

BROWN CITY COUNCIL PROCEEDINGS

DECEMBER 8, 2014

OATH OF OFFICE (6:55 PM):

1. **Mayor Christine Lee; Councilmembers Dan Loutzenhiser, Alecia Parks, and Ross Mclvor.** City Clerk Juanita Smith administered the Oath of Office to Mayor Christine Lee; Councilmembers Dan Loutzenhiser, Alecia Parks, and Ross Mclvor. Photos for the City's website were taken after the meeting.

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, Dan Loutzenhiser, Ross Mclvor, Julie Miller, Alecia Parks, 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 Mclvor, to accept the Regular Meeting Minutes of November 24, 2014 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$13,172.71 (6619-6642), Payroll - \$12,629.65 (6711-6726 plus EFT), Sanitary Sewer - \$600.00 (3435-3436), Water - \$277.37 (2453-2455), Arsenic Abatement - \$155.95 (1266-1267), Equipment - \$1,766.02 (1459-1461). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

POLICE REPORT: No questions or concerns.

PERSONAL APPEARANCES: None Scheduled.

UNFINISHED BUSINESS:

1. Brown City Park Equipment Usage Charges.

After much discussion and studying the spreadsheet of the Equipment Usage in the Park for the years 2013 and 2014, a motion was made by CM Mclvor, second by CM Parks, to bill the Park Board for a total of 27 hours of time for the JC275 tractor for the 2014 season. **ROLL CALL VOTE: CM Walters – yes, CM Jacobson – yes, CM Parks – yes, CM Loutzenhiser – yes, CM Mclvor – yes, CM Miller – yes. 6 yes votes, 0 no votes, 0 absent, 0 abstaining. Motion carried.**

PUBLIC HEARING: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

RESOLUTIONS: None Scheduled.

ORDINANCES: None Scheduled.

MANAGER'S REPORT:

1. **CVTRS Submission:** The state has changed the Economic Vitality Incentive Program (EVIP) into the City, Village, and Township Revenue Sharing (CVTRS) program. The Michigan Department of Treasury notified the City that submitted reports had been received and accepted. To date there have been no follow-up questions or requests for information. The reports were also provided to the company maintaining the City's website with a request they be added to the website (www.ci.brown-city.mi.us).
2. **Blue Cross/Blue Shield:** City employees have received their new health insurance cards. Details concerning deductibles and out-of-pocket expenses are still being coordinated with the contractor but should be resolved in the near future.
3. **COMCAST Cable TV:** Discussion with the Facility Supervisor for Real Estate at COMCAST revealed their intent to pay the City the \$7,500 owed for twenty-five year in back-rent on their downlink site adjacent to the water tower. They are also planning to provide a draft contract for their continued occupation of the site, possibly by as soon as the end of this month.
4. **Air Advantage:** The City has received payment for Third Quarter 2014 (after some prompting) and a promise to provide payment for Fourth Quarter immediately. The City, in accordance with the existing contract, bills in advance and Air Advantage is sent a quarterly statement.
5. **Streetlight Audit:** In early December, there was a discussion among Michigan city managers concerning street lights. Apparently, some cities served by Consumers Energy that conducted audits determined that they had been overcharged and requested refunds. Consumers Energy did provide some refunds but only for overcharges going back three years. The City contacted DTE street lighting department and requested an audit to determine if the \$2,774.14 we pay per month (\$33,289.68 per year) is an accurate amount. DTE is forwarding maps and street light types (high pressure sodium, low pressure sodium, LED) so review and analysis can take place.
6. **Downtown Development Authority:** The formal property assessment on 4227 Main Street was completed on Monday, December 1st. Expect the sale to be completed within the next two weeks. The issue with 4223 Main Street is being addressed by the City Attorney (see Attorney's Report).

7. **ICMA:** I have been a member of the International City Managers Association since 1998. They have an annual conference that I have never attended. The 2015 ICMA Conference will be in Seattle, Washington September 27-30. I have been offered a free registration but would need hotel and transportation. Does the City Council have an objection to me attending this conference? I must notify ICMA about attending soon.

The City Council has no objection to City Manager Clint Holmes attending this conference.

8. **Meeting Cancellations:** The December Park Board and Brown City Festival Commission meetings for the month of December have been cancelled.

ATTORNEY'S REPORT:

1. 4223 Main Street.

City Attorney Gregory Stremers reported on the foreclosure status of the building at 4223 Main Street. Papers will be filed tomorrow with a court date following within a month. A hearing will then follow. The owner then has 90 days to pay the interest and principal in arrears. The property should be deeded back to the DDA by April or May. At that time they would be free to resell the property if they so choose. The attorney recommends that the city makes sure the insurance is kept up to date on the building.

TREASURER'S REPORT: None.

MAYOR'S REPORT:

1. City of Brown City Rules of Procedure for City Council Meetings.

Mayor Christine Lee handed out the City of Brown City Rules of Procedure for the City Council Meetings to each councilmember to review.

2. City Council Committee assignments.

See attached sheet on the City Council Committees.

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.

GENERAL CONCERNS OF THE COUNCIL:

A citizen of Brown City called the City Manager and stated that horse manure was deposited in front of his house and requested that the city DTW come and clean it up.

CM Miller asked if the house at 7048 Lincoln Street had requested a permit to install a driveway on the north side of the home. City Manager replied that, "Yes", a permit had been issued to them in July of 2014.

The question came up as to whether the trench at the corner of Cade and Main Streets broke into the city drain system. City Manager Clint Holmes replied that it would be checked out.

CM Jacobson questioned the dirt being piled up at the home at the corner of Wells and Maple Streets. Is it too much dirt? City Manager will inspect the property.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM McIvor, to adjourn at 7:34 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk