

**MINUTES FOR THE**  
**BROWN CITY PARK AND RECREATION BOARD REGULAR MEETING**  
**TUESDAY NOVEMBER 25, 2025 AT 7:00PM**  
**4205 MAIN ST, BROWN CITY/CITY HALL COMMUNITY ROOM**  
**[810-346-2325] EMAIL: bcpark@cityofbrowncity.net**

**PRESENT:** Chair Tara Owens, Angel Kreiner, Louis Martus, Ross Mclvor, Paul Farmer, Roger Burgess.

**QUORUM PRESENT:** YES. 6 out of 7 members present. (Need one new member)

**ABSENT:** Interim City Manager Kyle Harris.

**GUESTS:** Julie Miller/Mayor, Lucy Coulson.

Meeting called to order at 7:02PM by Chair Tara Owens.

**CORRECTION AND APPROVAL OF MINUTES:**

1. **REGULAR MEETING: MOTION BY** Louis Martus **SECOND BY** Ross Mclvor to approve the minutes from October 28, 2025 as written. **MOTION CARRIED.**
2. **WORKING MEETING: NONE.** Cleaning out of Cade Rd Pavilion. Tara thanked Julie and Kevin Miller for cleaning out the pavilion. Alex Bartle continuing with electrical. Discussion on appliances (belonging to Hog Town) left in building. Julie stated that Mary Madia stated that Hog Town does NOT want the appliances and that DTE would pick up and leave money for them. Julie will contact DTE and if they can not pick up, they will be scrapped.

**TREASURER REPORT:**

**CURRENT BALANCE:** Checking-\$4,917.47, MI CLASS checking-\$10,439.46, MI CLASS Savings/Pool Pavilion-\$7,918.14, MI CLASS Fitness Court-\$2,754.94, Fitness Court CD/now combined with MI Class Fitness Court account.

**PAY BILLS: SEE ATTACHED**

**MOTION BY** Angel Kreiner **SECOND BY** Ross Mclvor to pay the bills as presented for a total of \$22,169.98. See Attached. **MOTION CARRIED.**

**UNFINISHED BUSINESS:**

1. BOD January 2026 lease updates: Much discussion on this topic.
2. 5 year plan: Tabled pending lease.
3. Fitness Court Project: Need estimates for fencing and resurfacing the tennis court.
4. Summer Rec shed information: Paul stated that the 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.

**PERSONAL APPEARANCES: NONE**

**PUBLIC HEARING: NONE.**

**PETITIONS AND COMMUNICATIONS: NONE.**

**RESOLUTIONS: NONE**

**COMMITTEE REPORTS:**

1. Athletic fields and Batting cages: Paul Farmer: 12x16 Shed not at Park yet. 2 fields (Field 2 and Field 3) now set for Spring time.
2. Driveways and Parking Lots: Burgess and Martus. Parking lot gravel tabled until spring. Consensus from board is to leave the gates open year round/unless middle gates need to be closed due weather and the road is to soft and muddy in that section.
3. Playground equipment, Courts and Trails: Inspection done by Paul Farmer, Louis Martus and Kyle Harris at Park on November 3, 2025. SEE ATTACHED PICTURES AND INSPECTION REPORT.
4. Building maintenance: Brick Bathrooms: Closed and winterized. North Pavilion: Closed the doors for winter. Roofing to be completed first week of December. South Pavilion: Closed for winter. Roofing to be completed first week of December. Cade Rd Pavilion: Continuing electrical work in building.
5. Events and Entertainment: Tree lighting in town December 5, 2025, Sesquicentennial June 7-14, 2026. BINGO: Festival borrowed tables and chairs for Bingo that was held on November 19, 2025 at the Whiskey Jar. Festival will borrow again for future Bingo. Next Bingo scheduled for December 17, 2025.
6. Park and Recreation grants/Fundraising: None.
7. City Manager (Interim Kyle Harris): He met with Buildings and Grounds Committee about Park Lease. Much discussion on this topic.

**NEW BUSINESS:**

1. Repairs needed per the inspection. Paul Farmer to complete some repairs. Need Kyle to look for estimate for the swing set welding repair.
2. Keys and sign out. Keys were signed out by people that are not approved/or members of current board. Decision needs to be made on key sign out and posted inside City Hall. Alex Bartle is approved to have a set of keys for Pool Pavilion. Pavilion rentals board member opens and closes. Keys are not to be distributed to anyone other than members of board currently.

**REPORTS AND RECOMMENDATIONS:**

1. **NEXT REGULAR MEETING:** December 23, 2025 AT 7:00PM.
2. **NEXT WORKING MEETING:** None scheduled.

**PUBLIC QUESTIONS AND COMMENTS:** Tara stated that Sara McPhearson from Teardrop Junction donated many kitchen items for the Pool Pavilion.

**ADJOURMENT:**

**MOTION BY** Ross McIvor **SECOND BY** Louis Martus to adjourn meeting at 7:46PM. **MOTION CARRIED.**

RESPECTFULLY SUBMITTED,

Julie Miller