

## BROWN CITY COUNCIL PROCEEDINGS

December 8, 2025

**DRAFT**

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

**PRESENT:**

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

**ABSENT:**

**GUESTS:**

Mike Vislosky, Becky Vislosky, Bill Muxlow, Kevin Miller, Lt. Perez, Luke Childs BCPD, Officer Khan BCPD, Dave Faber (Rising Tide), Todd Vandewarker.

**PLEDGE OF ALLEGIANCE LED BY MAYOR JULIE MILLER**

**ADDITIONS, CORRECTIONS, AND DELETIONS TO AGENDA:** Addition to New Business- #2 Closing City Hall on Friday 12/26/25.

**CORRECTIONS & APPROVAL OF MINUTES:** Approval of Regular Meeting Minutes from November 24, 2025

Motion by CM Navock, Second by CM P. Jacobson, to approve the Regular Meeting Minutes from November 24, 2025 as written. **MOTION CARRIED**

**COMMUNICATION:** A new heading for miscellaneous topics.

**PAY BILLS:**

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

General- 22,849.62 (12961-12982)

Sanitary Sewer- 2,239.25 (4435-4439)

Water- 2,943.19 (4149-4154)

Lead and Copper- 2,300.00 (196)

Equipment- 368.61 (2022-2024)

**MOTION CARRIED.**

**POLICE REPORT:** The speed limit sign on Main Street has been put away for the winter. There is still one on St. Mary's Street. Lt. Perez introduced the 2 new officers. Officer Ollie Khan, retired from Warren, is taking a part time position. Officer Luke Childs with a year and a half experience in Marquette, is taking the afternoon full time position.

Permits: None.

**PUBLIC HEARING:** None.

**ORDINANCES:** None.

**PUBLIC QUESTIONS AND COMMENTS:** None.

**OLD BUSINESS:**

1. Park Lease Agreement- City Manager Kyle looked into the insurance question about having the Park Association as a second, and it's already on the policy as a second. Burnside Twp. is currently reviewing the contract and will be getting back by the end of the week. There is one more meeting to approve it.

**NEW BUSINESS:**

1. Administrative Assistant- 4 interviews were performed looking for an Administrative Assistant. City Manager Kyle recommends hiring Holly Hartwell at a rate of \$17.50 per hour and having her start the Monday after Christmas on 12/29/25. CM P. Jacobson added that she is the most qualified. Motion by CM Kohler, Second by CM P. Jacobson to hire Holly Hartwell as Administrative Assistant starting on 12/29/25 at \$17.50 per hour. MOTION CARRIED
2. Closing City Hall on 12/26/25- City Manager Kyle recommended closing City Hall on 12/26/25 the day after Christmas to give staff a long weekend to spend with their families. Motion by CM P. Jacobson, Second by CM Vaerten, to close City Hall on 12/26/25. MOTION CARRIED

**MANAGERS REPORT:** Discussions were made with representatives from Wade Trim to discuss the Master Plan. The review process is almost complete and will be presented to the Planning Commission in January before bringing it to the City Council. Letters were sent out the Service Line Notification Reminders letters to residents. Had a few calls with questions.

**CLERK'S REPORT:** The following Board and Commission Appointments are as follows, Planning Commission- Craig Archer, Jeff Liebler, and William Muxlow term will expire in December 2028.

Cemetery Board- Karen Burgess term will expire in December 2030.

Park & Rec.- Tara Owens term will expire in December 2028.

Election Commission- Rae Ann Kreiner term will expire December 2027.

Motion by CM Navock, Second by CM McIvor to approve the board appointments.

MOTION CARRIED

**MAYOR'S REPORT:** Thank you to Mike and the DPW for getting the lights up before the tree lighting. The tree is lit.

Bingo at the Whisky Jar is on December 17th. The doors open at 6 and it starts at 7. There are good cash prizes.

#### COMMITTEE REPORTS:

1. Building and Grounds (Navock)- None.
2. Personnel (P. Jacobson)- Stephanie pay increase- Kyle looked at local areas and their pay for clerks and came up with increasing her pay to \$22.50 and possibly increasing it again in April with staff budget wage increases. Her duties will be increasing with Dave's retirement and with not having a replacement for Ethan. Motion by CM McIvor, Second by CM Kohler, to raise the pay rate for Stephanie to \$22.50 per hour.

#### ROLL CALL VOTE:

CM B. Jacobson- Yes CM Vaerten- Yes CM P. Jacobson- Yes CM McIvor- Yes CM Kohler- Yes CM Navock- Yes

6- Yes 0- No 0- Absent 0- Abstain MOTION CARRIED

City Manager Contract- A few changes are still needed for the City Manager Contract. The City is not purchasing the car, it's just a car allowance. The wording will be changed to simply state that there is a \$500 car allowance. The contract is for 3 years. Severance pay if he was fired without cause was put at first year 3 months, second year 6 months, and third year 12 months. Kyle would like it to be 6, 9, and 12. Kyle would like to add that he can't be terminated within 3 months of an election. Outside activities- states that without council approval have more than 10 hours of outside activities. It was clarified that it's only necessary if it's related to municipal business. Health insurance- Either taking insurance or cash in lieu of. The portions at the end of the contract that were thought to be redundant, were found to not be redundant, just similar, so it was decided to keep them. Motion by CM Kohler, Second by CM Vaerten, to approve the employee agreement contract for Kyle with the changes.

#### ROLL CALL VOTE:

CM McIvor- Yes CM Kohler- Yes CM Navock- Yes CM P. Jacobson- Yes CM Vaerten- Yes CM B. Jacobson- Yes  
6- Yes 0- No 0- Absent 0- Abstain MOTION CARRIED

3. Streets and Sidewalks (Vaerten)- None.
4. Tax and Finance (Kohler)- None.
5. Water and Sewer (B. Jacobson)- None.
6. Police and Park (McIvor)- Thank you to Lt. Perez for introducing the new officers to the council.

CLOSED SESSION: None.

COUNCIL QUESTIONS AND COMMENTS: CM Vaerten welcomed the new officers and thanked everyone who made the town look great for the tree lighting. CM Kohler also thanked everyone involved with the tree lighting. The elementary Christmas Program is Thursday at 6 P.M. in the elementary gym for anyone who'd like to attend. Welcome to the new officers and thanks to Dave from Rising Tide in hiring Kyle as the new City Manager.

**ADJOURNMENT:**

Motion by CM Vaerten, Second by CM P. Jacobson, to Adjourn the December 8, 2025 Meeting of the City Council at 6:50 P.M.  
MOTION CARRIED.

Respectfully Submitted,

Sara Muxlow  
City Clerk