

BROWN CITY COUNCIL PROCEEDINGS
December 19, 2016

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: Gerald Kosal, Christine Lee, Alecia Parks, and Bill Walters; City Clerk Juanita Smith and City Manager Clint Holmes.

ABSENT: Councilmembers Pat Jacobson and Ross McIvor; City Attorney Gregory Stremers.

GUESTS: Banner Reporter Steven Kovac.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Parks, second by CM Lee, to accept the Regular Meeting Minutes of December 12, 2016 as presented. Motion carried.

PAY BILLS:

Motion by CM Walters, second by CM Lee, to pay the bills in the following funds: General - \$1,710.00 (7790-7798), Sanitary Sewer - \$721.27 (3608-3609), Water - \$1,071.15 (2728-2729), Arsenic Abatement - \$150.00 (1344), and Equipment - \$610.56 (1546). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

DPW REPORT: Report reviewed. No questions or concerns.

Mayor Julie Miller said she had been approached by representatives of the Methodist Church asking if the DPW could move the snow farther away in the parking lot when they plow as where the DPW placed it was taking up parking spaces. City Manager Clint Holmes said that he would check it out as the City is responsible for the lower lot and the church was responsible for the upper lot. If they are speaking of the upper lot it is the church's responsibility.

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. **Cade Road Drainage Ditch:** The City Attorney's Office reported the following: "I have been following up with the court weekly on this. I spoke with Heather Surbrook at the court last Friday and she advised me she is trying to meet with the judge on scheduling this matter but the Judge has been very busy and she would contact me when she had more information."

The DPW completed replacing the culvert under the north entrance to the Brown City Health Center.

2. **MEDC / ICE Grant:** In 2015, the City was required by MDEQ to complete a Water Reliability Study. This was accomplished by Williams & Works at a cost of just under \$8,000. This study included, among a host of other requirements, mapping of the existing water system in CAD and printed format and the inventory of water mains by size, type and age. The Michigan Economic Development Corporation (MEDC) plans to make available Infrastructure Capacity Enhancement (ICE) Program grants for 2017. The purpose of the ICE program is to accelerate economic development and assist low and moderate income communities in making improvements or upgrades to their existing public infrastructure systems, such as water lines and related facilities; sanitary and storm sewer lines and related facilities; wastewater treatment plants and related activities; and road replacement activities related to these projects. Grants of between \$500,000 and \$1 million will be awarded to eligible communities on a competitive basis. Based on the City's Water Reliability Study, the City should replace old cast iron and small diameter water main. The City has approximately 1,600 feet of 6-inch diameter water main and 875 feet of 8-inch diameter water main that would be first priority for replacement; and another 4,300 feet of 4-inch diameter that MDEQ strongly recommends be replaced with larger pipe.

An engineering firm has offered to generate an ICE Grant application for the City as detailed in their proposal letter. How does the City Council wish to proceed?

**Motion by CM Walters, second by CM Lee, to proceed with the offer of Fleis & VandenBrink Engineering, Inc. (F&V) to generate a 2017 MEDC ICE Grant application for the City of Brown City as detailed in their proposal letter and to authorize Mayor Julie P. Miller to sign the Work Authorization Application.
Motion carried.**

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. They have not yet responded to the City's concerns.

4. **Account Access:** With the change in administration, additional bank signature cards for City Accounts must be updated. The following was inadvertently left off of last week's request for a motion: Recommend the City Council approve a motion to authorize Mayor Julie P. Miller and Councilmember Alecia Parks to sign checks drawn on the City account for the Festival Commission; and Councilmember Ross McIvor and City Manager Clinton Holmes to sign checks drawn on the City account for the Downtown Development Association (DDA); and for them to create, modify or dissolve accounts if necessary.

Motion by CM Lee, second by CM Kosal, to authorize Mayor Julie P. Miller and Councilmember Alecia Parks to sign checks drawn on the City account for the Festival Commission and Councilmember Ross McIvor and City Manager Clinton Holmes to sign checks drawn on the City account for the Downtown Development Association (DDA) and for them to create, modify or dissolve accounts if necessary. Motion carried.

5. **Police Officer Interviews:** The City interviewed two individuals for part-time police officer. One is no longer available. The other will be scheduled for training with the Brown City Police Chief after his graduation from the Police Academy on December 22nd.
6. **December / January Holidays:** City Hall, DPW and the Police Department will be closed on Monday, December 26th for the Christmas Holiday, and Monday, January 2nd for the New Year's Holiday. The DPW will have an individual on-call in case of an emergency.

ATTORNEY'S REPORT: See the report under the Manager's Report, #1 – Cade Road Drainage Ditch. (City Attorney Gregory Stremers was absent)

TREASURER'S REPORT: None.

CLERK'S REPORT: None.

MAYOR'S REPORT:

1. **Firefighter's Award Dinner:** Mayor Julie Miller said that the dinner was very nice and that it was well attended.
2. **Mayor and City Council Priorities Worksheet:** – Please return the completed form on or before January 9th

Mayor Julie Miller wished all present a Very Merry Christmas!

COMMITTEE REPORTS:

1. Tax and Finance (Jacobson) – None.
2. Streets and Sidewalks (Kosal) - None.
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:

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Parks, second by CM Walters, to adjourn at 7:17 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk