

**BROWN CITY COUNCIL PROCEEDINGS**  
**May 25, 2020**

**MEETING CALLED TO ORDER BY MAYOR JULIE MILLER AT 7:00 PM.**

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

**PRESENT:** Mayor Julie Miller; Councilmembers: Stacy Biel, Patricia Jacobson, Christine Lee, Ross McIvor, Eugene Navock and Walter Robison; City Manager Clint Holmes, City Clerk Juanita Smith and City Attorney Gregory Stremers.

**ABSENT:** None.

**GUESTS:** Bill Walters

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

**CORRECTION & APPROVAL OF MINUTES:**

Motion by CM Biel, second by CM McIvor, to accept the Regular Meeting Minutes of May 11, 2020 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Jacobson, second by CM Lee, to pay the bills in the following funds:

**General - \$14,980.98 (9817 – 9830), Payroll - \$15,529.91 (9436 – 9451 plus EFT), Major Street - \$90.00 (4027), Sanitary Sewer - \$4,192.00 (3881 – 3884), Water - \$7,486.70 (3201 – 3206), Arsenic Abatement - \$36.00 (1505) and Equipment - \$968.21 (1719 – 1721).** Motion carried.

**DPW REPORT:** Report reviewed. One question from CM Lee asking if the DPW had picked up brush today (Memorial Day). City Manager Clint Holmes replied that, “No, as this was Memorial Day all DPW workers were off”.

**PERSONAL APPEARANCES:** None Scheduled.

**PUBLIC QUESTIONS & COMMENTS:** Bill Walters reported that Michigan Township Participating Plan, the City’s liability insurance carrier, was now providing coverage for cyber issues. He also said that dividends were approved and our payments should be coming soon. Finally, he mentioned that he was running for reelection to the MTPP Board of Director position and asked for the City Council’s support.

**UNFINISHED BUSINESS:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

**ORDINANCES:** None Scheduled.

**PETITIONS & COMMUNICATIONS:**

1. 7132 Welles Street: Install 18' above ground swimming pool.

**Motion by CM Mclvor, second by CM Biel, to approve the request for a building permit to install an 18' above ground swimming pool at 7132 Welles Street.**

**Motion carried.**

2. 6883 Cade Road: Enclose backyard with ~150' of wood fence.

**Motion by CM Jacobson, second by CM Mclvor, to approve the request for a building permit to enclose the backyard with 150' of wood fence at 6883 Cade Road. Owner must call Miss Dig prior to breaking ground. Motion carried.**

3. 4432 Autumn Gold: Install new 6' X 18' covered porch

**Motion by CM Lee, second by CM Biel, to approve the request for a building permit to install a new 6' x 18' covered porch at 4432 Autumn Gold. A building permit is also required from the County for this project. Motion carried.**

4. 4301 Wood Street: Install wood fence along west side of rear property line.

**Motion by CM Mclvor, second by CM Jacobson, to approve the request for a building permit to install a privacy wood fence along the west side of the rear property line at 4301 Wood Street. Motion carried.**

**MANAGER'S REPORT:**

1. **Reed Street Water Project:** Murray Underground Systems of Port Huron should begin the water main replacement project the first week of June and be completed within two weeks. When the new water main is connected to the existing mains, some residents will lose water for a short period of time. Those that will be affected live on Reed Street, Main Street between George and St Marys Streets and on Maple Street between McMorran and Lincoln Streets. Letters will be sent to those impacted when the exact dates are finalized.
2. **Lead and Copper Rule Training:** Michigan EGLE provided a two day training session, via webinar, concerning details of the new rule. The classes took place during the afternoon of May 19<sup>th</sup> and 21<sup>st</sup>. A DPW worker will be attending a repeat of this same class on June 2<sup>nd</sup> and 4<sup>th</sup>. Overall, the City is meeting all of the reporting, testing and repair requirements.
3. **Agri-Valley Services:** AVS responded to the City's request for the final results of the broadband survey.

Also, the City received a request from AVS to "add 3 new radios and small antennas to your water tower, these new antennas and radios would provide high speed wireless internet in the City of Brown City. I am sure we will need a new structural done on the

water tower, before we start anything I would like the City's approval on moving forward with this project." How does the City Council wish to proceed?

**The consensus of the Council was to have AVS coordinate with Air Advantage and AT&T who already have or plan to have equipment on the water tower. AVS was given the name of the contact person from each company that they could speak with. Otherwise the councilmembers had no objection to AVS's request.**

4. **Water Shut-Offs:** As discussed at the last City Council meeting, the City has never had a formal payment plan policy for monthly utility bills since water shut-off was an option until now. Staff researched plans used by various communities and developed the attached draft policy. What changes does the City Council wish to make, and when should the policy be made available to Brown City service customers?

**The consensus of the Council was that the City must put a plan in place. There was discussion concerning when to implement and how to divide up payments for money owed to the Utility Department. The Utility Payment Plan Contract can be put in place when the Governor lifts the water shut-off order.**

5. **Freedom of Information Act (FOIA):** The City received and responded to a FOIA request from DBS Attorneys concerning residential waste collection and disposal: The information was gathered and forwarded via email. The City received notice that the request had been closed.
6. **4252 First Street:** As discussed at the last City Council meeting, the owner had requested reimbursement for repairs to his water service pipe. The City Council requested additional information from the property owner. A letter was sent by City Hall. No response has been received to date.
7. **Brown City Schools:** Michigan Pipe Inspection completed the final inspection and televising of school's wastewater system on May 8<sup>th</sup>. A significant crack was located and sealed. The DPW reinstalled the check valves on May 15<sup>th</sup>.
8. **Annual Audit:** King & King CPAs are scheduled to be in the City offices June 3<sup>rd</sup> and 4<sup>th</sup> to conduct Phase I of the City's annual financial audit. They will also perform audits for the Fire Authority and 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.
9. **L-4029:** 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 Winter Taxes. The millage rate approved by the City Council on March 9<sup>th</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 \$24,526,017, a decrease of \$1,161,843 or about 4.52%.

**Motion by CM Lee, second by CM Jacobson, to have copies of the City's L-4029 signed by the Mayor and Clerk for both Sanilac and Lapeer Counties. Motion carried.**

10. **COVID-19:** The City continues to closely monitor the situation. No employees have exhibited symptoms. We are still emphasizing use of mail, the drop box and telephone for conducting business. Plan to open City Hall to the public on Monday, June 1<sup>st</sup>.

**ATTORNEY’S REPORT:**

**City Attorney Gregory Stremers reported that through the Governor’s orders the City can charge interest but cannot shut off the water during the executive order period.**

**Attorney Stremers also reported that all long past due property tax accounts have been zeroed out.**

**TREASURER’S REPORT:** None.

**CLERK’S REPORT:**

1. Vote by Mail: All registered voters in Michigan will receive an application to vote by mail for the August and November elections from the state.. We will be mailing out applications to vote to our permanent AV voters while the state will mail out all others.

**MAYOR’S REPORT:**

1. Senior Parade on May 17<sup>th</sup>.

**The Mayor reported that the Senior Parade was very nice. She rode in the police car that led the parade. She said it was beautiful, the Seniors seemed to enjoy it.**

2. Memorial Day Ceremonies at Evergreen and Omark Cemeteries.

**A nice crowd attended the Memorial Day Ceremonies even with the COVID-19 restrictions. Two ministers spoke along with Veterans Clint Holmes and Jeff Clark. Jackson Brower played “Taps” at both cemeteries. Mayor Julie Miller thanked the Veterans for their service to our Country.**

3. DPW Shed

**The shed belonging to the Brown City Festival Committee has been delivered to the DPW grounds and looks very nice. The Festival Committee has started to move items into it.**

**COMMITTEE REPORTS:**

1. Building and Grounds (McIvor) – None.
2. Personnel (Biel) – None.
3. Police / Fire Authority (Lee) – None.
4. Streets and Sidewalks (Navock) – None.
5. Tax and Finance (Jacobson) – None.
6. Water and Sewer (Robison) – None.

**GENERAL CONCERNS OF THE COUNCIL:**

**CM Robison reported that the light was broken at the Fire Department Hall.**

**PUBLIC QUESTIONS & COMMENTS:**

Bill Walters said that the Risk Reduction Grant Program is open to requests at this time. This is a twice a year program sponsored through our insurance company.

**CLOSED SESSION:** None Scheduled.

**ADJOURNMENT:**

Motion by CM Lee, second by CM McIvor, to adjourn the meeting at 7:32 p.m. Motion carried.

Respectfully submitted,

Juanita Smith  
City Clerk