

**MINUTES FOR THE
BROWN CITY PARK AND RECREATION BOARD REGULAR MEETING
TUESDAY MARCH 24, 2026 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, Paul Farmer, Roger Burgess. Ross McIvor arrived at 6:25PM

QUORUM PRESENT: YES.5 out of 7 members present. (Need two new member)

ABSENT: City Manager Kyle Harris.

GUESTS: Julie Miller/Mayor, Mike Juip

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

CORRECTION AND APPROVAL OF MINUTES:

1. **REGULAR MEETING: MOTION BY** Tara Owens **SECOND BY** Roger Burgess to approve the minutes from February 24, 2026 as written. **MOTION CARRIED.**
2. **WORKING MEETING: NONE**

TREASURER REPORT:

CURRENT BALANCE: Checking-\$15,131.24 MI CLASS checking-\$10,547.54 with YTD interest of \$574.54, MI CLASS Savings/Pool Pavilion\$4,972.03 with YTD interest of \$248.65, MI CLASS Fitness Court-\$5,571.93 with YTD interest of \$192.81. Grand Total all accounts \$36,222.74.

PAY BILLS: SEE ATTACHED:

Question on Bills for Attorney: Mayor messaged the City Manager. Waiting on response from Kyle.

After the Recess the motion for bills to paid was made.

MOTION BY Tara Owens **SECOND BY** Roger Burgess to pay the bills as presented for a total of \$1,062.16. See Attached. **MOTION CARRIED.**

UNFINISHED BUSINESS:

1. Fitness Court Project: Need estimates for fencing and resurfacing the tennis court.
2. Summer Rec Shed-waiting on weather
3. Damaged Picnic Tables: Tables at school being worked on. No update.
4. Rotary Pavilion: Next phase. Gravel was delivered in front of pavilion. No update on where gravel is being placed. Alex Bartle reached out and requested the key for the main electric box in middle of park as Rotary has requested that he start working on electric for them and their pavilion. Who is paying for electric? Is there a site plan for the pavilion?
5. Repairs per inspection. Tabled until weather clears.

6. Hog Town appliances. Tabled until weather clears.

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. 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 stated that he received quotes from 3 out of 4 companies.
5. Events and Entertainment: (assign)
 - **Sesquicentennial Celebration June 7-14, 2026.
 - **Easter Egg Hunt Saturday April 4, 2026. 11am to 2:30PM
6. Park and Recreation grants/Fundraising: None.
7. City Manager: Kyle Harris:
 - A. **RFP for Lawn Maintenance.**

RFP for Lawn Maintenance. RFP for Lawn Maintenance were given to Mayor to read due to Kyle's absence. Mayor read all bids.

1. Scott's Lawn Maintenance. Cost of mowing per occurrence \$600.00. Cost of weed Trimming per occurrence \$225.00. Cost of weed spraying per occurrence included in cost/as needed. Cost for Special ball field mowing \$100.00 per event. Cost of brush hogging \$200.00 per event. (Based on 26 mows and 26 trims cost is \$21,450.00).
2. Rapid Lawn Maintenance. Cost of mowing per occurrence \$600.00. Cost of weed trimming per occurrence \$250.00. NOT TO EXCEED \$22,100.00
3. Mike Juip. Cost of mowing per occurrence \$900.00. (24 mowings max for season \$21,600.00.) Cost of spraying \$300.00. (\$1,800.00 max for season) Total Bid \$23,400.00 NOT TO EXCEED.
4. MTH Landscaping, Inc. Cost of mowing per occurrence \$820.00. Cost of weed trimming per occurrence \$440.00. Cost of weed spraying per occurrence. \$120.00. No number as not to exceed.

- B. **Insurance for the Park.** No updates.

MOTION BY Ross McIvor SECOND BY Roger Burgess to hire Mike Juip for Lawn Maintenance. Tara Owens voted no. MOTION CARRIED.

NEW BUSINESS: NONE

REPORTS AND RECOMMENDATIONS:

1. **NEXT REGULAR MEETING:** April 28, 2026 AT 7:00PM.
2. **NEXT WORKING MEETING:** None scheduled.

PUBLIC QUESTIONS AND COMMENTS: NONE

*******MOTION BY** Angel Kreiner **SECOND BY** Ross McIvor to RECESS the meeting to get information from Kyle about Attorney fees. **MOTION CARRIED.*******

Did not receive a response for the Attorney fees. Consensus was to make a motion to pay the bills as presented at this time.

Motion was then made to pay the bills, put under PAY BILLS.

ADJOURMENT:

MOTION BY Tara Owens **SECOND BY** Angel Kreiner to adjourn meeting at 8:58PM. **MOTION CARRIED.**

RESPECTFULLY SUBMITTED,

Julie Miller