

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

DATE: September 11, 2023
TIME: 6:00 P.M.
LOCATION: Village Hall

CALL TO ORDER OF REGULAR MEETING:

ROLL CALL: Dickinson, Klaas, Muoio, Sutton, Fisher, Fulton, McMahon

APPROVAL OF AGENDA:

APPROVAL OF MINUTES: Motion to approve the August 8, 2023 minutes as presented.
Motion to approve the August 14, 2023 minutes as presented.

PUBLIC COMMENT:

UNFINISHED BUSINESS:

1. Spark Grant Round 2 Update – Sutton
2. Harbor Redevelopment Update – Sutton
3. Parks & Rec Bylaws Update – Fulton
4. Grant Opportunities Update – Sutton

NEW BUSINESS:

1. Lester Street Park Tree Removal Request –
- 2.
- 3.

CORRESPONDENCE:

PUBLIC COMMENT:

ADJOURNMENT:

Parks and Rec Special Meeting Minutes

Date: Tuesday, August 8, 2023

Call to Order at 6:00 pm by Chairperson Sutton

Roll Call by Vicki Scott:

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

Absent: McMahon

Others Present: C. Cutright, L. Fisher, K. DeCoster, D. Roehl, and 10 citizens

NEW BUSINESS:

1. Harbor Redevelopment Presentation – Edgewater

Greg Weykamp explained this meeting is the beginning process of the harbor redevelopment. Weykamp gave a power point presentation of the general area that will be redeveloped. During the presentation, Weykamp pointed out some different possibilities Lexington could incorporate during the redevelopment. Edgewater is looking for feedback from each committee. Questions and answers followed. Weykamp stated Edgewater will use each committee's feedback and design what will work best for Lexington. Additional meetings will be scheduled as each step of the process occurs. The link to the power point presentation is listed below and on the Village website.

https://edgewaterresource.sharepoint.com/:b:/s/ERPportal2/EQ07z7dhIC5FmL9JdScdX6UBakVEwE9_MNGMcY8tlxR0ZA?e=ci8KJ4

PUBLIC COMMENT-

- K. DeCoster (5203 Main) – commented on having the harbor redevelopment be bicycle friendly.

ADJOURNMENT:

MOTION by Fulton, seconded by Klaas to adjourn the meeting at 6:55 pm.

All Ayes

Respectfully submitted,

Vicki Scott

August 8, 2023

Parks and Rec Regular Meeting Minutes

Date: Monday, August 14, 2023

Call to Order at 6:00 pm by Chairperson Sutton

Roll Call by Michelle Irwin:

Present: Dickinson, Klaas, Muoio Sutton, Fulton

Absent: Fisher, McMahon

Quorum Present

Others Present M. Irwin, Lori Fisher (left at 6:25)

APPROVAL OF AGENDA:

Motion by Fulton, seconded by Klaas to approve the agenda as amended, adding Safety Rail at Lake Street Hill under new business item 2.

All Ayes

Motion Carried

APPROVAL OF MINUTES:

Motion by Fulton, seconded by Klaas to approve of the July 10, 2023 as presented.

All Ayes

Motion carried

PUBLIC COMMENT: Trustee DeCoster would again like to thank Fisher for donating the grills and the labor for the installation of the grills at Tierney Park. Hopes that the company that was hired is licensed and insured properly so it does not put the village at risk. It was nice to save the parks and rec committee's funds.

AGENDA:

UNFINISHED BUSINESS:

- 1. Spark Grant for Lester Street Update-** Klaas stated that he is still waiting to hear back. Last time it was two months.
- 2. Harbor Redevelopment-** Klaas stated he attended several meetings. There was discussion on the harbor slips and parking. Discussion followed. Edgewater was looking on feedback on plans for certain features. Asked public to use sticky notes on features that they were in favor of. More discussion about features presented.
- 3. Pickleball Courts Update-** Tabled due to McMahon not in attendance.
- 4. Parks and Rec Bylaws-** Fulton handed out an example of another community's bylaws. He stated that not many communities have bylaws for their parks and rec committees. Discussion followed on attendance and other things the board would like to implement. The code of ordinances must be used in future discussion. Fulton will call

on McMahon for help due to his prior experiences and report back next meeting with a rough copy.

Discussion followed in regard to maintenance of parks if grants are received. There was discussion on extra help or a schedule for the DPW to help facilitate the week-to-week things that may need to be done. Do more walk throughs to be an extra set of eyes on needs. Discussion about sidewalks not being wide enough for walking and that markers would be nice to have around town.

NEW BUSINESS:

- 1. Additional Grant Opportunities-** Klaas brought in a hand out on available grants through Community Champions Playground grants. It is a 100% matching funds for certain projects. He will gather more information to see how it might fit for Lester Park should Spark Grant not be awarded. Sutton handed out information in regard to Sanilac County Community Foundation Grants. Discussion followed. Questioned arose as to whether Fisher will be available to help with grants, Sutton to follow up with that. Klaas and Dickinson will look into these grants further and report back at next meeting. Sutton to talk to the SCCF grant manager. Discussion about committee looking into more options for grants, and looking in to help from a resource like Kim Harmer.
- 2. Lake Street Hill Handrail-** Muoio requested permission from the board to talk to the Village manager in regard to placing a handrail to assist people going up and down the hill to beach. Discussion followed. Board is in favor of the request but does not think it should come out of the parks fund due to it not being designated a park. Requests from board of a design and general cost of project. Muoio will provide at next meeting. More discussion at next meeting.

CORRESPONDENCE- Mckenna invoice was brought to committees' attention. Irwin stated it was an FYI the project came in under the not to exceed amount and that it has been paid.

PUBLIC COMMENT-Trustee Decoster likes the idea of the safety bar at Lake Street hill. It is Village Property. Stated that the budget is confusing between the DPW and Maintenance line, doesn't know what the difference is.

ADJOURNMENT: Motion by Fulton, seconded by Klaas to adjourn at 7:15pm.

All Ayes

Next Meeting- September 11, 2023 @ 6pm in the Village Hall.

Respectfully submitted, Michelle Irwin
August 14, 2023

PARKS AND REC

GL NUMBER	DESCRIPTION	2023-24		2023-24		ACTIVITY FOR MONTH 08/31/2023	YTD BALANCE 08/31/2023	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET	INCREASE (DECREASE)	NORMAL (ABNORMAL)			

Fund 101 - GENERAL FUND								
Revenues								
Dept 774 - RECREATION/PARKS								
101-774-671.100	VENDOR PERMIT	1,500.00	1,500.00	0.00	110.00	7.33		
101-774-675.000	DONATIONS	500.00	500.00	7.41	7.41	1.48		
Total Dept 774 - RECREATION/PARKS		2,000.00	2,000.00	7.41	117.41	5.87		

TOTAL REVENUES								
		2,000.00	2,000.00	7.41	117.41	5.87		

Expenditures

Dept 774 - RECREATION/PARKS								
101-774-702.000	CLERICAL	200.00	200.00	121.04	144.40	72.20		
101-774-703.600	DPM WAGES	16,500.00	16,500.00	4,774.66	7,596.27	46.04		
101-774-703.650	DPM-WATER WAGES OVERTIME	0.00	0.00	14.53	200.99	100.00		
101-774-704.100	MATCH - SOCIAL SECURITY	1,300.00	1,300.00	372.62	602.73	46.36		
101-774-704.200	BLDE CROSS	9,000.00	9,000.00	1,054.23	3,856.59	42.85		
101-774-704.300	LIFE INSURANCE	400.00	400.00	38.26	59.52	14.88		
101-774-704.400	PENSION	3,500.00	3,500.00	490.17	589.17	16.83		
101-774-704.401	AXA EQUITABLE MATCH	800.00	800.00	126.07	200.01	25.00		
101-774-704.500	MICH EMP SEC COM	200.00	200.00	16.48	46.69	23.35		
101-774-704.550	WORKERS COMP INSURANCE	1,127.00	1,127.00	0.00	0.00	0.00		
101-774-740.000	SUPPLIES	15,000.00	15,000.00	1,780.67	2,291.18	15.27		
101-774-801.000	ELECTRIC-DETROIT EDISON	1,050.00	1,050.00	143.93	319.87	30.46		
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	0.00	0.00		
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	0.00	0.00		
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	8,932.66	15,907.42	17.73		

TOTAL EXPENDITURES								
		89,697.00	89,697.00	8,932.66	15,907.42	17.73		

Fund 101 - GENERAL FUND:

TOTAL REVENUES	2,000.00	2,000.00	7.41	117.41	5.87
TOTAL EXPENDITURES	89,697.00	89,697.00	8,932.66	15,907.42	17.73
NET OF REVENUES & EXPENDITURES	(87,697.00)	(87,697.00)	(8,925.25)	(15,790.01)	18.01

TOTAL REVENUES - ALL FUNDS					
	2,000.00	2,000.00	7.41	117.41	5.87
TOTAL EXPENDITURES - ALL FUNDS					
	89,697.00	89,697.00	8,932.66	15,907.42	17.73
NET OF REVENUES & EXPENDITURES					
	(87,697.00)	(87,697.00)	(8,925.25)	(15,790.01)	18.01

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
08/01/2023			101-774-702.000 CLERICAL		BEG. BALANCE		23.36
08/02/2023	PR	CHK	SUMMARY PR 08/02/2023		11.68		35.04
08/16/2023	PR	CHK	SUMMARY PR 08/16/2023		27.60		62.64
08/23/2023	PR	CHK	SUMMARY PR 08/23/2023		81.76		144.40
08/31/2023			101-774-702.000	END BALANCE	121.04	0.00	144.40
08/01/2023			101-774-703.600 DPW WAGES		BEG. BALANCE		2,821.61
08/02/2023	PR	CHK	SUMMARY PR 08/02/2023		1,043.42		3,865.03
08/09/2023	PR	CHK	SUMMARY PR 08/09/2023		762.78		4,627.81
08/16/2023	PR	CHK	SUMMARY PR 08/16/2023		1,284.42		5,912.23
08/23/2023	PR	CHK	SUMMARY PR 08/23/2023		988.75		6,900.98
08/30/2023	PR	CHK	SUMMARY PR 08/30/2023		695.29		7,596.27
08/31/2023			101-774-703.600	END BALANCE	4,774.66	0.00	7,596.27
08/01/2023			101-774-703.650 DPW-WATER WAGES OVERTIME		BEG. BALANCE		186.46
08/16/2023	PR	CHK	SUMMARY PR 08/16/2023		14.53		200.99
08/31/2023			101-774-703.650	END BALANCE	14.53	0.00	200.99
08/01/2023			101-774-704.100 MATCH - SOCIAL SECURITY		BEG. BALANCE		230.11
08/02/2023	PR	CHK	SUMMARY PR 08/02/2023		80.05		310.16
08/09/2023	PR	CHK	SUMMARY PR 08/09/2023		57.77		367.93
08/16/2023	PR	CHK	SUMMARY PR 08/16/2023		100.45		468.38
08/23/2023	PR	CHK	SUMMARY PR 08/23/2023		81.14		549.52
08/30/2023	PR	CHK	SUMMARY PR 08/30/2023		53.21		602.73
08/31/2023			101-774-704.100	END BALANCE	372.62	0.00	602.73
08/01/2023			101-774-704.200 BLUE CROSS		BEG. BALANCE		2,802.36
08/02/2023	PR	CHK	SUMMARY PR 08/02/2023		232.25		3,034.61
08/09/2023	PR	CHK	SUMMARY PR 08/09/2023		207.83		3,242.44
08/16/2023	PR	CHK	SUMMARY PR 08/16/2023		355.87		3,598.31
08/23/2023	PR	CHK	SUMMARY PR 08/23/2023		258.28		3,856.59
08/31/2023			101-774-704.200	END BALANCE	1,054.23	0.00	3,856.59
08/01/2023			101-774-704.300 LIFE INSURANCE		BEG. BALANCE		21.26
08/03/2023	AP	INV	LIFE INSURANCE AUG 2023	211960629229	19.13		40.39
08/30/2023	AP	INV	LIF INSURANCE SEPT	211967099064	19.13		59.52
08/31/2023			101-774-704.300	END BALANCE	38.26	0.00	59.52
08/01/2023			101-774-704.400 PENSION		BEG. BALANCE		99.00
08/02/2023	PR	CHK	SUMMARY PR 08/02/2023		193.82		292.82
08/09/2023	PR	CHK	SUMMARY PR 08/09/2023		34.86		327.68
08/16/2023	PR	CHK	SUMMARY PR 08/16/2023		213.25		540.93
08/23/2023	PR	CHK	SUMMARY PR 08/23/2023		48.24		589.17
08/31/2023			101-774-704.400	END BALANCE	490.17	0.00	589.17
08/01/2023			101-774-704.401 AXA EQUITABLE MATCH		BEG. BALANCE		73.94
08/02/2023	PR	CHK	SUMMARY PR 08/02/2023		9.18		83.12
08/09/2023	PR	CHK	SUMMARY PR 08/09/2023		17.77		100.89
08/16/2023	PR	CHK	SUMMARY PR 08/16/2023		44.47		145.36
08/23/2023	PR	CHK	SUMMARY PR 08/23/2023		38.86		184.22
08/30/2023	PR	CHK	SUMMARY PR 08/30/2023		15.79		200.01
08/31/2023			101-774-704.401	END BALANCE	126.07	0.00	200.01
08/01/2023			101-774-704.500 MICH EMP SEC COM		BEG. BALANCE		30.21
08/02/2023	PR	CHK	SUMMARY PR 08/02/2023		7.96		38.17
08/09/2023	PR	CHK	SUMMARY PR 08/09/2023		1.44		39.61
08/16/2023	PR	CHK	SUMMARY PR 08/16/2023		2.59		42.20
08/23/2023	PR	CHK	SUMMARY PR 08/23/2023		1.73		43.93
08/30/2023	PR	CHK	SUMMARY PR 08/30/2023		2.76		46.69
08/31/2023			101-774-704.500	END BALANCE	16.48	0.00	46.69
08/01/2023			101-774-740.000 SUPPLIES		BEG. BALANCE		510.51
08/03/2023	AP	INV	TRASH BAGS CLEANING SUPPLY	6685	357.50		868.01
08/10/2023	AP	INV	PARKS DDA	6720	188.00		1,056.01
08/10/2023	AP	INV	AUG 22 2023 SUPPLY PARK BENCH	2472 STMT	165.51		1,221.52
08/10/2023	AP	INV	AUG 22 2023 SUPPLY PARK BENCH	2472 STMT	109.77		1,331.29
08/10/2023	AP	INV	AUG 22 2023 SUPPLY PARK BENCH	2472 STMT	26.49		1,357.78
08/10/2023	AP	INV	AUG 22 2023 SUPPLY PARK BENCH	2472 STMT	89.34		1,447.12
08/10/2023	AP	INV	SUPPLY WATER SEWER PARKS	ACT 192 7-31-2023	44.56		1,491.68
08/24/2023	AP	INV	TRASH BAGS CLEANING SUPPLY	6783	301.50		1,793.18
08/24/2023	AP	INV	TRASH BAGS CLEANING SUPPLY	6755	165.00		1,958.18
08/30/2023	AP	INV	TRASH BAGS CLEANING SUPPLY	6810	333.00		2,291.18
08/31/2023			101-774-740.000	END BALANCE	1,780.67	0.00	2,291.18
08/01/2023			101-774-801.000 ELECTRIC-DETROIT EDISON		BEG. BALANCE		175.94
08/24/2023	AP	INV	MULTI FUNDS ELECTRIC	DUE AUG 30 2023	143.93		319.87
08/31/2023			101-774-801.000	END BALANCE	143.93	0.00	319.87
TOTAL FOR FUND 101 GENERAL FUND					8,932.66		15,907.42

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.

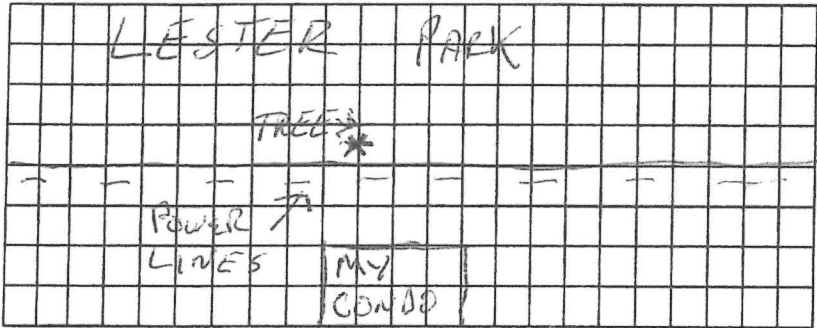
7. Amendments. These rules may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present.

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

**LEXINGTON TREE TRIM/REMOVAL REQUEST FORM
FOR TREES ON VILLAGE PROPERTY ONLY**

Customer Name JOSEPH FORTUNA Phone 586-337-3419
 Mailing Address 5784 MAIN ST #2 Email: JoeandSheila@aol.com
 City/State LEXINGTON, MI Zip 48450
 Service Address 5784 MAIN ST #2 Tree is a Hazard: Yes No

Please provide a drawing of where the tree is located below: Tree Tag # _____ (if available)

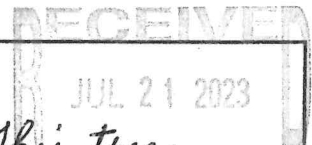


Please provide any pictures or documentation about the tree and attach them to this form.

Please explain the exact reason you would like to have the tree trimmed or removed:

MY CONDO BACKS UP TO LESTER PARK. THE
TREE THAT NEEDS REMOVAL IS ON THE BERM
SEPARATING MY PROPERTY FROM LESTER PARK.
THE TREE IS IN LESTER PARK BOUNDARIES. POWER LINES
RIGHT NEXT TO TREE.

Resident Signature: Joseph Fortuna Date: 7-21-23



For Office Use Only:

Findings from Reviewer DPW/Environmental Committee (please circle): This tree
could be removed. Referred to Parks & Rec with
recommendation.

Determination: Emergency Removal Non-emergency removal Trim No Action

Reviewer's Signature: Cindy Davis Date: 9-3-2023

RECEIVED
JUL 21 2023
BY: _____

Michelle Irwin

From: Email <joeandsheilaf@yahoo.com>
Sent: Friday, July 21, 2023 3:39 PM
To: secretary@villageoflexington.com
Subject: Re: Request for trees

Forgot to mention in my earlier email is that any tree added behind my condo would be inside the Lester Park, as there is a berm separating my Peachtree condo from Lester Park.
Thank you Joseph Fortuna

Sent from Yahoo Mail on Android

On Fri, Jul 21, 2023 at 3:06 PM, Email <joeandsheilaf@yahoo.com> wrote:

Dear Environmental Committee, my name is Joseph Fortuna and I am writing you in hope that I may be able to be considered for your tree program.
My address is 5784 Main St. #2 Lexington Mi. 48450. I am in the Peachtree subdivision. My condo backs up to Lester Park. With the new Park plans, they are going to add a splash pad right behind me. I currently have a few trees behind me but one is dying and with the splash pad I can see a great need to add more of a buffer. This splash pad will greatly affect my wife and I, so any tree added would certainly help. I would very much appreciate if you would consider my request for added trees. If you have any questions or concerns please call me at 586-337-3419.

Sincerely Joseph Fortuna

Sent from Yahoo Mail on Android