

# **BROWN CITY COUNCIL PROCEEDINGS**

## **January 23, 2017**

**MEETING CALLED TO ORDER BY MAYOR JULIE MILLER AT 7:02 PM.**

**PLEDGE OF ALLEGIANCE LED BY MAYOR JULIE MILLER.**

**PRESENT:** Mayor Julie Miller (7:02), Councilmembers: Pat Jacobson, Gerald Kosal, Ross McIvor, Alecia Parks, and Bill Walters; City Clerk Juanita Smith, City Manager Clint Holmes, and City Attorney Gregory Stremers.

**ABSENT:** Councilmember Christine Lee.

**GUESTS:** Steven Kovac representing the Brown City Banner.

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

City Manager Clint Holmes reported that there would be two additional items under the Manager's Report.

**CORRECTION & APPROVAL OF MINUTES:**

Motion by CM McIvor, second by CM Parks, to accept the Regular Meeting Minutes of January 9, 2017 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Jacobson, second by CM Kosal, to pay the bills in the following funds: General - \$11,858.70 (7836-7846), Payroll - \$15,898.11 (7759-7780 plus EFT), Major Street - \$1,211.23 (3906), Local Street - \$1,211.23 (4250), Sanitary Sewer - \$448.21 (3616), Water - \$1,063.26 (2738), and Equipment - \$1,365.80 (1549). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

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

**UNFINISHED BUSINESS:** None.

**PERSONAL APPEARANCES:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**ORDINANCES:** None Scheduled.

## RESOLUTIONS:

1. **Resolution 17-01:** A Resolution Allowing the Board of Review To Act Upon Written Requests From Taxpayers.

**Motion by CM Walters, second by CM McIvor, to adopt Resolution 17-01: A Resolution Allowing the Board of Review to Act Upon Written Requests From Taxpayers. ROLL CALL VOTE: CM - Lee – absent, CM McIvor – yes, CM Kosal – yes, CM Walters – yes, CM Jacobson – yes, CM Parks – yes. 5 Yes Votes, 0 No Votes, 1 Absent, 0 Abstaining. Motion Carried.**

**PETITIONS & COMMUNICATIONS:** None Scheduled.

## MANAGER'S REPORT:

1. **MEDC:** The Michigan Economic Development Corporation (MEDC) focus group to discuss means to improve local economies in Sanilac County, scheduled for January 10<sup>th</sup>, was cancelled due to weather. A new meeting date has not yet been scheduled.
2. **Sanilac Official Vacation Planner:** The City's advertisement in the Official Vacation Planner for the Sanilac County Area has been forwarded and accepted. The ad will appear in the 2017 edition.
3. **Lincoln Street Project:** The renovation of Lincoln Street south of Maple Street is scheduled for early summer. Plans for this project, which are several years old, should be updated to include the repairs and additions to the storm water drainage system. Also required are bidding documents for this project. The original plans were created by Huron Consulting. After meeting with them on January 17<sup>th</sup>, they estimated the update to the Lincoln Street plans would be \$3,465 including: 1 day of field survey; 1 day in the office to update the plans in AutoCAD, to include quality assurance and quality control; and prepare the SESC permit application, specifications, and bidding documents. The Construction Engineering Services, if desired by the City Council, can be determined later based upon the construction cost at the bidding. The current informal estimated cost for the Lincoln Street Project is about \$265,000 plus associated sidewalk costs. Recommend the City Council authorize the construction plan update.

**Motion by CM Walters, second by CM McIvor, to authorize the construction plan update by Huron Consulting at a fee of \$3,465 (three thousand, four hundred, sixty-five dollars) to include: One (1) day of field survey, One (1) day in the office to update the plans in Auto CAD, to include quality assurance and quality control, and prepare the SESC permit application, specifications, and bidding documents. Motion carried.**

4. **Rural Task Force:** The Sanilac County RTF met in Sandusky on Thursday, January 19<sup>th</sup>. The focus of the meeting was to allocate projected Federal Transportation and Sanilac County road funds. The meeting was chaired by Sanilac County Road Commission engineer and manager Robb Falls and attended by all of the Sanilac County city and village managers, among others. Existing projects were rescheduled and proposed improvements discussed and, in some cases, approved for inclusion into the county plan that encompasses 2017 through 2021. Resurfacing of Maple Valley Road from M-90 south to the railroad tracks was rescheduled from 2017 to 2018 due to the high anticipated costs of the Lincoln Street Project.
5. **Skid Loader Bucket:** The 84” Lo Pro Skip Steer bucket has been ordered and should be here within the next few weeks.
6. **Blight and Junk Car Notices:** The City mailed out ten (10) blight notices and eight (8) “junk car” letters. IAW City Ordinance §96.01 (2) and/or (3), cars must be registered, repaired or removed by February 2<sup>nd</sup>. Blight has to be addressed by February 20<sup>th</sup>. Fines for failure to comply begin at \$50 per day.
7. **Police Officer Replacement:** City full-time police officer Adam Stracener was hired by the Port Huron Police Department. His last day with the City was January 19<sup>th</sup>. Police Chief Ron Smith is looking into a replacement, and will utilize part-time officers in the interim.
8. **MME Winter Conference:** The annual winter conference for the Michigan Municipal Executives (MME) is scheduled to take place in Kalamazoo the first week of February.  
**City Manager Clint Holmes will be attending this MME Conference in Kalamazoo.**
9. **Mapleview Estates:** The Sanilac County Department of Construction contacted the City asking if, like other mobile home communities and homeowners associations in Sanilac County, approval for a building permit was required by both the city/village and the Mapleview Estates manager or homeowners association prior to issuing a permit. This was the first time that this issue had been presented to the City. Coordination with the manager of Mapleview Estates revealed that they would appreciate the opportunity to comment on any construction in Mapleview Estates that would require City Council approval. A draft policy was written at the request of Sanilac County. Request approval.

**The Councilmembers voiced their approval of this draft policy.**

10. **Downtown Vibrancy Training:** The I-69 Thumb Region is offering training concerning “Small-Scale Manufacturing & Downtown Vibrancy” in Lapeer on the afternoon of February 8<sup>th</sup>. There is no charge for the training. I have already registered for this event. Are there any other members of the City Council that wish to attend?

**At this time no Councilmembers wished to attend.**

**ATTORNEY’S REPORT:** None.

**TREASURER’S REPORT:** None.

**CLERK’S REPORT:** None.

**MAYOR’S REPORT:**

Mayor Julie Miller told the Council that she had received a letter from Emily Kovac who attends MSU stating that she is a part of “Entrepreneurs Across America”. She asked if the council would aid in promoting recognition for this group of young people who have a business in Port Huron and Sanilac County as Student Painters.

The City Councilmembers requested a resolution be drawn up by City Manager Clint Holmes and presented to the Council to act upon at their next meeting to recognize Emily Kovac and the Entrepreneurs Across America group.

Mayor Miller asked if City Manager Clint Holmes had been able to get hold of the Track Coach, Michelle Blake, to honor the track students who excelled in their sport this past season. City Manager replied that he has emailed Coach Blake but has not received a reply at this time. Mayor Miller asked the City Manager to try to contact her again which he said he will do.

**COMMITTEE REPORTS:**

- 1. Tax and Finance (Jacobson) – None.
- 2. Streets and Sidewalks (Kosal): A committee meeting was set up for 6:00 p.m. on February 27<sup>th</sup> to discuss the Lincoln Street and other planned Streets and Sidewalks projects.
- 3. Police (Lee) – None. CM Lee was absent.
- 4. Building and Grounds (Mclvor) – None.
- 5. Personnel (Parks) – None.
- 6. Water and Sewer (Walters) – None.

**GENERAL CONCERNS OF THE COUNCIL:**

CM Jacobson questioned whether the house on the corner of Vine and Welles had gotten a building permit or if one was needed as it appears that work is being done on the house. City Manager Clint Holmes will check on this home.

**PUBLIC QUESTIONS & COMMENTS:**

Steven Kovac thanked the council for considering drawing up a resolution for Emily Kovac.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Jacobson, second by CM Mclvor, to adjourn at 7:32 p.m. Motion carried.

Respectfully submitted,

Juanita Smith  
City Clerk