

BROWN CITY COUNCIL PROCEEDINGS

June 13, 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: Dan Loutzenhiser, Ross McIvor, Julie Miller, Alecia Parks, and William Walters; City Manager Clint Holmes, City Clerk Juanita Smith, and City Attorney Gregory Stremers.

ABSENT: Councilmember Pat Jacobson.

GUESTS: Mr. and Mrs. Anthony Zimmerman and Steven Kovac representing the Brown City Banner Newspaper.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:

City Manager Clint Holmes stated that there would be three additions to the agenda. One under Petitions & Communications. Two under the Manager's Report.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Miller, second by CM McIvor, to accept the Regular Meeting Minutes of May 23, 2016 as presented. Motion carried.

PAY BILLS:

Motion by CM Loutzenhiser, second by CM Walters, to pay the bills in the following funds: General - \$23,412.39 (7437-7476), Payroll - \$14,358.40 (7444-7460 plus EFT) for payroll dated 05-11-16 to 05-24-16. Payroll - \$13,065.61 (7461-7477 plus EFT) for payroll dated 05-25-16 to 06-07-16. Total Payroll Fund was \$27,424.01, Major Street - \$189.16 (3890-3892), Sanitary Sewer - \$2,515.25 (3554-3562), Water - \$2,006.85 (2651-2661), Storm Sewer - \$6,536.67 (1198-1202), Equipment - \$11,439.47 (1517-1521). Motion carried.

PUBLIC QUESTIONS & COMMENTS:

Mr. and Mrs. Anthony Zimmerman of 6866 Walter Street appeared before the Council to request that the storm drain at their home be looked at as it is washed out around it. Could something be done to fix it?
City Manager Clint Homes assured them that it would be looked at to see what needs to be done to it.

POLICE REPORT: Report reviewed. Also Police Chief Ron Smith reported to the Council of activities concerning the Soybean Festival. He said that the Police dealings with the Soybean Festival was not too bad. There were a couple of disorderly conduct arrests and one missing golf cart that reappeared in the morning. He said that something needs to be done about the traffic next year and he will offer a few suggestions to the Soybean Committee at their next meeting. Golf carts on the sidewalks was a concern of a Councilmember.

UNFINISHED BUSINESS: None.

PERSONAL APPEARANCES: None Scheduled.

ORDINANCES: None Scheduled.

RESOLUTIONS: None Scheduled.

PETITIONS & COMMUNICATIONS:

1. **4064 East Main Street:** Chain link fence. No Sanilac County permit required. **Motion by CM Walters, second by CM Parks, to approve the application for installing 100' of chain link fence to their already fenced in area to the owners of the property at 4064 East Main Street. Motion carried.**

2. **6955 Walter Street:** Request Non-Conforming Use Permit to construct a 32' x 48' garage at reduced set-back distances. Side setback should be a minimum of 10'.

The Brown City Planning Commission recommends that the Council approve the request for a Non-Conforming Use Permit to construct a 32' x 48' garage at reduced set back distances. This would allow for the garage to be 2 feet from the side property rather than the 10 feet required by ordinance.

Motion by CM Parks, second by CM Walters, to accept the recommendation of the Planning Commission to approve the request for a Non-Conforming Use Permit to construct a 32' x 48' garage at reduced set back distances as described above. The owners of the 6955 Walter Street property may pick up the approved application at the City Hall after 10:00 a.m. on June 14, 2016. They will have to go to the Sanilac County Department of Construction at the Court House to purchase the building permit. Motion carried.

PUBLIC HEARING: None Scheduled.

MANAGER'S REPORT:

1. **Smart Meter Installation:** The City was formally notified on June 9th that DTE Energy will begin installing "advanced metering" in the City. This process is expected to begin within "the next few weeks". Copies of the notification letter and information brochure provided to the Mayor and City Council are available at City Hall for residents to review. Residents not wanting an advanced meter will have to contact DTE and pay an initial and monthly fee to retain their current digital meter.

2. **City Assessor:** The City has been contacted by a total of three individuals interested in the Assessor position. This job must be filled before August. How does the City Council wish to proceed with the appointment?

The City Council recommends that the City Manager and Mayor Christine Lee interview the candidates and bring their recommendation to the Council at the next Council Meeting on June 27, 2016.

3. **L-4029:** The City received a request from the Sanilac County Clerk for a copy of the City's L-4029. This is the document used to identify the millage rate for City Winter Taxes. The millage rate approved by the City Council on March 28th, following a Public Hearing, is 16.8733. This millage rate has been unchanged since 2001. Two copies must be signed by the Mayor and Clerk for both Sanilac and Lapeer Counties. Of note, the City's Total Taxable Value in 2007 was \$25,687,860, and in 2016 is \$18,668,259, a decrease of \$7,019,601 or about 27.33%. Requires motion.

Motion by CM Walters, second by CM Miller, to authorize the Mayor and Clerk to sign two copies of the City's L-4029 to send to the Sanilac and Lapeer County Clerks as requested. This is the document that is used to identify the millage rate for the City Winter Taxes. Motion carried.

4. **Water Quality Report:** The Consumer Confidence Report (CCR) is the annual report required by the state and federal governments summarizing information about drinking water quality provided during calendar year 2015. The document was posted on the City's website; printed in *The Banner* on May 30th; and copies mailed to MDEQ and the Sanilac / Lapeer County Health Departments. Copies are also available at City Hall for review or purchase. The City met or exceeded all water quality requirements in 2015.
5. **Infrastructure Issues:** The Brown City DPW, in conjunction with Michigan Pipe Inspection, conducted an extensive video assessment of the storm water system on and near Lincoln Street. The process has one more significant step to complete – specifically checking the pipe connecting Maple Street with the culvert located between Lincoln and Welles Streets. This will require the installation of a catch basin on Maple Street just west of Lincoln Street. Based on the result of that inspection, plans for the project can be completed.

Also, the cleaning and video inspection of the storm water main on Second Street going west from Kohler Street was completed. The west end of the main is in very good condition. There is a section just east of Kohler Street that is constricted and should be replaced sometime in the near future.

6. **RICOH Scan Project:** The City received the DVDs containing the scanned copies of historical meeting minutes for the City Council, Planning Commission and sundry other Boards and Commissions. The information is searchable (except for those records that were hand written). This capability should significantly enhance the City's ability to respond to Freedom of Information Requests and other types of analysis and reporting. This Project is essentially complete.
7. **Brown City Cleanup Days:** This annual event is scheduled for Tuesday, June 21st and Wednesday, June 22nd. All appliances and scrap metal will be picked up on the 21st and non-metal eligible items on the 22nd. To dispose of an appliances containing Freon, a permit must be purchased at City Hall for \$30. The notice was published in *The Banner* on June 6th and will be again on June 20th.
8. **Fire Hydrant Replacement:** The fire hydrant on the northeast corner of Main Street and Cade Road is scheduled to be replaced on Tuesday, June 14th. To do this, water will be shut off during the replacement process to all properties on North Cade Road, Belview and Autumn Gold Drives, and Thelman Avenue, plus Brown City Family

Health Care and Exchange State Bank. MDEQ requires extensive water testing following a repair such as this. Therefore, “Boil Water Notices” were hand delivered by the DPW on June 8th to the addresses affected. Once the water testing process is successfully completed – which will be a minimum of 72 hours – notices will be delivered stating the “Boil Water Notice” is cancelled.

9. **Annual Audit:** The accounting firm of King and King of Marlette conducted the annual audit of the City, Library and Fire Authority beginning on May 31st. The City Hall portion of the audit was essentially completed the next day. The official report to the City Council will be presented at the July 11th City Council meeting. No issues are anticipated.
10. **ParPlan Rebate:** The Michigan Township Participating Plan (ParPlan) provided a dividend to the City in the amount of \$4,718.91. This covered the 2011-2012 and 2012-2013 premium years. Councilmember Bill Walters is a member of the board that approved the dividend distribution.
11. **Sanilac County Jail Crew:** On June 13th, the jail crew is scheduled to clean up the Park following the events there associated with the Brown City Soybean Festival. They will then continue on and weed-whack tall grass in the ditch along Buby and Kohler Streets, and other ditches in the City such as along Soybean Drive.
The Jail Crew did complete work at the park today, June 13th, but did not have time for cleaning ditches. They will come back on the 22nd of June to continue work not finished.
12. **Brown City Soybean Festival:** The Festival Commission will meet Tuesday, June 14th at 7:00 PM in the City Library to discuss possible improvements to the summer festival, and set a meeting and fundraising schedule for the 2017 Summer Festival.
13. **Union Contract:** The Union has presented the City with a contract which City Manager Clint Holmes forwarded to the City Attorney Gregory Stremers to look over. There are a couple areas of concern which the City will discuss with the Union before it is approved.
14. **Time Capsule:** A Brown City citizen approached City Manager Clint Holmes about opening the Time Capsule that was buried during the Centennial in 1976. She was concerned that people who had an interest in it were dying off and perhaps it should be dug up and opened now. The capsule was originally to be opened in 50 years which would make it in 2026. The Councilmembers felt it should be left for the 50 years as originally planned.

ATTORNEY’S REPORT:

City Attorney Gregory Stremers reported that he would not be at the next Council Meeting on June 27th as he will be out of state at that time.

TREASURER’S REPORT: None.

CLERK’S REPORT:

The Mayor, Clerk, Treasurer, all 6 Council seats, and 3 Library Board positions are up for election this year. Petitions may be picked up at the City Hall and

must be returned by August 9, 2016. There is a minimum of 25 valid signatures required.

MAYOR'S REPORT:

1. Proclamations for Brown City Valedictorian and Salutatorian.

Travis Amador, Valedictorian and Drake Natke, Salutatorian will be presented with Proclamations from the City of Brown City for their achievements.

2. Proclamations for Brown City Athletes.

Alexandra Hanson and Brady Kaufman will be presented with Proclamations from the City of Brown City for their outstanding athletic performances.

COMMITTEE REPORTS:

1. Police (Miller) – None.
2. Water and Sewer (Loutzenhiser) – None.
3. Tax and Finance (Jacobson) – None. (absent)
4. Streets and Sidewalks (Walters) – None.
5. Building and Grounds (Parks) – None.
6. Personnel (Mclvor) – None.

GENERAL CONCERNS OF THE COUNCIL:

CM Loutzenhiser questioned if we could use the Jail Crew to clean up the area on Second Street that has been a concern to several citizens of the City. City Manager Clint Holmes responded that that is one area that they would be weed whacking but they are limited on what tasks they are allowed to do.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by Mclvor, to adjourn at 7:41 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk