

BROWN CITY COUNCIL PROCEEDINGS

March 12, 2018

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: Patricia Jacobson, Gerald Kosal, Christine Lee, Ross McIvor, Alecia Parks, and William Walters; City Manager Clint Holmes, City Clerk Juanita Smith, and City Attorney Gregory Stremers.

ABSENT: None

GUESTS: Steven Kovac representing the Brown City Banner Newspaper.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:

Two additional items will be added under the Manager's Report.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Walters, second by CM McIvor, to accept the Regular Meeting Minutes of February 26, 2018 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Lee, to pay the bills in the following funds: **General - \$15,052.39 (8460-8482), Payroll - \$13,642.63 (8332-8349 plus EFT), Local Street - \$6.59 (4284), Sanitary Sewer - \$43.30 (3708), Water - \$17,379.37 (2886-2890), and Equipment - \$365.70 (1598-1599).** Motion carried.

PERSONAL APPEARANCES: None Scheduled.

PUBLIC QUESTIONS & COMMENTS: None.

POLICE REPORT: Report reviewed. No questions or concerns.

UNFINISHED BUSINESS: None Scheduled.

RESOLUTIONS: None Scheduled.

PUBLIC HEARING: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS (pink):

1. **4386 Vine Street** – 19' X 26' single-story addition to existing pole barn.

Motion by CM Walters, second by CM McIvor, to approve the application to build a 19' x 26' single story addition to an existing pole barn at 4386 Vine Street.

Motion carried. The permit may be picked up at the City Hall on Tuesday, March

13, 2018 by the owner of stated address. The owner must then go to Sandusky Court House to pull the required permit.

Bluebird Industries approached City Manager Clint Holmes about building an addition for an office. This issue needs to go before the City Planning Commission at their next meeting in April before the City Council can act upon it as it is a commercial building.

MANAGER'S REPORT:

- 1. City Web Page:** The City domain name and webpage were successfully migrated from Air Advantage/greatlakes.net to I.T. Right on March 1st. The page is fully operational and updates continue. The address for the City's web page is: www.ci.brown-city.mi.us.
- 2. Utility Bills:** City Ordinance §52.07 provides for annual utility bill rate adjustments due to inflation and rounds the amount to the nearest whole dollar. 2018 rates were adjusted to reflect a 2017 CPI increase of 2.0%. The new rate schedule will begin with the City's 2018-2019 Fiscal Year on April 1st. Total utility rates for City utility customers generally increased by \$1.00 per month.
- 3. 2017/2018 Budget Amendment and 2018/2019 Draft Budget:** The budget and budget amendment, as well as the cover memorandum will be provided to the Tax & Finance Committee and full City Council in the packets for the March 26th City Council meeting. The Committee is scheduled to meet at 6 PM on March 26th to review them. The Public Hearing has been scheduled for March 26th at 7:15 PM during the regular City Council meeting. Notice for the Public Hearing has been posted at City Hall, on Channel 6 and will appear in the Brown City Banner on March 12th and 26th.
- 4. Union:** The City Personnel Committee, City Attorney, Mayor and Staff met with the Operating Engineers Local 324 Union representatives, to include the City's shop steward, at 10 AM on Tuesday, February 27th in the City Library. The bargaining session included the Union's requirements for the draft Personnel Policy Manual. Those requested changes were made and the document is currently under review by the City Attorney.

The City Attorney has made a couple of minor changes. The City would like to have this resolved by the beginning of the fiscal year.

- 5. City Master Plan and Alternative Energy Ordinance:** The draft copies of the Brown City Master Plan and City Ordinance Section 153 – Alternative Energy were reviewed by the Planning Commission at their regular meeting on March 1st. The Commission recommends that the City Council release the draft Master Plan and so begin the 63-day public comment period. A copy of the Master Plan is available at City Hall for review. Also, the Commission scheduled a Public Hearing for the proposed Ordinance for Thursday, April 5th at 7:15 PM during their regularly scheduled meeting. Notice for the Public Hearing will be posted at City Hall, on Channel 6 and will appear in the Brown City Banner on March 19th and April 2nd.

Motion by CM Jacobson, second by CM McIvor, to have the City Council release the draft Master Plan to the public and begin the required 63 day public comment period. Motion carried.

6. **Fireworks Permit:** The City received a request for the permit necessary for the fireworks display associated with Brown City Days on June 9th. The permit requires approval by the City Council and a signature from the Mayor. How does the City Council wish to proceed?

Motion by CM Lee, second by CM McIvor, to approve the request for the permit necessary for the fireworks display associated with Brown City Days on June 9, 2018 and to authorize Mayor Julie Miller to sign this permit on behalf of the City. Motion carried.

7. **Asphalt Crack Filling Machine:** The City received a quote from National Highways Maintenance System LTD., L.L.C. (NHMS), the company that provided the machine and sealant. NHMS will provide the machine for free with the purchase of sealant. Cost is about \$4,400. Recommended plan is to rent a machine for a week prior to the Brown City Days Festival. How does the City Council wish to proceed?

Motion by CM Kosal, second by CM Walters, to authorize City Manager Clint Holmes to contact NHMS to purchase sealant and therefore provide us with the Asphalt Crack Filling Machine for free for a week prior to the Brown City Days Festival at a cost of about \$4,400. Motion carried.

8. **Smoke Test:** The City, in conjunction with the Michigan Rural Water Association, will conduct a smoke test, tentatively scheduled for Wednesday, July 11th. The test consists of pumping non-toxic smoke into the sewer system to determine if there are any improper connections, such as downspouts or sump pumps. Notices will be sent to Brown City property owners in June.

9. **FOIA Request:** On March 5th, the City received a Freedom of Information Act request for “An electronic copy of any and all employees for year of 2017, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year. The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request. The requested information was collected and forwarded. The City received a response stating the information was received and accepted.

10. **Police Grants:** The Brown City Police Department recently received two grants. The first, from the Sanilac County Drug Task Force, resulted in the purchase of two duty pistols and the associated accoutrements. This should be finalized within the next couple of weeks. The second, from the Michigan Township Participating Plan, enabled the department to purchase body cameras that should arrive by the end of the month. Also, the Sanilac County Victim Services Unit expects to provide the BCPD with a new digital camera to take photographs of crime scenes and victim’s injuries.

11. Maple Valley Lift Station: Our DPW Foreman does not believe the gauge is reading accurately at the Lift Station. Jet Pump and Valve, LLC will come in and pull the motors, adjust them and do whatever is necessary to get the gages working and reading accurately for an estimated cost of \$2005.00.

12. Tri County Bank: Soil boring on the new building site took place on March 11, 2018. The plans for the building of the new bank is proceeding as scheduled.

ATTORNEY'S REPORT:

The City Attorney, Gregory Stremers, said the Personnel Committee meeting was very productive. He has made a couple of minor changes to the draft Personnel Policy Manual which should be fine with the Union.

TREASURER'S REPORT: None.

CLERK'S REPORT: Election Inspector Training has been scheduled for Tuesday, July 17th at 9:00 a.m. at 95 Dawson Street in Sandusky, Mich.

MAYOR'S REPORT:

1. Mayor Miller announced that it is almost time to send out the sidewalk bills. According to the city ordinance the money must be paid to the city by September 1st or it will be added to the tax bill. The bills will probably be sent out in July or August.
2. The Bowling, Wrestling, and Boy's Basketball teams will be honored with a proclamation from the Mayor and City at a future Council Meeting.

COMMITTEE REPORTS:

1. Tax and Finance (Jacobson) – Committee meeting 6 PM on March 26th.
2. Streets and Sidewalks (Kosal) – None.
3. Police / Fire Authority (Lee) – None.
4. Building and Grounds (Mclvor) – None.
5. Personnel (Parks) – None.
6. Water and Sewer (Walters) – None.

GENERAL CONCERNS OF THE COUNCIL:

CM Lee reported that the Mayor of Adrian had contacted her and asked if Brown City would be interested in having a "Mayor Exchange Day" with them. Brown City asked CM Lee to return the call and ask if they were interested in the dates of May 22nd, 23rd, or 24th.

CM Walters said the ParPlan of which we are a member sponsors a fun night and Brown City Council is included if they would like to attend. It is in the Traverse City area on the 24th of April.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Walters, second by CM Lee, to adjourn at 7:28 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk