

CALL TO ORDER:

Mayor Leeming, (virtually in the City of DeWitt and DeWitt Charter Township, Clinton County, Michigan), called the Regular City Council Meeting to order at 7:00 p.m.

ROLL CALL:

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

Mark Bratschi, Fleis and Vandenbrink

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 November 9, 2020 Regular City Council Meeting as amended.**

PUBLIC COMMENT:

None

CITY ADMINISTRATORS REPORT:

COMMUNITY ROOM PROGRESS

The contractor has the majority of the framing completed and roof sheeted with plywood. Shingles are supposed to be delivered Friday, Nov 20 and the roofers will start on Monday, Nov 23. As long as the weather cooperates the roof should be water tight before Thanksgiving, allowing the electricians to start working.

MID MI DISTRICT HEALTH DEPARTMENT COVID TESTING

On Tuesday, December 1 from 12-5 pm the MMDHD will be offering free COVID-19 testing and free flu shots at a drive through clinic at the Sports Park parking lot. We will be setting up a driving lane and providing electricity for the staff to conduct the clinic. The MMDHD has posted a flyer on our Facebook Page with more details of the clinic.

AIR EXCHANGE IN CITY HALL

The HVAC system in City Hall is much more technologically advanced than the system in the old building. The current system can monitor the CO2 rate in the building and as occupancy goes up the system can bring in outside fresh air to dilute the CO2 level. Normal outside air has a CO2 rate of 350-400 ppm; the City Hall system is set up to regulate the building between 450-800 ppm. A typical office building at a rate of 1000 ppm would be considered normal levels. The increased air ventilation is a key mitigation component against COVID-19.

MERCY AMBULANCE PRESENTATION

Rodney Palmer, from Mercy Ambulance will be attending the December 14 City Council meeting along with Chief Joe Spagnuolo.

OLD BUSINESS:

None

NEW BUSINESS:

1. **Clinton County Designated Assessing Agreement:**

In 2018 the legislature passed an Assessing Reform Bill, PA 660 of 2018. As a part of the reform the State of Michigan is requiring each county to have a “designated assessor” in the event a local unit of government in the county fails an assessing audit. The audits referred to as AMAR’s (Audit of Minimum Assessing Review) are performed every five-years.

City Council was provided with a memo prepared by the City Assessor, Chris Coucke, explaining in more detail the audits and the process for the designated assessor.

The designated assessor agreement has been sent to all local units in Clinton County. Once 2/3 of the units in the county approve the agreement; all the local units are bound to the agreement.

Clinton County is proposing to appoint Scott Cunningham as the designated assessor.

The agreement will not have any bearing on the City or our operations. The only time this agreement would come in to play is if the City failed an AMAR audit, which is highly unlikely.

The agreement is structured as PA 660 of 2018 requires; with DeWitt Township, Watertown Township and the City of Grand Ledge approving the agreement in its current form.

Motion by Donohue, seconded by VanDyke, and carried by unanimous vote of the Council to approve the Interlocal Agreement with Clinton County appointing a designated assessor and authorizing Mayor Leeming to sign on behalf of the City of DeWitt.

2. **MERS Adoption Agreement Addendum:**

MERS is requiring all of their member municipalities to update all of the pension benefits for the different pension groups at each municipality.

The updates are to be submitted online through the MERS portal system. City Council was provided with a summary of the different components that will be updated.

Any time there is a change in a pension benefit or employee requirement, i.e. increase in employee contribution, the City is required to provide a copy of the contract or meeting minutes from the Council meeting that the change was approved.

In an effort to ensure that MERS is providing the correct information to employers and employees they are requiring the City to update all the plans to ensure they have the correct information.

In essence, the update will be restating all of the information MERS already has; just aggregating the information in one database.

