

BROWN CITY COUNCIL PROCEEDINGS FEBRUARY 9, 2015

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 McIvor, 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:

City Manager Clint Holmes stated Item #1 under the Treasure's Report should actually have been listed under the Attorney's Report.

Two additional items will be discussed under the Manager's Report.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Miller, second by CM McIvor, to accept the Regular Meeting Minutes of January 26, 2015 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$ 14,458.16 (6700-6722), Payroll - \$12,456.79 (6803-6820 plus EFT), Major Street - \$1522.64 (3848), Local Street - \$1,522.64 (4224), Sanitary Sewer - \$2.49 (3448), Water - \$441.13 (2471-2474), Equipment - \$1,412.55 (1464-1467). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

POLICE REPORT: Report reviewed. No questions or concerns.

PERSONAL APPEARANCES: None Scheduled.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

RESOLUTIONS:

1. **Resolution 15-03:** A Resolution To Formally Adopt Guidelines For Poverty Exemptions For Property Taxes.

Motion by CM Miller, second by CM Walters, to adopt Resolution 15-03: A Resolution to Formally Adopt Guidelines for Poverty Exemptions for Property Taxes. ROLL CALL VOTE: CM McIvor – yes, CM Miller - yes, CM Walters – yes, CM Jacobson – yes, CM Parks – yes, CM Loutzenhiser – yes. 6 Yes votes, 0 No votes, 0 Absent, 0 Abstaining. Motion carried.

ORDINANCES: None Scheduled.

MANAGER'S REPORT:

1. **Police Chief Status:** Police Chief Ron Smith continues to improve after his emergency surgery three weeks ago. He will find out in about two weeks when he can expect a medical release to return to work.
2. **Maple Valley Estates:** Maple Valley Estates apparently has new owners. Their representative recently requested the procedure for them to turn over responsibility for repair and maintenance of the subdivision's water, sewer, storm drain and road systems to the City. As had been discussed with her during the initial meeting with the Mayor and City Manager last November, the City's requirement before accepting the infrastructure of a subdivision is that it meets State requirements – those of DEQ for water, sewer and storm drains, and MDOT for roads. The City made clear during the initial meeting that we were given to understand by the then City Engineer that none of this infrastructure was in compliance when the park was built almost two decades ago. The owner provided copies of the infrastructure plans to the City on February 5th. A copy of the accompanying letter is attached and requests the City Engineer review the plans and provide a report detailing what is required to bring the park into compliance and allow the City to accept transfer of the infrastructure. Cost for plan review, site assessment, and report was estimated by Huron Consultants at \$1,000 to \$1,500; and by Spicer Group at about \$20,000. How does the City Council wish to proceed?
The City Council has no interest in hiring an engineering firm to look over the plans presented. If Maple Valley Estates wishes to hire an engineering firm on their own, Brown City will look the plans over. City Manager Clint Holmes will draft a letter to send to the owners of Maple Valley Estates stating the Council's decision.
3. **City Salt Spreader:** The new motor on the back of the City's salt spreader was installed by the DPW and seems to be working more efficiently than the previous one.
4. **On-Street Parking:** City Ordinance §70.06(L) states: "No parking is permitted on City streets from November 1 through April 1 between the hours of 2:00 a.m. and 6:00 a.m.". Fines are \$50 for the first offense; \$100 for the second offense and \$150 for the third offense up to a maximum of \$500 per day. This no parking provision is echoed in the City's Snow & Ice Control Policy. Following issues after the two most recent snowfalls,

the Brown City Police Department has been directed to ticket all cars in violation of this ordinance.

- 5. COMCAST Cable TV:** The City has not received a proposed lease agreement as of February 6th. Phone calls to the Facility Supervisor for Real Estate at COMCAST after the last City Council meeting and on February 6th resulted in promises to mail the new proposed lease to the City immediately. The City continues to hold the lease payment check. However, the City did receive the quarterly franchise fee from COMCAST in the amount of \$357.97.

A lease was received in the City Office today, February 9, 2015, to review. Comcast is proposing paying \$300 per year to the City and have the lease automatically renew in five (5) years. However, the Council found this amount unacceptable and wishes City Manager Holmes to make a counter offer of \$1200 per month. City Attorney Gregory Stremers suggests that we ask for a minimum of one million dollars in insurance from them also. City Manager Clint Holmes will send a letter to Comcast stating the Council's counter offer.

- 6. Sanilac County Payments:** The Sanilac County Clerk wants the City to allow payments from the County to be made via direct deposit. This will save the County money and could expedite the City's receipt funds – primarily the delinquent tax and road millage payments. Recommend the City Council authorize the Mayor to sign for the City.

Motion by Miller, second by CM Jacobson, to approve and authorize Mayor Christine Lee to sign the papers on behalf of the City of Brown City that would allow direct deposit of payments from Sanilac County. Motion carried.

- 7. GIS Meeting:** Sanilac County hosted a meeting for municipal and township representatives on February 4th to discuss the status of, and proposed plans for, the County's Geographic Information System (GIS) project. The previous GIS informational meeting took place on November 8th, 2013. The City Council for the City of Brown City provided the requested letter of support for a grant application on November 12th, 2013. The goal of the meeting was apparently to determine the likelihood and degree of participation by the Sanilac municipalities and townships. The information provided at the meeting was not adequate to allow for a proposal to the City Council at this time. A recommendation by local government representatives at the meeting to establish a committee to identify options and present a cogent proposal and associated costs to municipal councils and township boards was apparently not supported by project managers.
- 8. City Webpage:** AirAdvantage hosts the City's website at www.ci.brown-city.mi.us on one of their servers. Since the beginning of the year, the City has not been able to post items to the website. AirAdvantage is in the process of "migrating" our website to a new server that will allow FTP information transfers and updates. The most recent email (February 2nd) said they are still working the problem.
- 9. Road Funds:** The City received our road funding check from the state. In addition to the expected amounts for Major and Local Streets, the City also received an extra \$2,165

as part of the special program to improve roads within the State of Michigan. This extra funding will allow the City to replace about eleven and one-half feet (11½') of curb and asphalt on Lincoln Street, for example.

10. **Pipeline Safety Class:** The Mayor and City Manager will be attending the class on pipeline safety in Marysville on Thursday February 26th.
11. **Lift Station:** On Saturday, February 7th, 2015 a problem occurred with the lift station. It began working intermittently and DPW Foreman Phil Bartle and City Manager Clint Holmes resolved the apparent issue. However, the system subsequently continued to have problems. The DPW Foreman contacted an electrician who was able to remedy the problem and the lift station is now working properly.
12. **Presidents' Day:** The City Hall and DPW Offices will be closed on February 16th in commemoration of Presidents' Day. A DPW employee will be on-call that day.

ATTORNEY'S REPORT:

1. People vs. David Lee Chapman, Sr.
City Attorney Gregory Stremers said that we won't need to go back to court for the case of the People vs. David Lee Chapman, Sr. David Chapman called the City Treasurer and asked for the amount owed for his tax bills so he could get them paid as he may have a buyer for the property.

TREASURER'S REPORT:

1. People vs. David Lee Chapman, Sr. (see above)
2. The City Treasurer, Carol Walters, has made the first Winter tax payments of \$337,235.74 to the following disbursements:

Brown City Schools:	\$59,311.60	School operating.
	\$60,609.06	School debt.
Sanilac County	\$34,838.18	County operating.
Sanilac I.S.D.	\$22,122.26	School operating.
City of Brown City	\$146,097.91	City operating.
	\$10,822.14	Brown City Park.
Administration Fee	\$ 3,337.59	
Special Assessments	\$ 97.00	

MAYOR'S REPORT:

1. Semi-Annual City Manager Evaluation – Please return forms at or before the next City Council meeting on February 23rd.

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) – **The Personnel Committee held a meeting on Thursday, January 29, 2015 for the purpose of reviewing the City employee’s wages. They came back to the Council with their recommendations.**

After much discussion by the City Councilmembers, a proposal was made by the Council and the City Manager was tasked to take it to the City employees for consideration.

GENERAL CONCERNS OF THE COUNCIL:

One concern was voiced by CM Jacobson. She questioned if it would be possible to have all the snow removed from Main Street before quitting for the day so the snow would not be piled up on Main Street posing the possibility of someone running into the piles in the dark. City Manager Clint Holmes said he would check into a plan to reduce this hazard.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM Mclvor, to adjourn at 8:09 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk