

**BROWN CITY COUNCIL PROCEEDINGS**  
**MARCH 08, 2021**

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

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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, and Walter Robison; City Manager Clint Holmes, City Attorney Gregory Stremers, Police Lt. Emily Medaugh, City Clerk Rhonda Johnson.

ABSENT: None.

**GUESTS:**

1. John N. Johnson, CIC, Agent , Nickel & Saph, Inc. Insurance Agency.
2. Dustin Drabek, Risk Manager, Decker Insurance Agency.
3. Chris Page, Get Serious Fitness.

**ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:** City Manager had three additions to Petitions and Communications.

**CORRECTION & APPROVAL OF MINUTES:**

1. Motion to accept minutes for the Regular Meeting of February 22, 2021 as written.

**MOTION BY CM NAVOCK, SECOND BY CM BIEL, TO APPROVE THE MINUTES OF FEBRUARY 22, 2021 AS WRITTEN.**

**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.**

**PAY BILLS:**

**MOTION BY CM JACOBSON; SECOND BY CM LEE, TO PAY BILLS IN THE FOLLOWING FUNDS: General - \$27,214.13 (10257-10284), Payroll - \$14,635.25 (9772-9782), Water – \$19,100.18 (3310-3312), Equipment - \$79.33 (1753).**

**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.**

**POLICE REPORT:** Lt. Medaugh reported that she is still looking for a fulltime officer. She reported that there are many police departments looking for officers in Sanilac County and suggested that the council consider fully sponsoring a candidate to the police academy. She also reported that there was an accident at Maple Valley Road and M90 caused by a failure to stop at the stop sign resulting in one person being hospitalized.

**PERSONAL APPEARANCES:**

- 1 John N. Johnson, CIC, Agent , Nickel & Saph, Inc. Insurance Agency – Quote Presentation.
- 2 Dustin Drabek, Risk Mana.ger, Decker Insurance Agency - City Policy Update.
- 3 Chris Page, Get Serious Fitness – Requesting change to City Ordinance §52.06 Meters.

**MOTION BY ROBISON, SECOND BY BIEL, TO INSPECT AND REPLACE, IF NECESSARY, THE WATER METER AT GET SERIOUS FITNESS, AND TO INSPECT AND REPLACE OR INSTALL WATER METERS IN ALL COMMERCIAL BUSINESSES IN THE CITY.**

**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.**

**PUBLIC QUESTIONS & COMMENTS:** None.

**UNFINISHED BUSINESS: Ordinance 31-200:** An Ordinance Establishing The Brown City Park And Recreation Commission For The Purpose Of Managing, Financing, Operating And Improving The Community.

**PUBLIC HEARING:** None.

**ORDINANCES:** None.

**RESOLUTIONS:** None.

**PETITIONS & COMMUNICATIONS:**

1. 4345 Maple Street- 10' x 16' rear deck. Also requires Sanilac County permit.  
**MOTION BY CM NAVOCK, SECOND BY CM JACOBSON, TO APPROVE A PERMIT FOR 4345 MAPLE STREET FOR 10' X 16' REAR DECK THAT ALSO REQUIRES SANILAC COUNTY PERMIT.**

**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.**

2. 4456 Belview Drive- 26' x 46' garage: request to renew permit application from 06/08/2020.

**MOTION BY CM BIEL, SECOND BY CM NAVOCK, TO RENEW PERMIT FOR 4456 BELVIEW DRIVE FOR A 26' X 46' GARAGE.**

**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. 4114 Main Street- Treve's Party Store: repave parking lot and replace concrete sidewalk with asphalt.

**MOTION BY CM MCIVOR, SECOND BY CM ROBISON, TO APPROVE A PERMIT FOR 4114 MAIN STREET- TREVE'S PARTY STORE TO REPAVE PARKING LOT AND REPLACE CONCRETE SIDEWALK WITH ASPHALT.**

**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. 6910 Cade Road- Faith Baptist Church: install underground coaxial cable (58') west of City Right of Way.**

**MOTION BY CM NAVOCK, SECOND BY CM JACOBSON, TO APPROVE A PERMIT FOR 6910 CADE ROAD - FAITH BAPTIST CHURCH - TO INSTALL APPROXIMATELY 58' OF UNDERGROUND COAXIAL CABLE WEST OF CITY RIGHT OF WAY.**

**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.**

**MANAGER'S REPORT:**

1. **Reed Street Repaving Project:** The City held a pre-construction meeting with Astec Asphalt and Spicer Group on February 26<sup>th</sup> to discuss the Reed Street Project. Required documents were submitted and reviewed by the Project Engineer. Work is scheduled to begin June 7<sup>th</sup> and the Project should be completed within two weeks.
2. **Board of Review:** Rules passed down from the state require that the Board of Review meet virtually via phone or conference call. The Board met virtually on Monday, March 8<sup>th</sup> from 9-12 and 1-4 PM and again on Tuesday, March 9<sup>th</sup> from 2-5 PM and 6-9 PM. Appointments must have been made and documentation forwarded to the Board by Friday, March 5<sup>th</sup>.
3. **City Budget:** The final amendment to the 2020-2021 Budget and 2021-2022 Budget must be approved by the City Council not later than the March 22<sup>nd</sup> meeting. The Personnel Committee met, and the Tax and Finance Committee will meet at 6:30 PM on March 22<sup>nd</sup>.

**MOTION TO BY CM LEE, SECOND BY CM NAVOCK, TO SCHEDULE AN IN-PERSON PUBLIC HEARING FOR MARCH 22<sup>ND</sup>, AT 7:05 PM AT CITY HALL.**

**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. **Council Chambers:** E & J Construction has completed the records storage room in the old library. Dan Rowley Drywall began wallpaper removal and painting of the room and should be done by about March 12<sup>th</sup>. The carpet has been ordered and should be installed by the first City Council meeting in April. The new furniture is being stored by the supplier and will be delivered and assembled once the carpet is installed.
5. **Lift Stations:** The City has the three sewage pumps inspected annually. Currently, this is done by JETT Pump and Valve which is doing a barely satisfactory job. The DPW Foreman recommends that the City switch to KERR Pump and Supply. They seem to be much more responsive. Additionally, pump tests will be much more comprehensive. Recommend the City contracts with KERR Pump and Supply for this service.

**THE CONSENSUS OF THE CITY COUNCIL WAS TO TABLE THIS REQUEST PENDING ADDITIONAL INFORMATION. CITY MANAGER WILL GET QUOTES FOR THE NEXT MEETING.**

6. **Brown City DDA:** The DDA is working with Tri-County Bank to finalize the status of 4223 Main Street. Documents are in the final review process and should be signed soon.
7. **City Hall Signs:** The metal signs on the east and north sides of City Hall are in poor condition and inaccurate with the departure of the library. The proposed replacement sign design is attached. City Council decided by consensus to replace the sign.
8. **COVID-19:** 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 reported that a contract between the City and a police officer academy candidate has been difficult to enforce for other communities though there may be ways to work around the enforcement issue by how the contract is written.

**TREASURER'S REPORT:** None.

**CLERK'S REPORT:** None

**MAYOR'S REPORT:**

1. The Sanilac County Historical Society will be hosting an online version of its auction from March 8-15 to help make up some of the revenue it had lost due to the COVID-19 pandemic. Winners will be announced after the auction closes. Brown City businesses donated to this auction.
2. Semi-Annual City Manager Evaluation: Please return prior to March 22<sup>nd</sup>.

**COMMITTEE REPORTS:**

1. Building and Grounds (Mclvor) – None.
2. Personnel (Biel) – CM Biel reported that the Personnel Committee met March 8, 2021 at 6:30 p.m. The Committee recommends a 1.4% pay increase with benefit package remaining the same for City Workers.

**MOTION BY CM BIEL, SECOND BY CM NAVOCK, TO INCREASE CITY WORKERS PAY BY 1.4% WITH BENEFIT PACKAGE REMAINING THE SAME. THE CROSSING GUARD'S PAY ALREADY REFLECTS THIS INCREASE.**

**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.**

CM Biel reported that the Personnel Committee recommends that the City Council increase pay per meeting to: City Council \$75, City Clerk \$75, and Mayor \$100.

**MOTION BY CM BIEL, SECOND BY CM JACOBSON, TO INCREASE CITY COUNCIL AND CITY CLERK PER MEETING PAY TO \$75 AND MAYOR PER MEETING PAY TO \$100.**

CM Robison suggested that the increase become effective for the next council term. CM McIvor said that other local councils pay more per meeting. CM Lee said that Brown City lowered the per meeting pay temporarily years ago but never raised it back.

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

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

3. Police / Fire Authority (Lee) – CM Lee reported that the Fire Authority met on March 4, 2021 and adopted the budget for 2021-2022. The Fire Authority, with a generous donation from the Roger Wood Family, decided to purchase a water rescue boat and associated equipment.
4. Streets and Sidewalks (Navock) – None.
5. Tax and Finance (Jacobson) – In person Meeting March 22 at 6:00 p.m.
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 MCIVOR, TO ADJOURN THE MARCH 8, 2021 MEETING OF THE CITY COUNCIL AT 8:11 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