

BROWN CITY COUNCIL PROCEEDINGS

May 26, 2014

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, Robert Jacobson, Ross McIvor, and Bill Walters; City Clerk Juanita Smith, and City Manager Clint Holmes.

ABSENT: Councilmembers: Dan Loutzenhiser and Julie Miller; City Attorney Gregory Stremers.

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 May 12, 2014 as presented. Motion carried.

PAY BILLS:

Motion by CM Pat Jacobson, second by CM R. Jacobson, to pay the bills in the following funds: General - \$12,864.28 (6303-6313), Payroll - \$12,347.95 (6458-6474 plus EFT), Major Street - \$143.10 (3820-3821), Local Street - \$392.36 (4209), Sanitary Sewer - \$4,163.09 (3385-3387), Water - \$833.32 (2366-2367), Equipment - \$768.92 (1429-1430). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

DPW REPORT: Report reviewed. Councilmember Pat Jacobson suggested that Second Street be cold patched before the Soybean Festival Parade as there are several large holes on this street which is on the parade route.

PERSONAL APPEARANCES: None Scheduled.

UNFINISHED BUSINESS: None Scheduled.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

MANAGER'S REPORT:

- 1. 2014 Street Project:** The City's contractor, Astec Asphalt, has staked, pulverized and compacted South Cade Road. Anticipate the road will be resurfaced and completed soon. Notices of the work were hand delivered by the DPW to property owners on South Cade Road prior to the work beginning. The section of road from M-90 south to Vine Street will be reinforced and the Kohler Family graciously donated \$2,000 to subsidize this work. North Cade Road, Second Street and patches on St. Mary's and First Streets will be completed after the Soybean Festival and school closes for the summer.
- 2. Well #4 Overhaul:** The pumps, shafts and components have been removed and are being overhauled by Northern Pump and Well. Anticipate installation by the end of the month. The DPW will need to run bacteriological sampling and water testing prior to the well being fully operational.
- 3. L-4029:** The City received a request from the Sanilac County Clerk for a completed copy of the City's L-4029. This is the document used to identify the millage rate for City Winter Taxes. Two copies must be signed by the Mayor and Clerk for both Sanilac and Lapeer Counties. Request a motion for the Mayor and Clerk to sign these documents. Of note, the City's current Total Taxable Value in 2007 was \$25,687,860, and in 2014 is \$18,824,659, a decrease of \$6,863,201 or about 27%.

Motion by CM Walters, second by CM Mclvor, to have Mayor Christine Lee and City Clerk Juanita Smith sign copies of the document used to identify the millage rate for City Winter Taxes known as the City's L-4029 for both Sanilac and Lapeer Counties. (Four copies total). Motion carried.

- 4. EVIP III:** The third installment of the Governor's Economic Vitality Improvement Program is due to Lansing by June 1st or the City will lose a portion of state funding resulting in a decrease in services available to City residents. Form 5074 has been completed, and following review by the City's auditors, was forwarded to the Michigan Department of Treasury.
- 5. Streetlight Request:** Michigan Agricultural Commodities (M.A.C.) had requested a street light be installed at the corner of Soybean Drive and Wheat Court. This preliminary request was reviewed by the City Council in January. DTE was contacted multiple times to determine the feasibility of installation and associated costs and procedures. They responded on May 21st and provided a cost of \$643.09 and the associated agreements. A copy of this eight-page document is available for your review. If approved by the City Council, the Mayor and City Clerk must sign the agreement and it would need to be forwarded to DTE along with payment. How does the City Council wish to proceed?

Motion by CM Pat Jacobson, second by CM Mclvor, to have Mayor Christine Lee and City Clerk Juanita Smith sign the agreement with DTE to install a street light at the corner of Soybean Drive and Wheat Court. This signed agreement with DTE is to be forwarded to DTE along with the payment due of \$643.09 for installation of said street light.

6. **Tall Grass and Blight:** The City mailed nine notices to cut grass; one notice to alleviate blight; and five 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.
7. **Worker's Compensation Dividend:** The City has received a dividend credit of \$1,977 from the Michigan Municipal League Worker's Compensation Fund.
8. **Brown City Clean-Up Days:** Staff is proposing that Clean-Up Days be June 17th and 18th this year. Requires Motion.

There is no objection from the City Council to schedule Clean-Up Days for June 17th and June 18th of 2014. Proper notices will be placed in the local newspaper and on the City's website by the City Manager to notify city residents of these designated dates for the annual Clean-Up Days.

9. **Police Grant:** The issues with the new police in-car camera system were fully resolved. The necessary forms, invoices and photographs were forwarded and received by the Michigan Township Participating Plan. Anticipate the City will soon receive a \$2,000 reimbursement for this project.
10. **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 2013. 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 2013.
11. **Foreclosed Property Tax Auction:** The City was notified by the Sanilac County Treasurer that two properties were placed in foreclosure on March 31st and have been put up for tax auction. The City must notify the Treasurer if the City places any charges on the properties between April 1st and the auction date of August 20th. The properties are 4262 First and 4111 Third Streets.

At this time there are no charges pending on these properties with the City of Brown City.

12. **Swept Streets:** Under the cooperation agreement we have with Marlette, those City streets that have curb and gutter were swept by their machine on May 21st and 22nd in preparation for the annual Soybean Festival. This was the same arrangement that we had with Marlette last year.
13. **Annual Audit:** King and King conducted the annual audit of the City's finances on May 21st and 22nd. There were no issues or discrepancies noted and the City is apparently in relatively good financial condition. A formal report will be presented to the City Council at the next regular meeting on June 9th.

- 14. Vehicle Acquisition:** Prior to discussing a loan from the Department of Agriculture Rural Development Program to purchase a dump truck, backhoe, pick-up truck and police car, a discussion was held with the City's auditing team to determine how best to repay this loan by identifying which funds should contribute. Apparently, both general and enterprise funds can be used under Michigan law. Recommend that expense lines for Equipment Admin Fee be added to the enterprise and general funds to collect funds to repay the proposed loan and build reserves for future equipment purchases.

There is no objection from the City Council to have an expense line for Equipment Administration Fee be added to the enterprise and general funds to collect funds to repay the proposed loan and build reserves for future equipment purchases.

ATTORNEY'S REPORT: None. City Attorney was absent.

TREASURER'S REPORT: None.

MAYOR'S REPORT:

- 1. Michigan Township Participating Plan Board of Director Election Ballot:** The City received a ballot to vote for an individual to represent our district on the Board of Directors for the City's insurance company. Councilmember Bill Walters is running unopposed. A copy of the ballot is enclosed. How does the City Council wish to vote?

The City Council authorized Mayor Christine Lee to vote for Councilmember Bill Walters.

COMMITTEE REPORTS:

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

GENERAL CONCERNS OF THE COUNCIL:

The question was raised, "Would it be possible to chloride the end of South Cade Road where our pavement ends?" City Manager Clint Holmes will check into this.

PUBLIC QUESTIONS & COMMENTS:

A question was asked about the times that fireworks are allowed to be set off. City Manager replied that it is legal to set off fireworks the day before, day of and day after a national holiday.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Walters, second by CM McIvor, to adjourn at 7:17 p.m. Motion carried.

Respectfully submitted,

Juanita M. Smith
City Clerk'