

# **BROWN CITY COUNCIL PROCEEDINGS MARCH 23, 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, and City Manager Clint Holmes.

**ABSENT:** City Attorney Gregory Stremers.

**GUEST:** Larry Longworth.

## **ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA.**

City Manager Clint Holmes stated that there would be two additional items under the Manager's Report.

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

Motion by CM Miller, second by CM McIvor, to accept the Regular Meeting Minutes of March 9, 2015 as presented. Motion carried.

## **PAY BILLS:**

Motion by CM Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$12,203.31 (6762-6778), Payroll - \$15,616.51 (6856-6875 plus EFT), Major Street - \$1,753.88 (3849-3850), Local Street - \$2,105.27 (4225-4227), Sanitary Sewer - \$424.69 (3454), Water - \$597.15 (2485-2487), Arsenic Abatement - \$12.65 (1276), Equipment - \$21.78 (1472). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

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

**PERSONAL APPEARANCES:** None Scheduled.

**UNFINISHED BUSINESS:** None.

## **EMPLOYEE WAGES:**

A motion was made by CM Walters, second by CM Parks, to authorize the Employee Raises for the full and part-time employees as was proposed at the February 23, 2015 Council Meeting. Motion carried.

**PUBLIC HEARING: 7:10 PM** – A Public Hearing for the purpose of gathering public comments on the proposed Brown City Fiscal Year 2014-2015 Final Budget Amendment and the Brown City Fiscal Year 2015-2016 Budget. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

Mayor Christine Lee opened the Public Hearing at 7:10 p.m. for the purpose of gathering public comments on the proposed Brown City Fiscal Year 2014-2015 Final Budget Amendment and the Brown City Fiscal Year 2015-2016 Budget. The property tax millage rate proposed to be levied to support the proposed budget was the subject of this hearing. There were no questions or comments. The Public Hearing was closed by Mayor Christine Lee at 7:11 p.m.

**RESOLUTIONS:**

1. **Resolution 15-04** – Resolution of the City of Brown City to Amend the City's 2014-2015 Budget to Better Reflect Revenues and Expenditures.

**Motion by CM Miller, second by CM Jacobson, to adopt Resolution 15-04: A Resolution of the City of Brown City to Amend the City's 2014-2015 Budget to Better Reflect Revenues and Expenditures. ROLL CALL VOTE: CM Miller – yes, CM Walters – yes, CM Jacobson – yes, CM Parks – yes, CM Loutzenhiser – yes, CM McIvor – yes. 6 Yes Votes, 0 No Votes, 0 abstained, 0 absent. Motion carried.**

2. **Resolution 15-05** – A Resolution Formally Approving the City of Brown City Millage Rate of 16.8733 Mills and the Brown City Park Millage Rate of 1.25 Mills and the Fiscal Year 2015-2016 Budget.

**Motion by CM Walters, second by CM Miller, to adopt Resolution 15-05: A Resolution Formally Approving the City of Brown City Millage Rate of 16.8733 Mills and the Brown City Park Millage Rate of 1.25 Mills and the Fiscal Year 2015-2016 Budget. ROLL CALL VOTE: CM Walters – yes, CM Jacobson – yes, CM Parks – yes, CM Loutzenhiser – yes, CM McIvor – yes, CM Miller – yes. 6 Yes Votes, 0 No Votes, 0 abstained, 0 absent. Motion carried.**

**ORDINANCES:** None Scheduled.

**PETITIONS & COMMUNICATIONS:**

1. **4063 Third Street** – 18' X 33' addition to the rear of the existing home.

**Motion by CM Parks, second by CM Walters, to grant a building permit to the owners of the property at 4063 Third Street to build a 18" x 33" addition to the rear of the existing home. Motion carried.**

2. **6883 Cade Road** – 18' diameter circular above ground pool with safety gate.

**Motion by CM Miller, second by CM McIvor, to grant a permit to the owners of the property at 6883 Cade Road to install an 18" diameter circular above ground pool with a safety gate. Motion carried.**

**3. 4074 Third Street – 16' X 20' skid shed**

**Motion by CM Miller, second by CM McIvor, to grant a permit to the owners of the property at 4074 Third Street to install a pre-built 16' x 20' skid shed. It is to be 10' from the side, 3' from the rear property lines and 12' from existing structures. Motion carried.**

**MANAGER'S REPORT:**

- 1. Utility Bills:** Brown City Schools raised a concern about the substantial increase in their utility bill over the past few months. An investigation by the City revealed no issues associated with either records or meter-reading procedures. The City and School met on March 12<sup>th</sup> and reached a common understanding. The DPW, while observed by school officials read both the physical water meter and the remote sensor. Each reported the same amount of water used. School water use remained at about 400,000 gallons for the second month in a row, which is about twice average. The City has contacted the Michigan Rural Water Association and requested use of their water leak detector. The DPW will search for a possible leak during the first full week of April, since school will be closed for Spring Break during that period.
- 2. COMCAST Cable TV:** The City had a telephone conversation with Comcast on March 12<sup>th</sup> concerning the lease agreement. The reasoning behind the City's rate request was explained and appropriate local examples provided. A counter-offer is still pending from Comcast.

**The Council had no comments.**

- 3. COMCAST Cable TV II:** Since the City had not received the promised franchise agreement in the mail, a request was made to fax the information and forms. The 14-page fax was received later the same day. A copy was forwarded to the City Attorney for review and comment. His recommendations are enclosed. A response is required within 30 days. How does the City Council wish to proceed?

**Motion by CM Walters, second by CM Loutzenhiser, to mail an agreement to Comcast Cable TV with a 5% max. for Section VI fees, a 2% PEG Fee, and a 2% for a "community need assessment". Motion carried.**

- 4. GIS Project:** The 14-member GIS Mapping and Steering Committee had their first organizational meeting on Friday March 13<sup>th</sup> in Sandusky. Discussions were thorough and productive and led to an agreement on the way forward. Anticipate additional future meetings.
- 5. Mandated Hydraulic Analysis:** DEQ, under Rules 1601-1606, is requiring community water systems, such as ours, to complete a hydraulic analysis and 20-year capital improvement plan. It must include a representation of the distribution system showing pressure contours under peak demands; provide an inventory of water main by size and material and age; and create service area maps including existing and future service area boundaries by January 1, 2016. The City met with a representative from Williams & Works, a firm recommended by the City's infrastructure repair contractor – Northern

Pump and Well. Their proposal to complete this unfunded mandate is enclosed. How does the City Council wish to proceed?

**Discussion on options available to the City were made by City Manager Clint Holmes. Basically we can accept the bid from Williams & Works or get bids from other companies. The recommendation of the City Manager was to accept Williams & Works bid. Their bid being \$7900 to complete the Water Reliability and General Plan. The draft document, suitable for review by the City and MDEQ will be completed within three months of the start date.**

**Motion by CM Walters, second by CM Loutzenhiser, to accept the bid of \$7900 by Williams & Works to complete the Water Reliability and General Plan. Motion carried.**

6. **Tasers:** The Brown City Police Department received their new Tasers in March 19<sup>th</sup>. Now, both full-time and part-time officers will carry Tasers in addition to their usual accoutrements.
7. **Road Salt Order:** The City was required by the MiDeal Program to order salt for the 2015/2016 season now. Normally the City orders 150 tons of road salt, but because of adequate supplies currently on hand, only 100 tons was ordered. The cost of the salt is not yet available but will probably remain in the vicinity of the current \$62.88 per ton.
8. **CivicPlus:** The City met with representatives of CivicPlus on February 18<sup>th</sup> to discuss the City's website. They are offering to design, host and maintain a City website for about \$750 per year. A copy of their proposed contract has been forwarded to the City Attorney for review. While the City's current website is being hosted for free, it was designed by a company no longer in business and maintaining / updating the current website is increasingly challenging. Funds for this project are available. How does the City Council wish to proceed?

**City Manager Clint Holmes recommendation was that we not go with Civic Plus for the City's website. City Manager Holmes would like to go to Frankenmuth to meet with AirAdvantage to see if we can resolve issues with the current website. Several Councilmembers suggested alternate means for designing, hosting and maintaining a City website. City Manager Holmes will look into the options.**

9. **Sanilac County Drug Task Force:** A training session for local law enforcement was provided to Brown City Police Department officers by the Sanilac County DTF on Friday March 20<sup>th</sup> in Sandusky. Subject of the class was combating the local manufacture and distribution of methamphetamine. This training was also made available to firefighters and EMS on March 19<sup>th</sup>.
10. **Good Friday:** City Hall, the police and DPW departments will be closed on Friday, April 3<sup>rd</sup> for Good Friday. A representative from the DPW will be on-call during this period.
11. **Downtown Development Authority (DDA):** The current owner of Timeless Creations has stated that he has the money to cover what he owes at this time to the City and also

for several months in advance. The City Manager, acting as the Director of the DDA has called a meeting of the Board, which includes Mayor Lee and CM Parks, for Monday, March 30<sup>th</sup> at 7:00 PM in the City Library to discuss this issue.

- 12. Methodist Church Upper Parking Lot:** The Methodist Church noted that something had clipped the corner of the concrete handicap ramp going into the new part of the building. An interview with the Brown City DPW revealed they had no knowledge of the incident. This was on the upper parking lot, and unlike the lower parking lot, the City has no lease with the church for maintenance and snow removal. The question remains, “How did it happen?” and “When did it happen?”

**ATTORNEY’S REPORT:** None.

**TREASURER’S REPORT:** None.

**MAYOR’S REPORT:** None.

**COMMITTEE REPORTS:**

1. Police (Miller) – None.
2. Water and Sewer (Loutzenhiser) – None.
3. Tax and Finance (Jacobson) – March 16<sup>th</sup> meeting. (See attached meeting minutes.)
4. Streets and Sidewalks (Walters) – None.
5. Building and Grounds (Parks) – None.
6. Personnel (McIvor) – None.

**GENERAL CONCERNS OF THE COUNCIL:**

CM Parks had been approached by a neighbor who asked the question, “Where is the lot line and how do you fine the lot line?”

City Manager Clint Holmes addressed the question and told CM Parks how to approximately locate the lot line without an actual survey.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Miller, second by CM McIvor, to adjourn at 7:41 p.m. Motion carried.

Respectfully submitted,

Juanita Smith  
City Clerk