

BROWN CITY COUNCIL PROCEEDINGS

March 26, 2018

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: Patricia Jacobson, Gerald Kosal, Christine Lee, Ross McIvor, Alecia Parks, and William Walters; City Manager Clint Holmes, City Clerk Juanita Smith, and City Attorney Gregory Stremers.

ABSENT: None.

GUESTS: Mike Vislosky, DPW employee and Steven Kovac, representing the Brown City Banner.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Parks, second by CM McIvor, to accept the Regular Meeting Minutes of March 12, 2018 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Lee, to pay the bills in the following funds: **General** - \$18,525.89 (8483-8500), **Payroll** - \$15,853.50 (8350-8370 plus EFT), **Major Street** - \$117.66 (3946), **Local Street** - \$470.63 (4285), **Sanitary Sewer** - \$565.39 (3709), **Water** - \$1,025.93 (2891-2892), **Arsenic Abatement** - \$61.65 (1391), and **Equipment** - \$559.32 (1600-1602). Motion carried.

PERSONAL APPEARANCES:

1. **Bob Armstrong – WMIC:** 2018 Fairs & Festivals Guide.

Bob Armstrong of WMIC radio handed out copies of the 2017 Fairs and Festivals Guide to the Councilmembers. He stated that WMIC/WTGV-FM is again publishing a special Activity Guide for 2018 covering all the events in the Thumb and Blue Water Area. They have put together a special advertising package for the City of Brown City whereby the City would receive 60 commercials to promote the community plus ads in the Activity Book. The ads in the activity Book are free with the purchase of the radio advertising. The total investment for the Radio and Activity Guide advertising is \$936.00. For an additional \$99.00 Brown City can have a business card ad, as well as a direct link to Brown City's website, and the summer festival via www.sanilacbroadcasting.com.

Motion by CM Walters, second by CM Lee, to purchase the radio advertisement plus the ads in the Activity Book for a total cost of \$936.00 plus the website for an additional \$99.00. Total cost to the City if \$1,035.00. Motion carried.

PUBLIC QUESTIONS & COMMENTS:

Steven Kovac asked if the amount for the easement from the sale of City property to a third party was \$2,079. He was told that was the correct amount.

DPW REPORT: Report reviewed. No questions or concerns.

UNFINISHED BUSINESS: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

PUBLIC HEARING: (7:05 PM and 7:15 PM)

1. (7:05 PM) A Public Hearing for the purpose of gathering public comments on the proposed adoption of Ordinance Section 17.995: Sale of Real Property: An Ordinance authorizing the sale of a certain parcel of real property owned by the City of Brown City to a third party.

Mayor Julie Miller opened the Public Hearing at 7:05 p.m. for the purpose of gathering public comments on the proposed adoption of Ordinance Section 17.995: Sale of Real Property: An Ordinance authorizing the sale of a certain parcel of real property owned by the City of Brown City to a third party. There were no questions or comments. The Public Hearing was closed by Mayor Julie Miller at 7:07 p.m.

2. (7:15 PM) A Public Hearing for the purpose of gathering public comments on the proposed Brown City Fiscal Year 2017-2018 Final Budget Amendment and the Brown City Fiscal Year 2018-2019 Budget. **The property tax millage rate proposed to be levied to support the proposed budget was a subject of this hearing.**

Mayor Julie Miller opened the Public Hearing at 7:15 p.m. for the purpose of gathering public comments on the proposed Brown City Fiscal Year 2017-2018 Final Budget Amendment and the Brown City Fiscal Year 2018-2019 Budget. The property tax millage rate proposed to be levied to support the proposed budget was a subject of this hearing. There were no questions or comments. The Public Hearing was closed by Mayor Julie Miller at 7:20 p.m.

ORDINANCES:

1. **Ordinance Section 17.995:** Sale of Real Property: An Ordinance authorizing the sale of a certain parcel of real property owned by the City of Brown City to a third party. Specifically, **The North 12 feet of Lots 4, 5, and 6, all in Block 4, J.M. Brown's Division of the City of Brown City according to the plat thereof as recorded in Liber 1 of Plats, Page 3, Sanilac County Records.** And authorize the Mayor and City Clerk to sign the Quit Claim Deed on behalf of the City.

Ordinance Section 17.995: Sale of Real Property: Motion by CM Lee, second by CM Walters, to authorize the sale of a parcel of real property owned by the City. Specifically, the North 12 feet of Lots 4, 5, and 6, all in Block 4 of J.M. Brown's Division of the City of Brown City according to the plat thereof as recorded in Liber 1 of Plats, page 3, Sanilac County Records and to also authorize the Mayor and City Clerk to sign the Quit Claim Deed on behalf of the City. ROLL CALL VOTE: CM Jacobson – Yes, CM Parks – Yes, CM Kosal – Yes, CM McIvor – Yes, CM Lee – Yes, CM Walters – Yes. 6 Yes Votes, 0 No Votes, 0 Abstaining, 0 Absent. Motion carried. The Ordinance will become effective in 30 days.

RESOLUTIONS:

- 1. Resolution 18-03:** A RESOLUTION OF THE CITY OF BROWN CITY TO FORMALLY COMMEMORATE AND HONOR THE BRAVE MEN AND WOMEN OF THE STATE OF MICHIGAN WHO SERVED OUR GREAT NATION DURING WORLD WAR I; TO RECOGNIZE AND PAY TRIBUTE TO THE DISTINGUISHED MILITARY UNITS OF MICHIGAN WHO SERVED IN THIS GREAT WAR; AND TO PAY APPROPRIATE HOMAGE TO THE MANY MICHIGAN BUSINESS AND MANUFACTURING ENTERPRISES THAT SUPPORTED AND CONTRIBUTED TO OUR NATION'S WAR EFFORT.

Motion by CM Walters, second by CM Parks to adopt RESOLUTION 18-03: A Resolution Of The City Of Brown City To Formally Commemorate And Honor The Brave Men And Women Of The State Of Michigan Who Served Our Great Nation During World War I; To Recognize And Pay Tribute To The Distinguished Military Units Of Michigan Who Served In This Great War; And To Pay Appropriate Homage To The Many Michigan Business And Manufacturing Enterprises That Supported And Contributed To Our Nation's War Effort.

ROLL CALL VOTE: CM Kosal – Yes, CM Mclvor – Yes, CM Lee – Yes, CM Walters – Yes, CM Jacobson – Yes, CM Parks – Yes. 6 Yes Votes, 0 No Votes, 0 Abstaining, 0 Absent. Resolution adopted.

- 2. Resolution 18-04:** RESOLUTION OF THE CITY OF BROWN CITY TO AMEND THE CITY'S 2017-2018 BUDGET TO BETTER REFLECT REVENUES AND EXPENDITURES

Motion by CM Lee, second by CM Parks, to adopt Resolution 18-04: A Resolution of the City of Brown City to Amend the City's 2017-2018 Budget to Better Reflect Revenues and Expenditures. ROLL CALL VOTE: CM Parks- Yes, CM Kosal – Yes, CM Mclvor – Yes, CM Lee – Yes, CM Walters – Yes, CM Jacobson – Yes. 6 Yes Votes, 0 No Votes, 0 Abstained, 0 Absent. Motion carried - Resolution adopted.

- 3. Resolution 18-05:** A RESOLUTION FORMALLY APPROVING THE CITY OF BROWN CITY MILLAGE RATE OF 16.8733 MILLS AND BROWN CITY PARK MILLAGE RATE OF 1.25 MILLS AND THE FISCAL YEAR 2018-2019 BUDGET.

Motion by CM Lee, second by CM Jacobson, to adopt Resolution 18-05: A Resolution Formally Approving the City of Brown City Millage Rate of 16.8733 Mills and the Brown City Park Millage Rate of 1.25 Mills and the Fiscal Year 2018-2019 Budget. ROLL CALL VOTE: CM Mclvor – Yes, CM Lee – Yes, CM Walters – Yes, CM Jacobson – Yes, CM Parks – Yes, CM Kosal – Yes. 6 Yes Votes, 0 No Votes, 0 Abstaining, 0 Absent. Motion carried - Resolution adopted.

MANAGER'S REPORT:

- 1. City Personnel Policy Manual:** The review by the City Personnel Committee, City Attorney, Mayor and Staff, Operating Engineers Local 324 Union representatives, to include the City's shop steward, is complete and final content change requests from the Union and City Attorney have been incorporated into the draft Personnel Policy Manual (attached). Recommend that the City Council adopt this manual making it effective April 1, 2018.

Motion by CM Parks, second by CM Lee, to adopt the Personnel Policy Manual as reviewed with the final content change requests from the Union and City Attorney accepted and completed. The Personnel Policy Manual will go into effect on April 1, 2018. Motion carried.

2. **2018 Street Project:** Geo Tran, the geotechnical subconsultant for Spicer Group, will be in Brown City on Monday, March 26th to perform the soil borings in the pavement for the 2018 Street Project. There will be two locations on Maple Valley Road, two locations on Thelman Avenue, one location on Belview Drive, and one location on Autumn Gold Drive. Miss Dig has already marked the appropriate areas.
3. **Fire Hydrant Flushing:** The Brown City DPW plans to flush fire hydrants April 23rd through April 27th as part of this semi-annual program. 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 cloths during this period.
4. **Asphalt Crack Filling Machine:** The City contracted with National Highways Maintenance System LTD., L.L.C. (NHMS), to provide the asphalt crack filling machine and sealant. Cost was reported to the City Council at about \$4,400; however, I failed to factor in the shipping cost so the full amount will be \$5,000. The DPW is working with NHMS to have the machine for the week of May 21st.
5. **Vehicle Issues:** The City's Ford dump truck, during a routine maintenance inspection was found to have oil in the radiator. The truck was sent to Lupa & Sons who discovered a leak in the oil cooler. The truck is being repaired and should be back in service soon. The City's Ford police car needed to have the starter motor replaced. It is back in service.
6. **Hazard Mitigation Plan:** The Sanilac County Advisory Committee met on March 22nd to review the next steps in the County-wide Plan Update. This meeting included identification of multiple hazard mitigation alternatives. Also provided was a copy of "Final Mitigation Strategies" that will be the focus of the next meeting, scheduled for April 19th. Any recommendations the City Council has regarding the contents of this memo can be passed on to the committee at that time.
7. **Lincoln Street Sidewalk Bills:** City Ordinance §93.03 states that the City Council has decided that the cost of sidewalk building or rebuilding shall be split 50/50 between the City and the homeowner. Costs shall include all expenses associated with the project, such as, engineering, advertising, administration, construction, cleanup and landscaping, and the like. Residential properties are required to pay for sidewalk improvements either in a single lump sum, or may elect to make annual payments. Payments are due August 1st. Payments that remain due on September 1st will be assessed a 10% penalty. Payments and penalties that remain due on October 1st will be added to the tax roll of the individual(s) concerned. The City plans to mail the sidewalk bills in June 2018.
8. **Good Friday:** City Hall, the Police Department and DPW will be closed on Friday, March 30th in observance of the holiday.

ATTORNEY'S REPORT: Nothing.

TREASURER'S REPORT:

The County brought in two girls to help Carol, our Treasurer, with the taxes.

CLERK'S REPORT:

Stephanie Stimson and I attended a QVF Refresh Training class at the Sanilac ISD Career Center today. The state is moving toward an all new Qualified Voter File and doing away with EMP (Election Management Portal) that we have been using.

MAYOR'S REPORT:

1. Athletic Proclamations for the lady's bowling team and wrestling (Martus and Blake). Proclamations will be presented to these well deserving students at a later date.
2. Semi-Annual City Manager Evaluation – Please return forms at or before the next City Council meeting on April 9th.
3. March is reading month. If anyone would like to read to the students at school, contact Tara Bissett for more information

COMMITTEE REPORTS:

1. Tax and Finance (Jacobson) – Committee meeting 6 PM on March 26th.
2. Streets and Sidewalks (Kosal) – Main Street needs to be swept and the sidewalks need to be inspected to make sure the cracks do not exceed the 1½" limit of up rise in the concrete.
3. Police / Fire Authority (Lee) – None.
4. Building and Grounds (Mclvor) – Meeting set for April 23rd at 6:00 p.m.
5. Personnel (Parks) – None.
6. Water and Sewer (Walters) – None.

GENERAL CONCERNS OF THE COUNCIL:

CM Walters remarked that the front door of the City Hall looks pretty bad and needs some attention.

CM Walters reminded the Council that the new grant cycle for the MTPP risk management grant applications is open from April 1st to May 31st.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Lee, second by CM Kosal, to adjourn at 7:29 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk