



MANISTEE COUNTY RECREATION COMMISSION

Monday, March 6, 2023
6:15 P.M

Manistee County Board of Commissioner's
Meeting Room and via Zoom

AGENDA

- Call to Order
- Roll Call
- Approval of the Agenda
- Approval of Minutes from February 6, 2023
- Public Comment
- Trail Champions (Coe, Barry)
- Staff Reports
- Friends of SMARTrails Report
- Old Business
 - o Spark Grant Update
 - o Minger Grant Update
 - o Rail Relocation Update
 - o Parks & Recreation Manager Grant Update
 - o ORV Map Update
 - o Dams Update
 - o Bylaw Update (Appendix A)
- New Business
- Other Items before the board
- Next meeting April 3, 2023
- Adjourn

**** Members must attend in person to be counted as in attendance and to be allowed to vote on matters before the Commission. Public and invited guests may attend via Zoom ****

Join Zoom Meeting

<https://us06web.zoom.us/j/81589785645>

Meeting ID: 815 8978 5645 Passcode: 4153

One tap mobile

+13017158592,,5709856662# US (Washington DC)

+13052241968,,5709856662# US



RECREATION COMMISSION
C/O PLANNING DEPARTMENT
(231) 723-6041
Fax (231) 723-1718
planning@manisteecountymi.gov

Manistee County Planning Dept. 395 Third Street Manistee, Michigan 49660

**BY-LAWS AND RULES OF PROCEDURE OF THE
MANISTEE COUNTY PARKS
AND
RECREATION COMMISSION**

Approved by the Manistee County Board of Commissioners September 17th, 2019
Adopted by the Manistee County Recreation Commission October 7th, 2019

TABLE OF CONTENTS

- I. Powers of Commission
- II. Officers of the Commission
- III. Duties of the Chair
- IV. Duties of the Vice Chair
- V. Duties of the Secretary
- VI. Duties of the Treasurer
- VII. Duties of the Administrator/Controller
- VIII. Approval and Payment of Bills and Invoices
- IX. Commission Compensation
- X. Meetings and Agenda
- XI. Special Meetings
- XII. Quorum
- XIII. Attendance
- XIV. Order of Meeting
- XV. Amendments
- XVI. Advisory Group
- XVII. Employees
- XVIII. Annual Report

I. Powers of the Commission

The Manistee County Parks and Recreation Commission, hereafter referred to as the Commission, shall exercise such powers and perform such duties as are authorized and provided by the statutes and the laws of the State of Michigan under Act No. 261 of the Public Acts of 1965, as amended, and the Manistee County Board of Commissioner's Resolution dated January 15th, 2019, establishing said Commission.

II. Officers of the Commission

Each January the Commission shall elect from its membership, a Chair, a Vice-Chair, a Secretary, and such other officers as it deems necessary, who shall hold office for the calendar year in which elected and until their successors are elected and qualified. The un-expired term of an officer not completing his or her term shall be filled by a majority vote at the next regular meeting after the vacancy becomes known, or at a special meeting called for that purpose. The County Treasurer shall be the Treasurer of the Commission.

III. Duties of the Chair

- a. The Chair shall preside at all meetings of the Commission and shall have a vote upon all resolutions as a Commissioner.
- b. The Chair shall sign, with the Secretary, in the name of the Manistee County Parks and Recreation Commission, all contracts and legal documents authorized by the Commission.
- c. The Chair shall appoint such committees as established by the Commission and shall serve as an ex officio member.

IV. Duties of the Vice Chair

In the event the office of the Chair shall become vacant by death, resignation or otherwise, or in the event of the absence of the Chair, or inability to discharge the duties of this office, such duties shall for the time being devolve upon the Vice Chair.

V. Duties of the Secretary

The Secretary, or their agent, shall perform the usual duties of this office, and such other

duties as the Commission may direct. This, among other things, specifically includes the following:

- a. Attend all meetings of the Commission and keep the minutes of such meetings. The Secretary shall have custody of the minute book and any corporate seal of the Commission.
- b. Be the custodian of all records, except the financial records of the Treasurer, and shall keep, at the office of the Commission, and open to public examination at all reasonable times, all records, maps, charts, plans and documents pertaining to the work of the Commission.
- c. See that all property acquired is vested in the name of the Commission. The Secretary shall notify the Treasurer when any such property is disposed of for cash consideration or otherwise. He/She shall maintain records of all properties acquired in the name of the County of Manistee for Parks and Recreation Commission.
- d. The Secretary shall sign with the Chair or Vice Chair, in the name of the Commission, all contracts and legal documents authorized by the Commission, and when necessary shall affix the corporate seal thereto.
- e. The Commission may appoint an Assistant Secretary who shall perform such duties pertaining to the office of the Secretary as the Commission may authorize.

VI. Duties of the Treasurer

The Treasurer shall perform the usual duties of this office, and shall perform such other duties as the Commissioners may request in the proper exercise of their respective statutory duties and responsibilities. This, among other things, includes the following:

- a. The Treasurer shall receive all money due the Commission from taxes or other sources, and shall deposit all such money in such bank or banks which have been approved by the County Board of Commissioners, and in such separate accounts as the Commission may request or approve.
- b. The Treasurer shall keep accounting records showing all financial transactions of the Commission in accordance with generally accepted governmental

procedure and standards. The Treasurer shall make a financial report at the annual meeting of the Commission and more often as requested by the Commission. The Treasurer shall permit inspection of all financial records of the Commission at any reasonable time.

- c. The Treasurer shall cause voucher checks to be issued by the Controller for the payment of obligations on receipt of properly authenticated vouchers. If there be not sufficient money appropriated and available the Treasurer shall not issue the voucher check until an appropriation is made by the Manistee County Board of Commissioners.

VII. Duties of the Administrator/Controller

The Manistee County Controller shall perform all the duties for the Commission incident to the office of Controller/Administrator, which shall conform in all respects, as feasible, to the duties, responsibilities, and authority established by Act 156 of the Public Acts of Michigan, 1851, as amended, for a county.

VIII. Approval and Payment of Bills and Invoices

Payment of Bills and Invoices shall occur under the signatory of the Chair and Secretary with a majority vote of the commission providing authorization for such payments. Payments shall not occur until the Commission has authorized such payments at an advertised meeting of the Commission.

IX. Commission Compensation

Compensation for commission members will not be provided by Manistee County, but individual members are not forbidden from receiving compensation as is delegated and outlined as a representative from a local unit of government or as may be provided as an approved committee representative from a committee or group which is authorized to receive compensation from their respective organization.

X. Meetings and Agenda

Meetings of the Commission shall be held a minimum of six (6) times per year at a time and place to be established by resolution of the Commission for the transaction of

such business as may be brought before the meeting. All regular meetings of the Commission shall be opened to the public. The regular meeting held in the month of January shall constitute the annual meeting of said Commission. The agenda of each meeting will be distributed to the membership not later than five days prior to said meeting. The agenda may be modified by a majority vote of the members present. Every effort shall be made by the Planning Director to publicize the meetings and activities of the Commission. All meetings are subject to the Open Meetings Act.

XI. Special Meetings

Special meetings of the Commission may be called at any time by the Chair, or Secretary, or by any three members of the Commission, at such time and place as may be deemed necessary. Commissioners shall be notified of the time, place and purpose of all special meetings of the Commission at least eighteen (18) hours prior thereto. Notices of special meetings of the Commission shall specify the business to be transacted at said special meeting, and no other business that isn't specified shall be considered at said special meeting. Any Commissioner shall, however, be deemed to have waived such notice by his attendance at any such meeting. All special meetings shall be open to the public except that a Closed Session is permitted at any meeting, regular or special, when personnel and/or confidential property matters are being considered, and at no other time. An Executive Session may be called by the Chair of the Commission or by a majority vote of the Commission members, except that the call for an Executive Session by the Chair of the Commission may be over-ruled by a majority vote of the Commission members.

XII. Quorum

A majority of the persons constituting said Commission shall constitute a quorum for the transaction of business, and the concurrence of the majority of a quorum shall be sufficient for the passage of all resolutions except those dealing with personnel matters, property acquisitions, and the passage of the annual budget. In those cases, a majority of all Commissioners shall be required for the passage of resolutions. No business shall be transacted unless there is in office at least a majority of the full number of Commissioners fixed by law.

XIII. Attendance

If any member of the Commission is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the County Board of Commissioners to remove a member from the commission for nonperformance of duty, or misconduct. The elected secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the County Board of Commissioners whenever any member of the Commission is absent from three consecutive regularly scheduled meetings.

XIV. Order of Meeting

The rules of Parliamentary Practice comprised in "Robert's Rules of Order" shall govern in all cases in which they are not inconsistent with the standing rules and orders of this Commission and not contrary to the resolution establishing the Commission, or any existing law of the State of Michigan. The following rules shall apply to specific items listed in Order of Meetings:

- a. Call to Order
- b. Approval of Agenda
- c. Approval of Minutes
- d. Public Comment
 - i. An individual shall not have more than five minutes to address the Commission. A representative of an organization shall not have more than ten minutes to address the Commission. The total time taken for this item on the agenda shall not exceed forty minutes. Citizen's wishing to address the Commission shall speak in the order in which they notify the Planning Director of the Commission, or his/her designee.*
- e. Communications/Correspondence
- f. Financial Report
- g. Staff and Committee Reports
- h. Public Hearing
 - i. Any three members of the Commission may call a Public Hearing on any agenda item. The same rules shall apply to Public Hearings as apply in*

(d) above, except that no time limit shall be imposed on the total length of a Public Hearing.

- i. Transaction of Business
 - i. Any Commission member may request a roll call vote on matters requiring a vote of the Commission, but all financial decisions shall require a roll call vote.*
 - 1) Old Business
 - 2) New Business
 - 3) Other Business
- j. Suggestions for future agenda items and discussion by Commissioners
 - i. Any member of the Commission may request subjects for consideration at future meetings of the Commission. It shall be the responsibility of the Planning Director to see that agenda items requested by the Commission members are placed on the agenda of the next Commission meeting. The agenda shall be prepared by the Planning Director in consultation with the Chair of the Commission.*
- k. Adjournment

XV. Amendments

- a. These By-laws may be altered, amended, added to or repealed by the affirmative vote of a majority of all the members of the Commission at any regular meeting of said Commission, or at any properly called special meeting, providing any such changes are not inconsistent with or contravening the resolution establishing the Commission, or the laws of the State of Michigan. Provided, that before any changes are made in said By-laws, the Secretary shall distribute a copy of said proposed changes, to each Commissioner at least five (5) days prior to said meeting, together with written notice of the time and place of such meeting.
- b. These By-laws and any amendments thereto shall be effective only upon approval of the Manistee County Board of Commissioners.

XVI. Advisory Group

The Commission shall utilize the Friends Group which was established in Manistee County for the support of trail development and maintenance efforts, as an advisory group. The Friends Group shall advise on the planning, placement, construction and maintenance of trails, trail sections and trailheads that are under the authority of the Commission. The Commission holds ultimate authority on decisions over the planning, placement, construction and maintenance of trails, trail sections and trailheads.

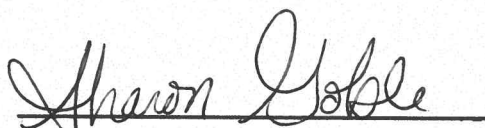
XVII. Employees

The Planning Director shall, in accordance with authority delegated to him by the Commission, be responsible for the administration of all members and employees and enforcement of all personnel rules, regulations, and policies applicable to such employees and members.

XVIII. Annual Report

The Commission shall, as requested, submit a written report to the Board of County Commissioners of the County of Manistee, Michigan, which report shall contain a statement of the activities of the Commission during the preceding calendar year.

I, Sharon Goble Secretary of the Manistee County Parks and Recreation Commission, do hereby certify that the above is a true copy of the By-laws, made, approved, and effective October 7th, 2019.


Sharon Goble, Secretary

10-07-2019
Date