

**BROWN CITY COUNCIL PROCEEDINGS  
MAY 9, 2011**

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

Pledge of Allegiance led by Mayor Lee.

**PRESENT:** Mayor Christine Lee; Councilmembers: Bill Walters, Julie Miller, Ross McIvor, Pat Jacobson, Eugene Navock and Dan Loutzenhiser. City Manager Clint Holmes, City Attorney Gregory Stremers and City Clerk Kelly Pavel.

**ABSENT:** None.

**ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA:** None.

**CORRECTION & APPROVAL OF MINUTES:**

Motion by CM Miller, second by CM Walters, to accept the Regular Meeting Minutes from April 25, 2011 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Jacobson, second by CM Navock to pay the bills in the following funds: General - \$13,800.46 (4640-4671), Payroll - \$11,488.76 (5000-5014), Major Street - \$217.85 (3715), Sanitary Sewer - \$1,529.90 (3121-3123), Water - \$1,087.10 (1925-1930), Storm Sewer - \$10.98 (1093), Equipment - \$4,362.46 (1285-1289). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

**POLICE REPORT:**

1. LEAN Audit/Inspection: City Manager reviewed.
2. Canada Conference: City Manager reviewed.

**PERSONAL APPEARANCES:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**UNFINISHED BUSINESS:** None Scheduled.

## **PETITIONS & COMMUNICATIONS:**

Motion by CM Walters, second by CM Loutzenhiser, to accept the pre-application building permit for 4211 Vine Street to install an above ground pool (15' diameter) and fencing. Motion carried.

Motion by CM Walters, second by CM Loutzenhiser, to accept the pre-application building permit for 4364 Main Street for a 20' x 36' addition to existing garage. Motion carried.

**ORDINANCES:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

## **MANAGER'S REPORT:**

1. **Cade Road:** The Streets & Sidewalks Committee met on May 2<sup>nd</sup> to identify candidates for the Brown City 2011 Streets Renewal Program (brown). Their recommendation to the City Council is to direct the City Manager to create and release a Request for Proposals (RFP) for Engineering Services (lavender). This would help the City identify an engineering firm able to create the plans necessary for the renewal of North Cade Road (plus additional turn lane); South Cade Road; Lincoln Street south of Maple Street and the first block (or two – see #2) of Walter Street. Since the plans will include cost estimates, the City will be better able to prioritize and fund street project for the near future. How does the City Council wish to proceed?

Motion by CM Loutzenhiser, second by CM Walters, to direct City Manager to release an RFP for Cade Road and Lincoln Street south of Maple Street. ROLL CALL: Loutzenhiser-yes, Navock-yes, Jacobson-yes, Mclvor-yes, Miller-yes, Walters-yes. Motion carried.

Council consensus that RFP deadline is June 9, 2011 as City Manager requested.

2. **Walter Street Water Main:** MDEQ has strongly recommended that prior to any road repair work being done on Walter Street, that the water main between Main and Second Streets be replaced. Additionally, the trench should be allowed to settle prior to resurfacing. Work would include installing a six inch (6") water main and at least eleven taps. Cost of materials is about \$6K. Recommend getting estimates to dig/fill the 4' X 700' trench needed to access the existing line and install a new one. There will also be an additional charge for doing "live taps" so that no one on Walter Street would be without water for more than a couple of hours. Once all of the estimates are in, the Sewer & Water Committee and City Council can decide whether and when to proceed. Council consensus that City Manager investigate estimates for the work.

CM Jacobson voiced her concerns for the expertise of the DPW completing this project due to the issues that were involved in work done on Wells Street. City Manager stated that the proposed project would have trenching work contracted and the DPW would be simply dropping the pipe into a trench and an authorized agency would make water taps. City Manager also will investigate clean up concerns from Lincoln Street project that CM Jacobson requested.

3. **Maple Valley Lift Station:** There is currently no formal mechanism to notify the DPW Foreman if the high water alarm activates at the Maple Valley Lift Station. Contact with Hydrodynamics revealed that installing a telephone alert system would allow rapid notification of the DPW Foreman, City Manager and City Hall. System would also provide various other telemetry data to be downloaded to a remote computer for record keeping purposes. Recommend installing a Raco Alarmagent RTU to monitor high water and power fail at the Maple Valley Lift Station (yellow) for an estimated cost of \$4,500 (yellow). **REQUIRES MOTION.**

Motion by CM Navock, second by CM Loutzenhiser, to install Raco Alarmagent to monitor high water and power failure at Maple Valley Lift Station. **ROLL CALL:** Walters-yes, Miller-yes, McIvor-yes, Jacobson-yes, Navock-yes, Loutzenhiser-yes. Motion carried.

4. **MML Region V Seminar:** The Mayor and I will attend the annual Region V meeting for elected and appointed officials on Wednesday, May 18<sup>th</sup> from 10-3 in Marine City.
5. **Thumb Area Public Officials Conference:** Training in emergency preparedness and response procedures for public officials is being offered on June 7<sup>th</sup> in Caro. The 4-hour class is available at either 12:30 PM or 5:00 PM. There is no cost for the class. Are members of the City Council interested in attending?
6. **Hydrant Flushing:** The DPW will conduct hydrant flushing May 9-13. Notices were published in *The Banner* and on the City's website informing residents of the schedule and to avoid washing white and light-colored clothes while hydrants are being flushed.
7. **WMIC Fairs & Festivals Guide:** The final advertisement for the City was provided to Bob Armstrong at WMIC.
8. **Annual Audit:** Lehn L. King CPA and staff will be in the City offices on May 25<sup>th</sup> through the 27<sup>th</sup> gathering information and conducting the City's annual financial audit.

9. **VFW Flags:** The VFW desires to purchase new flags before the Memorial Day holiday and has requested that the City assist with this purchase by paying for half of the bill, totaling \$31.00. Council consensus to split this purchase price with the VFW.
10. **City Dump Scrap:** Two individuals from the Yale area currently have been given permission from the City of Yale to salvage metal from the City Dump and are requesting the same from the City of Brown City. City Attorney has reviewed the proposal and contract and has immunity concerns among other things. Council consensus that the City is not interested in allowing metal to be salvaged from the City dump.

**ATTORNEY'S REPORT:**

1. **MMMA Update:** City Attorney provided available updates regarding Medical Marijuana issues as well as council discussion pertaining to various future approaches to this ongoing issue for municipalities.

**TREASURER'S REPORT:** None.

**MAYOR'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.
7. Thumb Area Soybean Festival – Meeting to be held May 10, 2011 at 6:30 p.m.

**GENERAL CONCERNS OF THE COUNCIL:**

CM Loutzenhiser noticed installation of signs on Maple Valley Road instructing drivers to stop ahead. This is undoubtedly a county purchase that was needed.

City Manager informed council that the Xplorer property may be sold and a company could be moving in soon. He also has been informed that Mr. Ed's Variety Store is permanently closed.

CM Jacobson informed City Manager of holes that need to be filled after DPW work that was completed on James Street. She also asked if chloridation of alleys and parking lots will be completed before Soybean Days, City Manager stated that it will. Also, asking for update regarding Ronnie Trombley's certification. City Manager reported that his test results are still pending.

**PUBLIC QUESTIONS & COMMENTS:**

County Commissioner Daws provided a brief County update.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Miller, second by CM McIvor, to adjourn at 8:07 p.m. Motion carried.

Respectfully submitted,

Kelly Pavel  
City Clerk