

**Parks & Recreation Committee**  
**Agenda**  
**MHP Clubhouse**  
**5203 Main St.**  
**Lexington, MI 48450**

**DATE OF MEETING:** March 11, 2024

**TIME OF MEETING:** 6:00 P.M.

**LOCATION:** MOBILE HOME PARK CLUBHOUSE

**CALL TO ORDER REGULAR MEETING:**

**ROLL CALL:** Muoio, Klaas, Fisher, McMahon, L. Bajdo, M. Bajdo

**ATTENDANCE:**

**OTHERS PRESENT:**

**APPROVAL OF AGENDA** – Motion to approve the agenda as presented.

**APPROVAL OF MINUTES** – Motion to approve the September 11, 2023 minutes as presented.

**PUBLIC COMMENT** –

**UNFINISHED BUSINESS:**

1. Harbor Redevelopment Update –
2. Parks & Rec Bylaws Update –
3. Grant Opportunities Update –

**NEW BUSINESS:**

1. Resignation – Motion to accept the resignation of Chairperson Arlette Sutton.
2. Ethics Statement –

**CORRESPONDENCE**

**PUBLIC COMMENT**

**ADJOURNMENT**

## Parks and Rec Regular Meeting Minutes

Date: Monday, September 11, 2023

Call to Order at 6:00 pm by Chairperson Sutton

Roll Call by Vicki Scott:

Present: Dickinson, Klaas, Muoio, Sutton, Fisher, Fulton, McMahon

Absent: None

Others Present: L. Fisher, M. Ziegler, L. Adams, K. DeCoster

### **APPROVAL OF AGENDA:**

Motion by Fulton, seconded by Klaas, to approve the agenda as presented.

All Ayes

Motion carried

### **APPROVAL OF MINUTES:**

Motion by Fulton, seconded by Muoio, to approve the minutes of August 8, 2023 as presented.

All Ayes

Motion carried

Motion by Fulton, seconded by Klaas, to approve the minutes of August 14, 2023 as presented.

All Ayes

Motion carried

### **PUBLIC COMMENT:** None

### **UNFINISHED BUSINESS:**

- 1. Spark Grant Round 2 Update-** Klaas stated that he is still waiting to hear back. Dickinson asked if we had what was scored last time. Klaas stated that information was not on the website.
- 2. Harbor Redevelopment Update-** Klaas stated the steering committee is meeting on Thursday at 8:00 a.m. Edgewater will be hosting another Town Hall on September 20, 2023. The location and time are not set yet but will be posted as soon as we know.
- 3. Parks & Rec Bylaws Update-** Fulton explained this is an initial draft. Discussion followed on the excused/unexcused attendance as well as the committee officer's portion of the bylaws. The board went through each portion of the draft bylaws.

Motion by Fulton, seconded by Fisher, to table the draft bylaws until next meeting.

All Ayes

Motion carried

- 4. Grant Opportunities Update-** Sutton followed up on the Sanilac County Community Foundation Grant. The max you can receive is \$5,000.00. This grant is due November 1, 2023 and matching funds are required. Dickinson will look into other grant opportunities as well.

**NEW BUSINESS:**

- 1. Lester Street Park Tree Removal Request-** Discussion followed on why this request is coming to the Parks & Rec Board.

Motion by Klaas, seconded by Fulton, to table this until we have more information.

All Ayes

Motion carried

**CORRESPONDENCE:**

**PUBLIC COMMENT:**

- Larry Adams (7311 Lake St.) – commented on the Environmental Committee cannot remove trees on others property.
- Mike Fulton (5727 Union) – commented on signage needed for golf carts that are parking on the tennis courts.

**ADJOURNMENT:** Motion by Klaas, seconded by Fulton to adjourn at 7:02 p.m.

All Ayes

Motion carried

Respectfully submitted,  
Vicki Scott  
September 11, 2023

PARKS AND REC				ACTIVITY FOR		YTD BALANCE	% BDDT
GL NUMBER	DESCRIPTION	2023-24	2023-24	MONTH 02/29/2024	NORMAL	02/29/2024	USED
		ORIGINAL BUDGET	AMENDED BUDGET	INCREASE (DECREASE)	(ABNORMAL)		
Fund 101 - GENERAL FUND							
Revenues							
Dept 774 - RECREATION/PARKS							
101-774-671.100	VENDOR PERMIT	1,500.00	1,500.00	0.00	0.00	260.00	17.33
101-774-675.000	DONATIONS	500.00	500.00	0.00	0.00	36.41	7.28
Total Dept 774 - RECREATION/PARKS		2,000.00	2,000.00	0.00		296.41	14.82
TOTAL REVENUES		2,000.00	2,000.00	0.00		296.41	14.82
Expenditures							
Dept 774 - RECREATION/PARKS							
101-774-702.000	CLERICAL	200.00	200.00	0.00		213.15	106.58
101-774-703.600	DPW WAGES	16,500.00	16,500.00	2,446.96		20,298.03	123.02
101-774-703.650	DPW-WATER WAGES OVERTIME	0.00	0.00	0.00		279.91	100.00
101-774-704.100	MATCH - SOCIAL SECURITY	1,300.00	1,300.00	185.13		1,576.16	121.24
101-774-704.200	BLUE CROSS	9,000.00	9,000.00	725.12		7,505.38	83.39
101-774-704.300	LIFE INSURANCE	400.00	400.00	29.82		166.43	41.61
101-774-704.400	PENSION	3,500.00	3,500.00	306.57		2,046.40	58.47
101-774-704.401	AXA EQUITABLE MATCH	800.00	800.00	122.23		724.57	90.57
101-774-704.500	MICH EMP SEC COM	200.00	200.00	29.46		102.55	51.28
101-774-704.550	WORKERS COMP INSURANCE	1,127.00	1,127.00	0.00		315.41	27.99
101-774-740.000	SUPPLIES	15,000.00	15,000.00	55.00		3,640.09	24.27
101-774-801.000	ELECTRIC-DETROIT EDISON	1,050.00	1,050.00	85.58		952.28	90.69
101-774-805.000	ADVERT/PUBLICATIONS	120.00	120.00	0.00		0.00	0.00
101-774-820.000	CONTRACTED SERVICES	20,000.00	20,000.00	0.00		1,250.00	6.25
101-774-824.000	MAINTENANCE	15,000.00	15,000.00	0.00		0.00	0.00
101-774-910.000	LIABILITY INSURANCE	500.00	500.00	0.00		346.17	69.23
101-774-971.000	CAPITAL OUTLAY	5,000.00	5,000.00	0.00		0.00	0.00
Total Dept 774 - RECREATION/PARKS		89,697.00	89,697.00	3,985.87		39,416.53	43.94
TOTAL EXPENDITURES		89,697.00	89,697.00	3,985.87		39,416.53	43.94
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		2,000.00	2,000.00	0.00		296.41	14.82
TOTAL EXPENDITURES		89,697.00	89,697.00	3,985.87		39,416.53	43.94
NET OF REVENUES & EXPENDITURES		(87,697.00)	(87,697.00)	(3,985.87)		(39,120.12)	44.61
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		2,000.00	2,000.00	0.00		296.41	14.82
NET OF REVENUES & EXPENDITURES		89,697.00	89,697.00	3,985.87		39,416.53	43.94
		(87,697.00)	(87,697.00)	(3,985.87)		(39,120.12)	44.61

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
02/01/2024			<b>101-774-702.000 CLERICAL</b>		BEG. BALANCE		213.15
02/29/2024			101-774-702.000	END BALANCE	0.00	0.00	213.15
02/01/2024			<b>101-774-703.600 DPW WAGES</b>		BEG. BALANCE		17,851.07
02/07/2024	PR	CHK	SUMMARY PR 02/07/2024		134.42		17,985.49
02/14/2024	PR	CHK	SUMMARY PR 02/14/2024		616.27		18,601.76
02/21/2024	PR	CHK	SUMMARY PR 02/21/2024		432.52		19,034.28
02/28/2024	PR	CHK	SUMMARY PR 02/28/2024		1,263.75		20,298.03
02/29/2024			101-774-703.600	END BALANCE	2,446.96	0.00	20,298.03
02/01/2024			<b>101-774-703.650 DPW-WATER WAGES OVERTIME</b>		BEG. BALANCE		279.91
02/29/2024			101-774-703.650	END BALANCE	0.00	0.00	279.91
02/01/2024			<b>101-774-704.100 MATCH - SOCIAL SECURITY</b>		BEG. BALANCE		1,391.03
02/07/2024	PR	CHK	SUMMARY PR 02/07/2024		10.17		1,401.20
02/14/2024	PR	CHK	SUMMARY PR 02/14/2024		46.60		1,447.80
02/21/2024	PR	CHK	SUMMARY PR 02/21/2024		32.71		1,480.51
02/28/2024	PR	CHK	SUMMARY PR 02/28/2024		95.65		1,576.16
02/29/2024			101-774-704.100	END BALANCE	185.13	0.00	1,576.16
02/01/2024			<b>101-774-704.200 BLUE CROSS</b>		BEG. BALANCE		6,780.26
02/07/2024	PR	CHK	SUMMARY PR 02/07/2024		40.12		6,820.38
02/14/2024	PR	CHK	SUMMARY PR 02/14/2024		192.14		7,012.52
02/21/2024	PR	CHK	SUMMARY PR 02/21/2024		132.98		7,145.50
02/28/2024	PR	CHK	SUMMARY PR 02/28/2024		359.88		7,505.38
02/29/2024			101-774-704.200	END BALANCE	725.12	0.00	7,505.38
02/01/2024			<b>101-774-704.300 LIFE INSURANCE</b>		BEG. BALANCE		136.61
02/28/2024	AP	INV	LIFE INSURANCE	211968039496	29.82		166.43
02/29/2024			101-774-704.300	END BALANCE	29.82	0.00	166.43
02/01/2024			<b>101-774-704.400 PENSION</b>		BEG. BALANCE		1,739.83
02/07/2024	PR	CHK	SUMMARY PR 02/07/2024		60.81		1,800.64
02/14/2024	PR	CHK	SUMMARY PR 02/14/2024		106.14		1,906.78
02/21/2024	PR	CHK	SUMMARY PR 02/21/2024		18.01		1,924.79
02/28/2024	PR	CHK	SUMMARY PR 02/28/2024		121.61		2,046.40
02/29/2024			101-774-704.400	END BALANCE	306.57	0.00	2,046.40
02/01/2024			<b>101-774-704.401 AXA EQUITABLE MATCH</b>		BEG. BALANCE		602.34
02/07/2024	PR	CHK	SUMMARY PR 02/07/2024		3.59		605.93
02/14/2024	PR	CHK	SUMMARY PR 02/14/2024		25.17		631.10
02/21/2024	PR	CHK	SUMMARY PR 02/21/2024		21.57		652.67
02/28/2024	PR	CHK	SUMMARY PR 02/28/2024		71.90		724.57
02/29/2024			101-774-704.401	END BALANCE	122.23	0.00	724.57
02/01/2024			<b>101-774-704.500 MICH EMP SEC COM</b>		BEG. BALANCE		73.09
02/07/2024	PR	CHK	SUMMARY PR 02/07/2024		2.29		75.38
02/14/2024	PR	CHK	SUMMARY PR 02/14/2024		10.47		85.85
02/21/2024	PR	CHK	SUMMARY PR 02/21/2024		7.32		93.17
02/28/2024	PR	CHK	SUMMARY PR 02/28/2024		9.38		102.55
02/29/2024			101-774-704.500	END BALANCE	29.46	0.00	102.55
02/01/2024			<b>101-774-704.550 WORKERS COMP INSURANCE</b>		BEG. BALANCE		315.41
02/29/2024			101-774-704.550	END BALANCE	0.00	0.00	315.41
02/01/2024			<b>101-774-740.000 SUPPLIES</b>		BEG. BALANCE		3,585.09
02/28/2024	AP	INV	TRASH BAGS	7598	55.00		3,640.09
02/29/2024			101-774-740.000	END BALANCE	55.00	0.00	3,640.09
02/01/2024			<b>101-774-801.000 ELECTRIC-DETROIT EDISON</b>		BEG. BALANCE		866.70
02/14/2024	AP	INV	ELECTRIC	DUE 2-29-24	85.58		952.28
02/29/2024			101-774-801.000	END BALANCE	85.58	0.00	952.28
02/01/2024			<b>101-774-820.000 CONTRACTED SERVICES</b>		BEG. BALANCE		1,250.00
02/29/2024			101-774-820.000	END BALANCE	0.00	0.00	1,250.00
02/01/2024			<b>101-774-910.000 LIABILITY INSURANCE</b>		BEG. BALANCE		346.17
02/29/2024			101-774-910.000	END BALANCE	0.00	0.00	346.17
TOTAL FOR FUND 101 GENERAL FUND					3,985.87		39,416.53

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BALANCE SHEET FOR VILLAGE OF LEXINGTON  
Period Ending 02/29/2024

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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	124,879.20
248-000-017.000	INVESTMENTS IN SECURITIES GOV MIC	0.00
248-000-017.100	POOLED INVESTMENT ACCOUNT GOV.MIC	300,604.60
248-000-040.000	ACCOUNTS RECEIVABLE	0.00
248-000-084.830	DUE FROM LEX TOWNSHIP	0.00
248-000-123.000	PREPAID EXPENSES	0.00
<b>Total Assets</b>		<b>425,483.80</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	0.00
248-000-258.000	ACCRUED WAGES	0.00
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE ACCOUNT	303,543.55
<b>Total Fund Balance</b>		<b>303,543.55</b>
<b>Beginning Fund Balance</b>		<b>303,543.55</b>
<b>Net of Revenues VS Expenditures</b>		<b>121,940.25</b>
<b>Ending Fund Balance</b>		<b>425,483.80</b>
<b>Total Liabilities And Fund Balance</b>		<b>425,483.80</b>

Village of Lexington  
Parks & Recreation Committee  
Bylaws

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be the Parks and Recreation Committee of the Village of Lexington, hereinafter referred to as "the Committee."

Section 2: Purpose

The purpose of the Committee shall be to advise the Village Council on matters related to parks, recreation facilities, and programming within the Village of Lexington. The Committee shall work to enhance the quality of life for residents by promoting the use and enjoyment of parks and recreational amenities.

Article II: Membership

Section 1: Composition

The Committee shall consist of no less than five (5) and no more than nine (7) members, appointed by the Village Council. Members shall be residents of the Village of Lexington and shall serve without compensation.

Section 2: Appointment

Members shall be appointed for staggered terms of two (2) years, with the initial appointments staggered to ensure continuity. Vacancies shall be filled by appointment of the Village Council for the unexpired portion of the term.

Section 3: Removal

A member of the committee may be removed for neglect of duty, excessive absence, misconduct, malfeasance, or any other good cause as determined by the Village Council. Committee members who have unexcused absences for three (3) consecutive regularly scheduled meetings and/or work sessions during their appointed term shall be deemed to have vacated his/her seat and will be removed from the seat. Exceptions will be considered if they are due to the conduct of other business related to Parks & Recreation activities or sickness. A member may be removed from the Committee for cause by a two-thirds (2/3) vote of the Village Council.

Article III: Officers

Section 1: Chairperson

The Committee shall elect a Chairperson from among its members annually. The Chairperson shall preside over meetings, appoint subcommittees as necessary, and represent the Committee before the Village Council and other entities.

#### Section 2: Vice-Chairperson

The Committee shall elect a Vice-Chairperson from among its members annually. The Vice-Chairperson shall assume the duties of the Chairperson in their absence and perform other duties as assigned by the Chairperson.

### Article IV: Meetings

#### Section 1: Regular Meetings

The Committee shall hold regular meetings at least once per month at a time and place determined by the Committee. Additional meetings may be called by the Chairperson or by a majority vote of the Committee.

#### Section 2: Special Meetings

Special meetings may be called by the Chairperson or upon written request of at least three (3) members of the Committee. Notice of special meetings shall be provided to all members at least three (3) days in advance. All meetings of the board shall be held in accordance with the Open Meetings Act, PA 230 of 1976. Robert's Rules of Order shall govern the proceedings of the meetings.

#### Section 3: Quorum

A quorum for the transaction of business shall consist of a simple majority of the members currently serving on the Committee.

#### Section 4: Decision Making

Decisions of the Committee shall be made by a simple majority vote of members present and voting, unless otherwise specified in these bylaws.

### Article V: Duties and Responsibilities

#### Section 1: Advisory Role

The Committee shall advise the Village Council on matters pertaining to parks, recreation facilities, programs, policies, and budgets.

#### Section 2: Programming and Events

The Committee may organize and support recreational programs, events, and activities for residents of all ages, subject to budgetary constraints and approval by the Village Council.

#### Section 3: Maintenance and Improvement

The Committee shall monitor the condition of parks and recreational facilities within the Village and recommend maintenance and improvement projects as needed.



#### Section 4: Public Engagement

The Committee shall promote community involvement in parks and recreation initiatives and solicit input from residents on matters within its purview.

#### Article VI: Amendment of Bylaws

These bylaws may be amended by a two-thirds (2/3) vote of the members present at any regular or special meeting, provided that notice of the proposed amendment(s) has been given to all members at least ten (10) days in advance.

#### Article VII: Parliamentary Authority

The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern the Committee in all cases to which they are applicable and not inconsistent with these bylaws or any special rules of order the Committee may adopt.

#### Article VIII: Adoption

These bylaws shall be adopted upon approval by a majority vote of the members present at a regular meeting of the Committee, provided that notice of the proposed bylaws has been given to all members at least ten (10) days in advance.

#### Article IX: Effective Date

These bylaws shall become effective immediately upon adoption.

#### Certification

I hereby certify that these bylaws were duly adopted by the Parks and Recreation Committee of the Village of Lexington on [date of adoption].

[Signature of Chairperson]

Chairperson, Parks and Recreation Committee  
Village of Lexington

## **Village of Lexington**

### **DRAFT Parks & Recreation Bylaws**

**1. Name and Purpose.**

- A. The following rules of procedure are hereby adopted by the Village of Lexington Parks & Recreation Committee ("Committee") to facilitate the performance of its duties.
- B. The Committee's goal is to enrich the lives of Village residents by helping provide safe, welcoming parks and recreation facilities and affordable recreation and cultural opportunities for people of all ages and abilities to play, learn, and build community. To create community through people, parks, and programs.
- C. The Committee shall advise the Village Council and the Parks & Recreation Department regarding:
  - i. Be well acquainted with the Parks & Recreation facilities and programs available;
  - ii. Promote and stimulate public interest in Village parks and recreation facilities and programs;
  - iii. Act as a conduit for residents' suggestions and criticisms;
  - iv. Work to provide places and recreation opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being, and community;
  - v. Review and make advisory recommendations on programs, proposals, additions, maintenance, adjustments, and improvements related to parks and recreation;
  - vi. Review and make recommendations on changes, modifications, additions, or amendments to parks and recreation policies, practices, programs and facilities;
  - vii. Provide input and recommendations regarding the parks and recreation budget and utilization of funds raised through parks and recreation activities;
  - viii. Identify sources of funding for the implementation of parks and recreation projects and plans;
  - ix. Participate in creating and updating of the Parks & Recreation Master Plan;
  - x. The Committee shall perform other duties as prescribed by the Village Code or as directed by the Village Council.

**2. Membership.** The Committee shall consist of seven (7) members who are residents of the Village of Lexington who serve for two (2) year terms, with members serving until their successors are appointed.

**A. Members.** Members of the Committee are appointed by the Village of Lexington.

- i. Each member shall represent and advocate what is best for the Village of Lexington as a whole, putting aside personal or special interests.

- ii. One member shall be a member of the Village Council serving on the Committee as an ex-officio member to act as a liaison between the Village Council and the Committee.
  - B. Attendance. If any member of the Committee has an unexcused absence from two (2) consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Village of Lexington to remove a member from the Committee for nonperformance of duty or misconduct after holding a public hearing on the matter. The Committee secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Village of Lexington whenever a member of the Committee has an unexcused absence from two (2) consecutive regularly scheduled meetings so the Village of Lexington can consider further action allowed under law or excuse the absences.
  - C. Conflict of Interest and Incompatibility of Office. Each member of the Committee shall avoid conflicts of interest and/or incompatibility of office.
    - i. If there is a question of whether a conflict of interest exists, the questions shall be put before the Committee. Whether a conflict of interests exists shall be determined by a majority vote of the remaining members of the Committee.
    - ii. If a member of the Committee is appointed to another office, which is an incompatible office with their membership on the Committee, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Committee. If a member of another office is appointed to the Committee, which is an incompatible office with their membership in the other office, then on the effective date of the appointment to the Committee, that shall result in an automatic resignation from the other office.
3. Duties of All Members.
- A. Spokesperson for the Committee. Free and open debate should take place on issues before the Committee. Such debate shall only occur at meetings of the Committee. Once a vote is taken and an issue is decided by vote, the duty of each member of the Committee is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may occur only at the Committee's open meeting.
4. Officers.
- A. Selection. At the first regular meeting in November after the Village Council makes its appointments, the Committee shall select a Chairperson and Vice Chairperson from its membership.
  - B. Tenure. The Chairperson and Vice Chairperson shall take office immediately following their selection and hold office for one year or until their successors are selected and assume office.
  - C. Re-election. All officers are eligible for re-election. Secretary and Treasurer. Secretary and treasurer will be provided by the Village.

D. Chairperson Duties. The chairperson retains the ability to discuss, make motions, and vote on issues before the Committee. The chairperson shall:

- i. Provide agenda items for Committee meetings and approve draft agenda produced by the secretary;
- ii. Preside at all meetings with all powers under parliamentary procedure;
- iii. Shall rule out of order any irrelevant remarks; personal remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Committee;
- iv. Appoint sub-committees and their respective officers or let the sub-committees select their officers;
- v. Act as an ex-officio member of all sub-committees
- vi. With support from the secretary, prepare an annual report as identified in Section 7.a.
- vii. Perform such other duties as may be ordered by the Committee.

E. Vice Chairperson Duties. The Vice Chairperson shall:

- i. Act in the capacity of Chairperson with all powers and duties found in Section 4.e of these bylaws in the Chairperson's absence;
- ii. Perform such other duties as may be ordered by the Committee.

F. Secretary's Duties. The secretary shall:

- i. Execute documents in the name of the Committee;
- ii. Be responsible for the minutes of each meeting;
- iii. All communications, petitions, and reports shall be addressed to the Parks & Recreation Committee and delivered or mailed to the Secretary.
- iv. Keep attendance records pursuant to Section 2.c of these bylaws;
- v. Provide notice to the public and members of the Committee for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L.15.261 et seq.
- vi. Prepare an agenda for Committee meetings;
- vii. Shall prepare an annual meeting calendar for the regular January meeting each year and prepare a roster of Parks & Recreation members at any time a change of membership occurs;
- viii. Shall prepare a packet of information for each new Parks & Recreation member, such as copies of Parks & Recreation Plan, Meeting Calendar, Bylaws, Roster of Members, and previous months minutes for background information and any other necessary information;
- ix. Perform such other duties as may be ordered by the Committee.

G. Treasurer Duties. The treasurer shall:

- i. Assist in the preparation of the annual budget and its preparation to the Committee for review;

- ii. Ensure that the appropriate monthly or quarterly financial statements are reviewed by the Committee;
- iii. Ensure that the Committee regularly monitors the financial performance and alerts it to any important discrepancies between planned and actual figures;
- iv. Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of the funders;
- v. Perform such duties as may be ordered by the Committee.

5. Meetings.

- A. Regular Meetings. Meetings of the Committee will be held the second Monday of every month at 6 p.m. in the Village of Lexington Council Chambers located at 7227 Huron Avenue, Lexington, MI 48450. An annual notice or regularly scheduled meetings shall comply with the Michigan Open Meeting Act.
  - i. When the regular meeting day falls on a legal holiday, the Committee shall select a suitable alternate day in the same month.
- B. Special Meetings. Special meetings shall be called at the request of the Chairperson or any two members of the Committee.
  - i. Notice of special meetings shall be given by the secretary to the members of the Committee at least forty-eight (48) hours prior to such meeting and shall state the purpose and time of the meeting. In addition, all notices shall comply with the Michigan Open Meetings Act.
- C. Public. All regular and special meetings, hearings, records, and accounts shall be open to the public.
- D. Quorum. A majority of the total number of members shall constitute a quorum for the transaction of business and taking of official action for all matters.
  - i. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- E. Motions. Motions shall be restated by the Chairperson before a vote is taken.
  - i. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Committee and shall be recorded by "yes" or "no." Members must be present to cast a vote unless participating remotely as allowed by the Michigan Open Meetings Act.
    - a. Voting by proxy shall not occur.
    - b. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions.
    - c. The affirmative vote of two-thirds (2/3) of the total number of seats for members of the Committee, regardless of whether vacancies or

absences exist, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

- ii. Parliamentary Procedure. Parliamentary procedure in Committee meetings shall be informal. However, if required to keep order, Committee meetings shall then be governed by Robert's Rules of Order for issues not specifically covered in these bylaws. Where these bylaws conflict with Robert's Rules of Order, these bylaws control.

F. Agendas. The agenda and accompanying materials shall be emailed to Committee members, so it is reasonably expected to be received before the weekend prior to the regular meeting date.

G. Order of Business. The order of regular meetings shall be:

- i. Roll Call
- ii. Approval of Minutes
- iii. Matters pertaining to the citizens present at the meeting
  - a. Public Hearings. The Chairperson will declare such a public hearing open and state its purpose.
  - b. Persons requested by the Commission to attend the meeting
  - c. Other public participation for items on this agenda
- iv. Unfinished Business
- v. New Business
- vi. Public participation for items not on this agenda
- vii. Staff Reports and Committee member's comments
- viii. Adjournment

6. Other Matters to be considered by the Committee.

A. Annual Report. Preparation of an annual report of the Committee to be presented to Village Council in January, including a summary of items from the previous year and projected upcoming years activities/projects and any recommendations to the Village Council.

7. Amendments. These rules may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present.

A. Upon adoption of these bylaws of XXXX XX, XXXX, they shall become effective, and all previous bylaws shall be repealed.

# **Village of Blissfield Parks & Recreation**

## **Bylaws**

October 25, 2021

1. Name and Purpose.

- a. The following rules of procedure are hereby adopted by the Village of Blissfield Parks & Recreation Board ("Board") to facilitate the performance of its duties.
- b. The Board's goal is to enrich the lives of Village residents by helping provide safe, welcoming parks and recreation facilities and affordable recreation and cultural opportunities for people of all ages and abilities to play, learn, and build community. To create community through people, parks and programs.
- c. The Board shall advise the Village Council and the Parks & Recreation Department regarding:
  - i. Be well acquainted with the Parks & Recreation facilities and programs available;
  - ii. Promote and stimulate public interest in Village parks and recreation facilities and programs;
  - iii. Act as conduit for residents' suggestions and criticisms;
  - iv. Work to provide places to and recreation opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being and community;
  - v. Review and make advisory recommendations on programs, proposals, additions, maintenance, adjustments, and improvements related to parks, recreation and the aquatic center;
  - vi. Review and make recommendations on changes, modifications, additions or amendments to parks and recreation policies, practices, programs and facilities;
  - vii. Provide input and recommendations regarding the parks and recreation budget and utilization of funds raised through parks and recreation activities;
  - viii. Identify sources of funding for the implementation of parks and recreation projects and plans;
  - ix. Participate in creating and updating of the Parks & Recreation Master Plan;
  - x. The Board shall perform other duties as prescribed by the Village Code or as directed by the Village Council.

2. Membership. The board shall consist of seven (7) members who are residents of the Village of Blissfield whom serve for two (2) year terms, with members serving until their successors are appointed.

- a. Members. Members of the Board are appointed by the Village of Blissfield.

- i. Each member shall represent and advocate what is best for the Village of Blissfield as a whole, putting aside personal or special interests.
    - ii. One member shall be a member of the Village Council serving on the board as an ex-officio member to act as a liaison between the Village Council and the Board.
  - b. Attendance. If any member of the Board is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Village of Blissfield to remove a member from the Board for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Board secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Village of Blissfield whenever a member of the Board is absent from three consecutive regularly scheduled meetings, so the Village of Blissfield can consider further action allowed under law or excuse the absences.
  - c. Conflict of Interest and Incompatibility of Office. Each member of the Board shall avoid conflicts of interest and/or incompatibility of office
    - i. If there is a question whether a conflict of interest exists or not, the questions shall be put before the Board. Whether a conflict of interests exists or not shall be determined by a majority vote of the remaining members of the Board.
    - ii. If a member of the Board is appointed to another office, which is an incompatible office with their membership of the Board, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Board. If a member of another office is appointed to the Board, which is an incompatible office with their membership in the other office, then on the effective date of the appointment to the Board, that shall result in an automatic resignation from the other office.
3. Duties of All Members.
- a. Spokesperson for the Board. Free and open debate should take place on issues before the Board. Such debate shall only occur at meetings of the Board. Once a vote is taken and an issue is decided by vote, the duty of each member of the Board is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at the open meeting of the Board.
4. Officers.
- a. Selection. At the first regular meeting in February after the Village Council makes its appointments, the Board shall select from its membership a Chair, Vice Chair.
  - b. Tenure. The Chair, and Vice Chair shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.
  - c. Re-election. All officers are eligible for re-election.



- d. Secretary and Treasurer. Secretary and Treasurer will be provided by the Village.
- e. Chair Duties. The chair retains their ability to discuss, make motions and vote on issues before the Board. The chair shall:
  - i. Provide agenda items for Board meetings and approve draft agenda produced by secretary;
  - ii. Preside at all meetings with all powers under parliamentary procedure;
  - iii. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Board;
  - iv. Appoint committees and their respective officers or let the committees select their own officers;
  - v. Act as an ex-Officio member of all committees of the Board;
  - vi. With support from Community Services Director and secretary, prepare an annual report as identified in Section 7. a.
  - vii. Perform such other duties as may be ordered by the Board.
- f. Vice Chair Duties. The Vice Chair shall:
  - i. Act in the capacity of Chair, with all powers and duties found in Section 4.e of these bylaws, in the Chair's absence;
  - ii. Perform such other duties as may be ordered by the Board.
- g. Secretary's Duties. The secretary shall:
  - i. Execute documents in the name of the Board;
  - ii. Be responsible for the minutes of each meeting;
  - iii. All communications, petitions, and reports shall be addressed to the Parks & Recreation Board and delivered or mailed to the Secretary
  - iv. Keep attendance records pursuant to Section 2.c of these bylaws;
  - v. Provide notice to the public and members of the Board for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L.15.261 et seq.
  - vi. Prepare an agenda for Board meetings;
  - vii. Shall prepare an annual meeting calendar for the regular January meeting each year, and prepare a roster of Parks & Recreation members at any time a change of membership occurs;
  - viii. Shall prepare a packet of information for each new Parks & Recreation member, such as copies of: Parks & Recreation Plan, Meeting Calendar, Bylaws, Roster of Members, and previous months minutes for background information and any other necessary information;
  - ix. Perform such other duties as may be ordered by the Board.
- h. Treasurer Duties. The treasurer shall:
  - i. Assist in the preparation of the annual budget and its preparation to the board for review;
  - ii. Ensure that the appropriate monthly or quarterly financial statements are reviewed by the board;

- iii. Ensure that the board regularly monitors the financial performance and alerts it to any important discrepancies between planned and actual figures;
- iv. Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of the funders;
- v. Perform such duties as may be ordered by the Board.

5. Meetings.

- a. Regular Meetings. Meetings of the Board will be held the third Tuesday of every month at 7 p.m. in the Village of Blissfield Council Chambers located at 130 S. Lane St. Blissfield, MI 49228. An annual notice or regularly scheduled meetings shall comply with the Michigan Open Meeting Act.
  - i. When the regular meeting day falls on a legal holiday, the Board shall select a suitable alternate day in the same month.
- b. Special Meetings. Special meetings shall be called at the request of the Chair, or any two members of the Board.
  - i. Notice of special meetings shall be given by the secretary to the members of the Board at least forty-eight (48) hours prior to such meeting and shall state the purpose and time of the meeting. In addition, all notices shall comply with the Michigan Open Meetings Act.
- c. Public. All regular and special meetings, hearings, records, and accounts shall be open to the public.
- d. Quorum. A majority of the total number of members shall constitute a quorum for the transaction of business and taking of official action for all matters.
  - i. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- e. Motions. Motions shall be restated by the Chair before a vote is taken.
  - i. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Board and shall be recorded by "yes" or "no". Members must be present to cast vote unless participating remotely as allowed by Michigan Open Meetings Act.
    - 1. Voting by proxy shall not occur.
    - 2. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions.
    - 3. The affirmative vote of two-thirds (2/3) of the total number of seats for members of the Board, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.
  - ii. Parliamentary Procedure. Parliamentary procedure in Board meetings shall be informal. However, if required to keep order, Board meetings shall then be governed by Robert's Rules of Order for issues not specifically covered

in these bylaws. Where these bylaws conflict with Robert's Rules of Order, then these bylaws control.

- f.* Agendas. The agenda and accompanying materials shall be emailed to Board members so it is reasonably expected to be received prior to the weekend prior to the regular meeting date.

6. Order of Business. The order of regular meetings shall be:

- a.* Roll Call
- b.* Approval of Minutes
- c.* Matters pertaining to the citizens present at the meeting
  - i.* Public Hearings. The Chair will declare such a public hearing open and state its purpose.
  - ii.* Persons requested by the Commission to attend the meeting
  - iii.* Other public participation for items on this agenda
- d.* Unfinished Business
- e.* New Business
- f.* Public participation for items not on this agenda
- g.* Staff Reports and Board Member's comments.
- h.* Adjournment

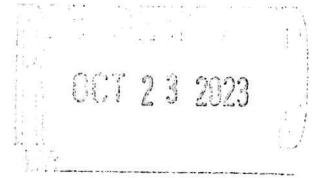
7. Other Matters to be Considered by the Commission.

- a.* Annual Report. Preparation of an annual report of the Board to be presented to Village Council in January including a summary of items from the previous year and projected upcoming years activities/projects and any recommendations to the Village Council.

8. Amendments. These rules may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present.

- a.* Upon adoption of these bylaws of October 25, 2021, they shall become effective and all previous bylaws, shall be repealed.

10/23/2023



Members of the Village Council,

I will be resigning from the Parks and Recreation Committee effective immediately.

I want to thank the remaining committee members for all their time and sacrifice in trying to improve our local Parks. I wish during our time together we could have accomplished more.

Thank you,

Arlette Sutton



### **Village of Lexington Code of Ethics Policy**

The Code of Ethics Policy of the Village of Lexington is for members of Council and of the Village's Boards, Committees and Commissions ("Members") to ensure public confidence in the integrity of local government and its effective, responsible, transparent and fair operations.

1. Members shall comply with the laws of the United States of America, the State of Michigan and the Village of Lexington in the performance of their public duties.
2. Members recognize that stewardship of the public interest is their primary concern. They shall work for the common good of the residents of the Village.
3. Members shall endeavor to treat all members of the public fairly and equitably and conduct themselves in a businesslike manner, respecting the rights and opinions of other members and the public.
4. Members shall be committed to the concepts of effective and democratic local government and perform their duties in accordance with the processes and rules of order as established by the Village Council.
5. Members have an obligation to attend meetings for the performance of their official duties. Members should be prepared for the meetings they attend, review materials, attend trainings, and listen to the public comments and discussions.
6. The Village values the independent advice of boards, committees, and commissions to the public decision-making process. Members shall refrain from using their position to unduly influence the deliberations or outcomes of council, committee, commission, and staff deliberation proceedings.
7. Members shall support the maintenance of a positive and constructive work place environment for Village employees and for citizens and businesses dealing with the Village. Members shall recognize their role in dealing with Village employees and in no way create the perception of inappropriate direction to staff.
8. Members accept responsibility to represent the Council, Commission, or Committee they are appointed to with dignity and pride by being a positive role model.

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Board/Commission Member Signature