

BROWN CITY COUNCIL PROCEEDINGS
May 20, 2013

MEETING CALLED TO ORDER BY MAYOR CHRISTINE LEE AT 7:04 P.M.

PLEDGE OF ALLEGIANCE LED BY MAYOR CHRISTINE LEE.

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

ABSENT: Councilmembers Pat Jacobson and Robert Jacobson.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA.

City Manager Clint Holmes stated that he would be adding to the Agenda, Resolution 13-08 - A Resolution to Formally Apply for Assistance From the Michigan Township Participating Plan (Par Plan) Risk Reduction Grant Program (RRGP).

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Miller, second by CM McIvor, to accept the Regular Meeting Minutes of May 13, 2013 as presented. Motion carried.

PAY BILLS:

Motion by CM Loutzenhiser, second by CM Walters, to pay the bills in the following funds: General - \$77,576.16 (5765-5776), Payroll - \$12,795.45 (5969-5984 plus EFT), Major Street - \$90.00 (3787), Sanitary Sewer - \$8,985.96 (3300-3303), Water - \$14,266.43 (2214-2218), Arsenic Abatement - \$11.60 (1212), Equipment - \$187.03 (1380). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

DPW REPORT: Report reviewed. The project listed as "Put up no swinging signs by Park Pond" should have read, "Put up no swimming signs by Park Pond".

PERSONAL APPEARANCES: None Scheduled.

UNFINISHED BUSINESS: None.

PETITIONS & COMMUNICATIONS: None Scheduled.

PUBLIC HEARING: None Scheduled.

ORDINANCES: None Scheduled.

RESOLUTIONS:

1. Resolution 13-07: Even-Year Elections

Motion by CM Miller, second by CM Loutzenhiser, to schedule a Public Hearing for the next regularly scheduled City Council meeting on Monday, June 10, 2013 at 7:15 p.m. in the Brown City Public Library concerning changing the Even- and Odd- year elections to Even-Year Elections for the City of Brown City. Motion carried.

2. Resolution 13-08: A Resolution to Formally Apply for Assistance from the Michigan Township Participating Plan (Par Plan) Risk Reduction Grant Program (RRGP).

Motion by CM Miller, second by CM Loutzenhiser, to authorize and approve the Par Plan 2013 Reduction Grant Application to accomplish the timely acquisition of two Threat Level II with Trauma Plate Bullet Resistant Vests (BRVs) at a cost of approximately \$2,753.98. The City's portion of these two BRVs would be in the amount of about \$753.98. ROLL CALL VOTE: CM Pat Jacobson – absent, CM Robert Jacobson – absent, CM Loutzenhiser – yes, CM McIvor – yes, CM Miller – yes, CM Walters – yes. 4 Yes votes, 0 No votes, 2 Absent. Motion carried.

MANAGER'S REPORT

1. **Annual Audit:** The regular annual audit of the City, Library and Fire Department was conducted by King and King on May 15th and 16th. No discrepancies were noted during the City's portion of the audit. The City Council will receive a formal presentation on the results at the June 10th regular meeting.

2. **Water Tower Antennas:** Utility Service is still working to finalize a plan for antenna placement on the water tower. Also, the City received the permit applications for MDEQ for the water tower painting. Who does the City Council wish to designate to sign the permit applications?

The City Council designated City Manager Clint Holmes to sign the permit applications.

3. **SAW Grant:** Fleis&Vandenbrink and the City had a detailed conversation concerning the proposed SAW Grant. The engineering firm has put together a "not to exceed price estimate" of \$100,000 for an Asset Management Study with no GIS Component subject to the City being awarded a grant. Under the provisions of the grant, the City's share would be \$10,000 or less. How does the City Council wish to proceed?

No follow-up paperwork has been received at this time. Additional paperwork may be available by the next regularly scheduled council meeting on June 10, 2013 but until such time the City Council does not wish to proceed with any action.

4. **Well #3 Overhaul and VFD:** Northern Pump & Well is ordering the parts and equipment to overhaul Well #3 and install VFDs on Wells #3 & #4. Anticipate the work to begin after June 10th so as not to interfere with the Thumb Soybean Festival.

5. **Hydrant Flushing:** The DPW will conduct hydrant flushing May 20-24. A notice was published on the City's website identifying the dates and reminding residents to avoid washing white and light-colored clothes while hydrants are being flushed.
6. **Thumb Soybean Festival:** The Commission met May 16th and provided a final schedule of events. They also provided a contact list for the people running the various activities. The next meeting is scheduled for May 30th at 6:30 PM. There was a concern raised by the auditors that the funds for Commission are not held by the City and bills are not paid through a City account. This potential issue was raised at the meeting and a policy will be developed before the end of the fiscal year.

The City Manager is working with the Festival Committee to develop a policy concerning the Soybean Festival accounts.

7. **Street Sweeping, Brining and Grading:** The City of Marlette, under the C³ contract, will be sweeping Main and other streets the weekend of May 24-26. The DPW will be grading the carnival parking lot, Slaughterhouse Drive and the Park Road prior to brine being applied on May 24th.
8. **Grass, Pools and Junk Cars:** The City has started to receive complaints about tall grass, unkempt swimming pools, and junk cars. The Police Chief provided a list of violators and six junk vehicles and three tall grass formal notice letters were sent out on May 20th. Violation letters concerning pools will be sent when inspections are complete.
9. **Office Clerk and Part-time Police Officer:** The City has hired Jennifer DeVriendt as the office clerk beginning May 20th. This will give her three days with Phyllis Niehaus to learn the details of the position. Also, the City interviewed Sean Leathers for the position of part-time police officer and he will begin orientation on May 20th. Shawn is currently working part-time in Metamora and Yale.
10. **Foreclosed Property Auction:** The Sanilac County Treasurer notified the City that two pieces of property were up for tax auction on August 21st. The properties are 6872 St Marys and 4218 Maple Street. There are no utility or other liens from the City on these properties at this time.
11. **Bookcases:** The City would like to buy two heavy duty 2' X 6' bookcases to store the records for the City Treasurer and City Assessor. Liaison with the Amish community revealed they could be constructed for about \$390 each. How does the City Council wish to proceed?

Motion by CM Walters, second by CM McIvor, to authorize the City Manager to contract for the construction of two heavy duty bookcases to store tax and assessing information for a cost not to exceed \$800. Motion carried.

ATTORNEY'S REPORT: None.

TREASURER'S REPORT: None.

MAYOR'S REPORT: None.

COMMITTEE REPORTS:

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

GENERAL CONCERNS OF THE COUNCIL:

1. **CM Miller shared her concern about the bricks falling off the Brown City sign at the west end of Brown City. She asked whose responsibility it is to fix the sign. The City Manager replied that the Brown City Rotary cares for this sign and he would speak to someone concerning this matter.**

2. **Mayor Christine Lee questioned if we might have the empty store windows washed before the Soybean Festival as they are extremely dirty. City Manager Clint Holmes will contact someone to see if they could be washed before the Festival dates.**

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

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

Respectfully submitted,

Juanita Smith
City Clerk