

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, Dave Hunsaker, Mark Kellogg, Trevor VanDyke, Jennifer Whitman, and Mayor Leeming

Excused: None

STAFF:

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

AUDIENCE:

Stella Gallagher and Jennifer Roberts, DDA Coordinator

AGENDA:

Motion by VanDyke, seconded by Kellogg and carried by unanimous vote of the Council that **the agenda be approved with change to NB#2 DDA Request of Consumption of Alcohol in the right-of-Way for March to October events only and the addition on NB#3 DDA 2023 Christmas Market Request of Consumption of Alcohol in the right-of-way and the remaining agenda items being renumbered to NB#4 and NB#5.**

APPROVAL OF MINUTES:

Motion by Whitman, seconded by VanDyke and carried by unanimous vote of the Council to **approve the minutes from the January 23, 2023, Regular City Council Meeting as amended.**

The following sentence was added to the City Administrator's Report (West Main Street Temporary Pavement Marking Modifications):

Discussion only and administration will keep an eye on and re-evaluate as necessary

PUBLIC COMMENT:

Stella Gallagher, 110 N. Logan, asked what all of the Miss Dig flags in the City right of way were for.

CITY ADMINISTRATORS REPORT:

2023 POLICE DEPARTMENT PATROL VEHICLE

The police department's new 2023 Ford Explorer was delivered Monday, February 6. The vehicle will be sent to Pro-Com to get the equipment installed and Michigan Graphics for the decals. The vehicle should be in-service in the next 60 days.

SPARK GRANT ANNOUNCEMENT

The MI DNR has announced the recommendations for the first round. The City of DeWitt did not receive an award for the initial round. The MI DNR made a recommendation for 21 projects, totaling \$14,178,900. The list of projects receiving funding is in your General Information Packet. The initial projects were selected from 420+ applications received.

TURNER STREET RESURFACING BID SCHEDULE

MDOT has placed the Turner Street resurfacing project on the March 3, 2023 bid letting schedule. The recommendation for contract award should be forwarded to City Council for review at one of the April Council meetings.

MML CAPITAL CONFERENCE

The MML spring conference is scheduled for April 18-19 at the Lansing Center in downtown Lansing. Attached in your General Information packet is a list of the Breakout Sessions for the conference. Early Bird registration ends March 13. If you are interested in attending, please let Paul or myself know and we can get you signed up.

COUNCIL PHOTOS

Just a reminder that Ashley Photography will be here on February 27, starting at 6 pm for Council photos. We can do a full Mayor/Council photo if everyone is in attendance.

General Information Packet

- DNR Spark Grant
- MML Breakout Sessions
- General Ledger Report 01/20 - 02/09
- Assessors Monthly Report – January 2023
- Clinton County Spring Collection Event
- InvoiceCloud Activity Report
- Chamber News

OLD BUSINESS:

None

NEW BUSINESS:

1. **DDA 2023 Event Request for Street Closures:**

City Council was provided with a list, Exhibit A, of events the DDA is requesting street closures for. Each event has a detailed listing of the street closure time, streets to be closed, and the date of the event.

These events are the annual events that the DDA Board has approved.

Jennifer Roberts, DDA Coordinator, was in attendance to answer any questions City Council may have.

Motion by Hunsaker, seconded by Donohue and carried by unanimous vote of the Council **to approve the request of the DeWitt Downtown Development Authority to close the streets listed for each event on Exhibit A dated February 13, 2023.**

2. DDA 2023 Event Request of Consumption of Alcohol in the Right-of-Way:

City Council was provided with Exhibit A, which lists the events for 2023 that the Downtown Development Authority is requesting permission for the consumption of alcohol in the public right-of-way (ROW). The limits for each event would be as follows:

Cabin Fever Reliever – North Bridge Street from Main Street to Jefferson and Main Street 200 feet east and west of the centerline of the Bridge Street ROW.

Cruise-In – Bridge Street from the north ROW line of Washington Street to the south ROW line of Jefferson and Main Street from the east ROW line of Scott Street to the east ROW of Market Street.

Fall Fest - Bridge Street from the north ROW line of Washington Street to the south ROW line of Jefferson and Main Street from the east ROW line of Scott Street to the east ROW of Market Street.

Motion by VanDyke, seconded by Cooper and carried by unanimous vote of the Council **to approve the Downtown Development Authority’s request to allow for the consumption of alcohol in the City right-of-way for the 2023 Event List on Exhibit A, with the deletion of the Christmas Market, dated February 13, 2023, with the limitations outlined in the Staff Report NB#2, dated February 13, 2023, and in accordance with City Ordinance, Chapter 58, Article I, Section 58-1.**

3. DDA 2023 Event Request of Consumption of Alcohol in the Right-of-Way (Christmas Market):

The Downtown Development Authority is requesting permission for the consumption of alcohol in the public right-of-way (ROW) for the Christmas Market. The limits for this event would be as follows:

Christmas Market - Bridge Street from the north ROW line of Washington Street to the south ROW line of Jefferson and Main Street from the east ROW line of Scott Street to the east ROW of Market Street.

Councilmember Donohue stated that this is a “family event” and alcohol should not be permitted.

Motion by Hunsaker, seconded by Cooper and carried by roll call vote of the Council **to approve the Downtown Development Authority’s request to allow for the consumption of alcohol in the City right-of-way for the 2023 Christmas Market held on December 2, 2023, in accordance with City Ordinance, Chapter 58, Article I, Section 58-1.**

ROLL CALL:

Cooper	Yes	Donohue	No
Hunsaker	Yes	Kellogg	Yes
VanDyke	Yes	Whitman	Yes

4. Review Copy Machine Proposal for City Administration and Police Department:

The copy machine on the administration side of City Hall is reaching the end of its useful service life. The machine was purchased in October of 2011 for approximately \$8,900.00 and made 1,942,670 copies and scanned 118,392 documents.

The copy machine in the Police Department is no longer functioning and unable to be fixed. The PD machine was purchased in 2016. The number of copies and scanned documents are unknown.

City Council was provided with information on the proposed replacement machines. The local Cannon dealer provided a quote for new machines for both departments.

Both machines will be color copy compatible (not currently available for either machine), provide adequate printing/scanning speeds, staple, and three-hole punch.

The FMV Lease Payment would allow the machine to be traded in after five years for a new machine (similar to car leasing) and the \$1 Out Lease Payment is a “rent-to-own” term for five years, which equates to a purchase price of \$23,241.60

The recommendation is to purchase both machines outright for a price not-to-exceed \$15,432.54, shown as the Purchase Price on the attached specifications. The Administration copy machine is \$12,842.00 and the Police Department machine is \$2,590.00. The monthly maintenance fees are \$90 per month and copy overages of .00893 for black/white and .0657 for color. The monthly allowance is 5,000 black and white and 700 color copies per month. The monthly allowances will be re-evaluated after 6 months to determine if they need to be adjusted.

The copy machine for the administration was not included in this year’s budget, so a budget amendment will be necessary.

Motion by Hunsaker, seconded by Donohue and carried by unanimous vote of the Council to authorize the purchase of two (2) Cannon copy machines from Applied Innovations of Lansing, MI for an amount not-to-exceed \$15,432.54 and authorize a budget amendment for the purchase.

5. Appointment of Building Official:

The City of DeWitt and the City of Grand Ledge are proposing to move Cory Donnell from our Deputy Building Official to our Chief Building Official.

Our current building official, Al Hoard, will remain the Chief Building Official for DeWitt Charter Township and Building Department Head with the Township but will transition into a mentor role with Cory Donnell as our Building Official.

Cory was hired by DeWitt Charter Township on July 16, 2019, and achieved his Public Act 54 Building Official certification in 2022. This promotion of Cory to Building Official is a component of the succession and sustainability plan of the Building Inspection Services interlocal agreement between DeWitt Charter Township, the City of Grand Ledge, and the City of DeWitt.

Cory has been an integral part of the success of the building inspection program within our three communities and has gained valuable experience while working under Al Hoard since 2019.

This transition will allow all three communities to have a Building Official spend more time in each of our respective communities, versus the three communities splitting Al Hoard's time among the communities.

The timing of the transition will allow Cory to still be able to consult Al Hoard on complex projects and unique situations that arise in the field.

Motion by Donohue, seconded by VanDyke and carried by unanimous vote of the Council to appoint Cory Donnell as the City of DeWitt Building Official as prescribed in the 2015 Michigan Building Code.

COUNCIL STAFF REPORTS:

City Attorney:

- Working on revised burial rights
- Application language for the Farmers Market
- Continue to work on the Capital Benefits
- Solicitor has appealed Judge Clarizzo's ruling

City Clerk-Treasurer:

- Property Taxes are due on February 14th
- 2023 assessment notices should be mailed soon

DARA:

- Handed out the flyer

DAESA:

- Meeting 2/16

DDA:

- New meeting dates will be the 2nd Tuesday of every month at noon
- Six new benches have been ordered

Planning:

- No Meeting

Parks:

- Working on McGuire Park playground equipment
- Working on a date for a special meeting

Police Chief:

- DeWitt Public Schools did not receive any grant funds for a resource officer
- Possible trial date of March 20th

ADJOURNMENT:

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting is adjourned at 7:55 p.m.**

Respectfully submitted,

Lisa M. Grysen
City Clerk-Treasurer

Susan J. Leeming
Mayor