



AGENDA REPORT

New Haven, Michigan

Council Meeting April 14, 2026

MEETING DATE: APRIL 14, 2026

DEPARTMENT: Office

DATE SUBMITTED: March 17, 2026

PREPARED BY: Sandra Cazel

ITEM TITLE: Clarification of Roles – Parks & Recreation Committee and Civic Event Operations

EXECUTIVE SUMMARY:

As we continue preparing for upcoming civic events and recreation activities, I would like to request clarification regarding the roles of the Parks & Recreation Committee and Village Administration in event coordination and operational decision-making.

Over the past several events, there has been some uncertainty regarding authority related to vendor selection, event logistics, and administrative coordination. Because the events involve contracts, insurance considerations, budgeting, and coordination with multiple Village departments, it is important that operational responsibilities be clearly defined.

To help avoid confusion and ensure efficient event planning moving forward, I have drafted two documents for Council's consideration:

- A Parks & Recreation Committee Authority Policy outlining the advisory role of the committee
- A Civic Event Operational Authority Statement clarifying administrative responsibilities for coordinating vendors, performers, and event logistics
- Village Event Operations Checklist outlining the logistics of the event timeline

These documents are intended to establish a clear structure where:

- The Parks & Recreation Committee provides valuable recommendations and community input
- Village Administration manages operational coordination and execution of events
- Council retains final policy and budget authority

RECOMMENDED ACTION:

It is recommended that the Village Council adopt the proposed Parks & Recreation Committee Authority Policy and Civic Event Operations Policy to establish clear roles for the Parks & Recreation Committee, Event Chairs, and Village Administration in the planning and coordination of Village civic events.

ADMINISTRATIVE REVIEW: