

**BROWN CITY COUNCIL MEETING
DECEMBER 11, 2006**

ADMINISTER OATH OF OFFICE:

Deputy City Clerk David R. Van Cura swore in reelected Mayor Laura Carpenter, City Treasurer Carol Walters and City Councilmembers Christine Lee and Ross Mclvor, and newly elected Councilmember Kenneth Brown. Each individual signed the appropriate oath of office.

Meeting called to order at 7:03 P.M. by Mayor Carpenter.

Pledge of Allegiance led by Mayor Carpenter.

PRESENT: Mayor Laura Carpenter; Councilmembers – Kenneth Brown , Christine Lee, Mike Lents, Ross Mclvor, Julie Miller (arrived at 7:07 P.M.), and Ron Wood; Deputy City Clerk David R. Van Cura, City Manager Clint Holmes, City Attorney Greg Stremers.

ABSENT: City Clerk Kelly Pavel.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION AND APPROVAL OF MINUTES:

Motion by CM Mclvor, second by CM Wood, to approve the Minutes of the Regular Meeting of November 27, 2006 as presented. Motion Carried.

PAY BILLS:

Motion by CM Lee, second by CM Mclvor, to pay the bills as presented in the following funds: General Fund - \$8,049.53, Payroll Fund - \$12,713.33, Major Street Fund - \$28.99, Local Street Fund - \$6,595.59, Sewer Fund - \$9,003.46, Water Fund - \$142.76, Arsenic Abatement Fund - \$7,001.00, Equipment Fund - \$294.30. Motion Carried.

PUBLIC QUESTIONS AND COMMENTS: None.

PERSONAL APPEARANCES: None.

POLICE REPORT: (please see written report)

OLD BUSINESS:

Bullock Project – essentially complete.

Codification of City Ordinances – Attorney review complete.

Arsenic Abatement – Funding application must be complete by February 1, 2007.

PUBLIC HEARING: None.

RESOLUTIONS: None.

PETITIONS AND COMMUNICATIONS: None.

ORDINANCES: None.

CITY MANAGER'S REPORT:

1. **DTE Tree Grant Application:** The grant application package requesting \$600 from the DTE Energy Foundation was completed and forwarded to Lansing. Anticipate a favorable response early next year.
2. **Thumb Area Agri-Business 2100 Project:** A focus group met in Marlette on December 6th. Another group met in Pigeon the previous day. Michigan Works! sponsored the meeting (using a state grant) and Michigan Agricultural Commodities (MAC) hosted. Goal of the group was to identify areas of production that are the most beneficial to the Thumb Region and how they can be further developed. Michigan Works! will produce a summary of the groups' responses. A copy of the fact sheet (pink) is in your packet. Copies of brochures describing available service and techno-industrial training from Michigan Works! are available for your review.
3. **Sanilac County Community Foundation:** The City submitted a grant request to the Sanilac County Community Foundation on behalf of the Brown City Festival Commission to help underwrite the costs of the Talent Show that takes place during Brown City Days. The Foundation provided a grant of \$250 for that purpose (blue). The check will be presented in Sandusky on December 19th to Commission Chairperson Patricia Jacobson.
4. **Downtown Revitalization Workshop:** The Michigan Community Assistance Team is holding four Downtown Revitalization Workshops in January (green). The one for this region is in Howell on January 9th. This all-day workshop will focus on the various programs available to help revitalize traditional downtowns and commercial districts. A copy of the proposed agenda is attached (green). If there is no objection, I plan to attend this (free) training to see what is available to help improve Brown City. Do any of the Councilmembers wish to attend?
5. **Tri-County Equipment:** A Councilmember requested information concerning the possibility of adding a hydraulic system and sidewalk sweeping broom onto the City's John Deere Model 955 tractor. The attachment is available and connects to the tractor's existing power takeoff (PTO) unit. Broom is 60" long, can be angled to either the right or left, and sweeps a path four feet wide. Total cost, including installation, is approximately \$5,000. The brush has the potential to cause less damage to the City's new downtown sidewalks than the blade guard installed by the DPW. How does the City Council wish to proceed?

CM Wood indicated that if the equipment currently being used will do the job without damaging the brick sidewalk, then additional equipment might not be necessary.

CM Brown suggested purchasing a snow blower for the small lawn tractor. CM Wood recommended that the purchase of a snow blower be investigated.

- 6. Cancelled Meetings:** The Planning Commission, Park Board of Directors and Festival Commission each voted to cancel their respective meetings for the month of December. The next Planning Commission meeting is scheduled for January 4th. The next Park Board meeting is January 11th; the Festival Commission will next meet at 6:30 PM on January 9th.
- 7. Sanilac County Road Commission:** A public hearing to review proposed Federally-funded county highway projects is scheduled for December 12th at 10 AM in Sandusky. I plan to attend as the representative for Sanilac County cities and villages.
- 8. Commercial Property:** There is no new information concerning either the sale of the Brown City Pharmacy or the proposed bank.
- 9. Workmans Compensation Audit:** The City's Workmans Compensation Insurance Program is through the Michigan Municipal League. They conducted a routine audit of the City's related records last July. The City received the results of the audit on December 4th. There were no problems reported, and along with the results they provided a refund check for \$984.00.
- 10. Attorney General Opinion:** The City sent a message to the Michigan Attorney General's Office on November 20th requesting a AG Opinion on two questions. The first asked if a member of the City Council could also serve on the Board of Review. The second asked if an individual who is not a registered voter in the City of Brown City could be hired as an Election Coordinator. The AG's response letter was received today. Key was the phrase "we must respectfully decline to provide the opinion you have requested." Fortunately, the same request was sent to Representative Espinoza's office. An e-mail from him on November 29th revealed they are working on an answer.

ATTORNEY'S REPORT:

Attorney Stremers gave an update on the finalization of the Bullock Project regarding an acknowledgement of completion from Mr. Bullock's attorney.

Mr. Stremers also gave his legal opinions regarding a member of the City Council serving on the Board of Review and a residency requirement for the election coordinator.

COMMITTEE REPORTS:

Police (Miller) – none.

Water & Sewer (Lents) – none.

Tax & Finance (Lee) – none.

Streets & Sidewalks (Wood) – none.

Buildings & Grounds (Brown) – none.

CM Brown reported that a few catch basins and culverts need to be cleaned.

CM Brown questioned the amount of salt that can be used on the new brick sidewalk without damaging it. City Manager Holmes answered that the brick company indicated that salt would not damage the sidewalk.

Personnel (Mclvor) – CM Mclvor gave report on the November 30th Personnel Committee meeting. Time clocks and time cards for city employees, holiday pay issues, and overtime issues were discussed at the meeting.

CM Mclvor asked if the Police Dept. should also use a time clock. CM Wood said he needs more detailed information from the DPW on what is exactly done each day and he questions the actual time spent. CM Miller asked City Manager Holmes to check with other communities as to how their DPW record hours worked. CM Mclvor said more input is needed and another committee should be held.

The Council discussed holiday pay and overtime pay. It was the consensus of the Council to follow the employee handbook regarding holiday pay. City Manager Holmes said that employees could be sent home after completing 8 hours of work per the Department of Labor.

GENERAL CONCERNS OF THE COUNCIL:

1. Proposed format for monthly City Financial Status to the City Council. The format was reviewed by the City Council. CM Wood stated that he needs more information than what is on the report. He would like the report to include the total revenues and expenditures since April 1st of 2006.

MAYOR'S REPORT:

City Council Committee Assignments for 2007.

Mayor Carpenter made the following committee assignments:

(* Indicates chairperson)

Buildings & Grounds: Ken Brown*, Mike Lents, Ron Wood.

Personnel: Ross Mclvor*, Christine Lee, Julie Miller.

Police: Julie Miller*, Ken Brown, Christine Lee.

Streets & Sidewalks: Ron Wood*, Mike Lents, Ross Mclvor.

Tax & Finance: Christine Lee*, Julie Miller, Ron Wood.

Water & Sewer: Mike Lents*, Ken Brown, Ross Mclvor.

(Re) Appointments to City Boards, Commissions and Committees.

Motion by CM Miller, second by CM Wood, to reappoint the following persons to various boards and commissions:

Planning Commission (term expiring 12-31-2009) - Michael Frey, Patricia Jacobson, Arthur Potts.

Board of Review (term expiring 12-31-2008) - John Bell, Kenneth Brown, Imogene Sealey.

Downtown Development Authority (term expiring 12-31-2010) – Jack Nickens, Keith Redlin, James Zyrowski.

Brown City Evergreen Cemetery (term expiring 12-31-2011) – Raymond Carman.

Election Commission (term expiring 12-31-2008) – David R. Van Cura.
Brown City Area Fire Authority – Laura Carpenter.
Motion Carried.

The next City Council meeting is scheduled for Monday, December 18th.

Mayor Carpenter asked the Council if the City should participate in Mayor Exchange Day in 2007. It was the consensus of the Council to have Mayor Exchange Day next year.

PUBLIC QUESTIONS & COMMENTS:

Gary Abel asked how could Bud's Corner Restaurant serve beer and wine when the City Council turned down Mr. Welch's liquor license application. City Council responded that the State Liquor Control Commission could disregard the City's denial and approve the application.

Mr. Abel stated that Bud Welch needs to fill out a new pre-application building permit form for an attached building. Mr. Welch was approved for a detached building at a previous Council Meeting.

Mr. Abel requested that the City needs to enforce clear vision at intersections. Cars in the parking lot and a sign are blocking the northwest corner of Main and Maple Valley Roads. CM Lee suggested that letters be sent to the businesses that would be affected.

Mr. Abel asked if the City could remove the speed limit signs from the new street light poles. Mr. Holmes said that the State of Michigan installed the signs.

Mr. Abel requested again that the fire hydrant at the corner of Main and Lincoln Streets be fixed so that it stands straight.

Carol Walters stated her concern about basketball hoops along the edge of the street.

ADJOURNMENT:

Motion by CM Brown, second by CM McIvor, to adjourn the meeting at 7:55 P.M.
Motion Carried.

Respectfully Submitted,

David R. Van Cura
Deputy City Clerk