

**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

**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 Whitman, seconded by Hunsaker carried by unanimous vote of the Council **to approve the minutes from the April 24, 2023, Regular City Council Meeting as presented.**

**PUBLIC COMMENT:**

Stella Gallagher, 110 N Logan Street, asked if the City was going to spray for dandelions.

**CITY ADMINISTRATORS REPORT:**

**DeWitt Duathlon**

The duathlon is all set to start at 7:30 am on Saturday, May 13. As of May 1, there were 182 participants signed up.

**MS/PH Half Marathon**

The planning is complete for the half-marathon on Saturday, May 20 and the race organizers have all the required permits. There are approximately 250 participants signed up.

**Farmers Market Starting Next Month**

The DDA Farmers Market starts on June 6 at 3 pm. They have a very full market for the first several weeks with a few new vendors and food trucks. The market will feature a kid's event and an unveiling of the new art benches downtown. More details to come on the benches.

**110 Lofts Construction Progress**

The development is moving along. All of the footings and basements walls have been poured and backfilled. The adjacent property, Family Barber Shop, did sustain some damage to a part of the building that was built as an addition. Kincaid Builders have a structural engineer and masonry company coming out on Tuesday, May 9 to propose a repair to the building.

**Turner Street Pre-Construction Meeting**

A pre-con meeting is scheduled for Monday, May 15 with MDOT and the contractor, Michigan Paving Materials. The contractor will present a schedule at that meeting. Once the schedule is approved communication will be provided to the community through our website and social media.

**General Information Packet**

- General Ledger Report 04/21 - 05/04
- Planning Commission Minutes
- Invoice Cloud Report
- April 2023 Assessors Summary
- Chris Coucke Baby Announcement
- Rehmann Email
- Chamber News

**CALL TO ORDER-PUBLIC HEARING:**

Mayor Leeming called the Public Hearing to order at 7:13 pm to receive comments on the fiscal year 2023-2024 Budget for all City funds, the DDA Budget, the Six-Year Capital Improvement Plan, and the millage rate of 13.00 mills for general operations.

Hearing no comments, written or verbal, Mayor Leeming closed the Public Hearing at 7:14 pm

**OLD BUSINESS:**

None

**NEW BUSINESS:**

1. Award Three-Year Auditing Contract to Maner-Costerisan:

Maner-Costerisan Certified Public Accountants has provided the City of DeWitt with a proposal for a three-year contract for auditing services for the fiscal years of June 30, 2023, 2024 and 2025. Maner-Costerisan has been with the City of DeWitt, DDA, and DAESA since 2018 providing auditing services. In addition to performing the City of DeWitt audit each August, they complete the DDA and DAESA audit while on-site. The DDA and DAESA are billed separately for their audit costs. Maner-Costerisan has conducted itself in a very professional manner and completed an extensive review of our financial statements for all government functions. They are proposing the following fee structure:

FY2023 - \$18,500 (includes DDA - \$3,500)

FY2024 - \$21,000 (includes DDA - \$4,000)

FY2025 - \$23,600 (includes DDA - \$4,500)

DAESA is considering a three-year extension with Maner-Costerisan at their May 18, 2023, regular meeting.

Rehman CPA & Consultants did receive an RFP to bid on the service but declined to submit a bid. They indicated staffing levels would preclude them from providing a competitive bid to the City of DeWitt.

Motion by Hunsaker, seconded by Donohue carried by unanimous vote of the Council **to approve the contract for auditing services with Maner-Costerisan Certified Public Accountants for the fiscal years ending in June 30, 2023, 2024, and 2025 and authorize the Mayor and Clerk to sign the contract on behalf of the City.**

2. Approval of FY 2023-24 Budget:

A public hearing has been published in the April 28, 2023, *Lansing State Journal* for the public's consideration of the FY 2023-24 Budget, Fee Schedule, Millage Rate, DDA Budget, and Six-Year Capital Improvement Plan per the requirements of PA 2 of 1968 and the DeWitt City Charter

Motion by VanDyke, seconded by Donohue carried by unanimous vote of the Council **to approve Resolution #2023-04 adopting the FY2023-2024 Budget and 2023-2028 Capital Improvement Plan, DDA Budget, adopting the FY 2023-2024 Schedule of Fees, and setting FY2023-2024 Millage Rate at 13.0 Mills.**

3. SCCMUA 2022 Fund Balance:

SCCMUA has provided the City of DeWitt with their December 31, 2022, fiscal year-ending audit, which contains \$20,642.00 in unrestricted funds for disposition in Collection System and \$1,107.00 for the Industrial Pretreatment Program, totaling \$21,749.00.

As discussed during the budget sessions, the city's October 2023 debt payment for the SRF projects is expected to be \$23,428.00. This amount was not included in the city's 2023 budget for SCCMUA due to the uncertainty of when the bond closing would actually happen.

Due to the debt payment not being included in the 2023 Budget, the recommendation is to keep the \$21,749 at SCCMUA and reserve an additional \$1,680.00 from the city's unrestricted reserves to cover the October 2023 debt payment.

If approved, this would leave a balance of \$423,781 in the Collection System reserve account.

Motion by Kellogg, seconded by Donohue carried by unanimous vote of the Council **to authorize keeping \$21,749.00 in 2022 unrestricted funds at SCCMUA and to further reserve the funds for the October 2023 SRF debt payment, in addition to reserving \$1,680.00 from the city's existing Collection System reserves to cover the total debt payment of \$23,428.00.**

4. Distribution of Draft Master Plan:

The Planning Commission has formally completed its review of the Comprehensive Master Plan for the City of DeWitt. The commission, at their regular meeting on April 27, 2023, passed a motion to forward the draft plan to City Council with a recommendation for distribution.

The MI Planning Enable Act (MPEA) requires City Council to approve the distribution of the draft plan for a 63-day public review/comment period. Attached is an outline of the process to approve a master plan per the requirements of the MPEA, developed by our planners Beckett & Raeder, Inc. (BRI). The plan is currently on Steps 3-5.

City Council was provided with a copy of the draft plan for their review. If the council approves the distribution of the plan the plan would be advertised for 63 days to receive public comments.

As a part of the comment period the plan will be distributed to adjacent municipalities, all public utilities operating in the City of DeWitt, and the Downtown Development Authority.

At the completion of the comment period, the Planning Commission will hold a public hearing on the plan and take formal action on the plan.

City Council has the option of passing a resolution to require the Planning Commission to submit the plan to the City Council for final adoption. If the council would like that to be a part of the adoption process a resolution can be prepared for the May 22 meeting.

The plan revisions centered on updating the demographics, maps/tables, and the different planning areas throughout the city. With the development of The Woodlands, that planning area was removed from the Master Plan.

Councilmember VanDyke was in attendance to give a brief overview of the process and some of the modifications made to the plan.

Motion by Whitman, seconded by Hunsaker carried by unanimous vote of the Council **to approve Resolution #2023-05 approving the distribution of the draft community master plan as recommended by the DeWitt Planning Commission.**

### **COUNCIL STAFF REPORTS:**

City Attorney:

- Nothing to report

City Clerk-Treasurer:

- Meeting with Clinton County Clerk's Office and Bureau of Elections in May to discuss the implementation of Proposal 2 on May 10<sup>th</sup>

DARA:

- All summer camps are full
- After school program has 30 kids every day
- Soccer is full

DDA:

- Meeting on 5/9

DAESA:

- Meeting on May 18

Planning:

- Meeting in a couple of weeks

Parks:

- No Meeting

Police Chief:

- Both races are covered for traffic control
- Senior day is Friday
- Court date has been pushed back to June

**ADJOURNMENT:**

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting is adjourned at 7:42 p.m.**

Respectfully submitted,

Lisa M. Grysen  
City Clerk-Treasurer

Susan J. Leeming  
Mayor