



1401 W. Herbison Road, DeWitt, MI 48820
September 13, 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 7:01 PM with the Pledge of Allegiance.

MEMBERS PRESENT Supervisor Rick Galardi, Clerk Adam Cramton, Treasurer Sandy Stump, and Trustees David Seeger, Brian Ross, David Fedewa, and Steven Smith.

MEMBERS ABSENT None.

ALSO PRESENT Police Chief Mike Gute, Fire Chief Dave DeKorte, Manager Andrew Dymczyk, Community Development Director Brett Wittenberg, and Public Safety Committee Chairman Steve Musselman.

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

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

NAYS: None.

ABSENT: None.

Motion carried.

CONSENT AGENDA **Fedewa moved, Smith seconded, to approve the Consent Agenda, which included the following: Board of Trustees Regular Meeting Draft Minutes, August 23, 2021; and General Vouchers 73321-73381, Tax Vouchers 9274-9280.**

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

NAYS: None.

ABSENT: None.

Motion carried.

PUBLIC COMMENT None.

PUBLIC HEARING None.

PRESENTATION

Clinton County Road Commission – Doug Steffen, Managing Director

Clinton County Road Commission Managing Director, Doug Steffen, updated the Board on the busy summer of road construction in DeWitt Township. He highlighted the excellent working relationship between the Commission and the Township, and emphasized the importance of clear communication. Boichot Road resurfacing will be starting soon. Additionally, the Commission will be erecting a new facility more in-line with their growing needs.

Manager Dymczyk added his appreciation with the working relationship that the Township has with the Road Commission.

Director Steffen presented the Board with a framed photograph of the new roundabout at DeWitt and Clark roads.

COUNTY COMMISSIONER REPORT County Commissioner Ken Mitchell informed the Board that the new Administration within the Health Department is sharing information and is easy to work with. The County Budget process has begun. Additionally, Community Mental Health is taking a look at the mental impact of the COVID pandemic.

CORRESPONDENCE Correspondence included the following: “Back the Blue” Fundraiser; Scheffel Toy Project Open House; Consumers Energy Notice of Hearing; DeWitt Charter Township 2022 Draft Budget; and U.S. Census 2020 Data, DeWitt Charter Township.

UNFINISHED BUSINESS None.

NEW BUSINESS

DISCUSSION – Police and Fire Annual Reports – Public Safety Committee This summer the Public Safety Committee worked with the Police and Fire Departments in an effort to re-tool the activity reports that are provided to the Board of Trustees monthly. After receiving input from both Departments and the Board, the Committee settled on a redesign that includes the essential information in a visually pleasant format that is common across the Departments. Building on this success, the Public Safety Committee would like to now extend this project to include the annual reports provided by Police and Fire.

Board of Trustee appointee to the Public Safety Committee David Seeger, and Public Safety Committee Chairman Steve Musselman were in attendance to lead a discussion about the information and format that the Board would desire to see reflected in the annual reports from Police and Fire. Each Board member offered their thoughts on what should be included in the annual reports, and the Public Safety Committee will use this information to create a template.

Portable Speed Bump Donation The owner of American Towing has donated a portable speed bump kit to the Fire Department. The kit is used to assist the Fire Department with traffic control operation by slowing traffic on the roadway. The Fire Department handles most of the traffic control scenes within DeWitt Township. American Towing has also made similar donations to the Bath Township Fire Department.

Cramton moved, Stump seconded, to accept a one-time donation of a portable speed bump from American Towing in the amount of \$325 for Fire Department use.

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

NAYS: None.

ABSENT: None.

Motion carried.

DISCUSSION – MERS Annual Contribution Annually, the Board of Trustees approves the Township budget that includes an annual contribution to the MERS supervisory and non-supervisory retirement plans. There has been much discussion as of late about the growth of the unfunded portion the plan. As such, a one-million-dollar payment was made recently to attempt to reduce this shortfall. It is understood that MERS will be conducting a quick actuarial of the plans to evaluate the effect of the recent payment. Trustee Smith lead a discussion of next steps that would result in a fully funded plan within ten years’ time. Board members and Manager Dymczyk discussed different ideas for closing the projected deficit, and concerns were raised about the source of funding. MERS will be tasked with updating the projection

inclusive of the recent one-million-dollar payment, and the Board is also interested in a presentation from MERS on different funding options.

2021 Tax Rate Request (L-4029) Clerk Cramton provided a copy of form L-4029, 2021 Tax Rate Request to the County Board of Commissioners for DeWitt Charter Township. This form transmits the millage levy for the Township to Clinton County.

The “Headlee” Reduction Fraction will not affect the amount the Township levies for the operating millage. This is because the Township continues to levy less than the maximum allowable operating millage of 4.4291.

The “Headlee” Reduction Fraction will impact the Police and Fire Operations Extra-Voted Millages, reducing each by 0.0035 mills.

	<u>2021 levy</u>	<u>2020 levy</u>	<u>2019 levy</u>
Operating	3.9736	3.9736	3.9736
Police	1.2386	1.2421	1.2463
Fire	1.2386	<u>1.2421</u>	<u>1.2463</u>
	6.4508	6.4578	6.4662

It is important to note that the Township still has 0.4555 mills that it could levy without a vote.

Galardi moved, Smith seconded, to approve the millage rate as presented on form L-4029 that sets the millage rate for 2021 at 3.9736 mills for operating, 1.2386 for police, 1.2386 for fire, and authorize the Township Supervisor and Clerk to execute the same.

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

NAYS: None.

ABSENT: None.

Motion carried.

Elections Budget At the time of budget setting for the year 2021, there wasn’t a known election in DeWitt Township. As a result, the Elections budget was set with a minimum amount in accordance with past years.

Since budget setting, the Clerk’s Office was notified that DeWitt Public Schools would be holding a Bond Proposal Special Election on November 2, 2021. Per State of Michigan Election law, it is the responsibility of the County and Local Clerks to conduct School Proposal Special Elections. The Clerk’s Office has already started to incur costs pertaining to the conduct of the November 2 election for DeWitt Public Schools.

In an effort to reduce costs the State allows Clerks, due to the anticipated lower turnout, to consolidate precincts for school elections as long as the total number of voters per consolidated precinct does not exceed 5,000. This will reduce the number of Election Inspectors and materials required. Clerk Cramton petitioned the Election Commission and has passed a resolution consolidating the voters from DeWitt Township Precincts 1, 2, 3, 4, 5, as well as Olive Township, into two voting precincts at DeWitt Middle School. DeWitt Township precincts 6 and 7 are entirely in the Bath, Lansing, and East Lansing School Districts, and are not affected by this election. In total, there are 7,161 DeWitt

Township voters in the DeWitt Public Schools District. Clerk Cramton also plans on opening two Absentee Voter Counting Board precincts in the Township Board Room for the processing and tabulation of Absentee Voter ballots (mail-in, vote-at-home, “early” voting).

Clerk Cramton is asking for the Board to approve an additional Elections Budget of \$12,000 for the November 2, 2021 DeWitt Public Schools Bond Proposal Election. It is important to note that all costs incurred to conduct a school election are reimbursable by the School District. Clerk Cramton will make every effort to ensure that all costs are reinstated to the General Fund before the end of the budget year.

Stump moved, Fedewa seconded, approve the following budget adjustment to the 2021 budget:

\$7,500	To: 101-262-702-000 Election Salaries	From: 101-000-390-000 General Fund Balance
\$ 500	To: 101-262-705-000 Election Benefits	From: 101-000-390-000 General Fund Balance
\$4,000	To: 101-262-727-000 Election Supplies	From: 101-000-390-000 General Fund Balance

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

NAYS: None.

ABSENT: None.

Motion carried.

Planning Department Hire

The Township’s Planner position has been vacant since the end of July of this year due to a staff departure. The position was then advertised, and Community Development Director Wittenberg and Manager Dymczyk conducted interviews on August 24th. Manager Dymczyk and Director Wittenberg recommend the hiring of Mr. Alexander Bahorski for the position of full time Planner at Grade 7 Step 3 in the Planning Department.

Ross moved, Fedewa seconded, to approve the hiring of Alexander Bahorski at Grade 7, Step 3 of the Classification and Wage Scale, for the position of Planner in the Planning Department contingent upon the successful completion of the pre-employment physical.

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

NAYS: None.

ABSENT: None.

Motion carried.

Fire Station No. 1 Feasibility Study

Since February of 2021, the Municipal Building South Committee had been meeting regularly to discuss considerations around the possibility of a future municipal building. Fire Station No. 1 needs some short-term and long-term maintenance. Prior to that expenditure the Committee was tasked with exploring all possibilities for future Township service. This Committee has progressed to the point of needing professional expertise in architectural plans and an updated feasibility study of Fire Station No. 1.

This item was discussed by the Board of Trustees at the June 14, 2021, regular board meeting where action was taken to approve the solicitation of engineering and architectural firms for the purpose of conducting a building feasibility study and potential architectural plans for Fire Station No.1 utilizing a Qualifications Based Selection process.

The Township solicited firms and advertised the proposed scope of services. Seven firms answered our advertisement by submitting proposals. Chief DeKorte, Trustee Fedewa, and Manager Dymczyk conducted interviews on August 10th and August 11th, with Williams Architects emerging as the best fit for the Township. Chief DeKorte, Trustee Fedewa and Manager Dymczyk recommend approval of the proposed service agreement from Williams Architects to amend the 2009 Feasibility Study of Fire Station No. 1 at a cost not to exceed \$9,000 pending legal review.

Trustee Fedewa thanked the Board for the trust that has been placed in the Municipal Building South (MBS) Committee.

Galardi moved, Fedewa seconded, to authorize the Manager's Office to execute a service agreement with Williams Architects to amend the 2009 Feasibility Study of Fire Station No. 1 at a cost not to exceed \$9,000 pending legal review.

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

NAYS: None.

ABSENT: None.

Motion carried.

National Night Out

National Night is scheduled for October 9, 2021, from 4PM to 8PM utilizing the collective space between Township Hall and Fire Station 2. Estimated costs and donation totals are taking shape with the resident led effort raising \$7,321.20 in donations and pledges towards this community event. It is estimated a \$12,000 fundraising target for the event, leaving the event \$4,678.80 short of the intended fundraising goal.

If the event fundraising efforts do not meet its intended target, Manager Dymczyk would recommend a Township allocation towards this event not to exceed \$3,000 to promote the health, safety, and wellness of our community through showcasing our public safety departments at the DeWitt Township National Night Out event on October 9, 2021.

National Night Out is an annual community building campaign that promotes police-community partnerships and neighborhood camaraderie, to make our neighborhoods safer, more caring places to live. Nationally, this event is held on the first Tuesday in August.

Seeger moved, Fedewa seconded, to approve Township participation in a National Night Out on October 9, 2021, from 4PM to 8PM held at the Township Hall parking lot and funding not to exceed \$3,000 to promote the health, safety and wellness of our community through showcasing our public safety departments.

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

NAYS: None.

ABSENT: None.

Motion carried.

Certificate of Recognition, Adam Jaycox and Alexander Williams

The DeWitt Township Board recently recognized Township resident, and DeWitt Boy Scout Troop 77 member, Joel Wilkins, Jr. for earning his Eagle Scout award. Amazingly, Troop 77 has produced two more Eagle Scouts in quick succession. Adam Jaycox and Alexander Williams have both achieved the pinnacle of Scouting accomplishment and were awarded their honor on August 25th. Again, the Troop wishes the Board of Trustees to recognize this amazing achievement.

Clerk Cramton will coordinate with Troop 77 to officially recognize all three Scouts in-person at an upcoming Board meeting.

Ross moved, Galardi seconded, to acknowledge the achievement of DeWitt Charter Township residents Adam Jaycox and Alexander Williams in earning the Eagle Scout award from the Boy Scouts of America, and to sign a certificate of recognition.

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

NAYS: None.

ABSENT: None.

Motion carried.

Remy-Chandler Drain Assessment

In preparation for the special assessment of the Remy Chandler Drain, the Board must establish a public hearing and authorize the creation of the roll. The following is the timeline of events leading up to the special assessment:

September 13 Resolution for the creation of the roll
September 13 Set public hearing for October 11th
September 19 Publish notice in paper (at least 10 days before hearing)
September 20 Mail notices (at least 10 days before hearing)
October 3 Publish notice in paper
October 11 Hold public hearing
October 11 Resolution to specially assess

Cramton moved, Seeger seconded, the following actions:

- 1. Approve Resolution R2021-09-63 to authorize and direct the Supervisor to prepare a special assessment roll for the Remy-Chandler Inter County Drain.**
- 2. Set a public hearing for October 11, 2021 at 7:00pm for the Remy-Chandler special assessment.**
- 3. Approve an at large General Fund allocation in the amount of 10% (\$18,094) of the total service area assessment for the Remy Chandler Drain.**

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

NAYS: None.

ABSENT: None.

Motion carried.

EXTENDED PUBLIC,
STAFF, & BOARD
COMMENTS

Fire Chief Dave DeKorte updated the Board on the recent plane crash at Capitol Region International Airport, as well as a large house fire in Bath Township. The Department has assisted DeWitt High School with their fire drill, and attended the 9/11 remembrance event at the VFW post. Chief DeKorte also stated that calls are up 15% this year.

Police Chief Mike Gute stated that the Police Department has posted for a new Officer, and responses are coming in. Chief Gute participated in a backpack delivery for DeWitt and Lansing Schools. New patrol car #2 has been delivered and will be in service soon. Chief Gute also described Sgt. Darnell's memorial service.

Community Development Director Brett Wittenberg thanked the Board for the hiring of a new Planner, and also stated that construction has begun on the new Culvers.

Manager Dymczyk thanked Phil Hanses (Clinton County Drain Commission) and Doug Steffen (Clinton County Road Commission) for their partnership. He then provided updates on the following:

- Remy-Chandler Drain maintenance
- MS4 audit is complete
- 2022 Budget Draft complete – thanks to Assistant Manger Julie Coleman and all Township Department Heads
- Nation Night Out meeting tomorrow
- Development decision on the new Lansing 425 area is still pending

Trustee Smith stated that he attended the investiture of Shannon Schlegel and thanked the Police and Fire Departments for their service.

Trustee Fedewa stated that he will miss the next meeting.

Trustee Ross is looking for the latest update on Senate Bills 429, 430, and 431 for mining operations.

Trustee Seeger commended the Drain Commission on their aggressive approach to drain maintenance in Clinton County.

Treasurer Stump commented that utility bills are out and that summer taxes are due tomorrow.

ADJOURNMENT

Seeger moved, Ross seconded, to adjourn at 9:23 PM.

Motion voted and carried.

Respectfully submitted,

Adam Cramton, Clerk

Rick Galardi, Supervisor