



# CITY OF BROWN CITY

*A Progressive Industrial and Agricultural Community*

4205 Main Street, Post Office Box 99, Brown City, Michigan 48416-0099

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Mayor  
Julie P. Miller

## Resolution No: 20-05

### A RESOLUTION TO FORMALLY ADOPT GUIDELINES FOR A ONE-TIME VACATION BUY-BACK / EXTENSION ADJUSTMENT

Councilmembers:  
Stacy Biel  
Patricia Jacobson  
Christine Lee  
Ross McIvor  
Eugene Navock  
Walter Robison

**WHEREAS**, the City of Brown City is committed to improving the quality of life of employees; and,

**WHEREAS**, an exception to the City of Brown City Personnel Policy Manual is required by the City Council to meet this improvement goal; and,

City Clerk:  
Juanita M. Smith

**WHEREAS**, the Personnel Policy Manual currently allows up to 50% of an employee's unused total annual vacation days as of March 31<sup>st</sup> to be sold back to the City at straight time wage. The employee also has the option of retaining unused leave for up to 90 days past April 1<sup>st</sup> but after that time unused vacation will be forfeited; and,

City Treasurer:  
Tiffanie Bissett

**WHEREAS**, due to the national COVID-19 emergency, the Governor's Executive Order 2020-21, and the potential for financial hardship, a one-time vacation adjustment allowing 100% of vacation time unused as of March 31, 2020, to be sold to the City is justified; as is an extension beyond the 90 days to September 30<sup>th</sup>, 2020, for those wishing to use the vacation days instead.

City Manager:  
Clint Holmes

**NOW, THEREFORE BE IT RESOLVED, that up to 100% of a City employee's unused total annual vacation days as of March 31, 2020, may be sold back to the City at straight time wage; or employees can use these vacation days prior to September 30, 2020.**

Police Chief:  
Ron Smith

The foregoing Resolution was offered on April 27, 2020, by Councilmember Stacy Biel, and seconded by Councilmember Christine Lee. There followed a Roll Call Vote with four (4) Councilmembers present:  
CM Biel-yes, CM Jacobson- absent, CM Lee-yes, CM McIvor-yes, CM Navock-absent, CM Robison-yes.

DPW Foreman:  
Phil Bartle

Yeas: 4                      Abstaining: 0

Nays: 0                        Absent: 2

Administrative  
Assistant:  
David Van Cura

A QUORUM BEING PRESENT – MOTION DECLARED CARRIED.

I, Juanita M. Smith, City Clerk of the City of Brown City, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the government of the City of Brown City, County of Sanilac, State of Michigan at a regular meeting held on April 27, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Juanita M. Smith  
City Clerk  
City of Brown City  
Sanilac County, Michigan