

The Crosswell City Council met in Regular Session January 18, 2016, at the Crosswell Community Center, 124 N. Howard Ave., Crosswell, MI. Mayor McMillan called the meeting to order at 7:30 P.M.

Present: Michael McMillan, Mary Willis, Rob Butler, Cindy Fockler, John Geiger (late)
Administration: City Clerk Suzanne Dobson
Guests: Fleis & Vandenbrink Rep Gary Bartow, Denise Slone, Jeffersonian Reporter Margaret Whitmer

I. **PLEDGE OF ALLEGIANCE:**

II. **APPROVAL OF MINUTES** from the Regular Council Meeting of January 4, 2016
Butler moved to approve the minutes of January 4, 2016 as presented, second by Willis.
Motion Carried.

III. **PUBLIC COMMENTS:**
None

IV. **APPROVAL OF AGENDA:**
Add under New Business item c. February 1, 2016 Council Meeting time change.

Willis moved to approve the agenda as amended, second by Fockler. Motion Carried.

V. **FLEIS & VANDENBRINK - Professional Service Agreement & Wastewater Improvement:**
Council Member Geiger arrived during Fleis & Vandenbrink presentation.

1. Professional Service Agreement - SAW Grant:

Fleis and Vandenbrink Engineer Gary Bartow presented a Professional Service Agreement for the SAW Grant - GIS Software/Hardware/Training; Wastewater Asset Management Plan; Stormwater Asset Management Plan.

Fleis & Vandenbrink - \$733,991; City portion \$376,470; total SAW Application \$1,110,461.

Butler moved to enter into the Professional Service Agreement with Fleis & Vandenbrink for the SAW Grant, second by Willis.

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

2. Wastewater Improvement - Sludge Press:

Request from Fleis & Vandenbrink to submit a Design/Build Proposal for Wastewater Treatment Plant & Pump Station Improvements. F&V will gather the specs from designers, review the specs and present to the City for approval of preferred equipment.

McMillan moved to approve for Fleis & Vandenbrink to present a Design/Build Proposal for

Wastewater Treatment Plant & Pump Station Improvements Contract, second by Geiger.

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

VI. **CORRESPONDENCE:**

None

VII. **ADMINISTRATOR'S REPORT:** Absent

Email report submitted

- Had a meeting with a World Class Disc Golf Course designer and the local disc golf group. Disc Golf group will present a design at the next park meeting.
- Received over 60 applicants plus 40-50 that were on file from last year for the DPW position. Goal is to fill position by the end of the week.
- Met with a group to set up canoe and kayak rental on Black River

VIII. **COUNCIL MEMBER REPORT:**

- A. McMillan: No report
- B. Willis: No report
- C. Geiger: No report
- D. Butler: No report
- E. Fockler: Disc Golf in winter going good; Driveway into Riverbend Park is not solid; Incentive for small business to rent a store front (utilities, rent?)

Will pass message on to City Administrator to check the funding with the County Park Millage; DDA store incentive; MEDC Small Business program.

IX. **UNFINISHED BUSINESS:**

None

X. **NEW BUSINESS:**

- a. Server & Software Upgrade:

Server - Precision Computer Solutions - \$8,437

.Net Software (Tax & Assessing upgrade) - BS&A Software - \$7,090

*AP, CR, GL, PA, UB Software - BS&A Software - \$47,545

Cemetery Software - BS&A Software - \$5,490

Pontem Software - \$6,360

Total Package - \$68,562

General Fund - **\$24,258.50**

- City Hall
- Police
- Fire Dept
- D.P.W.
- Garbage Service

Major Streets
Local Streets
T.I.F.A.
D.D.A.
Ambulance
Electric
Water
Sewer
$\$4,851.70 \times 8 = \mathbf{\$38,813.60}$
Perpetual Care - \$5,490 (Cemetery Software) Cemetery Board has given their blessing on this purchase.

Grand Total - \$68,562.10

*Accounts Payable, Cash Receipts, General Ledger, Payroll, Utility

Also attached is a letter from the Assessor regarding the BS&A .Net for assessing.

Recommended motion - to approve the purchase of a Server from Precision Computer Solutions and Software from BS&A Software Co., with a loan from Electric Fund to General for 2 years at 3% for the amount of \$24, 258.50 to cover General Fund portion.

Discussion - EMS invoicing; Other Dept invoicing; Redunacy; Credit Card & Online pay.

McMillan moved to purchase the server and software from Precision and BS&A as presented with the condition that card payment system is included, second by Butler.

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

b. 2016 Poverty Exemption Resolution:

Geiger moved to adopt Resolution 1-18-2016 for Poverty Exemption, second by Butler.

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

**RESOLUTION #01-18-2016
RESOLUTION FOR POVERTY EXEMPTION**

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Croswell City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Croswell of Sanilac County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines for 2016 Assessments

**Number of Persons Residing
in the Principal Residence**

**Poverty Guidelines
Annual allowable income**

Size of Family/ Household	Maximum Total Income
1	11,770
2	15,930
3	20,090
4	24,250
5	28,410
6	32,570
7	36,730
8	40,890
Additional Person	4,160

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the

Assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

The foregoing resolution offered by City Council Member Geiger and supported by City Council Member Willis.

CERTIFICATION

I, SUZANNE DOBSON, City Clerk of Croswell, do hereby certify that Resolution #01-18-2016 was adopted by the City of Croswell at a regular meeting of the City of Croswell Council held at the Croswell Community Center on the 18th day of January 2016.

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

AYES: Geiger, Butler, Willis, Fockler, McMillan

NAYS: _____

Suzanne M. Dobson, CMMC
City Clerk

Michael McMillan, Mayor

c. February 1, 2016 Council Meeting time change:

Clearzoning Inc. has scheduled a City of Croswell Boards & Commissions meeting for February 1st at 6:00 p.m., that is a Council meeting night. Recommendation from the City Administrator to change the meeting time from 7:30 p.m. to 5:30 p.m.

Fockler moved to change the time of the Croswell City Council meeting of February 1, 2016 from 7:30 p.m. to 5:30 p.m., second by Butler. Motion Carried.

XI. PUBLIC COMMENTS

None

XII. APPROVAL OF ACCOUNTS PAYABLE

Fockler moved to approve the Accounts Payable for the amount of \$572,203.35 and the bills be paid, second by Willis. Motion Carried.

XIII. ADJOURNMENT:

With no further business Mayor McMillan moved to adjourned the meeting.
Meeting adjourned at 8:26 p.m.

Suzanne Dobson, CMMC
Croswell City Clerk

Michael McMillan, Mayor