

BROWN CITY COUNCIL PROCEEDINGS

SEPTEMBER 14, 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, 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 August 24, 2015 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$22,361.08 (7018-7048), Payroll - \$12,209.70 (7092-7107 plus EFT), Major Street - \$1,678.00 (3870-3872), Local Street - \$3,712.00 (4236-4237), Sanitary Sewer - \$3,726.93 (3494-3501), Water - \$360.04 (2557-2560), Equipment - \$286.56 (1490-1491). Motion carried.

POLICE REPORT: Report reviewed. No questions or comments.

PERSONAL APPEARANCES: None Scheduled.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

ORDINANCES: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

MANAGER'S REPORT

- 1. Storm Damage:** The severe weather on September 2nd caused a brief power outage that resulted in the Maple Valley Lift Station having a partial shutdown. The DPW Foreman was able to get the system back on line and an electrician subsequently inspected the system and found no issues. The Station seems to be operating properly.

- 2. Maple Valley Lift Station Meter:** The school asked for a spreadsheet detailing the amount of water drawn from the City's wells and the amount of sewage that passed through the lift station, on a monthly basis, for the past three years. The lift station has two means to monitor throughput; however, information gained from the meters on the lift station revealed some apparent discrepancies. The primary meter, which was installed as original equipment in the 1960's, should be replaced. A proposal from JETT Pump and Valve estimated the cost at \$7,465.33. Recommend the City Council approve the replacement of the meter.

Motion by CM Walters, second by CM Miller, to approve the replacement of the primary meter which was installed as original equipment in 1968, with a new meter from JETT Pump and Valve with an estimated cost of Seven thousand four hundred sixty-five dollars and thirty-three cents (\$7,465.33). ROLL CALL VOTE: CM McIvor – yes, CM Miller – yes, CM Walters – yes, CM Jacobson – yes, CM Loutzenhiser – yes. 6 Yes Votes, 0 No Votes, 0 Absent. Motion carried

- 3. School Utility Bills:** The School installed water meters on the elementary and high schools on July 21st. On September 4th they modified the plumbing to help ensure all water entering the High School went through their meter there. Daily reading of the school's two meters and the City's master meter revealed that the meters now report approximately the same amount used. The City and School will continue to monitor water use.
- 4. Michigan Department of Environmental Quality (MDEQ):** The City received the MDEQ Report concerning the survey of our water system conducted last February. Noted was the need for a Reliability Study to be completed prior to January 1st. The City has already contracted for this study and it is underway at this time. Additionally, a 5- and 20-year Capital Improvement Plan is required, as well as a new General Plan. No water safety or quality issues were noted. The report is available for your review.
- 5. Parkside Drive:** A resident called and stated that the new house on Parkside Drive had been sold. I immediately contacted the Sanilac County Department of Construction to determine the status of permits. The electrical and building permits are still open, and no Certificate of Occupancy (COO) has been issued. Copies of the "approved with conditions" City permit application, relevant Planning Commission and City Council minutes were forwarded to Sanilac County again emphasizing that a COO should not be issued until permit conditions are met. The City will continue to monitor the situation.
- 6. Fire Hydrant Flushing:** The DPW will conduct hydrant flushing September 21-25. A notice is on the City's website will be published in *The Banner* on September 14th and 21st and identifying the dates and reminding residents to avoid washing white and light-colored clothes while hydrants are being flushed.

7. **Infrastructure Alternatives:** This Company operates Marlette's sewage treatment facility. They visited the office to provide an overview of the services they offer and requested the opportunity to provide the City with a proposal for services. Because of the City's unique pay and benefit structure, discussion revealed that it is unlikely that a cost savings could be realized, but Infrastructure Alternatives will still provide a proposal.
8. **Sidewalks:** City staff contacted area contractors to get bids for the proposed sidewalk work. Three of the four responded. The DPW will begin removing broken concrete and taking it for recycling. Tony Lung began replacing identified sidewalks September 14th.
9. **Michigan Township Participating Plan:** The Risk Control Representative met with the Police Chief, DPW Foreman and City Manager on September 10th to review safety issues and procedures. No significant issues were noted. However, it was recommended that a safety checklist be completed on Community Park equipment and facilities on a monthly basis. The Park Board was provided with the appropriate forms and has agreed to comply.
10. **Blue Cross/Blue Shield:** The City met with the representative from Blue Cross / Blue Shield on September 4th. The renewal of the City's health care policy will provide the same level of coverage, and at the same approximate cost to the City, as the current policy. However, there will be a potentially significant increase in employee out-of-pocket expenses beginning December 1st.
11. **Tax Liens:** Currently, the City will place tax liens three properties. A Resolution will be presented for approval prior to the deadline set by Sanilac County so that amounts owed to the City can be added to the property taxes of the appropriate parcels.
12. **Burnside Traffic Light:** The Burnside Township Board sent a letter to the Brown City Area Fire Authority requesting a letter of support for their request to have MDOT install a traffic light at the intersection of M-90 and M-53. The Fire Authority's response is attached. Does the City Council wish to endorse the Fire Authority's response?
There was no objection to sending a letter to endorse the Fire Authority's response to support Burnside Township Board in their request to have MDOT install a traffic light at the intersection of M-90 and M53. A letter will be sent from Brown City's Mayor Christine Lee to Bonnie Koning, Township Clerk of Burnside Township showing support.
13. **Downtown Development Authority:** The meeting scheduled for September 8th to discuss 4223 Main Street – Timeless Creations – did not have a quorum and has been rescheduled for Tuesday, September 15th.
14. **ICMA Conference:** The International City Managers Associated is holding their annual conference the last week of September. Since the City Council gave me permission to attend, I will not be present at the next City Council meeting.

ATTORNEY'S REPORT:

City Attorney Gregory Stremers said that he would continue to monitor the new house situation on Parkside Road.

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 September 28th.

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:

1. A questions was asked about fixing Cade Road. City Manager Clint Holmes will check into this.
2. A hole was left when the new street sign was put in on the corner of 2nd and St. Marys Street. Could we have it filled in?
3. A citizen approached CM Parks and asked if the City could make the store owners have their windows look more presentable? 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 7:23 p.m. Motion carried

Respectfully submitted,

Juanita Smith
City Clerk