



Proceedings



of the
BROWN CITY PARK AND RECREATION BOARD
November 22nd, 2022

AT THE CITY HALL COMMUNITY ROOM 4205 MAIN STREET, BROWN CITY [810-346-2325]

Website: ci.brown-city.mi.us



Present: Board Members: Tara Owens, Louis Martus, Rick Mitchell, Ron Marion, Stacey Biel

Absent: Board Members: Sean Hagey, Matthew Taepke.

Guest: Mayor Julie Miller, City Clerk Pam Willer, and City Manager Charles Bennett

Meeting called to order by Chairperson Ron Marion at 6:04 p.m.

Next Regular Meeting- December 20th 2022 at 7P.M.

APPROVAL OF MINUTES:

1. Regular Meeting October 25, 2022:

Motion by Stacey Biel, Second by Rick Mitchell to approve the Minutes of Regular Meeting on October 25, 2002 as written. Motion Carried.

2. Working Group Meeting November 3, 2002.

Motion by Rick Mitchell, Second by Louis Martus to approve the Minutes of Group Working Meeting on November 3, 2022 as written. Motion Carried.

PAY BILLS:

Motion by Stacey Biel, Second by Rick Mitchel, to Pay Bills from the following Fund
Parks: \$1803.80 (2978-2981). Motion Carried.

INCOME-

1-Key Deposit: Machia-key not returned 9/10/22, \$25.00.

2- Donation: Market & More \$1,000.00.

PUBLIC QUESTIONS AND COMMENTS: NONE.

PUBLIC HEARING: NONE.

RESOLUTIONS: NONE.

UNFINISHED BUSINESS:

1-Parking signs: No discussion.

2-Fencing removal: Remove fence on Boys Major Field, Matthew Taepke will work to remove.

3-Leftover breakfast supplies: Gator Aide was taken to City Hall and will be offered at the Christmas Tree Lighting.

4-Parking Lot: No Discussion.

5 Ball Fields Lights: City Manager Chuck Bennett left a message with DTE regarding status of the proposed community service project regarding the lights on the blooper ball field on 11/18/22 City Manager will continue to follow up.

PETITIONS AND COMMUNICATIONS: None Scheduled.

COMMITTEE REPORTS:

1. **Trails (Mitchell):** Nothing new to report.
2. **Concessions, Batting Cages, Bathrooms and Porta-lets (Taepke):** Absent.
3. **Driveways & Parking Lots (Martus):** Discussion as to how we get other to be on committees, as a new committee needs to be formed for the Parking Lot project.
4. **Playground Equipment & Courts (Hagey):** Absent. Discussion regarding the Spark Grant, which needs no matching funds and equipment is ADA compliant.
5. **Building Maintenance Committee (Owens/Martus):** Tara Owens reported that they are still waiting for the steel and light to be put back up in the Pool Pavilion. Pool Pavilion has electrical and plumbing problems, and electricity will be shut down for the winter. Discussion that the pavilion needs to have the interior studs exposed to allow for quoting of electrical and plumbing repairs. Tara Owens and Chuck Bennett will look at the Pool Pavilion on 11/23/22.
6. **Events & Entertainment (Biel):** Nothing is scheduled for winter.
7. **Utilities (Marion):** Nothing new to report.
8. **Park & recreation Grants (Hagey/Biel/Marion/Owens):** Five-year Master Plan for the DNR has not been submitted, but needs to be done by 4/1/2023.

NEW BUSINESS:

1-Garbage can empty procedure: Motion by Tara Owens to have DPW empty cans into dumpster once a week and bill park budget, Second by Stacey Biel. Motion Carried.

2- Discussion to change key lock on pavilion to a pin pad lock.

3-Cade Road Pavilion Louis Martus brought up electrical needing repair and updating. Tara

PUBLIC QUESTIONS AND COMMENTS:

1-Stacey Biel commented on the willow trees by the horse shoe pit are broken, and need to be taken care of. Joe Biel will get together bid to clean up trees.

2-City Manager Chuck Bennett asked about getting bids for the mowing. Motion made by Tara Owens that the Park Board request proposal bids for the mowing at the park, and should have Ad by the February 2023 meeting, Second by Stacey Biel. Motion Carried.

3-Discussion regarding Board of Directors for Park, and question if they will be having a meeting.

4-Ways to spread the word...other than social media (Stacey Biel):

. Debora Smith Energy Partners (old vets office) offered to let groups use for advertising on sign. Contact info is (810-346-3700) or debora@dsenergypartners.com. She said people can either come and put up the info or, if you contact her, she will put up the info free of charge.

- . Information added to water bill.
- . Community calendar on webpage or News Letter.
- . Flyer for events for all group events.
- . Library sign.

- . Bank sign.
- . Mailers – Post Cards.
- . Placemats, radio ads, newspaper.
- . Email.
- . Smore’s New Letter APP cost \$80.00 a year for email list.

MEETING FOR EVENTS IN PARK: 1/24/2023 7:00 P.M.

MEETING ADJOURN @ 7:57. P.M. Motion made by Stacey Biel to adjourn meeting, Second by Louis Martus. Motion Carried.

Respectfully Submitted,

Pamela J Willer

City Clerk