

BROWN CITY COUNCIL PROCEEDINGS

March 9, 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 Mclvor, Eugene Navock and Walter Robison; City Manager Clint Holmes, City Clerk Juanita Smith and City Attorney Gregory Stremers.

ABSENT: None.

GUESTS: Charles Mitchell and Debbie Rickman from the Library Board, Barb Main and Jesse Klaska from Agri-Valley Services, Police Chief Ron Smith and Thior Robison.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: City Manager Clint Holmes stated that there would be two additions to the agenda. Those being Agri-Valley Services (AVS) and the Library Board.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Navock, second by CM Biel, to accept the Regular Meeting Minutes of February 24, 2020 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Lee, to pay the bills in the following funds: **General - \$27,808.01 (9684-9717), Payroll - \$15,389.18 (9319-9335 plus EFT), Major Street - \$1,491.36 (4022), Local Street - \$1,491.35 (4340), Sanitary Sewer - \$2,475.00 (3867), Water - \$17,187.82 (3176-3178), Arsenic Abatement - \$125.00 (1490) and Equipment - \$881.93 (1708 – 1710).** Motion carried.

PERSONAL APPEARANCES:

LIBRARY BOARD:

Charles Mitchell and Debbie Rickman from the Library Board updated the Council on the progress of the new Library building they purchased. Charles thanked the Councilmembers for their support. He said they had an Open House/Fund Raiser Saturday and it went well - they raised just under \$3000.00. They have had plans drawn up and the plans are in three stages. 1) Main Floor—cost \$330,000. 2) Elevator for access to the basement—cost about \$100,000 and the last stage would be to redo the basement at a cost of \$30,000.

The Library Board asked the Council to eliminate the fee (\$425.00) that they are now paying for City Hall monthly building rent so that they might apply it to the new library.

Motion by CM Lee, second by CM Robison, to reduce the rental fee of \$425.00 (four hundred twenty-five dollars) to \$0.00 (zero dollars) for one year. All other articles of the contract will remain as is. ROLL CALL VOTE: CM Lee – Yes, CM Navock – Yes, CM Jacobson – Yes, CM Robison – Yes, CM Biel – Yes, CM Mclvor – Yes. 6 Yes Votes, 0 No Votes, 0 Absent, 0 Abstaining. Motion carried.

AGRI-VALLEY SERVICES:

Barb Main and Jesse Klaska from Agri-Valley Services gave a quick overview of Agri-Valley Services. They are interested in bringing broad band fiber optics into Brown City. There are three stages to this process. 1) Planning stage, 2) Engineering state, 3) the actual construction stage. Before any of these can happen, a survey must be sent out to see if there is enough interest to warren a project of this size. Agri-Valley will send out the surveys to the citizens of Brown City but only after the Council looks at the survey and approves of it.

Motion by CM Mclvor, second by CM Lee, to approve the survey and have Agri-Valley Services mail out the survey to Brown City residents to see how many would be interested in acquiring this service. Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

POLICE REPORT: Report reviewed. No questions or concerns. Police Chief Ron Smith reported that the Tasers, subsidized by a \$1,200 grant from the City's insurance carrier, arrived and have been issued to trained and qualified Brown City police officers.

UNFINISHED BUSINESS: None Scheduled.

PUBLIC HEARING: None Scheduled.

ORDINANCES: None Scheduled.

RESOLUTIONS: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

MANAGER'S REPORT:

- 1. Brown City Utility Rates:** Updating utility rates annually is required by City Ordinance. However, the addition of the new Lead and Copper Rule (LCR) Fee must be approved by the City Council. The requirement for a Public Hearing was fulfilled at the last City Council meeting. Request motion to approve the \$10 LCR Fee.

Motion by CM Biel, second by CM Mclvor, to approve the \$10.00 LCR fee to be added to the monthly utility bills beginning April 1st until the project is completed. Motion carried.

Motion by Mclvor, second by CM Lee to establish a new fund at Tri-County Bank for the LCR money and to give authorization for the Mayor, Clerk, Treasure and Administrative Assistant to sign checks from that account. Motion carried.

- 2. Brown City Schools:** The inspection of the school's waste water system last year was incomplete because the camera could not fully access the two lines with check valves installed. The school requested that the check valves be removed so that the TV inspection could be completed and then re-installed. Unfortunately, removing the check valves would require their replacement with new ones. The school agreed to pay for one of the check valves if the City paid for the other and installed both. Cost for the new

check valves would be about \$2,210.90. If there is no objection from the City Council, plan to proceed with the school's request.

There was no objection from the City Councilmembers. Motion by CM Navock, second by CM Mclvor to proceed with the school's request to pay for one of the check valves and to pay for the installation of both required check valves. The cost for both check valves will be about \$2,210.90. Motion carried.

- 3. 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 on January 28th. Only one bid was received by the deadline on March 5th. That bid was for \$48,000. How does the City Council wish to proceed?

Motion by CM Mclvor, second by CM Lee, to hire Spicer Group at a cost of \$48,000 for the engineering associated with the replacement of the water main and curb stops on Reed Street. Motion carried.

- 4. City Budget:** The final amendment to the 2019-2020 Budget and 2020-2021 Budget must be approved by the City Council not later than the March 23rd meeting. The Tax and Finance Committee is scheduled to meet on March 16th at 6 PM to review the two documents and prepare recommendations for the City Council.

The meeting that was scheduled for March 16th has been changed to March 19th at 6:00 p.m.

- 5. Brown City DPW:** The signs at the corner of St Marys and Fourth Streets were installed on Wednesday, February 26th to make the intersection a four-way stop. The DPW also continues to apply cold asphalt-patch to streets throughout the community.
- 6. City Liability Insurance:** Staff met with a representative of the City's insurance carrier – Michigan Township Participating Plan – on February 25th to discuss the City's coverage. Vehicle, personnel and property lists were updated. The estimate for the cost of insurance for 2020 should be available prior to the Tax and Finance Committee meeting on March 16th.
- 7. Freedom of Information Act (FOIA):** The City received and responded to two FOIA requests: SmartProcure requested "any and all purchasing records from December 4, 2019 to current." They had made the same request for purchasing records last December, and the information was provided at that time too. Also, quadient.com requested "a copy of the lease, rental, or purchase agreement for the postage and mailing equipment used at your facility." The information was gathered and forwarded for both via email. The City received notice that the requests have been closed.
- 8. Blight and Junk Car Notices:** The City sent out another round of blight (10) and junk car (8) letters. Property owners must meet ordinance requirements by March 23rd or they will be ticketed and possibly charged to have the City contract the work to be completed.

- 9. Building Condemnation:** After an email and two telephone calls, the Sanilac County Building Department responded with the following information, “In order for me to come out and do an inspection you need to get a search warrant. The search warrant is so that a police officer will go in and make sure that the house is secure for us to go in. Once you get the search warrant you will come in and pull a special inspection permit. Once you get the permit we would schedule a time frame to meet out there and do our inspection. If I deem the building unsafe and it needs to be fixed or tore down. It is all in your hands from there. Usually the city ends up paying for the removal of the building in the end.” The cost of the permit is \$150. How does the City Council wish to proceed?

The City Council okayed the cost of the permit at \$150.00. No formal motion is required at this time.

- 10. Comcast Optic Cable Installation:** The City was contacted by COMCAST concerning the requirements to install additional fiber optic cable in specific areas within the City Limits. A questionnaire concerning permits, procedures, special requirements, contacts and street rights-of way, along with annotated photos of where the work is expected to take place, was submitted. The City responded with answers and expects a permit application for City Council review and action this summer.
- 11. Police Car Repairs:** The new Ford police car had a “check engine” light. The car was taken to Tubbs Brothers in Sandusky on March 3rd which resulted in \$553.91 in repairs (coil assembly – ignition, *et cetera*). The car was returned to duty the next day. Discussion with other area police departments using the same type of Ford vehicle revealed a wealth of continuing problems. The City’s old police car is due for replacement this year. The City may wish to look for an alternative to this brand.
- 12. COVID-19:** The City continues to closely monitor the situation. An email was sent to the Sanilac County Emergency Manager concerning the state of planning and availability of equipment in the event that COVID-19 affects the local area. The City received a response from the Sanilac County Health Department which is the lead agency. Also, available is the most recent copy of the CDC’s Morbidity and Mortality Weekly Report, as well as notices from the Michigan Governor’s Office and MML for your review.
- 13. National Highway Maintenance System:** The City received the contract from the National Highway Maintenance System for use of the road crack sealing machine. As previously, if the City purchases the crack sealant material from them, there is no cost for use of the machine. Cost of the materials will be about \$5,200.

The consensus of the City Council was to make the purchase and continue with the City street crack sealant program.

ATTORNEY’S REPORT:

City Attorney Gregory Stremers spoke about the Agri-Valley grants that were discussed. He gave several different places to check for grants for this project. Attorney Stremers also talked about the house the City is considering having condemned. He said the Police Chief could write up the request for an administrative warrant.

TREASURER’S REPORT: None.

CLERK’S REPORT:

The Presidential Primary Election is tomorrow, March 10, 2020 from 7:00 a.m. to 8:00 p.m.

The Public Accuracy Tests went very smoothly with three Inspectors attending. There have been 60 AV ballots sent out. Nine have yet to be returned.

MAYOR’S REPORT:

1. **Semi-Annual City Manager Evaluation** – Please return forms at or before the next City Council meeting on March 23rd.

Mayor Miller asked why we need to get permission from M.A.C. and Llink each year to use the road for the Festival Days burn-out. Is it just courtesy? City Manager said, “Yes, partly courtesy”, and also to make sure they were not going to be using the road on that day.

COMMITTEE REPORTS:

1. Building and Grounds (McIvor) – None.
2. Personnel (Biel) – Committee Meeting – March 9 at 6 PM recommendations: Chairman Biel said the recommendations for salary raises would go into effect and that these raises would be incorporated into the new budget for next year.
3. Police / Fire Authority (Lee) – The Fire Authority met on Tuesday and things are going well. There are 19 firemen.
4. Streets and Sidewalks (Navock) –None.
5. Tax and Finance (Jacobson) – Committee meeting rescheduled from March 16th to March 19th at 6 PM.
6. Water and Sewer (Robison) – None.

GENERAL CONCERNS OF THE COUNCIL:

CM Biel asked, “When are we going to start street sweeping”? City Manager Clint Holmes replied that we usually do it the week before the Festival. “We usually rent the machine from Marlette that week”, he said. Manager Holmes said he would talk to Phil Bartle, our DPT foreman, about doing an extra sweep soon.

CM Biel also asked if the sewer replacement project north of east Main Street would proceed this year. The City Manager Clint Holmes stated he was coordinating with the contractor about it.

PUBLIC QUESTIONS & COMMENTS: None.

CLOSED SESSION: None Scheduled.

ADJOURNMENT:

Motion by CM Lee, second by CM Jacobson, to adjourn at 8:20 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk