

Agenda
Parks & Recreation Committee
Village of Lexington
7227 Huron Avenue
Lexington, MI 48450

DATE: February 13, 2023
TIME: 6:00 P.M.
LOCATION: Village Hall

CALL TO ORDER OF REGULAR MEETING:

ROLL CALL: Dickinson, Klaas, Muoio, Pomilia, Sutton, Fisher

APPROVAL OF AGENDA:

APPROVAL OF MINUTES: December 12, 2022

PUBLIC COMMENT:

UNFINISHED BUSINESS:

1. DNR 5 YR Plan –
2. Spark Grant 1st Round – Tierney Park –
- 3.
- 4.

NEW BUSINESS:

1. McKenna Invoices (November & December) –
2. Spark Grant 2nd Round – Lester St. Park –
3. Permit Schedule for Lester St. Park Baseball Fields –
4. Harbor Improvement Project –
5. Agenda & Minutes on Village Website –

CORRESPONDENCE:

PUBLIC COMMENT:

ADJOURNMENT:

Parks and Rec Regular Meeting Minutes

Date: Monday, December 12, 2022
Call to Order at 6:00pm by Chairperson Sutton

Roll Call by Vicki Scott:
Present: Klaas, Muoio, Pomilia, Sutton
Absent: Dickenson, Fisher
Others Present Cynthia Cutright, L. Adams, K. DeCoster

APPROVAL OF AGENDA:

MOTION by Muoio, seconded by Klaas, to approve the agenda as amended removing item #2 under new business
All Ayes
Motion Carried

APPROVAL OF MINUTES:

MOTION by Klass, seconded by Pomilia, to approve the November 14, 2022 minutes as presented.
All Ayes
Motion Carried

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

- Parks & Rec 5 yr. DNR Plan** – Plan is still open to public comment, ends December 18, 2022. Sutton explained she spoke to McKenna and they requested changes, they would like those by Friday (December 16, 2022) to complete draft. Discussion that Monday, December 19, 2022 a public hearing will be held in regard to Parks and Rec 5-year plan. Chair acknowledges the bluff in MHP is not included, discussion to follow. Muoio requested ship viewing area be included in plan.
MOTION by Klaas, seconded by Pomilia to send the draft parks and rec plan to council with the addition of the ship viewing station for approval.
Ayes: Klaas, Pomilia, Muoio, and Sutton.
Nays: None
- Memorial Page Donation on Webpage** – Klaas explained research on other community's webpages. Suggestion in regard to making a page on Village website to include an application for the parks and rec committee. Discussion followed. Klaas will have a draft available next meeting.
- Tierney Park Lighting Project-** Sutton explained project is done. Sutton asked for a procedure to be put in place for future projects when projects are done on a volunteer basis. Muoio asked whether the project had changed after approval by council. Sutton explained yes it had changed an additional fixture was needed. Muoio asked if the change had been approved. Sutton explained the volunteer asked the Village manager for approval.

Sutton noted the volunteer has not been paid for the supplies. Sutton explained several invoices were submitted. The Village did not pay these invoices, they explained a detailed paid invoice for supplies was needed for reimbursement. Sutton explained at this point, the labor and supplies are just donated. Muoio said it needs to go to council and Sutton responded, "He already donated it." Committee would like to ask Council to have a policy in place, so in the future volunteers do not have to go through this. Committee members aren't comfortable with this situation. Klaas to write a letter thanking the lighting project volunteer.

4. **Lester Street Project – Site Development**

Sutton explains projects for Lester-

- Tile it
- Parking lot
- Pickle ball courts
- Tennis court resurfacing- Ziegler from planning was checking into pricing.
- Multi-Use fields- would need 5-year plan in place first to look into grants.
- Bathrooms- discussion on feasibility
- Playground Equipment (local option)
- Lester may provide a summer recreation for local youth option once projects are done
- Discussion about park ranger (Tierney) talk to Chief Sheldon.
- Walking path- discussion
- Senior Workout Stations
- Baseball/softball discussion
- Discussion about leagues for various activities
- Disc golf- discussion to follow
- Dog Park
- Splash Pad discussion followed

Discussion followed if the committee is able to get funding this list is where they would like to put their focus.

NEW BUSINESS:

1. **McKenna Invoices –**

MOTION by Klaas, seconded by Muoio to approve the outstanding invoice from 10-18-22 of \$760.00 to McKenna

Roll call:

Ayes: Klaas, Muoio, Pomilia, and Sutton

Nays: None

Motion carried

MOTION by Klaas, seconded by Pomilia to approve the outstanding invoice from 11-16-22 of \$3515 to McKenna.

Discussion

Roll call:

Ayes: Klaas, Pomilia, Muoio, and Sutton

Nays: None

Motion carried

2. **Spark Grant** – Cutright explains her background and her position with the City of Port Huron. Cutright explains the uniqueness of the grant, that the 5-year plan does not have to be in place nor are matching grants needed. There are going to be three rounds of opportunity and a municipality can be granted multiple grants for different projects. Cutright explains that she is happy to help the committee explore these opportunities. Cutright explains that she is currently working on a grant for the bandshell and bathrooms to make them more ADA compliant. Discussion followed on why the Parks & Rec Board was not involved in this. The grant application is for .5 million dollars.

3. **Tierney Park Project** – Cutright discusses the harbor front project is focusing on making Tierney a flagship park. The project will address the outdated play equipment, considered a splash pad (maybe committee might want this at Lester), greenspace, park pavilion, and restrooms. Make the park more ADA accessible overall. The bandshell and bathrooms are the number one target for the spark grant. Cutright expresses that it is important to her that there is good communication between the committee and her office.

CORRESPONDENCE: None

PUBLIC COMMENT:

- Kathy DeCoster (5203 Main St.) - commented she put in a request to be the other councilperson on member on parks and rec if (Kaatz) allows it. Recalls that Kaatz had a person in mind to volunteer for tiling at Lester. There have been others talking about straightening the property line behind the theater. Village needs to reclaim that area. I don't understand why if the council approved \$2700 it wasn't paid. It is very confusing to me.

- Larry Adams (7311 Lake St.) – commented on page 50 of the recreational packet it circles the North Shores Park and the park across the street you might want to make sure that it doesn't look like it is including that. Parking behind the theater, they know it is not all theirs. Communication, Cynthia kind of addressed that already and seems to be on board with it, everyone needs to be doing a better job of it, committee and council-wise. Asked if the plan is an interactive document so people can look at it quickly.

ADJOURNMENT:

MOTION by Pomilia, seconded by Muoio, to adjourn the meeting at 7:43 pm.

All Ayes

Motion carried

Respectfully submitted,
Vicki Scott
December 12, 2022

GL NUMBER	DESCRIPTION	PARKS AND REC		YTD BALANCE 01/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Revenues							
Dept 774 - RECREATION/PARKS							
101-774-671.100	VENDOR PERMIT	0.00	0.00	540.00	0.00	(540.00)	100.00
101-774-671.500	MISC ACCT OF REVENUE	0.00	0.00	220.00	20.00	(220.00)	100.00
Total Dept 774 - RECREATION/PARKS							
		0.00	0.00	760.00	20.00	(760.00)	100.00
TOTAL REVENUES							
		0.00	0.00	760.00	20.00	(760.00)	100.00
Expenditures							
Dept 774 - RECREATION/PARKS							
101-774-702.000	CLERICAL	0.00	0.00	113.91	0.00	(113.91)	100.00
101-774-703.600	DPW WAGES	24,000.00	24,000.00	9,466.45	0.00	14,533.55	39.44
101-774-703.650	DPW-WATER WAGES OVERTIME	0.00	0.00	111.33	0.00	(111.33)	100.00
101-774-704.100	MATCH - SOCIAL SECURITY	2,000.00	2,000.00	741.48	0.00	1,258.52	37.07
101-774-704.200	BLUE CROSS	8,000.00	8,000.00	5,837.05	0.00	2,162.95	72.96
101-774-704.300	LIFE INSURANCE	300.00	300.00	216.34	31.20	83.66	72.11
101-774-704.400	PENSION	6,200.00	6,200.00	1,608.05	0.00	4,591.95	25.94
101-774-704.401	AXA EQUITABLE MATCH	1,000.00	1,000.00	461.03	0.00	538.97	46.10
101-774-704.500	MICH EMP SEC COM	200.00	200.00	55.52	0.00	144.48	27.76
101-774-704.550	WORKERS COMP INSURANCE	1,000.00	1,000.00	1,106.95	0.00	(106.95)	110.70
101-774-740.000	SUPPLIES	20,000.00	20,000.00	7,519.61	52.98	12,480.39	37.60
101-774-801.000	ELECTRIC-DETROIT EDISON	1,300.00	1,300.00	648.83	60.54	651.17	49.91
101-774-805.000	ADVERT/PUBLICATIONS	0.00	0.00	52.80	52.80	(52.80)	100.00
101-774-820.000	CONTRACTED SERVICES	13,600.00	13,600.00	7,875.00	0.00	5,725.00	57.90
101-774-824.000	MAINTENANCE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-774-910.000	LIABILITY INSURANCE	1,006.00	1,006.00	379.40	0.00	626.60	37.71
101-774-971.000	CAPITAL OUTLAY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 774 - RECREATION/PARKS							
		93,606.00	93,606.00	36,193.75	197.52	57,412.25	38.67
TOTAL EXPENDITURES							
		93,606.00	93,606.00	36,193.75	197.52	57,412.25	38.67
Fund 101 - GENERAL FUND:							
TOTAL REVENUES							
		0.00	0.00	760.00	20.00	(760.00)	100.00
TOTAL EXPENDITURES							
		93,606.00	93,606.00	36,193.75	197.52	57,412.25	38.67
NET OF REVENUES & EXPENDITURES							
		(93,606.00)	(93,606.00)	(35,433.75)	(177.52)	(58,172.25)	37.85
TOTAL REVENUES - ALL FUNDS							
		0.00	0.00	760.00	20.00	(760.00)	100.00
TOTAL EXPENDITURES - ALL FUNDS							
		93,606.00	93,606.00	36,193.75	197.52	57,412.25	38.67
NET OF REVENUES & EXPENDITURES							
		(93,606.00)	(93,606.00)	(35,433.75)	(177.52)	(58,172.25)	37.85

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
01/01/2023			101-774-702.000 CLERICAL		BEG. BALANCE		113.91
01/31/2023			101-774-702.000	END BALANCE	0.00	0.00	113.91
01/01/2023			101-774-703.600 DPW WAGES		BEG. BALANCE		9,466.45
01/31/2023			101-774-703.600	END BALANCE	0.00	0.00	9,466.45
01/01/2023			101-774-703.650 DPW-WATER WAGES OVERTIME		BEG. BALANCE		111.33
01/31/2023			101-774-703.650	END BALANCE	0.00	0.00	111.33
01/01/2023			101-774-704.100 MATCH - SOCIAL SECURITY		BEG. BALANCE		741.48
01/31/2023			101-774-704.100	END BALANCE	0.00	0.00	741.48
01/01/2023			101-774-704.200 BLUE CROSS		BEG. BALANCE		5,837.05
01/31/2023			101-774-704.200	END BALANCE	0.00	0.00	5,837.05
01/01/2023			101-774-704.300 LIFE INSURANCE		BEG. BALANCE		185.14
01/06/2023	AP	INV	LIFE INSURANCE JAN 2023	211963645755	31.20		216.34
01/31/2023			101-774-704.300	END BALANCE	31.20	0.00	216.34
01/01/2023			101-774-704.400 PENSION		BEG. BALANCE		1,608.05
01/31/2023			101-774-704.400	END BALANCE	0.00	0.00	1,608.05
01/01/2023			101-774-704.401 AXA EQUITABLE MATCH		BEG. BALANCE		461.03
01/31/2023			101-774-704.401	END BALANCE	0.00	0.00	461.03
01/01/2023			101-774-704.500 MICH EMP SEC COM		BEG. BALANCE		55.52
01/31/2023			101-774-704.500	END BALANCE	0.00	0.00	55.52
01/01/2023			101-774-704.550 WORKERS COMP INSURANCE		BEG. BALANCE		1,106.95
01/31/2023			101-774-704.550	END BALANCE	0.00	0.00	1,106.95
01/01/2023			101-774-740.000 SUPPLIES		BEG. BALANCE		7,466.63
01/06/2023	AP	INV	DDA PARKS AND REC COLOR PRINTING INK	14512	52.98		7,519.61
01/31/2023			101-774-740.000	END BALANCE	52.98	0.00	7,519.61
01/01/2023			101-774-801.000 ELECTRIC-DETROIT EDISON		BEG. BALANCE		588.29
01/19/2023	AP	INV	ELECTRIC MULTI FUNDS	DUE JAN 31 2023	60.54		648.83
01/31/2023			101-774-801.000	END BALANCE	60.54	0.00	648.83
01/01/2023			101-774-805.000 ADVERT/PUBLICATIONS		BEG. BALANCE		0.00
01/06/2023	AP	INV	ADVERTISING, COUNCIL SEAT, DDA PARKS	331682	52.80		52.80
01/31/2023			101-774-805.000	END BALANCE	52.80	0.00	52.80
01/01/2023			101-774-820.000 CONTRACTED SERVICES		BEG. BALANCE		7,875.00
01/05/2023	AP	VOID	Void Invoice 22-050-2 MCKENNA	22-050-2		760.00	7,115.00
01/05/2023	AP	VOID	Void Invoice 22-050-3 MCKENNA	22-050-3		3,515.00	3,600.00
01/06/2023	AP	INV	DESIGN CREATE PRINT MATERIALS PLAN C	PROJECT 22-050	6,175.00		9,775.00
01/06/2023	AP	VOID	Void Invoice PROJECT# 22-050 MCKENNA	PROJECT# 22-050		1,900.00	7,875.00
01/31/2023			101-774-820.000	END BALANCE	6,175.00	6,175.00	7,875.00
01/01/2023			101-774-910.000 LIABILITY INSURANCE		BEG. BALANCE		379.40
01/31/2023			101-774-910.000	END BALANCE	0.00	0.00	379.40
TOTAL FOR FUND 101 GENERAL FUND					6,372.52	6,175.00	36,193.75



MCKENNA

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Village of Lexington
7227 Huron Avenue
Lexington, MI 48450

December 15, 2022
Invoice No: 22-050 - 4

Project 22-050 Village of Lexington Parks and Recreation Plan
Professional Services from November 1, 2022 to November 30, 2022

Professional Services

Design and format parks and recreation document.

Prepare draft plan.

Create and edit regional location map.

Edit Schedule of Regulations Section of

Attend November 4, 2022 Progress Meeting 2 with City administration and Parks Board chair.

Provide public notice for 30-day comment period.

Provide memorandum with adoption process steps.

Prepare for and attend November 14, 2022 Parks Board meeting to review plan draft.

Prepare draft plan for public comment period.

Provide motion language to set Public Hearing.

Contract Amount

Total Fee	9,500.00		
Percent Complete	93.00	Total Earned	8,835.00
		Previous Fee Billing	6,175.00
		Total Fee	\$2,660.00
		(Invoice Total)	\$2,660.00

Outstanding Invoices

Number	Date	Balance
1	9/9/2022	1,900.00
2	10/18/2022	760.00
3	11/16/2022	3,515.00
Total		\$6,175.00

THANK YOU. Please remit to above address and indicate project number on voucher.



MCKENNA

200 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKNA0001

Village of Lexington
7227 Huron Avenue
Lexington, MI 48450

January 9, 2022
Invoice No: 22-050 - 5

Project 22-050 Village of Lexington Parks and Recreation Plan
Professional Services from December 1, 2022 to December 31, 2022

Professional Services

- Edit demographic section of plan.
- Prepare and attend December 19, 2022 Parks and Recreation Adoption Meeting
- Prepare public hearing and adoption packet materials
- Provide Draft for Adoption consideration
- Finalize Plan.

Contract Amount

Total Fee	9,500.00		
Percent Complete	97.00	Total Earned	9,215.00
		Previous Fee Billing	8,835.00
		Total Fee	\$380.00
		Invoice Total	\$380.00

Outstanding invoices:

Number	Date	Balance
1	9/9/2022	1,900.00
2	10/18/2022	760.00
3	11/16/2022	3,515.00
4	12/15/2022	2,660.00
Total		\$8,835.00

THANK YOU. Please remit to above address and indicate project number on voucher.