

# **BROWN CITY COUNCIL PROCEEDINGS AUGUST 24, 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.

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

**CORRECTION & APPROVAL OF MINUTES:**

Motion by CM Miller, second by CM McIvor, to accept the Regular Meeting Minutes of August 10, 2015 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$11,939.21 (7005-7017), Payroll - \$13,744.85 (7077-7091 plus EFT), Major Street - \$ 357.05 (3868-3869), Local Street - \$267.05 (4235), Sanitary Sewer - \$923.50 (3489-3492), Water - \$1,755.47 (2552-2555), Arsenic Abatement - \$36.00 (1295), Equipment - \$1,726.89 (1489). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

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

**PERSONAL APPEARANCES:** None Scheduled.

**UNFINISHED BUSINESS:** None.

**PUBLIC HEARING:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

**ORDINANCES:** None Scheduled.

**PETITIONS & COMMUNICATIONS:**

1. 4333 Maple Street: Install 10' X 20' skid shed on gravel base.

**Motion by CM Parks, second by CM Walters, to grant a permit to the owners of the property at 4333 Maple Street to install a 10' x 20' skid shed on a gravel base. Motion carried.**

## **MANAGER'S REPORT:**

- 1. Replacement DPW Vehicles:** The backhoe has been ordered from TNT Equipment in Sandusky and should arrive by the middle of December. The dump truck has been ordered from Diesel Truck Sales in Saginaw but is not expected to be available until March, 2016. The City has coordinated with Tri County Bank concerning financing based on this updated schedule.
- 2. Storm Damage:** The severe weather on August 2<sup>nd</sup> caused some tree damage. Raymond's Tree Service of Brown City was contracted by the City Council to work on storm-damaged trees and those others that needed to be trimmed or removed. The work should be completed soon.
- 3. Sewer Issue:** Also related to the storm and subsequent power outages was a sewage backup into a house on Cade Road. Huron Consultants sent an engineer to analyze the situation and recommend possible solutions. A copy of his report is attached. The recommended check-valve has been ordered and received and the DPW is scheduled to install it the week of August 24<sup>th</sup>. The agreement reached with the homeowner was that the City would install the device and they would maintain it. The engineer also recommended that the City install emergency generators at the lift stations on the north and south ends of Thelman Avenue. Initial research by the DPW Foreman revealed that the cost will be approximately \$30,000. How does the City Council wish to proceed? The City also had the electrical panel for the Belview Avenue lift station tested due to an intermittent failure noted since the storm on August 2<sup>nd</sup>. Some updates were made to the electrical panel; however, a pump inspection revealed an issue with one of the pumps. An estimate for possible replacement has been requested. The pump is currently working.

**Motion by CM Walters, second by CM Loutzenhiser to replace the two pumps—one at a cost of \$6,300 and the other at a cost of \$5,200. The Council would also like the City Manager and the DPW to continue research on emergency generators. ROLL CALL VOTE: CM Loutzenhiser – yes, CM McIvor – yes, CM Miller – yes, CM Walters – yes, CM Jacobson – yes, CM Parks – yes. 6 Yes Votes, 0 No Votes, 0 Absent. Motion carried.**

- 4. Street Signs:** The DPW has received the 14 street signs to replace those located at intersections in the northwest quadrant of the City that are no longer legible. The new signs have all been installed.
- 5. DPW Employee:** The DPW has a single part-time employee who was hired to work during the summer months at an hourly wage with no benefits. The DPW Foreman requested that this individual continue working for the DPW through the winter. He would be required to join the Union, but no benefits would be offered if he is kept below 29 hours a week. If his continued employment is approved by the City Council, the status of the position would be re-evaluated in the spring.

**The City Council agrees with the continued employment of the part-time employee to work with the DPW throughout the winter. The status of this position to be re-evaluated in the spring.**

- 6. Geographic Information Systems (GIS):** The City received an updated agreement from Sanilac County concerning the GIS Program. If the City Council approves the proposed agreement, a check for \$1,015.50 (677 parcels at \$1.50 each) is ready for delivery. Requires motion.

**Motion by CM Walters, second by CM Miller, to approve the updated agreement from Sanilac County concerning the GIS Program and to authorize the mayor to sign the agreement. The Updated Agreement concerns 677 land parcels at \$1.50 per parcel that the City has totaling \$1,015.50. Motion carried.**

- 7. Sidewalks:** City staff inspected all of the sidewalks in the City. Twenty-one sections of sidewalks on Welles, Maple, Lincoln, Vine, Reed, St Marys, James and Walter Streets need to be addressed. A spreadsheet was created that listed the sidewalks in order of priority. Recommend bids be received and the sidewalk project begun at a cost not to exceed \$8,000. How does the City Council wish to proceed?

**The City Council would like the City Manager and the DPW to check into costs to address repairs needed on twenty-one sections of the sidewalks on Welles, Maple, Lincoln, Vine, Reed, St. Marys, James and Walter Streets. The total cost of the project is not to exceed eight thousand dollars (\$8000).**

- 8. School Utility Bills:** The School installed water meters on the elementary and high schools on July 21<sup>st</sup>. Since then, the DPW Foreman and BCCS Director of Maintenance read all three meters each work day. There is a significant, and varying, difference between the water usage reported by the school meters and the City's meter. See attached spreadsheet. During a 90-minute meeting between the Brown City Schools Superintendent and the City Manager, several tentative agreements were reached subject to approval by the Board of Education and the City Council: A) Daily meter reading will continue until at least the end of the school year, with the frequency possibly decreasing as trends develop. B) That during the course of the study utility bills will be based on the usage reported by the school's meters. C) The School will try and get a copy of the "as built" construction plans since only proposed construction plans are currently available – this is to help determine if there are water lines other than the two identified in the schools. D) Once trends begin to develop, we both will contract with a "meter expert/engineer" to resolve the reason for the discrepancy, if it continues. E) Once the study is complete, and any discrepancies thoroughly evaluated and resolved, payment issues will be negotiated.

**The City Council agrees with the informal agreement detailed above and will continue to closely monitor the situation.**

- 9. City Hall Water Heater:** The unit suffered a catastrophic failure. A replacement has been ordered, and until it is installed, the City Hall will be without hot water. The replacement unit is a tank-less continuous flow unit, which should reduce electricity costs.

**The tank-less continuous flow Water Heater unit has been installed.**

- 10. Sanilac Tourism Association:** The Association has asked if the City wishes to renew our membership. Recommended contribution is \$100, which is the amount the City paid last year. Membership allows for a 10% discount for an advertisement in the 2016 Sanilac Visitor's Guide. Cost to run an ad similar to last year is \$450 (\$405 if the City continues its membership), which is also the same as last year. How does the City Council wish to proceed?

**Motion by CM Loutzenhiser, second by CM Miller, to renew our membership with the Sanilac Tourism Association at a contribution of \$100 for one year. This membership will allow for a 10% discount for an advertisement in the 2016 Sanilac Visitor's Guide. The cost of the advertisement in the 2016 Sanilac Visitor's Guide will be \$405 with our renewed membership. Motion carried.**

- 11. Tax Liens:** Currently, there are four properties that the City will place tax liens on unless cash amounts owed to the City are paid prior to September 10<sup>th</sup>. Letters have been sent to the property owners and the appropriate notice will appear in the Banner on August 31<sup>st</sup>. A Resolution will be presented for approval prior to the deadline set by Sanilac County so that amounts owed to the City can be added to property taxes of the appropriate parcels.

- 12. Burnside Traffic Light:** The Burnside Township Board sent a letter to the Brown City Area Fire Authority requesting a letter of support for their request to have MDOT install a traffic light at the intersection of M-90 and M-53. Noting that a similar letter has not yet been received by the City does the City Council wish to endorse the Fire Authority's response?

**The City Council would like to wait and see what the Brown City Fire Authority's response is to the letter requesting a letter of support to have MDOT install a traffic light at the intersection of M-90 and M-53.**

**ATTORNEY'S REPORT:** None.

**CLERK'S REPORT:** None.

**MAYOR'S REPORT:** None.

**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:** None.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Miller, second by CM Jacobson, to adjourn at 7:43 p.m. Motion carried.

Respectfully submitted,

Juanita Smith  
City Clerk