

**BROWN CITY COUNCIL PROCEEDINGS  
JUNE 11, 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, Councilmembers: Bill Walters, Julie Miller, Ross McIvor, Pat Jacobson, Eugene Navock, Dan Loutzenhiser. City Manager Clint Holmes, City Attorney Douglas Touma, City Clerk Kelly Pavel.

**ABSENT:** None.

**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 of May 21, 2012 as presented. Motion carried.

**PAY BILLS:**

Motion by CM Jacobson, second by CM Navock, to pay the bills in the following funds: General \$25,613.40 (5238-5271) Payroll - \$13,933.61 (5522-5537), Major Street - \$650.00 (3762-3764), Local Street - \$515.00 (4176-4177), Sanitary Sewer - \$1,305.64 (3227-3231), Water - \$6,696.41 (2079-2089), Arsenic Abatement - \$571.35 (1186-1187), Storm Sewer - \$91.77 (1121), Equipment - \$2,764.03 (1342-1348). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

**POLICE REPORT:**

Written report reviewed no questions or comments.

**PERSONAL APPEARANCES:**

1. **King & King CPAs** – Presentation of annual audit as of March 31, 2012.

Len King presented the annual audit as of March 31, 2012 to the City Council. He stated that this year's audit was uneventful and overall the City is breaking even. Specific discussions pertaining to all accounts.

**UNFINISHED BUSINESS:** None Scheduled.

## **PETITIONS & COMMUNICATIONS:**

1. **4301 Wood Street:** Request for permit for a 10' X 28' addition (bathroom and closet) – this is a re-submission of original request for 10' X 20' addition.

Motion by CM Walters, second by CM Navock, to accept the pre-application building permit for 4301 Wood Street to construct a 10' x 28' addition. Motion carried.

2. **6927 Thelman Avenue:** Request for permit to add a 10' X 12' deck onto the rear of the house.

Motion by CM Walters, second by CM Loutzenhiser, to accept the pre-application building permit for 6927 Thelman Avenue to add a 10' x 12' deck on the rear of the house. Motion carried.

**ORDINANCES:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

## **MANAGER'S REPORT:**

1. **Maple Valley Road Repair:** The Sanilac County Road Commission Engineer provided the City with the forms and engineering plans for the repaving of Maple Valley Road from Main Street to the North City Limits. Once approved by the City Council, documents must be mailed to Lansing for final review and approval. A copy of the transmittal letter is enclosed (gold) and the documents are available for your review. The current estimated cost of the project is \$135,821 with the City's portion \$22,637 assuming that asphalt costs do not increase significantly. In addition to this 20%, the City will also need to pay for materials testing and project supervision estimated to not exceed \$5,000. The County anticipates the work to be done in October – weather permitting.
2. **HVAC Replacement:** The furnaces and air conditioners for City Hall and the library are original equipment and are now almost 30 years old (the building was opened in 1982), which is 10 years past their expected life expectancy. The City requested bids from nine area HVAC Contractors using the enclosed letter. The City received the following bids: Martus Heating and Cooling of Brown City - \$21,600; Kapala Heating and Air Conditioning of Lapeer - \$15,486; Bob's Custom Heating of Brown City - \$33,021; Orton Refrigeration and Heating of Clifford - \$13,250. How does the City Council wish to proceed?

Motion by CM Walters, second by CM Navock, to install new HVAC system (furnace and A/C) for the City Hall and Library from Orton Refrigeration and Heating of Clifford

for the price of \$13,250.00. **ROLL CALL VOTE:** Walters-yes, Miller-yes, McIvor-yes, Jacobson-yes, Navock-yes, Loutzenhiser-yes. Motion carried.

3. **Street Administrator:** The City received a call from MDOT requesting the name of the City's Street Administrator. Copies of the original paperwork, dated June 8, 2009, to include the original cover letter were again submitted to MDOT.
4. **L-4029:** The City received a request from the Sanilac County Clerk for a copy of the City's L-4029. This is the document used to identify the millage rate for City Winter Taxes. Two copies must be signed by the Mayor and Clerk for both Sanilac and Lapeer Counties. Of note, the City's current Total Taxable Value in 2007 was \$25,687,860, and in 2012 is \$18,772,286, a decrease of \$6,915,574 or about 27%. **REQUIRES MOTION.**

Motion by CM Miller, second by CM Jacobson, to instruct the Mayor and City Clerk to sign this year's L-4029 document used to identify the millage rate for City Winter Taxes and send to Sanilac and Lapeer Counties.

5. **Downtown Development Authority Survey:** The Kalkaska Village Manager requested input concerning City Manager DDA responsibilities. A copy of the survey results are provided for your information.
6. **Brown City Clean-up Days:** A reminder that Clean-up Days are scheduled for June 19<sup>th</sup> and 20<sup>th</sup>. Non-metal items will be collected on Tuesday and metal on Wednesday. Residents are asked not to put out rubbish earlier than Friday, June 15<sup>th</sup>. Individuals with items containing Freon must pay a \$15 Freon removal fee at City Hall prior to pick-up.
7. **Water Quality Report:** The CCR is the annual report required by the state and federal governments summarizing information about the drinking water quality served during calendar year 2011. The document is posted on the City's website and printed in the local newspaper. The City met or exceeded all water quality requirements in 2011.
8. **Thumb Soybean Festival:** The Festival Commission did an outstanding job again this year. I want to thank each of them for all the time they spent planning this event and for their heroic effort in making this important event a success for both residents and visitors to the City of Brown City.
9. **MML Annual Meeting:** This year's MML Annual meeting will be held October 3-5, 2012 on Mackinaw Island. The Mayor and Mayor Pro-Temp will be attending; any other interested parties please let the City Manager know.

**ATTORNEY'S REPORT:** None.

**TREASURER'S REPORT:** None.

**MAYOR'S REPORT:** None.

**COMMITTEE REPORTS:**

1. Police – none.
2. Water & Sewer – none.
3. Tax & Finance –none.
4. Soybean Festival – thank you to police, City Hall, DPW and volunteers for another successful festival this year.
5. Streets & Sidewalks – none.
6. Buildings & Grounds – none.
7. Personnel – none.

**GENERAL CONCERNS OF THE COUNCIL:**

CM Loutzenhiser questioned various accounts that need to be reviewed such as the water and sewer and arsenic accounts due to the current rate of loss of monies. Discussion regarding various fund balances and future plans that will need to be addressed soon.

CM Jacobson questioned weekend issues with Thelman Avenue life station. City Manager reports it quit working on standby and was repaired that evening.

**PUBLIC QUESTIONS & COMMENTS:**

County Commissioner Daws reported on current Sanilac County business.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Miller, second by CM Loutzenhiser, to adjourn at 7:40 p.m. Motion carried.

Respectfully submitted,

Kelly Pavel  
City Clerk