

**BROWN CITY COUNCIL PROCEEDINGS
DECEMBER 28, 2020**

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In accordance with PA 228 this meeting was conducted remotely via Zoom.
Meeting ID: 950 2034 7709.

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

PLEDGE OF ALLEGIANCE LED BY MAYOR JULIE MILLER.

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

ABSENT: None.

GUESTS: Jamie Bird, Representing the Brown City Festival Commission.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:

Under Petitions and Communications: Late submission of request for building permit.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Biel, second by CM Mclvor, to accept the Regular Meeting Minutes of December 14, 2020, as presented.

ROLL CALL VOTE: CM Biel – Yes, CM Mclvor – Yes, CM Lee – Yes, CM Navock – Yes, CM Jacobson – Yes, CM Robison – Yes. 6 Yes Votes, 0 No Votes, 0 Absent, 0 Abstaining. Motion carried.

PAY BILLS:

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

General - \$5,298.19 (10164-10178), Payroll - \$14,176.67 (9693-9709 plus EFT), Sanitary Sewer - \$3,006.93 (3943-3946), Water - \$1,520.96 (3291-3296), Arsenic Abatement – \$45.32 (1534-1535) and Equipment - \$944.05 (1744-1747).

ROLL CALL VOTE: CM Mclvor – Yes, CM Lee – Yes, CM Navock – Yes, CM Jacobson – Yes, CM Robison – Yes, CM Biel – Yes. 6 Yes Votes, 0 No Votes, 0 Absent, 0 Abstaining. Motion carried.

DPW REPORT:

Motion by CM Navock, second by CM Biel, to purchase a three-point salt spreader to mount on the tractor to salt sidewalks for about \$500.00.

ROLL CALL VOTE: CM Mclvor – Yes, CM Lee – Yes, CM Navock – Yes, CM Jacobson – Yes, CM Robison – Yes, CM Biel – Yes. 6 Yes Votes, 0 No Votes, 0 Absent, 0 Abstaining. Motion carried.

PERSONAL APPEARANCES:

Jamie Bird presented an update for the Festival Committee. Due to pandemic, the committee is not planning a formal festival for 2021. The Festival Committee may plan other events throughout the summer.

PUBLIC QUESTIONS & COMMENTS: None.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

ORDINANCES:

1. Introduction of Ordinance 31-200: An Ordinance Establishing The Brown City Park And Recreation Commission For The Purpose Of Managing, Financing, Operations And Improving The Community Park.

CM Lee introduced Ordinance 31-200: An Ordinance Establishing The Brown City Park And Recreation Commission For The Purpose Of Managing, Financing, Operations And Improving The Community Park.

Motion by CM Lee, second by CM Jacobson, to schedule a PUBLIC HEARING CONCERNING ORDINANCE 31-200 on January 11, 2021 at 7:10 p.m., during the regular City Council meeting.

ROLL CALL VOTE: CM Biel – Yes, CM McIvor – Yes, CM Lee – Yes, CM Navock – Yes, CM Jacobson – Yes, CM Robison – Yes. 6 Yes Votes, 0 No Votes, 0 Absent, 0 Abstaining. Motion carried.

PETITIONS & COMMUNICATIONS:

1. **4400 Vine Street:** Request for building permit to construct a 24' X 34' addition to an existing residence. The plans meet the required setbacks. The owner will be required to purchase the necessary permits from the Sanilac County Department of Construction.

Motion by CM Navock, second by CM McIvor, to approve the request for building permits for a 24' x 36' addition to the residence at 4400 Vine Street.

ROLL CALL VOTE: CM Biel – Yes, CM McIvor – Yes, CM Lee – Yes, CM Navock – Yes, CM Jacobson – Yes, CM Robison – Yes. 6 Yes Votes, 0 No Votes, 0 Absent, 0 Abstaining. Motion carried.

MANAGER'S REPORT:

1. **Drinking Water Asset Management Plan (DWAM):** The City is pursuing a grant from the Michigan Department of Environment, Great Lakes and Energy (EGLE) to complete a comprehensive Asset Management plan and Final Distribution System Materials Inventory for the City's water system. This grant program will also help us implement Michigan's strengthened Lead and Copper Rule. A copy of the 51-page \$600,000 grant application was provided to the Chairman of the Sewer and Water Committee and another copy is available for review at City Hall. If there is no objection from the City Council, the copy signed electronically by the Mayor can be forwarded to Spicer. They must have the entire package submitted to EGLE prior to January 1st.
2. **FOIA Requests:** The City received a Freedom of Information Act request for building permits issued to specific individuals between August 1, 2018 and April 1, 2019. The City reported that no permits were issued during that period and referred the requestor to the Sanilac County Building Department. The City also received and responded to a FOIA request from SmartProcure "for any and all purchasing records from

09/14/2020 to current. This is the same request the City received for previous fiscal quarters. The information was gathered and forwarded via email. The City received notice that the requests have been closed.

3. **City Library Move:** The Library plans to move across the street “soon.” The City Council should consider setting up a committee to decide what maintenance should be done to the room (wallpaper removal, paint, carpet or tile, lights, construction of records storage room, and furniture, and how the room should be orientated. Bids could be required for repairs and outfitting. Completing the project could take considerable time.

The consensus of the City Council was for each Councilmember bring a plan to discuss at the next meeting.

4. **No On-Street Parking:** Residents are reminded that there is no on-street parking within the City Limits between November 1st and April 1st between the hours of 2:00 AM and 6:00 AM so as not to impede or interfere with snow removal efforts (City Ordinance §70.06 (L)). Violators may receive a Civil Infraction ticket and could be towed.
5. **Christmas/New Year Holiday:** City Hall, police and DPW will be closed on Thursday and Friday - New Year’s Eve Day and New Year’s Day. A DPW employee will be on call.
6. **COVID-19:** The City continues to closely monitor the situation. No employees have exhibited symptoms to date. The City Hall office door is being locked during business hours due to the increase in infections within the community. 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.

ATTORNEY’S REPORT: City Attorney Gregory Stremers discussed the Water Restoration Act that was recently signed into state law.

TREASURER’S REPORT: None.

CLERK’S REPORT: City Clerk Rhonda Johnson stated that the County Clerk is discussing requiring all elections to be held at the City polling place. This would require any special school elections, held not as a part of a usual county election, to be held at the City polling place and would require the school district to pay any expenses associated with a special election.

MAYOR’S REPORT:

1. The Mayor reported that a gift basket was completed and given to the Sanilac County Historical Society as a contribution to their annual fund drive. Mayor Julie Miller expressed gratitude to all the businesses that were able to contribute to the Sanilac County Historical Society on behalf of the City of Brown City.
2. Some of the Christmas lights are out between the Veterans Memorial and George Street. The City Manager will have the DPW fix the lights.
3. The City is looking to hire a school crossing guard.

COMMITTEE REPORTS:

1. Building and Grounds (Mclvor) – None.
2. Personnel (Biel) – Committee met December 28th at 6:00 P.M. via ZOOM. The recommendations are as follows:
 1. To hire Stephanie Stimson full-time beginning January 1, 2021, with benefits and a starting wage of \$14.15 per hour.
 2. To not make COVID-19 vaccinations for City staff mandatory, but set a policy for those whose choose not to get the vaccine.

Motion by CM Lee, second by CM Navock, to hire Stephanie Stimson full-time beginning January 1, 2021, with benefits and a starting wage of \$14.15 per hour.

ROLL CALL VOTE: CM Biel – Yes, CM Mclvor – Yes, CM Lee – Yes, CM Navock – Yes, CM Jacobson – Yes, CM Robison – Yes. 6 Yes Votes, 0 No Votes, 0 Absent, 0 Abstaining. Motion carried.

3. Police / Fire Authority (Lee) – Police Lieutenant Emily Medaugh is still looking to hire full- and part-police officers.
4. Streets and Sidewalks (Navock) – None.
5. Tax and Finance (Jacobson) – None.
6. Water and Sewer (Robison) – None.

GENERAL CONCERNS OF THE COUNCIL:

Motion by CM Robison, second by Navock, to appoint Richard Lee to serve on the Board of Review for the one-year term which began December 14, 2020.

ROLL CALL VOTE: CM Biel – Yes, CM Mclvor – Yes, CM Lee – Yes, CM Navock – Yes, CM Jacobson – Yes, CM Robison – Yes. 6 Yes Votes, 0 No Votes, 0 Absent, 0 Abstaining. Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

CLOSED SESSION: None Scheduled.

ADJOURNMENT:

Motion by CM Jacobson, second by CM Lee, to adjourn the meeting at 7:49 p.m.

ROLL CALL VOTE: CM Robison – Yes, CM Biel – Yes, CM Mclvor – Yes, CM Lee – Yes, CM Navock – Yes, CM Jacobson – Yes. 6 Yes Votes, 0 No Votes, 0 Absent, 0 Abstaining. Motion carried.

Respectfully submitted,

Rhonda Johnson
City Clerk