

**BROWN CITY COUNCIL PROCEEDINGS
MARCH 14, 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 February 22, 2016 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$20,787.15 (7286-7333), Payroll - \$16,243.33 (7329-7344 plus EFT), Major Street - \$3,342.50 (3882), Sanitary Sewer - \$1,023.38 (3535-3537). Water - \$48,918.27 (2621-2628), Arsenic Abatement - \$6.80 (1315), Storm Sewer - \$521.79 (1193), Equipment - \$91.93 (1503). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

POLICE REPORT: Report reviewed, No questions or concerns.

PERSONAL APPEARANCES:

1. Brown City Festival Commission – request for \$2,500 for fireworks.

Motion by CM Jacobson, second by CM McIvor, to honor the request of the Brown City Festival Commission for \$2,500 to be used for the fireworks display provided the Festival Commission can raise a matching \$2,500. Motion carried.

Jamie Bird, Treasurer for the Festival Commission, questioned if they could acknowledge businesses or people who sponsored certain activities on the radio or in the ad that Brown City had taken out with Bob Armstrong – WMIC: 2016 Fairs & Festivals Guide. City Manager Clint Holmes replied that he didn't think that would be any problem but that she needed to speak with Bob Armstrong.

2. Sanilac County Sheriff Garry M. Biniecki – Status of Law Enforcement.

Sheriff Biniecki presented the City Council with reports of the Sanilac County Annual Statistics for 2015, and the 2015 Sanilac County Central Dispatch All Calls for Service for the City of Brown City. He reviewed the handouts with the Council and answered questions from the City Councilmembers.

Garry Biniecki also announced that he would be running for office again this year.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

MANAGER'S REPORT:

- 1. Document Scanning:** The RICOH representative prepared the "Scope of Work" and final cost estimate for this project. At about \$2,400, the estimated cost will be slightly lower than the initial estimate. Recommend that the City Council approve the "Scope of Work" and authorize the Mayor to sign on behalf of the City.

Motion by CM Loutzenhiser, second by CM Jacobson, to approve the "Scope of Work" Document Scanning from the RICOH Company with a cost estimate of Two Thousand Four Hundred Dollars (\$2,400) and to authorize the Mayor to sign the final papers on behalf of the City. Motion carried.

- 2. 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. The forms were forwarded to the printer and the final product should be returned to the City by March 28th. The program will be fully operational on April 1st, the beginning of the City's fiscal year.
- 3. City Assessor:** The contract with the City Assessor ends in August. The advertisement approved by the City Council at the last meeting was mailed to the initial group of certified assessors. A response by April 1st was requested to allow time to mail out additional advertisements if required. No responses have been received to date.

- 4. City Liability Insurance:** The City's current policy has a deductible of \$1,000. A request to the agent revealed that if the City increases the deductible to \$2,500, the premium would decrease by about \$1,721. Does the City Council wish to consider this change?
The consensus of the City Councilmembers was to increase the deductible to \$2,500.

- 5. MDOT Rail Safety:** MDOT conducted an inspection of the railroad crossings in the City on May 13, 2015. On March 10, 2016, at 2:47 PM, the City was given 30 days to complete the maintenance work required as a result of the inspection. This includes replacing numerous "Advance Warning Signs" and the timbers used for the pedestrian crossing at Second and St Marys Streets. The DPW Foreman is ordering the signs and identifying a contractor to fix the pedestrian crossing.

6. **Festival Commission:** The City’s auditors have strongly recommended that the City establish a checking account for the Festival Commission. Donations and funds raised would be turned over to the City and deposited in the account and invoices received would be paid out of the account. Recommend the City Council approve the establishment of a new account at Tri County Bank and authorize the Mayor and one other Councilmember to sign checks.

Motion by CM Walters, second by CM Loutzenhiser, to approve the establishment of a new checking account at the Tri County Bank for the Festival Commission with authorization for the Mayor and CM Parks to sign all checks through this account as representatives for the Festival Committee. Motion carried.

Also, the Brown City Rotary is interested in sponsoring a Beer Tent as part of the Summer Festival. They propose to locate it on the property immediately north of the old bowling alley and to the west of the City parking lot behind the Harrington Inn. Are there any concerns that the City Council may have?

One concern was voiced: Has the family of this property given their permission to use it for the Beer Tent? If so, then the Councilmembers had no further concerns.

7. **Maple Valley Lift Station:** The City has been having some problems with the lift station, likely caused by fluctuating power levels that resulted in damage to one of the two electronic drive units. The DPW is still getting bids; however, the replacement cost will be around \$3,400. A new drive unit is available that incorporates a “phase modulator,” that should reduce the risk of future damage. An add-on modulator for the other drive unit is now available and is being priced.
8. **2016/2017 Salt Contract:** The State of Michigan requires that road salt orders for the coming winter season be placed in mid-March, even though they have not yet established what the price per ton will be. The City has not yet received its final shipment of road salt for this winter. However, following consultation with the DPW Foreman, an order for 100 tons was placed and will be available for next winter.
9. **City Lawsuit:** The case evaluation summary has been completed and a copy was forwarded to the City for review. The case evaluation is scheduled for March 17th by a panel of adjudicators. Following their review, a recommendation will be made to both parties in the lawsuit. If accepted by both, the case will be settled. If rejected by either party, the case will proceed to trial.
10. **City Utility Bills:** In accordance with the City Ordinance, the City’s Utility Rates were adjusted for inflation and rounded up to the nearest whole dollar. On average, rates for each category of non-metered customer will be going up \$1 per month beginning April 1st. Metered customers will see an increase of about 3¢ per thousand gallons of water and about 2¢ for each thousand gallons of sewage.
11. **2016/2017 City Budget:** Copies of the proposed budgets were provided to the Mayor and members of the Tax & Finance Committee. The Committee needs to schedule a meeting to review the budgets and make a recommendation to the City Council. The City Council should schedule a Public Hearing for March 28th at 7:10 PM “for the purpose of gathering public comments on the proposed Brown City Fiscal Year 2016-2017 Budget” and the

associated millage rate. The new budget must be approved prior to April 1st. How does the Committee and Council wish to proceed?

The Tax and Finance Committee, chaired by CM Pat Jacobson, scheduled a meeting for March 17, 2016 at 7:00 p.m. in the Brown City Library to review the budgets and make recommendations to the City Council. Members of the Tax and Finance Committee are: CM Pat Jacobson, chairman, CM Julie Miller, and CM Bill Walters.

Motion by CM Miller, second by CM Jacobson, to schedule a Public Hearing for March 28th at 7:10 p.m. for the purpose of gathering public comments on the proposed Brown City Fiscal Year 2016-2017 Budget and the associated millage rate. Motion carried.

12. Good Friday: City Hall, Police and DPW will be closed on Friday, March 25th. Council packets will be delivered on Thursday, March 24th. Have a Happy Easter.

ATTORNEY'S REPORT:

City Attorney Gregory Stremers has continued to evaluate the City Lawsuit. The case evaluation is scheduled for March 17th by a panel of adjudicators. Following their review a recommendation will be made to both parties in the lawsuit. They then have 28 days to accept or reject the proposal.

TREASURER'S REPORT:

The Treasurer is closing out the books for the 2015 Tax Season.

CLERK'S REPORT:

The Election of March 8, 2016 went very smoothly. We used the EPollbook for the first time with no problems. We had 271 voters which is almost 33% of our registered voters.

MAYOR'S REPORT:

1. March 28th City Council Meeting and Public Hearing.

The regular meeting of the City Council and the Public Hearing is scheduled to take place on March 28th which is the day after Easter. Mayor Lee asked if there would be enough Councilmembers present to constitute a quorum. It was determined that enough Councilmembers would be available to hold a council meeting.

COMMITTEE REPORTS:

1. Police (Miller) – None.
2. Water and Sewer (Loutzenhisser) – None.
3. Tax and Finance (Jacobson) – None.
4. Streets and Sidewalks (Walters) – None. CM Walters did bring up the matter of Lincoln Street and that we need to be thinking about the upcoming work on this street.
5. Building and Grounds (Parks) – None.
6. Personnel (McIvor) – None.

GENERAL CONCERNS OF THE COUNCIL:

CM Jacobson is concerned about the Skid-steer used for removing snow on Main Street during the recent storm with no backup alarm or slow moving vehicle sign on it. City Manager Clint Holmes will check this out.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM Jacobson, to adjourn at 7:39 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk