

**DRAFT**

**MINUTES FOR THE  
BROWN CITY PARK AND RECREATION BOARD REGULAR MEETING  
TUESDAY JULY 22, 2025 AT 7:00PM  
4205 MAIN ST, BROWN CITY/CITY HALL COMMUNITY ROOM  
[810-346-2325] EMAIL: browncty@greatlakes.net**

**PRESENT:** Tara Owens, Louie Martus, Roger Burgess, Ross Mclvor, Ray Dupie, Paul Farmer, Angel Kreiner.

**QUORUM PRESENT:** YES. 7 out of 7 members present.

**ABSENT:** NONE

**GUESTS:** Julie Miller/Mayor, City Manager Charles Bennett, Tyne Kreiner, Jeff Beane, Alex Bartle.

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

**CORRECTION AND APPROVAL OF MINUTES:**

**CORRECTION:** Page 1. Under Unfinished Business #2 capitalize *Grounds*. #5 capitalize *Newspaper*. Page 2. Add number 8 about drone footage.

1. **REGULAR MEETING: MOTION BY** Ross Mclvor, **SECOND BY** Roger Burgess to approve minutes from May 27th, 2025 as corrected. **MOTION CARRIED.**
2. **WORKING MEETING: NONE**

**PAY BILLS:**

**MOTION BY** Ross Mclvor, **SECOND BY** Louis Martus to pay the bills as presented for a total of \$4,972.25. See Attached. **MOTION CARRIED.**

**UNFINISHED BUSINESS:**

1. Signs for rules: Five signs are now done and ready to be placed. The locations are 1. Near pond, 2. Entrance at Cade Rd, 3. Entrance at McMoran, 4. Parking lot near North Pavilion, 5. Parking lot near Basketball Court. Chuck Bennett to place these in the park.

**MOTION BY** Ross Mclvor **SECOND BY** Angel Kreiner to place the **RULES** signs at these locations listed above. **MOTION CARRIED.**

2. BOD January 2026 lease updates. Buildings and Grounds had a meeting with BOD. Committee stated that BOD did not want to give ownership to the City. BOD wants only the Council and BOD to have control of park with the lease agreement.
3. Member pictures for website: Pictures TONIGHT before anyone leaves meeting.

4. 5 year plan: Tabled pending lease.
5. Camera system update: Equipment had water damage. Fixed currently.
6. Down Tree update: Tara stated that Kevin Miller, Jacob Brown and Austin Cooper need a big thank you for the downed trees in park/AGAIN. Mayor stated that this was another tree in park that Kevin, Jacob and Austin removed due to damage. Tara supplied a list to Kevin. Everything on that list was fixed except for the swing set that needs extra work. This list was from Louis Martus and Chuck Bennett. Signs were removed from Tennis Courts, old electric was removed from Pool Pavilion, repairs were made to playground equipment/5 tires were removed and 5 new/used tires were installed, door lock on South Pavilion fixed, moved dirt from horseshoe pits as it was a trip hazard, grip take purchased and placed on steps for safety. This work and labor was paid for and donated from KBM Concrete. Labor, truck, trailer use is approximately \$3,000.00 Thanks KBM! Kevin did turn in receipts to Tara for around \$60.00 for tape and small supplies. Tara did not have receipts with her. Ray Dupie did work on playground equipment also. He turned in receipt for \$25.42.

**MOTION BY** Roger Burgess **SECOND BY** Ross McIvor to reimburse Ray Dupie \$25.42. **MOTION CARRIED.**

City Manager told Tara to get receipts to him for Monday Council Meeting.

7. Fitness Court: Chuck Bennett presented a picture of possible Fitness Court. Checking on rubberizing the current Tennis Court for the ADA compliant Fitness equipment and Pickle Ball court.

**PERSONAL APPEARANCES:** Alex Bartle, Electrician for Pool Pavilion. Alex stated that the work would be easier for every trade if electric was completely done before any other areas are completed. He requested that a HVAC company to give quote and area of interest ASAP. Discussion on electric vs paper towel for hand dryers. Chuck Bennett ordering Electric Hand Dryers from Amazon with City Credit account. Approximately \$500.00 for 4. Consensus was to finish all electric all at once.

**PUBLIC QUESTIONS AND COMMENTS:** NONE

**PUBLIC HEARING:** NONE.

**RESOLUTIONS:** NONE

**REPORTS AND RECOMMENDATIONS:**

1. **CURRENT BALANCE:** Checking-\$18,377.29, MI CLASS checking-\$20,180.50, Savings/Pool Pavilion-\$7,804.18, Fitness Court-\$11,693.87, Fitness Court CD-\$4,204.35.
2. **NEXT REGULAR MEETING:** August 26, 2025 AT 7:00PM.
3. **NEXT WORKING MEETING:** None scheduled.

**COMMITTEE REPORTS:**

1. Athletic fields and Batting cages: Paul stated that fence installation would be in the fall depending on funds. Paul stated that Summer Rec would like to add an addition to block

house or bring in a shed to be placed in park. Possibility of locations and size will be presented and next meeting. No decision made for addition or for shed to be placed in park. Dugouts almost completed. Bathrooms were completed and used for tournaments. They can be closed now for season. Stated that the metal roof quote for North and South Pavilions is material/\$2,793.10, labor/\$1,650.00 for total of \$4,443.10.

**MOTION BY** Ross McIvor **SECOND BY** Roger Burgess to accept this quote and have the work completed from the Amish for \$4,443.10. **MOTION CARRIED.**

Tournaments for 2026 are June 18-21 and July 10-12.

2. Driveways and Parking Lots: Marlene Hill requested roads to be graded again.
3. Playground equipment, Courts and Trails: Listed above.
4. Building maintenance: Listed above.
5. Events and Entertainment: Louis Martus stated that Antique Tractor events are still progressing.
6. Park and Recreation grants/Fundraising: NONE
7. City Manager: Food Forest meeting changed to Friday August 1, 2025. 4H group possibly doing something in park. Tree preserve, hope to get something done.

**PETITIONS AND COMMUNICATIONS: NONE.**

**NEW BUSINESS:**

1. Ray Dupie: Drone footage/Pictures. Still in process of acquiring.

**PUBLIC QUESTIONS AND COMMENTS:**

1. Jeff Beane new President of Rotary as of July requested use of track/park for Superior Racing to hold their Championship Bump N Run in the Park on the track on September 13, 2025. Rotary would have concessions of hot dogs, chips and water/pop.

**MOTION BY** Louie Martus **SECOND BY** Ross McIvor to allow Rotary to host Superior Racing on September 13, 2025. **MOTION CARRIED.**

2. Rotary also presented a side by side run and for the use of Rotary Pavilion in the park on October 11, 2025.

**MOTION BY** Angel Kreiner **SECOND BY** Ross McIvor to allow Rotary to host Side by Side run in park on October 11, 2025. **MOTION CARRIED.**

3. Festival requested use of South Pavilion on October 18<sup>th</sup> for a Chili cookoff and library will have their annual pumpkin roll on the hill. Possibility of other events on day of cookoff/pumpkin roll.

**MOTION BY** Roger Burgess **SECOND BY** Louie Martus to allow Festival to hold their events in Park on October 18, 2025. **MOTION CARRIED.**

Rotary member Ross McIvor stated that he is grateful that Sandusky Fair donated bleachers to the Rotary for the track in Park for all events.

**BOARD QUESTIONS AND COMMENTS: NONE**

**MEMBER PICTURES:** Taken at this meeting!

**OLD BUSINESS:**

1. Damaged Picnic tables.
2. Updates on grants/invasive plants/MSU extension office/food forest meeting on August 1, 2025.

**ADJOURMENT:**

**MOTION BY** Ross McIvor **SECOND BY** Louie Martus to adjourn meeting at 8:21PM. **MOTION CARRIED.**

RESPECTFULLY SUBMITTED,

JULIE MILLER