

CALL TO ORDER:

Mayor Leeming called the Regular City Council Meeting to order at 7:05 p.m. She led the Pledge of Allegiance.

ROLL CALL:

Council Members Present: Matthew Cooper, Denise Donohue, Dave Hunsaker, Trevor VanDyke (7:27 pm), Frank Waters and Jennifer Whitman

Excused: None

STAFF:

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

AUDIENCE:

Adam Falkowski, C2AE, Aaron Stevens, Manner Costarisan and Marcus Cheathum, Mid-Michigan District Health Department

AGENDA:

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

APPROVAL OF MINUTES:

Motion by Whitman, seconded by Waters, and carried by unanimous vote of the Council **to approve the minutes from the April 13, 2020 Regular City Council Meeting as presented.**

Motion by Cooper, seconded by Whitman, and carried by unanimous vote of the Council **to approve the minutes from the April 20, 2020 Finance Committee Meeting as presented.**

SPECIAL PRESENTATION:

Marcus Cheathum, Director of the Mid-Michigan District Health Department gave and update on the COVID-19 Pandemic.

PUBLIC COMMENT:

None

CITY ADMINISTRATORS REPORT:

EVENT CANCELLATIONS

All public events and conferences for May have been cancelled. We will continue to monitor the State of MI and CDC guidance for gatherings for beyond May.

CITY PARK RESERVATIONS

There have been several cancellations for events in the City parks. At this point, we are providing full refunds for those cancellations.

STATE AND FEDERAL COVID-19 AID

FEMA has started the application for Public Assistance reimbursement. The deadline to create an account was April 30 and the City did get this completed. On Monday, May 5 staff attended a mandatory conference call, and are now awaiting guidance on the submittal requirements. Once additional guidance is released on eligible reimbursement costs, I will be able to update council on the amount the City will be requesting.

UTILITY AND REFUSE BILLING

The 2nd-quarter bills have been delayed, but need to be mailed out very soon. At the last Council meeting it was discussed about possibly waiving the 2nd quarter bill for the business community. If Council chooses this option it would create an approximate \$22,400 revenue loss for the sewer fund. The total billing for the 2nd quarter Sewer generates approximately \$170,000. The City currently has \$425,000 in reserves at SCCMUA and could utilize those funds to cover any unforeseen costs.

NEXT COUNCIL MEETING

Just a reminder the next City Council meeting is on Tuesday, May 26 due to Memorial Day.

OLD BUSINESS:

None

NEW BUSINESS:

1. **Temporary Suspension of Accrued Sick Leave/Dr. Docs for COVID-19:**

Due to the COVID-19 pandemic employees may be required to self-quarantine if they are exposed to a known COVID-19 patient or are diagnosed/test positive for COVID-19.

The suspension of requiring staff to use their own accrued sick-leave to cover the time they will miss due to self-quarantine or illness is a safety issue for other staff members.

The suspension of this requirement will provide for up to 14 days of City provided paid leave and waive the requirement of getting a doctor's note after being off for three (3) days.

The self-quarantine time will be established based on the Mid-Michigan District Health Department (MMDHD) guidelines and the Center for Disease Control (CDC) guidelines.

City Council approved this temporary policy at the April 13, 2020 meeting and I am recommending the policy be extended for an additional 30 days; until June 13, 2020.

Motion by Hunsaker, seconded by VanDyke, and carried by unanimous vote of the Council to exempt the need for a doctor's excuse after three (3) days and to provide up to fourteen (14) days of paid sick leave exempting the use of accrued sick time as defined in the personnel policy (sec. 7, item e) and collective bargaining agreements (DPS-Article 15, section 5 and Police-Article 9 section 11.1) specific to the coronavirus (COVID-19) known positive exposure or a positive diagnosis from a physician or as a result of a test for an additional thirty (30) days; expiring on June 13, 2020.

2. Award of the 2020 Local Road Resurfacing Project:

The Local Street Resurfacing bids were received on April 22, 2020. The City received six qualifying bids from contractors. Attached is the Bid Tabulation sheet and a recommendation from our engineer, Adam Falkowski.

The project was bid in two (2) categories, curbed, denoted on bid tab with C, and non-curbed denoted with NC.

The non-curbed section is comprised of East Geneva from Herbison Road to 1001 East Geneva, Montreux and Mora.

The curbed section is East Geneva from 1001 East Geneva to Elmwood.

The City has \$200,000 in construction funds budgeted and the recommendation is scale back the non-curbed section to paving and replacing storm sewer on East Geneva from Herbison to 1001 East Geneva. Scaling the project back will keep the City in line with the budget and preserve the fund balance in the Local Streets until we have a clearer picture of the revenue implications of the COVID-19 pandemic.

Motion by Donohue, seconded by Hunsaker, and carried by unanimous vote of the Council to award the 2020 Local Street Resurfacing Project to MI Paving Materials of Lansing, MI in an amount not-to-exceed \$203,190.22 and authorize the Mayor and City Clerk to sign the contracts on behalf of the City of DeWitt once approved in form by City Attorney Brian Goodenough.

3. Award Three-Year Auditing Contract to Maner-Costerisan:

Maner-Costerisan Certified Public Accountants has provided the City of DeWitt with a proposal for a three year contract for auditing services for fiscal years June 30, 2020, 2021 and 2022. Maner-Costerisan have been with the City of DeWitt, DDA and DAESA since 2018 providing auditing services. In addition to performing the City of DeWitt audit each August they complete the DDA and DAESA audit while on-site. The DDA and DAESA are billed separately for their audit costs. Maner-Costerisan have conducted themselves in a very professional manner and complete an extensive review of our financial statements for all government functions. They are proposing the following fee structure:

FY2020 - \$14,630 (includes DDA - \$2,250)
FY2021 - \$15,190 (includes DDA - \$2,400)
FY2022 - \$15,780 (includes DDA - \$2,550)

For FY 2020 the audit will have to be conducted using a secure portal to upload files for the auditors to review due to the COVID-19 pandemic. The secure portal was set up in 2019 with Maner-Costerisan, which will help facilitate social distancing due to the COVID-19 pandemic.

DAESA signed a three-year extension with Maner-Costerisan in late-2019.

Motion by Cooper, seconded by Donohue, and carried by unanimous vote of the Council **to approve the contract for auditing services with Maner-Costerisan Certified Public Accountants for the fiscal years ending in June 30, 2020, 2021, 2022 and authorize the Mayor and Clerk to sign the contract on behalf of the City.**

4. Resolution of Support for Shared Use Path – DeWitt Public Schools Property:

The prepared Resolution of Support will be for the Shared Use Path being constructed on South DeWitt Road, just inside the city limits, heading west through the school property, terminating at Panther Drive (see provided aerial).

The total length of the path is approximately 2,000 feet (.37 miles), with 500 feet being constructed in the city limits and the remaining 1,500 feet in DeWitt Charter Township.

The City and Township received an 80-20 matching grant from MDOT for the construction of the path. The City's local match based on the engineer's estimate is approximately \$5,000.00.

Motion by Waters, seconded by VanDyke, and carried by unanimous vote of the Council **to approve Resolution 2020-03 committing City of DeWitt support for the Transportation Alternative Program funding for the shared-use path on South DeWitt Road from the city limits west to Panther Drive.**

COUNCIL STAFF REPORTS:

City Attorney:

- The City will not participate in the parade for the 2020 graduating class during the stay-at-home order.

City Clerk-Treasurer:

- The revised deadline for nominating petitions (May 8, 2020 at 5 pm) has passed and the City Council and Mayor will not appear on the August ballot.

DARA:

- Staffing has been laid off during the stay-at-home order other than the director however they are continuing to provide health insurance.

DAESA:

- The Board asked for an extension until May 21, 2020 for the determination/definition of a run.

DDA

- Meeting May 12th at noon

Police Chief:

- Lansing Urgent Care is doing the antibody testing.
- Currently have a good supply of hand sanitizer and personal protection equipment.
- Thomas Janitorial continues to disinfect City Hall and the police cars every Friday afternoon

Parks:

- No Meeting

Planning:

- Meeting Cancelled

Daniel Coss stated that the construction of City Hall has resumed.

ADJOURNMENT:

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

Respectfully submitted,

Lisa M. Grysen
City Clerk-Treasurer

Susan J. Leeming
Mayor