



**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 Agenda**  
**City Council Chambers**  
**33000 Garfield, Fraser, MI 48026**  
**Tuesday, September 5, 2023 @ 7:00 p.m.**

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Agenda for September 5, 2023**
- 5. Approval of Minutes from Regular Meeting August 1, 2023**
- 6. Volunteer Group Reports**
- 7. Reports on Current Events**
- 8. Overview Report of Parks and Recreation**
- 9. Other Business**
  - a. Interview Candidate for Commission Vacancy**
  - b. Review of By-Laws with City Attorney**
- 10. Citizen Participation**
- 11. Commission Members with Concerns**
- 12. Adjournment**

**POSTED: 8/29/2023**



**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  
City Council Chambers  
33000 Garfield, Fraser, MI 48026  
Tuesday, August 1, 2023 @ 7:00 p.m.  
Minutes**

**1. Call Meeting to Order**

Chairman Kelley called the meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

Chairman Kelley led the Pledge of Allegiance.

**3. Roll Call**

The following members were present:

Hunt, Kelley, Koch, Walker

The following members were absent:

Rice

Motion by Kelley supported by Koch to excuse Commissioner Rice from tonight's Meeting.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

Others:

Recreation Coordinator Seay, Council Member Sutherland, Laura Lesich,

**4. Approval of Agenda**

**Motion** by Kelley, supported by Hunt to approve the agenda of the July 11, 2023 Recreation Commission as presented.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

5. Approval of Minutes from Regular Meeting AprJuly 11, 2023

**Motion** by Kelley supported by Koch to approve the minutes of the July 11, 2023 Recreation Commission meeting as presented.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

6. Volunteer Group Reports

Laura Lesich gives raffle ticket report. Working with Thomas Barnes Walk & Roll in McKinley Park on October 21. Eagle Scout working on McKinley Park project for badge and set to begin mid august. No Fraser First meeting in August.

Echo Hunt garden club information. If DPW doesn't have shrub plan for city hall then there is someone that can do it.

7. Reports on Current Event

Rec Coordinator advised that he purchased everything for the arts and crafts events. Spoke with commissioner Koch about retrieval of items. Also spoke about water event flyers and events dates.

Ideas on fall fest were discussed and the date was announced as 10/15/23

8. Overview Report of Parks and Recreation

After this a brief overview was given on parks and rec. Rec coordinator Seay discussed the sports leagues, he's been in contact with to get sports back in Fraser. Commissioner Koch was interested in knowing how these teams are found. They are teams that previously played here that would like to come back and some teams contacted Fraser to play here and utilize

9. Other Business

a. Review of By-Laws – Put on Hold

10. Citizen Participation

Laura Lesich spoke about the parade. Stated parade was enjoyed but a small issue that was raised was unleashed dogs going out into the road in front of people and cars. Lesich also spoke on added budget didn't include senior activity center. She would also like senior programming information. Discussion was brought up about how pavilions are left after events with families and the summer lunch program. Committee feels it is best to do a deposit to ensure pavilions are cleaned after. Echo informed everyone that DPW comes on Fridays to ensure they are good for the weekend use.

Dana Sutherland discussed the rock event at city hall. She traded info with commissioner Koch about her event to gather a better understanding of it. She also discussed her trial and error with the rock painting and what is best for it that she has learned.

#### 11. Commission Members with Concerns

This time was used to discuss programming ideas. Ideas such as a kite flying event, Band in the park, build a scarecrow, and Christmas in Fraser walk about led the subject.

#### 12. Adjournment –

Motion by Kelley supported by Hunt to adjourn the meeting at 7:58 p.m.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

Respectfully Submitted:

Martez Seay, Recreation Coordinator  
City of Fraser

POSTED: August 1, 2023

33000 Garfield; Fraser, MI 48026 (586) 293-3100 – [www.micityoffraser.com](http://www.micityoffraser.com)

| GL NUMBER                      | DESCRIPTION                             | 2023-24        | YTD BALANCE                     | ACTIVITY FOR                            |        | AVAILABLE             |       | % BDG<br>USE |
|--------------------------------|-----------------------------------------|----------------|---------------------------------|-----------------------------------------|--------|-----------------------|-------|--------------|
|                                |                                         | AMENDED BUDGET | 08/31/2023<br>NORMAL (ABNORMAL) | MONTH 08/31/2023<br>INCREASE (DECREASE) | NORMAL | BALANCE<br>(ABNORMAL) |       |              |
| Fund 101 - GENERAL FUND        |                                         |                |                                 |                                         |        |                       |       |              |
| Expenditures                   |                                         |                |                                 |                                         |        |                       |       |              |
| Dept 751 - RECREATION          |                                         |                |                                 |                                         |        |                       |       |              |
| 101-751-702.000                | ELECTED/APPOINTED OFFICIALS PAY         | 1,250.00       | 135.00                          | 75.00                                   |        | 1,115.00              | 10.80 |              |
| 101-751-703.000                | SALARIES                                | 0.00           | 0.00                            | 0.00                                    |        | 0.00                  | 0.00  |              |
| 101-751-704.000                | WAGES - FULL TIME EMPLOYEES             | 23,800.00      | 7,800.00                        | 4,000.00                                |        | 16,000.00             | 32.77 |              |
| 101-751-705.000                | WAGES - PART TIME EMPLOYEES             | 0.00           | 0.00                            | 0.00                                    |        | 0.00                  | 0.00  |              |
| 101-751-706.000                | WAGES - TEMPORARY/SEASONAL EMPLOYEES    | 10,000.00      | 0.00                            | 0.00                                    |        | 10,000.00             | 0.00  |              |
| 101-751-710.000                | VACATION                                | 1,000.00       | 0.00                            | 0.00                                    |        | 1,000.00              | 0.00  |              |
| 101-751-711.000                | HOLIDAY                                 | 1,200.00       | 200.00                          | 0.00                                    |        | 1,000.00              | 16.67 |              |
| 101-751-713.000                | FICA                                    | 1,612.00       | 502.51                          | 251.72                                  |        | 1,109.49              | 31.17 |              |
| 101-751-714.000                | MEDICARE                                | 377.00         | 117.54                          | 58.88                                   |        | 259.46                | 31.18 |              |
| 101-751-716.000                | WORKERS COMPENSATION INSURANCE EXPENSE  | 117.00         | 0.00                            | 0.00                                    |        | 117.00                | 0.00  |              |
| 101-751-717.000                | CASH IN LIEU OF BENEFITS (INS OPT OUT)  | 0.00           | 0.00                            | 0.00                                    |        | 0.00                  | 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)   | 5,000.00       | 206.42                          | 103.21                                  |        | 4,793.58              | 4.13  |              |
| 101-751-724.200                | RETIREE HEALTH SAVINGS PLAN (ICMA)      | 0.00           | 0.00                            | 0.00                                    |        | 0.00                  | 0.00  |              |
| 101-751-725.100                | DEFINED CONTRIBUTION PENSION (401A-457B | 2,080.00       | 640.00                          | 320.00                                  |        | 1,440.00              | 30.77 |              |
| 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                      | 2,000.00       | 0.00                            | 0.00                                    |        | 2,000.00              | 0.00  |              |
| 101-751-801.000                | PROFESSIONAL/CONTRACTUAL SERVICES       | 25,000.00      | 0.00                            | 0.00                                    |        | 25,000.00             | 0.00  |              |
| 101-751-850.000                | COMMUNICATIONS (PHONE AND CELL)         | 0.00           | 0.00                            | 0.00                                    |        | 0.00                  | 0.00  |              |
| 101-751-851.000                | MAIL OR POSTAGE                         | 500.00         | 0.00                            | 0.00                                    |        | 500.00                | 0.00  |              |
| 101-751-880.000                | COMMUNITY PROMOTION                     | 12,000.00      | 0.00                            | 0.00                                    |        | 12,000.00             | 0.00  |              |
| 101-751-881.000                | PROGRAMMING - RECREATION REVOLVING FUND | 20,000.00      | 0.00                            | 0.00                                    |        | 20,000.00             | 0.00  |              |
| 101-751-882.000                | PROGRAMMING - FARMERS MARKET            | 0.00           | 0.00                            | 0.00                                    |        | 0.00                  | 0.00  |              |
| 101-751-900.000                | PRINTING AND PUBLISHING                 | 1,000.00       | 0.00                            | 0.00                                    |        | 1,000.00              | 0.00  |              |
| 101-751-930.000                | REPAIRS AND MAINTENANCE                 | 0.00           | 0.00                            | 0.00                                    |        | 0.00                  | 0.00  |              |
| 101-751-955.000                | CONFERENCES                             | 1,000.00       | 0.00                            | 0.00                                    |        | 1,000.00              | 0.00  |              |
| 101-751-956.000                | MEMBERSHIPS                             | 1,000.00       | 0.00                            | 0.00                                    |        | 1,000.00              | 0.00  |              |
| Total Dept 751 - RECREATION    |                                         | 108,936.00     | 9,601.47                        | 4,808.81                                |        | 99,334.53             | 8.81  |              |
| TOTAL EXPENDITURES             |                                         | 108,936.00     | 9,601.47                        | 4,808.81                                |        | 99,334.53             | 8.81  |              |
| Fund 101 - GENERAL FUND:       |                                         |                |                                 |                                         |        |                       |       |              |
| TOTAL REVENUES                 |                                         | 0.00           | 0.00                            | 0.00                                    |        | 0.00                  | 0.00  |              |
| TOTAL EXPENDITURES             |                                         | 108,936.00     | 9,601.47                        | 4,808.81                                |        | 99,334.53             | 8.81  |              |
| NET OF REVENUES & EXPENDITURES |                                         | (108,936.00)   | (9,601.47)                      | (4,808.81)                              |        | (99,334.53)           | 8.81  |              |

User: CITYCLERK

TRANSACTIONS FROM 08/01/2023 TO 08/31/2023

| Date                  | JNL | Type | Description                                    | Reference # | Debits       | Credits | Balance  |
|-----------------------|-----|------|------------------------------------------------|-------------|--------------|---------|----------|
| Fund 101 GENERAL FUND |     |      |                                                |             |              |         |          |
| 08/01/2023            |     |      | 101-751-001.000 CASH                           |             | BEG. BALANCE |         | 0.00     |
| 08/31/2023            |     |      | 101-751-001.000                                | END BALANCE | 0.00         | 0.00    | 0.00     |
| 08/01/2023            |     |      | 101-751-694.200 CITY PICNIC                    |             | BEG. BALANCE |         | 0.00     |
| 08/31/2023            |     |      | 101-751-694.200                                | END BALANCE | 0.00         | 0.00    | 0.00     |
| 08/01/2023            |     |      | 101-751-702.000 ELECTED/APPOINTED OFFICIALS PA |             | BEG. BALANCE |         | 60.00    |
| 08/10/2023            | PR  | CHK  | SUMMARY PR 08/10/2023                          |             | 75.00        |         | 135.00   |
| 08/31/2023            |     |      | 101-751-702.000                                | END BALANCE | 75.00        | 0.00    | 135.00   |
| 08/01/2023            |     |      | 101-751-703.000 SALARIES                       |             | BEG. BALANCE |         | 0.00     |
| 08/31/2023            |     |      | 101-751-703.000                                | END BALANCE | 0.00         | 0.00    | 0.00     |
| 08/01/2023            |     |      | 101-751-704.000 WAGES - FULL TIME EMPLOYEES    |             | BEG. BALANCE |         | 3,800.00 |
| 08/10/2023            | PR  | CHK  | SUMMARY PR 08/10/2023                          |             | 2,000.00     |         | 5,800.00 |
| 08/24/2023            | PR  | CHK  | SUMMARY PR 08/24/2023                          |             | 2,000.00     |         | 7,800.00 |
| 08/31/2023            |     |      | 101-751-704.000                                | END BALANCE | 4,000.00     | 0.00    | 7,800.00 |
| 08/01/2023            |     |      | 101-751-705.000 WAGES - PART TIME EMPLOYEES    |             | BEG. BALANCE |         | 0.00     |
| 08/31/2023            |     |      | 101-751-705.000                                | END BALANCE | 0.00         | 0.00    | 0.00     |
| 08/01/2023            |     |      | 101-751-706.000 WAGES - TEMPORARY/SEASONAL EMP |             | BEG. BALANCE |         | 0.00     |
| 08/31/2023            |     |      | 101-751-706.000                                | END BALANCE | 0.00         | 0.00    | 0.00     |
| 08/01/2023            |     |      | 101-751-710.000 VACATION                       |             | BEG. BALANCE |         | 0.00     |
| 08/31/2023            |     |      | 101-751-710.000                                | END BALANCE | 0.00         | 0.00    | 0.00     |
| 08/01/2023            |     |      | 101-751-711.000 HOLIDAY                        |             | BEG. BALANCE |         | 200.00   |
| 08/31/2023            |     |      | 101-751-711.000                                | END BALANCE | 0.00         | 0.00    | 200.00   |
| 08/01/2023            |     |      | 101-751-712.000 OVERTIME                       |             | BEG. BALANCE |         | 0.00     |
| 08/31/2023            |     |      | 101-751-712.000                                | END BALANCE | 0.00         | 0.00    | 0.00     |
| 08/01/2023            |     |      | 101-751-713.000 FICA                           |             | BEG. BALANCE |         | 250.79   |
| 08/10/2023            | PR  | CHK  | SUMMARY PR 08/10/2023                          |             | 127.72       |         | 378.51   |
| 08/24/2023            | PR  | CHK  | SUMMARY PR 08/24/2023                          |             | 124.00       |         | 502.51   |
| 08/31/2023            |     |      | 101-751-713.000                                | END BALANCE | 251.72       | 0.00    | 502.51   |
| 08/01/2023            |     |      | 101-751-714.000 MEDICARE                       |             | BEG. BALANCE |         | 58.66    |
| 08/10/2023            | PR  | CHK  | SUMMARY PR 08/10/2023                          |             | 29.88        |         | 88.54    |
| 08/24/2023            | PR  | CHK  | SUMMARY PR 08/24/2023                          |             | 29.00        |         | 117.54   |
| 08/31/2023            |     |      | 101-751-714.000                                | END BALANCE | 58.88        | 0.00    | 117.54   |
| 08/01/2023            |     |      | 101-751-716.000 WORKERS COMPENSATION INSURANCE |             | BEG. BALANCE |         | 0.00     |
| 08/31/2023            |     |      | 101-751-716.000                                | END BALANCE | 0.00         | 0.00    | 0.00     |
| 08/01/2023            |     |      | 101-751-717.000 CASH IN LIEU OF BENEFITS (INS  |             | BEG. BALANCE |         | 0.00     |
| 08/31/2023            |     |      | 101-751-717.000                                | END BALANCE | 0.00         | 0.00    | 0.00     |
| 08/01/2023            |     |      | 101-751-718.000 LONGEVITY PAY                  |             | BEG. BALANCE |         | 0.00     |
| 08/31/2023            |     |      | 101-751-718.000                                | END BALANCE | 0.00         | 0.00    | 0.00     |
| 08/01/2023            |     |      | 101-751-724.100 HEALTH INSURANCE PREMIUMS (EMP |             | BEG. BALANCE |         | 103.21   |
| 08/10/2023            | PR  | CHK  | SUMMARY PR 08/10/2023                          |             | 103.21       |         | 206.42   |
| 08/31/2023            |     |      | 101-751-724.100                                | END BALANCE | 103.21       | 0.00    | 206.42   |
| 08/01/2023            |     |      | 101-751-724.200 RETIREE HEALTH SAVINGS PLAN (I |             | BEG. BALANCE |         | 0.00     |
| 08/31/2023            |     |      | 101-751-724.200                                | END BALANCE | 0.00         | 0.00    | 0.00     |
| 08/01/2023            |     |      | 101-751-725.100 DEFINED CONTRIBUTION PENSION ( |             | BEG. BALANCE |         | 320.00   |
| 08/10/2023            | PR  | CHK  | SUMMARY PR 08/10/2023                          |             | 160.00       |         | 480.00   |
| 08/24/2023            | PR  | CHK  | SUMMARY PR 08/24/2023                          |             | 160.00       |         | 640.00   |
| 08/31/2023            |     |      | 101-751-725.100                                | END BALANCE | 320.00       | 0.00    | 640.00   |
| 08/01/2023            |     |      | 101-751-725.200 DEFINED BENEFIT PENSION PLAN ( |             | BEG. BALANCE |         | 0.00     |

| Date       | JNL | Type | Description                                           | Reference #  | Debits | Credits | Balance |
|------------|-----|------|-------------------------------------------------------|--------------|--------|---------|---------|
| 08/31/2023 |     |      | <b>101-751-725.200 DEFINED BENEFIT PENSION PLAN (</b> | (Continued)  |        |         |         |
|            |     |      | 101-751-725.200                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-742.000 OPERATING SUPPLIES</b>             | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-742.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-801.000 PROFESSIONAL/CONTRACTUAL SERVI</b> | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-801.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-850.000 COMMUNICATIONS (PHONE AND CELL</b> | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-850.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-851.000 MAIL OR POSTAGE</b>                | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-851.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-860.000 TRANSPORTATION</b>                 | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-860.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-880.000 COMMUNITY PROMOTION</b>            | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-880.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-881.000 PROGRAMMING - RECREATION REVOL</b> | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-881.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-882.000 PROGRAMMING - FARMERS MARKET</b>   | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-882.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-900.000 PRINTING AND PUBLISHING</b>        | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-900.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-920.000 ELECTRIC</b>                       | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-920.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-921.000 NATURAL GAS</b>                    | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-921.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-922.000 WATER</b>                          | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-922.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-930.000 REPAIRS AND MAINTENANCE</b>        | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-930.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-930.200 REPAIRS - STREETS MAINTENANCE</b>  | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-930.200                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-955.000 CONFERENCES</b>                    | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-955.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-956.000 MEMBERSHIPS</b>                    | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-956.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-968.000 DEPREC.-TRANS OUT</b>              | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-968.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-972.000 CAPITAL OUTLAY</b>                 | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-972.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |
| 08/01/2023 |     |      | <b>101-751-995.000 OPERATING TRANS OUT</b>            | BEG. BALANCE |        |         | 0.00    |
| 08/31/2023 |     |      | 101-751-995.000                                       | END BALANCE  | 0.00   | 0.00    | 0.00    |



**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

To: Recreation Commission Members

Date: 8/24/2023

From: City Clerk Greenia

Re: Interview Candidate for Commission Member

Attached please find a Boards and Commissions Application form completed by Julie Rastelli. I have invited her to join us at the September 5, 2024.

As is customary, the Commission will interview Candidate Rastelli to see if she is a good fit for the Recreation Commission. After doing so they will discuss the interview and determine whether or not they would like to recommend to City Council her appointment to the Commission.

Currently there are two (2) vacancies on the Commission. One has a term end date of 12/31/2024 and the other a term end date of 12/31/2025.



# APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

APPLICATION MAY BE SUBJECT TO PUBLIC VIEW



www.MiCityOfFraser.Com

City of Fraser

33000 Garfield Road

Fraser, MI 48026

(586) 293-3100

cityclerk@micityoffraser.com

|                                                                                                                                                             |                     |                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------|
| LAST NAME                                                                                                                                                   | FIRST NAME          | M.I.                   |
| Rastelli                                                                                                                                                    | Julie               | D                      |
| ADDRESS (number & street)                                                                                                                                   |                     |                        |
| [REDACTED]                                                                                                                                                  |                     |                        |
| CITY                                                                                                                                                        | STATE               | ZIP CODE               |
| Fraser                                                                                                                                                      | MI                  | 48026                  |
| CELL PHONE                                                                                                                                                  |                     | HOME PHONE             |
| [REDACTED]                                                                                                                                                  |                     | [REDACTED]             |
| NAME OF BOARD/COMMISSION YOU ARE APPLYING FOR                                                                                                               |                     | TERM ENDING (IF KNOWN) |
| Recreation Commission                                                                                                                                       |                     |                        |
| REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)                                                                         |                     |                        |
| Love for my city and parks. Love for people and community. Want to increase recreational activities. Clean up baseball and softball fields and playgrounds. |                     |                        |
| EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)                                                                         |                     |                        |
| RN - Macomb Community College, ADN 2009                                                                                                                     |                     |                        |
| CURRENT EMPLOYMENT                                                                                                                                          |                     |                        |
| COMPANY NAME                                                                                                                                                | YOUR TITLE/POSITION |                        |
| Ascension Macomb Hospital                                                                                                                                   | RN - Associate      |                        |
| COMPANY ADDRESS (number & street)                                                                                                                           |                     |                        |
| 11800 12 Mile Rd.                                                                                                                                           |                     |                        |
| CITY                                                                                                                                                        | STATE               | ZIP CODE               |
| Warren                                                                                                                                                      | MI                  | 48093                  |
| OFFICE PHONE                                                                                                                                                | OFFICE CELL PHONE   |                        |
| (586) 573-5132                                                                                                                                              |                     |                        |
| PLEASE LIST YOUR RESPONSIBILITIES                                                                                                                           |                     |                        |
| Nursing care in pre/post cardiac intervention specialty procedure lab.                                                                                      |                     |                        |

PLEASE ATTACH YOUR RESUME OR OTHER INFORMATION AND RETURN TO CITY HALL OR EMAIL CITYCLERK@MICITYOFFRASER.COM

Rev 11/2017

Received by \_\_\_\_\_ Date \_\_\_\_\_

## ARTICLE II. - RECREATION COMMISSION

*Footnotes:*

--- (2) ---

**Cross reference**— *Administration, Ch. 2.*

## Sec. 18-16. - Creation; purpose.

The purpose of this article shall be to establish a recreation commission for the city, which commission shall assume positive leadership in formulating a philosophy of recreation and recreation program suitable to the city and shall serve as an advisory body to the city council on all matters related to and necessary to the recreational needs of the city.

(Ord. No. 85, § 2, 11-14-68)

## Sec. 18-17. - Composition, appointment.

The recreation commission shall consist of seven (7) members to be appointed by the council for a term of three (3) years commencing January 1, 1969. For the first appointment, two (2) members shall be appointed for a one (1) year term, two (2) members for a two (2) year term and three (3) members for a three (3) year term.

(Ord. No. 85, § 4.1, 11-14-68; Ord. No. 119, § 1, 2-27-75)

## Sec. 18-18. - Qualifications.

Members of the recreation commission appointed in accordance with section 18-17 shall have been residents of this city for at least two (2) years prior to the day of their appointment and shall be a qualified and registered electors of the city on such day and throughout their tenure of office and shall have evidenced interest in the development of recreation services for public use.

(Ord. No. 85, § 4.2, 11-14-68)

## Sec. 18-19. - Compensation.

The members of the recreation commission shall each be paid a compensation of ten dollars (\$10.00) for each regular meeting attended.

(Ord. No. 85, § 4.1, 11-14-68; Ord. No. 119, § 1, 2-27-75)

## Sec. 18-20. - Vacancies.

Vacancies on the recreation commission shall be filled by appointment for unexpired terms in the same manner as the original appointment.

(Ord. No. 85, § 4.1, 11-14-68; Ord. No. 119, § 1, 2-27-75)

Sec. 18-21. - Ex officio members.

The city administrator, one city councilman to be selected by the council, one member of the planning commission to be selected by the council and the superintendent of schools of the Fraser Public Schools District shall be ex officio members of the recreation commission and shall serve the commission in an advisory capacity.

(Ord. No. 85, § 4.3, 11-14-68)

Sec. 18-22. - Organization.

- (a) The recreation commission shall hold a regular meeting at least once each month.
- (b) At the first regularly scheduled meeting, the recreation commission shall adopt by-laws governing the procedure for the regular and special meetings of the commission and defining the duties and powers of the commission.
- (c) The recreation commission shall elect a chairperson, vice-chairperson and a secretary all of whom shall serve for a term of one year commencing from the date of the first regular meeting. Officers, thereafter, shall be elected for a one-year term upon the expiration of the preceding terms of the previously elected officers.

(Ord. No. 85, § 5, 11-14-68)

Sec. 18-23. - Duties and responsibilities.

- (a) It shall be the duty of the recreation commission to make recommendations for the purpose of providing, developing, conducting, supervising, equipping and maintaining recreational programs, activities and facilities on properties designated for that purpose by the city or on other public property under the control of other municipal corporations or political subdivisions thereof.
- (b) The recreation commission is authorized, upon approval of the city council, to negotiate agreements with the board of education of the Fraser Public Schools District, adjoining cities, townships and other political subdivisions or groups for joint planning, exchanging use of facilities, services or other arrangements of mutual advantage in the conduct of a recreational program.

- (c) Annually the recreation commission shall submit to the city council a proposed budget of funds required for the operation of the recreation system. The commission may receive any gifts, bequests of money, or other real or personal property to be applied for recreational purposes, the use and disposal of any gifts, bequests of money or other real or personal property received by the commission shall be subject to the approval of the council.
- (d) The recreation commission shall annually make a full and complete report to the city council of the recreational program which has been developed and planned for the city by the commission. From time to time the commission shall make such additional reports as may be requested by the city council.

(Ord. No. 85, § 6, 11-14-68)

Secs. 18-24—18-34. - Reserved.

**City of Fraser**  
**~~Parks and Recreation~~ Commission By-Laws**

**MISSION STATEMENT**

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

**ARTICLE I**

**Duties and 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~~ Make recommendations for the purpose of providing, developing, conducting, supervising, equipping, and maintaining recreational programs, activities, and facilities on properties designated for that purpose by the City or on other public property under the control of other municipal corporations or political subdivisions thereof.
- Section 2. ~~Maintain the parks, trails, and places of recreation in an efficient manner within the budget forecasted by City Council~~ Upon approval of the City Council, negotiate agreements with the Board of Education of the Fraser Public Schools District, adjoining cities, townships, and other political subdivisions or groups for joint planning, exchanging use of facilities, services, or other arrangements of mutual advantage in the conduct of a recreational program.
- Section 3. ~~Provide support when needed and assist in implementation of new programs as directed by the city's Director of Recreation~~ Annually submit to the City Council a proposed budget of funds required for the operation of the recreation system.
- Section 4. ~~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~~ Receive any gifts, bequests of money, or other real or personal property to be applied for recreational purposes. The use and disposal of any gifts, bequests of money, or other real or personal property received by the Commission shall be subject to the approval of the City Council.

**Commented [DD1]:** The formal name of the Commission is the Recreation Commission. See City Code Chapter 18, Article II.

**Commented [DD2]:** City Code Section 18-22(b) requires the Commission to adopt by-laws governing the procedure for the regular and special meetings of the Commission and defining the duties and powers of the Commission.

**Commented [DD3]:** The revised verbiage closely follows City Code Section 18-16.

**Commented [DD4]:** City Code Section 18-23 refers to "duties and responsibilities."

Section 5. ~~Remove the portion of the Recreation Commission's duties and responsibilities that are set forth in the City Code, including the Commission's duty to develop and plan a recreational program which has been developed and planned for the City by the Commission. From time to time, the Commission shall make such additional reports as may be requested by the City Council.~~

**Commented [DD5]:** These duties and responsibilities, as revised, closely mirror those set forth in City Code Section 18-23.

Section 6. ~~All Commission members are subject to the rules and regulations set forth in the City of Fraser Boards & Commissions Handbook. To the extent these by-laws conflict with the Handbook, the rules and requirements of the Handbook shall control unless discretionary in nature.~~

## ARTICLE II

### Membership

Section 1. The Recreation Commission shall consist of ~~seven~~ (7) members to be appointed by the ~~eCity eCouncil~~ for ~~staggered~~ terms of three (3) years commencing January 1<sup>st</sup> of each year and ending December 31<sup>st</sup> of the expiration year, ~~in accordance with the City Code.~~ -Applicants for membership on the Commission must evidence their interest in the development of recreation services for public use.

**Commented [DD6]:** The final sentence added here closely mirrors the requirement in City Code Section 18-18.

Section 2. ~~A member of the City Council Liaison, selected by the City Council, shall be an ex officio member of the Commission and shall serve the Commission in an advisory capacity. The City Council shall have the authority to remove any member of the Commission at any time.~~

**Commented [DD7]:** The revised verbiage here and in the next section closely mirrors the verbiage in City Code Section 18-21.

Section 3. ~~The Recreation Commission shall be composed of the following members: the City Manager, the City Council Liaison, the City Council, the Superintendent of the Fraser Public Schools District, and the Superintendent of the Fraser Public Schools District shall be ex officio members of the Commission and shall serve the Commission in an advisory capacity.~~

Section 4. All voting members of the Commission must be ~~or qualified electors, residents~~ of the City of Fraser ~~for at least two (2) years prior to the day of their appointment and shall be qualified and registered electors of the City at the time of appointment and throughout their tenure of office.~~

**Commented [DD8]:** The revised verbiage in this section closely mirrors City Code Section 18-18.

Section 5. All members must be present at all scheduled ~~eCommission~~ meetings. Failure to attend ~~four (4) unexcused consecutive meetings; will result in the eCommission recommending to City Council that the member having voluntarily resigned be removed from their position on the eCommission.~~ Commission members must give 48 hours' notice if possible to ~~the Recreation Commission Chairperson or Parks and Recreation Director or employee or administrator designated by the City Manager~~ if unable to attend a meeting due to uncontrollable ~~circumstances.~~

**Commented [DD9]:** Nothing in this section is required by ordinance, but reasonable policies for conducting productive meetings are certainly permissible within the discretion of the Commission so long as the rules do not contradict City ordinances/charter and do not exceed the authority granted by Council.

## ARTICLE III

### Officers and Duties

**Commented [DD10]:** The provisions in this Article are reasonable provisions to include in by-laws to ensure the orderly and efficient conducting of Commission business.

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 Robert's Rules of order (most recent edition)**. 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 employee or administrator~~ designated by the City Manager.

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 an employee or administrator designated by the City Manager to keep, 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 maker and supporter, and include some detailed discussion on each agenda item. The 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 Secretary.

## ARTICLE IV

### Filling of Vacancies

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. If only one member is nominated and the member accepts that nomination, the member shall be deemed elected to that office by acclamation.

Section 3. Filling of Vacancies

A. ~~To Commission and Parks and Recreation Commission, any member of the Commission shall submit an Application with resume to the City Manager's Clerk's office in accordance with the City's protocols for serving on boards and commissions.~~

**Commented [DD11]:** From an internal consistency perspective, some sections of this document use the pronouns "he/she," and other sections use "their." The Commission should decide which pronouns are preferred for its by-laws.

**Commented [DD12]:** The position of "Director of Parks and Recreation" does not formally exist within the City Code. However, the term itself is used several times in Article III of Chapter 18, indicating the position existed at the time those ordinances were adopted (1976). For purposes of these by-laws, however, it might be preferable to generalize the collaboration, rather than tie it to a specific position that may or may not exist in the future.

**Commented [DD13]:** These types of provisions are antiquated in the modern era, due to the involvement of City staff. However, for operational purposes, the Commission should consider how best to articulate the duties of the Secretary position, and whether "keeping" records is necessary.

**Commented [DD14]:** This is a policy decision. The Commission may decide how detailed, if at all, it prefers its Minutes to be.

**Commented [DD15]:** Although permissible, using a ballot is rather antiquated for purposes of electing officers.

**Commented [DD16]:** This provision is legally permissible, but somewhat odd given that a term begins in January. The organization meeting in January, or perhaps February, might be a better option, but ultimately that's a policy decision for the Commission.

**Commented [DD17]:** In other words, no need for a motion or a vote if only one member is nominated for an officer role.

**Commented [DD18]:** If this is not a City Council rule, it should be deleted. The Commission can *recite* the rules, but it cannot make them.

~~G.B.~~ Resumes and Applications are collected by the City Manager's Clerk's office and forwarded on to the Parks and Recreation Commission for review.

~~D.C.~~ Candidate must be notified 30 days in advance of the interview.

~~E.D.~~ Interviews will be conducted in open forum at a first available scheduled Parks and Recreation Commission meeting.

~~F.E.~~ Once a candidate is agreed upon by majority vote of the Parks and Recreation Commission, resumes applications for all candidates shall be forwarded to City Council members for review along with the Commission's recommended appointee.

~~G.F.~~ Candidate(s) for consideration are placed on the agenda at the City Council Meeting in accordance with City Council's schedule as determined by the Mayor.

~~H.~~ The Parks and Recreation Commission shall forward its recommendation to the City Council for appointment to an open Commission seat(s) at the next scheduled council meeting.

**Commented [DD19]:** If this is the City's current protocol, it can remain as a simple summary of the process, but if not, the Commission cannot require this.

**Commented [DD20]:** Same comment.

**Commented [DD21]:** Same comment.

**Commented [DD22]:** This one is unclear. Why would the Commission vote on a candidate if it is simply sending all of the resumes to City Council thereafter? Was the intent to recommend a candidate to City Council?

**Commented [DD23]:** The purpose of this one is unclear, and it seems unnecessary.

Section 4. **Election of Officers** – 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 5. **Unexpired Term** – The term of office shall be one year, beginning immediately at the first regular meeting when serving in the office 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 office for no more than two consecutive years. The term of the Secretary/Recording Secretary Election to an office for purposes of filling a vacancy shall not count against the two (2) consecutive years limitation.

**Commented [DD24]:** The reference to a "Recording Secretary" is unclear, because it is not an officer position listed in the ordinance or created in the by-laws.

**Commented [DD25]:** This is a policy choice for the Commission. Rather than set the day in stone in the by-laws, it might be preferable to simply indicate here that the Commission shall set its meeting calendar for each year in December for the upcoming year (the Open Meetings Act doesn't apply to advisory bodies, but setting the annual meeting dates for the upcoming year is still a good practice to follow).

**Commented [DD26]:** The Act does not apply, so this is strictly a policy choice.

**Commented [DD27]:** This requirement seems unnecessary if the dates for the year have all been set in December.

**Commented [DD28]:** This is a policy choice for the Commission. Has it ever been the practice to send the agenda to everyone listed here?

**Commented [DD29]:** Two is an unusual number, but ultimately this is a policy choice for the Commission.

**Commented [DD30]:** Why is this provision necessary if two members can call a special meeting?

**Commented [DD31]:** Five days is significant, particularly if the matter is urgent. For example, the Open Meetings Act only requires 18 hours. But, ultimately, this is a policy choice for the Commission.

## ARTICLE V

### Meetings

Section 1. ~~Regular Meetings~~ Regular meetings shall be held by the Commission in accordance with the Open Meetings Act. All regular meeting dates shall be set forth in the City of Fraser Boards & Commissions Handbook.

Section 2. **Agenda** – The Chairperson shall set the agenda for the meeting. The agenda for each meeting shall be posted on the City's website in advance of the meeting. The agenda shall be as set forth in the City of Fraser Boards & Commissions Handbook Order of Business (Agenda as adopted).

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. It shall be the duty of the Chairperson to call such a meeting when requested to do so by a majority of the members of the Commission. 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.

Section 5. Public Meetings - ~~As provided by statute, a~~ 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 seven (7) days prior to the scheduled meeting. ~~Public notice shall be posted at City Hall and on the City's website during the Public Comment portion of the agenda.~~ The Commission shall keep a public record of its resolutions, transactions, findings, and determinations in the office of the City Manager/Clerk.

Section 6. Holiday Scheduled Meetings - In the event a regular meeting falls upon a holiday, such meetings shall be called and scheduled ~~by the Chairperson, 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 Comment - ~~As provided by statute, a~~ All meetings, regular and special, including study sessions and subcommittee meetings, shall be open to the public. A 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 to the Chairperson at least ~~seven-ten (7-10)~~ 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 in the minutes of the meeting and shall be made available to the City Council.~~

Section 11. Permanent Records - All correspondence, ~~petitions, etc.~~ to the Commission or introduced into the record at a Commission meeting 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. Absent members may vote on minutes relating to the meeting at which they were absent.

**Commented [DD32]:** This is similar to City Council's rules for special meetings.

**Commented [DD33]:** The Commission should consider implementing the protocols applicable in the Open Meetings Act. Although not applicable to advisory bodies, the Act attempts to ensure public notice through posting at City Hall and on the City's website. In either case, though, the Commission cannot compel the City to do either on its behalf; rather, the City can implement notice in whatever manner it chooses.

**Commented [DD34]:** This is simply a policy choice, because the Open Meetings Act does not apply to advisory bodies.

**Commented [DD35]:** This requirement is not consistent with the 5 days' notice for special meetings (see above).

**Commented [DD36]:** If the Commission plans its calendar for each upcoming year in December, this provision should not be necessary.

**Commented [DD37]:** This is a policy choice because the Open Meetings Act does not apply to advisory bodies, but if it is maintained, it should be modernized to account for live streaming.

**Commented [DD38]:** The first two sentences were likely borrowed from ZBA or Planning Commission by-laws. The Recreation Commission is unlikely to ever have a "public hearing" in the legal sense of the term.

**Commented [DD39]:** This requirement creates conflict with the earlier requirement that the agenda be made publicly available at least 7 days before any meeting.

**Commented [DD40]:** The Commission will not be approving any expenditures or holding any public hearings.

**Commented [DD41]:** This is a little known rule, but it helps prevent delays in approving the minutes when multiple members are absent at the meeting when the minutes of the prior meeting are being approved.

## ARTICLE VI

### ~~Rules of Order~~ Amendment

~~Section 1. Rules of Order, including amendments, shall be adopted, amended, or repealed at any regular or special meeting by a two-thirds (2/3) majority vote of Commission members appointed and serving, provided that notice of all proposed alterations, amendments, or repeals shall be submitted to all members of the Commission at least ten (10) days before the regular or special meeting of the Commission at which they are to be considered. All amendments shall become effective immediately upon a majority vote of the Commission.~~

## ARTICLE VII

### Communication

~~Section 1. All official communications from the Commission shall be transmitted to the City Manager or City Council through the Chairperson.~~

~~Section 2. Outside of Commission meetings, communications from individual members of the Commission may occur with individual City personnel for information gathering purposes, but only the Commission as a body may give direction to City personnel.~~

~~Section 3. Commission members shall not communicate with the public in a manner that gives the appearance that the member is speaking for the Commission or the City of Fraser.~~

**Commented [DD42]:** This entire Article seems unnecessary and, in many parts, inapplicable (apparently borrowed from ZBA or Planning Commission by-laws). Robert's Rules are already adopted earlier, so the remaining information is superfluous unless the Commission wishes to amend Robert's Rules for purposes of making, debating, and adopting motions. Instead, the Commission might consider replacing this Article with a new Article that explains how to amend the by-laws (some require a 2/3 vote of all members, other a simple majority).

**City of Fraser  
Recreation Commission By-Laws**

**MISSION STATEMENT**

The purpose of the Recreation Commission is to assume positive leadership in formulating a philosophy of recreation and recreation programming suitable to the City of Fraser. The Commission is an advisory body to the City Council on all matters related to and necessary to the recreational needs of the City.

**ARTICLE I**

**Duties and Responsibilities of the Recreation Commission**

- Section 1. Make recommendations for the purpose of providing, developing, conducting, supervising, equipping, and maintaining recreational programs, activities, and facilities on properties designated for that purpose by the City or on other public property under the control of other municipal corporations or political subdivisions thereof.
- Section 2. Upon approval of the City Council, negotiate agreements with the Board of Education of the Fraser Public Schools District, adjoining cities, townships, and other political subdivisions or groups for joint planning, exchanging use of facilities, services, or other arrangements of mutual advantage in the conduct of a recreational program.
- Section 3. Annually submit to the City Council a proposed budget of funds required for the operation of the recreation system.
- Section 4. Receive any gifts, bequests of money, or other real or personal property to be applied for recreational purposes. The use and disposal of any gifts, bequests of money, or other real or personal property received by the Commission shall be subject to the approval of the City Council.
- Section 5. Annually make a full and complete report to the City Council of the recreational program which has been developed and planned for the City by the Commission. From time to time, the Commission shall make such additional reports as may be requested by the City Council.
- Section 6. All Commission members are subject to the rules and regulations set forth in the City of Fraser Boards & Commissions Handbook. To the extent these by-laws conflict with the Handbook, the rules and requirements of the Handbook shall control unless discretionary in nature.

**Commented [DD1]:** The formal name of the Commission is the Recreation Commission. See City Code Chapter 18, Article II.

**Commented [DD2]:** City Code Section 18-22(b) requires the Commission to adopt by-laws governing the procedure for the regular and special meetings of the Commission and defining the duties and powers of the Commission.

**Commented [DD3]:** The revised verbiage closely follows City Code Section 18-16.

**Commented [DD4]:** City Code Section 18-23 refers to “duties and responsibilities.”

**Commented [DD5]:** These duties and responsibilities, as revised, closely mirror those set forth in City Code Section 18-23.

## ARTICLE II

### Membership

- Section 1. The Recreation Commission shall consist of seven (7) members to be appointed by the City Council for staggered terms of three (3) years commencing January 1<sup>st</sup> of each year and ending December 31<sup>st</sup> of the expiration year, in accordance with the City Code. Applicants for membership on the Commission must evidence their interest in the development of recreation services for public use.
- Section 2. A member of the City Council, selected by the City Council, shall be an ex officio member of the Commission and shall serve the Commission in an advisory capacity.
- Section 3. The City Manager, one member of the Planning Commission to be selected by the City Council, and the Superintendent of the Fraser Public Schools District shall be ex officio members of the Commission and shall serve the Commission in an advisory capacity.
- Section 4. All voting members of the Commission must be residents of the City of Fraser for at least two (2) years prior to the day of their appointment and shall be qualified and registered electors of the City at the time of appointment and throughout their tenure of office.
- Section 5. All members must be present at all scheduled Commission meetings. Failure to attend **four (4)** unexcused consecutive meetings will result in the Commission recommending to City Council that the member be removed from their position on the Commission. Commission members must give 48 hours' notice if possible to the Recreation Commission Chairperson or employee or administrator designated by the City Manager if unable to attend a meeting due to uncontrollable circumstances.

**Commented [DD6]:** The final sentence added here closely mirrors the requirement in City Code Section 18-18.

**Commented [DD7]:** The revised verbiage here and in the next section closely mirrors the verbiage in City Code Section 18-21.

**Commented [DD8]:** The revised verbiage in this section closely mirrors City Code Section 18-18.

**Commented [DD9]:** Nothing in this section is required by ordinance, but reasonable policies for conducting productive meetings are certainly permissible within the discretion of the Commission so long as the rules do not contradict City ordinances/charter and do not exceed the authority granted by Council.

**Commented [DD10]:** The provisions in this Article are reasonable provisions to include in by-laws to ensure the orderly and efficient conducting of Commission business.

**Commented [DD11]:** From an internal consistency perspective, some sections of this document use the pronouns "he/she," and other sections use "their." The Commission should decide which pronouns are preferred for its by-laws.

## ARTICLE III

### Officers and Duties

- Section 1. Officers and Authority – The Commission shall consist of a Chairperson, Vice-Chairperson, and a Secretary. The Chairperson and Secretary shall execute documents in the name of the 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 Robert's Rules of order** (most recent edition). 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 employee or administrator designated by the City Manager.
- 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 an employee or administrator designated by the City Manager to keep, prepare, and have available all the minutes from prior meetings for review at the next scheduled meeting of the Recreation Commission. Minutes should clearly reflect each agenda item, the motions made, the maker and supporter, and include some detailed discussion on each agenda item. The Secretary shall also maintain the records of attendance for all members of the Commission and perform such other clerical duties as are normally carried out by a Secretary.

## ARTICLE IV

### Filling of Vacancies

- Section 1. Date and Ballot – Election of Officers of the Commission shall be held at the regular June meeting of each year. Only those members present at the election meeting are eligible for nomination.
- Section 2. Acceptance of Nomination - A nominee shall accept or decline the nomination prior to the vote for such office. If only one member is nominated and the member accepts that nomination, the member shall be deemed elected to that office by acclamation.
- Section 3. Filling of Vacancies
- A. Interested candidate(s) must submit a completed City Board Application to the City Clerk's office in accordance with the City's protocols for serving on boards and commissions.
  - B. Applications are collected by the City Clerk's office and forwarded on to the Recreation Commission for review.
  - C. Candidate must be notified 30 days in advance of the interview.
  - D. Interviews will be conducted in open forum at a first available scheduled Commission meeting.
  - E. Once a candidate is agreed upon by majority vote of the Commission, applications for all candidates shall be forwarded to City Council for review along with the Commission's recommended appointee.
  - F. Candidate(s) for consideration are placed on the agenda at a City Council meeting in accordance with City Council's rules.

**Commented [DD12]:** The position of "Director of Parks and Recreation" does not formally exist within the City Code. However, the term itself is used several times in Article III of Chapter 18, indicating the position existed at the time those ordinances were adopted (1976). For purposes of these by-laws, however, it might be preferable to generalize the collaboration, rather than tie it to a specific position that may or may not exist in the future.

**Commented [DD13]:** These types of provisions are antiquated in the modern era, due to the involvement of City staff. However, for operational purposes, the Commission should consider how best to articulate the duties of the Secretary position, and whether "keeping" records is necessary.

**Commented [DD14]:** This is a policy decision. The Commission may decide how detailed, if at all, it prefers its Minutes to be.

**Commented [DD15]:** Although permissible, using a ballot is rather antiquated for purposes of electing officers.

**Commented [DD16]:** This provision is legally permissible, but somewhat odd given that a term begins in January. The organization meeting in January, or perhaps February, might be a better option, but ultimately that's a policy decision for the Commission.

**Commented [DD17]:** In other words, no need for a motion or a vote if only one member is nominated for an officer role.

**Commented [DD18]:** If this is not a City Council rule, it should be deleted. The Commission can *recite* the rules, but it cannot make them.

**Commented [DD19]:** If this is the City's current protocol, it can remain as a simple summary of the process, but if not, the Commission cannot require this.

**Commented [DD20]:** Same comment.

**Commented [DD21]:** Same comment.

**Commented [DD22]:** This one is unclear. Why would the Commission vote on a candidate if it is simply sending all of the resumes to City Council thereafter? Was the intent to recommend a candidate to City Council?

G. City Council then decides, by majority vote, on a candidate(s) to be appointed to an open Commission seat(s).

**Commented [DD23]:** The purpose of this one is unclear, and it seems unnecessary.

Section 4. **Election of Officers** – 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 unexpected term. If the office of Secretary becomes available, an election shall be held to fill the vacancy of Secretary.

Section 5. **Unexpired Term**– The term of office shall be one year, beginning at the first regular meeting when serving in the office, 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 Commission may be elected to the same office for no more than two (2) consecutive years. Election to an office for purposes of filling a vacancy shall not count against the two (2) consecutive years limitation.

**Commented [DD24]:** The reference to a "Recording Secretary" is unclear, because it is not an officer position listed in the ordinance or created in the by-laws.

**Commented [DD25]:** This is a policy choice for the Commission. Rather than set the day in stone in the by-laws, it might be preferable to simply indicate here that the Commission shall set its meeting calendar for each year in December for the upcoming year (the Open Meetings Act doesn't apply to advisory bodies, but setting the annual meeting dates for the upcoming year is still a good practice to follow).

**Commented [DD26]:** The Act does not apply, so this is strictly a policy choice.

**Commented [DD27]:** This requirement seems unnecessary if the dates for the year have all been set in December.

**Commented [DD28]:** This is a policy choice for the Commission. Has it ever been the practice to send the agenda to everyone listed here?

**Commented [DD29]:** Two is an unusual number, but ultimately this is a policy choice for the Commission.

**Commented [DD30]:** Why is this provision necessary if two members can call a special meeting?

**Commented [DD31]:** Five days is significant, particularly if the matter is urgent. For example, the Open Meetings Act only requires 18 hours. But, ultimately, this is a policy choice for the Commission.

**Commented [DD32]:** This is similar to City Council's rules for special meetings.

**Commented [DD33]:** The Commission should consider implementing the protocols applicable in the Open Meetings Act. Although not applicable to advisory bodies, the Act attempts to ensure public notice through posting at City Hall and on the City's website. In either case, though, the Commission cannot compel the City to do either on its behalf; rather, the City can implement notice in whatever manner it chooses.

**Commented [DD34]:** This is simply a policy choice, because the Open Meetings Act does not apply to advisory bodies.

**Commented [DD35]:** This requirement is not consistent with the 5 days' notice for special meetings (see above).

## ARTICLE V

### Meetings

Section 1. **Regular Meetings** – 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.

Section 2. **Agenda** – The Chairperson shall set the agenda for the meeting. The agenda for each meeting shall be posted on the City's website in advance of the meeting to which it pertains. To the extent applicable, the order of business on the agenda shall be as set forth in the City of Fraser Boards & Commissions Handbook.

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. It shall be the duty of the Chairperson to call such a meeting when requested to do so by a majority of the members of the Commission. 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.

Section 5. **Public Meetings** – 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 seven (7) days prior to the scheduled meeting. Public comment shall be taken only at the end of the meeting.

during the Public Comment portion of the agenda. The Commission shall keep a public record of its resolutions, transactions, findings, and determinations in the office of the City Clerk.

Section 6. Holiday Scheduled Meetings – In the event a regular meeting falls upon a holiday, such meeting shall be cancelled or rescheduled by the Chairperson.

**Commented [DD36]:** If the Commission plans its calendar for each upcoming year in December, this provision should not be necessary.

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.

**Commented [DD37]:** This is a policy choice because the Open Meetings Act does not apply to advisory bodies, but if it is maintained, it should be modernized to account for live streaming.

Section 8. Public Conduct – 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.

**Commented [DD38]:** The first two sentences were likely borrowed from ZBA or Planning Commission by-laws. The Recreation Commission is unlikely to ever have a “public hearing” in the legal sense of the term.

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 to the Chairperson at least ten (10) days prior to the next regularly scheduled Commission meeting.

**Commented [DD39]:** This requirement creates conflict with the earlier requirement that the agenda be made publicly available at least 7 days before any 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 for all recommendations to the City Council.

**Commented [DD40]:** The Commission will not be approving any expenditures or holding any public hearings.

Section 11. Permanent Records – All correspondence to the Commission or introduced into the record at a Commission meeting shall become a permanent record of the 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. Absent members may vote on minutes relating to the meeting at which they were absent.

**Commented [DD41]:** This is a little known rule, but it helps prevent delays in approving the minutes when multiple members are absent at the meeting when the minutes of the prior meeting are being approved.

## ARTICLE VI

### Amendment

Section 1. These by-laws, in whole or in part, may be altered, amended, added to, or repealed at any regular or special meeting by a two-thirds (2/3) majority vote of Commission members appointed and serving, provided that notice of all proposed alterations, amendments, or repeals shall be submitted to all members of the Commission at least ten (10) days before the regular or special meeting of the Commission at which they are to be considered. All amendments shall become effective immediately upon a majority vote of the Commission.

**Commented [DD42]:** This entire Article seems unnecessary and, in many parts, inapplicable (apparently borrowed from ZBA or Planning Commission by-laws). Robert’s Rules are already adopted earlier, so the remaining information is superfluous unless the Commission wishes to amend Robert’s Rules for purposes of making, debating, and adopting motions. Instead, the Commission might consider replacing this Article with a new Article that explains how to amend the by-laws (some require a 2/3 vote of all members, other a simple majority).



## **ARTICLE VII**

### **Communication**

- Section 1. All official communications from the Commission shall be transmitted to the City Manager or City Council through the Chairperson.
- Section 2. Outside of Commission meetings, communications from individual members of the Commission may occur with individual City personnel for information gathering purposes, but only the Commission as a body may give direction to City personnel.
- Section 3. Commission members shall not communicate with the public in a manner that gives the appearance that the member is speaking for the Commission or the City of Fraser.