

# BROWN CITY COUNCIL PROCEEDINGS SEPTEMBER 25, 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.

**ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:**

There will be one addition to the Manager's Report reported City Manager Clint Holmes.

**CORRECTION & APPROVAL OF MINUTES:**

Motion by CM Parks, second by CM McIvor, to accept the Regular Meeting Minutes of September 11, 2017 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Jacobson, second by CM Lee, to pay the bills in the following funds: **General** - \$11,269.98 (8213-8226), **Payroll** - \$14,535.09 (8086-8106 plus EFT), **Major Street** - \$90.00 (3937), **Local Street** - \$900.00 (4273), **Sanitary Sewer** - \$1,949.48 (3679-3683), **Water** - \$1,222.46 (2836-2838), **Arsenic Abatement** - \$72.00 (1374), and **Equipment** - \$643.69 (1577). Motion carried.

**DPW REPORT:** Report reviewed. No questions or concerns.

**PERSONAL APPEARANCES:** None Scheduled.

**PUBLIC QUESTIONS & COMMENTS:** None.

**UNFINISHED BUSINESS:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**ORDINANCES:** None Scheduled.

**PETITIONS & COMMUNICATIONS:** None Scheduled.

## MANAGER'S REPORT:

1. **Lincoln Street Renovation Project:** Astec Asphalt continues work on Lincoln Street. Huron Consulting continues the inspections and generation of reports. The concrete work is complete and the landscaping substantially so. Asphalt application should take place the week of September 25<sup>th</sup>.

### **The City Council discussed the status of the project at length.**

2. **City Master Plan Survey:** One of the several components to completing the City's Master Plan Update is a community-wide survey. The 24-question survey was developed with the coordination and cooperation of the City's contractor, McKenna Associates, and the City Planning Commission. The survey with cover letter was mailed to each residence that receives a City utility bill. Residents can either complete and return the paper copy or do the survey online at: [www.surveymonkey.com/r/8N3HDCL](http://www.surveymonkey.com/r/8N3HDCL). Other individuals interested in taking the survey can pick up a copy at City Hall. Responses must be returned to City Hall prior to October 30<sup>th</sup>. Copies for the Mayor, Councilmembers and Clerk were not mailed but are in their packets. The Planning Commission meeting scheduled for November 2<sup>nd</sup> will review the survey results and hold a Public Visioning Hearing to learn residents' concerns and recommendations.
3. **Sanilac Tourism Association:** The City received the 2018 Membership Renewal Form and application for another ad in the Sanilac Official Vacation Planner. Cost of membership and a one-quarter (1/4) page ad is the same as last year - \$505. How does the City Council wish to proceed?

**Motion by CM Parks, second by CM Walters, to renew our membership with the Sanilac Tourism Association at a contribution of \$100 for one year. This membership will allow for a 10% discount for an advertisement in the 2018 Sanilac Official Vacation Planner for a one-quarter (1/4) page ad. The cost of the advertisement in the 2018 Sanilac Vacation Guide will be \$505 with our renewed membership. Motion carried.**

4. **Title VI Certification:** The City filed the required Title VI MDOT Sub-Recipient Annual Certification. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance.
5. **CVTRS Submission:** The state Revenue Sharing Program has changed into the City, Village, and Township Revenue Sharing (CVTRS) program. There is still a requirement to submit the same four reports as previously (Citizen's Guide, Performance Dashboard, Debt Service Report and Projected Budget Report), prior to December 1<sup>st</sup>. Munetrix sponsored a webinar on September 14<sup>th</sup> to review the requirements and detail the information already available from the databases the City has with the organization. Information was excellent and no issues are anticipated for putting together the City's 2017 reports.
6. **MML Workers Compensation:** The City's annual inspection for the Michigan Municipal Leagues Workers Compensation renewal is scheduled for September 27<sup>th</sup>. The emphasis will be on the DPW. Anticipate no substantive issues.

7. **Blue Cross/Blue Shield Health Care:** The City's policy is due for renewal on December 1<sup>st</sup>. The City will meet with the BC/BS contractor to review coverage on October 5<sup>th</sup>. Anticipate a rate increase of about 5% if the policy is renewed without changes.
8. **Columbus Day:** City Hall, police and DPW will be open on Monday, October 9<sup>th</sup>.
9. **Street Sweeper:** Sandusky is selling its old sweeper. Is the Council interested in placing a bid on it?

**Discussion ensued about continuing to rent a sweeper two or three times a year or placing a bid and possibly purchasing Sandusky's used sweeper**

**CM Walters asked our City Manager Clint Holmes to inquire as to how much Sandusky would charge to rent out their new machine to us a couple of times a year and/or also possibly rent Marlette's sweeper as we have done in the past. Clint Holmes will do the inquiries.**

**ATTORNEY'S REPORT:**

City Attorney Gregory Stremers said that he had sent a letter to the Kilpatrick Apartments Manager about the trash blowing onto Larry Steigerwald's lawn. At this time no response has been received.

**TREASURER'S REPORT:**

Things are going good.

**CLERK'S REPORT:** None.

**MAYOR'S REPORT:**

1. Semi-Annual City Manager Evaluation – Please return forms at or before the next City Council meeting on October 9<sup>th</sup>.
2. Mayor Julie Miller and CM Lee attended several meetings in Holland, Michigan. They both related that the speakers were fantastic and related many facts and ideas from these meetings. One of the speakers spoke about the evaluation forms that are filled in on City Managers. Our Mayor was quite impressed by this evaluation form and our Council Members may look into this further.

**COMMITTEE REPORTS:**

1. Tax and Finance (Jacobson) – A Budget Amendment Planning meeting will be held on October 23<sup>rd</sup> at 6:00 p.m. in the Library.
2. Streets and Sidewalks (Kosal) – Would like to have the Lincoln Street issue straightened out.
3. Police (Lee) – None.
4. Building and Grounds (Mclvor) – None.
5. Personnel (Parks) – Questioned whether an evaluation meeting should be held. City Manager Holmes has been working on a personal manual. No meeting is necessary at this time.
6. Water and Sewer (Walters) – None.

**GENERAL CONCERNS OF THE COUNCIL:**

CM Parks voiced her concern about the Memorial Park looking pretty bad. City Manager Clint Holmes said that they are working on a drawing where trees will be planted but that the ground does need to be rototilled.

**PUBLIC QUESTIONS & COMMENTS:**

Steven Kovac, reporter for the Brown City Banner, is doing an article on marijuana and would like articles that the Councilmembers have that would be helpful in his writing of this news article. He also stated that he was disappointed in the fact that no photos of trash in his yard were presented by Larry Steigerwald as had been requested.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Walters, second by CM Mclvor, to adjourn at 8:01 p.m. Motion carried.

Respectfully submitted,

Juanita Smith  
City Clerk