

**BROWN CITY COUNCIL MINUTES  
MARCH 12, 2007**

Meeting called to order at 7:00 p.m. by Mayor Laura Carpenter.

Pledge of Allegiance led by Mayor Carpenter.

**PRESENT:** Mayor Laura Carpenter, Councilmembers: Ron Wood, Julie Miller, Mike Lents, Christine Lee, and Ken Brown. City Manager Clint Holmes, City Attorney John Coury, City Clerk Kelly Pavel.

**ABSENT:** CM Ross McIvor.

**ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:**

City Clerk requested that a discussion regarding hiring an Election Coordinator be added to the agenda.

**CORRECTION AND APPROVAL OF MINUTES:**

Change the second sentence in paragraph 1 on page 6 of 7 to read: "A Letter of Separation was offered to the City Manager on 2-09-07 and 2-12-07 by CM Lents in City Manager's office." Per CM Miller.

Motion by CM Miller, second by CM Lee, to accept the Regular Meeting Minutes of 2-26-07 as amended. Motion carried.

**PAY BILLS:**

Motion by CM Lee, second by CM Brown, to pay the bills in the following funds: General - \$7,595.17, Payroll - \$11,792.82, Major Street - \$954.97, Local Street - \$954.98, Sewer - \$125.00, Water - \$444.75, Arsenic Abatement - \$2.78, Equipment - \$114.17. Motion carried.

**PUBLIC QUESTIONS AND COMMENTS:**

Larry Steigerwald requested an update regarding flooding issues within the community. CM Lents discussed that the 3 biggest problem areas have been identified and funds have not been designated to address flooding issues until the budget is reviewed. Quotes have been received from engineering firms for this work. Mr. Steigerwald also discussed additional drainage issues that exist in the vicinity of his property.

Larry Steigerwald also questioned the City Councilmembers who are opposed to the Exchange State Bank project and asked the reasons for their opposition. CM Wood discussed his concerns for the proposed project location and the potential drainage problems it will create, which can add to the flooding issues that already exist.

**PERSONAL APPEARANCES:** None scheduled.

**POLICE REPORT:** Written report reviewed. No questions or comments.

**OLD BUSINESS:**

1. Bullock Project – essentially completed
2. Arsenic Abatement – Construction must begin by 8-1-07
  - a. Bid Documents – construction bid opening is scheduled for March 22, 2007
  - b. Bond Issues – discussion continues with the Financial Advisor, Bond Attorney, Sanilac County and the City concerning the bond required to construct the water treatment facility.
3. Kohler Convenience Stores – Beer/Wine License: Letter sent to LCC.

Motion by CM Lee, second by CM Wood to remove Kohler Convenience Stores from the Old Business portion of the agenda. Motion carried.

**PUBLIC HEARING:** None scheduled.

**ORDINANCES:**

Motion by CM Miller, second by CM Lee, to schedule a Public Hearing for 3-26-07 at 7:15 p.m. regarding Ordinance 152.11 (C) to Title XV Land Usage of Said Code.

CM Brown discussed his ideas regarding amending this Ordinance and the benefits it could provide to securing potential downtown businesses for those requesting rental apartments.

Introduced by CM Brown, An Ordinance to Amend the Brown City Code by Repealing Paragraphs 2, 3 and 5 of Section 152.111 (C) of Title XV Land Usage of Said Code.

**RESOLUTIONS:**

Motion by CM Miller, second by CM Wood, to adopt Resolution 07-03, *A Resolution to Formally Apply for Assistance from the Michigan Department of Natural Resources to Enhance the Brown City Community Park*. ROLL CALL VOTE: Wood-yes, Miller-yes, McIvor-absent, Lents-yes, Lee-yes, Brown –yes. Motion carried.

Motion by CM Lee, second by CM Miller, to adopt Resolution 07-04, *A Resolution of the City of Brown City to Amend the City's 2006-2007 Budget to Better Reflect Revenues and Expenditures*. ROLL CALL VOTE: Wood-yes, Miller-yes, McIvor-absent, Lents-yes, Lee-yes, Brown-yes. Motion carried.

**PETITIONS AND COMMUNICATIONS:** None scheduled.

## MANAGER'S REPORT:

- 1. Brown City Area Fire Authority:** During their March 6<sup>th</sup> meeting, the BCAFD approved the final amendment to their 2006-2007 Budget. They also approved their 2007-2008 Budget. That budget includes a line item for \$7,000 for physical exams mandated by the insurance company and \$8,000 for equipment. These items translate into an increase for Brown City of about \$5,080 for a total contribution of \$30,612.31. Also presented was an updated Policies and Procedures Manual. This document is available for your review. Any recommended changes must be submitted by March 20<sup>th</sup>.
- 2. Sanilac Economic Alliance:** The Sanilac County Economic Development Corporation has converted from a public to non-profit corporation. This was done to make the group eligible for additional grant opportunities. The law allows certain proceedings and information to be confidential. Members of the Board have been requested to approve a confidentiality policy and sign a Confidentiality Agreement prior to the next meeting on April 12<sup>th</sup>. A copy of the policy, agreement and related Michigan Attorney General opinions are attached (orange). As the appointed representative from Brown City, I am asking for the City Council to review this information and grant approval before I sign the document.

Consensus of the City Council is to hold the issue until review by the Sanilac County attorney is complete.

- 3. City Manager Training:** The Michigan Economic Developers Association (MEDA) is sponsoring a half day class concerning state grant opportunities. This includes information on a new infrastructure capacity enhancement grants to “upgrade existing public infrastructure systems either by replacing deteriorating or obsolete systems or by adding capacity to existing systems.” The class is in the morning on March 28<sup>th</sup> in Lapeer. The US Census Bureau is sponsoring a class concerning the Local Update of Census Addresses (LUCA) in Sandusky the afternoon of March 28<sup>th</sup>. Since the City may participate in this program, I plan to attend this one also.
- 4. Arbor Day Grant:** DTE notified the City that because of the small size (\$600) of the City's grant request, they plan to fund it directly rather than going through the Michigan Department of Natural Resources. The necessary paperwork was forwarded to DTE. Expect formal approval in the near future.
- 5. City Economic Survey:** MEDC provided a copy of the 24-page manual for conducting an economic survey that meets the requirements for determining the City's low and moderate income status. A very basic sample questionnaire is included but does not include lines for work status, fixed income or other information that may be of interest to the City Council. A copy of the manual is enclosed (white).

CM Brown suggests that a question be added requesting if citizen is employed vs. unemployed.  
CM Wood suggests requesting number of residents in the household.

6. **Ben's Supercenter:** The County Drain Commissioner reported that a representative from his office inspected the snow in the County Drain and warned the owner.
7. **2007-2008 Budget:** The 2007-2008 DRAFT Budget was reviewed by the Tax and Finance Committee on March 8<sup>th</sup>. Many of the proposed Capital Improvement items discussed at the various committee meetings were included. However, strongly recommend the City Council schedule a Special Meeting for March 19<sup>th</sup> to review the proposed budget and determine how to fund additional proposed line items. Additionally, the DRAFT Capital Improvement Plan should be reviewed and updated for approval at the next City Council meeting.

Council consensus to schedule a Special Meeting for 3-19-07 at 7:00 p.m. for further review of the 2007-08 Budget.

8. **Employee Health Care Benefits:** The cost of Blue Cross Blue Shield went up 14% beginning in January. The Michigan Employment Retirement System (MERS) has a health benefits program and they will provide information and associates rates. I am also reviewing possible modifications to the City's Blue Cross coverage to determine how rates can be lowered. Also to be negotiated is an employee contribution to health care costs. On average, for those communities that require employee payroll deductions, the amount is 4% to 10%.

Discussion regarding various employee contribution options to health care coverage.

**ATTORNEY'S REPORT:** None.

**TREASURERS REPORT:** Written report reviewed by City Treasurer.

**COMMITTEE REPORTS:**

1. Police – None.

CM Wood requests that City Manager investigate work zones regarding police officers and their living locations. He has concerns that City police officers live a great distance from the City and what would happen if they were required for an emergency.

2. Water and Sewer – CM Lents reviewed committee meeting minutes from 2-28-07.

Motion by CM Lents, second by CM Brown to purchase a confined space gas detector from RKI Instruments for a price of \$1,140.00. Motion carried.

3. Tax and Finance – CM Lee reviewed the committee meeting minutes from 3-8-07.
4. Streets and Sidewalks – CM Wood reviewed committee meeting minutes from 3-6-07.
5. Buildings and Grounds – None.
6. Personnel – CM Miller reviewed committee meeting minutes from 3-6-07.

Motion by CM Miller, second by CM Brown, to grant employee Phyllis Niehaus vacation, holiday and sick pay on a pro-rated basis of two-fifths time. Motion carried.

**GENERAL CONCERNS OF THE COUNCIL:**

City Clerk discussed the process of hiring an Election Coordinator. The position was advertised in the Fall of 2006. Barbara Stimpson from Burnside Township was the only applicant and she still maintains interest in this position. Discussion regarding hiring Mrs. Stimpson at the rate of \$10 per hour and reviewing this position on a yearly basis.

Motion by CM Miller, second by CM Wood to hire Barbara Stimpson as Election Coordinator for the year 2007 at a rate of \$10.00 per hour, to be reviewed on an annual basis. Motion carried.

**MAYOR'S REPORT:**

1. Mayor Exchange Day

City Manager will contact the City of Columbiaville regarding holding Mayor Exchange Day on June 21 and 22, 2007. Update to follow.

2. City Council Meeting Rules of Procedure – Draft 1 and 2

City Manager provided background on process of obtaining City Council Meeting Rules of Procedures. Drafts provided for council member's review.

**PUBLIC QUESTIONS AND COMMENTS:**

Jack Bell, Board of Review member stated that approximately 14 applicants were reviewed today and the next scheduled Board of Review is on 3-15-07.

Motion by CM Miller, second by CM Lee, to adjourn at 8:15 p.m. Motion carried.

Respectfully submitted,

Kelly Pavel  
City Clerk