

**BROWN CITY COUNCIL PROCEEDINGS
OCTOBER 26, 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 that there would be one addition under "Petitions and Communications" for 4221 Second Street to construct a 24' x 24' garage.

A correction was noted by CM Julie Miller: (Page 3, Item #11) should have said: 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 be attached to deed" to further direct the subdivision owner to construct a swale south of lots 6 and 7.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Miller, second by CM McIvor, to accept the Regular Meeting Minutes of October 12, 2015 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$40,033.12 (7099-7121), Payroll - \$12,848.91 (7152-7167 plus EFT), Major Street - \$1,745.00 (3875-3876), Sanitary Sewer - \$36,050.25 (3510-3516), Water - \$1,835.17 (2574-2579), Arsenic Abatement - \$41,599.74 (1302-1304). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

DPW REPORT: Report reviewed. No questions or concerns.

PERSONAL APPEARANCES: None Scheduled.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS:

1. **Maple Valley Road:** Install underground fiber optic cable from the intersection of M-90 and Maple Valley Road south to 7065 Maple Valley Road and then west to the cell tower. Contractor is Agri-Valley Services, Inc.

Motion by CM Walters, second by CM Parks, to approve the building permit application to install underground fiber optic cable from the Intersection of M-90 and Maple Valley Road south to 7065 Maple Valley Road and then west to the cell tower. The contractor is Agri-Valley Services, Inc. Motion carried.

2. **7072 Lincoln Street:** Construct 24' X 30' garage.

Motion by CM Parks, second by CM Walters, to approve the building permit application for the owners of the property at 7072 Lincoln Street to construct a 24' x 30' detached garage in the rear of the existing home. It would be a 24' x 30' pole barn on a concrete pad. Motion carried.

3. **4221 Second Street:** Construct 24' x 24' garage.

Motion by CM Parks, second by CM Walters, to approve the building permit application to construct a 24' x 24' garage to Mark Hughes pending the sale of the house at 4221 Second Street to Mr. Hughes. Motion carried.

MANAGER'S REPORT

1. **City Police Vehicle:** The new police vehicle was picked up at Tubb's Brothers in Sandusky and delivered to the contractor in Lapeer to install the various accoutrements, such as the light bars, radar system, gun rack, computer mounts and markings. The new vehicle should be ready for duty within the next couple of weeks. They also offered to purchase the old police car for about \$1,270 – which is about what the City received for the last one. What does the City Council wish to do with the old police car?

Motion by CM Walters, second by CM Parks, to sell the old police car for \$1270. Motion carried.

2. **Well #4 Bypass:** The contractor has completed the plumbing and meter installation for the raw water bypass at Well #4. The DPW Foreman has the system fully operational and it is now in use.
3. **Maple Valley Lift Station:** The replacement flow meter for the Maple Valley Lift Station was just received by JETT Pump and Valve. Liaison with this contractor revealed that installation is scheduled for early November.
4. **Parkside Drive:** The owners of the residences on the south side of Parkside Drive signed and delivered the waivers required by the City Council. The documents were reviewed by the City Attorney and the revised documents were signed and sealed. They were then hand-carried to Sandusky and delivered to the Registrar of Deeds. The recorded copies have since been received by the City and filed.

The owner of the subdivision was sent a letter confirming the requirement that a swale be constructed from the southeast catch-basin west to the property line between lots 7 and 8. An invoice in the amount of \$1,400 for water and sewer connection fees associated with the new residence was included with the letter. The City received \$1400 today, October 26, 2015.

The response to the City's Freedom of Information Act (FOIA) request was also received by mail and was stunningly underwhelming. A subsequent conversation with the FOIA Coordinator revealed that in regard to the Department of Construction, no Sanilac County-specific written policies, procedures, duties, responsibilities or enforcement authority currently exists.

5. **DPW Leaf Pick-Up:** The DPW has installed the leaf vacuum system and has begun picking-up fall leaves. There is no set schedule for leaf pick-up, it will be accomplished on an as needed basis but a minimum of a couple of times a week. Last pick-up of leaves and brush is scheduled for November 30th, weather permitting.
6. **Street Parking:** Residents are reminded that there is no on-street parking within the City Limits between November 1st and April 1st. Violators may receive a Civil Infraction ticket and could be towed. This Ordinance will be especially enforced immediately prior to and during snow events.
7. **Park Closing:** The City Park will be closed for the season on Monday, November 2nd or when required by the weather.
8. **Halloween Safety Patrol:** Extra Police Officers will be on duty Saturday night for Halloween security.
9. **Rural Task Force:** The Sanilac County RTF is scheduled to meet in Sandusky at 10:30 AM on Thursday, November 5th. The focus of the meeting is to designate a priority list for projects to be funded with federal and state monies on the county level in Task Force 7-A. The meeting is being held to develop the 2017-2020 Transportation Improvement Program.
10. **2015/2016 Budget Amendment:** Copies of the DRAFT November Amendment were provided to the Mayor and members of the Tax and Finance Committee. When does the Committee wish to schedule a meeting to review the Budget?

The Committee does not feel the need to call a special meeting as there are only a very few minor changes needed in the Budget from last year. These minor changes can be dealt with during a regular meeting.

ATTORNEY'S REPORT:

City Attorney Gregory Stremers reported that he has been working on the swale issue in Parkside Drive.

CLERK'S REPORT:

The Public Accuracy Test was conducted today, October 26, 2015 at 12:00 noon for the November 3, 2015 election for the Lapeer County residents. We will not be closing the Library but rather set up the election equipment in a portion of the library.

MAYOR'S REPORT:

1. **Festival Commission:** Next regular meeting is scheduled for Thursday, November 19th at 6:30 PM in the City Library. Request MOTION to authorize the Mayor and City Treasurer to sign for the Certificate of Deposit; money from the checking account has already been transferred to the City for safekeeping.

Motion by CM Miller, second by CM Jacobson, to authorize Mayor Christine Lee and City Treasurer Carol Walters to sign for the Certificate of Deposit, money from the checking account has already been transferred to the City for safekeeping. Motion carried.

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 (McIvor) – None.

GENERAL CONCERNS OF THE COUNCIL:

CM Miller asked City Manager Clint Holmes if Astec has been in contact with him. Mr. Holmes answered that he had spoken with Astec.

CM Loutzenhiser asked about the fire hydrant at the east end of town and what was wrong with it. City Manager Clint Holmes replied that apparently the cotter pin had rusted away and needed to be replaced. The new part was ordered and has arrived to repair it.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM Jacobson, to adjourn at 7:23 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk