

**BROWN CITY COUNCIL PROCEEDINGS  
NOVEMBER 14, 2011**

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

Pledge of Allegiance led by Mayor Lee.

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

**ABSENT:** Councilmember Dan Loutzenhiser and City Clerk Kelly Pavel.

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

**CORRECTION & APPROVAL OF MINUTES:**

Motion by CM Miller, second by CM Walters, to accept the Regular Council Meeting Minutes of October 24, 2011 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Jacobson, second by CM Navock, to pay the bills in the following funds: General - \$37,733.83 (4922-4966), Payroll - \$12,121.56 (5231-5246 plus 1 EFT), Sanitary Sewer - \$199.91 (3178-3179), Water - \$1,423.64 (2002-2007), Equipment - \$2,925.02 (1309-1314). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

**POLICE REPORT:** Written report reviewed. No questions or comments.

**PERSONAL APPEARANCES:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**UNFINISHED BUSINESS:** None Scheduled.

**PETITIONS & COMMUNICATIONS:** None Scheduled.

**ORDINANCES:**

- 1. Ordinance Section 31.045:** An Ordinance establishing the Thumb Soybean Festival Commission, and appointing Commissioners, for the purpose of planning, managing, financing and insuring the annual summer festival.

Councilmember Miller introduced Ordinance Section 31.045.

- 2. Ordinance Section 154: City of Brown City Floodplain Ordinance.** An Ordinance to amend the Brown City Code by adding Section 154 to Chapter Title XV – Land Usage: To designate an enforcing agency to discharge the responsibility for floodplain management of the City of Brown City located in Sanilac County, and to designate regulated flood hazard areas under the provisions of the state construction code act, Public Act 230 of 1972, as amended.

Councilmember Navock introduced Ordinance Section 154.

Motion by CM Miller, second by CM Walters, to schedule a Public Hearing for Section 31.045 at 7:15 PM and for Section 154 at 7:30 PM at the next regularly scheduled meeting of the City Council for the City of Brown City on Monday, November 28<sup>th</sup>, 2011. Motion Carried.

## **RESOLUTIONS:**

- 1. Resolution 11-12 –** RESOLUTION OF THE CITY OF BROWN CITY TO AMEND THE CITY’S 2011-2012 BUDGET TO BETTER REFLECT REVENUES AND EXPENDITURES (cherry).

Motion by CM Walters, second by CM Navock, to adopt Resolution 11-12 – A Resolution of the City of Brown City to Amend the City’s 2011-2012 Budget to Better Reflect Revenues and Expenditures. Roll Call: CM Walters – yes; CM Navock – yes; CM Miller – Yes; CM Mclvor – yes; CM Jacobson – yes; CM Loutzenhiser – absent. Motion Carried.

- 2. Resolution 11-13 -** RESOLUTION TO MANAGE FLOODPLAIN DEVELOPMENT FOR THE NATIONAL FLOOD INSURANCE PROGRAM (dated November 28, 2011 as a companion document to Ordinance 154 above).

Resolution held pending action on Ordinance 154.

## **MANAGER’S REPORT:**

- 1. Cade Road:** The project is mostly completed. Discussion with the engineer and project manager continues to try and resolve issues with the top asphalt coat. The striping was completed adjacent to M-90. James P Contracting forwarded an invoice to the City shortly before tonight’s meeting. The total cost is \$104,932.25. The engineer forwarded a “Punch List” identifying recommended repairs and proposes retaining 10% until the state of the road in the spring can be determined. Council discussion concerning the “Punch List” and status of the road. The City Attorney recommended requesting that the engineer provide a cost estimate for repairs and if that amount is greater than 10% to retain the higher amount. He added that doing so would require a formal letter be sent to the contractor detailing the reason for the larger retention, if required. The City Manager was tasked to contact the engineer for the cost summary.

Motion by CM Walters, second by CM Miller, to table the invoice from James P Contracting for North Cade Road pending receipt of the engineer's report identifying the approximate cost to fully repair the road. **Roll Call:** CM Walters – yes; CM Navock – yes; CM Miller – Yes; CM Mclvor – yes; CM Jacobson – yes; CM Loutzenhiser – absent. Motion Carried.

2. **Maple Valley Lift Station:** The City is still waiting on a response from DTE concerning the lift station claim. A letter was sent by the City Attorney concerning the request for reimbursement.
3. **City Hall Windows:** Yale Glass completed the installation of new windows on the north and south sides of City Hall on November 2<sup>nd</sup>. These new insulated windows should help reduce heating and cooling costs for the City.
4. **Government Units Survey:** The Fire Authority was sent an 8-page US Census survey asking for information concerning their type of government and background, finances, debt, retirement and healthcare systems, taxes, services and activities. The survey was completed and returned by City staff.
5. **Fire Authority Grant:** A grant request for \$3,730 for turn-out gear and extraction gloves was forwarded to the Par Plan. The Fire Authority will match the grant with \$1,660 for a second set of turn-out gear. A grant for police equipment is also being drafted to replace the laptop computers in the patrol vehicles.
6. **Workers' Compensation:** The City received a dividend check from the MML Workers' Compensation Fund in the amount of \$2,073.00.
7. **Channel 6:** Town and Country TV provided an estimate on November 10<sup>th</sup> for the computer necessary to power Channel 6. The estimate, including a flat screen TV as a monitor is about \$1,500. There are adequate funds in the Cable Fund. How does the City Council wish to proceed? The consensus of the City Council is to proceed with the purchase.
8. **Thanksgiving Day:** The City offices, DPW and Police Departments will be closed on Thursday and Friday, November 24<sup>th</sup> and 25<sup>th</sup> in observance of Thanksgiving.

**ATTORNEY'S REPORT:** No additional report.

**TREASURER'S REPORT:** None.

**MAYOR'S REPORT:**

1. Review of proposed City of Brown City Rules of Procedure for Regular and Special City Council Meetings. Councilmembers were requested to bring any proposed additions, corrections or deletions to the next City Council meeting on November 28<sup>th</sup> so that a final copy can be reviewed for action at the first meeting in December.

2. Reschedule December 26<sup>th</sup> Regular City Council Meeting.

Motion by CM Walters, second by CM Jacobson, to reschedule the regular December 26<sup>th</sup> City Council meeting to December 19<sup>th</sup>.

3. US Flag Presentation – SPC David Hines presented the City of Brown City with a US Flag that flew over Camp Sabalu-Harrison, Afghanistan, on July 4, 2011. The City will acquire an appropriate frame to display the flag and certificate.

**COMMITTEE REPORTS:**

1. Police (Miller) – none.
2. Water and Sewer (Navock) – none.
3. Tax and Finance / Thumb Soybean Festival (Jacobson) – the next Festival Commission meeting will be January 10<sup>th</sup> at 6:43 PM.
4. Streets and Sidewalks (Loutzenhiser) – none.
5. Building and Grounds (Walters) – none.
6. Personnel (Mclvor) – none.

**GENERAL CONCERNS OF THE COUNCIL:**

1. CM Jacobson noted that there was a large pile of leaves at the north end of Walter Street. The City Manager stated that the DPW would continue to pick up and vacuum leaves until the end of the month.
2. Mayor Lee noted that a special recognition ceremony for Mr. Raymond Witmer, for his many years of service to church and community, will be held at the New Missionary Church from 1-3 PM on Sunday, November 27<sup>th</sup>. The Mayor will present a Proclamation; and Chairman Ron Campbell of the Brown City Park Board will present a plaque.

**PUBLIC QUESTIONS & COMMENTS:**

County Commissioner Jamie Daws provided the City Council with an update on issues concerning Sanilac County.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Miller, second by CM Navock, to adjourn at 7:27 PM. Motion carried.

Respectfully submitted,

Clinton K. Holmes  
City Manager