



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, January 08, 2024
7:00 P.M.

Call to Order City Council Meeting

Pledge of Allegiance

Approval of Agenda

Approval of Minutes December 11, 2023 City Council Minutes
December 11, 2023 Closed Session 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.

Special Presentation – Resolution of Appreciation for Kelly Preston

RECOMMENDED ACTION: Approve a Resolution of Appreciation for Kelly Preston's service on the Downtown Development Authority Board since October 27, 2015.

City Administrators Report

Old Business None

New Business

1. 2023 Year-End Review - City Assessor Chris Coucke

RECOMMENDED ACTION: Receive and place on file the 2023 Assessor's Annual Report.

2. DDA 2024 Event Request for Street Closures

RECOMMENDED ACTION: To approve the request of the DeWitt Downtown Development Authority to close the streets listed for each event on Exhibit A dated January 4, 2024.

3. DDA 2024 Event Request of Consumption of Alcohol in the Right-of-Way

RECOMMENDED ACTION: To approve the Downtown Development Authority's request to allow for the consumption of alcohol in the City right-of-way for the 2024 Event List on Exhibit A, dated January 4, 2024, and in accordance with City Ordinance, Chapter 58, Article I, Section 58-1

4. Appointments to the City's Election Commission

RECOMMENDED ACTION: To appoint the City of DeWitt's Election Commission for the 2024 Election cycle to consist of the City Administrator, City Clerk, Chief of Police, and the City Assessor as an alternate.

5. Committee Appointment - Appointment to Board/Commission

RECOMMENDED ACTION: Confirm Mayor Leeming's appointment of Jared Rondeau to the Planning Commission with a term expiring on January 15, 2027. Confirm Mayor Leeming's appointment of Alex Crippen to the DeWitt DDA with a term expiring on January 19, 2028.

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: January 04, 2024.

CALL TO ORDER CITY COUNCIL:

The Regular City Council Meeting was called to order at 7:00 p.m. Mayor Leeming led the pledge of allegiance.

ROLL CALL:

Members Present: Councilmembers: Donohue, Kellogg, Ostrander, VanDyke, Whitman, Mayor Pro-Tem Hunsaker, and Mayor Leeming

Excused: None

STAFF:

Daniel Coss, City Administrator; Sarah Stoltzfus, Interim Clerk-Treasurer; Bruce Ferguson, Chief of Police; Brian Goodenough, City Attorney; Paula Willoughby, Finance Director

AUDIENCE:

None

AGENDA:

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

APPROVAL OF MINUTES:

Motion by Kellogg, seconded by Donohue, carried by unanimous vote of the Council **to approve the minutes from the November 27, 2023, Regular City Council Meeting as presented.**

Motion by VanDyke, seconded by Whitman, carried by unanimous vote of the Council **to approve the minutes from the November 27, 2023 Closed Session Meeting as presented.**

PUBLIC COMMENT:

None

OLD BUSINESS:

None

CITY ADMINISTRATOR'S REPORT:

Administrator Coss went over the City Administrator's report that was provided to the council in the agenda packet.

CLOSED SESSION:

Motion by VanDyke, seconded by Hunsaker and carried by roll call vote of the Council to adjourn to enter into closed session per the Open Meeting Act Article 15.268 Section 8 Sub (d) for negotiations connected with the purchase of real property at 7:42 pm.

ROLL CALL:

Councilmember Donohue	<u> Y </u>	Councilmember Ostrander	<u> Y </u>
Councilmember Hunsaker	<u> Y </u>	Councilmember VanDyke	<u> Y </u>
Councilmember Kellogg	<u> Y </u>	Councilmember Whitman	<u> Y </u>

Motion by VanDyke, seconded by Donohue and carried by unanimous vote of the Council to reconvene to the regular meeting at 7:53 p.m.

NEW BUSINESS:

1. Purchase Agreement for North Scott & West Jefferson Properties

Motion by Hunsaker, seconded by Donohue, carried by unanimous vote of the Council to move forward with the purchase agreement for the North Scott and West Jefferson properties.

2. 2024 City Council Meeting Schedule

Motion by Ostrander, seconded by VanDyke, carried by unanimous vote of the Council to approve the attached City Council meeting schedule dated December 7, 2023, Calendar Year 2024.

3. Vacation Schedule Amendment

Motion by Hunsaker, seconded by Donohue, carried by unanimous vote of the Council for approval of amending Section 7: Benefits, C. Vacation of the City of DeWitt Personnel/Policy Manual with the Amended Vacation Table as presented in the Staff Report dated December 7, 2023.

4. Police Department Recruitment Agreement

MCOLES has created a Public Safety Academy Assistance program that allows police departments to sponsor a recruit and send them to a police academy in Michigan. Chief Ferguson has selected a recruit who is interested in going through the Lansing Community College police academy and working on a part-time basis for the City of DeWitt Police Department upon graduation. There will be an agreement outlining the obligations between the city and the recruit.

Motion by Hunsaker, seconded by Whitman and carried by unanimous vote of the Council for Approval of the Academy Sponsorship Recruit Agreement and creation of a non-certified police officer sponsored Academy Recruit position within the City of DeWitt Police Department.

City Attorney: Nothing to report

City Clerk-Treasurer: Ms. Stoltzfus attended the MAMC Master Academy last week. It was a very informative conference on changes with Prop. 2. Also, winter taxes have been mailed out.

DARA: They are working on hiring new employees.

Mayor Leeming /DDA: Mayor Leeming reported that the Ox Roast volunteers are making great progress and they are talented individuals. They will begin meeting regularly in January.

DAESA: There have been budget discussions and a push toward more full-time staff, with a full-time chief being a priority.

Planning: Next meeting is December 28th.

Parks: There will be a presentation at the January meeting on new equipment.

Police Chief: He reported that Shop-with-a-Cop went well. He also said that the Christmas Light parade went smoothly, but they are working on barricade solutions for next year so that parade-goers don't try to disobey and pass through areas where they shouldn't be.

ADJOURNMENT:

Motion by VanDyke, seconded by Whitman, and carried by unanimous vote of the Council that **the meeting is adjourned at 8:42 p.m.**

Respectfully submitted,

Sarah Stoltzfus
Interim Clerk-Treasurer

Sue Leeming
Mayor

**RESOLUTION HONORING
KELLY PRESTON
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD MEMBER**

WHEREAS, Kelly Preston was appointed on October 27, 2015 as a member of the Downtown Development Authority (DDA); and

WHEREAS, Kelly Preston has completed over eight years on the DDA and has served as the Treasurer of the DDA since the beginning of her appointment. Kelly Preston has conscientiously and capably served the City of DeWitt and its citizens to the highest principles of community service; and

WHEREAS, The City of DeWitt, as well as Kelly Preston's board colleagues and peers have greatly benefited from her professional skills and knowledge during her years of service to the community; and

NOW, THEREFORE, BE IT RESOLVED that as Mayor, I, Susan Leeming, and the City Council hereby join the citizens of the City of DeWitt and her colleagues in expressing their sincere appreciation to Kelly Preston for her years of service and dedication to the DDA and extend their best wishes in all her future endeavors.

IN WITNESS WHEREOF, I do hereby set my hand, and cause the Corporate Seal of the City to be affixed this 8th day of January in the year 2024.

SUSAN LEEMING, MAYOR

SARAH STOLTZFUS, CLERK/TREASURER

January 16, 2024 Goal Setting Session

Just a reminder that the annual goal setting session will be held on Tuesday, January 16 starting at 6 pm in the City Hall Conference Room. This meeting will focus on upcoming projects and a status report on past projects City Council identified as priorities. Food will be served.

Five-Year Budget Meeting – March 4, 2024

The Five-Year Budget meeting is scheduled for Monday, March 4. This will be the first opportunity to look at the upcoming budgets and start planning for the project priorities that Council identified during the goal setting session. If Council members have a budget priority they would like to discuss prior to the meeting, please feel free to contact me to discuss.

Santa Delivery

The Santa delivery went very well. Mayor Leeming and I helped load the gifts at City Hall earlier in the day and they started delivery promptly at 3 pm. The weather was cooperative and all deliveries went very smoothly. A BIG THANK YOU to the Fire Authority and firefighters who volunteered to help.

General Information Packet

- General Ledger Report 12/15 - 01/04
- Assessor Monthly Report
- Department of Treasury Letter
- Sister City Thank You Letter
- Home Builders Association Thank You
- Invoice Cloud Activity Report

January	
8th thru 12th	Christmas Tree Pick-up & Drop-Off
9 – Tuesday	DDA Meeting – 12 PM
15 – Monday	Martin Luther King Day (City Hall Closed)
16 – Tuesday	Goal Setting Session – Conference Room 6 PM
22 – Monday	City Council Meeting
25 – Thursday	Planning Commission Meeting

Staff Report for Council Agenda Item

Agenda Item: NB #1
Meeting Date: January 8, 2024

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: January 4, 2024
RE: 2023 Year-End Review - City Assessor Chris

FACTS: The agreement between the City of DeWitt and the City of Grand Ledge for service requires that the Assessor provide an annual report of activities to the Mayor and Council.

A copy of the Assessor’s PowerPoint Presentation is attached.

City Assessor, Chris Coucke, will be in attendance to go over the presentation and answer any questions the Mayor and Council may have.

RECOMMENDED ACTION: Receive and place on file the 2023 Assessor’s Annual Report.

MOTION BY: _____ SECONDED BY: _____

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



City of DeWitt

2023: YEAR IN REVIEW

City of Dewitt Assessing Department
January, 2024

Percentage Change in Assessed Values

Tax Year	Residential Class	Commercial Class	Industrial Class
2023	10.43%	14.81%	0.72%
2022	6.89%	8.49%	0.72%
2021	7.66%	4.99%	-0.72%
2020	8.43%	32.29%	16.81%

Total Assessed and Taxable Values For the 2023 Tax Year

	Residential Class	Commercial Class	Industrial Class	Personal Property
Assessed	235,568,700	20,032,900	14,000	3,842,400
Taxable	191,964,677	13,813,060	7,169	3,842,400

Calendar Year 2023

DEEDS, OWNERSHIP TRANSFERS

- ▶ Warranty Deeds Processed: 84
- ▶ Quit Claim Deeds Processed: 26
- ▶ Sherriff Deeds Processed: 2
- ▶ Misc. Deeds Processed: 6
- ▶ Total Deeds Processed in 2021: 118
- ▶ *Previous year: 136*

2023 Sales Study Information

- ▶ Analysis of the arms-length transactions that took place in 2023 indicate an average sales price for residential homes of:

\$330,760

(Previous Year: 270,548)

Range of Sales Prices for Arms-Length Transactions:

\$139,000 - \$700,000

Taxable Value Change:

2023 CPI is **+5.00%** (Statutory Cap)

2023 CPI is projected to be: 5%(Statutory Cap)

Tax Year	Total Taxable Value Change
2023	+7.09%
2022	+5.64%
2021	+4.34
2020	+6.56%

*Taxable increases other than the CPI increase include items such as new construction, new homes, additions to existing structures, new personal property accounts, etc.

Various Assessing Department Activities

Property Data Verifications: 498

Building Permits: 38

Personal Property: Added 3 accounts
Deleted 6 accounts

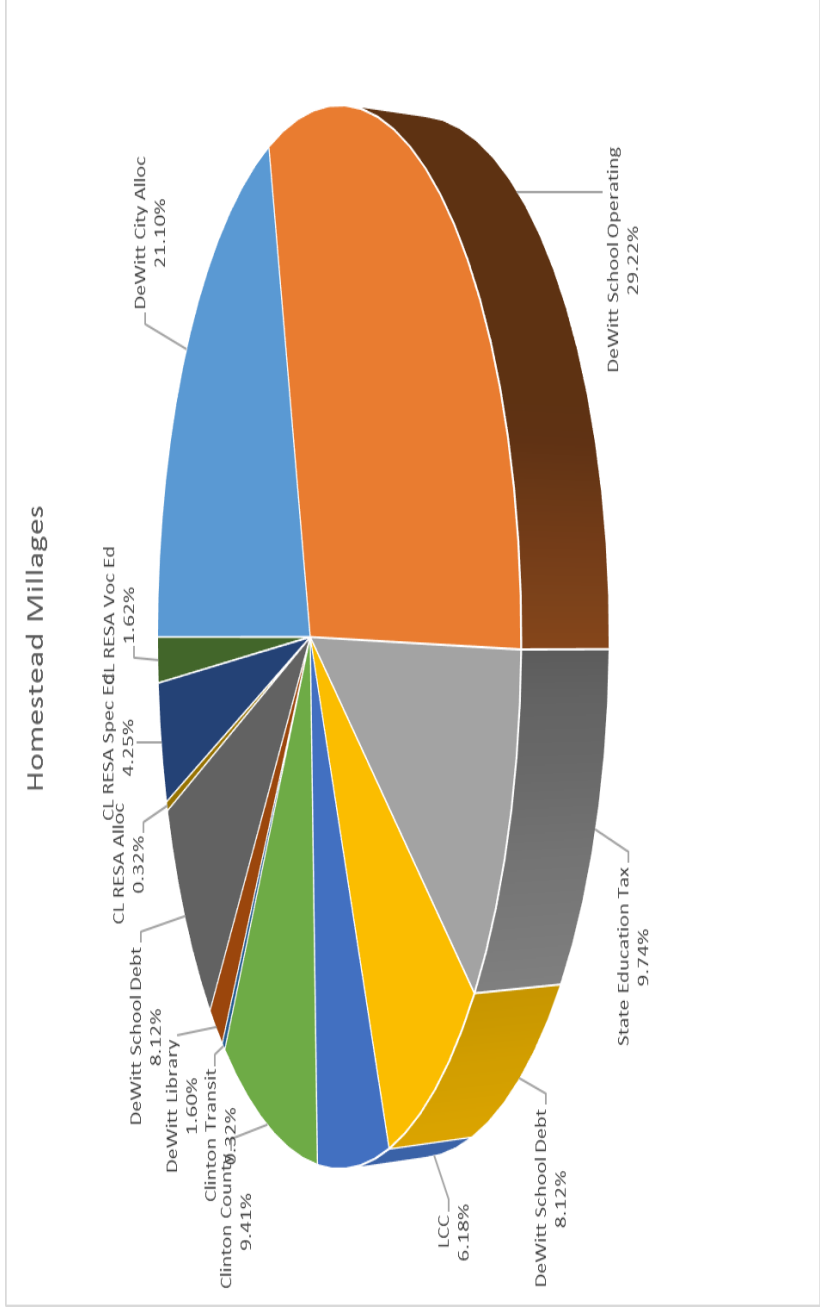
Proposal A: Taxable Value and Uncapping

- ▶ **What is Proposal A?**
- ▶ In 1994 Proposal A brought significant changes to the State's Property Tax System. However, Proposal A did not change standard assessment practices; all real and personal property must still be assessed at 50% of its true cash value. Proposal A created a different value (taxable value) for property taxes to be calculated on. Taxes are based on taxable value (TV) not assessed value (AV).
- ▶ **What is "taxable value" ?**
- ▶ Taxable value = Lesser of assessed value or capped value.
- ▶ **What is "capped value"?**
- ▶ Capped value is the lesser of +5% or the Consumer Price Index (CPI) applied to prior year's taxable value. The formula to compute is: (Prior year's taxable value - losses) x (5% or CPI, whichever is lowest) + additions = capped value. The process continues until there is change in ownership (transfer) which would cause an "uncapping".
- ▶ **What is "uncapping"?**
- ▶ When ownership is transferred on a property, the valuation is "uncapped". The AV is the new starting point for a buyer and the capping process starts all over again on the property until another transfer of ownership occurs. There are some exceptions to the uncapping process, such as a sale to a family member, or placing a property in a trust.

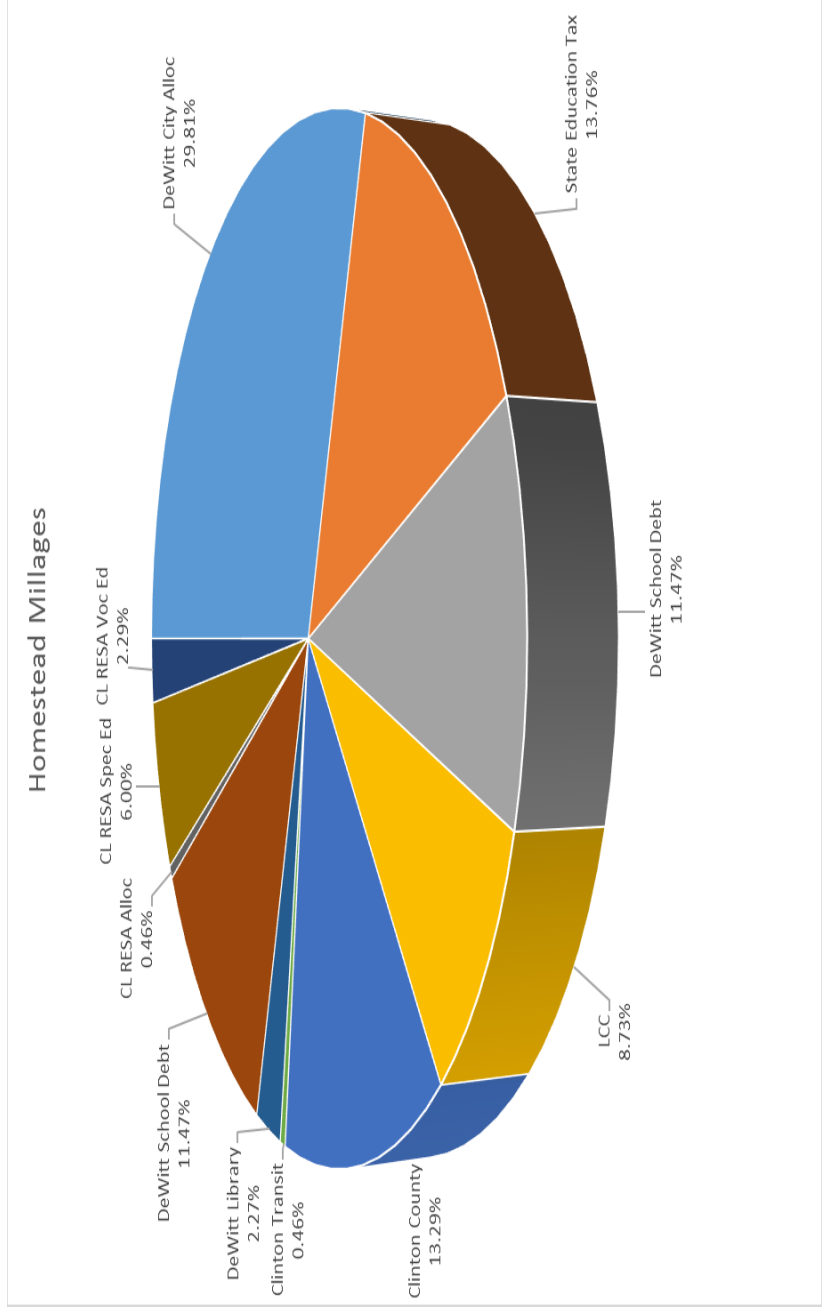
Various assessing department duties

- Prepared assessment roll
- Printed and mailed personal property statements.
- Prepared assessment notices
- Processed splits and combinations
- Processed sales and transfers
- Verified changes in principal residence status
- Continued working on aligning our records with State Tax Commission recommendations

HOW AN AVG. TAX DOLLAR IS SPENT (Non-Homestead)



HOW AN AVG. TAX DOLLAR IS SPENT (Homestead)



Michigan Tax Tribunal

- ▶ 0 cases filed for 2022 or 2023
- ▶ 0 Cases Currently Pending

The Disabled Veteran's Exemption

- An exemption from property taxes is available to qualified disabled veterans or their unmarried, surviving spouse who claims the home as their homestead.
- The disabled veteran or the surviving spouse must be a Michigan resident.
- The Act requires an Affidavit be filed annually, along with qualifying proof from the Department of Veteran Affairs.
- Any disabled veteran exemption is processed by the Assessors office.
- In 2023, Dewitt had 13 parcels that qualified.

Personal Property - form 5076

- ▶ The Affidavit of Owner Eligible Personal Property Claiming Exemption from Collection of Taxes (form 5076) provides an exemption from personal property for commercial/industrial entities with a true cash value of less than \$180,000. This exemption no longer needs to be filed annually, and will now carry forward for qualifying filings. The number of exemptions claimed: 81

ELIGIBLE MANUFACTURING PERSONAL PROPERTY (EMPP)

- Phase out of EMPP complete in 2023.
- Application process is slightly different.
- The City of Dewitt will continue to monitor any updates or changes to the EMPP program to ensure compliance.

Assessing Audit (Formerly Known as the AMAR)

- ▶ The State of Michigan AMAR audit is a continuous audit of assessing practices on a county by county rotation.
- ▶ In its last review, the City of Dewitt received a Perfect score.
- ▶ It is our projection that the City of Dewitt will go through this process again in 2028. Our office will work to ensure 100% compliance upon this next review.

2023 Board of Review

MARCH

Organizational Meeting was held March 7th

Hearings were held the 13th and 16th

5 Valuation Appeals were heard

JULY

Hearings were held July 18th

2 Cases were heard

DECEMBER

Hearings were held December 12th

0 Cases were heard

Staff Report for Council Agenda Item

Agenda Item: NB #2
Meeting Date: January 8, 2024

TO: Mayor Leeming and Council Members

FROM: Dan Coss, City Administrator

DATE: January 4, 2024

RE: DDA 2024 Event Request for Street Closures

FACTS: Attached is a list, Exhibit A, of events the DDA is requesting street closures for. Each of the events has a detailed listing of the street closure time, streets to be closed, and the date of the event.

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

The Ox Roast will come before Council as a standalone event, as there are still a few details to work out.

RECOMMENDED ACTION: To approve the request of the DeWitt Downtown Development Authority to close the streets listed for each event on Exhibit A dated January 4, 2024.

MOTION BY: _____ SECONDED BY: _____

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

Staff Report for Council Agenda Item

Agenda Item: NB #3
Meeting Date: January 08, 2024

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: January 04, 2024
RE: DDA 2024 Event Request of Consumption of Alcohol in the Right-of-Way

FACTS: Attached is Exhibit A, which lists the events for 2024 that the Downtown Development Authority is requesting permission for the consumption of alcohol in the public right-of-way (ROW). The limits for each event would be as follows:

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

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

US 27 Motor Cruise – Bridge Street from the north ROW line of Washington Street to the south ROW line of Jefferson and Main Street from the east ROW line of Scott Street to the east ROW of Market Street.

Fall Fest – North Bridge Street from the south ROW line of Main Street to the north ROW line of Jefferson.

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

RECOMMENDED ACTION: To approve the Downtown Development Authority’s request to allow for the consumption of alcohol in the City right-of-way for the 2024 Event List on Exhibit A, dated January 4, 2024, with the limitations outlined in the Staff Report NB#2, dated January 4, 2024, and in accordance with City Ordinance, Chapter 58, Article I, Section 58-1

MOTION BY: _____ SECONDED BY: _____

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



DOWNTOWN DEVELOPMENT AUTHORITY EVENT LIST 2024

- **March 2, 2024 – Cabin Fever Reliever 4:00 pm – 8:00 pm (Saturday)**
 - **Street Closure** – Saturday 9:00 am – 9:00 pm
 - West Main at Scott to East Main at Franklin
 - South Bridge at Washington to North Bridge at Jefferson
 - **Open Alcohol: 4:00 pm – 8:00 pm**

- **June 4, 2024 – October 8, 2024 – Farmers Market 4:00 pm – 7:00 pm (Every Tuesday except July 2nd)**
 - **Street Closure** – Tuesdays 2:00 pm – 8:00 pm
 - North Bridge at Main Street to Madison
 - West Jefferson at Scott to East Jefferson at Franklin

- **June 18, 2024 – Cruise-In 4:00 pm – 7:00 pm (Tuesday)**
 - **Street Closure** – Tuesday 2:00 pm -8:00 pm
 - South Bridge at Washington to North Bridge at Madison
 - West Main at Scott to East Main at Franklin
 - West Jefferson at Scott to East Jefferson at Franklin
 - **Open Alcohol: 4:00 pm – 7:00 pm**

- **August 21, 2024 – US 27 Motor Cruise (4:00 pm – 7:00 pm) (NOT A DDA EVENT)**
 - **Street Closure** - Wednesday 2:00 pm -8:00 pm
 - South Bridge at Washington to North Bridge at Madison
 - West Main at Scott to East Main at Franklin
 - West Jefferson at Scott to East Jefferson at Franklin
 - **Open Alcohol: 4:00 pm – 7:00 pm**

- **October 8, 2024 – Fall Fest at the Market 4:00 pm – 7:00 pm (Tuesday)**
 - **Street Closure** - Tuesday 2:00 pm – 8:00 pm
 - North Bridge at Main Street to Madison
 - West Jefferson at Scott to East Jefferson at Franklin
 - West Main Street at Scott to East Main Street at Franklin
 - **Open Alcohol: 4:00 pm – 7:00 pm**

- **December 7, 2024 – Downtown DeWitt Christmas Market (2:00 pm – 6:30 pm)**
 - **Street Closure** – Saturday 8:00 am – 8:00 pm
 - North Bridge at Main Street to Madison
 - West Jefferson at Scott to East Jefferson at Franklin
 - West Main Street at Scott to East Main Street at Franklin
 - **Open Alcohol: 2:00 pm – 6:00 pm**

Dated 1/4/2024

Staff Report for Council Agenda Item

Agenda Item: NB #4
Meeting Date: January 8, 2024

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: January 4, 2024
RE: Appointments to the City’s Election Commission

FACTS: Section 5.7 of the City Charter states that the City Council shall appoint an Election Commission at least 90 days prior to the regular election. Per the Charter, the Election Commission consists of the Clerk-Treasurer and two other City Officers. The Election Commission is responsible for appointing the election inspectors and resolving election disputes

RECOMMENDED ACTION: To appoint the City of DeWitt’s Election Commission for the 2024 Election cycle to consist of the City Administrator, City Clerk, Chief of Police, and the City Assessor as an alternate.

MOTION BY: _____ SECONDED BY: _____

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

**CITY OF DEWITT
414 EAST MAIN STREET
DEWITT MI 48820
Phone: 517-669-2441**

www.dewittmi.gov
info@dewittmi.gov

AN APPLICATION TO BECOME INVOLVED IN YOUR COMMUNITY BY SERVING ON A CITY BOARD, COMMISSION OR COMMITTEE

Thank you for considering serving your community. Your willingness to serve is greatly appreciated because our city needs people like you to continue to keep DeWitt a fine community in which to live. The purpose of this form is to provide basic reference data and information pertaining to any resident being considered for appointment to a City board, commission or committee.

To assist the City in making the best match between boards and members, we would appreciate you completing the following questionnaire. Please respond by printing or typing your answers. When you have completed the application, please return it to the City Clerk's office at the above address. For additional space, feel free to use the reverse side or attach additional pages, if necessary.

Name: Alexandria Crippen Preferred Name: Alex

Home Address: 14688 Idylcrest Dr. Lansing, MI 48906 E-mail: alexcrippen30@gmail.com

Phone/Cell #: 517-202-1835 Work #: _____

How long have you been a City resident? _____ Are you over 18 years of age? Y N

City meeting dates are available for viewing on the City's website. Have you reviewed the meeting schedules and determined that you can commit to regular meeting attendance and participation? Y N

If so, please indicate your choices in order of preference with the number "1" representing your first choice, the number "2" your second choice, etc.

- _____ Board of Review (3 members – Meets in March, July & December)
- 1 _____ Downtown Development Authority (9 members-4 year term-meets monthly)
- _____ Planning Commission (7 members/3-year term – meets monthly)
- _____ Parks, Recreation, Cemetery & Tree Commission (5 members-3 year term-meets bi-monthly)
- _____ Sister City Board (5 members/10 Associate Members – meet quarterly)
- _____ Construction Board of Appeal (5 members/4-year terms – meet as needed)
- _____ Cable Commission (7 member/3-year terms – meets as needed)
- _____ DeWitt Area Recreation Authority (3 City Residents-meets monthly)
- _____ District Library Board (3 City Residents/4-year terms-meets monthly)
- _____ DeWitt Area Emergency Services Authority (2 City Residents-meets monthly)
- _____ Local Officers Compensation Commission (5 members/5-year terms – meets bi-annually)
- _____ Public Arts Commission (3 Members/4-year terms – meets as needed)

Employment Information: Please indicate your current (or most recent) employer, business address, phone#, position, and your duties/responsibilities (if retired, please provide your prior career).

Tin Cup Cafe - Owner - 121 E. Main St. Dewitt, MI 48820
Len's Cleaning & Restoration - Operations Manager - 3436 Franette Rd. Lansing, MI 48906

Educational Background: Please include the highest grade completed or degrees held
Associates Degree in Business from Lansing Community College

Experience (Professional/Volunteer): Please list any prior professional or volunteer experience (City boards, churches, civic or community groups, memberships, associations, offices held, honors, etc.). Attach resume or additional page if necessary.

Reasons for Seeking Appointment: Qualifications, areas of interest, goals, special skills, training, etc.
Supportive of local businesses and community - seeking to assist with a positive impact

Conflict of Interest: Are there any reasons you may have a conflict of interest if you were appointed to a Board, Committee or Commission listed above? Y or N If yes, please explain:

Additional Information you wish to include:

References: On a separate sheet, please list three non-family members, addresses, and phone numbers.

If you have any questions regarding this process, please contact the City Clerk’s Office at 517-669-2441. It is the policy of the City of DeWitt to consider all applications without regard to race, religion, color, sex, age, marital status, national origin, or disability. Applications are kept for one year from the date submitted and are open for public inspection, upon request.

I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate, or omitted statements of a material fact could be a cause for rejection of my application. I have read, understand, and by my signature consent to these statements.

SIGNATURE: Allyson DATE: 12/29/2023

References

Jamie Tunney - Bridge & Main Market
Dewitt, MI
(517) 214-1991
Known for: 3 years

Saralee Howard - Community Advocate
St. Johns, MI
(517) 285-6819
Known for: 9 years

Matt Jobson - Hungry Howies Franchise Manager
Brighton, MI
(270) 855-1195
Known for: 1 year

CITY OF DEWITT
414 EAST MAIN STREET
DEWITT MI 48820
Phone: 517-669-2441 Fax: 517-669-8211
www.dewittmi.org

AN APPLICATION TO BECOME INVOLVED IN YOUR COMMUNITY BY SERVING ON A CITY BOARD, COMMISSION OR COMMITTEE

Thank you for considering serving your community. Your willingness to serve is greatly appreciated because our city needs people like you to continue to keep DeWitt a fine community in which to live. The purpose of this form is to provide basic reference data and information pertaining to any resident being considered for appointment to a City board, commission or committee.

To assist the City in making the best match between boards and members, we would appreciate you completing the following questionnaire. Please respond by printing or typing your answers. When you have completed the application, please return it to the City Clerk's office at the above address. For additional space, feel free to use the reverse side or attach additional pages, if necessary.

Name: JARED RONDEAU Nickname: —

Home Address: 1325 W. GENEVA DR. E-mail: JARED@JAREDRONDEAU.COM

Phone/Cell #: 989-891-7599 Work: —

How long have you been a City resident? 5 Are you over 18 years of age? Y or N

City meeting dates are available for viewing on the City's website. Have you reviewed the meeting schedules and determined that you can commit to regular meeting attendance and participation? Y or N

If so, please indicate your choices in order of preference with number "1" representing your first choice, number "2" your second choice, etc.

- Board of Review (3 members – Meets in March, July & December)
- Downtown Development Authority (9 members-4 year term-meets monthly)
- 1 Planning Commission (9 members/3 year term – meets monthly)
- Parks, Recreation, Cemetery & Tree Commission (5 members-3 year term-meets bi-monthly)
- Sister City Board (5 members/10 Associate Members – meet quarterly)
- 2 Construction Board of Appeal (5 members/4 year terms – meet as needed)
- Cable Commission (7 member/3 year terms – meets as needed)
- DeWitt Area Recreation Authority (3 City Residents-meets monthly)
- District Library Board (3 City Residents/4 year terms-meets monthly)
- DeWitt Area Emergency Services Authority (2 City Residents-meets monthly)
- Local Officers Compensation Commission (5 members/5 year terms – meets bi-annually)

Employment Information: Please indicate your current (or most recent) employer, business address, phone#, your position and your duties/responsibilities (if retired, please provide your prior career).

MKD KITCHEN & BATH - NEW BUSINESS DEVELOPMENT - MICHIGAN
106 OLIVER DR. MARSHALL, MI 49068. 269-781-5131. JOB DUTIES INCLUDE
COMMERCIAL REVENUE GROWTH, DISTRIBUTION RIGHTS, BUYING POWER, KPI DESIGN, TEAM
MANAGEMENT.

Educational Background: Please include highest grade completed or degrees held

ENGINEERING TECHNOLOGY - SEE RESUME

Experience (Professional/Volunteer): Please list any prior professional or volunteer experience (City boards, churches, civic or community groups, memberships, associations, offices held, honors, etc.). Attach resume or additional page if necessary.

CURRICULUM DEVELOPMENT ADVISORY BOARD, BUILDING TRADES MARKETING COMMITTEE,
HOME BUILDERS ASSOCIATION OF LANSING, LAKE GENEVA HOA BOARD OF DIRECTORS
- SEE RESUME,

Reasons for Seeking Appointment: Qualifications, areas of interest, goals, special skills, training, etc.

CONSTRUCTION & PLANNING EXPERIENCE. EXTENSIVE WORK WITH A VARIETY OF
CONSTRUCTION DRAWINGS, I THOROUGHLY ENJOY WORKING ON THE COMMUNITY
TO SEE ITS CONTINUED GROWTH & SUCCESS.

Conflict of Interest: Are there any reasons you may have a conflict of interest if you were appointed to a Board, Committee or Commission listed above? Y or N If yes, please explain:

Additional Information you wish to include:

- SEE RESUME

References: On a separate sheet, please list three non-family members, address and phone numbers.

If you have any questions regarding this process, please contact the City Clerk's Office at 517-669-2441. It is the policy of the City of DeWitt to consider all applications without regard to race, religion, color, sex, age, marital status, national origin, or disability. Applications are kept for one year from the date submitted and are open for public inspection, upon request.

I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate, or omitted statements of a material fact could be a cause for rejection of my application. I have read, understand, and by my signature consent to these statements.

SIGNATURE: J. Paul

DATE: 1-2-2024

INFORMATIONAL

INVOICE GL DISTRIBUTION REPORT FOR CITY OF DEWITT
 EXP CHECK RUN DATES 12/15/2023 - 01/04/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: 01

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL FUND					
Dept 000					
101-000-070.000	DUE FROM FIRE AUTHORITY	VC3 INC.	01/03/24	133012	28.00
101-000-070.000	DUE FROM FIRE AUTHORITY	VC3 INC.	01/03/24	133013	40.00
101-000-070.000	DUE FROM FIRE AUTHORITY	VERIZON WIRELESS	01/03/24	9952515724	42.14
101-000-084.002	DUE FROM DDA	STATE OF MICHIGAN W-H	12/29/23	DECDDA	557.05
101-000-084.002	DUE FROM DDA	METROPOLITAN LIFE INS. COM	01/03/24	JAN2024	146.02
101-000-084.002	DUE FROM DDA	PHYSICIANS HEALTH PLAN-LAN	01/03/24	233490001	1,474.54
101-000-084.002	DUE FROM DDA	STAPLES ADVANTAGE	01/03/24	3554755135	104.70
101-000-084.002	DUE FROM DDA	VC3 INC.	01/03/24	133012	16.30
101-000-084.002	DUE FROM DDA	VC3 INC.	01/03/24	133013	10.00
101-000-228.002	STATE WITHHOLDING	STATE OF MICHIGAN W-H	12/29/23	DECCITY	3,934.72
101-000-231.010	MERS HCSP	MERS HCSP	01/03/24	DECEMBER2023	1,277.10
101-000-231.016	MERS DEFINED CONTRIBUTION	ALERUS FINANCIAL	01/03/24	DECEMBER2023	2,813.86
101-000-256.000	COMMUNITY ROOM REFUNDABLE DEPOSIT	WILD FLOWER MEADOWS CONDO	01/04/24	REFUND	150.00
Total For Dept 000					10,594.43
Dept 172 ADMINISTRATOR					
101-172-716.000	HEALTH/DENTAL	METROPOLITAN LIFE INS. COM	01/03/24	JAN2024	258.91
101-172-716.000	HEALTH/DENTAL	PHYSICIANS HEALTH PLAN-LAN	01/03/24	233490001	3,495.24
101-172-717.000	LIFE/ADD/DISABILITY	MUTUAL OF OMAHA	01/03/24	001626826087	199.89
101-172-864.000	CONFERENCE/TRAVEL	MICHIGAN MUNICIPAL EXECUTIVE	01/03/24	WINTER2024	425.00
Total For Dept 172 ADMINISTRATOR					4,379.04
Dept 238 RETIREE BENEFITS					
101-238-716.000	HEALTH/DENTAL	METROPOLITAN LIFE INS. COM	01/03/24	JAN2024	39.88
101-238-716.000	HEALTH/DENTAL	ROBERT WATSON	01/03/24	DEC2023	222.37
Total For Dept 238 RETIREE BENEFITS					262.25
Dept 250 CLERK-TREASURER					
101-250-716.000	HEALTH/DENTAL	METROPOLITAN LIFE INS. COM	01/03/24	JAN2024	219.03
101-250-716.000	HEALTH/DENTAL	PHYSICIANS HEALTH PLAN-LAN	01/03/24	233490001	2,337.59
101-250-717.000	LIFE/ADD/DISABILITY	MUTUAL OF OMAHA	01/03/24	001626826087	108.84
Total For Dept 250 CLERK-TREASURER					2,665.46
Dept 262 ELECTIONS					
101-262-740.000	OPERATING SUPPLIES	FORESIGHT GROUP	01/03/24	215558011	832.85
101-262-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	01/03/24	3554755135	472.67
Total For Dept 262 ELECTIONS					1,305.52
Dept 265 CITY HALL/GROUNDS					
101-265-727.000	OFFICE SUPPLIES	STAPLES ADVANTAGE	01/03/24	3554755135	418.66
101-265-727.000	OFFICE SUPPLIES	STAPLES ADVANTAGE	01/03/24	3555101609	6.99
101-265-727.000	OFFICE SUPPLIES	STAPLES ADVANTAGE	01/03/24	3555653795	61.16
101-265-740.000	OPERATING SUPPLIES	GRAINGER IND & COMM EQUIP	01/03/24	9937442508	290.56
101-265-740.000	OPERATING SUPPLIES	JET SPEED PRINTING	01/03/24	46555	210.00
101-265-740.000	OPERATING SUPPLIES	PNC BANK	01/03/24	STATEMENT	26.69
101-265-930.000	CLEANING SERVICES 12/20/2023	DAZZLE CLEANING SERVICE	12/21/23	2094	95.40
101-265-930.000	REPAIR/MAINTENANCE	DAZZLE CLEANING SERVICE	01/03/24	2154	95.40
101-265-932.000	COMPUTER MAINTENANCE	VC3 INC.	01/03/24	133012	24.00
101-265-932.000	COMPUTER MAINTENANCE	VC3 INC.	01/03/24	133013	34.00
Total For Dept 265 CITY HALL/GROUNDS					1,262.86
Dept 301 POLICE					
101-301-716.000	HEALTH/DENTAL	METROPOLITAN LIFE INS. COM	01/03/24	JAN2024	481.56

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL FUND					
Dept 301 POLICE					
101-301-716.000	HEALTH/DENTAL	PHYSICIANS HEALTH PLAN-LAN	01/03/24	233490001	3,214.35
101-301-717.000	LIFE/ADD/DISABILITY	MUTUAL OF OMAHA	01/03/24	001626826087	512.47
101-301-740.000	OPERATING SUPPLIES	VC3 INC.	01/03/24	133012	117.30
101-301-740.000	OPERATING SUPPLIES	VC3 INC.	01/03/24	133013	50.00
101-301-850.000	TELEPHONE	VERIZON WIRELESS	01/03/24	9952515724	168.56
101-301-851.000	RADIO	STATE OF MICHIGAN	01/03/24	551-628020	198.00
101-301-851.000	RADIO	VERIZON WIRELESS	01/03/24	9952515724	108.03
101-301-961.000	MISCELLANEOUS	PNC BANK	01/03/24	STATEMENT	146.21
101-301-980.000	CAPITAL OUTLAY/MISCELLANEOUS	VC3 INC.	01/03/24	INV1063VC3	1,078.00
Total For Dept 301 POLICE					6,074.48
Dept 441 PUBLIC SERVICES					
101-441-716.000	HEALTH/DENTAL	METROPOLITAN LIFE INS. COM	01/03/24	JAN2024	517.82
101-441-716.000	HEALTH/DENTAL	PHYSICIANS HEALTH PLAN-LAN	01/03/24	233490001	4,424.30
101-441-717.000	LIFE/ADD/DISABILITY	MUTUAL OF OMAHA	01/03/24	001626826087	289.42
101-441-740.000	OPERATING SUPPLIES	AMERICAN RENTALS	01/03/24	234070	116.00
101-441-740.000	OPERATING SUPPLIES	CINTAS	01/03/24	5189518904	7.15
101-441-740.000	OPERATING SUPPLIES	PURITY CYINDER GASES	01/03/24	0001848983	124.78
101-441-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	01/03/24	3555101609	55.59
101-441-740.000	OPERATING SUPPLIES	ZEP MANUFACTURING COMPANY	01/03/24	9009275519	159.09
101-441-850.000	TELEPHONE	VERIZON WIRELESS	01/03/24	9952515724	225.70
101-441-932.000	COMPUTER MAINTENANCE	VC3 INC.	01/03/24	133012	8.30
101-441-932.000	COMPUTER MAINTENANCE	VC3 INC.	01/03/24	133013	10.00
101-441-961.000	MISCELLANEOUS	FIRST ADVANTAGE	01/03/24	2502982311	171.71
Total For Dept 441 PUBLIC SERVICES					6,109.86
Dept 751 PARKS FACILITIES					
101-751-930.000	REPAIR/MAINTENANCE	FRIENDS OF THE LOOKING GLF	01/03/24	3	325.00
101-751-930.000	REPAIR/MAINTENANCE	M P C CASHWAY LUMBER CO, I	01/03/24	678930	173.27
101-751-930.000	REPAIR/MAINTENANCE	MENARDS-LANSING WEST	01/03/24	68208	116.69
Total For Dept 751 PARKS FACILITIES					614.96
Dept 752 RECREATION					
101-752-802.000	PROJECTS/PROGRAMS	AL GOODRICH	12/21/23	STATEMENT	250.00
101-752-802.000	PROJECTS/PROGRAMS	SCOTT HENNING	12/21/23	STATEMENT	250.00
Total For Dept 752 RECREATION					500.00
Total For Fund 101 GENERAL FUND					33,768.86

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 203 LOCAL STREET					
Dept 000					
203-000-931.001	REPAIR/MAINT/ROUTINE	CAPITAL ASPHALT, LLC	01/03/24	5544	330.00
203-000-931.001	REPAIR/MAINT/ROUTINE	HAMMOND FARMS NORTH	01/03/24	3-264551	93.75
			Total For Dept 000		423.75
			Total For Fund 203 LOCAL STREET		423.75

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 245 PUB IMP/PUB BLDG Dept 000 245-000-974.000	CAPITAL OUTLAY/LAND IMPROVEMEN	MICHIGAN CONCRETE SOLUTION	01/03/24	165	1,875.00
				Total For Dept 000	1,875.00
				Total For Fund 245 PUB IMP/PUB BLDG	1,875.00

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 592 WATER/SEWER					
Dept 000					
592-000-740.000	OPERATING SUPPLIES	JET SPEED PRINTING	01/03/24	46555	210.00
592-000-804.000	SCCMUA/SEWER	S. C. C. M. U. A.	01/03/24	JAN2024	45,938.17
			Total For Dept 000		46,148.17
			Total For Fund 592 WATER/SEWER		46,148.17

