



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Carnegie

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, May 9, 2023 @ 7:00 p.m.**

1. Call Meeting to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of Agenda for May 9, 2023
 5. Approval of Minutes from Regular Meeting April 4, 2023
 6. Volunteer Group Reports
 7. Reports on Current Event
 - a. Update on Parade
 - b. Update on Monthly Activities and Ideas
 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: April 26, 2023



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**CITY OF FRASER
RECREATION COMMISSION MEETING
APRIL 4, 2023 @ 7:00 P.M.
33000 GARFIELD, FRASER, MI 48026
DRAFT**

A regular meeting of the City of Fraser Recreation Commission was held on Tuesday, April 4, 2023 at 7:00 p.m. in City Council Chambers, 33000 Garfield, Fraser, MI 48026.

1. CALL TO ORDER

Chairman Kelley called the meeting to order at 7:02 p.m.

2. PLEDGE OF ALLEGIANCE

Chairman Kelley led the Pledge of Allegiance.

3. ROLL CALL

The following members were present:

Hunt, Kelley, Koch, Rice, Walker

The following members were absent:

None

Others:

Recreation Director Seay, City Clerk Greenia, Mayor Pro-Tem Schornak

4. APPROVAL OF AGENDA

Motion by Koch, supported by Hunt to approve the agenda of the April 4, 2023 Recreation Commission as presented.

AYES: Hunt, Kelley, Koch, Rice, Walker

NAYS: None

Motion Carried

5. APPROVAL OF MINUTES FEBRUARY 7, 2023 MEETING

Motion by Hunt supported by Rice to approve the minutes of the March 7, 2023 Recreation Commission meeting as presented.

AYES: Hunt, Kelley, Koch, Rice, Walker

NAYS: None

Motion Carried

6. VOLUNTEER GROUP REPORTS

Echo Hunt, 17931 Airport reported on the Fraser Garden Club. She said that this group met in late March. They discussed their goals for the City and indicated that they would be reviving the flower beds throughout the City and possibly making some new ones.

If anyone was interested in joining or helping in any way they could go to the Facebook page for Fraser Garden Club. They could also contact them by email at frasergardenclub@gmail.com.

Laura Lesich, 15204 Fairview was present on behalf of Fraser First. She shared that their next meeting was scheduled for April 12, 2023 at 6:00 p.m. at the Ram's Horn Restaurant. They would be hosting a fundraiser there as well on April 20, 2023 from 5:00 p.m. to 8:00 p.m. This would include a raffle and bake sale.

She then reviewed that they had received a Communication Board through a grant and it would be placed at McKinley Park. She explained that this was a board to help people communicate in a non-verbal manner.

7. REPORTS ON CURRENT EVENTS

Recreation Coordinator Martez Seay reviewed the current events at this time. He stated that he had contacted over 70 flower vendors regarding the May Flower Sale event. He had not gotten a very good response. Most of them explained that they were taking their inventory to the Eastern Market and would not be able to be at our event. He would continue to look for vendors.

He then discussed the upcoming parade and carnival and noted that the City's involvement was basically getting all the contracts in order and finding volunteers to work the parade.

Commissioner Walker then asked about the vendors at the Farmer's Market/ Frolic In Fraser as to whether or not they would have to pay the \$25 fee for attending/selling at the event. Discussion was had on this.

He added that he had been working on the events that had been recommended for each month.

8. OVERVIEW REPORT OF PARKS AND RECREATION

Recreation Coordinator Seay told the Commission that the Tiger's Game was sold out. They were leaving from the Senior Center. There was an upcoming dinner at Azteca that already had quite a few attendees signed up.

He had been talking to Roseville Recreation about youth baseball and softball. He indicated that they told him Fraser youth could play in their leagues and could do so for the "resident" price. There would be a few games in Fraser. They would need to clean up the baseball diamonds and he was going to check into them this week yet. Commissioner Rice indicated that there are some parents in Fraser that want their children to play in Fraser.

9. OTHER BUSINESS

a. Interview Candidate for Reappointment

Chairman Sarah Kelley's term had officially ended on December 31, 2022. She had agreed to submit her application for reappointment.

