

# **BROWN CITY COUNCIL PROCEEDINGS**

## **November 25, 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.**

City Manager Clint Holmes reported that there would be one addition to the agenda under the City Manager's Report.

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

Motion by CM Miller, second by CM Pat Jacobson, to accept the Regular Meeting Minutes of November 11, 2013 as presented. Motion carried.

### **PAY BILLS:**

Motion by CM Pat Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$15,252.99 (6050-6062), Payroll - \$12,616.89 (6201-6217 plus EFT), Major Street - \$116,967.33 (3809-3811), Sanitary Sewer - \$213.81 (3348), Water - \$1,638.57 (2307-2309), Arsenic Abatement - \$147.00 (1228-1229). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

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

**PERSONAL APPEARANCES:** None Scheduled.

**UNFINISHED BUSINESS:** None Scheduled.

**PETITIONS & COMMUNICATIONS:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**ORDINANCES:** None Scheduled.

## **RESOLUTIONS:**

- 1. Resolution 13-11** – A Resolution of the City of Brown City to Amend the City's 2013-2014 Budget to Better Reflect Revenues and Expenditures. The Tax and Finance Committee met November 21<sup>st</sup> and reviewed the Budget Amendment. They recommend the City Council approve the amendment.

**Motion by CM Pat Jacobson, second by CM Walters, to adopt Resolution 13-11: A Resolution of the City of Brown City to Amend the City's 2013-2014 Budget to Better Reflect Revenues and Expenditures. Motion carried.**

## **MANAGER'S REPORT:**

- 1. Maple Valley Road Completion:** The final painting and sign removal were completed last week. The bulk of this \$136,474.64 project was paid for by state and federal funds. The City's share for the project came to \$26,273.13, saving the City \$110,201.51.
- 2. Policy Adoption Recommendations:** The City's risk management inspector recommended that the City adopt new policies concerning Social Media, Records Retention, and Safe Delivery of Newborn Infants for the Brown City Police Department. The Proposed policies have been reviewed by the Chief of Police and he recommends the City Council approve their implementation.

**Motion by CM Miller, second by CM R. Jacobson, for the City to adopt the new policies concerning Social Media, Records Retention, and Safe Delivery of Newborn Infants for the Brown City Police Department. Motion carried.**

- 3. Fuel Retention Wall:** The City's risk management inspector also strongly recommended the City construct a containment wall around the City's fuel tanks to mitigate the potential effects of a spill or tank rupture. If there is no objection from the City Council, likely costs can be researched.

**There were no objections from the City Council; therefore, costs may be researched to construct a containment wall around the City's fuel tanks.**

- 4. EVIP I Redux:** The documents required for EVIP I were submitted by the City and accepted by the Department of Treasury on September 24<sup>th</sup> to meet the October 1<sup>st</sup> deadline. The City received a call requesting additional information concerning unfunded pension liabilities. The requested information was provided, and the City was notified on November 20<sup>th</sup> that the information had been accepted and the City's submission was finalized.
- 5. Focus Group:** Thumbworks sponsored a "Community Conversation" in partnership with the Center for Michigan, a non-profit and nonpartisan "think and do" tank located in Ann Arbor. A group was convened in Marlette on November 13<sup>th</sup> to discuss key issues impacting our state. Items included education; the economy and prosperity; quality of life; and public money priorities. There will be more than 150 of these structured dialogues taking place across the state between September 2013 and April 2014. Results will be provided to candidates running in the next election, to include the governor, all 38 state Senators and all 110 members of the state House of Representatives. A copy of the brochure listing questions and discussion items is available for your review.

6. **Comcast Rate Increase:** The City was notified by letter that Comcast cable television rates will increase on January 1<sup>st</sup>. Increases are based on the category of service and vary from \$.50 to \$1.50 per month.

7. **MLGMA Winter Conference:** The Michigan Local Government Managers Association Winter Conference is scheduled for January 28-31 in Battle Creek. Having missed last year's conference, if there is no objection from the City Council, I would like to attend.

**There are no objections to City Manager Clint Holmes attending the Michigan Local Government Managers Association Winter Conference in Battle Creek on January 28-31.**

8. **City Hall Closure:** The City Hall, police department and DPW will be closed on November 28<sup>th</sup> and 29<sup>th</sup> for the Thanksgiving Holiday. Ron Trombley, Jr. will be the stand-by DPW employee during this holiday period.

9. **Water Well SCADA System:** The touch panel used to program the SCADA (supervisory control and data acquisition) systems installed at Wells #3 and #4 is no longer working properly. The SCADA monitors the wells and reports operational and security status. The manufacture will repair them and replace needed parts for a cost of \$3,856. The City will schedule these repairs as soon as possible.

**ATTORNEY'S REPORT:** None.

**MAYOR'S REPORT:**

Mayor Christine Lee asked City Clerk Juanita Smith to give an update on the cost of the election which took place on November 5, 2013. City Clerk Juanita Smith reported the final cost of the election was \$2,540.63.

Mayor Christine Lee wished everyone a safe and Happy Thanksgiving.

**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:**

City Manager Clint Holmes had two to items to discuss that had been of concern to the council—the first was about the sofa that was left on the corner of Wells and Maple Street since before Halloween. It is no longer there. It has been taken care of. The second item of concern was the pile of dirt at the old bowling alley lot. The dirt is to be leveled off so that area will not be as hazardous to the public.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Miller, second by CM Pat Jacobson, to adjourn at 7:12 p.m. Motion carried.

Respectfully submitted,

Juanita M. Smith  
City Clerk