



# Minutes

FOR THE

## BROWN CITY PARK AND RECREATION BOARD MEETING

THAT WAS HELD ON

### TUESDAY May 28, 2024, 7:00 P.M.

AT THE CITY HALL COMMUNITY ROOM, 4205 MAIN STREET, BROWN CITY  
[810-346-2325], EMAIL: browncty@greatlakes.net

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MEETING CALLED TO ORDER BY CHAIRMAN Tara Owens AT 7:07 PM.

**Attendance:** Tara Owens, Walter Robison- Sub for Stacy Biel, Matt Taepke, Corey Faust, Louie Martus

**Absent-** Stacy Biel,

**Guests-** Mayor Julie Miller, Ethan Workman, Jamie Bird, Ross McIvor, Tyne Kreiner, City Manager Chuck Bennett

#### CORRECTION & APPROVAL OF MINUTES:

1. Regular Meeting Tuesday – April 26<sup>th</sup> 2024
2. Special Meeting- May 7<sup>th</sup> 2024

**Motion by Robison, Seconded by Martus**

**Motion Carried**

**PAY BILLS:** Refer to Print-Out Provided

**Motion by Robinson, Seconded by Faust**

**Motion Carried**

#### UNFINISHED BUSINESS:

1. Tiling of Baseball Fields: Tiling is completed- A large willow tree close to the repaired tile was removed to allow for easier repair.

Continued conversation on other drains in the park.

2. Update on NFC program – Bennett let the Board know that Ethan Workman is doing a Raffle to raise money. The Drawing date will be at the next Park Meeting.

3. **Creation of Lease Agreement Committee-** Owens let the Board know that 4 names have been submitted for a committee to brainstorm / create sample lease agreements for the groups that use the park. Examples- Rotary, Little League, Festival etc.

The Names are Jamie Bird, Ron Bennett, Eric Burgess, Frank Miller. Owens had said she would like to be on the Committee to get the group started, provide guidance and answer questions.

Date of first meeting to be determined.

**Motion by Martus, Seconded by Robinson to approve the Bennett, Burgess, Miller, Bird, and Owens to the Park Lease Committee**

1. **Current Balance:**

- Operating - \$42,597.78
- Pool Pavilion Fund - \$7229.42 (\$2000 Mike, not cashed yet)
- Fitness Court Fund - \$1417.51
- Fitness Court CD - \$4,000

2. **Next Regular Meeting:** June 25<sup>th</sup> , 2024, 7:00pm

3. **Next Working Meeting:** June 2<sup>nd</sup>, 2024 1:00 pm at Brown City Park

**Motion by Owens, Seconded by Robison to have a working meeting at Brown City Park on June 2<sup>nd</sup> at 1:00pm**

**Motion Carried**

## **NEW BUSINESS:**

Owens presented to the Board a email from Maple Valley Township Stating that they are no longer going to be part of the City of Brown City Park Board along with minutes from their last meeting.

The Local Scouts Troop will help take part in the Park Cleanup.

Owens presented a updated Park Key Sign out rules. There was concern that the process before was not specific enough and anyone could sign out a key. It was decided

that Park Board Members only could sign out a key to the Park. Owens to revise the form and send to City Hall.

**Motion by Martus, Seconded by Taepke to approve the Key sign out form with only Park Board Members allowed to sign out keys.**

**Motion Carried.**

Owens Presented a new Brown City Park Facilities Reservation Form. The Board was ok with the new updated form but suggested that the refundable cleaning deposit be changed to \$50 from \$25.

**Motion by Faust, Seconded by Martus to approve the updated Brown City Park Reservation Form.**

**Motion Carried**

City Manager Bennett let Board know that the Repair Parts for the South End playset have been ordered. He will call the company to get a updates on the shipping of the parts. The Board would like to have signs put on the Playset warning people to play at your own risk until to parts come in. During Brown City Days to have Playset Cautioned Taped off.

The Board would like a monthly report on who is logging into the Park Security Cameras. Currently City Manager Bennett and The Brown City Police Department are the only authorized viewers of the Cameras.

**Motion by Taepke, Seconded by Martus to request a monthly report of whose logging into Park Security Cameras.**

**Motion Carried**

General discussion on how to get the local Groups / Non – Profits that use the park for events to ask for permission before holding events or making changes to the park.

**PUBLIC QUESTIONS AND COMMENTS:**

**ADJOURN:**

**\*\*MINUTES WILL BE AVAILABLE AT THE ADDRESS ABOVE\*\***