

**BROWN CITY COUNCIL PROCEEDINGS**  
**August 26, 2013**

**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, Robert Jacobson, Dan Loutzenhiser, Ross McIvor, Julie Miller, and Bill Walters, City Clerk Juanita Smith, City Manager Clint Holmes, and City Attorney Gregory Stremers.

**ABSENT:** None.

**ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:** None.

**CORRECTION & APPROVAL OF MINUTES:**

Motion by CM Miller, second by CM Loutzenhiser, to accept the Regular Meeting Minutes of August 12, 2013 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Pat Jacobson, second by CM R. Jacobson, to pay the bills in the following funds: General - \$14,924.93 (5908-5918), Payroll - \$14,210.93 (6093-6110 plus EFT), Major Street - \$3,722.50 (3799-3800), Sanitary Sewer - \$7,111.03 (3326-3330), Water - \$1,330.72 (2260-2262). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:**

Bill Pepper, a resident of Brown City, appeared before the City Council to inquire if Brown City still had a curfew law and if it was being enforced. He reported that his camper had been "egged" and "made a mess of" around 3:00 a.m. by youngsters. Mr. Pepper questioned if perhaps it would be possible to stagger the Police Department hours so they are not always off duty at 3:00 a.m.

City Manager Clint Holmes replied that CM Walters had brought this problem up a couple of months ago and that the Police Department hours have been rescheduled so that they may try to catch the individuals involved in these activities.

**DPW REPORT:** Report reviewed. No questions or concerns.

City Manager did have one comment: On Tuesday, August 27, 2013, notices will be handed out in the area of Soybean Drive and Maple Valley Road stating that there may be lower water pressure in that area on Wednesday as a water leak has been detected and repairs are scheduled for Wednesday.

**PERSONAL APPEARANCES:** None Scheduled.

**UNFINISHED BUSINESS:** None Scheduled.

**PETITIONS & COMMUNICATIONS:**

1. **4333 Maple Street** – The owner of the home located at 4333 Maple Street is requesting a permit to construct a 40' X 40' garage on the south side of the property. The Ordinance (§152.170 (2)) requires a 3' setback on side and rear – the setback for this proposed construction is 3'. Letters stating no objection from adjacent property owners are included with the application.

**Motion by CM Walters, second by CM R. Jacobson, to grant a permit to construct a 40' x 40' garage on the south side of the property at 4333 Maple Street.**

2. **6760 St. Marys Street** - The owner of the home located at 6760 St. Marys Street is requesting a permit to construct a 24' X 24' storage shed on the west side of the property.

**Motion by CM Walters, second by CM R. Jacobson, to grant a permit to construct a 24' x 24' storage shed on the west side of the property at 6760 St. Marys Street.**

**PUBLIC HEARING:** None Scheduled.

**ORDINANCES:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

**MANAGER'S REPORT:**

1. **Water Tower Project:** Utility Services notified the City that they planned to have a crew arrive on August 19<sup>th</sup> to begin repainting the water tower. The DPW drained the water tower early on the 19<sup>th</sup>. Special high pressure water release valves were installed on fire hydrants to ensure pressure levels were not exceeded. Using the new VFD on Well #4, the pump began 24-hour operations to maintain water pressure while the water tower was being sandblasted and repainted. Work should be completed within two weeks.
2. **Boil Water Notice:** During the evening of August 21<sup>st</sup>, a high-voltage power line located in the alley between Welles and Merrill Streets broke just before 9 PM. The fire department was immediately dispatched to secure the scene. Since the water tower was off-line, Well #4 was maintaining water pressure. When electrical power was lost, the pressure began to immediately drop. The DPW and I were able to get Well #3 on-line and water pressure was restored in well less than an hour. MDEQ was called but did not respond until the next day. However, since the pressure had dropped to zero, MDEQ requires that a "Boil Water Notice" be issued to all system consumers. Local radio stations and Channel 5 Saginaw were notified immediately and requested to report the "Boil Water Notice." Local restaurants were notified early the next morning by representatives from the DPW. Formal notification was also provided to the Sanilac County Department of Health. Multiple water samples were sent to the lab and final results, and the anticipated lifting of the Notice, is expected Saturday around noon, since samples must be tested over a 48-hour period.

**The "Boil Water Notice" was lifted at 11:00 a.m. on Saturday. Cancellation of "Boil Water Notices" were immediately called into television stations 2,4, and 5, a notice was posted on Channel 6 and placed on the window of the City Hall, and the local restaurants were notified by the DPW Foreman. The City Manager also**

**noted that at about 11:00 PM that night, the Brown City Schools Superintendent Jerry Steigerwald called the Brown City Police to report a major water leak at the school's Bus Garage. Police from Brown City and Sanilac County, the City Manager, and DPW were on the scene within minutes. The DPW was able to close a valve inside the building that stopped the flow of water.**

- 3. 2013 Water Main Project:** The City met with the engineer and representatives from the contractor on August 22<sup>nd</sup>. The schedule provided indicates that replacement of the water main north of the Central business District will begin September 3<sup>rd</sup>; the area south of the Central Business District should begin September 11<sup>th</sup>. Each portion of the project should take about a week. Notices detailing the schedule were mailed to the businesses and properties effected. Four copies of the contract were provided. They have been signed by the contractor and require signatures from the Mayor and Clerk.

**Motion by CM Walters, second by CM R. Jacobson, to have Mayor Christine Lee and City Clerk Juanita Smith sign the four copies of the contracts with Cassino Building & Development so that the scheduled work may begin on September 3<sup>rd</sup> on the area north of the Central Business district and on September 11<sup>th</sup> on the area south of the Central Business district.**

- 4. 2013 Streets Project:** The contractor was notified they had received the project and they later picked up copies of the contract from City Hall. The City already has current W9 and insurance documents on file. Once contracts are completed, the Notice to Proceed can be issued and the project can be scheduled.
- 5. City Hall Painting:** Requests for estimates for the cost of minor drywall repair and painting of the interior of our City Hall were sent to local contractors on August 19<sup>th</sup>. Work will include painting ceilings (white), walls (Glidden Dapper Tan - satin) and trim (Glidden Antique White – semi-gloss) for two offices, two public restrooms, main reception area and hallway. Estimates – to include a not-to-exceed cost and time necessary to complete the work - must be received prior to 5:00 PM on Thursday, September 5, 2013, and will be presented to the City Council for consideration at the September 9<sup>th</sup> regular meeting.
- 6. EVIP I:** The deadline for Phase I (Accountability and Transparency) of the Governor's Economic Vitality Improvement Program is approaching. In addition to last year's requirement for a Citizen's Guide, Performance Dashboard, and two-year Budget Report, a fourth report detailing the City's long term debt has been added. Also, additional reporting categories have been added to the existing reports, and the format for the Budget Report was substantially modified. Following approval by the City Council, the documents must be submitted with the appropriate paperwork to Lansing prior to October 1<sup>st</sup>. Draft copies of a cover document and all four reports are provided. Are there any recommended changes or additions that the City Council wants to make? In addition to the copies sent to Lansing, they must be posted on the City's website and a hardcopy available for review at City Hall. Phase II is due February 1<sup>st</sup>. How does the City Council wish to proceed?

**The City Council would like to take time to study the draft copies of the cover document and the four reports. Then at the next City Council meeting on September 9, 2013 any recommended changes or additions will be open for discussion.**

7. **EVIP III:** The Marlette City Manager contracted me concerning a discussion he had with Senator Green's office concerning EVIP III Consolidation and Collaboration. He requested that I also contact the Senator's Office. A copy of the resulting email and response is enclosed.

8. **City Police Car:** The report from the Michigan State Police concerning the accident on May 31<sup>st</sup> still has not been issued. A request was made to the insurance company to keep the file open; they are also looking into waiving the City's \$500 deductible.

**Total expenses to the City have been approximately \$240. The \$500.00 deductible that the City has with the insurance company may perhaps be waived.**

**ATTORNEY'S REPORT:** None.

**TREASURER'S REPORT:** Report reviewed. No questions or concerns.

**MAYOR'S REPORT:**

1. Semiannual city manager evaluation is required. Completed forms due to the Mayor on or before the next City Council meeting (September 9<sup>th</sup>).

**COMMITTEE REPORTS:**

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

**GENERAL CONCERNS OF THE COUNCIL:**

CM Pat Jacobson asked, "Why didn't the police go door-to-door informing the public of the 'Boil Water Notice'?" In reply City Manager stated that he didn't know how to go about this as there are 584 residential houses or apartments in the City of Brown City. He said that they alerted the public as quickly as possible and in the manner that most people would be reached the fastest—by placing it on several television stations, the local radio stations, and a notice on the City Hall door. Restaurants were notified early the next morning by DPW workers.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Miller, second by CM Pat Jacobson, to adjourn at 7:37 p.m. Motion carried.

Respectfully submitted,

Juanita Smith  
City Clerk