



Proceedings



of the BROWN CITY PARK AND RECREATION BOARD REGULAR MEETING

August 23, 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, Louis Martus (7:13), Ron Marion (7:53), Rick Mitchell, Stacey Biel (alternate for Christine Lee) and Matthew Taepke (7:04).

Absent: Board Member: Sean Hagey, Christine Lee.

Guests: City Clerk Rhonda Johnson, Mayor Julie Miller, and City Manager Clint Holmes.

Meeting called to order by Acting Chairperson Tara Owens at 7:04 p.m.

APPROVAL OF MINUTES:

1. Regular Meeting July 26, 2022:

Motion by Stacy Biel, Second by Tara Owens, to Approve Minutes of Regular Meeting on July 26, 2022 as written. Motion Carried.

PAY BILLS:

Motion by Stacy Biel, Second by Tara Owens, to Pay Bills from the Following Fund:

Parks- \$3,680.43 (2958 - 2963). Motion Carried.

UNFINISHED BUSINESS:

1. **Motion to by Stacy Biel, Second by Tara Owens, pay Alex Bartle \$1,000 for electrical work done in the park. Motion Carried.**

2. **Redoing outside of Cade Road Pavilion:**

Motion by Tara Owens, Second by Matt Taepke, to accept bid by Amos Yoder for work on the outside of Pool Pavilion.

Roll Call Vote: Rick Mitchell – Yes, Matt Taepke – Yes, Louis Martus – Yes, Tara Owens – Yes, Stacy Biel – Yes. Sean Hagey – Absent, Ron Marion – Absent. 5 – Yays, 0 – Nays, 0 – Abstaining, 2 – Absent.

Motion Carried.

3. **Letter from Kevin Herzog concerning damaged equipment while working for the Festival.**

Consensus of the board to turn the letter over to the Festival Committee.

4. **Letter from City Council:** At the August 22 meeting, City Council voted to recommend that the Park & Rec Board turn the Blooper Field into a central parking lot.

Discussion of the following: city lease agreement, amount of parking needed, safety and liability, danger of parking along the roads, origins of Kreiner Field (Blooper Ball Field), and location of possible parking.

Discussion of parking options: Baseball field, grassy areas, tennis courts and pricing for each and need for further discussion and research.

Discussion of designating parking for major events on central grassy areas.

Discussion of removing outfield fences and non-functioning light poles to make room for parking on grass and improving parking incrementally as money and/or donations allow.

Motion by Tara Owens, Second by Matt Taepke, to remove light poles and fencing from fields 4 & 5.

Roll Call Vote: Stacy Biel – Yes, Rick Mitchell – Yes, Matt Taepke – Yes, Louis Martus – Yes, Ron Marion – Yes. Tara Owens – Yes. Sean Hagey – Absent. 6 – Yays, 0 – Nays, 0 – Abstaining, 1 – Absent.

Motion Carried.

5. Rental and Liability Forms:

Discussion of consultation with attorney on liability, forms for liability waivers for each organized group using the park signed yearly, liability waiver forms for contractors and volunteers working in the park.

Discussion of a single board member giving permission to an organized group for park facilities use potentially makes that single board member personally liable.

Discussion of a yearly meeting of organizations, yearly waiver forms, and calendar.

Discussion of rental procedure and liability forms necessary for every organized group even if fee is waived.

Discussion of volunteer contractors working on Cade Road (Pool) Pavilion will need to sign a volunteer waiver form.

Discussion of a paper trail needed for all transactions.

Discussion of updating forms and procedures for next meeting.

PETITIONS AND COMMUNICATIONS: None scheduled.

PUBLIC HEARING: None Scheduled.

REPORTS AND RECOMMENDATIONS:

1. Current balance: \$46,109.90 – (\$38,581.96 checking (includes \$3,200 in donations belonging to Park Board of Directors); \$7,521.94 operating.)
2. Next regular meeting: September 27, 2022 at City Hall.

COMMITTEE REPORTS:

1. **Trails (Mitchell):** Many dangerous trees need to be removed. Estimate needed for tree removal.
Motion by Tara Owens, Second by Louis Martus, to have Rick contact Joe Biel for an estimate by next meeting. Motion Carried.
2. **Concession, Batting Cages, Bathrooms and Porta-Lets (Taepke):** New handles are needed for the Rotary bathrooms.
Motion by Stacy Biel, Second by Tara Owens, to approve \$100 for Matt Taepke to fix the handles on the Rotary bathrooms. Motion Carried.
3. **Driveways & Parking Lots (Martus):** Working on more gravel to fix pot holes.
4. **Playground Equipment and Courts (Hagey):** Absent.
5. **Building Maintenance Committee (Owens / Martus):** Working on maintenance.
6. **Events & Entertainment (Biel):** Nothing to report.
7. **Utilities (Marion):** DTE analyzed all lines and the meter. Still waiting on the report.
8. **Park & Recreation Grants (Hagey):** Absent.

NEW BUSINESS:

1. Stacy Biel will contact the new Highspeed internet company, Highline, to ask about community involvement for the park, and estimate of fiber for the cameras.
2. Stacy Biel has a contact with the deputy supervisor of the county inmate work crew available for free labor.

PUBLIC QUESTIONS AND COMMENTS:

1. Mayor Miller presented a picture that she took while attending a local private event in 2021 of a table and 16 chairs with Property of Brown City Park clearly stamped on them. 2021 and 2022 Park equipment inventories both show one table and 16 chairs missing. No rental agreement that reported missing table and chairs was found in a search of rental agreements going back to time of purchase. This information was presented to City Council at the August 22 meeting. Council consensus was to write off the table and sixteen chairs as a loss and to recommend that the Park & Rec board continue to improve rental record keeping so that any further incidents of suspicious loss of park inventory purchased with city tax dollars can be turned over to City Police.

ADJOURN:

Motion by Tara Owens, Second by Stacy Biel, to Adjourn the August 23, 2022 meeting at 8:31 p.m.

Motion Carried.

Respectfully submitted,

Rhonda Johnson
City Clerk