

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:

Members Present: Matt Cooper, Denise Donohue, Trevor VanDyke, Jennifer Whitman, and Mayor Leeming

Excused: Frank Waters

STAFF:

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

AUDIENCE:

Dave Hunsaker and Stella Gallagher

AGENDA:

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

APPROVAL OF MINUTES:

Motion by Whitman, seconded by VanDyke and carried by unanimous vote of the Council **to approve the minutes from the October 24, 2022, Regular City Council Meeting as amended to show Mayor Leeming excused from that meeting.**

PUBLIC COMMENT:

None

CITY ADMINISTRATORS REPORT:

DIGITAL COUNCIL PACKETS

City Council has expressed a desire to move away from paper packets and utilize digital packets for council meetings. Due to COVID, we were thrust into using them but have now transitioned back to paper packets. Having utilized both; would City Council like to consider investing in tablets or laptops for digital packets? Council indicated they would like some cost options for digital packets before making a decision.

DEWITT SCHOOLS LED SIGN

The school district has decided to move forward with a new LED sign along Herbison Road. The new sign will be similar in size to the existing sign, but with much higher-quality graphics and capabilities. Council had discussed partnering with the school on this sign to gain access to having City messages on the sign. The new signs have increased significantly in cost; from approximately \$15,000 to more than \$60,000. The cost for the school sign is approximately \$75,000, which does include having to run a new electrical circuit to the sign. The FY22-23 budget does include funding for a new sign; would council like me to proceed with gathering information from the school about partnering on their sign? Council would like to focus on a new sign for the Sports Park and not participate with the DeWitt Schools sign.

DDA CHRISTMAS MARKET – DECEMBER 3, 2022 @ 2 pm – 6 pm

The Christmas Market is scheduled for December 3 from 2-5 pm for the Market, 5-5:15 pm for the Kids Reindeer/Santa Run, and 5:30 pm for the Chamber Light Parade with the tree lighting ceremony immediately following the parade. The tree will be placed downtown either on Andy Joslyn’s vacant lot or in the old Pharmacy parking lot. Jennifer Roberts, the DDA Coordinator, is still looking for a few volunteers for the vendor tent, carriage rides, kids tent, and s’more pit. Feel free to contact Jennifer directly if you are interested in volunteering, at dda@dewittmi.gov

LEAF COLLECTION

The leaf collection is going very smoothly so far. The DPS has not had any issues with equipment or weather delaying curbside collection. The DPS has collected 127 loads so far, which equates to 1,651 cubic yards. Looking at the future weather report it appears that the DPS will be able to wrap up leaf collection very close to Thanksgiving.

General Information Packet

- 16th Annual DDA Christmas Market
- Assessor October 2022 Summary
- Final 2021 Recycling Options Report
- Chamber of Commerce Material
- Planning Commission Minutes 10/27
- Invoice Cloud Activity Report
- General Ledger Report 10/21 – 11/10

OLD BUSINESS:

None

NEW BUSINESS:

1. Appointment to Board/Commission:

The following citizen(s) are being appointed to the respective committee assignment for the specified term:

Downtown DeWitt Authority

Joel Dillingham 115 N. Bridge St 11/30/2026

DeWitt Area Emergency Services Authority

Sheryl Landgraf 110 N Market St 11/30/2026

DeWitt Area Emergency Services Authority

Dave Hunsaker 713 Larchmont St 11/30/2026

Motion by Donohue, seconded by Cooper and carried by unanimous vote of the Council to **confirm Mayor Leeming’s appointment of Joel Dillingham to the Downtown DeWitt Authority Committee with a term expiring on November 30, 2026, and Mayor Leeming’s appointment of Sheryl Landgraf and Mayor Pro-Tem Hunsaker to the DeWitt Area Emergency Services Authority with a term expiring on November 30, 2026**

2. 2023 Turner Street Sewer Lining Project:

A section of the sanitary sewer piping on Turner Street from Webb Road, south approximately 1,140 feet was identified during the SAW Grant as needing to be rehabilitated.

SCCMUA coordinated the bidding process and is recommending Plummer's Environmental Services, Inc. complete a sewer lining before the road construction starting on Turner Street. The sewer lining would be scheduled for March or April 2023 to give the lining sufficient time to cure. The Turner Street construction is slated to start in June 2023.

The project will be paid for with City Reserve Funding held at SCCMUA. The project cost is \$53,172.00. The City's reserve funding balance will be \$356,673 if the project is approved.

The reserve funding balance remains healthy enough should the SRF project require additional funding to help offset the debt issuance to complete the project.

The sewer authority will coordinate the scheduling and oversee the construction of the project in its entirety.

Motion by Whitman, seconded by VanDyke and carried by unanimous vote of the Council **to authorize the Southern Clinton County Municipal Utilities Authority (SCCMUA) to proceed with the sewer lining contract with Plummer's Environmental Services Inc. and utilize City of DeWitt Reserve funding in an amount not-to-exceed \$53,172.00.**

3. Clinton County Broadband Initiative:

This agenda item has been postponed

4. Proposed pay raise for City Administrator:

City Administrator Daniel Coss was hired on February 28, 2011, at a salary pay rate of \$80,000/year, which remained in place until July 17, 2017. His current rate of pay is substantially less than comparable city administrator/manager positions in the region. His current pay rate is also less than that of the Director for the Southern Clinton County Municipal Utilities Authority and less than some of the recreation authority directors in our region.

Mr. Coss has performed excellent service to the City and our residents and also to the community. He is a member of the SCCMUA Board and the Capital Area Regional Transportation Committee. He represents the City at MDOT meetings, LEAP, Tri-county committees, the DeWitt Area Chamber of Commerce, and many other organizations as a part of his regular duties. Dan has sought out, overseen, and written many state and federal grant applications, saving the City hundreds of thousands of dollars. He does an excellent job of hiring new staff, training and mentoring, and has created a positive, welcoming, and professional office environment which enables the City to attract and retain staff. Dan is well known and respected in our community, and in state and local government throughout the region and state.

Mayor Leeming has reviewed the Michigan Municipal League 2022 Wage Survey and it is clear that Mr. Coss is under-compensated.

Motion by Cooper, seconded by Whitman and carried by unanimous vote of the Council to **approve a raise of \$20,000 for Mr. Coss, effective immediately.**

COUNCIL STAFF REPORTS:

City Attorney:

- Received a positive ruling on the police arbitration
- Continue court case at 122 E. Main
- Working on a peddlers license violation

City Clerk-Treasurer:

- Election day was VERY busy. Everything ran smoothly and no parking or sign issues

DARA:

- Still COVID money available
- CPR Class for seniors
- Afterschool program is full
- Purchased a waterslide
- Looking for a program specialist for Silver Sneakers

DAESA:

- Meeting 11/17

DDA:

- Christmas Market discussions

Planning:

- Discussed fence ordinance

Parks:

- Playground equipment has not arrived

Police Chief:

- Peddlers are going to test our ordinance
- Football game on Saturday at 1 pm

ADJOURNMENT:

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting is adjourned at 8:10 p.m.**

Respectfully submitted,

Lisa M. Grysen
City Clerk-Treasurer

Susan J. Leeming
Mayor