

BROWN CITY COUNCIL PROCEEDINGS

AUGUST 27, 2012

Meeting called to order by Mayor Christine Lee at 7:00 p.m.

Pledge of Allegiance led by Mayor Christine Lee.

PRESENT: Mayor Christine Lee; Councilmembers: Pat Jacobson, Dan Loutzenhiser, Julie Miller, Eugene Navock, and Bill Walters. City Manager Clint Holmes and City Attorney Gregory Stremers.

ABSENT: Councilmember Ross McIvor and City Clerk Kelly Pavel.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Miller, second by CM Navock, to accept the Regular Meeting Minutes of August 13, 2012 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$39,671.44 (5376-5391), Payroll - \$13,507.56 (5626-5642 & one EFT), Major Streets - \$2,499.98 (3772-3774), Local Streets - \$321.65 (4180), Sanitary Sewer- \$8,627.91 (3251-3255), Water - \$12,597.05 (2117-2122), Equipment - \$351.00 (1355). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

DPW REPORT:

Written report reviewed. No questions or comments.

PERSONAL APPEARANCES: None Scheduled.

UNFINISHED BUSINESS: None Scheduled.

PETITIONS & COMMUNICATIONS:

- 1. 4341 Second Street:** Requests a permit for an 8' X 16' porch/deck on the north side and a 6' X12' deck on the east side of the home. Also for installation of a skid shed.

Motion by CM Walters, second by CM Navock, to accept the pre-application building permit for 4341 Second Street for an 8' X 16' porch/deck on the north side and a 6' X12' deck on the east side of the home. Also for installation of a skid shed. Motion carried.

- 2. 6949 Cade Road:** Requests a permit for a 5' X 20' roof over existing front porch and new safety rail.

Motion by CM Walters, second by CM Navock, to accept the pre-application building permit for 6949 Cade Road for a 5' X 20' roof over existing front porch and new safety rail. Motion carried.

ORDINANCES: None Scheduled.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

MANAGER'S REPORT:

- 1. Porch Columns:** Mrs. Anna Kromer made the columns available and they were picked up on August 21st and delivered to Emmie Die & Engineering. The City has contacted a contractor to determine the cost of installing the columns, their necessary overall length and the required foundation. This information should be available soon.
- 2. South Cade Road:** Discussion with the Sanilac County Drain Commissioner, and later with the (acting) City Engineer, revealed that there is no significant advantage or disadvantage to expanding the culvert from 36" to 48". Therefore, recommend the City maintain the *status quo* and keep the culvert at 36". How does the City Council wish to proceed?

The consensus of the City Council was to proceed with the replacement of the culvert under South Cade Road with a new culvert of the same size – 36 inches.

- 3. Walter Street:** The contractor has completed the installation of the new water main on Walter Street. The DPW did an outstanding job delivering multiple notices to almost 100 residences and providing technical support. When water was shut-off at the valve on the corner of James and Second Streets, it developed a leak. The DPW had to replace a portion of the valve. Negotiations with the company that replaced the asphalt on Main Street as part of this project resulted in replacing the asphalt at James and Second Streets and repairing the two patches on Main Street by the Green Devil Café and VFW Veterans Memorial.
- 4. Dead Trees:** Raymond Tree Serve was contracted to remove two dead trees and a stump on North Cade Road. The work will be completed the week of August 27th. The DPW is putting together a list of additional trees that might need to be addressed before next year.

Motion by CM Navock, second by CM Walters, to pay Raymond Tree Service \$400.00 for the removal of two trees and grinding of stumps on North Cade Road. Motion carried.

- 5. MML Conference:** The business meeting associated with the MML Conference includes election of trustees and voting on various policies and resolutions. Each member community gets one vote. "Each member shall, by action of its governing body prior to the annual meeting" appoint an official representative to cast the vote at the meeting. How does the City Council wish to proceed?

Motion by CM Miller, second by CM Navock, to authorize Mayor Christine Lee to vote on behalf of the City of Brown City at the MML Conference in October 2012. Motion carried.

- 6. 4043 Main Street:** Work began on the foundation to install a new home at 4043 Main Street on August 23rd. The work should be completed within a couple of weeks. This is the first new home in the City in some time. Of interest, three residences in the City have sold over the past couple of weeks, to include 4353 Main Street.
- 7. EVIP:** The deadlines for the Governor's Economic Vitality Improvement Program are coming up again. Copies of an updated Citizen's Guide and Performance Dashboard must be approved by the City Council and submitted with the appropriate paperwork to Lansing prior to October 1st. The MML is hosting a webinar on Tuesday, August 28th to discuss changes to the program. A draft of the documents will be provided at the next meeting for City Council review and action.
- 8. MML Worker's Compensation Audit:** A representative from MML Risk management conducted an audit of the City's worker's compensation program. No discrepancies were noted.
- 9. MTPP Grant:** The next round of grants sponsored by the Michigan Township Participating Plan Risk Reduction Grant Program (RRGP) will begin October 1st. The City is researching optimal requests.
- 10. Labor Day:** City Hall and the DPW will be closed on September 3rd for Labor Day.

ATTORNEY'S REPORT: None.

TREASURER'S REPORT: None.

MAYOR'S REPORT:

1. Semiannual city manager's evaluation is required in September. Completed forms due to the Mayor at the next City Council meeting (September 10th).

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: None.

PUBLIC QUESTIONS & COMMENTS: None.

1. Richard Partlo, who is running for Sanilac County Commissioner in the 5th District, provided information to the City Council concerning his candidacy and answered questions.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM Navock, to adjourn at 7:13 p.m. Motion carried.

Respectfully submitted,

Clinton K. Holmes
City Manager