

CALL TO ORDER:

Mayor Pro-Tem Hunsaker called the Regular City Council Meeting to order at 7:00 pm. He led the pledge of allegiance.

ROLL CALL:

Members Present: Denise Donohue, Dave Hunsaker, Mark Kellogg, Maria Ostrander, Trevor VanDyke, and Jennifer Whitman,

Excused: Mayor Leeming

STAFF:

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

AUDIENCE:

Dar Lynn Covert, Timothy Covert, Loreta Spinrad, Kelli Furgason, Karen Burns, and Bill Freeman

AGENDA:

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

APPROVAL OF MINUTES:

Motion by Whitman, seconded by Ostrander, carried by unanimous vote of the Council to **approve the minutes from the July 10, 2023, Regular City Council Meeting as amended.**

PUBLIC COMMENT:

Loretta Spinrad, 113 S. Bridge, the final two concerts in the park are July 27 and August 3, and a magazine highlighting the Ox Roast is being mailed this week.

CITY ADMINISTRATORS REPORT:

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

OLD BUSINESS:

None

NEW BUSINESS:

1. **Special Land Use Request Application – 210 West Washington Street:**

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 tenants have occupied a portion of the building, i.e., DeWitt District Library, fitness center, and most recently Promise Assembly of God, which 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 on June 22, 2023, at their regular meeting.

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.

The Zoning Ordinance requires the Planning Commission recommendation to be forwarded to the City Council and Sec. 78-236. - Council review procedures states:

a. Upon receipt of a report and summary of hearing comments from the planning commission, the city council may hold an additional public hearing, if it considers a further hearing necessary, using the same hearing requirements as the hearing held before the planning commission. Upon approval of an application for a special land use permit, the city council shall authorize the development official to issue the permit subject to any conditions specified by the city council.

City Council was provided with the following documents to review as a part of the deliberation process:

- SLU Application
- Report from Beckett & Raeder
- Site Plan
- Adjacent Property Zoning Map

Representatives from the DMA and Promise Assembly of God were in attendance to answer any questions City Council may have.

Motion by Whitman, seconded by VanDyke, carried by unanimous vote of the Council **to approve the Special Land Use as submitted.**

2. FY2024 SCCMUA Budget:

City Council was provided with the FY 2024 SCCMUA Operating Budget for the City of DeWitt. Brad Gurski, SCCMUA Director, was 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.

Motion by VanDyke, seconded by Donohue, carried by unanimous vote of the Council **to receive and place on file the 2024 Southern Clinton County Municipal Utilities Authority Annual Operating Budget.**

3. Tree Removal – Various Locations and Departments:

City Council was provided with 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 was in attendance to answer any questions City Council may have.

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

Motion by Whitman, seconded by Ostrander, carried by unanimous vote of the Council 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:

City Attorney:

- Continue to work on FOIA and policies

City Clerk-Treasurer:

- Met regarding the implantation of Proposal 2. Thirty of the Thirty-three Clerks will allow the County to administer the elections which includes having possibly three voting hubs (DeWitt Township, Bath Township, and Bigham Township). All Clerks will be assigned specific days and locations to be site supervisors. The total cost of the election will be shared by all jurisdictions participating.
- We can now operate the elections with just one precinct

DARA:

- Stella will give a report at the next Council meeting

DDA:

- No Meeting

DAESA:

- One of the original Fire Authority members, Don Potts, will be resigning when a replacement has been found.

Planning:

- No Meeting

Parks:

- Meeting August 9

Police Chief:

- Still having key issues with the new patrol car, the problem has been figured out
- Nursing home lost a resident

ADJOURNMENT:

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting is adjourned at 7:45 p.m.**

Respectfully submitted,

Lisa M. Grysen
City Clerk-Treasurer

Dave Hunsaker
Mayor Pro-Tem