



CITY OF DEWITT

DEWITT CITY HALL · 414 EAST MAIN STREET · DEWITT, MICHIGAN 48820

City Council Meeting
414 East Main Street DeWitt MI
Meeting Agenda
Monday, July 24, 2023
7:00 P.M.

Call to Order City Council Meeting

Pledge of Allegiance

Approval of Agenda

Approval of Minutes July 10, 2023 City Council Minutes

Public Comments The public is encouraged to address the City Council at this time. Generally, citizens are not recognized to speak at any other time during the meeting. Unless granted additional time by the Mayor, each member of the public is limited to three (3) minutes.

City Administrators Report

Old Business None

New Business

1. Review of the Special Land Use Request for 210 West Washington

RECOMMENDED ACTION: The City Council, as outlined in the Zoning Ordinance Section 78-235, is charged with: a.) approve the SLU as submitted, b.) approve the SLU with conditions, c.) deny the SLU

2. FY2024 SCCMUA Budget – Presented by Director Gurski

RECOMMENDED ACTION: To receive and place on file the 2024 Southern Clinton County Municipal Utilities Authority Annual Operating Budget.

3. Tree Removal & Tree Trimming Bids – Streets, Parks and Cemetery

RECOMMENDED ACTION: To approve the Tree Removal and Tree Trimming bid from J&J Hardwoods in an amount not-to-exceed \$23,077.00.

Council/Staff Reports

Adjournment

Official minutes of the Council Meetings are available for public inspection at the Clerk's Office, 414 East Main Street, DeWitt, Michigan 48820. The City of DeWitt will provide to individuals with disabilities, reasonable auxiliary aids and services which are needed to fully participate in any meeting provided a 72-hour notice is received by phone or in writing. Contact the City Clerk at 414 East Main Street, DeWitt, Michigan 48820, or by calling (517) 669-2441. POSTED: July 20, 2023.

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, Trevor VanDyke, Jennifer Whitman, and Mayor Leeming

Excused: Mark Kellogg

STAFF:

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

AUDIENCE:

Stella Gallagher and Maria Ostrander

AGENDA:

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

APPROVAL OF MINUTES:

Motion by VanDyke, seconded by Whitman, carried by unanimous vote of the Council to **approve the minutes from the June 26, 2023, Regular City Council Meeting as amended.**

PUBLIC COMMENT:

None

CITY ADMINISTRATORS REPORT:

Riverside Park Playground Construction Started

The playground equipment installation crews started construction on Wednesday, July 5, and are making good progress. All the equipment has been delivered to the site and installation should start by the week of July 10. The large ship did have to get adjusted slightly due to a conflict with a sanitary sewer pipe that runs under the playground.

Turner Street Resurfacing

The contractor finished resurfacing and restoration on Friday, June 30. The pavement markings are completed and the street has been opened to traffic.

EV Charging Station Reports

There are two reports included in your general information packet on the usage of the EV stations over the last 90 days. One report shows the amount of energy used and the other report shows the number of charging sessions. The website will not let me isolate each station. I will have the laptop at the meeting and show Council some additional reports that I was unable to print.

General Information Packet

- EV Charger Graphs – Usage & Total Sessions
- Planning Commission Meeting – June 22, 2023 (Draft)
- General Ledge Report 6-23 to 7-6
- Assessor’s Office June 2023 Summary
- InvoiceCloud Report
- Chamber of Commerce News

OLD BUSINESS:

None

NEW BUSINESS:

1. MML – Workers’ Compensation Fund:

The slate of six individuals seeking election or re-election to the MML Workers’ Compensation Fund Board of Trustees is attached. City Council was provided with a brief biographical sketch of the candidate for their review.

Motion by Donohue, seconded by VanDyke and carried by unanimous vote of the Council **to cast a ballot for the six candidates seeking election for the six open board seats for four-year terms beginning October 1, 2023, to the MML Workers’ Compensation Fund Board of Trustees.**

2. Resignation of Mathew Cooper from City Council:

Councilmember Cooper has submitted a letter of resignation from the office of Councilmember.

The DeWitt City Charter in Section 6.8. – Resignations; states: “Resignations of all elective officials and appointive officers shall be made in writing and filed with the clerk, and shall be acted upon at the next regular or special meeting of the council following their filing.”

Motion by Whitman, seconded by Donohue, carried by a majority vote of the Council **to accept, with regret, Councilmember Cooper’s Letter of Resignation from the DeWitt City Council effective immediately.**

Council Member VanDyke voted no

3. Confirmation of Mayor Leeming’s Appointment:

Due to the resignation of Councilmember Mathew Cooper, there is a vacancy in the elective office of Councilmember.

The City of DeWitt Charter Article 6, Section 6.10 states “a vacant elective office shall be filled within 30 days...the office of councilmember shall be filled by appointment of the mayor and confirmation by the council.”

Mayor Leeming is appointing Maria Ostrander to fill the remainder of the term.

Ms. Maria Ostrander previously served as a council member from 2012-2019 and has served on many boards and commissions including, DARA, DAESA, Parks and Rec, and most recently on the Public Art Committee for the LEAP grant.

Motion by Hunsaker, seconded by VanDyke, carried by unanimous vote of the Council **to confirm Mayor Leeming's appointment of Maria Ostrander to fulfill the vacant office of a Councilmember.**

Council Member Ostrander was sworn in at 7:15 pm by City Clerk Grysen

COUNCIL STAFF REPORTS:

City Attorney:

- Working on some code enforcement issues
-

City Clerk-Treasurer:

- All Clerks are meeting at Clinton County next week regarding Proposal 2 and what was passed by the State Legislators

DARA:

- Meeting on July 11

DDA:

- Meeting on July 11 at noon

DAESA:

- Meeting on July 20

Planning:

- Meeting on July 27

Parks:

- Meeting August 9

Police Chief:

- Still having key issues with the new patrol car
- Mail thefts out of mailboxes and removal of the mailboxes on the drive-thru of the post office
- No complaints on July 4th

ADJOURNMENT:

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting is adjourned at 7:40 p.m.**

Respectfully submitted,

Lisa M. Grysen
City Clerk-Treasurer

Susan J. Leeming
Mayor

Riverside Park Playground Equipment Project Update

The contractor is making good progress on the installation of the new equipment. With the elevated water table installation is a little more time-consuming. After each post hole is dug, they have to use a small pump to de-water the hole and install a sonnet tube before the concrete can be poured. Consumers Energy mis-marked the gas supply line for the restrooms and the contractor did hit the line while digging one of the posts, which delayed construction for approximately 4-5 hours. Provided there are no other delays the project is still expected to be completed before Ox Roast.

State of Michigan Assessing Department Audit

The State of Michigan State Tax Commission (STC) will be performing a routine audit on the Assessing Department. The STC performs this audit on all assessing departments approximately every 4-5 years. The last audit was in 2018. Our assessor, Chris, has been submitting the required materials to the STC in preparation for a site visit within the next few weeks. Attached to your General Information Packet is a letter from the STC regarding the audit.

Pedestrian Bridge Inspection

C2AE performed an inspection on the pedestrian bridge over the Looking Glass River behind City Hall. They did identify some repairs and are recommending repainting of the steel components. C2AE will be putting together some preliminary plans and cost estimates for review.

General Information Packet

- Huntington Review and Outlook
- General Ledger Report 7-7 to 7-20
- Assessing Department Audit
- InvoiceCloud Report

July	
25 – Tuesday	Downtown DeWitt Farmers Market
27 – Thursday	Planning Commission Meeting
27 – Thursday	Concerts in the Park
August	
Tuesdays	Downtown DeWitt Farmers Market
03 – Thursday	Concerts in the Park
08 – Tuesday	Downtown Development Authority Meeting
09 – Wednesday	Parks, Rec, Cemetery & Tree Commission Meeting
14 – Monday	City Council Meeting
18th /19th /20th	77 th Annual DeWitt Ox Roast

Staff Report for Council Agenda Item

Agenda Item: NB#1
Meeting Date: July 24, 2023

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: July 20, 2023
RE: Special Land Use Request Application – 210 West Washington Street

FACTS: The owners of 210 West Washington, DeWitt Memorial Association (DMA), have entered into a purchase agreement with Promise Assembly of God to acquire the building located at 210 West Washington.

The DMA has owned the property since the early 1940s and the building's principal use, since construction, has been a Community Building for the duration of that time. The building is comprised of an east half and a west half.

Over the years, several different tenants have occupied a portion of the building, i.e., DeWitt District Library, fitness center, and most recently Promise Assembly of God has been utilizing the west half for Sunday worship services.

Ownership of the building had been retained by the DeWitt Memorial Association since the existence of the building and it has served as their primary location for the affairs of the DMA.

The proposed Special Land Use application is requesting that the building's Principal Use be converted from Community Building to Religious Worship Services.

The property is currently zoned R-3 Moderate Density Mixed Residential, which outlines both, community buildings and religious worship service buildings, as separate and distinct special land uses in an R-3 district. The zoning ordinance requires that any time there is a change from one special land use to another special land use the subject property is required to seek approval for the new requested special land use.

The DeWitt Planning Commission held a public hearing at their regular meeting on June 22, 2023.

During the Planning Commission's regular meeting on June 22, 2023, the commission recommended approval, contingent upon the approval of the non-use variance request, for the Special Land Use request of religious worship services. The minutes from that meeting are attached for your review.

Application for Special Land Use



City of DeWitt
414 East Main Street
DeWitt, Michigan 48820

All questions must be answered completely. Other permits may be required.
Note: *An application for a special land use must be accompanied by an application for site plan approval.*

1. Applicant Information:

Name of Applicant: Promise Assembly of God

Applicant's Signature: _____

Address of Applicant: 206 W Washington St

City: DeWitt State: MI Zip: 48820

Phone: 517-281-1272 Fax: N/A

Staff Only	
Date Received: <u>5/26/23</u>	Planning Commission
Fee: <u>375.00</u>	Date: _____
Receipt #: <u>100184623</u>	Approved/Not Approved
Hearing Date: <u>6/22/23</u>	City Council
Date: <u>5/26/23</u> <i>[Signature]</i>	Approved/Not Approved
	Date: _____

Name of Owner (if other than applicant): DeWitt Memorial Association

Signature of Owner: *Soretha Spinrad*

Mailing Address: PO Box 284
DeWitt, MI 48820

2. Has the applicant already filed an application for site plan approval? If so, when? Yes. Applicant submitted for site plan approval in July of 2021 and received conditional approval from planning commission in Sept 2021.
3. Describe the use for which the application is being made:

Religious worship services and related programs in conjunction with religious services.

4. Describe how the property is currently being utilized:

The property is currently used for community events and meetings such as birthday and holiday parties, local hobbyist gatherings, etc.

5. Proposed Location:
Address of Property to be developed:

210 W Washington St

Property Tax Identification Number:

Parcel Number: 200-100-000-274-00

Legal Description of Property:

LOT 274 ASSESSOR'S PLAT-NORTH, CITY OF DEWITT

6. If there are deed restrictions of the property, please attach.

7. Development Plans:

a. Number of buildings to be constructed: N/A - building is existing

- b. Type of building construction: N/A (existing building type IIIB)
- c. Proposed construction start date: N/A
- d. Proposed construction completion date: N/A
- e. Proposed use will accommodate how many persons: < 200 total
- f. Employment:
 Total Number of Employees: N/A
 Number of Shifts: _____
 Number of Employees per Peak Shift: _____
- g. Supplies will be delivered to the site by:
 pick-up truck _____ light delivery trucks _____ semi-truck
- h. How will storage be handled on the site: There is minimal storage required. All storage will be inside building.

8. Response to Standards for Deciding Request:
 Please provide responses to the following statements as evidence in support of your request for a Special Land Use Permit:

- a. The proposed use complies with the general objectives and policies of the City's Comprehensive Development Plan.
The proposed use maintains similar activities on site and traffic level within the neighborhood to that of past and current uses, helping to preserve high quality of life and safety within the neighborhood.
- b. The proposed use has been designed and will be constructed, operated and maintained as to be harmonious and appropriate in appearance with the existing character of the neighborhood.
The building is existing (constructed 1947 - 1960) and is similar scale to other existing non-residential buildings nearby (directly across street). No exterior modifications are planned for the building.
- c. The proposed use is served by necessary public facilities which are adequate or can be made adequate to serve the proposed use. Specifically, please address streets, storm water, drainage, water supply, fire protection, police protection, sanitary sewer disposal, waste disposal and public recreation.
Building is located on paved street approximately 1 block from downtown, with public park within 3 blocks. Building and site drain to city stormwater system via surface drainage.

Building is served by city sanitary sewer and has well on site for water supply. Fire station is within 1/2 mile. Police station is less than 1 mile from building. Building is served by regular trash pickup.

- d. The proposed use shall not be hazardous or disturbing to neighboring uses or cause any conflict to the existing and quiet enjoyment of surrounding property.
The proposed use does not involve excessively loud or hazardous activities or excessive traffic. Operating hours are limited to select times each week typical of worship facilities (not typically late at night).
- e. The proposed use shall not involve activities, processes, materials and equipment and conditions of operation that will be detrimental to any person, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
Activities within building/on site will be limited to religious worship and community gatherings. As noted above, traffic will not be excessive, but similar to existing traffic level to/from building. No offensive noise, smoke, fumes, glare or odors will be generated.

NOTE: Sections 17.6 and 17.7 contain specific requirements for Special Use Permits for certain uses in residential and non-residential zoning districts. Site plans must comply with these requirements.

City Use Only

Date of Public Hearing: June 22, 2023
Date letters sent to parties of interest/property owners: June 6, 2023
Date Public Notice published in DeWitt Bath Review: June 9, 2023

An application shall not be accepted as complete until all required materials are provided and the submittal is deemed complete by the City by way of signature.

Signed: 

Date: 5/31/23

AFFIDAVIT
STATE OF MICHIGAN)
)SS

COUNTY OF

The undersigned affirms that he/she or we is/are the lessee (specify: owner, lessee, or other type of interest) involved in the application: and that if this request is granted, that in accord with the plans herewith submitted will be begun within one (1) year from the date of granting of a Development Permit and that I or we am/are able from a legal, financial, and physical basis to do so; and that the answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of his/her knowledge and belief.

Dated: 5/26/23
Timothy B. Covert
(signature of affiant)

DARTOR
(title)

STATE OF MICHIGAN)
)SS

COUNTY OF

On this 26 day of May, 2023, before me personally appeared the above-named Timothy Covert, and made oath that he/she has read the foregoing Affidavit by him/her subscribed and knows the contents thereof to be true, except to those matters he/she states to be on information and belief, and to those matters, he/she believed to be true.

[Signature]
Notary Public.

Paul Nadrowski
Clinton County, Michigan

My Commission expires: May 30, 2029

PAUL NADROWSKI
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF CLINTON
My Commission Expires May 30, 2029
Acting in the County of Clinton

City of DeWitt Planning Commission

Special Land Use: 210 W. Washington St. – Place of Worship

Applicant:	Promise Assembly of God
Project:	Place of Worship
Address:	210 W. Washington Street, DeWitt, MI 48507
Date:	June 22, 2023
Request:	Special Land Use

OVERVIEW



Figure 1: Aerial View + Zoning

The City of DeWitt received an application for a Special Land Use (SLU) just outside the downtown district at 210 West Washington Street. The building is currently owned by the DeWitt Memorial Association and functions under the Zoning Ordinance as a “churches, temples, and other places of worship or public assembly” land use. The DeWitt Memorial Association is in negotiations to sell it to Promise Assembly of God, which represents another type of special land use in the R- 3 district under the same land use category.

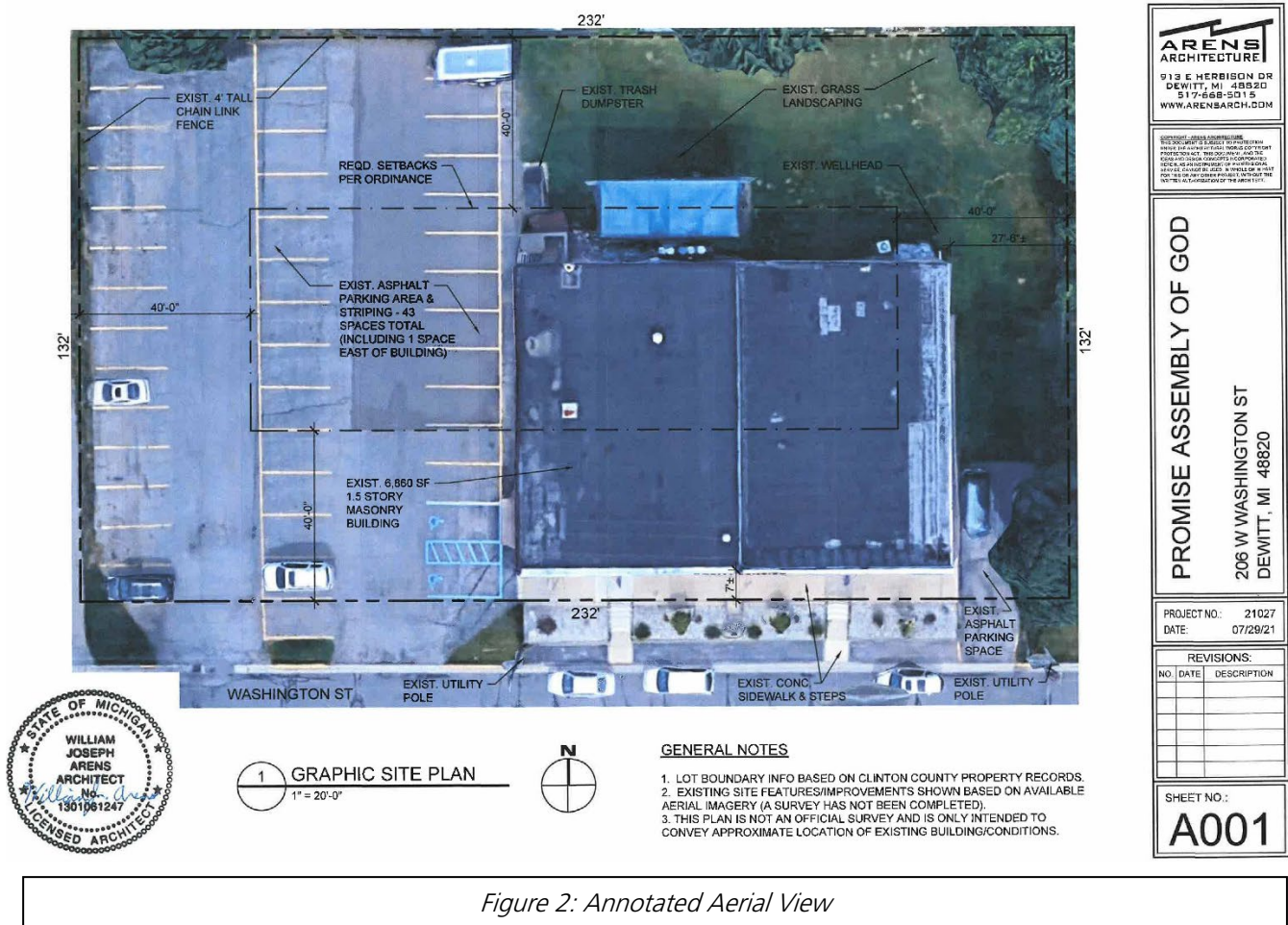


Figure 2: Annotated Aerial View

CRITERIA FOR REVIEW

Article X. Section 78-239. Special Land Use General Requirements

The following general standards are basic to all special land uses.

1. **Compatible with the city comprehensive development plan.** The proposed use shall comply with the general objectives and land use policies contained in the city comprehensive development plan.

The future land use map has this parcel designated as medium density (R2-R3). Places of worship are typically considered to be compatible with residential uses.

This condition is MET.
2. **Compatible with the surrounding area.** The proposed use shall be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing character of the general vicinity.

The parcel is a change of use, meaning the existing structure has been on this site for several years and has not been considered incompatible. Its proximity to the downtown also indicates that this neighborhood is accustomed to slightly higher levels of transit.

This condition is MET.

3. **Served by adequate public services.** The proposed use is served by necessary public facilities which are adequate or can be made adequate to serve the proposed use. Specifically, existing streets, stormwater drainage, water supply, fire protection, police, emergency medical care, sanitary sewer disposal, solid waste disposal, and public recreation shall be adequate to serve the proposed project.

The building and site drain into the city stormwater system via surface drainage. The building is served by the city sanitary sewer and has a well onsite for water supply. The property owner is not required to hook up to municipal water unless the well fails. The fire station is within a half-mile of the site, and the police station is less than one mile from building. The building is also served by regular trash pickup.

This condition is MET.

4. **Impact on public health safety, and welfare.** The proposed use shall not involve activities, processes, materials and equipment and conditions of operation that will be detrimental to any person, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors. Safe vehicular and pedestrian access must be provided to the proposed use.

The proposed use being a place of worship will not involve activities, processes, materials and equipment and conditions of operation that will be detrimental to any person, property, or the general welfare. The site is serviced by a vehicular road, that is separate from pedestrian access, with adequate on-site parking facilities. Sidewalks on W Washington St provide safe pedestrian access.

Parking requirements for this use are calculated by 1 for each 4 seats or 6 lineal feet of pews in the main room of activity. The seating will remain the same for 100 congregants, which would require 25 parking spaces. There are currently 41 spaces and 2 barrier free spaces.

This condition is MET.

5. **Compliance with local, state and federal requirements.** All applicable local, state and federal statutes and requirements must be met.

The building does not comply with Section 78-240(h) of the City of DeWitt Zoning Ordinance as detailed below.

This condition is NOT MET.

Article X. Section 78-240. Special Land Use Specific Requirements

Specific requirements for “Churches, temples, and other places of worship or public assembly” are articulated in Section 78.240(h).

Requirement	Provided	Compliance
1. The minimum lot area shall be at least thirty thousand (30,000) square feet.	The lot area is 30,490 sq. ft.	Met
2. No building shall be closer than forty (40) feet to any property line or street right-of-way.	The site does not meet the requirement for the side setback on the east side of the property (24 ft), nor to the ROW in front of the building (27 ft).	NOT MET

RECOMMENDATIONS

It is recommended that the applicant go before the City of DeWitt Zoning Board of Appeals to seek approval for deviation from the dimensional standards in the City of DeWitt Zoning Ordinance (Section 78-240(h)(2)) prior to final review before the City of DeWitt City Council.



R-3 ZONING

210 W WASHINGTON

200-100-000-274-00
*Click for more info

CB ZONING

R-3 ZONING

CB ZONING

PQ ZONING

CALL TO ORDER:

Chairman Ware called the meeting to order at 7:00p.m. and Commissioner Patterson led the pledge of allegiance.

ROLL CALL

Members Present: Ware, VanDyke, Haas, Patterson, Clement, Lee

Members Excused: Cook

STAFF:

City Administrator Daniel Coss, Administrative Specialist Sarah Stoltzfus and Planner Liz Gunden off Beckett & Raeder.

AUDIENCE:

Loretta Spinrad, 113 N. Bridge St, DeWitt, MI 48820
Kelli Furgason, 1201 E. Geneva, DeWitt, MI 48820
Tim Covert, 4328 Lariat Ln., Lansing MI
DarLynn Covert, 4328 Lariat Ln., Lansing, MI
Jeff Murphy, 9385 Williams Rd, DeWitt, MI 48820

APPROVE AGENDA:

Motion by Commissioner Patterson, seconded by Commissioner Haas and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for June 22, 2023, be approved as presented. MOTION CARRIED.**

APPROVAL OF MINUTES:

Motion by Commissioner VanDyke, seconded by Commissioner Patterson and carried by unanimous vote of the Planning Commission that **the minutes of the April 27, 2023, Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

PUBLIC HEARING: Special Land Use Application 210 West Washington

Open: 7:02pm

Close: 7:03pm

PUBLIC COMMENTS:

None

NEW BUSINESS:

1. Review Application for Special Land Use at 210 West Washington

The Planning Commission reviewed the Special Land Use application, which is requesting that the building's primary use be converted from Community Building to Religious Worship Services. Of the general conditions, the setback requirement is not met, but the applicant can request a variance from the Zoning Board of Appeals. The Planning Commission also had a discussion

about the church being located in the commercial district within a radius of 500 feet and current and future businesses that may apply for a liquor license.

Motion by Commissioner Patterson, seconded by Commissioner Lee and carried by unanimous vote of the Planning Commission **to recommend approval to the City Council and contingent upon approval of the non-use variance from the ZBA for the SLU at 210 West Washington.**

PLANNING COMMISSION MEMBER COMMENTS:

Administrator Coss announced that there will be a ribbon cutting ceremony on June 26th at 6pm at the DeWitt Sports Park to celebrate the installation of its new playground equipment.

ADJOURNMENT:

Motion by Commissioner Patterson, seconded by Commissioner Lee and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 7:28 pm.**

Respectfully submitted,

Sarah Stoltzfus,
Recording Secretary

Staff Report for Council Agenda Item

Agenda Item: NB #2
Meeting Date: July 24, 2023

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: July 20, 2023
RE: FY2024 SCCMUA Budget

FACTS: Attached is the FY 2024 SCCMUA Operating Budget for the City of DeWitt. Brad Gurski, SCCMUA Director, will be in attendance to go over the budget with City Council.

A Public Hearing on the budget will be held on September 19, 2023. The budget will be on the agenda for adoption at the September 19, 2023, SCCMUA Board meeting.

RECOMMENDED ACTION: To receive and place on file the 2024 Southern Clinton County Municipal Utilities Authority Annual Operating Budget.

MOTION BY: _____ SECONDED BY: _____

ROLL CALL VOTE:	Ostrander _____	VanDyke _____
	Donohue _____	Kellogg _____
	Hunsaker _____	Whitman _____

Southern Clinton County Municipal Utilities Authority



3671 W Herbison Road • DeWitt, Michigan 48820

(517) 669-8311 • FAX: (517) 669-9335

MEMORANDUM

Date: July 1st, 2023

To: Dan Coss, City Administrator

From: Brad Gurski, Director of Operations

Subject: 2024 SCCMUA Operating Budget & 5-Year Capital Improvements Plan (CIP)

The 2024 Operating Budget and 5-Year CIP was presented at the June 20, 2023, Southern Clinton County Municipal Utilities Authority Board of Commissioners meeting. A copy of the proposed 2024 Operating Budget and 5-Year CIP is provided to place on your agenda for acceptance.

A public hearing for the 2024 Budget will be held at the regular monthly SCCMUA Board meeting on September 19, 2023, with adoption by resolution anticipated at the next monthly SCCMUA Board meeting.

Upon request, I will make myself available to meet with the City Administrator to discuss any portion of this budget and attend any public session required for adoption of this budget for your community.

SOUTHERN CLINTON COUNTY MUNICIPAL UTILITIES AUTHORITY



2024 OPERATING BUDGET

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Letter to the Board

The proposed 2024 Operating Budget has a projected increase of 8.5% from the 2023 budget. This does not reflect the capital outlay portion of the budget.

The 2024 collection system accounts have an increase of 5% from the 2023 amended budget. There has been an aggressive TV/Clean schedule budgeted to minimize potential problems in the future. The increase in the collection accounts is primarily due to the increase in utility costs and the rising cost of general parts. Utility costs are up significantly but appear to be plateauing a bit based on future projection.

SCCMUA has made additional contributions to MERS in the last five budgets, which has held unfunded liability reasonably stable. The actuarial indicates SCCMUA is near the plateau, where we will see costs decrease after the fiscal year 2025. For the 2024 budget, our payment was based on a 6.5% assumption. SCCMUA will be paying an additional \$46,500 over what is required for the 2024 fiscal year. This amount is similar to other payments SCCMUA has made in the past. These efforts will likely smooth the rate of incline for payments in the future. This is also important considering market volatility under current economic times.

The costs that most impacted this budget are easy to identify. Salaries have increased due to the planned retirement of some staff requiring additional staff to be brought in for training. The large contributor is chemical costs associated with the process. These costs have escalated at an unfathomable pace; the increase is 75% from the prior year. Utilities continue to outpace inflationary predictions as well.

Overall, the proposed 2024 budget achieves goals set to maintain the funds to operate the collection systems and plant.

Fund Structure

The financial structure of SCCMUA is similar to other governments with the use of funds except that it only uses one fund. Funds are the control structure that ensures that public money is spent only for those purposes authorized and within amounts authorized. Funds are established to account for different types of activities and legal restrictions that are associated with a particular government function. The Governmental Accounting Standards Board (GASB) defines a fund as:

A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and charges therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

SCCMUA is a Proprietary Fund. It is not required to adopt an annual budget; however, the Authority Board does adopt an annual Operating Budget and a 5-year Capital Improvement Plan following a public hearing. The Operating Budget includes proposed expenses and the means to finance them. The Authority operating budget remains in effect but can be revised with Board approval prior to the December 31 year end.

Proprietary funds – are used to account for a government’s business-type activities (ie: activities supported, at least in part, by fees or charges). These funds are also known as *enterprise funds*.

SCCMUA further breaks down this fund into departments. These departments represent each community’s collection system, the plant, process, and Industrial Pretreatment. Following is an explanation of each account:

101 – DeWitt Township Collection System: This account represents all of the expenses related to the repair and maintenance of the collection system including lift stations, pipe, and manholes.

102 – Bath Township Collection System: This account represents all of the expenses related to the repair and maintenance of the collection system including lift stations, pipe, and manholes.

103 – City of DeWitt Collection System: This account represents all of the expenses related to the repair and maintenance of the collection system including lift stations, pipe, and manholes.

104 – Watertown Township Collection System: This account represents all of the expenses related to the repair and maintenance of the collection system including lift stations, pipe, and manholes.

105 – Joint Collection System: This account represents all of the expenses related to the repair and maintenance of the collection system including lift stations, pipe, and manholes. This includes Lift Station 501 and 504 and all of the pipe and manholes from Twinbrook in DeWitt Twp to the Plant. This account is jointly owned by Bath and DeWitt Twp and is solely funded based on an average percentage of flow for the last three years of flow data.

200 – Plant: This account represents all of the expenses for the plant. Plant is defined as all of the buildings, trucks, grounds, electrical, furniture, etc. It is funded based on ownership. Ownership percentages are as follows: DeWitt Twp – 55.7576%, Bath Twp – 16.7273%, City of DeWitt – 11.3131%, and Watertown Twp – 16.2020%.

201 – Process: This account represents all of the expenses for the process. Process is defined as all of the equipment, labor, chemicals, etc that are used to “treat” the flow coming through the plant. The account is funded based on the last three years of data related to the flows coming into the plant from each of the communities.

666 – Industrial Pretreatment (IPP): This is a self-funding account. It is for the administration of the Industrial Pretreatment program and is funded based on the number of users in each community.

Budget and Financial Policies

Investment Policy: The goal of this policy is to enhance the economic status of the Authority while protecting its funds. The Authority is to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Authority and comply with all State statutes governing the investment of public funds.

Capital Assets: The Authority uses a \$5,000 benchmark to report acquisition of capital assets.

Long Term Capital Planning: The purpose of the Long-Term Capital Plan is to forecast capital and funding requirements to meet long term (30 year) and short term (5 year) needs. Capital expenses are those that are less than \$30,000. Capital outlays are those that are more than \$30,000.

Collection System Reserve Funding: it is recommended that the municipalities make a contribution of 7% of the last three years annual collection system operating budget to their collection system reserves. A minimum reserve balance of \$75,000 is also recommended.

Industrial Pretreatment Fund Balance: After the fiscal yearend audit, all funds in the IPP fund balance over \$100,000 will be returned to the municipalities based on their number of commercial and industrial users.

Financial History

The Clean Water Facility was constructed under a Federal Grant. The plant opened January 1, 1980. A decision was made that all of the buildings, equipment, furniture, etc. that was in place prior to January 1, 1980 would be on the financial statements of the four municipalities based on ownership. All assets after that date would be on the financial statements of the Authority.

The Federal grant required that the municipalities put funds into reserves to replace the assets as needed. Periodic wastewater rate studies were performed and as a part of that study, replacement reserves were calculated. In the early years, reserves were not fully funded based on these studies. These reserves were fully funded beginning in the early 1990's. These reserve funds only funded assets obtained prior to January 1, 1980. The municipalities also needed to set funds aside for assets purchased after January 1, 1980. Those assets were depreciated on a straight-line depreciation method and depreciation was fully funded.

In 2008/2009, the Authority Board authorized funds for C2AE to perform a complete Long-Term Asset Replacement Study. This process identified all assets within the facility and the estimated replacement date and replacement cost. The replacement costs were only equipment costs, not total project costs, however, C2AE updated the five-year plan to include engineering, contingency, administration, and overhead. This information was then incorporated into a Rate Study model. In March 2011, the Authority Board adopted the model (Long Term Capital Cost Analysis). As part of adopting the model, reserves and depreciation would no longer be funded beginning with the 2012 budget. Reserves are funded based on the model and the adopted funding level for both the process and plant. Each year the Board may make adjustments to that funding level when the budget is adopted. Although depreciation is no longer funded, it is still an expense to the Authority.

DeWitt Twp Payment Breakdown

2024 PAYMENT BREAKDOWN						
ACCOUNT #101						
DEWITT TOWNSHIP SEWER						
Acct.#	2024	%	2023 Budget	%	2022	%
101	291,242.56	100%	276,089.43	100%	271,921.15	100%
105	77,401.56	62.12%	72,832.44	62.97%	74,082.61	64.35%
200	839,426.62	55.7576%	783,008.75	55.7576%	765,438.07	55.7576%
201	531,896.49	51.65%	478,288.12	52.30%	445,171.26	52.63%
666	7,228.94		7,373.89		7,373.89	
TOTAL	1,747,196.17		1,617,592.63		1,563,986.98	
	15,375.17	101 EQUIP REPAIR/REPLACE RESERVE				
	4,281.28	105 EQUIP REPAIR/REPLACE RESERVE				
	214,006.09	201 EQUIP REPAIR/REPLACE RESERVE				
	141,518.92	200 EQUIP REPAIR/REPLACE RESERVE				
	244,692.00	BOND PAYMENT				
TOTAL	2,367,069.63					
DEWITT TOWNSHIP MONTHLY PAYMENT AMOUNT						
	2024	2023	2022			
	197,255.80	165,839.01	156,283.62			
Acct.#						
101	DeWitt Township Collection System Account			666	Industrial Pretreatment	
105	DeWitt / Bath Township Collection System Account					
200	Cleanwater Plant - Authority					
201	Cleanwater Process - Authority					

Bath Twp Payment Breakdown

2024 PAYMENT BREAKDOWN						
ACCOUNT #102						
BATH TOWNSHIP SEWER						
	2024	%	2023 Budget	%	2022	%
102	465,577.45	100%	\$454,168.79	100%	448,332.61	100%
105	47,210.96	37.89%	42,829.68	37.03%	41,041.88	35.65%
200	251,828.29	16.7273%	234,902.91	16.7273%	229,631.70	16.7273%
201	290,406.21	28.20%	252,770.24	27.64%	230,155.99	27.21%
666	2,293.32		2,339.30		2,339.30	
TOTAL	1,057,316.23		\$987,010.92		951,501.48	
	23,939.67	102 EQUIP REPAIR/REPLACE RESERVE				
	2,611.36	105 EQUIP REPAIR/REPLACE RESERVE				
	116,843.60	201 EQUIP REPAIR/REPLACE RESERVE				
	42,455.73	200 EQUIP REPAIR/REPLACE RESERVE				
	112,242.00	BOND PAYMENT				
TOTAL	1,355,408.59					
BATH TOWNSHIP MONTHLY PAYMENT AMOUNT						
	2024	2023	2022			
	112,950.72	96,540.76	91,925.94			
Acct. #						
102	Bath Township Collection System			666	Industrial Pretreatment	
105	Bath / DeWitt Townships Collection System					
200	Cleanwater Plant - Authority					
201	Cleanwater Process - Authority					

City of DeWitt Payment Breakdown

2024 PAYMENT BREAKDOWN						
ACCOUNT #103						
CITY OF DEWITT SEWER						
Acct. #	2024	%	2023 Budget	%	2022	%
103	98,974.62	100%	\$88,604.69	100%	86,161.20	100%
200	170,317.90	11.3131%	158,870.83	11.3131%	155,305.78	11.3131%
201	134,081.17	13.02%	119,892.11	13.11%	112,667.32	13.32%
666	1,894.48		1,932.47		1,932.47	
TOTAL	405,268.17		\$369,300.10		356,066.77	
	5,562.04	103 EQUIP REPAIR/REPLACE RESERVE				
	53,946.94	201 EQUIP REPAIR/REPLACE RESERVE				
	28,713.89	200 EQUIP REPAIR/REPLACE RESERVE				
	57,767.00	BOND PAYMENT				
TOTAL	551,258.04					
CITY OF DEWITT MONTHLY PAYMENT AMOUNT						
	2024	2023	2022			
	45,938.17	37,849.58	35,676.79			
Acct.#						
103	City of DeWitt Collection System					
200	Cleanwater Plant - Authority					
201	Cleanwater Process - Authority					
666	Industrial Pretreatment					

Watertown Twp Payment Breakdown

2024 PAYMENT BREAKDOWN						
ACCOUNT #104						
WATERTOWN TOWNSHIP SEWER						
Acct. #	2024	%	2023	%	2022	%
104	87,370.64	100%	\$80,731.14	100%	\$77,014.39	100%
200	243,919.94	16.2020%	227,526.07	16.2020%	222,420.40	16.2020%
201	73,425.40	7.13%	63,558.36	6.95%	57,856.19	6.84%
666	1,869.55		1,907.04		1,907.04	
TOTAL	406,585.53		\$373,722.61		\$359,198.02	
	5,525.17	104 EQUIP REPAIR/REPLACE RESERVE				
	29,542.37	201 EQUIP REPAIR/REPLACE RESERVE				
	41,122.46	200 EQUIP REPAIR/REPLACE RESERVE				
	44,301.00	BOND PAYMENT				
TOTAL	527,076.53					
WATERTOWN TOWNSHIP MONTHLY PAYMENT AMOUNT						
	2024	2023	2022			
	43,923.04	38,122.47	35,394.72			
Acct. #						
104	Watertown Township Collection System					
200	Cleanwater Plant - Authority					
201	Cleanwater Process - Authority					
666	Industrial Pretreatment					

DeWitt Twp Collection Revenue – 101 Account

		2023	2024	\$
		BUDGET	PROPOSED	CHANGE
ACCT# 101				
584	PAYMENTS	276,089	291,243	15,154
585	RESERVE PAYMENTS	17,017	15,375	(1,642)
	TOTAL	293,106	306,618	13,512

DeWitt Twp Collection Expenditures – 101 Account

100% DeWitt Township									
		2020	2021	2022	2023	2023	2024	\$	%
		ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
ACCT# 101									
702	SALARIES	59,906	59,583	57,498	86,978	86,978	88,427	1,449	1.67
715	FICA	4,644	4,527	4,368	6,599	6,599	6,765	166	2.52
751	VEHICLE & MILEAGE	7,467	5,661	7,080	7,673	7,600	7,581	(92)	(1.20)
911	HOSPITALIZATION	6,440	7,330	11,385	14,310	14,310	16,387	2,077	14.51
913	DENTAL	1,025	1,196	1,420	1,626	1,626	1,663	37	2.28
920	UTILITIES	42,601	36,092	39,659	49,000	49,000	55,000	6,000	12.24
930	REPAIR & MAINTENANCE	31,239	27,180	30,098	35,000	35,000	38,000	3,000	8.57
931	COLL. SYST. INS. & REHAB.	74,021	71,678	50,376	72,103	72,103	75,200	3,097	4.30
935	MISS DIG	1,564	1,907	2,284	2,800	2,108	2,220	(580)	(20.71)
969	DEPRECIATION	5,620	8,589	9,542	9,542	9,542	9,146	(396)	(4.15)
971	CAPITAL OUTLAY	36,034	40,699	-			-	-	
	Sub Total	270,561	264,442	213,708	285,631	284,866	300,389	14,758	5.17
	Less Unfunded Depreciation	5,620	8,589	9,542	9,542	9,542	9,146	(396)	(4.15)
	Less Reserve Transfers							-	
	Total	264,941	255,853	204,167	276,089	275,324	291,243	15,154	5.49

Bath Twp Collection Revenue – 102 Account

100% Bath Township				
		2023	2024	\$
		BUDGET	PROPOSED	CHANGE
ACCT# 102				
584	PAYMENTS	454,169	465,577	11,408
585	RESERVE PAYMENTS	28,394	23,940	(4,454)
	TOTAL	482,563	489,517	6,954

Bath Twp Collection Expenditures – 102 Account

100% Bath Township									
		2020	2021	2022	2023	2023	2024	\$	%
		ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
ACCT# 102									
702	SALARIES	97,104	97,626	82,274	134,816	134,816	136,758	1,942	1.44
715	FICA	7,485	7,440	6,231	10,229	10,229	10,462	233	2.28
751	VEHICLE & MILEAGE	13,509	13,039	16,306	17,674	17,600	15,842	(1,832)	(10.37)
911	HOSPITALIZATION	11,650	14,244	15,383	22,180	22,180	25,343	3,163	14.26
913	DENTAL	1,779	2,100	2,060	2,521	2,521	2,572	51	2.02
920	UTILITIES	102,771	103,511	103,889	119,000	119,000	126,000	7,000	5.88
930	REPAIR & MAINTENANCE	47,516	48,395	50,840	53,000	53,000	58,000	5,000	9.43
931	COLL. SYST. INS. & REHAB.	33,518	36,974	28,423	41,250	41,250	40,650	(600)	(1.45)
932	ODOR & CORROSION CONTROL	22,395	29,568	31,538	50,500	50,000	48,000	(2,500)	(4.95)
935	MISS DIG	1,699	2,062	2,462	3,000	1,826	1,950	(1,050)	(35.00)
969	DEPRECIATION	16,495	16,299	16,221	7,417	7,417	11,901	4,484	60.46
971	CAPITAL OUTLAY	-	-	22,995				-	-
Sub Total		355,921	371,258	378,622	461,587	459,839	477,478	15,891	3.44
Less Unfunded Depreciation		16,495	16,299	16,221	7,417	7,417	11,901	4,484	60.46
Less Reserve Transfers								-	
Total		339,426	354,959	362,401	454,170	452,422	465,577	11,407	2.51

City of DeWitt Collection Revenue – 103 Account

		2023	2024	\$
		BUDGET	PROPOSED	CHANGE
ACCT#103				
584	PAYMENTS	88,605	98,975	10,370
585	RESERVE PAYMENTS	6,236	5,562	(674)
	TOTAL	94,841	104,537	9,696

City of DeWitt Collection Expenditures – 103 Account

	2020	2021	2022	2023	2023	2024	\$	%
	ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
ACCT#103								
702 SALARIES	12,137	13,376	17,940	16,308	16,308	19,790	3,482	21.35
715 FICA	1,009	982	1,393	1,237	1,237	1,514	277	22.39
751 VEHICLE & MILEAGE	1,049	1,177	1,473	1,596	1,550	1,781	185.00	11.59
911 HOSPITALIZATION	1,432	1,876	4,274	2,683	2,683	3,667	984.00	36.68
913 DENTAL	217	256	490	305	305	373	68.00	22.30
920 UTILITIES	26,925	27,035	27,030	34,000	34,000	39,000	5,000.00	14.71
930 REPAIR & MAINTENANCE	8,735	6,856	4,276	8,300	8,300	9,700	1,400.00	16.87
931 COLL. SYST. INS. & REHAB.	12,593	44,019	15,129	22,000	22,000	21,500	(500.00)	(2.27)
935 MISS DIG	1,161	1,549	1,811	2,175	1,546	1,650	(525.00)	(24.14)
969 DEPRECIATION	1,993	3,986	3,986	3,986	3,986	3,986	-	-
971 CAPITAL OUTLAY	27,905	-			-		-	
Sub Total	95,156	101,112	77,803	92,590	91,915	102,961	10,371.00	11.20
Less Unfunded Depreciation	1,993	3,986	3,986	3,986	3,986	3,986	-	-
Less Reserve Transfers							-	
Total	93,163	97,126	73,816	88,604	87,929	98,975	10,371.00	11.70

Watertown Twp Collection Revenue – 104 Account

		2023	2024	\$
		BUDGET	PROPOSED	CHANGE
ACCT# 104				
584	PAYMENTS	80,731	87,371	6,640
585	RESERVE PAYMENTS	5,989	5,525	(464)
	TOTAL	86,720	92,896	6,176

Watertown Twp Collection Expenditures – 104 Account

		2020	2021	2022	2023	2023	2024	\$	%
		ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
ACCT# 104									
702	SALARIES	21,582	18,593	20,586	20,657	20,657	22,709	2,052	9.93
715	FICA	1,644	1,398	1,555	1,567	1,567	1,737	170	10.85
751	VEHICLE & MILEAGE	2,834	2,801	3,503	3,797	3,775	3,339	(458)	(12.06)
911	HOSPITALIZATION	2,553	2,726	4,472	3,399	3,399	4,208	809	23.80
913	DENTAL	377	334	537	386	386	428	42	10.88
920	UTILITIES	22,833	20,460	23,434	27,000	27,000	33,000	6,000	22.22
930	REPAIR & MAINTENANCE	7,856	8,726	7,149	8,900	8,900	9,700	800	8.99
931	COLL. SYST. INS. & REHAB.	13,390	12,374	11,871	13,250	13,250	11,000	(2,250)	(16.98)
935	MISS DIG	906	1,105	1,473	1,775	1,159	1,250	(525)	(29.58)
969	DEPRECIATION	7,787	9,350	11,147	9,855	9,855	10,233	378	3.84
971	CAPITAL OUTLAY	16,754	196,062	12,837				-	-
	Sub Total	98,516	273,929	98,566	90,586	89,948	97,604	7,018	7.75
	Less Unfunded Depreciation	7,787	9,350	11,147	9,855	9,855	10,233	378	3.84
	Less Reserve Transfers							-	-
	Total	90,729	264,579	87,419	80,731	80,093	87,371	6,640	8.22

Joint Revenue – 105 Account

62.12% DeWitt Township				
37.89% Bath Township		2023	2024	\$
		BUDGET	PROPOSED	CHANGE
584	PAYMENTS	115,662	124,600	8,938
585	RESERVE PAYMENTS	6,533	6,892	359
	TOTAL	122,195	131,492	9,297

Joint Expenditures – 105 Account

DEWITT TOWNSHIP / BATH TOWNSHIP LIFT STATIONS									
	62.12% DeWitt Township								
	37.89% Bath Township	2020	2021	2022	2023	2023	2024	\$	%
		ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
ACCT# 105									
702	SALARIES	17,565	16,494	17,731	18,483	18,483	19,559	1,076.00	5.82
715	FICA	1,364	1,218	1,378	1,402	1,402	1,496	94.00	6.70
751	VEHICLE & MILEAGE	926	1,063	1,329	1,441	1,400	1,302	(139.00)	(9.65)
911	HOSPITALIZATION	1,598	2,902	3,906	3,041	3,041	3,625	584.00	19.20
913	DENTAL	380	383	450	346	346	368	22.00	6.36
920	UTILITIES	58,808	52,245	52,609	66,500	66,500	70,000	3,500.00	5.26
930	REPAIR & MAINTENANCE	12,371	11,718	16,258	16,000	16,000	20,000	4,000.00	25.00
931	COLL. SYST. INS. & REHAB.		41	6,018	8,450	8,450	8,250	(200.00)	(2.37)
932	ODOR & CORROSION CONTROL	73	-		-		-	-	
969	DEPRECIATION	749	749	749	375	375		(375.00)	(100.00)
971	CAPITAL OUTLAY		-					-	
	Sub Total	93,834	86,813	100,429	116,038	115,997	124,600	8,562.00	7.38
	Less Unfunded Depreciation	749	749	749	375	375	-	(375.00)	(100.00)
	Less Reserve Transfers								
	Total	93,085	86,064	99,680	115,663	115,622	124,600	8,937.00	7.73

Plant Revenue – 200 Account

	55.7576% DeWitt Township			
	16.7273% Bath Township	2023	2024	\$
	11.3131% City of DeWitt	BUDGET	PROPOSED	CHANGE
	16.2020% Watertown Township			
584	PAYMENTS	1,404,309	1,505,493	101,184
585	RESERVE PAYMENTS	353,350	253,811	(99,539)
	TOTAL	1,757,659	1,759,304	1,645

Plant Expenditures – 200 Account

	2020	2021	2022	2023	2023	2024	\$	%
	ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
55.7576% DeWitt Township								
16.7273% Bath Township								
11.3131% City of DeWitt								
16.2020% Watertown Township								
702 SALARIES	565,871	582,355	614,846	616,092	616,092	669,553	53,461.00	8.68
703 SALARIES - (NON EMPLOYEE)	7,905	7,805	8,855	13,000	12,000	13,000		
710 UNIFORMS	8,242	8,806	8,410	8,475	8,475	8,475	-	-
712 LICENSE	1,800	1,500	1,400	2,400	2,400	2,500	100.00	4.17
715 FICA	46,023	48,622	48,097	47,923	47,500	52,407	4,484.00	9.36
716 BANK FEES	-	-	-	750	750	750		
725 SAFETY SUPPLIES	6,308	6,696	5,149	7,000	7,000	7,000	-	-
727 OFFICE SUPPLIES	4,837	6,107	4,390	6,500	6,000	6,500	-	-
751 VEHICLE & MILEAGE	5,935	5,971	7,467	8,093	8,000	9,988	1,895.00	23.42
801 PROFESSIONAL SERVICES	89,367	33,496	36,040	40,500	40,500	55,000	14,500.00	35.80
815 EDUCATION & TRAINING	400	1,264	1,892	7,500	7,000	7,500	-	-
900 LEGAL ADS	164	112	530	1,000	1,000	1,000		
910 INSURANCE	47,700	36,777	49,173	52,000	52,000	52,000	-	-
911 HOSPITALIZATION	98,283	102,155	100,309	107,081	107,081	129,857	22,776.00	21.27
912 WORKERS COMP	4,882	4,236	4,341	10,000	8,000	8,000	(2,000.00)	(20.00)
913 DENTAL	9,206	10,466	10,598	11,519	11,519	12,592	1,073.00	9.32
914 LIFE & LONG TERM DISAB	6,008	6,180	6,124	7,000	7,000	7,500	500.00	7.14
916 EMPLOYEE APPRECIATION	296	893	136	1,000	1,000	1,000	-	-
917 MERS RETIREMENT	181,136	180,520	215,308	251,975	251,975	246,372	(5,603.00)	(2.22)
919 PUBLIC RELATIONS	186	2,566	3,925	5,000	4,000	5,000	-	-
920 UTILITIES	63,097	64,697	71,175	80,000	80,000	90,000	10,000.00	12.50
930 REPAIR & MAINTENANCE	105,459	101,315	104,153	115,000	115,000	115,000	-	-
935 MISS DIG	1,721	2,390	3,155	4,000	3,000	4,000	-	-
956 MISCELLANEOUS	47	94	65	500	200	500	-	-
969 PLANT & EQUIP DEPRECIATION	216,933	205,967	208,066	198,806	198,806	216,340	17,534.00	8.82
970 CAPITAL EXPENSE		-					-	
971 CAPITAL OUTLAY	-	133,445	545,878	675,000	675,000		(675,000.00)	(100.00)
993 BOND INTEREST EXPENSE					54,356	134,028		
Sub Total	1,471,806	1,554,435	2,059,483	2,278,114	2,325,654	1,855,862	(422,252.00)	15.77
Less Unfunded Depreciation	216,933	205,967	208,066	198,806	198,806	216,340	17,534.00	8.82
Less Reserve Transfers	-	133,445	545,878	675,000	675,000	-		
Less Bond Interest Transfer					54,356	134,028		
Total	1,254,873	1,215,023	1,305,540	1,404,308	1,397,492	1,505,494	101,186.00	7.21

Process Revenue – 201 Account

	51.65% DeWitt Township			
	28.2% Bath Township	2023	2024	\$
	13.02% City of DeWitt	BUDGET	PROPOSED	CHANGE
	7.13% Watertown Township			
584	PAYMENTS	914,509	1,029,809	115,300
585	RESERVE PAYMENTS	295,077	414,339	119,262
674	SAL REVENUE	27,000	27,000	
	TOTAL	1,236,586	1,471,148	234,562

Process Expenditures – 201 Account

	51.65% DeWitt Township								
	28.2% Bath Township	2020	2021	2022	2023	2023	2024	\$	%
	13.02% City of DeWitt	ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
	7.13% Watertown Township								
	ACCT. #201								
702	SALARIES	191,473	183,277	207,859	221,008	221,008	238,293	17,285.00	7.82
715	FICA	14,801	13,814	15,548	16,769	16,769	18,229	1,460.41	8.71
727	OFFICE SUPPLIES	1,344	3,246	1,636	3,500	3,000	3,500	-	-
729	PROCESS CHEMICALS	64,510	65,669	95,062	105,000	135,000	180,000	75,000.00	71.43
730	LABORATORY SUPPLIES	13,979	13,356	12,684	16,000	15,000	16,000	-	-
751	VEHICLE & MILEAGE	1,139	914	1,143	1,239	1,200	1,646	407.00	32.85
801	PROFESSIONAL SERVICES	46,867	124,593	572,202	16,000	16,000	16,000	-	-
815	EDUCATION & TRAINING	1,414	5,206	11,962	13,000	13,000	13,000	-	-
911	HOSPITALIZATION	22,069	17,155	24,016	36,361	36,361	44,159	7,798.00	21.45
913	DENTAL	3,468	3,603	3,840	4,132	4,132	4,482	350.00	8.47
920	UTILITIES	238,359	219,782	223,176	290,000	290,000	290,000	-	-
921	REGULATORY FEES	8,179	9,493	10,611	13,000	10,860	13,000	-	-
923	SOLIDS HANDLING	62,939	42,479	93,577	82,000	82,000	95,000	13,000.00	15.85
930	REPAIR & MAINTENANCE	79,171	43,455	54,356	96,000	66,000	96,000	-	-
956	MISCELLANEOUS	-	-	-	500	250	500	-	-
969	DEPRECIATION	177,982	172,143	153,082	148,592	148,592	138,538	(10,054.00)	(6.77)
971	CAPITAL OUTLAY	68,095	62,745	48,588	-	-	65,000	65,000.00	#DIV/0!
993	BOND INTEREST EXPENSE					131,794	324,972		
	Sub Total	995,789	980,930	1,529,344	1,063,101	1,190,966	1,558,319	495,218.41	40.47
	Less Unfunded Depreciation	177,982	172,143	153,082	148,592	148,592	138,538	(10,054.00)	(6.77)
	Less Reserve Funding				-	-	65,000		
	Less Bond Interest Transfer					131,794	324,972		
	Total	817,807	808,787	1,376,262	914,509	910,580	1,029,809	115,300.41	12.61

Industrial Pretreatment Plan Revenue – 666 Account

Self Funded Account				
		2022	2023	\$
		BUDGET	PROPOSED	CHANGE
584	PAYMENTS	13,553	58,286	44,733
601	FEE FOR SERVICE			
	TOTAL	13,553	58,286	44,733

Industrial Pretreatment Plan Expenditures – 666 Account

Self Funded Account									
Billed based on user count		2020	2021	2022	2023	2023	2024	\$	%
		ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
ACCT #666									
702	SALARIES	4,217	4,008	3,523	7,000	7,000	7,000	-	-
715	FICA	309	316	269	536	536	536	(0.50)	(0.09)
726	INSPECTION SUPPLIES	2	-	-	300	200	300	-	-
727	OFFICE SUPPLIES	161	200	-	200	200	200	-	-
751	VEHICLE & MILEAGE	446	359	450	487	485	520	33.00	6.78
801	PROFESSIONAL SERVICES	1,344	1,862	1,763	3,000	1,500	3,000	-	-
815	EDUCATION & TRAINING	-	-	160	500	300	500	-	-
900	LEGAL ADS	-	-	-	100	-	100	-	-
911	HOSPITALIZATION	47	9	333	1,300	350	1,000	(300.00)	(23.08)
913	DENTAL	81	89	76	130	100	130	-	-
971	CAPITAL OUTLAY						45,000		
SUB TOTAL		6,607	6,843	6,572	13,553	10,671	58,286	44,733	330.06
Less Reserve Funding							45,000		
TOTAL							13,286		

Expenditure Justification

702 - SALARIES

Purpose & Justification: To cover operator, clerical, and administrative salaries. This value was calculated from historical data and represents actual hours worked in each budget during this time period as well as those additional hours we anticipate will be necessary to perform scheduled work. See Appendix "A" for an itemized salary list.

703 - SALARIES (non-employees)

Purpose & Justification: To pay the per diem of the members of the Board of Commissioners at the rate of \$35 per for all meetings attended in addition to \$600 annually.

710-UNIFORMS

Purpose & Justification: to cover a uniform allowance to include pants, shirts, coats, and boots for union employees, maintenance supervisor, process control supervisor, collections supervisor.

712-LICENSE

Purpose & Justification: Union employees are compensated for achieving various levels of wastewater certification per the bargaining unit agreement.

715 - FICA

Purpose & Justification: This line item is 7.65% of salaries for FICA.

725 - SAFETY SUPPLIES

Purpose & Justification: Funding to pay for safety related supplies such as gloves, personal protective equipment, confined space entry equipment, lockout/tag out equipment, and hazard communication training. This line item is identified separately in order to demonstrate and document SCCMUA's continuing commitment to a safe work environment.

727 - OFFICE SUPPLIES

Purpose & Justification: Supplies include items such as pens, pencils, note pads, staples, file folders, copy/computer paper, postage, and other necessary supplies to support the administration, operation, and maintenance of the Plant.

729 - PROCESS CHEMICALS

Purpose & Justification: To provide the necessary chemicals for treating all process flow. The total cost for Process chemicals includes the purchase of Ferric Chloride for the removal of phosphorous, Chlorine for disinfecting the effluent, Sulfur Dioxide for dechlorinating the effluent (odor control in the equalization system and the chlorinating of tertiary filter backwash water), and Lime for odor control of grit.

730 - LABORATORY SUPPLIES

Purpose & Justification: To purchase all necessary laboratory reagents, glassware, and materials to analyze the clean water production processes. This line item also includes those pieces of laboratory equipment costing less than \$5,000. The total cost for supplies includes the following: glassware and general supplies, distilled water, electrodes, and miscellaneous items.

751 - VEHICLE & MILEAGE

Purpose & Justification: To cover repairs and fuel for service vehicles, vector, and camera truck. This line item includes transportation and miscellaneous travel expenses associated with the O & M administration of the sewage pumping stations, collection systems (transmission lines and manhole structures), and plant. See Appendix "C" for vehicle usage percentage chart.

This figure was calculated on actual usage based on vehicle mileage logs.

801 – PROFESSIONAL SERVICES

Purpose & Justification: This includes anticipated compliance testing which is required by EGLE but outside of routine laboratory analysis performed at SCCMUA, engineering fees, and legal fees. It also provides consulting services for the Authority.

815 - EDUCATION AND TRAINING

Purpose & Justification: This line item will provide the funds necessary to keep operators, administrative staff, and supervisors abreast of the changing regulations and technologies through planned seminars, workshops, conferences, and courses appropriate to the work they perform.

900 - LEGAL ADS

Purpose & Justification: This line item is intended to purchase space in local newspapers for publishing Authority legal ads as required (such as meeting dates and times, public hearings, and employment ads).

910 - INSURANCE

Purpose & Justification: Insurance coverage for comprehensive general liability, property, boiler, and machinery.

911 – HOSPITALIZATION

Purpose & Justification: It is the proportional share of the hospitalization cost based on salaries.

912 - WORKERS COMP

Purpose & Justification: This line item is for the worker's compensation insurance premium for the Authority and is paid based on ownership.

913 - DENTAL

Purpose & Justification: It is the proportional share of the dental insurance cost based on salaries.

914 - LIFE AND LONG-TERM DISABILITY

Purpose & Justification: To provide employees with group term life insurance benefits and long-term disability coverage.

916-EMPLOYEE APRECIATION

Purpose & Justification: This represents the cost of an employee appreciation event once per year for all employees.

917-MERS RETIREMENT

Purpose & Justification: This represents the employer's share of the MERS retirement.

919-PUBLIC RELATIONS

Purpose & Justification: This represents funds for public relations.

920 - UTILITIES

Purpose & Justification: This includes utility bills from Consumers Energy and BWL for Lift Stations, the communication tower,

and the plant. This value also includes fuel oil, LP gas, or natural gas expenditures for use in standby generators. This is based on the historical consumption and demand for utilities during the previous 24 months of operation.

921-REGULATORY FEES

Purpose & Justification: This line item is to pay the costs of State of Michigan mandated fees. This includes the annual NPDES permit fee and annual fees for land application.

923- SOLIDS HANDLING

Purpose & Justification: To cover all expenses associated with the safe and ultimate disposal of biosolids onto agricultural land. This includes all testing, transportation, and land application as well as necessary disposal fees by signed contract.

930 - REPAIR & MAINTENANCE

Purpose & Justification: For parts, materials, tools, lubricants, as well as all electrical and mechanical maintenance supplies associated with the operation and maintenance of the sewage pumping stations, collection systems, and the plant.

931 - COLLECTION SYSTEM INSPECTION & REHABILITATION

Purpose & Justification: This line item is for the purpose of identification and correction of sources of inflow and infiltration (I/I) and potential failure points in the collection systems. Funds pay for service contract cleaning, televising, and performing repairs to the wastewater collection system.

932 – ODOR & CORROSION CONTROL

Purpose & Justification: This line item is for the purpose of controlling odors with canisters at various lift stations and ferric chloride in Bath Twp.

935 - MISS DIG

Purpose & Justification: To cover costs associated with the MISS DIG program. SCCMUA is responsible (contractually) for protecting and identifying the wastewater utilities of the constituent Municipalities.

956 - MISCELLANEOUS

Purpose & Justification: For miscellaneous minor expenditures not covered in any other line item.

969 - DEPRECIATION

Purpose & Justification: This line item is an expenditure line only and will no longer be funded. Funding for reserves is calculated on another basis. Estimated depreciation numbers were calculated. The actual depreciation values may be slightly higher.

970 - C.I.P. EXPENDITURES (FROM PAYMENTS)

Purpose & Justification: This line item is for those capital purchases in excess of \$10,000 that are included in the published Capital Improvement Plan. The Capital Improvement Program was reviewed by Committee and published to the constituent Municipalities and the full Board of Commissioners at SCCMUA. Funding for these C.I.P. projects is obtained from monthly payments to the Authority. See CIP document for breakdown.

971 - C.I.P. EXPENDITURES (FROM RESERVES)

Purpose & Justification: This line item is for those capital purchases in excess of \$10,000 that are included in the published Capital Improvement Plan. The Capital Improvement Plan was reviewed by Committee and published to the constituent Municipalities and the full Board of Commissioners at SCCMUA. Funding for these C.I.P. projects is obtained from reserves. See CIP document for breakdown.

Capital Improvement Plan-Continued

SUMMARY OF CIP PROJECT REQUESTS 2023 - 2027							
ACCT#	PROJECT NAME		2024	2025	2026	2027	2028
200	I/O Rack #2	Filters					35,000
200	2018 GMC	Vehicles					45,000
200	2018 GMC	Vehicles					45,000
200	Potable Water	Siteworks					50,000
201	E Digested Sludge Pump	Digester					50,000
201	Digester Gas Meter	Digester					10,000
201	Supernatant VFD's	Digester					15,000
201	Digester Gas Handling Equip	Digester					40,000
201	Digester Roof	Digester					28,000
201	Sludge Pump #1 & #2	Primary Clarifier					100,000
201	Primary Clarifier Gates	Primary Clarifier					15,000
			65,000.00	770,000.00	220,000.00	200,000.00	433,000.00
		Moved					
		Cost decrease					
		Cost increase					

Capital Improvement Plan Justification

2024

East & West Supernate Pumps

The supernate system is a crucial process in the production of biosolids. The supernate that is created by digestion is pumped back to the headworks of the plant. The original pumps that are still in operation are costly and not well suited for the process. The replacement pumps will be centrifugal and will come with less cost and maintenance. \$20,000.00

Effluent Pump System 1,2,3

The effluent system carries the effluent water to different parts of the plant for various uses such as chemical feed, building heat, seal cooling and flushing along with maintenance needs. This system runs 24/7 and is vital to the operations of the plant. The system has had many repairs and replacement along the way. \$45,000

2025

2015 Ford F 350 utility

This truck is used as a larger service truck and is typically on the road daily. Typical service indicators show that in 2025 the truck is likely to need replacement. \$50,000

Plant Air Compressor: This piece of equipment is very crucial to our operation as air pressure is our means of valve operations. This pressure allows us to remotely operate valves for the sequencing of operations. \$50,000

East and West Primary Clarifier Mechanisms and Reducers.

The primary clarifiers mechanisms have been refurbished multiple times and the metal is deteriorated to the point where holes and patching are needed. The mechanisms are essential to the function and process of the clarifiers. The drives have already been replaced and this replacement will get us through another 30 plus years. \$660,000

Ferric Feed Pumps

The ferric feed system is our only tool to meeting our discharge permit for phosphorus. The pumps are responsible for introducing a dosage selected by operators to meet the reduction needs to effectively remove phosphorus. \$10,000

2026

2018 Ram 3500

This truck is one of the two service trucks in the fleet and is crucial to our response to daily maintenance and emergency response capabilities as it also has one of the few cranes for pump removal in our fleet. \$120,000

Digester Gas Blowers

The digester gas blowers are responsible for compressing and mixing the digester gas back into the digester helping with mixing and additional digestive benefits. \$15,000

Sludge Valves

The sludge valves, both primary and secondary, are used to isolate tanks and equipment for maintenance but also a part of the synchronizing of the pumps. These valves have been rebuilt many times and parts are becoming more costly and difficult to find. \$85,000

2027

2015 Ford Explorer

This vehicle is used for a variety of different application from simple transportation to working on miss dig/inspections or any other needs as vehicle availability gets limited during certain times of the year. \$40,000

2017 Electrical van

This van is used by our electrician to house tools and misc. equipment and material for the duties of electrical repair. This vehicle does not have another backup in the fleet and is critical to our operation being able to respond appropriately to electrical issues in the system. \$45,000

Storage Building

As SCCMUA has grown, the amount of equipment to maintain the plant and system has grown with it. Additional storage is needed for equipment which needs to remain out of the elements when not in use. The best location identified is behind the new digester where it can be out of sight and easily heated by the digester system.

\$75,000

Potable Water System

The potable system supplies clean water throughout the plant and also serves as a backup to our non-potable system. This system eliminates the need to be tied to the public water system. \$40,000

2028

Tertiary Filter System I/O Rack Communications

The rack controls input and output signals to the SCADA system that monitors and controls the system remotely. \$35,000

Half Ton Trucks – (2)

These two trucks are used for misc. repairs and general transportation for staff. The price in the CIP reflects an electric option as these trucks would be well suited for an electric vehicle. \$45,000 each

Potable Water System

This is currently an onsite well system, however a public water line has been stubbed into the facility. The potable water system not only serves as our domestic water but a back up to the process water needs as well. \$50,000

East Digested Sludge pump

These pumps are used to pump digested solids from the digesters to the storage tank and are used weekly at a minimum. The west pump was replaced in 2018 as it failed prematurely. \$50,000

Digester Gas Metering Equipment

This equipment is necessary to ensure a safe workspace and to declassify a confined workspace due to the nature of the potential leaks in the system of explosive gas. \$10,000

Supernatant VFDS SC-765

These allow for precise control of the supernatant pump rates. \$15,000

Digester Gas Handling Equipment

This equipment transports digester gas to be compressed and or flared off. This system may change pending the partnership with bioworks energy. \$40,000

Digester Roof

The roof is a ballasted system with stone which in time negatively impacts the roof membrane and can begin to leak. \$28,000

Primary Sludge Pumps (2)

These pump a certain amount of primary sludge every hour of every day. It is critical in our process both for removal and reuse. This is the settled mass that is the first line of our treatment process. \$50,000 each

Primary Clarifier Grates

These are isolation gates for the primary clarifiers to allow flow to be diverted from one clarifier to the other. \$15,000

Appendix A – Salary Table

Position	Anticipated Salary
Administration	\$ 536,459.03
Director	
Process Control Super	
Maint Super.	
Collection Super.	
Admin Super	
Admin Secretary	
Operators	\$ 589,932.62
11 operators	
Summer Laborers	\$ 16,000.00
2 Laborers	
Commissioner Per diem	\$ 13,000.00
Anticipated OT (3%)	\$ 35,697.98
Potential Position Chgs	\$ 4,000.00
Retirement payout	\$ -
Sick Bank payout	\$ 10,000.00
Total	\$ 1,205,089.63

Appendix B – Benefit Table

The following is the list of benefits used to determine the 52% benefit rate for 2024

	<u>2024</u>
Employer Contribution to MERS	\$246,371.84
Dental Plan	22,474.75
Health Care Plan	219,288.93
Vision Plan	2,177.91
FICA	93,145.61
Employee Health Contribution	
Workers Compensation	\$8,000.00
Life & Disability Insurance	\$7,394.94
Professional Licenses	<u>2,500.00</u>
TOTAL	\$601,353.98

Appendix C – Vehicle & Mileage Table

The following is a percentage breakdown of vehicle usage for 2024:

101 - DeWitt Township	18.05%
102 - Bath Township	37.72%
105 - DeWitt/Bath LS	3.10%
103 - City of DeWitt	4.24%
104 - Watertown Township	7.95%
200 - WWTP-Plant	23.78%
201 - WWTP-Process	3.92%
666 – IPP	1.24%

Staff Report for Council Agenda Item

Agenda Item: NB #3
Meeting Date: July 24, 2023

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: July 20, 2023
RE: Tree Removal – Various Locations and Departments

FACTS: Attached is a staff report and additional documentation from Rich Miller for Tree Removal and Tree Trimming Bids.

If approved by City Council the project will be covered by funds that have been budgeted in several different departments, as outlined in Rich Miller’s staff report.

J&J Hardwood, Inc. is licensed and insured and has completed several tree removal projects for the city in the past.

Rich Miller will be in attendance to answer any questions City Council may have.

RECOMMENDED ACTION: To approve the Tree Removal and Tree Trimming bid from J&J Hardwoods in an amount not-to-exceed \$23,077.00.

MOTION BY: _____ SECONDED BY: _____

ROLL CALL VOTE: Ostrander _____ VanDyke _____
Donohue _____ Kellogg _____
Hunsaker _____ Whitman _____

REPORT TO CITY ADMINISTRATOR

July 19, 2023

SUBJECT: Tree Removal and Trimming

SCOPE: Tree Removal, Stump Grinding, and Tree Trimming work at 36 locations.

BACKGROUND: (36) trees have been identified as needing remove or Trimmed. (14) trees are in City Parks, (2) are in the DeWitt City Cemetery, (12) are in Major Street Road Right of Ways and (8) are in Local Street Road Right of Ways.

The trees identified for removal or trimming cannot be completed by DPS department staff due to their large size or proximity to power lines.

Six tree companies requested and received the bid information (see bid results). Four companies returned bids with J&J Hardwood Inc turning in the low bid at \$23,077.00. J&J Hardwood has worked for the City in the past with good results.

Funds for this purchase are available in the respective fund budgets FY23/24

RECOMMENDATION:

It is my recommendation that the City of DeWitt contract with J&J Hardwoods for an NTE amount of **\$23,077.00** for tree removal, stump grinding, and trimming work.

Rich Miller, Supervisor
Public Service Department

2023 Summer Tree Removal and Trimming work

Company Name	Tree Trimming and Removal work	Stump Removal work	Total
Asplundh Tree			No Bid
Clark Tree Service	\$25,230	\$2655	\$27,885
J&J Hardwoods	\$21,258	\$1819	\$23,077
Majestic Tree			No Bid
Select Cut Tree Service			\$66,885
Wright Way Tree			\$31,500

Tree #	Location	Removal or Trim	Comment 1	Tree Price	Stump price
1.	Across from 11471 N Bridge	Remove	21" Maple		
2.	804 N Bridge	Remove	30" Oak		
3.	804 N Bridge	Remove	30" Oak		
4.	507 N Bridge	Remove	21" Oak		
5.	507 N Bridge	Remove	24" Oak		
6.	109 N Scott	Trim	Trim tree away from home and take out the dead.		x
7.	502 S Bridge	Removal	Maple & # 32 is at same address		
8.	409 S Bridge	Removal	On city lot next to RS park		
9.	Riverside Park	Remove	South Side of path		
10.	RS Park	Remove	South Side of path		
11.	RS Park	Remove	South Side of path		
12.	RS Park	Remove	South Side of path		
13.	RS Park	Remove	South Side of path		
14.	RS Park	Remove	South Side of path		
15.	RS Park	Remove	South Side of path		
16.	RS Park	Remove	South Side of path		
17.	RS Park	Remove	South Side of path		
18.	604 W Main	Remove	Tree on Manchester		
19.	604 W Main	Trim	Trim out dead/damaged		x
20.	403 E Main	Trim	Trim Dead limbs.		x
21.	1189 Verbena	Stump Only		x	
22.	621 Senna trail	Stump Only		x	
23.	Across from 310 E Dill	Drop logs /brush in weeds, no stump grinding	Staked near road.		
24.	Across from 310 E Dill	4 Drop logs /brush in weeds, no stump grinding	Staked near road.		
25.	River Trail Park	Remove	Blue spruce		
26.	414 N Bridge St	Remove	Maple		
27.	In Sec D Cemetery	Remove	Maple		
28.	In Sec B Cemetery	Trim	Maple		x
29.	McGuire Park	Drop/leave brush in woods.	By River outlook		
30.	110 N Scott	Trim Dead			x
31.	110 N Scott	Trim Dead			x
32.	502 S Bridge	Trim dead/damaged	Trim limbs that could fall on sidewalk/price for removal also.		
33.	205 E Washington	Remove tree	Corner of Market and E Washington		
34.	402 N Bridge	Remove tree	North tree		
35.	402 N Bridge	Trim Dead	Trim away from home and lighten up main limb over house.		x
36.	402 N Bridge	Trim Dead	Tree near corner of lot.		x
37.					

- Quotes will be received until 1 pm on July 18th, 2023.
- Contractor responsible for traffic control
- Trees are marked with a wood stake or 1" caution tape.
- Stumps will be ground down 12". The city will remove chips and plant grass.
- #7 tree at 502 S Bridge is the highest priority and City will pay half of removal cost if accepted.
- Contact Rich Miller 517-669-5466 or rmiller@dewittmi.gov with any questions.

INFORMATIONAL

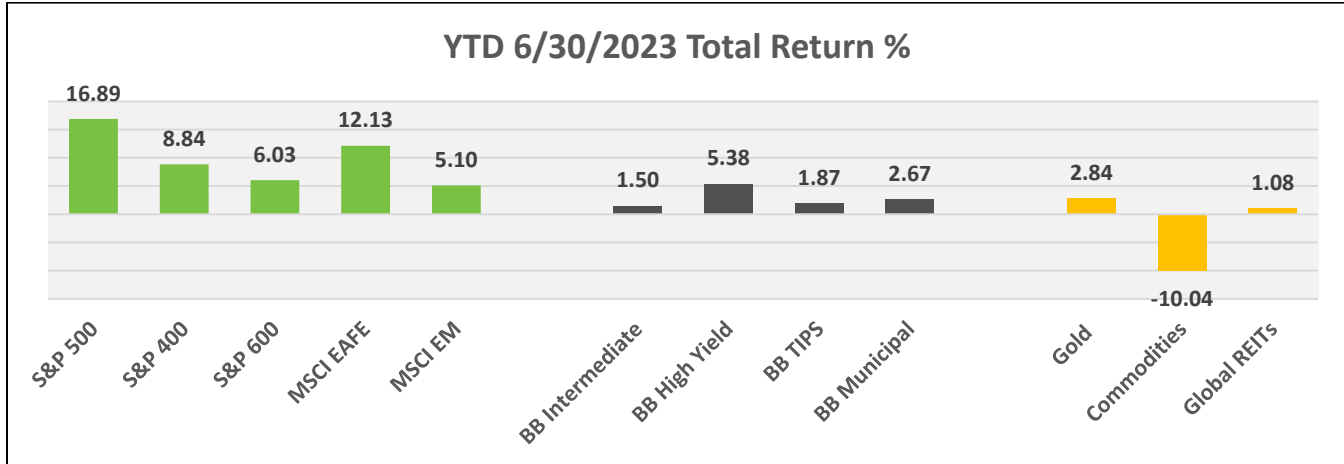
July 8, 2023



Executive Summary

John Augustine, CFA, Chief Investment Officer

Year-to-Date market total returns:



Themes of the month:

1. U.S. economy shows signs of strength in June.
2. U.S. stocks react positively to the economic report strength.
3. Fed Chair Powell gets more hawkish.

Summary Outlook

A whole series of economic reports were better-than-expected as they were released during June. This includes the Monthly Employment Report (14th consecutive month of beating the estimate), Retail Sales, Consumer Sentiment and Confidence, Housing Starts, Existing Home Sales, New Home Sales, and Revision to Q2 GDP. The current consensus thought, even with the hawkish Fed, is that there will be no recession in 2023, but 2024 is still unknown. While U.S. economic reports were better than expected from June, the leading economic reports like ISM Services, ISM Manufacturing and the Leading Economic Index continued to show weakness during the month, supporting the 2024 projection of an economic slowdown. Obviously, more to come on this as U.S. employment remains robust.

All three of the major domestic stock indexes that we track had a very positive June. The S&P 500 gained over 6% in price, the midcap S&P 400 up over 9% and the smallcap S&P 600 higher over 8%. These are bullish numbers and helped higher by the robust economic reports noted above. *Have stocks now gone too far?* Potentially, but there is still likely upward momentum to come. The next test for stocks will be quarterly earnings season starting in mid-July.

At the meeting of the Federal Open Market Committee on June 14th, the consensus was that it was a ‘hawkish pause’. There was no increase in the Federal Funds Rate, but there was a narrative from members that it could increase the rate in the future. As the month of June progressed, Fed Chair Powell (who matters) became more hawkish. At a presentation with Q&A on June 28th, the Chair was quoted with “Although policy is restrictive, it may not be restrictive enough and it has not been restrictive for long enough.” In other words, he sees the potential for at least two more rate hikes this year. That is of interest considering that inflation reports have recently moved lower and that further rate increases will impact the economy in 2024.

Please see the following summaries from our Economic, Fixed Income and Equity Teams.

July 8, 2023

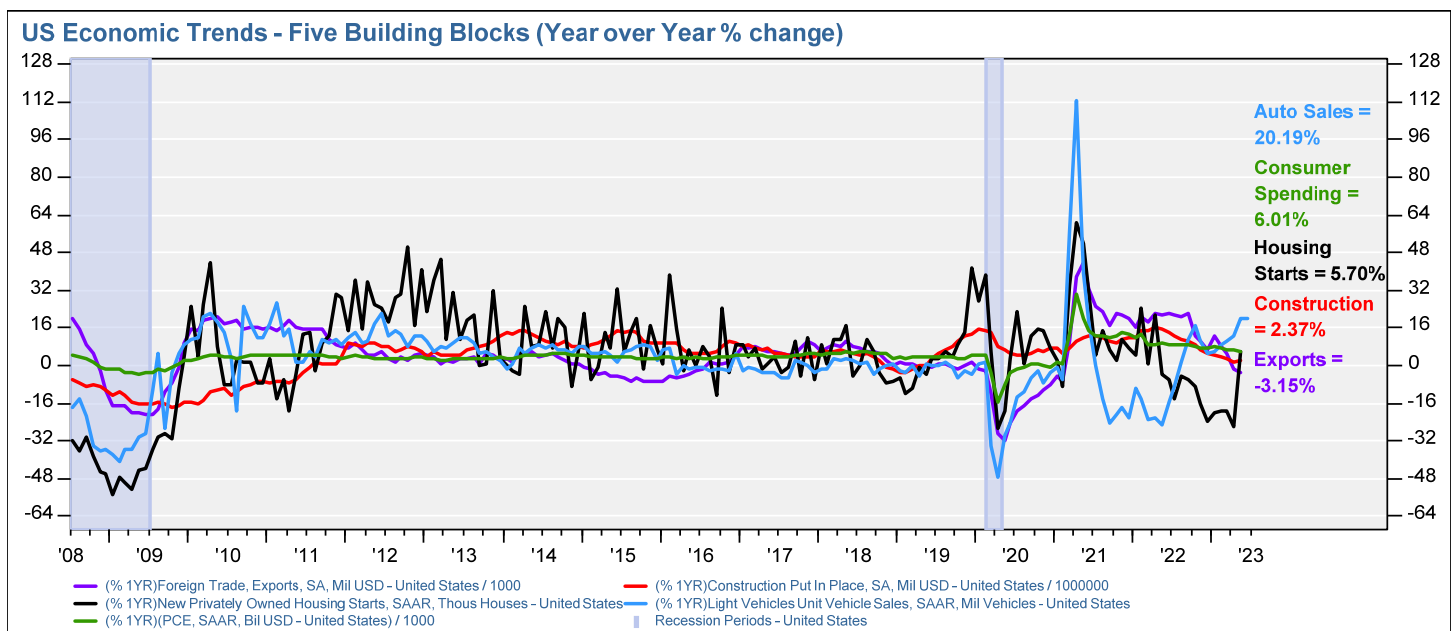
Economic Review

Nicholas Blizniak, Senior Research Analyst

At the beginning of June, the Fiscal Responsibility Act of 2023 was passed into law. This bill suspends the federal debt limit until January 2025. Passage of this law removed a significant dark cloud that had drifted over the economy and markets. In response, consumer sentiment in the United States improved. The University of Michigan Index of Consumer Sentiment had dropped from 63.5 to 59.2 in May but rebounded to 64.4 in June after the debt ceiling agreement was reached. According to the publisher of the index, a similar swing occurred during the 2011 debt ceiling episode. Nevertheless, this index remains far below the 101.0 reading that was recorded in February 2020, one month before the onset of the COVID-19 pandemic. Inflation is the primary reason for the current low reading in the University of Michigan index. In contrast, the Conference Board Consumer Confidence Index shows a much more content citizenry, due to this index’s consideration of employment. This second index, which was on a downward trend before the debt ceiling deal, rose from 102.5 for May to 109.7 in June. The 100.0 level is the baseline for the Conference Board index and it is notable that it has remained above its neutral level since last August.

After 2 years of wild gyrations, sales of light vehicles have moved in an upward trend over the last 12 months according to WARD’s Automotive Group. The seasonally adjusted annual rate of light vehicle sales rose from 13.0 million in June 2022 to 15.7 million in June 2023, an increase of 20.2% as shown in the chart below. Furthermore, the most recent June result was the best for that month since 2019. This data corroborates the positive sentiment from the Conference Board Consumer Confidence Index.

Even though automotive production is improving, total manufacturing output has been contracting. In May, the seasonally adjusted annual rate of industrial production was -0.3% according to data from the Federal Reserve. The annualized rate of output has decreased in 5 of the last 6 months. Many different product categories, too numerous to recount here, have contributed to the aggregate decline. International trade is also a component driving the contraction in manufacturing. The Census Bureau tracks exports and imports. The seasonally adjusted annual rate of exports was -3.2% in May as shown in the chart below. This decline was due to goods since exports of services rose during that period. At the same time imports fell -6.8% with goods responsible for the entire decrease.



July 8, 2023

Fixed Income Markets

Kirk Mentzer, Senior Vice President, Director of Fixed Income

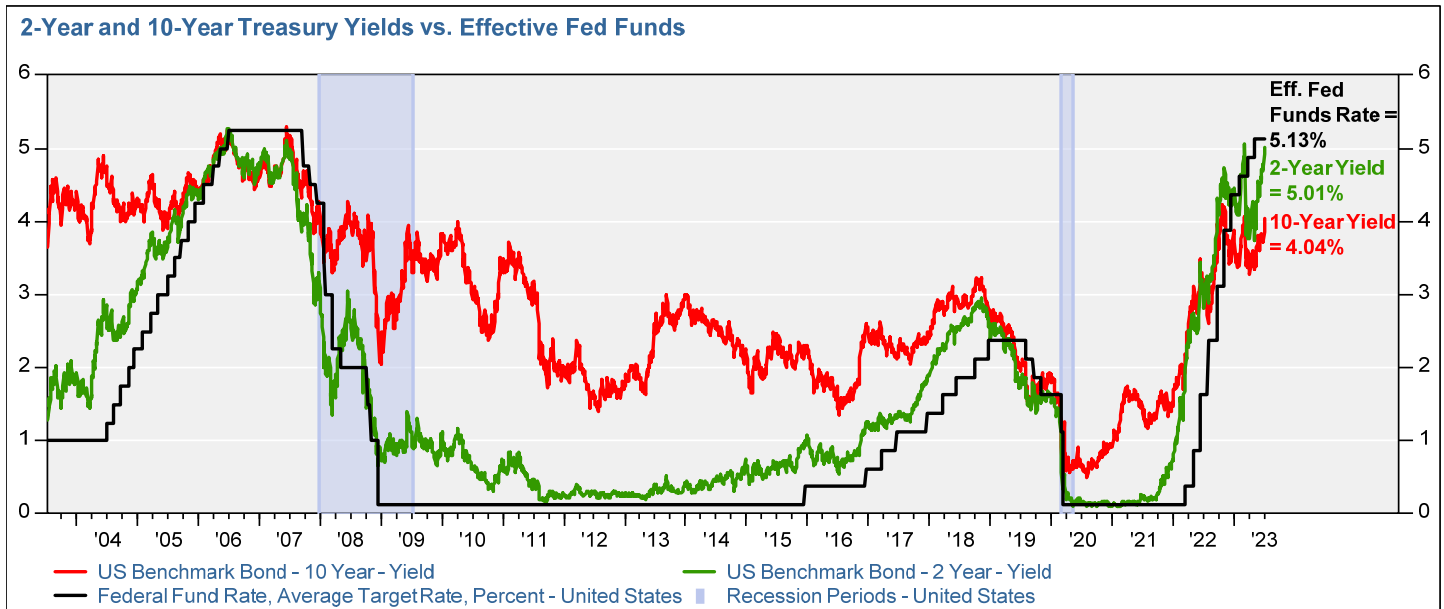
Themes of the month:

1. The change in market expectations for Fed action served to flatten the yield curve further in June.
2. Municipals generated a total return of 1.00% last month, providing outperformance of +175 bps versus Treasuries.
3. Corporate bonds performed well as credit spreads narrowed -12 bps, providing +170 bps of excess returns.

By the numbers:

1. **U.S. Treasury Market:** Yields moved higher in June due to strong economic data and relatively hawkish comments by Fed Chairman Powell. Yields rose across the yield curve with 2-year yields gaining +50 basis points (0.5%) and 10-year yields adding +20 bps. Taken together, the U.S. Treasury market produced a total return of -0.75%.
2. **Yield curve:** The change in market expectations for Fed action served to flatten the yield curve further in June. Using the difference in yield between a 2- and 10-year U.S. Treasury as a guide, the yield curve began June at -75 bp and ended at -106 bp. The inversion has not been this extreme since the early 1980's.
3. **Tax-exempt municipal bonds:** Municipals generated a total return of 1.00% for the month of June, providing outperformance of +175 bps versus Treasuries. As a result, municipal to Treasury yield ratios moved lower over the course of the month. Ratios for maturities in the 5-10 year range moved from the low 70% range to the low to mid 60% range, while maturities of 2 year and less now report ratios below 60%. New issue supply totaled \$36 billion for the month of July, but this remains 16% below the 3-year average for June supply. On a year-to-date basis, new issue supply totals \$172 billion for a 14% year-over-year decline. July supply will get off to a slow start given the holiday-shortened week as 30-day visible supply totals just \$6 billion currently.
4. **Investment Grade (IG) corporate bonds:** Over the past month, the IG market performed well as risk-on sentiment prompted investors to seek areas of the bond market that had lagged. Spreads for the corporate bond space narrowed -12 bp, producing +170 bp of excess returns.
 - **SECTORS:** In terms of IG sector performance, spreads tightened across-the-board led by Financial Services (-13 bp), Industrials (-12bp) and Utility issuers lagging with (-6bp) results. Financials and Banking were the clear winners as the market continues to reprice risk in the sector post-regional banking crisis.
 - **MATURITY:** Relative performance favored the intermediate maturity range (12-15 bp) while the longer 10+ year maturity group tightened by -11 bp. Shorter maturity 1-3 year tightened by -8 bp.
 - **QUALITY:** Investor preferences were skewed towards lower quality as BBB's tightened by -15 bp followed by A's (-9), AA's (-6), and AAA's (-8).
 - **HIGH YIELD (HY):** Similar to IG, risk-on sentiment during June motivated investors to reach down the ratings stack to the lowest quality issuers. Spreads tightened -64 bp overall with excess returns reaching +252 bp. Performance was strong across all rating levels, maturity ranges, and sectors. June results witnessed the most tightening in any given month this year.

July 8, 2023



Fixed Income Outlook

Looking ahead, market levels are moving to reflect a mixed economic picture as Federal Reserve officials continue to battle stubborn inflation trends. Tighter monetary conditions are having a cooling effect on inflation, just not fast enough for the Fed. As more interest rate increases are being priced into the market, the yield curve has inverted substantially. If monetary policy works with a 12- to 18-month lag, then last summer’s rapid rate increases are only now being felt to any measurable degree. The next few months will be critical to determining when the Fed can declare their mission complete. In the meantime, yields are approaching the most attractive levels for investors in 15 years. In the above chart, we show the 10-year U.S. Treasury note moving above 4% which now matches the latest CPI reading. A move higher in yield and/or lower inflation scenario would represent one of the best buying opportunities for bond investors in the past decade.

We remain overweight to investment grade credit...for now. Risk assets have fared well despite a deeply inverted US Treasury yield curve. Credit spreads have narrowed for both IG and HY with better momentum in June for both segments. Recession fears seem to have faded into the background for 2023. Credit rating agency upgrades to downgrades were positive for the first time in two years following the last recession for the IG markets. This trend has reversed recently in the high yield (non-investment grade) space where downgrades are accelerating. Moreover, the depth and duration of yield curve inversions have a strong impact on corporate bonds, especially lower rated issuers. Our equity team is becoming concerned over future earnings growth (please see that section). While the incremental income afforded to corporate bonds will continue to enhance returns over longer time periods, that effect is becoming more muted given the narrowing of risk spreads. This is not a time to be stretching for higher risk yields. Another area at risk for potential disappointment is the shortest maturity corporate bonds maturing within 2-years. These bonds offer miniscule yield vs ultra-safe U.S. Treasury notes, thus offering only marginal value in our opinion. We are encouraging investors to remain focused on higher quality issuers and maintain well diversified portfolios during this uncertain time.

July 8, 2023

Equity Markets

Randall Hare, Senior Vice President, Director of Equity Research

With a gain of over 6% in the month of June, the S&P 500 has returned nearly 17% YTD in one of its best performances in recent memory – possibly unsurprising given how rough last year was (loss of ~20%), and though certain corners of the market such as anything AI-related continue their red-hot advance, it's important to keep in perspective that the market is really just climbing back towards its high point from early 2022, and is still ~7% shy of that mark. Stocks are thus continuing to climb the proverbial “wall of worry”, which generally centers around the negative effects that the Federal Reserve’s rapid rate-hike campaign will have on the economy, so while bulls are pointing to generally not-too-bad economic data and corporate profitability that appears to be holding up (particularly in some industries that you’d expect to see suffering, i.e. homebuilders, etc.), bears continue to scream “just give it time!” at their monitors. Presently, the largest economic weakness we are seeing is surprisingly emanating from China, which was a consensus bright spot in 2023 forecasts as the country exited from its “zero Covid” policies, but even in that instance, stock price performance from companies most reliant on China for growth (Nike/Starbucks in particular) haven’t really done that poorly this year.

Under the hood of the market a bit, the picture actually looks pretty good, validating the cautiously optimistic stance that our equity team has embraced for most of this year. One sector experiencing this is technology. Stocks (particularly technology) that were beaten up so much in 2022 are often presented as bargains for slightly more risk-willing investors this year. We are also seeing the performance of cyclically oriented stocks like those in the Transports, Materials and Consumer Discretionary sectors outperforming those in their more-defensive counterpart sectors like Utilities and Consumer Staples. Additionally, the rally continues to broaden – whereas a handful of stocks continue to drive performance of the market, more and more stocks are starting to trade above their 200-day moving average. Correlations between stocks are falling (stocks tend to all move together in a real market downturn, so correlations are often very high when the market is weak before falling as things get better), and several stocks are even moving into overbought territory vs. Fall 2022 when much of the market was oversold. Finally, financial conditions continue to loosen a bit, and so the biggest headwind that stocks faced last year has at least paused pending further Fed announcements that seem to come fast-and-furious these days.

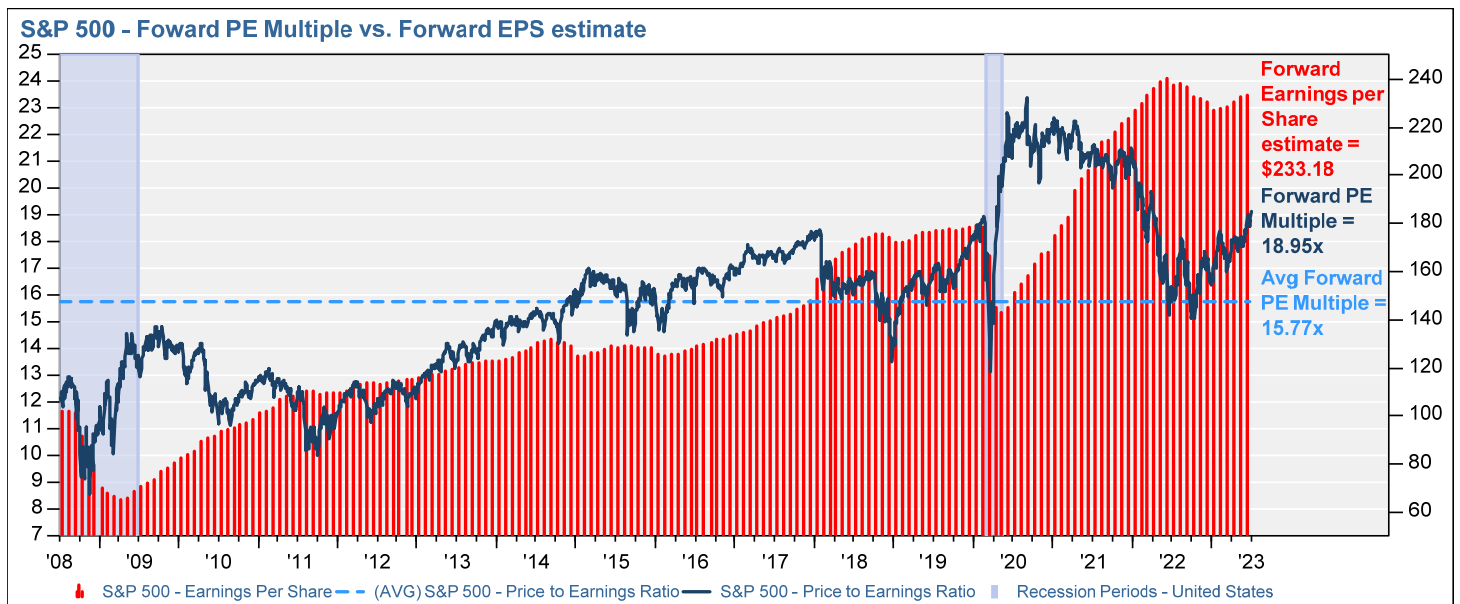
So with this as the backdrop, we now enter second quarter earnings season with the overarching question being, *did performance that was better-than-expected in the first quarter really imply that future quarters would show similarly strong performance, or did companies merely kick the can down the road to what would now be weaker-than-expected earnings?* Echoing this, analysts have been modestly revising their out-year earnings estimates up over the last few months, after spending most of 2022 ratcheting forecasts lower. Current estimates are for an 8% year-over-year decline in second quarter earnings (which has fallen over the last few months by about the magnitude of the first quarter earnings beat). However, it's important to note that Wall Street always focuses more on the acceleration or deceleration of growth numbers rather than that amount of the growth numbers themselves. The second quarter should see the low point of earnings declines. If companies can at least meet or exceed this low earnings bar, they might be set up pretty well moving forward.

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Some of the bigger market questions we are watching are:

1. Does the slight broadening out of the market imply further market gains, or do the giant sizes of AAPL, MSFT, etc., make it difficult for the overall S&P 500 to rise much if stocks like that are not leading the charge?
2. Can the market continue to recover in the absence of a strong China? Rebounds from 2009 or even some of the mini drawdowns of the last decade were driven largely by China, and so a weak China/strong U.S. markets dynamic seems a bit alien to many investors not of a certain age.
3. Is there over-euphoria over anything AI-related? It certainly seems like foundational technology, and NVDA reported recently that this drive towards using AI (particularly in the data center) would lead to C2Q revenue about 50% higher than analysts were expecting, but the valuations of some of these stocks has really soared, especially those like ADBE that have a somewhat-tenuous claim to the keys to the AI kingdom. Additionally, it is worth considering that some AI stocks like NVDA are trading at their all-time highs, whereas others like AMD continue to merely claw back their 2022 losses, indicating that stock performance of the AI crowd might not be a one-size-fits-all going forward.

In summation, we remain cautiously optimistic on stocks ahead of the coming second quarter earnings season.



July 8, 2023

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL FUND					
Dept 000					
101-000-070.000	DUE FROM FIRE AUTHORITY	VERIZON WIRELESS	07/13/23	9937997155	42.02
101-000-070.000	DUE FROM FIRE AUTHORITY	VC3 INC.	07/19/23	116647	28.00
101-000-084.002	DUE FROM DDA	PNC BANK	07/13/23	STATEMENT	32.00
101-000-084.002	DUE FROM DDA	STAPLES ADVANTAGE	07/13/23	STATEMENT	17.01
101-000-084.002	DUE FROM DDA	CONSUMERS ENERGY	07/19/23	STATEMENT	158.46
101-000-084.002	DUE FROM DDA	VC3 INC.	07/19/23	116647	16.30
101-000-256.000	COMMUNITY ROOM REFUNDABLE DEPOSI	KENTON FORSEMAN	07/12/23	CHECK REQUEST	150.00
101-000-256.000	COMMUNITY ROOM REFUNDABLE DEPOSI	THERESA MILTON-ELLIS	07/19/23	CHECK REQUEST	150.00
Total For Dept 000					593.79
Dept 172 ADMINISTRATOR					
101-172-958.000	MEMBERSHIP	BASIC INSURANCE	07/12/23	IN2797331	8.76
101-172-958.000	MEMBERSHIP	DEWITT BREAKFAST LIONS	07/19/23	STATEMENT	50.00
Total For Dept 172 ADMINISTRATOR					58.76
Dept 238 RETIREE BENEFITS					
101-238-716.000	HEALTH/DENTAL	PHP MEDICARE	07/13/23	23182025342	88.00
Total For Dept 238 RETIREE BENEFITS					88.00
Dept 250 CLERK-TREASURER					
101-250-958.000	MEMBERSHIP	BASIC INSURANCE	07/12/23	IN2797331	8.76
Total For Dept 250 CLERK-TREASURER					8.76
Dept 262 ELECTIONS					
101-262-961.000	MISCELLANEOUS	LISA GRYSN	07/19/23	EXPENSE FORM	15.72
Total For Dept 262 ELECTIONS					15.72
Dept 265 CITY HALL/GROUNDS					
101-265-727.000	OFFICE SUPPLIES	PNC BANK	07/13/23	STATEMENT	14.99
101-265-727.000	OFFICE SUPPLIES	STAPLES ADVANTAGE	07/13/23	STATEMENT	62.62
101-265-727.000	OFFICE SUPPLIES	STAPLES ADVANTAGE	07/13/23	3542436979	78.32
101-265-740.000	OPERATING SUPPLIES	APPLIED INNOVATIONS	07/13/23	2253773	958.49
101-265-740.000	OPERATING SUPPLIES	PNC BANK	07/13/23	STATEMENT	135.00
101-265-740.000	OPERATING SUPPLIES	VC3 INC.	07/19/23	116647	24.00
101-265-740.000	OPERATING SUPPLIES	JET SPEED PRINTING	07/19/23	46216	419.87
101-265-740.000	OPERATING SUPPLIES	JET SPEED PRINTING	07/19/23	46217	735.60
101-265-740.000	OPERATING SUPPLIES	STEWART ENGRAVING	07/19/23	28875	26.00
101-265-803.000	LEGAL SERVICES	FOSTER SWIFT	07/12/23	861595	1,197.00
101-265-805.000	REFUSE SERVICE	GRANGER CONTAINER SERVICE,	07/12/23	25640569	17,779.48
101-265-805.001	RECYCLING	GRANGER CONTAINER SERVICE,	07/12/23	25638401	8,668.71
101-265-850.000	TELEPHONE	AT & T	07/12/23	STATEMENT	6.00
101-265-850.000	TELEPHONE	COMCAST	07/19/23	175653557	1,113.46
101-265-850.000	TELEPHONE	COMCAST	07/19/23	177098300	466.04
101-265-900.000	PRINTING/PUBLISHING	USA TODAY NETWORK	07/19/23	0005719046	105.95
101-265-900.000	PRINTING/PUBLISHING	JET SPEED PRINTING	07/19/23	46216	1,364.27
101-265-926.000	STREET LIGHTS	CONSUMERS ENERGY	07/12/23	STATEMENT	1,823.79
101-265-926.000	STREET LIGHTS	CONSUMERS ENERGY	07/12/23	STATEMENT	32.18
101-265-926.000	STREET LIGHTS	CONSUMERS ENERGY	07/19/23	STATEMENT	114.19
101-265-927.000	UTILITIES	CONSUMERS ENERGY	07/19/23	STATEMENT	38.16
101-265-927.000	UTILITIES	CONSUMERS ENERGY	07/19/23	STATEMENT	3,259.08
101-265-930.000	REPAIR/MAINTENANCE	DAZZLE CLEANING SERVICE	07/12/23	4804	72.00
101-265-930.000	REPAIR/MAINTENANCE	DAZZLE CLEANING SERVICE	07/12/23	4884	72.00
101-265-930.000	REPAIR/MAINTENANCE	MICHIGAN DEPT. OF LICENSIN	07/13/23	BLR480984	75.00

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL FUND					
Dept 265 CITY HALL/GROUNDS					
101-265-932.000	COMPUTER MAINTENANCE	B S & A SOFTWARE	07/12/23	148061	500.00
101-265-932.000	COMPUTER MAINTENANCE	B S & A SOFTWARE	07/12/23	148062	1,000.00
101-265-932.000	COMPUTER MAINTENANCE	B S & A SOFTWARE	07/12/23	148059	1,222.50
101-265-932.000	COMPUTER MAINTENANCE	B S & A SOFTWARE	07/12/23	148058	1,320.00
101-265-932.000	COMPUTER MAINTENANCE	VC3 INC.	07/13/23	117421	1,796.24
101-265-932.000	COMPUTER MAINTENANCE	B S & A SOFTWARE	07/19/23	148385	1,578.00
Total For Dept 265 CITY HALL/GROUNDS					46,058.94
Dept 301 POLICE					
101-301-740.000	OPERATING SUPPLIES	APPLIED INNOVATIONS	07/13/23	2253773	22.50
101-301-740.000	OPERATING SUPPLIES	VC3 INC.	07/19/23	116647	94.30
101-301-801.000	PROFESSIONAL SERVICES	FOSTER SWIFT	07/12/23	861595	57.00
101-301-850.000	TELEPHONE	VERIZON WIRELESS	07/13/23	9937997155	168.08
101-301-850.000	TELEPHONE	WBI, INC.	07/13/23	STATEMENT	28.62
101-301-850.000	TELEPHONE	COMCAST	07/19/23	175653557	556.73
101-301-850.000	TELEPHONE	COMCAST	07/19/23	177098300	233.02
101-301-851.000	RADIO	VERIZON WIRELESS	07/13/23	9937997155	108.03
101-301-958.000	MEMBERSHIP	BASIC INSURANCE	07/12/23	IN2797331	35.04
Total For Dept 301 POLICE					1,303.32
Dept 336 FIRE					
101-336-927.000	UTILITIES	CONSUMERS ENERGY	07/13/23	STATEMENT	41.21
Total For Dept 336 FIRE					41.21
Dept 441 PUBLIC SERVICES					
101-441-719.000	UNIFORM PURCHASE	CHET DAVIS	07/12/23	CHECK REQUEST	500.00
101-441-719.000	UNIFORM PURCHASE	GEREMY FREED	07/12/23	CHECK REQUEST	500.00
101-441-719.000	UNIFORM PURCHASE	RICH MILLER	07/12/23	REIMBURSE	100.00
101-441-719.000	UNIFORM PURCHASE	MIKE MYSAK	07/12/23	STATEMENT	500.00
101-441-719.000	UNIFORM PURCHASE	ROCKY WING III	07/13/23	STATEMENT	500.00
101-441-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	07/13/23	3542436979	5.77
101-441-740.000	OPERATING SUPPLIES	AMERICAN RENTALS	07/19/23	231722	115.00
101-441-740.000	OPERATING SUPPLIES	VC3 INC.	07/19/23	116647	8.30
101-441-850.000	TELEPHONE	VERIZON WIRELESS	07/13/23	9937997155	225.10
101-441-850.000	TELEPHONE	COMCAST	07/19/23	175653557	185.57
101-441-850.000	TELEPHONE	COMCAST	07/19/23	177098300	77.68
101-441-927.000	UTILITIES	CONSUMERS ENERGY	07/19/23	STATEMENT	52.85
101-441-927.000	UTILITIES	CONSUMERS ENERGY	07/19/23	STATEMENT	28.89
101-441-927.000	UTILITIES	CONSUMERS ENERGY	07/19/23	STATEMENT	67.49
101-441-958.000	MEMBERSHIP	BASIC INSURANCE	07/12/23	IN2797331	21.90
Total For Dept 441 PUBLIC SERVICES					2,888.55
Dept 751 PARKS FACILITIES					
101-751-740.000	OPERATING SUPPLIES	HAMMOND FARMS	07/12/23	3-257203	186.00
101-751-740.000	OPERATING SUPPLIES	SUPERIOR GROUNDCOVER, INC.	07/13/23	59117	525.00
101-751-740.000	OPERATING SUPPLIES	HAMMOND FARMS	07/19/23	3-257838	35.00
101-751-801.000	PROFESSIONAL SERVICES	SPICER GROUP	07/13/23	222179	1,656.00
101-751-927.000	UTILITIES	CONSUMERS ENERGY	07/19/23	STATEMENT	35.54
101-751-927.000	UTILITIES	CONSUMERS ENERGY	07/19/23	STATEMENT	28.81
101-751-927.000	UTILITIES	CONSUMERS ENERGY	07/19/23	STATEMENT	74.86
101-751-927.000	UTILITIES	CONSUMERS ENERGY	07/19/23	STATEMENT	134.84
101-751-927.000	UTILITIES	LANSING BD OF WATER & LIGHT	07/19/23	STATEMENT	195.15
101-751-930.000	REPAIR/MAINTENANCE	J & J HARDWOODS, INC	07/12/23	3518	625.00

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL FUND					
Dept 751 PARKS FACILITIES					
Total For Dept 751 PARKS FACILITIES					3,496.20
Dept 752 RECREATION					
101-752-801.000	PROFESSIONAL SERVICES	D.A.R.A.	07/19/23	STATEMENT	8,879.50
Total For Dept 752 RECREATION					8,879.50
Total For Fund 101 GENERAL FUND					63,432.75

INVOICE GL DISTRIBUTION REPORT FOR CITY OF DEWITT
 EXP CHECK RUN DATES 07/07/2023 - 07/20/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: 01

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 202 MAJOR STREET					
Dept 000					
202-000-740.002	OPERATING SUPPLIES/TRAFFIC	DORNBOS SIGN & SAFETY INC	07/12/23	INV70049	869.00
202-000-740.002	OPERATING SUPPLIES/TRAFFIC	DORNBOS SIGN & SAFETY INC	07/13/23	INV70434	43.90
202-000-808.000	CONSTRUCTION	CLINTON COUNTY	07/19/23	00041174	900.00
202-000-931.001	REPAIR/MAINT/ROUTINE	PNC BANK	07/13/23	STATEMENT	412.96
			Total For Dept 000		2,225.86
			Total For Fund 202 MAJOR STREET		2,225.86

INVOICE GL DISTRIBUTION REPORT FOR CITY OF DEWITT
EXP CHECK RUN DATES 07/07/2023 - 07/20/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: 01

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 203 LOCAL STREET Dept 000 203-000-931.001	REPAIR/MAINT/ROUTINE	PNC BANK	07/13/23	STATEMENT	412.97
			Total For Dept 000		412.97
			Total For Fund 203 LOCAL STREET		412.97

INVOICE GL DISTRIBUTION REPORT FOR CITY OF DEWITT
EXP CHECK RUN DATES 07/07/2023 - 07/20/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: 01

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 249 BUILDING DEPARTMENT					
Dept 000					
249-000-801.000	PROFESSIONAL SERVICES	DEWITT CHARTER TOWNSHIP	07/19/23	23-0000748	6,059.20
			Total For Dept 000		6,059.20
			Total For Fund 249 BUILDING DEPARTMENT		6,059.20

INVOICE GL DISTRIBUTION REPORT FOR CITY OF DEWITT
 EXP CHECK RUN DATES 07/07/2023 - 07/20/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: 01

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 592 WATER/SEWER					
Dept 000					
592-000-740.000	OPERATING SUPPLIES	PNC BANK	07/13/23	STATEMENT	134.99
592-000-740.000	OPERATING SUPPLIES	JET SPEED PRINTING	07/19/23	46216	419.86
592-000-740.000	OPERATING SUPPLIES	JET SPEED PRINTING	07/19/23	46217	735.60
592-000-932.000	COMPUTER MAINTENANCE	B S & A SOFTWARE	07/12/23	148061	500.00
592-000-932.000	COMPUTER MAINTENANCE	B S & A SOFTWARE	07/12/23	148062	1,000.00
592-000-932.000	COMPUTER MAINTENANCE	B S & A SOFTWARE	07/12/23	148059	1,222.50
592-000-932.000	COMPUTER MAINTENANCE	B S & A SOFTWARE	07/12/23	148058	1,320.00
592-000-932.000	COMPUTER MAINTENANCE	VC3 INC.	07/13/23	117421	1,796.24
592-000-932.000	COMPUTER MAINTENANCE	B S & A SOFTWARE	07/19/23	148385	1,578.00
592-000-961.000	MISCELLANEOUS	TRI-COUNTY REG. PLANNING	07/13/23	1244	4,438.25
Total For Dept 000					13,145.44
Total For Fund 592 WATER/SEWER					13,145.44

INVOICE GL DISTRIBUTION REPORT FOR CITY OF DEWITT
EXP CHECK RUN DATES 07/07/2023 - 07/20/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: 01

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 661	MOTOR POOL				
Dept 000					
661-000-751.001	GAS/OIL POLICE	EISELER OIL COMPANY	07/12/23	245208	474.24
661-000-751.003	GAS/OIL DPW	EISELER OIL COMPANY	07/12/23	245208	474.25
661-000-930.003	REPAIR/MAINTENANCE/DPW	BELL EQUIPMENT COMPANY	07/12/23	P15268	807.29
661-000-930.003	REPAIR/MAINTENANCE/DPW	PNC BANK	07/13/23	STATEMENT	65.96
661-000-961.000	MISCELLANEOUS	PAULI FORD MERCURY	07/13/23	STATEMENT	73.49
Total For Dept 000					1,895.23
Total For Fund 661 MOTOR POOL					1,895.23

INVOICE GL DISTRIBUTION REPORT FOR CITY OF DEWITT
EXP CHECK RUN DATES 07/07/2023 - 07/20/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: 01

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
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Fund Totals:

Fund 101 GENERAL FUND	63,432.75
Fund 202 MAJOR STREET	2,225.86
Fund 203 LOCAL STREET	412.97
Fund 249 BUILDING DEPARTMENT	6,059.20
Fund 592 WATER/SEWER	13,145.44
Fund 661 MOTOR POOL	1,895.23

Total For All Funds:	87,171.45
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STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

July 5, 2023

Dan Coss
Dewitt City, Clinton County
414 East Main Street
DeWitt, MI 48820

Dear Dan Coss,

The State Tax Commission (STC) at their meeting on August 23, 2022, approved the Assessment Roll Audit as required by Public Act 660 of 2018 and the Assessment Roll Audit Schedule for 2023-2027. This letter serves as notification that your local unit has been selected to be reviewed as part of our 2023 audit program which will be a review of your 2023 assessment roll.

The Commission has contracted with Reason Consulting to conduct the audits. Reason Consulting will be in contact with you to set a schedule for your Assessment Roll Audit. The Commission expects and appreciates full cooperation from each local unit to complete the audits in a timely manner.

Included with this letter, you will find instructions for your assessor to provide a copy of the 2023 assessment database along with instructions to provide all necessary documents utilizing the MiSuite online filing cabinet. A checklist of required documents is also included. The database and required documents must be uploaded within 21 days of receiving this letter.

A copy of the Assessment Roll Audit form with links to requirements and other helpful information is available on the STC website at www.michigan.gov/treasury/local/stc. Should you have any questions, please contact AssessingReformQuestions@michigan.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "David Buick".

David A. Buick, Executive Director
State Tax Commission

Cc: Local Unit Clerk
Local Unit Assessor
County Equalization



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

Database Upload Instructions for BS&A Users

Please follow these instructions for uploading your database file to the State FTP site:

1. Click on **Help>About** - verify your license is for the correct unit of government
2. If necessary, create a **new** backup of the archived 2023 database (.zip file).
Export a complete backup/copy, not a values .txt file
3. Save the backup file on your computer desktop
4. When ready to send, click on **Help>FTP>FTP to State**
5. File to upload defaults to last backup location used, if necessary, click Browse
6. Browse for your backup file to send
7. Click OK (prompt should appear identifying your City/Township license file successfully uploaded)

Filing Cabinet Instructions and Checklist

Please provide documents utilizing the MiSuite filing cabinet. The filing cabinet is accessed by logging into your MiSuite account and selecting the P.A. 660 Audit icon. If you have more than one jurisdiction, please make sure you select the appropriate unit from the jurisdiction drop down menu. Click the file cabinet file icon for the current year, click upload file, select files, and choose the appropriate file. You may enter a description of the file before uploading.

- Assessor's Certification of the Assessment Roll, L-4037
- Land Value Determination documentation
- ECF Analysis documentation
- Written policy under which its assessor's office is reasonably accessible
- Sample of latest Notice of Assessment supplied to taxpayers
- Form 5730, Assessing District Department Staff Training Report
- Form 5731, Assessing District Required Board of Review Training Report
- Form 5852, Administration Fee Certification, must be completed by the local unit supervisor, city manager, or highest elected official
- Written policy detailing personal property canvass process
- Minutes from the most recently held July and December Board of Review meetings
- Written policy detailing process for determining exemptions
- Form 5823, Assessment Duties Audit, which must be completed by the local unit supervisor, city manager, or highest elected official. If the Supervisor is also the Assessor of record, Form 5823 must be completed by the Clerk or Treasurer of the local unit.
- Current Poverty Guidelines, including the asset test

Lisa Grysen

From: no-reply=invoicecloud.com@mg.invoicecloud.com on behalf of InvoiceCloud <no-reply@invoicecloud.com>
Sent: Thursday, July 20, 2023 10:14 AM
To: Lisa Grysen
Subject: InvoiceCloud Daily Management Report



City of Dewitt:

Daily Management Report for 7/20/2023:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Summer Tax	31	\$119,806.49	23	\$89,272.03	0	\$0.00	0	51
Winter Tax	130	\$141,488.27	0	\$0.00	0	\$0.00	0	51
Utility	2,101	\$294,162.89	228	\$30,281.47	12	\$1,473.45	926	530
Misc./General Receipts	192	\$31,633.60	19	\$2,073.47	0	\$0.00	0	0
Building Permits	135	\$55,225.00	13	\$1,384.00	0	\$0.00	0	0



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