

# **Chapter 309 – Parks and Recreation Department**

## **Section 309.1 – Title**

This Ordinance shall be known and cited as the “Lenox Township Parks and Recreation Department Ordinance.”

## **Section 309.2 - Intent**

An Ordinance establishing the Lenox Township Parks and Recreation Department and the Lenox Township Parks and Recreation Committee.

## **Section 309.3 – Enabling Authority and Establishment of Department**

- A. This Ordinance is adopted pursuant to and in accordance with The Revised Statutes of 1846; MCL 41.1 *et seq.*, as amended, Public Act 246 of 1945; MCL 41.181, *et seq.*, as amended, Public Act 157 of 1905; MCL 41.421, *et seq.*, as amended, and Public Act 156 of 1917; MCL 123.51, *et seq.*, as amended.
- B. The Lenox Township Parks and Recreation Department and the Lenox Township Parks and Recreation Committee are hereby created pursuant to and in accordance with Public Act 157 of 1905; MCL 41.421, *et seq.*, as amended, and Public Act 156 of 1917; MCL 123.51, *et seq.*, as amended.

## **Section 309.4 – Definitions**

As used in this Ordinance, the terms:

**Parks** – Any publicly or privately improved land available for recreational, educational, cultural, or aesthetic use, or scenic purposes together with adjacent vehicle drives, sidewalks, and parking areas, owned and/or operated by the Township.

**Committee** – The Lenox Township Parks and Recreation Committee established pursuant to the provisions of Public Act 157 of 1905; MCL 41.421, *et seq.*, as amended, and Public Act 156 of 1917; MCL 123.51, *et seq.*, as amended.

**Township** – The Township of Lenox, Macomb County, Michigan.

**Recreation Area** – Open or unimproved areas within township-owned or operated properties or parks that are used for passive or non-active recreation activities. This may include picnic areas, environmental preservation areas, open fields, etc.

### **Section 309.5 – Membership**

The Parks and Recreation Committee shall consist of Seven (7) members and will be comprised as follows:

- A. One (1) member of the Board of Trustees shall be appointed as ex officio member.
- B. One Township Planning Commissioner shall be appointed.
- C. Five (5) citizens of the Township of Lenox.

### **Section 309.6 – Appointment; Terms of Office; Voting; Compensation**

The Township Supervisor, with the approval of the Board of Trustees by a majority vote, shall appoint all Parks and Recreation Committee members, including the ex officio members, in accordance with the following:

- A. The term of each appointed Township resident member shall be three (3) years.
- B. The ex officio member shall serve a term concurrent with their term on the Board of Trustees.
- C. The liaison from the Township Planning Commission shall serve for the term concurrent with their appointment to the Township Planning Commission.
- D. All members shall hold office until their successors are appointed.
- E. Vacancies occurring otherwise than through the expiration of the term shall be filled for the unexpired term in the same manner as the original appointments are made.

All members shall have full voting rights.

All members of the Parks and Recreation Committee shall be paid fifty dollars (\$50.00) per Parks and Recreation Committee meeting.

### **Section 309.7 – Removal from Office**

The Township Board may remove a member of the Parks and Recreation Committee after a public hearing. The Secretary of the Parks and Recreation Committee shall report any member who has missed three (3) regular meetings without an excusal in a row to the Board of Trustees.

### **Section 309.8 – Meetings; Time and Place; Bylaws and Records**

- A. The Parks and Recreation Committee shall meet on the third (3<sup>rd</sup>) Monday of every month at 6:30 p.m. at the Lenox Township Hall. All meetings of the Parks and Recreation Committee shall be conducted in compliance with the Open Meetings Act, Public Act 267 of 1976, MCLA § 15.261 et seq.
- B. The Parks and Recreation Committee shall hold an annual meeting during the first (1<sup>st</sup>) meeting in January of each year. At the annual meeting, the Parks and Recreation Committee shall, from its members, elect a Chairperson, Vice Chairperson, Secretary, and other officers as deemed necessary.
- C. The Parks and Recreation Committee shall adopt bylaws for the transaction of business.
- D. The Parks and Recreation Committee shall keep a public record of its resolutions, transactions, findings, and determinations.

### **Section 309.9 – Officers**

The Chairperson (or Vice Chairperson in the absence of the Chairperson) shall preside at all meetings of the Committee.

### **Section 309.10 – Quorum; Voting Procedures**

- A. A total of four (4) members of the Committee shall constitute a quorum.
- B. A quorum being present, a simple majority of those voting shall be required for the adoption of a general motion.
- C. If during a regular meeting, it is determined that extra or special meetings are warranted, it shall be so moved and supported and must receive a majority of votes of the members present to schedule.

- D. Special meetings of the Parks and Recreation Committee may be called by the Secretary at the request of the Chairman or any two (2) members of the Committee, upon eighteen (18) hours' notice to each member of the Committee designating the purpose of such meeting and served personally or left at their usual place of residence by the Secretary or someone designated by them.

### **Section 309.11 – Committee Member Responsibilities**

Each member of the Committee shall be responsible for regularly attending scheduled meetings of the Committee with a familiarity of the subject matter of the meeting.

### **Section 309.12 – Committee Objectives and Duties**

The Committee shall promote, coordinate, and oversee the Lenox Township's system of public recreation programs and facilities. In carrying out these objectives, it shall:

- A. Establish, maintain, and implement the Parks and Recreation Plan and Action Plan and shall be solely responsible for recommending additions, subtractions, and any changes to the township parks.
- B. Establish policies for delivering, administering, and regulating parks and recreation services and amenities. The Committee shall recommend to the Board of Trustees the adoption of such rules and regulations pertaining to the conduct and use of parks and public grounds as are necessary to administer the rules and regulations and to protect public property and the safety, health, morals, and welfare of the public. Violation of any such duly adopted rule or regulation by any party shall be deemed to constitute a violation of Chapter 306 of the Lenox Township Code of Ordinances.
- C. Recommend the hiring of staff that will have the responsibility for the administration of recreation programs and facilities on a day-to-day basis.
- D. Identify available funding resources to implement recreation goals and serve in an advisory capacity to the Board of Trustees for all budgeting and funding-related decisions that may impact Township parks and recreation.
- E. Updating, as needed, the Township Recreation Plan, preparing a capital improvement program.
- F. Encourage broad support for Township recreation programs.

- G. Coordinate community events and partner to grow and market events.
- H. Act as a central point of information for all parks and recreation activities within the Township and its surrounding communities.

#### **Section 309.13 – Director of Parks and Recreation**

There shall be a Director of Parks and Recreation for Lenox Township, who shall be hired by the Board of Trustees upon recommendation by the Parks and Recreation Committee, shall report to the office of the Lenox Township Supervisor, and shall be responsible for the following:

- A. Preparing a quarterly financial report for the Parks and Recreation Committee for the March, June, September, and December meetings of the Parks and Recreation Committee.
- B. The Coordination of all Township Parks and Recreation Events at the direction of the Parks and Recreation Committee.
- C. Coordination of all Joint Events with neighboring communities at the direction of the Parks and Recreation Committee.
- D. Encourage broad support for Township recreation programs.

#### **Section 309.14 – Scope of Authority**

The Parks and Recreation Committee is a non-administrative committee serving solely in an advisory capacity. In that capacity, the Committee may make recommendations to the Board of Trustees but may not assume any legislative or administrative authority in the operation of any Township department, park, or recreation facility except as specifically provided in this Chapter.