

## COUNCIL PROCEEDINGS FOR FEBRUARY 22, 1999

Meeting called to order at 7:00 PM by Mayor Ken Brown.

Pledge of Allegiance led by Councilmember Kelly Pavel.

PRESENT: Councilmembers: Laura Carpenter, Jerry Johnson, Marvin Ford, Mike Lents, Judy Murray, and Kelly Pavel; Mayor Ken Brown, City Clerk Julie Miller, City Manager Clint Holmes, City Attorney Marilyn Zimmerman.

Moved by CM Carpenter, supported by CM Ford to approve the Minutes of February 8, 1999 as written. Motion Carried.

PUBLIC HEARING: NONE.

### PUBLIC QUESTIONS AND COMMENTS:

Mark Tobey requested that the council pass a resolution to approve Friday, June 11, 1999, as the official date for Brown City Cruise and Car Show. He asked for the blessing of the Council to proceed with the open cruise and to get a resolution passed so the police wouldn't shut it down. Council discussed this issue. City Attorney read an ordinance which stated that Mr. Tobey would have to obtain a permit from the City Clerk, with the times and route stated on the permit. Council encouraged Mr. Tobey to get the permits required and go on from there.

PERSONAL APPEARANCES: NONE.

### PETITIONS AND COMMUNICATIONS:

Moved by CM Carpenter, supported by CM Pavel to approve the pre-application building permit for Rose Albertson, 6978 James Street, for new windows, siding, soffits and a 4x6 porch. Motion Carried.

### ORDINANCES:

City Attorney stated that everyone should have received the letter detailing her understanding of the February 3, 1999 work session regarding Chapters 1 through 4 of the Brown City Code, and requested direction to continue. CM Lents stated that he thought all changes that were agreed upon at that meeting were going to be done. Council requested that the Attorney proceed and make the changes. Discussion on Noxious Weed Ordinance.

### RESOLUTIONS:

Discussion regarding Resolution 99-02, promoting Roger D. Pearsall from part-time to full-time police officer. CM Pavel had several concerns regarding this issue.

Moved by CM Ford, supported by CM Johnson to approve RESOLUTION NO. 99-02: to formally promote Roger D. Pearsall from part-time to full-time Brown City Police Officer. WHEREAS, the City of Brown City requires a second full-time police officer to aid in maintaining the safety of residents and visitors in the City of Brown City; and, WHEREAS, the Government of the United States of America and the State of Michigan have provided funds to support the expansion of the Police Department; THE CITY OF BROWN CITY RESOLVES to

promote Officer Roger D. Pearsall from part-time to full-time officer. Hourly wage will be \$11.00 per hour and may be increased from time to time by the City Council. Benefits are granted at the same rate as for all other regular full-time employees of the City. ALSO, the City agrees to the provisions detailed in the (COPS) Universal Hiring Program Grant Owner's Manual. WITH ADDITIONS OF: 1. Successful completion of a physical exam. And 2. Subject to the probationary period as detailed in the City of Brown City employee handbook to be adopted. ROLL CALL VOTE: Pavel-no, Murray-yes, Lents-yes, Ford-yes, Johnson-yes, Carpenter-yes. 1-no 5-yes, Motion Carried.

REPORTS AND RECOMMENDATIONS: NONE.

**PAY BILLS:**

Moved by CM Murray, supported by CM Carpenter to pay the bills as presented in the following funds: General Fund-\$13,958.09; Payroll Fund-\$10,212.14; Major Street Fund-\$45.00; Local Street Fund-\$45.00, Sanitary Sewer Fund-\$1,502.58; Water Recreation Fund-\$145.50; Investment Fund-\$25,634.24. Motion Carried.

ATTORNEY'S REPORT: NONE.

**COMMITTEE REPORTS:**

BUILDINGS AND GROUNDS: NONE.

PERSONNEL: CM Johnson stated that the committee met and presented minutes from the meeting. Manager added that the department heads wanted to meet Wednesday, February 24, 1999 at 1:00, to discuss Employee handbook and that DPW still want their contracts.

POLICE: CM Ford stated that the committee met and presented minutes from the meeting.

SEWER AND WATER: Committee to meet later to discuss Lagoon Study.

