

# **BROWN CITY COUNCIL PROCEEDINGS**

## **SEPTEMBER 10, 2012**

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

Pledge of Allegiance led by Mayor Christine Lee.

**PRESENT:** Mayor Christine Lee; Councilmembers: Pat Jacobson, Julie Miller, Eugene Navock, Ross McIvor, and Bill Walters. City Manager Clint Holmes and 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 Navock, second by CM Jacobson, to accept the Regular Meeting Minutes of August 27, 2012 as presented. Motion carried.

### **PAY BILLS:**

Motion by CM Jacobson, second by CM Navock, to pay the bills in the following funds: General - \$25,283.18 (5392-5415), Payroll - \$11,561.28 (5643-5656 & one EFT), Major Streets - \$490.00 (3775-3776), Sanitary Sewer- \$1,494.14 (3256-3259), Water - \$59,834.53 (2123-2132), Equipment - \$310.66 (1356-1357). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

### **POLICE REPORT:**

Written report reviewed. No questions or comments.

**PERSONAL APPEARANCES:** None Scheduled.

**UNFINISHED BUSINESS:** None Scheduled.

**PETITIONS & COMMUNICATIONS:** None Scheduled.

**ORDINANCES:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

## MANAGER'S REPORT:

1. **Porch Columns:** The City received a preliminary estimate for installation of the iron columns in front of City Hall. To install a 42" deep foundation and the columns will be \$1,650; and to replace the other wood around the entrance is about \$450. George Emmie continues to work on finding a welder and making the columns the correct height.

Motion by CM Walters, second by CM Navock, to approve the installation of the columns and renovation of front entry way area. Motion carried. Once the decision was made to proceed with the project, the City Manager asked the City Council to approve a building permit for the work.

Motion by CM Navock, second by CM Jacobson, to approve the building permit for 4205 Main Street (City Hall) to replace the columns and renovate the front entry way area. Motion carried.

2. **South Cade Road:** Plans are to send out Requests for Proposals for the South Cade Road culvert replacement project on September 10<sup>th</sup> so estimates can be available for the City Council on September 24<sup>th</sup>. Cost for a 14-gauge pipe is \$2,100 and for the heavier 12-gauge pipe is \$2,700. Recommend purchasing the heavier duty pipe.

Consensus of the City Council was to purchase the heavier duty pipe.

3. **Walter Street:** The contractor has completed the installation of the new water main on Walter Street. The DPW plans to add crushed limestone to fill in settled areas. The work by the DPW should be completed the week of September 10<sup>th</sup>.
4. **Fire Hydrant Flushing:** The DPW will conduct hydrant flushing September 24-28. 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.
5. **4217 Main Street:** The Burger/Mr. Ed's Building was sold last week. The new owners plan to open a gym/fitness center. The request for permits is being completed by the new owners. Expect to schedule a special meeting of the Planning Commission for September 20<sup>th</sup> to review the proposed plans. They are hoping to open by November.
6. **9/11 Memorial Bike Run:** The Brown City Fire Department is hosting a motorcycle run in honor of 9/11 and the Brown City 9/11 Memorial in Saturday, September 15<sup>th</sup>. This "poker run" will leave Brown City and visit four other areas fire departments and return to the City.
7. **EVIP:** The deadline for Phase I (Accountability and Transparency) of the Governor's Economic Vitality Improvement Program approaching. In addition to last year's requirement for a Citizen's Guide and a Performance Dashboard, a third requirement is for a two-year Budget Report. Guidance for the report consists of the following: "a projected budget report including at a minimum the current fiscal year and a projection for the immediately following fiscal year. The projected budget report shall include revenues and expenses, a detailed listing of its debt service requirements, and an

explanation of the assumptions used for the projections.” Following approval by the City Council, the documents must be submitted with the appropriate paperwork to Lansing prior to October 1<sup>st</sup>. Draft copies of all three are provided. In addition to the copies sent to Lansing, they must be posted on the City’s website and a hardcopy available for review at City Hall. Phase II is due February 1<sup>st</sup>. How does the City Council wish to proceed?

Motion by CM Walters, second by CM Navock, to approve the Citizen’s Guide, Performance Dashboard, and two-year Budget Report; post on the City’s Website; have a copy available at City Hall for review by interested persons; and forward to Lansing with the appropriate paperwork and forms. Motion carried.

- 8. Actuarial Study:** The City needs to contract for a study to determine funding liability for post-retirement health care benefits. Unionized employees are covered by contract; however, a policy is not in place for non-unionized employees. Historically, the City Council has provided health care benefits at the same level as for working employees, but no formal policy exists concerning this. The City Council needs to set a policy prior to the actuarial study. How does the City Council wish to proceed?

The City Council tasked the City Manager to research associated costs and policies.

**ATTORNEY’S REPORT:** None.

**TREASURER’S REPORT:** None.

**MAYOR’S REPORT:**

1. Semiannual city manager’s evaluation is required in September. The completed evaluations submitted by the Mayor and Councilmembers were tabulated by Major Pro-Tem Miller. The City Manager received an overall score of 94% (934 out of 990 possible points).
2. Downtown Development Authority (DDA) and Planning Commission: The DDA and Planning Commission are each short a member due to the passing of Laura Carpenter. The Mayor recommends Jay Berry for appointment to the DDA and Bradley Bissett for appointment to the Planning Commission.

Motion by CM Miller, second by CM Navock, to appoint Jay Berry to the DDA to complete the term ending December 31, 2014. Motion carried.

Motion by CM Miller, second by CM Navock, to appoint Bradley Bissett to the Planning Commission to complete the term ending December 31, 2013.

**COMMITTEE REPORTS:**

1. Police-none.
2. Water & Sewer - none.
3. Tax & Finance - none. Festival Commission meets tomorrow at 6:30 pm.
4. Streets & Sidewalks – none.
5. Buildings & Grounds – none.
6. Personnel - none.

**GENERAL CONCERNS OF THE COUNCIL:** None.

1. CM Jacobson asked if the bush on the northeast corner of Vine and Welles Streets blocked the view of drivers. The Police Chief was tasked to check.
2. City Clerk Pavel expressed concern about the West Nile Virus and standing water on the Exchange State Bank lot. City Manager tasked to investigate.
3. CM McIvor asked for an estimate to pulverize and shape the asphalt on Maple Street east of Merrill Street.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Miller, second by CM Navock, to adjourn at 7:34 p.m. Motion carried.

Respectfully submitted,

Clinton K. Holmes  
City Manager