

CALL TO ORDER:

Mayor Leeming called the Regular City Council Meeting to order at 7:00 pm. She led the pledge of allegiance.

ROLL CALL:

Council Members Present: Matt Cooper, Dave Hunsaker, Trevor VanDyke, Frank Waters, and Jennifer Whitman

Excused: Denise Donohue

STAFF:

Daniel Coss, Lisa Grysen, Bruce Ferguson, and Brian Goodenough, City Attorney

AUDIENCE:

Bryan, Curtis, Martin Riel, Sydney Kienzer, Aaron Steven, Maner Costarisan, Clay Coey, and Stella Gallagher

AGENDA:

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

APPROVAL OF MINUTES:

Motion by Hunsaker, seconded by VanDyke and carried by unanimous vote of the Council to **approve the minutes from the September 26, 2022, Regular City Council Meeting as presented.**

PUBLIC COMMENT:

Martin Riel, 1613 S. DeWitt Road, would like to see if a speed limit sign and deer crossing sign could be placed on southbound DeWitt Road.

Police Chief Bruce Ferguson introduced Bryan Curtis. He has accepted the additional sergeant position and his first day on the job is today (October 10).

CITY ADMINISTRATORS REPORT:

DDA FARMERS MARKET

The Farmers Market season is coming to a close. There are only two markets left for the year October 11 and 18. The last market will have some additional activities for kids, including a DJ and Trick or Treating.

LIBRARY DIRECTOR, JENNIFER BALCOM, LEAVING

Jennifer has accepted a new position elsewhere. Jennifer has been with the DeWitt District Library since January 4, 2009, and will be leaving by the end of October. The Library Board is in discussions on the process to fill the position.

RIVERSIDE AND SPORTS PARK EQUIPMENT DEMO

The DPS completed the demolition of the existing equipment and will begin excavating the area for the footprint of the new equipment. Installation of the new equipment is expected to take place right after Thanksgiving.

MCGUIRE PARK DNR TRUST FUND GRANT

The city received a preliminary score of 240 points for the McGuire Park Grant Application. Additional materials were submitted and should bring our final score up to 275 points. The DNR should make an announcement in December or January where the funding cutoff will be for projects.

General Information Packet

- Assessor Monthly Report – September 2022
- MDOT FY2023 Category B Communication
- Invoice Cloud Activity Report
- General Ledger Report 9/22 – 10/06
- Planning Commission Meeting Minutes

OLD BUSINESS:

None

NEW BUSINESS:

1. **Annual Audit Presentation for Fiscal Year 2021-2022 ending June 30, 2022, by Maner Costerisan Auditors:**

Presented for City Council's review is the Fiscal Year 2021-22 Annual Audit (all City funds) completed by Maner Costerisan.

Aaron Stevens, Maner Costerisan, was in attendance to go over the audit and answer any questions City Council may have.

Maner Costerisan has performed the audit in accordance with auditing standards to obtain reasonable assurance about whether the City's financial statements are free of material misstatement. City Council was provided with a copy of the audit for their review.

The City's Fund Balance (reserves) in the General Fund as of June 30, 2022, increased by approximately \$207,162 over the end of the previous year. The Unassigned Fund Balance is \$1,829,130. The Bridge Repair Fund has a total Committed Fund Balance of \$414,000.00 and the Park Improvement Reserve Fund has a Committed Fund Balance of \$500,000.00.

The City's per capita debt as of June 30, 2022, is \$675.50. Please keep in mind that the Wilson Street Bond was added to the long-term debt in the amount of \$330,000 in 2014 and the bond proceeds for the New City Hall, \$2,270,000 were added on March 27, 2019. The Wilson Street Bond was paid off on October 1, 2022. The per capita debt as of October 1, 2022, is \$665.60.

Motion by VanDyke, seconded Waters and carried by unanimous vote of the Council **to receive and place on file the City of DeWitt Audit for Fiscal Year 2021-2022 by Maner Costerisan.**

2. DPS Purchase of 2022 Ford F250 Regular Cab 4x4:

On May 24, 2021, City Council approved the purchase of a 2022 F250 4x4 work truck from Pauli Ford for \$32,589.65. We have not been given a build or delivery date for that truck from Ford and have no guarantee we will receive the truck.

LaFontaine Ford of Lansing has a Red F250 4x4 work truck that is scheduled to be delivered in early December 2022. The current government price for that truck is \$41,099.00.

The truck that was identified as needing replacement based on years of service and condition is a 2006 F250 4x2 with 102,750 miles.

Funds are available for this purchase in Motor Pool Capital Outlay-DPS Fund. Rich Miller will be in attendance to answer any questions for City Council.

Motion by VanDyke, seconded Whitman and carried by unanimous vote of the Council **to approve the purchase of a new 2022 Ford F250 Regular cab, 4x4, Automatic Transmission, 8-foot bed work truck with Tow Package and plow prep packages from LaFontaine Ford for \$41,099.00 and an increase of \$8,509.35 from what was approved in the May 24, 2021, City Council Meeting**

3. DPS Purchase of new 8'2" Boss VXT V Plow:

The DPS Department uses 3 Boss V Plows on its F250 and F550 4x4 trucks to plow Cul-de-sacs, DDA parking spaces, Cemetery roads, City Hall and Parks. We are seeking a replacement for the 2004 Boss V Plow it has been repaired several times and is not fully functional.

The DPS received three quotes for a new, fully assembled steel 8'2" VXT V-Plow with lights and tower:

Bobcat of Lansing - \$7,764.00

Hutson John Deere - \$7,507.00)

Williams Farm Machinery - \$6,745.00

Funds for this purchase are available through Motor Pool Capital Outlay/DPS FY22/23. Rich Miller will be in attendance to answer any questions for City Council.

Motion by Whitman, seconded Cooper and carried by unanimous vote of the Council **to approve the purchase of an 8'2" Boss VXT V-Plow with lights and tower from Williams Farm Machinery for the low quote price of \$6,745.00.**

4. Professional Services Agreement with DAESA:

The city provides the fire authority professional service support with payroll, accounts payable, and other miscellaneous services. The arrangement has been in place since the creation of the authority.

Since the creation of the authority, there has been a separate "Professional Services" agreement between the authority and the city outlining those services and the reimbursement rate to the city. The last agreement expired in 2007 and has not had a subsequent renewal. The city is still providing those services, albeit in a slightly different manner.

Chief Spagnuolo and I have updated the agreement with the current services that are being provided and with current rates. This agreement would remain in place until the expiration of the existing authority agreement, on December 31, 2031. There is a 60-day termination clause included in the agreement.

The authority agrees to reimburse the city \$8,000.00 and five percent (5%) of our software costs (payroll, accounts payable, etc....) annually. In Section 3 (B) there is a clause that the fees shall be reviewed and approved each year. This will ensure the costs for both the City and Authority remain current.

Our City Attorney, Brian Goodenough, has reviewed the agreement.

Motion by Hunsaker, seconded VanDyke and carried by unanimous vote of the Council to approve the Professional Services Agreement between the City of DeWitt and DeWitt Area Emergency Services Authority with an amendment to section 1 (term) to be July 1, 2022, to June 30, 2023, and an amendment to section 3 as referenced to in 3a and 3b, the fees shall be reviewed by both parties on an annual basis and to authorize the Mayor and City Clerk to sign on behalf of the City of DeWitt.

COUNCIL STAFF REPORTS:

City Attorney:

- Nothing to report

City Clerk-Treasurer:

- Ballots have been mailed

DARA:

- Executive Director, Chad Stevens, just returned from a conference in Phoenix with some great ideas on asking for donations
- He will be the President of the Recreation Association for the next 2 years and Past President for 2 years after that
- DARA will have a vacancy with John Koskela moving to Nevada

DAESA:

- Meeting on the 20th

DDA:

- \$15,000 in Façade grants were awarded to seven businesses
- Annual audit presentation was today at noon

Planning:

- No Meeting

Parks:

- Meeting on October 12

Police Chief:

- Homecoming parade had no issues
- Band was excellent

ADJOURNMENT:

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting is adjourned at 7:52 p.m.**

Respectfully submitted,

Lisa M. Grysen
City Clerk-Treasurer

Susan J. Leeming
Mayor