

PROCEEDINGS OF THE  
BROWN CITY FESTIVAL COMMISSION REGULAR MEETING

WEDNESDAY, MAY 13, 2026

4205 MAIN ST, BROWN CITY, MI 48416

Held at City Hall/Community Room

QUORUM: YES

**PRESENT:** Chair Tara Owens, Kevin Miller, Kelly McClelland, Troy Gilbert, Michelle Sanders.

**ABSENT:** Jason Fuller

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

**MEETING CALLED TO ORDER:** at 6:00PM by Chair Tara Owens.

**ADDITIONS TO AGENDA:** NONE

**CORRECTION AND APPROVAL OF MINUTES:**

1. Regular Meeting: April 29, 2026:
2. Working Meeting: May 6, 2026:

**MOTION BY** Tara Owens **SECOND BY** Kevin Miller to approve minutes from April 29, 2026 and from May 6, 2026 as written. **MOTION CARRIED.**

**TREASURY REPORT:** As of April 30, 2026: Current checking account balance is \$19,992.66, MI CLASS balance is \$30,914.38. Total as of April 30, 2026 with sponsor donations the balance is \$49,667.04.

**PAY BILLS:** NONE. All bills have previously been approved.

**UNFINISHED BUSINESS:**

1. Speaker Issue-Jason. Julie delivered speakers to Greg Nordin. Julie spoke with Greg and he stated that the speakers were not broken. Jason to deliver microphones to Greg.
2. Facebook page-TABLED.
3. Timeline for Sesquicentennial-work in progress. Work in progress.
4. Pastors for service? Not sure which churches are involved currently. Work in Progress. MAYORS BRUNCH after church service. Discussion on food. Julie stated that Pastor Dave is asking the Pastors from all churches to request members to bring a pot luck dish to pass. Julie stated that Festival should provide meat and paper products.

**MOTION BY** Tara Owens **SECOND BY** Michelle Sanders to set an amount not to exceed \$3,000.00 for food for Mayors Brunch. **MOTION CARRIED.**

5. Staff Shirts and hoodie, design, color and quantity.

**MOTION BY** Kevin Miller **SECOND BY** Kelly McClelland to order Electric Green, Mint Green and Safety Pink. **MOTION CARRIED.**

6. Wednesday Kids Day-Details. Julie stated that she spoke with Pastor Dave and he has volunteers coming. Discussion on ordering stickers, tattoos and equipment for kids.

**MOTION BY** Kelly McClelland **SECOND BY** Kevin Miller to purchase various kids day ITEMS for an amount not to exceed \$5,000.00. **MOTION CARRIED.**

7. Feather/Tube Flags and signage. Kyle to get pricing/order. Looking for 10 foot tall ones. 2 Main Event, 4 BC Days Festival, 4 Regular Parking, 2 Handicap Parking, 1 Car show, 1 tractor Show, 1 info booth, 1 registration booth, 2 BC Rotary Club Hospitality, 2 Event Entrance, 1 Tractor Pull, 1 Bump n Run, 1 Rodeo. And 20 small hard/cardboard signs with arrows for parking. Work in progress.

**MOTION BY** Kevin Miller **SECOND BY** Kelly McClelland to purchase feather flags and parking signs with a not to exceed amount of \$2,500.00. **MOTION CARRIED.**

8. Flyers still needed: Church, Bingo and Kids Day. Work in progress. Discussion on Shriners being in parade, possibly needing flyer.
9. Trailer from Bens: Kevin will check on. Stairs needed for trailer access are missing from Shed. Kevin requesting \$150.00 to purchase lumber to build new steps.

**MOTION BY** Tara Owens **SECOND BY** Michelle for Kevin Miller to purchase lumber for an amount not to exceed \$150.00 for steps. Labor free from Kevin. **MOTION CARRIED.**

10. Buttons: work in progress.

## **NEW BUSINESS:**

1. Tuesdays Dinner-Porta-let needed. Lauren Marion stated that the Library would be open for the bathrooms to be used.
2. Free Business Showcase spot for local business? Consensus of group is YES.
3. Prizes and Trophies. What and how many are needed: Julie stated that Sara is offering prizes for major discount for chalk art and anything else needed. Julie will investigate prizes and pricing. Discussion on Trophies/Jason to get prices and order.

**MOTION BY** Tara Owens **SECOND BY** Michelle Sander to set budget at \$700.00 for trophies for Car show, Tractor show, cutest babies and burn out. **MOTION CARRIED.**

4. Dinner: Discussion on hosting a dinner along with kids parade and Ice Cream Social.

**MOTION BY** Kelly McClelland **SECOND BY** Kevin Miller to host a pizza dinner after Kids parade on Monday June 8, 2026 with amount not to exceed \$500.00. **MOTION CARRIED.**

## **REPORTS AND RECOMMENDATIONS:**

1. Next Regular Meeting: Wednesday June 3, 2026 at 6:00PM.
2. Next Working Meeting: Wednesday May 20 and 27, 2026 at 6:00PM\*\*may be held in Park.

## **PUBLIC QUESTIONS AND COMMENTS:**

Julie requested everyone to participate in Memorial Day Parade and Dinner after. Discussion on purchasing flags to hand out with flyers.

**MOTION BY** Kevin Miller **SECOND BY** Kelly McClelland to purchase small flags with amount not to exceed \$500.00. **MOTION CARRIED.**

Tara asked about Parade Route due to being questioned. Discussion on Parade route. Same as last year. Through the Park. If parade participants want to they can turn off on Maple Street and not continue through the park. Kevin asked about candy for parade. Discussion on Candy to be thrown out for kids.

**MOTION BY** Kevin Miller **SECOND BY** Michelle Sanders to purchase candy for parade at an amount not to exceed \$150.00. **MOTION CARRIED.**

Kevin requested additional supplies for Bingo. 50/50 tickets and daubers.

**MOTION BY** Kevin Miller **SECOND BY** Kelly McClelland to set budget at a not to exceed \$500.00 for additional bingo supplies. **MOTION CARRIED.**

Julie stated more supplies are needed and requested and additional not to exceed amount of \$1,000.00.

**MOTION BY** Michelle Sanders **SECOND BY** Tara Owens to allow Julie Miller a not to exceed amount of \$1,000.00 for additional supplies as needed. **MOTION CARRIED.**

## **ADJOURNMENT:**

**MOTION BY** Kelly McClelland **SECOND BY** Michelle Sanders to adjourn meeting at 7:48PM. **MOTION CARRIED.**

RESPECTFULLY SUBMITTED,

JULIE MILLER