Commissioner Hunt asked her a few questions. Discussion was had and the Commission was more than happy that she agreed to continue to serve the community.

Motion by Hunt supported by Koch to recommend to City Council the reappointment of Sarah Kelley to the City of Fraser Recreation Commission with a term ending December 31, 2025.

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

Motion Carried

10. CITIZEN PARTICIPATION

Leader Chris Vaughn, Scouts Conner Vaughn and Wyatt Walker were present and representing Troop 206 of Cub Scouts. Mr. Vaughn explained that part of the process of bridging over from Cub Scouts to Boy Scouts is attending a meeting of City Officials. There were at the meeting tonight to fulfill that requirement. The shared with the Commission some ideas they had moving forward for recreation ideas in the City. They noted that they would like to see a bounce house and face painting at the Farmer's Market/Frolic in Fraser so the children would have something to do while their parent's shopped the market.

They then stated that during the winter they would like to see things like a snowman building contest, a snow fort building contest, kickball, snow shoe racing and things of that nature.

Discussion was had on how best to get the word out to children in the Fraser area. Chris Vaughn stated that Scouts frequently volunteer and would be happy to help clean up the parks and the ball diamonds.

Laura Lesich, 15201 Fairview was present at the meeting and addressed the Commission. She would like to see the City put something in C & G Newspaper regarding upcoming events. There has always been a park clean –up day toward the end of April in the City. She was hoping to see the Senior Activity Center open all day moving forward.

11. COMMISSION MEMBERS WITH CONCERNS

Commissioner Hunt addressed some concerns she had with the website, the budget, the calendar of events and the by-laws. She asked Mr. Seay if he already had a 2024 calendar started. She would like to see dates firmed up moving forward. She addressed the name of the Commission – was it Parks and Recreation, was it Recreation. At this time Patrice Schornak, 32352 Crestwood, addressed the Commission. She reviewed that it was the Recreation Commission – Parks came under the responsibility of the DPW at this time. She also explained that whatever is left in the budget at years end goes back into the general fund – gets rolled into the fund balance. Council was currently in the process of

working on the new budget. As to the By-Laws City Clerk Greenia could work on updating those by removing reference to “park”.

Further discussion was then had on the duties of the Commission – are they a recommending body or a planning body? Patrice Schornak addressed this matter as well. She stated that they were a recommending body. They could come to the City with plans, but the City was the one to actually execute the plan. It was the City’s responsibility to make sure that everything was done legally and that the events were not opening up the City to any liability. She felt that City Council was supportive of ideas to get the City’s recreation back up and running. In closing, Commissioner Hunt stated that the Commission was here to provide the residents with recreational opportunities and they were in full support of the new Recreation Coordinator Martez Seay.

Commissioner Koch stated she was concerned that the Eggstravaganza needed more time and effort next year but overall it was good. She thanked everyone that came out to the Road Rally. It turned out great.

Commissioner Rice had no concerns. He would like updates on the youth sports and what was happening with that.

Chairman Kelley stated that her son had fun at the Easter Event. She welcomed Martez to the City. She stated that the Commission was very passionate about the recreation in the City. They have good intentions.

12. ADJOURNMENT

Motion by Kelley supported by Walker to adjourn the meeting at 7:42 p.m.

AYES: Hunt, Kelley, Koch, Rice, Walker

NAYS: None

Motion Carried

Respectfully Submitted:

Cindi Greenia, Clerk
City of Fraser

User: CITYCLERK

TRANSACTIONS FROM 04/01/2023 TO 04/30/2023

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
04/01/2023			101-751-001.000		BEG. BALANCE		0.00
04/30/2023			101-751-001.000	END BALANCE	0.00	0.00	0.00
04/01/2023			101-751-694.200 CITY PICNIC		BEG. BALANCE		0.00
04/30/2023			101-751-694.200	END BALANCE	0.00	0.00	0.00
04/01/2023			101-751-702.000 ELECTED/APPOINTED OFFICIALS PA		BEG. BALANCE		690.00
04/06/2023	PR	CHK	SUMMARY PR 04/06/2023		30.00		720.00
04/30/2023			101-751-702.000	END BALANCE	30.00	0.00	720.00
04/01/2023			101-751-703.000 SALARIES		BEG. BALANCE		0.00
04/30/2023			101-751-703.000	END BALANCE	0.00	0.00	0.00
04/01/2023			101-751-704.000 WAGES - FULL TIME EMPLOYEES		BEG. BALANCE		4,401.19
04/06/2023	PR	CHK	SUMMARY PR 04/06/2023		2,176.21		6,577.40
04/20/2023	PR	CHK	SUMMARY PR 04/20/2023		1,800.00		8,377.40
04/30/2023			101-751-704.000	END BALANCE	3,976.21	0.00	8,377.40
04/01/2023			101-751-705.000 WAGES - PART TIME EMPLOYEES		BEG. BALANCE		0.00
04/30/2023			101-751-705.000	END BALANCE	0.00	0.00	0.00
04/01/2023			101-751-706.000 WAGES - TEMPORARY/SEASONAL EMP		BEG. BALANCE		0.00
04/06/2023	PR	CHK	SUMMARY PR 04/06/2023		262.50		262.50
04/20/2023	PR	CHK	SUMMARY PR 04/20/2023		168.75		431.25
04/30/2023			101-751-706.000	END BALANCE	431.25	0.00	431.25
04/01/2023			101-751-710.000 VACATION		BEG. BALANCE		0.00
04/30/2023			101-751-710.000	END BALANCE	0.00	0.00	0.00
04/01/2023			101-751-711.000 HOLIDAY		BEG. BALANCE		0.00
04/20/2023	PR	CHK	SUMMARY PR 04/20/2023		200.00		200.00
04/30/2023			101-751-711.000	END BALANCE	200.00	0.00	200.00
04/01/2023			101-751-712.000 OVERTIME		BEG. BALANCE		0.00
04/30/2023			101-751-712.000	END BALANCE	0.00	0.00	0.00
04/01/2023			101-751-713.000 FICA		BEG. BALANCE		304.09
04/06/2023	PR	CHK	SUMMARY PR 04/06/2023		152.71		456.80
04/20/2023	PR	CHK	SUMMARY PR 04/20/2023		134.46		591.26
04/30/2023			101-751-713.000	END BALANCE	287.17	0.00	591.26
04/01/2023			101-751-714.000 MEDICARE		BEG. BALANCE		71.12
04/06/2023	PR	CHK	SUMMARY PR 04/06/2023		35.73		106.85
04/20/2023	PR	CHK	SUMMARY PR 04/20/2023		31.44		138.29
04/30/2023			101-751-714.000	END BALANCE	67.17	0.00	138.29
04/01/2023			101-751-716.000 WORKERS COMPENSATION INSURANCE		BEG. BALANCE		0.00
04/30/2023			101-751-716.000	END BALANCE	0.00	0.00	0.00
04/01/2023			101-751-717.000 CASH IN LIEU OF BENEFITS (INS		BEG. BALANCE		0.00
04/30/2023			101-751-717.000	END BALANCE	0.00	0.00	0.00
04/01/2023			101-751-718.000 LONGEVITY PAY		BEG. BALANCE		0.00
04/30/2023			101-751-718.000	END BALANCE	0.00	0.00	0.00
04/01/2023			101-751-724.100 HEALTH INSURANCE PREMIUMS (EMP		BEG. BALANCE		112.68
04/06/2023	PR	CHK	SUMMARY PR 04/06/2023		238.72		351.40
04/30/2023			101-751-724.100	END BALANCE	238.72	0.00	351.40
04/01/2023			101-751-724.200 RETIREE HEALTH SAVINGS PLAN (I		BEG. BALANCE		10.10
04/06/2023	PR	CHK	SUMMARY PR 04/06/2023		4.29		14.39
04/30/2023			101-751-724.200	END BALANCE	4.29	0.00	14.39
04/01/2023			101-751-725.100 DEFINED CONTRIBUTION PENSION (		BEG. BALANCE		304.00
04/06/2023	PR	CHK	SUMMARY PR 04/06/2023		160.00		464.00
04/20/2023	PR	CHK	SUMMARY PR 04/20/2023		160.00		624.00
04/30/2023			101-751-725.100	END BALANCE	320.00	0.00	624.00
04/01/2023			101-751-725.200 DEFINED BENEFIT PENSION PLAN (		BEG. BALANCE		0.00

