

BROWN CITY COUNCIL PROCEEDINGS

OCTOBER 9, 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, 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; Dawn Cubitt , Sanilac County 911 Director; Phil Bartle, DPW Foreman; Todd Wendy and Matt Methney, Astec Asphalt.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Walters, second by CM Parks, to accept the Regular Meeting Minutes of September 25, 2017 as presented. Motion carried.

PAY BILLS:

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

General - \$20,048.57 (8227-8260), Payroll - \$15,797.58 (8107-8124 plus EFT), Major Street - \$90.00 (3938), Local Street - \$10,185.00 (4274), Sanitary Sewer - \$24,407.00 (3684 and 3686) (void #3685), Water - \$690.70 (2839, 2841-2844 (void #2840)), Arsenic Abatement - \$45,112.19 (1376), Storm Sewer - \$12.99 (1254), and Equipment - \$195.27 (1578-1579). Motion carried.

POLICE REPORT: Report reviewed. No questions or concerns.

PERSONAL APPEARANCES:

1. Dawn Cubitt – Sanilac County 911 Director

Dawn Cubitt, the Sanilac County 911 Director spoke to the Council about signing up for Smart 911 to create a secure Safety Profile for your household. If you ever call 911 the call taker can see the emergency information you want them to see. She encouraged everybody to set up their information with Smart 911. Brochures detailing the program are available at City Hall.

PUBLIC QUESTIONS & COMMENTS: None.

UNFINISHED BUSINESS: None Scheduled.

RESOLUTIONS: None Scheduled.

PUBLIC HEARING: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

MANAGER'S REPORT:

- 1. Lincoln Street Renovation Project:** Astec Asphalt remains the senior contractor for the Lincoln Street Project. The telephone conversation with Astec on September 27th was turned into a written memo and mailed to the appropriate property owners on September 28th. On Thursday, October 5th, Astec was contacted by the City again to request the status of the base stabilization machine. They later returned the call and stated that the machine was en route and would arrive late Thursday. Base stabilization was scheduled for Friday, October 6th, and paving was scheduled to take place over the weekend. They specifically stated they would contact the City if the schedule changed. Later that same day, they contacted Huron Consulting and stated that the stabilization mixture would not be available until Monday or Tuesday. The machine was not on-site by late-Friday. Astec has not yet contacted the City with any schedule changes.

Two representatives from Astec Asphalt were on hand to answer questions from the Council and the public. They said that the hold-up on the base stabilization machine was that they had to have a machine that could handle a 400 degree mixture and no machine could be found. At this point they have a machine that will work but must now wait for the mixture to heat up to the correct temperature. They should be able to lay the base stabilization on Tuesday, October 10th if all goes well.

Many other questions were asked of which the representatives did their best to answer.

Huron Consulting met with the City on October 4th. They were given the following specific instructions:

- 1) Have the engineer on-site throughout base stabilization and paving installation.
- 2) Produce a punch list; and generate "as-built" plans once complete.
- 3) Once the project is complete, produce a letter to the residents stating whether the project met MDOT standards and generally accepted engineering principals if valid.

The City will then provide a copy to each property owner on Lincoln Street.

Due to the substantial delays in this project Huron is recommending a contract extension to accomplish 1) and 2) above. The Proposal is for an additional \$2,830. How does the City Council wish to proceed?

Motion by CM Walters, second by CM Parks, to recommend a contract extension for an additional \$2,830 (two thousand eight hundred thirty dollars) to 1) have the engineer on-site throughout base stabilization and paving installation and 2) to produce a punch list, and generate "as-built" plans once completed, pending legal review by our City Attorney Gregory Stremers. ROLL CALL VOTE: CM Kosal – yes, CM Mclvor – yes, CM Lee – yes, CM Walters – yes, CM Jacobson – yes, CM Parks – yes. 6 Yes Votes, 0 No Votes, 0 Abstained, 0 Absent. Motion carried.

- 2. City Master Plan Survey:** The City continues to receive completed Master Plan Update surveys. The number received back is a little over 10% but does not include surveys done online. Completed paper surveys will be mailed to McKenna for tabulation with the online surveys on October 20th, so that the results are available for the Public Visioning Session scheduled for Thursday, November 2nd as part of the regularly scheduled Planning Commission meeting. Based on the possibility that a larger number of people show up for the Visioning Session that can be accommodated in the City Library, would the City Council be open to having the meeting in a larger venue?

The City Council would be open to having the meeting in a larger venue. City Manager will talk to the school to see if a larger area would be available for our use on Thursday, November 2nd. For the regularly scheduled Planning Commission meeting.

- 3. Redevelopment Ready Community©:** After submitting the Resolution and other necessary forms, the City was accepted by the Michigan Economic Development Corporation's Redevelopment Ready Community© Program. The next step in the process is to receive a formal RRC evaluation from MEDC which should take place by "the second quarter of 2018." The City will also need to continue working on the Master Plan Update and other reporting instruments.
- 4. City Personnel Policy Manual:** The City's Employee Handbook has been extensively revised and upgraded into the (draft) Personnel Policy Manual. Copies of the Draft Manual have been provided to the Administration Department Head, Police Chief, DPW Foreman and Union Representative. Recommended amendments and revisions are due from them by October 19th. A draft copy and cover memo was provided to the Mayor and Personnel Committee members. Recommend the Committee meet after the comment period ends on October 19th to review and update the proposed Personnel Policy Manual, then forward to the full City Council for action.

A Personnel Committee meeting will be held on November 6, 2017 at 7:00 p.m. in the Library.

- 5. Blue Cross Blue Shield Health Care:** The City received a rebate check from Blue Cross Blue Shield, the City's health care provider, in the amount of \$1,181.69. This is "Due to lower-than-expected medical costs," and as a result of requirements under the Affordable Care Act. Additionally, the City met with the representative from Blue Cross/Blue Shield concerning the renewal of the City's policy. With no changes to the existing policy, and none are recommended, the increase in cost will be about 4.29%.
- 6. Police Car Recall:** The City was notified on October 2nd of a recall order on the 2016 Ford Explorer Police Car. "Ford Motor Company has discovered holes and unsealed spaces in the back of some Police Interceptor Utility vehicles" that potentially "creates an opening where exhaust gasses could enter the cabin." The vehicle was inspected and necessary repair parts were ordered on October 6th in Sandusky. The parts should arrive within a week and there was no charge to the City for this work.
- 7. MML Workers Compensation:** The City's annual inspection for the Michigan Municipal Leagues Workers Compensation renewal took place on September 27th. The letter received concerning the inspection results stated, "No recommendations were

developed pursuant to this call.” Also, because of the City’s low use multiple, rates are not expected to increase for 2018.

- 8. Main Street Veterans Memorial:** The DPW installed a layer of dirt north of the missile and applied grass seed. Jack Bell had landscaping plans drawn up for the Memorial. How does the City Council wish to proceed?

CM Walters asked. “How much is this going to cost”?

City Manager Clint Holmes replied that he would check it out.

Mayor Miller said she liked the idea of a fence around each side.

The maintenance of some of the bushes could be costly and therefore questionable in planting some suggested ones.

- 9. Cell Tower:** T-Mobile, intends to upgrade their existing tower mounted wireless equipment at the cell tower on the east side of Brown City. The plan includes the replacement of three (3) antennas and the addition of supporting equipment which will be located behind the tower mounted antennas. Neither additional equipment height nor compound expansion will be required to accommodate the proposed equipment upgrade. No permits from the City are required. The City should be provided with the schedule for this upgrade.

- 10. Sanilac County Hazard Mitigation Plan:** The Advisory Committee met on October 5th in Sandusky. The primary focus of the meeting was to continue the update of the County’s Hazard Mitigation Plan. The City had completed and forwarded to the County a Hazard Events-Risk Assessment for the previous meeting since it conflicted with the time and date of the Planning Commission meeting. The Plan is necessary in order for the County and associated local governments, such as the City of Brown City, to receive grants and equipment through FEMA. Once the Plan is complete and approved by the County Commissioners and FEMA, then local governments can adopt the plan and also become eligible for federal government assistance. However, only Sanilac County governments that participate in this planning process can adopt the final plan and be eligible for FEMA grants.

A copy of the community’s requested survey is attached. Please complete the survey, return to City Hall and the results will then be averaged and forwarded to Sanilac County if the City Council.

City Manager Clint Holmes requested that each Councilmember complete the survey and return it to him at the City Hall where he will average them and forward them to the Sanilac County Emergency Manager. Without our participation Brown City will not be eligible to receive federal government assistance.

ATTORNEY’S REPORT:

City Attorney Gregory Stremers reported that he was working on three specific items at this time—

1. He is working with the Police Chief on the trash issue at the Apartments.
2. He has sent a letter to a resident about a poorly maintained storm water culvert.
- 3 He is reviewing the contract with Huron Consultants.

TREASURER’S REPORT:

Everything is under control.

CLERK’S REPORT:

None.

MAYOR'S REPORT:

1. Semi-Annual City Manager Evaluation –
The Mayor reported that out of a possible 1155 points City Manager Holmes received 957 points for a score of 83%.

COMMITTEE REPORTS:

1. Tax and Finance (Jacobson) – Reminder that there is a Budget Amendment Planning meeting on October 23rd at 6:00 p.m. in the Library.
2. Streets and Sidewalks (Kosal) – None.
3. Police (Lee) - CM Lee reported that she had attended Graduation dinner and celebration for James Schmanske, Larry Workman, Jr., and Jim Toles who had just graduated from Firefighter Training 1 and 2 in Metamora. CM Lee and Fire Chief Keith Redlin attended with their spouses. She also attended the Fire Safety Open House for families here in Brown City which had many fire related activities.
4. Building and Grounds (McIvor) – None.
5. Personnel (Parks) – A Personnel Committee Meeting will be held on November 6, 2017 at 7:00 p.m.
6. Water and Sewer (Walters) – CM Walters asked where we stood with the new bank on the water and sewer. The DPW foreman said they had cut off the water on James Street. It is blocked off and will be filled up with concrete.

GENERAL CONCERNS OF THE COUNCIL:

CM Lee asked, “What is happening at the corner of Maple and McMorrans Streets”? The large hole you see is where a gas line needs to be extended and that is where they will put the shut off, answered Phil Bartle, DPW foreman and City Manager Clint Holmes.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Lee, second by CM Kosal, to adjourn at 8:06 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk