



Fiscal Year 2023

Parks and Recreation Commission Plan of Work

Approved by The Recreation Commission

Presented by:
Teresa Graves, Director of Parks and Recreation

Mission Statement

Charter Township of Brownstown Recreation Commission mission is to enhance the social, educational, physical and recreational essential needs of children adults, seniors and families; and to administer high quality accessible programs in well-maintained facilities.

The Charter Township of Brownstown Parks and Recreation Commission, was established by the Township Charter and endeavors to fulfill this mission by ensuring economic sustainability of the community, providing effective stewardship of community resources, and by providing an outstanding quality of life through excellent service delivery.

Parks and Recreation Commission

The Parks and Recreation Commission is advisory to the Township Board and consists of 7 members appointed by the Township Board, who by experience have evidenced interest in development of park and recreation services for public use.

Duties of the Parks and Recreation Commission, established by the Charter Township of Brownstown Code of Ordinances, are to serve as liaison between the public and the Recreation Department on issues regarding recreation programs, facilities and services. This is to ensure all are held in a constructive, wholesome and effective manner.

Site Visit Requirements:

Each Commissioner will be responsible for visiting at least 2 sites throughout the summer season.

The sites include:

Capital Park

Woodland Heights Park

Fairway Village Park

Fort/Gibraltar Park

Dawnshire Park

Culpepper Park

Arsenal Park

Labo Island Park

***Thorn Park** will be visited by all commissioners at a summer meeting.

Parks will be assigned by the chair at the April meeting. A brief summary of visit will be required at the next meeting following the conclusion of the visit. The summary should include opinions on accessibility, safety and quality of land and equipment. Suggestions are welcomed at this time.

Parks and Recreation Director

In accordance with the Code of Ordinances the Director of Parks and Recreation has been designated by the City Manager. As such the director is the executive officer in charge of the use and maintenance of parks, properties and buildings owned by the city, and assigned to the department of parks and recreation, and she shall be responsible for the recreation programs in buildings or on properties of other public or private institutions that may be used by the Township through rental, lease or by gift. The director also serves as a liaison between the Township and the Parks and Recreation Commission.

Annual Plan of Work

Intent

Being required to conduct a minimum of six (6) meetings during the fiscal year, the Parks and Recreation Commission seeks to perform its duties effectively and efficiently. To that end the Commission relies on an annual work plan to anticipate and organize those matters to be addressed. The Commission may periodically review and modify its work plan as needed to address evolving community needs.

Commission Meetings

The Parks and Recreation Commission conducts regular meetings, which are open to public participation, at 7:00 PM in the Township Chambers on the first Thursday of the month. Agendas for such meetings will include, at a minimum, the following matters:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Minutes of Prior Meeting
- 5) Call to Audience
- 6) Township Feedback
- 7) Project Reports
- 8) Division Report
- 9) Old Business
- 10) New Business
- 11) Adjourn

The Parks and Recreation Commission, along with department staff, have compiled the following list of potential topics to be discussed throughout the year with the understanding that other topics may come up during the course of the year that take precedent.

<i>Project Reports</i>	<i>Division Report</i>
2022-2026 Recreation Master Plan	Park Updates – ADA accessible parks and park features.
Thorn Park Master Plan	Recreation - Seasonal Activity Updates
Special Events for Current Year	Update on park play equipment
Community Center Renovation	Safety in Parks-Park Inventory
Shade in Parks	Event Evaluation and attendance
Grants/Sponsorships	Splash Pad
	Rental Reports

