

BROWN CITY COUNCIL PROCEEDINGS
JANUARY 25, 2021

In accordance with PA 228, this meeting was conducted remotely via Zoom. Meeting ID: 950 2034 7709

MEETING CALLED TO ORDER VIA ZOOM BY MAYOR JULIE MILLER AT 7:00 P.M.

PRESENT: Mayor Julie Miller, Councilmembers: Stacy Biel, Patricia Jacobson, Christine Lee, Ross McIvor, Eugene Navock (7:07 p.m.), and Walter Robison; City Manager Clint Holmes, City Attorney Gregory Stremers, City Clerk Rhonda Johnson.

ABSENT: None.

GUESTS: None

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION & APPROVAL OF MINUTES:

1. Regular Meeting of January 11, 2021.

MOTION BY CM BIEL, SECOND BY CM MCIVOR, TO APPROVE THE MINUTES OF JANUARY 21, 2021 AS WRITTEN.

ROLL CALL VOTE: CM BIEL-YES, CM JACOBSON-YES, CM LEE-YES, CM MCIVOR-YES, CM NAVOCK-ABSENT, CM ROBISON-YES.

YEAS:5, NAYS:0, ABSTENIONS:1, ABSENT:0. MOTION CARRIED.

PAY BILLS:

MOTION BY CM JACOBSON; SECOND BY CM LEE, TO PAY BILLS IN THE FOLLOWING FUNDS: General - \$29,850.98 (10203-10216), Payroll - \$15,112.92 (9730-9743), Major Streets - \$1,434.02 (4045), Local Streets - \$16,434.03 (4352-4353), Sewer - \$1,156.00 (3948), Water – \$2,646.63 (3300-3302), Arsenic - \$45.32 (1537-1538).

ROLL CALL VOTE: CM BIEL-YES, CM JACOBSON-YES, CM LEE-YES, CM MCIVOR-YES, CM NAVOCK-ABSENT, CM ROBISON-YES.

YEAS:5, NAYS:0, ABSTENTIONS:0, ABSENT:1. MOTION CARRIED.

DPW REPORT: Report reviewed. No questions or comments.

PERSONAL APPEARANCES: None.

PUBLIC QUESTIONS & COMMENTS: None.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None.

ORDINANCES: None.

RESOLUTIONS:

1. **Resolution 21-02: A RESOLUTION TO FORMALLY ADOPT GUIDELINES FOR POVERTY EXEMPTIONS FOR PROPERTY TAXES.** This resolution is presented to the City Council annually in January.

MOTION BY CM BIEL, SECOND BY CM JACOBSON, TO ADOPT RESOLUTION 21-02 – A RESOLUTION TO FORMALLY ADOPT GUIDELINES FOR POVERTY EXEMPTIONS FOR PROPERTY TAXES.

ROLL CALL VOTE ON RESOLUTION NO: 21-02 WAS AS FOLLOWS: CM BIEL-YES, CM JACOBSON-YES, CM LEE-YES, CM MCIVOR-YES, CM NAVOCK-YES, CM ROBISON-YES. YEAS:6, NAYS:0, ABSTENTIONS:0, ABSENT:0. MOTION CARRIED.

PETITIONS & COMMUNICATIONS: None.

MANAGER’S REPORT:

1. **Reed Street RFP:** The bid documents for the Reed Street Project were made available to contractors on January 12th. Spicer Group conducted a Pre-Bid Meeting for contractor representatives to review engineering plans and requirements for the Reed Street Project (yellow). Included is road, sidewalk and curb and gutter replacement. Six companies were represented at the meeting. The bids are due to the City by February 2nd and will be opened at 10:00 AM. The information from the bid opening will be presented to the Streets and Sidewalks Committee at their meeting on February 8th.

2. **Council Chambers:** The City received the following estimates to repair the former library room: remove and replace carpeting - \$4,723.20; remove wallpaper, repair drywall and paint - \$4,800; Council chairs, tables and guest chairs - \$6,960.81; and construction of records and election equipment storage room - \$3,500.

MOTION BY CM ROBISON, SECOND BY CM LEE, TO REMODEL COUNCIL CHAMBERS.

ROLL CALL VOTE: CM BIEL-YES, CM JACOBSON-YES, CM LEE-YES, CM MCIVOR-YES, CM NAVOCK-YES, CM ROBISON-YES.

YEAS:6, NAYS:0, ABSTENTIONS:0, ABSENT:0. MOTION CARRIED.

3. **Belview Drive Lift Station:** The lift station pump failed last December and was replaced with the City’s spare pump. KEER Pump and Supply took the old pump and disassembled it to estimate repair costs (white). Their evaluation determined that the cost of repairs would be \$4,945. The cost of a new pump is \$4,660. Recommend purchasing a new pump.

MOTION BY CM ROBISON, SECOND BY CM MCIVOR, TO PURCHASE A NEW PUMP.

ROLL CALL VOTE: CM BIEL-YES, CM JACOBSON-YES, CM LEE-YES, CM MCIVOR-YES, CM NAVOCK-YES, CM ROBISON-YES.

YEAS:6, NAYS:0, ABSTENTIONS:0, ABSENT:0. MOTION CARRIED.

4. **Cemetery Jobs:** The Brown City Cemetery Board advertised for a Cemetery Sexton. They received no applications for Sexton, but they did receive a letter of interest for landscaping. At their meeting on January 5th, they decided to split the Sexton position and create part-time Operations Manager and part-time Groundskeeper jobs. The Cemetery Operations Manager will supervise the operation of the cemetery; show prospective buyers the locations of available burial plots; assist in drafting policies related to cemetery matter; and provide a quarterly report on activities. Cemetery Groundskeeper will perform landscaping, grounds and facilities maintenance for the City cemetery. Job descriptions and job applications are available at City Hall. Applications/letters of interest are **due to City Hall by 4 PM on Monday, February 1, 2021.** The Cemetery Board will meeting on February 2nd to review the applications.

5. **Freedom of Information Act (FOIA):** The City received and responded to three FOIA requests: A Bloomfield Hills Law Firm requested information concerning a traffic accident on

January 28, 2020. Both the City and Brown City Area Fire Authority responded. OpenTheBooks requested “An electronic copy of any and all employees for year of 2020, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.” The information was gathered and forwarded via email. Also, a local insurance agency requested information concerning the Michigan Fire Withholding Program. The City received notice that the requests have been closed.

6. **COVID-19:** The City continues to closely monitor the situation. No employees have exhibited symptoms to date. The City Hall office door is being locked during business hours due to the increase in infections within the community. Customers should use mail, email, the utility payment drop box and telephone for conducting business if possible. City Hall is open to the public by appointment only, and masks must be worn and no more than one customer at a time should be in City Hall.

ATTORNEY’S REPORT: City Attorney Stremers reminded the City Council that the Covid restrictions were extended.

TREASURER’S REPORT: None.

CLERK’S REPORT:

1. **School Elections Location Policy:** Sanilac County has changed School Agreements for Special Elections to better align with the 2018 Proposal 180-3 that changed voter registration requirements. With multiple election jurisdictions within our school district, we opted to open our polling location for any school special election. The school district would be charged for all election costs for special elections.
2. The Clerk has begun the training for election administrator certification.

MAYOR’S REPORT:

1. **Mayor and City Council Priorities Worksheet** – please complete and return prior to the next meeting.

COMMITTEE REPORTS:

1. Building and Grounds (McIvor) – None.
2. Personnel (Biel) – None.
3. Police / Fire Authority (Lee) – None.
4. Streets and Sidewalks (Navock) – Meeting February 8, 2021 at 6:30 pm.
5. Tax and Finance (Jacobson) – None.
6. Water and Sewer (Robison) – None.

GENERAL CONCERNS OF THE COUNCIL: None.

PUBLIC QUESTIONS & COMMENTS: None.

CLOSED SESSION: None.

ADJOURNMENT:

MOTION BY CM LEE, SECOND BY CM JACOBSON, TO ADJOURN THE JANUARY 21, 2021 MEETING OF THE CITY COUNCIL AT 7:25 P.M.

Roll Call Vote: CM Biel-YES, CM Jacobson-YES, CM Lee-YES, CM McIvor-YES, CM Navock-YES, CM Robison-YES.

YEAS:6, NAYS:0, ABSTENTIONS:0, ABSENT:0. MOTION CARRIED.

Respectfully submitted,

Rhonda Johnson
City Clerk