

CALL TO ORDER:

Mayor Leeming called the Regular City Council Meeting to order at 7:00 p.m.

ROLL CALL:

Council Members Present: Matthew Cooper, Denise Donohue, Dave Hunsaker, Trevor VanDyke, Frank Waters (virtually in the City of DeWitt, Clinton County, Michigan) and Jennifer Whitman (virtually in the City of DeWitt, Clinton County, Michigan)

Excused: None

STAFF:

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

AUDIENCE:

Everett Cooper and Aaron Stevens, Maner Costerisan, Christine Callahan, Downtown Development Authority Chairperson and Robert Showers, Clinton County Commissioner

AGENDA:

Motion by Hunsaker, seconded by VanDyke and carried by unanimous vote of the Council that **the agenda be approved with the addition of Christmas Market Discussion as NB #1 and the rest of the agenda items being renumbered.**

APPROVAL OF MINUTES:

Motion by Cooper, seconded by Donohue, and carried by unanimous vote of the Council to **approve the minutes from the October 26, 2020 Regular City Council Meeting as presented.**

PUBLIC COMMENT:

None

CITY ADMINISTRATORS REPORT:

COMMUNITY ROOM PROGRESS

The concrete floor has been poured and the framing has started. The contractor has all of the outside walls and interior partitions built. The trusses are due to arrive the week of November 9. Parish Corporation anticipates having the roof shingled prior to Thanksgiving.

ROAD CONSTRUCTION UPDATE

The work on Herbison Road is making good progress. All of the concrete sidewalks in the city section of Herbison Road have been completed and look really nice. The contractor has placed most of the rip-rap on the downtown bridge. The work on the Schavey Road Bridge is moving along without complication. The contractor is on schedule to re-open the bridge to traffic on Thursday, November 12.

CHRISTMAS MARKET

The paired down Christmas Market was to be scheduled on Saturday, December 5 from 4-7 pm. The Chamber is willing to organize a light parade with a very expanded parade route; starting at the DPW building and coming through downtown before looping back to the DPW building. With the expanded route that will require 3-4 additional police officers and 2-3 DPW staff to be in attendance. Due to the increase in covid-19 cases and the raising positivity rate in Clinton County, City Council may want to discuss whether to hold this event or cancel this year. City Council would have to approve road closures for the event.

MERCY AMBULANCE PRESENTATION

Rodney Palmer, from Mercy Ambulance had a conflict with attending the November 9 meeting and will be at the November 23 City Council meeting.

OLD BUSINESS:

None

NEW BUSINESS:

1. Christmas Market-2020:

City Council discussed concerns on whether to move forward with the Christmas Market/Light Parade/Santa Run and the current emergency orders. No decision was finalized regarding this event. Discussion Only.

2. Annual Audit Presentation for Fiscal Year 2019-2020 ending June 30, 2020, by Maner Costerisan Auditors:

City Council's was provided with a copy of the Fiscal Year 2019-20 Annual Audit (all City funds) completed by Maner Costerisan.

Aaron Stevens, Maner Costerisan was in attendance and went over the audit and answer any questions City Council may have.

Maner Costerisan has performed the audit in accordance with auditing standards to obtain reasonable assurance about whether the City financial statements are free of material misstatement.

The City's Fund Balance (reserves) in the General Fund as of June 30, 2020 increased by approximately \$361,946 over the end of the previous year. The Unassigned Fund Balance is \$1,198,137. The Bridge Repair Fund has a total Committed Fund Balance of \$480,000.00 and the Park Improvement Reserve Fund has a Committed Fund Balance of \$125,000.00.

The reserve for the New City Hall of \$550,000 has been transferred in to the Construction Fund Account for construction activities associated with the new building.

The City per capita debt as of June 30, 2020 is \$762.88 compared to \$788.78 for the last audited period. Please keep in mind that the Wilson Street Bond was added to the long-term debt in the amount of \$330,000 in 2014 and the bond proceeds for the New City Hall, \$2,270,000 were added on March 27, 2019. An additional principal payment (\$40,000) and interest payment (\$1,575) for the Wilson Street Bond was made on October 1, 2020, with the outstanding balance of \$86,130.00. The Wilson Street Bond will be paid off October 1, 2022.

Motion by Cooper, seconded by VanDyke, and carried by unanimous vote of the Council **to receive and place on file the City of DeWitt Audit for Fiscal Year 2019-20 by Maner Costerisan.**

3. Spicer Proposal – Parks Equipment Inventory and Assessment:

City Council during the FY20-21 Budget sessions had prioritized completing an inventory and assessment of all the City Park's playground equipment in order to develop a strategy for replacement and maintenance.

In conjunction, DARA is in the process of coordinating the update of the Parks Rec Master Plan for the City, Township and DARA. DARA bid out the Master Plan update earlier this summer and awarded the contract to the low bidder, Spicer Group, to do the Master Plan Update.

Information gathered from the Inventory/Assessment will be integrated in to the Master Plan update, so keeping continuity with the consultant doing the update and the assessment will ensure continuity in information.

The Parks and Rec commission reviewed a proposal from Spicer Group at their meeting on October 29 (City Council was provided with the draft minutes) and did make a favorable recommendation to City Council.

The FY 20-21 Budget does include \$5,000 for Professional Services, but City Council had discussed authorizing up to \$15,000 for the assessment prior to the COVID-19 pandemic.

Motion by Cooper, seconded by Waters, and carried by unanimous vote of the Council **to approve the Spicer Group proposal for the City of DeWitt Parks Inventory and Assessment in an amount not-to-exceed \$8,300.00 and authorize the Mayor and City Clerk to sign on behalf of the City of DeWitt.**

4. Sergeant Hiring Recommendation – DeWitt City Police Department:

With Lieutenant Spagnuolo retiring in December 2020 Chief Ferguson began the recruitment process for a Sergeant's position in the Police Department.

The Sergeant's position is a position that has been typically used by the City Police Department for front-line supervision of the department's patrol officers. This position is lower in rank than a Lieutenant position, but maintains much of the same administrative duties. The Lieutenant position will remain vacant.

This position is a salaried, exempt administrative position that was posted internally. The department received two highly qualified applicants and conducted interviews on October 29. The interview panel consisted of Chief Ferguson, Chief Lyle Lindemulder of Bath Township Police Department and the City Administrator.

The position has been offered to David Stoltzfus, currently a part-time officer with the City of DeWitt and full-time officer with the East Lansing Police Department. Mr. Stoltzfus is highly qualified and will be a valuable asset to the DeWitt Police Department. The interview panel was unanimous in its decision that Mr. Stoltzfus was the most qualified and would be the best fit for the department.

The Personnel Policy Manual, Section 2 (E) requires approval from City Council to hire an employee that is related to an existing employee. Mr. Stoltzfus is the spouse of Sarah Stoltzfus, Administrative Assistant, in the City Administrative department.

The Sergeant's position does not have any supervisory control over any of the employees in the City Administrative department, nor do the departments cross-over in any of the administrative rolls.

As City Administrator and Personnel Director, I am requesting that City Council authorize the hiring of Mr. David Stoltzfus to the City of DeWitt Police Department to serve as the next Sergeant.

Motion by Donohue, seconded by Hunsaker, and carried by unanimous vote of the Council to authorize the hiring of Mr. David Stoltzfus to the City of DeWitt Police Department, per the requirements of the Personnel Manual Section 2(E).

COUNCIL STAFF REPORTS:

City Attorney:

- Nothing of significance to report

City Clerk-Treasurer:

- Election had an 81% combined voter turnout
- Very Busy day and all of the election workers did an excellent job

DARA:

- Met the first week in November 2020

DAESA:

- Meeting on Thursday, November 19th

DDA:

- Meeting Tuesday, November 10

Parks:

- Equipment survey will be completed

Planning:

- Meeting on November 19th

Police Chief:

- DeWitt Township's Police Department will be back working 24/7 on the 10th
- The City participated in the escorting/Memorial Service of Sgt. Bill Darnell
- No more streaming of football games

County Commissioner Bob Showers:

- Coleman Road extension has been completed

ADJOURNMENT:

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting be adjourned at 8:48 p.m.**

Respectfully submitted,

Lisa M. Grysen
City Clerk-Treasurer

Susan J. Leeming
Mayor