Motion by VanDyke, seconded by Whitman, and carried by unanimous vote of the Council **to authorize the City Clerk, Lisa Grysen, and City Administrator, Daniel Coss, to complete the MERS Adoption Agreement Addendum on behalf of the City of DeWitt.**

3. 2021 City Council Meeting Schedule

At the end of each year City Council adopts a meeting schedule for the next calendar year. Council meetings are held the second and fourth Mondays of each month and this current schedule was used to determine the 2021 meeting dates. The City Charter (Section 7.5) requires that City Council meet at least one time each month.

CITY COUNCIL MEETINGS: Meetings begin at 7:00 p.m. and are held at City Hall, 414 East Main Street. Meetings are scheduled for the following dates:

January 11	April 26	September 13
January 19** (Tuesday)	May 3*** (if needed)	September 27
January 25	May 10	October 11
February 8	May 24	October 25
February 22	June 14	November 8
March 8	June 28	November 22
March 15***	July 12	December 13
March 22	July 26	
April 12	August 9	
April 19 ***	August 23	

** **Goal Setting Meeting** - City Council 6:00 p.m., Tuesday, January 19

*** **Finance Committee Meeting(s)** are held **at 6:00 p.m.** March 15; April 19 and May 3 (If needed).

Motion by VanDyke, seconded by Waters, and carried by unanimous vote of the Council **to approve the DeWitt City Council meeting schedule for Calendar Year 2021 as presented.**

4. Final Change Order #5 City Hall Phase I:

The final change order has been put together and is presented for City Council review. City Council was provided with the listing, as prepared by Fleis and Vandenbrink, of the final items for Phase I of the City Hall building.

A representative with Fleis and Vandenbrink was in attendance to answer any questions City Council may have on the items listed in the Change Order.

The last page of the Change Order shows the total contract price of the project, including the Community Room construction costs and demolition of the old building, \$2,717,657.66.

The cost for the furniture, IT infrastructure for City Hall and the Community Room are not listed and amount to \$132,448.00.

If Change Order #5 is approved and the addition of the other costs; the total project costs are \$2,850,105.00. The project budget is \$2,900,000.00 for all phases.

There will be additional credits coming back to the City for the flooring in the Community Room due to purchasing additional carpet during Phase I to ensure we received the same dye lot. That will be approximately \$4,000-5,000.

Prior to paying the entirety of Change Order #5 the contractor will be required to finalize the last remaining items on the punch-list; vinyl base in bathroom and staff training on the back-up generator (scheduled for Dec 9).

Motion by VanDyke, seconded by Cooper, and carried by unanimous vote of the Council **to approve Change Order #5 in the amount of \$40,255.92 and authorize the Mayor and City Clerk to sign on behalf of the City of DeWitt.**

5. Pay Estimate #16 - Community Room/City Hall

Pay Estimate #16 covers payment for the following items:

- Concrete for the Community Room
- Installation of remaining insulation in the roof of City Hall
- Remain HVAC work for City Hall
- Retainage from City Hall Phase I

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

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

Total cost of the project, including Change Order #5 is \$2,850,105.00. The City has a total budget of \$2,900,000.00.

Motion by Donohue, seconded by VanDyke, and carried by unanimous vote of the Council to **approve Pay Estimate #16 in the amount of \$113,252.00 and authorize payment to Parish Corporation.**

COUNCIL STAFF REPORTS:

City Attorney:

- Nothing of significance to report

City Clerk-Treasurer:

- Working on details for drive-thru Santa in place of Santa delivery
- Election has been certified
- Swearing in of the Mayor and three Council Members will be at the 1st meeting in January

DARA:

- No Meeting

DAESA:

- Discussed the drive-thru Santa idea

DDA:

- Audit presentation
- Christmas Decorations
- Coupon book

Planning:

- No Meeting

Police Chief:

- Police Secretary out on maternity leave as of 12/2.
- New Police Sergeant will start on 11/30
- Will have extra officers on duty for the COVID-19 screening at the Sports Park on 12/2

ADJOURNMENT:

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting be adjourned at 7:57 p.m.**

Respectfully submitted,

Lisa M. Grysen
City Clerk-Treasurer

Susan J. Leeming
Mayor