

BROWN CITY COUNCIL PROCEEDINGS

November 11, 2013

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, Dan Loutzenhiser, Julie Miller, and Bill Walters, City Clerk Juanita Smith, City Manager Clint Holmes, and City Attorney Gregory Stremers.

ABSENT: CM Mclvor.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA.

City Manager Clint Holmes stated that there would be two additions to the agenda under the Manager's Report.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Miller, second by CM Pat Jacobson, to accept the Regular Meeting Minutes of October 28, 2013 as presented. Motion carried.

PAY BILLS:

Motion by CM Pat Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$16,426.61 (6012-6049), Payroll - \$12,837.72 (6185-6200 plus EFT), Local Street - \$19.98 (4201), Sanitary Sewer - \$145.21 (3346), Water - \$7,575.14 (2299-2305), Arsenic Abatement - \$8.85 (1226), Equipment - \$414.25 (1399-1401). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

POLICE REPORT: Report reviewed. No questions or concerns.

PERSONAL APPEARANCES:

1. Ray Dupuie – 4101 Maple Street – Water Bill Charges.

Mayor Christine Lee and City Manager Clint Holmes met with City Office Administrator Dave VanCura and City DPW Foreman Phil Bartle and checked the meter and water bills that were being disputed. It was determined that the meter had been correctly read but still no reason for the huge differences in the water bill for the months of April, May, and June of 2013. Mayor Christine Lee asked the Council what they would like to do about the situation. Motion made by CM Loutzenhiser, second by Pat Jacobson to charge Mr. Dupuie \$120.00 per month for the three months in question and place the remainder of what he had paid toward future Water Bills. **ROLL CALL VOTE: CM Miller – yes, CM Walters – yes, CM Pat Jacobson – yes, CM R. Jacobson – yes, CM Loutzenhiser – yes, CM Mclvor – Absent. 5 Yes votes, 0 No votes, 1 absent. Motion carried.**

UNFINISHED BUSINESS: None Scheduled.

PETITIONS & COMMUNICATIONS: None Scheduled.

PUBLIC HEARING: None Scheduled.

ORDINANCES: None Scheduled.

RESOLUTIONS:

1. Resolution 13-10: A Resolution to Formally Apply For Assistance from the Michigan Township Participating Plan (Par Plan) Risk Reduction Grant Program (RRGP); and Grant Application.

Motion by CM Miller, second by CM Loutzenhiser, to adopt Resolution 13-10: A Resolution to Formally Apply for Assistance from the Michigan Township Participating Plan (Par Plan) Risk Reduction Grant Program (RRGP), and Grant Application.

ROLL CALL VOTE: CM McIvor - absent, CM Miller - yes, CM Walters - yes, CM Pat Jacobson - yes, CM R. Jacobson - yes, CM Loutzenhiser – yes. 5 Yes votes, 0 No votes. 1 Absent. Motion carried.

MANAGER'S REPORT:

1. **Sanilac County GIS System:** Sanilac County is in the process of planning and implementing a county wide GIS (geographic information system) program that will have the capability for the public, private sector and local units to access various GIS data layers from the internet as a "one stop shop" concept. Two of the most inhibiting factors with the GIS project are the initial cost to develop the layers, such as the overall county parcel maps layer, consisting of over 33,000 parcels and the software plus maintenance of the GIS system. The GIS program would enable the user to access the entire county land aerial view with parcels mapped, tax information data, addresses, roads, drains, various district boundaries, and any other layers that are developed (data plotting, septic, etc). Sanilac County has an opportunity to apply for the Michigan Competitive Grant Assistance Program Grant (CGAP) to fund this project. A letter of support from each participating local unit, stating the collaborative advantages of GIS with mapping and tax data county wide, additional benefits to the local units and cost savings is needed to submit with the grant. The County had an informational meeting and a demo of the GIS system on November 8th. Apparently only a letter of support is required at this time and no cost to the City to participate is currently anticipated.

Motion by CM Walters, second by CM R. Jacobson, to have City Manager Clint Holmes draft a letter of support from the City of Brown City to Sanilac County in favor of applying for the Michigan Competitive Grant Assistance Program Grant (CGAP) to fund this project. Motion carried.

2. **Voting Issues:** The City met with a representative from the Michigan Attorney General's Office and requested clarification concerning the Public Act 215 of 1895 and PA 160 of 1974 to help further resolve the issue concerning Lapeer County voters that

- are within the City Limits. The response was that to fully transfer this Lapeer County property to Sanilac County would require a referendum approved by all of the voters in Lapeer and Sanilac Counties. Anticipate the City will continue with the plan to program the voting machine to accept ballots from both voting districts.
3. **EVIP I Redux:** The documents required for EVIP I were submitted by the City and accepted by the Department of Treasury on September 24th to meet the October 1st deadline. The City received a call requesting additional information concerning unfunded pension liabilities. The requested information was provided.
 4. **New City Employees:** The City hired Erin McDaid for the position of City Office Clerk; she will work Mondays and Tuesdays. The City also hired part-time police officer Ryan Walker; he will be assigned shifts on an as-required basis.
 5. **Cable Franchise Survey:** The City completed a detailed survey concerning cable service franchise agreements and the potential implications of Public Act 480 of 2006 at the request of the Michigan Public Service Commission.
 6. **City Hall Painting:** The painting contractor, Dan Rowley Drywall of Brown City, completed repairing drywall and painting the interior of City Hall on October 28th. Work to repair the ceiling in the Library was completed and painting will commence probably on November 18th so that it would not interfere with the Election or the Veteran's Day Holiday. The workers have done an excellent job to date.
 7. **Brown City Area Fire Authority:** The BCAFA Board approved a mid-year budget amendment at their regularly scheduled meeting on November 5th. The Amendment increased the 2013-2014 Budget by \$15,080 to cover costs associated with upgrading the lighting system in the Fire Hall and to replace some fire hoses.
 8. **Risk Assessment Inspection:** The City and the Brown City Area Fire Authority both received Risk Assessment inspections by the Michigan Township Participating Plan, our insurer. No discrepancies were noted in either case; however, the inspector recommended adopting new policies concerning Social Media, Records Retention and Safe Deliver of Newborn Infant. Both have 120 days to adopt these new policies.
 9. **Sanilac County Activity Guide:** The City paid for ¼ page ad for the City of Brown City in the Sanilac County Activity Guide. A sample of the proposed ad was provided to the City Council for review. There were no significant recommended changes.
 10. **City Survey:** The City has received a letter from the Law Office of Paterson and Paterson. They are demanding that the City resurvey the City of Brown City. City Attorney Gregory Stremers advised the City Council to ignore their request and do nothing at this time.

ATTORNEY'S REPORT: None.

CLERK'S REPORT:

1. 2013 Election Status.

City Clerk Juanita Smith related that there were 81 people who voted in the November 5, 2013 election. Of these 31 were AV ballots and 50 were walk-in voters. These 81 voters were all from Sanilac County. There were no Lapeer County voters. Elected were: Councilmembers Pat Jacobson, Julie Miller, and Bill Walters. Two Library Board Members were also elected, those being Kim Rhode and Ellen Brown.

2. Wages for Election related duties.

Wages paid to the election workers totaled \$706.25. Myrtle Kohn-\$15.00, Kathleen Loutzenhiser-\$63.75, Stella Pepper-\$60.00, Ruth Render-\$52.50, Nicole Sanchez-\$52.50, Sarah Steigerwald-\$52.50, Barbara Stimson-\$410.00. Mileage for picking up and returning election equipment was \$129.95. The City Clerk will be paid at a rate of \$10 per hour for work associated with elections and for work associated with the position other than meeting minutes.

MAYOR'S REPORT:

1. Schedule December Second City Council Meeting.

The City Council Meeting scheduled for December 23, 2013 will be changed to December 16, 2013 due to the Christmas Holiday. The December 9, 2013 Council Meeting will remain as scheduled.

2. Set Christmas and New Year's Day staff schedule.

Motion by CM Miller, second by CM Pat Jacobson to close the City Office on December 24th and 25th and December 31st and January 1st because of the Holidays.

3. Christmas Dinner and Awards Ceremony

The Annual Christmas Dinner and Awards Ceremony will be held on December 7, 2013 at 6:00 p.m. at the Brown City Fire Hall.

COMMITTEE REPORTS:

1. Police (Miller) – None.

2. Water and Sewer (R. Jacobson) – None.

3. Tax and Finance (P. Jacobson) – Schedule Committee meeting to review Mid-Year Budget Amendment. **A Committee Meeting to review the Mid-Year Budget Amendment is scheduled for Thursday, November 21, 2013 at 7:15 p.m. in the Brown City Public Library. The Committee consists of CM Chairperson Pat Jacobson, CM Julie Miller, and CM Bill Walters.**

4. Streets and Sidewalks (Loutzenhiser) – None.

5. Building and Grounds (Walters) – None.

6. Personnel (Mclvor) – Absent.

GENERAL CONCERNS OF THE COUNCIL:

1. CM Pat Jacobson stated that a sofa has been setting out on the corner of Wells and Maple since before Halloween.
2. CM Walters asked what is going to be done with the piles of dirt at the old bowling alley lot?

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM Loutzenhiser, to adjourn at 7:36 p.m. Motion carried.

Respectfully submitted,

Juanita M. Smith
City Clerk