

CALL TO ORDER:

Mayor Leeming called the Regular City Council Meeting to order at 7:17 p.m.

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 Anne Seuryneck

AUDIENCE:

None

AGENDA:

Motion by Donohue, seconded by Whitman 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 September 14, 2020 Regular City Council Meeting as amended.**

PUBLIC COMMENT:

None

CITY ADMINISTRATORS REPORT:

DDA RADIO AND TV ADVERTISING CAMPAIGNS

The DDA is in the process of creating a radio and TV advertising campaign for the downtown district. The radio campaign will run from mid-October through November and the TV campaign will run from mid-November through December with a slight overlap at the end of November. The radio campaign will be on FM stations; 93.3, 96.5 and 101.7. The ads will run on AM stations; 1320 and 1180. The TV campaign will appear on WLNS, CW and WLAI.

SEWER BILLING AND NEWSLETTER

The October sewer billing is scheduled to be mailed out the week of September 28, which will get the quarterly billing back on the regular schedule. With the billing there will be a printed newsletter that will focus on some of the FAQ's that we are receiving in regards to the November election. The questions are mainly in regards to AV ballots.

PAYROLL REIMBURSEMENT PROGRAM

The City received 50% of our requested amount, approximately \$47,000.00. As the State continues to evaluate applications, the City may receive additional funds.

MML FALL CONVENTION

Registration is complete for the fall conference. This link outlines the agenda for the different sessions: <https://convention.mml.org/agenda>

The conference sessions start 9/30 at 9:15 am and conclude 10/2 at 1 pm. Those that are interested in attending any of the sessions virtually, a laptop will be set up at City Hall on each of the days to participate.

OLD BUSINESS:

None

NEW BUSINESS:

1. **Extend Three-Year Planning Services Contract with Beckett and Raeder:**

Beckett and Raeder have provided Planning Services for the City of DeWitt since October 2017. The City has been satisfied with their services and recommends a three-year extension of the contract.

Beckett and Raeder will add the City of DeWitt as an Additional Insured to their General Liability policy.

The extension includes a three-year rate lock at the 2017 value, and an hourly rate will be charged for any meetings the consultant attends virtually versus the flat meeting rate. The rest of the original contract remains unchanged.

Motion by Whitman, seconded by VanDyke, and carried by unanimous vote of the Council to extend the Planning Services Contract to Beckett and Raeder, Inc. for three-years, expiring on October 1, 2023, and to authorize Mayor Leeming and the City Clerk to sign the contract extension on behalf of the City of DeWitt as prepared by the City Attorney.

2. **MML Liability & Property Pool Election – Board of Directors:**

City Council was provided with a biographical sketch of these four candidates for their review.

Motion by Donohue, seconded by VanDyke, and carried by unanimous vote of the Council to cast a ballot for George Bosanic, City Manager, City of Greenville; Melissa Johnson, Mayor, City of Chelsea; Sue Osborn, Mayor, City of Fenton and David Post, Village Manager, Village of Hillman for a three-year term beginning January 1, 2021 for the MML Liability & Property Pool Board of Directors.

3. **First Right of Purchase 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.

Reed Insurance has been a long-time downtown business, multiple generation owners and needs to expand. Mr. Joslyn has engaged the services of a developer to assist with generating an estimate for

the cost of constructing a mixed-use building and the Michigan Economic Development Corporation (MEDC) has done a preliminary review of the project and indicated the project would be eligible for MEDC assistance.

Mr. Joslyn is requesting a secure Option to Purchase the lot, in order to have first right of purchase prior to expending funds toward developing the site. At this time a purchase price has not been negotiated or discussed; just giving Mr. Joslyn the right to purchase as the due diligence process is completed.

Preliminarily the project 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 retain a long-time business owner in downtown DeWitt.

Motion by Hunsaker, seconded by Whitman, and carried by unanimous vote of the Council to authorize City Attorney and City Administrator to draft an option to purchase 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, Reed Insurance Agency.

4. Review Hazard Pay for City Hall and DPS Staff:

The Police Department employees were eligible for a one-time Hazard Pay Payment, as authorized by Public Act 123 of 2020. The City applied for and received a grant to cover the expenses of the Hazard Pay Payment for the Police Department, \$12,000.00.

The remaining employees were not deemed eligible per the requirement of PA 123, but have continued to work comparable shifts and interacting with the public.

The City will be receiving a Coronavirus Relief Local Government Grant (CRLGG) for approximately \$9,000 and has received approximately \$47,000 for payroll reimbursement in the Police Department. While the City cannot directly utilize these funds for a Hazard Pay Payment to the remaining staff they do allow other General Fund funds to be allocated toward the payment.

All of the City staff has remained very committed throughout the entire coronavirus pandemic to delivering all of our services to the community and has gone above and beyond on numerous occasions to ensure every member of the public is served without complaint.

Motion by Hunsaker, seconded by Donohue, and carried by unanimous vote of the Council to authorize \$1,000 hazard pay payment for City Hall Staff (\$5,000) and DPS employees (\$5,000) for a total not-to-exceed \$10,000.00. The payment shall not be counted toward Final Average Compensation or MERS retirement.

5. Pay Estimate #15 covers payment for the following items:

- Demolition of the old City Hall
- Asbestos Abatement (back-up for additional abatement costs attached)

Each of the pay estimates will withhold ten-percent (10%) as a retainer for the work completed.

Parish Construction is working on the punch list for final closeout of Phase I, City Hall,

The total contract with Parish Construction remains unchanged at \$2,677,401.70, which includes Change Order's 1-4.

The City has signed additional contracts with PM Environmental for demolition oversight, \$13,500, IT Right for TV Monitors, \$7,170.93, and Town and Country Technologies for security cameras and category 6 cable, \$54,895.00 and Kentwood Office Furniture, \$65,892.44. The additional contracts total \$141,458.37. The bids for demolition have been received by the general contractor, Parish Corporation, with the low bid coming in at \$37,400.00.

There are still some additional items that pricing is being worked on: Community Room Construction costs and copy machines. Those costs are estimated at approximately \$510,000.00, which would bring total costs to \$2,807,362.00. The City has a total budget of \$2,900,000.00.

Motion by Whitman, seconded by VanDyke, and carried by unanimous vote of the Council to **approve Pay Estimate #15 in the amount of \$33,660.00 and authorize payment to Parish Corporation.**

6. Downtown Road Closure(s) for Streaming of High School Games:

Motion by Hunsaker, seconded by VanDyke, and carried by unanimous vote of the Council to **approve the street closure(s) of the 100 block of North Bridge Street and/or South Bridge Street and/or East Main Street, as determined by the City Administrator, for the live streaming of the football games for the remainder of the 2020 season from 5:30 pm to 10 pm.**

COUNCIL STAFF REPORTS:

City Attorney:

- Nothing to report

City Clerk-Treasurer:

- Ballots are in the process of being mailed
- Received a \$5,00 grant for election supplies

DARA:

- Meeting this Thursday

DAESA:

- Discussed complaints received from Township Residents regarding charges for runs

DDA:

- Ongoing Christmas Market discussions

Parks:

- Will be working on the master plan soon

Planning:

- Met on September 24th

Police Chief:

- Traffic study is continuing
- Speed sign is out

ADJOURNMENT:

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting be adjourned at 8:09 p.m.**

Respectfully submitted,

Lisa M. Gysen
City Clerk-Treasurer

Susan J. Leeming
Mayor