

**BROWN CITY COUNCIL PROCEEDINGS
APRIL 28, 2008**

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

Pledge of Allegiance led by Mayor Carpenter.

PRESENT: Mayor Laura Carpenter, Council members: Pat Jacobson, Julie Miller, Ross McIvor, Christine Lee, Ken Brown, and Mike Lents; City Manager Clint Holmes
City Attorney Greg Stremers, and City Clerk Kelly Pavel.

ABSENT: None.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Brown, second by CM McIvor, to accept the Regular Meeting Minutes of April 14, 2008 as presented. Motion carried.

PAY BILLS:

Motion by CM Lee, second by CM Brown, to pay the bills in the following funds: General - \$51,892.11, Payroll - \$14,818.05, Major Street - \$68.00, Sanitary Sewer - \$1,371.06, Water - \$18,951.46, Arsenic Abatement - \$3,100.00, Storm Sewer - \$835.94, Equipment - \$2,999.19. Motion carried.

Motion by CM Lee, second by CM Brown, to pay Huron Consultants for work associated with the Water Treatment Facility in the amount of \$237.50. Motion carried.

PUBLIC QUESTIONS AND COMMENTS:

County Commissioner William Walters updated Council regarding County business. Specifically, the proposed jail and associated ballot referendum in August; and Commissioner and County elected officials pay increases.

Jack Bell questioned why the Library sign is missing on the north side of the building. City Manager stated the sign was vandalized. Mr. Bell suggests that the City consider offering a reward for the vandal being turned in.

PERSONAL APPEARANCES: None.

DPW REPORT:

Written report reviewed. No questions or comments.

UNFINISHED BUSINESS:

1. 7030 Welles Street Basement Flooding – Line televised – No leaks detected.
2. Motorcycle Club Park Use Scheduling – Park Board tentatively approved (April 10th) pending additional information from the club.

No new updates on any unfinished business.

PETITIONS & COMMUNICATIONS:

Motion by CM Brown, second by CM Lee, to accept the pre-application building permit for 6898 James Street to erect a 26' x 20' shed on a concrete slab. Motion carried.

Councilmember Miller arrived at 7:02 p.m.

PUBLIC HEARING: None scheduled.

ORDINANCES: None scheduled.

RESOLUTIONS:

Motion by CM Miller, second by CM Lee, to adopt Resolution 08-08, *A Resolution to Adopt a Brown City Police Department Policy and Procedures Manual*. ROLL CALL VOTE: Jacobson-yes, Miller-yes, McIvor-yes, Lents-yes, Lee-yes, Brown-yes. Motion carried.

MANAGER'S REPORT:

1. **Water Treatment Facility:** The construction company for the City's water treatment facility at Well #3 completed the outside painting and other items necessary to complete the project. Aside from some exterior landscaping, the project is complete. I also talked to the builder's representative about an emergency generator for the facility. He is setting up meetings with the electrical contractor so specifications and cost requirements can be determined. Expect this meeting to take place soon.
2. **Sanilac County MSU:** MSU has scheduled Saturday, May 17 for Household Hazardous Waste and Pesticide collection. They are also taking electronics, such as computers, printers cell phones and TVs, etc. Pre-registration is required. The registration forms and fee schedule is available at City Hall.
3. **Resident Injury:** A local resident reported falling and injuring herself on the sidewalk at 4126 Main Street. The City agreed to examination by a physician. The appropriate paperwork will be filed with the insurance company for the associated costs when receipts are received. Consensus of the City Council is to forward the bill to the insurance company.
4. **2007-2008 Budget Update:** When the final bills are received and paid, the bookkeeper closes the books for the fiscal year. Once total revenues and expenses are known, I review each line of the budget and, if necessary, adjust them prior to the audit. No change is made to the bottom line since this is the amount approved by the City Council. However, there was a problem with the DDA Fund. Specifically, one of the business owners made a large principal payment causing the fund total to exceed the amount approved by the City Council last March (purple / lavender). Request approval of the updated 2007/2008 Final DDA Budget reflecting an increase of \$1,130 for a total of \$21,590. **REQUIRES MOTION.**

Motion by CM Jacobson, second by CM Lee, to amend the 2007-2008 DDA Fund Final Amendment to \$21,590, and increase of \$1,130. Motion carried.

5. **Cross Connection Inspection:** The DPW Foreman began conducting inspections of the water service lines going into each of the City's businesses, the school and bus garage. About 42 of the 48 required inspections are complete. Some minor problems were found, and property owners have 30 days to complete repairs and/or testing. Michigan Rural Water Association was very helpful with training, forms and assistance on the inspections. This inspection must be done a minimum of every five years.
6. **City Hall Telephone RFP:** The City Hall is having increasing problems with the PBX telephone system. The system was installed in 1993 and has no message or voicemail capability and should be replaced/upgraded. Is there any objection if I proceed with this request for proposals?
7. **Bond:** Research into a bond for the completion of Phase III of the sanitary sewer system and finalization of Phase I continues. The cost to the City (white) for a 10-year bond would be about \$25,000 per year or a household cost of about \$50 per year (\$4.17/month). A five-year bond would be about \$45,200 per year for a household cost of about \$90.40 per year (\$7.54/month). A conversation with DEQ revealed that they are not inclined to grant any extensions. Consensus of the City Council to further research bond and repair costs.
8. **Walter Street Drainage:** The drainage issue on Walter Street and east of Lincoln Street was discussed with Davis Engineering. The plan is to complete some survey work and develop a cost estimate to resolve these two problem areas.
9. **MML Region 5 Conference:** The MML Region 5 Conference is scheduled for Friday, May 16 in Algonac. A copy of the registration material is in the packets. Is anyone interested in attending?
10. **County Drain Repair:** Pictures of the sinkhole found next to the west wall of Dollar General and adjacent to the Sutter Drain was photographed and reported to the Sanilac County Drain Commissioner. The building's owner was also notified. The problem was repaired the next day. Other low areas next to the Drain are being addressed by the City DPW.
11. **DPW Pickup Truck:** The bolts holding the front end of the salt truck together failed. The truck was dragged to the east DPW barn for storage. Recommend the City replace rather than repair this vehicle with a one-ton capable pickup. The vehicle will be used primarily for spreading salt but also if a heavier truck is needed but less than a dump truck. Consensus of the City Council was to check with the Michigan State purchasing plan and local prices for a used truck.

ATTORNEY'S REPORT:

Update on taping minutes. Recording of meetings are not necessary, although proper procedure was explained if taping does continue. Council consensus that taping be discontinued and if the current laptop is not fixable, at some point, a possible purchase of a laptop/taping system can be pursued.

Agreement that procedure for medical bills from a citizen who fell was handled properly.

TREASURER'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:

Motion by CM Miller, second by CM Lee, to re-schedule the May 26, 2008 City Council meeting to May 19, 2008 to avoid conflict with Memorial Day.. Motion carried.

MAYOR’S REPORT: None.

PUBLIC QUESTIONS AND COMMENTS:

Kelly Pavel asked for an expected opening date for Exchange State Bank. She also discussed the installation of trees that is taking place at this time. A May 12, 2008 opening date is expected. City Manager will also discuss with Dennis Phelan the proposed landscaping barrier that is currently being installed to be sure that it meets all agreed upon conditions.

Motion by CM Miller, second by CM Lee, to adjourn at 7:42 p.m. Motion carried.

Respectfully submitted,

Kelly Pavel
City Clerk