

**BROWN CITY COUNCIL PROCEEDINGS
APRIL 23, 2012**

MEETING CALLED TO ORDER BY MAYOR CHRISTINE LEE AT 7:00 PM.

PLEDGE OF ALLEGIANCE LED BY MAYOR CHRISTINE LEE.

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

ABSENT: Councilmember Dan Loutzenhiser.

ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by CM Miller, second by CM Navock, to accept the Regular Meeting Minutes from April 9, 2012 as presented. Motion carried.

PAY BILLS:

Motion by CM Jacobson, second by CM Navock, to pay the bills in the following funds: General - \$54,936.61 (5171-5191), Payroll - \$13,752.89 (5473-5490), Major Street - \$1,690.82 (3754-3756), Local Street - \$1,894.23 (4174-4175), Sanitary Sewer - \$10,547.16 (3209-3215), Water - \$14,470.60 (2057-2065), Storm sewer - \$293.00 (1117), Equipment - \$14,067.00 (1336-1337). Motion carried.

PUBLIC QUESTIONS & COMMENTS: None.

DPW REPORT:

Written report reviewed. No questions or comments.

PERSONAL APPEARANCES: None Scheduled.

UNFINISHED BUSINESS: None Scheduled.

PETITIONS & COMMUNICATIONS:

6927 Thelman Avenue – request permit to install culvert and fill-in ditch. Council discussion pertaining to past requests as well as any current drainage issues in the area. City Manager stated that a permit is not required for the replacement of a driveway tube, only to fill the ditch in.

Motion by CM Walters, second by CM Miller, to deny the pre-application building permit for 6927 Thelman Avenue to fill in the front ditch of the property for mowing purposes. ROLL CALL VOTE: Walters-yes, Miller-yes, Mclvor-yes, Jacobson-yes, Navock-yes, Loutzenhiser-absent. Motion carried.

ORDINANCES: None Scheduled.

PUBLIC HEARING: None Scheduled.

RESOLUTIONS: None Scheduled.

MANAGER'S REPORT:

0. **Festival Guide Advertisement:** The advertisement for the Blue Water Festival Guide is complete. I was also contacted today by the Tri City Times in Imlay City soliciting a similar request for advertising in their distribution guide for their area for the Brown City Thumb Soybean Festival. Council consensus to purchase a 5" x 7" add for \$120.00.
1. **Cade Road:** The inspection took place on Thursday, April 19th at 2:00 PM. The contractor and asphalt provider for the Cade Road project, plus the Mayor, City Manager, and Project Engineer walked the length of the project and identified areas that required repair. Once the repairs have been completed, the Project Engineer will make a recommendation to the City Council concerning release of retained funds. Anticipate these repairs will be completed within the next two weeks. Council consensus to await engineer's report before payment is made.
2. **Walter Street Water Main Replacement:** The City received bids from 14 companies for the project, and they were publically opened at 4:00 PM on Thursday, April 19th. A copy of the resulting spreadsheet is available. How does the City Council wish to proceed? Council discussion regarding work to be completed as well as a review of bids received.

Motion by CM Mclvor, second by CM Walters, to retain Murray Underground Systems, Inc. to complete the Walter Street water main replacement project at a price of \$59,195.00. ROLL CALL VOTE: Loutzenhiser-absent, Navock-yes, Jacobson-yes, Mclvor-yes, Miller-yes, Walters-yes. Motion carried.

3. **Park Grant:** The City publically opened the 13 bids on April 12th for the Park Project. Later that same day, the Park Board met and selected the low bid of \$33,936.28 submitted by Daws Excavating of Brown City. The required Form PR1911-1 and associated documents were forwarded to Lansing the next day. Once approval is received from the DNR, the schedule for the project can be identified. Work must be completed by August 1st.

4. **2012 Census of Governments:** The City received the documents associated with the Census. The requested information was collated and forwarded electronically on April 19th.
5. **EVIP III:** The third installment of the Governor's Economic Vitality Improvement Program is due to Lansing by May 1st or the City will lose a portion of state funding resulting in a decrease in services available to City residents. The required policy has been completed and the policy was approved by the City Council on April 9th. Form 4888 and the associated policy were forwarded to the Michigan Department of Treasury.
6. **Annual Audit:** Representatives from King & King CPAs began the City and Fire Authority annual audit on April 19th. Once completed, results will be presented to the City Council by the firm.
7. **Sidewalk Survey:** The Governor signed a bill that requires municipalities to repair any sidewalk with "a vertical discontinuity defect of 2 inches or more in the sidewalk". Robert Jacobson has volunteered to inspect all City sidewalks and identify any that do not meet the new law's requirements. Once the list is complete, a plan for repair will be forwarded to the City Council for action.
8. **Hydrant Flushing:** The DPW will conduct hydrant flushing May 7-11. Notices will be published in *The Banner* and on the City's website identifying the dates and reminding residents to avoid washing white and light-colored clothes while hydrants are being flushed.
9. **Memorial Day:** The second City Council meeting in May is scheduled for the 28th, which is Memorial Day. City Hall/police and DPW will be closed that day. Does the City Council wish to proceed with the regularly scheduled meeting date or reschedule this meeting?

Motion by CM Walters, second by CM Jacobson, to reschedule the May 28, 2012 Regular Meeting to May 21, 2012 due to the Memorial Day Holiday. Motion carried.

ATTORNEY'S REPORT:

City Attorney Stremers reported that new laws from Lansing are being reviewed such as the previously discussed 2" sidewalk rule. Council will be updated with all pertinent laws that have a potential effect on the City.

TREASURER'S REPORT: None.

MAYOR'S REPORT:

1. Ribbon cutting ceremony for the Green Devil Café will be 4-26-12 at 3:30 p.m.
2. Mayor Lee received thank you notes from classes that she read to at BCES.
3. The new Sanilac County Tourist Association is seeking 14 members. Interested parties need to contact the Mayor. Meetings are monthly in Marlette.

COMMITTEE REPORTS:

1. Police – none.
2. Water & Sewer – none.
3. Tax & Finance – none.
4. Thumb Soybean Festival-none.
5. Streets & Sidewalks – none.
6. Buildings & Grounds-none.
7. Personnel – none.

GENERAL CONCERNS OF THE COUNCIL: None.

PUBLIC QUESTIONS & COMMENTS:

Sanilac County Commissioner Daws provided a brief update on County business.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

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

Respectfully submitted,

Kelly Pavel
City Clerk