

**CALL TO ORDER:**

Mayor Rundborg called the Regular City Council Meeting to order at 7:01 p.m. He led the Pledge of Allegiance.

**ROLL CALL:**

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

Excused: None

**STAFF:**

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

**AUDIENCE:**

Scott Cook, C2AE, Rebecca Freeman, William Freeman and Dave Less

**AGENDA:**

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

**APPROVAL OF MINUTES:**

Motion by Leeming, seconded by VanDyke and carried by unanimous vote of the Council **to approve the minutes from the April 19, 2016 Regular City Council Meeting as presented.**

**PUBLIC HEARING:**

Mayor Rundborg called the public hearing to order at 7:02 to receive comments on the Fiscal Year 2016-2017 Budget for all City funds and the millage rate of 13.00 mills for General Operating.

Hearing no comments, Mayor Rundborg closed the public hearing at 7:03 pm.

**SPECIAL AGENDA ITEMS:**

None

**PUBLIC COMMENTS:**

None

**CITY ADMINISTRATORS REPORT:**

**DDA COORDINATOR**

The DDA Board approved hiring Heather Tracy for DDA Coordinator position. Heather is a DeWitt graduate and currently lives in the DeWitt School District. Her first day is anticipated to be May 10.

**DDA CAR CRUISE IN**

The DDA has set the Car Cruise In for June 21st from 7-9 pm with volunteers starting to arrive at 5 pm. The new DDA Coordinator will be reaching out to volunteers in the near future.

**SCOOPY DOO's**

Scoopy Doo's is opened for the season and under new ownership. DeWitt resident Becky Hayes purchased the business from Kelly Smith. Stop in and welcome her to downtown if you have a chance.

**HUMAN PERFORMANCE INSTITUTE GRAND OPENING**

HPI will be holding their Grand Opening Open House on May 11 from 5-8 pm. They are located at 221 North Bridge Street (former Post Office). If you have time stop down and go through the building. The renovations have really transformed the inside of the building. I have attached a few photos in your General Information Packet to give you an idea of what the building looked like before the renovations.

| MAY 2016 |   |
|----------|---|
| 10       | DDA Meeting – 7:30 AM   |
| 10       | City Council Meeting – 7:00 PM  |
| 24       | City Council Meeting – 7:00 PM  |
| 26       | SCCMUA Open House – 5:00 to 8:00 PM   |
| 26       | Planning Commission Meeting – 7:00 PM   |
| 30       | Memorial Day - City Offices Closed Trash Service will be Thursday, June 2 <sup>nd</sup> |

**OLD BUSINESS:**

None

**NEW BUSINESS:**

1. DAESA FY 2016-17 Budget – Secretary/Treasurer, Gail Watkins:  
City Council was provided with a copy of the DAESA budget for fiscal year 2016-17 for their review. At their January 21, 2016 Board Meeting the Authority Board reviewed and gave preliminary approval. On February 18, 2016 the DAESA Board adopted the fiscal year 2016-17 budget.

The City of DeWitt contribution is increasing \$1,790.00 from FY 2015-16. The City's FY 2016-2017 total contribution is \$174,445.00.

Secretary/Treasurer, Gail Watkins, was in attendance to go over the budget and answer any questions.

Motion by Stoker, seconded by Ostrander and carried by unanimous vote of the Council **to receive and place on file the FY 2016-17 DAESA Budget.**

2. Adoption of Fiscal Year 2016-17 Budget - General Appropriations Act:  
A public hearing has been published in the April 30, 2016 *DeWitt Bath Review* for the public's consideration of the FY 2016-17 Budget.

City Council was provided with a copy of the resolution to approve the FY 2016-17 Budget.

Motion by Leeming, seconded by Hunsaker and carried by unanimous vote of the Council **to approve the attached resolution approving the FY 2016-17 Budget and 2016-2021 Capital Improvement Plan, adopting the FY 2016-17 Schedule of Fees, and setting FY 2016-17 Millage Rate at 13.0 mills.**

3. Review of the 2016 Local Road Resurfacing Public Bids:

Bids were opened and publicly read aloud on Thursday, April 21 at 2 pm for the 2016 Local Road Resurfacing Project. The base bid consisted of the following streets; Logan, including sanitary sewer replacement, Madison and a portion of Scott Street. The City of DeWitt received two (2) competitive bids for the resurfacing project from the following companies:

|                             |              |
|-----------------------------|--------------|
| Michigan Paving, Lansing MI | \$385,624.80 |
| Rieth-Riley, Lansing MI     | \$459,672.59 |

The bids also contained an alternate bid for the additional streets, Clinton Street, Riverwind Street and a portion of Franklin Street. The alternate bid pricing is as follows:

|                             |             |
|-----------------------------|-------------|
| Michigan Paving, Lansing MI | \$58,175.69 |
| Rieth-Riley, Lansing, MI    | \$80,509.17 |

The base bid includes the sanitary sewer replacement along Logan and two (2) spot repairs on Madison Street at a total cost of \$211,272.00. The engineering fees associated with the sewer replacement are \$28,200.00. The City has a reserve account at SCCMUA of approximately \$447,480. I am recommending that the City utilize a portion of those reserve funds to cover the costs of replacing the sanitary sewer along Logan Street.

The street construction costs total \$174,352.80. The Local Streets have \$175,000.00 budgeted for street construction in FY15-16.

City Council was provided with a bid recommendation from our engineers, C2AE. A representative from C2AE was in attendance to answer any questions.

Motion by Ostrander, seconded by Stoker and carried by unanimous vote of the Council **to award the base bid to Michigan Paving and Materials Company in an amount not to exceed \$385,624.80, authorize the use of \$239,472 of City of DeWitt reserves at SCCMUA for the sewer replacement on Logan and repairs on Madison and authorize the Mayor and City Clerk to sign the contract on behalf of the City of DeWitt.**

4. Disposition of the Fiscal Year 2016 SCCMUA Fund Balance:

SCCMUA has provided the City of DeWitt with their December 31, 2015 fiscal year ending audit, which contains \$155,213 in unrestricted net position, of which \$30,779.00 is the City of DeWitt's portion, which includes \$712.00 for the Industrial Pretreatment Program (IPP).

Based on the 2015 SCCMUA audit, the City has a lift station reserve account at SCCMUA of approximately \$447,482.88.

The City has been carrying a balance at SCCMUA in order to handle pump station or other emergencies, as well as work for any major capital projects i.e. sewer relining, manhole rehabilitation, treatment plant capital projects, etc.

At this time, it is not necessary for the City to transfer any amounts from SCCMUA accounts to the City accounts for operations or emergencies.

Motion by Stoker, seconded by Leeming and carried by unanimous vote of the Council **to place the \$30,779.00 in unrestricted net position to the City of DeWitt lift station reserve at SCCMUA for future City of DeWitt sewer system project or repair use.**

5. Approval of the DeWitt Downtown Development Authority (DDA) Fiscal Year 2016-17 Operating Budget:

Per the Downtown Development Authority Act 197 of 1975 125.1678 Budget; cost of handling and auditing funds. Sec. 28.(1) The director of the authority shall prepare and submit for the approval of the board a budget for the operation of the authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the board, it shall be approved by the governing body of the municipality. Funds of the municipality shall not be included in the budget of the authority except those funds authorized in this act or by the governing body of the municipality.

The FY 2016-17 Budget is attached and will be discussed during the regular meeting. The DDA Budget Committee and DDA Board of Directors have reviewed the budget and are recommending adoption by the Mayor and City Council.

Motion by Leeming, seconded by Cooper and carried by unanimous vote of the Council **to approve the Fiscal Year 2016-17 Operating Budget of the DeWitt Downtown Development Authority.**

6. 2016 Faith Fest Event held at St. Francis Retreat Center:

St. Francis Retreat Center is planning an event on their property for June 25, 2016 called Faith Fest. The event will begin at 10 am and conclude in the evening after an outdoor mass. Here is an excerpt from their website about the event:

“...FaithFest16 offers families and young people a day of live music, social and recreational activities, food, fireworks and fun -- all centered around a vigil Mass held “under the stars.” This extraordinary family festival will take place on the grounds of [St. Francis Retreat Center](#), a beautiful 95-acre campus, where rolling hills, wooded trails and ample accommodations permit a unique and memorable summer festival of faith...”

**Section 6-103 Special Events Subject to Article...** The special events which shall, at the discretion of the city council, be subject to the provisions of this article are festivals, parades, races, concerts, neighborhood fairs and other similar events which are either

sponsored or specifically authorized by the city and for which the city council has adopted a resolution authorizing the event to be subject to the provisions of this article. Upon recommendation of the city administrator or his designee, the city council may authorize any such event to be subject to this article which it determines to be either of general importance and/or interest to the community at large or of special significance to a substantial, identifiable segment of the community.

**Sec. 6-104. - Rules and regulations; publication...**

- (1) Define the boundaries within which the activities of the special event are to be held.
- (2) Authorize specific persons and/or organizations to engage in special event activities within those boundaries, and to prohibit other persons and/or organizations from engaging in such activities or other activities within such boundaries.
- (3) Specify the activities which may be permissibly engaged in or conducted within the boundaries of the special event and specify certain other activities which may not be permissibly engaged in within the boundaries.
- (4) Specify the permissible time, place and manner for the conduct of such activities.
- (5) Specify such other rules and/or regulations which the city council determines are reasonable necessary to ensure, to the greatest extent possible, consistent with the public health, safety and welfare, that the objectives of the special event are achieved.

City Council was provided with a site plan that has been reviewed and approved by Chief Ferguson on the City of DeWitt Police Department and Chief Spagnuolo of the DeWitt Area Emergency Services Authority as it relates to the location and safety of the proposed location for the fireworks.

The event will be held in its entirety inside the boundaries of the St. Francis Retreat Center and parking will be coordinated with St. Jude Church and the DeWitt Public Schools. The event is expected to draw an anticipated 5,000 attendees.

Night Magic will be handling the logistics for the fireworks and have included a Certificate of Liability Insurance naming the City of DeWitt as an additional insured. Night Magic is the same company that does the fireworks for Ox Roast. Several businesses from downtown will be participating.

Motion by Leeming, seconded by Stoker and carried by unanimous vote of the Council **to approve the Special Event Faith Fest 2016 to be held at St. Francis Retreat Center, 703 East Main Street, and approval of the fireworks application for June 25, 2016.**

7. Schavey Road Contract with Clinton County Road Commission:

The Schavey Road resurfacing project was combined with the Clinton County Road Commissions (CCRC) section of Schavey Road, Herbison to Clark Road. As part of the process the City and Road Commission combined the projects to be bid together for logistical purposes. As such, the contract for the entire road project is held between the

Michigan Department of Transportation (MDOT) and CCRC. MDOT will not permit two (2) local agencies to be a part of the same contract. CCRC will be responsible for contract administration and complying with all of the MDOT Administrative components.

The bids were structured in such a way that each jurisdiction has an individual MDOT Job Number, this will allow us to track quantities of each segment of the roadway during construction. The total bid for the City section is \$349,131.00, which includes the Local Match of \$69,829.00 (20%). The engineers estimate for the project was \$354,699.00.

Motion by Ostrander, seconded by Leeming and carried by unanimous vote of the Council **to approve the contract with Clinton County Road Commission for the Schavey Road resurfacing project in an amount not to exceed \$349,131.00 with a City of DeWitt Local Match of \$69,829.00 and authorize the Mayor and City Clerk to sign the contract on behalf of the City.**

#### **COUNCIL STAFF REPORTS**

The Police Chief reported on the following:

- Final preparations for the ½ marathon on May 21, 2016 are being done.
- The new full-time officer is Sharon Worthington. She will be starting on June 5, 2016
- AVI (Active Violence Intervention) Training is this week at an elementary school in Ovid.

Planning Commission will begin working on an ordinance amendment for the current sign ordinance.

The DeWitt Area Emergency Services Chief is changing the command structure slightly.

DeWitt Area Recreation will be purchasing a new pickup truck and the “Couch to 5K” program was very popular.

#### **ADJOURNMENT:**

Motion by Stoker, seconded by VanDyke, carried by unanimous vote of the Council that **the meeting be adjourned at 7:56 p.m.**

Respectfully submitted,

Lisa M. Grysen  
City Clerk-Treasurer

James F. Rundborg  
Mayor