

RECREATION COMMITTEE
CHARTER TOWNSHIP OF MARQUETTE, MICHIGAN
Duties and Responsibilities

Section 1: RECREATION COMMITTEE ESTABLISHED

The Charter Township of Marquette Recreation Committee is established pursuant to the provisions of Act 156 of the Public Acts of 1917, as amended.

Section 2: DEFINITIONS

- a) Committee, means the Charter Township of Marquette Recreation Committee.
- b) Supervisor, means the Supervisor of Charter Township of Marquette.
- c) Township Board, means the Township Board of the Charter Township of Marquette.

Section 3: MEMBERS, COMPENSATION, APPOINTMENT AND TERM

The Committee shall consist of five members representing recreational interests in Marquette Township. The Township Manager shall be an ex-officio member of the Committee. Committee members shall not be compensated for attending meetings.

The Supervisor shall appoint interested individuals to the Committee, with approval from the Township Board. The Committee shall include one Trustee from the Township Board and one member from the Township Planning Commission. Following adoption of this recreation committee policy by the Township Board, one member shall be appointed for an initial one-year term, two members shall be appointed for a two-year term, and two members shall be appointed for a three-year term. Subsequent appointments shall be for a three-year term. The term of office shall commence on January 1. Committee members shall hold their office until a successor is appointed, or until their active term of office is terminated. Members may be re-appointed for additional three-year terms. Regular attendance is expected for all members of the committee, and absences should be reported to the Committee Chair before scheduled meetings to be excused. Three consecutive unexcused absences from regularly scheduled meetings may result in early termination of member's appointment at the discretion of the Township Board. The Township Board reserves the right to terminate appointed terms and to disband the committee when it is no longer needed, for any reason.

Vacancies occurring on the Committee shall be filled by the Supervisor with approval of the Township Board to complete the remaining term of office.

Section 4: OFFICERS, QUORUM, MEETINGS

At the first regular meeting of the year, the Committee shall elect from its membership a Chairperson, Vice-Chairperson, and a Secretary. The Chairperson shall preside at all meetings, prepare the agenda, and call special meetings. The Vice-Chairperson shall act in the absence of the Chairperson. The Secretary shall be responsible for maintaining a written record of each meeting. Three members shall constitute a quorum. The Committee may adopt rules and regulations for the transaction of business. Meetings shall be held at least twice a year. All meetings shall be open to the public and fully compliant with the requirements of the Michigan Open Meetings Act (OMA) and the Freedom of Information Act (FOIA), including the requirement to provide official proposed minutes of all meetings to the Clerk within 8 days, and

again as approved minutes within 5 days to the Clerk after approval. An email recap sent to the Clerk with the committee activities for inclusion in the consent agenda will be provided within 7 days of the meeting.

Section 5: POWERS, DUTIES, ACTIVITIES

The Recreation Committee serves to advise the Township Board about all phases of recreation in the Township, including current operations, long-term recreation planning and recreation expenditures. The Recreation Committee will be responsible for the following activities:

Recreation Plan: The Committee will periodically review the Charter Township of Marquette Recreation Plan. The complete Recreation Plan shall be updated at least every five years. The Committee will submit recommended changes and updates of the Recreation Plan first to the Township Planning Commission and then to the Township Board for consideration. The Committee will review the short-range and long-range objectives in the Recreation Plan. A copy of the most recent Recreation Plan shall be placed on file with the appropriate state clearing house agency and with the state department having responsibility for recreation planning and grants. The Committee will assure that the limited funds available are expended on those projects producing maximum benefits in terms of total community service.

Recreation Programs: The Committee has the continuing function of developing programs at township-owned parks in the township. The Committee should seek to maximize the use of both public and private efforts in developing a well-rounded and functional recreational program.

Recreation Sites: The Committee shall periodically review facilities located at township-owned parks and make recommendations. Recommendations shall cover the use of the facilities, personnel required, the expenditure of funds on the improvement of the facilities, and types of facilities needed. The Committee shall advise the Township Planning Commission and the Township Board on the acquisition of new sites.

Regulations: The Committee shall make recommendations concerning rules and regulations to be implemented at the various township-owned parks.

Budget: The Recreation Committee will advise the Township Manager before each July on the development of the annual recreation operation and maintenance budget. The main objective is to assure that adequate budgets are proposed for recreation programming, operation and maintenance.

Funding Sources: The Recreation Committee will assist the Township staff in identifying possible grant sources. The Committee will provide input in developing and preparing grant applications; preparation and submittal of the grant applications will remain the responsibility of the township staff.

Recommendations from the Recreation Committee shall be transmitted to the Township Manager. The Township Manager will be responsible to ensure recommendations concerning land use and planning matters are presented to the Planning Commission and other related agencies. The Township Manager shall be responsible to ensure all recommendations are presented to the Township Board.

Section 6: CONTRACTS, PURCHASING

The Committee shall not have the power to enter into contracts nor purchase equipment or materials.

Section 7: EMPLOYEES

The Township Manager shall be responsible for selecting persons to be employed at township recreation facilities.

Section 8: GIFTS, APPROPRIATIONS, DONATIONS

The Township Board is authorized to accept and acquire gifts, appropriations, donations of money or property from persons, firms, or corporations for public recreation purposes. All property, real and personal, which may be acquired by the Township, shall be acquired in the name of the Charter Township of Marquette, who shall hold title. All funds so received shall be designated for recreational use in the appropriate fund and used in accordance with the conditions as may be established by the donor/grantor.

Section 9: RELATIONSHIP WITH OTHER BOARDS AND COMMISSIONS

The Recreation Committee is established as a separate committee to give direction to the Township Board through the Township Manager on recreation issues. The Recreation Committee may need to consult with the Planning Commission and other township committees as it carries out its duties. Recreation Committee recommendations will be included as a regular agenda item for the Planning Commission and the Township Board. During the annual review of the Township Strategic Plan, the Recreation Committee and the Planning Commission will meet, at the call of the Planning Commission, to discuss and coordinate general recreation planning activities.

Information and studies developed by the Recreation Committee will be provided to the Planning Commission for informational purposes.

Adopted: December 5, 1998
Amended: November 6, 2001
Amended: April 5, 2006
Amended: February 6, 2007
Amended: January 5, 2010
Amended: September 3, 2013