

The Croswell City Council met in Special Session March 25, 2013, at the William Aitkin Memorial Library, 111 N. Howard Ave., Croswell, MI. Mayor McMillan called the meeting to order at 7:00 P.M.

Present: M. McMillan, M. Willis, J. Geiger, L. Krawczyk, R. Butler
Administration: Interim City Administrator Amy Planck, City Clerk Suzanne Dobson
Guests: Treasurer Susan Vallee, EMS Director Jeff Dawson, DPW Supervisor Mark Vincent, Electric/Water Supervisor Jack Williams, WWTP Supervisor Dave Steele, Police Chief Dave Hall, Steve O'Connor, Paul Nehmer, Troy Todd, John Peck

I. **PLEDGE OF ALLEGIANCE**

II. **PUBLIC HEARING – MEDC Community Development Block Grant Program:**

Geiger moved to open the Public Hearing to hear comments on the MEDC Community Development Block Grant Program, second by Butler. Motion Carried.

The City of Croswell intends to apply for a \$253,000 grant to be used for public infrastructure improvements. These improvements are expected to enhance the community infrastructure.

Public Hearing will be held open.

III. **BUSINESS:**

a. **2013/2014 Budget Preparation:**

Council reviewed the project list with the Supervisors.

Elections - 191

- ☉ 1 Elections - 13/14 year – City General (Nov ‘13)

Clerk - 215

- ☉ Michigan Assoc. of Municipal Clerk Conference – June 2014

Treasurer – 253

- ☉ Michigan Assoc. of Treasurer Institute (Lois) – April 2014

City Hall - 265

- ☉ Shelving – upstairs - 300
- ☉ Desk Chairs – research cost

Cemetery – 276

- ☉ New Sign on Black River Rd. - 2,500
- ☉ Supply of Footings - 1,000

Police – 301

- ☺ Full Time 70,726 – Part time 30,000 (allowed 12/13 budget) = 40,726
- ☺ 1 additional day – Secretary – 5,000
- ☺ Car – 35,000

Fire Dept. – 336

- ☺ Fire Hose – 5,000
- ☺ Ladder Test – 1,500
- ☺ Turn out gear (4) – 8,000
- ☺ Paint Fire Hall – 1,000
- ☺ Sinking Fund – 10,000 – towards Jaws of Life
- ☺ Hose Test - ??

D.P.W.

- ☺ Residential Sidewalks - 10,000
Need to establish sidewalk plan. Amy stated that there is a free software with the State to assist with sidewalks. Also could consider “mud jacking” sidewalks.
- ☺ D.P.W. Street Lighting - 75,000 – DIG Grant - City portion – this will be transferred from Electric Dept.
\$75,000 Electric; \$15,000 Downtown Development Authority; \$15,000 In-Kind services

Parks – 772

- ☺ Pavilion - 4,000 ?????
The DNR Park Grant applications should be coming out in the Spring, this would be a possibility for assistance with the Pavilion

Grants & Services - 999

- ☺ EMS services – 30,747

MAJOR STREETS (202)

- ☺ Street Maintenance
 - ✓ 65,000 N. Howard from Maple to Harrington – grinding of street.
- ☺ Shoulder Maintenance
 - ✓ 2,000 Emergency tree trimming
- ☺ Bike Path – Croswell Rd. – Patch work - 500

LOCAL STREETS (203)

- ☺ Street Maintenance
 - ✓ Patch Work - 2,500
- ☺ Shoulder Maintenance
 - ✓ \$2,000 Emergency tree trimming
- ☺ Bike Path – M90 - 10,000 black top overlay

TIFA (247)

- ☺ Fire Truck Loan - 50,000 6 years
- ☺ Miller, Canfield – Tifa Plan – 5,000 – rewrite

E.D.C. (275)

- ☺ Assist WWTP upgrade – 8,000 approved – 6,800 available

D.D.A. (494)

- ☺ DIG Grant – 15,000
- ☺ N. Howard Project – 70,000
- ☺ Swinging Bridge Festival – 4,000
- ☺ Bricker Building – 4,500
- ☺ Enhancement Grants – 10,000

AMBULANCE (505)**REVENUE**

- ☺ Medical Control – 10,000 – medical item only

EXPENDITURES

- ☺ Sinking Fund – 10,000 – saving for Ambulance
 - 1 – 2006; 2 – 2008 – all are over 100,000 miles

ELECTRIC (582)

- ☺ Lineman ??????
- ☺ New Line Construction – Crowell Rd. & Seltzer Rd. – 25,000 – burying wire
- ☺ Line Maintenance
 - Phase Monitor – 4,000
 - Contracted Services - Emergency Help – 15,000
- ☺ Capital Outlay
 - Administration
 - Mini Van – 30,000 – current van is a 2005
 - Line Maintenance
 - Bucket Truck – ~~84,000~~ 79,102 – replace 1995 truck
 - Dump Box 6,000
- ☺ Generation
 - Mufflers – 20,000
 - Roof – 9,000
- ☺ Substation
 - Reclosure – 25,000
 - Tap Changer – 10,000
- ☺ Transfer to General to cover D.P.W. Street Lighting Cost – 147,530
- ☺ Fund Transfer ??????

SEWER (590)

REVENUE

- ☺ Increase Service fee 8.35 to 9.35 (generates 82,275)
- ☺ Increase Repair & Maintenance Fee – 5.00 to 15.00 (generates 133,338)

EXPENDITURE

- ☺ Sinking Fund – 40,200
 - 12,000 yearly Sludge
 - 23,200 – RRI for USDA loans
 - 5,000 – Truck
- ☺ Safety clothing increase for Coveralls for testing
- ☺ Ferric Chloride – may need more – increase in Plant Oper., materials
- ☺ Old meter replacement - \$4,000 – cost share with Water
- ☺ Lakeview Hills lift station – Rehab – 48,000
- ☺ Main Lift Station – Pump 6,300
- ☺ Capital Outlay – Plant Operations – RBC Aerating – 30,000
- ☺ New Line Construction – Sidewalks – N. Howard Project – 12,000
- ☺ N. Howard Project
 - Bond Payment & Interest – 24,316
 - Reserve Requirement 4,933

WATER (591)

- ☺ Publication of water notice each year – 1,500
- ☺ Schooling – 1,000 for two
- ☺ Doors (2) - \$1,000
- ☺ Consumer Service
 - Capital Outlay – Truck - 22,000 – water fund has not purchased a vehicle in a while, this would replace the 2002 pickup
- ☺ Sinking Fund - Water tower - 13,000
- ☺ Old meter replacement – 4,000 – cost share with Sewer
- ☺ Retention Tank/Aerator & Media Holding Tank- 150,000 – 60 years old
- ☺ New Line Construction – Sidewalks – N. Howard Project – 12,000
- ☺ N. Howard Project
 - Bond Payment & Interest – 26,976
 - Repair & Maintenance – 3,000

DPW EQUIPMENT (661)

- ☺ Tires - ~~\$16,000~~ 1,000

Note - Each fund is now establishing a “Sinking Fund” where they will transfer cash into each year to save for the purchase of equipment.

Council thanked Supervisors for attending to review the Project List.

b. Department of Public Services:

Interim City Administrator Planck presented the job description for Director of Public Services.

Discussion

- Does not address knowledge of electric dept. (Willis)
- Continue an Electric/Water Superintendent for that dept. (Williams)
- Post Lineman position

Geiger moved to table the job description of the Department of Public Service until after the new City Administrator starts, second by McMillan. Motion Carried.

c. Community Development Block Grant:

1. Close Public Hearing:

Mayor McMillan asked if there were any comments or questions regarding the Michigan Economic Development Corp. Community Development Block Grant.

No comments or questions.

Butler moved to close the Public Hearing at 9:13 p.m. of the MEDC Community Development Block Grant, second by Krawczyk. Motion Carried.

2. Resolution

Geiger moved to adopt Resolution #03-25-2013 Downtown Infrastructure Grant, second by Willis.

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

RESOLUTION #03-25-2013
Downtown Infrastructure Grant

Whereas, the Council of the City of Croswell is proposing for improvements to the traditional downtown area for the City of Croswell and is requesting \$253,000 through the Michigan Economic Development Corporation's Michigan Community Development Block Downtown Infrastructure Grant (DIG) Grant Program with local funds of \$105,875 from the City (D.D.A, Electric, etc.) Funds, for a \$358,875 Project, and

Whereas, City's Master Plan from September 2000 states to maintain and improve the public infrastructure within the central business district; Downtown Development Plan outlines the reconstruction of Howard Avenue, and

Whereas, by upgrading and improving the downtown infrastructure proposed in the MEDC applications, a more reliable infrastructure is provided that benefits the whole community by providing a safe, vibrant and economically strong downtown area, and

Whereas, the proposed project is consistent with the local community development plan as described in the Part 2 Application, and

Whereas, the contractor who is awarded the construction project will be required to meet state and federal WBE/DBE requirements as part of their bid, and

Whereas, the proposed project would not displace any people of low or moderate income or result in a loss of housing units, and

Whereas, once complete, the improvements will benefit the entire community, which therefore benefits the entire low to moderate-income residents of the City of Croswell, and

Whereas, local costs and other funds to be invested in the project have not yet been expended and will not be expended prior to a formal grant award, completion of the environmental review procedures, and formal written authorization is received from the Michigan Economic Development Corporation,

Now, therefore be it resolved, that the City of Croswell hereby authorizes Amy Planck, Interim City Administrator, to submit the Michigan CDBG Application and

Furthermore, Amy Planck, Interim City Administrator is authorized to sign the application forms and all grant related documents and to serve as environmental review certifying officer,

Now, therefore be it resolved, that the Croswell City Council of Croswell does hereby adopt this resolution.

CERTIFICATION

I, Suzanne Dobson, City Clerk of Croswell, do hereby certify that Resolution #03-25-2013 was adopted by the City of Croswell at a Special meeting of the City of Croswell Council held at the Wm. Aitkin Memorial Library on the 25th day of March, 2013.

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

AYES: Geiger, Willis, Krawczyk, Butler, McMillan

NAYS: _____

Suzanne M. Dobson, CMC
City Clerk

Michael McMillan, Mayor

IV. ADJOURNMENT:

With no further business Mayor McMillan adjourned the meeting.
Meeting adjourned at 9:15 p.m.

Suzanne Dobson, CMC
Croswell City Clerk

Michael McMillan, Mayor