

MINUTES FOR THE
BROWN CITY PARK AND RECREATION BOARD REGULAR MEETING
TUESDAY JUNE 24, 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.

QUORUM PRESENT: YES. 5 out of 7 members present.

ABSENT: Paul Farmer, Angel Kreiner

GUESTS: Julie Miller/Mayor, City Manager Charles Bennett, Tyne Kreiner, Kevin Miller.

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

CORRECTION AND APPROVAL OF MINUTES:

CORRECTION: Add MI CLASS checking \$20,019.22

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: JUNE 1, 2025, 9AM WITH FESTIVAL AND SCOUTS.** Tara reported that **NO** members were present. Tara thanked Mayor Julie Miller and Kevin Miller for helping.

PAY BILLS:

MOTION BY Ross Mclvor, **SECOND BY** Louis Martus to pay the bills as presented for a total of \$7,874.72. See Attached. **MOTION CARRIED.**

UNFINISHED BUSINESS:

1. Signs for rules: Quote from Laser Impressions attached. Five signs were approved to be purchased at \$59.99 each. City Council approved. Not complete as of June 24, 2025.
2. BOD January 2026 lease updates. Buildings and grounds to set meeting with them.
3. Member pictures for website: This was supposed to be done at this meeting and it was not done. Please plan on July meeting for pictures!
4. 5 year plan: Tabled pending lease.
5. View newspaper question. Answer is for lawn mowing bids. Louis stated that Sanilac County News now carries the Brown City Banner inside.
6. Camera system update: Equipment had water damage. Fixed and reinstalled after Festival. After June 9, 2025.

7. Down Tree update: Tara stated that Kevin Miller, Jacob Brown and Austin Cooper need a big thank you for the downed trees in park. Discussion further that Pastor from Baptist Church/Paul Gaymon stopped in and signed a volunteer waiver form to cut trees that have damage. Discussion on drone footage shot by Mark Vaertan. Ray Dupie to bring photos to next meeting.

PERSONAL APPEARANCES: NONE

PUBLIC QUESTIONS AND COMMENTS: NONE

PUBLIC HEARING: NONE.

RESOLUTIONS: NONE

REPORTS AND RECOMMENDATIONS:

1. **CURRENT BALANCE:** Checking-\$22,780.67, MI CLASS checking-\$20,108.17, Savings/Pool Pavilion-\$7,776.23, Fitness Court-\$11,513.97, Fitness Court CD-\$4,204.35.
2. **NEXT REGULAR MEETING:** July22, 2025 AT 7:00PM.
3. **NEXT WORKING MEETING:** None scheduled.

COMMITTEE REPORTS:

1. Athletic fields and Batting cages: Tara reiterated Little league Tournament is July 11-13. Outfield fence project to start in fall or next spring. Discussion on Field 7. Discussion on Astec Asphalt donating roller and Festival member Jason Fuller rolled park including Field 7 after 2025 festival. Huge thank you to Astec and Jason.
2. Driveways and Parking Lots: Louis Martus stated that he would be not be inquiring about gravel donations again this year. He also stated that Burnside was tentatively donating \$1,800.00 to the pool pavilion only if there could be a match of \$1,800.00. Stated that Burnside made a motion to donate the money ***IF the doors would be taken off the North Pavillion***. Statement was made that locks were just purchased and put on to hold the doors open.
3. Playground equipment, Courts and Trails: Ray Dupie stated that he would get some spray foam and do some more repairs on playground equipment.
4. Building maintenance:
 - ***Brick Bathrooms: Ross gave information from summer rec that they are willing to help pay for the repairs for these bathrooms, requesting that this board help with the cost. Work was completed for \$1,050.00. \$300.00 from Park was paid towards this project.
 - ***North pavilion: Need doors locked open. Discussion on purchasing new locks with identical keys for pavilions. Locks put on and doors are locked open.
 - ***South pavilion: Tara reported that is was rented and tables and chairs from pool pavilion are currently (Kevin Miller moved for Tara)in this pavilion for rentals. 9 tables and 44 chairs are in there. Tara requested help from board on rentals. Board member

will need to sign out key from City hall, open pavilion for renter, make sure pavilion is swept out and ready. After rental member needs to make sure pavilion is clean, garbages emptied and all tables and chairs are accounted for and are still inside of the pavilion. June 28, 2025 Ray is in charge of. July 19, 2025 Tara. July 20, 2025 is Ross. August 3, 2025 is Roger. And August 17, 2025 is Louis.

***Cade Rd/Pool Pavilion: Discussion on Alex Bartle starting electrical work in pool pavilion. Possible start on July 6, 8 or 10. Discussion to allow Alex to have a key until work is completed.

MOTION BY Louis Martus SECOND BY Ray Dupie to allow Alex Bartle to sign out key from city hall and allow him to keep with him until electrical project is complete. MOTION CARRIED.

5. Events and Entertainment: Louis Martus stated that Antique Tractor event was canceled due to weather.
6. Park and Recreation grants: Did not receive grant for garbage cans.
7. City Manager: Conversation on fitness court. Manager stated that he asked Kevin Miller to get information for Tennis court soft cushion sealant topper for asphalt. Information was received and discussion on putting rubber cushion on entire court. Discussion on tennis court being used for the fitness equipment and possibly a Pickle ball area. Stated that Blue Water Conservation came and looked at park and he and manager had lots of discussion on ideas for park. Park contains invasive species, hopeful to get some grants from this. Food Forest meeting at park on July 11, 2025.

PETITIONS AND COMMUNICATIONS: NONE.

NEW BUSINESS:

1. Fundraising: Burnside Township asking for matched money if they give \$1,800.00.
2. Camera System: Discussion on having cameras monitored on daily basis. Manager stated that a TV had been purchased to have city hall cameras scrolling inside city hall. Ray Dupie to donate a TV for cameras also. A third TV was purchased also.
3. Tree down. Discussion on continued clean up from trees.

PUBLIC QUESTIONS AND COMMENTS: NONE.

BOARD QUESTIONS AND COMMENTS: Fundraisers: Manager gave examples on Lottery ticket fundraiser. Board to discuss further at a later date. Louis stated ditch on west side of park needs cleaning to allow water to drain.

OLD BUSINESS:

1. Damaged Picnic tables.
2. Trees.

3. Updates on grants/invasive plants/MSU extension office/food forest meeting on July 11, 2025 , etc.
4. DPW costs.
5. Water usage for events.

ADJOURNMENT:

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

RESPECTFULLY SUBMITTED,

JULIE MILLER