

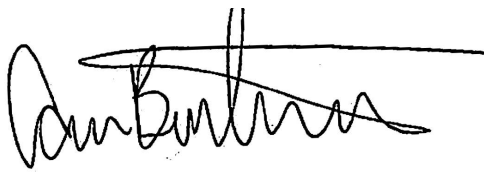
Meeting
Brown Deer Park and Recreation Committee
Tuesday, August 2, 2022
6:00 p.m. DPW Conference Room, DPW



PLEASE TAKE NOTICE that a meeting of the Brown Deer Park and Recreation Committee will be held at the DPW Building of the Village of Brown Deer, 8950 N. Arbon Drive, Brown Deer, Wisconsin, at which time and place the following items of business will be considered and possibly acted upon.

- I. Roll Call
- II. Persons Desiring to be Heard
- III. Consideration of Minutes
 - A) June 7, 2022
- IV. Unfinished Business
 - A) Comprehensive Plan Update – Capital Improvement Planning
- V. New Business
 - A) Introduction of Village Manager, Tyler Burkart
 - B) Review of Department Polices and Procedures
- VI. Administrative Report
 - A). Department Update
- VII. Committee Members Reports
- VIII. Scheduling of Next Meeting
 - A) September 6, 2022
- IX. Adjournment

Dated: July 29, 2022

E,

Caren Brustmann, Village Clerk

PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING.

Minutes
Brown Deer Park and Recreation Committee
Tuesday, June 7, 2022
6:00 p.m. DPW Conference Room, DPW



The meeting was called to order at 6:07pm.

I. Roll Call

Present: Julie Quirk, Nicole Munns, Marie Lieber

Absent: Stacey Smith and Chris Przedpelski

Also Present: Danielle Gross, Park and Recreation Director and Katie Harn, Park and Recreation Supervisor

II. Persons Desiring to be Heard

III. Consideration of Minutes

It was moved by Ms. Munns to approve the minutes and seconded by Ms. Quirk to approve the minutes of the April 5, 2022 meeting. The motion carried.

IV. Unfinished Business

V. New Business

A) Introduction of new Park & Recreation Supervisor, Katie Harn

Ms. Harn introduced herself to the committee. Questions and discussion followed.

B) Comprehensive Plan – Park and Recreation Department

Ms. Gross discussed with the committee that the comprehensive plan on file was out of date and needed to be updated. The discussion continued about what steps could be taken and the benefits of a comprehensive plan. Discussion followed.

C) Future Programming

Ms. Gross and Ms. Harn stated goals for future programming. It was also discussed that if committee members hear about any program ideas they should pass them along to the department staff.

VI. Administrative Report

A). Department Update

Ms. Gross and Ms. Harn presented the department update. Discussion followed.

VII. Committee Members Reports

Ms. Quirk gave an update about the Village Board. She discussed the plan for the Village's plan for their comprehensive plan, the grand opening of the Green Link and Public House 55, and some other upcoming improvements to the Village.

VIII. Scheduling of Next Meeting

A) August 2, 2022

The Committee agreed to schedule the next Park and Recreation meeting on Tuesday, August 2, 2022.

IX. Adjournment

Upon proper motion the meeting adjourned at 7:23 p.m.

Dated: July 29, 2022

BROWN DEER PARK AND RECREATION DEPARTMENT

UPDATE
June and July 2022

Danielle Gross, Park and Recreation Director
Katie Harn, Park and Recreation Supervisor

ATTENDED THE FOLLOWING MEETINGS:

- Department Head Meeting, June 21, July 14, and 19
- Special Events Committee Meeting, June 15
- Park & Recreation Committee Meeting, June 7
- Senior Club Meeting, June 15

MET WITH THE FOLLOWING INDIVIDUALS AND ORGANIZATIONS:

- Tyler Burkart, CIP Meeting, June 2
- Rachel Lubar, Pond Attendant Interview, June 14
- Liz Irving, Pond Lifeguard Interview, June 15
- Gerald McGregory, School District Partnership, June 22
- Summer Playground Staff, June 27
- Mid-Season Check In, Head Guards, July 5
- Pond Staff Meeting, July 6
- Rachel Kass, Volleyball Collaboration, July 7
- Tyler Burkart, Danielle 6 Month Review, July 7
- Tyler Burkart, Bi-weekly check in, July 20

OBSERVED THE FOLLOWING PROGRAMS:

Gross- Aquatics, Youth Enrichment, Fitness and Sports, Senior Citizens Club, Lois and Tom Dolan Community Center, Village Park and Pond, Fairy Chasm Park, Special Events Committee

Harn – Summer Playground, Adult Enrichment and Fitness, Senior Citizens Club, Special Events Committee

COORDINATED THE FOLLOWING:

- Supervision of Summer staff and programming
- Fourth of July Celebration and re-planning for the rain date, August 17
- Community Vibes, June 15 and July 20
- Park Maintenance
- Fall Program Planning and Guide
- Community Center Rentals

CONDUCTED THE FOLLOWING COMMUNITY CENTER TOURS:

Dani – 4
Harn - 2

ASSIGNED THE FOLLOWING PERSONEL:

Rachel Lubar – Pond Attendant
Liz Irving – Pond and Swim Lesson Lifeguard
Roel Munoz Jr. – Summer Playground
Arthur Terry, III – Summer Playground
Jayden Hill – Summer Playground