

**BROWN CITY COUNCIL PROCEEDINGS**  
**AUGUST 22, 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 & 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 of August 8, 2011 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Jacobson, second by CM Navock, to pay the bills in the following funds: General - \$6,591.54 (4814-4827), Payroll - \$11,993.35 (5126-5140), Major Streets - \$2,969.61 (3729-3731), Local Streets - \$289.30 (4162), Sanitary Sewer - \$6,617.02 (3153-3157), Water Fund - \$8,043.40 (1970-1975), Arsenic Abatement - \$195.59 (1169), Storm Sewer - \$900.00 (1104). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

**DPW REPORT:**

Written report reviewed. CM Jacobson asks if employee Cummings is full time. City Manager stated that he is part time, working 32 hours per week.

**PERSONAL APPEARANCES:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**UNFINISHED BUSINESS:** None Scheduled.

**PETITIONS & COMMUNICATIONS:** None Scheduled.

**ORDINANCES:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

## MANAGER'S REPORT:

1. **Maple Valley Plastics:** An application was received for the proposed addition. Letters were sent, as required, to the four affected taxing organizations: Sanilac County, the City of Brown City, Brown City Schools, and the ISD. A Public Hearing is required for September 12<sup>th</sup> at 7:15 PM followed by action by the City Council on the application, supporting documentation, Resolution 11-09 and additional City supplied application material. REQUIRED MOTION.
2. **Title IV:** The City submitted a Title IV Non-Discrimination Policy to MDOT as required. They required certain changes, the primary ones being a 180-day window to file complaints rather than 90-days and a change to the complaint form. The changes were completed new signatures are required for submission. Once received by MDOT, we should receive a letter accepting the policy.
3. **2011-13 Street Projects:** Huron Consulting in conjunction with staff met with contractors on August 15<sup>th</sup>. Plans were provided to the four contractors who attended the meeting and bids are due in by next week. The Brown City School Board was told at their last meeting about the planned work and the potential need to reroute school busses if the City decides to proceed with the project. A copy of the bid document is available for City Council and public review. The bids should be available for City Council action at the next meeting.
4. **Maple Valley Lift Station:** The repairs to the lift station were scheduled to be completed on August 22<sup>nd</sup>. DTE has provided the City with the procedures to request reimbursement from the damage caused by the power surge. However, the required forms have not yet been received by City Hall. Once the claim is submitted, DTE will conduct an investigation that should be completed "within 60 days." The City's insurance carrier has also assigned a case number for this potential claim.
5. **2011 Tree Project:** The City's contractor, Raymond's Tree Service, has almost completed the removing and trimming of trees in the City. The City has received no complaints (or compliments) concerning this project. The work completed looks good.
6. **City Hall Repairs:** The City received one response to the Request for Proposals to replace the windows in City Hall. Yale Glass bid \$6,180 to replace the windows on the north side of the building. Cost to replace the window and door on the south side of the building is \$4,290. The City also received one bid for painting the interior of City Hall; however, painting should be the last step in the repair process. Recommend at a minimum replacing the north windows. How does the City Council wish to proceed?

Motion by CM Walters, second by CM Jacobson, to replace the north and south windows in City Hall at the above quoted prices. ROLL CALL VOTE: Walters-yes, Miller-yes, McIvor-yes, Jacobson-yes, Navock-yes, Loutzenhiser-yes. Motion carried.

7. **Cell Tower:** TowerCo has offered the City a one-time payment of \$158,000 rather than continue to pay approximately \$1,200 per month. This works out to about ten years worth of revenue. Does the City Council have any interest in responding to this offer? No council interest at this time.
8. **Channel 6:** A commercial software package (MS PowerPoint) can possibly be utilized with the installation of an NTSC composite video-out card on a host computer. Town & County TV made the hardware available and it was installed on the appropriate computer. However, a special connector is required to link the signal with the transmitter. The City is working with Comcast to get Channel 6 up as soon as possible.
9. **Springlike Drive Hydrant:** The fire hydrant at Springlike Drive remains fully operational. The trash can that had been placed over the hydrant was removed by the DPW. No word as to who placed it there or why. The City uses a special "Out of Service" cover when required.
10. **Administrative Consent Order:** The City received a request from MDEQ for a letter from us formally requesting that the Administrative Consent Order (ACO) concerning the Arsenic Abatement Facility be closed. The City reminded MDEQ, by providing a copy of their own letter, that this process was completed in 2008. No further action should be required.

**ATTORNEY'S REPORT:** None.

**TREASURER'S REPORT:** None.

**MAYOR'S REPORT:**

Mackinaw Island events, some surrounding the Governor meeting local Girl Scouts.

**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:**

CM McIvor questioned the pile of debris that is accumulating near the trailer park again. City Manager stated that Chief Smith has a description of the individual who seems to be dumping this trash in town and is investigating.

CM Walters reported his and Bud Welch's attendance to the annual Hog Town ceremonies in Melvin as well as congratulating the organizers on their successful fund raising as well as festivities taking place with no local complaints.

**PUBLIC QUESTIONS & COMMENTS:**

County Commissioner Daws provided a brief update pertaining to County business.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Walters, second by CM Navock, to adjourn at 7:23 p.m. Motion carried.

Respectfully submitted,

Kelly Pavel  
City Clerk