

**CITY OF ALBION
ORDINANCE #2019-11**

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE IV, TO ADD DIVISION 5,
SECTIONS 2-280 THROUGH 2-284, RECREATION ADVISORY COMMISSION

Purpose and Finding:

As the City Council is aware, the Council has previously expressed an interest in the creation of a recreation advisory commission to further the development of the city's recreation services. The duties of the commission would include, but not be limited to, reviewing the annual budget(s) for the recreation department and providing recommendations thereon, reviewing and making recommendations regarding bond proposals and capital improvements, reviewing fees for the recreation department and making recommendations thereon. Approval is recommended

THE CITY OF ALBION ORDAINS:

Section 1. Chapter 2, Article IV of the Codified Ordinances of the City of Albion, is hereby amended, by adding Sections 2-280 through 2-284 as follows:

DIVISION 5: RECREATION ADVISORY COMMISSION

Section 2-280: Created

- A. The Recreation Advisory Commission is hereby created.

Section 2-281: Members

- A. The recreation advisory commission shall consist of seven members, who shall be residents of the city and an effort shall be made for the membership to reflect all precincts of the city.. Each member of the commission shall serve for a term of three years except of the members first appointed, two shall be appointed for a term of one-year, two for a term of two years, and three for a term of three years.
- B. All members shall be appointed by the mayor subject to the approval of the council.
- C. Unless specifically provided otherwise in this article, any vacancy occurring in the membership of any board or commission may be filled by the appointing authority for the remainder of the unexpired term.
- D. Members of the commission shall serve at the will of the council. Nonattendance at three regularly scheduled consecutive commission meetings or failure to attend more than one-third of the regularly

scheduled meetings during any rolling 12-month period, is hereby determined to constitute neglect of duty, shall be deemed nonfeasance in office, and, unless a removal hearing is otherwise required by law, shall automatically create a vacancy without further action.

Section 2-282: Duties

A. The commission shall have the following duties:

1. To be an advisory commission to the City Manager and city council;
2. To annually review the recreation budget as prepared by city staff and make recommendations to the City Manager and city council as part of the budget preparation and submittal process;
3. To review and make recommendations to the City Council on potential capital improvements relating to recreation;
4. To annually review the recreation fee schedule as prepared by city staff and make recommendations thereon to the Recreation Director, City Manager, and city council;
5. To review recreation bond proposals and to make recommendations in writing to the city council prior to city council taking final action on the matter.
6. To make recommendations to the Recreation Director, City Manager, and City Council regarding recreation programs for the City;

Section 2-283: Meetings

- A. The commission shall meet a minimum of six (6) times annually at Albion City Hall, or such other designated place in the city.
- B. At the last regularly scheduled meeting of a calendar year, the commission shall adopt a schedule of meetings for the coming year, which shall be properly noticed as required by law. Special meetings of the commission may be called upon 24 hours notice by the chairperson or any two members of the commission.
- C. All commission meetings shall be open to the public, and all business shall be conducted in public session as required by the Michigan Open Meetings Act. At each regularly scheduled meeting, there shall be an opportunity for the public to speak. All meetings shall be held in a facility accessible to persons with disability.

- D. The commission may adopt bylaws and rules of procedure which pertain to the actual conduct of its business. Such rules shall not be effective without the approval of the city council and once approved, must be made available to each person conducting business before the commission. In the event the commission does not adopt its own rules, all commission meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised. Each member the commission present at a meeting shall vote on each motion made unless excused due to a bona fide conflict of interest by the unanimous consent of the other members present.
- E. A majority of the members of the commission appointed and serving shall constitute a quorum for the transaction of business.
- F. The commission shall, at the first meeting of the year, elect a chair, a vice-chair, and a secretary. In the event the commission shall, for any reason, fail to elect a chair, vice-chair, or a secretary as required by this section, the city council shall at the council's first meeting in February appoint a chair, a vice-chair, and a secretary from the members of the commission.
 - i. The duties of the chair shall include: He or she shall be the presiding member of the commission. The chair shall open and close meetings of the commission, announce the proper sequence of business in accordance with the prescribed agenda, state and put to vote all questions that come before the commission by motion, to enforce rules of order and decorum, to respond to questions of parliamentary procedure, and to sign any documents reflecting official action(s) of the commission.
 - ii. The duties of the vice-chair shall include: Discharging the duties of the chair in the chair's absence, when the chair becomes disabled, when the chair is otherwise unable to fulfill his or her duties, or when the chair has a bona fide conflict of interest on any matter.
 - iii. The duties of the secretary shall include: Attending all meetings of the commission and keeping a journal of the commission's proceedings in the English language. He or she shall keep a record of all actions taken by the commission and shall create and

maintain meeting minutes as required by the Michigan Open Meetings Act, Act 267 of 1976, as amended. A copy of the commission's meeting minutes shall be forwarded to the City Clerk.

Section 2-284: Compensation

- A. Unless specifically provided for by law, no member of the commission shall be compensated for their service. Members of the commission shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties if an appropriation therefor is included in the annual budget and the expense is approved by the City Manager.

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

This Ordinance shall take effect on February 21, 2020 after publication.

First Reading:

Second Reading & Adoption:

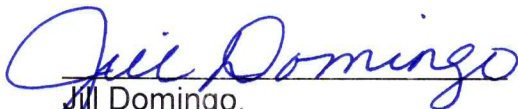
December 16, 2019

January 21, 2020

Ayes 6

Nays 0

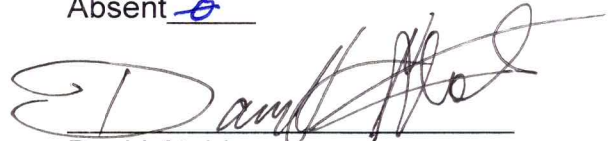
Absent 1 (Clark)


Jill Domingo,
Clerk

Ayes 5

Nays 2 (Lawler & Spicer)

Absent 0


David Atchison,
Mayor.