

**BROWN CITY COUNCIL PROCEEDINGS  
December 12, 2016**

**OATH OF OFFICE (6:55 PM):**

1. Mayor Julie P. Miller; Councilmembers Patricia Jacobson, Gerald Kosal, Christine Lee, Ross Mclvor, Alecia Parks, and William Walters. City Clerk Juanita Smith administered the Oath of Office to Mayor Julie P. Miller; Councilmembers Patricia Jacobson, Gerald Kosal, Christine Lee, Ross Mclvor, Alecia Parks, and William Walters. Photos for the City's website were taken after the meeting.

**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 Mclvor, Alecia Parks, and Bill Walters; City Clerk Juanita Smith, City Manager Clint Holmes, and City Attorney Gregory Stremers.

**ABSENT:** None.

**GUESTS:** Banner Reporter Steven Kovac; Robert Jacobson; Mike Tysick; John Bell; and Kevin Miller.

**ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:** None.

**CORRECTION & APPROVAL OF MINUTES:**

Motion by CM Lee, second by CM Mclvor, to accept the Regular Meeting Minutes of November 28, 2016 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Jacobson, second by CM Walters, to pay the bills in the following funds: General - \$16,085.50 (7762-7789), Payroll - \$13,621.90 (7696-7715 plus EFT), Sanitary Sewer - \$68.49 (3607), Water - \$418.76 (2723-2727), Arsenic Abatement - \$6.80 (1343), Storm Sewer - \$52.43 (1229), and Equipment - \$1,440.39 (1543-1545). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

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

Police Chief Ron Smith reported that he had the Sanilac County Dive Team at the Brown City Park Pond on Friday looking for some evidence for him in the frigid waters of the pond. The dive team worked from 9:00 a.m. until noon.

**UNFINISHED BUSINESS:** None.

**PERSONAL APPEARANCES:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**ORDINANCES:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

**PETITIONS & COMMUNICATIONS:** None Scheduled.

**MANAGER'S REPORT:**

1. **Office Worker:** The City conducted three interviews for the Office Worker position on December 1<sup>st</sup>. The position was offered to local resident Stephanie Stimson, who accepted and began work on December 5<sup>th</sup>. She is scheduled to work Mondays and Tuesdays.
2. **Cade Road Drainage Ditch:** The ditch has a covered section just south of Parkside Drive that is blocked due to roots and collapsing pipe. City Ordinance (§150.24) requires that for covered ditches, “any maintenance costs for the ditch shall be paid by the property owners...” A telephone call with the property owner indicated to the City that the situation is not yet fully resolved. A court date is still pending.
3. **Building Permits:** The City received reports of activity that might require a building permit application but no contact was made with City Hall. The Sanilac County Office of Construction was notified and they are investigating the concerns raised by the City.
4. **Geographic Information System (GIS):** Sanilac County notified the City that the GIS system is now on-line and available for access. The City paid the necessary fees for access in September 2015. A thumb-drive was provided to City Assessor David McArthur during the six-hour training session conducted on December 1<sup>st</sup> in Sandusky. The system will facilitate keeping assessing files current. The City has the opportunity to add information, such as the location of water mains, in the form of “layers” to the City map. Associated need and cost will be evaluated by the City.
5. **Winter Maintenance:** The DPW has completed leaf and brush pick-up for 2016. The leaf vacuum system has been removed from the truck, and maintenance - to include replacement of shock absorbers by the DPW - is complete. The City has 70 tons of salt on hand, and a valid contract for the delivery of 100 tons more when required. The cost for salt has fallen to about \$49 per ton. Plow trucks have also been serviced and are ready when required.

6. **SBA Cell Tower Lease:** The City was notified by SBA of their interest in making a lump sum payment on the cell tower lease rather than to continue making monthly payments of \$1,520.88. The current lease runs through 2049 and the anticipated payment works out to about \$600,000 (not including anticipated percentage increases every ten years). If the City accepts a lump sum payment of an estimated \$253,000, it would require a lease extension to 2065 and to forego lease payments totaling about \$876,000 for a difference of \$623,000. How does the City Council wish to proceed?

**The City Councilmembers are not interested in accepting a lump sum payment on the cell tower lease at this time.**

7. **Account Access:** With the change in administration, bank signature cards for City Accounts must be updated. Recommend the City Council approve a motion to authorize Mayor Julie P. Miller, Treasurer Carol A. Walters, Clerk Juanita M. Smith, and Administrative Assistant David R. Van Cura to sign checks drawn on City accounts; and to create, modify or dissolve accounts if necessary.

**Motion by CM Lee, second by CM Jacobson, to authorize Mayor Julie P. Miller, Treasurer Carol A. Walters, Clerk Juanita M. Smith and Administrative Assistant David R. VanCura to sign checks drawn on the City accounts, and to create, modify or dissolve accounts if necessary. Motion carried.**

8. **December Holidays:** City Hall, DPW and the Police Department will be closed on Monday, December 26<sup>th</sup> for the Christmas Holiday, and Monday, January 2<sup>nd</sup> for the New Year's Holiday. DPW will have an individual on-call in case of an emergency.

**ATTORNEY'S REPORT:**

City Attorney Gregory Stremers reported that he is still working on a court date for the Cade Road drainage ditch situation.

**TREASURER'S REPORT:**

The City Tax money is coming in.

**CLERK'S REPORT:** Election Recount Status.

City Clerk Juanita Smith reported that the Election Recount has been called off due to an order of Federal District Judge Mark Goldsmith on Wednesday, December 7, 2016. No County Recounts will proceed beyond this point.

**MAYOR'S REPORT:**

1. Board and Committee Appointments:
  - a. Planning Commission for a term expiring December 31, 2019:  
Jack Bell, Bradley Bissett, and Keith Redlin
  - b. Downtown Development Authority for a term expiring December 31, 2020:  
Christine Lee and JoAnn Potts
  - c. Brown City Evergreen Cemetery for a term expiring December 31, 2021:  
Raymond Carman
  - d. Election Commission for a term expiring December 31, 2018:  
David R. Van Cura

- e. Board of Review for a term expiring December 31, 2018:  
Jack Bell, Ron Campbell and Imogene Sealey
- f. Fire Authority Board for a term expiring December 31, 2018:  
Christine Lee
- g. Festival Commission for a term expiring December 31, 2018:  
Alecia Parks

**Motion by CM Walters, second by CM Parks, to reappoint the following individuals to terms ending on December 31<sup>st</sup> of the indicated year:**

**--Planning Commission – Jack Bell, Bradley Bissett, and Keith Redlin. (2019)**

**--Downtown Development Authority – Christine Lee and JoAnn Potts. (2020)**

**--Brown City Evergreen Cemetery – Raymond Carman. (2021)**

**--Election Commission – David R. VanCura. (2018)**

**--Board of Review – Jack Bell, Ron Campbell, and Imogene Sealey. (2018)**

**--Fire Authority – Christine Lee. (2018)**

**--Festival Commission – Alecia Parks. (2018)**

**Motion carried.**

**COMMITTEE REPORTS:**

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

**GENERAL CONCERNS OF THE COUNCIL:**

CM Walters congratulated the new Mayor and the Councilmembers for their new term serving the City.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Lee, second by CM Mclvor, to adjourn at 7:14 p.m. Motion carried.

Respectfully submitted,

Juanita Smith  
City Clerk