



Proceedings



of the **BROWN CITY PARK AND RECREATION BOARD REGULAR MEETING** **July 26, 2022**

AT THE BROWN CITY COMMUNITY PARK CADE ROAD PAVILION
4410 RAYMOND WITMER DRIVE [810-346-2325]

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Present: Board Members Tara Owens, Sean Hagey, Louis Martus, Ron Marion, Rick Mitchell, Stacey Biel (alternate for Christine Lee) and Matthew Taepke.
Absent: Board Member: Christine Lee.
Guests: City Clerk Rhonda Johnson, Mayor Julie Miller, Robin Blakeney, Missy Bennett, Cindy Kreiner, and Clayton Upper.

Meeting called to order by Chairperson Ron Marion at 7:00 p.m.

APPROVAL OF MINUTES:

1. Regular Meeting June 28, 2022:

Motion by Sean Hagey, Second by Tara Owens, to Approve Minutes of Regular Meeting on June 28, 2022 as written. Motion Carried.

PAY BILLS:

Motion by Tara Owens, Second by Stacy Biel, to Pay Bills from the Following Fund: Parks- \$6,276.56 (2950 - 2957). Motion Carried.

UNFINISHED BUSINESS:

1. **Security cameras / Wifi availability:** Consensus of Board to table decision until possible grants become available.
2. **Creating policy and procedures for communication between Brown City Park and Recreation Board and all groups using the park:**
 - a. Discussion of a mandatory Meeting of all groups using the park. August 25, 2022, at 7 p.m. at the Cade Road Pavilion. Agenda to be determined.
 - b. Discussion of policy and liability for outside recreation equipment brought for use in the park (bouncy house). Stacy Biel said she will ask the City Attorney at next Council Meeting.
 - c. Discussion of a need for a policy for donations and accounting for fundraisers.
 - d. Discussion of procedure, policy and liability of Pavilion use by groups not paying rental fees,
3. **Parking Lot:** Discussion of need for parking lot for safety and location of parking lot. Discussion of a need for a working meeting to discuss location of parking lot. Discussion of a need to have input of all groups using the park to discuss location of a parking lot.
4. **Performance Stage at Cade Road Pavilion:** Discussion of steel siding and placement of a performance stage.
5. **Cade Road Pavilion Repair Status:**
 - a. Discussion of steel siding for Cade Road Pavilion. Discussion of Rick Mitchell contacting a steel siding company for estimate.
 - b. Discussion of backroom clean-out.
 - c. Discussion of Breakfast in the Park. Discussion of freezer on the refrigerator not working. Matt Taepke said he will donate a refrigerator.

PETITIONS AND COMMUNICATIONS: None scheduled.

PUBLIC HEARING: None Scheduled.

COMMITTEE REPORTS:

1. **Trails (Mitchell):** Nothing to report.
2. **Concession, Batting Cages, Bathrooms and Porta-Lets (Taepke):** Nothing to report.
3. **Driveways & Parking Lots (Martus):** A drain needs to be opened that was covered by gravel.
4. **Playground Equipment and Courts (Hagey):** Aztec Asphalt was contacted for an estimate for redo of the tennis courts. Waiting for response.
5. **Building Maintenance Committee (Owens / Martus):** Nothing to report.
6. **Events & Entertainment (Biel):** Nothing to report.
7. **Utilities (Marion):** Nothing to report.
8. **Park & Recreation Grants (Hagey):** Waiting for finalization from the state.

REPORTS AND RECOMMENDATIONS:

1. Current balance: \$50,475.59 – (\$42,833.55 checking (includes \$3,200 in donations belonging to Park Board of Directors); \$7,642.04 operating.)
2. Next regular meeting: August 23, 2022,

NEW BUSINESS:

1. Working Meeting August 16 at 7 p.m. at the Pool Pavilion to inventory supplies and picnic tables.
2. Mandatory meeting of representatives of all groups using the park on August 25 at 7 p.m. Agenda to be determined.

PUBLIC QUESTIONS AND COMMENTS:

1. Clayton Upper provided an update to the Disc Golf Course improvements donated by the Green Devil Disc Golf organization.

ADJOURN:

Motion by Sean Hagey, Second by Matt Taepke, to Adjourn the July 26, 2022 meeting at 8:31 p.m.

Motion Carried.

Respectfully submitted,

Rhonda Johnson
City Clerk