

DeWITT CHARTER TOWNSHIP  
1401 W. Herbison Road, DeWitt, MI 48820  
February 24, 2014 Board Minutes

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

**MEMBERS PRESENT:** Supervisor Rick Galardi, Clerk Diane Mosier, Treasurer Phyllis Daggy, Trustees Johanna Balzer, Brian Ross and David Seeger

**MEMBERS ABSENT:** Trustee Steve Musselman

**Also Present:** Manager Rodney Taylor, Assistant Planner Tory Niewiadomski, Capital Region Airport Authority Chief Mark Garnsey, County Commissioners Jack Enderle and Eileen Heideman, and several citizens.

**AGENDA** **Seeger moved, Daggy seconded, to approve the Agenda, changing the order for some New Business items. Motion voted and carried.**

**CONSENT AGENDA** **Ross moved, Seeger seconded, to approve the Consent Agenda, which included approval of General Operating Fund Vouchers 62642 - 62689 and Tax Fund Vouchers 7944 – 7955 and approval of Township Board Minutes of 02/10/14 with a correction adding a motion that Trustee Ross chair the meeting and a correction to Trustee Balzer’s comments under Reports/Comments; Planning Commission draft minutes of February 3, 2014. Motion voted and carried.**

**BRIEF PUBLIC COMMENT** Capital Region Airport Authority Chief Mark Garnsey thanked the Police Department for their support during the recent Presidential visit. Supervisor Galardi stated that he appreciates the mutual cooperation of the two departments.

**COUNTY COMM. REPORT** Commissioner Enderle and Commissioner Heideman reported on issues relating to Community Mental Health, both local needs and state wide changes.

**CORRESPONDENCE** Correspondence included the following: a Thank You from Community Mental Health for the Township’s 2014 contribution; a thank you from Lois Baumer; anonymous Thank You to Police Department; an update from the Lansing Regional Chamber of Commerce; January statistics from the Clinton County Sheriff; Legislative Update from Representative Leonard; draft of the DeWitt District Library Survey.

**UNFINISHED BUSINESS** None

**NEW BUSINESS** Assistant Planner Tory Niewiadomski reviewed his memo, dated February 20, 2014, explaining Sidewalk Deferment the Planning Commission’s action on the Hope Lutheran Church, 1180 W. Herbison Road, Sidewalk Hope Lutheran Church Deferment request. He explained that with the Township’s newly adopted Non-Motorized Transportation Plan, the originally required 5 (five)

R2014-02-05 foot sidewalk may be inadequate and the Township has no engineering studies as yet to determine the type and placement of the pathway needed. He suggested that this may be the best reason to grant the three year deferment, which Hope Lutheran requested so that they have time to raise the funds for the installation of the sidewalk.

Dennis Peskey was present representing Hope Lutheran Church.

**Ross moved, Daggy seconded, to approve , based on a unanimous recommendation from the Planning Commission, Resolution 2014-02-05, granting a three year deferment for sidewalk installation for property located at 1180 W. Herbison Road identified as parcel 050-009-400-060-00 as a requirement of the approved Site Plan 12-150004, in the southeast ¼ of Section 9 of DeWitt Charter Township.**

**AYES: Seeger, Galardi, Mosier, Daggy, Ross, Balzer**

**NAYS: None Motion carried.**

Appointments **Ross moved, Daggy seconded, to concur with the Supervisor's appointment of 1)Max Calder to the CIA for a 3 (three) year term ending December 31, 2016, and to appoint Max Calder to the Sewer Board of Appeals for a 5 (five) year term ending December 31, 2018 2)Norm McEachin to the Sewer Board of Appeals for a 5 (five) year term ending December 31, 2018. Motion voted and carried.**

Temporary Signs Assistant Planner Niewiadomski's memo, dated February 21, 2014, pointed out that earlier in the year the Township Board asked staff to look at temporary signage to determine if any changes should be made to the ordinance. He provided information regarding our ordinance requirements and prohibitions relating to signs, and the associated fee structure.

Lengthy discussion determined that there are some minor changes that could be accomplished in a reasonable length of time, such as provisions to exempt municipal temporary signs, and that the other changes that might be considered and would take more time, and could be addressed at a later date. Assistant Planner Niewiadomski noted that based on staff's evaluation, it appears that our regulations are consistent with surrounding communities. A matrix of some of the surrounding communities was reviewed.

Supervisor Galardi suggested that the Township might want to consider investigating the following topics: 1)how we can make improvements to the temporary sign ordinance that might help surrounding communities 2)the possibilities of mini-billboards 3)how we can amend the ordinance to help investors in our area, such as the investors building the new apartment complex on Clark Road.

Faye Hagy, 1745 E. Clark Road, asked questions regarding the ordinance requirements, and suggested that the Township might want to consider making changes to the temporary sign requirements for non-profits (and the associated fees) for signs that benefit the entire community.

Assistant Planner Niewiadomski will consider the Board's comments and return with the issue after further review and investigation.

Clinton County/  
Database License  
Agreement

Assessor Tafelsky's memo, dated February 19, 2014, was reviewed by Manager Taylor.

**Daggy moved, Balzer seconded, to authorize the Township Manager to approve the 2014 Clinton County Database License Agreement, and future annual agreements, between DeWitt Township and Clinton County and also request of Clinton County that the customary \$400 annual fee be waived. Motion voted and carried.**

Set Joint Mtg

**Ross moved, Daggy seconded, to set a workshop session with the Township Board and the Board Planning Commission for March 31, 2014, at 7:00 p.m. at the Township Hall for discussion on Township priorities and the status of existing projects. Motion voted and carried.**

Class & Comp Study/  
Implementation

Manager Taylor reviewed his memo, dated February 21, 2014, and his recommendations relating to the Classification and Compensation Study done by Municipal Consulting Services. He noted that when the Board received the study, it was discussed that some actions will be needed to implement the findings of the study.

Discussion was centered on implementation for Firefighters (Grade 3 level), and the fact that the current pay rate is currently not within scaled Steps 1 through 9 (which has a 30% variance), and the recommended action to adjust their current salary to the next highest step on the proposed 2014 Wage Scale will only place them at Step 1. It was noted that of the three employees in this Grade, none are new hires, just in newly created positions (2009 ) so they are now permanent part time employees.

Clerk Mosier stated that she believes all, or nearly all, employees except the permanent part time firefighters are Step 3 or higher.

Manager Taylor stated that he does not believe this to be true, but that he has been working with those firefighters to adjust their pay.

Supervisor Galardi stated that he understands both sides of this issue, and possibly both sides of the issue are correct. He commended Manager Taylor for his recommendations and his efforts to control costs.

**Mosier moved, Ross seconded, to implement the 2014 Wage Scale as recommended by the Classification and Compensation Study, dated January 3, 2014, for administrative employees with an effective date of March 9, 2014. Motion voted and carried.**

**Mosier moved, Ross seconded, to adopt the new job descriptions, as presented for the following positions and assign these positions to the following grades by position: Police Department Assistant Grade 1; Administrative Assistant I Grade 2; Maintenance Worker, Firefighter Grade 3; Administrative Assistant II Grade 4; Deputy Clerk & Treasurer, Maintenance Supervisor Grade 5; Assistant Assessor Grade 6; Assistant to the Township Manager, Planner Grade 7; Chief Building Official Grade 8; Assessor Grade 9; Fire Chief, Chief of Police Grade 10. Motion voted and carried.**

**Mosier moved, Ross seconded, that effective March 9, 2014, to adjust all administrative employees current salary up to the next highest step on the newly adopted 2014 Wage Scale, however, if an employee's salary is outside the newly adopted wage scale, their salary will remain the same until which time the new scale encompasses their current wage, with the one exception to this being the Firefighters (Grade 3) who will be moved to Step 2, instead of Step 1. Motion voted and carried.**

Police and Fire  
Millage Renewal

Clerk Mosier stated that based on discussion at the last Board meeting, and discussion with Supervisor Galardi and Trustee Musselman, she has provided a recommended action to accomplish renewal of the Police and Fire millage.

Supervisor Galardi stated that the dollars levied by the millage will increase with smart development within the Township.

**Daggy moved, Seeger seconded, to authorize the Township Clerk to work with the attorney to draft documents for placing the Police and Fire Millage renewal before the voters on August 5, 2014, as follows: 1) millage proposition to be for 1 (one) mill for Police and 1 (one) mill for Fire, qualifying as a renewal; 2) to be presented to the voters as one question; 3) and said levy to be for a four year duration, 2014 thru 2017, both inclusive. Motion voted and carried.**

Strategic Plan Review

Supervisor Galardi opened discussion on the Strategic Plan, with proposed document changes made by Manager Taylor and subsequent staff input.

Trustee Balzer stated that she likes the new/retilled Strategic Initiatives language, as it appears more "people" oriented.

Clerk Mosier suggested changes or additions for the following: adequately maintaining what we already have; requirements and needed updates to accomplish statutory requirements; expanding and/or implementing senior programming; emergency planning/program; examine how Township Cemeteries fit into the Strategic Plan; accomplish the parking expansion at the Community Center and complete the State Road entrance.

Supervisor Galardi stated that the need for "rooftops" should be a primary focus for the Township, because commercial development is driven by those rooftops. He stated that he believes our focus on people and public safety will get us where we need to be.

Manager Taylor stated that he will meet with Clerk Mosier to discuss the cemetery issue. He will return to the Board with a document the Board can support and approve.

Board members expressed that the plan, and Manager Taylor's focus on the plan and its goals, has assisted the following: informed fiscal decisions made by the Board; achievement of goals in a tangible way that can be documented and tracked; focus for the future in a way that brings an easier consensus. The Board thanked Manager Taylor for his continued work on this important document.

REPORTS &  
COMMENTS

Manager Taylor reported the following: the 504 Pump Station Project dispute continues with mediation scheduled for March 18<sup>th</sup>; he has had conversations with Clinton County Administrator Ryan Wood regarding the County Commissioner's decision to not participate in the CIA capture for the southern tier, and he believes that the County may have other ways in which they will participate in revitalization of the southern tier.

Supervisor Galardi stated that he thinks Clinton County is responsible for the southern tier development, since they handled the Township's zoning while that development was taking place. He stated that he believes that the southern tier of DeWitt Township is the "gateway into Clinton County" and now the County Commissioners don't choose to participate in the tax capture to help rejuvenate the southern tier the County created. He stated that he understands their decision, but does not agree with their position.

Trustee Balzer stated that the Supervisor's comments are historically correct, and she heard the discussion in her family for years about the decisions made for the southern tier of DeWitt Township. She pointed out that Commissioners Showers and Heideman voted to participate in the TIF capture.

Trustee Balzer reported that the Zoning Board of Appeals has met and granted the parking space variance for the new proposed Reno's coming to the Rookies site. She noted that the new owner will be filing an appeal with MDOT regarding the need to close the north entrance to the site. Manager Taylor noted that the new owner has hired a consultant to assist with their appeals, and he believes that it will be granted so that Reno's may not have to close the north entrance to the site.

Trustee Balzer reported that the Gunnisonville Square Dance was fun, and the residents of the assisted living facility enjoyed the evening very much.

Trustee Ross reported that the Clinton County Department of Public Works Board met on February 5<sup>th</sup>. He pointed out that when he began serving on this body, there were 17 projects still open, and there is now 3 open projects.

Trustee Ross reported that the next Next Michigan Development Corporation meeting will be held Wednesday, March 19<sup>th</sup> at 2:30 pm. He also commented that he believes the Southern Tier has been making headway at revitalization since the Township has made an incredible investment in the area. He also commended Manager Taylor on the significant achievements shown in Appendix B of the Strategic Plan.

Treasurer Daggy reported that she has met with banking representatives in regards to broadening the use of credit cards for payments to the Township.

Clerk Mosier stated that Clinton County often participates financially with the City of St. Johns, and she was disappointed in their position to not participate in the TIF.

Clerk Mosier reported that filing requirements for Precinct Delegate have changed, specifically the requirement to file at the County Clerk's Office, and she will make sure these changes are explained on the Township's Web site. She also reported that Lansing School District and Bath School District will be holding an election on May 6<sup>th</sup> this year.

Supervisor Galardi stated that he has no issue with Clinton County investing in the City of St. Johns. He explained that his fundamental issue is that the Clinton County Administrator has taken a position to oppose the County funding tax increment financing plans.

Faye Hagy, 1745 E. Clark Road, stated that she is very impressed with the maintenance of Gunnisonville Cemetery. She noted that often people get so involved in complaining that they forget to say "Good Job!" She commented that the Township's sound system in the Board room does not allow her to hear well what is being said by Board members. She also asked questions regarding weight restrictions placed on local road.

Lois Baumer, 14420 Boichot Road, stated that over the years, her road has been repaved and it has increased the elevation of Boichot Road so that there is significant run off into her driveway. She noted that she has a ditch at the road, but the run off is more than the ditch can handle due to the elevation of the road. She also reported a problem with water at Boichot and Clark.

Manager Taylor will check into the situation, communicate with the Clinton County Road Commission, and get back with her by phone. He explained that this situation happens over many years, and eventually the road will need to be milled and then a new top course layed down.

The Board thanked Lois Baumer for her letter provided under correspondence.

ADJOURNMENT

**Seeger moved, Mosier seconded, to adjourn the meeting at 8:55 p.m. Motion voted and carried.**

Respectfully submitted,

Diane Mosier, Clerk

Rick Galardi, Supervisor