

A G E N D A
FOR THE REGULAR MEETING
OF THE
CITY COUNCIL
FOR THE CITY OF BROWN CITY
TO BE HELD

M O N D A Y
APRIL 27, 2026
AT 6:00 P.M.

AT THE CITY HALL, 4205 MAIN STREET, BROWN CITY
[810-346-2325], EMAIL: manager@cityofbrowncity.gov

MEETING CALLED TO ORDER BY MAYOR JULIE MILLER AT 6:00 PM.

PLEDGE OF ALLEGIANCE LED BY MAYOR JULIE MILLER.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA.

CORRECTION & APPROVAL OF MINUTES:

1. Regular Council Meeting of April 13, 2026

PUBLIC HEARING: None

COMMUNICATIONS: See Attached

PAY BILLS: See Attached

DPW REPORT: See Attached

POLICE REPORT: Presented at Meeting

PERMITS: None

PUBLIC QUESTIONS & COMMENTS: (Anyone wishing to address the City Council concerning items not on the agenda may do so. When recognized by the Council, please state name and address for the record. Please direct all remarks to the whole City Council. The Council reserves the right to delay any action, if required, until such time as when they are fully informed on the matter.) Please note that Public Comments are limited to three (3) minutes unless an extension is approved by a majority of the Council.

OLD BUSINESS: None

NEW BUSINESS:

1. Earned Sick and Safe Time Language
2. New Website – CivicPlus
3. Chapters 50 & 52 updates

MANAGER'S REPORT: See Attached

CLERK'S REPORT: See Attached

MAYOR'S REPORT:

COMMITTEE REPORTS:

1. Building and Grounds (Navock) –
2. Personnel (P. Jacobson) –
3. Streets and Sidewalks (Vaerten) –
4. Tax and Finance (Kohler) –
5. Water and Sewer (B. Jacobson) –
6. Police Committee and Park Board (McIvor)-

CLOSED SESSION: None

COUNCIL QUESTIONS & COMMENTS:

ADJOURNMENT:

---MINUTES WILL BE AVAILABLE AT THE ADDRESS ABOVE---

BROWN CITY COUNCIL PROCEEDINGS

April 13, 2026

City Hall, 4205 Main St. Brown City

MEETING CALLED TO ORDER BY MAYOR JULIE MILLER AT 6:00 P.M.

PRESENT:

Mayor Julie Miller, Council Members: Patricia Jacobson, Robert Jacobson, Mark Vaerten, Ross McIvor, Neil Kohler, City Clerk Sara Muxlow, City Manager Kyle Harris.

ABSENT:

Gino Navock

GUESTS:

Lt. Perez BCPD, Officer Khan BCPD, Mike Vislosky DPW, Denise Jones, Sarah Kopko, Scott Garner, Tara Owens, Kevin Miller, Chris Lee, Larry Steigerwald, Jim Groat.

PLEDGE OF ALLEGIANCE LED BY MAYOR JULIE MILLER

ADDITIONS, CORRECTIONS, AND DELETIONS TO AGENDA:

Add Third Amendment to Lease Agreement for Thumb Cellular.

CORRECTIONS & APPROVAL OF MINUTES:

1. Regular Meeting of March 23, 2026- Motion by CM P. Jacobson, Second by CM McIvor to approve the Regular Meeting Minutes from March 23, 2026 as written.

MOTION CARRIED

PAY BILLS:

Motion by CM Kohler, Second by CM P. Jacobson, to pay the bills as presented in the following funds:

General- 58,881.40 (13119-13141)

Payroll- 25,238.74 (11972-11991)

Sanitary Sewer- 3,378.29 (4473-4477)

Water- 6,900.05 (4203-4213)

Equipment- 2,748.44 (2043-2047)

Parks- 717.64 (3175-3178)

Major Streets- 191.77 (4216)

Local Streets- 3,567.08 (4472-4473)

MOTION CARRIED.

COMMISSIONERS REPORT: Members received a copy of the commissioners report and Chris commented that they have been busy approving millages.

PUBLIC HEARING:

1. Mayor Miller opened the public hearing for FY 2025-26 Budget at 6:03 pm. This is a correction of the already approved budget. A notice was posted a week ago to re-approve the budget per state law. Mayor Miller closed the public hearing at 6:04 pm and opened discussion to the council.

Motion by CM Kohler, Second by CM Vaerten to approve Resolution 26-08. A Resolution Formally Approving the City of Brown City Millage Rate of 17.2975 Mills and Brown City Park Millage Rate of 1.2299 and the Fiscal Year 2025-2026 Budget.

ROLL CALL VOTE: CM Kohler - Yes CM P. Jacobson - Yes CM B. Jacobson - Yes CM McIvor - Yes CM Vaerten - Yes

5 - Yes 0 - No 1 - Absent 0 - Abstaining MOTION CARRIED

2. Mayor Miller opened the public hearing for CDBG Funds for Maple Valley Estates at 6:05 pm. City Manager Harris introduced Sarah Kopko to explain the CDBG grant for the Maple Valley Estates Project. Sarah explained that the Community Development Block Grant (CDBG), targets low to moderate income individuals in communities. They are seeking a grant to help with affordable housing. Sanilac County members earning \$45,920 or less are low to moderate income, or \$65,520 for a family of 4. 49.1% of our community meets the criteria for this housing. Sarah stated that there are other grants that are available for home improvements in the community of Brown City. They could help with new roofs, new furnaces, water heaters, etc. The developers of Maple Valley Estates, will be putting in 17 new single family homes, 51% will be low to moderate housing which will be 9 of them. This grant will help with the infrastructure and will target the water lines, sewer systems, sidewalks and roadways. A letter of intent was submitted and approved. She is working on an application for this grant that will allow the 17 homes to be built using this grant to put in the necessary infrastructure. She is here to explain the CDBG grant and answer any questions the public has. The funding is reserved for now and once the application is submitted properly the funding will be released.

City Manager Harris added that he is working with the lawyers to make sure that the City holds no liability for this project. That it all falls on the developers. CM Kohler questioned the resale of the affordable housing and Sarah stated that the occupants must live in the structures for a minimum of 5 years whether they are purchasing or renting. There are clauses available if the occupants'

circumstances change and they are needing to move out. They cannot earn a profit from these homes and another qualified individual may purchase or rent the homes. The correct language will need to be in the mortgage documents to make sure these homes stay compliant. Sarah believes these programs are under utilized and can really help many communities, because it's our own tax dollars coming back to the community.

Mayor Miller allowed the public to ask any questions they may have. Denise Jones addressed her concerns about the true affordability of these homes. Sarah commented that there is downpayment assistance and other programs that she can help with the correct paperwork to help make these homes affordable. Denise questioned the original plan for 70 homes. There is still a plan for 70 homes but this beginning stage is only for 17. Sarah gave a brief idea of what the mortgage may look like for a moderate income family of 4. Mayor Miller closed the public hearing for the CDBG grant at 6:40 pm.

Motion by CM Kohler, second by CM Vaerten to approve Resolution 26-07, an Authorizing Resolution for Michigan Community Development Block Grant (CDBG) Funding.

Jim Groat questioned why more homes would be added to the system when the current system cannot keep up with conditions now. Sarah answered that the systems will be upgraded with this grant.

ROLL CALL VOTE: CM Kohler - Yes CM P. Jacobson - Yes CM B. Jacobson - Yes
CM McIvor - Yes CM Vaerten - Yes

5 - Yes 0 - No 1 - Absent 0 - Abstaining MOTION CARRIED

COMMUNICATIONS: Council received other committee minutes.

POLICE REPORT: Printed reports will be handed out at the next meeting. The new Police Chief would like to learn how to make the report. Lt. Perez addressed the council stating that he would be seeking employment elsewhere. He believes that the work environment no longer aligns with his professional values or expectations. Increasing micromanaging, lack of support for the police department and low wages. His decision wasn't made lightly and he doesn't have a definite timeline for departure, but will notify the City as soon as he is aware. Lt. Perez thanked the council for the opportunity during his time working for the city. CM Kohler showed his appreciation to Lt. Perez for his work.

PERMITS: None.

ORDINANCES: None.

PUBLIC QUESTIONS AND COMMENTS: Denise Jones 4288 Main Street, addressed her concern for the zoning of the church next to her home due to the property owner not having paid their taxes. She believes there is already an excess amount of traffic and would like it to not be zoned for multipurpose. City Manager Harris stated that the Master Plan would not be addressing zoning however once it was approved then zoning would be looked at.

Jim Groat showed his concern for the new lift station that he believes is smaller and not capable of keeping up with our recent heavy rain. He was unable to use water in his home due to the backflow. City Manager Harris let Jim know there are 3 pumps in the new station. Sarah stated that there are grants that can be looked into that would address existing infrastructure. Jim would like to see the lines to the lagoons fixed. Larry Steigerwald added that the line to the lagoons isn't big enough. Larry would like to see the town cleaned up due to the upcoming festival. He has issues with an apartment complex near his home that pushes their snow onto his property and over a manhole. Addressed his concerns for the apartments not having correct parking and a dumpster on some of the parking.

OLD BUSINESS: None.

NEW BUSINESS:

1. Park Mowing Bids- The prior contractor for mowing the park has removed his bid. Scott's Lawn Maintenance and Rapid Lawn Maintenance bids were looked at. The trails are maintained normally by the disk golf individuals. Rapid Lawn Maintenance will charge more if the summer rec. places temporary fencing during the season. Tara Owens, chair of the park committee, 17 Autumn Gold Apartments. She said that the extra \$1350 for Rapid Lawn Maintenance would be for the mowing around the fencing. Scott, from Stott's Lawn Maintenance answered questions from council about where he would be mowing. He would be including some brush hogging. He said he would be spraying along permanent fencing and they could lift temporary fencing so it wouldn't cost extra. Tara stated that the park had received compliments for the good job Rapid Lawn Maintenance. CM Vaerten believes that Scott's Lawn Maintenance could do just as good of a job and save the park money with their limited budget. Motion by CM Mclvor, second by CM B. Jacobson to hire Scott's Lawn Maintenance to mow the park.

ROLL CALL VOTE: CM P. Jacobson- No CM Kohler- Yes CM B. Jacobson- Yes CM Vaerten- Yes CM Mclvor- Yes

4 - Yes 1 - No 1 - Absent 0 - Abstaining **MOTION CARRIED**

2. Liability Insurance- Brown City currently has Tokyo Marine for its coverage however Michigan Municipal Risk Management Authority (MMRMA) was looked

into for coverage. Tokyo Marine came with a quote of \$48,700 for a renewal. MMRMA was \$40,046 with a coverage a couple million more than Tokyo Marine. MMRMA has many coverages without deductibles. MMRMA has better coverage and City Manager Harris believes the City is under-covered with Tokyo Marine. MMRMA will send out an assessor to determine the City's exact coverage needed with an approximate \$8,700 savings with better coverage. CM Kohler asked if there was possible replacement coverage for the wells. Motion by CM Kohler, second by CM Mclvor to switch from Tokyo Marine to Michigan Municipal Risk Management Authority.

ROLL CALL VOTE: CM Mclvor- Yes CM B. Jacobson- Yes CM Kohler- Yes CM Vaerten- Yes CM P. Jacobson- Yes
5 - Yes 0 - No 1 - Absent 0 - Abstaining MOTION CARRIED

MANAGERS REPORT: Addressed the amount of rain the City received on Saturday April 4th. Approximately 4 inches. The sanitary system took on a significant amount of infiltration and inflow (I&I). Senator Lisa McClain's office was contacted about the grant that will address this issue. F&V was contacted to address some concerns with the lift station.

The City's website has till April 2027 to be compliant. CM Vaerten sat in on an offer from Civic Plus and next week will be with another company. Manager Harris believes Civic Plus may be a good choice.

Gary Gorski has started working with Lt. Perez. We're still in the on-boarding process. Third Amendment to Lease with Thumb Cellular- They no longer want to give the City credits to use their services. They have their equipment on the water tower. They will put the money towards the rental space on the tower. Verizon has deals for municipalities and will allow unlimited data.

Motion by CM Kohler, second by CM Vaerten to approve the Third Amendment to Lease for Thumb Cellular and have Kyle sign.

ROLL CALL VOTE: CM Vaerten- Yes CM P. Jacobson- Yes CM Mclvor- Yes CM B. Jacobson- Yes CM Kohler- Yes
5 - Yes 0 - No 1 - Absent 0 - Abstaining MOTION CARRIED

CLERKS REPORT: None

Lt. Perez B.C.P.D. commented on the hiring of the new Police Chief.

MAYOR'S REPORT: Memorial Day is in need of Veterans. There will be a parade with dinner at City Hall after. Rotary is having a side by side run on May 16th. The festival is June 7th till the 14th. Sunday is a church service at the park with a pot luck brunch after and the time capsule will be unearthed. Monday is an ice cream social, Tuesday is

the dinner on Main Street, Wednesday is Bingo and kids day, Thursday is the chicken dinner and burnout, with the beer tent open on Wednesday thru Sunday, Friday is the tractor pull with the bump and run on Saturday, and Rodeo on Sunday. Fireworks will be 3 separate days- Tuesday- Thursday- Saturday.

COMMITTEE REPORTS:

1. Building and Grounds (Navock)- None.
2. Personnel (P. Jacobson)- None.
3. Streets and Sidewalks (Vaerten)- None.
4. Tax and Finance (Kohler)- None.
5. Water and Sewer (B. Jacobson)- None.
6. Police and Park (Mclvor)- There needs to be enough security guards during the festival for the beer tent.

CLOSED SESSION: None.

COUNCIL QUESTIONS AND COMMENTS: None.

ADJOURNMENT:

Motion by CM Mclvor, Second by CM Vaerten, to Adjourn the April 13, 2026 Meeting of the City Council at 7:45 P.M.

MOTION CARRIED.

Respectfully Submitted,

Sara Muxlow
City Clerk



CITY OF BROWN CITY

A Progressive Industrial and Agricultural Community

4205 Main Street, P. O. Box 99, Brown City, Michigan 48416-0099
Phone (810) 346-2325 Fax (810) 346-3802 browncty@greatlakes.net

Mayor
Julie Miller

Councilmembers:
Patricia Jacobson
Robert Jacobson
Neil Kohler
Ross McIvor
Eugene Navock
Mark Vaerten

City Clerk:
Sara Muxlow

Bookkeeper /
Deputy Clerk:
Stephanie Stimson

City Treasurer:
Jaimie Faust

City Manager:
Kyle Harris

Police Chief
Gary Gorski

DPW Foreman:
Michael Vislosky

Administrative
Assistant:
Hollie Hartwell

City Assessor:
David McArthur

APRIL 27, 2026

To: Mayor and City Council

From: Mike Vislosky

Subject: DPW Activities for APRIL.

The following project were completed in addition to the usual scheduled activities such as checking pumps and lagoon levels:

EGLE Lagoon Discharge Request
EGLE Lagoon Monitoring Report
EGLE Monitoring Water Report
Backwash Arsenic Plants at Well #3 & #4
Arsenic Samples
Submit Water Samples
Read Water Meters
Salt Streets, Sidewalks, & Parking Lots
Wash Equipment after Salting
Cold Patch
Pick up Load Cold Patch
Repair Backhoe Parking Brake
Clean Catch Basins
Sweep Streets
Pick up Brush Bags
High Water
Clean Floats x2 (Twisted up from Heavy Flow)
Reset Pumps x3

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE
COMMISSION NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
DTE ELECTRIC COMPANY
CASE NO. U-22067**

- DTE Electric Company requests Michigan Public Service Commission's approval for reconciliation of its Electric Infrastructure Recovery Mechanism for the 12 months ended December 31, 2025.
- The information below describes how a person may participate in this case.
- You may call or write DTE Electric Company 1 Energy Plaza, Detroit, MI 48226, (800) 477-4747, for a free copy of its application. Any person may review the documents at the offices of DTE Electric Company or on the Commission's website at: <https://mi-psc.my.site.com/s/>.
- A pre-hearing will be held:

DATE/TIME: **Thursday, May 14, 2026 at 9:00 AM**

BEFORE: **Administrative Law Judge Lesley C. Fairrow**

LOCATION: Video/Teleconference

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate or who are seeking access to the video/teleconference should contact the Administrative Law Judge's secretary at (517) 284-8130 or by email at LARA-MOHR-PSC@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider DTE Electric Company's (DTE Electric) March 27, 2026 application requesting the Commission to: 1) approve DTE Electric's 2025 Infrastructure Recovery Mechanism (IRM) reconciliation, as proposed; 2) approve DTE Electric's \$0.09M over-recovery and proposal to return this amount to customers through the recording of a regulatory liability to be amortized in a future DTE Electric general rate case; and 3) grant DTE Electric such further additional relief and authority as the Commission may deem necessary, suitable and appropriate.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: <https://mi-psc.my.site.com/s/>. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in PDF format, as an attachment to an email sent to: LARA-MPSC-edockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: LARA-MPSC-edockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by May 7, 2026. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon DTE Electric Company's attorney, Carlton D. Watson, One Energy Plaza, 1650 WCB, Detroit, MI 48226.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process for participating in the hearing.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of their wish to make a statement of position. Mich Admin Code, R 792.10413 (Rule 413).

Any person wishing to file a public comment may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-22067**. Statements may be emailed to: LARA-MPSC-edockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917.

All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Executive Secretary at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Administrative Hearing Rules of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106(2), (3), (4), (5), (6), and (7); R 792.10121; and R 792.10401 through R 792.10448.

U-22067

Commissioner's Report – District 5

City/Village/Townships

April 14, 2026

PRESENTATION: Trudy Bowers, County Treasurer, and Mike Kloack, Advisory Services Director with Meeder Public Funds, presented the FYE Financial Report.

General Resolutions: RESOLUTION HONORING PATRICIA ULFIG FOR YEARS OF SERVICE

New Business:

FA-060-26 – APPROVES THE FY2025 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) AGREEMENT.

FA-061-26 – AWARDS THE BID TO HYPER-REACH, FOR THE PURPOSE OF PROVIDING A MASS NOTIFICATION SERVICE IN SANILAC COUNTY TO DELIVER FAST AND RELIABLE INFORMATION WHEN TIMING IS CRITICAL AND SAFETY IS AT RISK, AT A COST OF \$9,500 ANNUALLY FOR A THREE (3) YEAR PERIOD, WITH FUNDING FROM THE 911 MILLAGE.

FA-062-26 – APPROVES THE 2026 COMMERCIAL & INDUSTRIAL APPRAISAL STUDY BETWEEN SANILAC COUNTY AND JEANNIE DIAZ AT A COST OF \$102.50 PER PARCEL, WITH FUNDING FROM THE EQUALIZATION BUDGET.

FA-063-26 – AUTHORIZES THE RECYCLING CENTER COORDINATOR TO PURCHASE THREE (3) SEPARATE SHIPMENTS OF BASKETS, FROM DAVIS METAL & PLASTICS, WITH 22 BASKETS PER SHIPMENT, AT A COST OF \$285 PER BASKET, WITH A TOTAL COST NOT TO EXCEED \$18,810, WITH FUNDING FROM THE MULTI-COUNTY MATERIAL MANAGEMENT GRANT.

FA-064-26 – APPROVES THE LETTER OF UNDERSTANDING BETWEEN SANILAC COUNTY AND POLC COMMAND FOR THE PURPOSE OF DEFINING AND CLARIFYING THE FINAL AVERAGE COMPENSATION LANGUAGE WITHIN THEIR CONTACT.

FA-065-26 – AWARDS SA TORELLO THE BID FOR THE DEMOLITION PROJECT AT 69 LEXINGTON STREET, SANDUSKY, AT A COST NOT TO EXCEED \$38,368, FUNDED THROUGH THE COUNTY LAND BANK BUDGET AND REIMBURSED BY THE STATE LAND BANK GRANT.

FA-066-26 – AWARDS THE SHERIFF'S OFFICE PURCHASE TWO (2) SETS OF VEHICLE EQUIPMENT TO OUTFIT TWO (2) 2026 CHEVROLET TAHOE POLICE PACKAGE VEHICLES TO BE ASSIGNED TO THE UNIFORM SERVICES DIVISION FROM ARROWHEAD OUTFITTERS, INC., OF CLIO, MI, AT A COST OF \$18,788 EACH, FOR A TOTAL COST NOT TO EXCEED \$37,576, WITH FUNDING FROM UNIFORM SERVICES VEHICLE EQUIPMENT.

NFA-007-26 – ADOPT THE 2026 EQUALIZATION REPORT AS PRESENTED WITH THE TOTAL EQUALIZED VALUE OF \$4,580,000,176, AND FURTHER, AUTHORIZES THE EQUALIZATION DIRECTOR TO MAKE ANY AMENDMENTS NEEDED TO THE TOTAL COUNTY EQUALIZED VALUE PRIOR TO THE SUBMISSION TO THE STATE TAX COMMISSION.

Closed Session: APPROVES THE CLOSED MINUTES OF APRIL 7, 2026.

Board Comments: Chairman Block stated that in Michigan Act 44 of 1911 (MCL 209.5), boards of commissioners must meet on the Tuesday following the second Monday in April each year to equalize assessment rolls. However, Nathan discovered after contacting several other counties that only one other county is holding this special meeting. Equalization Director Keegan Bengel concurred with those findings. It is the consensus of the Board to hold this meeting at the regular scheduled third Tuesday of the month beginning in 2027.

April 21, 2026

Additions, Corrections and Deletions to the Agenda: Addition: Resolution honoring Kenneth Heilig

PRESENTATION:

Dan Bengel, Bengel Assessing, presented the 2026 Equalization Report.

Samantha Schnettler, Executive Director of Sanilac County Economic Development Corporation, gave an overview of services provided throughout the county and future endeavors.

Appointment to Standing Committees: APPOINTS CHRISTINA BALDWIN, MICHAEL BOWER, ANGELA KRAMER, MICHELE VANNORMAN, AND JANET WILKINS, TO THE SANILAC COUNTY PENSION PLAN BOARD FOR A THREE (3) YEAR TERM, EXPIRING 5/1/2029.

General Resolutions: RESOLUTION HONORING THE LIFE AND SERVICE OF KENNETH H. HEILIG

New Business:

FA-067-26 – APPROVES THE PAYMENT OF CURRENT CLAIMS IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED APRIL 14, 2026, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$111,732.39.

FA-069-26 – APPROVES THE PAYMENT OF ADDITIONAL GENERAL FUND BANK ACCOUNT CHECKS CHARGED TO MARCH, 2026, AS FOLLOWS: ADDITIONAL GENERAL FUND BANK ACCOUNT CHARGES FOR MARCH 2026
\$449,420.50 ACH PAYMENTS \$320,114.88 CHECKS \$769,535.38 TOTAL

Public Comments:

Sott Westbrook, Fremont Township Resident, alerted the Board that the Michigan Court of Appeals heard the case regarding the Michigan Public Service Commission on April 14th. Mr. Westbrook attended the session in Detroit. Although no ruling was made, he walked away with a positive feeling.

Christine J. Lee
District 5, Commissioner

MEMORANDUM

To: Mayor and Brown City Council
From: Kyle Harris, City Manager
Date: April 27, 2026
RE: Manager's Report

Dear Madam Mayor and Members of Council,

This past week I had the 2025 Water Quality Report posted in the newspaper, as is required by law. The cost of publishing the report was shy of \$900.

Subcontractors were out, boring in the street as part of the watermain project. When the boring is complete, F&V can finish applying for permits from MDOT. With the weather getting warm, we are hoping the contractor can start the project soon.

Residents have been scheduling to get their houses inspected for meters. As of this past week, more than 100 homeowners have scheduled an appointment. The contractor said the results are "pleasantly surprising".

The Eastern Michigan Council of Governments (EMCOG) is working with the City to re-do our 5-year park plan. They had some funds leftover from the DNR to do this kind of work, and we were lucky enough that they let us use them.

Chief Gorski's official start date is Monday, April 27. With Lt. Perez leaving in the near future, I would like to promote Officer Khan to full-time status. This will help with keeping up on police coverage.

