

**BROWN CITY COUNCIL PROCEEDINGS
OCTOBER 25, 2010**

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

Pledge of Allegiance led by Mayor Carpenter.

PRESENT: Mayor Laura Carpenter, Council members: Bill Walters, Julie Miller, Ross Mclvor, Pat Jacobson, Christine Lee. City Manager Clint Holmes, City Attorney Gregory Stremers and City Clerk Kelly Pavel.

ABSENT: CM Dan Loutzenhiser.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Miller, second by CM Walters, to accept the Regular Meeting Minutes of October 11, 2010 as presented. Motion carried.

PAY BILLS:

Motion by CM Lee, second by CM Mclvor, to pay the bills in the following funds: General - \$13,200.89 (4362-4383), Payroll - \$9,269.84 (4742-4755), Major Street - \$45.00 (3704), Sanitary Sewer - \$5,650.06 (3082-3089), Water Fund - \$6,120.70 (1868-1874), Storm Sewer - \$4,788.00 (1072-1073). Motion carried.

Motion by CM Lee, second by CM Miller, to pay USDA \$736.25 toward the Renaissance Zone property. Motion carried.

Motion by CM Lee, second by CM Mclvor, to pay the Sanilac County Treasurer \$20,864.00 toward the Sanitary Sewer Bond. Motion carried.

Motion by CM Lee, second by CM Miller to pay Sanilac County Treasurer \$39,197.19 toward the Well #3 Arsenic Abatement Facility. Motion carried.

Motion by CM Lee, second by CM Walters, to pay R & J Restoration \$246.16 for repairs to the 1998 DPW truck. Motion carried.

PERSONAL APPEARANCES: None Scheduled.

PUBLIC QUESTIONS & COMMENTS: None.

DPW REPORT:

Written report reviewed. No questions or comments.

UNFINISHED BUSINESS: None Scheduled.

PETITIONS & COMMUNICATIONS:

Trinity Lutheran Church on Cade Road requested an installation of a vestibule and City Manger signed the permit application for this addition.

PUBLIC HEARINGS: None Scheduled.

ORDINANCES: None Scheduled.

RESOLUTIONS:

Resolution 10-08: Resolution of the City of Brown City to Amend the City's 2010-2011 Budget to Better Reflect Revenues and Expenditures.

Motion by CM Lee, second by CM Walters, to adopt Resolution 10-08 *A Resolution of the City of Brown City to Amend the City's 2010-2011 Budget to Better Reflect Revenues and Expenditures*. ROLL CALL VOTE: Walters-yes, Miller-yes, Mclvor-yes, Jacobson-yes, Lee-yes, Loutzenhiser-absent. Motion carried.

MANAGER'S REPORT:

1. **Lincoln Street Project:** Three bids were received for the project. They were: One bid of \$14,200 for the whole project; a second of \$2,950 for cleaning the county drain only; and the third was for \$3,650 for the storm drain portion. The bid for the drain portion only was accepted and the work was completed on October 16th. Two additional feet of depth were gained at the north end of the drain. The bid for the storm drain portion was accepted from Daws Excavating. The project is being coordinated with the DPW Foreman and is expected to begin the week of October 25th. Work is estimated to take about a week but not more than two weeks. The City is looking into hiring two contract workers to help with the project (\$10 per hour/no benefits).
2. **FOIA Request:** The Brown City Fire Department received a Freedom of Information Request from a law firm requesting any information concerning purchases or communication with a company called LTM. The request was for a lawsuit entitled Desrochers and Geiger v LTM Fire Equipment and Repair, *et alia*. Staff conducted a review of Department payroll and accounts payable files that revealed one purchase from LTM. A copy of the invoice and check stub were forwarded with a cover letter. No other information concerning LTM is currently on file. A brief interview with Fire Chief revealed that to his knowledge, there is no additional information on file at the Fire Station concerning LTM.
3. **Vacant Houses:** A review of City utility files revealed that there are 35 vacant houses with the water shut-off. There are an additional thirteen houses that are vacant but the water remains on and the utility bills are being paid. An address list is enclosed.

4. **Leaf and Brush Pick-up:** The DPW will continue to vacuum up leaves through November 19th. Anticipate that the last pick-up of brush will be November 30th. Mayor Carpenter questioned why bags of leaves have been dumped and then empty bags left at the curb. City Manager will investigate.
5. **Park Master Plan:** The Park's Master Plan, which is required by the Michigan DNR and is necessary to secure state grants, expires in 2011. The Park Board plans to begin the review process at their November 11th meeting. Unfortunately, the MDNR has changed the format for plans, and there have been multiple changes to the Park, e.g., removal of the pool and water slide, since the last plan was written. New plan will require a complete rewrite and is tentatively scheduled to be performed in-house by staff.
6. **Cemetery Board:** The Board met on October 21st and decided to extend Burgess Drive west and Carman Drive north so that they join up behind the existing storage shed. They also approved a plan to add gravel to existing roads.
7. **Festival Commission:** At their last meeting, the group voted to combine the Brown City Days and Homecoming Commissions. To complete this process will require an amendment to the existing ordinance. Since there is no rush, recommend waiting for the next scheduled Public Hearing for an ordinance and including this amendment in order to minimize cost.
8. **Veterans Day:** City Hall will be closed Thursday, November 11th for Veterans Day. However, the Park Board will meet as scheduled that day.

ATTORNEY'S REPORT: None.

TREASURER'S REPORT: None.

MAYOR'S REPORT:

Mayor Carpenter attended the ribbon cutting at R & J Auto.

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.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

Motion by CM Miller, second by CM McIvor, to adjourn at 7:12 p.m. Motion carried.

Respectfully submitted.

Kelly Pavel
City Clerk