

The Crosswell City Council met in Regular Session December 17, 2012, 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: Michigan Municipal League Representative Karl Tomion, Police Chief Dave Hall

MOMENT OF SILENCE WAS HELD FOR THE VICTIMS IN CONNECTICUT

- I. **PLEDGE OF ALLEGIANCE:**
- II. **APPROVAL OF MINUTES** from the Regular Council Meeting of December 3, 2012. Krawczyk moved to approve the minutes of December 3, 2012 as presented, second by Geiger. Motion Carried.
- III. **PUBLIC COMMENTS:**
None
- IV. **APPROVAL OF AGENDA:**
Butler moved to approve the agenda as presented, second by Willis. Motion Carried.
- V. **CORRESPONDENCE:**
 - a. Sanilac County Road Commission Mtg.: Willis moved to receive and file, second by Butler. Motion Carried.
- VI. **ADMINISTRATOR'S REPORT:**
 - Chief Hall gave a presentation on the assurance of working with the school for safety.
 - CDBG Grant for Downtown Streetscape is due Dec. 21st. – Award will be in the Spring 2013
 - Fleis & Vandenbrink – WWTP Upgrade Engineers would like a meeting with council. Mayor McMillan set the meeting for January 7, 2013 at 7:00 p.m.
 - Mainstreet project is on track.
- VII. **COUNCIL MEMBER REPORT:**
 - A. McMillan: Congratulations to John on his new position and wish him luck in his new endeavors. Merry Christmas & Happy New Year to everyone
 - B. Willis: State St. is uneven. Ans: That is how it will be for now.
 - C. Geiger: 1. Bricker Building. Ans: Brownfield paperwork has been submitted. It will cost \$40,000 just for environmental; 2. Crosswell Milling building fall apart. Ans: Will contact Building Inspector.
 - D. Krawczyk: No report
 - E. Butler: No report

VIII. UNFINISHED BUSINESS:

a. Retirees – COLA:

Geiger moved to adopt Resolution #12-17-2012 #1 authorizing a 2% increase for 2013 for retirees in division 01 that have been retired 25 years or more, second by Willis.

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

Butler moved to adopt Resolution #12-17-2012 #2 authorizing \$1.00 a month increase for 2013 for retirees in division 01 for retirees that have been retired less than 25 years, second by Krawczyk.

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

Butler moved to adopt Resolution #12-17-2012 #2 authorizing \$1.00 a month increase for 2013 for retirees in division 02, second by Krawczyk.

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

IX. NEW BUSINESS:

a. Christmas Decoration Contest:

Willis moved to approve the disbursement of disbursement of \$200 as designated to the Christmas Decoration winners, second by Krawczyk. Motion Carried.

1 st Place - \$50	Ashby, 268 George V
2 nd Place - \$40	Meneghin, 122 Mills
3 rd Place - \$30	Macklem, 347 Jackson St.
4 th Place - \$20	Lemeke, 115 Mills

\$10.00 Credit Winners:

Garza, 168 Croswell Ave.
Thompson, 285 Jackson St.
Hulverson, 267 George V
Pink, 121 Black River
Torrez, 363 Jackson Ct.
McLachlan, 221 Melvin

Honorable Mentions:

Turner, 216 N. Howard	Ledford, 211 N. Howard
Mendoza, 5575 Lancaster	Kuhn, 5543 Lancaster
Torrez, 5595 Lancaster	Pabst, 14 S. Howard
Merkau, 4 W. Harrington	Wedge, 39 N Flower
Rankin, 131 Wells	

b. Aitkin Memorial District Library Appointment:

Geiger moved to appoint Diane Black and Diane Merkau to the Aitkin Memorial District Library Board of Trustees for a four year term ending December 31, 2016, second by Willis. Motion Carried.

c. State of Michigan – Audit Corrective Action Plan – Resolution:

Geiger moved to adopt Resolution #12-17-2012 #4 the 2012 Audit Corrective Action Plan, second by Willis.

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

Resolution #12-17-2012 #4
AUDIT CORRECTIVE ACTION PLAN

The City Council of the City of Croswell, Sanilac County, Michigan, hereby resolves to adopt the following corrective action plan (CAP).

WHEREAS, the City of Croswell fiscal year audit of 2012 has been reviewed by the State of Michigan Local Audit and Finance Division and has identified issues on the auditing procedures report (APR);

WHEREAS, actual expenditures exceed the amounts authorized in the budget, and;

WHEREAS, there were reported deficiencies included with the audit report.

NOW, THEREFORE BE IT RESOLVED, the City proposes corrective action as follows for each item noted by the State of Michigan Local Audit and Finance Division as follows:

03. General Fund Public Works expenditures exceed budget by \$5,912.

Corrective action – this was a clerical error in totaling or recording that this will, in the future, be more closely monitored to prevent this from occurring.

18. Auditors recommend adjusted journal entries and prepare the audited statements.

Corrective action – this has been reviewed by the management and City Council and the City believes it is in its best interest to make no changes. The City reviews the audit work, reports and AJE's from the auditors and believes that the City management and Council is capable of understanding the work done and accepting responsibility for the results.

CERTIFICATION

I, SUZANNE DOBSON, City Clerk of Croswell, do hereby certify that Resolution #12-17-2012 #4 was adopted by the City of Croswell at a Regular meeting of the City of Croswell Council held at the Wm. Aitkin Memorial Library on the 17th day of December, 2012.

Vote on this Resolution, 5 members being present was as follows:

AYES: Geiger, Willis, Krawczyk, Butler, McMillan

NAYS: _____

Suzanne M. Dobson, City Clerk

Michael McMillan, Mayor

d. Resolutions Authorizing notice of Intent to Issue Bonds:

1. Water:

Butler moved to adopt Resolution #12-17-2012 #5 authorizing notice of intent re Act 94 requirements and Declaration Of Intent to reimburse(Water Supply System Improvements), second by Geiger.

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

2. Sewer:

Willis moved to adopt Resolution #12-17-2012 #6 authorizing notice of intent re Act 94 requirements and Declaration Of Intent to reimburse(Sewage Disposal System Improvements), second by Butler.

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

e. City Administrator Search – Karl Tomion:

Karl Tomion with the Michigan Municipal League will be performing the City Administrator search. Mr. Tomion reviewed the steps and timeline that would be taken for the procedure. Mr. Tomion and Council reviewed an “Ideal Candidate” profile worksheet.

Summary will be sent to the clerk by 12/28 request a review by 1/3/2013. Closed Session meeting will be held on 2/11/2013 for review of the resumes and interviews to be held on 2/12/2013 beginning at 10 a.m.

McMillan moved to amend the agenda to add item f. Acting City Administrator appointment to the agenda, second by Butler.

f. Acting City Administrator appointment:

Willis moved to appoint City Clerk Sue Dobson Acting City Administrator with the policy set pay for the Acting position until Interim City Administrator is appointed, second by Butler.

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

X. **PUBLIC COMMENTS**

None

XI. **APPROVAL OF ACCOUNTS PAYABLE**

Butler moved to approve the Accounts Payable for the amount of \$438,474.00 and the bills to be paid, second by Geiger. Motion Carried.

XII. **ADJOURNMENT:**

With no further business Mayor McMillan adjourned the meeting.

Meeting adjourned at 9:50 p.m.

Suzanne Dobson, CMC
Crosswell City Clerk

Michael McMillan, Mayor