

BROWN CITY COUNCIL PROCEEDINGS
JUNE 28, 2021

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

PRESENT: Mayor Julie Miller, Councilmembers: Stacy Biel, Patricia Jacobson, Ross Mclvor, and Walter Robison; City Manager Clint Holmes, City Attorney Gregory Stremers.

ABSENT: Councilmembers Christine Lee, Eugene Navock; City Clerk Rhonda Johnson.

GUESTS: David R. Van Cura, Police Lt. Emily Medaugh, Adam Rosenbower, Samatha Bratby.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: There will be three additional items to the Manager’s Report and one additional item to Petitions & Communications.

CORRECTION & APPROVAL OF MINUTES:

- 1. Motion to accept the minutes for the Regular Meeting of June 14, 2021, as written.

MOTION BY CM McIVOR, SECOND BY CM BIEL, TO APPROVE THE MINUTES OF JUNE 14, 2021 AS WRITTEN. MOTION CARRIED.

PAY BILLS:

MOTION BY CM JACOBSON; SECOND BY CM McIVOR, TO PAY BILLS IN THE FOLLOWING FUNDS: General - \$9,400.11 (10424-10444), Payroll - \$14,553.80 (9887-9897 plus EFT), Major Streets – \$588.00 (4058-4060), Local Streets - \$1,985.00 (4365), Sewer - \$2,261.00 (3975-3978), Water - \$15,423.90 (3356-3362), Arsenic Abatement - \$252.00 (1557-1558), Storm Sewer - \$381.34 (1331), Equipment - \$837.63 (1770-1771).

MOTION CARRIED.

PERSONAL APPEARANCES: None.

PUBLIC QUESTIONS & COMMENTS:

- 1. Adam Rosenbower asked if anything can be done about the poor condition of Third Street between James and St. Marys Streets.
City Manager Holmes will contact Astec Asphalt to determine repair options and associated costs.

DPW REPORT:

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

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None scheduled.

ORDINANCES: None scheduled.

RESOLUTIONS: None scheduled.

PETITIONS & COMMUNICATIONS:

1. **4053 Second Street:** Request permit to install a 21' diameter above ground pool.

MOTION BY CM BIEL, SECOND BY CM JACOBSON, TO APPROVE A PERMIT TO INSTALL A 21' DIAMETER ABOVE GROUND POOL AT 4053 SECOND STREET.

MOTION CARRIED.

2. **6872 Thelman Avenue:** Request permit to install a 4' Chain Link Fence in the backyard.

MOTION BY CM McIVOR, SECOND BY CM BIEL, TO APPROVE A PERMIT TO INSTALL A 4' CHAIN LINK FENCE AT 6872 THELMAN AVENUE.

MOTION CARRIED.

MANAGER'S REPORT:

1. **Reed Street:** Work continues on Reed Street. The asphalt and concrete have been removed and the road bed has been compacted. The DPW installed a pipe from the catch basin on the NW corner of Reed and Maple Streets to the ditch on the south side of Maple Street. The cement work is essentially complete and Spicer notified the City that the concrete core samples met testing requirements. The project is expected to be completed by the end of the week (barring rain delays).
2. **USDA-RD SEARCH Grant:** The City was contacted on June 24th by USDA-RD requesting additional information (blue) concerning the City's grant request. The City researched the issue and responded on June 25th by letter with the requested information concerning Sewer Fund resources (green). On June 28th, the City received initial notification that we had qualified for a \$30,000 grant. The money will be used to complete the engineering associated with the Maple Valley Road Lift Station Upgrade Project.
3. **Police Academy:** The City is working with an individual interested in being sponsored by the City through the Oakland Police Academy. Currently, the individual is being scheduled for pre-testing and completing the various forms and waivers required by the application process. Once the application process is complete and the candidate accepted to the Academy, the City will hire the individual full-time as a trainee. The City will provide uniforms, firearm and the associated accoutrements. Once certified as a police officer, there will be three years of obligated service to the City.

4. **Water Quality Report:** The Consumer Confidence Report (CCR) is the annual report required by the state and federal governments summarizing information about drinking water quality provided during calendar year 2020. The document was posted on the City's website; and was printed in *The Banner* on June 23rd; and copies were mailed to EGLE and the Sanilac / Lapeer County Health Departments. Copies are also available at City Hall for review or purchase. The City met or exceeded all water quality requirements in 2020.
5. **MDOT:** The City received notice from the Michigan Department of Transportation that several deficiencies exist at the railroad crossing at St Marys and Second Streets. These include repairing potholes, adding pavement markings and adding signs. Once completed by the DPW, a formal written response must be forwarded to MDOT.
6. **Transformer:** An electrical transformer, that is 18' tall, 13' wide, 35' long and weighs 801,000 pounds is being delivered by train to the parking lot on Main Street. The exact delivery date has not yet been set. A vehicle 166' long will be transporting the transformer east on M-90 out of the City. Residents will be asked to not park on Main Street east of the Post Office when the transport takes place.
7. **Board of Review:** The City Assessor has scheduled the July Board of Review meeting for Tuesday, July 20th at 9:00 AM. The Board of Review will correct any mutual mistakes of fact or clerical errors and consider Poverty Exemptions and Principal Residence Exemptions under the General Property Tax Act P.A. 206 of 1893 amended July 2002, and MCL 211.5 a, b, and d. Currently there is only one parcel to be reviewed.
8. **Blight and Junk Car Notices:** The police department generated a list of almost 30 properties in violation of the City's blight, grass and weeds, and junk car ordinances. Letters were sent on June 18th, and those that fail to comply will be issued civil infraction tickets. The City will also fine individuals keeping domestic animals, such as chickens, on their property.
9. **Park and Recreation Board:** The new ordinance went into effect on June 24th. The new Board will require three at-large and one City Council position to be appointed by motion of the City Council prior to their first meeting on July 8th. The agenda for this meeting will be mailed on July 1st.

MOTION BY CM JACOBSON, SECOND BY CM BIEL, TO APPOINT SEAN HAGEY AND TARA OWENS TO THE BROWN CITY PARK BOARD. MOTION CARRIED.

10. **Maple Valley Road Stop Signs:** There has been no response from MDOT concerning the addition of blinking lights on the four stop signs (2-north and 2-south) at Maple Valley Road and M-90. If the City wants to install these lights, they cost \$1,930 for a total of \$7,720 plus shipping. How does the City Council wish to proceed?

THE COUNCIL ASKED CITY MANAGER HOLMES TO INVESTIGATE ALTERNATIVES.

11. **MML Annual Convention:** The 2021 Michigan Municipal League Annual Conference is scheduled for September 22-24 in Grand Rapids, Michigan. There is currently no information concerning the agenda or topic of the convention. Does anyone on the City Council plan to attend this year's MML Convention?

CM LEE HAS EXPRESSED INTEREST IN ATTENDING. CITY MANAGER HOLMES MAY ALSO ATTEND.

12. **Wage Survey:** The City Council contracted with the Michigan Municipal League (MML) to do a wage and benefit study to establish what the prevailing wages should be in Brown City. This study is scheduled for August, but MML said it could possibly begin sooner. Cost will be about \$6,000.
13. **Annual Audit:** King & King CPAs are scheduled to be in the City offices June 30th and July 1st 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.
14. **July 4th:** City Hall, public works and police departments will be closed on Monday, July 5th in honor of Independence Day. A DPW employee will be on call to address emergencies.
15. **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 by unvaccinated individuals

ATTORNEY'S REPORT: Attorney Stremers has sent a letter on behalf of the Brown City Festival Commission to Family Fun Tyme Amusements requesting reimbursement for the deposit that was paid to them in 2020, as the Festival was cancelled.

TREASURER'S REPORT: None.

CLERK'S REPORT: None.

MAYOR'S REPORT:

1. **Review of City Ordinance 91.10: Noxious Weeds and Grasses.**
Mayor Miller asked the Council if they thought there should be changes to the Ordinance to better help enforcement. Councilmembers suggested that we use five "calendar days" instead of "business days".
2. **Report on Brown City Days:**
Mayor Miller reported that everything went well. She has received many good comments, including having the carnival set up on blacktop street and parking lot and not on a dirt parking lot.
3. The pictures of Valedictorian Samantha Kneebone; Salutatorian Isabel Woodall; and Bowling Team Captain Danyale Lee Mclvor receiving City Proclamations were published in both *The County Press* and *Sanilac County News* on June 23rd.

4. The Brown City Public Library has their new signs installed.
5. The Brown City Rotary Sign Planters at the east and west ends of the City look nice with the new flowers. Thanks to the Brown City Gardening Club for doing such a great job and the Rotary Club for sponsoring the work.

COMMITTEE REPORTS:

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

GENERAL CONCERNS OF THE COUNCIL:

1. CM Mclvor asked about getting the vacant property mowed at Maple Valley Estates. The City Manager will send a letter to the owners.
2. CM Biel asked about the status of the fire hydrant on the corner of George and Second Streets. The City Manager said he would check on its status with the DPW.
3. CM Robison asked about the cleaning of the plugged sewer line on St. Marys Street, and solutions to the condition of Third Street between James and St. Marys Streets. The City Manager will investigate.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

**MOTION BY CM JACOBSON, SECOND BY CM ROBISON, TO ADJOURN THE JUNE 28, 2021 MEETING OF THE CITY COUNCIL AT 7:39 P.M.
MOTION CARRIED.**

Respectfully submitted,

David R. Van Cura
Administrative Assistant