

**BROWN CITY COUNCIL PROCEEDINGS**  
**MAY 24, 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, and Walter Robison; City Manager Clint Holmes, City Attorney Gregory Stremers, City Clerk Rhonda Johnson, LT Emily Medaugh.

ABSENT: Councilmembers Ross Mclvor and Eugene Navock.

GUESTS: Jamie Bird, Tom Verran, Louie Martus, Rick Mitchell, Kim Evans, Kevin Miller, Christopher Brown and son.

**PLEDGE OF ALLEGIANCE LED BY MAYOR JULIE MILLER.**

**ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:** Four additions to the Manager’s Report.

**CORRECTION & APPROVAL OF MINUTES:**

- 1. Motion to accept minutes for the Regular Meeting of May 10, 2021 as written.

**MOTION BY CM BIEL, SECOND BY CM JACOBSON, TO APPROVE THE MINUTES OF MAY 10, 2021 AS WRITTEN.**

**MOTION CARRIED.**

**PAY BILLS:**

**MOTION BY CM JACOBSON; SECOND BY CM LEE, TO PAY BILLS IN THE FOLLOWING FUNDS: General - \$8,517.51 (10377 - 10390), Payroll - \$14,605.69 (9861 - 9872 plus EFT), Major Streets – \$212.85 (4054 - 4055)), Local Streets - \$322.85 (4361 - 4362), Sewer - \$1,472.23 (3966 - 3968), Water - \$7,864.24 (3336 - 3342), Arsenic Abatement - \$89.90 (1551 - 1553), Storm Sewer - \$15.00 (1327) Park - \$1,212.28 (2892 - 2894). MOTION CARRIED.**

**PERSONAL APPEARANCES:**

- 1. **Christopher Brown** –Request for temporary waiver to City Ordinance §92.04 and §92.05 until they move out of the City Limits.

**MOTION BY CM ROBISON, SECOND BY CM BIEL, TO GRANT A TEMPORARY WAIVER TO THESE ORDINANCES ONLY UNTIL JULY 1, 2021, AT WHICH POINT THE OWNER WILL BE CITED.**

**ROLL CALL VOTE: CM ROBISON-YES, CM LEE-YES, CM BIEL-YES, CM JACOBSON-YES, CM MCIVOR-ABSENT, CM NAVOCK-ABSENT. 4 YAYS, 0 NAYS, 2 ABSENT, 0 ABSTENTIONS. MOTION CARRIED.**

**DPW REPORT:**

Written report accepted. CM Jacobson asked if weeds will be sprayed in gutters. Mayor Miller asked if the DPW will have cracks filled and lines painted. City Manager Holmes replied that DPW plans include all of the above.

**UNFINISHED BUSINESS:** None.

**PUBLIC HEARING:** The Mayor opened the Public Hearing at **7:10 PM:** Proposed Section Ordinance 31-200 of the City Ordinances. City Manager Holmes gave a summary of Ordinance 31-200 and the memo explaining the reasoning for the proposed ordinance. An 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.

Mayor Miller said that Representatives from Maple Valley Township, Rick Mitchell, and Burnside Township, Louis Martus, were present. The Representative from Maple Valley Township, Rick Mitchell said that Tom Zyrowski was appointed to serve as the Maple Valley Township representative to the Brown City Community Park and Recreation Board.

Mayor Miller called for any questions or comments. Hearing none, Mayor Miller closed the Public hearing at 7:12 p.m.

**PUBLIC QUESTIONS & COMMENTS:**

There were no public questions or comments.

**ORDINANCES:**

- 1. **TITLE III ORDINANCE SECTION 31.200 - AN ORDINANCE ESTABLISHING THE BROWN CITY PARK AND RECREATION BOARD FOR THE PURPOSE OF MANAGING, FINANCING, OPERATING, AND IMPROVING THE COMMUNITY PARK.**

**MOTION BY CM ROBISON, SECOND BY CM JACOBSON, TO ADOPT TITLE III ORDINANCE SECTION 31.200 – AN ORDINANCE ESTABLISHING THE BROWN CITY PARK AND RECREATION BOARD FOR THE PURPOSE OF MANAGING, FINANCING, OPERATION, AND IMPROVING THE COMMUNITY PARK.**

**ROLL CALL VOTE: CM JACOBSON-YES, CM BIEL-YES, CM LEE-YES, CM ROBISON-YES, CM NAVOCK-ABSENT, CM MCIVOR-ABSENT. 4 YAYS, 0 NAYS, 2 ABSENT, 0 ABSTENTIONS.**

**RESOLUTIONS:** None Scheduled.

**PETITIONS & COMMUNICATIONS:** None Scheduled.

**MANAGER’S REPORT:**

- 1. Drinking Water Asset Management (DWAM) Grant: The City was awarded a DWAM Grant for a total of \$340,000. This money will allow for the creation of the Complete Distribution System Materials Inventory (CDSMI) required by EGLE and the Lead and Copper Rule. Additionally, of the 565 water service pipes, 131 will be excavated by vacuum truck to help determine the total number the City will need to replace. Expect this project to start later this year.

2. The City received a request from the Sanilac County Clerk for a copy of the City's L-4029. This is the document used to identify the millage rate for City Summer and Winter Taxes. The millage rate approved by the City Council on March 22<sup>nd</sup>, following a Public Hearing, is 16.8733. This millage rate has been unchanged since 2001. Two copies must be signed by the Mayor and Clerk for both Sanilac and Lapeer Counties. Of note, the City's Total Taxable Value in 2007 was \$25,687,860, and in 2020 is \$24,580,988, a decrease of \$1,106,872 or about 4.31%.

**MOTION BY CM LEE, SECOND BY CM BIEL, TO AUTHORIZE MAYOR MILLER AND CITY CLERK JOHNSON TO SIGN COPIES OF THE CITY'S L-4029 FOR SANILAC AND LAPEER COUNTIES. MOTION CARRIED.**

3. **Commercial Water Meters:** The City received the 32 new water meters to replace those in the downtown area. The meter at Get Serious Fitness was the first one replaced. The City DPW will be responsible for installation of these water meters on a time available basis.
4. **Fire Hydrant Flushing:** The Brown City DPW completed flushing fire hydrants on May 14<sup>th</sup>. The fire hydrant at the corner of George and Second Street will need to be replaced; no other issues were noted.
5. **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. The first notice was in *The Banner* on May 19<sup>th</sup>, and will be published again on June 2<sup>nd</sup> and June 9<sup>th</sup>. Information is also posted on Channel 6 and a date reminder will be put on the June Utility Bills.
6. **Street Banners:** The DPW, with lift truck and driver support from Michigan Agricultural Commodities, completed the installation of the summer banners on Main Street. Thank you to MAC for their support.
7. **Annual Audit:** King & King CPAs are scheduled to be in the City offices June 30<sup>th</sup> and July 1<sup>st</sup> to conduct Phase I of the City's annual financial audit. They will also perform audits for the Fire Authority and possibly the City Library. Phase II is to complete the report of the City's audit. Anticipate that the results will be provided to the City Council in July.
8. **Utility Bills:** The Michigan Water Shutoff Moratorium expired on March 31<sup>st</sup>. Seven individuals signed contracts with the City to allow for installment payments on accounts overdue as a result of the moratorium. Four of these accounts are current. The other three customers had notices posted on their doors stating that the terms of the contract were not met and the account must be paid in full, or in accordance with City Ordinance §52.08, their water will be shut off on Monday, May 24<sup>th</sup>.

9. **DTE Tree Trimming:** DTE notified the City by letter (green) that they will soon start trimming trees in their right-of-way in order to “deliver safe and reliable electric service.” Customers will be informed about trimming/removals along the proposed trim route using letters, phone calls, knocking on doors, and leaving door hangers if no one is home, before work begins, according to DTE. The exact time frame that DTE crews will start work in the City has not yet been identified.
10. **COVID-19:** Customers should use mail, email, the utility payment drop box and telephone for conducting business if possible. City Hall is now open to the public, but masks should be worn and no more than one customer at a time may be in City Hall. Currently, the governor plans to end all COVID-related restrictions on July 1<sup>st</sup>.
11. **City Hall Repairs:** A mason has been found to patch the hole in the brick where the library drop box used to be in City Hall. Estimated cost is about \$500.

**THE CONSENSUS OF THE CITY COUNCIL WAS TO HAVE THE WORK DONE.**

12. **Main Street Tree:** There was a complaint of a dead tree on West Main Street. At the City’s request, the tree was inspected by expert Joe Biel. He stated that the tree was late-blooming but otherwise in good health.
13. **Police Cars:** The Crown Victoria police car has had repairs completed at Colonial Carcare and is fully operational. The Ford Explorer, following multiple repairs over many months at Tubbs Brothers in Sandusky, broke down again. The vehicle is being taken to the Ford dealer in Imlay City to resolve the problem.
14. **Grass Clippings:** Grass clippings may not be blown into the street, where they can become a hazard to two-wheeled and horse-drawn vehicles, and will block storm water drains which could cause flooding. Information about the dangers of grass clippings in the street has been posted on Facebook and the City’s webpage, Channel 6, and at City Hall. Notifications will be put on the doors of residences where grass clippings are seen blown into a street. A second offense will result in a citation.

**ATTORNEY’S REPORT:** Nothing.

**TREASURER’S REPORT:** The new City Treasurer, Jaimie Faust, began her official duties on May 21<sup>st</sup>. The new bank signature cards have been completed.

**CLERK’S REPORT:** Nothing.

**MAYOR’S REPORT:**

1. **Memorial Day:** The City plans to sponsor a public memorial service at Evergreen Cemetery at 10 AM on Monday, May 31<sup>st</sup>. 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) – Absent.
2. Personnel (Biel) – Nothing.
3. Police / Fire Authority (Lee) – Committee meeting on June 14<sup>th</sup> at 6:00 PM.
4. Streets and Sidewalks (Navock) – Absent.
5. Tax and Finance (Jacobson) – Nothing.
6. Water and Sewer (Robison) – Nothing.

**GENERAL CONCERNS OF THE COUNCIL:**

CM Robison asked when Reed Street project begins. City Manager Holmes replied that the Reed Street Project is scheduled to begin the week of June 7<sup>th</sup>.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

**MOTION BY CM LEE, SECOND BY CM JACOBSON, TO ADJOURN THE MAY 24, 2021, MEETING OF THE CITY COUNCIL AT 7:30 P.M.  
MOTION CARRIED.**

Respectfully submitted,

Rhonda Johnson  
City Clerk