

BROWN CITY COUNCIL PROCEEDINGS
February 27, 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 Mclvor, 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 and Bob Armstrong from WMIC radio.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Walters, second by CM Mclvor, to accept the Regular Meeting Minutes of February 13, 2017 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Lee, to pay the bills in the following funds: General - \$11,587.18 (7884-7895), Payroll - \$15,531.55 (7798-7818 plus EFT), Sanitary Sewer - \$677.55 (3621,3623-3624), Water - \$1,896.87 (2748-2752), Arsenic Abatement - \$144.00 (1351), Storm Sewer - \$455.40 (1234), and Equipment - \$1,452.00 (1551). Motion carried.

PERSONAL APPEARANCES:

1. Bob Armstrong – WMIC: 2017 Fairs & Festivals Guide.

Bob Armstrong of WMIC radio handed out copies of the 2016 Fairs and Festivals Guide to the Councilmembers. He stated that WMIC/WTGV-FM is again publishing a special Activity Guide for 2017 covering all the events in the Thumb and Blue Water Area. They have put together a special advertising package for the City of Brown City whereby the City would receive 60 commercials to promote the community plus ads in the Activity Book. The ads in the Activity Book are free with the purchase of the radio advertising. The total investment for the Radio and Activity Guide advertising is \$939.00. For an additional \$99.00 Brown City can have a business card ad, as well as a direct link to Brown City's website, and the summer festival via www.sanilacbroadcasting.com.

Motion by CM Walters, second by CM Parks, to purchase the radio advertisement plus the ads in the Activity Book for a total cost of \$939.00 plus the website for an additional \$99.00. Total cost to the City is \$1,038.00. Motion carried.

2. Bernard Anthony Jocuns & Associates, PLLC.: Mr. Bernard Jocuns – Advocate for the Medical Marihuana Facilities Licensing Act.

Mr. Bernard Jocuns, Advocate for the Medical Marihuana Facilities Licensing Act did not attend the Council Meeting.

PUBLIC QUESTIONS & COMMENTS: None.

DPW REPORT: Report reviewed. No questions or concerns.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None Scheduled.

ORDINANCES: None Scheduled.

RESOLUTIONS:

1. **Resolution 17-03:** New Voting Machines Grant

Motion by CM Walters, second by CM Mclvor, to adopt Resolution 17-03: A Resolution approving the purchase of new election equipment (with no cost to the City) and the maintenance of such equipment in years 6 – 10 at a cost of \$615.00 per year. The City wishes to apply to the Secretary of State for a grant to purchase a new voting system, which includes precinct tabulators, accessible voting devices for use by individuals with disabilities, and related Election Management System software. ROLL CALL VOTE: CM Lee – yes, CM Walters – Yes, CM Jacobson – Yes, CM Parks – Yes, CM Kosal – Yes, CM Mclvor – Yes. 6 Yes Votes, 0 No Votes, 0 Absent, 0 Abstaining. Motion Carried.

2. **Resolution 17-04:** Performance Resolution For Governmental Agencies.

Motion by CM Lee, second by CM Mclvor. to adopt Resolution 17-04: A Resolution to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way and various locations within and adjacent to its corporate limits. City Manager/Street Administrator Clint Holmes and Administrative Assistant David R. Van Cura are to be authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY. ROLL CALL VOTE: CM Walters – Yes, CM Jacobson – Yes, CM Parks – Yes, CM Kosal – Yes, CM Mclvor – Yes, CM Lee – Yes. 6 Yes Votes, 0 No Votes, 0 Absent, 0 Abstaining. Motion carried.

PETITIONS & COMMUNICATIONS:

1. **Michigan Agricultural Commodities (MAC) – 7115 Maple Valley Road:**

Construction of a 90' X 85' circular steel grain bin on a 5' foundation southeast of the existing structures. The Planning Commission recommends approval.
Motion by CM Mclvor, second by CM Parks, to accept the Planning Commission's recommendation to approve a permit to construct a 90' x 85' circular steel grain bin on a 5' foundation southeast of the existing structures by Michigan Agricultural Commodities (MAC) of 7115 Maple Valley Road. Motion carried.

The approved permit application may be picked up at the City Hall on Tuesday, February 28, 2017 after 10:00 a.m. by representatives of MAC. Michigan Agricultural Commodities must then go to the Sandusky Court House to purchase the required permits.

MANAGER'S REPORT:

1. **RRC Best Practice Training:** The next training classes are in Lapeer on March 20th (modules 1, 2 & 3) and April 13th (modules 4, 5 & 6). There is no cost for the training but the cancellation fee is \$50. I have confirmed my enrollment for both modules. The City continues researching the process for being designated a Michigan Redevelopment Ready Communities® (RRC). A copy of the self-evaluation form, one of several steps in the process, is attached (gold).
2. **City Master Plan:** The City's current Master Plan requires an update. Attached is a copy of the proposed Request For Qualifications (RFQ) for Michigan Master Plan Update. If approved for release by the City Council, proposals would be due on April 6, 2017, for action by the City Council at the regular April 10th meeting. Requested completion date is on or before September 21, 2017 to meet RRC deadlines. How does the City Council wish to proceed?

The City Council has no objection to continuing with the update for the City Master Plan.

3. **Cade Road Drainage Ditch:** The District Court date set for February 23rd in Sandusky has been stayed since the owner signed a Consent Order stating the work would be completed within 45 days. The owner has hired a contractor to do the work. However, rather than opening up the ditch, he wants to replace the worn and damaged pipe and re-cover the ditch. His plan is to use the same size pipe as is being installed by the City as a driveway culvert (for driveways, the City Ordinance requires the property owner pay for the culvert and DPW install \$150.20 *et alibi*). Since the installation of the original covered ditch, the City Council has adopted a policy that permission to cover a ditch must be specifically granted by the City Council. The owner has requested the City Council allow the replacement of the pipe rather than open the ditch in front of his property. How does the City Council wish to proceed?

Motion by CM Walters, second by CM Mclvor, to allow the owner of the Cade Road drainage ditch to have the pipe installed and to re-cover the ditch. Motion carried.

4. **MEDC:** The Michigan Economic Development Corporation (MEDC) focus group to discuss means to improve local economies in Sanilac County was rescheduled to late afternoon on Friday, March 3rd in Sandusky.
5. **Munetrix:** The Munetrix Company provides tailored comprehensive financial reporting, management and forecasting tools for local government. This research information would be helpful for the capital improvement project planning, state reporting, and work associated with the Michigan Redevelopment Ready Communities® (RRC) application process. The proposed contract has been reviewed by the City Attorney. Cost is \$2,566 (based on population size) annually. The City can opt-out within 30-days of renewal. How does the City Council wish to proceed?

Motion by CM Lee, second by CM McIvor, to opt-into this comprehensive financial reporting, management, and forecasting tools for local government provided by the Munetrix Company with the option that the City can opt-out withing 30-days of renewal if not satisfied. Motion carried.

6. **Computer Networking Support:** I.T. Right is the primary provider of computer system maintenance services and website development for local Michigan governments, and come highly recommended by other city managers. A meeting with their representative is scheduled for February 27th at City Hall.
7. **Blight Notices:** The City mailed out ten (10) blight notices on January 19th. Three property owners did not comply by February 20th and were cited. The first citation was \$50; each subsequent citation is \$50 more (for a maximum of up to \$150 per day).
8. **4196 First Street Trees:** The right-of-way for First Street is 40' from centerline. The new owner of 4196 First Street is requesting the trees in the front of the house be removed since he is concerned that they will damage his house. He is requesting removal by the City since they are in the street right-of-way. How does the City Council wish to proceed?

The City Council would like to table the request of 4196 First Street for the removal of trees until City Manager Clint Holmes is able to obtain some estimated prices for the removal of the trees.

9. **Grant Update:** The City was notified by the Michigan Township Participating Plan that our grant request for \$2,500 toward the purchase of a push camera for the DPW has been approved. The DPW Foreman expects the camera to be here on Tuesday, February 28th. Training on camera operations, storage and maintenance will be provided by the vendor to the entire DPW at the time of delivery.
10. **Nike Missile:** The missile was moved from the old VFW Hall on Maple Valley Road to the Brown City Veterans memorial on Main Street on February 23rd. This evolution was completed through the generous help and hard work of the following individuals and organizations: Chuck Kunisch, Michigan Agricultural Commodities for his personal assistance and by supplying cranes and manpower; Ron Trombly, Trombly's Excavating for equipment and manpower; Mayor Julie Miller and Kevin Miller, KBM Concrete, LLC, for constructing the new platform at the Brown City Veterans Memorial on Main Street; Superior Materials, LLC, for providing the concrete. All material, equipment and labor were donated. The City of Brown City, VFW Post 2943 and VFW Post 2945 sincerely appreciate these efforts to make the City of Brown City a better place to live.

ATTORNEY'S REPORT:

City Attorney Gregory Stremers reaffirmed that the Cade Road Drainage Ditch problem was being addressed. He said the owner has 45 days to comply with the order to have it fixed.

TREASURER'S REPORT: Tomorrow is the last day to pay your taxes.

CLERK'S REPORT: The County has chosen the Dominion Voting quote (Election Source) for their equipment provider for the new election equipment. It will be available to use in November of 2017. There will be no cost to the City for the equipment. However, in years 6 through 10 we will have to pay \$615.00 per year for a maintenance contract.

MAYOR'S REPORT: None.

COMMITTEE REPORTS:

1. Tax and Finance (Jacobson) – None.
2. Streets and Sidewalks (Kosal) – Review of February 27th Committee meeting.
A Public Hearing for the purpose of gathering public comments and recommendations concerning renovating Lincoln Street from Maple Street south to the end of the existing pavement sometime this summer is scheduled for 7:05 p.m. on Monday, March 13, 2017
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 spoke with our State Representative and discussed Senior Problems and Funding. He found out that Sanilac County road funding is in danger of being cut because Sanilac County roads are in good shape.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Lee, second by CM Mclvor, to adjourn at 7:44 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk