

**AGENDA**

*THE BUCHANAN AREA RECREATION BOARD (B.A.R.B.) OF THE CITY OF BUCHANAN in compliance with Michigan’s Open Meetings Act, hereby gives notice of a regular meeting.*

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**IV. Approve Agenda**

**V. Public Comment - Agenda Items Only (3-minute limit)**

**VI. Approve Minutes**

A. Consider Approval of September 13, 2023 Minutes

**VII. Unfinished Business**

**A. Park Updates:**

The Common/Pears Mill –

Harger Park –

Kathryn Park – Jen Popielski

Buchanan Garden Club Park – Garden Club partnership

McCoy Creek Recreation Area (McCoy Creek Trail, Field of Dreams Dog Park, Centennial) – Cayde Heyliger

Veterans Memorial Park –

Ravish Park – Jeanne Harris

Redbud Riverfront Park –

Smith Park – Buchanan Youth Baseball/Softball Association partnership

E.B. Clark/Spafford Woods – Jeanne Harris

Victory Park/Tot Lot – Jeanne Harris

Mud Lake Bog – Wendi Heyliger

Madron Lake Boat Launch – Wendi Heyliger

Walton Bridge Park –

**B. Recommendations Status**

**C. Kathryn Park playground equipment**

**VIII. New Business**

A. Consider Approving Jake Brown to Complete the Unexpired At-Large Representative Term Ending in July 2026

B. Consider Recommending Emily Koziel to Complete the Unexpired Township Representative Term Ending in October 2024

**C. Consider Parks Tour**

**IX. Public Comment - Non-Agenda Items Only (3-minute limit)**

**X. Executive Comments**

**XI. Adjourn**



**BUCHANAN AREA RECREATION BOARD (B.A.R.B.)**

**WEDNESDAY, SEPTEMBER 13, 2023 – 6:00 PM**

**CHAMBER OF BUCHANAN CITY HALL – 302 N REDBUD TRAIL, BUCHANAN MI**

**MINUTES**

*THE BUCHANAN AREA RECREATION BOARD (B.A.R.B.) OF THE CITY OF BUCHANAN in compliance with Michigan’s Open Meetings Act, hereby gives notice of a regular meeting.*

**I. Call to Order**

**Wendi Heyliger** Called meeting to order at **6:00PM**

**II. Pledge of Allegiance**

**Wendi Heyliger** led in the Pledge of Allegiance.

**III. Roll Call**

**Present: Jennifer Popielski, Wendi Heyliger, Tony Houser, Katie Heyliger, Jeanne Harris left at 6:25PM**

**Absent: Mark Weedon**

**IV. Approve Agenda**

Motion made by **Wendi Heyliger**, seconded by **Katie Heyliger** to approve the agenda.

Yes: **Unanimous**

No:

**V. Public Comment - Agenda Items Only (3-minute limit)**

**None**

**VI. Approve Minutes**

Motion made by **Tony Houser**, seconded by **Jennifer Popielski** to approve the minutes from **August 9, 2023.**

Yes: **Unanimous**

No:

**VII. Unfinished Business**

**A. Park Updates**

- 1) **McCoy Creek Recreation-**
- 2) **The Common/Pears Mill-Tony Houser reported a broken picnic table still there.**
- 3) **Firehouse Park- Maintained by Fire department volunteers.**
- 4) **Harger Park-**
- 5) **Madron Lake Boat Launch- Wendi Heyliger**
- 6) **McCoy Creek Trail- Katie Heyliger**
- 7) **Mud Lake Bog- Wendi Heyliger**

- 8) Garden Club Park-Garden Club requests the Gazebo be repaired and painted.
- 9) Ravish-Jeanne Harris
- 10) Redbud Riverfront Park-
- 11) Veterans Memorial Park- Mark Weedon
- 12) Victory- Jeanne Harris
- 13) Walton Bridge Park-Jennifer Popielski
- 14) Kathryn Park-Jennifer Popielski reported the picnic tables have been removed. There was a discussion on a community garden next year.
- 15) Smith Park-BYBSA maintains.

**B. Covered Picnic Table locations-After a lengthy discussion it was decided to place 1 table at Veterans Park, 1 at Harger Park and 3 at The Common/Pears Mill. We will coordinate pick up in a few weeks once the tables are completed.**

**VIII. New Business**

**A. Discuss New Board Members.** Motion made by **Wendi Heyliger**, seconded by **Katie Heyliger** to remove Mark Weedon and replace him with another city commissioner.  
**Yes: Wendi Heyliger, Katie Heyliger, Jennifer Popielski**  
**No: Tony Houser**

**IX. Public Comment - Non-Agenda Items Only (3-minute limit)**

**NONE**

**X. Executive Comments**

**NONE**

**XI. Adjourn**

Motion made by **Wendi Heyliger** to Adjourn the meeting at **7:03PM**.



APPLICATION FOR BOARD, COMMITTEE OR COUNCIL APPOINTMENT

In accordance with the City Charter, Michigan Constitution, and U.S. Constitution, and individual must be a registered voter in the City of Buchanan to serve on a City Board, Committee or Council (hereafter referred to as board[s]). By submitting this application, you affirm that you meet this requirement. Limited exceptions for certain boards exist as indicated in the board descriptions below.

Please note that all information submitted in this application is public information and potentially subject to disclosure pursuant to the Freedom of Information Act, so please do not list any confidential information on this form.

NAME: Jacob S. Brown DATE: 9/22/23  
ADDRESS: 122 Bluff St.  
PHONE: 269 695-7889 CELL PHONE 313 717 3776  
EMAIL: Jacobbrown04@gmail.com

Please check all that apply:

- I own property in the City of Buchanan.
- I own a business located within the City of Buchanan.
- I rent property located within the City of Buchanan.
- I am a registered voter within the City of Buchanan.
- I meet special requirements of the board(s) for which I am applying.

To ensure quorums, which are needed for Boards to conduct official business, applications commit to attending at least 75% of regularly scheduled meetings of the board each year, absent emergencies and/or excused absences approved by a unanimous vote of the Board. Applicants also agree to abide by the City's Ethics Policy, and further agree to attend all required trainings in order to maintain eligibility to serve.

| <u>YES</u>                          | <u>NO</u>                | If selected to serve on a Board, I agree to:                         |
|-------------------------------------|--------------------------|----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | attend at least 75% of all meetings of that Board                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | participate in periodic meetings and board training held by the City |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | abide by the City's Ethics Policy                                    |

Indicate the board(s) in which you are interested. You may choose more than one. Please list a preference order. If your first choice is unavailable, we may contact you for service on another board. The electronic version of this application includes website links to review additional information about that board.

- BOARD OF REVIEW
- BROWNFIELD REDEVELOPMENT AUTHORITY
- BUCHANAN AREA RECREATION BOARD (B.A.R.B.)
- BUCHANAN FINE ARTS COUNCIL
- BUCHANAN TREE FRIENDS
- COMMON COMMITTEE
- COMPENSATION COMMITTEE
- DESIGN REVIEW COMMITTEE
- DISTRICT LIBRARY BOARD
- BUCHANAN FARMERS' MARKET (subcommittee of the Common Committee)
- FRIENDS OF McCOY'S CREEK TRAIL (subcommittee of the B.A.R.B.)
- FRIENDS OF OAKRIDGE CEMETERY
- JOINT WATER SEWER BOARD
- ONE BUCHANAN
- PLANNING COMMISSION
- ZONING BOARD OF APPEALS

Describe why you are interested in this particular board or boards.

I ~~am~~ work for The Department of Natural Resources Parks & Rec Currently and I think I could help.

Please list any community service and/or prior board service, including the name of the board and term of service.

N/A

What skills, background, expertise, or special qualification do you have which would be of special value on this board (i.e. education, job experience, length of residency, life in another community, etc.)?

17 years + Parks & Rec ~~Private~~  
 DNR Parks Law Enforcement Scenario Training Team  
 MSEA DNR Spokesperson

**Employment:** List your most recent employment experiences.

| Dates of Employment                 | Company Name/Location                | Position      | Job Description                     |
|-------------------------------------|--------------------------------------|---------------|-------------------------------------|
| State of Michigan<br>2006 - Present | Van Buren<br>State Park<br>(current) | Lead worker 9 | Lead and Direct<br>work in the park |
| N/A                                 |                                      |               |                                     |

**Education:** List your most recent educational experiences.

| Educational Institution/School | Certificate/Degree Received             | Area(s) of Study |
|--------------------------------|-----------------------------------------|------------------|
| Lake Michigan<br>College       | Associates Degree<br>2008               | General          |
| DNR Park Ranger<br>Academy     | Commissioned Ranger<br>Certificate 2008 | General          |

**Prior Community/Board Service:** List other organizations for which you have served.

| Organization | Role | Dates Served |
|--------------|------|--------------|
| N/A          |      |              |
|              |      |              |
|              |      |              |

References: Please list three personal or business references, including contact information.

| Name            | Relationship/<br>Years Known               | Contact Information |
|-----------------|--------------------------------------------|---------------------|
| Patrick Swem    | Friend<br>2004<br>to<br>Present            | (269) 240-0083      |
| Michael Terrell | Former Boss<br>2002<br>to<br>Present       | (269) 921-3160      |
| Jecinda Bingoff | 2014 to Present<br>Employee &<br>Co-worker | (517) 614 1436      |

Additional Comments: Please use this space to share any relevant comments that were not covered in other sections of this application.

Thank you for considering my application

Applications will be kept on file for three calendar years.

**SUBMIT COMPLETED APPLICATION TO:**

CITY CLERK  
302 N Redbud Trail  
Buchanan MI 49107  
[clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com)

Revised 1/24/2022



Buchanan Township  
Citizen Participation Resume

Name Emily Koziel  
Home Phone 269-340-4820 Work Phone \_\_\_\_\_  
Address 14308 Madron Lk. Rd. Buchanan  
E-mail address emshining@gmail.com  
Education Bachelor's Degree in Mass Communications - Public Relations  
Occupation Office Manager w/ minor in Business admin.

I would like to be considered and could devote sufficient time to serve on the following Board(s), in order of preference:  
Parks & Recreation

Please list any prior experience serving on any public boards and approximate dates.  
Trustee, village of Galien 2015-2019

Please list any other experience that may be pertinent to the board / commission that you are requesting to serve on.  
My family enjoys being outdoors & visiting our local parks.

I understand that appointment to a Buchanan Township board or commission requires attendance at all board / commission meetings.

Date 9/1/23 Signature Emily Koziel