

BROWN CITY COUNCIL PROCEEDINGS
APRIL 23, 2007

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

Pledge of Allegiance led by Mayor Carpenter.

PRESENT: Mayor Laura Carpenter, Council members: Ron Wood, Mike Lents, Christine Lee, Ken Brown. City Attorney Gregory Stremers, City Manager Clint Holmes, City Clerk Kelly Pavel.

ABSENT: Council members: Julie Miller and Ross McIvor.

ADDITIONS, CORRECTIONS & DELETIONS TO AGENDA:

Mayor Carpenter requests that DPW Report is deleted from the agenda, there is no report tonight to review. Council in agreement.

Motion by CM Brown, second by CM Lee, to accept the Regular Meeting Minutes of 4-16-07 as presented. Motion carried.

Motion by CM Lee, second by CM Brown, to pay the bills in the following funds: General - \$21,113.14, Payroll - \$50.00, Sanitary Sewer – 468.42, \$4,085.05, Arsenic - \$1,100.00, Storm Sewer - \$8.47. Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

Council member Julie Miller arrived at 7:03 p.m.

PERSONAL APPEARANCES: Bob Armstrong – WMIC Thumb and Blue Water Guide.

Mr. Armstrong reviewed the 2007 Annual Blue Water Guide that the City of Brown City has been a part of for 18 years. He explained the distribution process of the guide as well as radio advertisements.

Motion by CM Brown, second by CM Wood, to again participate in the Blue Water Thumb and Blue Water Guide at the price of \$799.00. Motion carried.

DPW REPORT: No written report available. Tabled to the next meeting.

OLD BUSINESS:

1. Bullock Project – essentially completed
2. Arsenic Abatement – Construction must begin by August 1, 2007
 - a. Bid Document – explained by City Manager, signatures are required.

Motion by CM Miller, second by CM Brown, to direct the Mayor and City Clerk to sign the contract with Booms Construction for the Arsenic Abatement project. Motion carried.

- b. Bond issues – Contracts were approved at the Sanilac County Board of Commissioner's Meeting today.
- c. Pre-construction Meeting on April 18, 2007 (see attached agenda).

PETITIONS & COMMUNICATIONS:

Motion by CM Brown, second by CM Wood, to accept the pre-application building permit for 7158 Lincoln Street to construct a 16' x 30' lean-to addition to the west wall of the garage. Motion carried.

Motion by CM Brown, second by CM Miller, to accept the pre-application building permit for 6841 James Street to replace existing shingles on front porch. Motion carried.

PUBLIC HEARING: None scheduled.

ORDINANCES: None scheduled.

RESOLUTIONS: None scheduled.

MANAGER'S REPORT:

1. **Brown City Lanes:** Early on April 17th, at the City's request, the Sanilac County building inspector inspected the downed barricade and determined it must be replaced for safety (yellow). The inspector, Chairman of the City Council Buildings and Grounds Committee and the City Manager contacted the Brown City Lanes insurance company who agreed to repair the barricade. This was completed by late that afternoon. A copy of the police report was turned over to the insurance company at their request. The County building inspector noted that a demolition permit from the County was issued for that property.
2. **Employee Health Care Benefits:** A consolidated list of health care options was provided by the Michigan Employee Retirement System (MERS) and for Blue Cross/Blue Shield from the J.S. Collins Agency in Southfield and Farm Bureau Insurance in Brown City. The available plans and their associated costs are available for your review. Recommend scheduling a Personnel Committee meeting to review these several options and determine which of them should be discussed with the staff before City Council implementation. The Committee also needs to make a recommendation concerning proposed pay raises.

Council consensus that a Personnel Committee be scheduled to review insurance options, when CM McIvor is available.

3. **Income Survey:** A draft income survey for the City is attached (gold). Based on information from the utility billing program, there are 548 households in the City. The City needs to get a completed survey from a minimum of 250 households. Since an expected response rate would be between 75 and 90 percent, we need to contact between 278 and 333 homes. Once the information is collected, the City must analyze the results based on a two page income worksheet provided by the state. If, a volunteer group addresses the surveys and distributes them by hand with a self addressed stamped envelope, the cost should be less than \$200. How does the City Council wish to proceed?

Discussion to advertise that this survey is taking place to educate citizens. Groups of volunteers will assist in distributing surveys. A self-addressed stamped envelope will be included. Agreement that distribution take place after Brown City Days in mid-June.

4. **Clean Up Days:** We are getting calls asking for the schedule for Brown City Clean Up Days. The City Council had tentatively decided to schedule only one this year during the Month of June, but no date was identified. What day does the Council wish to choose?

Motion by CM Brown, second by CM Wood, to schedule Brown City Clean Up Days for June 18 and 19, 2007. Motion carried.

5. **Hydrant Flushing:** The DPW Supervisor has recommended the week of May 21st for hydrant flushing. Requires Motion.

Motion by CM Miller, second by CM Lee, to schedule hydrant flushing for the week of May 21, 2007. Motion carried.

6. **Brown City Days Fireworks:** The State requires a permit for the Brown City Days Fireworks display on June 9th. This requires City Council approval. Requires Motion.

Motion by CM Brown, second by Miller, to direct the Mayor and City Clerk to sign the permit required by the State for the Fireworks display on June 9, 2007. Motion carried.

7. **MichiganWebs.Net:** A representative from this company visited City Hall. They have a series of web pages designed to promote small communities and their summer festivals (white). In addition to placing information and photographs on their various websites, they can also provide a link to Brown City's website. The company puts together the information and designs the pages. The cost is \$300 per year. Does the City Council wish to participate?

Council consensus to decline Michigan Webs.Net at this time.

8. **USDA Rural Development Loan:** The City has a loan with Rural Development for the Renaissance Zone. The balance this loan is about \$58,000. They required a copy of the 2007-2008 Budget and various other paperwork which has been forwarded to them. They also require a copy of the audit once it is available.

9. Link Technologies: The company was contacted to request a representative to provide an overview of their current and immediate future. A response is still pending.

10. Downtown Development Authority: The Michigan Treasury Department stated that there are two ways to fund the DDA using property tax. The first is to create a Tax Increment Finance Authority (TIFA). The second is to collect the 2-mill tax allowed by PA 197 of 1975. The TIFA could set the tax level up to the level set by the City Charter or a lesser amount. PA 197 allows the 2-mills to be added to the current level of property taxes; however, a vote of the residents in the DDA District would be required. The TIFA would probably be complex and costly in terms of legal fees. The PA 197 is unlikely to receive approval. How does the City Council wish to address this issue?

Council consensus that this issue be tabled for a future time, collecting additional taxes at this time may be difficult. CM Wood suggests that business owners be contacted to discuss their desires and ideas.

ATTORNEY’S REPORT:

Attorney Stremers stated that the above discussed DDA project is very extensive and involved. If council wishes to pursue this, he will be able to provide check lists for the process.

Rules of Procedures for Council Meetings is being reviewed. Recommendations will be presented at a later date.

TREASURER’S REPORT: None.

COMMITTEE REPORTS:

1. Police – None.
2. Water and Sewer – None.
3. Tax and Finance – None.
4. Streets and Sidewalks – None.
5. Building and Grounds – CM Brown discussed Permit review process regarding new building projects. Also, CM Brown suggests that the ground be leveled at the old Travco building that the Fire Chief had discussed repairing. This was created from the mud bog which was held last summer.
6. Personnel – None.

GENERAL CONCERNS OF THE COUNCIL:

CM Wood questioned City Manager about the terms of Len King’s contract for the audit. City Manager will investigate.

MAYOR’S REPORT:

1. Mayor Exchange Day – awaiting response.
2. City Council Meeting Rules of Procedure – Draft 1 and 2.

PUBLIC QUESTIONS AND COMMENTS:

Gary Abel requested that some type of retainer fee be required for those who want to hold the Mud Bog. The length of time for clean up is not adequate. If a retainer is taken the City could hire someone to clean up the mess if it isn't taken care of within a set amount of time.

CM Lents states that he hates to request a retainer from local groups such as the Fire Department or the VFW, but we do need to require proper cooperation.

Motion by CM Miller, second by CM Lee, to adjourn at 7:35 p.m. Motion carried.

Respectfully submitted,

Kelly Pavel
City Clerk