

BROWN CITY COUNCIL PROCEEDINGS

JULY 27, 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: Mr. Ryan King of King & King CPAs LLC, Police Officer Adam Stracenrider.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Navock, second by CM Mclvor, to accept the Regular Meeting Minutes of July 13, 2020 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Lee, to pay the bills in the following funds: **General - \$7,717.65 (9917 – 9931), Payroll - \$17,037.27 (9503 – 9524 plus EFT), Major Street - \$621.00 (4032 – 4033), Local Street - \$684.00 (4345), Sanitary Sewer - \$4,033.33 (3903 – 3907), Water - \$109,997.19 (3232 – 3239), Arsenic Abatement - \$30,036.00 (1512 – 1513), Storm Sewer - \$60.00 (1313) and Lead & Copper - \$22,000.00 (101). Motion carried.**

DPW REPORT: Report reviewed. No questions or concerns.

PERSONAL APPEARANCES:

1. **King & King CPAs:** 2019/2020 Annual Audit Results.

Mr. Ryan King of King & King CPAs LLC provided an Overview of the City Finances from the Annual City Audit Review. The audit went well and the City apparently has a healthy fund balance. Mr. King reviewed the Overall Fund Rating report with the City Council.

Motion by CM Lee, second by CM Mclvor, to approve the audit from King & King CPAs LLC. Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

UNFINISHED BUSINESS: None Scheduled.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS (pink):

1. **7167 Lincoln Street:** Install a 12' X 16' shed in the rear of the property for storing firewood.

Motion by CM Mclvor, second by CM Lee, to approve the request for a building permit to install a 12' x 16' shed in the rear of the property at 7167 Lincoln Street for the purpose of storing firewood. The new wood shed will have a dirt floor and no electricity. The new wood shed must meet all Appendix K requirements. The owner of 7167 Lincoln Street must contact Miss Dig prior to breaking ground. Motion carried.

2. **4020 Main Street:** Replace about 60' of existing fence on the west and north sides of the backyard.

Motion by CM Lee, second by CM Mclvor, to approve the request for a building permit to replace approximately 60' of existing fence on the west and north sides of the backyard at 4020 Main Street. Motion carried.

MANAGER'S REPORT:

1. **Reed Street Water Main Replacement:** Murray Underground Systems of Port Huron completed the water main replacement project. Spicer has completed their final inspection and recommends that the City close out the project. Two change orders were received for the project: 1) the installation of a mechanical connection rather than the hot tap at Main Street because the main was not the same size as shown on the original City records; and 2) additional cost associated with traffic control signage. Even with these two change orders, the final cost of the project was below the original estimate. This completes the City's 2020 Lead and Copper Rule Project.

Motion by CM Mclvor, second by CM Biel, to pay the remaining balance of \$16,767.37 (Sixteen Thousand Seven Hundred Sixty-Seven Dollars and Thirty-Seven Cents) due to Murray Underground Systems of Port Huron to close out the Reed Street Water project.

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.

2. **M-90 Reconstruction:** Work has begun with pavement marking and replacement of corner sidewalk ramps. MDOT's estimate for the cost of work to be completed within the City Limits is about \$410,000. The City has not received an updated construction schedule or learned when the contractor for the railroad crossing will begin work.
3. **Sewer Projects:** Spicer Engineering will begin removing the flow meters installed in the City's sewer system during the week of July 27th. Once the data is reviewed, a report will be presented to the City. This report should provide a starting point for: Identifying sections of sewer main that may require replacement, *id est* north of East

Main Street; Determining what measures should be taken regarding the Maple Valley Lift Station; and associated costs.

- 4. Maple Valley Lift Station:** The City is required to regularly report to the state the number of gallons of effluent pumped to the lagoons on a daily basis. The meter that provides this information is essentially non-functional. The City contacted Kerr Pump of Dexter to determine the type and cost of repairs. If just a simple meter change out is required, and it is not cost prohibitive, the City will replace the meter. If extensive changes to the lift station are required, recommend the City delay repairs until the report from Spicer (see #3 above) can be analyzed.
- 5. Brown City Water System:** Because of discrepancies in water pumping rates from the City's two wells, Utility Services was contacted to test our *supervisory control and data acquisition* system (SCADA). The SCADA system is used to monitor and control the pumps, water tower and pressure system. This evaluation should be completed within the next couple weeks.
- 6. Freedom of Information Act (FOIA):** The City received and responded to a FOIA request from Covius, in Spokane Valley, Washington, concerning contact, dates and payment information for City collected taxes. The information was gathered by the City Treasurer and forwarded via email. The City received notice that the request had been closed.
- 7. Michigan Public Policy Survey:** The most recent survey, concerning local leaders' evaluations of Michigan's direction and Governor's performance during the COVID-19 pandemic's arrival was recently released. A summary of the survey (yellow) is enclosed. A copy of the 14-page survey is available for review at City Hall.
- 8. Junk Car and Blight Letters:** The City sent out two letters (covering a total of 6 vehicles) requiring that owners either license and/or repair vehicles on their property or remove them. The City also sent out eleven letters telling residents that their lawn has exceeded the maximum height of 8" and informed them the grass had to be mowed, and weeds cleared, by July 31st.
- 9. Dollar General:** The City sent a "Notice of Violation" to Dollar General on June 30th following several citizen complaints and inspection by the Brown City Police Chief, for violation of City Ordinance 91.07 (F) Refuse. Since Dollar General never responded to the notice, a citation was delivered to the store. This resulted in determining that the blighted area belongs to Ben's Supercenter. A blight notice was sent to James Zyrowski.
- 10. COVID-19:** The City continues to closely monitor the situation. No employees have exhibited symptoms. We are still emphasizing use of mail, email, the utility payment drop box and telephone for conducting business. City Hall is open to the public, but masks should be worn and no more than one customer at a time should be in City Hall.

ATTORNEY'S REPORT:

City Attorney Gregory Stremers was prepared to speak about the Hogtown Run and the safety measures that needed to take place due to COVID-19. However, as the Hogtown Run has been cancelled he did not address this issue.

TREASURER'S REPORT: None.

CLERK'S REPORT:

1. Nominating Petitions were due back to City Hall by July 21st at 4 PM.

All Nominating Petitions were turned in by July 20th and the signatures reviewed by the City Clerk. The candidate names were sent to the County Clerk to be placed on the November 3rd ballot.

2. Public Accuracy Test will be Tuesday, July 28th at 5 PM.

The Public Accuracy Test will be conducted on Tuesday, July 28th at 5 p.m. at the City Hall. All are welcome to attend.

3. Clerks meeting in Sandusky on Thursday, July 30th at 5:30 PM.

The County Clerks meeting will be held on Thursday, July 30th at 5:30 p.m. at the Sandusky Park Pavilion.

4. Absentee Ballots requests to be sent by mail must be received by Friday, July 31st at 5 PM.

The last day electors may apply for an AV ballot and have us send it to them by mail is at 5:00 p.m. on July 31st. After the 31st of July they must request it in person and return it in person. All AV ballots may be turned in until 8:00 p.m. on August 4th, Election Day.

5. To date we have mailed out 146 AV ballots and have 87 returned.

6. We have received the thermometer and alcohol wipes that we ordered but the PPE that the state was sending to each polling place has not arrived to our County Clerk yet. She has received one order out of the thirty-one that she should have received and is trying to find where the other missing thirty kits are. Hopefully they will arrive before our County Clerks meeting so they can be distributed to each clerk at that time.

MAYOR'S REPORT:

1. Hogtown Motorcycle Run: **The Hogtown Motorcycle Run has been cancelled for this year.**

2. Mayor Julie Miller requested that City Manager Clint Holmes ask the workers from both Frontier and Comcast to please knock on the homeowners doors before wandering around their yards to let them know what they are doing on their property.

3. Mayor Miller had papers that she thought possibly should be included in with the tax papers citizens receive. She asked the Councilmembers to think about it and be prepared to discuss it at the next Council Meeting.

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 Lee said that there is going to be a ground breaking ceremony tomorrow in Fort Gratiot. It is a Sunrise Program for All-Inclusive Care to the Elderly. It is called the PACE program from the Region 7 Agency on Aging.

CM McIvor asked about the sewer line that is located north of east Main Street. City Manager Clint Holmes said the City was waiting for the results of the flow test and the recommendations from Spicer Engineering before proceeding with this project.

PUBLIC QUESTIONS & COMMENTS: None.

CLOSED SESSION: None Scheduled.

ADJOURNMENT:

Motion by CM Lee, second by CM Jacobson, to adjourn the meeting at 7:41 p.m.
Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk