

BROWN CITY COUNCIL PROCEEDINGS

April 10, 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 McIvor, and Alecia Parks; City Clerk Juanita Smith, City Manager Clint Holmes, and City Attorney Gregory Stremers.

ABSENT: Councilmember William Walters.

GUESTS: Banner representative Steven Kovac, Shelbi Reynolds, and John Bell.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:

City Manager Clint Holmes related that there would be three additions to the agenda-- One under Resolutions, One under Petitions and Communications, and the last one under General Concerns of the Council.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Lee, second by CM McIvor, to accept the Regular Meeting Minutes of March 27, 2017, as corrected. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Parks, to pay the bills in the following funds: General - \$48,215.44 (7938-7975), Payroll - \$20,657.89 (7854-7880 plus EFT), Major Street - \$1,623.00 (3909-3910), Local Street - \$2,970.16 (4257-4259), Sanitary Sewer - \$6,072 (3627-3632), Water - \$3,381.86, Arsenic Abatement - \$10,632.19 (1355-1356), and Equipment - \$16,658.10 (1554-1556). Motion carried.

PUBLIC HEARING: None Scheduled.

PERSONAL APPEARANCES: None Scheduled.

PUBLIC QUESTIONS & COMMENTS: None.

POLICE REPORT: Report reviewed. No questions or concerns.

UNFINISHED BUSINESS: None Scheduled.

ORDINANCES: None Scheduled.

RESOLUTIONS:

1. Local Governing Body Resolution for Charitable Gaming Licenses.

Motion by CM Parks, second by CM Kosal, to approve the Local Governing Body Resolution for Charitable Gaming Licenses for Hog Town Inc. of Melvin, MI. **ROLL**

CALL VOTE: CM Lee – yes, CM Walters – absent, CM Jacobson – yes, CM Parks

– yes, CM Kosal – yes, CM Mclvor – yes. 5 Yes Votes, 0 No Votes, 1 Absent, 0 abstained. Motion carried.

PETITIONS & COMMUNICATIONS:

1. **6777 Cade Road – Install New Fence:** The property owner is requesting the City Council approve the application for a building permit to install approximately 240' of six foot privacy fence along the sides and rear of property from rear of house to rear of lot.

Motion by CM Lee, second by CM Kosal, to approve the application for a building permit at 6777 Cade Road to install approximately 240' of six foot privacy fence along the sides and rear of property from rear of house to rear of lot. Motion carried. The permit may be picked up at the City Hall on Tuesday, April 11, 2017 by the owner of this property after 10:00 a.m.

MANAGER'S REPORT:

1. **MEDC RRC Update:** Phase II training is scheduled for all day April 13th in Lapeer and will include: Recruitment and Education; Redevelopment Ready Sites®; and Community Prosperity. The next steps include: The City Council passing a Resolution formally applying to become a certified RRC; completing the 15-page Self Evaluation Form; having in place a Master Plan that includes a downtown plan, corridor plan, zoning plan, Capital Improvement Plan, and is posted on the City's website; and quarterly reports.
2. **City Master Plan:** Two proposals were received on April 6th in response to the multiple Requests for Proposals sent out last month. McKenna Associates (which did the last Master Plan for the City) estimates the cost at \$17,500 if no issues are encountered); Giffels Webster puts the cost at \$18,000 to \$20,000. Copies of the proposal books are available for your review. How does the City Council wish to proceed?

Motion by CM Lee, second by CM Jacobson, to table the City Master Plan until the Council Meeting on April 24, 2017. Motion carried.

3. **Professional Training:** The City Attorney and I attended a three-hour training session in Port Huron conducted by the St. Clair County Metropolitan Planning Commission the evening of March 30th. The topics included Redevelopment Ready Communities®, Basic Training for Planning Commissioners and ZBA Members, plus Land Division Review and Mapping. About 100 area officials attended the training. A copy of the land division presentation was provided to the City Assessor, and the one concerning planning will be given to the Brown City Planning Commission at their next meeting.
4. **Lincoln Street Project:** Bid packages were mailed out to those companies that bid on Brown City street projects in the past as well as the Builders Exchange of Michigan. The pre-construction meeting took place at 2:00 PM on Friday, April 7th, and bids are due on April 20th for action by the City Council on April 24th.
5. **Fiber Optic Cable Installation:** The Pigeon Telephone and Agri-Valley Telephone Companies will be installing a fiber optic cable from the southwest corner of M-90 and Cade Road south to the Brown City Heath Center. The City should be notified when the schedule for the project is set.

6. Fire Hydrant Repair: The fire hydrant at the corner of George and First Streets is currently non-operational and must be repaired. The DPW scheduled the work for April 4th then rescheduled for April 6th. Those residents that might have been affected on George and First Streets received hand-delivered notices. Both dates were cancelled due to rain. Work will be done within the next couple of weeks – depending on weather, and affected residents will be notified.

7. Nuclear Waste Repository: The City received a letter from Michigan State Senator Phil Pavlov with a draft Resolution Opposing the Construction of a Nuclear Waste Repository in the Great Lakes Basin. The proposed resolution was put into the City’s format and is provided to the City Council at the request of Senator Pavlov. How does the City Council wish to proceed?

Motion by CM Parks, second by CM Jacobson, to adopt Resolution 17-09; Resolution Opposing the Construction of a Nuclear Waste Repository in the Great Lakes Basin. ROLL CALL VOTE: CM Walters – absent, CM Jacobson – yes, CM Parks – yes, CM Kosal – yes, CM Mclvor - yes, CM Lee – yes. 5 Yes Votes, 0 No Votes, 1 Absent. 0 Abstaining. Motion carried.

8. Asphalt Crack Filling Machine: The machine has been requested for the week of May 22nd. The schedule may be adjusted if weather becomes an issue.

9. Lincoln Street Stop Sign: The City DPW installed two stop ahead and two new stop signs on Lincoln Street at Maple Street. The police have been monitoring the intersection and compliance has been good.

A resident who lives on Lincoln Street has requested additional stop signs be placed on Lincoln Street at Grant Street to slow down the high speed traffic at that end of the street. How does the City Council wish to proceed?

Motion by CM Lee, second by Parks, to have the DPW place Stop Signs at the corner of Grant Street and Lincoln Street to slow down the high speed traffic at that end of the street. “Stop Ahead” signs are to be ordered also to place in that area. Motion carried.

10. Munetrix Training: Munetrix, the organization the City contracted to assemble economic development, budgeting and Master Plan information, provided training at their headquarters in Auburn Hills on accessing their databases and utilizing available information. The one-hour session actually stretched out to four hours and provided an excellent understanding of their services.

11. 7161 Welles Street: One of the two trees located in the City’s right-of-way at this address developed a very large crack during the high winds on April 5-6. Raymond’s Tree Service was hired to remove the tree and stump because of concern it would soon collapse. The tree was scheduled for removal on April 7th.

12. City Tree Inventory: The City contacted a licensed arborist to determine the costs associated with conducting a survey to determine what trees need to be “trimmed or removed and when” within the City’s street right-of-ways. The cost estimates and other information provided by the company associated with this project are attached.

The City may qualify for a grant from the Michigan Township Participating Plan (Par Plan) Risk Reduction Grant Program (RRGP) to help underwrite the cost of the report if the City Council concurs. How does the City Council wish to proceed?

The City Councilmembers requested that City Manager Clint Holmes draw up a Resolution formally applying for a \$5000 grant from the Michigan Township Participating Plan (Par Plan) Risk Reduction Grant Program (RRGP) to help underwrite the cost of the report.

ATTORNEY'S REPORT:

City Attorney Greg Stremers spoke of the Tree Inventory survey and how the trees may upheave the sidewalks making the City liable for a lawsuit from the raised sidewalks. He has spoken to the St. Clair County Planning Commission and it is a possibility that they may work on the Master Plan proposal for Brown City.

TREASURER'S REPORT: None.

CLERK'S REPORT: None.

MAYOR'S REPORT:

1. Semi-Annual City Manager Evaluation: The Semi-Annual Evaluation is required by City Ordinance §2108.2.1 (and not by resolution). The Evaluation will continue to be a Semi-Annual Evaluation as it is required by City Ordinance §2108.

The City Manager's Evaluation was 92% having received a score of 1060 out of 1155. The Councilmembers thanked Mr. Holmes for the remarkable job he is doing.

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:

Under the Union Contract and the City Handbook the yearly Vacation Time is set according to the years of service.

Much discussion ensued as to when the years of service begins. Is it when hired in full time or if and when one is initially hired as part time.

Motion by CM Lee, second by CM Jacobson, to table this discussion until the next Council Meeting on April 24, 2017. City Manager will review the City Employee Handbook and provide copies to the Personnel Committee for possible revision.

Under Old Business for the next Council Meeting will be discussing: St. Clair County participating in Brown City's Master Plan and the Part Time/Full Time Seniority of the employees of Brown City.

CM Jacobson asked when the brush is scheduled to be picked up. No date is set at this time but it will be scheduled soon.

A question by CM Jacobson is why the garbage is still setting out on Walter and Second Street that has not been picked up

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Lee, second by CM McIvor, to adjourn at 7:50 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk