

## PARKS AND RECREATION COMMISSION

### Sec. 2-116 Establishment.

There is hereby established a City of Chelsea Parks and Recreation Commission.

Citations: MCL 123.51 et seq.

### Sec. 2-117 Composition; Terms of Office;

(1) Membership. The Parks and Recreation Commission shall consist of seven members approved by majority vote of City Council and shall be directly responsible to the mayor and City Council. Prospective members shall apply for consideration for appointment pursuant to a city administrative policy. Membership shall be as follows:

- (a) One member shall be a City Council Member
- (b) Five members shall be residents of the City of Chelsea
- (c) One member shall represent Chelsea Community Education and Recreation

(2) Terms of Office. Members of the Park and Recreation Board shall serve for a four-year term at the pleasure of City Council. The initial terms shall be staggered. Members may serve a maximum of 3 consecutive terms.

(3). Compensation. All members shall serve without compensation.

(4) Vacancies. Vacancies will be filled according to City Policy.

(5) Removal. The City Council may remove any member of the Parks and Recreation Commission for misconduct or neglect of duty. The City Council may remove from office any member of the Parks and Recreation Commission who is absent from three consecutive meetings.

### Sec. 2-118 Organization

(1) The Parks and Recreation Commission shall select one of its members as chairperson and as vice-chairperson. Officers shall be elected to two-year terms and may not hold the same office for more than two consecutive terms. Officers will be elected at the June meeting of the Parks and Recreation Commission.

(2) The Parks and Recreation Commission will draft bylaws that will govern the operations of the commission. The bylaws must be consistent with City policies and ordinances and must be submitted to and approved by City Council

(3) The Parks and Recreation Commission shall schedule regular meetings to be held once a month with additional study sessions scheduled as needed.

(4) Four members shall be considered a quorum for the transaction of business of the Parks and Recreation Commission.

## Sec. 2-119. FUNCTIONS AND DUTIES

(1). It shall be the duty of the Parks and Recreation Commission to prepare, update and maintain City of Chelsea Parks and Recreation Master Plan, ensuring that the plan is updated every five years and is reflected in the City's Master Plan.

(2) It shall be the duty of the Parks and Recreation Commission to serve in an advisory capacity and to make recommendations to City Council on matters relating to the operation, development and planning of parks, greenways, non-motorized trail systems, and other recreation services, facilities and programs.

(3) It shall be the duty of the Parks and Recreation Commission to advise City Council on all rules and regulations deemed appropriate or necessary for the use, development and operation of City parks and recreational facilities.

(4) As part of the City's budget process, the Parks and Recreation Commission shall report annually to the City Council. The report shall inform the City Council of the year's activities and shall include budget requests for the upcoming fiscal year, and provide updates on the capital improvements plans contained in the Parks Master Plan, conditions of the parks, pending projects and grants, and other matters deemed appropriate.

(5) The Parks and Recreation Commission shall coordinate the acquisition of land, parks and recreational equipment, and/or services funded by the City Council.

(6). The Parks and Recreation Commission shall not spend any funds allocated to it pursuant to the Council-approved budget for any purposes other than those set forth in the Council-approved budget without first obtaining the prior approval of City Council.

(7) The Parks and Recreation Commission may solicit and recommend that the City receive any gifts, bequests of money, grants or other real or personal property to be applied for parks and recreation purposes. The use and disposal of any gifts, bequests or money, grants or other real or personal property received for such purposes, shall be subject to the approval of the City Council.

(8). The Parks and Recreation Commission shall have such other duties as designated by the City Council.