

BROWN CITY COUNCIL PROCEEDINGS

February 13, 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: Gerald Kosal, Christine Lee, Ross Mclvor, Alecia Parks, and William Walters; City Clerk Juanita Smith, City Manager Clint Holmes, and City Attorney Gregory Stremers.

ABSENT: Councilmember Pat Jacobson.

GUESTS: Joanne Fuhrman, Michelle Blake, Saige Jager, Whitley Blake, Amethyst Millsap, Courtney Wheeler, Madison Woodall, Reonna Bothwell, Savannah Goddeeris, Nathan Wheeler, Debbie Mclvor, Shawn Wheeler, Rachel Woodall, Shayla Goddeeris, Steven Kovac, Eric Davis from Northstarr Builders LLC, and Gary Braganier, owner of the property at 4493 Vine Street.

PRESENTATION OF PROCLAMATION TO BROWN CITY CROSS COUNTRY TEAM.

Mayor Julie Miller opened the Council Meeting with a presentation of a Proclamation to the well deserving Cross Country Team of Brown City Schools.

A signed and framed Proclamation was presented to the Cross Country Team and their Coaches. Mayor Miller read aloud the Proclamation while presenting it to the group. The team members consisted of Saige Jager, Whitley Blake, Amethyst Millsap, Courtney Wheeler, Madison Woodall, Reonna Bothwell, and Savannah Goddeeris. They were coached by Joanne Fuhrman and Michelle Blake. Pictures were taken of the team and coaches accepting the Proclamation from Mayor Miller.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Mclvor, second by CM Parks, to accept the Regular Meeting Minutes of January 23, 2017 as presented. Motion carried.

PAY BILLS:

Motion by CM Lee, second by CM Mclvor, to pay the bills in the following funds: General - \$19,693.45 (7847-7883), Payroll - \$14,117.26 (7781-7797 plus EFT), Major Street - \$112.85 (3907), Local Street - \$451.41 (4251), Sanitary Sewer - \$4,623.03 (3618-3620), Water - \$1,235.00 (2739,2741-2746), Arsenic Abatement - \$6.80 (1348), and Equipment - \$33.88 (1550). Motion carried.

PERSONAL APPEARANCES:

1. Bernard Anthony Jocuns & Associates, PLLC.: Mr. Bernard Jocuns – Advocate for the Medical Marihuana Facilities Licensing Act.
Mr. Bernard Jocuns – Advocate for the Medical Marihuana Facilities Licensing Act did not attend the Council Meeting.

PUBLIC QUESTIONS & COMMENTS: None.

POLICE REPORT: Report reviewed. No questions or concerns.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None Scheduled.

ORDINANCES: None Scheduled.

RESOLUTIONS:

1. **Resolution 17-02:** Commending Student Painters.

Motion by CM Mclvor, second by CM Walters, to adopt Resolution 17-02: A Resolution Commending Student Painters for helping to educate and train local college students and prepare them for successful lives while helping to improve our community by enhancing property values. ROLL CALL VOTE: CM Mclvor – yes, CM Lee – yes, CM Walters – yes, CM Jacobson – absent, CM Parks – yes, CM Kosal – yes. 5 Yes Votes, 0 No Votes, 1 Absent, 0 Abstaining. Motion carried.

PETITIONS & COMMUNICATIONS:

1. **4493 Vine Street – Construct 24' X 40' pole barn:** Proposed location is within the right-of-way of the Setter Drain. The City has no jurisdiction concerning construction within the right-of-way, to include denying the permit request. Please see associated correspondence from the Sanilac County Drain Commissioner.

Motion by CM Walters, second by CM Mclvor, to issue a building permit for a 24' X 40' pole barn to the owner of the property at 4493 Vine Street subject to receipt by the City of written approval from the Sanilac County Drain Commission and the US Department of Agriculture which share responsibility for the Setter Drain. The Waiver and Release of Liability must be amended to include the City of Brown City. This proposed location is generally within the right-of-way of the Setter Drain.

ROLL CALL VOTE: CM Kosal – yes, CM Walters – yes, CM Jacobson – absent, CM Parks – yes, CM Lee – yes, CM Mclvor – yes. 5 Yes Votes, 0 No Votes, 1 Absent, 0 Abstaining. Motion carried.

MANAGER'S REPORT:

1. **MEDC / ICE Grant:** The Michigan Economic Development Corporation (MEDC) is offering Infrastructure Capacity Enhancement (ICE) Program grants for 2017. The purpose of the ICE program is to accelerate economic development and assist low and moderate income communities in making improvements or upgrades to their existing public infrastructure systems, such as water lines and related facilities; sanitary and storm sewer lines and related facilities; wastewater treatment plants and related activities; and road replacement activities related to these projects. Grants of between \$500,000 and \$1 million will be awarded to eligible communities on a competitive basis. Based on the City's Water Reliability Study, the City should replace old cast iron and small diameter water main.

An engineering firm has offered, and the City Council agreed last December, to generate an ICE Grant application for the City. Last week, MEDC released requirements associated with the grant. Coordination with the engineering firm revealed that the City needs to meet multiple requirements including: being designated one of the Michigan Redevelopment Ready Communities® (RRC); have Administrative Consent Order (A3CO) from MDEQ, and have incorporated the project into the City's Capital Improvement Plan (CIP). Staff attended formal CIP training in Lansing on January 31st. The City is also researching the process for being designated an RRC).

2. **City Master Plan:** The City's current Master Plan dates to 2002. The state requires it be updated every five years. The City Council, at my recommendation, decided to postpone updating the plan until it was necessary. Part of the process of developing a detailed CIP and start the RRC application process includes a current Master Plan. Crosswell just completed the year long process of updating their Master Plan. Updating the City Recreation Plan (which expired in 2004) simultaneously would be cost effective. How does the City Council wish to proceed?

Motion by CM Walters, second by CM Parks to release a Request for Proposals (RFP) to begin the Master Plan update process. Motion carried.

3. **MME Winter Conference:** The annual winter conference for the Michigan Municipal Executives (MME) took place in Kalamazoo the first week of February. Excellent source of information and training. Topics included: Managing Your Assets – Methods for Making Your Roads Last Longer (see handout); Community Engagement for Better Planning; Building Strong Towns; Building Public Trust with Police in Your Community; and others.
4. **MEDC:** The Michigan Economic Development Corporation (MEDC) focus group to discuss means to improve local economies in Sanilac County was rescheduled to late afternoon on Friday, March 3rd in Sandusky.

City Manager Clint Holmes will be attending.

5. **Downtown Vibrancy Training:** The I-69 Thumb Region conducted training concerning "Small-Scale Manufacturing & Downtown Vibrancy" in Lapeer on the afternoon of February 8th. Information provided was interesting and potentially helpful in the future.
6. **Lincoln Street Project:** The renovation of Lincoln Street south of Maple Street is scheduled for early summer. Plans for this project are still being updated. There will be a Streets and Sidewalks Committee meeting prior to the next City Council meeting beginning at 6:00 PM.
7. **Blight and Junk Car Notices:** The City mailed out ten (10) blight notices and eight (8) "junk car" letters. IAW City Ordinance §96.01 (2) and/or (3), cars must be registered, repaired or removed by February 2nd. Of the total number of junk car notices, the majority complied; however, two residents received citations – one for two vehicles and the other for three. Blight has to be addressed by February 20th. Fines for failure to comply begin at \$50 per day.

- 8. FOIA Requests:** On January 31st, the City received a Freedom of Information Act request for “a copy of the following records: An electronic copy of any and all employees for year of 2015, (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); gross annual (fiscal or calendar) wages (including but not limited to salary, over-time wages); position; etc. The requested information was collected and forwarded. The City received a response stating the information was received and accepted.

A second request was received on February 8th for requesting maps and information concerning water/sewer/ storm water for listed addresses. The information and maps were forwarded electronically.

- 9. Bank Account:** The City received \$9,000 from the Brown City VFW Post 2943 for perpetual care of the Veterans Memorial on Main Street. That money was deposited in a new account just for those funds at Exchange State Bank. The City received the first statement on the account and noticed a \$5 service fee. Coordination with the bank revealed that the type of account needed to be changed to eliminate the service fee. The bank also returned the \$5. However, a new signature card will have to be completed. Recommend the City Council approve a motion to have the Mayor, Clerk, Treasurer and Administrative Assistant all sign the updated signature form.

It was the consensus of the Councilmembers to have the Mayor, Clerk, Treasurer and Administrative Assistant all sign an updated signature card with Exchange State Bank for the new account set up for the Veterans Memorial perpetual care fund.

- 10. Cade Road Drainage Ditch:** A court date has been set for February 23rd at 9:30 AM in Judge Ross’ District Court in Sandusky. The City Attorney is working with the property owner to try and have the remediation completed prior to the court date.
- 11. Reading Awareness Month:** March is reading awareness month and the Brown City Elementary School. The City received a letter asking for volunteers to participate in the program.
- 12. Economic Report:** The Citizens Research Council of Michigan is a non-partisan, not-for-profit think tank founded in 1916. They have just released a very interesting report titled “The Prolonged Recovery of Michigan’s Taxable Values”. Taxable value has lost about \$85,100,000,000 since it peaked in 2007. The report offers recommendations to reverse this trend. A copy of the report is available for your review.
- 13. Planning Commission:** A special meeting of the Planning Commission has been requested by Michigan Agricultural Commodities (MAC) to review the construction of a new 90’ X 85’ grain storage bin. The meeting is being scheduled for Thursday, February 23rd at 7 PM. The City Council can expect to review this project, and assess the Planning Committee’s recommendation at the next City Council meeting on February 27th.

14. Computer Networking Support: Informal discussion during the MME Winter Conference resulted in a strong recommendation that the City contact two firms. I.T. Right is the primary provider of computer system maintenance services and website development for local Michigan governments and come highly recommended by other city managers. A meeting with their representative is scheduled for February 27th at City Hall. Munetrix is a company that generates statistical and financial data for local governments and assists with compliance for state revenue sharing reports. A copy of the proposed service agreement, service contract and summary of services is attached.

15. Grant Update: The City was notified by the Michigan Township Participating Plan that our grant request for \$2,500 toward the purchase of a push camera for the DPW has been approved. The DPW Foreman will order the camera and the associate training once the agreement is complete. The City has until August 7th to request reimbursement. The City's matching fee will be split between the Sewer and Storm Sewer Funds. Recommend the City Council authorize the Mayor to sign the grant agreement.

Motion by CM Lee, second by CM McIvor, to authorize Mayor Miller to sign the grant request agreement with the Michigan Township Participating Plan for \$2,500 (two thousand, five hundred dollars) toward the purchase of a push camera for the DPW. Motion carried.

16. President's Day: The City Hall, Police and DPW will be closed on Monday, February 20th in honor of Presidents' Day.

ATTORNEY'S REPORT:

City Attorney Gregory Stremers said that the Cade Road property owner has been texting him and would like to try to settle the drainage issue before the court date of February 23rd.

TREASURER'S REPORT: None.

CLERK'S REPORT: None.

MAYOR'S REPORT: None.

COMMITTEE REPORTS:

1. Tax and Finance (Jacobson) – Absent.
2. Streets and Sidewalks (Kosal) – Committee meeting - February 27th at 6:00 PM.
3. Police (Lee) – None.
4. Building and Grounds (McIvor) – None.
5. Personnel (Parks) – None.
6. Water and Sewer (Walters) – None.

GENERAL CONCERNS OF THE COUNCIL:

City Manager Clint Holmes spoke with Steven Kovac about presenting the Resolution to Emily Kovac and the Entrepreneurs Across America group (Student Painters). A date was set for the Council Meeting of March 13th as Emily would be home from college at that time.

CM Parks asked when the VFW missile would be relocated to its new "home". Clint Holmes replied that it would be moved just as soon as possible. The equipment must be available to move it as most of the work and machinery to move it is voluntary.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM McIvor, second by CM Lee, to adjourn at 7:48 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk