

**BROWN CITY COUNCIL PROCEEDINGS
JUNE 28, 2007**

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

Pledge of Allegiance led by Mayor Carpenter.

PRESENT: Mayor Laura Carpenter, Councilmembers: William Walters, Julie Miller, Ross McIvor, Pat Jacobson, Dan Loutzenhiser. City Manager Clint Holmes, City Attorney Gregory Stremers, City Clerk Kelly Pavel.

ABSENT: Councilmember Christine Lee.

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 14, 2010 as presented. Motion carried.

PAY BILLS:

Motion by CM Walters, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$16,934.74 (4185-4200), Payroll - \$14,349.52 (4590-4604), Major Street - \$810.00 (3690-3692), Local Street - \$750.00 (4137-4138), Sanitary Sewer - \$6,913.36 (3041-3046), Water Fund - \$7,012.10 (1809-1816), Arsenic Abatement - \$139.00 (1127-1128), Equipment - \$1,503.28 (1241-1242). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

DPW REPORT: Written reported reviewed. No questions or comments.

UNFINISHED BUSINESS: None Scheduled.

PETITIONS & COMMUNICATIONS:

Motion by CM Loutzenhiser, second by CM Miller, to accept the pre-application building permit for 4308 Main Street to erect a 6' privacy fence to enclose a hot tub. Motion carried.

RESOLUTIONS: None Scheduled.

PUBLIC HEARING: None Scheduled.

ORDINANCES: Introduce amendment to Appendix 1 and Appendix 2 of Chapter 52 of the Brown City Code to reflect a necessary increase in the Storm Sewer Fee and adjust rates from quarterly to monthly. The Public Hearing is scheduled for July 12th at 7:15 PM.

CM Walters introduced amendment to Appendix 1 and Appendix 2 of Chapter 52 of the Brown City Code to reflect a necessary increase in the Storm Sewer Fee and adjust rates from quarterly to monthly.

Discussion regarding an increase to \$3.00 or \$3.67, as well as the ease for book keeping. Council consensus to propose \$3.67 increase.

MANAGER'S REPORT :

1. **Maple View Estates:** The City Attorney, DPW Foreman and City Manager met with the owner of Maple View Estates and his attorney on June 15th. A tentative agreement was reached that Maple View Estates would provide a means to shut-off water to individual manufactured homes at their expense, and access to taps within the Estates. The City would actually install the lock and remove it once the utility bill was paid. The City declined to enter into a written contract at this time, preferring to monitor the operation for three months to determine workability. If satisfactory, the City may negotiate for a more formal agreement.
2. **Brown City Clean-Up Days:** The annual Brown City Clean-Up Days concluded with only minor problems. These included coordination issues with the contractor and overlap with the City's regular trash collection day and brush pick-up. All were resolved with no significant impact on service.
3. **Sewage Lift Stations:** The City's contractor for inspecting the City's lift stations completed a visit on June 21st. The pumps on Thelman Avenue and Belview Drive are in good condition. However, the cover for the Belview Drive lift station is heavily corroded and needs replacement for safety reasons. Estimated cost is \$2,112.00. The Maple Valley Road lift station has a gate valve and check valve that have failed. Estimate for replacement is \$3,500. Recommend replacing these parts; funds are available. **REQUIRES MOTION.**

Motion by CM Walters, second by CM Miller, to replace the cover on the Belview Drive lift station as well as a gate valve and check valve at the Maple Valley Road lift station at a total price of \$5,612.00. Motion carried.

4. **Well #4:** Representatives from Layne-Christian began the overhaul of Well #4 on June 21st. The motor and shaft have been removed and have been transported to Port Huron for repair. Estimate that the well will be operational again within two weeks. During the interim, Well #3 will be able to provide all the water needs for the City.

Motion by CM Walters, second by CM Loutzenhiser to replace the shaft at Well #4 versus making repairs to it. Motion carried.

5. **City Engineer:** The (acting) City Engineer will be here on June 30th to conduct the final inspection of John Street. If approved, the City will release that last payment to the contractor. Also, he will be engineering the two proposed storm water projects reviewed by the Sewer & Water Committee: A small project on Fourth Street and a more extensive project on Lincoln and Welles. He will also provide the paperwork for the necessary easements.
6. **Street Repairs:** An estimate was received to install four street patches. There are two places on St Marys Street near Third Street. One section on Maple Valley Road just north of Main Street; and a repair on James Street. The estimate for all the work is about \$3,500. Recommend repairing these areas; funds are available. **REQUIRES MOTION.**

Motion by Walters, second by CM Loutzenhiser to make street repairs on St. Mary's Street, a section of Maple Valley Road and James Street at an estimated cost of \$3,500.00. Motion carried.

7. **Utility Bill Forms:** Staff has modified the wording on the City's Utility Bill form (white). Are there any recommendations from the City Council before the new forms go to the prints? The new forms will be available and used for the August 1st billings.
8. **4th of July:** City Hall will be closed on Monday, July 5th in observance of Independence Day. The Staff wishes the City Council and residents a happy and patriotic weekend.

PERSONAL APPEARANCES: Mr. Lehn King – City's 2009/2010 financial records audit overview.

Mr. Lehn King reviewed the City's 2009/2010 audit report with the council. No questions or comments.

Motion by CM Walters, second by CM Loutzenhiser, to receive and file the 2009/2010 audit report. Motion carried.

ATTORNEY'S REPORT:

City Attorney also confirmed that a reasonable solution was put in place for a 3 month trial period with Maple Valley Estates regarding water shut offs. Also reported that a lawsuit letter pertaining to 4437 Vine Street has been drafted and is in place when and if council wishes to proceed. The mortgage company involved with this property has spoken with the City Manager outlining their intentions and a reasonable amount of time will be allowed to see progress at this address.

TREASURER’S REPORT:

City Treasurer presented information pertaining to uncollected personal property taxes as well as the procedure to remove them from the tax roll. Council consensus that City Treasurer proceed for their removal.

MAYOR’S REPORT: None.

COMMITTEE REPORTS:

1. Police (Miller) – none.
2. Water and Sewer (Walters) – none.
3. Tax and Finance (Lee) – none.
4. Streets and Sidewalks (Jacobson) – incomplete lawn mowing discussed.
5. Building and Grounds (Loutzenhiser) – none.
6. Personnel (Mclvor) – none.

GENERAL CONCERNS OF THE COUNCIL:

CM Walters stated that various complaints have been voiced stating that annual Clean Up Days were not advertised well enough.

PUBLIC QUESTIONS & COMMENTS: None.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM Mclvor, to adjourn at 7:46 p.m. Motion carried.

Respectfully submitted,

Kelly Pavel
City Clerk