

BROWN CITY COUNCIL PROCEEDINGS DECEMBER 14, 2020

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

OATH OF OFFICE (6:55 PM):

1. Councilmembers Stacy Biel, Patricia Jacobson, Christine Lee, Eugene Navock, Ross Mclvor, and Walter Robison.

Mayor Julie P. Miller administered the Oath of Office to Councilmembers Stacy Biel, Patricia Jacobson, Christine Lee, Eugene Navock, Ross Mclvor, and Walter Robison.

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

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.

ABSENT: None.

GUESTS: Police Lieutenant Emily Medaugh, Charles R. Mitchell, Rhonda Johnson.

The City Council reviewed two applications from individuals seeking appointment to complete the term for City Clerk ending in December 2022.

Motion by CM Mclvor, second by CM Navock, to appoint Rhonda Johnson TO THE POSITION OF City Clerk to complete the term ending December 2022.

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.

Account Access: With the change in administration, additional bank signature cards for City Accounts must be updated. Recommend the City Council approve a motion to authorize Mayor Julie P. Miller, Treasurer Tiffanie Bissett, Clerk Rhonda Johnson, and Administrative Assistant David R. Van Cura to sign checks; and to create, modify or dissolve accounts if necessary for the following accounts:

Exchange State Bank:	Sewer, Retirement, and Veterans Reserve.
Tri County Bank:	General, Payroll, Major Street, Local Street, Sewer, Storm Sewer, Water, Arsenic Abatement, Lead and Copper, Equipment, and Investment Funds.

Motion by CM Lee, second by CM Jacobson, to authorize Mayor Julie P. Miller, Treasurer Tiffanie Bissett, Clerk Rhonda Johnson, and Administrative Assistant David R. VanCura to sign checks on the City accounts, and to create, modify or dissolve accounts if necessary for the following accounts:

Exchange State Bank:	Sewer, Retirement, and Veterans Reserve.
Tri County Bank:	General, Payroll, Major Street, Local Street, Sewer, Storm Sewer, Water, Arsenic

Abatement, Equipment, and Investment Funds.

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

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:

There will be two additional items under the Manager's Report reported City Manager Clint Holmes.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Navock, second by CM Mclvor, to accept the Regular Meeting Minutes of November 23, 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 - \$18,732.25** (10138-10163), **Payroll - \$12,079.37** (9680-9692 plus EFT), **Major Streets - \$1,973.75** (4043-4044), **Local Streets - \$1,973.75** (4350-4351), **Sanitary Sewer - \$1,842.58** (3939-3942), **Water - \$287.00** (3289-3290), **Arsenic Abatement – \$356.75** (1530-1533) and **Equipment - \$590.73** (1741-1743).

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.

POLICE REPORT: Report reviewed. Lieutenant Medaugh reported that the Ford Police Interceptor had some repair work completed; the Crown Victoria needs a repair done on a tire; and she continues to evaluate applications for full- and part-time police officers.

PERSONAL APPEARANCES:

1. Dr. Charles R. Mitchell - President, Brown City Library Board: Admin services. Dr. Charles R. Mitchell requested that the City continue to provide payroll and workers compensation insurance support until the library completes the move and becomes a District Library.

Motion by CM Lee, second by CM Navock, to continue to provide payroll and workers compensation insurance support on a reimbursement basis until the library completes their move and becomes a District Library..

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.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

1. **Resolution 20-09:** City Council Rules and Order of Business. This policy is required by Michigan State Law if the City Council wishes to continue with remote meetings past December 31, 2020.

Motion by CM Lee, second by CM Mclvor, to adopt Resolution 20-09: City Rules and Order of Business to allow the City Council to continue to meet virtually beyond the end of 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.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

MANAGER’S REPORT:

1. **Sewer / Lift Station Project:** The City was contacted by USDA-RD and informed that we had to have a Conflict of Interest Policy included with the grant application. The City addresses conflict of interest in both the City Charter and Personnel Policy Manual; however, USDA-RD requires a higher level of detail. The draft policy and Certification Letter were forwarded to USDA-RD for review. The proposed policy meets their requirements. Recommend that the City Council adopt the City of Brown City Conflict of Interest Policy and authorize the Mayor to sign the Certification Letter. Requires Motion.

Motion by CM Lee, second by CM Robison, to adopt the City of Brown City Conflict of Interest Policy and authorize the Mayor to sign the Certification Letter.

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.

2. **Reed Street:** Spicer forwarded their proposal for the design and construction administration for the Reed Street road restoration from Maple Street to M-90 and to produce the Request for Proposals for contractors. Recommend the City Council authorize the Mayor to sign the agreement. Requires Motion.

Motion by CM Navock, second by CM Mclvor, to authorize the Mayor to sign the agreement with Spicer for the design and construction administration of Reed Street.

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. **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. The City met with Spicer on December 11th to discuss the details of the application and the information required for completion of the form. The draft application and letter of intent should be ready for approval and signature at the next City Council meeting on December 28th. The application must be received by EGLE prior to January 1st.

4. **City Bookkeeper:** The City’s bookkeeper, Sue Martinez, has announced that she plans to retire as soon as her replacement is trained. Current employee Stephanie Stimson has agreed to add this responsibility to her existing duties. Once training is complete, recommend promoting her to full-time. Does the Personnel Committee wish to meet to determine pay and benefits for this position?

The Personnel Committee will meet at 6:30 PM on Monday, December 28th to develop hire, pay and benefits recommendations to the City Council.

5. **Board of Review:** A meeting of the Brown City December Board of Review will be held on December 15, 2020, at 10 AM, to correct any mutual mistakes of fact or clerical errors and to consider Poverty Exemptions and Principal Residence Exemptions under the General Property Tax Act P.A. 206 of 1893 amended July 2002, MCL 211.5.a, b, and d.
6. **Police Car Repairs:** The new Ford police car had a “check engine” light. The car was taken to Tubbs Brothers in Sandusky on December 1st which resulted in \$318.65 in repairs (oxygen sensor). They also completed some recall work and replaced another defective part but that work was covered by the warranty. The car was returned to duty on December 10th.
7. **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.
8. **Public Notices:** The Brown City Cemetery Board held a special meeting on December 7th. Discussed was the hiring of a Cemetery Sexton and the associated job description and advertisement. The notice for Cemetery Sexton (lavender) will be published in the Sanilac County News and Brown City Banner on December 16th and 30th. The job description and application form are available at City Hall. Applications are due January 4th and the Cemetery Board will meet the next day at 9 AM to evaluate them.
9. **Christmas Street Decorations:** The City’s old Main Street decorations are still stacked in the east DPW Garage. The Village of Peck has expressed interest in acquiring or possibly purchasing the 25 we have stored. Would the City Council consider selling these items and at what cost per unit?

City will research the estimated value of the decorations and negotiate with the Village of Peck concerning a potential purchase.

10. **Christmas/New Year Holiday:** City Hall, police and DPW will be closed on Christmas Eve Day, Christmas Day, New Year’s Eve Day and New Year’s Day, which fall on Thursdays and Fridays this season. A DPW employee will be on call. The employees of the City of Brown City want to thank the Mayor and City Council for the time off and wish them a very Merry Christmas and a Happy New Year.
11. **COVID-19 Vaccination Plans:** The Michigan Health Department held a webinar on Tuesday, December 8th to explain the vaccination schedule. The process is being divided into three parts: Phase I, II and III. Phase I consists of three parts: I.a. Healthcare workers and Local Health Departments; I.b. First Responders and those workers designated as critical; I.c. Residents of Long Term Care Facilities and those 65 and over. Phase II are for individuals considered essential personnel including grocery and food distribution workers, healthcare workers not immunized during Phase I, high risk populations, and other critical populations. Phase III is everyone else. All three phases will be driven by the availability of vaccine and ultra-low temperature storage capabilities. Vaccinations are expected to begin within the next two weeks.
12. **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.
13. **Belview Drive Lift Station:** One of the two pumps at the Belview Lift Station failed, and the second pump was not shutting off properly. This was discovered by the DPW Supervisor while checking pumps on December 13th. Kerr Pump was notified and had a crew in Brown City the next morning. The City’s spare pump was installed and the water level detector was reset. The pump that was removed is being evaluated for rebuild or, if required, replacement. The Thelman Street Lift Station was evaluated at the same time. Both lift stations are fully operational.
14. **ArchiveSocial:** This company will record and store a copy of the City’s entire Facebook page including comments and subsequently deleted information. This is so that information is available in the event of a FOIA Request. The detailed information concerning this product was provided to the City Council for review. How does the City Council wish to proceed?

Consensus of the City Council was to remove the “Comments” option from the City’s Facebook page.

ATTORNEY’S REPORT: City Attorney Gregory Stremers stated that removing “Comments” from the City’s Facebook page was a good choice.

TREASURER’S REPORT: None.

CLERK’S REPORT: None.

MAYOR’S REPORT:

1. Board and Commission Appointments:
 - a. Planning Commission (term expiring 12-31-23): Robert Jacobson, Todd Vandewarker, Ross Mclvor.
 - b. DDA (term expiring 12-31-2024): Christine Lee.
 - c. BC Evergreen Cemetery (term expiring 12-31-2025): Karen Burgess.
 - d. Election Commission (term expiring 12-31-2022): David R. VanCura.
 - e. Board of Review (term expiring 2022): Ron Campbell and Joe Murray.
 - f. Brown City Area Fire Authority: Christine Lee.

Motion by CM Navock, second by CM Biel, to appoint the following individuals for the terms listed: Planning Commission (term expiring 12-31-23): Robert Jacobson, Todd Vandewarker, Ross Mclvor; DDA (term expiring 12-31-2024): Christine Lee; BC Evergreen Cemetery (term expiring 12-31-2025): Karen Burgess; Election Commission (term expiring 12-31-2022): David R. VanCura; Board of Review (term expiring 2022): Ron Campbell and Joe Murray; Brown City Area Fire Authority: Christine Lee.

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.

2. Need fill open positions on both the Board of Review and Planning Commission. Let me know if you have any recommendations.
3. Jamie Daws is working on getting the gift basket completed and given to the Sanilac County Historical Society.
4. There is a streetlight out at the corner of Main Street and Cade Road; also some of the Christmas Lights are not working.
5. The Mayor reported she had received correspondence requesting nominations for Clerk of the Year and the distribution of religious material.
6. The Mayor congratulated the City Council on their reelection.

COMMITTEE REPORTS:

1. Building and Grounds (Mclvor) – None.
2. Personnel (Biel) – Committee meeting scheduled for December 28th at 6:30 P.M.
3. Police / Fire Authority (Lee) – None.
4. Streets and Sidewalks (Navock) – None.
5. Tax and Finance (Jacobson) – Absent..
6. Water and Sewer (Robison) – None.

GENERAL CONCERNS OF THE COUNCIL:

1. Councilmember Biel: Need to repair potholes forming on the south side of East Main Street. City Manager will task the DPW.
2. Councilmember Robison: What is the status of the proposed Park Ordinance. Mayor Miller stated that it would be presented to the City Council at the next meeting.

PUBLIC QUESTIONS & COMMENTS: None.

CLOSED SESSION: None Scheduled.

ADJOURNMENT:

Motion by CM Lee, second by CM Jacobson, to adjourn the meeting at 7:58 p.m. **ROLL CALL VOTE: CM Robison – Yes, CM Biel – Yes, CM McIvor – 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