



1401 W. Herbison Road, DeWitt, MI 48820
February 13, 2023 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, Clerk Adam Cramton, Treasurer Sandy Stump, and Trustees David Seeger, Brian Ross, David Fedewa, and Steven Smith.

MEMBERS ABSENT None.

ALSO PRESENT Manager Andrew Dymczyk, Police Chief Matt Merony, Fire Chief Dave DeKorte, Community Development Director Brett Wittenberg, and several citizens.

AGENDA **Seeger moved, Fedewa seconded, to approve the agenda as presented.**

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

NAYS: None.

ABSENT: None.

Motion carried.

CONSENT AGENDA **Smith moved, Ross seconded, to approve the Consent Agenda which included the following: Board of Trustees regular meeting draft minutes, January 23, 2023; Board of Trustees special meeting draft minutes, January 30, 2023; and General Vouchers 75201-75271 Tax Vouchers 9529-9550.**

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

NAYS: None.

ABSENT: None.

Motion carried.

PUBLIC COMMENT Terry Massie, 13601 Acacia Ln., thanked Community Development Director Brett Wittenberg, and the Board, for tonight's consideration of completing the sidewalk in Ridge Rock subdivision. He states that the interruption in the sidewalk network is a difficulty for students who ride the bus.

PRESENTATION
Life Saving Award
Presentation

Fire Chief Dave DeKorte presented an award and recognition to each the following recipients for their actions that saved the life of a Township resident:

- Mr. Bill Bupp
- Cassandra Crocker, Clinton County 911 Telecommunicator
- Jacklyn Dublin, Clinton County 911 Telecommunicator
- Ross Lauback, Clinton County 911 Supervisor
- John Braska, DeWitt Township Fire Lieutenant
- Dave Stoltzfus, DeWitt Township Firefighter
- Chris Dick, DeWitt Township Firefighter and Engineer
- Olivia Carty, DeWitt Township Firefighter
- Noah Ruegsegger, DeWitt Township Firefighter

- Jack Tingay, DeWitt Township Firefighter
- Mitch Diamond, DeWitt Township Firefighter
- Brandon Baker, Mercy Ambulance Paramedic
- James Jury, Mercy Ambulance Emergency Medical Technician

PUBLIC HEARING None.

COUNTY None.
COMMISSIONER
REPORT

CORRESPONDENCE Correspondence included the following: MMRMA – distribution of excess net assets; MMRMA – distribution of excess net assets; Clinton County Board of Commissioners Broadband infrastructure grant funding; Clinton County Sheriff’s Department Jail Billing, January 2023; DeWitt Township Fire Department Activity Report, December 2022; DeWitt Township Police Department Activity Report, December 2022; DARA Newsletter; and Clinton County Solid Waste Planning Committee Meeting Agenda.

UNFINISHED BUSINESS None.

NEW BUSINESS
Looking Glass Pines
Sidewalk

Since 2018, Manager Dymczyk has been in contact with the Looking Glass Pines neighborhood, working to address the subdivision development hardships surrounding multiple pathway easements. The end goal has always been to complete the sidewalk with a connection to Padgett Park. In 2019, the residents provided an informal petition requesting information on the cost and construction to connect their neighborhood sidewalks. Due to the pandemic, and an adjacent developable lot construction, the special assessment process has once more been delayed.

Given the extended timeline of these resident concerns and development hardships, Manager Dymczyk recommends a budget adjustment in an amount of \$27,000 to the Roads - Capital Expenditures Non-Motorized Transportation account from 425 Reserves. He also recommends a budget adjustment in an amount not to exceed \$3,000 for related tree work in the Padgett Park Natural Area from 425 Reserves.

Fedewa moved, Smith seconded, to authorize the following actions:

- 1. Authorize the Manager’s Office, Clerk, Treasurer and Supervisor to execute an agreement with the Clinton County Road Commission for the Looking Glass Pines Sidewalk project at an estimated Township cost of \$26,920.25 (cost includes \$2,445 project contingency).**
- 2. Approve the following budget adjustment to the 2023 Budget:**

\$30,000	To: 101-446-977-950	From: 103-000-955-000
	Roads Capital Outlay NMT	425 Reserve

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

NAYS: None.

ABSENT: None.

Motion carried.

Ridge Rock Mesa
Verde Blvd. Sidewalk
Correction

The Township has been approached by the Ridge Rock Homeowners Association to address a gap in their subdivision sidewalk network. The gap of concern should have been implemented upon the issuance of a final Certificate of Occupancy in July of 2005. Since that time, the property has changed hands three different times making correcting this gap and allocating this cost difficult. Manager Dymczyk recommends a budget adjustment in an amount of \$14,000 from 425 Reserves to the Roads Capital Expenditures Non-Motorized Transportation fund for the purpose of correcting this deficiency in the subdivision sidewalk network.

Fedewa moved, Smith seconded, to authorize the following actions:

- 1. Authorize the Manager’s Office, Clerk, Treasurer and Supervisor to execute an agreement with the Clinton County Road Commission for the Ridge Rock Pathway project at an estimated Township cost of \$13,622.50 (cost includes \$1,240 project contingency).**
- 2. Approve the following budget adjustment to the 2023 Budget:**

\$14,000	To: 101-446-977-950	From: 103-000-955-000
	Roads Capital Outlay NMT	425 Reserve

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

NAYS: None.

ABSENT: None.

Motion carried.

Intergovernmental
Building Services

Since April of 2019, DeWitt Township has jointly operated building services with the City of DeWitt and the City of Grand Ledge. By entering into an agreement with these jurisdictions, the Township is able to maintain high quality building service, department continuity, and retain well qualified professionals in the positions of Building Official and Deputy Building Official.

Looking forward to the sustainability of the model, Manager Dymczyk recommends the creation and adoption of a Community Building Services Building Official position to be responsible for the Public Act 54 of 1986 building official designation for the City of Grand Ledge, and the City of DeWitt. This position would be responsible for final review and coordination of building services for these partner communities. The transition of administration would also allow additional time for the Chief Building Official to be allocated to DeWitt Township specific initiatives.

Deputy Building Official Cory Donnell has been an asset to the Department and all member communities. Manager Dymczyk recommends the promotion of Cory Donnell to the position of Community Building Services Building Official. The costs associated with this promotion can be absorbed by the permit revenue of large-scale development projects in the City of Grand Ledge. Manager Dymczyk believes these revenues to be greater than what was estimated in the 2023 Budget.

Treasure Stump appreciates the continuity this plan provides DeWitt Township, as well as providing for the specialized needs of each member community.

Trustee Ross is curious about the utilization percentages of the member communities. Manager Dymczyk responded that utilization would remain unchanged but the lead role in City of DeWitt and Grand Ledge would now be filled by Cory Donnell, whereas Al Hoard would remain focused on DeWitt Township and department initiatives.

Clerk Cramton feels that this intergovernmental agreement has been a good thing for DeWitt Township, and the plan as presented allows the Township to retain good talent.

Trustee Fedewa observed that the intergovernmental agreement earns revenue for the Township and has the ability to pay for itself.

Stump moved, Ross seconded, to authorize the following actions:

- 1. Adopt the Community Building Services Building Official job description and revised 2023 Wage Schedule.**
- 2. Approve the promotion of Cory Donnell to the position of Community Building Services Building Official at Grade 10 Step 6.**
- 3. Approve the following budget adjustment to the 2023 Budget:**

\$8,000	To: 249-371-702-050	From: 101-371-955-000
	Building Fund Deputy Salary	Building Transfer

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

NAYS: None.

ABSENT: None.

Motion carried.

Supervisor Galardi complimented Manager Dymczyk in coordinating and maintaining this agreement with the partner communities, and looks forward to more collaborative agreements in the future. He also complimented Cory Donnell and Al Hoard for their talents, abilities, and dedication to DeWitt Township.

Letter of Agreement
with POLC Non-
supervisory Division,
Officer Parviainen
Advancement

The Township strives to retain and promote the most qualified professionals in every position. Since joining the Police Department in November of 2021, Officer Megan Parviainen has proven to be a tremendous asset to the community and the department.

The Manager's Office has worked with the Police Officers Labor Council Non-Supervisory Division Union Steward on a draft Letter of Agreement allowing for the advancement of Officer Megan Parviainen. Chief Merony and Manager Dymczyk recommend authorizing the Manager's Office and Township Clerk to execute a Letter of Agreement with POLC Non-Supervisory Division, allowing the Township to advance Officer Parviainen to Year 4 (\$34.39/hour) wages and corresponding benefits, as indicated in the January 1, 2019 through December 31, 2023 agreement between DeWitt Charter Township and the Police Officers Labor Council Non-Supervisory Division.

Seeger moved, Smith seconded, to authorize the Manager's Office and Township Clerk to execute a Letter of Agreement with the POLC Non-Supervisory Division, allowing the Township to advance Officer Megan Parviainen to Year 4 (\$34.39/hour) wages and corresponding benefits, as indicated in the January 1, 2019 through

December 31, 2023 agreement between DeWitt Charter Township and the Police Officers Labor Council Non-Supervisory Division.

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

NAYS: None.

ABSENT: None.

Motion carried.

2023 School Resource Officer Grant Program – Blended Learning Academy

Police Chief Matt Merony and Manager Andrew Dymczyk met with Administrators at Blended Learning Academy in October of 2022 to discuss, and assist, the Academy in submitting a 2023 School Resource Officer Grant Program (SROGP) Application, and additional department support for the Academy. Since 2019, the Manager’s Office, has been discussing the potential of a School Resource Officer (SRO) and other possible Police Department services for the school.

We are pleased to announce that Blended Learning Academy has been awarded the grant from the Michigan State Police in an amount of \$50,000 per year, over a three-year period. Blended Learning Academy has also agreed to cover 25% of the total annual cost of a potential SRO Officer, with the Township potentially absorbing the remaining 25%.

Annual School Resource Officer Breakdown

(\$100,000) Estimated SRO Officer Cost

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(\$50,000) SROGP + (\$25,000) Blended Learning Academy + (\$25,000) Township Cost

Manager Dymczyk recommends directing the Manager’s Office to explore a Memorandum of Agreement (MOA) with Blended Learning Academy to be brought back before the Board of Trustees, for the purpose of satisfying the 2023 School Resource Officer Grant Program requirements.

Trustee Smith asked if the Resource Officer will be hired at year 4 wages, and if road patrol will be the Officer’s primary focus. Police Chief Matt Merony responded that the new position will not be a full-time, and more discussion is required with the Blended Learning Academy to determine what the position looks like. Initially, the position will be rotated among the Department Officers. He also stated that road patrol will always be the primary focus of the Department.

Clerk Cramton asked if any other schools could possibly benefit from this program. Supervisor Galardi answered that, at this point, the only school to benefit will be the Blended Learning Academy.

Trustee Fedewa highlighted the fact that there is a sunset on the grant monies, and that difficult decisions will need to be made when the grant funds run out. Supervisor Galardi responded that this has happened before with Resource Officers programs.

Smith moved, Seeger seconded, to direct the Manager’s Office to explore a Memorandum of Agreement (MOA) with Blended Learning Academy to be brought back before the Board of Trustees for the purpose of satisfying the 2023 School Resource Officer Grant Program requirements.

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

NAYS: None.

ABSENT: None.

Motion carried.

Letter of Support –
Capital Region
International Airport
Authority American
Airlines
Slot Exemption

The Capital Region International Airport (LAN), and American Airlines, have requested the Township’s assistance in the form of a letter of support. The letter is a request to the Federal Aviation Administration (FAA), and the U.S. Department of Transportation (USDOT), to extend the exemption authorizing nonstop daily service between LAN and Ronald Reagan Washington National Airport (DCA) in Washington, D.C. Denial of this request will result in the termination of American’s LAN-DCA service after Oct. 28, 2023.

As the only daily flight between Michigan’s capital and the nation’s capital, the community relies on this service to reach Washington, D.C. American Airlines started service between LAN and DCA in 2016. Today American Airlines is LAN’s number one airline.

Lansing region businesses, elected officials, community leaders, and residents have worked on multiple occasions to obtain and then preserve LAN-DCA service; maintaining this service is critical for both the LAN and regional economy. Manager Dymczyk recommends directing the Manager’s Office to submit a letter of support urging the FAA and USDOT to extend the exemption authorizing nonstop daily service between LAN and Ronald Reagan Washington National Airport (DCA).

Supervisor Galardi feels that the Washington DC route is important for the community and the region.

Manager Dymczyk feels that any flight to the airport benefits the community.

Treasurer Stump sees no harm in sending correspondence to authorities in Washington.

Galardi moved, Ross seconded, to direct the Manager’s Office to submit a letter of support urging the FAA and USDOT to extend the exemption authorizing nonstop daily service between LAN and Ronald Reagan Washington National Airport (DCA).

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

NAYS: None.

ABSENT: None.

Motion carried.

EXTENDED PUBLIC,
STAFF, & BOARD
COMMENTS

Fire Chief Dave DeKorte reported that the Fire Department assisted Lansing with the annual Polar Plunge event. Four interviews will be conducted this week for the position of Paid-on-call Firefighter. Chief DeKorte reports that there were 9 fire calls, 107 medical calls, 4 motor vehicle accidents, and 3 child seat fittings in the last month. Lastly, he will be attending a luncheon with Representative Elissa Slotkin.

Police Chief Matt Merony informed the Board that the Police Department continues to be quite busy. The posting for Administrative Assistant II closed today, and interviews are tentatively scheduled with select candidates on February 24.

Community Development Director Brett Wittenberg reported that the Planning Commission approved a site plan for Fiesta Charra at Clark and Airport Roads, as well as a Special Use Permit for McKearney Asphalt. Tree removal for the Webb Road pathways will begin this Wednesday. He also reported that DeWitt Township was not selected in the first round of SPARKS Grant awards. He will submit again for round two, and three if necessary.

Manager Dymczyk offered updates on the following:

- SCCMUA ad-hoc committee for legal counsel selection regarding additional community on-boarding
- Building services meeting
- Local news story on crime statistics
- Step 2 Grievance
- Resident meeting about development
- Wage study RFP
- MBS Bond Counsel
- Opiate settlement

Trustee Smith appreciated the Life Saving Award presentation.

Treasurer Stump reminded the Board that the property tax deadline is tomorrow.

Clerk Cramton provided a brief update on the status of the records digitization project, as well as an update on Proposal 2-2022 elections implementation.

ADJOURNMENT Seeger moved, Ross seconded, to adjourn 7:58 PM.

Motion voted and carried.

Respectfully submitted,



Adam Cramton, Clerk


Rick Galardi, Supervisor