

**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 (arrived at 7:03 pm), Dave Hunsaker, Trevor VanDyke, Frank Waters and Jennifer Whitman

Excused: None

**STAFF:**

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

**AUDIENCE:**

None

**AGENDA:**

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

**APPROVAL OF MINUTES:**

Motion by Waters, seconded by Hunsaker, and carried by unanimous vote of the Council to **approve the minutes from the December 9, 2019 Regular City Council Meeting as presented.**

**PUBLIC COMMENT:**

None

**CITY ADMINISTRATORS REPORT:**

**CITY HALL CONSTRUCTION UPDATE**

Interior work continues on the building. Drywall, HVAC and IT infrastructure are almost complete and a few rooms have had the first coat of primer applied. Consumer's Energy has tied in the gas and electric service and Parish Corporation anticipates the HVAC system to be fully operational by January 20. Once the furnace is operational cabinets, flooring and wood trim can start being installed. The target for moving in is expected to be end of March or early April.

**DEMO BIDS FOR CITY HALL**

Parish Corporation has received demo bids and is preparing a submittal for City Council to consider the low bid from Mint City Excavating. The low bid was \$37,400.00. Parish is in the process of submitting a change order request for the demolition.

**GOAL SETTING SESSION**

Just a reminder that the Goal Setting Session is scheduled for Tuesday, January 21 at 6 pm. Food will be served.

**CITY HALL CLOSED**

City Hall will be closed on Monday, January 20 in observance of Martin Luther King, Jr. Day.

**JAPANESE STUDENT EXCHANGE**

The 8<sup>th</sup> Grade Japanese Student exchange is taking place the week of January 13. The students will be here until the end of the week and have many activities organized.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

1. Ordinance Amendment for Consumption of Alcohol in Public Areas

The current City ordinance provides for City Council to authorize the consumption of only beer and wine in public areas, other than in the City parks system.

The ordinance amendment would allow for City Council to approve all types of alcohol to be consumed in public areas; other than in the City parks system.

The ordinance will still require each applicant to seek approval from City Council.

Motion by Waters, seconded by Hunsaker, and carried by unanimous vote of the Council to **approve the prepared resolution to introduce ordinance amendment 2020-01, an ordinance to amend Chapter 58, Article I, Section 58-1 Consumption of Alcoholic Liquor in Public Areas.**

2. City Hall Construction Pay Estimate #9:

Pay Estimate #9 covers payment for the following items:

- Fire Suppression
- Plumbing
- HVAC
- Electrical

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 \$2,091,608.70, which includes Change Order #1 & #2 in the amount of \$19,608.70.

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 \$2,780,466.00. The City has a total budget of \$2,900,000.00.

Motion by Hunsaker, seconded by Whitman, and carried by unanimous vote of the Council to **approve Pay Estimate #9 in the amount of \$166,844.00 and authorize payment to Parish Corporation.**

3. City Hall IT Infrastructure Pay Application #1:

City Council awarded a contract at the regular meeting of October 14, 2019 to Town and Country Group for the installation of IT cabling infrastructure and security camera systems. The awarded contract amount was for \$54,895.00.

Town and Country has completed approximately 65% of the work and submitted a pay application for work completed to date.

Motion by Whitman, seconded by Hunsaker, and carried by unanimous vote of the Council **to approve Pay Application #1 to Town and Country Group in the amount of \$36,662.00 and authorize payment to Town and Country Group.**

4. City Hall Construction Change Order #3:

Change Order #3 incorporates some additional work that has had to be completed by the contractor for the City Hall Project. A full list of the changes are attached. A few of the larger components are:

- Straightening the Police Department driveway - \$4,500
- Modification of the water service per LBWL specs - \$2,931
- Modification of windows (from exterior to interior) - \$1,464
- Adjustment of two (2) catch basins - \$1,500

If Change Order #3 is approved the total contract for City Hall will be \$2,118,505.74, which is approximately 2.2-percent higher than the awarded contract.

Motion by Hunsaker, seconded by Donohue, and carried by unanimous vote of the Council **to approve Change Order #3 in the amount of \$26,897.00 and authorize the Mayor and City Clerk to sign on behalf of the City of DeWitt.**

5. Traffic Control Order ST-39-1-20:

This Traffic Control Order (TCO) authorizes the placement and enforcement of a stop sign at the corner of River Oaks Drive and Noleigh Drive for westbound traffic on Noleigh Drive.

Motion by Whitman, seconded by Cooper, and carried by unanimous vote of the Council **to approve Traffic Control Order ST-39-1-20 and authorize the City Clerk, Mayor and Traffic Engineer Chief Ferguson to sign the Traffic Control Order on behalf of the City of DeWitt.**

6. Traffic Control Order ST-39-2-20:

This Traffic Control Order (TCO) authorizes the placement and enforcement of a stop sign at the corner of Oakwood Drive and Noleigh Drive for eastbound traffic on Noleigh Drive.

Motion by Donohue, seconded by Hunsaker, and carried by unanimous vote of the Council **to approve Traffic Control Order ST-39-2-20 and authorize the City Clerk, Mayor and Traffic Engineer Chief Ferguson to sign the Traffic Control Order on behalf of the City of DeWitt.**

7. Traffic Control Order ST-39-3-20:

This Traffic Control Order (TCO) authorizes the placement and enforcement of a stop sign at the corner of River Oaks Drive and Oakwood Drive for northbound traffic on River Oaks Drive

Motion by Donohue, seconded by Whitman, and carried by unanimous vote of the Council **to approve Traffic Control Order ST-39-3-20 and authorize the City Clerk, Mayor and Traffic Engineer Chief Ferguson to sign the Traffic Control Order on behalf of the City of DeWitt.**

8. Review of the Personnel Policy Manual:

The last major update of the Personnel Policy Manual was done in 1997. Many things related to employment regulations, i.e. FSLA, MERC, have changed in the last 22 years.

City Council was provided with a copy for their review of the redlined personnel manual. The areas that are recommended for amendments are highlighted in blue or red. Language that is being recommended for deletion will have a ~~strickethrough~~ line and new language will be highlighted.

City staff that are covered by a Collective Bargaining Agreement may have policies that differ from what is being presented. In those instances, the CBA would be the governing document.

A couple of the areas recommended for amendments are in an effort to align the non-union personnel with provisions in the union contracts and to evolve the City policies with the desires of current and future staff. The following is a list of the recommended amendments for the manual:

- Extending training period from 6 months to an optional 12 months (page 6)
- Required Direct Deposit (page 6)
- Eliminate sick, vacation, personal time from “hours actually worked” for OT (page 6)
- Two-Hour minimum OT for night meetings (page 7)
- Clean up healthcare coverage, pay-in-lieu language (page 9)
- Clean up retiree health coverage (page 10)
- Added an additional 24 hours vacation for 15+ years (page 14)
- Add additional Personal Leave Day (page 14)
- Cleaned up language on sick leave payout (page 16)
- Added 60 Hours Parental Leave (page 17)
- Clarified marijuana language (page 22)
- Added Sexual Orientation to EEO language (pages 26-27)
- Incorporated previously adopted Social Media Policy

A detailed overview of all the policy amendment recommendations will be covered during the Council meeting.

Motion by Donohue, seconded by Whitman, and carried by unanimous vote of the **Council to approve the amendments to the City of DeWitt Personnel Policy Manual effective upon approval.**

**COUNCIL STAFF REPORTS:**

City Attorney:

- Filing a complaint against the owner of 1009 E. Webb Drive this week

City Clerk-Treasurer:

- Santa Delivery on Christmas Eve went great and was our biggest year yet. Each Santa had 37 scheduled stops and had a few additional stops added as we drove thru the neighborhoods

DARA:

- Program Specialist has been hired
- Having some staffing challenges with the after-school program due to the change in school schedules

DAESA:

- Working on budget preparation and talks on full time chief position

DDA

- Meeting on January 14<sup>th</sup>
- Cabin Fever Reliever will be held on March 7<sup>th</sup> from 5 pm to 9 pm

Police Chief:

- Millage meeting on January 14<sup>th</sup>
- Staff was prepared for the winter storm
- Met with the attorney for 122 E. Main

Parks:

- No Meeting

Planning:

- Meeting on January 23<sup>rd</sup>

Councilmember Donohue commented that she was happy to see that DeWitt Computer Center was able to find a new location in the downtown and that the Christmas Market was a lovely event.

**ADJOURNMENT:**

Motion by VanDyke, seconded by Whitman and carried by unanimous vote of the Council that **the meeting be adjourned at 8:31 p.m.**

Respectfully submitted,

Lisa M. Grysen  
City Clerk-Treasurer

Susan J. Leeming  
Mayor