

**BROWN CITY COUNCIL PROCEEDINGS
OCTOBER 27, 2009**

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: Pat Jacobson, Julie Miller, Christine Lee, Ken Brown. City Manager Clint Holmes, City Attorney Gregory Stremers, City Clerk Kelly Pavel.

ABSENT: Councilmembers Mike Lents and Ross McIvor.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:

City Manager Holmes requested that two (2) additional bills be added as well as one (1) new building permit request.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Brown, second by CM Miller, to accept the Regular Meeting Minutes of 10-13-08 as presented. Motion carried.

PAY BILLS:

1. Motion by CM Lee, second by CM Brown to pay the bills in the following funds: General - \$13,851.01, Payroll: \$13,321.85, Major Street - \$116.00, Local Street - \$18.78, Sanitary Sewer - \$4,310.67, Water - \$1,193.02, Storm Sewer - \$188.59, Equipment - \$336.48. Motion carried.
2. Motion by CM Lee, second by CM Jacobson, to pay the bill for the 2008 Brown City Tree Program to Raymond's Tree service in the amount of \$6,500. Motion Carried.
3. Motion by CM Lee, second by CM Jacobson, to pay the bill for the tree work done in the Veteran's Memorial Park to Raymond's Tree service in the amount of \$400. The Brown City VFW will be billed for half (\$200). Motion Carried.

PRESENTATION: Brown City Varsity Soccer – Coach Jeff Brasington.

Mayor Carpenter presented documents of recognition to the Varsity Soccer Coach Jeff Brasington and players for their successful season.

PERSONAL APPEARANCES: None scheduled.

PUBLIC HEARING:

Mayor Carpenter opened the Public Hearing at 7:15 p.m. regarding Ordinances 152.020 and 152.120.

No public questions or comments.

Mayor Carpenter closed Public Hearing at 7:16 p.m.

Motion by CM Jacobson, second by CM Brown, to adopt Ordinance 152 - *An Ordinance To Amend The Brown City Code By Adding A New Section Which Shall Be Known As Section 152.020 And 152.120 Of Title XV Of Said Code – Creating A Mixed Use (MU) Zoning District On Maple Valley Road.* ROLL CALL VOTE: Jacobson-yes, Miller-yes, Lee-yes, Brown-yes, McIvor-absent, Lents-absent. Motion carried.

PUBLIC QUESTIONS & COMMENTS:

Citizen inquiry regarding mailbox requirements within City Limits. City Manager explained the Post Office's requirements.

DPW REPORT:

Written report reviewed. No questions or comments.

UNFINISHED BUSINESS: None.

PETITIONS & COMMUNICATIONS:

Motion by CM Lee, second by CM Jacobson, to accept the pre-application building permit for 4084 Second Street to construct a 24' x 12' shed. Brown-abstain, Carpenter-yes (due to lack of voters). Motion carried.

RESOLUTIONS: None scheduled.

MANAGER'S REPORT:

- 1. Phase III Sewer Rehabilitation Project:** The \$200,000 bond for the Phase III Sewer Rehabilitation Project closed on October 23rd. Special thanks to Tri-County Bank and CEO Ric Bucklew for purchasing the bond at a very favorable interest rate for the City. The money is currently on deposit with the Sanilac County Treasurer. The Treasurer requires a budget for the project, estimated timeline, and anticipated re-payment schedule, which will be provided. If there is no objection from the City Council, I will send a "Notice to Proceed" to Michigan Pipe to begin the project as soon as possible.

2. **2008 Street Rehabilitation Program:** The project is nearing completion. There have been a number of issues. One of which is the angle of a driveway on Lincoln Street which the (Acting) City Engineer is addressing. A second significant issue is the hump in the asphalt on the west side of Welles Street. The contractor stated that the asphalt needs to be reheated and re-rolled, and should be taken care of soon.
3. **Mapleview Estates Water Meter:** Davis Land Surveying checked the location of the City's Right-of-Way adjacent to the entrance to Mapleview Estates. There should be enough room to install a meter pit. However, I have so far not been able to locate a company that can do the work. That process continues.
4. **Maple Valley Road Lift Station:** The one motor has been removed for overhaul and is currently being repaired by Hydro-Dynamics. The lift station should be returned to full operation soon.
5. **Tree Removal/Trimming:** The 2008 Brown City Tree Program is nearing completion. Raymond's Tree Service has cut down most of the 10 trees identified for removal as well as taken care of the 14 or so trees that required trimming.
6. **Hydrant Flushing:** The DPW completed the fall hydrant flushing on October 23rd.
7. **USDA Community Programs:** The East Central Michigan Planning and Development Region (of which the City is a member) and the USDA hosted a workshop to discuss Community Development Programs and infrastructure grants and loans in Standish on Thursday, October 23rd. A copy of the course material is available for your review. Of the programs discussed, there are two that might be of some benefit to the City. The first is a grant program for doing a business feasibility study for the City. The second is the (remote) possibility of getting a grant to cover a portion of the cost to replace one of the City's police cars next year.
8. **Hamburg Township Police Department:** Chief Smith and I visited the department to discuss hardware and software to reduce police costs. Estimate that for an investment of few hundred dollars, and the cooperation of Sanilac County, the City could save about \$4,400 per year, reduce the number of trips the chief is required to make to Sandusky and so free him to be available in the City. The trip was very worthwhile.
9. **BC 4th Grade Tour:** Each of the three Brown City Schools 4th Grade classes toured the City's new water treatment facility, water tower and wastewater treatment lagoons and was provided detailed information concerning their operation on Friday, October 17th. Special thanks to DPW Foreman Phil Bartle for making the facilities available and providing the tour of the lagoons.
10. **Bank of America:** The City's sewer reserve fund was located at Lasalle Bank which was purchased by Bank of America. As a result, new transaction / signature forms must be completed and forwarded to Bank of America as soon as possible. Recommend having the Mayor, Clerk, Treasurer and Administrative Assistant as signers, with the City Manager as primary point of contact. REQUIRES MOTION.

Motion by CM Miller, second by CM Lee, to direct the Mayor, Clerk, Treasurer and Administrative Assistant to sign new transaction signature cards for Bank of America, with the City Manager as the primary point of contact. Motion carried.

- 11. Office Computer:** The City Manager's computer needs to be replaced. An estimate from Town & Country for computer, monitor and (required) software upgrades is just under \$1,600. The computer is also used to update the City's website (173,417 hits to date). Request authorization to replace this computer. **REQUIRES MOTION.**

Motion by CM Miller, second by CM Jacobson, for a new office computer, monitor and software upgrades, to be purchased for City Manager's use, from Town and Country for approximately \$1,600.00. Motion carried.

- 12. Election Day:** The City Council should pass a motion to close the City Library on November 4, 2008 for Election Day. **REQUIRES MOTION.**

Motion by CM Miller, second by CM Lee, to close the Library on November 4, 2008 for the Election. Motion carried.

- 13. Veterans Day:** City Hall will be closed on Tuesday, November 11th for Veterans Day. However, the Festival Commission meeting will still take place on that day at 6:30 PM in the Library.

- 14. Halloween Hours:** The City Council set Halloween hours from 5:30 to 7:30 PM on October 31st. Since Halloween falls on a Friday this year, Chief Smith has scheduled both Officer Adam Stracener and Officer Duane Hunger to be on duty that night.

- 15. Park Closing:** Ron Campbell requested that the Brown City Park Gates be closed beginning November 1st.

ATTORNEY'S REPORT: None.

TREASURER'S REPORT: None.

COMMITTEE REPORTS:

1. Police (Miller) – none.
2. Water and Sewer (Lents) – none.
3. Tax and Finance (Lee) – none.
4. Streets and Sidewalks (Jacobson) – none.
5. Building and Grounds (Brown) – none.
6. Personnel (McIvor) – none.

GENERAL CONCERNS OF THE COUNCIL:

CM Brown questioned burned out house on Wells Street and progress in getting it cleaned up. City Manager is unsure of City's jurisdiction due to this home being a HUD house, but will investigate the situation.

CM Brown inquired about Exchange State Bank's progress in ditching work and tree planting at their new office. City Manager will investigate.

MAYOR'S REPORT: None.

PUBLIC QUESTIONS & COMMENTS: None.

Motion by CM Miller, second by CM Jacobson, to adjourn at 7:32 p.m. Motion carried.

Respectfully submitted,

Kelly Pavel
City Clerk]