

BROWN CITY COUNCIL PROCEEDINGS
MAY 10, 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 McIvor, and Walter Robison; City Manager Clint Holmes, City Attorney Gregory Stremers, City Clerk Rhonda Johnson.

ABSENT: Councilmember Eugene Navock.

GUESTS: Lt. Emily Medaugh, Bob and Marilyn Armstrong, Chris Page, Jamie Bird, Isabel and Rachel Woodall, Sam Kneebone, Tom Page, Colleen Page, Larry Steigerwald, and Tom Verran.

PLEDGE OF ALLEGIANCE LED BY MAYOR JULIE MILLER.

PROCLAMATIONS PRESENTED TO BCHS VALEDICTORIAN SAMANTHA KNEEBONE AND SALUTATORIAN ISABEL WOODALL.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:

1. Personal appearances - Bob Armstrong and Chris Page.
2. King and King CPAs contract renewal.

CORRECTION & APPROVAL OF MINUTES:

1. Motion to accept minutes for the Regular Meeting of April 26, 2021 as written.

MOTION BY CM MCIVOR, SECOND BY CM BIEL, TO APPROVE THE MINUTES OF APRIL 26, 2021 AS WRITTEN.

MOTION CARRIED.

PAY BILLS:

MOTION BY CM JACOBSON; SECOND BY CM LEE, TO PAY BILLS IN THE FOLLOWING FUNDS: General - \$17,270.08 (10352 - 10376), Payroll - \$13,885.12 (9848 - 9859 plus EFT), Major Streets – \$90.00 (4053), Sewer - \$420.00 (3965), Water - \$447.99 (3330 – 3335), Storm Sewer - \$15.00 (1325-1326) Equipment - \$29.08 (1762). MOTION CARRIED.

PERSONAL APPEARANCES:

1. Bob Armstrong from Sanilac Broadcasting Company to offer the City an ad for Brown City Days in Summer Fairs and Festival book for \$959.00.

MOTION BY LEE, SECOND BY BIEL, TO PLACE AN AD FOR BROWN CITY IN SBC FAIRS AND FESTIVAL GUIDE FOR \$959.00.

ROLL CALL VOTE: CM BIEL- YES, CM JACOBSON-YES, CM LEE-YES, CM MCIVOR-YES, CM ROBISON-YES, CM NAVOCK-ABSENT. 5-YAYS, 0-NAYS, 1-ABSENCE, 0-ABSTENTIONS. MOTION CARRIED.

2. Chris Page asked about the parking rules for Mainstreet.

PUBLIC QUESTIONS & COMMENTS:

1. Tom Page said that anonymous notes were left on cars that were legally parked.
2. Larry Steigerwald asked for brush to be cleaned out of the ditch along Buby and Kohler Streets and that there are a lot of cars without license plates in town that should be ticketed. Lt. Medaugh asked for the physical addresses for unlicensed vehicles complaints.

POLICE REPORT: Lt. Medaugh provided a written report. CM Lee expressed appreciation for her participation at the DARE Track Meet.

UNFINISHED BUSINESS:

1. **Fireworks:** Jamie Bird said the bank was donating \$2500 and asked if City Council would donate the traditional \$2500 toward the fireworks display in the park. CM Lee asked for dates of Brown City Festival. Ms. Bird said June 18-19. Mayor Miller asked when the schedule of events will be published. Ms. Bird said after the May 12, 7 p.m. meeting. Mayor Miller asked the date of the fireworks. Ms. Bird said the fireworks are scheduled for dusk on June 19 with June 20 as the rain date.

MOTION BY CM LEE, SECOND BY CM JACOBSON, TO DONATE \$2500 FOR FIREWORKS WITH THE BANK DONATING \$2500.

ROLL CALL VOTE: CM BEIL-YES, CM JACOBSON-YES, CM LEE-YES, CM MCIVOR-YES, CM ROBISON-YES, CM NAVOCK-ABSENT. 6-YAYS, 0-NAYS, 1-ABSENCE, 0- ABSTENTIONS. MOTION CARRIED.

2. **Fireworks Permit:** The City received the permit application for the June 19th Brown City Days Fireworks. Recommend approving the permit and authorizing the Mayor to sign on behalf of the City.

MOTION BY CM LEE, SECOND BY CM BIEL, TO APPROVE THE FIREWORKS PERMIT APPLICATION FOR JUNE 19 WITH RAINDATE OF JUNE 20 AND TO AUTHORIZE THE MAYOR TO SIGN ON BEHALF OF THE CITY. MOTION CARRIED.

PUBLIC HEARING:

A Public Hearing is scheduled at **7:10 PM** on **Monday, May 24th**, 2021, for the purpose of gathering public comments and recommendations concerning the adoption of a new Section to Title III (Administration) of the City Ordinances: **Proposed Brown City Ordinance Section Ordinance 31-200:** An Ordinance Establishing The Brown City Park And Recreation Board For The Purpose Of Managing, Financing, Operating And Improving The Community Park - An ordinance to formally establish an organization to manage, operate and maintain the Park, establish membership and succession, and adopt a reporting mechanism for accountability to the City Council. This Ordinance is required by the City Charter and allowed by the existing Lease Agreement with the Brown City Community Park Corporation Board of Directors. This Ordinance will establish a Park and Recreation Board to serve in addition to the existing Brown City Community Park Corporation Board of Directors.

RESOLUTIONS: None scheduled.

ORDINANCES: None scheduled.

PETITIONS & COMMUNICATIONS:

1. **4223 Main Street:** Request for permit to demolish interior apartment and install a new apartment in the rear of the store to include kitchen, bath, living and bed rooms. Planning Commission recommends approval. Sanilac County permits are required. City Ordinance Section 152.111 (C) (1) says that there needs to be a business in the building at some point. Property Owner said that he plans to have a business at some future time.

**MOTION BY MCIVOR, SECOND BY ROBISON, TO APPROVE THE PERMIT FOR 4223 MAIN STREET AS RECOMMENDED BY THE PLANNING COMMISSION.
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 (CDSMI) 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 reduced the amount of our grant to \$345,000 in order to make funds available to more grant applicants. There will be enough to do the CDSMI and complete 131 main and line excavations instead of the original 565 requested. However, the grant has not yet been finalized by EGLE and could change again.
2. **Commercial Water Meters:** The City Council authorized the replacement of most of the commercial water meters in the downtown area. These 32 meters have been ordered and should arrive in the next 4-6 weeks. The City DPW will be responsible for their installation.
3. **Fire Hydrant Flushing:** The Brown City DPW plans to flush fire hydrants May 10th through May 14th 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 was published in the Brown City Banner on April 28th and May 5th and is posted on Channel 6.
4. **Brown City Clean-Up Day:** This annual event is scheduled for Monday, June 14th. 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 19th, June 28th and June 9th. Information is posted on Channel 6 and a date reminder was put on the May and will be on the June Utility Bills.
5. **Street Banners:** The DPW is working with MAC to mount the summer banners on Main Street. Expect the work to be completed the week of May 17th.
6. **Utility Bills:** The Michigan Water Shutoff Moratorium expired on March 31st. Of the 549 utility accounts billed by the City, approximately 20 were two or more months behind. Letters were sent to these households stating that if not paid - as required by City Ordinance §52.07 - they would receive a final notice on April 26th and water would be discontinued on April 27th. The amount owed, plus a \$50 turn on fee, must be paid before water service can be resumed. Seven signed payment contracts; water was turned off to one house; one shut-off is on hold because the property is being sold (4217 Main Street); and the rest fully paid their accounts.
7. **Tree Stump Removal:** The owner of 6865 St Marys Street requested that two drying trees in the City's right-of-way be removed. No City funds were available at the time so the owners recently

took down the trees at their expense. They are requesting the City pay the stump grinding fee of \$200 (yellow). Recommend approval. Requires Motion.

MOTION BY CM LEE, SECOND BY CM JACOBSON, FOR THE CITY TO PAY the \$200 STUMP GRINDING FEE ON CITY RIGHT-OF-WAY AT 6865 ST. MARY'S STREET. MOTION CARRIED.

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. **When does the City Council wish to reopen City Hall?**

MOTION BY LEE, SECOND BY ROBISON, TO OPEN CITY HALL AS OF MAY 11, 2021. MOTION CARRIED.

9. The contract for the state required annual audit is due to expire soon. King and King CPAs provided a quote that is identical to last year. Recommend Council accept the contract renewal and authorize the Mayor to sign.

MOTION BY CM LEE, SECOND BY CM MCIVOR, TO AUTHORIZE THE MAYOR TO SIGN THE CONTRACT WITH KING AND KING CPAS.

ROLL CALL VOTE: CM LEE-YES, CM BIEL-YES, CM JACOBSON-YES, CM MCIVOR-YES, CM ROBISON-YES, CM NAVOCK-ABSENT. 5-YAYS, 0-NAYS, 1-ABSENCE, 0-ABSTENTIONS. MOTION CARRIED.

ATTORNEY'S REPORT: None.

TREASURER'S REPORT:

1. At the April 26th meeting, City Council approved hiring an assistant Treasurer. Request a motion setting the wage at \$10 per hour. Requires Motion.

MOTION BY CM MCIVOR, SECOND BY CM ROBISON, TO SET THE WAGE FOR THE ASSISTANT TREASURER AT \$10 PER HOUR.

ROLL CALL VOTE: CM LEE-YES, CM JACOBSON-YES, CM BIEL-YES, CM ROBISON-YES, CM MCIVOR-YES. CM NAVOCK-ABSENT. 5-YAYS, 0-NAYS, 1-ABSENCE, 0-ABSTENTIONS. MOTION CARRIED.

2. City Treasurer Tiffanie Bissett submitted her written resignation effective May 20th. Mayor Miller expressed appreciation for Tiffanie's work.

3. Recommend appointing Jaimie Faust as the City Treasurer effective May 21st.

MOTION BY CM LEE, SECOND BY CM BIEL, TO APPOINT JAIMIE FAUST AS CITY TREASURER EFFECTIVE MAY 21, 2021.

ROLL CALL VOTE: CM LEE-YES, CM JACOBSON-YES, CM BIEL-YES, CM ROBISON-YES, CM MCIVOR-YES, CM NAVOCK-ABSENT. 5-YAYS, 0-NAYS, 1-ABSENCE, 0-ABSTENTIONS. MOTION CARRIED.

4. **Account Access:** With the change in administration, bank signature cards for City Accounts must be updated. Recommend the City Council approve a motion to remove former City Treasurer Tiffanie Bissett from City accounts and authorize Mayor Julie P. Miller, City Treasurer Jaimie Faust, City Clerk Rhonda Johnson, and Administrative Assistant David R. Van Cura to sign checks; and to create, modify or dissolve accounts if necessary, for the following accounts effective May 21st:

Exchange State Bank: Sewer, Retirement, and Veterans Reserve.

Tri County Bank: General, Payroll, Major Street, Local Street, Sewer, Storm Sewer, Water, Arsenic Abatement, Lead and Copper, Equipment, Park, and Investment Funds.

MOTION BY CM LEE, SECOND BY CM MCIVOR, TO REMOVE FORMER CITY TREASURER TIFFANIE BISSETT FROM CITY ACCOUNTS AND AUTHORIZE MAYOR JULIE P. MILLER, CITY TREASURER JAIMIE FAUST, CITY CLERK RHONDA JOHNSON, AND ADMINISTRATIVE ASSISTANT DAVID R. VAN CURA TO SIGN CHECKS; AND TO CREATE, MODIFY OR DISSOLVE ACCOUNTS IF NECESSARY, FOR THE ABOVE LISTED ACCOUNTS EFFECTIVE MAY 21, 2021. ROLL CALL VOTE: CM LEE-YES, CM JACOBSON-YES, CM BIEL-YES, CM ROBISON-YES, CM MCIVOR-YES, CM NAVOCK-ABSENT. 5-YAYS, 0-NAYS, 1-ABSENCE, 0- ABSTENTIONS. MOTION CARRIED.

CLERK’S REPORT: None.

MAYOR’S REPORT:

- 1. Appoint Chris Page to the Planning Commission to complete the term left vacant by John Bell. The term expires December 31, 2022. Requires Motion.

MOTION BY CM LEE, SECOND BY CM ROBISON, TO APPOINT CHRIS PAGE TO THE PLANNING COMMISSION TO COMPLETE THE TERM, WHICH EXPIRES DECEMBER 31, 2022 THAT WAS LEFT VACANT BY JOHN BELL.

ROLL CALL VOTE: CM LEE-YES, CM JACOBSON-YES, CM BIEL-YES, CM ROBISON-YES, CM MCIVOR-YES, CM NAVOCK-ABSENT. 5-YAYS, 0-NAYS, 1-ABSENCE, 0- ABSTENTIONS. MOTION CARRIED.

- 2. **Memorial Day:** The City plans to sponsor a public memorial service at Evergreen Cemetery at 10 AM on Monday, May 31st. Unfortunately, the veteran’s parade and downtown Veterans Park ceremony have been cancelled due to MDHHS/COVID concerns. The service will consist of speakers and probably feature the Brown City High School Marching Band.

COMMITTEE REPORTS:

- 1. Building and Grounds (Mclvor) – None.
- 2. Personnel (Biel) – None.
- 3. Personnel Committee- None.
- 4. Police / Fire Authority (Lee) – CM Lee said the committee met at 6 p.m. today. Tabled decisions until June 14, 6 p.m. meeting.
- 5. Streets and Sidewalks (Navock) – Absent.
- 6. Tax and Finance (Jacobson) – None.
- 7. Water and Sewer (Robison) – None.

GENERAL CONCERNS OF THE COUNCIL:

CM Lee said the Region 7 board for the Council on Aging report is available for anyone interested to read. CM Robison asked for an update on the lighted stop sign for Maple Valley Road. City Manager Holmes said there has been nothing from MDOT yet.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

**MOTION BY CM LEE, SECOND BY CM JACOBSON, TO ADJOURN THE MAY 10, 2021 MEETING OF THE CITY COUNCIL AT 7:42 P.M.
MOTION CARRIED.**

Respectfully submitted,

Rhonda Johnson
City Clerk