



# STAFF REPORT

TO: Parks & Recreation Commission  
FROM: Bryce Shearen, CPRP, Parks & Recreation/Community Services Director  
DATE: September 1, 2022  
RE: Commissioner Terms and Reappointment Process

## ACTION REQUESTED

For information purposes only. No action is requested.

## BACKGROUND

The second term for Commissioners Rose Chu and Ron Horwath are expiring December 31, 2022. If a Commissioner is interested in reapplying for another term, please send the Parks & Recreation Director and the City Clerk an email stating that you are interested in another term by November 18.

Below is a table of the current Parks & Recreation Commission with the term number and the term-end dates for each Commissioner.

<b>Parks &amp; Recreation Commission</b>		
<b>Name</b>	<b>Term Ends</b>	<b>Term #</b>
Dave Miller – Chair	December 31, 2023	3 - Max
Anna Abruzzese	December 31, 2023	2
<b>Rose Chu</b>	<b>December 31, 2022</b>	<b>2</b>
Shawn Hipp	December 31, 2023	1
<b>Ron Horwath</b>	<b>December 31, 2022</b>	<b>2</b>
Michael Mui	December 31, 2024	1
Peter Schletty	December 31, 2024	2

### ***CITY CODE 2501 – PARKS AND RECREATION COMMISSION***

*2501.030. TERM OF OFFICE, NUMBER OF TERMS, AND VACANCIES. Each member shall be appointed by the Council and shall hold office until expiration of his/her term. Members shall serve a term of three (3) years except in the case of filling vacancies with unexpired terms. Each member may serve for no more than three (3) consecutive three (3) year terms. Partial terms do not count toward term limits. If a member has served three (3), three (3) year terms, that person is eligible to reapply for Commission membership, after a minimum of a one (1) year absence from the Commission. If that person is appointed, term limits would start over.*

*In case of vacancy during the term of office of any member of the Commission, the City Council shall appoint a new member to serve the remainder of the term. A vacancy shall exist if any of the following occur: death; residence outside of the City; resignation;*

*failure to serve; or removal from office. A failure to serve shall be deemed to exist if any member is absent from three (3) consecutive meetings, or is absent from four (4) meetings within a calendar year. For purposes of determining a failure to serve, a meeting shall be defined as any scheduled regular meeting.*

*In addition to the regular commission members, the City Council may appoint up to one additional resident of the city who is the age of 18 or under and enrolled in high school to serve a one-year term on a commission as a youth commissioner. Youth commissioner terms expire on July 31 of each year.*

**APPLICATION PROCESS**

The application for the Parks & Recreation Commission is always available online at <https://www.littlecanadamn.org/363/Volunteering-Opportunities> for anyone to complete and submit throughout the year. At this point, staff has not received any applications this year, but typically they do not come in until closer to the application deadline. Staff has created a flyer that will be posted at the Farmers Market and other areas around this City early this fall to start making people aware of the opportunity to get involved. Additionally, the next newsletter (Oct-Dec) will have an article with information on how to apply.

**TIMELINE**

Timeline for 2023 Appointments Process:

September	Create flyer/get information on the main page of the website and start posting on social media
October	Information in Q4 Newsletter. Email to previous applicants and other lists or subscribers
November 18	Application Deadline/Reappoint Interest Deadline
November 28 – December 8	Interview with new applicants with Committee*
December 9	Staff report to City Council with recommendations for Commission appointments
December 14	City Council meeting for official Commissioner appointments and appointment of Commissioner Chair by City Council
January 5	Parks & Recreation Commission appoints a Vice-Chair

*\*The interview committee consists of the Mayor, a City Council Member, Parks & Recreation Commission Chair, and the Parks & Recreation Director. After the interviews have been completed, the interview committee will make a recommendation to the City Council for appointments. Existing Commissioners do not need to interview.*

**ATTACHMENTS**

- Get Involved Flyer