



BUCHANAN AREA RECREATION BOARD (B.A.R.B.)
WEDNESDAY, MAY 20, 2026 – 6:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

AGENDA

THE BUCHANAN AREA RECREATION BOARD (B.A.R.B.) OF THE CITY OF BUCHANAN in compliance with Michigan's Open Meetings Act, hereby gives notice of a regular meeting.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Approve Agenda

V. Public Comment - Agenda Items Only (3-minute limit)

VI. Approve Minutes

A. Consider approving the Regular Meeting Minutes from April 15th, 2026.

VII. Unfinished Business

A. Park Updates

The Common/Pears Mill - Wendi Heyliger

Harger Park - Wendi Heyliger

Kathryn Park - Katie Heyliger

McCoy Creek Recreation Area (McCoy Creek Trail, Field of Dreams Dog Park, Centennial Park) - Jeanne Harris

Veteran's Memorial Park - Raquell George

Ravish Park - Jennifer Popielski

Redbud Riverfront Park -

Victory Park/Tot Lot - Jeanne Harris

Mud Lake Bog - Katie Heyliger

Madron Lake Boat Launch - Emily Koziel

Walton Bridge Park - Emily Koziel

B. Review Recreation Plan Survey Questions

VIII. New Business

A. Ravish Park Basketball Courts- Project Planning and Purchasing Policy Process

B. July 18 Park Clean-Up Event Discussion

C. Kathryn Park Playground Community Build Update

D. Park Clean-up Recap

E. Run Buchanan

1) Recap of Run Buchanan

2) Consider reimbursement of expenses for the Run Buchanan

F. **Disc Golf Ribbon Cutting-** Discussion and planning

IX. Public Comment - Non-Agenda Items Only (3-minute limit)

X. Executive Comments

XI. Adjourn

- I. Call to Order 4/15/26 6:00pm
- II. Pledge of Allegiance
- III. Roll Call
- A. Present: Emily Koziel, Jennifer Popielski, Raquelle George, Katie Heyliger, Wendi Heyliger, Jeanne Harris

B. Absent

IV. Approve Agenda

Motion made by Raquelle George, second by Emily Koziel to approve the agenda.

Yes:

No:

Unanimous

V. Public Comment - Agenda Items Only (3-minute limit)

VI. Approve Minutes

Motion made by Jennifer Popeilski, second by Katie Heyliger to approve the minutes from 3/18/26

Yes:

No:

Unanimous

VII. Unfinished Business

A. The Common/Pears Mill- Wendi Heyliger

Harger Park- Wendi Heyliger

Kathryn Park- Katie Heyliger

McCoy Creek Recreation Are (McCoy Creek Trail, Field of Dreams Dog Park, Centennial Park)- Jeanne Harris

Veterans Park- Raquelle George

Ravish Park- Jennifer Popielski

Redbud Riverfront Park- Jacob Brown

Victory Park/Tot Lot- Jeanne Harris

Mud Lake Bog- Katie Heyliger

Madron Lake Boat Launch- Emily Koziel

Walton Bridge Park- Emily Koziel

B. Fundraiser Updates

C. Kathryn Park Play Equipment- Sinclair Recreation Introduction & Color Discussion

Jennifer Popielski motions the colors for play equipment to be blue, chartreuse, burgundy, second by Wendi Heyliger

Discussion: The color way "Gum Drop" was the general choice for the board minus the color butter scotch and in addition to the color burgundy, rendering will be available next week.

Unanimous

D. Pickle ball - Location & Prioritization Discussion

E. Park Clean Up Day Discussion

VIII. New business

A. Consider BARB Member Application - Brian Kill

Wendi Heyliger recommends Brian Kill to the city commission for appointment to the BARB board, second by Raquelle George.

Roll Call: Unanimous

B. Board Training with Buchanan City Clerk

IX. Public Comment - Non-Agenda Items Only (3-minute limit)

X. Executive Comments: Wendi Heyliger recognizes Kalla Langston for being nominated for Clerk of the year, congratulations! Raquelle George would like to thank Mr. Busby for the donation of \$200 for the BARB fund.

