

BROWN CITY COUNCIL PROCEEDINGS

JUNE 8, 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: Police Chief Ron Smith, William Walters, Jamie Bird, Andrew Beeler, Ryan Burke and Timothy Wrathell.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:

2 additions to the agenda were reported by City Manager Clint Holmes. One addition will be under Personal Appearances and the other under Petitions and Communications.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Navock, second by CM Jacobson, to accept the Regular Meeting Minutes of May 25, 2020 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Lee, to pay the bills in the following funds: **General** - \$18,872.39 (9831 – 9863), **Payroll** - \$16,046.44 (9452 – 9469 plus EFT), **Major Street** - \$90.00 (4828), **Sanitary Sewer** - \$2,283.78 (3885,3887-3889) (void #3886), **Water** - \$1,794.28 (3207 – 3208, 3210 – 3212 (void #3209), **Arsenic Abatement** - \$50.95 (1507), **Storm Sewer** - \$60.00 (1311) and **Equipment** - \$39.02 (1722). Motion carried.

POLICE REPORT: Report reviewed. No questions or concerns. Police Chief reported that he has lost two people to full time employment elsewhere.

PERSONAL APPEARANCES:

1. Sanilac County District 5 Commissioner Joel Wyatt, Jr.
Joel Wyatt did not attend the Council Meeting.
2. Candidate for Sanilac County Circuit Court Judge Tim Wrathell.
Candidate for Sanilac County Circuit Court Judge Tim Wrathell appeared before the Council to introduce himself and tell of his qualifications for Circuit Court Judge.
3. Candidate for 83rd District House of Representatives Andrew Beeler.
Andrew Beeler, Candidate for 83rd District House of Representatives introduced himself, told of his background and spoke of why he thought he would be a good match for this position.

PUBLIC QUESTIONS & COMMENTS:

Jamie Bird came before the Councilmembers to thank them for their contribution of \$2,500 to help pay for the fireworks. The fireworks are scheduled for the evening of June 13th at the City Park.

UNFINISHED BUSINESS: None Scheduled.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS (pink):

1. **7085 Cade Road:** Install a backyard 24' diameter swimming pool that is 52" deep. A copy of the ordinance was provided.

Motion by CM Biel, second by CM Lee, to approve the request for a building permit to install a backyard 24' diameter swimming pool that is 52" deep at 7085 Cade Road. A copy of the ordinance was provided to the owner. Motion carried. The permit may be picked up at the City Hall after 10:00 a.m. on Tuesday, June 9, 2020.

2. **4456 Belview Drive:** Construct 26' X 46' garage. Must meet setback and height requirements in accordance with the City's land use ordinance Appendix K. The Planning Commission met on June 4th, and following a Public Hearing, denied a request for a non-conforming use permit. Resubmitted plans meet height and setback requirements.

Motion by CM Lee, second by CM Biel, to approve the request for a building permit to construct a 26' x 46' garage at 4456 Belview Drive. This garage must meet all setback and height requirements in accordance with the City's land use ordinance Appendix K. Motion carried. The building permit may be picked up at the City Hall after 10:00 a.m. on Tuesday, June 9, 2020. The owner of 4456 Belview Drive must then go to the Sanilac County Court House to acquire the required permits.

3. **7095 McMorran Street:** Remove and replace approximately 150' of fence on the east and north sides of the property. It will be a 6' wood fence. The owner must call Miss Dig prior to breaking ground.

Motion by CM Lee, second by CM Jacobson, to approve the request for a building permit to remove and replace about 150' of fence on the east and north sides of the property at 7095 McMorran Street. The fence is to be constructed of wood and be 6' tall. The owner of 7095 McMorran Street must contact Miss Dig prior to breaking ground. Motion carried.

MANAGER'S REPORT:

- 1. Reed Street Water Project:** Murray Underground Systems of Port Huron should begin the water main replacement project on Monday, June 15th and be completed within about two weeks. Letters were sent to the residents of Reed Street on June 3rd notifying them of the project schedule. Additional letters will be sent to residents on Main Street between George and St Marys Streets and on Maple Street between McMorrان and Lincoln Streets notifying them when the new main will be connected and that they will lose water for a period of time until the connection and water quality testing is completed.
- 2. Lead and Copper Rule Training:** Michigan EGLE provided a two day training session, via webinar, concerning details of the new rule. The DPW Foreman and Assistant Foreman participated in this training on the afternoons of June 2nd and 4th. Overall, the City is meeting all of the reporting, testing and repair requirements.
- 3. BC Clean-up Day:** Clean-up Day is scheduled for Wednesday, June 17th. Postcards providing the date and associated pick-up requirements were sent to all residents who currently pay the monthly \$10 garbage collection fee.
- 4. Lincoln Street Sidewalk Bills:** The City mailed out the annual sidewalk bills for the properties on Lincoln Street that decided to make equal payments over five years. As stated in the June 27, 2017, letter sent to Lincoln Street property owners, the current policy for this program is that the cost is split (50/50) between the City and the property owner. Late payments will have a 10% penalty fee added. Payments are due to City Hall by August 1, 2020. Missed payments will be added to the tax roll.
- 5. Fire Hydrant Flushing:** The Brown City DPW plans to flush fire hydrants June 22nd through June 26th 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 Sanilac County News on June 15th and 22nd and is posted on Channel 6.
- 6. Annual Audit:** King & King CPAs rescheduled Phase I of the City's annual financial audit to June 15th and 16th. 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.
- 7. Brown City Park:** As allowed under the Governor's Executive Order, the Brown City Community Park Board plans to reopen the Park on June 8th. The port-a-lets should be delivered prior to the opening.
- 8. Michigan Township Participating Plan:** The City's liability insurance carrier provided a dividend payment in the amount of \$6,587.43 on May 29th. Cost for the City's insurance this year was \$58,688.

9. **M-90 Reconstruction:** A preconstruction meeting is scheduled for June 29th to give all of the contractors associated with this project, along with City and MDOT representatives, the opportunity to review the requirements and coordinate operations. Work will include chip-sealing and in some locations, such as our downtown, repaving. The project is scheduled to begin in mid-July.
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. City Hall opened to the public on Monday, June 1st.

ATTORNEY'S REPORT:

City Attorney Gregory Stremer reported that he wrote an audit letter for King and King. There was no impact to the budget.

TREASURER'S REPORT: None.

CLERK'S REPORT:

So far we have received 70 ballot applications for the August election. We will begin sending the ballots out as soon as we get them. At this time they are scheduled for pick-up on Thursday evening from 6:00 p.m. to 7:00 p.m. at the Sandusky Court House unless we hear otherwise.

The State is currently sourcing PPE items for the August Primary Election. The items being distributed are: Masks and face shields, gloves, hand sanitizer and disinfectant spray. We are encouraged to source our own materials as well. The Bureau is evaluating the possibility of reimbursing additional local PPE purchases but the current plan is for distribution rather than reimbursement. Some of the equipment mentioned: Plex-glass dividers, infrared thermometers, hand washing stations, goggles and Lysol wipes.

I spoke with Lori at the County Clerks Office about signatures on filing petitions and also checked according to our Charter regarding the signatures needed to file a petition for a City Office. The Charter states that we must have the required needed signatures. The \$100 filing fee does not pertain to us. Townships and Counties may pay the \$100 fee in place of signatures but not Cities.

MAYOR'S REPORT:

Mayor Miller thanked the people who were helping to keep Brown City safe and moving forward in this time of COVAD-19. Specifically named were Jamie Bird from the Festival Committee, City Manager Clint Holmes, City Attorney Gregory Stremers and Brown City Police Chief Ron Smith.

COMMITTEE REPORTS:

1. Building and Grounds (Mclvor) – 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 Jacobson questioned the mowing of the lot at the end of Welles Street and if the lot had been mowed. City Manager Clint Holmes said he would check on it.

CM Biel asked who is responsible for mowing the edges of the alleys. She questioned whether it is the home owner's responsibility or the City.

PUBLIC QUESTIONS & COMMENTS:

Bill Walters, MTPP Board of Directors, asked if the City received the ballot for the Participating Plan election. Clint Holmes, City Manager, replied that we had received it but had sent it back. Bill Walters is running for reelection to the MTPP Board of Director position.

CLOSED SESSION: None Scheduled.

ADJOURNMENT:

Motion by CM Lee, second by CM Jacobson, to adjourn the meeting at 7:25 p.m.
Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk