



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, May 13, 2024
7:00 P.M.

Call to Order City Council Meeting

Pledge of Allegiance

Approval of Agenda

Approval of Minutes April 22, 2024 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

Call to Order - Public Hearing

A Public Hearing to receive comments on the Fiscal Year 2024-2025 Budget for all City funds, DDA Budget, Six-Year Capital Improvement Plan and the millage rate of 13.00 mills for General Operating.

OPEN:

CLOSE:

New Business

- 1. Resolution 2024-01 Adoption of the FY24-25 City of DeWitt Budget All Funds, DDA FY24-25 Budget, FY24-25 Fee Schedule, Millage Rate and Six-Year Capital Improvement Plan**



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RECOMMENDED ACTION: To approve the Resolution 2024-01 approving the FY2024-2025 Budget and 2024-2029 Capital Improvement Plan, DDA Budget adopting the FY 2024-2025 Schedule of Fees, and setting FY2024-2025 Millage Rate at 13.0 Mills.

2. Review Risk Transfer Agreement for the 2024 Ox Roast Fireworks

RECOMMENDED ACTION: To enter into a Risk Transfer Agreement between the City, et. al., and Night Magic, Inc. and authorize the Mayor and Clerk to sign the agreement on behalf of the City of DeWitt.

3. 2024 Ox Roast Fireworks Display Permit Application

RECOMMENDED ACTION: To approve the firework display permit for Night Magic, Inc. for August 17, 2024, in conjunction with the DeWitt Ox Roast Festival.

4. Special Event Application and Street Closures for 2024 Ox Roast Festival

RECOMMENDED ACTION: To approve the Special Events Application, road closure request, and consumption of alcohol, per City Ordinance, Chapter 58, Article I, Section 58-1, for Friday, August 16 at 4-11 pm, Saturday, August 17 at 11 am – 11 pm and Sunday, August 18 at 11 am - 4 pm, contingent upon the issuance of proof of insurance coverage adding the City of DeWitt as an additional insured.

5. Committee Appointment - Appointment to Board/Commission

RECOMMENDED ACTION: Confirm Mayor Leeming's re-appointment of Darrin Rockcole to the Board of Review with a term expiring on May 13, 2028

6. Looking Glass Brewing Company Street Festival

RECOMMENDED ACTION: To approve the special event and road closure application for the Looking Glass Brewing Company for August 3, 2024, and to allow the consumption of alcohol in the City right-of-way in accordance with City Ordinance, Chapter 58, Article I, Section 58-1 contingent upon the issuance of a special event Liquor License from the Michigan Liquor Control Commission and proof of insurance coverage adding the City of DeWitt as an additional insured



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7. Review Publishing of Abbreviated City Council Meeting Minutes in LSJ

RECOMMENDED ACTION: Discussion on amending council policy as it relates to the publication of meeting minutes.

8. Tri-Terra Contract – Pre-demolition Hazardous Materials Assessment

RECOMMENDED ACTION: To approve the contract for a Pre-Demolition Hazardous Materials Assessment of 110 North Scott Street & 119 W Jefferson with Tri-Terra for \$6,290.00 and authorize the Mayor and City Clerk to sign the contract on behalf of the City.

9. Planning Commission Annual Report

RECOMMENDED ACTION: To receive and place on file the 2023 Planning Commission Annual Report.

Closed Session

Enter into Closed Session per the Open Meetings Act PA 267 of 1976 as amended, 15.268 Section 8 (h) to consider a written legal opinion by the City Attorney.

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: May 09, 2024

CALL TO ORDER FINANCE COMMITTEE- MAYOR PRO-TEM HUNSAKER

Motion by Donohue, seconded by Kellogg and carried by unanimous vote of the Finance Committee to **approve the minutes from the April 15, 2024 Finance Committee meeting as presented.**

ADJOURNMENT

Motion by VanDyke, seconded by Donohue and carried by unanimous vote of the Finance Committee to **adjourn at 7:01pm.**

CALL TO ORDER CITY COUNCIL:

The Regular City Council Meeting was called to order at 7:02 p.m. Mayor Leeming led the pledge of allegiance.

ROLL CALL:

Members Present: Leeming, Hunsaker, VanDyke, Whitman, Donohue, Ostrander, Kellogg

Excused: None

STAFF:

Daniel Coss, City Administrator; Bruce Ferguson, Chief of Police; Brian Goodenough, Foster Swift

AUDIENCE:

Sheryl Landgraf, 110 N. Market St., DeWitt
Paul Nadrowski, 319 N. Logan St., DeWitt
Lance Gackstetter, 319 N. Logan St., DeWitt

AGENDA:

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the agenda be approved as presented with the addition of item #3.**

APPROVAL OF MINUTES:

Motion by Donohue, seconded by Ostrander and carried by unanimous vote of the Council to **approve the minutes from the April 8, 2024, Regular City Council Meeting as presented.**

PUBLIC COMMENT:

Sheryl Landgraf, 110 N. Market St., commented on Mayor Leeming's appointment of Lance Gackstetter to the Planning Commission and thinks this is an excellent choice to represent the city. She also thanked Foster Swift for their donation to the Ox Roast.

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.

NEW BUSINESS:

1. Committee Appointment- Appointment to Board/Commission

Motion by Donohue, seconded by VanDyke and carried by unanimous vote of the Council **to confirm Mayor Leeming's appointment of Lance Gackstetter to the Planning Commission with a term expiring on January 18, 2027.**

2. Presentation of DeWitt Police Department 2023 Annual Report

Motion by Hunsaker, seconded Whitman and carried by unanimous vote of the Council **to receive and place on file the 2023 Annual Report for the DeWitt Police Department.**

3. Authorize the City Attorney to review lack of funding for additional staff

Mayor Pro-Tem Hunsaker discussed the budget process and Chief Spagnuolo's resignation. There is still concern with the fire department missing calls of service.

Motion by Whitman, seconded by VanDyke and carried by unanimous vote of the Council **to authorize City Attorney to prepare a communication to DAESA for City Council to review at the next meeting, May 13, 2024.**

COUNCIL STAFF REPORTS:

City Attorney:

-Updated Council on conversations with Clinton County Prosecutor.

City Clerk-Treasurer:

-Established a Resolution to have an Absent Voter Counting Board for elections.
-Attending Year 1 of Michigan Municipal Treasurer's Institute this week.

DDA/Mayor:

-The Budget Committee met to go over FY24-25 budget. The DDA will contract \$7500.00.

DAESA:

-Pro-Tem Hunsaker updated Council on some billing issues with DAESA and Fire Authority Attorney.

Planning:

-Next meeting is Thursday, April 25th.

Parks:

-No meeting

Police Chief: Received FOIA requests regarding DeWitt Schools incident on April 18th.

DARA: Nothing to report.

ADJOURNMENT:

Motion by VanDyke seconded by Whitman and carried by unanimous vote of the Council that **the meeting is adjourned at 8:28 p.m.**

Respectfully submitted,

Daniel Coss
City Administrator

Sue Leeming
Mayor

DeWitt Duathlon

The duathlon is scheduled for Saturday, May 11 starting around 7:30 am. They have approximately 150 participants signed up for the event. The Clinton County Mounted Division is sending 3 officers to assist.

Farmers Market Starting Next Month

The DDA Farmers Market starts on June 4 at 4 pm. They have a very full market for the first several weeks with a few new vendors and food trucks.

Freshies Bakery is OPEN

Freshies Bakery received its certificate of occupancy on Tuesday, May 7, and had a “Friends and Family” opening on May 8. They will be open for normal business hours, Tues-Sat from 7:30 am – 2:00 pm, starting Thursday, May 9.

General Information Packet

- [April 2024 Assessors Summary](#)
- [Comcast Letter](#)
- [Invoice Cloud Report](#)
- [General Ledger Report 04/18 - 05/09](#)
- [Planning Commission Minutes](#)
- [Chamber News](#)
- [Huntington Market Money](#)

May	
14 – Tuesday	Downtown Development Authority Meeting
23 – Thursday	Planning Commission Meeting
27 – Monday	Memorial Day - City Hall Closed
June	
4 – Tuesday	First Downtown DeWitt Farmers Market
10 – Monday	City Council Meeting
11 – Tuesday	Downton Development Authority Meeting
11 – Tuesday	Downtown DeWitt Farmers Market
12 – Wednesday	Park, Recreation, Cemetery, & Tree Commission Meeting

Staff Report for Council Agenda Item

Agenda Item: NB #1
Meeting Date: May 13, 2024

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: May 9, 2024
RE: Approval of FY 2024-25 Budget

FACTS: A public hearing has been published in the May 6, 2024, *Lansing State Journal* for the public’s consideration of the FY 2024-25 Budget, Fee Schedule, Millage Rate, DDA Budget and Six-Year Capital Improvement Plan per the requirements of PA 2 of 1968 and the DeWitt City Charter.

RECOMMENDED ACTION: To approve Resolution #2024-01 adopting the FY2024-2025 Budget and 2024-2029 Capital Improvement Plan, DDA Budget, adopting the FY 2024-2025 Schedule of Fees, and setting FY2024-2025 Operating Millage Rate at 13.0 Mills.

MOTION BY: _____ SECONDED BY: _____

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

**CITY OF DEWITT
CITY COUNCIL**

RESOLUTION #2024-01

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF DEWITT ADOPTING THE FISCAL YEAR 2024-2025 BUDGET, FEES, CAPITAL IMPROVEMENT PLAN, AND SETTING THE MILLAGE RATE

Minutes of a regular meeting of the DeWitt City Council of the City of DeWitt, Clinton County, Michigan, held in the DeWitt City Hall, 414 East Main Street, in said City, on MONDAY, MAY 13, 2024 at 7:00 PM.

PRESENT: Council Members:

ABSENT: Council Members:

The following preamble and resolution were offered by Council Member _____ and supported by Council Member _____.

BE IT RESOLVED, that the proposed 2024-2025 Fiscal Year Budget be adopted and that commencing July 1, 2024, and ending June 30, 2025, the following revenues and expenditures are hereby appropriated on a government fund basis.

BE IT FURTHER RESOLVED, that the estimated revenues and expenditures for Fiscal Year 2024-2025 are as follows:

	Revenues	Expenditures
General Fund	\$3,983,418	\$4,553,917
Major Street Fund	\$ 396,952	\$ 260,114
Local Street Fund	\$ 386,100	\$ 410,846
Enterprise Fund	\$ 806,036	\$1,522,349
Motor Pool Fund	\$ 271,667	\$ 310,272
Cemetery Perpetual Care Fund	\$ 7,110	\$ 500
Public Improvement/Building Fund	\$ 0	\$ 0
Special Donations Fund	\$ 270	\$ 350
Drug Law Enforcement Fund	\$ 5	\$ 5
City Hall Debt	\$ 135,000	\$ 135,000
Downtown Development Authority	\$ 194,300	\$ 186,367
Building Department Fund	\$ 61,510	\$ 70,300
TOTAL ALL FUNDS	\$6,242,368	\$7,450,020

The ability to meet all expenditures shall be from projected revenues and available surplus in each fund.

BE IT FURTHER RESOLVED, that 13.00 mills be levied for the purpose of meeting the operational requirements of the General Fund for Fiscal Year 2024-2025.

BE IT FURTHER RESOLVED, that the fees proposed as part of the Fiscal Year 2024-2025 budget are hereby adopted.

BE IT FURTHER RESOLVED, that the Six-Year Capital Improvement Plan proposed as part of the Fiscal Year 2024-2025 budget is hereby approved as an illustrative list of possible future City projects.

RESOLVED this 13th day of May 2024.

AYES:

NAYES:

ABSENT:

MOTION APPROVED

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by City Council of DeWitt City at their regular meeting held on May 13, 2024, at 7:00 p.m. in the DeWitt Council Chambers at City Hall, 414 East Main Street, with a quorum present.

City Clerk
Sarah Stoltzfus

Dated: _____

CITY OF DEWITT
BUDGET

2024-2025
Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 APPROVED BUDGET
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Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

ESTIMATED REVENUES

248-000-404.000 * ' DDA LEVY	108,526.02	117,828.13	117,000.00	128,231.37	132,000.00
248-000-545.000 * ' MISCELLANEOUS GRANT		5,000.00		5,000.00	
248-000-573.000 * ' LOCAL COMMUNITY STABILIZATION	6,650.62	6,883.77	6,800.00	6,909.97	6,800.00
248-000-645.000 * ' MISCELLANEOUS REVENUE	212.00	297.50	500.00	313.40	500.00
248-000-645.001 * ' MISCELLANEOUS-PROGRAM FEES	4,800.00	7,304.00	4,000.00	4,805.00	5,000.00
248-000-645.002 * ' FARMERS MARKET	10,504.26	2,500.00	1,000.00	1,300.00	1,000.00
248-000-645.003 * ' MISCELLANOUS EVENTS		40.00	1,000.00		1,000.00
248-000-645.005 * ' CABIN FEVER RELIEVER	15,197.46	50,429.36	50,000.00	44,646.01	47,500.00
248-000-665.002 * ' INTEREST/INVESTMENTS	341.45	1,725.36	500.00	1.36	500.00
TOTAL ESTIMATED REVENUES	146,231.81	192,008.12	180,800.00	191,207.11	194,300.00

APPROPRIATIONS

248-000-702.000 * ' SALARY/FULL TIME	18,000.00	18,000.00	18,000.00		48,760.00
248-000-702.001 * ' SALARY/PART-TIME	33,899.52	51,840.98	59,610.00	37,920.19	16,640.00
248-000-715.000 * ' SOCIAL SECURITY	2,593.33	3,965.81	4,560.00	2,900.90	5,000.00
248-000-716.000 * ' HEALTH/DENTAL	9,190.37	14,729.54	16,850.00	15,023.00	19,027.00
248-000-718.001 * ' MERS 457 CITY MATCH	867.24	2,104.12	2,340.00	1,705.20	2,400.00
248-000-727.000 * ' OFFICE SUPPLIES	52.35	410.00	800.00	36.10	800.00
248-000-729.000 * ' FLOWERS	1,885.67		1,000.00	1,481.61	1,000.00
248-000-730.000 * ' FARMER'S MARKET	3,534.64	2,924.91	5,000.00	3,763.77	5,000.00
248-000-730.002 * ' PROGRAM & EVENTS-CRUISE IN	2,839.12	1,417.47	1,500.00	37.99	1,500.00
248-000-730.003 * ' PROGRAMS & EVENTS-COMM MEET UP				227.06	
248-000-730.004 * ' PROGRAMS & EVENTS-CHRISTMAS I	10,541.66	9,184.94	10,000.00	7,953.50	9,000.00
248-000-730.005 * ' PROGRAMS & EVENTS-CABIN FEVEF	20,791.16	21,075.11	18,000.00	27,750.87	18,000.00

248-000-740.000 * ' OPERATING SUPPLIES	1,378.06	375.17	720.00	1,584.20	720.00
248-000-740.005 * ' FLAGS	3,579.00		1,200.00		1,200.00
248-000-740.006 * ' PAINTED CROSSWALK PROJECT	4,721.38		1,000.00	150.00	
248-000-740.007 LEAP ART GRANT		7,500.00			
248-000-801.000 * ' PROFESSIONAL SERVICES			1,000.00		1,000.00
248-000-806.000 * ' AUDIT SERVICE	2,400.00	2,550.00	2,600.00	3,500.00	4,000.00
248-000-809.000 COMPUTER SUPPORT SERVICES				28.30	400.00
248-000-812.441 DPS SERVICES					18,000.00
248-000-850.000 * ' TELEPHONE/INTERNET	540.00	660.00	720.00	556.03	720.00
248-000-864.000 * ' CONFERENCE/TRAVEL	111.59	212.82	1,000.00	55.72	1,000.00
248-000-900.000 * ' PRINTING/PUBLISHING	999.08		2,000.00		2,000.00
248-000-901.000 * ' ADVERTISING & PROMOTIONS	4,549.63	6,141.00	2,500.00	3,425.96	2,500.00
248-000-901.001 * ' NEW BUSINESS PROMOTIONS			1,000.00		1,000.00
248-000-901.004 * ' MARKETING & PROMOTIONS-WEB SITE		600.00	500.00	600.00	500.00
248-000-901.005 * ' MARKETING & PROMOTIONS-BUSINESS RECRUIT			5,200.00		2,500.00
248-000-927.000 * ' UTILITIES	1,258.72	1,389.00	750.00	1,511.42	750.00
248-000-930.000 * ' REPAIR/MAINTENANCE	3,755.54	4,340.63	4,200.00	2,765.00	4,200.00
248-000-958.000 * ' MEMBERSHIP	3,779.33	955.00	1,000.00	1,071.42	1,000.00
248-000-961.000 * ' MISCELLANEOUS	215.87	245.61	500.00	64.00	500.00
248-000-974.000 * ' CAPITAL OUTLAY/LAND IMPROVEME	15,957.42	16,132.95	16,000.00		16,000.00
248-000-980.000 * ' CAPITAL OUTLAY/MISCELLANEOUS		7,500.00			
248-000-980.003 * ' FACADE GRANT/LOAN PROGRAM	25,813.28	5,633.77		6,950.00	
248-000-994.000 * ' INTEREST/BONDS	1,270.02	1,094.49	1,250.00		1,250.00
TOTAL APPROPRIATIONS	174,523.98	180,983.32	180,800.00	121,062.24	186,367.00
NET OF REVENUES/APPROPRIATIONS - FUND 248	(28,292.17)	11,024.80		70,144.87	7,933.00
BEGINNING FUND BALANCE	188,842.89	160,550.72	171,575.52	171,575.52	241,720.39
ENDING FUND BALANCE	160,550.72	171,575.52	171,575.52	241,720.39	249,653.39

404.000	DDA LEVY	FUNDS RECEIVED FROM DDA CAPTURE FROM CITY OF DEWITT, LCC AND CLINTON COUNTY MILLAGES LEVIED, APPROXIMATELY 22 MILLS TOTAL.
545.000	MISCELLANEOUS GRANT	NO FUNDS EXPECTED
573.000	LOCAL COMMUNITY STABILIZATION GRANT	PERSONAL PROPERTY REIMBURSEMENT FROM THE LOCAL COMMUNITY STABILIZATION AUTHORITY (LCSA).
645.000	MISCELLANEOUS REVENUE	FARMERS MARKET VENDOR FEES - WEEKLY AND SEASONAL VENDORS
645.001	MISCELLANEOUS-PROGRAM FEES	FUNDS RECEIVED FROM CHRISTMAS MARKET, ETC...
645.002	FARMERS MARKET	FUNDS RECEIVED FROM FARMERS MARKET
645.003	MISCELLANEOUS EVENTS	FUNDS RECEIVED FROM NEW EVENTS
645.005	CABIN FEVER RELIEVER	FUNDS RECEIVED FROM CABIN FEVER RELIEVER
665.002	INTEREST/INVESTMENTS	FUNDS RECEIVED FROM INTEREST EARNED ON SAVINGS ACCOUNT AND CERTIFICATES OF DEPOSIT.
702.000	SALARY/FULL TIME	FULL TIME EMPLOYEE WAGES - SALARY DDA DIRECTOR BUDGETED FOR UP TO 40 HOURS PTO PAY OUT
702.001	SALARY/PART-TIME	PARTIME WAGES DDA ASSISTANT 20 HRS PER WEEK
715.000	SOCIAL SECURITY	EMPLOYER SHARE OF SOCIAL SECURITY AND MEDICARE BASED ON WAGES
716.000	HEALTH/DENTAL	HEALTH AND DENTAL PREMIUMS
718.001	MERS 457 CITY MATCH	5% OF FULLTIME WAGES EMPLOYER SHARE OF MERS

727.000	OFFICE SUPPLIES	
		TO COVER THE COST OF PAPER, TONER, POSTAGE, BINDERS, ETC.
729.000	FLOWERS	
		TO COVER THE COSTS OF FLOWERS THROUGHOUT THE DDA DISTRICT, PAID TO THE DEWITT MILLENNIUM GARDEN CLUB.
730.000	FARMER'S MARKET	
		TO COVER THE COST OF PORTABLE BATHROOM, MUSIC, SUPPLIES AND ADVERTISING
730.002	PROGRAM & EVENTS-CRUISE IN	
		TO COVER THE COST OF THE BAND, FLYERS, PORTA JOHN RENTAL, DASH PLAQUES, ETC.
730.003	PROGRAMS & EVENTS-COMM MEET UP	
		MERCHANT MIXERS, CHAMBER MIXERS, ETC...
730.004	PROGRAMS & EVENTS-CHRISTMAS MARKET	
		TO COVER THE COST OF THE TENTS, TABLES, CHAIRS, HEATERS, STAGE, MUSIC, HORSE DRAWN WAGON RIDES, S'MORES, COOKIES, HOT CHOCOLATE, SANTA CLAUS, PHOTOS WITH SANTA, ADVERTISEMENT, AND DECORATIONS.
730.005	PROGRAMS & EVENTS-CABIN FEVER	
		TO COVER THE COST OF THE TENTS, TABLES, CHAIRS, HEATERS, STAGE, MUSIC, ADVERTISEMENT, AND DECORATIONS.
740.000	OPERATING SUPPLIES	
		TO COVER PUBLICATIONS AND OTHER MISCELLANEOUS OPERATING EXPENSES
740.005	FLAGS	
		TO COVER THE COST TO REPLACE EXISTING POLES AND FLAGS IN THE DDA DISTRICT.
740.006	PAINTED CROSSWALK PROJECT	
		COSTS FOR KIDS ACTIVITIES ARE BUDGETED IN FARMERS MARKET AND CHRISTMAS MARKET LINE ITEMS.
801.000	PROFESSIONAL SERVICES	
		TO COVER THE COST OF ANY PLANNING CONSULTATION THE DDA MAY NEED.
806.000	AUDIT SERVICE	
		TO COVER THE COST OF THE ANNUAL AUDIT
850.000	TELEPHONE/INTERNET	
		CELL PHONE REIMBURSEMENT FOR DDA COORDINATOR AND ASSISTANT COORDINATOR
864.000	CONFERENCE/TRAVEL	
		TO COVER THE COST TO ATTEND AND TRAVEL TO SEMINAR OR CONFERENCES.
900.000	PRINTING/PUBLISHING	
		TO COVER THE COST TO PUBLISH MONTHLY EXPENSE REPORT AND MEETING SCHEDULE IN DEWITT BATH REVIEW.

901.000	ADVERTISING & PROMOTIONS
	TO COVER COSTS FOR MARKET/ADVERTISING CONSULTANT TO ASSIST WITH WEBSITE RE-DESIGN, BRANDING EFFORT, ETC..
901.001	NEW BUSINESS PROMOTIONS
	TO COVER THE COST TO WELCOME NEW BUSINESSES INTO THE DDA DISTRICT.
901.004	MARKETING & PROMOTIONS-WEB SITE
	TO COVER THE COST FOR DOMAIN AND HOSTING
901.005	MARKETING & PROMOTIONS-BUSINESS RECRUIT
	TO COVER THE COST TO RECRUIT NEW BUSINESS AND RETAIN CURRENT BUSINESSES.
927.000	UTILITIES
	TO COVER ELECTRICAL BILL FOR THE CHRISTMAS LIGHTS AND DDA PARKING LOT.
930.000	REPAIR/MAINTENANCE
	TO COVER THE COST OF REPAIR AND MAINTENANCE IN THE DDA DISTRICT (LIGHT BULBS, SOCKETS, ETC.) AND SUMMER AND WINTER MAINTENANCE FOR DDA PARKING LOT.
958.000	MEMBERSHIP
	TO COVER THE COST OF DEWITT CHAMBER OF COMMERCE, 50% CLINTON COUNTY ECONOMIC ALLIANCE, MICHIGAN DOWNTOWN ASSOCIATION AND LANSING REGIONAL CHAMBER OF COMMERCE.
961.000	MISCELLANEOUS
	TO COVER THE COST OF MISCELLANEOUS EXPENDITURES
974.000	CAPITAL OUTLAY/LAND IMPROVEMEN
	LOAN PAYMENT FROM THE CITY OF DEWITT FOR DDA SHARE OF BURYING UNDERGROUND UTILITIES WITH MAIN STREET PROJECT
980.000	CAPITAL OUTLAY/MISCELLANEOUS
	TO COVER THE COSTS OF BENCHES AND OTHER CAPITAL IMPROVEMENTS
980.003	FACADE GRANT/LOAN PROGRAM
	COVER THE COSTS OF FAÇADE GRANT PROGRAM
994.000	INTEREST/BONDS
	INTEREST COSTS FOR THE 2018 DOWNTOWN IMPROVEMENT PROJECT LOAN FROM THE CITY OF DEWITT

Staff Report for Council Agenda Item

Agenda Item: NB #2
Meeting Date: May 13, 2024

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: May 09, 2024
RE: Ox Roast Fireworks Risk Transfer Agreement 2024

FACTS: To reduce the City’s liability associated with the Ox Roast fireworks display, the City requires that the provider of the fireworks, Night Magic Inc., enter into a Risk Transfer Agreement with the City, DeWitt Schools, DAESA and the DeWitt Ox Roast Company.

Attached for your consideration please find the agreement and proof of insurance.

Night Magic will again be handling the fireworks for the Ox Roast Festival this year, which will be held on the evening of Saturday, August 17. Night Magic has handled the fireworks display for the Association for the past several years. The city has not had any problems in previous years with Night Magic operations.

The fireworks display has historically been set up and discharged from Furstenu School, but the school district insurance company has indicated they are concerned with the increased liability. The Ox Roast Committee and City staff are reviewing some alternative locations.

This agreement will cover any of the entities should an alternate location have to be utilized for the fireworks.

RECOMMENDED ACTION: To enter into a Risk Transfer Agreement between the City, et. al., and Night Magic, Inc. and authorize the Mayor and Clerk to sign the agreement on behalf of the City of DeWitt.

MOTION BY: _____ SECONDED BY: _____

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

RISK TRANSFER AGREEMENT

THIS AGREEMENT is by and between MIAND INC. dba NIGHT MAGIC DISPLAYS, a corporation, of 3999 E. Hupp Road, Building R-3-1, LaPorte IN 46350, ("Contractor"), and the City of DeWitt, a Michigan municipal corporation of 414 E. Main Street, DeWitt, Michigan 48820 ("City"), executed by their respective undersigned, authorized representatives, and is in consideration of the following:

1. The Contractor intends to conduct fireworks display event within the corporate limits of the City of DeWitt on August 17, 2024, or an alternate date if needed due to inclement weather.

2. The display is an activity requiring prior consent and licensing by the City as it affects the public health, safety and welfare of persons and property within the City.

3. The City is willing to grant its consent with certain conditions which include the following agreements by the Contractor:

A. The Contractor, as a pyrotechnics operator, will at all times material to its performance of activities within the City, act in compliance with laws of the State of Michigan and City Ordinances, including the City's Fire Prevention Code. The Contractor will perform its activities in a safe and professional manner.

B. The Contractor shall be insured for the event against liability claims for injury and death of persons and damage of property, in the form approved by the City, in the amount of not less than Five Million Dollars (\$5,000,000.00)

C. The City, the DeWitt Area Emergency Services Authority ("DAESA"), the DeWitt Ox Roast Company, and the DeWitt Public School District shall be additional named insureds endorsed on the Contractor's liability insurance policy pertaining to this event and related activities, and satisfactory proof of the insurance and endorsement shall be furnished the City, including the endorsed policy or policies.

D. The Contractor agrees to hold harmless the City, DAESA, the DeWitt Ox Roast Company, and the DeWitt Public School District, their officials, officers, employees and agents from liability for damages resulting from claims of injury or death of persons, and damage of property arising out of the Contractor's acts or omissions, and the Contractor further agrees to defend and indemnify the City, DAESA, the DeWitt Ox Roast Company, and the DeWitt Public School District against any and all damages arising from such acts or omissions, plus costs and actual attorneys' fees incurred by them pertaining to such

claims, whether the claims arise out of the Contractor's negligence, or those of its subcontractors or other agents.

E. The Contractor will furnish the City with satisfactory proof of the Contractor's workers compensation and employer liability insurance coverage and further agrees that no employees or agents of the Contractor nor any sub-contractor or its agents or employees are employees of the City, DAESA, the DeWitt Ox Roast Company, and the DeWitt Public School District in any respect, and the Contractor, its agents, and any sub-contractor of the Contractor, agree to hold them harmless and to defend and indemnify them from any and all claims arising under Workers Compensation Acts or similar legislation.

F. The Contractor further agrees to maintain its liability and workers compensation and related insurance in force at all times prior to, during, and after the event until the conclusion of its activity, and the insurance is such that it shall apply to the event and its consequences until applicable statutes of limitations for injury, death and property damage have elapsed.

G. The certificate(s) of insurance furnished the City by the Contractor shall provide written notice to the City by the insurer(s) prior to cancellation of any of the coverages required in this Agreement.

H. Upon completion of its activities, the Contractor will promptly clean up its worksite and any other areas affected by its activities, and properly dispose of any waste materials.

4. The Contractor hereby agrees to satisfy each of the stated conditions and to be bound by them.

5. It is further understood and agreed that if at any time before the event the Contractor has knowledge of any liability claims against it which, in the aggregate, are in excess of Five Hundred Thousand Dollars, for which the stated liability insurance coverage applies, that the license to conduct the event is rescinded unless and until the Contractor furnishes the City proof of additional liability insurance coverage in amounts acceptable to the City, and proof that the City, DAESA, the DeWitt Memorial Association, and the DeWitt Public School District are named insureds on such coverage, before the event takes place.

6. Upon execution of this Agreement, the Contractor affirms its appointment of Tony Nault to be its legal representative upon whom all process in an action or proceeding against the corporation may be served. The laws of the State of Michigan apply to this

Agreement and the event, and venue for any action relating to this Agreement or the event is proper only in the Courts of Clinton County, Michigan or the United States District Court for the Western District of Michigan.

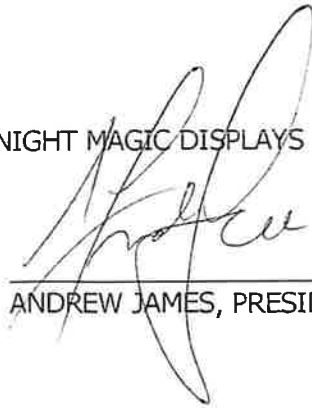
It is further understood and agreed that this Agreement is prepared at the mutual direction of the parties.

Each of the parties acknowledges receipt of an executed original of this Agreement.

Witness the signatures of the undersigned on the dates set forth opposite their respective names.

Dated: 4-17, 2024

NIGHT MAGIC DISPLAYS



ANDREW JAMES, PRESIDENT

CITY OF DEWITT

Dated: _____, 2024

SUSAN LEEMING, MAYOR

Dated: _____, 2024

SARAH STOLTZFUS, CLERK/TREASURER

3 RW

Staff Report for Council Agenda Item

Agenda Item: NB #3
Meeting Date: May 13, 2024

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: May 09, 2024
RE: 2024 Ox Roast Fireworks Display Permit Application

FACTS: The DeWitt Ox Roast Company has scheduled Saturday, August 17, 2024, as the night for the Fireworks Display during the Ox Roast Festival.

Attached is the permit application and list of fireworks that will be used in the display.

RECOMMENDED ACTION: To approve the fireworks display permit for Night Magic, Inc. for August 17, 2024, in conjunction with the DeWitt Ox Roast Festival.

MOTION BY: _____ SECONDED BY: _____

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

2024 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.
------------------------	---

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) <input type="checkbox"/> Agricultural or Wildlife Fireworks <input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Display Fireworks <input checked="" type="checkbox"/> Public Display <input type="checkbox"/> Private Display <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes	FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION) 12/31/2024
--	---

NAME OF PERSON PERMIT ISSUED TO Tony E Nault	AGE (18 YEARS OR OLDER) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
--	--

ADDRESS OF PERSON PERMIT ISSUED TO 5980 E Hillcrest Drive, Eaton Rapids Michigan 48827
--

NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION NIGHT MAGIC DISPLAYS

ADDRESS 3999 Hupp Road, Building R-3-1, La Porte IN 46350

NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary) 226 pcs. 3"- aerial display shells 5 - ground display multi-shot boxes
--

EXACT LOCATION OF DISPLAY OR USE

CITY, VILLAGE, TOWNSHIP Dewitt Michigan	DATE August 17th, 2024	TIME 10:00PM (Dusk)
---	----------------------------------	-------------------------------

BOND OR INSURANCE FILED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT \$10,000,000.00
--	----------------------------------

Issued by action of the Legislative Body of the <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of _____ on the _____ day of _____, 2024. <hr style="border: 1px solid black;"/> <p style="text-align: center; font-size: small;">(Signature and Title of Legislative Body Representative)</p>

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Acrisure, LLC dba Britton Gallagher & Associates One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C. No. Ext): 216-658-7100		FAX (A/C. No): 216-658-7101
	E-MAIL ADDRESS: info@brittongallagher.com		
INSURED Miand Inc. dba Night Magic Displays 3999 E. Hupp Rd, Building R-3-1 La Porte IN 46350	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Everest Indemnity Insurance Co.		10851
	INSURER B : Everest Denali Insurance Company		16044
	INSURER C : Liberty Mutual Insurance Co		
	INSURER D : Liberty Mutual Insurance Co		25035
	INSURER E : Axis Surplus Ins Company		26620
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 320228929

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y	Y	SI8GL01460-241	2/4/2024	2/4/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			SI8CA00186-241	2/4/2024	2/4/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
E	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	P-001-000243093-05	2/4/2024	2/4/2025	EACH OCCURRENCE	\$ 4,000,000
							AGGREGATE	\$ 4,000,000
								\$
C D D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC539S-714654-013 WC5-34S-524913-032 WC5-34S-311836-052	2/4/2024 2/4/2024 2/4/2024	2/4/2025 2/4/2025 2/4/2025	WC STATUTORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Excess Liability #2	Y	Y	SI8EX01319-241	2/4/2024	2/4/2025	Each Occ/ Aggregate Total Limits	\$5,000,000 \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement. The City of DeWitt, the DeWitt Ox Roast Company, the DeWitt Area Emergency Services and the DeWitt Public School District are named as additional insured with respect to the August 17, 2024 firework display in DeWitt MI.

CERTIFICATE HOLDER**CANCELLATION**

DEWITT OX ROAST COMPANY 113 S. BRIDGE ST PO BOX 158 DEWITT MI 48820 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

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Staff Report for Council Agenda Item

Agenda Item: NB #4
Meeting Date: May 13, 2024

TO: Mayor Leeming and Council Members

FROM: Dan Coss, City Administrator

DATE: May 09, 2024

RE: Ox Roast Special Event Application, Road Closure and Consumption of Alcohol

FACTS: The DeWitt Memorial Association has scheduled the Ox Roast for Friday, August 16 – Sunday, August 18, 2024. Attached is the Special Events application for the 2024 DeWitt Ox Roast Company, Ox Roast Festival.

The application for the Special Event and Road Closure has been determined to be complete and includes a map of the designated area for the festival and parade. The DeWitt Ox Roast Company is in the process of getting liability insurance through Reed Insurance and the City will be named as an additional insured.

The application specifies that events requiring a road closure should be submitted 90 days prior to the event unless agreed to by the City Administrator.

The event this year **does not** include a fenced beer tent and the DeWitt Ox Roast Company is requesting that City Council allow for the consumption of alcoholic liquor in public areas.

City Ordinance Chapter 58, Article I, Section 58-1 Consumption of alcoholic liquor in public areas states: “The city may permit the consumption of beer, wine and alcoholic liquor in its designated municipally owned or controlled areas, other than public parks, for a limited time, by the issuance of a written license by the State of Michigan filed with the city clerk, upon written application to the city and approval by the city council and the chief of police or the designee of either of them.”

The DeWitt Ox Roast Company is requesting City Council allow for the consumption of alcohol in public areas, as designated on the map inside the bold **RED** line.

The businesses in the downtown that have the appropriate liquor license that permits off-premise consumption have been invited to participate.

A representative from the DeWitt Ox Roast Company will be in attendance to answer any questions City Council may have.

SPECIAL EVENT INFORMATION

A completed map of the event area and street closures (if requested) shall be included with the request.

Event Details:

Event Name/Title: Dewitt Ox Roast

Event Start Date: 8/10/2024

Event End Date: 8/18/2024

Type of Event: Runs (___ Distance) Bike Races Block Party

Concert Festival Fundraiser

Street Fair Parade Walkathons Other: _____

Event Description:

Is this an annual event? Yes No

Is this a multi-day event? Yes No If so, how many days? 3 What is the

anticipated attendance? Overall: 3,000 Daily: 1,000 Previous year's

attendance (if applicable)? Overall: _____ Daily: _____ Will alcohol be

served? Yes No

If Yes: _____ Liability Insurance naming City of DeWitt as additional insured

_____ Copy of Michigan Liquor Control License

Fireworks: Yes No

If Yes: Copy of Approved Fireworks Application

_____ Copy of Liability Insurance naming City of DeWitt as additional insured and others as required by the City

Copy of Signed City of DeWitt Risk Transfer Agreement

Event Set-Up & Tear Down

If you will be utilizing street closures please refer to the next section to provide all street closure information.

Set-Up Date: 8/15/2024 Set-Up Time: 7:00am to 10:00pm

Start Time: _____ AM/PM

End Date: 8/18/2024 End Time: 4:00 AM/PM AM Tear-Down Date:

8/18/24 Tear-Down Time: 4:00pm to 7:00pm CONTACT

INFORMATION

Host Organization

Organization Name:

Dewitt Ox Roast

Type of Organization: Corporation LLC Non-Profit

Mailing Address:

110 N. Market Street, Dewitt, MI 48820
(Street Address) (City, State and Zip)

Physical Address

same as above
(Street Address) (City, State and Zip)

Phone Number: 517-614-6403

Fax Number: _____

Website Address:

theDewittOxRoast@gmail.com

Event Organizer - Name & Title:

Sheryl Landgraf, President
110 N. Market St., Dewitt, MI
48820

Mailing Address:

(Street Address) (City, State and Zip)

Phone Number: 517-614-6403

Cell Number: _____

Email address: Landgraf11@gmail.com

Secondary Organizer

(It is recommended that Event Organizer supply contact information for a support person)

N/A

Name & Title:

Mailing Address:

(Street Address) (City, State and Zip)

Phone Number: _____

Cell Number: _____

Email Address: _____

On-Site Contact

(Contact information for the person who will be on-site and will be the primary contact on the day of the event.)

Sheryl Landgraf, President

Name & Title:

Mailing Address:

110 N. Market St., Dewitt, MI 48820

(Street Address) (City, State and Zip)

Phone Number: 517

Cell Number: 517-614-6403

Email Address: Landgraf11@gmail.com

INSURANCE REQUIREMENTS

At the time of the application, the applicant must include a certificate of insurance for the event in the following amounts, as required by the City;

- Automobile public liability and property damage for owner and non-owner vehicles in the amount of \$300,000 per occurrence for personal injury and \$500,000 per occurrence for property damage.
- Public liability insurance with a minimum combined single limit of personal injury and property damage liability coverage (\$1,000,000).
- All insurance must name the **City of DeWitt** as an "Additional Insured".

SPECIAL EVENT TEMPORARY STREET CLOSURE REQUEST

Petition for Temporary Street Closure - Special Event

A temporary street closure has been requested for the following date(s)/time(s) for the streets listed (attach additional sheets if needed):

Closure Start Date: 8/15/2024 Closure Start Time: 7:00 AM/PM
Closure End Date: 8/19/2024 Closure End Time: 7:00 AM/PM

Street Name(s):

See attached

The purpose of the proposed street closure is (Event Description):

Street Social District; and Parade Route

Barricades Required for Temporary Street Closure? Yes No

How Many Barricades? 78 ~ 30 for Street Social, Carnival
~ 48 parade (Sat. only 9am - noon)

By signature of this "Petition for Temporary Street Closure," the undersigned hereby agrees to defend, indemnify and hold harmless the City of DeWitt, its officers, employees and agents from any and all losses, damages, claims for damages, liability, expense or cost arising from any accident or occurrence causing any injury or damage of any person or property arising out of or attributed to the closure of the above-noted street(s) or the authorization therefore.

Shiff Landgraf 4/22/2024
Signature: Printed Name Date

Address Phone:

110 N. Market, Dewitt, MI 48820

Host Organization Name:

Dewitt Ox Roast



Carnival by Wade Shows

Carnival by Wade Shows

Carnival by Wade Shows

Carnival by Wade Shows

Arts Festival

STREET SOCIAL
Food Trucks &
Entertainment

1

Reilly's Sports Bar
Food, Spirits, Beer

2

Twisted Craft
Cocktails
Spirits

3

Bridge Street
Social
Food, Spirits, Beer

4

DeWitt Party Store
Spirits and Beer

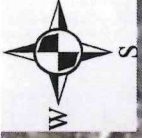
5

Family Tree Cafe
Spirits and Beer

6

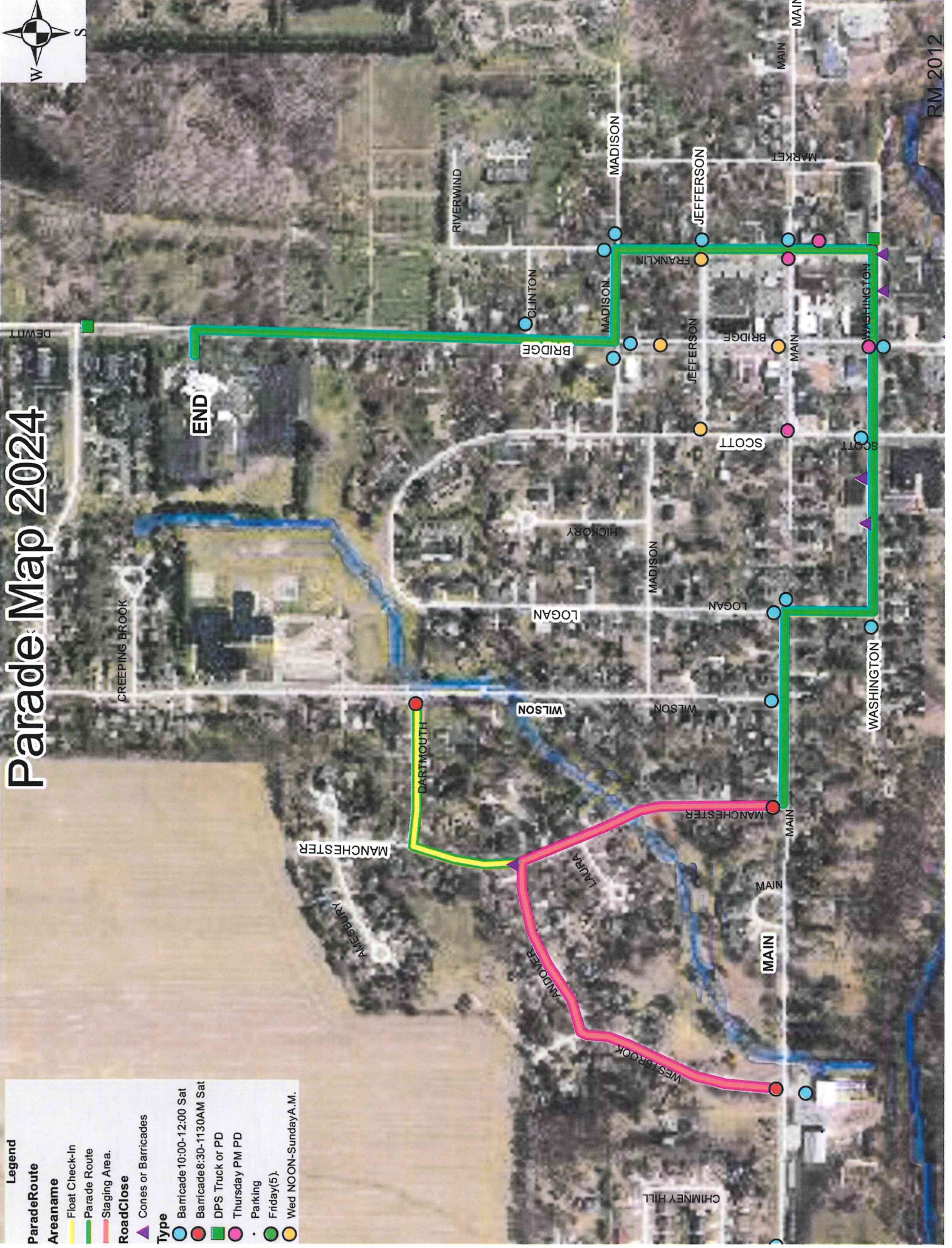
Looking Glass
Brewing
Craft Brewery

Open Alcohol
Boundaries



Parade Map 2024

- Legend**
- ParadeRoute**
 - Areaname**
 - Float Check-In
 - Parade Route
 - Staging Area
 - RoadClose**
 - Cones or Barricades
 - Type**
 - Barricade 10:00-12:00 Sat
 - Barricade 8:30-11:30AM Sat
 - DPS Truck or PD
 - Thursday PM PD
 - Parking
 - Friday(5)
 - Wed NOON-Sunday A.M.



Staff Report for Council Agenda Item

Agenda Item: NB #6
Meeting Date: May 13, 2024

TO: Mayor Leeming and Council Members

FROM: Dan Coss, City Administrator

DATE: May 09, 2024

RE: Looking Glass Brewery - Street Festival Special Event & Road Closure

FACTS: Joel Dillingham, owner of Looking Glass Brewing Company, is requesting the use of the 100 Block of North Bridge Street on Saturday, August 3, 2024, from 10 am to 11 pm for his 4th Annual Street Festival.

Attached is the special event application, road closure application, and aerial outlining the location for the street festival.

Looking Glass Brewery would like to use the area for a street festival that would operate from 3 pm to 9 pm and include music, food and beer stations.

City Ordinance Chapter 58, Article I, Section 58-1 Consumption of alcoholic liquor in public areas states: “The city may permit the consumption of beer, wine and alcoholic liquor in its designated municipally owned or controlled areas, other than public parks, for a limited time, by the issuance of a written license by the State of Michigan filed with the city clerk, upon written application to the city and approval by the city council and the chief of police or the designee of either of them.”

Looking Glass Brewery is requesting the approval of a street closure and approval to allow for the consumption of alcohol in accordance with the City ordinance. Chief Ferguson has reviewed the request and is satisfied with the proposed measures to keep the area safe and secure. The brewery will install a fence inside the curb line in the 100 block of North Bridge Street. A secure entrance for patrons over 21 will be staffed adjacent to the Looking Glass Brewery front entrance and wristbands will be utilized to track authorized patrons inside the fenced area.

If approved by City Council, Looking Glass Brewery is still required to secure a Special Event Liquor License from the Michigan Liquor Control Commission and extend insurance coverage to the City of DeWitt for the duration of the event.

Joel Dillingham, President of Looking Glass Brewing Company, will be in attendance to answer any questions City Council may have.

SPECIAL EVENT INFORMATION

A completed map of the event area and street closures (if requested) shall be included with the request.

Event Details:

Event Name/Title: **Looking Glass StreetFest**

Event Start Date: **8/3/2024**

Event End Date: **8/3/2024**

Type of Event: Runs (___ Distance) Bike Races Block Party

Concert Festival Fundraiser

Street Fair Parade Walkathons Other: **Streetfest**

Event Description:

Is this an annual event? Yes No

Is this a multi-day event? Yes No If so, how many days? _____

What is the anticipated attendance? Overall: **500-600** Daily: _____

Previous year's attendance (if applicable)? Overall: **400** Daily: _____

Will alcohol be served? Yes No

If Yes: Liability Insurance naming City of DeWitt as additional insured

Copy of Michigan Liquor Control License

Fireworks: _____ Yes No

If Yes: _____ Copy of Approved Fireworks Application

_____ Copy of Liability Insurance naming City of DeWitt as additional insured and others as required by the City

_____ Copy of Signed City of DeWitt Risk Transfer Agreement

Event Set-Up & Tear Down

If you will be utilizing street closures please refer to the next section to provide all street closure information.

Set-Up Date: 8/3/2024 Set-Up Time: 10am to 2:30pm

Start Time: 3 or 4pm AM/PM

End Date: 8/3/2024 End Time: 8 or 9pm AM/PM

Tear-Down Date: 8/3/2024 Tear-Down Time: 9pm to 11pm

CONTACT INFORMATION

Host Organization

Organization Name:

Looking Glass Brewing Co

Type of Organization: Corporation LLC Non-Profit

Mailing Address:

Same as location address

(Street Address) (City, State and Zip)

Physical Address

115 N. Bridge Street, DeWitt, MI 48820

(Street Address) (City, State and Zip)

Phone Number: 517-582-7287

Fax Number: _____

Website Address:

Lookingglassbrewingcompany.com

Event Organizer - Name & Title:

Joel Dillingham, Co-Owner

Mailing Address:

115 N. Bridge Street, DeWitt, MI 48820

(Street Address) (City, State and Zip)

Phone Number: _____

Cell Number: 517-582-7287

Email address: lookingglassbrewingco@gmail.com

Secondary Organizer

(It is recommended that Event Organizer supply contact information for a support person)

Name & Title:

Mailing Address:

(Street Address) (City, State and Zip)

Phone Number: _____

Cell Number: _____

Email Address: _____

On-Site Contact

(Contact information for the person who will be on-site and will be the primary contact on the day of the event.)

Joel Dillingham, Co-owner

Name & Title:

Mailing Address:

(Street Address) (City, State and Zip)

Phone Number: _____

Cell Number: _____

Email Address: _____

INSURANCE REQUIREMENTS

At the time of the application, the applicant must include a certificate of insurance for the event in the following amounts, as required by the City;

- Automobile public liability and property damage for owner and non-owner vehicles in the amount of \$300,000 per occurrence for personal injury and \$500,000 per occurrence for property damage.
- Public liability insurance with a minimum combined single limit of personal injury and property damage liability coverage (\$1,000,000).
- All insurance must name the **City of DeWitt** as an “Additional Insured”.

SPECIAL EVENT TEMPORARY STREET CLOSURE REQUEST

Petition for Temporary Street Closure - Special Event

A temporary street closure has been requested for the following date(s)/time(s) for the streets listed (attach additional sheets if needed):

Closure Start Date: 8/3/2024 Closure Start Time: 3 or 4pm AM/PM

Closure End Date: 8/3/2024 Closure End Time: 8 or 9pm AM/PM

Street Name(s):

N. Bridge Street

The purpose of the proposed street closure is (Event Description):

To host a Festival that showcases LGBC food and craft beverages made in DeWitt

Barricades Required for Temporary Street Closure? Yes No

How Many Barricades? 6

By signature of this "Petition for Temporary Street Closure," the undersigned hereby agrees to defend, indemnify and hold harmless the City of DeWitt, its officers, employees and agents from any and all losses, damages, claims for damages, liability, expense or cost arising from any accident or occurrence causing any injury or damage of any person or property arising out of or attributed to the closure of the above-noted street(s) or the authorization therefore.

Joel Dillingham **Joel Dillingham** **5/3/2024**
Signature: Printed Name Date

Address Phone:

Host Organization Name:

Area

adjacent to Looking Glass Brewery front entrance



W Jefferson St

E Jefferson St

E Main St

Staff Report for Council Agenda Item

Agenda Item: NB #7
Meeting Date: May 13, 2024

TO: Mayor Leeming and Council Members

FROM: Dan Coss, City Administrator

DATE: May 09, 2024

RE: Review Publishing of Abbreviated City Council Meeting Minutes in LSJ

FACTS: The Home Rule City Act PA 279 of 1909 allows municipalities to develop policies and guidelines as it relates to the publication of official minutes from Council meetings.

The City of DeWitt adopted a rule providing for the publication of minutes and, at some point, amended that rule to allow for the publication of “abbreviated” or a synopsis of minutes from the meetings.

Publication of the minutes is normally done 2-3 per year and the synopsis only included “action” items, i.e., motions that are made and voted on.

The publication of notices, per the City Charter, are to be done in a newspaper of “general” circulation. The City Ordinance for notices published for the Building Authority specifies notices shall be published in the DeWitt-Bath Review.

With the DeWitt-Bath Review no longer an option, the only paper of “general” circulation that could be considered is the Lansing State Journal.

With the advent of the city website, the minutes from Council meetings from 2020-2024 are maintained in their entirety, on the website.

With the costs of publication and the accessibility of getting a physical newspaper, City Council could consider eliminating the rule for publishing minutes completely or we could amend the rule to publish a notice in the paper with the web address of the city website where the minutes can be viewed.

RECOMMENDED ACTION: Discussion on amending council policy as it relates to the publication of meeting minutes.

MOTION BY: _____ SECONDED BY: _____

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

Staff Report for Council Agenda Item

Agenda Item: NB #8
Meeting Date: May 13, 2024

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: May 9, 2024
RE: Tri-Terra Contract – Pre-demolition Hazardous Material (Lead/Asbestos) Assessment 110 N Scott St & 119 W Jefferson St

FACTS: Attached is the Tri-Terra proposal for a pre-demolition hazardous material survey of both properties, 110 North Scott Street and 119 West Jefferson Street. This survey will check for lead and asbestos in all the buildings on both properties.

The hazardous materials survey is required to be completed and submitted to the State of Michigan to receive a Commercial Demolition Permit.

Tri-Terra has completed all the other environmental reports for the city on these two properties and it would be in the city’s best interest to have them complete this survey as well.

The purchase was completed on May 7 and the city is now the official owners of both properties.

RECOMMENDED ACTION: To approve the contract for a Pre-Demolition Hazardous Materials Assessment of 110 North Scott Street & 119 W Jefferson with Tri-Terra for \$6,290.00 and authorize the Mayor and City Clerk to sign the contract on behalf of the City.

MOTION BY: _____ SECONDED BY: _____

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

CONTRACT

Mr. Daniel Coss City of DeWitt 414 E Main St DeWitt, MI 48820 Via email: dcoss@dewittmi.gov	Proposal No.: 24-3652 Date: April 23, 2024		
Property: 110 N Scott St & 119 W Jefferson, DeWitt, MI	Service Group: Industrial Hygiene Services		
<p>1. Scope of Work:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Pre-Demolition Hazardous Materials Assessment (Time & Materials (T&M))</td> <td style="text-align: right; width: 20%;">\$6,290.00</td> </tr> </table> <ul style="list-style-type: none"> All work to be performed by State of Michigan Asbestos Building Inspectors. Collection of up to 85 asbestos bulk samples with 5-day turnaround time. Price includes priority overnight shipping. Collection of up to 12 bulk paint chip samples with 5-day turnaround time. Price includes priority overnight shipping. <div style="text-align: right; margin-top: 20px;"> TOTAL: <u> \$6,290.00 </u> </div> <p>2. Attachments: N/A</p> <p>3. Documents Incorporated by Reference: N/A</p>		Pre-Demolition Hazardous Materials Assessment (Time & Materials (T&M))	\$6,290.00
Pre-Demolition Hazardous Materials Assessment (Time & Materials (T&M))	\$6,290.00		
<p>Authorization and acceptance of this Contract includes acceptance of the terms above, including all attachments and all documents incorporated by reference above. Terms of Payment: <u>0%</u> upon execution of Contract; subsequent invoices due on receipt. This contract and the listed fees are valid for a term of 60 days.</p> <p>This Contract is subject to and governed by the Terms and Conditions appearing on the reverse side hereof, including provisions limiting remedies and disclaiming warranties.</p>			
Authorized by Client: City of DeWitt By: _____ Date: _____ (Signature) Name: _____ Title: _____ Email: _____ Phone: _____	Accepted by Consultant: Triterra By: <u>Kyle A. Clark</u> Date: <u>April 23, 2024</u> Name: <u>Kyle A. Clark</u> Title: <u>Director of Industrial Hygiene Services</u>		



Staff Report for Council Agenda Item

Agenda Item: NB #9
Meeting Date: May 13, 2024

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: May 9, 2024
RE: 2023 Planning Commission Annual Report

FACTS: Council member VanDyke will be present to highlight the activities listed in the 2023 Planning Commission Annual Report and answer any questions.

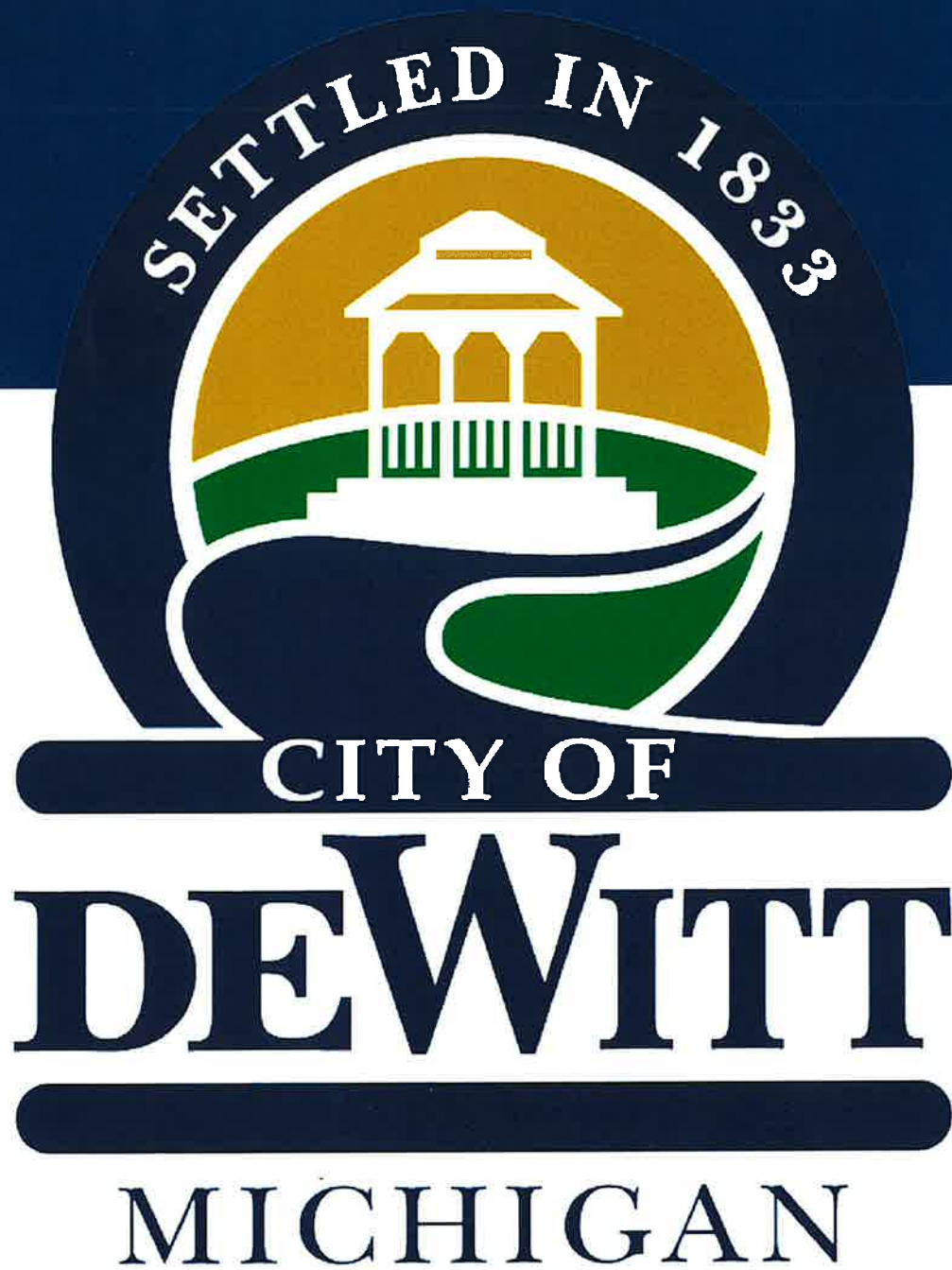
Section 2-122 of the City Code requires the Planning Commission to file an annual report of the activities with the City Council outlining projects, proposals, and requests that the Planning Commission consider throughout the calendar year.

RECOMMENDED ACTION: To receive and place on file the 2023 Planning Commission Annual Report.

MOTION BY: _____ SECONDED BY: _____

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

PLANNING COMMISSION
ACTIVITIES REPORT
2023



CITY OF DEWITT
PLANNING COMMISSION
ANNUAL REPORT OF ACTIVITIES
2023

PLANNING COMMISSIONERS

Greg Ware, Chairman
Pat Cook, Vice-Chairman
Trevor VanDyke, Council Representative
Justin Clement, Commissioner
Mike Lee, Commissioner
Teresa Patterson, Commissioner
Ginny Haas, Commissioner

Training Session(s) for 2023:

Site Plan Review

Public Hearings:

June 22, 2023: Special Land Use Application 210 West Washington

August 24, 2023: Master Plan Presentation

Regular Planning Meetings:

January 26, 2023 Cancelled

February 23, 2023 Appointment of Officers for 2023, Review 2022 Planning Commission Annual Report, Site Plan Review Training by Liz Gunden

March 16, 2023 Review Six-Year Capital Improvement Plan (CIP) FY22-23 through FY27-28

April 27, 2023 Review Draft Master Plan

May 25, 2023 Cancelled

June 22, 2023 Review Application for Special Land Use at 210 West Washington

July 27, 2023- Cancelled

August 24, 2023- Approval of the 2023 City of DeWitt Master Plan

September 28, 2023-Cancelled

October 26, 2023- Cancelled

November 23, 2023- Cancelled

December 28, 2023- Cancelled

Commissioner Attendance:

The Planning Commission held five (5) regular meetings during 2023 and seven (7) meetings were cancelled.

The following re-caps the attendance record of the Commissioners for 2023:

Commissioner	Present	Excused Absence
Greg Ware, Chair	5	0
Patrick Cook, Vice Chair	1	4
Ginny Haas, Secretary	3	2
Trevor VanDyke	4	1
Teresa Patterson	5	0
Mike Lee	4	1
Justin Clement	5	0

Meetings Cancelled In 2023: January 26, May 25, July 27, September 28, October 26, November 23, December 28

JANUARY 26, 2023
PLANNING COMMISSION
MEETING

CANCELLED

FEBRUARY 23, 2023
PLANNING COMMISSION
MEETING

CALL TO ORDER:

Chairman Ware called the meeting to order at 7:00 pm and Commissioner Clement led the pledge of allegiance.

ROLL CALL

Members Present: Ware, VanDyke, Cook, Patterson, Lee (7:05pm), Clement

Members Excused: Haas

STAFF:

City Administrator Daniel Coss, Administrative Specialist Sarah Stoltzfus

AUDIENCE:

APPROVE AGENDA:

Motion by Commissioner Patterson, seconded by Commissioner Clement and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for February 23, 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 December 15, 2022, Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

PUBLIC COMMENTS:

None

NEW BUSINESS:

1. Appointment of Officers for 2023

Motion by Commissioner VanDyke, seconded by Commissioner Clement and carried by unanimous vote of the Planning Commission **to appoint officers of the Planning Commission as follows: Commissioner Ware as Chairman, Commissioner Cook as Vice Chair, and Commissioner Patterson as Secretary.**

2. Review 2022 Planning Commission Annual Report

Motion by Commissioner Cook, seconded by Commissioner Patterson, carried by unanimous vote of the Planning Commission **to approve the 2022 Planning Commission Annual Report and forward to the DeWitt City Council for review and approval.**

3. Site Plan Review Training by Liz Gunden of Beckett and Raeder

Beckett and Raeder Planner Liz Gunden provided training to the Planning Commission on the overview and process of site plan review. She provided materials for them to review and answered questions/ offered clarification as needed. **DISCUSSION ONLY.**

4. Reschedule the March Planning Commission Meeting.

Motion by Commissioner Patterson, seconded by Commissioner VanDyke to **move the March Planning Commission meeting from March 23rd to Thursday, March 16th at 6:30pm.**

PLANNING COMMISSION MEMBER COMMENTS:

Administrator Coss gave updates on the downtown district. Construction is underway on the corner lot downtown where the Lofts of 110 S. Bridge will be going.

The Tin Cup Café and Creamery is now officially open to the public. Their ribbon cutting ceremony was held on Saturday, February 18th at 9:30am.

ADJOURNMENT:

Motion by Commissioner VanDyke, seconded by Commissioners Cook and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 8:10pm.**

Respectfully submitted,



Sarah Stoltzfus
Recording Secretary

MARCH 16, 2023
PLANNING COMMISSION
MEETING

CALL TO ORDER:

Chairman Ware called the meeting to order at 6:45 pm and Commissioner Patterson led the pledge of allegiance.

ROLL CALL

Members Present: Ware, VanDyke, Haas, Patterson, Lee (6:45pm), Clement

Members Excused: Cook

STAFF:

City Administrator Daniel Coss, Administrative Specialist Sarah Stoltzfus

AUDIENCE:

APPROVE AGENDA:

Motion by Commissioner VanDyke, seconded by Commissioner Patterson and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for March 16, 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 February 23, 2023, Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

PUBLIC COMMENTS:

None

NEW BUSINESS:

1. Review Six-Year Capital Improvement Plan (CIP) FY22-23 through FY27-28

Administrator Coss reviewed the Six-Year CIP and answered any questions the commissioners had. This review is important because it highlights anything that may have an impact on local development and allows the Planning Commission to understand an important part of the budget process.

Motion by Commissioner Patterson, seconded by Commissioner VanDyke and carried by unanimous vote of the Planning Commission **to approve the Six Year Capital Improvement Plan FY23-28 and forward the approval of the plan to City of DeWitt Mayor and City Council.**

PLANNING COMMISSION MEMBER COMMENTS:

Administrator Coss gave updates on the downtown district.

ADJOURNMENT:

Motion by Commissioner Patterson, seconded by Commissioner VanDyke and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 7:34pm.**

Respectfully submitted,



Sarah Stoltzfus
Recording Secretary

APRIL 27, 2023
PLANNING COMMISSION
MEETING

CALL TO ORDER:

Chairman Ware called the meeting to order at 7:03pm and Commissioner Clement led the pledge of allegiance.

ROLL CALL

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

Members Excused: Cook, Lee

STAFF:

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

AUDIENCE:

APPROVE AGENDA:

Motion by Commissioner Patterson, seconded by Commissioner VanDyke and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for April 27, 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 March 16, 2023, Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

PUBLIC COMMENTS:

None

NEW BUSINESS:

1. Review Draft Master Plan

Planner Liz Gunden was present to discuss the draft of the Master Plan and answer any questions the commissioners had. The Planning Commissioners would like to see the demographic and housing data section be updated with the 2020 Census data.

Motion by Commissioner Patterson, seconded by Commissioner VanDyke and carried by unanimous vote of the Planning Commission **to forward the Planning Commission approval of the DeWitt Master Plan, with amendments to the 2020 Census data as noted, to the City Council for distribution of the plan to the appropriate entities as required in the Michigan Planning Enabling Act.**

PLANNING COMMISSION MEMBER COMMENTS:

Administrator Coss gave updates on the downtown district. The DDA will be hosting a “round table” style open house as an opportunity for the DDA business community to gather input from business owners and business community in the downtown district.

ADJOURNMENT:

Motion by Commissioner VanDyke, seconded by Commissioner Patterson and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 7:50 pm.**

Respectfully submitted,



Sarah Stoltzfus,
Recording Secretary

MAY 25, 2023

PLANNING COMMISSION
MEETING

CANCELLED

JUNE 22, 2023
PLANNING COMMISSION
MEETING

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

JULY 27, 2023

PLANNING COMMISSION
MEETING

CANCELLED

AUGUST 24, 2023
PLANNING COMMISSION
MEETING

CALL TO ORDER:

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

ROLL CALL

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

Members Excused: Cook, VanDyke

STAFF:

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

AUDIENCE:

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 August 24, 2023, be approved as presented. MOTION CARRIED.**

APPROVAL OF MINUTES:

Motion by Commissioner Patterson, seconded by Commissioner Lee and carried by unanimous vote of the Planning Commission that **the minutes of the June 22, 2023, Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

PUBLIC HEARING: Master Plan Presentation

Open: 7:01pm

Close: 7:19pm

PUBLIC COMMENTS:

None

NEW BUSINESS:

1. **Approval of the 2023 City of DeWitt Master Plan**

Planning Commission has final approval of the City of DeWitt Master Plan.

Motion by Commissioner Patterson, seconded by Commissioner Lee and carried by unanimous vote of the Planning Commission to **approve the City of DeWitt 2023 Master Plan as presented on August 24, 2023.**

PLANNING COMMISSION MEMBER COMMENTS:

Administrator Coss reported on downtown updates. The Ox Roast had a great turnout. Construction is moving right along with the Lofts at 110 S. Bridge.

ADJOURNMENT:

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

Respectfully submitted,



Sarah Stoltzfus,
Recording Secretary

CITY OF DEWITT
CLINTON COUNTY, MICHIGAN

CITY OF DEWITT PLANNING COMMISSION
RESOLUTION RECOMMENDING THE ADOPTION OF THE
CITY OF DEWITT COMMUNITY MASTER PLAN

WHEREAS, the Michigan Planning Enabling Act ("MPEA," PA 33 of 2008) authorizes municipal planning commissions to prepare a "master plan" pertinent to the future development of the municipality; and

WHEREAS, the City of DeWitt Planning Commission has prepared a draft master plan for the municipality, to update and replace its previous community master plan, meeting all statutory requirements set forth in the MPEA; and

WHEREAS, the City of DeWitt City Council authorized the distribution of the draft City of DeWitt Community Master Plan to the general public and the various entities listed in the MPEA, for review and comment purposes; and

WHEREAS, the proposed Community Master Plan was made available to the various entities and the general public as required by the MPEA, and a public hearing thereon was held by the Planning Commission on August 24, 2023 pursuant to notice as required by the MPEA; and

WHEREAS, the Planning Commission finds the proposed Master Plan as submitted for the public hearing is desirable and proper, and furthers the land use and development goals and strategies of the City;

NOW, THEREFORE, the City of DeWitt Planning Commission hereby resolves to adopt the updated City of DeWitt Community Master Plan as submitted for the public hearing, including all the text, charts, tables, maps, and descriptive and other matter therein intended by the Planning Commission to form the complete Master Plan, including the Future Land Classification Map.

CERTIFICATE

I hereby certify the foregoing resolution was approved by a majority of the members of the City of DeWitt Planning Commission at a regular meeting held on August 24, 2023 in compliance with the Open Meetings Act.

Motion by: Commissioner Patterson

Seconded by: Commissioner Lee

Absent: Commissioner VanDyke

Motion Passed Unanimously

SEPTEMBER 28, 2023
PLANNING COMMISSION
MEETING

CANCELLED

OCTOBER 26, 2023
PLANNING COMMISSION
MEETING

CANCELLED

NOVEMBER 16, 2023
PLANNING COMMISSION
MEETING

CANCELLED

DECEMBER 28, 2023
PLANNING COMMISSION
MEETING

CANCELLED

INFORMATIONAL

City of Dewitt Assessor's Office

Monthly Summary of Activities for the Assessing Department
April, 2024

GENERAL:

PROPERTY TRANSFERS AND DEEDS:

- 6 Deeds Processed
 - 5 Warranty Deeds
 - 1 Quit Claim Deed
- 2 New PRE(s) Granted

Assessing is now working in the 2025 database.

PERSONAL PROPERTY:

Assessing office processing and revised or amended returns and statements.

FIELD INSPECTIONS:

Assessing has completed field work for the 2024 tax year. Field work will resume in spring.

PENDING ISSUES FOR CITY COUNCIL TO BE AWARE OF:

No 2023 appeals filed. Preparing for any 2024 appeals.

NEXT BOARD OF REVIEW MEETING:

July Board of Review, July 16th.

ASSESSOR ANNOUNCEMENTS:

None.



May 1, 2024

City Administrator,
City of Dewitt
414 E. Main
Dewitt, MI 48820

RE: Programming Advisory

Dear City Administrator:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you that Comcast's right to continue carrying Bally Sports channels expired on April 30, 2024. As a result, absent a renewal of the agreement, we are not currently authorized to carry Bally Sports channels as part of our lineup. In your area, the change will impact the following channels:

- 33, 201, 707, 901, 1250, and 1256

We always work to reach deals that make sense for our customers. To date, however, Comcast has been unable to reach an agreement to continue to carry Bally Sports content.

Since we are not currently authorized to carry Bally Sports programming, we have implemented a channel slate (advising of unavailability) on the channel and activated www.xfinity.com/programmingchanges to help keep our customers informed during this period. We will continue to provide updates to you and our customers as they become available.

Sincerely,

Ben Miller
Director, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911

City of Dewitt, MI:

Daily Management Report for 5/6/2024:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Summer Tax	4	\$10,047.75	0	\$0.00	0	\$0.00	0	58
Winter Tax	138	\$130,985.56	0	\$0.00	0	\$0.00	0	67
Utility	1,777	\$253,575.55	10	\$1,408.54	0	\$0.00	1,033	588
Misc./General Receipts	113	\$20,892.75	4	\$6,620.24	0	\$0.00	0	0
Building Permits	89	\$16,033.00	1	\$80.00	0	\$0.00	0	0

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL FUND					
Dept 000					
101-000-070.000	DF FIRE FOR HOSE & TONER	PNC BANK	04/24/24	MARCH2024	70.98
101-000-070.000	AP CR GL SUPPORT FEE	B S & A SOFTWARE	04/24/24	153060	81.50
101-000-070.000	FIREWALL UPGRAGE AND VPN	VC3 INC.	05/08/24	INV7774VC3	110.29
101-000-070.000	CLOUD PROTECTION	VC3 INC.	05/07/24	149230	35.00
101-000-070.000	DUE FROM FIRE AUTHORITY	VERIZON WIRELESS	05/08/24	9962422562	42.14
101-000-084.002	DF DDA TASTE LOCAL DIFF MAGAZINE	PNC BANK	04/24/24	MARCH2024	146.00
101-000-084.002	AP CR GL SUPPORT FEE	B S & A SOFTWARE	04/24/24	153060	81.50
101-000-084.002	DUE FROM DDA	METROPOLITAN LIFE INS. COM	04/25/24	MAY2024	146.02
101-000-084.002	DUE FROM DDA	PHYSICIANS HEALTH PLAN-LAN	04/25/24	241060001	1,474.54
101-000-084.002	DUE FROM DDA INSTALL BENCH	GILBERT'S TRUE VALUE HARDV	05/08/24	APRIL2024	10.91
101-000-084.002	CLOUD PROTECTION	VC3 INC.	05/07/24	149230	12.00
101-000-084.014	DUE FROM EMPLOYEES REIMB	PNC BANK	04/24/24	MARCH2024	349.10
101-000-084.019	DENTAL DUE FROM RETIREE	METROPOLITAN LIFE INS. COM	04/25/24	MAY2024	39.88
101-000-256.000	COMMUNITY ROOM REFUNDABLE DEPOSI	LESLEY DAUNT	04/25/24	04232024	150.00
101-000-256.000	COMMUNITY ROOM REFUNDABLE DEPOSI	SANDRA AYRISS	05/08/24	05062024	150.00
101-000-256.000	COMMUNITY ROOM REFUNDABLE DEPOSI	JERI CALABRESE	05/08/24	05062024	150.00
101-000-631.000	PARK USE FEES	ELAINE POGONCHEFF	04/25/24	041820204	67.00
Total For Dept 000					3,116.86
Dept 172 ADMINISTRATOR					
101-172-716.000	HEALTH/DENTAL	METROPOLITAN LIFE INS. COM	04/25/24	MAY2024	258.91
101-172-716.000	HEALTH/DENTAL	PHYSICIANS HEALTH PLAN-LAN	04/25/24	241060001	3,495.24
101-172-864.000	CONFERENCE/TRAVEL	MICHIGAN GOVERNMENT FIN OF	05/03/24	2024	65.00
101-172-961.000	MISCELLANEOUS	PNC BANK	04/24/24	MARCH2024	409.62
Total For Dept 172 ADMINISTRATOR					4,228.77
Dept 238 RETIREE BENEFITS					
101-238-716.000	HEALTH/DENTAL	PHP MEDICARE	05/03/24	24122011322	88.00
101-238-716.000	HEALTH/DENTAL	ROBERT WATSON	05/08/24	MAY20204	235.71
Total For Dept 238 RETIREE BENEFITS					323.71
Dept 250 CLERK-TREASURER					
101-250-716.000	HEALTH/DENTAL	METROPOLITAN LIFE INS. COM	04/25/24	MAY2024	219.03
101-250-716.000	HEALTH/DENTAL	PHYSICIANS HEALTH PLAN-LAN	04/25/24	241060001	2,337.59
101-250-864.000	MAMC CLERK UPDATE	PNC BANK	04/24/24	MARCH2024	100.00
101-250-864.000	CONFERENCE/TRAVEL	MICHIGAN GOVERNMENT FIN OF	05/03/24	2024	65.00
101-250-864.000	CONFERENCE/TRAVEL	SARAH STOLTZFUS	05/08/24	APRIL2024	171.52
101-250-958.000	CAMCC	CAPITOL AREA MUNICIPAL CLF	05/08/24	2024	20.00
101-250-958.000	MEMBERSHIP	INTERNATIONAL INST OF MUN.	05/08/24	2024	185.00
Total For Dept 250 CLERK-TREASURER					3,098.14
Dept 257 ASSESSOR					
101-257-809.000	ASSESSING SYSTEM SUPPORT FEE	B S & A SOFTWARE	04/24/24	153060	1,043.00
101-257-900.000	MARCH BOARD OF REVIEW NOTICE	GANNETT MICHIGAN LOCALIQ	04/25/24	0006319558	578.90
101-257-961.000	MISCELLANEOUS	PNC BANK	04/24/24	MARCH2024	37.83
Total For Dept 257 ASSESSOR					1,659.73
Dept 262 ELECTIONS					
101-262-740.000	TEST DECK	ELECTION SOURCE	05/08/24	24-7451	210.00
101-262-864.000	CONFERENCE/TRAVEL	SARAH STOLTZFUS	05/08/24	APRIL2024	85.76
Total For Dept 262 ELECTIONS					295.76
Dept 265 CITY HALL/GROUNDS					

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL FUND					
Dept 265 CITY HALL/GROUNDS					
101-265-727.000	PAPER	PNC BANK	04/24/24	MARCH2024	158.12
101-265-740.000	OPERATING SUPPLIES	PNC BANK	04/24/24	MARCH2024	175.96
101-265-740.000	COPIER CHARGES	APPLIED INNOVATIONS	05/06/24	2497448	80.74
101-265-740.000	MULCH	HAMMOND FARMS NORTH	05/08/24	3-721693-01	114.75
101-265-800.000	SHIRT ORDER CC FEES	INVOICE CLOUD, INC	05/08/24	3196-2024_4	70.85
101-265-801.000	PROFESSIONAL SERVICES	DAZZLE CLEANING SERVICE	04/25/24	3488	95.40
101-265-801.000	DISPOSE OF DOCUMENTS THAT ARE NO	STERICYLE, INC.	05/08/24	DG0423	953.28
101-265-803.000	LEGAL SERVICES	FOSTER SWIFT	05/08/24	882356	1,710.00
101-265-805.000	REFUSE SERVICE	GRANGER CONTAINER SERVICE,	05/08/24	26747890	18,316.35
101-265-805.001	RECYCLING	GRANGER CONTAINER SERVICE,	05/08/24	26745706	8,921.35
101-265-809.000	ADOBE	PNC BANK	04/24/24	MARCH2024	5.00
101-265-809.000	AP CR GL SUPPORT FEE	B S & A SOFTWARE	04/24/24	153060	533.50
101-265-809.000	CLOUD PROTECTION	VC3 INC.	05/07/24	149230	45.00
101-265-850.000	TELEPHONE/INTERNET	COMCAST	04/15/24	199817266	568.04
101-265-850.000	TELEPHONE/INTERNET	COMCAST	03/15/24	197331926	561.02
101-265-930.000	REPAIRED HEAT PUMP CITY HALL	PLEUNE SERVICE COMPANY	04/25/24	169144	645.00
101-265-930.000	TESTED LED PARKING LOT LIGHTS	TOWN & COUNTRY TECHNOLOGIE	05/08/24	35336	1,781.25
101-265-961.000	LAND'S END	PNC BANK	04/24/24	MARCH2024	980.10
101-265-971.000	LEGAL SERVICES FOR LAND PURCHAED	FOSTER SWIFT	05/08/24	882356	572.00
101-265-980.000	OFFICE FURNITURE	KENTWOOD OFFICE FURNITURE	05/08/24	718454-0	2,089.50
101-265-980.000	FIREWALL UPGRAGE AND VPN	VC3 INC.	05/08/24	INV7774VC3	1,644.05
Total For Dept 265 CITY HALL/GROUNDS					40,021.26
Dept 301 POLICE					
101-301-716.000	HEALTH/DENTAL	METROPOLITAN LIFE INS. COM	04/25/24	MAY2024	481.56
101-301-716.000	HEALTH/DENTAL	PHYSICIANS HEALTH PLAN-LAN	04/25/24	241060001	3,214.35
101-301-719.000	EATON UNIFORM	LANSING UNIFORM COMPANY	04/25/24	103187-A	454.65
101-301-720.000	UNIFORM CLEANING	MAURER'S	05/08/24	STATEMENT	120.00
101-301-727.000	CARD	PNC BANK	04/24/24	MARCH2024	123.93
101-301-740.000	OPERATING SUPPLIES	PNC BANK	04/24/24	MARCH2024	1,075.05
101-301-740.000	COPIER CHARGES	APPLIED INNOVATIONS	05/06/24	2497448	26.91
101-301-800.000	MINIMUM CHARGE FOR SERVICE	INVOICE CLOUD, INC	05/08/24	3196-2024_4	19.85
101-301-803.000	LEGAL SERVICES	FOSTER SWIFT	05/08/24	882356	13,061.00
101-301-809.000	AP CR GL SUPPORT FEE	B S & A SOFTWARE	04/24/24	153060	100.00
101-301-809.000	ONLINE SOFTWARE SERVICES APRIL 2	THOMSON REUTERS	04/25/24	850001068	152.25
101-301-809.000	FIREWALL UPGRAGE AND VPN	VC3 INC.	05/08/24	INV7774VC3	110.29
101-301-809.000	COMPUTER SUPPORT SERVICES	VC3 INC.	05/08/24	INV7861VC3	150.00
101-301-809.000	CLOUD PROTECTION	VC3 INC.	05/07/24	149230	53.00
101-301-850.000	TELEPHONE/INTERNET	COMCAST	04/15/24	199817266	286.37
101-301-850.000	TELEPHONE/INTERNET	COMCAST	03/15/24	197331926	280.51
101-301-850.000	TELEPHONE/INTERNET	VERIZON WIRELESS	05/08/24	9962422562	168.56
101-301-851.000	RADIO	VERIZON WIRELESS	05/08/24	9962422562	108.03
101-301-864.000	CONFERENCE/TRAVEL	LERMA INC	05/08/24	LERMACON 2024	275.00
101-301-930.000	9 WASHES	CARWASH EXPRESS INC.	04/25/24	10030	67.50
101-301-958.000	MACP 2024 DUES	PNC BANK	04/24/24	MARCH2024	115.00
Total For Dept 301 POLICE					20,443.81
Dept 441 PUBLIC SERVICES					
101-441-716.000	HEALTH/DENTAL	METROPOLITAN LIFE INS. COM	04/25/24	MAY2024	638.30
101-441-716.000	HEALTH/DENTAL	PHYSICIANS HEALTH PLAN-LAN	04/25/24	241060001	3,416.13
101-441-727.000	BUSINESS CARDS	PNC BANK	04/24/24	MARCH2024	21.00
101-441-740.000	COMPUTER BACKUP - RICH COMPUTER	PNC BANK	04/24/24	MARCH2024	154.80
101-441-740.000	MAP GAS FOR SHOP	GILBERT'S TRUE VALUE HARDW	05/08/24	APRIL2024	130.83

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL FUND					
Dept 441 PUBLIC SERVICES					
101-441-740.000	MULCH	HAMMOND FARMS NORTH	05/08/24	3-721693-01	186.00
101-441-740.000	CONCRETE WEED N FEED	MENARDS-LANSING WEST	05/08/24	74489	553.60
101-441-740.000	FLOOR DRY	ZEP MANUFACTURING COMPANY	05/08/24	9009732257	623.09
101-441-809.000	AP CR GL SUPPORT FEE	B S & A SOFTWARE	04/24/24	153060	100.00
101-441-809.000	CLOUD PROTECTION	VC3 INC.	05/07/24	149230	10.00
101-441-850.000	TELEPHONE/INTERNET	COMCAST	04/15/24	199817266	98.59
101-441-850.000	TELEPHONE/INTERNET	COMCAST	03/15/24	197331926	93.50
101-441-850.000	TELEPHONE/INTERNET	VERIZON WIRELESS	05/08/24	9962422562	225.60
101-441-930.000	GATE REFLECTOR	GRAINGER IND & COMM EQUIP	04/25/24	9071298195	14.16
101-441-930.000	COUPLING & BEARING ASSEMBLY	GRAINGER IND & COMM EQUIP	04/25/24	9072813562	1,114.40
101-441-930.000	PRESSURE WASHER HOSE	FCI AUTOMATION	05/08/24	00082753	98.06
101-441-961.000	MISCELLANEOUS	PNC BANK	04/24/24	MARCH2024	24.96
101-441-970.000	WRENCHES, RATCHET, PRY BAR, CREE	PNC BANK	04/24/24	MARCH2024	214.89
Total For Dept 441 PUBLIC SERVICES					7,717.91
Dept 751 PARKS FACILITIES					
101-751-740.000	WALI FAKE SECURITY CAMERA	PNC BANK	04/24/24	MARCH2024	16.99
101-751-740.000	DOG PARK BAGS	DEWITT CHARTER TOWNSHIP	04/25/24	24-0000889	216.44
101-751-740.000	BOLT ROLLER FOR SIGN WORK	GILBERT'S TRUE VALUE HARDW	05/08/24	APRIL2024	42.88
101-751-800.000	PARK RENTAL CC FEES	INVOICE CLOUD, INC	05/08/24	3196-2024_4	46.05
101-751-801.000	PORTABLE TOILET PARKS	AMERICAN RENTALS	04/24/24	235543	352.00
101-751-927.000	10072307 - 911 W. MAIN ST 1/2 D	LANSING BD OF WATER & LIGH	05/08/24	APRIL 2024	9.44
101-751-927.000	10039996 - 907 W. MAIN STREET	LANSING BD OF WATER & LIGH	05/08/24	APRIL 2024	34.24
101-751-927.000	10032523 - 414 E. MAIN STREET	LANSING BD OF WATER & LIGH	05/02/24	APRIL2024	208.16
101-751-930.000	REPAIR ALL KINDS BENCH	LANSING WELDING	04/25/24	1964	351.00
101-751-930.000	PARKS ROOF	MENARDS-LANSING WEST	04/25/24	74084	67.98
101-751-930.000	RIVERTRAIL PAVILION ROOF	THE SAFETY COMPANY, LLC	04/25/24	241949	2,424.63
101-751-930.000	REPAIR SPORTS PARK BUILDING	GILBERT'S TRUE VALUE HARDW	05/08/24	APRIL2024	94.87
Total For Dept 751 PARKS FACILITIES					3,864.68
Dept 753 TREE COMMISSION					
101-753-930.000	TREE REMOVAL&STUMP GRINDING MAJO J & J	HARDWOODS, INC	04/25/24	3678	4,925.00
Total For Dept 753 TREE COMMISSION					4,925.00
Total For Fund 101 GENERAL FUND					89,695.63

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 151 CEMETERY TRUST FUND					
Dept 000					
151-000-800.000	MINIMUM CHARGE FOR SERVICE	INVOICE CLOUD, INC	05/08/24	3196-2024_4	36.68
Total For Dept 000					36.68
Total For Fund 151 CEMETERY TRUST FUND					36.68

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 202 MAJOR STREET					
Dept 000					
202-000-740.002	PEDESTRIAN WALL BARRICADE	PNC BANK	04/24/24	MARCH2024	3,787.37
202-000-740.002	SIGN CAPS	MENARDS-LANSING WEST	05/08/24	74839	32.16
202-000-931.001	DIRT FOR WEST MAIN ST	HAMMOND FARMS	04/25/24	3-267062	20.25
			Total For Dept 000		3,839.78
			Total For Fund 202 MAJOR STREET		3,839.78

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 203 LOCAL STREET					
Dept 000					
203-000-740.001	BOLTS SOCKET FOR LOCAL ROAD SIGN	GILBERT'S TRUE VALUE HARDW	05/08/24	APRIL2024	26.86
203-000-801.000	2024 LOCAL STREETS DESIGN	C2AE	04/24/24	76464	2,402.09
			Total For Dept 000		2,428.95
			Total For Fund 203 LOCAL STREET		2,428.95

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 249 BUILDING DEPARTMENT					
Dept 000					
249-000-800.000	MINIMUM CHARGE FOR SERVICE	INVOICE CLOUD, INC	05/08/24	3196-2024_4	180.35
249-000-809.000	PERMIT APPLICATION	B S & A SOFTWARE	04/24/24	153060	70.00
249-000-980.000	OFFICE FURNITURE	KENTWOOD OFFICE FURNITURE	05/08/24	718454-0	2,089.50
249-000-980.000	FIREWALL UPGRAGE AND VPN	VC3 INC.	05/08/24	INV7774VC3	1,644.05
Total For Dept 000					3,983.90
Total For Fund 249 BUILDING DEPARTMENT					3,983.90

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 592 WATER/SEWER					
Dept 000					
592-000-084.018	DF SCHOOL MS4 PERMIT APPLICATION	C2AE	04/24/24	76464	6,416.24
592-000-727.000	STAMPS.COM	PNC BANK	04/24/24	MARCH2024	9.99
592-000-800.000	UB CC FEES	INVOICE CLOUD, INC	05/08/24	3196-2024_4	3,477.04
592-000-801.000	2022 GIS UPDATE	C2AE	04/24/24	76464	6,627.25
592-000-804.000	SCCMUA/SEWER	S. C. C. M. U. A.	05/08/24	MAY2024	45,938.17
592-000-809.000	ADOBE	PNC BANK	04/24/24	MARCH2024	4.99
592-000-809.000	UB ANNUAL SUPPORT FEE	B S & A SOFTWARE	04/24/24	153060	1,474.50
592-000-980.000	OFFICE FURNITURE	KENTWOOD OFFICE FURNITURE	05/08/24	718454-0	2,089.50
592-000-980.000	FIREWALL UPGRAGE AND VPN	VC3 INC.	05/08/24	INV7774VC3	1,644.05
Total For Dept 000					67,681.73
Total For Fund 592 WATER/SEWER					67,681.73

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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	04/25/24	266646	233.49
661-000-751.003	GAS/OIL DPW 50% OF GASOLINE	EISELER OIL COMPANY	04/25/24	266646	233.50
661-000-751.003	DIESEL DPW 100% OF DIESEL	EISELER OIL COMPANY	04/25/24	488201D	482.97
661-000-930.001	TOW 62 TO LUNGHAMER	NORTHSIDE SERVICE OF DEWI	04/25/24	407378	165.00
661-000-930.001	OIL CHANE 62	PAULI FORD MERCURY	04/25/24	639867	76.54
661-000-930.003	F250 REAR LIGHTS	PNC BANK	04/24/24	MARCH2024	191.62
661-000-930.003	BELT FOR CHIPPER	BANDIT INDUSTRIES, INC.	04/24/24	956890	266.99
661-000-930.003	STREET SWEEPER PARTS	MACQUEEN	05/01/24	P24269	488.34
661-000-930.003	STREET SWEEPER PARTS	MACQUEEN	05/08/24	P24342	243.29
Total For Dept 000					2,381.74
Total For Fund 661 MOTOR POOL					2,381.74

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Fund Totals:

Fund 101	GENERAL FUND			89,695.63
Fund 151	CEMETERY TRUST FUND			36.68
Fund 202	MAJOR STREET			3,839.78
Fund 203	LOCAL STREET			2,428.95
Fund 249	BUILDING DEPARTMENT			3,983.90
Fund 592	WATER/SEWER			67,681.73
Fund 661	MOTOR POOL			2,381.74

Total For All Funds:				<u>170,048.41</u>
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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, Patterson, Lee, VanDyke, Gackstetter

Members Excused: Clement, Rondeau

STAFF:

City Administrator Daniel Coss, Clerk-Treasurer Sarah Stoltzfus

AUDIENCE:

None

APPROVE AGENDA:

Motion by Commissioner Patterson, seconded by Commissioner VanDyke and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for April 25, 2024, be approved as presented. MOTION CARRIED.**

APPROVAL OF MINUTES:

Motion by Commissioner Patterson, seconded by Commissioner Lee and carried by unanimous vote of the Planning Commission that **the minutes of the January 25, 2024, Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

PUBLIC COMMENTS:

None

NEW BUSINESS:

1. Discussion on Parking Requirements

Liz Gunden, Planner with Beckett & Raeder, was present to explain the parking requirements and options for the Central Business District. Sample ordinances from other entities were reviewed. Per the Planning Commission's request, Administrator Coss is going to get more information on specific communities to determine whether amending the ordinance is the best way to go, or to continue with the one the City has in place. **Discussion only.**

2. Review the 2023 Annual Planning Commission Report

Planning Commission reviewed the 2023 Planning Commission Annual Report.

Motion by Patterson, seconded by VanDyke and carried by unanimous vote of the Planning Commission **to approve the 2023 Annual Report and forward the annual report to City Council.**

3. **Review the Six-Year Capital Improvement Plan**

Planning Commission reviewed the Six-Year Capital Improvement Plan for FY23-29 and Administrator Coss clarified any questions they had.

Motion by Patterson, seconded by Lee and carried by unanimous vote of the Council **to approve the Six-Year Capital Improvement Plan and forward approval of the plan to the City of DeWitt Mayor and City Council.**

PLANNING COMMISSION MEMBER COMMENTS:

None

ADJOURNMENT:

Motion by Commissioner VanDyke, seconded by Commissioner Gackstetter and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 8:11 pm.**

Respectfully submitted,

Sarah Stoltzfus,
Clerk-Treasurer

Friday Update!



**DeWitt Area
Chamber of Commerce**

May 03, 2024

Loretta Spinrad, Editor

Official Publication of the DeWitt Area Chamber of Commerce

113 S Bridge Street, DeWitt 48820

Phone: 517-624-2953

Fax: 517-624-2948

Email: Loretta@dewittareacc.org

Website: www.dewittareacc.org

The Week that was . . .

We would like to thank Bruce Ferguson, City of DeWitt's Police Chief for speaking at this month's Chamber's Luncheon. Crime affects us in many ways, both professionally and personally. Mail theft is once again on the rise throughout Mid-Michigan. **DO NOT** place mail in your outgoing mailboxes. Hand directly to a postal worker or take to the post office. We are struggling with criminal gangs just looking for opportunities and U.S. Mail seems to be an easy target.

Next on the list are phishing phone calls and emails. **DO NOT** provide personal information to anyone on the phone. If your bank is trying to contact you, they have your information. **DO NOT** click on any emails you are not expecting or don't recognize the sender's address. **DO NOT** click on any emails that say "**click here**" for confidential documents. It is best not to answer calls from phone numbers you do not recognize. If it is important and legitimate they will leave a message. If your business would like Active Violence Training please contact Chief Bruce Ferguson, City of DeWitt 517-669-9131 or DeWitt Township's Chief, Matt Merony for assistance 517-669-6578

April Jobs Report came out this morning . . .

- April Jobs report 175,000 created vs 230,000 expected
- Unemployment rate ticked up to 3.9%
- Average Hourly Earnings up .07% as expected
- White Collar Jobs continue to decline
- Average Hours worked 34.3 per week - steady
- Labor Participation Rate 62.7%
- Productivity increased .3% in Q1 2024
- Unit labor costs increased 4.7% (annual rate)
- March jobless rate is up over the year in 269 of 389 metro areas; while payroll jobs only up in 51

Market is up today as many think the FED will begin to reduce rates based on weak numbers.



The SBAM Small Business Briefing broadcasted yesterday had some very important information for small businesses.

- **Corporate Transparency Act.** This is a US Federal law that went into effect January 1, 2024. Unfortunately you are on your own to navigate the complex reporting requirements. Please note: the Federal Government is not communicating well with the business community. It is up to you to comply and there are very severe penalties if you do not. **Please visit SBAM's website for information. www.sbam.org**
- **SBAM's Quarterly Member Survey Results** are in and small businesses continue to struggle with inflation and hiring qualified people.
- By a margin of three to one, small business owners are against the proposed expansion of the unemployment insurance system in Michigan. The proposal is to increase the number of benefit weeks from 20—26 and increasing weekly benefits.
- SBAM has been working with the **Michigan High-Speed Internet Office** via a taskforce created approximately one year ago. Broadband is a critical infrastructure element for communities and businesses throughout Michigan and SBAM is working very closely with the MI-High Office to identify and bring high speed broadband to all communities within the state. Working together, a comprehensive plan has been created and submitted to the Federal Government for funding.
- **Operation Ghost Rider** campaign has been created to enforce distracted driving. Fines are substantial. Please put the cell phones away while driving.
- **Enbridge Line 5** project (4 mile concrete-lined tunnel under the Straights of Mackinaw) has selected contractors.

The DeWitt Area Chamber of Commerce is proud to be a Strategic Partner with SBAM. As a Strategic Partner, all DeWitt Chamber Members become members of SBAM at no additional cost to the member. SBAM provides a number of benefits to members, many at no charge such as the legal hotline. SBAM hosts the "Small Business Briefing" Mondays and Thursdays. You can also view these "Briefings" via Facebook and their website SBAM.org.

The Week Ahead . . .

Member Spotlight

Family Tree Café is a Great Family Restaurant. Serving breakfast, lunch, and dinner in downtown DeWitt. Great Food, Friendly Staff, and Daily Specials. Join them for Breakfast, Lunch, or Dinner!

Monday: 7:00 am—2:00 pm

Tuesday—Saturday: 7:00 am—8:00 pm

Sunday: 7:00 am—1:00 pm

Family Tree Café

129 1/2 S Bridge St

DeWitt, MI 48820

517-624-2280

www.familytreecafemi.com



14th Annual

Charity GOLF Tournament

**Royal Scot Golf Course
4722 W Grand River, Lansing**

Tee Off 11:30 am

**18 Holes with cart • Lunch on the Course • Light Dinner
Hole Challenges • Skins • Raffle • Great Goodie Bags**



113 S Bridge St, DeWitt
517-624-2953 www.dewittareacc.org
Loretta@dewittareacc.org



Golf Outing Update:

Thank you to everyone who is supporting this year's outing to support the Foundation's Scholarship Programs. This outing is open to everyone including residents, businesses, non-profit organizations. It is definitely an afternoon of fun with a little golf thrown in to challenge your competitive side. This year the Foundation is awarding ten \$1,000 scholarships to Clinton County Graduates.

Terrific Goody bags, lots of prizes, and hopefully plenty of sunshine!

Gold Sponsor: BridgeStreet Real Estate

Silver Sponsors: Consolidated Electrical Contractors
LaFontaine Buick GMC Lansing • Wade Home Improvement

Bronze Sponsors: Priority Auto Body • Capital Steel & Wire
Looking Glass Foot & Ankle • Meijer

Hole Sponsors:

Astera Credit Union • Culvers • Fifth Third Bank
West Family Orthodontics • Lake Trust Credit Union
The Plant Professionals • The Woodlands of DeWitt
BNI Capital Gains

Teams

1. Astera Credit Union
2. BridgeStreet Real Estate
3. Capital Steel & Wire
4. Chelsea Lumber (2)
6. Consolidated Electrical Contractors
7. LaFontaine Automotive Group
8. Looking Glass Foot & Ankle
9. Eaton Community Bank
10. Priority Auto Body
11. Wade Home Improvement
12. BNI Capital Gains

Weekly Market Commentary

05/03/2024

World Headlines

- 1. The Fed stays on hold.** The Federal Open Market Committee (FOMC) held its benchmark interest rate (fed funds rate) in the range of 5.25% to 5.50%, a 23-year high. This was the sixth consecutive pause by the FOMC. Markets were uncertain as to the possible direction of interest rates heading into the meeting. However, in his press conference, Fed Chair Powell did note that it is unlikely that the Committee's next rate move would be a move higher in rates. The dovish tone was viewed favorably by markets.
- 2. U.S. Consumer Confidence falls.** The U.S. Consumer Confidence Index for April came in at 97 which was well below the consensus expectations of 104.0. This is the third monthly decline in a row and is down from 103.1 in May. It is also the lowest level since July 2022. In the survey, consumers expressed concerns over the current job market as well as food and gas prices. This has been one of the key measures we have been watching for the last couple of years and have noted a reading below 100 would indicate U.S. consumers are feeling stressed. This is important because negative views from consumers will likely impact future activity resulting in economic slowing.
- 3. Q1 earnings season remains solid.** Q1 earnings season started out a little slow, but with more than 80% of the S&P 500 companies having reported, the quarter seems to have been a decent one for a lot of companies (see earnings stats below). Even more impressive is that earnings expectations for future quarters remain strong as well. Of course, this week saw two of the Magnificent Seven report Q1 earnings (Amazon and Apple) and both showed better-than-expected results, which added to this week's positive earnings results.

Economic Reports

- 1. S&P CaseShiller 20-City Home Price Index for February** showed increases of 0.61% month-over-month and 6.37% year-over-year. This is the fastest annual rate of increase since November 2022.
- 2. U.S. Consumer Confidence for April** came in at 97 versus expectations of 104. This is the lowest reading since July 2022. Cooling labor markets, elevated inflation and geopolitical concerns were all cited as reasons for the decline.
- 3. The March JOLTS Job Opening Survey** was lower than expectations, declining to 8.48 million available jobs (8.60 million was expected). The ratio of job openings to unemployed workers fell to 1.32 but remains above the pre-pandemic average of 1.2. Quit rates also declined as workers feel less confident that they can find an alternative job at higher wages.
- 4. Construction Spending** dropped -0.2% month-over-month in March. This was down from a revised February number of +0.01% (originally reported as -0.3%). The biggest decline was in private residential home improvement spending which was -1.6%

month-over-year. Government construction spending represented 23.2% of total spending in March.

5. ISM Manufacturing in April dropped back into contractionary territory with a reaching of 49.2. Expectations were for continued expansion at 50.0 which would still have been slightly behind March's 50.3. Within the report, the prices paid index was the highest it's been since June 2022 and suggests inflation continues to be a headwind for manufacturers.
6. Monthly Total Vehicle Sales for April were a seasonally adjusted 15.74 million units annualized. Consensus expectations were for 15.70 million units annualized.
7. April's Monthly Employment Report showed payrolls increasing 175,000 which was below consensus estimates for 235,000. The unemployment rate rose to 3.9% from 3.8% and wage gains slowed with average hourly earnings only increasing 0.2% from March (smallest advance in 6-months).
8. April ISM Services unexpectedly contracted in April coming in at 49.4 which is the lowest level since 2022. The business activity component fell to 50.9 (the lowest measure since May 2020). New orders also fell for a second straight month and are at the lowest level since late 2022.
9. The U.S. Trade Balance narrowed to \$69.4 billion in March from \$69.5 billion the month before. Imports declined 1.6% while exports fell by 2% in March.

Markets this Week (mid-day Friday)

1. U.S. Dollar Index – lower...DXY at 105.055, down 0.67% this week (1 yr. range = 99.77 to 107.00)
2. Bond yields – significantly lower...2-year Treasury yields down to 4.80%; 10-year at 4.50%
3. Stocks – higher...all five major global indexes we track are higher in the 0.4%-1.4% range
4. Commodities – lower...all 6 commodity sectors are lower, led by Softs and Energy

Next Week



1. Economic Reports
 - Consumer Credit, Wholesale Inventories, Initial Weekly Claims, UofM Consumer Sentiment, Treasury Budget
 - US consensus QoQ real GDP est.: Q1 = +1.6%, Q2 = +1.5%, Q3 = +1.2%, Q4 = +1.5%
 - US consensus YoY inflation est.: Q1 = +3.3%, Q2 = +3.4%, Q3 = +3.0%, Q4 = +2.9%

2. Earnings Reports (*Q1 earnings season started 4/12*)

- Q1-2024 S&P 500 EPS current estimate of the first quarter = +3.8%.
- Q1-2024 S&P 500 summary to date: 401 reported; 79.1% beat; YoY EPS = +6.5%
- YoY S&P 500 forward EPS estimates >> Q1 = +6.5%, Q2 = +9.8%, Q3 = +8.8%, Q4 = +12.9%

3. Events

- Central Bank meeting in Mexico
- 150th running of the Kentucky Derby

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