XI. Adjourn @ 7:36pm



Buchanan Area Parks and Recreation Survey

1. Where do you reside? (Please select one.)

- | | |
|-------------------|-------------------|
| Buchanan City | Niles City |
| Buchanan Township | Bertrand Township |
| Niles Township | Other _____ |

2. Please note the number of people in each age group that are living in your household:

- | | |
|-------------|-------|
| 5 and under | 25-34 |
| 6-9 | 35-44 |
| 10-14 | 45-54 |
| 15-17 | 55-64 |
| 18-24 | 65+ |

3. Do any members of your household have a disability as defined by the Americans with Disabilities Act (ADA)?

Yes No

3A. What type of accommodation is needed to serve people with disabilities in your family? (Please select all that apply.)

- | | |
|---------------------------------|------------------------------|
| Non-Verbal assistance (Braille) | Adaptive equipment |
| Sign Language Interpretation | Other (please specify) _____ |

INSERT MAP

4. Which park(s) and recreation facilities in Buchanan City and Township have you and/or your family visited in the past 12 months? (Please select all that apply.)

- Ravish Park
- Redbud Riverfront Park
- McCoy Creek Recreation Area
 - Buckshot Disc Golf Course in McCoy Creek Recreation Area
 - Field of Dreams Dog Park in McCoy Creek Recreation Area
- Smith Park
- Kathyrn Park
- McCoy Creek Trail
- Victory Park
- Firehouse Park

Veteran's Memorial Park
 Buchanan Garden Club Park
 The Common
 Tin Shop Theater at The Common
 Pears Mill at The Common
 Community Center at The Common
 EB Clark/Spafford Woods
 Mud Lake Bog Nature Preserve
 Madron Lake Boat Launch
 Walton Bridge Park

5. Do the parks(s) and recreation facilities meet your expectations?

Yes No No Opinion

5A. If not, why?

6. How often do you use the McCoy Creek Trail? (Please select one.)

Once a year	Daily
2-3 times a year	I don't use the trail
Monthly	I don't know about the trail
Weekly	

7. What is your favorite park in Buchanan City or Township? _____

8A. Why? _____

8. Why do you visit parks in Buchanan City or Township? (Please select all that apply.)

Structured activities	Athletics/sports
Special events	Picnics
Relaxation	Playgrounds
Exercise	Socializing
Walking Trails	Other [please specify] _____

9. If members of your household seldom use—or do not use—any of the parks, what are the reasons? (Please select all that apply.)

Not applicable, we visit parks often
 Parks are not close to where I live
 Access to parks is difficult for me
 Parks don't have amenities I am interested in
 Disability or age

- Don't feel safe in the parks
- I use other recreation facilities, not City or Township
- No relevant programming for me
- Other (please specify) _____

10. Please list any specific improvements or additional recreational facilities you would like to see at existing park or facility locations.

- Ravish Park _____
- Redbud Riverfront Park _____
- McCoy Creek Recreation Area _____
- Buckshot Disc Golf Course _____
- Field of Dreams Dog Park _____
- Smith Park _____
- Kathyrn Park _____
- McCoy Creek Trail _____
- Victory Park _____
- Firehouse Park _____
- Veteran's Memorial Park _____
- Buchanan Garden Club Park _____
- The Common _____
- Tin Shop Theater at The Common _____
- Pears Mill at The Common _____
- Community Center at The Common _____
- EB Clark/Spafford Woods _____
- Mud Lake Bog Nature Preserve _____
- Madron Lake Boat Launch _____
- Walton Bridge Park _____

11. What additional type of recreation programming would you like to see in your neighborhood parks?

- More programs for youth
- More programs for adults
- More programs for families
- More programs for seniors
- None, programming seems adequate as is
- Other (please specify) _____

11A. If you said 'more programs' in the question above, please provide example(s).

12. What additional types of park amenities or recreation facilities would you like to see in Buchanan? Example would be courts or fields of specific sports (pickleball, basketball, etc), specific play structures, kayak launch, more biking or walking trails, more picnic areas, etc.

13. Would you be willing to support a recreational millage to ensure continual improvement and maintenance of parks and recreational facilities?

Yes No Not sure

14. Millage or not, would you be willing to make a personal donation by way of time and/or money to support continued recreation in your community?

Yes No Not sure

15. What types of fundraisers would you support? *(Please select all that apply.)*

Fishing tournament

Disc golf tournament

Basketball tournament

Other _____

5k/Fun Runs/Walks

16. How do you obtain information on city and township parks? *(Please select all that apply.)*

Buchanan City Facebook page

Buchanan Area Parks and Recreation Facebook page

Other Facebook pages

Word of mouth

Buchanan City website

Buchanan Township website

Buchanan Area Recreation Board (BARB) meetings

Buchanan City meetings

Buchanan Township meetings

Other (please specify) _____



Date: 5/14/2026
To: BARB
From: Kalla Langston-Weiss, City Clerk
Subject: Planning and Budgeting for Projects Under the City Purchasing Policy

The purpose of this memo is to outline the recommended process for planning and budgeting for projects in accordance with the City of Buchanan Purchasing Policy. The policy is intended to ensure that City purchases are handled in a consistent, fair, transparent, and accountable manner.

When a project is being considered, the first step should be to examine the scope and estimated cost of the project. This includes identifying the proposed work, materials, services, equipment, labor, site needs, and any other related expenses. The group should also consider whether the project may require professional services, outside contractors, future maintenance, or additional phases.

Once the general scope and estimated cost have been identified, the project should be evaluated with the City Treasurer to determine whether funding is available within the current budget. This review should include whether the project is already budgeted, whether funds are available in the appropriate line item, whether a budget amendment may be needed, or whether the project should be considered as part of a future budget cycle.

After the budget review is complete, staff should determine which purchasing requirements apply under the City's Purchasing Policy. Purchases over \$1,000 are subject to competitive bidding unless an approved exception applies, and documentation must be maintained showing vendors contacted, bids received, and the final decision-making process. For purchases between \$1,000 and \$5,000, documentation should include the names of vendors contacted, a summary of bids submitted, the selected vendor, and the justification for the decision.

For projects estimated over \$5,000, a formal Request for Bids or Request for Proposals should be prepared and publicly published. The RFP should clearly describe the project scope, specifications, qualifications, deadlines, terms and conditions, and evaluation criteria. Before publication, the RFP should be reviewed and approved by the City Manager to confirm that the project is appropriate to proceed, that the purchasing process complies with City policy, and that the proposed scope aligns with available funding and City priorities.

Once the RFP has been approved by the City Manager, staff should provide a suggested update to the City Commission. This update should inform the Commission of the

Memorandum

proposed project, estimated cost, funding source or budget status, anticipated timeline, and the planned purchasing process. Providing this update before final award helps maintain transparency and ensures the Commission is aware of upcoming projects that may later require formal approval.

Any project or purchase exceeding \$5,000 must ultimately return to the City Commission for approval before award, unless an emergency exception applies. The Commission should be provided with the RFP, bid summary, evaluation information, staff recommendation, and confirmation of available funding.

In summary, the recommended process is:

1. Develop the project scope and estimated cost.
2. If the project was budgeted and planned for, review the project with the City Treasurer to confirm budget availability.
3. If funding is not available in the current budget, the board should prepare a report outlining the request for City Commission consideration in the next fiscal year budget. This report should be submitted to city staff by February 28.
4. Determine the applicable purchasing requirements.
5. Prepare the RFP, if required. This step will be completed by City staff.
6. Obtain City Manager approval before issuing the RFP.
7. Provide a project update to the City Commission.
8. Return to the City Commission for final approval if the project exceeds \$5,000.

Following this process will help ensure that projects are properly scoped, budgeted, reviewed, and approved before the City commits funds or begins work.



Date: 5/14/2026
To: BARB
From: Kalla Langston-Weiss, City Clerk
Subject: Potential Park Clean-up Event

The Relevant Church in Niles has expressed interest in giving back to neighboring communities and is planning a clean-up event on July 18, 2026. Tammy contacted staff regarding the possibility of organizing the clean-up at a City park.

The Commons was initially considered as a potential location. However, staff noted that the Commons has already been cleaned and that the Farmers Market will be taking place that morning, which may make it less suitable for the event. This item is being brought forward so the group can discuss which park may be the best location for the clean-up and whether BARB would like to join the church in participating in the event.

The group is also asked to provide direction to staff regarding the preferred park location and to direct staff to communicate back with Relevant Church regarding BARB's interest, selected location, and any coordination details.



Date: 5/14/2026
To: BARB
From: Kalla Langston-Weiss, City Clerk
Subject: Playground Community Build Update

The City has ordered the playground equipment for Kathryn Park, and the community build has been scheduled for June 23 and June 24, 2026.

The City is asking BARB to assist with volunteer coordination and event logistics for the community build. This assistance may include organizing volunteer sign-ups, confirming work shifts, helping communicate volunteer expectations, and supporting coordination leading up to the build dates.

Staff will continue working with the project team and BARB to ensure that volunteer roles are clearly defined and that the work scheduled for the community build is appropriate, safe, and well-coordinated.

This memo is provided as an update only. No formal action is requested at this time.