



City of Fraser

CENTENNIAL COMMUNITY

CITY MANAGER

Elaine Leven

CITY CLERK

August Gitschlag

MAYOR

Michael Lesich

MAYOR PRO-TEM

Dana Sutherland

COUNCIL

Amy Baranski

Patrick O'Dell

Kenny Perry

Patrice Schornak

Sherry Stein

**Fraser Recreation Commission Agenda
City Council Chambers
33000 Garfield, Fraser, MI 48026
Tuesday, January 7, 2025 @ 7:00 p.m.**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda January 7, 2025
5. Approval of Minutes Regular Meeting December 3, 2024
 - a. Approval of 2025 Meeting Schedule
6. Interview Candidates for Recreation Commission
 - a. Julie Rastelli
 - b. Natalyn Pieprzyk
7. Volunteer Group Reports
 - a. Fraser First Booster Club
 - b. Fraser Beautification Club
8. Administration Report
 - a. Christmas in Fraser Recap
 - b. Painting with a Twist Recap
 - c. RARE, Fraser Schools and Fraser Partnership
 - d. Escape Breakout Room
 - e. Family Fun Night
9. Citizen Participation
10. Commission Member Reports
11. Adjournment

POSTED: 2024 12 30



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Fraser Recreation Commission Agenda City Council Chambers 33000 Garfield, Fraser, MI 48026 Tuesday, December 3, 2024 @ 7:00 p.m. **DRAFT**

1. Call Meeting to Order

The regular meeting of the City of Fraser Recreation Commission was called to order at 7:00 p.m. on Tuesday, December 3, 2024 at 7:02 p.m.

2. Pledge of Allegiance

Koch led the Pledge of Allegiance.

3. Roll Call

PRESENT: Koch, Rastelli, Rice, Walker, Hunter, Hunt
EXCUSED:

Others: Recreation Coordinator Delmege

4. Approval of Agenda for December 3, 2024

Motion by Koch supported by Rice to approve the agenda of the December 3, 2024 City of Fraser Recreation Commission as presented/amended.

AYES: Koch, Rastelli, Rice, Walker, Hunt, Hunter
NAYS: None

Motion Carried

5. Approval of Minutes from Regular Meeting November 12, 2024

Motion by Rice supported by Walker to approve the minutes of the November 12, 2024 meeting of the City of Fraser Recreation Commission as presented.

AYES: Koch, Rastelli, Rice, Walker, Hunt, Hunter
NAYS: None

Motion Carried

RECREATION COMMISSION MEETING
Tuesday, December 3, 2024 @ 7:00 P.M.

6. Volunteer Group Reports

Vania Apps, Fraser First Booster Club, said she's excited being a part of another year of Christmas In Fraser. They'll be handing out cookies and hot chocolate in the fire bay. They'll also have their rendering up of a future project for Steffen's Park. They're preparing for their fundraising event, "Blue Jean Ball" on February 8. Looking for volunteers and sponsors. Please contact them through their email. They were honored to meet the Girl Scout who designed the seed cabinet at the sensory garden at the October meeting and looking forward to another year of new members and ideas. There is no meeting in December, but their first meeting of 2025 will be January 15.

Chris Koch, on behalf of the Beautification Club, stated that the Club is doing well. They started getting things going by putting presents near the wedge for decorations. They're now focusing on the corner where CVS is located to get it decorated at Garfield and 14 Mile. They planted all the bulbs, which were over 100 bulbs, and flowers at the corner of Garfield and 14 Mile as well for springtime. Their next meeting will be January 22, TBD on location and will be advertised.

7. Administration Report

Recreation Coordinator Delmege spoke about Christmas in Fraser on Saturday, December 7 from 5:30-7:30pm. The event will open with Fraser's High School Band playing music with the mayor giving the Key to the City to Santa when he arrives. The opening ceremony will end with a tree lighting. Encore Dance Centre will be inside the fire bay with a 10-minute presentation at 6:05pm. Following will be an ice sculpting demonstration at 6:15pm under the car port. A fire performance will start at 6:30pm in the grass area outside the fire bay as well as a polar plunge at 7:00pm which is raising money for Fraser Goodfellows.

Santa will move to the fire bay for photos after the opening ceremony along with food, drinks and chips. Fraser First Booster Club will hand out hot chocolate and cookies right beside the food. There will be picnic tables outside for anyone wanting to sit and eat and drink with trash cans along with two fire pits for getting warm and s'mores. Lastly, there will be a full petting zoo with two horseback rides. Good weather

Commission member Koch and Hunt were concerned about only having Santa from 5:30-7:30pm and not any longer. Coordinator Delmege said that Santa has another event after ours and unfortunately can only stay for so long. Volunteers will have to cut off the line at some point because the event ends at 7:30pm. Delmege stated that he will have volunteers at each station, and they can either rotate or after their station is over they can enjoy the event, or can leave if they choose. Delmege reached out to the schools for NHS students and is hoping for 10 students. Five recreation members stated they will be able to make it and volunteer at a position.

RECREATION COMMISSION MEETING
Tuesday, December 3, 2024 @ 7:00 P.M.

DPW has been a big part of help setting it up, getting things ready and preparing for the big event between the Christmas lights and decorations. The hardest part will be the pool and when to set it up and making sure the weather and cold weather doesn't ruin the pool. Commission Member Koch asked who was jumping in the pool. Delmege said it will be Council member, Mayor Pro Tem Dana Sutherland, her children and the mayor will be jumping in.

Delmege has posters on A-Frames that will be set up throughout the event. This will be at each station stating where entertainment will be and telling everyone the time and each event we will have.

Vania Apps asked Delmege if she needed to come in at 4:00pm to start setup, but Delmege said she could come in later than that. He will get a lot of the tables ready, hot chocolate containers and a 100-cup carafe ready.

Painting With A Twist will be the following weekend on Saturday, December 14 from 7:00-9:00pm. The event already has almost 20 people signed up. The cost, after the City's donation to the event, will be \$20-\$24 per person. Each person will have two choices to choose from regarding which painting they would like to do. There will be light refreshments and hand sandwiches. 75-person limit.

The Escape Breakout Room will be on January 25 from 7:00-8:00pm. You can sign up by yourself or with friends. 7300 Miller, Warren, MI. Please call (586) 359-6944 and speak to Angel about signing up.

Family Fun Night will be held on February 15 at the Vintage House at \$18 per person. A DJ would be hired to play music, props for photos. Completely catered. Potentially have games at each family's table. Time would most likely be 5:30-8:30pm.

Delmege said that he has a meeting with Fraser schools the following day and a presentation on December 9 in front of the school board regarding RARE and Fraser starting a partnership for sports programs and using Fraser school gyms after school. This would be for volleyball and basketball leagues. RARE already has an established and well-respected sports program and it would make a lot of sense being able to join their leagues and using the schools' gyms. Delmege has already advertised on social media to encourage and push registration.

Puzzle and Craft Day event would be best held in March on the weekend. Easter is not until April, so there will be availability in scheduling. Puzzle and craft day could be held in the old court room off the parking lot with different times due to the low capacity. Delmege will have more answers and details in further discussions.

Delmege quickly touched on the Marshmallow Drop. He spoke to the helicopter pilot and was able to successfully schedule the helicopter drop on Saturday, the week before Easter. There will be two drops, but potentially adding a third drop depending on registration numbers. It will again have a petting zoo, gift bags, and potentially face painting.

RECREATION COMMISSION MEETING
Tuesday, December 3, 2024 @ 7:00 P.M.

Delmege said that he advertised Black Friday, 50% off Big Bounce America tickets on social media. He has submitted and finalized the contract for Big Bounce America to come back to Fraser for 5 live dates. Those dates are May 17-18 and May 23-25.

8. Citizen Participation

Laura Lesich stated that she thinks all the activities scheduled are wonderful. She believes Christmas in Fraser in the past has always been until 8:30/9:00pm so she's curious how it'll all play out only running until 7:30pm. She also wanted everyone to know that the Fraser Lions Club Carnival won't be until August 2025. Delmege wanted everyone to know that he has received emails about the start of the school year in 2025, so people are concerned. He's going to investigate potentially moving the parade and fireworks to Saturday. He reached Fraser Superintendent, Dr. Carrie Wozniak, to find out the official start date of the school, but she was unsure still. Mrs. Lesich said moving it to Saturday might cause some problems with the beer tent and activities. Delmege hasn't spoken to Fraser Lions Club yet because he didn't want to jump the gun. Lesich asked about doing a drone show instead of fireworks.

9. Commission Members Report

Commission member Rastelli would like to see the ice rink. She handed Coordinator Delmege an outline of what the ice rink could be and look like and a potential rink the City could purchase for it.

10. Adjournment

Motion by Hunter supported by Koch to adjourn the meeting at 7:39 pm.

AYES: Koch, Rastelli, Rice, Walker, Hunt, Hunter
NAYS: None

Motion Carried

Respectfully Submitted:

Chris Delmege
Recreation Coordinator
City of Fraser

PERIOD ENDING 12/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2024 NORMAL (ABNORMAL)	MONTH 12/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 751 - RECREATION						
101-751-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,250.00	390.00	90.00	860.00	31.20
101-751-703.000	SALARIES	0.00	0.00	0.00	0.00	0.00
101-751-704.000	WAGES - FULL TIME EMPLOYEES	48,671.00	22,583.81	1,635.84	26,087.19	46.40
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	2,045.00	0.00	0.00	2,045.00	0.00
101-751-711.000	HOLIDAY	2,454.00	920.14	408.96	1,533.86	37.50
101-751-713.000	FICA	3,297.00	1,793.97	131.12	1,503.03	54.41
101-751-714.000	MEDICARE	771.00	419.56	30.68	351.44	54.42
101-751-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	239.00	0.00	0.00	239.00	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)	7,000.00	3,775.31	694.76	3,224.69	53.93
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)	4,254.00	1,880.27	163.58	2,373.73	44.20
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	1,500.00	579.50	0.00	920.50	38.63
101-751-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	1,000.00	69.50	0.00	930.50	6.95
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	15,000.00	25,000.00	0.00	(10,000.00)	166.67
101-751-881.000	PROGRAMMING	30,000.00	10,720.30	2,803.62	19,279.70	35.73
101-751-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	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	39.99	0.00	960.01	4.00
101-751-956.000	MEMBERSHIPS	150.00	0.00	0.00	150.00	0.00
Total Dept 751 - RECREATION		129,131.00	68,172.35	5,958.56	60,958.65	52.79
TOTAL EXPENDITURES		129,131.00	68,172.35	5,958.56	60,958.65	52.79
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		129,131.00	68,172.35	5,958.56	60,958.65	52.79
NET OF REVENUES & EXPENDITURES		(129,131.00)	(68,172.35)	(5,958.56)	(60,958.65)	52.79

Balances as of 12/31/2024

Fund 101 - GENERAL FUND

Account	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 12/31/24	Available Balance	% Used
Expenditures					
Department 751: RECREATION					
702.000	ELECTED/APPOINTED OFFICIALS PAY				
07/25/2024	PR SUMMARY PR 07/25/2024		1019487 90.00 947		
09/19/2024	PR SUMMARY PR 09/19/2024		1033334 75.00 953		
10/17/2024	PR SUMMARY PR 10/17/2024		1037482 75.00 956		
11/27/2024	PR SUMMARY PR 11/27/2024		1044318 60.00 960		
12/12/2024	PR SUMMARY PR 12/12/2024		1047453 90.00 962		
702.000	ELECTED/APPOINTED OFFICIALS PAY	1,250.00	390.00	860.00	31.20
703.000	SALARIES	0.00	0.00	0.00	100.00
704.000	WAGES - FULL TIME EMPLOYEES				
07/01/2024	PRAW SUMMARY PRAW 07/01/2024		1036890 (908.99) 945		
07/11/2024	PR SUMMARY PR 07/11/2024		1017607 1,817.92 945		
07/25/2024	PR SUMMARY PR 07/25/2024		1019487 2,044.80 947		
08/08/2024	PR SUMMARY PR 08/08/2024		1022621 2,044.80 948		
08/22/2024	PR SUMMARY PR 08/22/2024		1024194 2,044.80 950		
09/05/2024	PR SUMMARY PR 09/05/2024		1028037 2,044.80 951		
09/19/2024	PR SUMMARY PR 09/19/2024		1033334 1,840.32 953		
10/03/2024	PR SUMMARY PR 10/03/2024		1036463 2,044.80 955		
10/17/2024	PR SUMMARY PR 10/17/2024		1037482 2,044.80 956		
10/31/2024	PR SUMMARY PR 10/31/2024		1040494 2,044.80 957		
11/14/2024	PR SUMMARY PR 11/14/2024		1042168 2,044.80 959		
11/27/2024	PR SUMMARY PR 11/27/2024		1044318 1,840.32 960		
12/12/2024	PR SUMMARY PR 12/12/2024		1047453 1,635.84 962		
704.000	WAGES - FULL TIME EMPLOYEES	48,671.00	22,583.81	26,087.19	46.40
705.000	WAGES - PART TIME EMPLOYEES				
07/01/2024	PRAW SUMMARY PRAW 07/01/2024		1036890 (260.00) 945		
07/11/2024	PR SUMMARY PR 07/11/2024		1017607 520.00 945		
07/25/2024	PR SUMMARY PR 07/25/2024		1019487 680.00 947		
08/08/2024	PR SUMMARY PR 08/08/2024		1022621 720.00 948		
08/22/2024	PR SUMMARY PR 08/22/2024		1024194 810.00 950		
09/05/2024	PR SUMMARY PR 09/05/2024		1028037 760.00 951		
09/19/2024	PR SUMMARY PR 09/19/2024		1033334 720.00 953		
10/03/2024	PR SUMMARY PR 10/03/2024		1036463 710.00 955		
10/17/2024	PR SUMMARY PR 10/17/2024		1037482 860.00 956		
10/31/2024	PR SUMMARY PR 10/31/2024		1040494 880.00 957		
10/31/2024	GJ Coding correction - Angela Jernberg sala		1042906 (6,400.00) JE# 8374		
705.000	WAGES - PART TIME EMPLOYEES	0.00	0.00	0.00	100.00
706.000	WAGES - TEMPORARY/SEASONAL EMPL	10,000.00	0.00	10,000.00	0.00
710.000	VACATION	2,045.00	0.00	2,045.00	0.00
711.000	HOLIDAY				
07/01/2024	PRAW SUMMARY PRAW 07/01/2024		1036890 (102.26) 945		
07/11/2024	PR SUMMARY PR 07/11/2024		1017607 204.48 945		
09/19/2024	PR SUMMARY PR 09/19/2024		1033334 204.48 953		
11/27/2024	PR SUMMARY PR 11/27/2024		1044318 204.48 960		
12/12/2024	PR SUMMARY PR 12/12/2024		1047453 408.96 962		

Balances as of 12/31/2024

Fund 101 - GENERAL FUND

Account	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 12/31/24	Available Balance	% Used
Expenditures					
Department 751:	RECREATION				
711.000	HOLIDAY	2,454.00	920.14	1,533.86	37.50
713.000	FICA				
07/11/2024	PR SUMMARY PR 07/11/2024		1017607 154.53 945		
07/25/2024	PR SUMMARY PR 07/25/2024		1019487 170.49 947		
07/31/2024	GJ TO REVERSE MANUAL JOURNAL ENTRY: 8331		1042911 (77.27) JE# 8379		
08/08/2024	PR SUMMARY PR 08/08/2024		1022621 168.31 948		
08/22/2024	PR SUMMARY PR 08/22/2024		1024194 174.12 950		
09/05/2024	PR SUMMARY PR 09/05/2024		1028037 170.99 951		
09/19/2024	PR SUMMARY PR 09/19/2024		1033334 172.75 953		
10/03/2024	PR SUMMARY PR 10/03/2024		1036463 167.69 955		
10/17/2024	PR SUMMARY PR 10/17/2024		1037482 181.65 956		
10/31/2024	PR SUMMARY PR 10/31/2024		1040494 178.24 957		
11/14/2024	PR SUMMARY PR 11/14/2024		1042168 123.68 959		
11/27/2024	PR SUMMARY PR 11/27/2024		1044318 77.67 960		
12/12/2024	PR SUMMARY PR 12/12/2024		1047453 131.12 962		
713.000	FICA	3,297.00	1,793.97	1,503.03	54.41
714.000	MEDICARE				
07/11/2024	PR SUMMARY PR 07/11/2024		1017607 36.14 945		
07/25/2024	PR SUMMARY PR 07/25/2024		1019487 39.87 947		
07/31/2024	GJ TO REVERSE MANUAL JOURNAL ENTRY: 8331		1042911 (18.07) JE# 8379		
08/08/2024	PR SUMMARY PR 08/08/2024		1022621 39.37 948		
08/22/2024	PR SUMMARY PR 08/22/2024		1024194 40.72 950		
09/05/2024	PR SUMMARY PR 09/05/2024		1028037 40.00 951		
09/19/2024	PR SUMMARY PR 09/19/2024		1033334 40.39 953		
10/03/2024	PR SUMMARY PR 10/03/2024		1036463 39.22 955		
10/17/2024	PR SUMMARY PR 10/17/2024		1037482 42.47 956		
10/31/2024	PR SUMMARY PR 10/31/2024		1040494 41.69 957		
11/14/2024	PR SUMMARY PR 11/14/2024		1042168 28.92 959		
11/27/2024	PR SUMMARY PR 11/27/2024		1044318 18.16 960		
12/12/2024	PR SUMMARY PR 12/12/2024		1047453 30.68 962		
714.000	MEDICARE	771.00	419.56	351.44	54.42
716.000	WORKERS COMPENSATION INSURANCE	239.00	0.00	239.00	0.00
717.000	CASH IN LIEU OF BENEFITS (INS O	0.00	0.00	0.00	100.00
718.000	LONGEVITY PAY	0.00	0.00	0.00	100.00
724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)				
07/11/2024	PR SUMMARY PR 07/11/2024		1017607 693.60 945		
07/31/2024	GJ TO REVERSE MANUAL JOURNAL ENTRY: 8331		1042911 (16.20) JE# 8379		
07/31/2024	GJ TO REVERSE MANUAL JOURNAL ENTRY: 8331		1042911 (34.74) JE# 8379		
07/31/2024	GJ TO REVERSE MANUAL JOURNAL ENTRY: 8331		1042911 (295.87) JE# 8379		
08/08/2024	PR SUMMARY PR 08/08/2024		1022621 693.60 948		
09/05/2024	PR SUMMARY PR 09/05/2024		1028037 650.64 951		
10/03/2024	PR SUMMARY PR 10/03/2024		1036463 694.76 955		
11/14/2024	PR SUMMARY PR 11/14/2024		1042168 694.76 959		
12/12/2024	PR SUMMARY PR 12/12/2024		1047453 694.76 962		
724.100	HEALTH INSURANCE PREMIUMS (EMPL	7,000.00	3,775.31	3,224.69	53.93

Balances as of 12/31/2024

Fund 101 - GENERAL FUND

Account	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 12/31/24	Available Balance	% Used
Expenditures					
Department 751: RECREATION					
724.200	RETIREE HEALTH SAVINGS PLAN (IC	0.00	0.00	0.00	100.00
725.100	DEFINED CONTRIBUTION PENSION (401A-457B)				
07/11/2024	PR SUMMARY PR 07/11/2024		1017607 161.79 945		
07/25/2024	PR SUMMARY PR 07/25/2024		1019487 163.58 947		
07/31/2024	GJ TO REVERSE MANUAL JOURNAL ENTRY: 8331		1042911 (80.90) JE# 8379		
08/08/2024	PR SUMMARY PR 08/08/2024		1022621 163.58 948		
08/22/2024	PR SUMMARY PR 08/22/2024		1024194 163.58 950		
09/05/2024	PR SUMMARY PR 09/05/2024		1028037 174.38 951		
09/19/2024	PR SUMMARY PR 09/19/2024		1033334 152.78 953		
10/03/2024	PR SUMMARY PR 10/03/2024		1036463 163.58 955		
10/17/2024	PR SUMMARY PR 10/17/2024		1037482 163.58 956		
10/31/2024	PR SUMMARY PR 10/31/2024		1040494 163.58 957		
11/14/2024	PR SUMMARY PR 11/14/2024		1042168 163.58 959		
11/27/2024	PR SUMMARY PR 11/27/2024		1044318 163.58 960		
12/12/2024	PR SUMMARY PR 12/12/2024		1047453 163.58 962		
725.100	DEFINED CONTRIBUTION PENSION (4	4,254.00	1,880.27	2,373.73	44.20
725.200	DEFINED BENEFIT PENSION PLAN (M	0.00	0.00	0.00	100.00
742.000	OPERATING SUPPLIES				
07/08/2024	AP 13 X 13 TENT FOR USE OF ALL/ANY DEPARTME		1017630 158.99 Inv #: '7-8-2024' Vendor 'MISC'		
08/29/2024	AP Void Invoice PET052820 PETTYC		1027070 (14.49) Inv #: 'PET052820' Vendor 'PETTYC'		
09/06/2024	AP NAME PLATE FOR RECREATION		1033573 10.00 Inv #: '6835' Vendor 'ROYNAM'		
11/25/2024	AP SIGNS FOR CHRISTMAS IN FRASER 2024		1047710 425.00 Inv #: '51276' Vendor 'AMEFIN'		
742.000	OPERATING SUPPLIES	1,500.00	579.50	920.50	38.63
801.000	PROFESSIONAL/CONTRACTUAL SERVICES				
08/01/2024	AP SERVICE CALL/CITY HALL		1025041 69.50 Inv #: '90148' Vendor 'TSSTEL'		
801.000	PROFESSIONAL/CONTRACTUAL SERVIC	1,000.00	69.50	930.50	6.95
850.000	COMMUNICATIONS (PHONE AND CELL)	0.00	0.00	0.00	100.00
851.000	MAIL OR POSTAGE	500.00	0.00	500.00	0.00
880.000	COMMUNITY PROMOTION				
07/10/2024	AP FIREWORK DISPLAY JULY 21, 2024		1017685 25,000.00 Inv #: 'INV5192267' Vendor 'ZAMFIR'		
880.000	COMMUNITY PROMOTION	15,000.00	25,000.00	(10,000.00)	166.67
881.000	PROGRAMMING				
07/11/2024	AP DJ SERVICE FOR SUMMER FUN PARADE JULY 21		1018468 425.00 Inv #: '2024-07-11' Vendor 'MISC'		
07/23/2024	AP REIMBURSEMENT FOR PICKLEBALLS AND TENT F		1022099 149.99 Inv #: '7-23-2024' Vendor 'MISC'		
07/23/2024	AP REIMBURSEMENT FOR PICKLEBALLS AND TENT F		1022099 31.77 Inv #: '7-23-2024' Vendor 'MISC'		
07/31/2024	AP JULY 2024 CREDIT CARD		1031022 73.78 Inv #: '7-31-2024' Vendor '10008'		
07/31/2024	AP JULY 2024 CREDIT CARD		1031022 742.00 Inv #: '7-31-2024' Vendor '10008'		
07/31/2024	AP JULY 2024 CREDIT CARD		1031022 171.81 Inv #: '7-31-2024' Vendor '10008'		
08/05/2024	AP DEPOSIT FOR MAGICIAN FOR NOVEMBER 2, 202		1022835 375.00 Inv #: '8-5-2024' Vendor 'MR. WILDE'		
08/05/2024	AP COTTON CANDY FOR MOVIE NIGHT AUGUST 10,		1022857 114.14 Inv #: '8-5-2024' Vendor 'MISC'		
08/06/2024	AP MOVIE FOR MOVIE NIGHT IN AUGUST		1022831 5.30 Inv #: '8-6-2024' Vendor 'MISC'		
08/06/2024	AP BALANCE FOR TWO FACE PAINTERS FOR MOVIE		1022832 370.00 Inv #: '8-6-2024' Vendor 'MISC'		

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER
Balances as of 12/31/2024

Fund 101 - GENERAL FUND

Account	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 12/31/24	Available Balance	% Used
Expenditures					
Department 751: RECREATION					
08/06/2024	AP MOVIE NIGHT SCREEN AND POPCORN MACHINE	1022834	442.00 Inv #: '8-6-2024' Vendor 'STATHE'		
08/29/2024	AP Void Invoice 005-70-024-002-000 999REC	1027062	(40.75) Inv #: '005-70-024-002-000' Vendor '999REC		
08/29/2024	AP Void Invoice 20005270 OPEEDE	1027064	(79.75) Inv #: '20005270' Vendor 'OPEEDE'		
08/29/2024	AP Void Invoice PET052820 PETTYC	1027070	(85.85) Inv #: 'PET052820' Vendor 'PETTYC'		
09/11/2024	AP TWO FACE PAINTERS FOR MOVIE NIGHT SEPT 1	1031725	370.00 Inv #: '9-11-2024' Vendor 'MISC'		
09/11/2024	AP MOVIE NIGHT SCREEN FOR SEPTEMBER 14, 202	1031726	442.00 Inv #: '9-11-2024' Vendor 'STAREN'		
09/24/2024	AP COTTON CANDY AND DVD FOR MOVIE NIGHT SEP	1035713	69.31 Inv #: '9-24-2024' Vendor 'MISC'		
09/25/2024	AP FACE PAINTING & BALLOON TWISTER FOR FIRE	1035730	1,215.00 Inv #: '09252024' Vendor 'GRAKRI'		
09/25/2024	AP DJ SERVICE FOR FIREFIGHTER OPEN HOUSE	1035724	300.00 Inv #: '9-25-2024' Vendor 'MISC'		
10/08/2024	AP REIMURSEMENT FOR COLORED PENCILS FOR FIR	1037239	30.85 Inv #: '10-8-2024' Vendor 'MISC'		
10/08/2024	AP CRAFT FIRE TRUCKS FOR FIRE OPEN HOUSE	1037244	198.05 Inv #: '10-8-2024' Vendor 'MISC'		
10/14/2024	AP 50% DEPOSIT FOR ICE CARVING FOR CHRISTMA	1041927	1,057.50 Inv #: '2024152' Vendor 'FINCUI'		
10/21/2024	AP DEPOSIT FOR PETTING ZOO/HORSE FOR CHRIS	1038664	110.00 Inv #: '10-21-2024' Vendor 'MISC'		
10/21/2024	AP CANDY FOR TRUNK OR TREAT OCTOBER 19, 202	1038666	59.94 Inv #: '10-21-2024' Vendor 'MISC'		
10/31/2024	AP MAGIC SHOW NOVEMBER 2, 2024	1040937	375.00 Inv #: '110224A' Vendor 'MR. WILDE'		
11/02/2024	AP BANQUET HALL RENTAL FEE FOR MAGIC SHOW	1041928	150.00 Inv #: 'NOV 2, 2024' Vendor 'FRALIO'		
11/07/2024	AP DEPOSIT FOR FIRE ENTERTAINMENT FOR CHRIS	1043109	337.50 Inv #: '11-07-2024' Vendor 'SUNFIR'		
11/07/2024	AP FIRE ENTERTAINMENT FOR CHRISTMAS IN FRAS	1046689	337.50 Inv #: '11-7-2024' Vendor 'SUNFIR'		
11/20/2024	AP POOL FOR POLAR PLUNGE AND DVD PLAYER FOR	1043143	169.59 Inv #: '11-20-2024' Vendor 'MISC'		
12/02/2024	AP PETTING ZOO FOR CHRISTMAS IN FRASER 2024	1046664	1,225.00 Inv #: '17390' Vendor 'EDEELI'		
12/02/2024	AP BALANCE INVOICE FOR ICE SCULPTING - CHRI	1046688	1,057.50 Inv #: '2024152/FINAL' Vendor 'FINCUI'		
12/03/2024	AP SANTA CLAUS FOR CHRISTMAS IN FRASER 2024	1046662	375.00 Inv #: '12-3-2024' Vendor 'MISC'		
12/11/2024	AP SKEWERS FOR CHRISTMAS IN FRASER 2024	1047711	63.57 Inv #: '12-11-2024' Vendor 'MISC'		
12/11/2024	AP REIMBURSEMENT FOR SUPPLIES FOR CHRISTMAS	1047712	82.55 Inv #: '12-11-2024' Vendor 'MISC'		
881.000	PROGRAMMING	30,000.00	10,720.30	19,279.70	35.73
900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	100.00
930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	100.00
955.000	CONFERENCES				
08/30/2024	AP AUGUST 2024 CREDIT CARD	1036885	39.99 Inv #: '8-30-2024' Vendor '10008'		
955.000	CONFERENCES	1,000.00	39.99	960.01	4.00
956.000	MEMBERSHIPS	150.00	0.00	150.00	0.00
Total - Dept 751		129,131.00	68,172.35	60,958.65	52.79
Total Expenditures		129,131.00	68,172.35	60,958.65	52.79
NET OF REVENUES AND EXPENDITURES		(129,131.00)	(68,172.35)	(60,958.65)	

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
12/01/2024			101-751-001.000 CASH		BEG. BALANCE		0.00
12/31/2024			101-751-001.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-694.200 CITY PICNIC		BEG. BALANCE		0.00
12/31/2024			101-751-694.200	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-702.000 ELECTED/APPOINTED OFFICIALS PA		BEG. BALANCE		300.00
12/12/2024	PR	CHK	SUMMARY PR 12/12/2024		90.00		390.00
12/31/2024			101-751-702.000	END BALANCE	90.00	0.00	390.00
12/01/2024			101-751-703.000 SALARIES		BEG. BALANCE		0.00
12/31/2024			101-751-703.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-704.000 WAGES - FULL TIME EMPLOYEES		BEG. BALANCE		20,947.97
12/12/2024	PR	CHK	SUMMARY PR 12/12/2024		1,635.84		22,583.81
12/31/2024			101-751-704.000	END BALANCE	1,635.84	0.00	22,583.81
12/01/2024			101-751-705.000 WAGES - PART TIME EMPLOYEES		BEG. BALANCE		0.00
12/31/2024			101-751-705.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-706.000 WAGES - TEMPORARY/SEASONAL EMP		BEG. BALANCE		0.00
12/31/2024			101-751-706.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-710.000 VACATION		BEG. BALANCE		0.00
12/31/2024			101-751-710.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-711.000 HOLIDAY		BEG. BALANCE		511.18
12/12/2024	PR	CHK	SUMMARY PR 12/12/2024		408.96		920.14
12/31/2024			101-751-711.000	END BALANCE	408.96	0.00	920.14
12/01/2024			101-751-712.000 OVERTIME		BEG. BALANCE		0.00
12/31/2024			101-751-712.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-713.000 FICA		BEG. BALANCE		1,662.85
12/12/2024	PR	CHK	SUMMARY PR 12/12/2024		131.12		1,793.97
12/31/2024			101-751-713.000	END BALANCE	131.12	0.00	1,793.97
12/01/2024			101-751-714.000 MEDICARE		BEG. BALANCE		388.88
12/12/2024	PR	CHK	SUMMARY PR 12/12/2024		30.68		419.56
12/31/2024			101-751-714.000	END BALANCE	30.68	0.00	419.56
12/01/2024			101-751-716.000 WORKERS COMPENSATION INSURANCE		BEG. BALANCE		0.00
12/31/2024			101-751-716.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-717.000 CASH IN LIEU OF BENEFITS (INS C		BEG. BALANCE		0.00
12/31/2024			101-751-717.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-718.000 LONGEVITY PAY		BEG. BALANCE		0.00
12/31/2024			101-751-718.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-724.100 HEALTH INSURANCE PREMIUMS (EMP		BEG. BALANCE		3,080.55
12/12/2024	PR	CHK	SUMMARY PR 12/12/2024		694.76		3,775.31
12/31/2024			101-751-724.100	END BALANCE	694.76	0.00	3,775.31
12/01/2024			101-751-724.200 RETIREE HEALTH SAVINGS PLAN (I		BEG. BALANCE		0.00
12/31/2024			101-751-724.200	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-725.100 DEFINED CONTRIBUTION PENSION (4		BEG. BALANCE		1,716.69
12/12/2024	PR	CHK	SUMMARY PR 12/12/2024		163.58		1,880.27
12/31/2024			101-751-725.100	END BALANCE	163.58	0.00	1,880.27
12/01/2024			101-751-725.200 DEFINED BENEFIT PENSION PLAN (1		BEG. BALANCE		0.00
12/31/2024			101-751-725.200	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-742.000 OPERATING SUPPLIES		BEG. BALANCE		579.50