INVOICE GL DISTRIBUTION REPORT FOR CITY OF DEWITT
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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 661 MOTOR POOL					
Dept 000					
661-000-751.001	GAS/OIL POLICE 50% OF GASOLINE	EISELER OIL COMPANY	01/03/24	264173	283.48
661-000-751.001	GAS/OIL POLICE 50% OF GASOLINE	EISELER OIL COMPANY	01/03/24	206182	288.11
661-000-751.003	GAS/OIL DPW 50% OF GASOLINE	EISELER OIL COMPANY	01/03/24	264173	283.49
661-000-751.003	GAS/OIL DPW 50% OF GASOLINE	EISELER OIL COMPANY	01/03/24	206182	288.12
661-000-930.001	REPAIR/MAINTENANCE/POLICE	NORTHSIDE SERVICE OF DEWITT	01/03/24	406435	165.00
661-000-930.001	REPAIR/MAINTENANCE/POLICE	NORTHSIDE SERVICE OF DEWITT	01/03/24	406782	165.00
661-000-930.001	REPAIR/MAINTENANCE/POLICE	QUALITY TIRE, INC.	01/03/24	1-GS120837	593.56
661-000-930.003	REPAIR/MAINTENANCE/DPW	AIS CONSTRUCTION EQUIPMENT	01/03/24	F97395	174.55
661-000-930.003	REPAIR/MAINTENANCE/DPW	AIS CONSTRUCTION EQUIPMENT	01/03/24	F97356	263.99
661-000-930.003	REPAIR/MAINTENANCE/DPW	AIS CONSTRUCTION EQUIPMENT	01/03/24	PICPAK	2,008.73
661-000-930.003	REPAIR/MAINTENANCE/DPW	HUTSON, INC.	01/03/24	10243636	268.95
661-000-930.003	REPAIR/MAINTENANCE/DPW	KAMINS AUTO PARTS	01/03/24	12-918545	34.08
661-000-930.003	REPAIR/MAINTENANCE/DPW	KAMINS AUTO PARTS	01/03/24	12-919413	122.31
Total For Dept 000					4,939.37
Total For Fund 661 MOTOR POOL					4,939.37

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

Fund 101 GENERAL FUND	33,768.86
Fund 203 LOCAL STREET	423.75
Fund 245 PUB IMP/PUB BLDG	1,875.00
Fund 592 WATER/SEWER	46,148.17
Fund 661 MOTOR POOL	4,939.37

Total For All Funds:	<u>87,155.15</u>
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City of Dewitt Assessor's Office

Monthly Summary of Activities for the Assessing Department
December, 2023

GENERAL:

PROPERTY TRANSFERS AND DEEDS:

- 6 Deeds Processed
 - 6 Warranty Deeds
 - 0 Quit Claim Deed
- 0 New PRE's Granted

Assessing is working in the 2024 database.

PERSONAL PROPERTY:

Assessing office is now looking for new accounts, and processing any amended petitions.

FIELD INSPECTIONS:

Assessing has transitioned into year end building permit checks for partial construction, and will do so through the end of the year.

PENDING ISSUES FOR CITY COUNCIL TO BE AWARE OF:

No 2023 appeals filed.

NEXT BOARD OF REVIEW MEETING:

March Board of Review, March 11th and 14th.

ASSESSOR ANNOUNCEMENTS:

Due to some recent law changes, veteran exemptions are no longer taken to the board of review. The assessing office now processes them as they are received.

The assessor's office scored a perfect score on the Assessing Audit conducted by the Michigan Department of Treasury and Reason Consulting. The next audit is projected to take place in 2028.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

December 20, 2023

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

Dear Dan Coss:

The State Tax Commission at their December 19, 2023 meeting approved the enclosed Certificate of Achievement. This certificate acknowledges City of Dewitt, Clinton County for receiving a perfect score on their 2023 PA 660 Assessment Audit Review. The Commission wishes to congratulate the City and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.

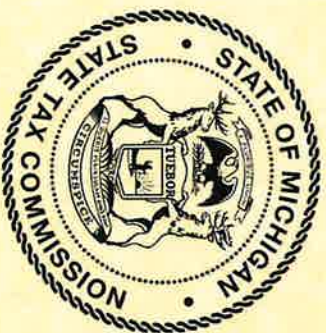
Sincerely,

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

David A. Buick, Executive Director
State Tax Commission

Enc: Certificate of Achievement

Certificate of Achievement



This acknowledges that

City of Dewitt, Clinton County

On the 19th of December 2023 has been recognized for the outstanding achievement of receiving a perfect score on the 2023 PA 660 Assessment Audit Review. We wish to congratulate you and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.


Peggy L. Nolde, Chairperson


W. Howard Morris, Member



November, 2023

Dear Mayor Susan Leeming and Supervisor Rick Galardi,

It is my great honor to have received such a heartwarming letter from you. Although it has been 4 years, I clearly remember great memories we made together while visiting your beautiful city. Thank you again for extending your warm hospitality for me and my colleagues.

Ever since the state of Michigan and Shiga Prefecture signed partnership in 1968, we have worked together to strengthen our relationship as sister cities, and I am honored to witness 55th anniversary of our mutual effort coming to a fruition.

As a proud sister city of City of Traverse City, City of Marshall, City of DeWitt and DeWitt Charter Township, we have deepened our trust for 18 years, since December of 2005, through international exchanges.

I would like to convey my sincere gratitude to your city for great contributions in cultivating a strong friendship. It is my greatest honor to have written the stories of forging a strong friendship with your honorable city since 1994, and, despite the differences in our languages and culture, I firmly believe in our shared values of creating peace through international exchanges. I sincerely hope that our friendship will continue for many years to come.

I am looking forward to hear all the great achievements your delegates will accomplish after having returned from this wonderful exchange program.

Please take care of yourself as the cold season is approaching. I wholeheartedly wish you and the citizens of the City of Traverse City a fruitful and prosperous year.

Respectfully yours,

Hiroki Iwanaga

Mayor, City of Koka

6053 Minakuchi, Minakuchicho,

Kokashi, Shiga 5288502 Japan

A heartfelt thank you for making such a positive impact on the kids in our community. This year, we were able to collect 13,013 toys that were distributed through the Salvation Army. The HBA of Greater Lansing is thankful for your contribution to our Toys for Tots campaign. We raised \$34,778 and had 215 donation boxes at 164 locations. Through your generosity, Christmas morning will be extra special for so many children. You made a difference, and we are truly grateful for your participation.

Sincerely, HBA Staff, Board of Directors
& Toys for Tots Committee



City of Dewitt:

Daily Management Report for 1/3/2024:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Summer Tax	0	\$0.00	0	\$0.00	0	\$0.00	0	57
Winter Tax	3	\$2,535.46	3	\$2,535.46	3	\$2,535.46	0	55
Utility	32	\$4,034.00	32	\$4,034.00	19	\$2,448.34	971	558
Misc./General Receipts	0	\$0.00	0	\$0.00	0	\$0.00	0	0
Building Permits	0	\$0.00	0	\$0.00	0	\$0.00	0	0

