

BROWN CITY COUNCIL PROCEEDINGS

AUGUST 28, 2017

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

ABSENT: None.

GUESTS: Steven Kovac representing the Brown City Banner, Mike Vislosky, Jeff Pitts, Ellie Pitts, Shannon Pitts, Glen Miller, Beverly Miller, Carol Miller, Amy Wheeler, and Phil Bartle.

LIFESAVING AWARD TO BROWN CITY POLICE OFFICER ADAM STRACENRIDER AND TO BROWN CITY RESIDENT AMY WHEELER PRESENTED BY CHIEF RON SMITH.

A Lifesaving Award was presented to Brown City Resident Amy Wheeler and also to Brown City Police Officer Adam Stracenrider for their Lifesaving efforts with Carol Miller on Friday, August 14, 2017. Amy called 911 and then started CPR until Police Officer Adam Stracenrider arrived at which time he continued the CPR and used a defibrillator on Mrs. Miller. Awards were also given from the American Heart Association.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:

City Manager Clint Holmes reported that there would be one addition under Petitions and Communications.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Walters, second by CM Jacobson, to accept the Regular Meeting Minutes of August 14, 2017 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson second by CM Lee, to pay the bills in the following funds:

General - \$9,744.05 (8174-8183), **Payroll** - \$14,923.60 (8052-8070 plus EFT), **Major Street** - \$90.00 (3933), **Sanitary Sewer** - \$646.97 (3671-3672), **Water** - \$1,525.10 (2823-2826), **Arsenic Abatement** - \$198.00 (1371), and **Equipment** - \$1,574.37 (1573-1574). Motion carried.

DPW REPORT: Report reviewed. No questions or concerns.

PERSONAL APPEARANCES: None Scheduled.

PUBLIC QUESTIONS & COMMENTS: None.

UNFINISHED BUSINESS: None Scheduled.

RESOLUTIONS:

- 1. Resolution 17-12:** A Resolution By The City Of Brown City To Participate In The Michigan Economic Development Corporation's Redevelopment Ready Community (RRC) Program. [See Manager's Report paragraph 8.]

Motion by CM Walters, second by CM Lee to adopt Resolution 17-12: A Resolution By The City Of Brown City To Participate In The Michigan Economic Development Corporation's Redevelopment Ready Community (RRC) Program. ROLL CALL VOTE: CM Parks – yes, CM Kosal – yes, CM Mclvor – yes, CM Lee – yes, CM Walters – yes, CM Jacobson – yes. 6 Yeas, 0 Nays, 0 Abstaining, 0 Absent. A quorum being present – Motion declared carried.

PUBLIC HEARING: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS:

- 1. 7170 Lincoln Street:** Install a 6' x 12' deck on the NW corner of the house. **Motion by CM Parks, second by CM Mclvor, to approve the application to install a 6' x 12' deck on the NW corner of the house at 7170 Lincoln Street. Motion carried. The permit may be picked up at the City Hall on Tuesday, August 29, 2017 after 10:00 a.m. by the owner of the home. The owner must then go to Sandusky County Court House to pull the required permit.**

MANAGER'S REPORT:

- 1. Lincoln Street Renovation Project:** Astec Asphalt continues work on Lincoln Street. Contact with Astec revealed that the concrete work should be done by August 28th, and weather permitting, the project should be done prior to the Labor Day Weekend. Additionally, the DPW has coordinated replacing the cold patch with asphalt for the fire hydrant repair at the corner of George and Main Streets and the area between the train tracks at Second and St Marys Streets.

At this time the project is slightly behind schedule due to rainy weather.

The City contacted Huron Consultants – who drew the plans and did the engineering for the project – to conduct an inspection to ensure that there were no issues. The initial inspection took place on August 18th and continued on August 21st. No significant discrepancies were noted. The work was done based on a verbal T&M – time and materials. Huron Consultants has proposed an agreement to continue inspections until the project is completed with a “not-to-exceed” cost proposal. How does the City Council wish to proceed?

Motion by CM Kosal, second by CM Jacobson, to engage Huron Consultants to conduct a Construction Observation and Inspection that would include: Periodic Site Inspections to ensure construction meets design specifications; Validation of Compaction Testing per specifications, Two (2) full on-site days during Asphalt application, Hot Mix Asphalt and concrete Mix validation; and a Final Report to include a Project Summary noting completed tasks and compliance with MDOT

standards. All services are to be compensated on a basis of one lump sum not to exceed Ten Thousand Six Hundred Fifty Dollars (\$10,650.00). Motion carried. Bills for the sidewalks will not be sent out at this time as the work is not finished. The City Manager suggests sending them out at a later date than was originally scheduled.

- 2. LEIN Inspection:** The Brown City Police Department has electronic access to the Michigan Law Enforcement Information Network (LEIN). A mandatory audit by the state is scheduled for August 28th. Possible security concerns raised by the state, having to do with the new network, were addressed. The Chief has prepared for the audit and he anticipates a routine and successful inspection.

The LEIN Inspection was done today, August 28, 2017. Two small discrepancies were discovered but quickly remedied. Also a lock was to be put on the door where the LEIN server equipment is kept. That has been completed.

- 3. Canadian Nuclear Repository:** The City received an email from the Canadian Environmental Assessment Agency concerning the status of the proposed Deep Geologic Repository (DGR) Project for Low and Intermediate Radioactive Waste in Kincardine, Ontario. Once additional information is received, the Ministry will make the draft report available and ask for comments from the public.
- 4. Waste Removal Contract:** The current three-year contract with Knox Disposal has been extended to September 30, 2018. Knox Disposal stated that they do not plan to request a rate increase for 2018, and understand the City will be going out for bids in 2018 for a three-year contract to run through 2021.
- 5. Requested Tree Removal:** The owner of 6933 James Street is concerned about the tree in the City's right-of-way in front of the property. Two years ago the tree adjacent to this one was removed as it posed a danger to the house. Raymond's Tree was contacted and provided an estimate of \$1,000 to remove the tree with a \$100 discount if they can keep the wood. How does the City Council want to proceed?

Motion by CM McIvor, second by CM Parks, to enter into a contract with Raymond's Tree Inc. of 8705 Rich Road, Mayville, MI, to remove the large maple tree at 6933 James Street for a fee of Nine Hundred Dollars (\$900.00) and they keep the wood from the tree. The fee includes a good clean-up of chip brush, grind stump, and leave stump chips in stump hole. The motion also authorizes Mayor Miller to sign the proposal on behalf of the City. Motion carried.

- 6. Brown City Community Park Movie:** The Brown City Missionary Church Youth Group is sponsoring a free movie in the Park the evening of Wednesday, August 30th. The movie is "Up" by Pixar and the event is open to the public.
- 7. Well Number 4:** Northern Pump and Well pulled, inspected, repaired and tested Well Number 4 on July 27th. The final report of the status of Well #4 was received on August 24th. The report stated that both wells are "ok".
- 8. Master Plan:** The Planning Commission continues to work with McKenna Associates to update the City's Master Plan, a primary milestone in being designated a MEDC Redevelopment Ready Community® (RRC). Phase I and II "best practices" training for the MEDC Redevelopment Ready Community® (RRC) program was completed this

spring in Lapeer and included: RRC Overview; Community Plans and Public Outreach; Zoning Regulations; and the Development Review Process; Recruitment and Education; Redevelopment Ready Sites®; and Community Prosperity. The next steps include: The City Council passing a Resolution formally applying to become a certified RRC; completing the 15-page Self Evaluation Form; having in place a Master Plan that includes a downtown plan, corridor plan, zoning plan, Capital Improvement Plan, and is posted on the City's website. The next step in the Master Plan is to release a community-wide survey once it is reviewed and approved by the Planning Commission on September 7th.

9. **Tri-County Bank:** President Mike Ford of Tri-County Bank, and the architect for the new bank Brian Van Peteghem, met with the City to discuss the status of the project on August 17th. Plan is to begin the demolition of the existing structures and foundations by the end of next month, and begin construction of the new bank building in the spring. Research by the bank revealed that the City probably owns the alley. They are preparing the necessary documents for the City to abandon the property. Once complete, a Public Hearing can be scheduled and action taken by the City Council.
10. **Flushing Fire Hydrants:** The City will be flushing the City's fire hydrants the week of September 11, 2017. A notice will be placed in the local newspaper.
11. **Labor Day:** City Hall, the Police Department and DPW will be closed on Monday, September 4th in observance of Labor Day.

ATTORNEY'S REPORT:

The alley that is in the newly acquired property of Tri-County Bank appears to belong to the City. The bank is aware of this and are preparing the necessary documents for the City to abandon the property.

A state-wide private scholarship fund has been set up and applications are available for help with the cost of professional education for Council Members and other City employees.

TREASURER'S REPORT:

Business is being taken care in an orderly fashion in the absence of the City Treasurer **Carol Walters**.

CLERK'S REPORT:

Delivery of the new Election Equipment will be on Wednesday, October 18th at Fremont Township Hall. ElectionSource will take back any equipment that we take over with us such as our old Tabulators, the Automark, ballot container for the tabulator and any old ballot storage containers. At that time we need to participate in an Acceptance Testing Process with an ElectionSource representative.

Training on the new equipment will be on Wednesday, December 6th at the County Conference Room in Sandusky for the City Clerk and one other person. Training for the election inspectors will be at a later date.

MAYOR'S REPORT:

1. Proclamation for Justin Holsworth for lifesaving. (Award presentation is scheduled for September 11th).

COMMITTEE REPORTS:

1. Tax and Finance (Jacobson) – None.
2. Streets and Sidewalks (Kosal) – **CM Kosal would like a new time line on the street work sent to the residents on Lincoln Street when it is available.**
CM Kosal also stated concern about the large bump in front of Kohler's Oil building.
3. Police (Lee) – None.
4. Building and Grounds (McIvor) – None.
5. Personnel (Parks) – None.
6. Water and Sewer (Walters) – None.

GENERAL CONCERNS OF THE COUNCIL:

CM Jacobson voiced concern over the extremely tall grass at the property just to the north of the old VFW building. City Manager Clint Holmes replied that they had received one ticket for the tall grass and a second ticket appears to be forthcoming.

CM Walters questioned the City generator running by Buby Street to pwer the City's waste water lift station. Mike Vislosky, a City employee, stated that the three-phase power was out at that location and Detroit Edison had been notified and that they are the ones who must fix it.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT: Motion by CM Walters, second by CM Lee, to adjourn at 7:36 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk