



# Tuscola County Parks & Recreation Commission

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## MINUTES OF THE SPECIAL MEETING ON BY-LAWS OF THE TUSCOLA COUNTY PARKS AND RECREATION COMMISSION

Thursday, June 6, 2019 – 3:00 p.m.

H.H. Purdy Building Commissioners' Board Room

125 W. Lincoln Street, Caro MI 48723

**Roll call:** Terri Eden, Steve Erickson, Cynthia Kapa (Planning Commission), Bob Mantey (Drain Commissioner – or his designee: Dara McGarry or Jody Vrable), Julie Matuszak (Designated Road Commissioner), Robert McKay (Chairman), Jerry Peterson (Vice Chairman), Kim Vaughan, (Tuscola County Board of Commissioners).

**Excused Absence:** Jerry Peterson

**Call to order:** With quorum present consisting of Terri Lynn Eden, Steve Erickson, Cynthia Kapa, Robert Mantey, Julie Matuszak, Robert McKay, and Kim Vaughan, the Special Meeting on By-Laws of the Tuscola County Parks and Recreation Commission was called to order at 3:01 pm by Chairman McKay.

**Others present:** Pam Shook, Assistant Park Host of Vanderbilt County Park and Campground.

**Approval of agenda:** Approval of revised agenda moved by Eden, supported by Matuszak, and passed unanimously.

**Approval of minutes:** Approval of Minutes of February 28, 2019, 1st Quarter Regular Meeting moved by Erickson, supported by Vaughan, and passed unanimously.

**Public comments:** -- none --

**Review of correspondence(s) received, and/or relevant actions by the Tuscola County Board of Commissioners:**

Extracts of Tuscola County Board of Commissioners meeting minutes as follow:

2019-04-11 – *Parks and Recreation Request to Michigan Land Bank: Commissioner Vaughan explained the letter of request submitted by the Parks and Recreation Committee regarding the property formerly known as Camp Tuscola.*

*19-M-079: Motion by Vaughan, seconded by Grimshaw that per the recommendation of the County Parks and Recreation Commission that the Parks and Recreation be authorized to pursue acquiring real property from the State of Michigan Land Bank located near the former Camp Tuscola. Motion Carried.*

2019-05-16 *Consent Agenda from 2019-05-14 Committee of the Whole:*

*Move that the Earth and Ecosystem Doctoral Program of Central Michigan University be allowed to conduct a study at Vanderbilt Park of negative environmental impacts of the invasive free-floating European frog-bit. Also, a copy of the report be provided to the county.*

### **Media coverage and other items related to Parks and Recreation:**

Tuscola County Advertiser, April 20, 2019, “City Eyes Better Pedestrian Safety” by Mark Haney.

Tuscola County Advertiser, May 1, 2019, “Park to Get Picnic Tables” by Mark Haney.

WNEM TV-5, May 5, 2019, “Frankenmuth Church Group Cleans Up, Renovates Multiple Parks”.

Tuscola County Advertiser, May 11, 2019, “Salmon City? Vassar Students Hope Sport Fish Return to Cass” by Tom Gilchrist.

Frankenmuth News, May 15, 2015, “Steward the Sturgeon Released into the Cass.

Tuscola County Advertiser, May 25, 2019, “Park to get picnic tables finished pavilion” by Mark Haney.

Tuscola County Advertiser, May 29, 2019, “Cass River Crossing? Vassar Footbridge Planned” by Tom Gilchrist.

### **Reports of outside meetings or other activity:**

1) Chairman McKay attended the May 1st, 2019, Cass River Greenway meeting at the Vassar City Hall.

### **New Business:**

1) Adoption of By-laws for the Parks and Recreation Commission:

#### **By-laws of the Tuscola County Parks and Recreation Commission** as adopted by the Tuscola County Parks and Recreation Commission on June 6, 2019

The Tuscola County Parks and Recreation Commission was established by the Tuscola County Board of Commissioners at its January 29, 2014, meeting through the adoption of 14-M-014 which read, “That the County Parks and Recreation Commission be put in place following the membership requirements of Act 261 of 1965”.

The mission statement of the Tuscola County Parks and Recreation Commission reads, “The mission of the Tuscola County Parks & Recreation Commission is to advise the Tuscola County Board of Commissioners on matters of policy and practice pertaining to the encouragement, establishment, and provision of recreational opportunities for residents of, and visitors to, Tuscola County”.

Following are to be found the by-laws of the Tuscola County Parks and Recreation Commission. References to "the Commission" when not further amplified will be understood as a reference to the Tuscola County Parks and Recreation Commission.

### **Composition of the Commission:**

The Commission shall be comprised of two categories of members. The first category is that of three ex-officio members, none of whom have inherent voting authority.

The second category of members is that of seven appointed members, all of whom are to be appointed by the Tuscola County Board of Commissioners and all of whom have inherent voting authority. Of the seven appointed members of the Commission, one must be a currently serving member of the Tuscola County Board of Commissioners at the time of that appointment. The appointed seat on the Commission held by a member of the Tuscola County Board of Commissioners will be determined annually by the Tuscola County Board of Commissioners as per Tuscola County Board of Commissioners policy and practice.

Ex-officio members consist of: a) the chairperson of the Tuscola County Road Commission or another Road Commissioner designated by the chairperson; b) the Tuscola County Drain Commissioner or an employee of the Drain Commissioner's office as designated by the Drain Commissioner; and c) the chairperson of the Tuscola County Planning Commission or his/her designee.

Each appointed position to the Tuscola County Parks and Recreation Commission other than an appointed member of the Tuscola County Board of Commissioners shall serve a term three years in length. Of these six positions, no more than two shall have coincidental terms of office with one another.

A full three-year term of office shall commence on the first day of a specified year and conclude on the last day of the third year. Mid-term appointments will expire on the date of scheduled term expiration for a vacated seat were the previous incumbent to have served out his or her full term.

In the absence of one or more appointed members of the Commission, an ex-officio member may assume the status of temporary voting member for the duration of the appointed member's absence from a given meeting of the Commission when such authority is specified by the Chair at the time of Roll Call prior to a meeting being called to order.

A quorum for the conduct of business shall consist of a number equal to the majority of appointed members and any ex-officio members temporarily elevated to voting status.

### **Meetings:**

The Tuscola County Parks and Recreation Commission shall meet no less than quarterly, but may meet more often as nature of the Commission's work shall require for regular meetings or special meetings. All appointed members of the Commission will receive *per diem* and travel expense allotments as determined by the Tuscola County Board of Commissioners for attendance at meetings of the Commission.

The Chairman of the Commission may appoint a recording secretary from its number for the purpose of preparing the agenda for, and minutes of, the Commission's meetings. The Commission may hire these and such other services necessary to conduct the Commission's business.

Officers of the Tuscola County Parks and Recreation Commission consist of a Chairman and a Vice Chairman from within its ranks. Election of the Chairman and Vice Chairman shall take place annually at the 3rd Quarterly Meeting. The terms of office for both the Chairman and Vice Chairman elected at the 3rd Quarterly Meeting begin with the 4th Quarter Regular Meeting at which time the schedule of Regular Meetings for the following year shall be established.

The Chairman of the Tuscola County Parks and Recreation or his appointed representative shall receive standard Tuscola County *per diem* payment and mileage reimbursement for attending Cass River Greenway meetings and/or any other meetings related to the business of the Tuscola County Parks and Recreation Commission which are held in Tuscola County or any of the immediately adjacent counties.

**Authority and Duties of Chairman:**

The Chairman of the Tuscola County Park and Recreation Commission shall assume all executive authority for the Commission inclusive of: a) conducting meetings; b) scheduling special meetings; and c) rescheduling meetings subject to exigencies. As he deems necessary for the work of the Commission, the Chairman shall establish topical sub-committees, task forces and/or interact with other governmental entities on behalf of the Commission. Absent authority delegated or relegated to another, the Chairman is the only member of the Commission authorized to speak on behalf of the Tuscola County Parks and Recreation Commission.

**Obligation of Appointed Members:**

It is the obligation of appointed members to attend scheduled meetings of the Tuscola County Parks and Recreation Commission. To that end, unexcused absence from three or more consecutive meetings will serve as grounds for recommendation being made for a member's removal from the Commission or non-reappointment at the end of his or her term. Excused absences from scheduled meetings require that the Chairman be informed of the intended absence no less than 72 hours prior to the scheduled meeting time.

**Rules of Order:**

Meetings of the Tuscola County Park and Recreation Commission shall be called to order by the presiding officer who will be known as "Chairman", "Chairwoman", or "Chair" -- these terms to be understood as interchangeable. In the absence of the duly elected Chairman, this responsibility will be that of the duly elected Vice Chairman.

Meetings will be conducted with respect to agenda determined at the beginning of each meeting. The Chairman retains the prerogative of changing the order of business, inclusive of tabling or postponing items to future meetings.

Meetings shall be conducted in a manner generally consistent with Robert's Rules of Order Newly Revised for small meetings, though motions must be seconded to be considered for further action. The Chairman may make or second any motion as well as vote on any action before the Commission.

Results of votes will be recorded as the number of members of the Commission voting "yea" and number voting "nay" on a motion, though a unanimous vote may be recorded as such alternatively. Prior to a vote taking place, the Chairman or any other member of the Commission may request a roll call vote, the results of the roll call vote being included in the minutes of the meeting. The Chairman shall serve as parliamentarian unless he chooses to appoint someone else to serve in that capacity.

**Department:**

Members of the Tuscola County Parks and Recreation Commission as well as attendees at official meetings of same are expected to comport themselves in a manner befitting the circumstances of a peaceful, dignified, and orderly public meeting. Failure by anyone to observe these principals of deportment will constitute due cause for the Chairman to request that individual to be removed from the meeting premises.

**Extended Authority:**

As per Section , Special Rules, Line 3 in the ordinance itself, The Tuscola County Parks and Recreation Commission maintains the authority to proscribe deviations or exceptions to the mandates of Tuscola County Ordinance 2015-08 entitled "Ordinance Governing Activities at All Tuscola County Parks and Recreation Areas".

**Effective Date:**

These By-laws shall become effective upon approval of same by the Tuscola County Board of Commissioners.

Motion by Eden, supported by Kapa, that the By-laws of the Tuscola County Parks and Recreation Commission be adopted by the Commission and, furthermore, that these By-laws be presented to the Tuscola County Board of Commissioners for its approval.

(voting results: 7 yea, 0 nay; motion passed unanimously);

**Announcement of next meeting:**

The next meeting of the Tuscola County Parks and Recreation Commission is the 3rd Quarter Meeting which will take place on **Thursday, August 1, 2019 at 4:00 pm** in the Picnic Pavilion of the Vanderbilt County Park and Campground.

**Adjournment:** Moved by Mantey, supported by Matuszak. Meeting adjourned at 3:50 pm.

**Mention:** Though not mandated by the laws of the State of Michigan, policy of the Tuscola County Board of Commissioners, or by-laws of the Tuscola County Parks and Recreation Commission, past practice has been that the election of Chairman and Vice Chairman of the Tuscola County Parks and Recreation Commission takes place annually at the 3rd Quarter Regular Meeting of the commission, typically held at Vanderbilt County Park and Campground. The terms of office for both Chairman and Vice Chairman shall begin with the 4th Quarter Regular Meeting, at which time the following calendar year's Regular Meeting Schedule is to be established by the Tuscola County Parks and Recreation Commission.

**Tuscola County Parks & Recreation Commission Mission Statement**

*The mission of the Tuscola County Parks & Recreation Commission is to advise the Tuscola County Board of Commissioners on matters of policy and practice pertaining to the encouragement, establishment, and provision of recreational opportunities for residents of, and visitors to, Tuscola County.*