

**BROWN CITY COUNCIL PROCEEDINGS
MAY 25, 2015**

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, and City Manager Clint Holmes.

ABSENT: City Attorney Gregory Stremers.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA.

City Manager Clint Holmes said there would be one addition to the Manager's Report.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Miller, second by CM McIvor, to accept the Regular Meeting Minutes of May 11, 2015 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$8,821.76 (6864-6872), Payroll - \$13,334.09 (6947-6964 plus EFT), Major Street - \$215.85 (3856-3857), Local Street - \$503.38 (4230), Sanitary Sewer - \$1,420.85 (3464-3466), Water - \$2,790.48 (2504-2506). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

DPW REPORT: Report reviewed. No questions or concerns.

PERSONAL APPEARANCES: None Scheduled.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS:

1. **4467 Main Street** – Partial building remodel to convert building to new use. **Motion by CM Miller, second by CM Loutzenhiser, to grant a building permit, including electrical and plumbing permits, to the owners of the property at 4467 Main Street to do a partial building remodel to convert the building to a new use. Motion carried.**

MANAGER'S REPORT:

1. **DPW Pickup Truck:** The City DPW's blue pickup truck is a 1998 F250 with over 160,000 miles and accelerating corrosion and maintenance problems. Coordination with Tubbs Brothers in Sandusky revealed the availability of a one-ton 2015 truck with just under 500 miles that was used to plow their parking lot last winter. The truck has a three-year bumper-to-bumper and 5-year / 60,000 mile power-train warranty. Cost with the snowplow blade and attachment (\$5,500) is \$35,590. The trade-in of the old truck would reduce that amount by \$825; however, one of the DPW employees would like to buy the truck for that amount. How does the City Council wish to proceed?

Consensus of the Council was that this truck would serve Brown City well. On that note:

Motion made by CM Mclvor, second by CM Parks , to purchase the one-ton 2015 truck with just under 500 miles on it from Tubbs Brothers in Sandusky. This truck has a three-year bumper-to-bumper and 5-year/60,000 mile power-train warranty. A snowplow blade and attachment is to be included for a total cost of \$35,590. The old DPW blue 1998 F250 pickup truck is to be offered to one of the DPW employees for the amount of \$800.

ROLL CALL VOTE: CM Mclvor – yes, CM Miller – yes, CM Walters – yes, CM Jacobson – yes, CM Parks – yes, CM Loutzenhiser – yes. 6 Yes Votes, 0 No Votes, 0 abstained, 0 absent. Motion carried.

2. **School Utility Charges:** The water meter for Brown City Schools was read for May and revealed the use of 269,000 gallons, a reduction from last month's reading of 550,000 gallons. The schedule for installing the temporary magnetic-flow readers is still pending.

3. **Tall Grass, Blight and Junk Cars:** The City mailed three notices to cut grass; one notice to alleviate blight; and eight notices for violations under the City's junk car ordinance to property owners. For those that do not comply by the specified dates, the City will do the work, charge the property owners, and issue citations.

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 2014. The document must be posted on the City's website, printed in the local newspaper, forwarded to MDEQ and the Sanilac / Lapeer County Health Departments. The City met or exceeded all water quality requirements in 2014.

With no objection from the City Council, City Manager Clint Holmes will post this document on the City's website, have it printed in the local newspaper, forward it to MDEQ and to the Sanilac/Lapeer County Health Departments this coming week.

5. Brown City Clean-Up Days: Staff is proposing that Clean-Up Days be the week of June 22nd.

Motion by CM Miller, second by CM Parks, to schedule the Clean-Up Days in Brown City on Wednesday and Thursday, the week of June 22nd. Motion carried.

6. Comcast Cable TV Lease: The response from Comcast is (still) pending.

7. Freedom of Information Act (FOIA): A series of new laws and regulations will change aspects of FOIA beginning July 1st. I attended FOIA training on behalf of the Fire Authority and the City on May 18th in Bay City. The City's and Authority's current policies and application forms will be updated to meet the new requirements and provided to the City Council for review and action in June.

8. Geographic Information Systems (GIS): Sanilac County provided the City with a 36-page document detailing the proposed GIS system and services available to subscribers. Also included was a one-page proposed contract that would allow the City access to the GIS database and maps for a one-time fee of \$1.50 per parcel (\$1,015.50). A copy of the contract was provided to the City Attorney for review. The next meeting of the GIS Steering Committee is scheduled for May 29th in Sandusky.

The Purchase Agreement Contract given to the City by Sanilac County has two blank lines that need to be filled in with the name of a person that would be reviewing any matter and rendering a decision in case of a dispute between the County and the City. City Manager Clint Holmes recommended the City Council not accept this agreement until all blanks are filled in. Several names of people that would not be partial to either party were suggested to fill this position.

9. National Pollutant Discharge Elimination System (NPDES): This permit is required so that the City can periodically clean the pipes and tanks associated with the water production and arsenic removal facilities located at Well #3 and Well #4. The permit must be renewed annually. The renewal application was submitted last February. In late April, MDEQ requested the City provide various graphics and annotated aerial photographs tracking the route of discharge water through the facilities to the Lapeer-Sanilac Drain to the Black River to Lake Huron. These photos and drawings were forwarded to MDEQ on May 6th. The City was then requested to provide a spreadsheet detailing discharge water testing results for the past five years; information forwarded to MDEQ. MDEQ has since notified the City that the NPDES Permit has been provisionally approved pending completion of the 2-week public comment period.

10. Fire Hydrant Flushing: The DPW completed spring hydrant flushing. No low water pressure was noted; however, the hydrant just north of Belview Drive on North Cade Road will require some repairs. Also, the DPW plans to repair the fire hydrant on the corner of Walter and Main Streets on May 31st.

11. Street Sweeping and Catch Basin Cleaning: The City of Marlette is scheduled to sweep City streets the first week of June to insure completion prior to the Soybean Festival. The City of Croswell's vac-truck will assist the DPW to clean catch basins during the week of June 15th.

12. FINRA Rule 2111 Compliance: The City's Institutional Suitability Certificate Affirmative Indication of Exercise of Independent Judgment is due to expire. Recommend the City Council authorize the Mayor to sign the new form (identical to the one she signed in 2012) to keep the City current.

Motion by CM Miller, second by CM Jacobson, to authorize Mayor Christine Lee to sign the City's Institutional Suitability Certificate Affirmative Indication of Exercise of Independent Judgment form so that the City will continue its current status. Motion carried.

13. Notice of Violation: The City received a copy of the Sanilac County Notice of Violation served to the owner of 4190 Maple Street for failing to secure a building permit. The owner is scheduled to appear in Sandusky on May 28th. To date, no request for a permit has been submitted to the City.

14. Annual Audit: The accounting firm of King and King of Marlette is scheduled to conduct the annual audit of the City, Library and Fire Authority on June 3rd and 4th. No issues are anticipated.

15. Well #4 Bypass: When the arsenic abatement facility was installed at Well #4, it was designed so that 100% of the water coming out of the well went through the absorption tanks. When Well #3 was built, there was a bypass installed to allow the adding of unprocessed water to the finished product to extend the effectiveness of the system while still meeting state and federal requirement. Staff researched the cost of adding a bypass to Well #4. Cost is estimated at \$6,000 and would extend the life of the filter media by up to 25%.

Motion by CM Walters, second by CM Miller, to add a bypass to Well #4. The cost is estimated to be at \$6,000. This bypass would extend the life of the filter media by up to 25%. 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 abstaining, 0 absent. Motion carried.

ATTORNEY'S REPORT: None.

CLERK'S REPORT:

I have submitted the 2015 Special Election Reimbursement Request to the Michigan Bureau of Elections for the amount of \$1,317.43 to pay for the election held on May 5, 2015. I'm not sure all amounts turned in will be accepted so am waiting for a response.

MAYOR'S REPORT:

Mayor Christine Lee thanked our Nation's Veterans for their service to our Country.

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: None.

PUBLIC QUESTIONS & COMMENTS:

City resident Elena Roberts asked the question as to what could be done about maintenance for rental homes and apartments that are not being cared for in a proper manner, such as enact a Rental Inspection Ordinance. City Manager Clint Holmes will look into options available, to include a rental inspection program, and present them to the Council at a future meeting.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM Jacobson, to adjourn at 7:30 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk