

**MINUTES FOR THE**  
**BROWN CITY PARK AND RECREATION BOARD REGULAR MEETING**  
**TUESDAY AUGUST 27TH, 2024 AT 7:00PM**  
**4205 MAIN ST, BROWN CITY/CITY HALL COMMUNITY ROOM**  
**[810-346-2325] EMAIL: browncty@greatlakes.net**

**PRESENT:** Chair Tara Owens, Louie Martus, Roger Burgess, Walter Robison, Jody Richardson-sub for Matt Taepke.

**ABSENT:** Matt Taepke.

**GUESTS:** Julie Miller/Mayor, Jared McPhail, Mark Vaertan, Marlene Hill, Darrin Wheeler, Officer Marc Perez.

Meeting called to order at 7:00PM by Chair Tara Owens.

**To**

**CORRECTIONS AS FOLLOWS:** Under Present: Roger Burgess/not Burness. **ADD:** submitted by Walter Robison. **Under City Manager:** Change name of Yipe to Juip

**MOTION BY** Louis Martus, **SECOND BY** Walter Robison to approve minutes from July 23, 2024 as corrected. **MOTION CARRIED.**

**WORKING MEETING:** NONE

**PAY BILLS:** Questions were discussed with Darrin Wheeler about LAWN MAINTENANCE fees. Refer to print out provided. Total was 7 checks for \$3,776.44. **MOTION BY:** Louis Martus, **SECOND** by Roger Burgess to pay bills presented. **MOTION CARRIED.**

**UNFINISHED BUSINESS:**

1. Email delivery of Minutes and Agenda. Discussion at the last meeting and a motion was made to have Agenda and Minutes emailed to board with a paper copy to be available at the actual meeting. Discussion to change by-laws. **MOTION BY:** Louis Martus, **SECOND BY:** Walter Robison to amend this section in the by-laws to state this change. **MOTION CARRIED.** Add Roger: [RJRFarms@gmail.com](mailto:RJRFarms@gmail.com) and Jody: [jodyrichardson50@yahoo.com](mailto:jodyrichardson50@yahoo.com). Mayor requested Minutes and Agenda sent both through email and mail.
2. Athletic Field Lease: Discussion that the lease committee, which consisted of Ron Bennett, Frank Miller, Erik Burgess and Jamie Bird, submitted this as a first draft for discussion. Ethan typed for the committee. Extensive discussion on Lease. Jody, representing Little League/Summer Recreation stated that they had just ordered artificial turf to be put inside dugouts. **MOTION BY:** Roger Burgess, **SECOND BY:** Louis Martus to allow LL/Summer Rec to install artificial turf in dug outs. **MOTION CARRIED.**

Discussion on LL/Summer Rec purchasing a shed (10x16) to store equipment in to be placed near batting cage area. No decision made. LL/Summer Rec to get quotes for sheds.

Discussion on Kenny Childers to paint the Dugouts with LL/summer rec paying for paint.

Discussion on LL/Summer rec and Park Board working together. Concession stand needs work to be compliant for serving food.

3. Wifi: changed in North Pavilion, not in South Pavilion yet as electrical work needs to be done to move outlets to plug wifi into. Tara Owens reported that M3 wireless contacted her that a camera was out. It was determined it was the camera in the Batting Cage, Keys had to be requested from LL/Summer Rec to gain entry into this building. **MOTION BY:** Louis Martus, **SECOND BY:** Roger Burgess to hire Alex Bartle to put extra outlet for the cameras in South Pavilion. **MOTION CARRIED.**
4. Water spigots: City Manager absent with information.

#### **PERSONAL APPERANCES:**

1. Darrin Wheeler: Lawn Maintenance provider. Darrin stated that he didn't invoice properly which appeared as if there was an extra charge. He stated that he sent City Manager a quote inquiring about trails to be cut. Board stated that they did not receive this quote. Board requested that all future information/quotes etc. to be emailed to the entire board every time.
2. Jared McPhail: Requested as a Rotary Board member to allow the Rotary to build a 40x60 building with a 14ft ceiling to replace renting a tent every year for the Brown City Days Festival. Jared stated that this building would be done in phases. 1<sup>st</sup> year structure, 2<sup>nd</sup> year concrete floor, 3<sup>rd</sup> year siding/rolling doors. Rotary would donate building to the Park, with right of refusal for use for others during BC Days Festival. Much discussion on Rotary returning after each phase to be approved for next phase. Location to be determined after Rotary and Park Boards meet and a GIS map is provided. **MOTION BY:** Walter Robison, **SECOND BY:** Roger Burgess to approve this building as presented. **ROLL CALL:** Burgess-NO, Martus-YES, Walter-YES, Tara-YES, Jody-YES. **MOTION CARRIED.**
3. Mark Vaertan: Mark requested on behalf of Rotary to allow a 12x16 shed, donated from Brown City Schools to Rotary, to be placed near the new 40x60 building. Discussion that this might be too much for this section of the park for events. Discussion to place where old Soccer shed was that is now up front for the Brown City Days Festival Committee. Discussion that this would also be donated to the Park. Many questions on upkeep and costs of maintenance for this and who would be responsible for the costs. New committee was formed: Roger, Louie and Jody to look into this.
4. Marlene Hill: Water near her property that is near/on Park property. Discussion on this. Mayor recommends getting a survey done for property lines. Discussion on getting more gravel next year as some has washed off sides of roads due to excessive amounts of rain water. She also requested to remove a wooden sign and the flower planters. She was told not to remove either items.

**PUBLIC QUESTIONS AND COMMENTS: NONE.**

**PUBLIC HEARING: NONE.**

## REPORTS AND RECOMMENDATIONS:

1. **CURRENT BALANCE:** Checking-\$32,691.00, Savings/Pool Pavilion-\$6,441.00, Fitness Court-\$2,432.00, Fitness Court CD-\$4,000.00.
2. **NEXT REGULAR MEETING:** September 24, 2024 AT 7:00PM.
3. **NEXT WORKING MEETING:** None scheduled.

## COMMITTEE REPORTS:

1. Athletic fields and Batting cages: (Matt) Jody Richardson. Discussion on little league wanting help fixing batting cages, portable or permanent fencing for fields.
2. Driveways and Parking Lots-Louis, gravel next year. Discussion on gravel and water. Roger, Louie and Jody to look into.
3. Playground equipment, Courts and Trails- none.
4. Building maintenance: Discussion on Porta-lets. **MOTION BY:** Jody Richardson, **SECOND BY:** Roger Burgess to have 2 porta-lets removed and keep 2 porta-lets at the park. **MOTION CARRIED.**
5. Events and Entertainment: Fall Festival October 19, 2024. Scouts requested to fish on September 29<sup>th</sup>, 2024 2pm to 4pm. Permission granted.
6. Park and Recreation grants: Fitness Court received \$5000.00 from GFL. Ethan Workman wrote the grant.
7. City Manager: absent. Jared McPhail on hand to answer some questions on Park Board of Directors that was formed almost a year ago. Stated they meet on Second Tuesday of the month, however their meetings are still private. Walter Robison had questions as follows: Jared requested email of these questions and stated he is available at Tri-County Bank to discuss issues.
  1. Overall control of the park appears to rest with the BCCPA; to be precise its Board of Directors.
  2. BCCPA and City Council must both agree to additions and improvements in excess of \$2,000.00.
  3. BCCPA is directing the City how to spend millage money; specifically spent on operation and maintenance costs.
  4. BCCPA can terminate the lease agreement with the City if it finds the City in breach of contract without a provided time to allow the city to come into compliance.
  5. City must provide written notice of 365 days of its intent to terminate the lease agreement.
  6. BCCPA is authorizing the City of appointment of a park board. That authority does not come from the BCCPA.
  7. City has the responsibility of the general liability insurance coverage, but is restricted from making decisions that BCCPA is requiring final approval.



a. the recent removal of the playground equipment stands as an example of conflict between the will of the two parties. What is the source of remedy over liability if the City is denied in its decision, is it still liable or does this fall to the BCCPA?

8. BCCPA is appointing a voting member to the City Park and Recreation committee.

9. Is the BCCPA going to act in an advisory role or a controlling partner under this new lease agreement.

**PETITIONS AND COMMUNICATIONS: NONE.**

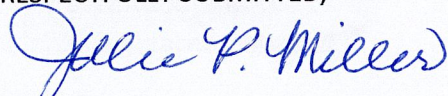
**NEW BUSINESS:**

1. Camera unplugged in batting cage building: Was not verified. Camera still not working. No specific reason determined yet.
2. Closing of Park for Winter: No decision made.
3. Sub committee: the members of the committee that drafted the Lease agreement for park usage stated that they are available if needed.

**PUBLIC QUESTIONS AND COMMENTS: NONE.**

**ADJOURMENT: MOTION BY** Louis Martus, **SECOND BY** Walter Robison to adjourn meeting at 8:55PM..  
**MOTION CARRIED.**

RESPECTFULLY SUBMITTED,



JULIE MILLER