

**BROWN CITY COUNCIL PROCEEDINGS**  
**APRIL 26, 2021**

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

**PRESENT:** Mayor Julie Miller, Councilmembers: Stacy Biel, Patricia Jacobson, Christine Lee, Ross Mclvor, and Walter Robison; City Attorney Gregory Stremers.

**ABSENT:** Councilmember Eugene Navock, City Clerk Rhonda Johnson, and City Manager Clint Holmes.

**GUESTS:** David R. Van Cura, Police Lt. Emily Medaugh, City Treasurer Tiffanie Bissett, Cole Wood, Bill and Rachel Woodall, Jaimie Faust, Shawn Wheeler, Courtney Wheeler, Kristal Mclvor, Danyale Mclvor, Xander Mclvor.

**MAYOR’S REPORT:**

A proclamation was presented to Danyale Lee Mclvor recognizing her character, talent, hard work and superb athleticism for her outstanding bowling performances.

**ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:** None.

**CORRECTION & APPROVAL OF MINUTES:**

- 1. Motion to accept minutes for the Regular Meeting of April 12, 2021, as written.

**MOTION BY CM MCIVOR, SECOND BY CM LEE, TO APPROVE THE MINUTES OF APRIL 12, 2021 AS WRITTEN. MOTION CARRIED.**

**PAY BILLS:**

**MOTION BY CM JACOBSON; SECOND BY CM LEE, TO PAY BILLS IN THE FOLLOWING FUNDS: General - \$9,222.96 (10335 - 10351), Payroll - \$14,395.67 (9837 - 9847, EFT), Major Streets – \$552.50 (4051 - 4052), Local Streets - \$507.50 (4360), Sewer \$909.83 (3961 - 3963), Water - \$1,368.59 (3325 - 3329), Arsenic - \$45.32 (1548 - 1549), Equipment - \$739.17 (1760 - 1761). MOTION CARRIED.**

**PERSONAL APPEARANCES:**

City Treasurer Tiffanie Bissett appeared before the Council to inform them that she is moving out of Brown City and will no longer be able to serve as city treasurer. Her last day will be May 20, 2021. Tiffanie recommends that the City appointed Jaimie Faust as her assistant treasurer for next two weeks.

**MOTION BY CM BIEL; SECOND BY CM Mclvor, to name Jaimie Faust as Assistant City Treasurer. Motion Carried.**

**PUBLIC QUESTIONS & COMMENTS:** None.

**DPW REPORT:**

A written report of DPW activities during March and April was provided by Phil Bartle. No concerns were raised by the Council.

**UNFINISHED BUSINESS:**

- 1. **Fireworks:** The Council decided to table this item until the next meeting.

**PUBLIC HEARING:** None scheduled.

**RESOLUTIONS:** None scheduled.

**ORDINANCES:** None scheduled.

**PETITIONS & COMMUNICATIONS:**

1. **4097 Main Street:** Request permit to demolish house and outbuildings. Water and sewer mains must be properly sealed and inspected by the DPW. There are no current plans to rebuild on this location. Sanilac County permits are required.

**MOTION BY CM LEE, SECOND BY CM McIVOR, TO APPROVE A PERMIT TO demolish house and outbuildings. Water and sewer mains must be properly sealed and inspected by the DPW. There are no current plans to rebuild on this location. Sanilac County permits are required. MOTION CARRIED.**

**MANAGER'S REPORT:**

1. **Drinking Water Asset Management (DWAM) Grant:** The City was notified that we were one of 21 communities (out of 304 applicants) that were provisionally awarded a DWAM Grant. The \$600,000 requested by the City was to be used to do a Complete Distribution System Materials Inventory (CDSM) and identify and locate all water mains and lines and determine whether they must be replaced under the Lead and Copper Rule. The City was later notified that EGLE had changed the rules and will reduce the amount of the awarded grants in order to make funds available to more grant applicants. We still expect to receive enough to do the CDSM and complete a reduced amount of main and line checking. The final amount awarded and when we will be formally notified has not yet been announced.
2. **ORV/ATV Draft Ordinance:** As required by MCL 324.81131, the City mailed (certified/return receipt) copies of draft Ordinance Section 72 to: MDOT and DNR for a 60-day review period; and to the Sanilac and Lapeer County Road Commissions.
3. **Lots 4/5/6 Parkside Drive:** The City Council approved a permit application to construct new houses on these lots. Subsequent to the meeting it was determined that Lots 4 and 6 were owned by other individuals. Following consultation with the permit applicant, the permit application was modified to include only Lots 5 and 7. Sanilac County permits are required.
4. **Commercial Water Meters:** City Ordinances require that commercial and industrial businesses have a water meter. The City Council authorized the replacement of the commercial water meters in the downtown area (with the exception of the bus barn, Treve's and Maple Valley Plastics since they have relatively new meters). These 32 meters have been ordered and should arrive soon. The City DPW will be responsible for their installation.
5. **Database Management/Printing Services:** The City received the annual Agreement to Provide Database Management/Printing Services from Sanilac County Equalization (gold). The rates for both Summer 2021 Billing and Winter 2021 Billing are slightly higher than last year. Recommend the City Council accept the Agreement and authorize the Mayor to sign on behalf of the City. Requires Motion.

**MOTION BY CM LEE, SECOND BY CM BIEL, TO ACCEPT THE 2021 DATABASE MANAGEMENT /PRINTING SERVICES AGREEMENT WITH THE SANILAC COUNTY EQUALIZATION DEPARTMENT AND TO AUTHORIZE THE MAYOR TO SIGN ON BEHALF OF THE CITY. MOTION CARRIED.**

6. **Fire Hydrant Flushing:** The Brown City DPW plans to flush fire hydrants May 10<sup>th</sup> through May 14<sup>th</sup> as part of this semi-annual program. Hydrant flushing will usually take place during the day. Residents may notice some discoloration in the water during this process. Residents are advised not to wash white or light colored clothes during this period. This notice will be published in the Brown City Banner on April 28<sup>th</sup> and May 5<sup>th</sup> and is posted on Channel 6.
7. **Brown City Clean-Up Day:** This annual event is scheduled for Monday, June 14<sup>th</sup>. All appliances and scrap metal should be stacked separately from non-metal eligible items. Residents should check the City's webpage or Facebook page for details. Plan to run the notice in *The Banner* on May 19<sup>th</sup>, May 28<sup>th</sup> and June 9<sup>th</sup>. Information is posted on Channel 6 and a date reminder will be put on the May and June Utility Bills.
8. **Street Sweeping:** The City of Sandusky provided their large street sweeper to us. The streets throughout the City were swept on April 15<sup>th</sup>. Expect to do the streets again in the fall.
9. **Utility Bills:** The Michigan Water Shutoff Moratorium expired on March 31<sup>st</sup>. Of the 549 utility accounts billed by the City, approximately 20 are two or more months behind. Letters were sent to these households stating that if not paid - as required by City Ordinance §52.07 - they will receive a final notice on April 26<sup>th</sup> and water will be discontinued on April 27<sup>th</sup>. The amount owed, plus a \$50 turn on fee, must be paid before water service can be resumed. So far, there have been less than half a dozen responses.
10. **Maple Valley Estates:** City staff met with the new owners of Maple Valley Estates on April 23<sup>rd</sup>. Discussed were procedures to upgrade the facility such as Planning Commission and City Council review; set-back and infrastructure requirements; possible ways for the City to assist with this project; and a request to reappraise the property with the intent of having the taxes lowered. A copy of the City's file plans for the facility was made available and contact information was provided.
11. **Planning Commission:** The City Planning Commission is short one member and could use a second to serve as an alternate. A Public Notice is being published in *The Banner* asking for volunteers on April 28<sup>th</sup> and May 5<sup>th</sup>.
12. **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:** No updates at this time.

**TREASURER'S REPORT:** None.

**CLERK'S REPORT:** None.

**MAYOR'S REPORT:**

1. A Proclamation for Samatha Kneebone, BCHS Valedictorian, and a Proclamation for Isabel Woodall, BCHS Salutatorian, will be presented at the Council Meeting on May 10<sup>th</sup>.

**POLICE REPORT:**

Police Lt. Medaugh appeared before the Council to report that she is still trying to find a second full-time police officer. She presented information regarding the hiring availability of new police officers in Michigan. She talked about hiring a certified person or sending someone to the police academy and the cost involved. Lt Medaugh is asking for a pay increase for all full and part time Brown City Police Officers. She presented wage comparisons.

**COMMITTEE REPORTS:**

1. Building and Grounds (McIvor) – None.
2. Personnel (Biel) – None.
3. Police / Fire Authority (Lee) –**MOTION BY CM LEE, SECOND BY CM ROBISON, to schedule a Police Committee Meeting for May 10, 2021 at 6 P.M. Motion Carried.**
4. Streets and Sidewalks (Navock) – Absent.
5. Tax and Finance (Jacobson) – None.
6. Water and Sewer (Robison) – None.

**GENERAL CONCERNS OF THE COUNCIL:** None.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

**MOTION BY CM LEE, SECOND BY CM BIEL, TO ADJOURN THE APRIL 26, 2021 MEETING OF THE CITY COUNCIL AT 7:26 P.M. MOTION CARRIED.**

Respectfully submitted,

David R. Van Cura  
Administrative Assistant