

BROWN CITY COUNCIL PROCEEDINGS

JUNE 11, 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, Christine Lee, Ross McIvor, Alecia Parks, and William Walters, City Manager Clint Holmes, City Clerk Juanita Smith and City Attorney Gregory Stremers.

ABSENT: Councilmember Gerald Kosal.

GUESTS: Steven Kovac representing the Brown City Banner, Clint Ford, Wynn Blake, Matt Stimson, Amy Ford, Jim Blake, Stephanie Stimson, T.W. Schindler, and Joel Wyatt.

PRESENTATION OF PROCLAMATIONS TO BCJHS ATHLETES.

Mayor Miller opened the Council Meeting with the presentation of a Proclamation to the Brown City Junior High School Boys 4 x 800 Relay Team. The team consisting of **Easton Jager, Clint Ford, Wynn Blake, and Matt Stimson** showed character, talent, and hard work to win the 4 x 800 relay race and shattered by a full ten seconds the previous school record that was set in 2001. The boys attitude, pride, and teamwork was an important factor in winning the 2018 Junior High Greater Thumb Council East Regional trophy that was last earned by the school in 2001. Easton Jager was not in attendance for the presentation of the proclamation.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA.

City Manager Clint Holmes stated that there would be one additional bill to be paid under "Pay Bills".

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Walters, second by CM McIvor, to accept the Regular Meeting Minutes of May 28, 2018 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Lee, to pay the bills in the following funds plus the one additional bill under the Sanitary Sewer account for \$2,283.94 to Lotus Electric Inc.

General - \$20,293.07 (8605-8641), **Payroll** - \$14,615.11 (8472-8490 plus EFT), **Major Street** - \$2,692.92 (3954-3957), **Local Street** - \$3,632.54 (4289-4294), **Sanitary Sewer** - \$1,842.45 (3726-3731), **Water** - \$2,805.74 (2921-2933), **Arsenic Abatement** - \$353.75 (1401-1402), and **Equipment** - \$1,196.64. Motion carried.

PERSONAL APPEARANCES:

Mr. Lehn King of King & King CPAs LLC provided an Overview of the City Finances from the Annual City Audit Review. They found the City's books to be in good order and the City is apparently in good financial condition. Mr. King reviewed the Overall Fund Rating report with the City Council.

Motion by CM Walters, second by CM Lee, to accept the Annual City Audit Report from King & King CPAs LLC. Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

POLICE REPORT: Report reviewed. No questions or concerns. Police Chief Ron Smith said there were several drunk individuals arrested including one drunken driving incident but overall it was a fairly quiet weekend.

UNFINISHED BUSINESS: None Scheduled.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

MANAGER'S REPORT:

1. **2018 Street Project:** The plans, applications and forms are still being evaluated by MDOT for the Maple Valley Road project. Spicer finally received the clearance letter from the State Historic Preservation Office (SHPO) for the Maple Valley Project. This allows this project to be completed. Spicer will send the correspondence to MDOT with the final documents and provide copies for the City. The Thelman Avenue plans are essentially complete and bids should be let soon.
2. **Lift Station Engineering:** Spicer Group engineers will be in the City on June 13th at about 8 AM to more fully assess the Maple Valley lift station. The DPW will be on hand to assist. An invitation to observe the work has been extended to Ron Bennett at the school.
3. **Lift Station Alarm:** The electronic panel associated with the alarm for the Maple Valley Lift Station failed, probably due to a power surge. The alarm company replaced the panel and the system is working to specifications.
4. **Annual Audit:** King & King CPAs were in the City offices May 29th and 30th to conduct Phase I of the City's annual financial audit. No issues were noted at that time. They also performed the audits for the Fire Authority and City Library. Phase II is to complete the report of the City's audit. Anticipate that the results will be provided to the City Council at the regular June 25th meeting.

Mr. Lehn King came to the Council Meeting tonight, June 11, 2018, to report King & King's results of Brown City Annual Financial Audit to the Councilmembers. (See Personal Appearances above.)

5. **Display Sales:** The proof banners for the first street decorations purchased by the City in over 25-years were reviewed and approved. They should arrive once completed by the manufacturer.

6. **Lincoln Street:** The first of two annual inspections contracted for with the completion of the Lincoln Street Project will take place at 3:00 PM on Thursday, June 21st. Once the inspection is complete, and the City receives the associated report, the City will have a better idea of corrections or rebuilds that may be necessary. The City will also be able to begin sending out the sidewalk bills associated with the project.
7. **MTTP Risk Assessment Evaluation:** Michigan Township Participating Plan, the City's liability insurance carrier, provided a Risk Control Representative to evaluate our operations. No major issues were noted; however, changes concerning how the DPW conducts certain operations, such as putting up display flags, were recommended. An inspection results letter was provided to the City and the two department heads.

A lift was rented from Ben's Supercenter to put up banners for the Brown City Festival. Perhaps this is what we will do in the future also.

8. **Well #4:** The City contracts with Northern Pump & Well to annually inspect and test the City's two water wells. The testing took place on April 18th, and the results were provided on to the City Council on May 14th. At that time the estimated cost was up to \$40,000. The updated cost is \$40,614. However, if the well requires cleaning in addition to the overhaul the cost will be an additional \$20,110. This amount will have to be included in next year's budget.
9. **2018 Master Plan:** On June 7th, following a Public Hearing, the Planning Commission passed a resolution adopting the City's 2018 Master Plan and forwarding the plan to the City Council recommending adoption and distribution. Final copies of the 2018 Master Plan will be presented to the City Council, along with Resolution 18-07 – Adoption of City Master Plan, at the regular June 25th meeting.
10. **Brown City Fire Authority:** The next regular meeting of the BCAFA has been postponed from July 3rd to July 10th at 8:00 PM.
11. **Blight Letters:** The City sent out a second round of blight abatement letters on June 5th. Recipients have until June 20th to remove blight and meet City ordinance requirements or be fined.
12. **Brown City Clean-up Day:** This annual event is scheduled for Wednesday, June 20th. All appliances and scrap metal should be stacked separately from non-metal eligible items. The official notice will in run *The Banner* on June 11th and 18th.

ATTORNEY'S REPORT: None.

TREASURER'S REPORT: Summer tax notices will be mailed out soon.

CLERK'S REPORT: None.

MAYOR'S REPORT:

1. Mayor Exchange with Adrian, Michigan.

Adrian City officials came to Brown City on Thursday, May 31st. Brown City Councilmembers took them to several of our business places including: Maple Valley Plastics, MAC, Miller's Hardwood, Bluebird Ind., Fire Department and the 911 Memorial, the Brown City Schools and the Cemetery. Our Mayor said they had a GREAT time.

2. Brown City Days Report.

The Brown City Days Festival went very well overall. Saturday rained which dampened many of the planned activities for the day. However, the weather was nice for the fireworks in the evening.

COMMITTEE REPORTS:

1. Tax and Finance (Jacobson) – None.
2. Streets and Sidewalks (Kosal) – absent.
3. Police / Fire Authority (Lee) – None.
4. Building and Grounds (McIvor) – None.
5. Personnel (Parks) – None.
6. Water and Sewer (Walters) – None.

GENERAL CONCERNS OF THE COUNCIL:

Councilmember Walters said he heard good comments on the carnival.

PUBLIC QUESTIONS & COMMENTS:

Joel Wyatt from Crosswell, Michigan came to the Council Meeting to introduce himself and told of many interesting happenings of the County Commission Meetings. He is running for the County Commissioner seat in District 5, which stretches across the lower tier of Sanilac County. He will take on incumbent Paul Muxlow of Brown City.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Lee, second by CM Jacobson, to adjourn at 7:39 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk
City of Brown City