



CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JANUARY 18, 2022

AGENDA

Council Chambers

By-Law Committee

5:30 PM

**4303 S. CENTER ROAD
BURTON, MI 48519**

A. PLEDGE OF ALLEGIANCE

B. CALL TO ORDER

C. STAFF PRESENT

D. ADMINISTRATIVE REPORT

E. PURPOSE OF THE MEETING

1. Review and Possible Action on Parks and Recreation Bylaws.

F. AUDIENCE PARTICIPATION

Now is the time set-aside for members of the audience to address the Burton Park and Recreation Commission. I would ask each individual to give their name and address for the record and to limit their comments to three (3) minutes and to speak on the topics germane to City business.

G. COMMITTEE DISCUSSION AND OR ACTION

**Burton Park and Recreation Commission**

4303 S. Center Road
Burton, MI 48519

SCHEDULED**MOTION (ID # 5278)**

Meeting: 01/18/22 05:30 PM
Department: Clerk's Office
Category: Discussion
Prepared By: Lindsey Bice
Initiator: Racheal Boggs
Sponsors:
DOC ID: 5278

Review and Possible Action on Parks and Recreation Bylaws.

BURTON PARKS AND RECREATION COMMISSION BYLAWS

1. PURPOSE OF THE COMMISSION:

The purpose in establishing a Burton Parks and Recreation Commission is to better serve the community of Burton, Michigan. Service to the community shall be accomplished not only through the combined resources, planning and coordination of our existing parks and school recreational facilities, but also by establishing or improving recreational facilities and programs according to the needs of the community. The Commission shall establish policies, procedures and rules for parks, programs and events. The Commission will strive to provide citizens a higher quality of life through our parks and recreational system.

2. PURPOSE OF THE DIRECTOR:

The Director is appointed by the Mayor for the Parks and Recreation Department. The Director will be the Administrative liaison between the Commission and the City Departments. The Director will develop, conduct, supervise, and maintain recreational programs, activities and facilities on properties designated for that purpose. The Director shall establish an Annual departmental budget that is presented to the Mayor. The Director shall keep the Commission informed of budget, events, programs, parks, maintenance, new projects and capital improvements. The Director will provide a financial report with updated incomes and expenses quarterly. The Director shall annually develop a Calendar of events and programs to be presented to the Commission each December. The Director shall manage/oversee other contract employees or volunteers, working for the Parks and Recreation Department.

3. PARLIMENTARY PROCEDURE:

The rules of parliamentary procedure comprised in "Roberts Rules of Order" shall govern in all cases in which they are not inconsistent with the standing rules and orders of the Commission, or any existing law of the State of Michigan. Agendas are to drawn up and submitted to the Commission by Monday prior to the scheduled Wednesday meetings.

4. AMENDING BYLAWS:

Any changes in the bylaws, will be recommended to the Commission for approval. The Commission may recommend the bylaws be altered, amended, added to, or repealed, in whole or in part, by a quorum vote, at a regular or special meeting. Bylaws shall be reviewed every three years.

5. APPOINTMENTS AND TERMS:

The Commission shall consist of (9) nine members with (1) one member being appointed from City Council and (5) five members coming from the general populace of the city, in accordance with City Ordinances and three (3) members (1) one each coming from the School board Atherton, Bendle, and Bentley school districts.

Each member shall be appointed for a (3) three-year term. Members may be reappointed for continuing terms as to the pleasure of the Mayor, or the respective governing bodies. The Mayor will appoint members to the Commission with staggered terms.

Members may be removed, by the Commission before their term expires, with just cause, and a quorum vote by the Commission. Vacancies for the (5) five Community at large members shall be filled by the Mayor. Their governing bodies will reassign vacancies for the City Council seat, or School Board members. Council President will appoint the Council representative. Each school board will appoint their respective representative.

6. OFFICERS:

The Parks and Recreation Commission shall elect a Chairperson, and Vice Chairperson of who shall serve for one year, with a new vote to be taken in January of each year, or when the position(s) are vacant. The Chairperson shall preside at the meetings of the Commission and shall have a vote upon all resolutions. He/She will work with the Director to establish agendas for each meeting. The Vice-Chairperson will fulfill the duties of the Chairperson upon his/her absence resignation or death, until a new vote can be taken.

7. SECRETARIAL DUTIES:

The Secretaries duties will be the responsibility of the personnel directed by the Clerk's Office, with copies of all meeting minutes kept at City Hall. It is the responsibility of the Clerk's Office to provide Secretarial duties for all meetings of the Commission. All agendas and minutes of the previous meetings must be made available to the members by Monday of the next meeting. It is the job of the Director, or his/her designate to telephone members of any special meetings.

8. MEETINGS:

The Parks and Recreation Commission shall meet once a month, unless cancelled by the Parks and Recreation Commission Chairperson, or a quorum vote by the Commission. Additional meetings shall be called at the request of the Director, Chairperson, or any (3) three Commission members. Notice of all unscheduled meetings must be made by telephone to Commission members, and posted for the Burton community, (48) forty-eight hours prior.

9. ABSENTEEISM:

Attendance at meetings is strongly encouraged for all members. If a member cannot attend a meeting, that member shall notify the Director or Chairperson at least (48) forty-eight hours prior to the start of the meeting in question, unless it is an emergency. If a member misses (3) three consecutive meetings without informing the Director, or Chairperson, the Commission can relieve that member with a majority vote of the Commission. Any member with more than (6) six absents throughout the calendar year, can be removed with a majority vote of the commission.

10. QUORUM:

Five (5) Commission members shall constitute a quorum for the transaction of business, passage of resolutions or any action of the Commission.

11. DUTIES OF THE COMMISSION:

The Commission members shall stay abreast of the recreational needs of their community, by bringing concerns and those needs back to the members of the Commission and Director. Members should be involved, as much as possible, in fundraisers, park openings, and organized community programs put on by the Parks Department.

The Commission shall set goals and review with the director these goals as well as the (5) Five-year plan a minimum of once a year. They shall work with the Director on proposed budget of funds required for the operation, maintenance and improvements of the recreation system. The Commission using the voting process shall authorize unbudgeted funds for new projects or programs.

The Chairperson and Director shall annually make a full and complete report to the Mayor in December of each year, to announce the Parks and Recreation Commission's goals and projects planned for the following year, including updates of that years completed projects or continuing projects. From time to time the Commission, through the Chairperson, shall make such additional reports as may be requested by the Mayor. The City Council member on the Commission shall update the Council, at City Council meetings, of current projects and programs.

The Parks and Recreation Commission and Director are authorized to explore agreements with the Cities Boards of Education, groups, or other City Recreational Facilities private or public, to exchange use of facilities, services or other arrangements of mutual advantage in the conduct of a recreational program. All agreements must be with acknowledgement of the Mayor and may require City Council approval.

All Gifts, grants, and bequests shall be directed to the Parks & Recreation Director. The Director shall have the duty to notify the Commission of any gifts, grants, or bequests made. The Parks & Recreation Commission reserves the right to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Commission will attempt to carry out the wishes of the donor.

Gifts, grants, and bequests shall become the property of the Commission and will be subject to use by the City as determined by the policies applying to all properties, equipment, materials, and funds owned by the City.

Any equipment purchased or donated by an outside individual or organization for use for a City-related event shall be reviewed to determine if the City would incur any liability by its use.

The Commission reserves the right to not accept such liability and thus deny the use of the equipment.

12. PUBLIC HEARINGS:

Anyone in attendance at the Parks and Recreation Commission public hearing is encouraged to present their ideas and share their concerns with Commission. For reasons of fairness and expedition, each attendee shall be allowed to speak only once unless invited to provide additional input by the Chairperson. A (3) three-minute time limit shall be placed on each person speaking. Audience participation will only be allowed with respect to the order of agenda.

13. VOTING:

In some instances, Commission members may be faced with a conflict of interest issue. In order to ensure fairness, a member faced with a perceived conflict of interest shall state this to the Commission. The Commission shall determine if it is a conflict of interest by a majority vote of the members present. A member determined to have a conflict of interest shall abstain from all voting of that issue.

14. STIPEND

Commission members shall be paid a stipend of ~~\$40.00~~ **\$50.00** per month provided they attend either a Park & Recreation meeting, a sub-committee meeting or event within the calendar month. **Commission Chairpersons will receive an addition \$10.00 per month.** At no time, unless changed by the City Council shall a Commissioner's pay exceed ~~\$40.00~~ **\$50.00 for commission members and \$60.00 for the Commission Chairperson in one-month timeframe.**

Approved 1/16/2013
Reviewed 3/30/2016
Presented to Council 5/16/2016
Reviewed 3/13/2019
Presented to Council 5/20/2019