

**BROWN CITY COUNCIL PROCEEDINGS**  
**November 24, 2025**

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, Eugene Navock, City Clerk Sara Muxlow, Interim City Manager Kyle Harris.

ABSENT:

Ross McIvor & Neil Kohler

GUESTS:

Mike Vislosky, Bill Muxlow, Kevin Miller, BCPD B. Ecker, Sandusky City Manager Dave Faber (Rising Tide), Todd Vandewarker.

PLEDGE OF ALLEGIANCE LED BY MAYOR JULIE MILLER

ADDITIONS, CORRECTIONS, AND DELETIONS TO AGENDA: Addition of Closed Session for review of interim City Manager Kyle Harris.

CORRECTIONS & APPROVAL OF MINUTES:

1. Regular meeting minutes November 10, 2025- Motion by CM Vaerten, Second by CM B. Jacobson, to approve the Regular Meeting Minutes from November 10, 2025 as written. MOTION CARRIED
2. Regular Meeting of Festival Commission October 8, 2025- Motion by CM Vaerten, Second by CM Navock, to approve the Regular Meeting of Festival Commission on October 8, 2025 as written. MOTION CARRIED
3. Working Meeting of Festival Commission November 5, 2025- Motion by CM Navock, Second by CM Vaerten, to approve the Working Meeting of Festival Commission on November 5, 2025 as written. MOTION CARRIED

PAY BILLS:

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

General- 12,598.71 (12945-12960)

Sanitary Sewer- 14,204.45 (4428-4434)

Water- 38,698.04 (4137-4148)

Lead and Copper- 34,800.00 (195)

Equipment- 369.29 (2019-2021)

Parks- 113.70 (3167)

MOTION CARRIED.

DPW Report- CM P. Jacobson stated good job to the DPW workers. Mike Vislosky commented that Buby street has been paved and is waiting for a few small tasks to be completed.

Permits: None.

PUBLIC HEARING: None.

ORDINANCES: None.

PUBLIC QUESTIONS AND COMMENTS: None.

#### OLD BUSINESS:

1. Park Lease Agreement- A meeting was held with Buildings and Grounds for the Park Lease Agreement. Some of the wording in the Park Lease Agreement was changed in articles 11 and 12, and article 13 was added, that the Park Board is more comfortable with. Mayor Miller asked if a private board can be insured. Attorney Victoria said that she believes it can be added to a policy. The insurance company will be contacted to ask if it can be done.

#### NEW BUSINESS:

1. Rescheduling December 22, 2025 Meeting? Questions were asked if keeping the December 22nd meeting was ok with council, being so close to Christmas, or whether it should be changed. It was agreed upon to keep the meeting on December 22, 2025.

#### MANAGERS REPORT:

November 13th, Mike and Kyle went to the Perryman house and Mike fell through the floor. After an inspection it was found that the foundation is rotted and the house is going to be demo'd and is no longer going to be saved. The City cannot sell the property for 7 years. There might be a possible well sight behind the property and it could possibly be the access to the well site.

There is a grant for \$1.5 million the City would have to apply for to help the Maple Valley Project underground infrastructure and get the roads up to City specs. More meetings will be had in the future depending on the outcome of the grant.

10 Applications were received for the administrative assistant position. The application closed on Friday. Kyle will review the applications and try to pick the best 3 and hopefully get interviews going next week.

- Lift Station Project nearing completion.

-PD looking to purchase a new patrol rifle. The department does not currently own their own rifle.

-The new DPW truck has been undercoated with Krown.

-Looking into submitting a grant to request funds to help the City locate a new well site.

-The City is required by Eagle to send out letters to residents that have led or galvanized water lines. They should be going out in the next couple weeks. There are 32 residents that will be getting the letter.

-In a future meeting it will be discussed about what water rates are going to look like to cover costs of the projects.

CLERK'S REPORT: None.

#### MAYOR'S REPORT:

Rae Ann Kreiner accepted to stay on Election Commission, Karen Burgess accepted to stay on the Cemetery Board, Bill Muxlow accepted to stay on Planning Commission, Tara Owens accepted to stay on the Park Board. Still waiting on Jeff Liebler and Craig Archer for the Planning Commission.

A new bench was placed at the library in honor of Shirley Wood for her years of being librarian.

The Christmas Tree was put up on Sunday, and the tree Lighting is on Friday December 5th at 6. Elvis Brian Dixon will be singing and the Band will be there. Smore's, cookies, and Santa.

The library has a puppet show on December 5th at 5. The street will be closed at 4:30. A wreath making on December 6th and 7th. There currently are 8 spots available on the 6th and 15 available on the 7th. December 9th is a Christmas sing along at 6 P.M.. The band is called The String Beans. December 17th building gingerbread houses at 1 P.M. open house style. December 21st the library board is having Christmas Caroling through town. December 30th puzzle competition at 5:30. January 2nd is a pajama storytime with popcorn at 6 P.M. Alissa Ambu will be there.

#### COMMITTEE REPORTS:

1. Building and Grounds (Navock)- The Park Lease Agreement has been put on hold at the moment.
2. Personnel (P. Jacobson)- Questioned if Interim City Manager Kyle Harris is hired does the City Still pay the full amount to Rising Tide.
3. Streets and Sidewalks (Vaerten)- Buby Street is Paved.

4. Tax and Finance (Kohler)- None
5. Water and Sewer (B. Jacobson)- Pump station is almost done.
6. Police and Park (McIvor)- None

CLOSED SESSION: Motion by CM Vaerten, Second by CM Navock, for Council to go into Closed Session for an evaluation for the interim City Manager at 6:24 P.M.

ROLL CALL VOTE:

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

4- Yes 0- No 2- Absent 0- Abstaining

MOTION CARRIED

Motion by CM Navock, Second by CM B. Jacobson to come out of closed session at 6:41 P.M.

ROLL CALL VOTE:

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

4- Yes 0- No 2- Absent 0- Abstaining

MOTION CARRIED

Motion by CM Vaerten, Second by CM Navock to offer Interim City Manager a permanent full time position.

ROLL CALL VOTE:

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

4- Yes 0- No 2- Absent 0- Abstaining

MOTION CARRIED

COUNCIL QUESTIONS AND COMMENTS: None

ADJOURNMENT:

Motion by CM Navock, Second by CM Vaerten, to Adjourn the November 24, 2025 Meeting of the City Council at 6:43 P.M.

MOTION CARRIED.

Respectfully Submitted,



Sara Muxlow  
City Clerk