

**BROWN CITY COUNCIL PROCEEDINGS**  
**August 22, 2016**

**MEETING CALLED TO ORDER BY MAYOR PRO-TEM JULIE MILLER AT 7:00 PM.**

**PLEDGE OF ALLEGIANCE LED BY MAYOR PRO-TEM JULIE MILLER.**

**PRESENT:** Mayor Pro-Tem Julie Miller, Councilmembers: Dan Loutzenhiser, Ross McIvor, Alecia Parks, and William Walters; City Manager Clint Holmes, City Clerk Juanita Smith, and City Attorney Gregory Stremers.

**ABSENT:** Mayor Christine Lee and CM Pat Jacobson.

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

**CORRECTION & APPROVAL OF MINUTES:**

CM Walters noted that CM Jacobson was omitted from the August 8, 2016 minutes as being present or absent. CM Jacobson was present at the August 8<sup>th</sup> meeting. With that correction there was a Motion by CM Loutzenhiser, second by CM Walters, to accept the Regular Meeting Minutes of August 8, 2016 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Loutzenhiser, second by CM Walters, to pay the bills in the following funds: General - \$11,463.24 (7585-7597), Payroll - \$13,424.64 (7548-7563 plus EFT), Major Street - \$90.00 (3899), Local Street - \$616.77 (4247), Sanitary Sewer - \$677.64 (3579-3581), Water - \$1,288.30 (2689-2691), Storm Sewer - \$400.00 (1213), Equipment - \$582.75 (1530). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

**DPW REPORT:** Report reviewed. No questions or concerns.

**UNFINISHED BUSINESS:** None.

**PERSONAL APPEARANCES:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**ORDINANCES:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

**PETITIONS & COMMUNICATIONS:** None Scheduled.

**MANAGER'S REPORT:**

1. **Lincoln Street Drainage:** The DPW removed and replaced the storm water catch basin at the southwest corner of Lincoln and Maple Streets. They also cleared the concrete that had filled the catch basin near 7114 Lincoln Street. The next step is to video the newly accessed storm water mains to determine their location, connectivity and condition. Once complete, the street cuttings should have sufficient time to fully settle before the repaving program begins in the spring.
2. **Cade Road Drainage:** The ditch along the east side of South Cade Road is not emptying into the County Drain efficiently. Investigation by the DPW revealed that the culvert in the covered ditch in front of the house north of the Brown City Health Center City is filled with tree roots and collapsing. City Ordinance requires the owner of a covered ditch to be responsible for all maintenance. A letter was sent to the owner requiring that the repair be completed as soon as possible.
3. **Brown City Community Park:** The Park Board has received a monetary grant from the Michigan Township Participating Plan Risk Reduction Grant Program (RRGP) to install security cameras at multiple locations in the Park. The work is beginning and they expect the system to be fully operational within a couple of weeks. The system will both record and have live streams through the internet.
4. **Brown City Camp:** The City received a letter from the Brown City Camp thanking the Mayor, City Council, merchants and people of Brown City for their “gracious support and patience”.
5. **Hogtown Run:** The annual Hogtown Run took place last weekend in the Brown City Community Park. Run organizers reported a successful event. The Chief of Police reported that there were no incidents.
6. **DPW Employee:** The DPW Supervisor has recommended that his single part-time employee be promoted to full time. The individual has already earned two of the operating licenses required for the position, and plans to take the annual exam for the third license this fall. In the past, the DPW has consisted of three full time employees. If there is no objection from the City Council, I plan to upgrade his status in early September once negotiations with the Union are complete.

**The Council has no objections to promoting the part-time employee to full time employee.**

7. **Union Contract:** The City received a written copy of the proposed contract from the Union. City Attorney recommended changes were provided to their representative. There was a counter with alternative language. City Attorney has since provided the final recommended contract to the Union. The City is awaiting a response.

8. **Main Street Veterans Memorial:** There is an increasing likelihood that Brown City VFW Post 2943 will be forced to turn in their Charter and be dissolved. The Main Street Veterans Memorial is jointly owned by the City and the Post. If the opportunity becomes available, would the City agree to accept full ownership of the site?

**The City Councilmembers agreed to accept full ownership of the Main Street Veterans Memorial if the Brown City VFW Post 2943 must turn in their Charter and therefore be dissolved.**

9. **Maple Valley Lift Station:** The DPW Foreman reported that one of the two pump valves at the Maple Valley Lift Station is leaking and must be replaced. He has requested bids from contractors. Expect the replacement to be installed by the end of the week.

10. **Sidewalks:** The MDOT notified the City a minimum of 1% of Act 51 Road Funds received from the state must be used for “non-roadway facilities.” In our case, this means sidewalks and the ramps that connect sidewalks to roads. Since the City has not had a project of this type in three years, and we are approaching a deadline, the City must commit approximately \$15,000 towards sidewalks. There are several options available. How does the City Council wish to proceed?

**The City Councilmembers discussed at length the many options on the proposed sidewalks and how to use the Act 51 Road Funds money to help pay for them.**

**ATTORNEY’S REPORT:** None.

**TREASURER’S REPORT:** None.

**CLERK’S REPORT:** None.

**MAYOR’S REPORT:** None

**COMMITTEE REPORTS:**

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

**GENERAL CONCERNS OF THE COUNCIL:**

CM Walters addressed the fact that the Hogtown Run went well this past week-end.

**PUBLIC QUESTIONS & COMMENTS:**

Newspaper reporter, Steven Kovac, relayed the information that he had visited a park that had a paved pathway around the perimeter of the park for various activities such as skateboarding, walking, roller blading, etc. He questioned whether some of the Act 51 Road Fund money could be used for something of this nature. City Manager Clint Holmes replied that our park is

actually owned by a separate organization. The park is funded by property taxes at a rate of 1.25 mills which totals about \$23,000 a year. However, the grass mowing is \$18,500 per year. There are paths throughout the park that are mowed but not paved.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM McIvor, second by CM Loutzenhiser, to adjourn at 7:33 p.m. Motion carried.

Respectfully submitted,

Juanita Smith  
City Clerk