

BROWN CITY COUNCIL PROCEEDINGS OCTOBER 12, 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: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Miller, second by CM McIvor, to accept the Regular Meeting Minutes of September 28, 2015 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$17,704.59 (7070-7098), Payroll - \$14,043.60 (7128-7151 plus EFT), Major Street - \$90.00 (3874), Sanitary Sewer - \$420.00 (3508), Water - \$738.08 (2566-2569 and 2571-2573), Arsenic Abatement – \$68.00 (1301), Storm Sewer - \$45.00 (1186). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

POLICE REPORT: Report reviewed. No questions or concerns. Police Chief Ron Smith reported that there has been some vandalism in the park.

UNFINISHED BUSINESS: None.

RESOLUTIONS:

1. **Resolution 15-07** – A Resolution to Formally Apply for Assistance from the Michigan Township Participating Plan (Par Plan) Risk Reduction Grant Program (RRGP); and Grant Application.

Motion by CM Miller, second by CM Loutzenhiser, to adopt Resolution 15-07: A Resolution to Formally Apply for Assistance from the Michigan Township Participating Plan (Par Plan) Risk Reduction Grant Program (RRGP); and Grant Application. 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 absent, 0 abstaining. Motion carried.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

MANAGER'S REPORT:

1. **City Police Vehicle:** The new police vehicle is scheduled for delivery the week of October 19th. Arrangements have been made and parts ordered, such as the light bar, for installation when the vehicle arrives. The obsolete in-car camera system is not being moved from the old to new vehicle. The company doing equipment installations told the Police Chief they would install a new camera system at no charge. A grant application to the Par Plan to subsidize the cost of the camera system will be forwarded once the accompanying resolution is approved and signed. The grant application period is open now and closes November 30th. The City was awarded a Par Plan grant for the same type of camera system in 2013.
2. **School Utility Bills:** The City and School water meters continue to report about the same amount of water used. The school's meters generally tend to report a slightly higher amount than the City's meter. We both will continue monitoring the meters on a weekly rather than daily basis.
3. **Blue Cross/Blue Shield:** With great fanfare, including emails and letters to employers and employees, Blue Cross Blue Shield of Michigan announced refunds on health insurance premiums were being sent to customers. The City received a check for just under \$100.
4. **Well #4 Bypass:** The contractor has completed the plumbing for the raw water bypass at Well #4. The associated meter should be installed soon.
5. **Sidewalks:** The City DPW removed and recycled the sidewalk sections identified for repair. The Contractor has replaced the concrete. The DPW continues working to replace dirt disturbed by the project and is substantially done.
6. **City Hall:** The hot water situation at City Hall has been resolved by the DPW.
7. **Police Policies:** The Michigan Township Participating Plan Law Enforcement Committee met last March and conducted a thorough review of model policies and procedures for law enforcement. Chief Smith is reviewing these updated policies and procedures and modifying them as necessary to meet Brown City Police Department requirements. Once this review is complete, they will be submitted to the City Council for review and action.
8. **Infrastructure Alternatives:** This Company has operating responsibility for the Marlette water and wastewater systems, and submitted a proposal to provide these same services for the City of Brown City. An analysis of current costs indicates that moving water and wastewater operations to the private sector would entail a cost increase and add at least one layer of supervisors. The DPW Foreman and I have reviewed the proposal and see no advantage to contracting with Infrastructure Alternatives. How does the City Council wish to proceed?

The City Council does not wish to contract with Infrastructure Alternatives at this time.

- 9. Second Street Issues:** The day after the last City Council meeting, the two square foot area of gravel discussed at the meeting was raked and repaired by the DPW. The ditch at the east end of Second Street was inspected by the Mayor and later by the DPW Foreman and me. According to the DPW Foreman, this ditch does not direct water from Second Street to a storm drain near First Street but instead acts as a water retention area until the adjacent catch basins can catch up. The ditch/retention area needs to be cleaned but it is currently unclear if the ditch is in the platted right-of-way for the un-built section of Kohler Street or is on the property line or private property located to the east. If on City property the DPW or a contractor will be tasked to clear the heavy debris in the ditch/retention area. Recommend that the associated underground storm drain pipes be televised to assess their condition. How does the City Council wish to proceed?

The City Council would like to have the associated underground storm drain pipes be televised to assess their condition. This would include the storm drain pipes on 1st Street, 2nd Street, and on to the Setter Drain. There are also some trees in the ditch that may need cleaning out.

- 10. Maple Valley Lift Station:** The sales representative from JETT pump and valve, the company hired to replace the flow meter in the Maple Valley Lift Station, met with me to apologize and point out that the original proposal was “site unseen” and failed to include, among other things, labor costs. The updated proposal is attached and adds about \$1,500 for labor.

- 11. Parkside Drive:** The Sanilac County Department of Construction issued a Certificate of Occupancy for the new house on Parkside Drive with neither notification of, nor coordination with, the City. See attached memo.

Whether a swale that had been directed to be installed previously in Parkside Drive should be upheld or not was the topic of a lengthy discussion. This discussion led to a motion being made by Councilmembers.

A motion by CM Loutzenhiser, second by CM Walters, to authorize the City Manager to provide a letter of release on 4453 Parkside Drive following receipt of release letters from the owners of lots 8 and 9, and 10 and 11; to further direct the subdivision owner to construct a swale south of lots 6 and 7. ROLL CALL VOTE: CM Jacobson – yes, CM Parks – yes, CM Loutzenhiser – yes, CM McIvor – yes, CM Miller – yes, CM Walters – yes. 6 Yes votes, 0 No votes, 0 absent, 0 abstain. Motion carried.

- 12. International City Managers Association Annual Meeting:** I would like to again thank the City Council for the opportunity to attend this ICMA event. A great deal of information was made available from fellow city managers, academics and contractors in both formal and informal settings. Two areas of potential interest to the City of Brown City are social media and economic development. Both areas are being reviewed to determine how best to meet the City’s needs.

ATTORNEY’S REPORT: Nothing other than his input on the Parkside Drive discussion.

CLERK’S REPORT:

1. Special Election: The City received a check for \$1,317 to cover the cost of the Special Election on May 5, 2015.

2. Boundary Issues: Request to Representative Muxlow's Office to resolve status of Lapeer County voters. See attached email to Representative Muxlow's Staffer Brian Modelski from City Manager Clint Holmes.
3. Election Inspectors: The Election Commission met and appointed Cheryl Smith, Chairman, Juanita Smith, Sarah Steigerwald, and Barb Stimson to work at the November 3, 2015 election.

Motion by CM Miller, second by CM Mclvor, to approve the appointment of the following Election Inspectors at the November 3, 2015 election: Cheryl Smith, Chairman, Juanita Smith, Sarah Steigerwald, and Barb Stimson. Motion carried.

MAYOR'S REPORT:

1. Letter to the Editor concerning the Brown City Festival Commission.

Mayor Lee is asking the citizens of Brown City and surrounding townships to come forward to volunteer on the Festival Commission for the 2016 Soybean Festival.

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 question was asked about the driveway on Lincoln and Vine—When are they going to do something about this area. City Manager Clint Holmes will check into this.

City Manager Clint Holmes reported that the Mid-Year Budget Review is generally done in November. He plans to provide copies of the 2015-2016 Budget Amendment to the Tax and Finance Committee at the next City Council meeting so they can schedule a meeting to review the proposed amendment prior to its submission to the City Council on November 9th for action.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM Mclvor, to adjourn at 8:31 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk