

**CALL TO ORDER:**

Mayor Pro-Tem Leeming called the Regular City Council Meeting to order at 7:00 p.m. She led the Pledge of Allegiance.

**ROLL CALL:**

Council Members Present: Matt Cooper, Dave Hunsaker, Sheryl Landgraf, Sue Leeming, Maria Ostrander and Tony Stoker

Excused: Mayor Rundborg

**STAFF:**

Lisa Grysen, Police Chief Bruce Ferguson, Daniel Coss, Assessor Gail Watkins, and Brian Goodenough

**AUDIENCE:**

Dave Less, Gloria Miller, and Bob Hill

**AGENDA:**

Motion by Landgraf, seconded by Stoker and carried by unanimous vote of the Council that **the agenda be approved as presented.**

**APPROVAL OF MINUTES:**

Motion by Landgraf, seconded by Ostrander and carried by unanimous vote of the Council **to approve the minutes from the January 12, 2016 Regular City Council Meeting as presented.**

**SPECIAL AGENDA ITEMS:**

None

**PUBLIC COMMENTS:**

None

**CITY ADMINISTRATORS REPORT:**

**RIVERSIDE/MEMORIAL PARK MASTER PLAN**

The Parks, Recreation, Cemetery and Tree Commission have been meeting with the consultant, Spicer Group, on the Master Plan. A community survey has been posted on the website [www.dewittparksurvey.com](http://www.dewittparksurvey.com). As of January 5th, 429 surveys have been completed. The survey will be posted until January 29.

**2016 LOCAL STREET RESURFACING**

Attached in your General Information Packet is a report on some recommended modifications to the 2016 Resurfacing Program.

**221 NORTH BRIDGE STREET**

The developers have completed their inspections and are moving forward with closing. A closing date should be scheduled in the near future.

**FEDERAL STREET FUND PROJECT SELECTION**

The project selection for Federal Funding was held on January 15, 2016. The City competes for dollars in the Tri-County Area. The City received funding for reconstruction of Main Street, from Scott Street to Market Street in 2019. In addition, Federal Funds for modernizing the traffic signal were secured for 2019. These projects will be bid and constructed together. The City/County also received funding for the Bike Lane along Herbison Road, from the School Entrance to Business 27, in the years 2017-2019.

**CITY ASSESSOR, GAIL WATKINS TO RETIRE**

Included in your General Information Packet is a letter of retirement from City Assessor, Gail Watkins. Gail has served the DeWitt Community since 1985 and has decided to retire effective June 30, 2016. Gail will be in attendance at the meeting.

January 2016	
<b>26</b>	City Council Meeting – 7:00 PM
<b>28</b>	Planning Commission Meeting - 7:00PM
February 2016	
<b>8</b>	Last day to register to vote for the March 8 <sup>th</sup> Primary Presidential Election
<b>9</b>	DDA – 7:30 AM
<b>9</b>	City Council Meeting – 7:00 PM
<b>10</b>	Parks, Recreation, Cemetery & Tree Commission – 7:00 PM
<b>15</b>	City Hall Closed for Presidents Day
<b>16</b>	Goal Setting Workshop – 6:00 PM
<b>16</b>	Winter Tax Bills Due
<b>23</b>	City Council Meeting – 7:00 PM
<b>25</b>	Planning Commission – 7:00 PM

**OLD BUSINESS:**

None

**NEW BUSINESS:**

1. Water Service Agreement between the City and the Board of Water and Light For Supplemental Agreement No. 11 and Supplemental Agreement No. 12:  
 The Water Service Agreement permits the SYSTEM EXTENSION for the Construction and installation of necessary water system extensions from the Board Water Distribution system in order to supply and distribute potable water to the City. These extensions are to accommodate to additional phases in Wildflower Meadows as listed below:

Supplemental Agreement No. 11 is for Wildflower Meadows-Condominiums 2: This district includes the installation of 320 feet of 8” water main along with 1 new public fire hydrant and 11-1” water services along Wineleaf Lane.

Supplemental Agreement No. 12 is for Wildflower Meadows – Subdivision Phase 2: This district includes the installation of 1,165 feet of 8” water main along with 3 new public fire hydrants and 23-1” water services along Verbena Lane.

Motion by Hunsaker, seconded by Landgraf and carried by unanimous vote of the Council **to approve Supplemental Agreement No. 11 Wildflower Meadows – Condominiums 2 and Supplemental Agreement No. 12 Wildflower Meadows – Subdivision Phase 2 to the Water Service Agreement between the City of DeWitt and the Lansing Board of Water and Light and authorize the Mayor and City Clerk to sign the agreement on behalf of the City.**

2. Approval of Annual Cabaret Licenses for Relli’s and Prairie Creek Banquet Center:  
The City has received the required fee and completed application from Relli’s and Prairie Creek Banquet Center for the renewal of their annual cabaret licenses. According to Chapter 6, Article II, of the City Code, an annual cabaret license is required at any place where entertainment or dancing privileges are afforded patrons at least six times per year. Annual cabaret licenses expire on February 1<sup>st</sup> of each year.

The City’s Police Department has reviewed the application and has recommended approval of both license renewals.

Motion by Hunsaker, seconded by Stoker and carried by unanimous vote of the Council **to approve the request from Relli’s (202 East Main Street) and Prairie Creek Banquet Center (800 E. Webb) for renewal of their annual cabaret licenses.**

3. Appointments to the City’s Election Commission:  
Section 5.7 of the City Charter states that the City Council shall appoint an Election Commission at least 90 days prior to the regular election. Per the Charter, the Election Commission consists of the Clerk-Treasurer and two other City Officers. The Election Commission is responsible for appointing the election inspectors and resolving election disputes

Motion by Hunsaker, seconded by Landgraf and carried by unanimous vote of the Council **to appoint the City of DeWitt’s Election Commission for the 2016 Election cycle to consist of the City Administrator, City Clerk, Chief of Police and the City Assessor as an alternate.**

4. Request from Friends of the Looking Glass & M-Grow - Campout at Riverside Park  
The Friends of the Looking Glass & M-Grow would like to sponsor a camp-out for two nights beginning Thursday, June 2<sup>nd</sup> and Friday, June 3<sup>rd</sup> for a Friends of the Looking Glass Expedition at Riverside Park.

The focus of the camp out is to coincide with a 4-6 day Looking Glass River Expedition. The expedition will start at Babcock’s Landing in Bath Township and end in the City of Portland. The Friends of the Looking Glass in partnership with

M-Grow are using the expedition as a way to bring awareness to the Looking Glass River. They are expecting 15-20 people to participate in the event.

Member Gloria Miller has made this request on behalf of the Friends of the Looking Glass and M-Grow.

Motion by Hunsaker, seconded by Landgraf and carried by unanimous vote of the Council **to authorize the Friends of the Looking Glass & M-Grow to hold a two night overnight camp-out at Riverside Park on Thursday, June 2<sup>nd</sup> and Friday, June 3<sup>rd</sup> per City of DeWitt Ordinance Chapter 23 Section 23-11.**

5. Marketing 110 South Bridge Street:

With the demolition complete and the environmental due-care obligations taken care of, the marketing of 110 South Bridge Street for redevelopment can proceed. Listing the property with a commercial realtor will allow the City to market the property regionally, statewide and nationally. NAI Mid-Michigan is a highly experienced firm in marketing and assisting with developing commercial properties all over the Lansing Region.

The initial listing period would be for six-months and commission would be paid at 8-percent calculated based on project value.

Jim Vlahakis, Principal of NAI Mid-Michigan will be the point person on marketing 110 South Bridge Street. NAI has committed to creating concepts of potential building renderings based on the Downtown Design Guidelines approved by City Council and the DDA. These renderings will be beneficial to the City, as they will create an expectation for the developers during their project formulation.

The listing agreement is being developed for review by the City Attorney.

Motion by Hunsaker, seconded by Ostrander and carried by unanimous vote of the Council **to approve NAI Mid-Michigan Commercial Real Estate to list and advertise 110 South Bridge Street for an initial period of six-months beginning February 1, 2016 and authorize the Mayor and City Clerk to sign the listing agreement, contingent on approval from the City Attorney.**

**COUNCIL STAFF REPORTS**

Police Chief Bruce Ferguson reported the following:

- Officer Amy Couzzins has accepted a position with the Attorney General's Office. Her last day with the City will be February 5, 2016. The Police Department will be advertising to fill her position.
- The Police Department continues to work on monitoring the ice and snow removal on the sidewalks.

**ADJOURNMENT:**

Motion by Stoker, seconded by Cooper, carried by unanimous vote of the Council that  
**the meeting be adjourned at 8:11 p.m.**

Respectfully submitted,

Lisa M. Grysen  
City Clerk-Treasurer

Susan J. Leeming  
Mayor Pro-Tem