

**BROWN CITY COUNCIL PROCEEDINGS  
FEBRUARY 8, 2016**

**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 January 25, 2016 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$15,736.60 (7249-7275), Payroll - \$12,158.46 (7295-7310 plus EFT), Sanitary Sewer - \$379.00 (3534), Water - \$1,482.74 (2610-2616), Equipment - \$154.92 (1502). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:**

Frank Fiorello, Troy Gilbert, Jammie Bothwell, Nicole Fiorello, and Michelle Welch spoke to the Councilmembers concerning reinstating the Soybean Festival for this coming summer – 2016. They are interested in getting volunteers, raising money, hiring a carnival, activities, and fireworks and are willing to work to this end. City Manager Clint Holmes told them that it takes about \$25,000 to put on a Festival of which approximately \$6,000 is in the festival fund. The festival committee usually met on the third Thursday of the month and it was suggested that a meeting be held on the 3<sup>rd</sup> Thursday of February (the 18<sup>th</sup>) and see how much interest is shown in renewing a festival. An informal meeting was held after the Council Meeting to discuss ideas.

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

**PERSONAL APPEARANCES:** Bob Armstrong – WMIC: 2016 Fairs & Festivals Guide. Bob Armstrong of WMIC radio handed out copies of the 2015 Fairs and Festivals Guide to the Councilmembers. He stated that WMIC/WTGV-fm is again publishing a special Activity Guide for 2016 covering all the events in the Thumb and Blue Water Area. They have put together a special advertising package for the City of Brown City whereby the City would receive 60 commercials to promote the community plus ads in the Activity Book. The ads in the Activity Book are free with the purchase of the radio advertising. The total investment for the Radio and Activity Guide advertising is \$899.00. This is the same price as last year.

**Motion by CM Walters, second by CM Parks, to purchase the radio advertisement plus the ads in the Activity Book for a total cost of \$899.00. Motion carried.**

**UNFINISHED BUSINESS:** None.

**PUBLIC HEARING:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

**ORDINANCES:** None Scheduled.

**PETITIONS & COMMUNICATIONS:**

1. **7201 Maple Valley Road:** Request for permit to convert unused retail space at the north end of the building into four apartments: One 2-bedroom 882 SF, one 2-bedroom 894SF; one two story, 2 bedroom 936 SF, and one two story, 2-bedroom 864 SF apartment. Planning Commission recommends approval.

**Motion by CM Parks, second by CM Walters, to authorize the Sanilac County Department of Construction to issue construction permits to the owners of 7201 Maple Valley Road to convert unused retail space at the north end of the building into four apartments: One 2-bedroom 882 SF, one 2-bedroom 894 SF; one two story, 2 bedroom 936 SF, and one two story, 2-bedroom 864 SF apartment.**

**Discussion: Councilmembers voiced their concerns: The plans do not look as if they are drawn up by an architect. Can we count on the County to do its job and make sure the footage is correct? Do they have to have a licensed contractor? City Manager Clint Holmes replied that that is all part of the County's inspection to make sure it is correct. The City does not monitor that.**

**ROLL CALL VOTE: CM Miller – yes, CM Walters – yes, CM Jacobson – yes, CM Parks – yes, CM Loutzenhiser – yes, CM Mclvor – yes.**

**6 Yes votes, 0 No votes, 0 Absent, 0 Abstain. Motion carried.**

**The permit may be picked up at the City Hall on Tuesday, February 9, 2016 by the owners of this property.**

2. **8935 Burnside Road:** The New Missionary Church is requesting a permit for a new LED message center sign adjacent to M-90. Planning Commission recommends approval.

**Motion by CM Miller, second by CM Parks, to authorize Lapeer County to issue a permit to the Missionary Church at 8935 Burnside Road for a new LED message center sign adjacent to M-90. Motion carried. The permit may be picked up at the City Hall on Tuesday, February 9, 2016 by representatives from the Missionary Church.**

**MANAGER'S REPORT:**

1. **Document Scanning:** The RICOH representative is scheduled to arrive at City Hall on February 8<sup>th</sup> to return the Assessment and Tax Rolls and pick up the meeting minutes and financial audits for scanning.
2. **Cade Road Voters:** The City received a letter from State Representative Muxlow detailing his draft amendment to the PA 116 of 1954 "Michigan election law." The

change would require that all voters living in a precinct that contains five or fewer registered voters shall vote by absentee ballot. The City Clerk reviewed the amendment. Concerns were forwarded to the Representatives Office via email. The Clerk is looking forward to a response.

3. **MLGMA Winter Conference:** The Michigan Local Government Management Association Winter Conference took place in Port Huron from February 2<sup>nd</sup> through the 5<sup>th</sup>. The conference was useful and very educational. The majority of City Managers in Michigan met and discussed issues ranging from municipal bonds to Cooperative Policing.
4. **DTE Tree Trimming:** DTE notified the City by letter that they will soon start trimming trees in their right-of-way in order to “deliver safe and reliable electric service.” Customers will be informed about trimming/removals along the proposed trim route using letters, phone calls, knocking on doors, and leaving door hangers if no one is home, before work begins. The exact time frame that DTE crews will start work in the City has not yet been identified.
5. **Gas Line Leak:** The DPW was installing a new water line from the main to 4227 Main Street and accidentally broke a gas line. MISS DIG had marked the property prior to the DPW beginning work. SEMCO was immediately called and they had an emergency crew on site within a few minutes. Repairs were completed by SEMCO within a few hours. The City filed an incident report with our insurance company.
6. **City Assessor:** The contract for the City Assessor ends in August. The Assessor notified the City that he does not plan to renew the contract since he is “getting out of the business.” While the contract is with Sanilac Appraisers, Inc., apparently the company does not have another assessor who can take over the position. How does the City Council wish to proceed?

**Two alternatives were discussed: One being to look for another Appraiser Company and the other would be to look for an individual that would be our City Assessor.**

7. **March Readers:** The City received a letter from the Brown City Elementary Program Development Committee requesting volunteers to read to Brown City students during Reading Awareness Month in March. City officials or residents interested in this project should contact Tara at 810-577-0493 or twarner@liebleragency.com.
8. **Presidents’ Day:** City Hall, Police and DPW will be closed on Monday, February 15<sup>th</sup> in honor of Presidents’ Day.

#### **ATTORNEY’S REPORT:**

1. On February 5<sup>th</sup>, state officials were ordered to not enforce PA 269 (SB 571) in an injunction issued by Ann Arbor U. S. District Judge John Corbett O’Meara. The law prohibited local governments from issuing information to voters by a variety of means 60 days before an election.

2. In reviewing the RICOH Image Change for Brown City with a Project Name of "City of Brown City Backfile", the City Attorney stated that the report was generally okay. There were three issues that he was concerned about that he would discuss with City Manager Clint Holmes.

**TREASURER'S REPORT:** None.

**CLERK'S REPORT:** Election work is in progress. AV permanent applications have been mailed out with many being returned requesting a ballot. So far there has been no problem with the voters having to choose either a Republican or a Democrat ballot. An Election Inspector Training class is scheduled for February 10<sup>th</sup> at the Sanilac County Career Center with Denise McGuire, Sanilac County Clerk. Another Election Inspector Training Certification Class is scheduled for February 24<sup>th</sup> in Imlay City by Theresa Spencer, Lapeer County Clerk.

The Public Accuracy Test is set for 10:00 a.m. at the City Hall on February 24<sup>th</sup>. You are all invited to attend.

**MAYOR'S REPORT:**

Mayor Christine Lee was approached by Brown City Schools inviting her to help with the "Be the Change" program that is held at Brown City School each year. She has participated in past years. Mayor Lee volunteered her time on both Monday with the Junior High School and on Tuesday with the High School students. This is a program dealing with bullying and getting along with people. The students are challenged to go back into the classrooms and try to make our school and society a better place. Mayor Lee describes it as a very emotional and worthwhile program.

**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:**

One Councilmember asked how the maintenance program on the city vehicles was coming along. City Manager Clint Holmes replied that they still need some paperwork completed along with getting a manual for the old police car. When this is completed the inspections will be done on a weekly basis.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Miller, second by CM McIvor, to adjourn at 7:35 p.m. Motion carried.

Respectfully submitted,

Juanita Smith  
City Clerk