

The Croswell City Council met in Regular Session May 2, 2016, at the Croswell Community Center, 124 N. Howard Ave., Croswell, MI. Mayor McMillan called the meeting to order at 7:30 P.M.

Present: Michael McMillan, Mary Willis, John Geiger, Rob Butler, Cindy Fockler

Administration: City Administrator Sam Moore, City Clerk Suzanne Dobson

Guests: Ryan Markel, Denise Slone, Justin Faber, Eric Bowerman, Jeremy McClellan, Jeffersonian Reporter Margaret Whitmer

I. **PLEDGE OF ALLEGIANCE:**

- II. **APPROVAL OF MINUTES** from the Regular Council Meeting of April 18, 2016; Special Meeting of April 25, 2016

Butler moved to approve the minutes of April 18, 2016 and April 25, 2016 as presented, second by Willis. Motion Carried.

III. **PUBLIC COMMENTS:**

Justin Faber announced his candidacy to represent Sanilac and St. Clair County residents in the Michigan House of Representatives.

IV. **APPROVAL OF AGENDA:**

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

V. **CORRESPONDENCE:**

a. Downtown Development Authority minutes - April 21, 2016:

b. Legislative Update:

Fockler moved to receive and file correspondence, second by Willis. Motion Carried.

VI. **ADMINISTRATOR'S REPORT:**

- New Grant Program for Infrastructure

VII. **COUNCIL MEMBER REPORT:**

A. McMillan: No report

B. Willis: Join Hands Day is May 7 - Disc Golf - Sponsored by the Gleaners

C. Geiger: Cracks in N. Howard Ave., north of Harrington are getting worse

D. Butler: Sand on Harrington Rd.? Ans: Free from Michigan Sugar, making walking path on Harrington wider.

E. Fockler: P. L. Graham Park stipulations need to be put in writing. Ans: Will be meeting with Blue Water Council regarding the Park; Need to make Depot Dr. a roadway. Ans: Railroad owns

VIII. **UNFINISHED BUSINESS:**

None

IX. **NEW BUSINESS:**

- a. Assessor Contract: Willis moved to approve the Assessor Agreement for July 1, 2016 to June 30, 2017, second by Butler.

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

- b. Lions Club - White Cane Week - May 6-7, 2016: Approval for the Lions Club to hold the White Cane Sale on the city corners May 6-7, 2013, second by Butler. Motion Carried.

- c. Delinquent Utilities to Tax Roll - Resolution:
Fockler moved to adopt Resolution #05-02-2016 #1 Authorizing the City Clerk to charge unpaid and delinquent public utility fees to the city tax roll, second by Geiger.

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

RESOLUTION #05-02-2016 #1

RESOLUTION AUTHORIZING THE CITY CLERK TO CHARGE UNPAID AND DELINQUENT PUBLIC UTILITY FEES TO THE CITY TAX ROLL.

WHEREAS, The City Clerk shall prepare and file with the City Council a statement of such public utility rates which on the said date have remained unpaid and delinquent for a period more than six (6) months;

WHEREAS, The City Council shall by Resolution direct the Clerk to charge such amounts and penalties thereon against the real property of such owners in the general tax roll of the city becoming due on the following July 1, as provided in Section 72 of the charter of the City of Croswell.

WHEREAS, such amounts shall be collected, and charged with the same interest, penalties, and collection fees as other taxes until paid.

NOW, THEREFORE, BE IT RESOLVED, the Croswell City Council directs the City Clerk to apply the unpaid and delinquent public utility fees, as listed on the attached statement, against the real property of such owners in the general tax roll of the city becoming due on July 1, 2016.

CERTIFICATION

I, Suzanne Dobson, Clerk of Croswell, do hereby certify that Resolution #05-02-2016 #1 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 2nd day of May, 2016.

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

AYES: Fockler, Geiger, Butler, Willis, McMillan

NAYS: _____

Suzanne Dobson, CMMC
Croswell City Clerk

Michael McMillan, Mayor

d. Competitive Bidding - Resolution:

Geiger moved to adopt Resolution #05-02-2016 #2 establishing dollar amount for competitive bidding for fiscal year 2016-2017, second by Willis.

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

RESOLUTION #05-02-2016 #2

RESOLUTION ESTABLISHING DOLLAR AMOUNT FOR COMPETITIVE BIDDING FOR FISCAL YEAR 2016-2017

WHEREAS, The Croswell City Charter, Chapter VIII, Section 8.9 Purchasing Procedure requires City Council to set the competitive bidding amount required for City purchases;

WHEREAS, May of each year City Council shall set the competitive bid amount for the fiscal year beginning July 1st.

WHEREAS the amount set for competitive bidding for the 2016/2017 fiscal year is \$5,000.00; purchases between \$1,500.00 and \$5,000.00 must receive 3 quotes and submit to the City Administrator;

NOW, THEREFORE, BE IT RESOLVED, the Croswell City Council has set the competitive sealed bid amount at \$5,000.00 for the fiscal year of 2016/2017; purchases between \$1,500.00 and \$5,000.00 must receive 3 quotes and submit to the City Administrator. The bid/quote selected is the one that provides the highest acceptable quality at the lowest price.

CERTIFICATION

I, SUZANNE DOBSON, City Clerk of Croswell, do hereby certify that Resolution #05-2-2016 #2 was adopted by the City of Croswell at a Regular meeting of the City of Croswell Council held at the City of Croswell Community Center, on the 2nd day of May, 2016.

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

AYES: Geiger, Willis, Butler, Fockler, McMillan

NAYS: _____

Suzanne Dobson, CMMC
Croswell City Clerk

Michael McMillan, Mayor

e. City Fee Schedule - Resolution: Discussion of 2% increase for electric, water, sewer fees and adding language for future years of the cost of living.

Willis moved to adopt Resolution #05-02-3016 #3 City Fee Schedule with the following wording, " Effective July 1, 2017 and on this date each year thereafter, all electric-sewer-water rates as described in this resolution as follows will be increased the cost-of-living as determined by the All

Urban Consumers Index, U.S. City Average (ASCA), as supplied by the Bureau of Labor Statistics, on the 1st day of January immediately preceding the July 1st date of adjustment, not to exceed 2%, unless or until such time as new rates are set by the City Council." to be added for the electric, water and sewer rates, with a 2% increase effective July 1, 2016, second by Fockler.

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

CITY OF CROSWELL
RESOLUTION #05-02-2016 #3
CITY OF CROSWELL FEE SCHEDULE

WHEREAS, the City of Croswell Council adopted Ordinance #180, to regulate and establish fees for the City of Croswell Cemetery, being Chapter 91, Section 91.03, of the City of Croswell Code of Ordinances, and;

WHEREAS, the City of Croswell Council adopted an Ordinance to regulate and establish fees for the collection of garbage and rubbish, being Ordinance Number 289, on March 2, 1998, and;

WHEREAS, the City of Croswell Charter, Chapter XII Municipal Utilities, Section 12.3 Rates states the Council shall have the power to fix, from time to time, such just and equitable rates as may be deemed advisable for supplying the inhabitants of the City and others with water; with electricity for light, heat and power; and with such other utility services as the City may provide.

WHEREAS, the City of Croswell Council adopted an Ordinance to regulate and establish fees for sewer service, being Ordinance Number 257, on June 3, 1991, and;

WHEREAS, the City of Croswell Charter, Chapter XII Municipal Utilities, Section 12.3 Rates states "the Council shall have the power to fix, from time to time, such just and equitable rates as may be deemed advisable for supplying the inhabitants of the City and others with water..." and;

WHEREAS, the City of Croswell Council amended Chapter 94: Nuisances of the City of Croswell Ordinances Section 94.100 – 94.102, to provide for Special Assessment for Local Public Improvement; Special Assessment Procedure and Special Assessment and Interest as Lien and Debt Delinquency, being Ordinance Number 314, on June 1, 2009, and;

WHEREAS, pursuant to said Ordinance that the whole or part of the expense for clean up for a violation of this Chapter is a local public improvement and may be defrayed by special assessments upon the property specially benefited by confirmation of the costs, and;

WHEREAS, remainder of fees set forth in this document are prudent, necessary and essential to carry out a just and efficient city government.

NOW THEREFORE, BE IT RESOLVED, that the Croswell City Council has determined that the following rates will be charged for the listed services beginning July 1, 2015 and shall be set until council sees fit to alter.

City Hall

	Current	Eff. 7/1/2016
Assessor Card	2.00	2.00
City Ordinances	60.00	60.00
Copies	0.20	0.20
Fence Permit	25.00	25.00
Master Plan	40.00	40.00
Mileage Rate	IRS Approved	IRS Approved
NSF Fees	25.00	25.00
Mowing - 1st time	200.00	200.00
2nd time	250.00	250.00
3rd time	300.00	300.00
capped	500.00	500.00
Rezoning Application	500/deposit	500/deposit
Solicitor's Application	Council	Council
Dept. Equipment Use	Charged at no more than MDOT Equipment Rental Rates or at Dept. Supervisor discretion	
Zoning Board of Appeals	10.00	10.00

COMMUNITY CENTER RENTAL

Fees shall be paid at the time of booking and are as follows:

	Current Fee/Security Deposit	
	City Resident	Non-City Residents
Week Days: Monday-Thursday	30.00/30.00	35.00/35.00
Weekends: Friday-Sunday	120.00/120.00	145.00/145.00
Weddings	245.00/245.00	295.00/295.00

Cancellations: For week day rentals the cancellation period is 7 days and for weekend rentals the cancellation period is 14 days. Those wishing to cancel prior to the designated cancellation period shall receive a full refund. After the cancellation period there will be no refunds.

Non-profit organizations shall post a \$30.00 deposit for a one day event and a \$120.00 deposit for a season. It can be in the form of a check that will not be cashed until the building is inspected after use.

In the event that the building is being used for more than one day, it will be inspected when it is cleaned after each use and the cleaning person will note any problems. She will notify the City

immediately if there are any issues. She will notify the office immediately if there are any charges that should be posted against the deposit.

For profit organizations shall pay the applicable rates. If they are going to be using the community center on a weekly basis they shall pay a \$100.00 security deposit for the season and the check will be held, un-cashed until the end of their commitment.

City Employees these rates apply to active City Employees:

Week Days: Monday-Thursday	25.00	1st time for the year
Weekends: Friday-Sunday	25.00	2nd time for the year
	75.00	thereafter for the year
	100.00	Fee plus \$100 security deposit shall be posted
Weddings		

ALL DEPOSITS SHALL BE HELD UNTIL THE KEYS ARE RETURNED AND THE BUILDING IS INSPECTED BY THE CLEANING PERSONNEL AND HAS SIGNED THE RELEASE OF DEPOSIT

Police Dept.	Current	Eff. 7/1/2016
Copy Accident Report	10.00	10.00
Copy Police Report	10.00	10.00
Photographs on CD	30.00	30.00
Photographs, per print	5.00	5.00
Fingerprints (city Resident)	10.00	10.00
Fingerprints (non-city Resident)	15.00	15.00
Civil Paper Service	20.00	20.00
Day Reporting	10.00	10.00
PBT	20.00	20.00
Notary Services Gun Permit	5.00	5.00
Sex Offender Registration Fee	50.00	50.00

E.M.S.

	Current	Eff. 7/1/2016
Basic Life Support Emergency	600.00	650.00
BLS Non-Emergency	600.00	650.00
Advanced Life Support Emergency	650.00	700.00
ALS Non-Emergency	650.00	700.00
ALS - 2	780.00	830.00
Treat on Scene	250.00	250.00
Treat/Release	250.00	250.00
Patient Refusal	50.00	50.00
Mileage	12.50	13.50
Oxygen	40.00	40.00
Standby	50.00	75.00

CEMETERY

Effective 7/1/2016

Spaces

Resident (City of Croswell)		\$400.00/s		
		pace		
Non resident (within Sanilac County)		\$500.00/s		
		pace		
Non resident (outside Sanilac County)		\$600.00/s		
		pace		
Opening & Closing Grave		April 1	Nov 1	
Resident (City of Croswell)		thru Oct.	thru	
Non Resident		31	31	
		\$400.00	\$450.00	
		\$500.00	\$550.00	
Cremation	No Tent	\$200.00	\$250.00	Tent Add \$200
Saturday burial add \$100.00 to opening & closing fee.				
Burials entering cemetery after 3:00 p.m. add \$100.00.				
Burials on days observed as holiday by City of Croswell double opening & closing fee.				
No Sunday burials.				
Chapel Rental	\$50.00			
Any outside equipment must be approved by the Sexton.				
Columbarium Niche				
Resident (City of Croswell)	\$500.00			
Non Resident (Sanilac County)	\$600.00			

Non Resident (outside County)	\$700.00
Opening for second cremains	\$50.00
	\$0.35/sq uare inch
Foundation Fee	

UTILITY RATES

	Current	Eff. 7/1/2016
Garbage/Recycling	13.61/m onth	13.61/month

UTILITY SHUT OFF FEES	Current	Eff. 7/1/2016
Disconnect Notice Charge per tag	5.00	5.00
Disconnect/Reconnect Charge		
During business hours	20.00	20.00
After business hours		
Weekday - before 9:00 p.m.	90.00	90.00
after 9:00 p.m.	135.00	135.00
Saturday - before 9:00 p.m.	100.00	100.00
Sunday	150.00	150.00
Holiday	168.00	168.00
Homeowners Request	20.00	20.00

ELECTRIC METER TESTING	10.00	25.00
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UTILITY DEPOSITS

	Current	Eff. 7/1/2016	
Residential - leased	200.00	200.00	Refunded after account is terminated
Property Owners	50.00	50.00	Refunded after 90 days if acct has maintained a history
Commercial/Industrial	Individual Basis	Individual Basis	
Double Deposit required to establish a new account if applicant left previous unpaid account			

ELECTRIC

ENERGY OPTIMIZATION	Current	Eff. 7/1/2016
Commercial	1 - 5 - 40	1 - 5 - 40
Residential	.00169/k whr	.00169/kwhr
Industrial	40.00	40.00

Michigan Sugar - Flat	1400.00	1400.00
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RENEWABLE ENERGY	Current	Eff. 7/1/2016
Commercial - Flat	2.57	2.57
Residential - Flat	0.47	0.47
Industrial - Flat	29.08	29.08

SEWER

SURCHARGE RATES	CURRENT	Eff. 7/1/2016
B.O.D.	.16/lbs	.16/lbs
Total Suspended Solids	.25/lbs	.25/lbs
Phosphorus	4.09/lbs	4.09/lbs
Ammonia-Nitrogen	.496/lbs **	.496/lbs **
C.O.D.	.06/lbs **	.06/lbs **
Total Dissolved Solids	.65/lbs **	.65/lbs **
NOTE: - ** surcharge rates recommended by Spicers Group in their		
correspondence dated May 12, 2011		

UTILITY TAP-IN FEES		Eff. 7/1/2016
Type	Line Size	Charge
Water - Residential	3/4"	700.00
	1"	1000.00
	2"	2000.00
	Boring	400 plus supplies
Sewer - Residential	4"	1500.00
	6"	2000.00
	8"	2500.00
	Boring	400 plus supplies
Water - Commercial/Industrial	3/4"	700.00
	1"	1000.00
	1-1/4" - 8"	*Price per site conditions
	Bore 3/4" and 1"	400.00

	1-1/4" - 8"	*Price per site conditions	
Sewer - Commercial/Industrial	4"	1500.00	
	6"	2000.00	
	8"	2500.00	
	Bore 3/4" and 1"	*Price per site conditions	
Note: *Price per site conditions and charges will be set by DPW Supervisor			
Electrical		175.00	
Whispering Pines Subdivision - Biskey Subdivision - Hannah St. Subdivision - Habitat for Humanity			
Water		300.00	300.00
Sewer		300.00	300.00
Electric		175.00	175.00

Tap-ins will only be scheduled between spring thaw and fall frost. The above charges for standard tap-ins. Additional fees will be charged for any special requirements.

Temporary electric hook ups are available for construction purposes at a rate of \$30.00/month, when the contractor applies. Tap-ins will be scheduled only after fees and utility deposit of \$50.00 has been paid.

FUTURE ELECTRIC - SEWER - WATER RATE ADJUSTMENTS

Effective July 1, 2017 and on this date each year there after, all electric-sewer-water rates as described in this resolution as follows will be increased the cost-of-living as determined by the All Urban Consumers Index, U.S. City Average (ASCA), as supplied by the Bureau of Labor Statistics, on the 1st day of January immediately preceding the July 1st date of adjustment, not to exceed 2%, unless or until such time as new rates are set by the City Council.

ELECTRIC			Current	Eff. 7/1/16 2% increase
E01	Residential Customers	Monthly Facility Charge	5.15	5.25
		All usage kwhr	0.0908	0.0926
E02	Residential – Electric Water Heater	Monthly Facility Charge	5.15	5.25
		For the 1 st 200 kwhr	0.0908	0.0926
		For the next 400	0.0757	0.0772

		kwhr		
		For all over 600 kwhr	0.0908	0.0926
E06	Residential Senior Citizen Rate	Monthly Facility Charge	5.15	5.25
		All usage kwhr	0.0844	0.086
E11	Residential – Electric Heat	Monthly Facility Charge	5.15	5.25
		For the 1 st 600 kwhr	0.0800	0.0816
		For all over 600 kwhr	0.0772	0.0787
E51	Residential – Total Electric	Monthly Facility Charge	5.15	5.25
		All usage	0.0703	0.0717
E22	Commercial	Monthly Facility Charge	10.30	10.51
		All usage	0.0969	0.0988
C2	General Demand Billed Customers	Monthly Facility Charge	20.60	21.01
		Demand Charge per kW	11.85	12.09
		All usage	0.0703	0.0717
C3	Cros-Lex Community School	Monthly Facility Charge	103.00	105.06
		All usage	0.0702	0.0716
C5B	Industry – Primary Metered	Monthly Facility Charge	195.70	199.61
		Demand Charge per kW	8.39	8.56
		All usage	0.0589	0.0624

C5A	Industry – Not Primary Metered	Monthly Facility Charge	20.60	21.01
		Demand Charge per kW	8.39	8.56
		All usage	0.0589	0.0624
Street Lighting	City	Flat Fee	3708.00	3782.16
Traffic Signal	City	Flat Fee	85.86	87.58

	Current	Eff. 7/1/2016 2% increase
<u>SECURITY LIGHTS</u>		
Security Lights - L11 150w Hps	8.50	8.67
Security Lights - L12 175/Hps & Mercury 175w	10.05	10.25
Security Lights - L12 175/Mh 175w	10.05	10.25
Security Lights - L16 1/250/Hps & Mercury 250w	13.24	13.50
Security Lights - L21 Hps 400w	21.15	21.57
Security Lights - L21 Mercury 400w	21.15	21.57
Security Lights - L2 78W L.E.D.	6.44	6.57

	CURRENT	Eff. 7/1/2016 2% increase
<u>SEWER</u>		
Residential	10.35/1,000 gals.	10.56/1,000 gals.
Residential - Flat	48.20	49.16
Flat - Half	24.25	24.74
Commercial	10.35/1,000 gals.	10.56/1,000 gals.
Commercial - Flat	23.70	24.17
City Buildings - Flat	23.70	24.17
Cedarcrest	29.70	30.29
Lakeview Hills	Double Residential Rate - Per Agreement	
Commercial - Non-city limits	18.70	19.07
Ready to Serve	5.00	5.10
Repair & Replacement	6.00	6.22

added to
list

WATER	CURRENT	Eff. 7/1/2016 2% increase	Eff. 7/1/2017
Residential	3.29/1,000 gals	3.57/1,000 gals (.21/1,000 + 2%)	3.82/1,000 gals (.25/1,000 gals)
Residential - Flat	19.45	19.84	19.84
Residential Rate - Non-city	Double Residential Rate	Double Residential Rate	Double Residential Rate
Residential - Flat - Non-city	Double Residential Rate	Double Residential Rate	Double Residential Rate
Flat Water - Half	17.75	18.11	18.11
Commercial - City limits	2.75/1,000 gals	3.36/1,000 gals	3.36/1,000 gals
Commercial - Flat	30.75	31.37	31.37
City Bldgs - Flat	15.50	15.81	15.81
Cedarcrest	17.40	17.75	17.75
Commercial Non-city limits	Double Commercial Rate	Double Commercial Rate	Double Commercial Rate
Ready to Serve			
All metered Residential	3.06		
3/4" service	3.06	2" service	15.30
1" service	5.10	4" service	51.00
1-1/4" service	7.65	6" service	102.00
1-1/2" service	10.20	8" service	178.50

CERTIFICATION

I, SUZANNE DOBSON, City Clerk of Croswell, do hereby certify that Resolution #05-02-2016 #3 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 2nd day of May, 2016.

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

AYES: Willis, Fockler, Butler, Geiger, McMillan

NAYS: _____

Suzanne M. Dobson, CMMC
City Clerk

Michael McMillan,
Mayor

f. Proposed 2016/2017 Budget - Schedule Public Hearing:

Willis moved to schedule the Public Hearing for proposed Ordinance #334 2016/2017 on May 16, 2016 at 7:30 p.m., second by Butler. Motion Carried.

X. PUBLIC COMMENTS

Margaret Whitmer - Camping at P. L. Graham Park

XI. APPROVAL OF ACCOUNTS PAYABLE

Add invoice for an Ambulance from Medix Specialty, \$107,497.00.

Butler moved to approve the Accounts Payable as amended and pay the bills in the amount of \$277,410.61, second by Willis. Motion Carried.

XII. ADJOURNMENT:

With no further business Mayor McMillan adjourned the meeting.

Meeting adjourned at 8:07 p.m.

Suzanne Dobson, CMMC
Crosswell City Clerk

Michael McMillan, Mayor