

# BROWN CITY COUNCIL PROCEEDINGS

## MARCH 28, 2016

**MEETING CALLED TO ORDER BY MAYOR PRO-TEM JULIE MILLER AT 7:00 PM.**

**PLEDGE OF ALLEGIANCE LED BY MAYOR PRO-TEM JULIE MILLER.**

**PRESENT:** Mayor Pro-Tem Julie Miller, Councilmembers: Dan Loutzenhiser, Ross McIvor, Alecia Parks, and Bill Walters; City Clerk Juanita Smith, City Manager Clint Holmes, and City Attorney Gregory Stremers.

**ABSENT:** Mayor Christine Lee and CM Pat Jacobson

**GUESTS:** Steven Kovac, representing the Brown City Banner, and Matt Muxlow, Candidate for the 83<sup>rd</sup> State House District.

**ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:** None.

### **CORRECTION & APPROVAL OF MINUTES:**

Motion by CM Walters, second by CM McIvor, to accept the Regular Meeting Minutes of March 14, 2016 as presented. Motion carried.

### **PAY BILLS:**

Motion by CM Loutzenhiser, second by CM Parks, to pay the bills in the following funds: General - \$15,544.80 (7334-7350), Payroll - \$13,906.62 (7345-7361 plus EFT), Major Street - \$1,688.27 (3883-3884), Local Street - \$1,977.17 (4241-4242), Sanitary Sewer - \$3,232.19 (3538-3539), Water - \$1,621.96 (2629-2634), Arsenic Abatement - \$52.80 (1316-1318), Equipment - \$212.01 (1504). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

Mayor Pro-Tem Julie Miller read a letter to the City Council regarding the snow removal of the last snowstorm. The letter was from Ray Carman from the Carman Funeral Home commending the City on the great job of removing the snow following the recent snowstorm.

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

**PERSONAL APPEARANCES:** None Scheduled.

**UNFINISHED BUSINESS:** None.

**PUBLIC HEARING: 7:10 PM** – A Public Hearing for the purpose of gathering public comments on the proposed Brown City Fiscal Year 2015-2016 Final Budget Amendment and the Brown City Fiscal Year 2016-2016 Budget. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

**Mayor Pro-Tem Julie Miller opened the Public Hearing at 7:10 p.m. for the purpose of gathering public comments on the proposed Brown City Fiscal Year 1015-2016 Final Budget Amendment and the Brown City Fiscal Year 2015-2016 Budget. The property tax millage rate proposed to be levied to support the proposed budget was the subject of this hearing. There were no questions or comments. The Public Hearing was closed by Mayor Pro-Tem Julie Miller at 7:12 p.m.**

#### **RESOLUTIONS:**

- 1. Resolution 16-02** – Resolution of the City of Brown City to Amend the City’s 2015-2016 Budget to Better Reflect Revenues and Expenditures

**Motion by CM Walters, second by CM Loutzenhiser, to adopt Resolution 16-02: A Resolution of the City of Brown City to Amend the City’s 2015-2016 Budget to Better Reflect Revenues and Expenditures. ROLL CALL VOTE: CM Walters – yes, CM Jacobson – absent, CM Parks – yes, CM Loutzenhiser – yes, CM Mclvor – yes, CM Miller – Mayor Pro-Tem (not voting). 4 Yes Votes, 0 No Votes, 0 Abstained, 1 absent. Motion carried.**

- 2. Resolution 16-03** – A Resolution Formally Approving the City of Brown City Millage Rate of 16.8733 Mills and the Brown City Park Millage Rate of 1.25 Mills and the Fiscal Year 2016-2017 Budget.

**Motion by CM Walters, second by CM Loutzenhiser, to adopt Resolution 16-03: A Resolution Formally Approving the City of Brown City Millage Rate of 16.8733 Mills and the Brown City Park Millage Rate of 1.25 Mills and the Fiscal Year 2016-2017 Budget. ROLL CALL VOTE: CM Jacobson – absent, CM Parks – yes, CM Loutzenhiser – yes, CM Mclvor – yes, CM Walters – yes, CM Miller – Mayor ProTem (not voting). 4 Yes Votes, 0 No Votes, 0 Abstained, 1 absent. Motion carried.**

**ORDINANCES:** None Scheduled.

#### **PETITIONS & COMMUNICATIONS:**

- 1. 7175 Lincoln Street** – install 60’ section of fence to complete the enclosure of the backyard.

**Motion by CM Parks, second by CM Walters, to grant a building permit to the owners of 7175 Lincoln Street to install a 60’ section of fence to complete the enclosure of the backyard. Motion carried.**

#### **MANAGER’S REPORT:**

- 1. Document Scanning:** The RICOH representative received the signed “Scope of Work” and final cost estimate. The six boxes of documents identified by the City for the scanning project were picked up on March 22<sup>nd</sup> and sent to the facility in Ohio. Expect the project to be completed, and the storage unit with all of the scanned documents returned to the City, within a couple of weeks.
- 2. Preventative Maintenance Plan:** The City received adequate vehicle inspection forms for the police department; however, the order was short for DPW vehicle inspection forms. The printer should have the additional forms for the DPW completed and

forwarded to the City by March 28<sup>th</sup>. The program will be fully operational on April 1<sup>st</sup>, the beginning of the City's fiscal year.

3. **City Assessor:** No responses to the advertisement have been received to date. Plan to send out a new round at the beginning of April.
4. **City Liability Insurance:** The City contacted the insurance carrier and requested the deductible increase to \$2,500, so the premium should decrease by about \$1,721.
5. **MDOT Rail Safety:** The City DPW completed the replacement of the numerous "Advance Warning Signs" on March 22<sup>nd</sup>. The City contacted the railroad by email on March 17<sup>th</sup> requesting assistance on the replacement of the timbers used for the pedestrian crossing at Second and St Marys Streets. No response has been received by the railroad to date. The DPW received one bid for repairs of the sidewalk in the amount of \$950. How does the City Council wish to proceed?

**Motion by CM Walters, second by CM Parks, to accept the one bid that the DPW had received for the repairs of the sidewalk in the amount of Nine Hundred Fifty dollars (\$950). Motion carried.**

6. **Maple Valley Lift Station:** The lift station is fully operational. Apparently, the primary problem was a faulty ground on the electronic unit. The City did receive a spare unit to have on hand in case one of the drive units fails in the future. The DPW Foreman is also getting bids from three electrical contractors for the purchase and installation of surge protectors for the system.
7. **City Lawsuit:** The case evaluation took place on March 17<sup>th</sup> by a panel of adjudicators. Following their review, a recommendation was made to both parties in the lawsuit (plaintiff and City's insurance company). If accepted by both, the case will be settled. If rejected by either party, the case will proceed to trial.
8. **Times Herald FOIA Request:** A reporter from the Port Huron Times Herald filed a Freedom of Information Act (FOIA) request with the City on March 14<sup>th</sup>. The request was for "a copy of Brown City's January accounts payable." The request was approved and the information provided by email attachment on March 16<sup>th</sup>. There has been no follow up request for information.
9. **Junk Cars and Blight:** The City, as it has to do each year, celebrated the beginning of spring by sending out junk car (6) and blight (1) notices. Recipients of the notices must comply by April 6<sup>th</sup> or risk citations and fines.
10. **Old City Safe:** The retired safe that was in City Hall for many years was moved to the DPW in 2009 after it was replaced. An individual who collects safes has made an offer of \$50 to purchase the old safe and he will be responsible for removing it. How does the City Council wish to proceed?

**It was the consensus of the Councilmembers to not sell the safe for \$50.00 as they believe it is worth much more than that amount. Councilmember Bill Walters suggested that the City place it on the Public Surplus Site to see if anyone is interested in the safe.**

**ATTORNEY'S REPORT: None.**

**TREASURER'S REPORT: None.**

**CLERK'S REPORT: None.**

**MAYOR'S REPORT:**

1. Semi-Annual City Manager Evaluation – Please return forms at or before the next City Council meeting on April 11<sup>th</sup>.

**COMMITTEE REPORTS:**

1. Police (Miller) – None.
2. Water and Sewer (Loutzenhiser) – None.
3. Tax and Finance (Jacobson) – CM Jacobson – absent.
4. Streets and Sidewalks (Walters) – **A meeting of the Streets and Sidewalks committee, consisting of CM Walters, CM Loutzenhiser, and CM Parks was set for Monday, April 18, 2016 at 7:00 p.m. in the Brown City Library.**
5. Building and Grounds (Parks) – None.
6. Personnel (Mclvor) – None.

**GENERAL CONCERNS OF THE COUNCIL: None.**

**PUBLIC QUESTIONS & COMMENTS:**

Matt Muxlow, a Brown City resident who is running for the State House seat in the 83<sup>rd</sup> District, spoke to the Council regarding his candidacy. Matt Muxlow told the Council that he is a 13-year veteran of the Michigan House and Senate and currently serves as the chief of staff for a State Representative. Mr. Muxlow spoke of the economic recovery and the need to continue this upward swing.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Loutzenhiser, second by CM Mclvor, to adjourn at 7:26 p.m. Motion carried.

Respectfully submitted,

Juanita Smith  
City Clerk;