

**Parks & Recreation Committee
Agenda
Village of Lexington
7227 Huron Ave.
Lexington, MI 48450**

DATE OF MEETING: May 13, 2024

TIME OF MEETING: 6:00 P.M.

CALL TO ORDER REGULAR MEETING:

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

ATTENDANCE:

OTHERS PRESENT:

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

APPROVAL OF MINUTES – Motion to approve the April 8, 2024 minutes as presented.

PUBLIC COMMENT –

UNFINISHED BUSINESS:

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

NEW BUSINESS:

1. Election of Chairperson – Motion to elect a Chairperson
2. Election of a Vice Chairperson – Motion to elect a Vice Chairperson
3. Discuss Priorities –

CORRESPONDENCE

PUBLIC COMMENT

ADJOURNMENT

VILLAGE OF LEXINGTON
PARKS & RECREATION MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
April 8, 2024

CALL TO ORDER: Muoio called the meeting to order at 6:04 pm.

ROLL CALL: by Vicki Scott

PRESENT: Muoio, Klaas, Fisher, L. Bajdo, M. Bajdo

ABSENT: McMahon

OTHERS PRESENT: L. Fisher, L. Adams, D. Roehl, M. Ziegler

ATTENDANCE: McMahon emailed the clerk

APPROVAL OF AGENDA:

MOTION by Fisher, seconded by L. Bajdo, to approve the agenda as presented.

All Ayes

Motion carried

APPROVAL OF MINUTES

MOTION by Klaas, seconded by Fisher, to approve of September 11, 2023, minutes as presented.

All Ayes

Motion carried

PUBLIC COMMENT:

- Mike Ziegler – commented on receiving a quote from Goddard Coating to redo the (2) tennis courts was \$38,000.00 including new nets, posts, and sealing. To add (2) additional pickleball courts was also \$38,000.00.

UNFINISHED BUSINESS:

1. **Harbor Redevelopment Update** – L. Fisher explained we have had meetings with Edgewater and the DNR. We are scaling the project back due to it coming back higher than anticipated. After a number of meetings, we will be presenting the final consensus plan to the DDA. This plan would still have to go to Council. Once funding is officially allocated, we can pull the trigger on the design. We are anticipating 1 year to get the EGLE permits through for the dock system and boardwalk. Therefore, the project won't start until fall of 2025 instead of fall 2024. The uplands part of the project would include the parking lots, restrooms, and stairs. The roundabout would stay where it is. It would not include the playground. We did not get the 1.2 million acquisition grant as anticipated for the private marina side. We were awarded \$300,000.00 The DNR wants to build an east / west layout for that part of the marina. Discussion followed.
2. **Parks & Rec Bylaws Update** – Klaas explained he worked on putting together a set of draft bylaws. The parks & recreation committee does not currently have a set of bylaws. Discussion continued on the draft copy. Board members agree to take time and go through these bylaws and bring back suggestions for next meeting.
3. **Grant Opportunities Update** – Klaas explained due to the Village not receiving the 1.2 million acquisition grant for the harbor property, we applied for a grant for Lester Street Park. If we are awarded this grant, we will be able to redo the baseball field as well as many other things at Lester Park. Discussion followed.

NEW BUSINESS:

1. **Resignation** – Motion by Klaas, seconded by Fisher, to accept the resignation of Chairperson Arlette Sutton.
All Ayes
Motion carried
2. **Ethics Statement** – L. Fisher explained this is a document approved by Council for all Boards and Committees to acknowledge and sign.

CORRESPONDENCE: None

PUBLIC COMMENT:

- Larry Adams (7311 Lake) – commented on a nice plan for Lester Park.

ADJOURNMENT:

MOTION by Klaas, seconded by L. Bajdo, to adjourn the meeting at 6:51 p.m.

All Ayes

Motion carried.

Respectfully submitted,

Vicki Scott

April 8, 2024

PARKS AND REC

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR MONTH 04/30/2024 INCREASE (DECREASE)	YTD BALANCE 04/30/2024	% BDCGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL FUND						
Revenues						
Dept 751 - RECREATION & CULTURE						
101-751-671.100	VENDOR PERMIT	1,500.00	400.00	10.00	270.00	67.50
101-751-674.000	DONATIONS	500.00	500.00	7.00	43.41	8.68
101-751-686.500	MISC ACCT OF REVENUE	0.00	90.00	20.00	110.00	122.22
Total Dept 751 - RECREATION & CULTURE		2,000.00	990.00	37.00	423.41	42.77
TOTAL REVENUES						
		2,000.00	990.00	37.00	423.41	42.77
Expenditures						
Dept 751 - RECREATION & CULTURE						
101-751-702.000	CLERICAL	200.00	200.00	0.00	213.15	106.58
101-751-702.600	DPW WAGES	16,500.00	32,000.00	1,501.44	22,548.10	70.46
101-751-709.100	MATCH - SOCIAL SECURITY	1,300.00	2,400.00	113.27	1,746.14	72.76
101-751-710.500	MICH EMP SEC COM	200.00	200.00	0.00	102.55	51.28
101-751-713.650	DPW-WATER WAGES OVERTIME	0.00	300.00	0.00	279.91	93.30
101-751-715.400	PENSION	3,500.00	3,500.00	349.37	2,525.09	72.15
101-751-716.401	AXA EQUITABLE MATCH	800.00	1,150.00	67.23	833.14	72.45
101-751-719.200	BLUE CROSS	9,000.00	9,000.00	468.57	8,172.88	90.81
101-751-724.300	LIFE INSURANCE	400.00	400.00	89.46	255.89	63.97
101-751-726.550	WORKERS COMP INSURANCE	1,127.00	1,127.00	0.00	456.61	40.52
101-751-752.000	SUPPLIES	15,000.00	15,000.00	47.50	3,724.14	24.83
101-751-802.200	CONTRACTED SERVICES	20,000.00	20,000.00	0.00	1,250.00	6.25
101-751-831.000	MAINTENANCE	15,000.00	15,000.00	0.00	0.00	0.00
101-751-880.100	ADVERT/PUBLICATIONS	120.00	120.00	0.00	0.00	0.00
101-751-920.000	ELECTRIC-DETROIT EDISON	1,050.00	1,600.00	83.53	1,122.05	70.13
101-751-935.000	LIABILITY INSURANCE	500.00	500.00	(48.09)	445.64	89.13
101-751-977.000	CAPITAL OUTLAY	5,000.00	5,000.00	0.00	0.00	0.00
Total Dept 751 - RECREATION & CULTURE		89,697.00	107,497.00	2,672.28	43,675.29	40.63
TOTAL EXPENDITURES						
		89,697.00	107,497.00	2,672.28	43,675.29	40.63
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,000.00	990.00	37.00	423.41	42.77
TOTAL EXPENDITURES		89,697.00	107,497.00	2,672.28	43,675.29	40.63
NET OF REVENUES & EXPENDITURES		(87,697.00)	(106,507.00)	(2,635.28)	(43,251.88)	40.61
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		2,000.00	990.00	37.00	423.41	42.77
NET OF REVENUES & EXPENDITURES		89,697.00	107,497.00	2,672.28	43,675.29	40.63
		(87,697.00)	(106,507.00)	(2,635.28)	(43,251.88)	40.61

User: SHELLY

DB: Village Of Lexington

TRANSACTIONS FROM 04/01/2024 TO 04/30/2024

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
04/01/2024			101-751-702.000 CLERICAL		BEG. BALANCE		213.15
04/30/2024			101-751-702.000	END BALANCE	0.00	0.00	213.15
04/01/2024			101-751-702.600 DPW WAGES		BEG. BALANCE		21,046.66
04/03/2024	PR	CHK	SUMMARY PR 04/03/2024		105.76		21,152.42
04/10/2024	PR	CHK	SUMMARY PR 04/10/2024		458.55		21,610.97
04/17/2024	PR	CHK	SUMMARY PR 04/17/2024		169.54		21,780.51
04/24/2024	PR	CHK	SUMMARY PR 04/24/2024		767.59		22,548.10
04/30/2024			101-751-702.600	END BALANCE	1,501.44	0.00	22,548.10
04/01/2024			101-751-709.100 MATCH - SOCIAL SECURITY		BEG. BALANCE		1,632.87
04/03/2024	PR	CHK	SUMMARY PR 04/03/2024		7.98		1,640.85
04/10/2024	PR	CHK	SUMMARY PR 04/10/2024		34.56		1,675.41
04/17/2024	PR	CHK	SUMMARY PR 04/17/2024		12.80		1,688.21
04/24/2024	PR	CHK	SUMMARY PR 04/24/2024		57.93		1,746.14
04/30/2024			101-751-709.100	END BALANCE	113.27	0.00	1,746.14
04/01/2024			101-751-710.500 MICH EMP SEC COM		BEG. BALANCE		102.55
04/30/2024			101-751-710.500	END BALANCE	0.00	0.00	102.55
04/01/2024			101-751-713.650 DPW-WATER WAGES OVERTIME		BEG. BALANCE		279.91
04/30/2024			101-751-713.650	END BALANCE	0.00	0.00	279.91
04/01/2024			101-751-715.400 PENSION		BEG. BALANCE		2,175.72
04/03/2024	PR	CHK	SUMMARY PR 04/03/2024		20.27		2,195.99
04/10/2024	PR	CHK	SUMMARY PR 04/10/2024		67.54		2,263.53
04/17/2024	PR	CHK	SUMMARY PR 04/17/2024		38.60		2,302.13
04/24/2024	PR	CHK	SUMMARY PR 04/24/2024		222.96		2,525.09
04/30/2024			101-751-715.400	END BALANCE	349.37	0.00	2,525.09
04/01/2024			101-751-716.401 AXA EQUITABLE MATCH		BEG. BALANCE		765.91
04/03/2024	PR	CHK	SUMMARY PR 04/03/2024		6.29		772.20
04/10/2024	PR	CHK	SUMMARY PR 04/10/2024		20.49		792.69
04/17/2024	PR	CHK	SUMMARY PR 04/17/2024		6.71		799.40
04/24/2024	PR	CHK	SUMMARY PR 04/24/2024		33.74		833.14
04/30/2024			101-751-716.401	END BALANCE	67.23	0.00	833.14
04/01/2024			101-751-719.200 BLUE CROSS		BEG. BALANCE		7,704.31
04/03/2024	PR	CHK	SUMMARY PR 04/03/2024		30.81		7,735.12
04/10/2024	PR	CHK	SUMMARY PR 04/10/2024		147.67		7,882.79
04/17/2024	PR	CHK	SUMMARY PR 04/17/2024		54.17		7,936.96
04/24/2024	PR	CHK	SUMMARY PR 04/24/2024		235.92		8,172.88
04/30/2024			101-751-719.200	END BALANCE	468.57	0.00	8,172.88
04/01/2024			101-751-724.300 LIFE INSURANCE		BEG. BALANCE		166.43
04/04/2024	AP	INV	LIFE INSURNACE APRIL 24	211963162768	29.82		196.25
04/25/2024	AP	INV	LIFE INSURANCE	211966440415	59.64		255.89
04/30/2024			101-751-724.300	END BALANCE	89.46	0.00	255.89
04/01/2024			101-751-726.550 WORKERS COMP INSURANCE		BEG. BALANCE		456.61
04/30/2024			101-751-726.550	END BALANCE	0.00	0.00	456.61
04/01/2024			101-751-752.000 SUPPLIES		BEG. BALANCE		3,676.64
04/04/2024	AP	INV	TRASH BAGS T.P.	7761	22.50		3,699.14
04/25/2024	AP	INV	RUBBER GLOVES	7782	25.00		3,724.14
04/30/2024			101-751-752.000	END BALANCE	47.50	0.00	3,724.14
04/01/2024			101-751-802.200 CONTRACTED SERVICES		BEG. BALANCE		1,250.00
04/30/2024			101-751-802.200	END BALANCE	0.00	0.00	1,250.00
04/01/2024			101-751-920.000 ELECTRIC-DETROIT EDISON		BEG. BALANCE		1,038.52
04/17/2024	AP	INV	MULTI FUNDS	DUE AP 29 2024	83.53		1,122.05
04/30/2024			101-751-920.000	END BALANCE	83.53	0.00	1,122.05
04/01/2024			101-751-935.000 LIABILITY INSURANCE		BEG. BALANCE		493.73
04/22/2024	CR	RCPT	MISC ACCOUNT OF REVENUE 04/22/2024			48.09	445.64
04/30/2024			101-751-935.000	END BALANCE	0.00	48.09	445.64
TOTAL FOR FUND 101 GENERAL FUND					2,720.37	48.09	43,675.29

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.