

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

MONDAY
September 14, 2026
AT 6:00 P.M.

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

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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 August 24, 2026

COMMUNICATIONS: See Attached

PAY BILLS: See Attached

POLICE REPORT: Presented at Meeting

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:

1. Part-Time Police Officer Wages (Step Increases)

NEW BUSINESS:

2. Personnel Change Ups

MANAGER'S REPORT: See Attached

CLERK'S REPORT:

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)-

COUNCIL QUESTIONS & COMMENTS:

ADJOURNMENT:

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

BROWN CITY COUNCIL PROCEEDINGS

August 24, 2026

City Hall, 4205 Main St. Brown City

DRAFT

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

PRESENT:

Mayor Julie Miller, Council Members: Pat Jacobson, Gino Navock, Bob Jacobson, Mark Vaerten, Neil Kohler, Ross McIvor, City Clerk Sara Muxlow, City Manager Kyle Harris.

ABSENT: None

GUESTS:

Officer Khan BCPD, Mike Vislosky DPW, Angel Kreiner, Larry Steigerwald, Denise Jones, Dan Jones.

PLEDGE OF ALLEGIANCE LED BY MAYOR JULIE MILLER

ADDITIONS, CORRECTIONS, AND DELETIONS TO AGENDA: Add #3 to New Business Materials for City Hall Roof.

CORRECTIONS & APPROVAL OF MINUTES:

Regular Meeting of August 10, 2026- Motion by CM Navock, Second by CM Vaerten, to approve the regular meeting minutes from August 10, 2026 as written. MOTION CARRIED

COMMUNICATIONS: Council received minutes from multiple committees to look over.

PAY BILLS:

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

General- 15,948.15 (13302-13319)

Payroll- 254,859.44 (12123-12133)

Sanitary Sewer- 916.36 (4513-4514)

Water- 227,041.58 (4268-4271)

Festival Commission- 1,557.41 (600-601)

Equipment- 207.16 (2068-2069)

Fire Authority- 3,259.14 (6614-6616)

MOTION CARRIED.

DPW REPORT: Council had no questions over the report and Mike had nothing to add.

PUBLIC QUESTIONS AND COMMENTS: Denise Jones 4288 Main St. asked when the water project would be working on Main Street in front of her house. Mike answered that there is a progress meeting on Thursday, and that they should have started on Main St. a few weeks ago. City Manager Harris added that repaving streets and sidewalks should be happening by the end of September.

Larry Steigerwald believes the town doesn't look good and someone should do something about it. He would like to see City ordinances regarding blight followed. He would like to see enforcement of unlicensed side by sides, golf carts with no lights, and riders without helmets.

OLD BUSINESS: None.

NEW BUSINESS:

1. Part-time police officers' wages are needed to be increased to make them more attractive to possible new hires. It will avoid having overtime for full time officers. City Manager Harris went over some local communities nearby part time officer wages. Brown City's part time officer wages is posted at \$30 per hour and have had no interest. He would like to see an increase in the wage posting to generate some interest. CM Kohler added that he would like to see a 3 year salary schedule to hopefully retain officers. It was discussed that if an officer had experience they should skip the lower wage on the salary schedule.

Motion by CM Kohler, Second by CM P. Jacobson to start part time officers at \$30 per hour with a salary schedule listed on the part time officers contract.

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

6- Yes 0- No 0- Abstaining 0- Absent

MOTION CARRIED

2. A Public Hearing needs to be set for September 28, 2026 at 6:05 for a 5-Year Park Plan. A rough draft was given to the council and will be presented to the Park Committee tomorrow. Motion by CM Vaerten, Second by CM Navock to set a Public Hearing for September 28, 2026 at 6:05 pm to discuss the 5 Year Park Plan. MOTION CARRIED
3. The roof on City Hall is needing to be replaced soon. Quotes are around 30k. Material costs are rising and City Manager Harris asked the council if they would like to purchase materials now before the cost increases more. He also went over contractor bids. E & J Construction- Shingle roof with tear off \$30,900.

Amish- metal roof \$29,000. Shingle roof over existing roof \$30,500. Shingle roof with tear off \$35,000. It'll cost for materials- metal \$16,000 Shingles \$12,500 Metal will go over the existing roof. CM Vaerten suggested that the whole roof project be paid for now to save in the long run.

Motion by CM Kohler, Second by CM Navock to go with the Amish metal roof quote for \$29,000.

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

6- Yes 0- No 0- Abstaining 0- Absent

MOTION CARRIED

MANAGERS REPORT: The BS&A cloud based system went live this morning.

The new website will go live soon as well.

DPW uniforms contract is costly and keeps increasing. Each worker has 11 sets but not everyone uses the service or the uniforms. The City could purchase uniforms for the DPW at a much more reasonable rate. The recent price increase has been contested but hasn't had a response yet. There are 2 years left on the contract.

Thursday is progress meetings on the water project and the meters.

Final paperwork was sent in for the CEM grant.

The police department switched to the Clemis system however the printers are not compatible. The quote for the printers is \$900 each so an alternative is being looked into.

The SRO car is being fixed by Chris Lindsay, the cost will be around \$1,000.

CLERKS REPORT: None

MAYOR'S REPORT: Trunk or treat is on Halloween and the Tree lighting is on the first Friday in December.

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)- None.

COUNCIL QUESTIONS AND COMMENTS: CM P. Jacobson commented about a couple tree limbs that are needing to be cut. One on Wells St. and one behind the Health Center.

ADJOURNMENT:

Motion by CM Vaerten, Second by CM B. Jacobson, to Adjourn the August 24, 2026

Meeting of the City Council at 6:36 P.M.

MOTION CARRIED.

Respectfully Submitted,

Sara Muxlow

City Clerk

DRAFT

BROWN CITY AREA FIRE AUTHORITY MEETING MINUTES

TUESDAY SEPTEMBER 1, 2026 at 6:00PM

Held at Fire Hall, 4090 Main Street, Brown City

MEETING CALLED TO ORDER BY Chairman Chad Dempsey at 6:02PM.

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

ABSENT: NONE

GUESTS: Chief Travis Blatt, Captain Tim Kipp, Kyle Harris City Manager.

CHANGES AND APPROVAL OF THE AGENDA:

MOTION BY Steve Kalbfleisch **SECOND BY** Julie Miller to approve the agenda as written. **MOTION CARRIED.**

CORRECTION AND APPROVAL OF MINUTES:

1. **REGULAR MEETING:** July 7, 2026.

MOTION BY Steve Kalbfleisch **SECOND BY** Gene Burgess to approve the minutes of July 7, 2026 as written. **MOTION CARRIED.**

PAY BILLS:

Manager Kyle stated that the \$2,958.78 paid to the City was money that covered the BS&A portion of Fire Department water agreement due to the bill not being able to be split between City and Fire through BS&A.

MOTION BY Julie Miller **SECOND BY** Gene Burgess to approve the bills The amount is \$13,006.69. **MOTION CARRIED.**

UNFINISHED BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC QUESTION AND COMMENTS: Mayor Julie requested the Fire Department to attend Trunk r treat on Saturday October 31, 2026 from 3pm to 5pm on Main street to block traffic. Also, Christmas Tree Lighting which will take place on Friday December 4, 2026, blocking traffic from approximately 4pm to 7pm.

PETITIONS AND COMMUNICATIONS: NONE

REPORTS AND RECOMMENDATIONS:

****1. CHIEFS REPORT:**

1. Chief reported that Cody Merritt has joined the Fire Department. He requested a motion to officially hire him.

MOTION BY Julie Miller SECOND BY Steve Kalbfleisch to hire Cody Merritt. MOTION CARRIED.

2. Chief stated that the department received a grant for \$3,000.00 from Enbridge. This money will be used for Hazardous material supplies.
3. Chief reported fire truck is currently past due at \$500.00 a day. Money should run out at End of September. Should be even on what is owed to the company.
4. Chief reported that an offer of \$20,000.00 for the rescue truck was received. The truck is a 2002 diesel engine truck with 24,000 miles. Travis listed the truck at \$40,000.00 through Garage and if they sell it they get 10%.
5. Chief Travis reported that the Breakfast fundraiser at Fire Department: September 12, 2026.
6. Chief reported that the Electric truck is running good and they had a coating put on the outside with the remaining grant money with the department paying approximately \$300.00 of the \$2,195.00 cost.
7. Chief reported that Laser Impressions has a website set for anyone to purchase BCFD merchandise. The profit will be sent to the department as people purchase merchandise. The website is laserimpressions.chipply.com.
8. Chief requested a new line for budget for fire runs that would require food. Treves used to provide food at no cost. New owner stated that he would give a 10% discount.

****2. FIRE RUN RECONCILIATION:** Discussion on runs.

NEXT MEETING: Tuesday November 3, 2026 at 6:00PM.

ADJOURNMENT:

MOTION BY Phil Bartle SECOND BY Julie Miller to adjourn the meeting at 6:36PM. MOTION CARRIED.

Respectfully submitted

Julie P. Miller

MINUTES FOR THE
BROWN CITY PARK AND RECREATION BOARD REGULAR MEETING
THURSDAY AUGUST 27, 2026 AT 6:30PM
4205 MAIN ST, BROWN CITY/CITY HALL COMMUNITY ROOM
[810-346-2325] EMAIL: bcpark@cityofbrowncity.net

DRAFT

PRESENT: Angel Kreiner, Roger Burgess, Ross McIvor, Paul Farmer, Chad Dempsey.

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

ABSENT: Tara Owens, Michelle Sanders

GUESTS: Julie Miller/Mayor, City Manager/Kyle Harris, Kevin Miller, Ron Marion (7:00pm arrived).

Meeting called to order at 6:30PM by Angel Kreiner.

CORRECTION AND APPROVAL OF MINUTES:

1. **REGULAR MEETING:** July 28, 2026

MOTION BY Ross McIvor **SECOND BY** Paul Farmer to approve the minutes from July 28, 2026 as written. **MOTION CARRIED.**

TREASURER REPORT:

CURRENT BALANCE: Checking-\$15,836.47, MI CLASS checking-\$10,707.42, MI CLASS Savings/Pool Pavilion\$313.43, MI CLASS Fitness Court-\$7,704.59, Grand Total all accounts \$34,561.91.

PAY BILLS: TOTAL: \$11,455.94 for July.***SEE ATTACHED***

MOTION BY Ross McIvor **SECOND BY** Chad Dempsey to pay the Bills for July for a total of \$11,455.94 as presented. **MOTION CARRIED.**

UNFINISHED BUSINESS:

1. Eastern Michigan Council of Governments (EMCOG) 5-Year Plan. Kyle stated that City Council set a public hearing on September 28, 2026 at 6:05pm for the 5-year plan. This will help with DNR grants that become available.
2. Sue Foster or Ron Marion: Kreiner sign in park, wanting to restore the sign. No new information.

PERSONAL APPEARANCES: NONE.

PUBLIC HEARING: NONE.

PETITIONS AND COMMUNICATIONS: NONE.

RESOLUTIONS: NONE

COMMITTEE REPORTS:

1. Athletic fields and Batting cages: Paul Farmer:
Paul stated that Summer Rec received a grant from SCCF for \$5,400.00 to redo the dug outs. They want to lift dug outs and put concrete pads down. Paul called Kyle previous to the meeting and requested that they start on this project due to a timeline for the grant. Paul was told he could start project but **MUST HAVE VOLUNTEER WAIVER SIGNED BEFORE WORK STARTS.** Question was asked about County permits. No permit needed.
2. Driveways and Parking Lots: Burgess.
**Parking lots and driveway gravel- Discussion on where to place the gravel. No decisions made for gravel placement currently.
Mike/DPW graded roads in park.
3. Playground equipment, Courts and Trails:
4. Building maintenance: Owens
5. Events and Entertainment:
6. Park and Recreation grants/Fundraising: None.

7. City Manager: Kyle Harris:

- A. Tree: Emergency removal/in June minutes/final cost was \$4,500.00. Board of directors gave \$500.00 towards bill, Rotary donated \$500.00 towards bill, Paul Farmer stated that he just received messages from Neil during the Park meeting that Summer Rec would now, as of July 28 donate \$500.00 towards the bill and the City covered the remaining \$3,000.00. *Festival donated \$250.00 as of August 12, 2026.*

NEW BUSINESS:

1. Scheduling Events: Horseshoe Tournament was not on calendar for 2026. There was an issue with electric. Events need to be on calendar. Julie stated that she took a generator and gas to the park to aid the horseshoe tournament. Ground bees/hornets were an issue in the diamond dust pile, there were posts with caution tape set up around the area. Paul/Little league was notified of this issue. Need a barrier around Diamond dust, possibly like burn out area with concrete surrounding the area. She also stated that Matt Taepke made a derogatory post on Facebook about the park board. She also stated that Paul posted a derogatory post during BC Festival and requested that if someone has a complaint they should come to a meeting and discuss vs posting on Facebook. Porta-lets were moved for the horseshoe tournament (Shannon Pitts contacted Tara Owens and requested 2 porta-lets be moved to horseshoe pit area and stated that she would pay the \$80.00 for this) and then it was realized that the South Pavilion was rented on the same weekend for Saturday and Sunday. Carls Septic was notified and they brought a new porta-let/price is \$125.00.
2. Fitness Court Equipment: Currently stored at DPW. Salt is about to arrive and there is no room for the equipment. Possibility of equipment stored outside covered with Tarps, or stored in a pavilion.
3. Dirt pile, extra clay from water line project to be placed in low area near Cade Rd.
4. Bee Nest in tree. Need removal.

OLD BUSINESS:

1. Electric bill for June, split with Festival and Rotary. Festival agreed to split bill. Rotary agreed to pay a portion of the electric bill.

REPORTS AND RECOMMENDATIONS:

1. **NEXT REGULAR MEETING:** September 29, 2026 AT 7:00PM.
2. **NEXT WORKING MEETING:** NONE scheduled.

PUBLIC QUESTIONS AND COMMENTS:

Kevin Miller stated that he and his crew from Pearl Contracting were going to be available to fix the broken picnic tables at the Park. He stated that he would provide the labor costs if the Park was willing to pay for the lumber. Roger Burgess stated that he would pay for the lumber to fix the broken picnic tables.

MOTION BY Chad Dempsey **SECOND BY** Ross McIvor to have Kevin Miller and his crew, after signing volunteer waivers, to fix the broken picnic tables. **MOTION CARRIED.**

Mayor Julie requested that the board approve the City Clerk Sara Muxlow to take the minutes for the Park Board starting in September.

MOTION BY Roger Burgess **SECOND BY** Paul Farmer to approve City Clerk Sara Muxlow to take the Park Board Minutes starting in September. **MOTION CARRIED.**

ADJOURMENT:

MOTION BY Ross McIvor **SECOND BY** Paul Farmer to adjourn meeting at 7:11PM. **MOTION CARRIED.**

RESPECTFULLY SUBMITTED,

Julie Miller

Part-Time Police Officer Wages

- All part-time police officers start at \$30/hr.
 - After the initial first six (6) months of being hired, officers may participate in the eye/dental insurance plan, but solely at their own expense as the City does not provide coverage for part-time employees.
 - After the initial first six (6) months of being hired, officers with sufficient experience as a police officer will be moved to the appropriate scale.
-
- 2-5 Years of Experience - \$30/hr.
 - 5-10 Years of Experience - \$31.50/hr.
 - 10-15 Years of Experience - \$33/hr.
 - 15-20 Years of Experience - \$34.50/hr.
 - 20+ Years of Experience - \$36/hr.
-
- Part-time officers are not to exceed 25 hours worked in a single week, unless approved by the City Manager or designee.
 - Hours scheduled are dependent on the budget.

MEMORANDUM

To: Mayor and Brown City Council

From: Kyle Harris, City Manager

Date: September 14, 2026

RE: Manager's Report

Dear Madam Mayor and Members of Council,

The new website should be "live" at the end of September.

Without a Chief of Police, Sgt. Khan has taken on some of the responsibilities of a Chief. These include carrying the "Chief Phone" 24-hours a day and having the "Chief Laptop" to address any issues while not on-duty. They also include administrative work such as setting up Clemis, getting MCOLES squared away, ensuring the department is compliant with any and all regulations, ensuring the courts/prosecutor have what they need, and anything else that is asked.

In the meantime, Sgt. Khan is working 10am – 7pm. This allows him time during the business day to work with other agencies and vendors, but allows him time to patrol the roads after hours. Officer Ford will pick up some OT in the evenings when needed and schedules allow and both will share in weekend coverage as they can.

The contractor should be getting close to starting work on M-90. During our last progress meeting, we were told they would be starting after Labor Day. No additional word on replacing the sidewalks or roadways since then.

There were three water services that were shut off after September 1 for having not scheduled their meter survey. Two were also late paying their water bill. The service shut off solely for not having the survey scheduled, did schedule the survey the following week and has been turned on.

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

Respectfully,

Kyle

Commissioner's Report – District 5

City/Village/Townships

September 1, 2026

Notice of Public Hearing – Michigan Community Development Block Grant Funding for Sanilac County Emergency Homeowner Rehabilitation. Chairman Block opened the public hearing and called for public comment. No comments were presented.

General Resolutions: RESOLUTION HONORING TRUDY BOWERS FOR YEARS OF SERVICE

New Business:

FA-112-26 – APPROVES THE PAYMENT OF CURRENT CLAIMS IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED AUGUST 25, 2026, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$161,332.11.

FA-114-26 - AUTHORIZES A \$30,000 COMMITMENT TO THE BLUE WATER CONSERVATION DISTRICT FOR THE PURPOSE OF FUNDING FARM BILL TECHNICIANS FOR THREE (3) YEARS, DEDICATED TO ASSISTING WITH THE IMPLEMENTATION OF FARM BILL PROGRAMS IN SANILAC COUNTY, AT AN AMOUNT NOT TO EXCEED \$10,000 PER YEAR FOR FY2027, FY2028, AND FY2029, WITH FUNDING FROM THE ENVIRONMENTAL TRUST FUND.

FA-115-26 – AUTHORIZES A \$2,000 ANNUAL PESTICIDE CERTIFICATION STIPEND TO BE PAID TO THE CERTIFIED PARKS EMPLOYEE, WITH ONLY ONE EMPLOYEE ELIGIBLE TO RECEIVE THE STIPEND AT A TIME, WITH FUNDING FROM THE PARKS MILLAGE.

FA-116-26 – AUTHORIZES THE PURCHASE OF THE PMI EVIDENCE TRACKER SYSTEM FOR THE DRUG TASK FORCE AT A COST NOT TO EXCEED \$5,630, ALONG WITH THE \$795 ANNUAL FEE FOR THE SOFTWARE LICENSE AFTER THE FIRST YEAR, WITH FUNDING FROM THE DRUG TASK FORCE MILLAGE.

NFA-013-26 – AUTHORIZES JONATHON BLOCK, BOARD CHAIRMAN TO DESIGNATE NATHAN D. ROSKEY, ADMINISTRATOR/CONTROLLER AS THE CERTIFYING OFFICER RESPONSIBLE FOR THE ENVIRONMENTAL REVIEW REQUIREMENTS OF THE MICHIGAN COMMUNITY BLOCK GRANT (CDBG) FUNDING FOR PROGRAM YEAR 2025.

Public Comments:

Chairman Block called for public comments pertaining to the public hearing for Michigan Community Development Block Grant Funding for Sanilac County Emergency Homeowner Rehabilitation. No comments were presented.

Chairman Block closed the public hearing. Chairman Block called for general public comments. No comments were presented

New Email address

cllee@sanilacounty.gov

gov not net

Christine J. Lee
District 5, Commissioner