

# **BROWN CITY COUNCIL PROCEEDINGS DECEMBER 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: Dan Loutzenhiser, Ross Mclvor, Julie Miller (7:02), Alecia Parks, and Bill Walters; City Clerk Juanita Smith, City Manager Clint Holmes, and City Attorney Gregory Stremers.

**ABSENT:** CM Pat Jacobson.

**GUEST:** Steven Kovac, Staff Reporter for the Banner and Sanilac County News newspapers.

**ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA.** None.

**CORRECTION & APPROVAL OF MINUTES:**

Motion by CM Miller, second by CM Mclvor, to accept the Regular Meeting Minutes of November 23, 2015 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Walters, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$13,894.64 (7172-7198), Total Payroll - \$28,310.36—payroll paid on 11-25-2015 was \$14,956.39 (7201-7217 plus EFT, payroll paid on 12-10-2015 was \$13,353.97 (7218-7235 plus EFT), Major Street - \$185.55 (3878), Sanitary Sewer - \$1,347.00 (3524-3525), Water - \$277.75 (2592-2595), Arsenic Abatement - \$150.00 (1308), and Equipment - \$193.14 (1496-1497). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:**

Steven Kovac, Staff Reporter from the Banner and the Sanilac County News introduced himself and said that he was glad to be a part of the City of Brown City representing the Banner. He said that he would have much to do with the production of the Banner and that he would welcome any news, nothing would be too small or too large for the Banner. Welcome, Steven Kovac.

**POLICE 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:** None Scheduled.

**MANAGER'S REPORT:**

- 1. City Police Vehicle:** The new police vehicle arrived on December 11<sup>th</sup> and seems to be fully operational.
- 2. Document Scanning:** The City is required to hold certain documents, such as City Council meeting minutes, "forever." Other documents and records must be maintained for a state-specified number of years. On December 1<sup>st</sup>, City Staff met with the Digital Imaging Specialist from Ricoh to determine costs and time-lines associated with this course of action. Ricoh provided an estimate for this service of approximately \$2,600. The whole process should take less than a week. Storage media options include DVD, FTP Transfer and USB Drive. Recommend the City Council proceed with this project with transfer to a USB Drive.

**Motion by CM Walters, second by CM McIvor, to engage the Digital Imaging Specialist from Ricoh to transfer the documents and records that must be maintained "forever" or kept for a state-specified number of years to a USB Drive at a cost of approximately two thousand six hundred dollars (\$2,600).**

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

- 3. Cade Road Voters:** The City, after receiving zero assistance from Secretary of State, formally contacted Representative Muxlow's Office on October 2<sup>nd</sup>. This was followed up on November 10<sup>th</sup> with a request for an update. Representative Muxlow's staff responded on November 30<sup>th</sup> and (following the article concerning the election in the Banner) on December 4<sup>th</sup>. The correspondence stated they are continuing to work on the problem.
- 4. Intersection M-53 and M-90:** MDOT plans to install a traffic signal at this intersection sometime in the future. The City received a thank you letter from the Burnside Township Clerk for the City's support.
- 5. Mandated Hydraulic Analysis:** MDEQ, under Rules 1601-1606, is requiring community water systems, such as ours, to complete a hydraulic analysis and 20-year capital improvement plan. It must include a representation of the distribution system showing pressure contours under peak demands; provide an inventory of water main by size and material and age; and create service area maps including existing and future service area boundaries by January 1, 2016. The City contracted with Williams & Works to create a Water System Reliability Study and General Plan to meet these MDEQ requirements last April. City Staff met with the representative from Williams & Works and MDEQ to ensure the draft study met MDEQ requirements. Additional information requested by MDEQ will be incorporated into the Report and a final copy will be sent to MDEQ prior to the due date.

- 6. Maple Valley Road:** Milling and resurfacing Maple Valley Road from the railroad tracks to Wilcox Road was scheduled by the Sanilac County RTF for 2017. However, at the most recent meeting, the City pointed out that we would not pay for the segment from the City Limits south to Wilcox Road since it was a Sanilac County, not City, section of road. The County then declined to participate. The estimated cost for the original project was \$200,000 of which the City would be responsible for the engineering (about \$20,000) and matching funds (\$40,000). Astec estimated the cost of the work at between \$54,200 and \$65,200. Recommend that available City street funds be allocated for a higher priority project, such as Lincoln Street, since federal funding may not be worth the cost.

**More details will be forthcoming in the Spring.**

- 7. Michigan Public Policy Survey:** The University of Michigan Gerald R. Ford School of Public Policy periodically conducts surveys concerning issues facing local governments. Since the City participates in these surveys, a copy of the final results is made available to us at no cost. A copy of the 13-page survey is available for review at City Hall. These are the key findings of the Budget Surplus vs. Deficit Survey:
  - a.** When facing decisions about how to allocate a budget surplus, nearly half (49%) of Michigan local officials say their highest priority would be to spend the extra money on today's public services or infrastructure. Another third (32%) would put aside surplus monies for future uses, while 12% would pay down government debt, and just 3% would prefer to return the money to taxpayers through reduced or rebated taxes. *The City generally elects to save surplus funds for future projects or emergencies.*
  - b.** According to a simultaneous citizen survey, local leaders' perceptions of their citizens' preferences are fairly accurate, with citizens themselves saying they would prioritize surplus funds to be used for spending on today's services or infrastructure (42%), reducing taxes (20%), paying down government debt (14%), and finally, saving the funds for future uses (10%).
  - c.** When faced instead with a potential budget deficit, 49% of local leaders prefer protecting services from being cut, doing so by using rainy day savings the jurisdiction may have set aside (38%), raising taxes (10%), or increasing governmental debt (1%). By contrast, 41% of local leaders would first choose to cut services (and therefore costs too), in order to eliminate a budget deficit. *The City endeavors to keep services at current levels.*
  - d.** Meanwhile, 30% of citizens say they would prefer to use rainy day funds to avoid service cuts, while 30% would prefer to see services cut; another 11% would choose to have taxes increased and 2% would prefer to have the jurisdiction take on more debt in order to avoid service cuts; twenty-five percent of citizens don't know what they would prefer.
  - e.** There are relatively few significant differences in local officials' preferences for dealing with surpluses and deficits based on their partisan identification, or their jurisdictions' characteristics such as population size, region, or even fiscal health.

- 8. December Holidays:** City Hall, DPW and the Police Department will be closed on Christmas Eve and Day and New Year's Eve and Day. The City Hall Staff wish the Mayor, City Council and residents a happy holiday season.

**ATTORNEY'S REPORT:**

City Attorney Gregory Stremers reported that things have been pretty quiet for the past few weeks and that he had nothing of substance to report. He wished everyone a very Merry Christmas.

**CLERK'S REPORT:** Nothing.

**MAYOR'S REPORT:**

- 1. Board and Commission Appointments:** Recommend the City Council approve the following reappointments:
  - a. Planning Commission (terms expiring December 31, 2018): Jay Berry and Mike Frey.
  - b. Downtown Development Authority (terms expiring December 31, 2019): Don Richardson and Todd Vandewarker.
  - c. Election Commission (term expiring December 31, 2017): Kathleen Loutzenhiser.

**Motion by CM Walters, second by CM Parks, to approve the following reappointments:**

**--Jay Berry and Mike Frey to the Planning Commission. Their terms will expire on December 31, 2018.**

**--Don Richardson and Todd Vandewarker to the Downtown Development Authority. Their terms will expire on December 31, 2019.**

**--Kathleen Loutzenhiser to the Election Commission. Her term will expire on December 31, 2017.**

**Motion carried.**

**2. Pocket Planner Distribution:**

The Mayor distributed the 2016 Pocket Planners to each Councilmember for their use. She also wished the Council and audience a very Merry Christmas.

**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 (McIvor) – None.

**GENERAL CONCERNS OF THE COUNCIL:**

CM Walters questioned whether the next council meeting would be held on December 21<sup>st</sup> or as regularly scheduled on December 28<sup>th</sup>.

It was determined that the next meeting would be as scheduled, on December 28<sup>th</sup> which is the 4<sup>th</sup> Monday of the month.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Miller, second by CM Loutzenhiser, to adjourn at 7:15 p.m. Motion carried.

Respectfully submitted,

Juanita Smith  
City Clerk