

BROWN CITY COUNCIL PROCEEDINGS

February 17, 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, Christine Lee, Ross McIvor, Eugene Navock and Walter Robison; City Manager Clint Holmes, City Clerk Juanita Smith and City Attorney Gregory Stremers.

ABSENT: Patricia Jacobson

GUESTS: None.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Navock, second by CM McIvor, to accept the Regular Meeting Minutes of January 27, 2020 as presented.

PAY BILLS:

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

General - \$21,659.91 (9651-9679), Payroll - Payroll 1-15 to 1-28 was \$17,160.32 (9283-9299 plus EFT), .Payroll 1-29 to 2-11 was \$15,726.81 (9300-9318 plus EFT), Total Payroll - \$32,887.13, Major Street - \$110.54 (4021), Local Street - \$442.15 (4339), Water - \$387.30 (3168-3172), Arsenic Abatement - \$7.00 (1487) and Equipment - \$371.84 (1706-1707). Motion carried.

PERSONAL APPEARANCES: None Scheduled.

PUBLIC QUESTIONS & COMMENTS: None.

POLICE REPORT: Report reviewed. No questions or concerns.

UNFINISHED BUSINESS: None Scheduled.

PUBLIC HEARING: None Scheduled.

ORDINANCES: None Scheduled.

RESOLUTIONS: None Scheduled.

PETITIONS & COMMUNICATIONS:

1. 4221 Second Street: Install ~115' of 4' chain link to fence in the backyard.

Motion by CM Navock, second by CM McIvor, to approve the request for a building permit to install 115' of 4' tall chain link fence from the SE corner of the house south to the property line, then west, then north to the SW corner of the

house at 4221 Second Street. Motion carried. Owner of 4221 Second Street is to call Miss Dig before installing the fence.

MANAGER'S REPORT:

1. **City Utility Bills:** On February 11th, the City sent a letter to each utility customer explaining the proposed increases and notifying them of the Public Hearing scheduled for February 24th at 7:05 PM. The Public Hearing notice will be published in the Banner on February 17th and 24th, and will be posted on the City's webpage and on Channel 6.
2. **Agri-Valley Services:** The Mayor and staff met with representatives of AVS and Pigeon Telephone on January 30th to discuss bringing their fiber-optic broadband service to the City. While AVS stated that they supported extending their system to Brown City residents, they need to follow the same procedures they used in Peck and Deckerville to determine whether the market will support this large investment. They requested City support to help them make this determination. The first step is to send a survey to all Brown City households to determine the level of interest in this broadband service. To that end, the City provided the contact information, and AVS will produce and mail the survey. They asked that the City Council support this effort by asking residents to complete and return the survey and by acting on project permits as soon as possible after they are submitted.
3. **Database Management/Printing Services:** The City received the annual Agreement to Provide Database Management/Printing Services from Sanilac County Equalization. The rates for both Summer 2020 Billing and Winter 2020 Billing remain the same as last year; however, there will be an increase in admin support wages of 29¢ an hour. Recommend the City Council accept the Agreement and authorize the Mayor to sign on behalf of the City. Requires Motion.

Motion by CM Lee, second by CM Navock, to accept the Agreement for Database Management/Printing Services from Sanilac County Equalization and to authorize the Mayor to sign this agreement on behalf of the City. The rates for both Summer 2020 billing and Winter 2020 billing remain the same as last year but there will be an increase in administrative support wages of 29 cents an hour. Motion carried.

4. **Water Tower Assessment Report:** Utility Service Company, as part of the existing contract, conducted the annual inspection of the City water tower. All interior tank surfaces were inspected with a submersible remotely operated vehicle (ROV) to assess the overall coatings and structural conditions while allowing the tank to remain in-service. The ROV unit is strictly used for potable water use, and was disinfected consistent with AWWA C652-Method 2 prior to entry into the tank. The inspection focused on five areas: coating type & condition; safety; sanitary; security; and structural. No deficiencies were noted. The next inspection will probably be in September, 2020. A copy of the report is available for review at City Hall.

5. **Michigan Public Policy Survey:** The most recent survey, concerning local government's fiscal health, was recently released. A summary of the survey is enclosed. A copy of the 25-page survey is available for review at City Hall.
6. **Board of Review:** The Brown City Board of Review will meet March 9th and 10th. All tax payers in the City of Brown City are reminded that the Board will hear protests at City Hall on Monday, March 9 from 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM and on Tuesday, March 10 from 2:00 PM to 5:00 PM and 6:00 PM to 9:00 PM-. By City Council resolution, the Board of Review is authorized to act upon written request from all Brown City taxpayers who are unable to attend the meeting in person concerning their current property assessment. The Notice will appear on Channel 6 and three times in the *Banner*.
7. **MTTP Risk Reduction Grant:** The Brown City Police Department won a grant from the City's insurance carrier – Michigan Township Participating Plan - for \$1,200 toward the purchase of two Tasers and the associated equipment. This will allow the City's part-time officers to carry these non-lethal weapons as do the Department's full-time officers. Recommend the City Council accept the Agreement and authorize the Mayor to sign on behalf of the City. Requires Motion.

Motion by CM Lee, second by CM Biel, to accept the Agreement to purchase two Tasers and the associated equipment with the grant won from the City's insurance carrier – Michigan Township Participating Plan - for \$1,200. This agreement will allow the City's part-time officers to carry these non-lethal weapons as do the Department's full-time officers. Motion includes authorizing the Mayor to sign this Agreement on behalf of the City. Motion carried. Police Chief Ron Smith sends a big Thank You to the Councilmembers.

8. **Fireworks Permit:** The City received the permit application for the June 13th Brown City Days Fireworks. Recommend approving the permit and authorizing the Mayor to sign on behalf of the City. Requires Motion.

Motion by CM Lee, second by CM Mclvor, to approve the Brown City Days Fireworks permit for June 13th, 2020 and to authorize the Mayor to sign on behalf of the City. Motion carried.

9. **Reed Street Engineering RFP:** The City released the request for proposals (RFP) for the engineering associated with the replacement of the water main and curb stops on Reed Street. The RFPs were sent via email to various engineering firms throughout the state. Bids must be received by the City by March 5th so that the City Council can act on them at the regular March 9th meeting.
10. **Sanilac County Hazard Mitigation Plan:** The group met for a final time on Thursday, February 6th to conclude the County plan. The document will be forwarded to the Michigan State police for review then opened up for a 60-day public comment period. Once the final copy is approved by the Sanilac County Commissioners, Brown City and the other communities and townships will need to approve the plan by formal resolution to be eligible for federal pre-disaster funding. The final version must be delivered to FEMA by June 2020.

11. MDOT Mileage Certification: The City received the most recent MDOT mileage map for Act 51 Certification for 2020. No changes are required to the current map. The City certified and returned the original to MDOT to ensure continued road maintenance funding. Also, MDOT notified the City that the projected funding for street repair and renewal through Act 51 will be \$28,437 higher than in 2019 or about 19.88%.

12. Parking of Vehicles: Residents are reminded that there is no on-street parking within the City Limits between November 1st and April 1st. Violators may receive a Civil Infraction ticket and could be towed. This Ordinance will be especially enforced during snow events. Also, City Ordinance §152.172 (B)(6)(a) states: ...parking spaces shall not be located in the front yard setback or required front yard, except on paved access drives or driveways having access to a public street or alley.

ATTORNEY'S REPORT:

City Attorney Gregory Stremmer spoke of the potential Sewer and Water issues and lawsuits that may arise. He will be following this closely and checking on ways to avoid these problems.

TREASURER'S REPORT: None.

CLERK'S REPORT:

1. Approve Election Workers:

Motion by CM Navock, second by CM McIvor, to approve the Election Inspectors for the March 10 Primary Election. The Inspectors are: Bud Render, Ruth Render, Jaci Wedlake, Amy Smith, Tiffanie Bissett, Sarah Steigerwald, Chairman Stephanie Stimson, Nikki Sanchez, Myrt Kohn and Juanita Smith. The Receiving Board will be served by Jaci Wedlake and Sarah Steigerwald. Motion carried.

2. Close Library for March primary – March 10, 2020.

Motion by CM Lee, second by CM Biel, to close the Library on Tuesday, March 10, 2020 for the Primary Election. Motion carried.

3. Election Inspector and Chairman wages:

A Sanilac County Election Inspector Pay Survey was done on January 29, 2020. Brown City is one of the lowest paying jurisdictions at \$10.00 per hour for Inspectors and \$11.00 per hour for the Chairman.. The average rate for the County is \$11.26 for Inspectors and \$12.20 for the Chairman. I would like to suggest a pay rate of \$12.00 for Inspectors and \$13.00 for the Chairman. This would be approximately \$30.00 more per station for the day or \$180 for the day with an additional \$30.00 for the Chairman.

Motion by CM McIvor, second by CM Lee, to pay the Election Inspectors \$12.00 per hour and the Chairman is to be paid \$13.00 per hour for their election work. Motion carried.

City Clerk Juanita Smith wishes to thank the Councilmembers for the raise for our Election Inspectors and Chairman.

4. Myrt Kohn and I attended a mandatory review class in Sandusky on February 5th for the Clerk, Chairman and one other worker. Stephanie Stimson was on vacation so could not attend.
5. The Public Accuracy Test will be on Wednesday, February 26th at 5:00 p.m. This is open to the public and you are all invited to attend also.
6. The Election Inspector list went out to each inspector on January 30, 2020. A list of the workers was sent to the Chairs of the Democratic and Republican parties. We have received a conformation from each Chair that they received the list.
7. Permanent Absentee Ballot applications for the March Primary Election have been sent out and the applications returned requesting a ballot have had a ballot mailed out to them. At this time we have sent out 35 ballots with 18 being returned.

MAYOR'S REPORT:

The Mayor reported that Debbie Rickman from the Library board sold extra items from the old Tri-County Bank building that the Library purchased. An offer was made for the vault doors but at this time they are not selling them because the offer was extremely low. They will wait for a better offer.

The Library Board will hold an Open House/fundraiser on Saturday, February 29th. No time has been set for the Open House yet.

The Library Board is looking for Electricians, Plumbers, Dry Wallers, Flooring Specialists, Carpenters and Painters for renovations to the new library. If interested leave your name and phone number in a message to Debbie Rickman or Charles Mitchell in care of the Brown City Library and someone from the Library Board will get back to you.

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. CM Jacobson was absent.
6. Water and Sewer (Robison) – None.

GENERAL CONCERNS OF THE COUNCIL:

CM Mclvor asked about a pile of snow that was never picked up. City Manager Clint Holmes said he will have it taken care of tomorrow.

CM Biel reminded the Councilmembers of the pancake dinner tomorrow, February 18th at the Harrington Inn from 4 p.m. to 7 p.m. The proceeds from the dinner are to go to Marlette Hospital Hospice program.

PUBLIC QUESTIONS & COMMENTS: None.

CLOSED SESSION: None Scheduled.

ADJOURNMENT:

Motion by CM Lee, second by CM McIvor, to adjourn at 8:01 p.m. Motion carried.

Respectfully submitted,

Juanita M. Smith
City Clerk