) consecutive years, with the exception of the Secretary, when he/she may also be the Recording Secretary.

Article VI

Meetings

- Section 1. Regular Meetings – Regular meetings shall generally be held on the First Tuesday of each month, in the Fraser City Hall Chambers. Public notice of meetings shall also be given in accordance with the Open Meetings Act. All regular meeting dates shall be set for the following calendar year no later than the month of December. All Commission members shall receive notice of each regular meeting at least five (5) days in advance.
- Section 2. Agenda – The Chairperson shall set the agenda for the meeting. The agenda for each meeting shall be sent to the City Council, City Manager, City Attorney, Recording Secretary and all appropriate department heads. Order of Business (Agenda as adopted):
- a. Call meeting to order;
 - b. Approval of minutes;
 - c. Formal statement;
 - d. Public hearings (each case);
 - e. Old business (Postponed cases);
 - f. New business of the Commission
 - g. Old business of the Commission; and
 - h. Adjournment
- Section 3. Special Meetings – Special meetings may be called by the Chairperson and/or two (2) or more commission members can call a special meeting as needed. The notice of such meeting shall be given to each Commission member at least five (5) days in advance of the meeting and shall specify the time, place, and purpose of such meeting, and no other business may be considered except by unanimous consent of all of the members of the Commission.
- Section 4. Public Notice - Public notice of any special meeting shall be posted at City Hall and public medium as appropriate.

- Section 5. Public Meetings – As provided by statute, all meetings, regular and special, including study sessions and subcommittee meetings, shall be open to the public. An agenda shall be made available for public display five (5) days prior to the scheduled meeting. In the event that there is a formally scheduled public hearing on a specific matter, then any member of the public shall be given an opportunity to be heard on relevant matters concerning the subject of the hearing. Public comment shall be taken only at the end of the meeting and only during the public hearing portion of the meeting. The Commission shall keep a public record of its resolutions, transactions, findings, and determinations in the office of the City Manager.
- Section 6. Holiday Scheduled Meetings – In the event a regular meeting falls upon a holiday, such meeting shall be cancelled or rescheduled, after majority vote by the Commission.
- Section 7. Media Participation – Any person attending a meeting may tape record, videotape, broadcast live on radio, or telecast live on television the proceedings of the Commission, subject to any established reasonable rules of the Commission.
- Section 8. Public Conduct – Any person attending a meeting may speak upon each item during the public hearing portion of such case. The chairperson may re-open the public hearing on a particular item once it has been previously closed. The Chairperson may impose a five (5) minute time limitation on public participation by each speaker. Any person disrupting the proceedings shall be subject to removal by the Chairperson. A person shall have no right of appeal from such an order.
- Section 9. Scheduling – All inquiries, applications or matters requiring official action by the Commission shall be submitted to the Commission at a regular meeting unless a special meeting is called to consider the matter. A request for scheduling on a regular meeting agenda must be submitted at least seven (7) days prior to the next regularly scheduled Parks and Recreation Commission meeting.
- Section 10. Voting – All proceedings, decisions, and resolutions of the Commission shall be initiated by motion. The vote upon motions and resolutions shall be recorded. A roll call vote shall be mandatory, when an expenditure is involved, for motions resulting from public hearings and all recommendations to the City Council.
- Section 11. Permanent Records – All correspondence, petitions, etc. shall become a permanent record of the Parks and Recreation Commission. The proceedings of all meetings of the Commission shall be kept in written form and shall become a permanent record of the Commission. Minutes shall be approved by the Commission at the next regular meeting.

ARTICLE VII

Rules of Order

- Section 1. Rules of Order – Parliamentary procedure in all official meetings shall be covered by Roberts Rules of Order, except as otherwise set forth herein.
- Section 2. Order of Motion – The order of Motion shall be as follows:
- a. Direct questions from the Commission to Petitioner
 - b. Open public hearing to audience
 - c. Close public hearing to audience
 - d. Direct questions by Commission to Petitioner and any other persons, as necessary.
 - e. Final summation by Petitioner
 - f. Call for Motion;
 - g. Motion;
 - h. Second; Discussion on motion and vote.
- Section 3. Motion on the Floor – While a motion is on the floor for consideration and discussion by the Board, the petitioner may not speak, interject or comment without first obtaining the consent of the Chairperson. This shall not prevent the answering of a question directed to the Petitioner by a member of the Board while a motion is on the floor.
- Section 4. Stating the Motion – Motions shall be restated by the Chairperson before the vote is taken. The names of the Commissioners who make and support the motion shall be recorded. Any member of the Commission may second such a motion.