

BROWN CITY COUNCIL PROCEEDINGS
SEPTEMBER 13, 2021

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 McIvor, Eugene Navock, and Walter Robison; City Attorney Gregory Stremers, City Manager Clint Holmes, City Clerk Rhonda Johnson, Lieutenant Emily Medaugh.

ABSENT: None.

GUESTS: Robert Jacobson and Larry Steigerwald.

PLEDGE OF ALLEGIANCE LED BY MAYOR JULIE MILLER.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: One addition to Petitions and Communications.

**CORRECTION & APPROVAL OF MINUTES:
MOTION BY CM NAVOCK, SECOND BY CM BIEL, TO APPROVE THE MINUTES OF AUGUST 23, 2021, AS WRITTEN.
MOTION CARRIED.**

**PAY BILLS:
MOTION BY CM JACOBSON; SECOND BY CM LEE, TO PAY BILLS IN THE FOLLOWING FUNDS: General - \$20,992.90 (10521 - 10554), Payroll - \$28,090.47 (9951 - 9975 includes EFT), Major Streets – \$780.00 (4069 - 4071), Local Streets - \$675.00 (4372), Sewer - \$6,544.00 (3991 - 3994), Water - \$90,948.70 (3385 - 3396), Arsenic Abatement - \$16.21 (1564), Storm Sewer - \$357.69 (1335), Equipment - \$98.01 (1776).
MOTION CARRIED.**

PERSONAL APPEARANCES: None scheduled.

PUBLIC QUESTIONS & COMMENTS:

1. Larry Steigerwald said a dumpster across from his house had not been emptied and a neighbor’s shed was against city ordinance.

POLICE REPORT: Lieutenant Medaugh reported that police calls have gone up to 5-6 calls per night.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None.

ORDINANCES: None.

RESOLUTIONS: None.**PETITIONS & COMMUNICATIONS:**

1. **6897 Walter Street** – request for building permit for 14'x15' porch addition. Motion by CM Mclvor, second by CM Navock, to approve the permit for 14' x 15' porch addition at 6897 Walter Street. Motion Carried.
2. **3989 West Burns Line Road** – request a permit to install underground fiber-optic cable. Motion by Cm Biel, second by CM Robison to approve permit to install approximately 65 feet of underground fiber-optic cable at 3989 West Burnsline Road. Motion Carried.

MANAGER'S REPORT:

1. **ARPA CLFRF NEU Request:** The American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Fund (CLFRF) Non-Entitlement Unit of Local Government (NEU) Request documents were submitted by the City on July 8th. This application package is mandatory in order to gain access to Brown City's share of these federal funds. The City was notified on September 3rd that the application was accepted as complete and approved. We are being awarded \$130,836, with half (\$65,418) to be paid by the end of September 2021 and the other half in September/October 2022. The City Council has assigned these funds to meeting the requirements of the Lead and Copper Rule (infrastructure enhancement).
2. **DWAM Project:** Phase I of the project to identify what type of pipe is being used to supply water to the homes in Brown City is complete. For Phase II, the City has only received about 60 pictures from residents of their inside water supply pipe. The \$5 discount for providing a usable picture will be deducted from their October utility bills.
3. **Knox Disposal Contract Renewal:** The three-year contract with Knox Disposal is due to expire on September 30th. Coordination with Knox revealed that the wording of the current contract is agreeable but that they request an increase \$1 per account per month. This will raise the fee from \$9.50 to \$10.50 per month, and is the first increase since 2018. Recommend the City Council authorize the Mayor and City Clerk to sign the new contract on behalf of the City.

MOTION BY CM LEE, SECOND BY JACOBSON, TO AUTHORIZE MAYOR AND CITY CLERK TO SIGN THE CONTRACT WITH KNOX INCLUDING A RATE INCREASE OF \$1 PER MONTH; AND FOR THE CITY TO BEGIN THE RATE INCREASE IN APRIL WITH AN ADDITIONAL FIFTY CENTS THAT WILL COVER CLEAN-UP DAY; THE CITY WILL COVER THE RATE INCREASE FROM OCTOBER TO APRIL.

ROLL CALL VOTE: CM NAVOCK - YES, CM ROBISON - YES, CM MCIVOR - YES, CM BIEL - YES, CM LEE - YES, CM JACOBSON -YES. YAYS - 6, NAYS - 0, ABSTAINING - 0, ABSENT -0. MOTION CARRIED.

4. **James Street Railroad Crossing / Maple Valley Road & M-90:** The City is working with PK Contracting to get the appropriate pavement markings installed north and south of the railroad tracks at James and Main Street. Additional work will include a white stop strip at Maple Valley and M-90. The estimate for the work is \$1,315. The City told PK Contracting to proceed with the project and they will contact the City when the work is scheduled.
5. **Reed Street:** Astec Asphalt is requesting their final payment for Reed Street (\$20,752.46). There is a final walkthrough by Astec, Spicer and City staff scheduled for this week to ensure the landscaping is uniform and the grass is growing well before making the final payment.
6. **Third Street:** Astec Asphalt agreed to resurface Third Street at an estimated cost of \$21,800 for the short block. As of September 13th, the work has not yet been scheduled. The company will give the City at least a week's notice so that letters can be sent to the four households that have driveways on this section of Third Street.

7. **Freedom of Information Act:** The City received a FOIA request from True North Law for election documents. A ten-day extension was requested: “Due to the extensive nature of the request, determining how much of the requested materials are available for complying with your request, identifying how much time it will take to compile the materials, and the estimating costs associated with this request.” True North was told that the estimated cost would be about \$86. They sent a check and the information was forwarded to them closing the request.
8. **Hydrant Flushing:** The City of Brown City Department of Public Works plans to flush fire hydrants September 20-24. This will be done in conjunction with Spicer testing certain hydrants for pressure and flow as part of the SEARCH Grant. Hydrant flushing will usually take place during the day. Residents may notice some discoloration in the water during this process. Residents are advised not to wash white or light colored clothes during this period. The notice will be published in the Brown City Banner again on September 15th.
9. **City Webpage:** The City contracted with Shumaker Technology Group (STG), the company I.T. Right sold their webhosting division to, and which now hosts the City’s website, to update our web presence. The webpage mock-up was made available at the August 23rd City Council meeting. Are there any recommended changes, additions or recommendations from the City Council?
10. **Utility Software:** El Dorado, the company that produced our utility software, has a module that would allow customers to receive utility ebilling and make ePayments either with a credit card or by iCheck. The cost for this software would be a one-time fee of \$375 plus about \$59.95 per month. Credit card (3.5%) and iCheck (\$2.95) fees would be paid by the customer. The setup fee would cover installation and training. Discussion with El Dorado revealed that there is no way to add an additional fee to cover the City’s costs for this program. Also, the City cannot add an across the board utility bill increase to cover this cost; however, it could be covered by general revenues.

Consensus of Council was to leave utility billing as is.

ATTORNEY’S REPORT: City Attorney Stremers reported that a letter was sent to the carnival company. There has not been any response.

TREASURER’S REPORT: None.

CLERK’S REPORT: None.

MAYOR’S REPORT:

1. A volunteer work crew painted benches and picnic tables in the park.

COMMITTEE REPORTS:

1. Building and Grounds (Mclvor) – Nothing.
2. Personnel (Biel) – Nothing.
3. Police / Fire Authority (Lee) – Fire Authority met last week, all is going well.
4. Streets and Sidewalks (Navock) – Nothing.
5. Tax and Finance (Jacobson) – Nothing.
6. Water and Sewer (Robison) – Nothing.

GENERAL CONCERNS OF THE COUNCIL:

Discussion of branches needing trimming in Pepper Park. Discussion of collapsed roof and sink hole at water shut off at the church at Main and John Streets. Discussion of ordinance violations. Discussion of a need for police presence in town. Police Committee meeting scheduled for 6:00 pm Tuesday, September 14, 2021 to be posted immediately after this council meeting.

PUBLIC QUESTIONS & COMMENTS:

1. Larry Steigerwald asked if the water at the school is tested by the city. Mayor said that the school building is separate from the City, and that the recent school water issue was found to be the result of the state testing faucets that had not been used over the summer and is fine now.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

MOTION BY CM LEE, SECOND BY CM JACOBSON, TO ADJOURN THE SEPTEMBER 13, 2021, MEETING OF THE CITY COUNCIL AT 7:41 P.M. MOTION CARRIED.

Respectfully submitted,

Rhonda Johnson
City Clerk