TAX AND FINANCE: CM Murray commented that maybe a purchase order should be filled out to purchase large or expensive items to insure costs are tracked more closely.

STREETS AND SIDEWALKS: CM Pavel stated that the committee met and presented minutes from the meeting. Discussion on 1999 paving project. Moved by CM Pavel, supported by CM Lents to approve the City Manager to Advertise in the March Contractors Magazine for the 1999 Street Paving Project to add: Full depth pulverization on St. Marys Street and paint for Maple Valley Rd with the completion date of 6/7/99. Johnson opposed. Motion Carried.

OLD BUSINESS: NONE.

**MANAGER'S REPORT:**

1. Manager reported that the Railroad Crossing lights at Main and Wells are supposed to be fixed, the workers from the railroad worked on them last week. No train as of 2/22/99 to verify.
2. Manager reported that City Pins are ordered, be here in 4 to 6 weeks.

3. Manager reported that the school agreed to pay for half of the 1000 Child ID Kits that are needed. Total cost is about \$1,500.00. The Chief/Police Department has agreed to help with this program.

4. Manager reported on Lagoon Status: Capital Consultants provided the recommendation for design they developed in about 1980. Information provided to Sewer committee.

5. Employee Handbook: Comments from Personnel Committee were incorporated. Additional sections added. The Three Department Supervisors have copies and will provide recommendations. (Will meet with Manager on Wed. Feb. 24, 99 @ 1:00 PM). Next step is to incorporate their recommendations and have the labor attorney review. Following legal review, Personnel Committee should reassess prior to Council action.

6. Budget: Manager reported that Revenue sources have been identified (to include Act 51 formula). Plan to have a draft copy available to the Tax and Finance committee soon. Meeting to schedule. Need to schedule a Public Hearing for budget to set millage rate in March. Committee Meeting set for Monday, March 1, 1999 for 7:00 PM.

7. Cemetery Flags for Veteran's Day: Received a bill (\$84.30) from Sanilac County Department of Veteran's Affairs for Veteran's flags in Evergreen Cemetery. Cost will be evenly split with Cemetery.

8. Employee Evaluations: The following requirement is included on current employee contracts with the City: "The City Manager shall, on an annual basis, make an evaluation of each Employee as to the Employee's performance during the preceding year. Such evaluation shall be made on or before the first day of April of each year, and shall be first presented to the Personnel Committee, and the presented to the City Council at the second meeting of the City Council in the month of April of each year. The City Manager shall set up standards for an evaluation of each employee. Such evaluation shall be one of the considerations, but not the sole consideration, in the determination of advancement, raises, future or continued employment of such Employee." An evaluation procedure has been developed. It will be implemented as soon as Department Heads have been provided with the necessary forms and training.

9. Girl Scouts to sell cookies January 30, 1999 to February 21, 1999, with delivery to be March 22, 1999 to April 30, 1999. Council approved.

Moved by CM Pavel, supported by CM Carpenter to extend the meeting past the 9:00 PM deadline. ROLL CALL VOTE: Pavel-yes, Murray-yes, Lents-yes, Ford-yes, Johnson-yes, Carpenter-yes. 6-yes 0-no Motion Carried.

10. Anticipate approval of a grant from the State of Michigan for \$13,750 to subsidize the cost of the removal of abandoned tires from the Travco complex. Owners to receive the funds and complete removal.

11. Manager reported that a plain paper fax was purchased for \$184.92 plus ship/hand.

12. Manager reported that Cliff Knox informed him that there has been another increase at the landfill effective February 1, 1999. Manager to meet with him.

**MAYOR'S REPORT:**

Mayor explained that Jean Carson needs to be taken off of the Board of Review for personal reasons. Mayor recommended Jim Carson to take her place.

Moved by CM Pavel, supported by Ford to excuse Jean Carson from the Board of Review due to personal reasons. Motion Carried.

Moved by CM Pavel, supported by CM Johnson to appoint Jim Carson to the Board of Review. Motion Carried.

Moved by CM Ford, supported by CM Murray to adjourn at 9:07 PM. Motion Carried.

Respectfully submitted,

Julie P. Miller  
City Clerk