

BROWN CITY COUNCIL PROCEEDINGS

NOVEMBER 23, 2015

MEETING CALLED TO ORDER BY MAYOR CHRISTINE LEE AT 7:00 PM.

PLEDGE OF ALLEGIANCE LED BY MAYOR CHRISTINE LEE.

PRESENT: Mayor Christine Lee, Councilmembers: Pat Jacobson, Ross McIvor, Julie Miller, and Bill Walters; City Clerk Juanita Smith, City Manager Clint Holmes, and City Attorney Gregory Stremers.

ABSENT: Councilmembers Dan Loutzenhiser and Alecia Parks.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Miller, second by CM McIvor, to accept the Regular Meeting Minutes of November 9, 2015 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Walters, to pay the bills in the following funds: General - \$10,353.83 (7159-7171), Payroll - \$13,370.80 (7184-7200 plus EFT), Sanitary Sewer - \$10,124.84 (3520-3523), Water - \$908.44 (2588-2590), Arsenic Abatement - \$47.90 (1306-1307), and Equipment - \$724.50 (1495). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

DPW REPORT: Report reviewed. No questions or concerns.

PERSONAL APPEARANCES: None Scheduled.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

MANAGER'S REPORT:

- 1. City Police Vehicle:** The new police vehicle is almost ready and Chief Smith expects to take delivery the week of November 30th.

2. **Document Scanning:** The City is required to hold certain documents, such as City Council meeting minutes, “forever.” Other documents and records must be maintained for a state-specified number of years. On December 1st, City Staff will meet with representatives from a company that scans municipal records to determine costs and time-lines associated with this course of action. A recommendation for the City Council should be presented at the December 14th meeting.
3. **Storm Drain TV:** The contractor the City hired to televise the storm drains on First and Second Streets completed the work and provided still pictures and videos to the City. A review of the images and reports by the DPW Foreman and City Manager revealed that the lines are clear and in very good condition. The DVDs are available for your viewing pleasure.
4. **DPW Salt Spreader:** The DPW installed the salt spreader onto their truck and tested the motor, which promptly threw a rod. A replacement motor was ordered and should arrive on November 20th. The DPW will install the new motor when received.
5. **Road Salt Sales:** The City currently sells road salt to the school and Mapleview Estates on a cost plus 10% basis. I was contacted by a commercial snowplow and salting contractor who would also like to purchase road salt from the City for local area use at the same rate. How does the City Council wish to proceed with this request?

The Councilmembers weighed the pros and cons of selling salt to a commercial snowplow and salting contractor as requested. It was the consensus of the Councilmembers to deny the request to sell road salt to the contractor at this time.

6. **4275 Second Street:** The sidewalk and a portion of the driveway at this address are broken and depressed. The owner stated that a tree in the City’s right-of-way fell and caused the damage. Following an inspection by the DPW Foreman and me, a contractor was asked to provide an estimate to repair the damage. Estimated cost is \$700. A conversation with the owner resulted in an offer to split the cost 50/50. However, the owner insists that since the tree caused the damage, the City is responsible. How does the City Council wish to proceed?

The City Council requested that this issue be reintroduced in the Spring.

7. **December Holidays:** City Hall, DPW and the Police Department will be closed on Christmas Day and New Years Day. Traditionally, the City Council has given either a half or whole day off for Christmas Eve and New Years Eve; both fall on a Thursday this year. How does the City Council wish to proceed?

Motion by CM Jacobson, second by CM Miller, to close the City Hall, the DPW, and the Police Department on Thursday for Christmas Eve and New Years Eve day. Motion carried.

8. **Thanksgiving Holiday:** City Hall, DPW and the Police Department will be closed on Thursday and Friday, November 26th and 27th in observance of the Thanksgiving Holiday. DPW Foreman Phil Bartle will be on-call.

ATTORNEY’S REPORT: None.

CLERK'S REPORT:

1. **November 3, 2015 Election:** City Clerk Juanita Smith reported that the November 3, 2015 elections cost the City of Brown City \$1722.58. A copy of the expenditures and emails concerning the property on Cade Road has been sent to Rep. Paul Muxlow and Chief-of-Staff Brian Modelski to once again ask for their help with the Cade Road boundaries.

MAYOR'S REPORT:

1. **Fire Department Officer Appointments:** The Brown City Area Fire Authority met in Special Session on November 17th. They appointed the following officers for a two year term that began immediately: Fire Chief Keith Redlin, Assistant Fire Chief Justin Holsworth, Captain/Training Officer Travis Blatt, Lieutenant Tim Eagle and Secretary/Treasurer Jeff Render.
2. **Festival Commission Meeting:** The Commission was scheduled to meet on November 19th to discuss the future of the Summer Festival. A quorum was not present. No Festival will take place in 2016. The next meeting of the Festival Commission is scheduled for September 15, 2016.

COMMITTEE REPORTS:

1. Police (Miller) – None.
2. Water and Sewer (Loutzenhiser) – None.
3. Tax and Finance (Jacobson) – None.
4. Streets and Sidewalks (Walters) – None.
5. Building and Grounds (Parks) – None.
6. Personnel (Mclvor) – None.

City Manager Clint Holmes said that the City Personnel Handbook was put together in about 1998. In the Spring he would like the Personnel Committee to meet and review the Handbook to see if any changes are needed.

GENERAL CONCERNS OF THE COUNCIL:

CM Miller asked about the issues with Astec and the roads that they have been asked to look at. They have been asked to look at North Cade Road where there are a few places the City is not satisfied with the work they did. Astec was to look at Maple Valley Road from the Railroad tracks to the City Limits to see if the road needs to be completely resurfaced or overlaid. Astec continues to say they will look at these roads but have not reported back to the City as of yet.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM Jacobson, to adjourn at 7:27 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk