

**CALL TO ORDER:**

Mayor Rundborg called the Regular City Council Meeting to order at 7:00 p.m. He led the Pledge of Allegiance.

**ROLL CALL:**

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

Excused: None

**STAFF:**

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

**AUDIENCE:**

Dave Less, Nathan Nephew, Marta Dittmer, Bob Hill, Bob Smith and Trevor VanDyke

**AGENDA:**

Motion by Leeming, seconded by Ostrander and carried by unanimous vote of the Council that **the agenda be approved with the addition of NB#5 DAESA Appointment.**

**APPROVAL OF MINUTES:**

Motion by Stoker, seconded by Leeming and carried by unanimous vote of the Council **to approve the minutes from the February 23, 2016 Regular City Council Meeting as presented.**

**SPECIAL AGENDA ITEMS:**

1. Council Appointment Due to Vacancy:

Due to work conflicts Sheryl Landgraf resigned from City Council on February 28, 2016. The City of DeWitt Charter Article 6, Section 6.10 states "a vacant elective office shall be filled within 30 days...the office of councilmember shall be filled by appointment of the mayor and confirmation by the council."

Motion by Hunsaker, seconded by Ostrander and carried by unanimous vote of the Council **to confirm Mayor Rundborg's appointment of Trevor VanDyke to fulfill the vacant office of councilmember.**

City Clerk-Treasurer, Lisa Grysen administered the oath of office to Council Person VanDyke.

**PUBLIC COMMENTS:**

Dave Less asked the City Council and City Administrator to take a look at the roads in the Cemetery. He reported that they are in need of repair. He also asked the City to be aware of the potential for lead in the water.

Marta Dittmer was present to voice her opposition to the proposed dog park to be located at Paget Park. She mentioned the following reasons:

- Herbison Road is a very busy street and having the dogs just feet from the road could cause distractions. There have been two fatalities and several off-the-road accidents at this location already
- Added congestion on a dead-end street will add to driving and walking hazards.
- Run-off from pet waste in a concentrated area will go into the Looking Glass River.
- Grassy areas at the entrance of the clean water facility will be reduced to a dirt pit.
- The mature pine trees will suffer due to dog traffic, urination, and soil compaction.
- This dog park will disrupt the peace and quiet of the current residential neighborhood has.

### **CITY ADMINISTRATORS REPORT:**

#### **SNOW STORMS**

We have had two large snow storms over the last 10 days, but the DPS has handled them very well. We have approximately 150 tons of salt remaining for the season, which means we have used approximately 250 tons so far this winter season. Warmer temperatures appear to be headed our way in the long term forecast.

#### **DDA COORDINATOR**

The current DDA Coordinator, Linda Kahler, has submitted her notice to end employment with the DDA. Linda's last day was March 18. Linda was a pleasure to work with and accomplished a lot in the DDA District, specifically with the Farmer's Market and Christmas Market; she will be missed. The DDA is in the process of posting the position.

#### **SCHAVEY ROAD CONSTRUCTION INSPECTIONS**

The Clinton County Road Commission has agreed to complete the Construction Inspection Services during the paving of Schavey Road. They have MDOT Certified Inspectors that will be completing the inspections on the Road Commission portion of Schavey and agreed that they could complete the inspections on our portion during construction. This will provide a cost savings to the City of approximately \$30,000 for Construction Engineering. The Road Commission has agreed to complete inspections for \$4,000.00. Our Contract with C2AE was for \$39,000.00. C2AE will have to do some inspections on the electrical component for new street lights being installed from Waxwing Drive to Herbison Road.

#### **SCHOOL SPORTS SIGNS**

The new sports accomplishment signs have been completed and provided the weather cooperates will start getting installed the week of March 7.

#### **CEC BUSINESS AWARDS**

The annual Creating Entrepreneurial Communities Business Awards will be on May 5 from 5 pm to 7 pm at Hawk Hollow Banquet Center. Human Performance Institute (HPI) was nominated for and selected to receive the Benefiting the Community Award. HPI purchased the old Post Office (221 North Bridge Street) due to growth of their business and the need for more space. Justin Hartig and staff will be in attendance to receive the award.

 <b>March 2016</b>	
<b>22</b>	City Council Meeting – 7:00 PM
<b>24</b>	Planning Commission Meeting – 7:00 PM
<b>25</b>	Good Friday – City Hall Closed
<b>27</b>	Easter
 <b>APRIL 2016</b>	
<b>6</b>	Composting Through Granger Begins
<b>11</b>	Brush Pick Up
<b>12</b>	DDA – 7:30 AM
<b>12</b>	City Council Meeting – 7:00 PM
<b>13</b>	Parks, Recreation, Cemetery & Tree Commission – 7:00 PM
<b>14</b>	Community Showcase – DeWitt High School – 5:00 PM to 8:00 PM
<b>19</b>	Last day for Nominating Petitions to be submitted to the City – 4 PM
<b>19</b>	Finance Committee Meeting - 6:00 PM
<b>22</b>	Last day to withdraw Nominating Petitions – 4 PM
<b>26</b>	City Council Meeting - 7:00 PM
<b>28</b>	Planning Commission Meeting – 7:00 PM

**OLD BUSINESS:**

None

**NEW BUSINESS:**

1. Planning Commission Annual Report 2015- Chairman Bob Smith:

Chairman Bob Smith was present to highlight the activities listed in the 2015 Planning Commission Annual Report and answer any questions.

Section 2-122 of the City Code requires the Planning Commission to file an annual report of the activities with the City Council outlining projects, proposals and requests that the Planning Commission considered throughout the calendar year.

Motion by Leeming, seconded by Hunsaker and carried by unanimous vote of the Council **to receive and place on file the 2015 Planning Commission Annual Report.**

2. Review of an Amendment to Wildflower Meadows Condominium Municipal Improvement Agreement to Extend Utilities for Phase II:

SBI Limited Partnership (Keith Schroder) is proposing to extend the Wildflower Condominium Development and open Phase II, which will consist of five (5) additional condo buildings or ten (10) units. The City approved the original agreement for Phase I on December 14, 2004. The developer is not proposing any changes to the Site Plan or the Plat. The provisions of the original agreement will remain in place and the amendment will permit the developer to move forward with Phase II. The developer has deposited with the City \$8,989.00, which is 5% of the construction bid (\$179,783.80) for construction inspection services by the City Engineer C2AE.

SBI will also be extending Wildflower Subdivision and opening Phase II for approximately 16 single-family lots. The original Municipal Improvements Agreement dated December 14, 2004 allows for Phases I and II to be constructed. The developer has deposited \$15,163 or 5% of the construction bid, \$303,274.25, for construction inspection services. As with the Condominium Agreement the provisions of the original Municipal Improvements Agreement will remain in place for the extension of the Wildflower Meadows Subdivision.

City Attorney, Brian Goodenough, has reviewed the original agreements and prepared the Wildflower Meadows Condominium Phase II Amendment.

Motion by Hunsaker, seconded by Ostrander and carried by unanimous vote of the Council **to approve the amendment to the Wildflower Meadows Condominium Municipal Improvement Agreement for Phase II.**

3. Fire Department LED Sign:

DAESA has been exploring the possibility of installing an LED Electronic Sign at the fire station on West Main Street. Attached is a bid from Douglas Signs for the installation of an LED sign, as well as two (2) non-illuminated Alupalite signs. DAESA is requesting that the city contribute towards the cost of purchasing the LED sign in an amount not to exceed \$5,000.00.

The contribution would allow the city use of the sign to advertise information regarding city services and city events. An agreement on shared usage and ownership is being developed and will be available for review at the meeting.

While this was not a budgeted item, the Capital Outlay Budget does have the available funds to cover the \$5,000 expenditure.

Motion by Stoker, seconded by Hunsaker and carried by unanimous vote of the Council **to approve allocating \$5,000.00 towards the purchase and installation of a LED Electronic Sign at 911 West Main Street in collaboration with DeWitt Area Emergency Services Authority.**

4. 2015 Police Department Annual Report – Chief Bruce Ferguson:

City Council was provided with the 2015 Annual Report for the City of DeWitt Police Department. Chief Ferguson was in attendance to provide an overview of the Annual Report.

Motion by Leeming, seconded by Stoker and carried by unanimous vote of the Council **to receive and place on file the 2015 Annual Report for the City of DeWitt Police Department.**

5. DAESA Appointment – Maria Ostrander:

Sheryl Landgraf recently resigned from the DeWitt Area Emergency Services Authority.

Motion by Stoker, seconded by Hunsaker and carried by unanimous vote of the Council **to confirm Mayor Rundborg’s appointment of Maria Ostrander to fulfill the vacancy on the DeWitt Area Emergency Services Authority.**

**COUNCIL STAFF REPORTS**

City Clerk-Treasurer Lisa Gysen mentioned that nominating petitions for anyone wishing to run for City Council (3 four year terms and 1 two year term) and Mayor (1 two year term). Petitions are due by April 19, 2016 at 4 pm and you may withdraw your petition prior to April 22, 2016 at 4 pm.

Police Chief Bruce Ferguson reported that they are currently advertising for the full-time position and that the police officers will be attending a mental health-first aid for adults training.

**ADJOURNMENT:**

Motion by Stoker, seconded by Ostrander, carried by unanimous vote of the Council that **the meeting be adjourned at 7:47 p.m.**

Respectfully submitted,

Lisa M. Gysen  
City Clerk-Treasurer

James F. Rundborg  
Mayor