

**BROWN CITY COUNCIL PROCEEDINGS
JUNE 11, 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, Julie Miller (arrived 7:02 p.m.), Ross McIvor, Mike Lents, Christine Lee, Ken Brown, City Attorney Doug Touma, City Manager Clint Holmes, City Clerk Kelly Pavel.

ABSENT: None.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

Motion by CM Brown, second by CM McIvor, to accept the Regular Meeting Minutes of 5-21-07 as presented. Motion carried.

Motion by CM Lee, second by CM Brown, to pay the bills in the following funds: General - \$21,623.56, Payroll - \$25,680.14, Major Street - \$451.40, Local Street - \$514.50, Sanitary Sewer - \$1,927.03, Water - \$40,932.63, Arsenic Abatement - \$21.38, Equipment - \$542.89. Approve payment by Sanilac County for Arsenic Plant #2 - \$37,980.00. Motion carried.

PUBLIC QUESTIONS AND COMMENTS:

County Commissioner Bill Walters gave an update on various Sanilac County events.

CM Miller arrived at 7:02 p.m.

POLICE REPORT:

Written report reviewed. No questions or comments.

Chief Smith discussed various concerns regarding use of golf carts and four-wheelers. They are not allowed on State highways, he suggests that an ordinance be adopted regarding their use within the City. Chief Smith also discussed various events throughout the Brown City Days weekend. CM Brown has provided City Manager with an ordinance from Mayville regarding golf cart/low powered vehicle use.

PERSONAL APPEARANCES: Lehn King – 2006/07 Audit. Mr. King gave a summary of the annual City of Brown City Audit. Council had no questions for Mr. King.

UNFINISHED BUSINESS:

1. Bullock Project – essentially completed.
2. Arsenic Abatement – Treatment Plant must be fully operational by 2-1-08. Please Manager's Report.

PETITIONS AND COMMUNICATIONS:

Motion by CM Brown, second by CM Lee, to accept the pre-application building permit for 4116 Fourth Street for a 6' x 21' deck extension. Motion carried.

Motion by CM Brown, second by CM Lee, to accept the renewal of building permit for 4238 Main Street as recommended by the Planning Commission. Motion carried.

Motion by CM Brown, second by CM Wood, to accept the pre-application building permit for 4258 Main Street to install an 8' x 12' skid shed. Motion carried.

PUBLIC HEARING: None scheduled.

ORDINANCES: None scheduled.

RESOLUTIONS: None scheduled.

MANAGER'S REPORT:

- 1. Well #3 Overhaul:** The overhaul and reinstallation of the motor and pump shaft is complete. Water purity tests were successfully completed and the well is on-line but in standby. The well's next overhaul should be in 2012.
- 2. DPW Supervisor:** The City received a second note from Dr. Brengel stating that Dave Kinney must remain off work until June 20 for health reasons.
- 3. Phase II Sewer System Inspection:** The City received four proposals. Attached is a spreadsheet with the costs submitted (orange). The cost for last year's Phase I was about \$18,000. How does the City Council wish to proceed? **REQUIRES MOTION.**

Motion by CM Lents, second by CM McIvor, to hire Michigan Pipe Inspection at the price of \$11,915.00 and a grouting price of \$89 per grout/joint, to complete Phase II of the Sewer System Inspection. Motion carried.

- 4. Railroad Storm Water Culvert:** The Sanilac County Drain Commissioner scheduled the replacement of the storm water culvert under the railroad tracks behind the school for mid-July. The City is responsible for purchasing the culvert, the railroad will remove and replace the tracks and ballast, and Sanilac County will pay for the engineering and actual installation of the culvert. The City's original estimate for the cost of the culvert was about \$17,000. If the City buys the culvert through the Drain Office, the cost is estimated at \$13,983. However, the County plans to also replace the culverts downstream that are west of St Marys Street and charge the property owners (Nordin - \$500, Stanton - \$500, Ford - \$500, Webb - \$500 and Sidebottom - \$700). If the City decides to pay this additional \$2,700, the total cost to us for this project is estimated at \$16,683. How does the City Council wish to proceed? **REQUIRES MOTION.**

Motion by CM Lents, second by CM McIvor, to purchase culvert from the Drain Office at the cheaper rate and to cover assessments for the residents involved along St. Mary's Street for this project. Motion carried.

City Manager discussed replacing the culvert on Vine Street in accordance with the Brown City Capital Improvement Plan. This culvert can also be purchased at a cheaper rate from the Drain Office if the council wishes to proceed.

Motion by CM Miller, second by CM McIvor, to proceed with culvert replacement on Vine Street. Motion carried.

- 5. Water Treatment Facility:** The engineer (Rowe), contractor (Booms) and all the subcontractors met with the City Manager and the DPW on June 6th to discuss issues associated with the WTF. A copy of the agenda from this meeting is attached. Also included in your packet is a copy of the proposed timeline for construction and installation (blue). The contractor requested the City select the paint colors for the interior and exterior of the building. The Planning Commission recommended having the building match the water tower (green with white trim). Does the City Council have a preference? **REQUIRES MOTION.**

Motion by CM Lents, second by CM McIvor, to paint the Water Treatment Facility to match the water tower as the Planning Commission has suggested. Motion carried.

- 6. Water Treatment Facility – RFP:** The City Council requested the release of Requests for Proposals for construction engineering and materials testing for the WTF. Under the current contract with ROWE, they have estimated a cost of \$37,250 for this portion of the project (green). Of the other RFP's sent out, only two companies responded: Spicer - \$61,250 and Huron Consultants - \$22,260. How does the City Council wish to proceed?

Motion by CM Lents, second by CM Brown, to hire Huron Consultants at the bid price of \$22,260.00 for construction engineering and material testing for the Water Treatment Facility. Motion carried.

- 7. Michigan Agricultural Commodities:** The City's Assessor estimated the assessed/taxable value of the two proposed steel grain bins at \$143,560. At the City's tax rate of 16.8733 mills, the estimated tax revenue per year would be about \$2,422.33. MAC has not yet submitted a formal request for a tax exemption for the two steel grain storage bins they plan to build in Brown City; however, SEA is currently working on the applications. Would the City Council favorably consider this request if submitted?

Discussion regarding time periods for IFT. IFTs need to be issued before construction begins, this project is almost complete, IFT is no longer an option for this project.

- 8. Main Street Parking Lot:** Without prior coordination with the City, a private contractor added four loads of gravel and then graded the parking lot west of the gas station. The City received a bill for \$1,158.25 for the gravel. The two property owners have each agreed to pay for one load, and the Brown City Festival Commission has paid for one load. Does the City Council wish to pay \$461.03 for the initial load?
REQUIRES MOTION.

Motion by CM McIvor, second by CM Wood, to cover the balance of \$461.03 for the remainder of gravel to be paid for which was placed in parking lot on Main Street. Motion carried.

- 9. Traffic Control Sign:** A resident on Third Street has requested the installation of a ‘children at play’ sign on the north side of Third Street near Kohler. The DPW has ordered the sign. Is there any objection from the City Council to installing this sign?

Council consensus that this “Children At Play” sign be installed.

- 10. Burnside Township:** The township is working with Crescent Consulting (Midland, Michigan) on a new master plan. A draft copy of the plan is available at City Hall on CD for your review.
- 11. Swimming Pool Letters:** As required by ordinance, the Police Chief inspected all of the swimming pools in the City. A total of nine (9) pool owners were in violation of the ordinance (no self-closing and locking gate). Letters were sent requesting compliance with the ordinance. The Police Chief will re-inspect these pools the week of June 25th.
- 12. Brown City Days:** The Festival Commissioners did a particularly good job this year. Fundraising was successful and each member volunteered a great deal of time to make the event a success. Agreements with two other communities were made to provide police officers to assist with Saturday’s activities. The City will also participate in their summer events to reciprocate.

CM McIvor proposes a proclamation or thank you letter be sent to the Festival Committee on behalf of the City.

- 13. MML Convention:** A copy of the initial notice for the 109th Michigan Municipal League Convention, September 18-20 in Traverse City, is included in your packet. Last year no one from the City attended the annual convention. Are any members of the City Council interested in going to the convention this year?
- 14. City Manager:** I will be out of the office on June 12th and 13th and possibly the 14th since my wife is having major surgery. I will be available by cell phone.

ATTORNEY’S REPORT: None.

TREASURER'S REPORT:

Brief report regarding delinquent tax collections.

COMMITTEE REPORTS:

1. Police – none.
2. Water and Sewer – CM Lents has investigated drainage issues on Third and Walter Streets. He will further discuss this issue with neighbors. He is unsure how involved the City may want to get involved, it looks more like a private property issues
3. Tax and Finance – none.
4. Streets and Sidewalks – Committee meeting scheduled for 6-19-07 at 9:00 a.m.
5. Buildings and Grounds – none.
6. Personnel – none. City Manager is further discussing health care options with employees.

GENERAL CONCERNS OF THE COUNCIL:

CM McIvor states his satisfaction with all the work and completion of another successful Brown City Days Festival.

MAYOR'S REPORT:

1. Mayor Exchange Day – Columbiaville. Weather pending, a picnic will be held in the north pavilion at the park, otherwise dinner will be at a local eatery.
2. City Council Rules of Procedure - further review and changes will be made

PUBLIC QUESTIONS AND COMMENTS:

Larry Webb, St. Mary's Street, appreciates council's action and agreement to absorb costs associated with culvert installation behind his home.

Motion by CM Miller, second by CM Lee, to adjourn at 7:58 p.m. Motion carried.

Respectfully submitted,

Kelly Pavel
City Clerk