If there are any questions, please feel free to contact me.

Respectfully,
Kyle

Sick Leave

Beginning February 21, 2025, all full-time employees will accrue sick time at a rate of eight (8) hours per month beginning on the date of hire. Part-time employees, temporary, casual, and seasonal employees will be provided sick time at the beginning of the year at the rate of one (1) hour for every thirty (30) hours the employee is expected to work. Such employees will be notified in writing of the expected hours worked at the beginning of the year. If such an employee works more than what is expected at the beginning of the year, the employee will be provided with additional sick time at the same rate.

Upon completion of one hundred twenty (120) days of employment, sick time can be used for those purposes allowed under the Michigan Earned Sick Time Act outlined below:

- A. The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- B. The employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee. Family member is defined a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or an individual who stood in loco parentis when the employee was a minor child; an individual to whom the employee is legally married under the laws of any state or a domestic partner; a grandparent; a grandchild; a biological, foster, or adopted sibling; an individual related by blood to the employee; an individual whose close association with the employee is the equivalent of a family relationship.
- C. If the employee or the employee's family member is a victim of domestic violence or sexual assault, the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- D. For closure of the employee's primary workplace by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or if it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
- E. For meetings at an employee's child's school or place of care related to the child's

health or disability, or the effects of domestic violence or sexual assault on the child.

Requests for sick time must be submitted to the employee's Department Head within seven days prior to the need for sick time if the need for sick time is foreseeable. If the need for sick time is unforeseeable, employees must notify their Department Head of the need for leave as soon as the need for leave is known or within seventy-two (72) hours of the start of your shift. Department Heads are responsible for ensuring sick leave/personal days are reported accurately on time sheets.

Sick time will be paid at the employee's normal hourly rate.

Employees must use sick time in hourly increments.

Employees will be required to submit documentation verifying the need for leave under the Michigan Earned Sick Time Act after missing three (3) consecutive workdays. The City will pay for any out-of-pocket expenses associated with obtaining such documentation.

Any unused sick time can be carried over from year to year; however, employees may not accumulate more than forty-five (45) working days (360 hours) of leave.

No sick leave/personal leave may be taken until earned; however, the City Manager may make an exception to this requirement when he believes it is warranted by the circumstances.

Unused Sick Leave/Personal Days Incentive

Sick leave in excess of forty-five (45) days (360 hours) as of December 31st of each year may be converted to cash, provided that any sick leave used will be deducted from that amount. Payments will be at straight time pay. Payments will be for three quarters (3/4) of days in excess of the maximum allowed.

Sick Leave / Personal Leave Pay-out at Resignation or Termination

Employees who resign **from** their employment, are laid off, or separated shall NOT be paid for any unused sick leave. Employees terminated **with or without** cause shall NOT receive a sick leave pay out. **If an employee separates from employment and is rehired within two (2) months of separation, sick time shall be reinstated.**

Sick Leave / Personal Leave Pay-out at Retirement

Upon retirement, an Employee will receive a **payment at the employee's base wage for fifty percent (50%) of the employee's accrued sick time up to a maximum of three hundred sixty (360) hours.**

CHAPTER 50: GENERAL PROVISIONS

General Provisions

50.01 Cross connections and backflow prevention

50.02 Silt traps

Water and Sewer System Connection

50.20 Generally; definitions

50.21 Application for service

50.21 Construction

50.23 Installation of service

50.24 Maintenance of service

50.25 Annexation requirements

50.26 Use of hydrant and fire equipment

50.27 Use of water

50.99 Penalty

§ 50.01 CROSS CONNECTIONS AND BACKFLOW PREVENTION.

(A) The City adopts by reference the Water Supply Cross Connection Rules of the Michigan Public Act 399 of 1976 being MCL 325.1005 and EGLE Administrative Rules R 325.11401 - R 325.11407.

(B) It shall be the duty of the DPW Supervisor to cause inspections to be made of all properties served by the public water supply where cross connections and/or Reduced Pressure Zone or any other backflow preventing method and device with the public water supply is deemed possible. The frequency of inspections and re-inspections, based on potential health hazards involved, shall be as established by the DPW Supervisor, and as approved by the Michigan Department of Environment, Great Lakes, and Energy.

(C) The DPW Supervisor or his or her representative shall have the right to enter, at any reasonable time, any property served by a connection to the public water supply system of the City, for the purpose of inspecting the piping system or systems thereof for cross connections. On request, the owner, lessees, or occupants of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system or systems on the property. The refusal of access or the information, when requested, shall be deemed evidence of the presence of cross connections.

(D) The Department is hereby authorized and directed to discontinue water service, after reasonable notice, to any property wherein any connection in violation of this section exists, and to take the other precautionary measures deemed necessary to eliminate any danger of contamination of the public water supply system. Water service to the property shall not be

restored until the cross connection(s) has been eliminated in compliance with the provisions of this section.

(E) Residents and businesses utilizing backflow preventers shall comply with state testing mandates and ensure that the DPW Foreman has the proper records of test results from a licensed plumber on the regularly scheduled basis, as set by the state. When notified of required testing, residents and business shall have the proper documentation submitted to the DPW Foreman by the date set.

(F) The potable water supply made available on the properties served by the public water supply shall be protected from possible contamination, as specified by this section, and by the state and the City plumbing code. Any water outlet that could be used for potable or domestic purposes, and which is not supplied by the potable system, must be labeled in a conspicuous manner as: "WATER UNSAFE FOR DRINKING".

(G) This section does not supersede the State Plumbing Code.
(1997 Code, § 5316) (Ord. passed 1-10-1977) Penalty, see § 50.99

§ 50.02 SILT TRAPS.

(A) All service stations, meat markets, slaughterhouses, repair shops and car washes, and any other persons, who by the nature of their business deposit refuse, silt, oil, and other materials into City sewers and drains, shall hereafter install a trap in which refuse, silt, oil, and other materials will be collected, and can be removed therefrom without the depositing of same into City sewers and drains. The installations to be made within 60 days of the effective date of this section.

(B) Other business or individuals not listed specifically in division (A), it will be at the discretion of the City Engineer to determine if silt traps will need to be installed at these premises. Within 21 days of the City Engineer's determination, any person disagreeing with it may appear before the City Council to ask for its review. Otherwise, the City Engineer's determination in such case shall be final.

(C) All persons shall be responsible for the cleaning and maintenance of their silt traps in such a manner as to prevent the refuse, silt, oil, and other materials from being deposited into City sewers and drains.

(D) After written notice to the occupier of the premises, the City Engineer may from time to time enter upon the premises in which the silt trap is maintained, for the purpose of inspecting the silt traps. In the event he or she shall find the silt trap to be full, clogged, or not in proper use, then the City Engineer shall order the occupier of premises to have the silt trap in working order within 3 days. Failure of the occupier of premises to do so will be a violation of this section. (1997 Code, § 5501) Penalty, see § 50.99

WATER AND SEWER SYSTEM CONNECTION

§ 50.21 GENERALLY; DEFINITIONS.

(A) *Generally.* When determined by the City that there exists adequate capacity to provide water and sewer services beyond the existing distribution system, these utilities may be extended if the following criteria are met.

(B) *Definitions.* For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CONNECTION. Physically joining or connecting a main or mains, service lead, or service pipe to the existing water system or wastewater system.

CONNECTION FEE. Those monies charged a property owner for either the connection to the water or wastewater system. The **CONNECTION FEE** includes the cost of the connection and the shared cost of the system.

DEPARTMENT or DPW. The Department of Public Works of the City.

SERVICE PIPE or SERVICE LEAD. Any pipe which is installed for the purpose of connecting the water or sewer mains of the City to the individual premises where water conveyed therein is to be used or consumed or wastewater is removed, which also may be called a "lateral".

SEWER MAIN. That part of the wastewater distribution system located within the right-of-way lines of the City's streets, alleys or easements for the purpose of removing wastewater.

SEWER SYSTEM or SANITARY SEWER SYSTEM. The complete wastewater supply system of the City, including all plants, works, instrumentalities, and properties used or useful in connection with obtaining a sewer service, the treatment of wastewater, and the distribution of wastewater, either now in existence, acquired pursuant to this subchapter, or hereafter acquired.

UTILITY or UTILITIES. Use fees for water, sanitary sewer, storm sewer, water tower and water main maintenance, and garbage collection.

WATER MAIN. That part of the water distribution system located within the right-of-way lines of the City's streets, alleys, or easements for the purpose of supplying water to the inhabitants thereof or for the purpose of fighting fire within the City.

WATER SYSTEM or WATER DISTRIBUTION SYSTEM. The complete water supply system of the City, including all plants, works, instrumentalities and properties used or useful in connection with obtaining a water supply, the treatment of water, and the distribution of water, either now in existence, acquired pursuant to this ordinance, or hereafter acquired.

(1997 Code, §5301) (Am. Ord. passed 5-23-2005)

§ 50.21 APPLICATION FOR SERVICE.

(A) When the installation of a Service Pipe or a connection to the City Water and/or Sewer System is desired, an application for a connection permit shall be made to the City on the forms as shall be prescribed by the City Manager. A nonrefundable \$100 application fee must be paid at the time a request form is submitted. A separate request form and fee must be submitted for each individual tax lot.

(B) An existing main/catch basin must be available with the required capacity to meet the requested need. The City may request the DPW Supervisor evaluate the capacity of the water or sewer lines to ensure there is adequate capacity of the main prior to any approval. The applicant will be required to pay the associated engineering costs.

(C) After service pipes have been installed or connection to the City Water and/or Sewer System is made, service may be secured by making application to the City on the forms as shall be prescribed by the City Manager.

(D) Service Pipes are owned by the property owner, and property owners are responsible for their upkeep and maintenance.

(E) The City Clerk shall maintain a record of all connection permits issued and all applications for water and sewer service.
(1997 Code, § 5702) Penalty, see § 50.99

§ 50.22 CONSTRUCTION.

(A) The cost and expense of establishing, constructing, and reconstructing any main or trunk Sewer and Water Mains, at the discretion of Council, shall be paid from the Sewer Fund and/or Water Fund, reimbursement from the property owner, special assessment, the manner prescribed by state law for the taking of property for public use, or a combination of any of such.

(B) No main or distribution extensions should be required of the City to fill a request for installation of a Service Pipe or connection to the City's Water and/or Sewer System. If an applicant desires to extend Sewer or Water mains, the applicant must agree to pay for that extension of the Sewer or Water Main. All extensions must comply with applicable ordinances, resolutions, professional engineering standards, and state law. Any cost for extensions of a Sewer or Water Main must be paid for in advance of construction. If any private property or the use thereof is necessary in extension of any public sewers, drains, or water mains within the City, the property owner shall grant an easement to the City in the manner prescribed by City ordinance and state law. The party requesting service shall be responsible for securing the easements.

(C) In all cases where the City Council shall deem it practicable, the sewers, drains and water mains shall be constructed in the public streets and grounds.

(D) Whenever it shall become necessary to provide sewage, drainage, or water mains for

the City and for which a special assessment district is to be formed to pay all or a portion of the expense thereof, the DPW Supervisor shall cause a plan of the sewage, drainage, or water mains to be devised, and the district affected thereby, and shall present the same to the Council. The Council shall then instruct the City Manager, or his/her designee, to draft the necessary resolution(s) and procedure for forming the special assessment district.

(E) If any private property or the use thereof is necessary in the construction of any public sewers, drains, or water mains within the City, the private property or the use thereof may be acquired in the manner prescribed by state law for the taking of property for public use. (1997 Code, § 5703) Penalty, see § 50.99

§ 50.23 INSTALLATION OF SERVICE

(A) The City shall not grant a connection permit at any time when in the judgment of the DPW Supervisor the making of connections will endanger the mains from the frost or other damage.

(B) The Service Connection to Sewer and Water Mains must be made at the expense of the owner of the premises served. The work shall be performed only by the DPW or by a licensed plumber under the direction of the DPW Supervisor as determined by the City. The occupant or owner of the premises applying for a connection permit for the connection to a sewer or water main in the City shall pay those tap-in and connection fees, set by resolution of the City Council from time to time. The fees include the cost to physically connect to the system and the cost to buy into the system and shall be used to regulate and control the use and distribution of water and sewer services provided by the City. (Am. Ord. passed 5-10-1999; Am. Ord. passed 8-25-2003)

(C) All work performed in connection with supplying water and/or sewer service to any premises, including the installation of all fixtures within the premises, shall be done in accordance with the current Michigan Plumbing Code. All pipes, fittings, fixtures, and all other materials shall be in accordance with the specifications prescribed in the current Michigan Plumbing Code. All the work shall be subject to the inspection of the City Engineer and/or DPW Supervisor before use. (1997 Code, § 5704) Penalty, see § 50.99

§ 50.24 MAINTENANCE OF SERVICE.

(A) The DPW Supervisor shall not turn on the water in any premises or permit the connection of any premises to the Sewer or Water System until all the conditions prescribed by this section and by the current Michigan Plumbing Code or ANSI, AWWA, and NFP 61 standards, as appropriate, have been met, nor until the application for service has been approved by the City indicating that all necessary fees and deposits have been made.

(B) No person shall turn on water to any premises or connect any premises to the Sewer or Water System except under the authority of the DPW Supervisor, except that any licensed plumber may temporarily turn on the water for the purpose of testing the pipes only.

(C) Every person having water or sewer service shall at his or her own cost and expense keep in repair all pipes and equipment, except the water meter, between the Water Main and the premises and between the Sewer Main and the premises. No claim may be made against the City on account of failure to keep the pipe or equipment in repair. The DPW Supervisor is authorized to turn off the water from any premises upon failure to make necessary repairs as required by the DPW Supervisor.

(D) The City reserves the right to shut off the water or sewer services from any premises at any time because of accident or for the purpose of making repairs or extensions. The DPW shall endeavor to give timely notice to the consumers affected thereby and shall, so far as practical, use its best efforts to prevent inconvenience and damage arising from any such cause, but the failure to give the notice shall not render the City responsible or liable in damages for any inconvenience, injury, or loss which may result therefrom.
(1997 Code, § 5705) Penalty, see § 50.99

§ 50.25 ANNEXATION REQUIREMENTS.

The City Council shall require that a request for connection to a Water or Sewer Main or Service Lead by a nonresident be accompanied by an agreement/application by the property owner for the property to become part of the City through annexation. The connection to the main or service lead shall not be installed until the annexation is approved.
(1997 Code, § 5708) Penalty, see § 50.99

§ 50.26 USE OF HYDRANTS AND FIRE EQUIPMENT.

- (A) No person shall, without written authority, draw water from any public hydrant.
- (B) When the installation of private fire protection equipment is desired on any premises, an application shall be made to the Clerk in writing. A permit, countersigned by the City Manager or designee, may be issued by the Clerk, but only upon the express provision that the installation shall be made only under the supervision of the DPW Foreman.
- (C) Where pipes are provided for fire protection on any premises, or where hose connections for fire apparatus are provided, no water shall be taken through the opening or hose for any purpose other than to extinguish fire or to test fire equipment. Testing of the fire equipment shall be conducted only under the supervision of the DPW Foreman.
- (D) Upon violation of any of the provisions of this section, the permit for fire protection equipment may be revoked and the equipment ordered removed. (1997 Code, § 5312)
Penalty, see § 10.99

§ 50.27 USE OF WATER.

- (A) No person shall, without the City's written consent, take or use City water or sewer service from premises other than his or her own. No person shall sell water or sewer service from his or her own premises for any purpose.
- (B) No connection through which water or sewage may pass from one property to another shall be constructed, notwithstanding that the ownership of both properties may be the same public connection with the water supply system, except in emergency cases for the purpose of extinguishing fire, or fire practice by the regularly organized Fire Department.
- (C) Whenever two or more premises shall be supplied with water from one Service Pipe, connected from one distributing Water Main, upon the failure of the part of any one of the owners of the premises to comply with this chapter, or the rules and regulations adopted pursuant thereto, the DPW Foreman shall cause the water to be shut off from the service pipe without any liability whatever, and all payments made by any of the parties shall be forfeited. The water shall not be turned on again until a separate service is provided for each premises. (1997 Code, § 5313) Penalty, see § 10.99

§ 50.99 PENALTY.

(A) Any person violating any provision of this chapter for which no penalty is prescribed shall be subject to § 10.99.

(B) Any person or customer found guilty of violating any of the provisions of § 50.04, or any written order of the City Council in pursuance thereof, shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than \$100, and costs of prosecution, or imprisonment for not more than 90 days, or by both fine and imprisonment. Each day upon which a violation of the provisions of § 50.04 shall occur shall be deemed a separate and additional violation for the purpose of § 50.04. (1997 Code, § 5316) (Ord. passed 1-10-1977)

CHAPTER 52: WATER AND SEWER SYSTEMS, METERS, AND UTILITY RATES

Section

- 52.01 Definitions
- 52.02 Management and Control
- 52.03 Meters
- 52.04 Access to meters
- 52.05 Testing water meters
- 52.06 Rates
- 52.07 Collection of delinquent charges
- 52.08 Lien for delinquent charges
- 52.09 Discontinuance of service
- 52.10 Records and funds

§ 52.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CONNECTION. Physically joining or connecting a main or mains, service lead, or service pipe to the existing water system or wastewater system.

DEPARTMENT or DPW. The Department of Public Works of the City.

GARBAGE AND RUBBISH COLLECTION AND DISPOSAL FACILITIES. Incinerators, disposal grounds, and all instrumentalities, facilities, and properties used or useful in connection with the collection and disposal of garbage and rubbish.

PROJECT COSTS or COSTS. The COSTS of purchasing, acquiring, constructing, improving, enlarging, extending, or repairing a public improvement, including any engineering, architectural, legal, accounting, financial, and other expenses incident to the public improvement. PROJECT COSTS include interest on the bonds, and other obligations of the borrower issued to pay during the period of construction and until full revenues are developed. PROJECT COSTS include a reserve or addition to a reserve for payment of principal and interest on the bonds, and the amount required for operation and maintenance until sufficient revenues have developed.

PUBLIC IMPROVEMENTS. Includes the following improvements: sewage disposal systems, including sanitary sewers, combined sanitary and storm sewers, plants, works, instrumentalities, and properties used or useful in connection with the collection, treatment, or disposal of sewage or industrial wastes; storm water systems, including storm sewers, plants, works, instrumentalities, and properties used or useful in connection with the collection, treatment, or disposal of storm water; water supply systems, including plants, works, instrumentalities, and properties used or useful in connection with obtaining a water supply, the

treatment of water or the distribution of water. The term PUBLIC IMPROVEMENT means the whole or a part of any of these improvements, or of any combination of these improvements, or any interest or participation in these improvements, as determined by the governing body. This definition does not broaden or enlarge the extent of a particular public improvement made by a public corporation.

RATES. The charges, fees, rentals, and rates that may be fixed and imposed for the services, facilities, and commodities furnished by the City.

REVENUE. The income derived from the rates charged for the services, facilities, and commodities furnished by a public improvement. **REVENUES** include, to the extent provided in the authorizing ordinance, earnings on investment of funds of the public improvement, and other **REVENUES** derived from or pledged to operation of the public improvement.

SERVICE PIPE or SERVICE LEAD. Any pipe which is installed for the purpose of connecting the water or sewer mains of the City to the individual premises where water conveyed therein is to be used or consumed or wastewater is removed

SEWER MAIN. That part of the wastewater distribution system located within the right-of-way lines of the City's streets, alleys or easements for the purpose of removing wastewater.

SEWER SYSTEM or SANITARY SEWER SYSTEM. The complete wastewater supply system of the City, including all plants, works, instrumentalities, and properties used or useful in connection with obtaining a sewer service, the treatment of wastewater, and the distribution of wastewater, either now in existence, acquired pursuant to this subchapter, or hereafter acquired.

UTILITY or UTILITIES. Use fees for water, sanitary sewer, storm sewer, water tower and water main maintenance, arsenic abatement, and garbage collection.

WATER MAIN. That part of the water distribution system located within the right-of-way lines of the City's streets, alleys, or easements for the purpose of supplying water to the inhabitants thereof or for the purpose of fighting fire within the City.

WATER SYSTEM or WATER DISTRIBUTION SYSTEM. The complete water supply system of the City, including all plants, works, instrumentalities and properties used or useful in connection with obtaining a water supply, the treatment of water, and the distribution of water, either now in existence, acquired pursuant to this ordinance, or hereafter acquired.

(1997 Code, §5301) (Am. Ord. passed 5-23-2005)

§ 52.02 MANAGEMENT AND CONTROL; RULES AND REGULATIONS

- (A) The City water and sewer system shall be and remain under the management, supervision and control of the City Manager, who may employ or designate such person in such

capacity as he or she deems advisable to carry out the efficient management and operation of the water and sewer systems. The City Manager may make such rules, orders, or regulations as he or she deems advisable and necessary to ensure the efficient management and operation of the water and sewer system, subject to the rights, powers and duties in respect thereto which are reserved by law to the City Council.

- (B) The City Manager may make and issue rules and regulations concerning the water and sewer systems, connections thereto, meter installations and maintenance, connection and meter installation fees, hydrants and water mains and the appurtenances thereto, not inconsistent with this article. Such rules and regulations shall be effective upon approval by the City Council. The rules and regulations in effect shall continue until changed in accordance with this section.

§ 52.03 METERS.

- (A) The City hereby determines that it is in the best interests of the City for all premises using water within the City to have water meters to more accurately measure the amount of water being used and to help the City better cover the costs of providing water.
- (B) All existing City premises using water shall have the meters installed no later than September 1, 2026. All newly constructed premises of any kind are required to install a water meter.
- (A) All premises using water shall be metered, except that the City Manager may authorize service on estimated rate charges where it is not practical to install a meter.
- (B) Title and ownership of water meters shall be vested in the City, unless otherwise agreed to. The City will maintain all public meters and make all necessary repairs and replacements caused by normal usage. However, the consumer will be held responsible for care and protection of the meter from freezing, damage by hot water, or from injury by any person. Upon presentation of the statement of damages, any damage that may occur to any water meter due to carelessness on the part of the tenant, owner, or agent of the property on which the meter is placed shall be paid for by the owner of the premises and any other person who caused such damage.
- (C) Water meters, the remote meter reader box, and appurtenances thereto, shall be set in an accessible and safe location and in a manner satisfactory to the City. Where the premises contain no basement or cellar, the meter shall be placed within the household, where practicable, the location and specifications of which shall be approved by the City or designated agent.
- (D) City Council or its designated agent may require a master meter, at or near the main, for any line two (2) inches or larger. City Council or its designated agent shall require a master meter for any line, mains or extensions 8 inches or larger. City Council may waive the requirements of this section for good cause.

- (E) Multi-family housing units shall have a master meter provided. Sub-meters may be provided at the property owner's expense and shall be installed and owned by the property owner.
 - (F) If any meter gets out of order or fails to register, the consumer will be charged for the water and sewer service at the average consumption rate, as shown by figures over the period preceding four water and sewer terms when the meter was accurately registering.
 - (G) It shall be unlawful for any person to attach a water meter to any service pipe unless the meter has been furnished by the City, unless otherwise agreed to.
 - (H) It shall be unlawful for any person to cause or permit a bypass or connection around a meter, including connections prior to the meter. All water furnished by the City and used on any premises must pass through the meter placed upon the premises or installed for the purpose of measuring the water supplied to the premises.
 - (I) The DPW Supervisor or his or her representative shall have the right to enter, at any reasonable time, any property served by a connection to the public water supply system of the City, for the purpose of inspecting the piping system or systems thereof to ensure that all meters, public or private, are in proper working order. On request, the owner, lessees, or occupants of any property served shall furnish to the inspection agency any pertinent information regarding the piping system or systems on the property. The refusal of access or the information, when requested, shall be deemed evidence of the presence of connections prior to the meter, bypasses, or meters not working appropriately.
 - (J) Anyone failing to comply with this section shall have their water service disconnected until the issue is corrected by a licensed plumber to the satisfaction of the DPW Foreman. Any and all applicable re-connection fees shall apply.
 - (K) Anyone wishing to opt out of radio read meters in-lieu of an analog meter may do so, but shall be subject to an additional monthly charge as set by Council from time to time.
- (1997 Code, § 5306) Penalty, see § 10.99

§ 52.04 ACCESS TO METERS.

The Department shall have the right to shut off the service connection to any premises where the Department is not able to obtain access to the meter. Any authorized employee of the Department shall, at all reasonable hours, have the right to enter the premises where such meters are installed for the purpose of reading, testing, removing or inspecting the meters, and no person shall hinder, obstruct or interfere with such employee in the lawful discharge of his or her duties in relation to the care and maintenance of such meters, both public and private.

§ 52.05 TESTING WATER METERS.

- (A) An account holder may request that his or her water meter be tested. If the meter is found accurate, a fee will be made as set by resolution of the City Council from time to time. If the meter is found to be defective, it shall be repaired or an accurate meter installed and no charge shall be made.
- (B) A meter shall be considered accurate if, when tested, it registers not to exceed 5% more or 5% less than the actual quantity of water passing through it. If a meter registers in excess of 5% more than the actual quantity of water passing through it, it shall be considered fast to that extent. If a meter registers in excess of 5% less than the actual quantity of water passing through it, it shall be considered slow to that extent.
- (C) If a meter has been tested at the request of an account holder and is determined to register fast, the City shall credit the account holder with a sum equal to the percent fast multiplied by the amount of all bills incurred by the account holder within the three months prior to the test. If a meter so tested is determined to register slow, the Department may collect from the account holder a sum equal to the percent slow multiplied by the amount of all the bills incurred by the account holder for the prior three months.
- (D) When the Department, on its own initiative, makes a test of a water meter, it shall be done without cost to the account holder, other than his or her paying the amount due the City for water used by him or her as provided in this section if the meter is found to be slow.

§ 52.06 RATES.

- (A) The utility rates will be set by a resolution of City Council annually.
- (B) There shall be a 10% penalty added to any bill if payment is not made within 20 days after the due date shown on the bill.
- (C) In the event any such bill is not paid within 10 days after its due date, the Clerk shall, following notice of intent to discontinue service to the owner personally or mailing to the account holder at the mailing address on record, the Department to shut off all water on any premises delinquent in payment of water or sewer services until the bills and the penalty are paid.
- (D) When it becomes necessary for the City to discontinue utility service to a customer for nonpayment of bills, service will be reinstated only after all bills for service then due have been paid, along with a reconnection fee in the sum set by the City Council from time to time.

(E) Every consumer shall be liable to pay the utility service rate from the time they shall commence using the service until the Clerk shall be notified in writing to discontinue utilities.

(F) The owner of any premises shall be liable to the City for the payment of any utility service fees to the premises. In the event that any tenant of the premises should default in the payment of any utility service fees or penalties to the premises, the Clerk shall notify the owner thereof at least 10 days and again 24 hours prior to shutting off service to the premises.

(1997 Code, §5307) (Am. Ord. passed 11-23-1998; Am. Ord. passed 5-23-2005)

§ 52.07 COLLECTION OF DELINQUENT CHARGES.

(A) Delinquent utility service charges may be collected by suit brought in the name of the City against the owner or occupant of the premises or property, or both. Alternatively, delinquent utility charges may be assessed on the property taxes of the parcel.

(B) Any utility rate or charge not paid within 20 days after it shall become due and payable shall be considered to be delinquent.

(1997 Code, §5308) (Am. Ord. passed 5-23-2005)

§ 52.08 LIEN FOR DELINQUENT CHARGES.

(A) The City shall have as security for the collection of any utility service rates or charges due, or to become due, for the use or consumption of utility service supplied to any house or other building, or any premises, lot or lots, parcel or parcels of land, a lien upon the house or other building, and upon the premises or lot or lots, parcel or parcels, upon which the house or other building shall be situated or to which the utility service was supplied. The lien shall become effective immediately upon the connection of the water system or sewer system to the premises or property. The official records of the Clerk shall constitute notice of pendency of the lien.

(B) The lien created by this action shall have priority over all other liens, except liens for taxes or special assessments, whether or not such other liens accrued or were recorded prior to the lien therein created.

(C) All unpaid utility service charges which, upon September 1 of each year, have remained unpaid for one month or more, shall be reported by the Clerk to the Council at the first meeting thereof in the month of September. The Council shall thereupon order the publication in a newspaper published in the City a notice to all owners of property within the City that all unpaid water or sewer service charges, which have remained unpaid for a period of one month or more as of September 1 will be transferred to the tax roll and assessed upon the City's tax roll against the property upon which the utility was used.

- (D) All unpaid utility service rates or charges, which are so reported and remain unpaid on the following August 30, shall be transferred to the City tax rolls and assessed against the property to which the utility service was supplied or furnished, which unpaid rates or charges accrued shall be collected with and in the same manner as City taxes are collected and, if the same shall remain delinquent and unpaid after the expiration of the time limited in the warrant for the collection of taxes levied in the rolls, the charges shall be returned to the County Treasurer to be collected in the same manner as the lien created by City taxes on the delinquent tax roll of the City.
(1997 Code, §5308) (Am. Ord. passed 5-23-2005)

§ 52.09 DISCONTINUANCE OF SERVICE.

- (A) An owner, account holder, or authorized representative shall notify the Clerk, in writing or in person, to have the utilities or portion thereof turned off.
- (B) No charge shall be made for turning off water or turning it on, except when the water is shut off by reason of nonpayment of the water or sewer service charges. (1997 Code, §5310) (Am. Ord. passed 11-23-1998; Am. Ord. passed 5-23-2005)

§ 52.10 RECORDS AND FUNDS.

The City shall keep and maintain proper books, records, and accounts, separate from all other records and accounts of the City, in which full and correct entries of all transactions relating to the system shall be made. The City shall cause an annual audit of the books, records, and accounts of the preceding operating year to be made by a recognized, independent certified public accountant, and, upon proper request as required by Public Act 2 of 1968 being MCL 141.421 *et seq.*, will supply the audit to authorized public officials. The City shall use the results of the audit to ensure proportionality, and to make adjustments in funds with deficiencies or surpluses. Any adjustments necessary for operation and maintenance costs shall be passed on to users of the system. (1997 Code, § 5314)

DRAFT

**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

DRAFT

PROCEEDINGS OF THE
BROWN CITY FESTIVAL COMMISSION REGULAR MEETING

WEDNESDAY, APRIL 8, 2026

4205 MAIN ST, BROWN CITY, MI 48416

Held at City Hall/Community Room

QUORUM: YES

PRESENT: Chair Tara Owens, Kevin Miller, Kelly McClelland, Michelle Sanders, Jason Fuller, Troy Gilbert.

ABSENT: City Manager Kyle Harris.

GUESTS: Julie Miller/Mayor.

MEETING CALLED TO ORDER: at 6:00PM by Chair Tara Owens.

ADDITIONS TO AGENDA: NONE

CORRECTION AND APPROVAL OF MINUTES:

1. Regular Meeting: April 8, 2026:

MOTION BY Tara Owens **SECOND BY** Kelly McClelland to approve minutes from April 8, 2026 as written.
MOTION CARRIED.

2. Working Meeting: NONE

TREASURY REPORT: As of March 31, 2026: Current checking account balance is \$18,847.71, MI CLASS balance is \$30,819.33. Total as of March 31, 2026 with sponsor donations the balance is \$49,667.04.

PAY BILLS: Tents for Easter Egg Hunt for Fellowship Bible Church from G3 Tent Rental.

MOTION BY Tara Owens **SECOND BY** Kevin Miller to pay \$1,000.00 for the Tents from G3 Tent Rental for the Easter Egg Hunt at the Park for Fellowship Bible Church for Easter Egg Hunt on Saturday April 4, 2026. **MOTION CARRIED.**

UNFINISHED BUSINESS:

1. Speaker Issue-Jason. Not finished yet.
2. Wolverine Fireworks-Vote for Tuesday June 9, 2026.

MOTION BY Kelly McClelland **SECOND BY** Troy Gilbert to hire Wolverine Fireworks for Tuesday June 9, 2026 for \$6,000.00. **MOTION CARRIED.**

3. New Booth-Work in progress. Consensus is to rent tents from G3 tent rental for this year instead of building a new building.

MOTION BY Kevin Miller **SECOND BY** Jason Fuller to rents tents for 2026 Festival from G3 Tent Rental with a price not to exceed \$3,000.00. **MOTION CARRIED.**

4. Facebook page-TABLED.
5. Timeline for Sesquicentennial-work in progress. Discussion on changes. Time Capsule to be excavated on Sunday June 7, 2026 at 3:00PM on Main Street. Beard judging is Friday June 12, 2026 at 7:00PM. Probable Ice Cream Social on Monday June 8, 2026. TBD.
6. Brothers of the Brush. Friday June 12, 2026 at 7:00PM
7. Mayor's Brunch details. Will include Churches and visitors as a Pot Luck after the first Church service on June 7, 2026. Brunch to start approximately 11:30AM.
8. Time Capsule-Sunday June 7, 2026 at 3:00PM on Main Street in front of Library.
9. Dinner on Main Street. Work in progress. Tentatively set for Tuesday Evening.
10. Livestock plop. Sherry Wood stated that she does not have time to coordinate this event this year. Times and Days are TBD currently. Squares are \$5.00 each.

NEW BUSINESS:

1. Sub committees to set up and sell products at City Hall. Coordinate with Tara when available to sell Hats, T-Shirts, Tumblers, sweatshirts, parking permits.
2. 5K shirts- design and color. No decision made.
3. Staff shirts-design and color. No decision made. Discussion on possibly bright yellow or green.
4. Chamberlin's/ACME Partyworks for Wednesday Kids Day. Discussion to have Magician, Face Painters and Balloon Artists.

MOTION BY Jason Fuller **SECOND BY** Michelle Sanders to hire a Magician, Face Painter and Balloon Artist from ACME Party Works. **MOTION CARRIED.**

MOTION BY Jason Fuller **SECOND BY** Troy Gilbert to hire 2 of each listed above if necessary. **MOTION CARRIED.**

5. Printing-Let Tara know.
6. BINGO: Next date is Wednesday June 10, 2026. TV needed if held at park in Pavillion. Weather dependent. Idea is to raffle TV when finished with Bingo that night.

MOTION BY Tara Owens **SECOND BY** Kelly McClelland to purchase a 75 inch TV for Bingo with the cost not to exceed \$800.00. **MOTION CARRIED.**

7. Food eating contest-Discussion on different foods. Watermelon.

MOTION BY Kelly McClelland **SECOND BY** Kevin Miller to host a Watermelon eating contest during the festival. Time and Day TBD. **MOTION CARRIED.**

8. Feather/tube flags needed. Everyone to look and bring back ideas and prices to next meeting.

9. Flyers are still needed. Waiting on information for some/church and Mayors brunch, livestock plop, etc.
10. Banking for City Hall signers on checking account

MOTION BY Kelly McClelland **SECOND BY** Michelle Sanders to have Julie Miller and Stephanie Stimson on as signers for the Festival Checking account. **MOTION CARRIED.**

11. 2 additional food trucks requesting to be at the festival. Consensus from group is to keep current number of food trucks and to not allow any additional due to carnival rules.
12. Final Vote for 3 night of Fireworks, Tuesday, hiring Wolverine (paid for by festival commission) and for Thursday and Saturday hiring (paid for by Tri-County Bank) Shango's.

MOTION BY Tara Owens **SECOND BY** Kevin Miller to have Fireworks presented by Wolverine Fireworks on Tuesday June 9, 2026 paid for by Festival Commission and to have Fireworks presented by Shango's on Thursday June 11, 2026 and Saturday June 13, 2026 paid for by Tri-County Bank. **MOTION CARRIED.**

REPORTS AND RECOMMENDATIONS:

1. Next Regular Meeting: Wednesday May 13, 2026 at 6:00PM.
2. Next Working Meeting: NONE

PUBLIC QUESTIONS AND COMMENTS:

Jason stated the wagon being built as a stage looks great so far. Showed pictures.

Michelle Sanders asked if Lucy Coulson could ride in Golf Cart for parade. Consensus was YES.

Tara asked group if they wanted to re-new Banner/sign for baseball fields for \$250.00.

MOTION BY Kevin Miller **SECOND BY** Jason Fuller to not re-new the Banner/sign for baseball field.
MOTION CARRIED.

ADJOURNMENT: **MOTION BY** Tara Owen **SECOND BY** Kevin Miller to adjourn meeting at 7:49PM.
MOTION CARRIED.

RESPECTFULLY SUBMITTED,

JULIE MILLER

BROWN CITY CEMETERY PROCEEDINGS

Monday, March 24, 2026

DRAFT

A quorum being present: Chairman, John Liebler called the meeting to order at 9:03 a.m.

Present: Board Members: Chairman John Liebler, Sara McPherson and Karen Burgess. Absent: Ray Carman.

Also present: City Manager, Kyle Harris

Additions, Corrections and Deletions to the Agenda: None

Corrections & Approval of Minutes: Moved by John Liebler to approve the minutes as presented. Seconded by Sara McPherson. Motion passed.

Bills: Moved by John Liebler to accept the Bills as presented. Seconded by Karen Burgess. Motion passed.

Bids for mowing of the Evergreen Cemetery for the 2026 season were opened and discussed. The Board was in agreement that they would like the same person as last year, Rapid Lawn Maintenance. His bid is above last year's bid, (with no explanation) so Kyle Harris will contact him and see what is the difference. If info come back as reasonable then we will offer him the job. Moved by John Liebler that we hire Rapid Lawn Maintenance as long as bid is close to last year, as we were very pleased with his work. Seconded by Karen Burgess. Motion passed.

John Liebler has renewed the CD's at Tri County Bank at 3.25%.

Check signing cards: The check signing cards at the Tri County Bank need to be resigned as David VanCura will be off of them and Stephanie Stimson will be put on along with John Liebler and Karen Burgess.

Moved by John Liebler to have David VanCura's name removed from the bank cards and add Stephanie Stimson. Seconded by Sara McPherson. Motion passed.

Moved by Sara McPherson to Adjourn and Seconded by Karen Burgess. Motion passed. 9:38 a.m.

Respectfully submitted by Karen Burgess.

Karen Burgess

DRAFT

SPECIAL MEETING

BROWN CITY AREA FIRE AUTHORITY MEETING MINUTES

WEDNESDAY MARCH 25, 2026 at 6:00PM

Held at Fire Hall, 4090 Main Street, Brown City

MEETING CALLED TO ORDER BY Chairman Chad Dempsey at 6:12PM.

PRESENT: Chairman Chad Dempsey/Burnside Twp, Gene Burgess/Flynn Twp, Julie Miller/City of Brown City, Steve Kalbfleisch/Lynn Township.

ABSENT: Phil Bartle/Maple Valley

GUESTS: Chief Travis Blatt, Kyle Harris City Manager.

CORRECTION AND APPROVAL OF MINUTES:

1. REGULAR MEETING: None presented. THIS MEETING FOR BUDGET AMENDMENTS ONLY.

PAY BILLS: and UNFINISHED BUSINESS: BUDGET ONLY.

UNFINISHED BUSINESS:

NEW BUSINESS:

1. 2025-2026 Budget: Kyle presented the budget AMENDMENTS.

MOTION BY Steve Kalbfleisch **SECOND BY** Gene Burgess to approve the Fire Department 2025-2026 Budget AMENDMENTS presented by City Manager Kyle Harris. **MOTION CARRIED.**

PUBLIC QUESTION AND COMMENTS: NONE.

PETITIONS AND COMMUNICATIONS: NONE

REPORTS AND RECOMMENDATIONS: NONE

NEXT MEETING IS FRIDAY MAY 1, 2026 at 6PM.

ADJOURNMENT:

MOTION BY Steve Kalbfleisch **SECOND BY** Gene Burgess to adjourn the meeting at 6:21PM. **MOTION CARRIED.**

Respectfully submitted

Julie P. Miller