

VILLAGE OF LAKE ORION

RESOLUTION REGARDING PARKS & RECREATION ADVISORY COMMITTEE

Last Amended May 13, 2013

By President Pro Tem Stephen

RECITALS:

On June 28, 1999, the Village Council adopted the Resolution attached hereto, authorizing the establishment of an advisory Parks and Recreation Committee ("Committee").

The Committee was established as directed, with its membership changed by Resolutions adopted on May 8, 2000 and July 10, 2002.

The Village Council has determined that it is appropriate to revise the membership of the Committee, provide additional guidance and support for the Committee, and that as a public body under the Michigan Open Meetings Act, MCL 15.263, the Committee may have reasonable rules and regulations in order to minimize the possibility of meeting disruptions.

The Rules of Procedure for the Committee that are attached to this Resolution have been reviewed and approved by the Village Attorney and have been reviewed by the Village Council and found to be reasonable in relation to minimizing the possibility of Committee meeting disruptions.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Intent.** This Resolution is adopted to supplement and amend the Village Council's prior Resolutions, providing additional guidance and directives that are to govern the operation and activities of the Parks and Recreation Committee.
2. **Name.** The name of the Committee is changed to the Village of Lake Orion Parks & Recreation Advisory Committee, and is referred to in this Resolution as the Committee.
3. **Members.** The Committee membership is changed to be composed of seven (7) voting members consisting of one (1) Village Council member and six (6) Village residents with an interest in the park facilities and recreational activities. In addition, there may be no more than two (2) non-voting members with a demonstrated interest in Village park facilities and recreational activities who need not be Village residents and who shall not be considered for purposes of determining the existence of a quorum. All members shall serve without financial compensation.

*Copies to: P&R - emailed
V. Mgr - emailed
Clerk
Attorney - emailed*

The term of the Council member shall be two (2) years, commencing with their election to that position by the Village Council at the second meeting in November of even numbered years and continuing to the second meeting in November two years hence. The same Council member may be selected as the Council's representative for any number of terms.

(Amended 03-14-05, and ~~06-13-13~~).

Subject to existing Committee members that remain eligible completing their current terms, the terms of the Village resident members shall be two (2) years, with the terms of any non-voting members being one (1) year, commencing on April 1 of each year, with the eventual requirement being that three (3) of the resident positions will be filled each year by appointment of the Village Council. To accomplish that purpose, re-appointments of existing Committee members upon the expiration of their current terms may be for less or more than the length of terms indicated above to dates ending on March 31. A resident and non-voting member may be reappointed to any number of terms.

If a vacancy in any of the positions occurs, the person appointed to fill the vacancy shall be appointed only for the balance of the term of the person who left the Committee.

Persons interested in serving on the Parks & Recreation Committee shall fill out the standard application form for Boards & Commissions and turn it in to the Village Manager. The Manager will forward the applications to the Council with a recommendation regarding the appointments.

The requirements for holding office under the Village Charter shall apply to Committee members, with the provisions of Section 4.3 for Council meeting attendance to apply for purposes of Committee meeting attendance by members.

4. Officers. At the first meeting after April 1, of each year, a Chairperson, Vice Chairperson and Secretary shall be elected from the resident members, whose duties shall be:

The Chairperson shall preside at all meetings, set the meeting agendas and inform the Village Clerk in writing of the agenda a minimum of ten (10) business days prior to the scheduled meeting to ensure that provisions of the Open Meetings Act are met. The Chairperson shall also be responsible for communicating in writing with the Village Clerk or Manager regarding any reports and/or recommendations to be forwarded to the Village Council from the Committee and for providing a written annual report and presentation of said report to the Village Council in March of each year. The annual report shall include a review of the progress and proposed actions toward implementation of the Parks and Recreation Master Plan objectives and goals, Committee goals and accomplishments, past and proposed projects and budget considerations and any other matter within the scope of the Committee's purpose, authority, responsibilities and duties that the Chairperson deems appropriate for inclusion. If the Secretary is absent or unavailable, the Chairperson shall sign and file approved meeting minutes for the Secretary.

The Vice Chairperson shall assume the duties and responsibilities of the Chairperson in the absence of the Chairperson. The Vice Chairperson, or other member designated by the Committee shall be responsible for the periodic reviews and reports on the condition of the parks and recreational facilities within them as provided in Section 6.a of this Resolution.

The Secretary shall be responsible for the timely filing with the Village Clerk of the original records of the Committee and for presenting and securing Committee review and approval of the minutes of Committee meetings after receiving drafts of same from a Recording Secretary who will be provided by the Village to attend meetings and prepare draft minutes. The Secretary shall be responsible for signing and filing approved meeting minutes with the Village Clerk so they are available for public inspection within the time required by the Open Meetings Act, which as of the date of this Resolution, was not later than 5 business days after the meeting at which the minutes are approved. In the absence of the Chairperson and the Vice Chairperson, the Secretary shall preside at Committee meetings.

5. Village Support of Committee. The activities of the Committee shall be supported by the Village making the Village Hall meeting room available for Committee meetings, the Village Administration copying and distributing agendas and materials for meetings to Committee members (provided said materials are received by the Village Clerk at least one (1) week prior to the meeting) and providing a Recording Secretary to attend and record Committee meetings and to prepare and deliver draft minutes of said meetings to the Committee Secretary and Village Clerk within the time called for by the Open Meetings Act, which as of the date of this Resolution, was to be not more than 8 business days after the meeting to which the minutes refer.

6. Purpose, Authority, Responsibilities and Duties. The purpose of the Committee remains as being to provide recommendations to the Village Council through the Village Manager with respect to the responsibilities and duties of the Committee as stated in the attached June 28, 1999, Resolution, which are hereby confirmed as defining the scope of the Committee's authority. The Committee shall exercise its authority in conformity with this and any future Council Resolutions, the Michigan Open Meetings Act, Act 267 of the Public Acts of 1978, as amended, the Committee's Rules and Regulations that have been approved by the Village Council and the following:

a. Recommendations of the Committee shall primarily focus on the Village's existing parks, which as of this Resolution are: Atwater, Children's, Green's Meek's, Swiss Village and Unger. Recommendations on the Village parks shall be based on periodic reviews of the condition of the parks and recreational facilities within them at least twice per year, the results of which shall be in written form and presented to the Committee, and Council as applicable, by the Committee officer or member responsible for such reviews.

b. With a Recreation Master Plan now adopted, the Committee shall make its recommendations consistent with that plan, and when the time comes, be responsible for recommending necessary updates and amendments.

c. While all recommendations are to be submitted to the Village Council through the Village Manager, to receive meaningful consideration, those that require or could provide or amend funding must be submitted to the Village Manager by March 1 of each year so they may be considered as part of the Village Budget for the fiscal year that commences July 1.

d. Although the Committee does not have the authority to contract for any improvement or program, it is expected and understood that for recommended purchases or improvements involving the expenditure of money, that the Committee will attempt to secure and provide quotes or cost estimates to Council with such recommendations. Where quotes or cost estimates are not provided with a recommendation, the Council may direct the Village Administration to obtain or assist the Committee in obtaining them.

e. That if a particular project or undertaking by the Committee would be assisted by Village support beyond that which is described in this Resolution, that the Committee should request to appear before the Village Council to identify and request approval of that additional support.

f. The filing of Committee minutes with the Village Clerk and/or Manager, even though containing Committee recommendations to Council, will not automatically result in placement on a Village Council agenda. An officer of the Committee needs to request such placement and provide or identify what documents the Village Administration is requested to provide to the Village Council.

7. **Meetings and Minutes.** It is expected that the Committee should be able to fulfill its duties and responsibilities by regular meetings once per month, which shall be held within the Village limits at a location that is available to the general public and otherwise in compliance with the Open Meetings Act, on the fourth Tuesday of each month at 7:00 PM*, or for any particular meeting, on another day and/or at another time as is determined by the voting members and approved by the Village Administration after determining the Village's ability to provide a Recording Secretary for the alternate day and/or time. [** 11-23-10 Parks & Recreation Advisory Committee voted to change the meeting time to 7:00 PM, approved by Village Council 11-14-11.*]

If the Committee wishes to change its regular meeting schedule for the next calendar year, no later than its November meeting, it shall adopt a resolution setting forth the desired schedule for consideration and possible approval by the Village Council at one of its December meetings. The schedule approved by the Village Council shall be forwarded to the Village Clerk for posting and distribution as required by the Open Meetings Act.

If a meeting is cancelled, adjourned for lack of quorum or changed from the established schedule, notice must be furnished to the Village Clerk for posting and distribution. Notice to the Clerk must be given as soon as the cancellation, adjournment or change occurs.

Provided that the Village Council member is satisfied that it is necessary prior to the next regular meeting, the Chairperson or a majority of appointed and serving voting members of the Committee may request that a Special Meeting be scheduled by providing a written notice of and the agenda for the requested Special Meeting to the Village Clerk during regular business hours (9:00 am – 4:30 pm) at least 48 hours and one (1) full business day in advance of the desired meeting. Upon confirming that a Recording Secretary for the meeting is available, the Village Clerk shall schedule and post notice of the Special Meeting.
(Amended by Village Council 11-14-11)

Resolution Regarding Parks & Recreation
Advisory Committee, Continued

A quorum of the Village of Lake Orion Parks & Recreation Advisory Committee for the transaction of business at any meeting shall be a majority of the appointed and serving voting members, with the affirmative vote of a majority of appointed and serving voting members required for the Committee to make a recommendation or decision on any issue
(Amended 08-22-11).

Any recommendations of the Committee should be by a motion or resolution adopted by the Committee. It is not the responsibility of the Recording Secretary provided by the Village to provide verbatim minutes of all discussions and statements made at a meeting or to interpret and record such statements or discussions as representing a Committee action, motion or resolution. Members that want to assure that an entire statement appears in the minutes of a meeting they will be attending should place the statement in written form for reference in and attached to the minutes.

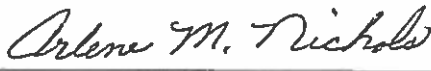
Approved Committee minutes must be signed by at least one Committee officer.

8. Rules and Regulations. The Parks and Recreation Advisory Committee Rules of Procedure that are attached to this Resolution are hereby approved for use by the Committee effective immediately. Any changes to those Rules requires Village Council approval. Seconded by Council Member Hollenbeck and Adopted. AYES: 4; NAYS: 3 (Siver, Albert and Dendel)

CERTIFICATION

I hereby certify that this Resolution was adopted by the Village Council of the Village of Lake Orion at a regular meeting held on October 27, 2003.


IN WITNESS WHEREOF, I have signed this Certification on October 28, 2003.


Arlene M. Nichols, Village Clerk

CERTIFICATION OF AMENDMENT
March 14, 2005

I hereby certify that this Resolution was amended by the Village Council for the Village of Lake Orion at a regular meeting held on March 14, 2005 and that said amendment has been incorporated into this document.

IN WITNESS WHEREOF, I have signed this Certification on March 17, 2005.


Arlene M. Nichols, Village Clerk

CERTIFICATION OF AMENDMENT
August 22, 2011

I hereby certify that this Resolution was amended by the Village Council for the Village of Lake Orion at a regular meeting held on August 22, 2011 and that said amendment has been incorporated into this document.

IN WITNESS WHEREOF, I have signed this Certification on August 23, 2011.

Arlene M. Nichols
Arlene M. Nichols, Village Clerk

CERTIFICATION OF AMENDMENT
November 14, 2011

I hereby certify that this Resolution was amended by the Village Council for the Village of Lake Orion at a regular meeting held on November 14, 2011 and that said amendment has been incorporated into this document.

IN WITNESS WHEREOF, I have signed this Certification on November 15, 2011.

Arlene M. Nichols
Arlene M. Nichols, Village Clerk

CERTIFICATION OF AMENDMENT
May 13, 2013

I hereby certify that this Resolution was amended by the Village Council for the Village of Lake Orion at a regular meeting held on May 13, 2013 and that said amendment has been incorporated into this document.

IN WITNESS WHEREOF, I have signed this Certification on May 16, 2013.

Arlene M. Nichols
Arlene M. Nichols, Village Clerk