

# BROWN CITY COUNCIL PROCEEDINGS

## NOVEMBER 26, 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 Mclvor, Alecia Parks, and William Walters; City Manager Clint Holmes and City Clerk Juanita Smith.

**ABSENT:** City Attorney Gregory Stremers.

**GUESTS:** Steven Kovac, representing the Brown City Banner, Stacy Biel, Gene Navock, Larry Steigerwald, Police Officers Stracener and Medaugh.

**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 November 12, 2018 as presented. Motion carried.

### **PAY BILLS:**

Motion by CM Jacobson, second by CM Lee, to pay the bills in the following funds:

**General - \$13,793.13 (8932 – 8952), Payroll – \$15,976.06 (8684 – 8702 plus EFT), Major Street - \$1,354.19 (3979), Local Street - \$1,354.19 (4304), Sanitary Sewer - \$2,068.43 (3776 – 3778), Water - \$7,784.24 (3004 – 3007), and Arsenic Abatement - \$12.35 (1420).** Motion carried.

**PERSONAL APPEARANCES:** None Scheduled.

### **PUBLIC QUESTIONS & COMMENTS:**

Larry Steigerwald of 4083 2<sup>nd</sup> Street said that he had been to a Council Meeting several months ago complaining about the weeds at Kohler and Buby Street. He was told that they would be taken care of. He reported that these weeds have never been cut this year and are bad. This is the first time since he has lived there that the weeds have not been cut down throughout the summer he stated.

Larry also questioned Mayor Miller about having cars which don't have license plates or expired plates on them. Mayor Miller replied that she had current plates for all her cars but due to an oversight one had not been put on the car on time. It was in the glove compartment to be put on.

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

CM Jacobson did ask if the leaves were still scheduled for pick-up on the 30<sup>th</sup> since we have had so much snow. City Manager Clint Holmes replied that any leaves that were bagged up would certainly be picked up but we will have to see about the loose leaves and if they are too wet to pick up.

**UNFINISHED BUSINESS:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**ORDINANCES:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

**PETITIONS & COMMUNICATIONS:** None Scheduled.

**MANAGER'S REPORT:**

- 1. Cell Tower Update:** The City was contacted by the contractor this week to discuss having a walk-through of the proposed new cell tower sites. That should take place the week of December 3<sup>rd</sup>. If they decide to continue with the project, a formal proposal will be forwarded to the City so it can be reviewed and acted upon by the Planning Commission and City Council.
- 2. Main Street Decorations:** The DPW finished installing the hardware, banners and lights along Main Street. The lift truck and driver to help the DPW with the installation of the decorations and hardware were provided by Michigan Agricultural Commodities (MAC).
- 3. Sewer Inspection:** The City contracted with Michigan Pipe Inspection to clean and televise the sanitary sewer system north of Main Street from Cade Road to the Maple Valley Road Lift Station. The work began on November 12<sup>th</sup>. No serious issues have been found to date, but the City did receive four complaints about water bubbling up in houses. However, it was reported that the 10" sewer main on First Street narrows to 8" where it goes under the railroad tracks. Once the final report is received from Michigan Pipe Inspection, the City will consult with Spicer Group Engineers to determine necessary courses of action.

**Due to a miscalculation in figures the work by Michigan Pipe Inspection was ended without the work being completed. Michigan Pipe Inspection finished as much as was projected in the contract. However, there is still 6600 feet needed to be cleaned and 12,000 feet need to be televised. It will be about \$40,000 to finish the job which really needs to be completed.**

**Motion by CM McIvor, second by CM Lee to have Michigan Pipe Inspection complete the work that needs to be done at a cost of approximately \$40,000. Motion carried.**

- 4. Police Car Computers:** As part of a grant program, the Brown City Police Department received new laptop computers for each patrol car from Sanilac County. Unfortunately, the new laptops are a significantly different size than the models they are replacing. The new car was taken in and a new computer mount was installed on November 15<sup>th</sup>. The old car will continue to use the same computer until the City replaces the car in 2020.

5. **Thelman Avenue Drainage Ditch:** The City contracted with Burgess Excavating to contour of the drainage ditch on the west side of north Thelman Avenue as a result of replaced culverts. The contractor will coordinate with the Brown City DPW to schedule the work, which should be completed soon.
6. **Sanilac County Visitor Guide:** The ad proof arrived with a request for changes and updates. The Brown City Festival Committee reported that Brown City Days will be June 6-8. The 14<sup>th</sup> Annual Hog Town Run will be August 10<sup>th</sup>. Otherwise no modifications are anticipated to the advertisement. Does the City Council wish to make any changes?

**No further changes other than the dates listed above were suggested by the Council Members.**

7. **Comcast:** The City was contacted by Comcast to state that the cost of cable service will increase on January 1<sup>st</sup> due to increasing programmer fees.
8. **Street Parking:** Residents are reminded that there is no on-street parking within the City Limits between November 1<sup>st</sup> and April 1<sup>st</sup>. The police department placed notices on cars parked on the street early in the morning on November 20<sup>th</sup>. Violators may receive a Civil Infraction ticket and could be towed. This Ordinance will be especially enforced during snow events.

**ATTORNEY'S REPORT:** No report. City Attorney Stremers was absent.

**TREASURER'S REPORT:**

City Treasurer Carol Walters has closed out the computer with the County. Things are ready to be turned over to the new Treasurer. City Manager Clint Holmes reported that the Tax Bills are in and will be sent out by this coming Saturday.

**CLERK'S REPORT:**

I was sworn in as the City Clerk by Deputy Clerk Stephanie Stimson Monday, November 19, 2018 for a two year term ending the second Monday in December of 2020.

**MAYOR'S REPORT:**

1. **Reschedule December 24<sup>th</sup> City Council Meeting** – Move to December 17<sup>th</sup> – Requires Motion.

**Motion by CM Walters, second by CM Lee, to reschedule the December 24<sup>th</sup> City Council Meeting and move it to December 17<sup>th</sup> because of the Christmas Holiday. Motion carried.**

2. **Christmas/New Years City Hall Hours** – City Hall will be closed Tuesday Christmas Day and New Year's Day. Does the City Council want to close City Hall on Christmas Eve Day and New Year's Eve Day, be open or have shortened hours? Requires Motion.

**Motion by CM Walters, second by CM Lee, to close City Hall on Christmas Eve Day and New Year's Eve Day. Motion carried.**

3. **City Council Oath of Office:** The City Council will need to arrive early (6:55 PM) for the December 10<sup>th</sup> meeting so that the City Clerk can give the Oath of Office prior to the meeting being called to order at 7:00 PM.
4. Mayor Miller thanked outgoing Council Members Bill Walters and Gerald Kosal for their time served on the City Council. She said they were very much appreciated.
5. Mayor Miller also stated many businesses, individuals and the Brown City Festival Commission members who helped get the town “looking” like Christmas. A big Thank You to the following:
  - MAC and driver Chris Stanley for helping with the installation of the Christmas lights and Christmas banners.
  - The Christmas Tree Ceremony – Tom and Diane Verran, Tommy Verran, and Jeremy Verran, Michelle Cyphers, Mike Vislosky, Jacob Burke, Jamie Bird, Bella Bird, Cathy Mack, Lorie Callop, Pete and Cindy Kreiner, and Ben’s Supermarket for providing a lift truck to help stand up the tree.
  - The tree was donated by Bruce Millar at Top Hill Tree Farm in Goodrich. It was about a 20 ft. tree which had to be shortened a little.
  - The official tree lighting ceremony will be Saturday December 8<sup>th</sup> at 6 PM.
6. Mayor Miller had the new Police Officer Mcdaugh introduce herself. She has been in training with the other officers since October 31<sup>st</sup> of this year.

#### **COMMITTEE REPORTS:**

1. Tax and Finance (Jacobson) – None.
2. Streets and Sidewalks (Kosal) – None.
3. Police / Fire Authority (Lee) – None.
4. Building and Grounds (McIvor) – None.
5. Personnel (Parks) – None.
6. Water and Sewer (Walters) – None.

#### **GENERAL CONCERNS OF THE COUNCIL:**

CM Walters said it “Has been an honor and a pleasure” working with the other Council Members. He also commended Mayor Miller for the fine job she has done leading the Council. CM Walters will be serving on the Library Board.

CM Parks asked what is going to be done with the old Christmas decorations. At this time no plans have been made as to what is to be done with them.

CM Parks also reminded the Council of Santa coming to the Fire Hall on December 1<sup>st</sup> from 11:00 a.m. to 1:00 p.m. to meet with the children.

On December 8<sup>th</sup> at 5:30 p.m. there will be a Tree Lighting Ceremony in front of the bank with hot chocolate being served and Santa being present. There will be caroling after the lighting of the tree.

#### **PUBLIC QUESTIONS & COMMENTS:**

Larry Steigerwald asked about the construction going on at the gym. His grandson wants to fix an apartment in the rear of the gym. City Manager explained the procedure that needs to take place for this to happen. The paper work needs to be submitted so permits can be issued prior to construction taking place. Because it is a commercial building, approval is required by both the Planning Commission and the City Council. Submission must be at least a week prior to the scheduled Planning Commission meeting which takes place the first Thursday of each month.

The City does not charge for the permit application process. The actual building permits are issued by Sanilac County which does charge fees.

**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