

## **BROWN CITY COUNCIL PROCEEDINGS**

**March 9, 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, Eugene Navock 6:10, Ross Mclvor, Neil Kohler, City Clerk Sara Muxlow, City Manager Kyle Harris.

**ABSENT:**

Mark Vaerten

**GUESTS:**

Officer Khan BCPD, Kevin Miller, Chris Lee, Becky Vislosky, Mike Vislosky DPW.

PLEDGE OF ALLEGIANCE LED BY MAYOR JULIE MILLER

ADDITIONS, CORRECTIONS, AND DELETIONS TO AGENDA: New Business #8  
Street Administrator. Change #4 BS&A Proposal to \$33,155

**CORRECTIONS & APPROVAL OF MINUTES:**

1. Regular Meeting of February 23, 2026 Motion by CM P. Jacobson, Second by CM B. Jacobson to approve the Regular Meeting Minutes from February 23, 2026 as written. MOTION CARRIED
2. Regular Meeting of February 4, 2026 Motion by CM P. Jacobson, Second by CM Mclvor to approve the Regular Meeting Minutes from February 4, 2026 as written. MOTION CARRIED

COMMUNICATIONS: None

**PAY BILLS:**

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

General- 25,822.62 (13080-13104)

Payroll- 19,887.55 (11941-11954)

Sanitary Sewer- 14,032.18 (4463-4471)

Water- 25,418.97 (4186-4198)

Equipment- 2,715.98 (2038-2040)

MOTION CARRIED.

POLICE REPORT: Due to ongoing internet issues the report couldn't be printed.

PERMITS: None.

PUBLIC HEARING: None.

ORDINANCES: None.

PUBLIC QUESTIONS AND COMMENTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

1. A public hearing needs to be set for 2025-2026 Budget Amendments, 2026-2027 millage rate, and 2026-2027 Budget Proposal for March 23, 2026 at 6:05 PM. Motion by CM Kohler, Second by CM McIvor to set the public hearing on March 23, 2026 at 6:05 PM. MOTION CARRIED
2. Set a public hearing for 2026-2027 Utility rates for March 23, 2026 at 6:15 PM. Motion by CM Kohler, Second by CM McIvor to set the public hearing for 2026-2027 utility rates on March 23, 2026 at 6:15 PM. MOTION CARRIED
3. Bank signature cards for City, Park, Cemetery, and Festival accounts. Dave is going to stay on the accounts but need to add Stephanie. Motion by CM P. Jacobson, Second by B. Jacobson to add Stephanie to the bank signature card for City, Park, Cemetery, and Festival accounts. MOTION CARRIED Motion by CM Kohler, Second by P. Jacobson to add Sara to City and Park if necessary. MOTION CARRIED
4. BS&A Software proposal- BS&A will be moving to a cloud based system and will no longer service the current system. The cost is \$33,155. The switch will take approximately 6 months to begin once the contract is signed and up to a year to complete the change over. The first payment will be \$11,200 at the signing of the contract, second payment of \$10,755 at the start date of the upgrade, and third payment of \$11,200 upon the completion of the upgrade. The cloud based system will be accessible at other locations making it more convenient. Annual fees on the software will go from current \$3,003.00 to a new fee of \$10,755.00. Motion by CM Kohler, Second by CM McIvor to approve the BS&A Proposal for \$33,155.

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

5. Maple Valley Estates-

A public hearing needs to be set for Maple Valley Estates to continue the grant process. It will be set for April 13, 2026 at 6:05 PM. Motion by CM B. Jacobson, Second by CM Kohler to schedule a public hearing for April 13, 2026 at 6:05 PM to obtain the grant money. MOTION CARRIED

Residential Anti-Displacement & Relocation Plan and CDGB Procurement Policy- The City needs to have a plan in place that outlines measures to be taken by the City to minimize displacement in cases where federal funding is used in real estate development. The funding for Maple Valley Estates is just for the infrastructure of the development. Motion by CM Kohler, Second by CM P. Jacobson to approve the CDGB Procurement Policy and the Residential Anti-Displacement & Relocation Plan.

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

6. Park rental agreement-There are updated forms for the rentals at the park. Park athletic field rental form terms and conditions, Park and Recreation Board key sign out, Brick bathroom rental form, and Pavillion and brick bathroom rental form. Mayor Miller stated that they have been gone over extensively and would like them approved as they are. Motion by CM P. Jacobson, Second by CM B. Jacobson to accept the 4 park rental forms. The athletic lease agreement, the key sign out, Pavillion and brick bathroom rental, & just the brick bathroom rental form. MOTION CARRIED

7. Reschedule May 11, 2026 meeting- Motion by CM Novack, Second by CM P. Jacobson to reschedule the May 11, 2026 meeting till Tuesday May 12, 2026 at 6:00 PM. MOTION CARRIED

8. Resolution for Designation of Street Administrator- This resolution will designate our City Manager Harris as the street administrator for Brown City. Motion by CM P. Jacobson, Second by CM Kohler to change Brown City's Street Administrator to Kyle Harris.

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

MANAGERS REPORT: Bob, Mark, Mike & City manager Harris met to discuss roads that are in need of protecting and resurfacing, the upcoming water project and sewer

projects in the future. A request was put in to Lisa McClain's office for a grant in the sum of 4.5 million dollars to drill a new well for the city. The grant will require a 20% matching fund but it's hopeful that state money can be used. Our current wells are past 50 years old and showing signs of wear. It could possibly be a year before anything is heard on the grant. Well sites will be looked into in the near future. Tax and Finance will be meeting Thursday at 1:00 PM to go over the budget and utility rates. Planning Commission met on March 5th and set a public hearing for May 7th to review the draft master plan.

CLERK'S REPORT: None

COMMISSIONERS REPORT: 2 K9 drug dogs were retired and the handlers have taken the dogs in. Contracts with corrections have been settled. A copy of the Drug task force report was presented.

MAYOR'S REPORT: April 4th is an Easter Egg hunt at the park.

Memorial Day Parade is coming soon with a dinner at City Hall after.

The Sesquicentennial festival is coming up. There will be 2 church services. One on the beginning Sunday. They are digging up the time capsule and will possibly create a new one.

Bingo at the Whisky Jar on Friday at 7 PM. The festival will have items for sale.

Don Richardson has passed away. He was a long time member of our community.

Sending sympathy to his family.

#### 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.

CLOSED SESSION: None.

COUNCIL QUESTIONS AND COMMENTS: City Manager Harris added that there were a set of closed RFP bids for the Park and Cemetery. The Police Chief position will have applications reviewed this Thursday.

ADJOURNMENT:

Motion by CM Navock, Second by CM P. Jacobson, to Adjourn the March 9, 2026  
Meeting of the City Council at 6:32 P.M.  
MOTION CARRIED.

Respectfully Submitted,

Sara Muxlow  
City Clerk

## RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure to supply this information will result in funds being withheld.*

**MAIL TO:** Michigan Department of Transportation, Bureau of Finance  
and Administration, P.O. Box 30050, **Lansing, MI 48909.**  
or Fax to: 517-241-2589

**NOTE:** Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner Pat Jacobson  
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate Kyle Harris

as the single Street Administrator for the City or Village of City of Brown City  
in all transactions with the State Transportation Department as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner Neil Kohler

Yeas 5 P. Jacobson, B. Jacobson, McIvor, Kohler, Nawock

Nays 0

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting of the governing body of this municipality on the 9<sup>th</sup> day of March, 2026

<u>[Signature]</u> CITY OR VILLAGE CLERK (SIGNATURE)	EMAIL ADDRESS <u>clerke@cityofBrownCity.net</u>	DATE <u>3-11-26</u>
<u>[Signature]</u> STREET ADMINISTRATOR (SIGNATURE)	EMAIL ADDRESS <u>Kharris@cityofBrownCity.net</u>	DATE <u>3/11/26</u>
ADDRESS OF CITY OR VILLAGE OFFICE <u>4205 Main St.</u>	P.O. BOX <u>99</u>	
CITY OR VILLAGE <u>Brown City</u>	ZIP CODE <u>48116</u>	PHONE NUMBER <u>810-346-2325</u>

## 2026 AGREEMENT FOR DATA BASE MANAGEMENT/PRINTING SERVICES

WHEREAS, the Sanilac County Equalization Department provides certain computerized services concerning property tax assessments and tax billings and

WHEREAS, the Township/City of Brown City is desirous of receiving such services from the County of Sanilac,

IT IS AGREED, between the respective parties as follows:

The County of Sanilac shall provide the following services to the ~~TOWNSHIP~~/City of BROWN CITY billing for such services shall be based on a per parcel basis as follows:

### Summer 2026 Billing

ASSESSMENT NOTICES	0.31
SUMMER TAX BILL/WARRANT/ROLL	0.77
SPECIAL ASSESSMENT INPUT	0.62
DATA PROCESSING - SUMMER TAXES	0.36
TAX RECEIPT - If requested	0.31
ENVELOPES - If requested	0.10
ADDITIONAL TAX ROLL - If requested	0.26

### Winter 2026 Billing

DATA PROCESSING	0.46
WINTER TAX BILL/WARRANT/ROLL	0.77
WINTER SPECIAL ASSESSMENT INPUT	0.62
ENVELOPES - If requested	0.10
PERSONAL PROPERTY STATEMENTS	1.47
PERSONAL PROPERTY DATA PROCESSING	0.36
ADDITIONAL TAX ROLL - If requested	0.26
TAX RECEIPT - If requested	0.31

The local unit shall promptly submit all information for processing and printing of tax and assessment rolls and any other reports required by statute. If the data submitted by the unit for processing is incorrect, incomplete or not in the format (ex: special assessments in excel spreadsheet format) prescribed by the County, the Township/City agrees to pay the County according to the current rates listed above for additional materials and/or an hourly wage rate of \$23.08 for the additional work necessary to process the data. If the information requested by the County, is not sent by the deadlines specified by the County, the Township/City will pay for such incurred costs at a rate of \$100 per day unless prior arrangements are made. **This rate applies to all deadlines set by the County.**

In the event the Township/City requests the County to prepare or furnish additional reports, to modify existing programs, or to process any additional data than provided, the Township/City agrees to pay the County for such additional services at the current rates listed above.

**Invoices for services rendered are due thirty (30) days from the date of the invoice. Failure to timely submit payment may result in termination of this contract.**

If a dispute arises as a result of any provision of this agreement, either party may request a review hearing with the County Administrator, Equalization Department Head and the Chair of the Board of Commissioners. They shall review the matter and render a decision.

\_\_\_\_\_  
Chairperson, Board of Commissioners

  
\_\_\_\_\_  
/City Official

SARA MUXLOW  
City Clerk  
MARCH 9, 2026