04/25/2023 03:13 PM			GL ACTIVITY REPORT FOR CITY OF FRASER			Page:		2/2
User: CITYCLERK			TRANSACTIONS FROM 04/01/2023 TO 04/30/2023					
DB: Fraser								
Date	JNL	Type	Description	Reference #	Debits	Credits	Balance	
			101-751-725.200 DEFINED BENEFIT PENSION PLAN (	(Continued)				
04/30/2023			101-751-725.200	END BALANCE	0.00	0.00	0.00	
04/01/2023			101-751-742.000 OPERATING SUPPLIES	BEG. BALANCE			1,192.42	
04/30/2023			101-751-742.000	END BALANCE	0.00	0.00	1,192.42	
04/01/2023			101-751-801.000 PROFESSIONAL/CONTRACTUAL SERVI	BEG. BALANCE			19,525.00	
04/30/2023			101-751-801.000	END BALANCE	0.00	0.00	19,525.00	
04/01/2023			101-751-850.000 COMMUNICATIONS (PHONE AND CELL	BEG. BALANCE			0.00	
04/30/2023			101-751-850.000	END BALANCE	0.00	0.00	0.00	
04/01/2023			101-751-851.000 MAIL OR POSTAGE	BEG. BALANCE			0.00	
04/03/2023	AP	INV	POSTAGE	APRIL 3, 2023	31.08		31.08	
04/30/2023			101-751-851.000	END BALANCE	31.08	0.00	31.08	
04/01/2023			101-751-860.000 TRANSPORTATION	BEG. BALANCE			0.00	
04/30/2023			101-751-860.000	END BALANCE	0.00	0.00	0.00	
04/01/2023			101-751-880.000 COMMUNITY PROMOTION	BEG. BALANCE			10,000.00	
04/30/2023			101-751-880.000	END BALANCE	0.00	0.00	10,000.00	
04/01/2023			101-751-881.000 PROGRAMMING - RECREATION REVOL	BEG. BALANCE			2,138.23	
04/11/2023	AP	INV	HALLOWEEN CANDY FOR CITY EVENT	4-11-2023	90.00		2,228.23	
04/30/2023			101-751-881.000	END BALANCE	90.00	0.00	2,228.23	
04/01/2023			101-751-882.000 PROGRAMMING - FARMERS MARKET	BEG. BALANCE			67.58	
04/30/2023			101-751-882.000	END BALANCE	0.00	0.00	67.58	
04/01/2023			101-751-900.000 PRINTING AND PUBLISHING	BEG. BALANCE			638.50	
04/30/2023			101-751-900.000	END BALANCE	0.00	0.00	638.50	
04/01/2023			101-751-920.000 ELECTRIC	BEG. BALANCE			0.00	
04/30/2023			101-751-920.000	END BALANCE	0.00	0.00	0.00	
04/01/2023			101-751-921.000 NATURAL GAS	BEG. BALANCE			0.00	
04/30/2023			101-751-921.000	END BALANCE	0.00	0.00	0.00	
04/01/2023			101-751-922.000 WATER	BEG. BALANCE			0.00	
04/30/2023			101-751-922.000	END BALANCE	0.00	0.00	0.00	
04/01/2023			101-751-930.000 REPAIRS AND MAINTENANCE	BEG. BALANCE			0.00	
04/30/2023			101-751-930.000	END BALANCE	0.00	0.00	0.00	
04/01/2023			101-751-930.200 REPAIRS - STREETS MAINTENANCE	BEG. BALANCE			0.00	
04/30/2023			101-751-930.200	END BALANCE	0.00	0.00	0.00	
04/01/2023			101-751-955.000 CONFERENCES	BEG. BALANCE			0.00	
04/30/2023			101-751-955.000	END BALANCE	0.00	0.00	0.00	
04/01/2023			101-751-956.000 MEMBERSHIPS	BEG. BALANCE			0.00	
04/30/2023			101-751-956.000	END BALANCE	0.00	0.00	0.00	
04/01/2023			101-751-968.000 DEPREC.-TRANS OUT	BEG. BALANCE			0.00	
04/30/2023			101-751-968.000	END BALANCE	0.00	0.00	0.00	
04/01/2023			101-751-972.000 CAPITAL OUTLAY	BEG. BALANCE			0.00	
04/30/2023			101-751-972.000	END BALANCE	0.00	0.00	0.00	
04/01/2023			101-751-995.000 OPERATING TRANS OUT	BEG. BALANCE			0.00	
04/30/2023			101-751-995.000	END BALANCE	0.00	0.00	0.00	

