

CALL TO ORDER:

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

ROLL CALL:

Council Members Present: Dave Hunsaker, Trevor VanDyke, Frank Waters, (virtually in the City of DeWitt, Michigan) and Jennifer Whitman

Excused: Matthew Cooper and Denise Donohue

STAFF:

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

AUDIENCE:

Girl Scout Troop # 30416, Girl Scout leader, Joe Nuzzi and Melinda Frame

AGENDA:

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

APPROVAL OF MINUTES:

Motion by Whitman, seconded by Hunsaker and carried by unanimous vote of the Council **to approve the minutes from the April 26, 2021 Regular City Council Meeting as presented.**

PUBLIC COMMENT:

None

CITY ADMINISTRATORS REPORT:

COMMUNITY ROOM CONSTRUCTION PROGRESS

The Community Room drywall is complete. The painter has applied the first coat of primer on everything, and the HVAC system is completed. The flooring contractor is making good progress and has completed the ceramic tile and grouting. The doors and trim work have been delayed due to a backorder of several doors. This will potentially delay the completion by approximately two-weeks. Completion of the Community Room is anticipated for the end of May.

ROAD CONSTRUCTION UPDATE

The contractor will start on South Bridge Street and the Bridge Street Bridge the week of May 10th. The road resurfacing will be completed from Washington to Herbison Road and the contractor will maintain traffic for the majority of the project. The schedule is to mill the southbound lane on May 14-15 and resurface on May 17. The northbound lane will be milled May 21-22 and resurface May 24. Herbison Road from Schavey to Airport is scheduled to be milled and resurfaced from May 26-29.

COUNTYWIDE DIRECTORY

Included in your packet is a 2021-2022 Clinton County Directory.

HOMETOWN PHARMACY CLOSURE

Hometown Pharmacy has closed their doors permanently. The current location opened in May 2013 on the site of two former dilapidated buildings, one of which stood vacant for several years and was tied up with an IRS lien. The City acquired that parcel in August 2011 and sold it to Hometown Pharmacy in March 2012. Construction of the building began later that year and was completed in May 2013. The closure of the business is definitely a loss for downtown and they will be missed. As with all change, comes opportunity, and efforts to repurpose the site will need to be as diligent as they were when the dilapidated buildings occupied the land.

GENERAL INFORMATION PACKET

The additional communications included in the General Information Packet are:

- General Ledger Distribution Report 4/23-5/6
- Assessor Monthly Report
- Planning Commission Minutes
- Comcast Communication
- DAESA Meeting Minutes

OLD BUSINESS:

None

NEW BUSINESS:

1. **Right of Purchase Extension for 110 South Bridge Street:**

Reed Insurance has been growing rapidly and is out of space for expansion in their existing location.

Andy Joslyn, President, has indicated a need for expansion and has expressed interest in the vacant lot at 110 South Bridge Street that is owned by the City of DeWitt.

The City entered in to an option to purchase with Reed in October 2020 with a 180-day due diligence clause. Mr. Joslyn is progressing with options for the site and is requesting an additional 90-180-day extension of the option to continue with his due diligence. The current option expired on May 9, 2021.

The components of the project remain the same and would be commercial (office) on the first floor and approximately six residential units on the second floor, with the possibility of a third floor for additional residential units.

This project would allow Reed Insurance to expand in the future and this will retain a long-time business owner in downtown DeWitt.

The extension maintains the components of the original agreement.

Motion by Hunsaker, seconded by Whitman and carried by unanimous vote of the Council **to approve of the First Amendment to Grant of Right of First Offer for 110 S. Bridge Street for a due diligence period of 90 days with an additional 90-day extension upon written request by Andy Joslyn, President, AJW Holdings, LLC (Reed Insurance Agency).**

2. Community Room Policy Development:

As the Community Room nears completion a Use Policy, Use Guidelines, Reservation Application and Rental Agreement will need to be in place. The Use Policy components will be the frame work for the Guidelines, Application and Rental Agreement.

City Council was provided with a first draft of the use policy, guidelines and application. The use policy is composed of six (6) sections with each section addressing different components of the policy. City Council will need to provide some guidance on whether to allow the Council Chambers to be rented to groups. The attached policy can be altered to include or exclude the Council Chambers as a rental option.

Section One sets the basis for having a policy and creating consistent procedures and rental policies for the space.

Section Two sets the basis for procedures in securing a rental agreement and establishes time frames for deposits.

Section Three are the insurance requirements, establishing rules around alcohol consumption and types of events that would require insurance certificates to be provided. The City Attorney is assisting with language in this section.

The remaining three sections are straightforward in their purpose.

Discussion and provide guidance to administration on policy development.

3. Disposition of the Fiscal Year 2020 SCCMUA Fund Balance:

SCCMUA has provided the City of DeWitt with their December 31, 2020 fiscal year ending audit, which contains \$15,627.00 in unrestricted funds for disposition in Plant and Process and \$0.00 for the Industrial Pretreatment Program (See Attached SCCMUA letter).

Based on the April 2021 Treasurer's Report at SCCMUA, the City has a lift station reserve account of approximately \$409,266.83 as of April 30, 2021.

At this time, it is not necessary for the City to transfer any amounts from SCCMUA accounts to the City accounts for operations or emergencies.

Motion by VanDyke, seconded by Hunsaker, and carried by unanimous vote of the Council to place the \$15,627.00 in unrestricted net position to the City of DeWitt lift station reserve at SCCMUA for future City of DeWitt sewer system project or emergency repairs.

COUNCIL STAFF REPORTS:

City Attorney:

- Court case regarding not shoveling the sidewalk was found in our favor. Defendant was required to pay the \$50 fine however the judge did waiver the court costs.

City Clerk-Treasurer:

- Auditors will be here in June for prelim
- Working on the 2021 summer taxes
- No new information on the November 2021 election

DARA:

- The school is holding ½ day summer program that includes lunch and transportation. DARA is considering having a Summer Fun Club event that would accommodate the other ½ of the day.

DAESA:

- Next meeting is May 20th

DDA:

- Meeting is May 10th at noon

Planning:

- No Meeting for April
- May meeting is 5/27

Parks:

- No Meeting

Police Chief:

- Mounted Division will be assisting with traffic for the ½ marathon
- Crisis Intervention Training started today

Mayor Leeming:

- The Mayor attended the “Ring Ceremony” for the DeWitt High School football team and presented them with a proclamation. The 2021 championship football title will be added to the sports signs as you enter the city.

ADJOURNMENT:

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting be adjourned at 8:54 p.m.**

Respectfully submitted,

Lisa M. Grysen
City Clerk-Treasurer

Susan J. Leeming
Mayor