

BROWN CITY COUNCIL PROCEEDINGS

July 11, 2016

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 McIvor, Julie Miller, Alecia Parks, and William Walters; City Manager Clint Holmes, City Clerk Juanita Smith, and City Attorney Gregory Stremers.

ABSENT: Councilmember Pat Jacobson.

GUESTS: Lorrelei Natke, Drake Natke, Delaney Natke, Donovan Natke, Donovan Bender, Davis Natke, Riley Pavel, Jeff Pavel, Joe Murray, Judy Murray, John Bell, Lehn King, Steven Kovac.

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 June 27, 2016 as presented. Motion carried.

PAY BILLS:

Motion by CM Loutzenhiser, second by CM Walters, to pay the bills in the following funds: General - \$16,768.46 (7492-7517), Payroll - \$14,324.40 (7496-7516 plus EFT), Major Street - \$590.00 (3895-3896), Local Street - \$500.00 (4246), Sanitary Sewer - \$2,638.45 (3567-3570), Water - \$1,518.42 (2669-2673), Arsenic Abatement - \$200.00 (1330), Equipment - \$940.57 (1523-1526). Motion carried.

PUBLIC QUESTIONS & COMMENTS: Joe Murray commended Police Chief Ron Smith on the great job that he is doing. Our policemen need all the support we can give them.

POLICE REPORT: Report reviewed. No questions or concerns.

UNFINISHED BUSINESS: None.

PERSONAL APPEARANCES:

1. King & King: Annual City Audit Review.
Mr. Lehn King of King & King CPAs LLC provided an Overview of the City Finances. They found the City books to be in good order and the City is apparently in good financial condition. Mr. King reviewed the Overall Fund Rating report with the City Council.

ORDINANCES: None Scheduled.

RESOLUTIONS: None Scheduled.

PETITIONS & COMMUNICATIONS:

1. 4152 Main Street (SUNOCO Station): Request permit to construct a 24' X 50', 3 perlin, 2 column eastward extension to the existing cover over the gas pumps and add 2 fueling stations. Planning Commission recommends approval.

Motion by CM Parks, second by CM Miller, to accept the Planning Commission's recommendation to approve a permit to construct a 24' x 50', 3 perlin, 2 column eastward extension to the existing cover over the gas pumps and add 2 fueling stations to the Sunoco Station at 4152 Main Street. Motion carried. The permit may be picked up at the City Hall on Tuesday, July 12, 2016 after 10:00 a.m. The owners must then go to the Sandusky Court House to purchase the permit.

2. 4094 Second Street: Construct 12' X 16' skid shed.

Motion by CM Walters, second by CM Parks, to grant a permit to the owners of the property at 4094 Second Street to install a 12' x 16' skid shed. Motion carried.

PUBLIC HEARING: None Scheduled.

MANAGER'S REPORT:

1. **City Assessor:** The City contracted with David McArthur, Michigan Certified Assessing Officer (MACO), to be the new City Assessor beginning August 1st. He has turned in a signed contract to the City. He has also met with the current assessor and will continue to do so until the transition takes place. Expect the assessor's office hours, which are currently 10 AM to 2 PM on Tuesdays, to change to Fridays at the end of the month. Welcome aboard to David.
2. **Lincoln Street Drainage Issues:** The DPW installed a new catch basin at the corner of Maple and Lincoln Streets on July 6th. This will speed the removal of storm water from west Maple Street. Also, it will provide a portal to insert a video camera to determine the scope, condition and location of this storm water main, and potentially provide the City with the ability to connect currently inefficient catch basins at the corner of Maple and Lincoln Streets thereby improving the overall drainage situation in this area of the City. Plans are also being executed to replace the catch basins on the corners of Lincoln and Wood Streets as well as those at Lincoln and Grant Streets. Some connecting pipes also need replacement. The DPW expects have the work completed by the end of the month.
3. **Lincoln Street Renovation Project – 2016:** Requests for Proposals for the Lincoln Street Renewal Project have been drafted. As currently written, sealed bids would be due to City Hall by 2 PM on Thursday, August 4th, and do not include any sidewalk work. Additionally, they request the cost of substituting asphalt curbs for concrete ones. The engineering firm that produced the plans and materials estimates used in the RFP was the same one that did the work for Walter and Maple Streets and Cade Road. Does

the City Council wish to consider hiring another engineering firm to review and verify the existing plans and provide project management/materials testing for this project? How does the City Council wish to proceed?

