

**BROWN CITY COUNCIL PROCEEDINGS
FEBRUARY 22, 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 Parks, to accept the Regular Meeting Minutes of February 8, 2016 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$6,045.60 (7276-7285), Payroll - \$14,165.20 (7311-7328 plus EFT), Water - \$1,443.81 (2617-2620), Arsenic Abatement - \$72.00 (1314). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

DPW REPORT: Report reviewed. One question was asked concerning the sanitary sewer system behind Linda Lou's and if there had been any progress with this inspection. City Manager Clint Holmes replied that, "Yes, the pipes had been inspected and the analysis of the video showed no apparent issues".

What is the policy about the DPW truck running during the time that it is not being used was a second question. City Manager Holmes will look into this question when our DPW foreman returns to work next week.

PERSONAL APPEARANCES: None Scheduled.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS:

- 1. 6971 Thelman Avenue:** Request for permit to enclose backyard (but not side yards) with a 6' wood slat fence.

Motion by CM Parks, second by CM Walters, to issue a building permit to the owners of the property at 6971 Thelman Avenue to enclose the backyard (but not the side yards) with a 6' wood slat fence. Motion carried. The permit may be picked up at the City Hall on Tuesday, February 23, 2016 by the owners of this property. The owner is instructed to contact the Sanilac County Drain Commissioner since a portion of the fence falls within the County's right-of-way.

MANAGER'S REPORT:

- 1. Document Scanning:** The City Attorney reviewed the proposed contract, and a compromise on the verbiage has been reached. The RICOH representative is preparing the "Scope of Work" and final cost estimate. Once finalized, the representative will pick up the five boxes of meeting minutes and financial audits for scanning. Administrative Assistant Dave VanCura is doing an outstanding job inventorying and packaging the remaining material for permanent storage in the new lockers purchased recently by the City. This project will improve the City's ability to respond to Freedom of Information Requests, and reduce the volume of paper stored in City Hall, while meeting state retention requirements.
- 2. Ameriprise Financial:** The retirement accounts for some City employees are administered by Ameriprise Financial. Apparently, the Plan Administrator they have on file is Ken Brown. In order to update their records, Ameriprise requires formal approval of the Plan Administrator by the City Council. Recommend that the City Council formally approve the current city manager, Clint Holmes, as the Plan Administrator for Ameriprise Financial.

Motion by CM Miller, second by CM Walters, to formally approve the current City Manager, Clint Holmes, as the Plan Administrator for Ameriprise Financial. Motion carried.

- 3. Underground Systems Inspection:** The City contracted with Michigan Pipe Inspection, Inc., to video three areas of concern in the City of Brown City. This process took place on February 16th. First was the storm drain on Lincoln Street south of Wood Street to determine if any repairs were needed prior to road repair being done later this summer. The drain was installed in 1981 and remains in excellent condition. The second inspection concerned the sanitary sewer system behind the old carwash on West Main Street, since blockages have been reported in the recent past. Careful analysis of the video revealed no apparent issues. However, the DPW now has an exact location to install a new clean-out point. The third was the storm drain on Main Street between Reed and Lincoln Streets to determine the cause of an apparent blockage. The camera was only able to transverse about eighty feet before the pipe became impassible. Contact with MDOT revealed that they are responsible for this section of the City's storm water drainage system and will reimburse the City for the inspection and cost of repairs. MDOT also agreed to fund the video inspection of the storm drains on the remainder of Main Street. Work is scheduled to begin February 22nd.

4. City Insurance Overview: The representative from the City's insurance carrier, Michigan Township Participating Plan, met with staff to review the City's policy, ensure a complete inventory of covered vehicles and buildings, and discuss liability types and coverage levels. A couple of discrepancies were identified and resolved. The City's premium rate, since we are in the second of a three year contract, will remain the same at about \$57,300.

5. Preventative Maintenance Plan: The City has created a Vehicle Inspection and Maintenance Policies and Plan that mandates at least a weekly inspection of each vehicle in the City's inventory. A "Police Vehicle Inspection Checklist" and "DPW Vehicle Inspection Checklist" have been created and can be duplicated once approved by the City Council. Inspections will utilize these checklists with the original copy retained at the appropriate garage and a copy provided to City Hall attached to the Police and DPW Monthly Reports. Does the City Council have any further program recommendations?

No further recommendations were brought forth by the City Councilmembers.

6. City Assessor: The contract with the City Assessor ends in August. The proposed advertisement for a replacement is attached. The Assessor, at the City's request, has provided a list of the 506 assessors that are members of the Michigan Assessors Association. About ten live in or near Sanilac County. How does the City Council wish to proceed?

The Councilmembers want to begin advertising now as it may take a while to find a replacement for our City Assessor. The Councilmembers have asked City Manager not to advertise a certain salary but rather have the amount be based upon the individual's experience.

7. Cade Road Voters: The City continues to count on the cooperation and assistance of Lansing to resolve this situation.

8. Festival Commission: The individuals working to reconstitute the Brown City Festival Commission met February 18th to determine their best course of action. Approximately 21 individuals attended the meeting and were provided with a copy of the City Ordinance governing the Festival Commission and the profit/loss statement from the 2015 Festival. The group is scheduled to meet again on Tuesday, February 23rd at 7:00 PM in the City Library to draft a schedule of events and assign responsibility to specific individuals for listed events. Rodger Wood of Little Texas Party Store is working to acquire a carnival. Status of a fireworks display is pending.

ATTORNEY'S REPORT: None.

TREASURER'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:

CM Jacobson asked if the Council needed to vote to close the library for the election to be held on March 8, 2016.

Motion by CM Jacobson, second by CM Miller, to close the library on March 8, 2016 for the Presidential Primary Election. Motion carried.

PUBLIC QUESTIONS & COMMENTS:

Steven Kovac, representing the Brown City Banner, asked about the City's Insurance premium rate that we are paying. (Referring to Item #4 of the City Manager's report). He wanted to know what length of time the \$57,300 was for. City Manager Clint Holmes replied that the \$57,300 premium was for one year.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM Jacobson, to adjourn at 7:22 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk