

**BROWN CITY COUNCIL PROCEEDINGS**  
**JANUARY 11, 2021**

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

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MEETING CALLED TO ORDER VIA ZOOM 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 Manager Clint Holmes, City Attorney Gregory Stremers, City Clerk Rhonda Johnson.

ABSENT: None.

GUESTS: Jamie Bird, BC Police Lt. Emily Medaugh, Kevin Miller, George Morse, Louis Martus, Sean Hagey, Jamie Daws, Kevin Burke (7:30 PM).

**ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.**

**CORRECTION & APPROVAL OF MINUTES:**

1. Regular Meeting of December 28, 2020.

**MOTION BY CM NAVOCK, SECOND BY CM BIEL, TO APPROVE THE MINUTES OF DECEMBER 28, 2020 AS WRITTEN.**

**ROLL CALL VOTE: CM BIEL-YES, CM JACOBSON-YES, CM LEE-YES, CM MCIVOR-YES, CM NAVOCK-YES, CM ROBISON-YES.**

**YEAS:6, NAYS:0, ABSTENIONS:0, ABSENT:0. MOTION CARRIED.**

**PAY BILLS:**

**MOTION BY CM JACOBSON; SECOND BY CM BIEL, TO PAY BILLS IN THE FOLLOWING FUNDS:**

**General - \$16368.23 (10180-10202), Payroll - \$14,538.11 (9711-9728), Water – \$153.58 (3298-3299),**

**Equipment - \$140.55 (1748).**

**ROLL CALL VOTE: CM BIEL-YES, CM JACOBSON-YES, CM LEE-YES, CM MCIVOR-YES, CM NAVOCK-YES, CM ROBISON-YES.**

**YEAS:6, NAYS:0, ABSTENTIONS:0, ABSENT:0. MOTION CARRIED.**

**POLICE REPORT:** Lt. Medaugh reported there have been no applications for additional police officers or for a crossing guard. The search continues.

**PERSONAL APPEARANCES:** None Scheduled.

**PUBLIC QUESTIONS & COMMENTS:** None.

**UNFINISHED BUSINESS:** None Scheduled.

**PUBLIC HEARING:** The Mayor opened the Public Hearing at **7:10 PM:**

1. **Ordinance 31-200:** A copy of the ordinance and background memo explaining why this ordinance is being considered by the City Council is available for review on the City's webpage – [www.ci.brown-city.mi.us](http://www.ci.brown-city.mi.us).

Discussion began with City Manager reading the memorandum describing the history of the formation and purpose of the park board and the rationale for Ordinance 31-200. Two members of the community spoke, one in favor of the ordinance, and the other with questions on how the changes would impact the Summer Recreation program. No others spoke at this time.

**MOTION BY CM NAVOCK, SECOND BY CM LEE, TO CLOSE THE PUBLIC HEARING AT 7:31. ROLL CALL VOTE: CM BIEL: YES, CM JACOBSON- YES, CM LEE-YES, CM MCIVOR-YES, CM NAVOCK-YES, CM ROBISON-YES.**

**YEAS:6, NAYS:0, ABSTENTIONS:0, ABSENT:0. MOTION CARRIED.**

#### **ORDINANCES:**

1. **Ordinance 31-200:** AN ORDINANCE ESTABLISHING THE BROWN CITY PARK AND RECREATION COMMISSION FOR THE PURPOSE OF MANAGING, FINANCING, OPERATING AND IMPROVING THE COMMUNITY PARK.

Discussion by City Council members. City Attorney Stremers said Ordinance 31-200 is necessary to meet the requirements of Section 7.05 of the City Charter. Kevin Burke joined the meeting at 7:30 made comments and asked for information that had been discussed during the Public Hearing.

**MOTION BY CM MCIVOR, SECOND BY LEE, TO TABLE THE ORDINANCE UNTIL A PUBLIC HEARING COULD BE HELD IN PERSON FOR THE DISCUSSION OF Ordinance 31.200: An Ordinance establishing the Brown City Park and Recreation Commission for the purpose of managing, financing, and improving the Community Park.**

**ROLL CALL VOTE: CM BIEL-YES, CM JACOBSON- YES, CM LEE-YES, CM MCIVOR-YES, CM NAVOCK-YES, CM ROBISON-YES.**

**YEAS:6, NAYS:0, ABSTENTIONS:0, ABSENT:0. MOTION CARRIED.**

#### **RESOLUTIONS:**

1. **Resolution 21-01:** A RESOLUTION ALLOWING THE BOARD OF REVIEW TO ACT UPON WRITTEN REQUESTS FROM TAXPAYERS. This resolution is presented to the City Council annually at the first meeting in January.

**MOTION BY CM LEE, SECOND BY CM NAVOCK, TO ADOPT RESOLUTION 21-01 – A RESOLUTION ALLOWING THE BOARD OF REVIEW TO ACT UPON WRITTEN REQUESTS FROM TAXPAYERS.**

**ROLL CALL VOTE ON RESOLUTION NO: 21-01 WAS AS FOLLOWS: CM BIEL-YES, CM JACOBSON-YES, CM LEE-YES, CM MCIVOR-YES, CM NAVOCK-YES, CM ROBISON-YES.**

**YEAS:6, NAYS:0, ABSTENTIONS:0, ABSENT:0. MOTION CARRIED.**

**PETITIONS & COMMUNICATIONS:** None Scheduled.

#### **MANAGER'S REPORT:**

1. **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 \$600,000 grant application was forwarded to EGLE and they acknowledged receipt. When the winners of the grant will be announced has not been scheduled.
2. **Reed Street RFP:** The City met (on-line) with Spicer Group representatives for the final review of the Request For Proposals (RFP) and engineering plans for the Reed Street project. Included is road, sidewalk and curb and gutter replacement. The Request for Proposals and associated plans will be released on January 12<sup>th</sup>, and a Pre-Bid Meeting in Brown City is scheduled for January 21<sup>st</sup> at 10 AM. Final bids are due

to the City by 2 PM on Tuesday February 2<sup>nd</sup>. The City Council can take action on the bids at the regular meeting on February 8, 2021. Plans require that the work be completed prior to Labor Day and the start of school.

**THE STREETS AND SIDEWALK COMMITTEE WILL MEET AT 6:30 PM ON FEBRUARY 8, 2021 TO REVIEW BIDS.**

3. **DDA:** The Downtown Development Authority (DDA), which is a subdivision of the City of Brown City, took out a mortgage on the building at **4223 Main Street - Timeless Creations** - many years ago and did a land contract with the individual operating the business, as had been done with multiple businesses in the past. In order to keep the account with Tri-County Bank current, the DDA has been making monthly interest only payments since May 2019, with periodic payments going back a year before that. Balance currently owed is about \$37,474.93. The owner of this business died without a will. The court granted the DDA authorization to sell the building. In the six-plus months since the building was put up for sale, no offers have been received by the DDA. The DDA Board met on January 5<sup>th</sup> and voted to recommend to the City Council that 4223 Main Street be turned over to the bank along with a payment of \$20,000 to close the mortgage and resolve the status of the building. Both the City Attorney and City Auditor said this course of action is allowable.

**MOTION BY CM MCIVOR, SECOND BY CM NAVOCK, TO TRANSFER \$20,000 FROM THE GENERAL FUND TO THE DDA TO CLOSE THE MORTGAGE AND RESOLVE THE STATUS OF 4223 MAIN STREET.**

**ROLL CALL VOTE: CM BIEL-ABSTAIN, CM JACOBSON-YES, CM LEE-YES, CM MCIVOR-YES, CM NAVOCK-YES, CM ROBISON-YES.**

**YEAS-5, NAYS-0, ABSTENTIONS-1, ABSENT-0. MOTION CARRIED.**

4. **DPW Break-In:** On January 5<sup>th</sup>, the DPW noticed that the east garage had been broken into and an attempt had been made to break into the west garage. Nothing appears to have been taken. Repairs have been completed. The Brown City Police Department is continuing to investigate this crime.
5. **Holiday Decorations:** The Brown City DPW, along with the assistance of a lift truck and driver from Michigan Agricultural Commodities (M.A.C.), removed the holiday decorations from Main Street and placed them into storage on January 7<sup>th</sup>. The City thanks M.A.C. for their assistance.
6. **City Library Move:** The Library plans to move across the street beginning Monday, January 11, 2021. The City Council should consider setting up a committee to decide what maintenance should be done to the room (wallpaper removal, paint, carpet or tile, lights, construction of records storage room, and furniture,) and how the room should be orientated. Bids could be required for repairs and outfitting. Completing the project could take considerable time.

**MAYOR MILLER ASKED CITY MANAGER TO BRING ESTIMATES OF COST OF RENOVATION TO THE NEXT CITY COUNCIL MEETING.**

7. **Cemetery Jobs:** The Brown City Cemetery Board advertised for a Cemetery Sexton. They received no applications for Sexton, but they did receive a letter of interest for landscaping. At their meeting on January 5<sup>th</sup>, they decided to split the Sexton position and create part-time Operations Manager and part-time Groundskeeper jobs. The Cemetery Operations Manager will supervise the operation of the cemetery; show prospective buyers the locations of available burial plots; assist in drafting policies related to cemetery matter; and provide a quarterly report on activities. Cemetery Groundskeeper will perform landscaping, grounds and facilities maintenance for the City cemetery. Job descriptions and job applications are available at City Hall. Applications/letters of interest are **due to City Hall by 4 PM on Monday, February 1, 2021**. The Cemetery Board will be meeting on February 2<sup>nd</sup> to review the applications.
8. **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. However, the DPW Foreman did travel outside the area. He returned, was placed on quarantine status, and will return to work on January 15<sup>th</sup> if he has no symptoms.

**ATTORNEY'S REPORT:** Attorney Stremers offered to help with the DDA.

**TREASURER'S REPORT:** None.

**CLERK'S REPORT:** None

**MAYOR'S REPORT:**

1. **Mayor and City Council Priorities Worksheet (lavender)** – please complete and return prior to the next meeting.

**COMMITTEE REPORTS:**

1. Building and Grounds (Mclvor) – None.
2. Personnel (Biel) – None.
3. Police / Fire Authority (Lee) – None.
4. Streets and Sidewalks (Navock) – Meeting February 8, 2021 at 6:30 pm.
5. Tax and Finance (Jacobson) – None.
6. Water and Sewer (Robison) – None.

**GENERAL CONCERNS OF THE COUNCIL:**

1. CM Jacobson asked that telephonic notifications of City Councilmembers be done by the City Hall landline rather than by cell phone.
2. CM Lee gave a report on the Council on Aging of which she is a member.
3. CM Robison asked about the COVID-19 vaccination plan for City Staff. The City Manager stated that vaccinations for City Workers is being planned with police officers first and DPW second. City Manager said he is hoping for 100% participation in vaccinations.

**PUBLIC QUESTIONS & COMMENTS:** Sean Hagey said he recommends that anyone with questions concerning the Park should consider attending Park Board meetings.

**CLOSED SESSION:** None Scheduled.

**ADJOURNMENT:**

**MOTION BY CM JACOBSON, SECOND BY CM NAVOCK, TO ADJOURN THE JANUARY 11, 2021 MEETING OF THE CITY COUNCIL AT 8:14 PM.**

**Roll Call Vote: CM Biel-YES, CM Jacobson-YES, CM Lee-YES, CM Mclvor-YES, CM Navock-YES, CM Robison-YES.**

**Yeas-6, Nays-0, Abstentions-0, Absent-0. Motion Carried.**

Respectfully submitted,

Rhonda Johnson  
City Clerk