



1401 W. Herbison Road, DeWitt, MI 48820
August 23, 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, and Trustees David Seeger (arrived late), Brian Ross, David Fedewa, and Steven Smith.

MEMBERS ABSENT Treasurer Sandy Stump.

ALSO PRESENT Police Chief Mike Gute, Fire Chief Dave DeKorte, Manager Andrew Dymczyk, and Community Development Director Brett Wittenberg.

AGENDA **Smith moved, Fedewa seconded, to approve the Agenda.**

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

NAYS: None.

ABSENT: Seeger, Stump.

Motion carried.

CONSENT AGENDA **Ross moved, Galardi seconded, to approve the Consent Agenda, which included the following: Board of Trustees Regular Meeting Draft Minutes, August 9 26, 2021; and General Vouchers 73266-73320 and Tax Vouchers 9264-9273; Planning Commission Regular Meeting Draft Minutes, August 2, 2021; and Zoning Board of Appeals Regular Meeting Draft Minutes, July 21, 2021.**

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

NAYS: None.

ABSENT: Seeger, Stump.

Motion carried.

PUBLIC COMMENT None.

PUBLIC HEARING None.

PRESENTATION

**2022 SCCMUA
Combined Operating
Budget**

Brad Gurski, Director of Operations, Southern Clinton County Municipal Utilities Authority (SCCMUA) was in attendance and presented an overview of the proposed 2022 Combined Budget. Four municipalities participate in the Authority, Bath Township, Watertown Township, City of DeWitt, and DeWitt Township. The most significant change with the proposed budget is a historically large increase in utility costs from Consumers Energy.

Director Gurski also provided a brief overview of the Capital Improvement Plan for the facility and the projects identified to enable the plant to run efficiently for the next 20 years. This planning is carefully considered and includes input and analysis from third-party vendors as well as the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

Ross moved, Fedewa seconded, to receive and place on file the SCCMUA Combined Operating Budget for 2022.

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

NAYS: None.

ABSENT: Seeger, Stump.

Motion carried.

COUNTY
COMMISSIONER
REPORT

None.

CORRESPONDENCE

Correspondence included the following: Clinton County Jail Billing – July 2021; DeWitt Township Police Department July 2021 Activity Report; and DeWitt Township Fire Department July 2021 Activity Report.

UNFINISHED
BUSINESS

None.

NEW BUSINESS

Rezoning 21-880002 –
MCAP DEWITT
PROPCO, LLC

MCAP DEWITT PROPCO, LLC is requesting to rezone approximately 2.42 acres from A, Agricultural at Zoning District to PO, Professional and Office Services Zoning District. The subject site is a vacant land located on the west side of S. US 27, north of Stoll Road, south of W. Solon Road, east of Myers Road, part of the northwest ¼ of the southeast ¼ of Section 21 of DeWitt Charter Township (part of parcel #050-021-300-045-50).

The applicant wishes to improve and expand the existing congregate care facility for seniors (adult foster care) and construct a safer entrance and access drive as well as add new units to accommodate additional residents, as depicted on the conceptual overall plan. The applicant proposes to acquire a portion (2.42 acres) of the vacant land located to the west of the existing adult care facility to accommodate the proposed improvement.

The property and the surrounding areas are designated for SF-M, Medium Density Single-Family Residential and HC, Highway Oriented Commercial as identified on the Future Land Use Map. The proposed change from A Zoning District to PO Zoning District is compatible with the existing residential and commercial land uses in the area. The proposed PO, Professional and Office Services Zoning District and institutions for human care use are consistent with the goals and policies of the Comprehensive Development Plan

A public hearing was conducted on the proposed rezoning request on August 2, 2021 in which the Planning Commission unanimously recommended approval. There was one inquiry with no opposition and one public comment received regarding the request.

Trustee Fedewa commented that the proposed site plan includes a dramatic traffic safety improvement by relocating the driveway to the facility.

The applicant, Kevin Willis, thanked the Board for their time considering the rezoning request.

Fedewa moved, Cramton seconded, based on a unanimous recommendation from the Planning Commission, to approve the first reading of rezoning request 21-880002, from MCAP DEWITT PROPCO, LLC as legally described on the application materials and survey documents, from A (Agricultural) to the PO (Professional Office and Services) district based on the fact that the request is not in conflict with recommendations of the Comprehensive Development Plan and is consistent with the existing land use pattern in the immediate area.

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

NAYS: None.

ABSENT: Stump.

Motion carried.

QBS Award Pickleball – Granger Meadows, Recreation Facilities and Site Improvements

In June of 2021, the Township solicited firms to participate in a Qualifications Based Selection (QBS) process for professional design services related to design and construction requirements for DeWitt Charter Township and the redesign and redevelopment of our inline hockey facility into pickleball courts. The rink is scarcely used and has long term maintenance concerns. Renovating and retrofitting the facility would extend the usability of the facility and allow more of the community to participate and contribute to a growing community desire of pickleball courts and senior activities.

Clerk Cramton, DARA Executive Director Stevens, and Manager Dymczyk reviewed resumes of interested firms and conducted interviews on July 27th with LAP + Creative emerging as the best fit for the project. The recommendation is to execute a contract with LAP + Creative for the purpose of site development and redesign of the inline hockey facility into pickleball courts at Granger Meadows Park at a price not to exceed \$52,850.

The Township is also in the process of finishing a Parks and Recreation Master Plan which should be finalized in the upcoming months. One of the tasks left to complete is further public engagement, which has been delayed due to pandemic concerns. The preliminary results from the DeWitt Area Recreation Plan survey includes pickleball courts as a significant desire for residents with 19.5% of the 492 responses received indicating pickleball courts as an additional facility that residents would like to see added to the DeWitt area parks system. These responses are in addition to the frequent resident feedback received by the Manager’s Office on a desire for pickleball courts in the local area.

Cramton moved, Galardi seconded, the following actions:

- 1. Authorize the Manager’s Office to execute a contract with LAP + Creative for the purpose of site development and redesign of the inline hockey facility into pickleball courts at Granger Meadows Park at a price not to exceed \$52,850 pending legal review.**
- 2. The Board approve the following budget adjustments to the 2021 Budget:**

\$52,850	To:	101-000-390-000	From:	103-000-995-000
		General Fund Balance		425 Reserve

\$52,850	To:	101-751-977-000	From:	101-000-390-000
		Parks & Rec. – Cap Exp		General Fund Balance.

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

NAYS: None.

ABSENT: Stump.

Motion carried.

2021 Annual
Streetlight Assessment
Public Hearing

It has been the practice of the Township to assess the operating costs for streetlights back to the property owners in each individual district. The law requires first class mailing to the owners of the properties, publication, and a public hearing before the Township Board, each year prior to those properties being assessed on the winter tax bill. The Assessing Department is preparing the assessments and the appropriate Resolutions for the Board's consideration. The Board needs to establish the date and time for the public hearing.

Galardi moved, Cramton seconded, to set a public hearing to hear comments relative to the annual assessment for street lighting costs for each streetlight district on Monday, September 27, 2021, at 7:00 p.m. and authorize the Township Clerk to take care of the appropriate public notices and mailings.

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

NAYS: None.

ABSENT: Stump.

Motion carried.

Township Manager's
Annual Evaluation

The Personnel Committee met with Township Manager Dymczyk on August 11, 2021 to conduct the Manager's annual evaluation. Based upon a positive evaluation and the Manager's proven abilities, the Personnel Committee recommends the Board of Trustees approve a 3% salary increase as allowed for in the Manager's employment agreement and the 2021 budget. This increase would set the Manager's annual salary at \$107,582; up from \$104,448. In addition, a merit award of \$1,000 is recommended in recognition of Manager Dymczyk's work.

Ross moved, Fedewa seconded, to approve a 3% increase in annual salary for the Township Manager effective at the start of the next scheduled pay period beginning on August 29, 2021; and to give a merit award to Manager Dymczyk in the amount of \$1,000 payable at the same time.

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

NAYS: None.

ABSENT: Stump.

Motion carried.

EXTENDED PUBLIC,
STAFF, & BOARD
COMMENTS

Fire Chief Dave DeKorte informed the Board that he and Fire Inspector Steven Schott have conducted fire and tornado training at DeWitt High School, as well as fire safety training with Lansing Public Schools Safety Officers. The Fire Department also participated in the Ox Roast Parade. The Fire Department continues to be busy with a historically high number of runs completed as of this date.

Police Chief Mike Gute has delivered, along with the City of DeWitt Police Department, 250 backpacks to local schools. The memorial for Bill Darnell is scheduled for 11:00 AM, Saturday, August 28, 2021 at the Grand Ledge High School Auditorium.

Community Development Director Brett Wittenberg offered that he, and Manager Dymczyk, will be conducting interviews for the open Planner position this week. He added that the Board can expect to see progress on the Eastbrook development this fall.

Manager Dymczyk thanked the Board for his performance review and increase, and offered thanks to the entire Township staff for their hard work; specifically, Assistant Manager Julie Coleman. He provided updates on the following:

- Qualifications Based Selection (QBS) process will select an engineering firm for the Municipal Building South project this week.
- The Clinton County Road Commission is calling for projects for the 2023-2026 transportation improvement plan.
- Budget 2022 discussions with Department Heads.
- MS4 Audit will occur by the end of the month.
- Sewer Master Plan QBS responses are due this week.
- Attended the Clinton County Road Commission meeting, along with City of DeWitt Manager Dan Coss, to thank them for the outstanding support of our community through this year's bigger-than-normal construction season.
- Police Officer open position posted today.

ADJOURNMENT Seeger moved, Ross seconded, to adjourn at 8:19 PM.

Motion voted and carried.

Respectfully submitted,

Adam Cramton, Clerk

Rick Galardi, Supervisor