

# **BROWN CITY COUNCIL PROCEEDINGS DECEMBER 18, 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, and William Walters; City Clerk Juanita Smith, and City Manager Clint Holmes.

**ABSENT:** Councilmembers Alecia Parks, Ross McIvor; and City Attorney Gregory Stremers.

**GUESTS:** Steven Kovac representing the Brown City Banner, Dave and Marilyn Hanson, Amethyst Millsap, Dave Millsap, Dave Hanson, Jr., Jessica Hanson, Juliana Hanson, Alexandra Hanson, and Eric Burgess.

## **PRESENTATION OF PROCLAMATIONS FOR TRACK CHAMPIONS ALEXANDRA HANSON AND AMETHYST MILLSAP.**

**Proclamations:** Mayor Julie Miller opened the Council Meeting with a presentation of Proclamations to two well deserving students of Brown City Schools.

A signed and framed Proclamation was presented to then Junior Alexandra Hanson for her outstanding track performances. Alexandra was the first athlete in Brown City history to become All-State in three different events. She holds school records in the 100, 200, and 400 meter events and the 4 x 200 relay. Mayor Miller read aloud the Proclamation while presenting it to Alexandra. Pictures were taken of her accepting the Proclamation from Mayor Miller.

A Proclamation was also presented to then Sophomore Amethyst Millsap for her outstanding athletic achievement as a member of the Brown City High School Cross Country Team. Amethyst earned wide recognition as a key member of the 4 x 200 relay team that set a new school record and she also set a new school record in the 100 meter hurdles. Amethyst's Proclamation was read aloud by Mayor Miller and pictures were taken of her accepting the proclamation from Mayor Miller.

## **ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:**

City Manager Clint Holmes related that there would be one item for discussion under "Pay Bills".

## **CORRECTION & APPROVAL OF MINUTES:**

Motion by CM Walters, second by CM Jacobson, to accept the Regular Meeting Minutes of December 11, 2017 as presented. Motion carried.

**PAY BILLS:**

The City Manager brought to the table updated information regarding the amount owed to Astec Asphalt for the 2017 Lincoln Street Project. This information included a Final As-Built cost summary revised by Eric Ostling from Huron Consulting – the project engineer - at the request of the City Council.

Motion made by CM Jacobson, second by CM Lee, to pay Astec Asphalt \$243,110.22 which is withholding 5% of the \$255,905.49 billed to the City of Brown City. Motion carried.

Motion by CM Jacobson, second by CM Lee, to pay the bills in the following funds with the exception of the above bill for Astec Asphalt that was brought to the Council for discussion tonight: General - \$1,929.07 (8359-8365), Payroll - \$102.00 (8223-8225), Major Street - \$3,000 (3942), Water - \$23.75 (2863), Arsenic Abatement - \$61.35 (1383), and Equipment - \$677.00 (1588). Motion carried.

**PERSONAL APPEARANCES:** None Scheduled.

**PUBLIC QUESTIONS & COMMENTS:** None.

**DPW REPORT:** Report reviewed. No questions. One concern was voiced by CM Lee in that she thought that when the side roads, such as Grant Street, were plowed that they should be widened more.

**UNFINISHED BUSINESS:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**ORDINANCES:** None Scheduled.

**PETITIONS & COMMUNICATIONS:** None Scheduled.

**MANAGER’S REPORT:**

- 1. Police Grant:** The Sanilac County Drug Task Force (DTF) purchased a MILO system for all the departments in the county to use for firearm training. The system allows officers to use their duty weapon with the system. The system is only compatible with certain handguns. The DTF has a grant to purchase each full time officer a duty weapon, magazines, and holster for the weapon. The weapon will belong to the City and be issued to the officer. The only requirement is that the weapon cannot be sold for five years. After that time the City may keep it, sell it outright, or sell it to the officer. The Chief wants to purchase two Springfield Model XD .40 caliber weapons plus magazines and holsters for the department. The City will purchase the equipment and be reimbursed by DTF up to \$1,000.

**Motion by CM Lee, second by CM Kosal, to purchase two Springfield Model XD .40 caliber weapons plus magazines and holsters for the Police department. Motion carried.**

2. **Rural Task Force:** The Sanilac County RTF met in Sandusky on Wednesday, December 13<sup>th</sup>. The focus of the meeting was to allocate projected Federal Transportation and Sanilac County road funds. The meeting was chaired by Sanilac County Road Commission engineer and manager Robb Falls and attended by the city managers from Sandusky and Brown City, among others. Existing projects were rescheduled and proposed improvements discussed and, in some cases, approved for inclusion into the county plan that encompasses 2018 through 2021. Resurfacing of Maple Valley Road from M-90 south to the railroad tracks was scheduled for 2018.
3. **2018 Street Renovation Project:** The City is responsible for the engineering and project management associated with the Maple Valley Road project. In order to be funded by the federal and state highway programs, plans must be reviewed and approved by Lansing before the project can be bid. They require a minimum of three months for this review. The City prepared a Request for Proposals (RFP) for Maple Valley Road, plus Thelman Avenue, Belview and Autumn Gold Drives. If there is no objection from the City Council, this RFP for engineering and project management services for this project will be released. The firms being sent the RFP are listed at the end of the document. The RFP responses are due to the City by 2:00 PM on February 8, 2018.

**There was no objection from the Councilmembers to releasing the RFP.**

4. **Water Asset Management Plan:** MDEQ released the requirements associated with Rule 1606 of the Administrative Rules of Act 399. As a result the City is required to complete and submit a comprehensive Water Asset Management Plan to MDEQ by December 31, 2017. Staff completed the document, and if approved by the City Council, will forward to MDEQ prior to the deadline.

**There were no recommended changes to the document by the City Council.**

**Motion by CM Walters, second by CM Jacobson, to submit the Water Asset Management Plan to MDEQ prior to the deadline date. Motion carried.**

5. **Maple Valley Lift Station:** The pump for the Maple Valley Lift Station failed and DPW installed the spare pump. The original pump was picked up by Northern Pump and Well for repairs. These repairs were completed and the spare pump was returned to the DPW Garage on December 13<sup>th</sup>. The pump will be stored until needed.
6. **Board of Review:** The winter Board of Review meeting took place on December 12<sup>th</sup> at 4:00 PM at City Hall. There was only one parcel submitted for review, and that request was denied.

7. **NSF Checks:** On average, the City receives one or two Non-Sufficient Funds (NSF) checks per year. Over the past month or so, the City has received five, and two the month before. The current NSF Check Fee is \$25 per check. Staff is recommending that the City raise the NSF Check fee to \$50. Does the City Council wish to address this issue at this time?

**After a discussion of the NSF situation, the following motion was made:**

**Motion made by CM Kosal, second by CM Lee, to raise the NSF check fee to \$35 beginning the 1<sup>st</sup> of January of 2018. Motion carried.**

8. **Holiday Schedule:** City Hall, the Police Department and DPW will be closed on December 25<sup>th</sup> and 26<sup>th</sup> as well as January 1<sup>st</sup> and 2<sup>nd</sup> for the holidays. A DPW employee will be on-call on each of these days. On behalf of the Brown City employees, I want to wish the Mayor and City Council a happy holiday season.

**ATTORNEY'S REPORT:** None. (City Attorney Gregory Stremers absent.)

**TREASURER'S REPORT:** William Walters reported that the taxes are coming in.

**CLERK'S REPORT:** None.

**MAYOR'S REPORT:**

**1. Appointments:**

- a. Planning Commission: Robert Jacobson, Ross Mclvor and Todd Vandewarker  
– to 12-31-2020.
- b. DDA: Jamie Daws and Alecia Parks – to 12-31-2021.
- c. Evergreen Cemetery: Ronald Campbell – to 12-31-2022.
- d. Election Commission: Kathleen Loutzenhiser – to 12-31-2019.
- e. Brown City Area Fire Authority: Christine Lee – to 12-31-2018.

**Motion by CM Walters, second by CM Jacobson, to reappoint the following individuals to terms ending on December 31<sup>st</sup> of the indicated year:**

**Planning Commission: Robert Jacobson, Ross Mclvor and Todd Vandewarker. (2020)**

**DDA: Jamie Daws and Alecia Parks. (2021)**

**Evergreen Cemetery: Ronald Campbell. (2022)**

**Election commission: Kathleen Loutzenhiser. (2019)**

**Brown City Area Fire Authority: Christine Lee: (2018)**

**Motion carried.**

2. **Presentation of the Proclamations** to Coach Welke and the Brown City Volleyball Team was postponed to the January meeting due to the rescheduling of the school Christmas Pageant.

**COMMITTEE REPORTS:**

1. Tax and Finance (Jacobson) – None.
2. Streets and Sidewalks (Kosal) – None.

3. Police / Fire Authority (Lee) – None.
4. Building and Grounds (Mclvor) – No report – CM Mclvor absent
5. Personnel (Parks) – No report – CM Parks absent.
6. Water and Sewer (Walters) – None.

**GENERAL CONCERNS OF THE COUNCIL:**

CM Walters asked about the streetlight situation brought up at the last council meeting. City Manager Clint Holmes said he had checked on the streetlights and that they are all working, but tree branches were blocking some of the light.

City Manager Clint Holmes reported that Police Chief Ron Smith was home from the hospital resting. He also said that the police shifts are being covered by our part time officers.

Mayor Miller said that there is much scuttlebutt on Facebook about cars being broken into.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Lee, second by CM Jacobson, to adjourn at 7:33 p.m. Motion carried.

Respectfully submitted,

Juanita Smith  
City Clerk