

**MINUTES FOR THE
BROWN CITY PARK AND RECREATION BOARD MEETING
HELD**

TUESDAY DECEMBER 23, 2025, 7:00 P.M.

AT THE CADE RD PAVILLION, BROWN CITY

[810-346-2325], EMAIL: bcpark@cityofbrowncity.net

PRESENT: Chair Tara Owens, Louis Martus, Paul Farmer, Roger Burges City Manager Kyle Harris.

QUOREM PRESENT: Yes 4 out of 7 present. (Need one new member)

ABSENT: Angel Kreiner, Ross Mclvor.

GUEST: 0

Meeting called to order at 7:05pm by Chairwoman Tara Owens

CORRECTION AND APPROVAL OF MINUTES:

1. **REGULAR MEETING: MOTION BY** Louis Martus **SECOND BY** Roger Burges to approve the minutes of November 25, 2025, as written. **MOTION CARRIED**
2. **WORKING MEETING: NONE**

TREASURER REPORT:

CURRENT BALANCE: Checking - \$4,806.94, MICLASS Checking - \$10,474.39, MICLASS Savings/Pool Pavilion - \$4,924.93, MICLASS Fitness Court - \$2,831.34.

PAY BILLS: See Attached

MOTION BY: Roger Burges **SECOND BY** Louis Martus to pay the bills as presented for a total of \$3,124.70

UNFINISHED BUSINESS:

1. BOD January 20226 lease updates: discussed with Louis Martus stating Burnside may pull out because they feel they are not being heard.
2. 5 Year Plan: Tabled pending lease
3. Fitness Court Project: Need Estimate for Fencing and resurfacing – Tabled till spring, pending lease. Exercise equipment to be delivered in March.
4. Summer Rec shed information: Paul Farmer reports – still waiting on Neil Kohler.
5. Damaged Picnic Tables: At school being worked on – not sure of progress need to check with Mr. Metzger.

6. Rotary Pavilion: Next Phase – Gravel delivered, not sure for what, no update.
7. Pavilions North and South Roofing – Completed by Amish and paid in full.
8. Repairs per Fall Inspection – Paul Farmer suggests spring, Kyle Harris has DPW welding the blue swing set leg.
9. Hog Town appliances – no update. Julie Miller stated she would contact DTE at last meeting in November.

PERSONAL APPEARANCES: NONE SCHEDULED

PUBLIC HEARING: NONE SCHEDULED

PETITIONS & COMMUNICATIONS: NONE SCHEDULED

RESOLUTIONS: NONE SCHEDULED

COMMITTEE REPORTS:

1. Athletic Fields & Batting Cages – Paul Farmer – Still waiting on Neil Kohler for the shed placement and fields 2&3.
2. Driveways & Parking Lots - Martus, Burgess: Discussion on City Council voting to close all gates EXCEPT Cade Rd due to snowmobile running across the fields.
3. Playground Equipment, Courts, and Trails: Paul Farmer – Brief discussion on repairs having to wait till spring because it's too cold outside
4. Building Maintenance:
 - Cade Rd Pavilion – Kyle Harris had to crawl thru window because there were no keys accessible at city hall for him to use to check camera system. Did not know if I was available in town. Brief discussion on continued electrical work.
5. Events & Entertainment (Assign):
 - Sesquicentennial Celebration June 7-14, 2026
6. Park & Recreation Grants/Fundraising: Dependent on lease
7. City Manager: Kyle Harris
 - Brief discussion on continued talks between City and BOD about Lease Agreement. City Council delayed voting till next meeting to give each side time to read current changes.

NEW BUSINESS:

1. Keys: sign outs, contact procedures and changes – Tara to make changes to form and bring to next meeting for final approval.
2. Pavilion Rentals: discussions on cleaning to spread amongst the members, cost to stay the same with the deposit changing from \$25 to \$50. Forms to be updated by Tara Owens and brought to next meeting for final approval.
3. Rules and Regulations: brief discussion on changes needed to bylaws and charter to suit the new lease and the current times and needs.
4. Rental forms: discussion of updates dates needed, Tara Owens to bring to next meeting for final approval.
5. Voting for new chair, vice chair, and emergency crew: brief discussion, Louis stated this was his last meeting, 2 other current members were absent, so decided to wait till next meeting to complete this task in hopes of more attendance and fair voting.

REPORTS & RECOMMENDATIONS

1. NEXT REGULAR MEETING: January 27, 2026
2. NEXT WORKING MEETING: None Scheduled

PUBLIC QUESTIONS & COMMENTS: None

ADJOURNMENT:

MOTION BY Paul Farmer **SECOND BY** Roger Burges to adjourn the meeting at 8:49pm

Respectfully submitted

Tara Owens