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			101-751-742.000 OPERATING SUPPLIES	(Continued)			
12/31/2024			101-751-742.000	END BALANCE	0.00	0.00	579.50
12/01/2024			101-751-801.000 PROFESSIONAL/CONTRACTUAL SERVI	BEG. BALANCE			69.50
12/31/2024			101-751-801.000	END BALANCE	0.00	0.00	69.50
12/01/2024			101-751-850.000 COMMUNICATIONS (PHONE AND CELL)	BEG. BALANCE			0.00
12/31/2024			101-751-850.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-851.000 MAIL OR POSTAGE	BEG. BALANCE			0.00
12/31/2024			101-751-851.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-860.000 TRANSPORTATION	BEG. BALANCE			0.00
12/31/2024			101-751-860.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-880.000 COMMUNITY PROMOTION	BEG. BALANCE			25,000.00
12/31/2024			101-751-880.000	END BALANCE	0.00	0.00	25,000.00
12/01/2024			101-751-881.000 PROGRAMMING	BEG. BALANCE			7,916.68
12/02/2024	AP	INV	PETTING ZOO FOR CHRISTMAS IN FRASER 2	17390	1,225.00		9,141.68
12/02/2024	AP	INV	BALANCE INVOICE FOR ICE SCULPTING - C	2024152/FINAL	1,057.50		10,199.18
12/03/2024	AP	INV	SANTA CLAUS FOR CHRISTMAS IN FRASER 2	12-3-2024	375.00		10,574.18
12/11/2024	AP	INV	SKEWERS FOR CHRISTMAS IN FRASER 2024	12-11-2024	63.57		10,637.75
12/11/2024	AP	INV	REIMBURSEMENT FOR SUPPLIES FOR CHRIS	12-11-2024	82.55		10,720.30
12/31/2024			101-751-881.000	END BALANCE	2,803.62	0.00	10,720.30
12/01/2024			101-751-882.000 PROGRAMMING - FARMERS MARKET	BEG. BALANCE			0.00
12/31/2024			101-751-882.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-900.000 PRINTING AND PUBLISHING	BEG. BALANCE			0.00
12/31/2024			101-751-900.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-920.000 ELECTRIC	BEG. BALANCE			0.00
12/31/2024			101-751-920.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-921.000 NATURAL GAS	BEG. BALANCE			0.00
12/31/2024			101-751-921.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-922.000 WATER	BEG. BALANCE			0.00
12/31/2024			101-751-922.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-930.000 REPAIRS AND MAINTENANCE	BEG. BALANCE			0.00
12/31/2024			101-751-930.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-930.200 REPAIRS - STREETS MAINTENANCE	BEG. BALANCE			0.00
12/31/2024			101-751-930.200	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-955.000 CONFERENCES	BEG. BALANCE			39.99
12/31/2024			101-751-955.000	END BALANCE	0.00	0.00	39.99
12/01/2024			101-751-956.000 MEMBERSHIPS	BEG. BALANCE			0.00
12/31/2024			101-751-956.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-968.000 DEPREC.-TRANS OUT	BEG. BALANCE			0.00
12/31/2024			101-751-968.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-972.000 CAPITAL OUTLAY	BEG. BALANCE			0.00
12/31/2024			101-751-972.000	END BALANCE	0.00	0.00	0.00
12/01/2024			101-751-995.000 OPERATING TRANS OUT	BEG. BALANCE			0.00
12/31/2024			101-751-995.000	END BALANCE	0.00	0.00	0.00

To: City of Fraser Recreation Commission

Date: 12/20/2024

From: Deputy City Clerk Greenia

Re: Meeting Calendar for 2025

Each year the City of Fraser Recreation Commission is required to set a calendar for the following year which then must be published in a newspaper of general circulation.

It has been customary for the Recreation Commission to meet on the first Tuesday of each month at 7:00 p.m. in City Council Chambers. In following that path, the dates below would be the regularly scheduled meeting dates for 2024:

January 7, 2025	April 1, 2025	July 1, 2025	October 6, 2025
February 4, 2025	May 6, 2025	August 5, 2025	November 4, 2025
March 4, 2025	June 3, 2025	September 2, 2025	December 2, 2025

Please note that May 6, August 5 and November 4 are all dates that would also be an Election Day. While we do not have a set election yet for the May 6 and August 5, 2025 dates and November 5, 2025 is the City Council Election.

I have attached a 2025 calendar for your reference.



City of Fraser

CENTENNIAL COMMUNITY

CITY MANAGER
Elaine Leven
CITY CLERK
August Gitschlag

MAYOR
Michael Lesich
MAYOR PRO-TEM
Dana Sutherland
COUNCIL
Amy Baranski
Patrick O'Dell
Kenny Perry, Jr.
Patrice Sutherland
Sherry Stein

To: Recreation Commission

Date: 12/20/2024

From: Deputy Clerk Greenia

Re: Interview of Candidate

The City of Fraser Recreation Commission consists of seven (7) members who are registered electors of the City. Currently Julie Rastelli serves on this Commission. Her term as a Recreation Commission Member will expire as of December 31, 2024. She has agreed to continue her service to the City of Fraser in this capacity.

In following with the City of Fraser's process for (re)appointing Board and/or Commission members, the body itself conducts interviews and then either recommends appointment of those candidates to City Council or not.

Tonight, the Recreation Commission will interview Julie Rastelli, or in this case you may just decide to recommend her to City Council for reappointment. The terms are for three (3) years.

If you decide to recommend their reappointments to City Council, I will need a motion to recommend re-appointment of Julie Rastelli to the City of Fraser Recreation Commission noting that her term end date would be December 31, 2027.

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)				
CITY	STATE	ZIP CODE	CELL PHONE	HOME PHONE
Fraser	MI	48026		
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)				
Help make the community a better place.				
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)				
Macomb Community College - Associate of Applied Science, Nursing.				
CURRENT EMPLOYMENT				
COMPANY NAME		YOUR TITLE/POSITION		
Henry Ford Warren Hospital		RN		
COMPANY ADDRESS (number & street)				
11800 12 Mile Rd.				
CITY	STATE	ZIP CODE	OFFICE PHONE	OFFICE CELL PHONE
Warren	MI	48093	(586) 573-5132	
PLEASE LIST YOUR RESPONSIBILITIES				
Staff Nurse in Cath Lab, pre/post procedures.				

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

Rev 11/2017

Received by C. Greene Date 12/9/24



City of Fraser

CENTENNIAL COMMUNITY

CITY MANAGER
Elaine Leven
CITY CLERK
August Gitschlag

MAYOR
Michael Lesich
MAYOR PRO-TEM
Dana Sutherland
COUNCIL
Amy Baranski
Patrick O'Dell
Kenny Perry, Jr.
Patrice Sutherland
Sherry Stein

To: Recreation Commission

Date: 12/20/2024

From: Deputy Clerk Greenia

Re: Interview of Candidate

As we just reviewed, the City of Fraser Recreation Commission consists of seven (7) members who are registered electors of the City. There has been a vacancy in this commission for some time. We have recently had someone submit an application to be on the Commission, Natalyn Pieprzyk.

In following with the City of Fraser's process for (re)appointing Board and/or Commission members, the body itself conducts interviews and then either recommends appointment of those candidates to City Council or not.

Tonight, the Recreation Commission will interview Natalyn Pieprzyk to fill this vacancy. The vacant term expires on December 31, 2025.

If you decide to recommend Natalyn Pieprzyk to City Council, I will need a motion to recommend the appointment of Natalyn Pieprzyk to the City of Fraser Recreation Commission noting that her term end date would be December 31, 2025.

APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

APPLICATION MAY BE SUBJECT TO PUBLIC VIEW



www.MICityOffFraser.Com

City of Fraser
33000 Garfield Road
Fraser, MI 48026
(586) 293-3100

cityclerk@micityoffraser.com

LAST NAME	FIRST NAME	M.I.		
Pieprzyk	Natalyn	D		
ADDRESS (number & street)				
CITY	STATE	ZIP CODE	CELL PHONE	HOME PHONE
Fraser	MI	48026		
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)				
Having been a lifelong resident of the City of Fraser and an active participant in our elections department, I'd love the opportunity to continue contributing to my city- providing others with the opportunity to find community, joy, and support within the city.				
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)				
Graduated from Fraser High School in 2022; third-year student at Wayne State University studying Mathematics; recipient of the Borgmann Endowed Scholarship at WSU.				
CURRENT EMPLOYMENT				
COMPANY NAME		YOUR TITLE/POSITION		
Math Corps		Assistant Instructor		
COMPANY ADDRESS (number & street)				
656 West Kirby				
CITY	STATE	ZIP CODE	OFFICE PHONE	OFFICE CELL PHONE
Detroit	MI	48202		
PLEASE LIST YOUR RESPONSIBILITIES				
Summer program: responsible for a team of 10 middle school students and 10 high school TA's. Guide the group through their day and support instructors with further tutoring and practice work. School-year: assist a Math Corps instructor in managing the classroom and delivering lessons; teach occasional lessons; tutor students; grade tests.				

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

Rev 11/2017

Received by

C. Green

Date

12/9/24

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.

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 1st of each year and ending December 31st 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.

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.

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

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.

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.
- 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 – 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 to the Chairperson at least ten (10) days prior to the next regularly scheduled 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 for all recommendations to the City Council.
- 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.

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.

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.

**Original adoption date unknown
Amended 10/03/2023**