User: CITYCLERK
DB: Fraser

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDG USE
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 751 - RECREATION						
101-751-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,250.00	720.00	30.00	530.00	57.60
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	8,377.40	3,976.21	8,067.60	50.94
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	431.25	431.25	9,568.75	4.31
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	200.00	200.00	2,817.00	6.63
101-751-713.000	FICA	8,352.00	591.26	287.17	7,760.74	7.08
101-751-714.000	MEDICARE	1,954.00	138.29	67.17	1,815.71	7.08
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	351.40	238.72	8,860.60	3.81
101-751-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	0.00	14.39	4.29	(14.39)	100.00
101-751-725.100	DEFINED CONTRIBUTION PENSION (401A-457B	3,400.00	624.00	320.00	2,776.00	18.35
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	19,525.00	0.00	1,500.00	92.87
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	31.08	31.08	277.92	10.06
101-751-880.000	COMMUNITY PROMOTION	12,000.00	10,000.00	0.00	2,000.00	83.33
101-751-881.000	PROGRAMMING - RECREATION REVOLVING FUND	12,000.00	2,228.23	90.00	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	45,130.80	5,675.89	137,574.20	24.70
TOTAL EXPENDITURES		182,705.00	45,130.80	5,675.89	137,574.20	24.70
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		182,705.00	45,130.80	5,675.89	137,574.20	24.70
NET OF REVENUES & EXPENDITURES		(182,705.00)	(45,130.80)	(5,675.89)	(137,574.20)	24.70



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To: Fraser Recreation Commission

Date: 4/26/2023

From: City Clerk Greenia

Re: By-Laws

At the April 4th, 2023 meeting of the Fraser Recreation Commission there were questions regarding your By-Laws. I have given them to both City Manager Leven and City Attorney DeNault for their review of the By-Laws in regard to the Ordinance. There are quite a few discrepancies between the two.

I am providing you a copy of the current By-Laws for the meeting. Should you have any comments or thoughts I felt you could share those with me and I could take them back to City Manager Leven.

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. Maintain the parks, trails, and places of recreation **in an efficient manner within the budget forecasted by City Council.**
- Section 3. Provide support when needed and assist in implementation of new programs as **directed** by the city's Director of Recreation.
- 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.**
- Section 5. 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. A City Council Liaison shall be appointed by the City Council to report on a monthly basis to the council regarding the previous Recreation Commission's meeting and the topics and concerns discussed.

- Section 3. The Recreation Commission shall also include one representative of the Teen Advisory Council and one representative of the Buddies Group. Neither of these positions has voting privileges.
- Section 4. All voting members of the Commission must be or qualified electors of the City of Fraser.
- 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 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

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 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 make and support 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.
- Section 3. Filling of Vacancies
- A. To fill **commission** vacancies on the Parks and Recreation Commission, vacancy must be posted for 30 or **60** 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 30 days in advance of the interview.
 - E. Interviews will be conducted in open forum at a **first available scheduled** Parks and Recreation Commission meeting.
 - F. Once a Candidate is agreed upon 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) **eight (8)** days prior to City Council meeting and have placed on agenda for council consideration.
 - I. City Council then decides, by majority vote, on the selected candidate(s) for the open commission seat(s), **at the next scheduled council meeting.**

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 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 V

Meetings

Section 1. **Regular Meetings** – Regular meetings shall 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. Roll call;
- c. Approval of minutes;
- d. Formal statement;
- e. Public hearings (each case);
- f. Old business (Postponed cases);
- g. New business of the Commission
- h. Old business of the Commission; and
- i. 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.** 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, 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.** 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 VI

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.