The Councilmember discussed at length the pros and cons of hiring another engineering firm to review the existing plans or to stay with the company that drew up the current plans but update them. The Councilmembers decided that they would not rush the Lincoln Street Project but rather asked the City Manager to do more checking with both companies being considered and bring more information back to the council. The repairing or replacing of many sidewalks and how to pay for them was also an issue discussed.

4. **Brown City Veterans Memorial:** The VFW contracted with Raymond's Tree Service in Brown City to remove the dying trees located behind the monument at the Memorial. Staff is still trying to get information concerning the process to get permission from the US Government to move and display the Nike-Hercules missile currently at Brown City Post 2943.
5. **City Webpage Software and Support:** In 2006, greatlakes.net created, put on-line, maintained and facilitated updates to our City-designed webpage. Subsequently, greatlakes.net was purchased by another internet provider that now hosts our webpage, but no longer has the personnel to assist the City with updates. The City has been in contact with ezTask, a company that provides software and support for creating, maintaining and updating websites. They provided a 30+ minute web presentation, and their product should meet the City's needs. A formal proposal, including costs, has been requested and should be available for presentation to the City Council for action.

The Councilmembers gave their consent to City Manager Clint Holmes to "shop around" for places that may give the City a great webpage and also would assist the City with future updates.

6. **DTE Smart Meters:** DTE is in the process of replacing existing residential meters with "smart" ones in the City. On June 30th, the meter on City Hall was exchanged. The City forwarded the adopted Resolution 16-04 requesting the Michigan Public Service Commission analyze the safety of the meters and "consider delaying the deployment of Smart meters." No response was received by the City from the Commission. Commercial properties using high voltage will not receive new meters until sometime in the future.
7. **Brown City Rotary Club Presentation:** On July 7th, the City Manager spoke to the members of the Brown City Rotary Club. He provided an overview of the financial status of the City; reviewed the progress and outstanding success of the Festival Commission's Brown City Soybean Festival; discussed recent equipment purchases; detailed planned storm water and paving improvements planned for Lincoln Street; highlighted the fact that the City has issued a record number of building permits; noted that the Primary Election is August 2nd and the General Election on November 8th; briefed the Club on the appointment of a new City Assessor; disclosed the opening of

negotiations with a company to assist the City in redesigning and allowing for efficient updating of our website; and answered sundry questions.

- 8. Sanilac County Jail Crew:** The jail crew arrived in Brown City on July 7th and worked from about 8 AM to around noon. They worked on cutting the weeds adjacent to Buby and Kohler Streets and around the City's wells. Apparently, there are very strict rules about them working adjacent to private property, conditions not previously shared with the City.

ATTORNEY'S REPORT:

City Attorney Gregory Stremers said that he had been working on the contract for the new City Assessor, David McArthur.

TREASURER'S REPORT: None.

CLERK'S REPORT:

The Election Commission met today, July 11, 2016 and added one additional name, Stephanie Stimson, to the Inspectors list to work at the August 2, 2016 election. Motion by CM Miller, second by CM Walters, to appont Stephanie Stimson as an Inspector at the August 2, 2016 election. Motion carried.

MAYOR'S REPORT:

1. Proclamation for Academic Achievement.

A signed and framed Proclamation was presented to Drake Natke, Salutatorian of the Class of 2016. Mayor Lee read aloud the Proclamation while presenting it to Drake. Pictures were taken of him accepting the Proclamation from Mayor Lee.

A Proclamation was also presented to Riley Pavel for her exceptional achievements during her school career. Riley graduated with a 4.02 GPA and placed in the top 5% of high school students taking the ACT achievement test. Mayor Lee also read aloud Riley's Proclamation aloud while presenting it to her. Steven Kovac representing the Brown City Banner took pictures of her receiving the plaque from Mayor Lee.

Mayor Christine Lee also thanked Police Chief Ron Smith for his outstanding work in the community.

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: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM McIvor, to adjourn at 8:22 p.m. Motion carried.

Respectfully submitted,

Juanita Smith
City Clerk