

**CALL TO ORDER:**

Mayor Jim Rundborg called the Public Hearing to order at 7:00 p.m. to receive comments on the 2010-2011 Fiscal Year Budget. With no comments being heard, the Public Hearing was closed at 7:01 p.m.

**CALL TO ORDER:**

Mayor Jim Rundborg called the Regular City Council Meeting to order at 7:01 p.m. He led the Pledge of Allegiance.

**ROLL CALL:**

Council Members Present: Dave Hunsaker, Sue Erickson, Ray Knick, Tony Stoker, and Sheryl Strouse

Council Members Excused: Jim Lancaster

**STAFF:**

Lisa Grysen, Police Chief Larry Jerue, Dan Matson, and Chris Olson

**AUDIENCE:**

Tom Doyle, Julie Doyle, Kelly Doyle, Abbey Doyle, Katelynn Resig, Cindy Resig, Sarah Hundt, Kathy Hundt, David Hundt, Brian Stump, and Bob Showers (County Commissioner)

**APPROVAL OF AGENDA:**

Motion by Erickson, seconded by Hunsaker and carried by unanimous vote of the Council that **the agenda be approved with the addition of NB#8 Appoint Councilmember Strouse to replace Councilmember Knick on the DeWitt Area Recreation Authority Board.**

**SPECIAL AGENDA ITEMS:**

Mayor Rundborg recognized the following Girl Scouts for achieving their 2010 Gold Award Project. Abbey Doyle: Making Ties; Sarah Hundt; Church and Community Play Set; and Katelynn Reising; Horse Tack and Equipment.

**APPROVAL OF MINUTES:**

Motion by Erickson, seconded by Strouse and carried by unanimous vote of the Council that **the minutes for the May 18, 2010 Regular City Council Meeting be approved as presented.**

**PUBLIC COMMENTS:**

None

**CITY ADMINISTRATORS REPORT:**

City Administrator, Chris Olson reported on the following:

**FY 2010-11 Budget** – There were several questions at the Finance Committee meeting relative to past spending and operations. Here is what was researched:

- **Part-time Parks Employees, labor cost increase:** We now use seasonal employees to do watering, bathroom cleaning, weed-whipping and other parks work that was formerly done by jail community service workers at no payroll cost or by full-time employees (Payroll for FT employees has always been assigned in Dept. 441, public services, regardless of where they were working). FY 2008-09 was the first year of full utilization of seasonal workers to save on weekend overtime and to assign our full-

- time staff to the higher-level work (catch-basin and storm-drain repairs, etc.). In FY 2009-10, if a seasonal person was assigned to parks, then they were paid from that account, even if they performed work in other areas (leaf collection, City Hall cleaning, downtown watering, etc.).
- **Parking fines:** as of May 28, we are at \$870 in this revenue. Revenues fell off in the prior year and early in this fiscal year due to one of our officers being off-duty. \$1,000 is a fairly realistic estimate.
- **Tree Removals:** While it may look like the Tree Commission work is “down” for FY 2010-11, please note that the planned contracted work was all done this fiscal year. The rest will be covered by our employees, which will be accounted for in Dept. 441, public services.
- **Road Striping:** The “5-year” warranty/guarantee was only for the 2008 Bridge Street paving project, from Washington to Herbison. The other street striping done in 2008 by another contractor was only anticipated for a 2 year service life. The cost for the contractor to perform the work was approximately half of doing the job in-house. When our employees did the striping with a hand-pushed parking lot striper and spray-can type paint, it was not applied to MDOT standards and only lasted for one year.
- Address the LSL costs and General Fund reimbursement questions.
- Reduce costs in the Water & Sewer Fund by \$4,600. This was done by incorporating the social security expenses in the general fund as part of the 60% reimbursement. The expense item was reduced accordingly.

**Bridge Street paving** – We still have not received any word on the grant application. Based on what we currently know, it is not likely that this can meet normal MDOT bidding for this calendar year.

**Parks and Cemetery matters** – This will continue at the Parks, Recreation and Cemetery Advisory Commission meeting on June 9. The Parks and Cemetery is fully prepared for the upcoming Memorial Day celebration and services. Commendations to our DPS for all their hard work this week to get those facilities looking good.

**Relay for Life** – Unfortunately, the weather was not cooperative on May 21 for this community event. Approximately 40-50 persons were at the high school track, but with the heavy downpour and lightning, it was moved indoors at the high school.

**811 Elmwood** – The homeowner’s contractor was out on May 24 and completed this trench work. They also did a “skim patch” for some of the surface scarring from the water contractor’s backhoe that occurred outside of the trench. We will see how that part of the work holds up over the year.

**DeWitt Sports Championship Sign** – This has been up on the Main Street east City limit for a few months. Please take a look at it as you drive into town from that direction. A concern that Rich and I have is that the recognitions are too small to be seen. We may want to reduce the number of years of championships to increase visibility for the more recent ones.

**All-Kids Playground** – I have received a price for an engraved boulder that a bronze plaque to honor the park donors can be mounted on. Pat Sebrell has recommended this as a way to honor our donors, and is familiar with Mr. Curley’s work. I drove to Mr. Curley’s business and he has suitably-sized boulders for this that would be attractive for the park. Physically, this is also the best possible way, as there are no structures to securely fasten a plaque to. A plaque price is being looked into. A blue-and-white park sign, similar to our other signs, is \$650.

**Composting Site registration** – This was done this week, along with the \$600 registration fee. We have an estimated 1,315 cubic yards of composted materials on-site, in various stages of decomposition.

**Farmer Building** – Legislation is being introduced to allow for a notice waiver. If this is successful in the legislative process and waivers from parties with interest can be obtained, acquisition of the property may be accelerated by several months.

**Oaks 2** – Main pond: Most of the punchlist items are completed, and as-built engineering drawings are being worked on by the developer's engineer in conjunction with our system needs as well as the drain commission.

**Michigan Main Street application** – I spoke with the program manager for this area from MSHDA, and they are reviewing the applications in June. We are one of ten communities that applied for the first-year associate-level status.

**Code Enforcement matters** – While Mr. Nottage and his structural engineer/architect were informed that they need to move more quickly on the demolition work at 116 S. Bridge, the only response we have received is that they are working on their drawings.

**MML Regional meeting** – This was a good meeting, attended by Mike Lee, Paul Hartlieb and I. Additionally, I presented the All-Kids Playground as a project for consideration in the MML "Race for the Cup" recognition program. Unfortunately, we were not the selected project for the region, missing out by one vote after an initial tie. We did send several folks down to Sweetie-Licious, as we provided the best of the raffle prizes at the end of the meeting.

**WECS ordinance** – Our first comment came in, from drain commissioner Phil Hanses.

**Ash Tree removals** – All of the tree removals and stump grinding for the contractor has been accomplished. An emergency street tree removal at 615 Dill was done (cracked trunk by resident's power service). Rich will schedule more ash tree removals as part of the work. We continue to receive calls from residents for removal of other dead/dying street trees (some ash, some not).

**Other Work** – Several other smaller projects, follow-ups and other work mentioned in prior reports is still ongoing.

**June Dates to Keep in Mind**

Tuesday, June 1 – First Day of Farmer's Market, 5:00 pm. Also on June 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>

Tuesday, June 1 – City Council, 7:00 pm

Thursday, June 3 – Trash pick-up moved back one day due to holiday

Tuesday, June 8 – DDA, 7:30 am

Wednesday, June 9 – Parks, Recreation & Cemetery Advisory, 7:00 pm

Thursday, June 10 – District Library Board, 7:00 pm

Tuesday, June 15 – SCCMUA, 5:30 pm

Tuesday, June 15 – City Council, 7:00 pm

Tuesday, June 22 – Car Cruise, 7:00 pm; streets closed at 5:30 pm

**OLD BUSINESS:**

None

**NEW BUSINESS:**

1. Approval of the FY 2010-2011 Budget: A public hearing has been properly advertised on May 22 in a newspaper of general circulation for the public's consideration of the FY 2010-11 Budget. The public hearing was scheduled for 7:00 p.m. All of the changes have been completed and your final budget books have been compiled.

Motion by Erickson, seconded by Hunsaker and carried by unanimous vote of the Council **to approve the prepared resolution approving the FY 2010-11 Budget, 2010-15 Capital Improvement Plan, FY 2010-11 Schedule of Fees and setting FY 2010-11 millage rate at 13.0 mills.**

**BE IT RESOLVED, that the proposed 2010-2011 Fiscal Year Budget be adopted and that commencing July 1, 2010 and ending June 30, 2011, the following revenues and expenditures are hereby appropriated on a government fund basis.**

**BE IT FURTHER RESOLVED, that the estimated revenues and expenditures for Fiscal Year 2010-2011 are as follows:**

	<u>Revenues</u>	<u>Expenditures</u>
<b>General Fund:</b>	<b>\$2,719,800</b>	<b>\$2,719,800</b>
<b>Major Street Fund:</b>	<b>\$ 191,000</b>	<b>\$ 233,000</b>
<b>Local Street Fund:</b>	<b>\$ 149,000</b>	<b>\$ 162,000</b>
<b>Downtown Devlpt. Authority:</b>	<b>\$ 121,000</b>	<b>\$ 153,700</b>
<b>Enterprise (Water and Sewer) Fund:</b>	<b>\$ 620,000</b>	<b>\$ 568,400</b>
<b>Motor Pool Fund:</b>	<b>\$ 226,000</b>	<b>\$ 183,000</b>
<b>Public Improvement/Buildings:</b>	<b>\$ 200</b>	<b>\$ 5,000</b>
<b>Cemetery Perpetual Care:</b>	<b>\$ 10,600</b>	<b>\$ 0</b>
<b>Building Dept:</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
<b>Drug Law Enforcement:</b>	<b>\$ 0</b>	<b>\$ 1,000</b>
<b>Building Authority Debt:</b>	<b>\$ 83,000</b>	<b>\$ 83,000</b>
<b>Special Donations</b>	<b>\$ 400</b>	<b>\$ 500</b>
<b>Total All Funds</b>	<b>\$4,141,000</b>	<b>\$4,129,400</b>

2. Camp-Out Proposal from DARA:

Chad Stevens, DARA program coordinator, is requesting permission to hold an overnight campout at the Sports Park. This will require Council to authorize a policy waiver from the overnight camping prohibition to allow for the event. The use of one of the softball fields is anticipated, and that there will be no damage to the turf or field. No specific date has been set yet for this proposal.

Motion by Hunsaker, seconded by Stoker and carried by unanimous vote of the Council **to grant DARA the use of Sports Park for an overnight camping event, and to waive the overnight camping prohibition policy for this event.**

3. Ox Roast Street Closings: The City received the official request from the DeWitt Memorial Association Ox Roast Committee for permission to close certain City streets to accommodate this year's Ox Roast, which will begin Thursday, August 19 through Saturday August 21, per the following schedule:

### FESTIVAL

<u>Streets</u>	<u>Between</u>	<u>Time/Date to be Closed</u>
Bridge	Main to Jefferson	Noon, Wednesday, August 18
Jefferson	Franklin to Scott	Noon, Wednesday, August 18
Bridge	Main to Washington	8:00 am, Friday, August 20
Bridge	Jefferson to Madison	8:00 am, Friday, August 20
Main	Scott to Bridge	8:00 am, Friday, August 20

The streets are planned to be re-opened by 10:00 am, Sunday, August 22 (or earlier).

### PARADE

The staging areas will need to be closed from 8 am to Noon, and the parade route from 10:30 a.m. until noon. The only addition to this is to eliminate parking and the use of West Madison as a post-parade pick-up area (the Scott school parking lot and Wilson Street, north of Madison can be used for this purpose).

Letters were sent out June 1, 2010 to the property and business owners of those properties that are contiguous to the streets that are to be closed. They are being invited to attend the Council Meeting on Tuesday, July 6, in order to offer any comments that they may have about this request.

It has been requested that the Riverside Park parking lot be closed from Friday at noon until Sunday at noon to ensure that patrons do not park in that lot and interfere with events that are scheduled to be held in that area. Additionally, the car show chairperson has requested that the bike path through Riverside Park be closed in order to increase safety, reduce damage possibilities, and accommodate the show cars.

Motion by Strouse, seconded by Hunsaker and carried by unanimous vote of the Council to **preliminarily approve the DeWitt Memorial Association's request regarding street, park usage, and bike path/parking lot closings for the 2010 DeWitt Ox Roast Festival.**

4. Wireless Microphone Easements: Dan Matson has prepared the easements and obtained the approval of Bruce Joslyn to attach the external antennae as needed to serve the wireless microphone system for the downtown audio. Signal problems have occurred with the current wireless microphone arrangement, which was not designed for external, long-range use.

The installation and purchase of the wireless will be within the purchasing policy parameters.

Motion by Hunsaker, seconded by Stoker and carried by unanimous vote of the Council to **approve the resolutions authorizing the installation of the external antennae to serve a wireless microphone system that would be housed in the Reed Insurance offices.**

5. South DeWitt Road Water District Capital Benefit Charge: In 1999 the City installed a municipal water main along South DeWitt Road, South of Herbison Road, with the cost to be partially defrayed by future capital benefit charges to be paid by area property owners when connecting to the water main. The capital benefit charge is the property owner's pro rata share of the total cost of the water system, including interest which is attributable to each property.

The Council adjusts the capital benefit charge annually based on the average annual interest rate on investments held by the Water/Sewer Fund for the past twelve months. The City Treasurer has advised that this interest rate is 1.78% which results in a new per linear foot capital benefit charge of \$45.38 (\$0.79/foot increase). **The new rate is effective April 1, 2010 – March 31, 2011.**

Motion by Hunsaker, seconded by Stoker and carried by unanimous vote of the Council

**WHEREAS**, on April 12, 1999 the City Council established a capital benefit charge for the South DeWitt Road Water Main Extension Project; and,

**WHEREAS**, the capital benefit charge is defined by the City Code as the property owner's pro rata share of the total cost of the water system allocated, including interest and administration fees incurred by the City, or attributed to the premises utilizing the water main on South DeWitt Road; and,

**WHEREAS**, in the Resolution establishing the capital benefit charge for this project, the City Council stated that this capital benefit charge would be increased each April 1<sup>st</sup> to reflect the average annual interest rate on investments held by the Water/Sewer Fund for the proceeding year; and,

**WHEREAS**, the City Treasurer has determined that this average annual interest rate is 1.78%; and,

**WHEREAS**, based on this interest rate, the per foot capital benefit charge for the South DeWitt Road Water Main Extension Project needs to be increased by \$0.79 per foot for a new per foot total of \$45.38

**NOW, THEREFORE, BE IT RESOLVED** that the capital benefit charge for the property owners included in the South DeWitt Road water main extension project is hereby determined to be \$45.38 per linear foot for the year commencing April 1, 2010 and expiring March 31, 2011.

**BE IT FURTHER RESOLVED** that property owners requesting to connect to the water system shall make full payment of these charges at the time of making application to the Board of Water and Light to connect to the municipal water system.

6. Economic Development Committee Proposal from Councilmember Jim Lancaster :

Councilmember Lancaster had proposed that a committee be created with the following objectives:

- Develop policies and strategies for the City for economic development.
- Work directly with John Czarnecki to develop proposals for consideration by the DDA, Planning Commission or City Council (as appropriate) for economic development activity.
- Work to recruit business for downtown DeWitt.

The committee would consist of the Chair Jim Lancaster (City Council), Mike Lee (DDA Chair), Bob Smith (Planning Commission Chair), Tony Stoker (City Council), and Tim Hunnicutt (resident).

To assist in this effort Councilmember Lancaster would like the City to join the Michigan Economic Developers Association. The membership consists primarily of local governments from across the State and is involved in providing input and making presentations regarding state and federal economic development opportunities.

Motion by Hunsaker, seconded by Strouse and carried by unanimous vote of the Council **to approve the creation of said committee and its proposed membership.**

7. AGS-Building and Trade Inspection Services: Associated Government Services (AGS) has provided the City with a proposal to continue to provide the City with building inspection, trade inspection (electrical, mechanical, plumbing), and zoning administration/ enforcement services for 2010-11. Additionally, the AGS contract designates this firm as the City's "development official" as defined in our ordinances, which effectively makes them the first point of contact regarding application for land development within the City.

This would be continuation of the same contract terms from 2004. The City Administrator has reviewed the files, and it appears that the City is being served well by AGS. AGS has not made any request for fee increases with the continuation of the contract.

There has been a major reduction in construction activity, but an upswing in enforcement issues (mainly related to the maintenance of foreclosed/vacant/abandoned properties). The City has had some current building permits and other projects that AGS is working on, and they are familiar with the recent history of the housing development issues that are in process of completion. Continuity and consistency in handling these matters would be advantageous at this time.

Interactions with AGS have been positive and the City has received several compliments from members of the public that have dealt with them.

City Council had a brief discussion regarding the "Development Official" title in the contract. It was expressed that the "Development Official" should be the City Administrator not AGS.

Motion by Knick, seconded by Hunsaker and failed by roll call vote of the Council **to approve the contract extension with AGS until June 30, 2011 for inspection and enforcement services, and authorize the Mayor and Clerk to sign the proposed agreement.**

**ROLL CALL VOTE:**

<b>Knick</b>	<b>Yes</b>	<b>Strouse</b>	<b>No</b>
<b>Stoker</b>	<b>No</b>	<b>Erickson</b>	<b>No</b>
<b>Lancaster</b>	<b>Absent</b>	<b>Hunsaker</b>	<b>No</b>

8. Appoint Councilmember Strouse to replace council member Knick on the DeWitt Area Recreation Authority Board:

Motion by Hunsaker, seconded by Knick and carried by unanimous vote of the Council **to appoint Councilmember Stouse to replace Councilmember Knick on the DeWitt Area Recreation Authority Board.**

**COUNCIL/STAFF REPORTS:**

Councilmember Strouse asked to have the “punch list” for Riverbash e-mailed to her.

**ADJOURNMENT:**

Motion by Knick, seconded by Stoker and carried by unanimous vote of the Council that **this meeting be adjourned at 8:28 p.m.**

Respectfully submitted,

Lisa M. Gysen  
City Clerk-Treasurer

James Rundborg  
Mayor