

**BROWN CITY COUNCIL PROCEEDINGS  
OCTOBER 11, 2010**

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

Pledge of Allegiance led by Mayor Carpenter.

**PRESENT:** Mayor Laura Carpenter, Council members: Bill Walters, Julie Miller, Ross McIvor, Pat Jacobson, Christine Lee, Dan Loutzenhiser; City Manager Clint Holmes, City Attorney Gregory Stremers and City Clerk Kelly Pavel.

**ABSENT:** None.

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

**CORRECTION & APPROVAL OF MINUTES:**

Motion by CM Walters, second by CM Jacobson, to accept the Regular Meeting Minutes of September 27, 2010 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Lee, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$8,657.70 (4339-4361), Payroll - \$18,251.16 (4719-4739), Major Street - \$60.00 (3703), Sanitary Sewer - \$5,411.45 (3077-3081), Water Sewer - \$7,300.02 (1861-1867), Arsenic - \$95.56 (1143-1144), Storm Sewer - \$12,141.06 (1071), Equipment - \$209.79 (1256-1259). Motion carried.

**PERSONAL APPEARANCES:** None Scheduled.

**PUBLIC QUESTIONS & COMMENTS:** None.

**POLICE REPORT:**

Written report reviewed. No questions or comments.

**UNFINISHED BUSINESS:** None Scheduled.

**PETITIONS & COMMUNICATIONS:**

1. 4243 Main Street – Request to install one 2' X 10' sign on the front of the building and one 3' X 16' lighted sign on the upper west wall. Planning Commission recommends approval.

Motion by CM Loutzenhiser, second by CM Walters, to accept the pre-application building permit for 4243 Main Street to install one 2' x 10' sign on the front of the building and one 3' x 16' lighted sign on the upper west wall. Motion carried.

**PUBLIC HEARINGS:** None Scheduled.

**ORDINANCES:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

CM Miller and CM Mclvor arrived at 7:03 p.m.

## **MANAGER'S REPORT**

1. **Lincoln Street Project:** The 8" and 24" pipe for the Lincoln Street Storm Drain Project has arrived. The easements for the property are essentially complete. Estimates will be presented to the City Council. An inspection of the Winsor Drain revealed that unless it is cleaned, it will be difficult to place the City storm drain at an adequate depth. Discussion with the Sanilac County Drain Commissioner revealed no plans and no money to clean the drain. The City should consider undertaking the expense to clean the drain south to the tree line.
2. **City Audit Services:** The contract for the organization that conducts the City's annual financial audit, Lehn King, C.P.A., is expiring. A new contract for 2011-2013 has been submitted to the City. The cost for each annual audit would increase \$250, from \$6,500 to \$6,750. Does the City Council wish to approve the new contract and authorize the Mayor to sign on behalf of the City or go out for bids? **REQUIRES MOTION.**

Motion by CM Miller, second by CM Lee, to authorize the Mayor to sign on behalf of the City to enter into a three-year contract with Lehn King, C.P.A. at a rate of \$6,750.00 for the City's Audit Services. Motion carried.

3. **Water Tower Service Agreement:** The City received the contract for the annual inspection and maintenance of the cathode anti-corrosion system installed in the water tower. Recommend the City Council approve this \$670.00 cost and authorize the Mayor to sign the renewal contract. **REQUIRES MOTION.**

Motion by CM Walters, second by CM Mclvor, to authorize the Mayor to sign on behalf of the City to sign the renewal contract for the annual inspection and maintenance of the cathode anti-corrosion system at a price of \$670.00. Motion carried.

4. **November 2<sup>nd</sup> Election:** Request a motion by the City Council to close the Library for the election on November 2<sup>nd</sup>. **REQUIRES MOTION.**

Motion by CM Miller, second by CM Lee, to close the Library for the 11-2-10 election. Motion carried.

5. **Main Street Flags:** The US flags hung from the streetlights on Main Street are due for replacement. Does the City Council wish to replace the flags with US ones or with a combination of US and Michigan State flags? Council consensus to replace old flags with a combination of both US and Michigan State flags.
6. **Utility Bills:** Some of the City's customers pay their utility bills by automatic withdrawal. The City receives a check directly from the bank. Since the \$3 increase in September, a small number of payments have been short that amount. The City has sent letters requesting the customers increase the automatic withdrawal and pay the amount owed. Also, some customers have overpaid for the same reason, so rebates are being sent to about a dozen customers.
7. **Hydrant Flushing:** A reminder that the DPW will flush fire hydrants October 11<sup>th</sup> through October 15<sup>th</sup>. Hydrant flushing will usually take place during the day. Residents may notice some discoloration in the water during this process. Residents are advised not to wash white or light colored cloths during this period.
8. **Water System Inspection:** A representative from MDNRE reviewed files and inspected the City's water system October 1<sup>st</sup>. No discrepancies were noted and the inspector noted that the City and the DPW Foreman Phil Bartle were doing an excellent job.
9. **Budget Amendment:** The semi-annual budget review is ready for review. Recommend scheduling a Tax and Finance Committee.  
Tax and Finance Committee Meeting to be held on October 21<sup>st</sup> at 7:00 p.m.

#### **ATTORNEY'S REPORT:**

Attended Planning Commission Meeting as requested. The request for a special land use permit was withdrawn and Commission will await further action.

#### **TREASURER'S REPORT:**

Written report reviewed. No questions or comments.

**MAYOR'S REPORT:** None.

#### **COMMITTEE REPORTS:**

1. Police – none.
2. Water & Sewer – none.
3. Tax & Finance – none.
4. Streets & Sidewalks – none.
5. Buildings & Grounds – none.
6. Personnel – none.

**GENERAL CONCERNS OF THE COUNCIL:**

City Manager read an invitation to the City Council to attend the Grand Opening of R&J Auto Restoration on October 23<sup>rd</sup> from 10:00 a.m. – 2:00 p.m.

CM Lee read an invitation for the 10<sup>th</sup> Annual Open House for Eva's Place scheduled for October 13<sup>th</sup>.

City Clerk requested a motion to approve election inspectors for the November 2<sup>nd</sup> election.

Motion by CM Walters, second by CM Miller, to appoint Nicole Sanchez- Chairman, Bud Render, Eleanor Hillman, Myrtle Kohn, Ruth Render, Juanita Smith, Sarah Steigerwlad, Renee Nason, Romette Hicks, Michelle Smith and Stella Pepper as election inspectors for the November 2<sup>nd</sup>, 2010 election. Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Miller, second by CM McIvor, to adjourn at 7:20 p.m. Motion carried.

Respectfully submitted,

Kelly Pavel  
City Clerk