

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

Excused: Matt Cooper

STAFF:

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

AUDIENCE:

Stella Gallagher, Fire Chief Joe Spagnuolo and Malissa Schutt, Clinton Area Transit Executive Director

AGENDA:

Motion by Whitman, seconded by VanDyke 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 June 12, 2023, Regular City Council Meeting as amended.**

PUBLIC COMMENT:

None

CITY ADMINISTRATORS REPORT:

MI Pension Grant and MI DNR SPARK Grants

All the grant applications for the pension grant and three SPARK Grants have been submitted to Treasury and the DNR, respectively. The timelines for decisions for each of the grants are not clear, but as notification on the status of the city applications is received, I will keep City Council informed.

New Timesheets Payroll System Implemented

A new digital timesheet system has been implemented for all departments, including DDA and Fire Authority. Once all the bugs are worked out the system should provide for a much more efficient payroll processing and tracking of manhours spent in the various departments, i.e., parks, streets, DDA district, etc....

Vehicle Purchase Delays

The John Deere Gator and replacement dump box that City Council approved has both been delayed due to availability and shortages in materials.

SCCMUA SRF Loan Closed

The sewer authority has officially closed on the SRF loan and held a pre-construction meeting at the beginning of June. The contractor is expected to begin some of the work in August.

Relocation of EV Charging Station to DDA Lot

The DDA has requested that the EV charging station located in front of the new building on South Bridge Street be relocated to the DDA lot. The station has been removed due to the construction and would not get re-installed until the completion of that project. The DDA did receive favorable feedback at the business round table meeting for relocating the station to the DDA lot, which would then provide four parking spaces with chargers in one location.

Turner Street Resurfacing

The contractor is making great progress. The milling has been completed approximately one week ahead of schedule. The contractor anticipates paving to start early next week, with possible completion by June 30.

General Information Packet

- InvoiceCloud Report
- General Ledger Report 06-09 to 06-22
- Comcast Letter

OLD BUSINESS:

None

NEW BUSINESS:

1. **MERS Voluntary 457 Authorizing Signature Resolution:**

At the June 12, 2023, City Council meeting the transition from Mission Square to MERS for the employee's voluntary 457 Pension Accounts was approved by City Council.

To submit the paperwork a resolution authorizing the City Clerk and City Administrator to sign on behalf of the City of DeWitt needs to be adopted by City Council.

The resolution authorizing the City Clerk and City Administrator as the signatories are attached for Council review.

Motion by Hunsaker, seconded by Donohue and carried by unanimous vote of the Council **to Approve the prepared resolution establishing authorized signatories as the City Clerk and City Administrator for the MERS 457 Voluntary Pension plan contracts.**

2. **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 to extend services until June 30, 2024.

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 states the fees shall be reviewed and approved each year. This will ensure the costs for both the City and Authority remain current.

The Fire Authority board approved the agreement at their regular meeting in June.

Motion by Hunsaker, seconded by VanDyke and carried by unanimous vote of the Council to approve the Professional Services Agreement and fees between the City of DeWitt and DeWitt Area Emergency Services Authority and authorize the Mayor and City Clerk to sign on behalf of the City of DeWitt.

3. Fire Equipment Grant Application Approval:

Fire Chief Spagnuolo would like to submit a Fire Equipment Grant for equipment and materials for the firefighters. The grant is being offered through the MI Department of Treasury. Each eligible municipality can receive a grant of up to \$10,000 for equipment. With the authority representing three (3) municipalities, they are eligible for up to \$30,000.00.

Chief Spagnuolo was in attendance to go over the intended purchases, if the grant is approved, and answer any questions City Council may have.

Motion by Whitman, seconded by VanDyke and carried by unanimous vote of the Council to authorize the DeWitt Area Emergency Services to apply for a MI Equipment Fire Grant with the Michigan Department of Treasury on behalf of the City of DeWitt.

4. Clinton Area Transit System (CATS) Update:

The Executive Director, MaLissa Schutt, was in attendance to give City Council an update on operations and upcoming projects with Clinton Transit. INFORMATIONAL ONLY

5. FY 2022-23 Budget Amendments:

City Council was provided with the budget amendment details for each fund, including line items. The current Original budget, the Proposed Amendments, and Final Amended Budget are all shown for their review and consideration. Summarized by fund, the budget amendments are as follows:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Surplus (Deficit)</u>
General	\$3,741,356	\$4,074,961	(\$333,605.00)
Cemetery	\$12,210.00	\$530.00	\$11,680.00
Pub. Improv/Bldg	\$0.00	\$0.00	\$0.00
Major Street	\$382,600.00	\$527,415.00	(\$144,815.00)
Local Street	\$331,600.00	\$350,466.00	(\$18,866.00)
DDA	\$153,550.00	\$179,819.00	(\$26,269.00)
Building Dept.	\$187,250.00	\$196,420.00	(\$9,170.00)
Drug Law Enf.	\$14.00	\$6.00	\$8.00
Water & Sewer	\$753,994.00	\$701,358.00	\$52,636.00
Motor Pool	\$257,080.00	\$315,155.00	(\$58,075.00)
Special Donations	\$630.00	\$350.00	\$280.00

Commentary

General Fund Revenues: The overall anticipated year-end revenues are projected to be \$61,415 lower than the original budget, which is due to budgeting for the MNRTF Grant for McGuire Park, which the City did not receive. Overall property tax collections were up slightly from the adopted budget by approximately \$68,000. The FY22-23 Amended Budget is showing a draw in Fund Balance of \$333,605 which is due to the Sports Park and Riverside Park improvement projects.

The General Fund/Other Fund Revenue and Expenses are highlighted on the attached spreadsheet. The amendments of note are highlighted in yellow and have a brief description in each line item for Council's review. The amendments that are reductions are shown in **RED** text on the attached spreadsheet.

General Fund Fund Balance – The GF Fund Balance remains very healthy at \$2,762,868.00, with a committed Fund Balance of \$415,000 for the Bridge Fund, \$250,000 for Parks Improvements, and \$7,230 for Voting Equipment Maintenance Contract. The total committed fund balance is \$672,230.00.

Removing all of the funds reserved for the Bridge Repair and Parks Improvements leaves an unrestricted Fund Balance of \$1,757,033.00.

City Council has discussed increasing the reserve funds for future Parks Improvements. The current reserve fund has a balance of \$250,000.00, which has been identified as going toward Riverside, Sports Park, and McGuire Park.

City Council could authorize an additional \$125,000 towards other future park improvements in reserve funding and still have a remaining undesignated fund balance of \$1,632,033.

Motion by Donohue, seconded by Whitman and carried by unanimous vote of the Council **to approve the proposed amendments to the FY 2022-23 Budget and authorize the Treasurer to make the necessary adjustments to the financial statements.**

6. **On-going Obligations Report:**

As required by the City Charter Section 12.4 Budget Control attached is the On-Going Obligation report for FY2022-2023.

REPORT OF OBLIGATIONS AT COMPLETION
OF FISCAL YEAR 2022-2023

This Report is being submitted to Council per section 12.4, Budget Control, of the City Charter. This Section requires the City Administrator to inform the City Council of outstanding obligations due to the expiration of a fiscal year and offer recommendations for paying these obligations.

THESE ITEMS WERE BUDGETED IN THE FY22-23 AND PAYMENT IS RECOMMENDED TO COME FROM THE FUND BALANCE WITH BUDGET ADJUSTMENTS

The following consist of the outstanding obligations:

- Major Street Resurfacing: (202-000-808-00)
The Turner Street resurfacing contract was approved by City Council at the February 27, 2023 meeting. The total city contract is \$76,250.00 for construction and \$37,035 for construction engineering by C2AE.
- Riverside Playground Equipment: (101-751-980-000)
Council approved the park's improvement plans at the May 9, 2022 meeting. The equipment for Riverside Park has been paid for, but installation will not be completed until after July 1, 2023. The total cost for installation is \$161,690.00.
- New Dump Truck, Replacement Dump Truck Box, and John Deere Gator (661-000-981-003)
Several pieces of equipment ordered by the DPS have been delayed due to availability at dealers. The aforementioned equipment totals \$121,690.00.

There are no other significant outstanding obligations. There are invoices of smaller dollar amounts that are outstanding as we move from one fiscal year to the next. These invoices are of an amount that can be covered by funds in the current fiscal year budget.

Motion by Hunsaker, seconded by VanDyke and carried by unanimous vote of the Council to receive and place on file the On-Going Obligations Report as presented by the City Administrator for the Fiscal Year 2022-2023 in accordance with the DeWitt City Charter, Section 12.4 Budget Control.

7. Emergency Right-of-Way Tree Removal:

There were two (2) trees at 406 West Geneva and four (4) trees across from Percy Carris Park that needed to be removed by crane truck. There were trees at each location that were determined to be hazardous trees and needed to be removed immediately for the protection of the public.

The trees identified for removal could not be removed by DPS department staff due to their large size. Wright Way Tree committed to and completed the work in 3 days.

The purchasing policy limits authorized expenses by the City Administrator to \$5,000.00. The Charter, Section 11.14 Emergency Purchases, authorizes the City Administrator to exceed that amount in the case of an emergency, provided a full report is made to City Council at the next regular meeting.

Motion by Whitman, seconded by Donohue and carried by unanimous vote of the Council to approval of the invoice of \$5,000.00 to Wright Way Tree Company, for emergency tree removal work on West Geneva and at Percy Carris Park.

COUNCIL STAFF REPORTS:

City Attorney:

- Working on some code enforcement issues
- Continue to update police department policies

City Clerk-Treasurer:

- State Legislators are scheduled to vote in July regarding implementing Proposal 2
- Election inspector wages will need to be increased after the County surveyed current wages. The City and DeWitt Township were at the bottom of the pay scale.

DARA:

- No Meeting
- Working on rewording some of the descriptions for the Seniors
- Love the new benches downtown

DDA:

- No Meeting

DAESA:

- Missed two calls during May- DeWitt Township covered the calls

Planning:

- Discussed the Memorial Building, variance will be coming to ZBA on July 24th

Parks:

- Dedication and ribbon cutting for the Sports Park was held prior to the City Council Meeting

Police Chief:

- Key issues with the new patrol car
- Attorney General is going over the to-do list for the court date
- Trained on the new paperless system
- Nice crowd at the car show (250ish cars)

ADJOURNMENT:

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting is adjourned at 8:21 p.m.**

Respectfully submitted,

Lisa M. Grysen
City Clerk-Treasurer

Susan J. Leeming
Mayor