

**MINUTES FOR THE**  
**BROWN CITY PARK AND RECREATION BOARD REGULAR MEETING**  
**TUESDAY JANUARY 27, 2026 AT 7:00PM**  
**4205 MAIN ST, BROWN CITY/CITY HALL COMMUNITY ROOM**  
[810-346-2325] EMAIL: [bcpark@cityofbrowncity.net](mailto:bcpark@cityofbrowncity.net)

**PRESENT:** Chair Tara Owens, Angel Kreiner, Ross Mclvor, Roger Burgess.

**QUORUM PRESENT:** YES. 4 out of 7 members present. (Need two new member)

**ABSENT:** Louis Martus/resigned at last meeting. Paul Farmer.

**GUESTS:** Julie Miller/Mayor, City Manager Kyle Harris.

Meeting called to order at 7:17PM by Chair Tara Owens.

**CORRECTION AND APPROVAL OF MINUTES:**

1. **REGULAR MEETING: MOTION BY** Ross Mclvor **SECOND BY** Angel Kreiner to approve the minutes from December 23, 2025 as written. **MOTION CARRIED.**
2. **WORKING MEETING: NONE**

**TREASURER REPORT:**

**CURRENT BALANCE:** Checking-\$2,586.14, MI CLASS checking-\$10,509.46, MI CLASS Savings/Pool Pavilion\$4,941.46, MI CLASS Fitness Court-\$3,338.02.

**PAY BILLS: SEE ATTACHED:**

Discussion on DTE bill. Kyle to call DTE to question bill. Discussion on \$45.60 due to Tara only receiving access on March 1, 2025. Kyle to investigate charges.

**MOTION BY** Roger Burgess **SECOND BY** Ross Mclvor to pay the bills as presented for a total of \$2,224.16. See Attached. **MOTION CARRIED.**

**UNFINISHED BUSINESS:**

1. BOD January 2026 lease updates: New lease signed.
2. 5 year plan: Kyle working to get this updated. Sent old documents to F and V.
3. Fitness Court Project: Need estimates for fencing and resurfacing the tennis court. Equipment is going to be delivered in March 2026.
4. Summer Rec shed information: Shed has not yet been placed at the Park. Waiting on Neil Kohler.
5. Damaged Picnic Tables: Tables at school being worked on. Inspection shows a couple more tables need repairs.
6. Rotary Pavilion: Next phase. Gravel was delivered in front of pavilion.
7. Repairs per inspection. Tabled until weather clears.

8. Hog Town appliances. Tabled.

**PERSONAL APPEARANCES: NONE**

**PUBLIC HEARING: NONE.**

**PETITIONS AND COMMUNICATIONS: NONE.**

**RESOLUTIONS: NONE**

**COMMITTEE REPORTS:**

1. Athletic fields and Batting cages: Paul Farmer:
  - \*\*Fields 2 and 3 set for springtime
  - \*\*12x16 shed to be placed waiting on Neil Kohler.
2. Driveways and Parking Lots: Burgess and Martus. Parking lot gravel tabled until spring.
  - \*\*Parking lots and driveway gravel-tabled until spring.
  - \*\*Field 4 and 5 Parking lot-tabled till spring.
3. Playground equipment, Courts and Trails: (assign)
4. Building maintenance: Tara Owens
  - \*\*Brick Bathrooms-closed until rented
  - \*\*North Pavilion-closed until spring
  - \*\*South Pavilion-closed until spring
  - \*\*Cade Rd Pavilion-Continued work.
  - \*\*Porta-lets-removed until spring. Kyle to get quotes for porta-lets for 2026. Will bring to next meeting.
5. Events and Entertainment: (assign)
  - \*\*Sesquicentennial Celebration June 7-14, 2026.

Tara Owens from Festival Commission requested use of the Park for Sesquicentennial Celebration June 7-14, 2026.

**MOVED BY** Roger Burgess **SECOND BY** Ross Mclvor to allow the Festival Commission to use the Park for the Sesquicentennial Celebration June 7-14, 2026. **MOTION CARRIED.**

6. Park and Recreation grants/Fundraising:
7. City Manager: Kyle Harris:

**NEW BUSINESS:**

1. Discussion of any changes due to signage of lease: Kyle stated not much changing.
2. Louis Martus Resignation: Need in writing.
3. Approve revised forms: Discussion on forms. Athletic Field Usage, Key sign out, Pavilion/Brick Bathroom rental, BC Park Facilities Rental Form all to be revised, brought back to next meeting and then sent to City Council. Tara to post Procedures form inside City Hall and at Park.
4. Voting of seats for board and Emergency Crew.

**MOTION BY** Angel Kreiner **SECOND BY** Roger Burgess to have City Manager Kyle Harris serve as the Emergency contact for the Park Board. **MOTION CARRIED.**

**MOTION BY** Angel Kreiner **SECOND BY** Ross Mclvor to elect Tara Owens as Chair of Park Board. **MOTION CARRIED.**

**MOTION BY** Ross Mclvor **SECOND BY** Tara Owens to elect Angel Kreiner as Vice Chair of Park Board. **MOTION CARRIED.**

**REPORTS AND RECOMMENDATIONS:**

1. **NEXT REGULAR MEETING:** February 24, 2026 AT 7:00PM.
2. **NEXT WORKING MEETING:** None scheduled.

**PUBLIC QUESTIONS AND COMMENTS:** NONE

**ADJOURNMENT:**

**MOTION BY** Ross McIvor **SECOND BY** Roger Burgess to adjourn meeting at 8:43PM. **MOTION CARRIED.**

RESPECTFULLY SUBMITTED,

Julie Miller