

**CALL TO ORDER:**

Mayor Jim Rundborg called the Regular City Council Meeting to order at 7:00 p.m. He led the Pledge of Allegiance.

**ROLL CALL:**

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

**STAFF:**

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

**AUDIENCE:**

Karen Hunsaker, John Allen, Pat Sebrell and Bob Gray

**APPROVAL OF AGENDA:**

Motion by Knick, seconded by Erickson and carried by unanimous vote of the Council that **the agenda be approved with the addition of NB#7, Enter into closed session for discussion of the annual evaluation of the City Administrator.**

**SPECIAL AGENDA ITEMS:**

None

**APPROVAL OF MINUTES:**

Motion by Erickson, seconded by Stoker and carried by unanimous vote of the Council that **the minutes for the June 15, 2010 Regular City Council Meeting be approved as presented.**

**PUBLIC COMMENTS:**

Police Chief Larry Jerue introduced Officer Steve Bangs to the City Council. Officer Bangs is one of the three part-time officers hired recently.

**CITY ADMINISTRATORS REPORT:**

City Administrator, Chris Olson reported on the following:

**Correspondence** – The City received an invitation from CATA for a transportation study forum on July 28.

**SWPPI Plan Update** – This was a major undertaking and took considerable time, due to the amount of information that has to be tracked down and provided. Per the requirements of our certificate of coverage and NPDES permit, an update of the City's Stormwater Pollution Prevention Initiative Plan (SWPPI) was submitted to MDNRE on July 1. The entire package of documents was approximately one inch thick and was comprised of (a) an updated public education plan (PEP) along with examples of our education efforts over the past few years; (b) an update of the illicit discharge elimination plan (IDEP) to discover, eliminate and report improper discharges from going into public waterways; (c) a Post Construction Storm Water Control for New Developments and Redevelopments; (d) the Storm Water Pollution Prevention Plan for the City's Fleet Maintenance and Storage Facilities, (e) documentation of on-site stormwater structures at all city-owned properties; and (f) copies of the City's ordinances addressing stormwater management and the prohibition of any polluting substances into public waterways.

Council Chambers

Sue Williams pulled out the several newsletter articles published over the past 3 years on this topic and Teresa has handled and updated the website aspects for the ongoing public education efforts for stormwater. Rich Miller provided a number of aerial photos of City facilities showing the stormwater structures, and Kevin Feuka reviewed the documentation for me prior to submittal. My thanks to all of these persons for their assistance.

I also spoke with the MDNRE staff member who will be reviewing the documents. Ms. Alwyn informed me that approximately 60% of the GLRC communities submitted by July 1.

**Wireless capabilities in City Hall** – The council chambers are now wi-fi capable; I have tested it out. The entry code to access the internet, when your laptop detects the signal, is **dewitt1833**.

**GASB 45, OPEB study** – provided a one-page bullet-list report in this meeting packet, as requested.

**City Hall voter accessibility grant** – an opportunity was sent to us by the State Elections Bureau to improve access into our polling places. There is a \$30,000 figure for this purpose in the FY 2012-13 CIP. Denice Smith informed me that electric pushbutton door openers for the City Hall main entrance are likely to be around \$10,000, based on her previous study of this. The State's maximum grant for electric doors is \$4,500. I will get estimates and apply to see what is possible for advancing this project.

**Parks, Recreation & Cemetery matters** – In speaking with Dan Matson, the first reading of the revised cemetery ordinance and rules will be ready for your July 20 meeting.

**Farmer Building** – I discussed the Farmer Building matter with a staff member from Senator Stabenow's office. She has provided an IRS information authorization form and requested a detailed history.

**Ash Tree removals** – DPS has continued to steadily remove ash trees in the City that we are capable of handling. A number of stumps were also removed this past week.

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

**July Dates to Keep in Mind**

Monday, July 5 – City Hall and DPS closed for holiday

Tuesday, July 6 – City Council, 7:00 pm

Wednesday, July 7 – Chamber of Commerce Summer Mixer, Riverside Park, 5 pm – 7 pm

Sunday, July 11 – DeWitt Millennium Garden Club Garden Walk, and Art in the Park (Riverside), Noon to 5 pm

Tuesday, July 13 – DDA meeting, 7:30 am

Tuesday, July 20 – SCCMUA, 5:30 pm

Tuesday, July 20 – ZBA, 6:30 pm; City Council, 7:00 pm

Thursday, July 22 – Planning Commission, 7:00 pm

Tuesday Evenings – Farmer's Market

**OLD BUSINESS:**

None

**1. Special Land Use Approval for Duplex Use at 320/322 Hickory (Petitioner: John Allen):**

As a result of zoning ordinance revisions in recent years, certain parcels have zonings that differ from older records of prior approvals. Duplexes for the cul-de-sac at the north end of Hickory were part of the Fedewa plat that was originally approved by the City in 1977. The Fedewa plat allowed for the duplexes and multiple-family uses that are now largely built-out in that neighborhood.

Subsequent zoning ordinance language changes in 1999 (approximate) and 2007 in the R-65 and R-3 zoning districts made duplexes a special approval land use. The last duplex was built at 403/405 Hickory; it was approved in 2001, and the owners were required to follow the special land use and site plan approval processes. All other parcels at the Hickory cul-de-sac are built as duplexes. This is the sole remaining undeveloped lot in the cul-de-sac.

Mr. John Allen, 316 Hickory, desires to sell the vacant property next to his house (lot #5; assigned address is 320-322 Hickory Street). The buyer, however, wants an assurance that the zoning will allow him to build a duplex, which necessitated the special approval process.

Mr. Allen has made application. The Planning Commission conducted a public hearing and considered the application for special land use. There were no objections and the Planning Commission has recommended approval of the application.

**Motion by Hunsaker, seconded by Erickson and carried by unanimous vote of the Council to accept the Planning Commission's recommendation and approve the special land use by John Allen to construct a duplex at lot #5, Fedewa subdivision, commonly known as 320/322 Hickory Street.**

**2. FY 2009-10 Budget Amendments:** The City amends its operational fund budgets twice per year to account for changing circumstances, emergencies and priorities over the course of the fiscal year.

Detailed information for each fund, including line items has been provided. The current approved budget (January amended), the Year-to-Date Actuals, Proposed Additional Amendments, and Final Amended Budget are all shown for your review and consideration. Summarized by fund, the budget amendments are as follows:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Surplus(Deficit)</u>
General	\$2,880,000	\$2,873,000	\$ 7,000
Cemetery Perp. Care	\$ 8,800	\$ 4,000	\$ 4,800
Pub. Improv/Bldg	\$ -0-	\$ 1,500	\$ (1,500)
Major Street	\$ 189,000	\$ 165,000	\$ 24,000
Local Street	\$ 282,000	\$ 66,000	\$216,000
DDA	\$ 127,500	\$ 64,000	\$ 63,500
Building Dept.	\$ 35,000	\$ 31,000	\$ 4,000
Drug Law Enf.	\$ -0-	\$ 1,000	\$ (1,000)
Water & Sewe	\$ 609,000	\$ 499,000	\$110,000
Motor Pool	\$ 155,000	\$ 92,000	\$ 63,000
Special Donations:	\$ 2,800	\$ 600	\$ 2,200

The fund balances continue to be in good shape, and most were made more so as a result of the end of this fiscal year. It should be noted that the surpluses in the street funds are planned for upcoming paving work, in combination with FY 2010-11 funds.

**General Fund Revenues:** The overall anticipated year-end revenues are projected to be \$5,000 higher than the January budget amendments. Notable areas of added revenues were state revenue sharing, planning and zoning fees, park use fees, cemetery-related fees, miscellaneous revenues (namely, reimbursements), and cable TV fees. Interest earnings, rubbish/recycling bills and interest earnings were down.

**General Fund Expenses** in the following departments were adjusted. Not all line-items are commented upon, but the major changes are summarized as follows:

Reductions:

- City Council – less funds for salaries, sister city and conferences.
- Elections – only one election held in FY 2009-10, reducing this expense.
- Clerk – reduced expenses due to retirement
- City Hall/Grounds – supply expenses increased, but capital and computer-related expenses were down.
- Tree Commission – less contracting of tree removal work was necessary due it being performed by City DPS staff.
- Police Dept. – wages and benefits, services and supplies were less than anticipated, and a capital outlay project (furniture replacement) was deferred. There was some increased overtime, and the in-car camera project (grant funded) added to the expenses.
- Parks Facilities – there were reductions in professional services and capital outlay.

Increases:

- Administrator – increase in retirement/pension expenses
- Retiree Health – increased due to retirement
- Cable TV – work done on WITT channel
- Planning – expenses for planning and engineering higher than anticipated, but were largely reimbursed (Oaks II subdivision), and a number of site plans/special land use proposals came in at the end of the year.
- Public Services – overtime is down, but wages, deferred comp, and supplies were slightly up.

No changes:

- Treasurer, Assessor, Safety/Training, Fire, Recreation.

The other funds are proposed for adjustment for the following reasons:

**Cemetery Perpetual Care** – more revenues came in than anticipated from lot sales, and the sprinkler project was about 35% less expensive than budgeted last year.

**Major and Local Streets Revenues** – both are slightly down due to less gas/weight tax being collected by the State, and interest earnings are down.

**Major and Local Street Expenses** – Due to the light winter, snowplowing and traffic-related expenses were down. Routine maintenance is up. Capital projects are down due to not receiving stimulus funds for North Bridge Street in the major fund, and the deferral of Wilson Street until the Scott School projects are completed in 2011. Local Street capital projects were put in with FY 2010-11 in order to have sufficient funds for cost-effective paving.

**Downtown Development Authority** – no detail has been provided in this report, but the DDA Board previously approved their budget amendments (summarized above) at their May 2010 meeting.

**Public Improvements/Public Buildings** – Revenues were down due to low interest rates. Expenses were lowered as sidewalks were repaired using concrete lifting rather than slab replacement.

**Building Department** – Permit revenues were up due to unanticipated (but welcome) home construction. Inspections expenses for AGS increased accordingly.

**Drug Law Enforcement** – no revenues due to poor interest earnings. Expenses included the purchase of two in-car cameras using fund balance.

**Water & Sewer Fund** – Revenues were slightly down primarily due to low investment earnings and less special assessment payoffs. Quarterly sewer fees were also less than anticipated, but this was offset by lower costs from SCCMUA. There were a good number of sewer connections due to home construction. Capital projects were down due to amounts budgeted that go with street paving.

**Motor Pool** – Revenues were slightly down due to low interest earnings. Expenses were down, mainly due to police vehicle deliveries anticipated in FY 2010-11, less purchases of equipment, and lower-than-anticipated fuel costs.

**Special Donations Fund** – Some unanticipated revenues came in late in the fiscal year for All-Kids Playground and DARE. The primary expense in this fund was for DARE.

**Motion by Hunsaker, seconded by Stoker and carried by unanimous vote of the Council to approve the proposed amendments to the FY 2009-10 Budget.**

### 3. Approval of City Assessor's Service Agreement:

The Assessing Services Agreement between the City and Watkins Assessing Service, Inc., expired on June 30, 2010. A revised agreement has been prepared by City Attorney Dan Matson that addresses issues raised last year in Michigan for this type of agreement (as regards the designation of a corporation as an assessor).

Watkins Assessing Service would like to continue its work for the City. In the FY 2010-11 budget, Council approved a base contract amount of \$32,900, which is a zero percent increase from the prior year. Gail has provided quality service for the City and it is recommended that his firm continue to do so for the next year.

Motion by Hunsaker, seconded by Erickson and carried by unanimous vote of the Council to approve the FY 2010-11 Agreement with Watkins Assessing Service, Inc., and authorize the Mayor and Clerk to sign the Agreement on behalf of the City.

4. Phone Platform System Proposals:

In the FY 2009-10 budget, there was consideration to replace the “brain” of the City Hall/Police Station phone system, referred to in the industry as a telephone platform. The current AXXESS system is no longer constructed and there is an upgrade promotion currently offered by the manufacturer (Mitel). The existing phone system has had occasions (less than three occurrences in the last year) where it “locks up,” although it is not known whether it is the phone system, or an issue with the local/long distance provider. When the technicians service the system, they are “unable to make it fail.” Other than this issue, there have been no problems with the current system.

The project, if approved, will provide some additional system capabilities, notably auto-attendant. The current wiring and handset phones will not need to be replaced in City Hall at this time. However, if there is a future desire to upgrade the handsets, the new system is capable of technological enhancements beyond the present system. The proposal requires the selected vendor to provide and install the platform; to train employees on basic use and two personnel on advanced features; to assure that the system is up-and-running; and to warranty the system for a year.

Per purchasing policy requirements for a purchase of this size, requests for proposal were advertised and solicited from qualified vendors. Five RFPs were received, as follows:

<u>Vendor, Location</u>	<u>Proposal Price</u>
Suntel Services, Troy	declined to bid
Site Services, Midland	\$6,915.95
First Telecommunications, Lansing	\$5,312.41 (existing vendor/service provider)
Quantum Leap, Grand Rapids	\$5,947.93
Access Interactive, Troy	\$8,099.00

The existing vendor, who is the closest to DeWitt, has offered the most cost-effective price, and a five-year warranty on parts.

Motion by Hunsaker, seconded by Stoker and carried by unanimous vote of the Council to award the proposal for a Telephone Platform to First Telecommunication, Lansing MI to install Mitel Converged Communication System 5200 in City Hall for a price not to exceed \$5,500.00.

5. All Kid’s Playground – Donor Plaque and Signs:

There are a few items left for the finalization of the All-Kids Playground donor plaque. The final version of the plaque which includes corrections specified at the recent Parks, Recreation and Cemetery Commission meeting has been completed. The commissioners were e-mailed a graphics file of the plaque. This design is satisfactory to Pat Sebrell and Tom Conway, according to the responses I have received.

A picture of the rock that would be engraved All Kids Playground has also been completed. Mike Curley will do a layout of this engraving over this weekend to show the design and space that is available for the plaque. Generally, “All Kids” will follow the curve of the rock at the top, and “Playground” would be near the bottom, with the plaque to be placed in the middle. Pat Sebrell is working with Mr. Curley and has a picture of this layout for the meeting. The cost for the rock is \$950. The bronze donor plaque expense is about \$750, but could change if the size goes down.

The desired location for the rock would be within the park, over by the music instruments on the west side.

The blue-and-white identification sign for All-Kids Playground has been ordered from Ace Graphics. This will be installed near East Dill Drive. This sign will match the park identification signs that already exist throughout the City.

The brick columns that support the sign were formerly installed through a family member of the former sign company owners. Since the change of ownership, however, that now has to be done independently. Pat Sebrell provided me with the name of Cobblestone Landscape, which is Bruce DeRosia, a DeWitt area resident, who has quoted \$500 to construct the 42” brick columns if the City purchases the bricks.

There are sufficient capital improvement funds in the FY 2010-11 budget to purchase and install these items.

**Motion by Knick, seconded by Hunsaker and carried by unanimous vote of the Council to approve the rock and bronze plaque for All-Kids Playground.**

6. Ballot for MML Worker’s Compensation Fund Board of Trustees:

The City of DeWitt is a member of the Michigan Municipal League Worker’s Compensation Fund. As such, the City is entitled to vote each year upon the trustees for that board.

**Motion by Hunsaker, seconded by Knick and carried by unanimous vote of the Council to cast a ballot for the seven candidates running for re-election to that board.**

7. Enter into closed session for the purpose of discussing the annual performance evaluation of the City Administrator (Section 8A of the Open Meetings Act) :

**Motion by Hunsaker, seconded by Erickson and carried by unanimous roll call vote of the Council to enter into closed session for the purpose of discussing the annual performance evaluation of the City Administrator at his request (Section 8(a) of the Open Meetings Act) at 7:45 pm.**

<b>Knick</b>	<b>Yes</b>	<b>Hunsaker</b>	<b>Yes</b>
<b>Stoker</b>	<b>Yes</b>	<b>Erickson</b>	<b>Yes</b>
<b>Lancaster</b>	<b>Absent</b>	<b>Strouse</b>	<b>Absent</b>

Motion by Hunsaker, seconded by Stoker and carried by unanimous vote of the Council to return to the Regular Council Meeting at 8:22 pm.

**COUNCIL/STAFF REPORTS:**

City Attorney Dan Matson attended the Municipal Attorneys Conference on Macinac Island. Some of the topics discussed were Medical Marijuana, Payment in-lieu of Taxes (PILOT) and the Smoking Ban.

**ADJOURNMENT:**

Motion by Knick, seconded by Stoker and carried by unanimous vote of the Council that **this meeting be adjourned at 8:38 p.m.**

Respectfully submitted,

Lisa M. Grysen  
City Clerk-Treasurer

James Rundborg  
Mayor