

BROWN CITY COUNCIL PROCEEDINGS NOVEMBER 13 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, Mary Lou Jacobs, Dorothy Martus, Phil Bartle-DPW Foreman, Eric Ostling from Huron Consultants, Ed Smith, Community Outreach Coordinator for Congressman Paul Mitchell.

PROCLAMATION FOR BEING A “ROSIE THE RIVETER” DURING WORLD WAR II PRESENTED TO DOROTHY MARTUS BY MAYOR JULIE MILLER.

A proclamation was presented to Dorothy Martus by Mayor Julie Miller for her work as a “Rosie the Riveter” during World War II. Mayor Julie Miller read aloud the proclamation for all in attendance to hear. Pictures were taken of Mrs. Martus accepting the Proclamation from Mayor Miller. The City of Brown City and the Council wishes to thank Mrs. Martus for her efforts to help win World War II.

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 October 23, 2017 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Lee, to pay the bills in the following funds:
General - \$21,080.22 (8279-8312), **Payroll – Total payroll** - **\$30,588.69**. Broken down as: \$16,500.53 (8152-8168 plus EFT) for week of 10-11 to 10-24, 2017 and \$14,088.16 (8169-8187 plus EFT) for 10-25 to 11-7, 2017. **Local Street** - \$25,500.00 (4275), **Sanitary Sewer** - \$1,162.46 (3691-3694), **Water** - \$3,362.85 (2849-2853 and 2855-2856) void 2854, **Arsenic Abatement** - \$108.00 (1379), and **Equipment** - \$630.92 (1582-1584). Motion carried.

PERSONAL APPEARANCES: None Scheduled.

PUBLIC QUESTIONS & COMMENTS:

Ed Smith, Community Outreach Coordinator, introduced himself to the Council and said he worked for Congressman Paul Mitchell, 10th District of Michigan. He told of the many ways that Paul Mitchell's office could help people with needs or concerns such as: Federal Government-Related Issues, Nominations to Military Academies, Legislative Questions, Capitol Flag Requests, or Government Tour Requests.

POLICE REPORT: Report reviewed. No questions or concerns. City Manager Clint Holmes pointed out there is no overnight parking on City streets between November 1st and April 1st.

UNFINISHED BUSINESS: None Scheduled.

RESOLUTIONS: None Scheduled.

PUBLIC HEARING: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS:

1. 7088 Merrill Street – Install 18' X 31' pole barn type carport.

Motion by CM Walters, second by CM Parks, to approve the application to install an 18' x 31' pole barn type carport at 7088 Merrill Street. Motion carried. The permit may be picked up at the City Hall on Tuesday, November 14, 2017 by the owner of the stated home. The owner must then go to Sandusky Court House to pull the required permit.

2. 4217 Main Street – install 4' X 8' sign on overhang.

Motion by CM Parks, second by CM Jacobson, to approve the application to install a 4' x 8' aluminum based sign on the front of the building at 4217 Main Street on an overhang. Sign is not to project over the sidewalk or below existing structure. Motion carried.

3. 6840 Walter Street – Enclose backyard with 6' wood fence.

Motion by CM Walters, second by CM Parks, to approve the application to install a fence inside the property line in the rear of the house and on the North side of the house. It is not to extend beyond the front of the house. Motion carried.

MANAGER'S REPORT:

1. **Lincoln Street Project – Huron Consulting:** The project is complete except for receiving as-built plans and the final resident letter from Huron Consultants. The bills for the patches on Main Street and at the Railroad Tracks on Second Street, as well as the resurfacing of Maple Street between Wells and Merrill Streets are being paid. The final bill from Astec continues to be reviewed and project late fees determined.

Motion by CM Walters, second by CM Kosal, to pay Astec Asphalt, Inc. the amount of \$251,605.49 for the work done on the Lincoln Street Project. 5% will be retained until Spring of 2018 when the work can be reviewed. ROLL CALL VOTE: CM Parks – yes, CM Kosal – yes, CM McIvor – yes, CM Lee – yes, CM Walters – yes, CM Jacobson – yes. 6 Yes Votes, 0 No Votes, 0 Absent, 0 Abstaining. Motion carried.

Motion by CM Kosal, second by CM Parks to pay Huron Consultants \$6,042.50 which includes final reports in 2018 – 2019. Huron Consultants will do an inspection once a year in both 2018 and 2019. 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 Absent, 0 Abstaining. Motion carried.

2. **City Master Plan Visioning Session:** The City’s Master Plan Public Visioning Session took place on Thursday, November 2nd at 7:00 PM in the Brown City Elementary School Multi-Purpose Room. A representative from McKenna Associates, the planning firm assisting the Planning Commission with the update, led the Visioning Session and will generate a report with the highlights of the discussion and the resulting recommendations. The report will be presented to the Planning Commission at their next meeting on January 4th.
3. **City Wastewater Lagoon:** Tests taken by the City DPW revealed that the lagoon met purity standards on November 7th and water level reduction began at Lagoon #3 and continued through the 9th. Following additional testing, expect the DPW to continue reducing the water level on November 14th and continue until Lagoon #3 is at an appropriate level for winter operations. Multiple volunteers stepped up to assist the City in keeping the geese away from the lagoons – a program that has been successful to date.
4. **Police Car Recall:** The City’s 2016 Ford Explorer Police Car had recall repairs completed and has been returned to duty. There was no charge for the repairs.
5. **Redevelopment Ready Community© (RRC):** The Michigan Economic Development Corporation has received the signed Joint Memorandum of Understanding (JMOU) approved by the City Council at the last meeting. They will sign the document and return a copy to the City in the near future. The next steps will be to complete the Master Plan and receive an inspection by MEDC in early 2018.
6. **Civil Defense Siren:** The City was finally able to contact Frontier concerning extending a phone line to activate the tornado warning siren proposed for the Community Park. The regional engineer will be tasked by Frontier to contact the City to set up a time to inspect the location and determine the potential cost and schedule for installation.
7. **Ordinance Violation:** Following a citizen complaint, the City inspected the covered ditch at 4054 Second Street and determined that it is not fully operational. City Ordinance §150.24 states that “any maintenance costs for the ditch shall be paid by the property owner...”. A letter was sent to the property owner on May 22nd. During a visit by the property owner to City Hall the following week, the issue was discussed in detail and the City requested that repairs be completed by the end of September. Since no work had been completed by the end of September, the City Attorney sent a letter on October 16th asking the owner to “please contact me to discuss.” This is the same situation as the City had on Cade Road last year. How does the City Council wish to proceed?

The Councilmembers were all in agreement that they would like to give the homeowner of 4054 Second Street time to see if the ditch is running as it should when it rains hard. If need be further action will be taken at the time it is determined that it is still not working as it needs to.

8. **Blight and Junk Car Notices:** The City and Police Department mailed out a total of 18 letters concerning blight/refuse and junk cars. Property owners have until the end of the month to resolve their specific issues or the police will begin issuing citations.
9. **DTE and Well #3:** DTE notified the City that they had been unable to access the enclosure and that power to Well #3 would be disconnected on November 15th if access was not granted to allow them to change the electric meter. Apparently following the instructions on the sign on the gate that tells individuals requiring access to call the DPW at 810 346 3060 was too hard. An appointment was made for November 10th “between 8 AM and noon” to replace the meter. The DPW will be available to roll out the red carpet.
10. **DTE & Street Lights:** The City was notified by DTE that the charge for plugging street Holiday Decorations into the receptacles on their street light poles will be \$10.74 per pole per month (A reduction from last year’s \$11.79 per pole). A report identifying the number of poles used and their serial numbers was submitted to DTE. The costs is estimated at \$100.24, a saving of about \$24 over last year.
11. **Hepatitis A Vaccinations:** A Hepatitis A outbreak continues to spread in Southeast Michigan. DPW workers, by the nature of their work, are at higher risk of exposure. Vaccinations are available at the Sanilac County Health Department. Cost is \$66.00 for each of two shots given six months apart. If there is no objection by the City Council, plan to offer this option to the City’s DPW employees.
Motion by CM Walters, second by CM Lee, to offer the vaccinations to the DPW workers and also the Police Officers if they so wish. Motion carried.
12. **Blue Cross/Blue Shield:** The City received a second rebate check from BCBS in the amount of \$158.84.
13. **No Overnight Parking:** Residents are reminded that there is no overnight parking on City streets between November 1st and March 30th. The Brown City Police Department will ticket vehicles that are in violation of this ordinance.
14. **Thanksgiving:** City Hall, Police Department and the DPW will be closed on November 23rd and 24th for the Thanksgiving Day Holiday. A DPW employee will be on-call for emergencies. The City staff wishes the Mayor, City Council and area residents a happy and safe holiday.

ATTORNEY’S REPORT:

City Attorney Gregory Stremers said Kirpatrick Apartments are still looking for an alternate dumpster. Also a court date is to be set up but no date is scheduled at this time. Police Chief Ron Smith will attend but it is not necessary for Attorney Stremers to be at the formal hearing.

TREASURER’S REPORT:

The Summer Tax Money has been collected and sent to Sandusky to the County Treasurer.

CLERK’S REPORT: None.

MAYOR'S REPORT:

1. December 25th meeting reschedule.

Motion by CM Walters, second by CM Parks, to reschedule the December 25th Council Meeting to December 18th. Motion carried.

2. Set Christmas Eve/New Year's Eve Office Hours.

Motion by CM Parks, second by CM Walters, to close the City Hall on December 25th and 26th in observance of Christmas, and also to close the City Hall on January 1st and 2nd for the New Year's Day. Motion carried

COMMITTEE REPORTS:

1. Tax and Finance (Jacobson) – None.
2. Streets and Sidewalks (Kosal) – None.
3. Police / Fire Authority (Lee) – Fire Dept Officer Appointments - November 7th.

CM Lee reported that on November 7th, the Brown City Fire Authority appointed officers for a two-year term. They are as follows: Justin Holsworth – Chief, Brandon Armstead – Assistant Chief, and Travis Blatt – Captain.

CM Lee also reported that Santa would be coming to the Fire Hall on December 2nd from 11:00 a.m. to 2:00 p.m. There will be hot dogs, candy, and of course, Santa will be there.

There will be no Holiday Awards Dinner for firefighter's this year.

4. Building and Grounds (McIvor) – None.
5. Personnel (Parks) – Personnel Committee Meeting November 6th reviewed the draft Personnel Policy Manual.

CM Parks said they are waiting for the union to review the draft Personnel Policy Manual.

6. Water and Sewer (Walters) – None.

GENERAL CONCERNS OF THE COUNCIL: None

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Lee, second by CM Kosal, to adjourn at 7:49 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk