



1401 W. Herbison Road, DeWitt, MI 48820  
March 8, 2021 Board of Trustees Meeting Minutes

The Regular Meeting of the DeWitt Charter Township Board of Trustees was called to order by Supervisor Galardi at 7:00 PM with the Pledge of Allegiance.

**MEMBERS PRESENT** Supervisor Rick Galardi (DeWitt Twp, MI-I), Clerk Adam Cramton (DeWitt Twp, MI-I),  
*Location* Treasurer Sandy Stump (DeWitt Twp, MI-I), and Trustees David Seeger (DeWitt Twp,  
*I=In-Person* MI-I), Brian Ross (DeWitt Twp, MI-C), David Fedewa (DeWitt Twp, MI-C), and Steven  
*C=Call-In* Smith (DeWitt Twp, MI-I).

**MEMBERS ABSENT** None.

**ALSO PRESENT** Fire Chief Dave DeKorte-I, Police Chief Mike Gute-I, and Manager Andrew Dymczyk-I.  
*I=In-Person*  
*C=Call-In*

**AGENDA** **Cramton moved, Seeger seconded, to approve the Agenda.**

**AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**PUBLIC MEETING** The State of Michigan has issued an update to the Michigan Department of Health and  
**POLICY UPDATE** Human Services (MDHHS) Emergency Order under MCL 333.2253 – Gatherings and  
Face Mask Order. The new version is dated March 2, 2021. This latest update increases  
the number of allowable indoor participants to 25, and facemask use is required. Based  
upon interpretation by both the Michigan Townships Association (MTA) and legal  
counsel, DeWitt Charter Township will be holding all public meetings with a  
combination of in-person and conference call attendance. The DeWitt Charter Township  
Open Meeting Policy & Procedure Manual has been updated to reflect these changes.

Additionally, Senate Bills 1108 and 1246, amending the Open Meetings Act (OMA) to  
allow for membership participation in virtual meetings for any reason, are still in effect  
until March 31, 2021.

Clerk Cramton provided the Board with copies of the afore-mentioned MDHHS order,  
Coronavirus Resources for Townships from the MTA, and a Capacity Limits Factsheet.

**Stump moved, Ross seconded, to Adopt the DeWitt Charter Township Open  
Meeting Policy & Procedure effective March 8, 2021.**

**AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**CONSENT AGENDA** **Smith moved, Fedewa seconded, to approve the Consent Agenda, which included the following: Board of Trustees Regular Meeting Draft Minutes, February 22, 2021; Planning Commission Meeting Draft Minutes, February 1, 2021; and 2020/2021 General Vouchers 72669-72703, Tax Vouchers 9221-9230.**

**AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**PUBLIC COMMENT** None.

**PUBLIC HEARING** None.

**PRESENTATION** None.

**COUNTY COMMISSIONER REPORT** None.

**CORRESPONDENCE** None.

**UNFINISHED BUSINESS** None.

**NEW BUSINESS**

**CLOSED SESSION –** DeWitt Charter Township has been named in a lawsuit stemming from an incident occurring in May of 2017. Manager Dymczyk recommends entering into closed session Austin v DeWitt Charter Township to discuss the pending litigation of Austin v DeWitt Charter Township.

Attorney Andrew Brege, who is representing the Township in this matter, was in attendance to answer any questions.

**Cramton moved, Seeger seconded, to enter into closed session at 7:31 PM pursuant to MCL 15.268(e) to discuss settlement / trial strategy in pending litigation, Western District of Michigan Case No. 19-cv-583, before Hon. Robert J. Jonker, and its companion case in the Clinton County Circuit Court Case No. 20-11963-CZ.**

**AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**Seeger moved, Smith seconded, to return to regular session at 8:06 PM.**

**AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**Cramton moved, Smith seconded, to accept the advice of counsel in the matter of Western District of Michigan Case No. 19-cv-583, before Hon. Robert J. Jonker, and its companion case in the Clinton County Circuit Court Case No. 20-11963-CZ.**

**AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

Purchasing Procedure  
Policy Update –  
Qualifications Based  
Selection

The DeWitt Township Purchasing Policy addresses all purchases made by DeWitt Township employees. This Policy acts as a guide to ensure the Township provides the residents with the best value for its tax dollars. While the Purchasing Policy adequately addresses most types of purchases, Manager Dymczyk believes that adding a qualifications-based purchasing process, for professional service acquisitions like legal, Engineering, and design, would further strengthen the Township's ability to acquire services at the best value for taxpayers.

Qualifications Based Selection (QBS) is a process used by all federal agencies (see Brooks Architect-Engineers Act PL 92-582), 46 state governments and many local municipalities. QBS is a competitive course of acquisition in which firms submit qualifications to the Township, who evaluates and selects the most qualified firm based on the specified needs of a project and not according to the lowest bid submitted. If the Township is unable to come to terms with the chosen firm, we would then move the next highest scoring firm. Manager Dymczyk recommends adoption of the proposed updates to the Purchasing Policy reflecting the addition of a Qualifications Based Selection procurement process.

QBS Michigan is a non-profit group based in Lansing that has provided informational resources and support in researching this procurement process. Additional information on QBS can be viewed at [qbs-mi.org](http://qbs-mi.org).

Manager Dymczyk provided a highlighted section of the proposed additions and the Purchasing Policy with the recommended additions. The Township's Purchasing Policy was last updated in April of 2019.

**Seeger moved, Ross seconded, to adopt the proposed Purchasing Procedure Policy reflecting the addition of a Qualifications Based Selection procurement process to be effective March 8, 2021.**

**AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

EXTENDED PUBLIC,  
STAFF, & BOARD  
COMMENTS

Police Chief Mike Gute updated the board on the status of the new patrol vehicle, and is pleased to have an additional officer back on duty.

Fire Chief Dave DeKorte offered a brief update on a recent structure fire, and also provided an update on COVID vaccinations in Clinton County.

Manager Andrew Dymczyk provided updates on the following:

- Ground water quality survey
- COVID stimulus update
- Code enforcement situation on State Road
- Code enforcement situation on Stoll Road
- Road and path construction update
- Solon Road speed limit concern
- Township E-News

Trustee Smith requested that the Township consider posting on its website the Scholarship opportunities provided by the Michigan Townships Association.

Trustee Fedewa updated the Board about the recent meeting of the Municipal Building South Committee.

ADJOURNMENT      **Seeger moved, Ross seconded, to adjourn at 8:10 PM.**

**Motion voted and carried.**

Respectfully submitted,

Adam Cramton, Clerk

Rick Galardi, Supervisor