

The Crosswell City Council met in Regular Session August 15, 2011, at the William Aitkin Memorial Library, 111 N. Howard Ave., Crosswell, MI. Mayor McMillan called the meeting to order at 7:30 P.M.

Present: M. McMillan, M. Willis, J. Geiger, L. Krawczyk, R. Butler
Administration: City Administrator John Espinoza, City Clerk Suzanne Dobson
Guests: Jeffersonian Reporter Margaret Whitmer, Gabrielle Wenzel

I. **PLEDGE OF ALLEGIANCE:**

II. **APPROVAL OF MINUTES** from the Regular Council Meeting of August 1, 2011

Geiger moved to approve the minutes of August 1, 2011 as presented, second by Krawczyk. Motion Carried.

III. **PUBLIC COMMENTS:**

None

IV. **APPROVAL OF AGENDA:**

Butler moved to approve the agenda as presented, second by Geiger. Motion Carried.

V. **CORRESPONDENCE:**

- a. Michigan Municipal League Annual Meeting: Receive and file.
- b. Planning & Zoning Seminar: Receive and file.

VI. **ADMINISTRATOR'S REPORT:**

- Deadline for Council Petition is Aug 16 at 4:00 p.m.

VII. **COUNCIL MEMBER REPORT:**

- A. McMillan: 1. Trees – Plan for removal and replacement and inspection
- B. Willis: No report
- C. Geiger: 1. Smell in the neighborhood is still there; 2. Swinging Bridge Festival good job; 3. Wells St., bldg.
- D. Krawczyk: No report
- E. Butler: 1. Wells St. sidewalk replaced; 2. Status of State St. Ans: Should be done by the end of the week.

VIII. **UNFINISHED BUSINESS:**

- a. Retirees – Cost of Living: The cost of the 1.5% is high due to no increase last year. Last year MERS said we could not give an increase, but then they changed the ruling and said city would have to pay upfront. City decided no increase.

Geiger moved to approve a \$12.00 COLA increase for the retirees.

Geiger withdrew his motion.

Council would like to speak with a MERS Representative.

McMillan moved to table until after speaking with the MERS Representative, second by Butler. Motion Carried.

b. Supervisors Wages:

Recommendation from the City Administrator for the 1.5% wage increase that is in the 2011/2012 budget.

Discussion of local wages; parity; job duties of other municipalities.

Geiger moved to give ½ percent raise for the Clerk, Treasurer, Administrator, Wastewater Supervisor, D.P.W. and Police Chief with a re-evaluation in 6 months, second by Willis.

Roll Call Vote: Geiger, yes; Willis, yes; Krawczyk, no; Butler, no; McMillan, no. 2 yeas, 3 nays.
Motion Denied.

Geiger moved to review again after six months into the fiscal year, second by Willis. Motion Carried.

IX. NEW BUSINESS:

a. Building Inspector Contract:

McMillan moved to approve the Building Inspector Contract with Barbara Cutcher, second by Krawczyk.

Roll Call Vote: McMillan, yes; Krawczyk, yes; Geiger, yes; Butler, yes; Willis, yes. 5 yeas, 0 nays.
Motion Carried.

CONTRACT BETWEEN THE CITY OF CROSWELL AND BARBARA CUTCHER

JOB: I, Barbara Cutcher, as Building Inspector and Deputy Zoning Administrator hereby agree to execute and abide by, to the best of my ability the following duties:

Full and complete understanding of local Zoning Ordinances, International Building Code and International Residential Code, rules, regulations and standards.

Administer all required procedures, notices, permits and plan reviews required by the Zoning Ordinances, IBC and IRC as per Michigan State Construction Regulations and the City of Croswell.

Work with the general public to explain relevant Building Codes, Zoning requirements and the rights of Landowners.

On site compliance inspections to verify that all Zoning and Code requirements are met, maintain construction files, keep City Office updated with permits, bond information, etc. and keep City Administrator informed and updated on the Building Department.

Hours available to the public – Tuesday will be in the office; Monday through Friday 8:00 a.m. to 4:00 p.m. available by cell phone.

The City of Croswell will reimburse Ms. Cutcher for all calls she makes from her home that are job related. They will supply all necessary and required supplies for the Building Department. The City will share equally with other Townships that Ms. Cutcher shall contract with, the cost of any required classes and expenses that are necessary for the job.

The City of Croswell engages the services of Barbara Cutcher as Building Inspector for a period of one year beginning September 1, 2011 and ending August 31, 2012. Wages shall be as follows and paid as per request when given in writing and approved by City Clerk.

Building Inspector will do the necessary inspections on rental housing units at a pay of \$35.00 per hour which will include the inspection, reports and follow-ups. Building Inspector pay for the Building Department will be a yearly retainer amount of \$1,000.00; \$35.00 per inspection for all residential construction. There will be no charge for Plan Review on residential construction unless the job is over 3500 square feet. The fee to be paid to the Inspector will be \$40.00 per hour which will be paid by the Applicant and figured as part of his or her permit fee. Commercial and Industrial inspection will be 80% of the building permit and 85% of the Plan Review. Any re-inspections necessary will be an additional \$35.00 paid to the Inspector. (\$40.00 will be charged to the holder of the permit.)

This contract will be negotiable yearly and may be terminated by any involved party within thirty (30) days of written notice.

I, Barbara Cutcher, and the City of Croswell do hereby agree to all the terms of this agreement.

Barbara Cutcher, Building Inspector

Date

John Espinoza, City Administrator

Date

X. **PUBLIC COMMENTS**
None

XI. **APPROVAL OF ACCOUNTS PAYABLE:**
Butler moved to approve the Accounts Payable for the amount of \$284,181.49 and the bills be paid, second by Willis. Motion Carried.

XII. **ADJOURNMENT:**
With no further business Mayor McMillan adjourned the meeting.
Meeting adjourned at 8:30 p.m.

Suzanne Dobson, CMC
City Clerk

Michael McMillan, Mayor