

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: Matthew Cooper, Denise Donohue, Dave Hunsaker, Trevor VanDyke, Frank Waters and Jennifer Whitman

Excused: None

STAFF:

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

AUDIENCE:

None

AGENDA:

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

APPROVAL OF MINUTES:

Motion by Whitman, seconded by Donohue, and carried by unanimous vote of the Council **to approve the minutes from the June 8, 2020 Regular City Council Meeting as presented.**

PUBLIC COMMENT:

None

CITY ADMINISTRATORS REPORT:

CITY HALL UPDATE

The schedule has been set for moving in to the new City Hall the week of July 13. The moving company will be dropping off moving supplies on July 1 and packing will begin. Installation and changeover of the phones, computers and furniture should be completed by July 13 facilitating a smooth transition.

DDA FARMERS MARKET MANAGER

The DDA hired a new Market Manager, Elizabeth Miller. Elizabeth is a great addition to the DDA team and is eager to get up to speed on the Farmers Market. Elizabeth started on June 16 and expects to be able to have the Market open by early July.

OX ROAST CANCELLED FOR 2020

The Memorial Association has announced that the Ox Roast is cancelled for 2020 and will resume as scheduled for 2021.

DOWNTOWN BUSINESSES WELCOME BACK MEETING

Most of the downtown businesses are now open. The DDA is hosting an informational/welcome back meeting for the businesses and employees on Tuesday, June 23 from 4-6 pm. Health Officer, Marcus Cheatham from MMDHD will be in attendance to give an update on some of the re-opening requirements for businesses.

OLD BUSINESS:

None

NEW BUSINESS:

1. **FY 2019-20 Budget Amendments:**

The City typically amends its operational fund budgets twice per year to account for changing circumstances, emergencies and priorities over the course of the fiscal year.

City Council was provided with the details for each fund, including line items. The current approved budget, the Proposed Additional Amendments, and Final Amended Budget are all shown for your review and consideration. Summarized by fund, the budget amendments are as follows:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Surplus(Deficit)</u>
General	\$3,289,063.00	\$3,090,879.00	\$198,184.00
Cemetery	\$9,365.00	\$500.00	\$8,865.00
Pub. Improv/Bldg	\$10.00	\$10.00	\$0.00
Major Street	\$316,200.00	\$516,680.00	(\$200,480.00)
Local Street	\$255,600.00	\$457,320.00	(\$201,720.00)
DDA	\$147,931.00	\$154,418.00	(\$6,487.00)
Building Dept.	\$126,865.00	\$155,310.00	(\$28,445.00)
Drug Law Enf.	\$5.00	\$5.00	\$2.00
Water & Sewer	\$744,298.00	\$673,248.00	\$71,050.00
Motor Pool	\$226,958.00	\$180,258.00	\$46,700.00
Special Donations	\$350.00	\$300.00	\$50.00

Commentary

General Fund Revenues: The overall anticipated year-end revenues are projected to be \$155,900 higher than the original budget, which is due to additional property tax revenues, \$132,000. The FY19-20 Amended Budget is showing an increase in Fund Balance of \$198,184.00.

General Fund/Other Fund Expenses in the following departments were adjusted. Not all line-items are commented upon, but the major changes are summarized as follows:

Increases:

- **Administrator-** Increase of \$1,090.00 for salaries for the City Administrator and Administrative Assistant due to 27 payrolls in FY19-20.
- **Clerk/Treasurer** – increase of \$ for salaries and conference for the Administrative Assistant and Clerk

- **Elections** – Increase of \$4,300 due to new postal regulations and absentee ballot supplies. The City does get reimbursed a portion of those costs; approximately \$.71 per absentee ballot mailed.
- **Assessor** – Increase of \$5,100.00 for Professional Services to the City of Grand Ledge
- **Police Department** – Increase of \$54,000 due to overtime costs and salaries due to 27 payrolls in FY19-20.
- **DPS Department** – Slight increase of \$2,800
- **Major Street** – increase of \$146,000 due to overlap of the billing for the Main Street reconstruction from MDPT
- **Local Street** – increase of \$152,180 due to completing two-years of paving projects in 2019
- **Water/Sewer** – Slight increase of \$9,250 due to higher hydrant rental costs from LBWL and professional services for the last C2AE payment for the SAW Grant.
- **Building Department** – increase of \$70,110 due increased activity with new construction. Building Fees are offset by additional permit fee revenues.

Decreases:

- **City Hall Grounds** – Decrease of \$3,550.00
- **Clerk/Treasurer** – decrease of \$11,560 due to part-time position not being filled
- **Tree Commission** – slight decrease of \$1,300
- **Fire** – decrease of \$1,000 in maintenance and capital outlay for the building
- **Park Facilities** – Decrease of \$23,200.00 due to delay of parks inventory consultant
- **Water/Sewer** – decrease of \$297,000 in expenditures due to SAW Grant completion
- **Motor Pool** – decrease of \$81,300 due to delay of equipment purchase

General Fund Fund Balance – The GF Fund Balance remains very healthy at \$2,054,085.00, with a committed Fund Balance of \$480,000 for the Bridge Fund, \$550,000 committed for the City Hall Construction Project and \$125,000 for Parks Improvements.

Removing all of the funds reserved for the Bridge Repair, City Hall Reserve Funds and Parks Improvements, leaves an unrestricted Fund Balance of \$1,034,375.00 or approximately 33%.

City Council has discussed increasing the reserve funds for the future Parks Improvements. In anticipation of continued decreases in revenue from the COVID-19 shutdown and the desire to have a supplemental budget meeting later in the year; City Council may wish to address any increases in reserve funding at a later date. This will give City Council additional time to evaluate the full extent of the revenue declines.

Motion by Cooper, seconded by Van Dyke and carried by unanimous vote of the Council **to approve the proposed amendments to the FY 2019-20 Budget and authorize the Treasurer to make the necessary adjustments to the financial statements.**

2. On-Going Obligations Report:

As required by the City Charter Section 12.4 Budget Control City Council was provided with the On-Going Obligation report for FY 2019-20.

Motion by VanDyke, seconded by Donohue and carried by unanimous vote of the Council to **receive and place on file the On-Going Obligations Report as presented by the City Administrator for Fiscal Year 2019-20 in accordance with the DeWitt City Charter, Section 12.4 Budget Control.**

3. MML Liability and Property Pool Renewal (MMLLPP):

The City subscribes with the Michigan Municipal League (MML) for liability and property insurance. The Michigan Municipal League Liability and Property Pool provides comprehensive property, general liability, auto liability, public officials' liability insurance and related services to cities, villages, townships and other public entities.

The City of DeWitt carries coverage up to \$10,000,000.00 each occurrence. The City of DeWitt has been with the MML Liability and Property Pool since 1992. The premium for 2020-21 is an increase of \$1,876.00. Upon receiving payment of the 2020 invoice the City of DeWitt will receive a \$2,955.00 dividend payment from the MML Liability and Property Pool.

The premium increase is attributed to a slight increase in building values, property in the open values due to appraisal and a rate increase. A decrease in contents values due to appraisal factored in as well.

Motion by Donohue, seconded by Cooper and carried by unanimous vote of the Council to **authorize the renewal to the Michigan Municipal League Liability and Property Pool for the term of July 1, 2020 through July 1, 2021 in an amount not to exceed \$44,928.00.**

4. MERS Pension Requirement – 8.0% General Employee Division:

The MERS General Employee Group contribution is currently 7.5% and will be increased, if approved, to 8.0%, effective July 1, 2020. This increase is keeping in line with the increase in the Police Department Union Contract and the increase in City costs to fund pension obligations.

The employee contribution is one of three mechanisms to help improve the City's unfunded pension position. The other two (2) efforts that have been implemented to help off-set the unfunded obligation are moving new employees to a Hybrid Pension Plan (August 2014) and budgeting for an additional \$125,000 per year (FY20-21) payment to MERS.

Motion by VanDyke, seconded by Donohue and carried by unanimous vote of the Council to **approve an increase the Employee Contribution for the MERS Defined Benefit General Employee Pension Group from 7.5% to 8.0% effective July 1, 2020.**

COUNCIL STAFF REPORTS:

City Attorney:

- Miscellaneous work with the City Administrator, Police Chief and ZBA request.

City Clerk-Treasurer:

- Preliminary audit has been completed remotely.
- We received \$3,000 from CARES Program. I managed to spend \$2,998.21
- Absentee ballot requests have increase substantially.

DARA:

- Meeting tomorrow
- Discussing the future of “Summer Fun Club”.

DAESA:

- Meeting last Thursday
- Approved ½ time Chief (20 hours per week) starting in January
- Definition of a run approved
- The department has missed one run (607 Turner)

DDA

- Discuss Budget and Farmers Market

Parks:

- No Meeting

Police Chief:

- Discussed the accident on Schavey Road this morning. Young man hit the tree going 66 mph and never touched the brakes.

Planning:

- Meeting Cancelled

ADJOURNMENT:

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting be adjourned at 8:12 p.m.**

Respectfully submitted,

Lisa M. Grysen
City Clerk-Treasurer

Susan J. Leeming
Mayor