



1401 W. Herbison Road, DeWitt, MI 48820  
April 11, 2022 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 Mike Gute, Fire Chief Dave DeKorte, Community Development Director Brett Wittenberg, and several residents.

**AGENDA** **Seeger moved, Galardi seconded, to approve the agenda.**

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

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**CONSENT AGENDA** **Stump moved, Galardi seconded, to approve the Consent Agenda which included the following: Board of Trustees Regular Meeting draft minutes, March 28, 2022; and General Vouchers 74044-74089.**

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

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**PUBLIC COMMENT** None.

**PRESENTATION** None.

**PUBLIC HEARING** None.

**COUNTY  
COMMISSIONER  
REPORT** None.

**CORRESPONDENCE** None.

UNFINISHED

BUSINESS

Solon Road Speed  
Study Sub-Committee

At the January 10, 2022 Board meeting, the Board formed a sub-committee to investigate the potentially dangerous driving conditions on Solon Road between Old US 27 and Turner Road. A local resident, Steve Church, has twice approached the Township for assistance in this matter, and the Board had previously passed Resolution 2022-04-08 requesting Michigan State Police (MSP) to conduct a speed study on Solon Road. MSP declined to perform the study due to the volume of traffic on that section of Solon Road not meeting their criteria.

Police Chief Gute and Trustee Smith met with Mr. Church at his residence on March 2, 2022, to monitor traffic while addressing his concerns. Clark Road was closed down at that time, which caused increased traffic flow on Solon Road. Speed did not seem to be an issue while on-site. The unmarked road is currently limited to 55 mph, and the average speed observed was around 40 mph for east-bound traffic. It was estimated that 15-20 vehicles passed in the hour on-site. However, the limited sight distance from a hill was determined to be a cause for concern as it presents a safety issue entering or leaving the Church's driveway. The increased traffic due to the Clark Road closure, also, offered some insight into future traffic flow on Solon Road once Thomas Farms is completed.

Trustee Smith spoke with the Manager Dymczyk who offered to contact the Clinton County Road Commission (CCRC). CCRC offered to send out engineers and take some measurements in the area. They are exploring the posting of cautionary signage similar to what is posted before the entrance of Addie's Acres. Trustee Smith spoke with CCRC Director Steffen and he is willing to sit down with all interested parties in the future to revisit the issue and also explore the possibility of traffic control devices. Trustee Smith then relayed the CCRC's intentions to Mr. Church and he was satisfied with the direction.

The sub-committee desires to disband the committee until such a time that the development at Thomas Farms is further along and another traffic study can be completed.

Steve Church was present and addressed the Board in comments. He appreciates the visit from Police Chief Gute and Trustee Smith and understands that there is a process. However, he is still frustrated at the apparent lack of a response from the CCRC. He is looking for an advocate and advise on next-steps. Mr. Church feels that rather than speed, the topography causes the biggest concern. He would like proactive steps to be taken rather than reacting to an unfortunate accident.

Community Development Director Brett Wittenberg offered that a traffic impact study was performed for Thomas Farms, and was reviewed by the CCRC and MDOT.

Trustee Smith stated that the CCRC committed to sending an engineering team to review the location for the possible placement of warning signage.

Supervisor Galardi would like Trustee Smith to reach out to the County Commissioner. Clerk Cramton will provide contact information.

Trustee Ross suggested that the Township could contact the representative Road Commissioner, Kevin Holt.

**Seeger moved, Cramton seconded, to disband the sub-committee of Trustee Smith, Trustee Fedewa, and Clerk Cramton, tasked with investigating driving conditions on Solon Road between Old US 27 and Turner Road, with the intent of performing another investigation as the Thomas Farms development progresses.**

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

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**NEW BUSINESS**

Final Plat – Thomas Farms

Final Plat review and approval is the third and final step in the subdivision approval process. Tentative Preliminary Plat review approves the layout and design of the lots and other improvements and the Final Preliminary Plat approval authorizes the construction of the engineered systems, including roads, storm drainage, sanitary sewer, and water. Final Plat review assures that the engineered systems have been constructed in accordance with the standards of the respective reviewing agencies and that the site layout is consistent with the approved preliminary plat design. Final Plat approval creates the individual lots in the development and authorizes the construction of homes.

Signature Land Development is requesting approval of the Final Plat for the first phase of the Thomas Farms Subdivision, which is to consist of 34 single-family lots. The location of the subdivision is illustrated in the following Location Map.

**Fedewa moved, Stump seconded, to approve the Final Plat for Thomas Farms and authorize the Township Clerk to sign the same, upon compliance with the following conditions:**

- 1. The applicant shall provide a financial guarantee in the amount of \$53,000 for the required installation of monuments and lot corners and plat completion.**
- 2. The applicant shall provide a financial guarantee in the amount of \$84,030 to guarantee the installation of street trees and sidewalks in the development.**
- 3. A favorable review is received from the Township Attorney.**

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

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

Performance Resolution for Municipalities – R2022-04-05

The Michigan Department of Transportation (MDOT) is in the process of updating their record for authorization to work within their rights-of-way. As part of this process, a Performance Resolution for municipalities needs to be approved designating Andrew Dymczyk, Township Manager, as the authorized person to apply for permits within MDOT's rights-of-way on behalf of the Township.

**Ross moved, Smith seconded, to adopt Resolution R2022-04-05 which designates the Township Manager as the authorized person to apply for permits to work within MDOT's rights-of-way.**

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

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

Greater Lansing Area  
Regional Storm Water  
Program Memorandum  
of Agreement  
Resolution No. 2022-  
04-06

The United States Environmental Protection Agency (USEPA) and the Michigan Department of Environment, Greater Lakes, and Energy (EGLE) require communities in the Greater Lansing tricounty region to apply for and maintain compliance with a National Pollutant Discharge Elimination System Phase II (NPDES II) permit. Since 2008, DeWitt Charter Township has partnered with Greater Lansing Regional Committee (GLRC) for Stormwater Management requirements under the NPDES II permit. Manager Dymczyk recommends adoption of a Resolution No. 2022-04-06 approving the Greater Lansing Regional Committee for Stormwater Management Memorandum of Agreement revised by GLRC on December 2, 2021 and authorizing payment of the appropriate annual assessment.

Trustee Seeger is uncomfortable voting to adopt the resolution as the potential costs to the Township are not well defined.

**Galardi moved, Seeger seconded, to adopt Resolution No. 2022-04-06 approving the Greater Lansing Regional Committee for Stormwater Management Memorandum of Agreement revised by GLRC on December 2, 2021 and authorizing payment of the appropriate annual assessment.**

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

**NAYS: Seeger.**

**ABSENT: None.**

**Motion carried.**

Remy-Chandler  
Invoice and Budget  
Adjustment

The Board of Trustees, at the conclusion of the October 25, 2021 Remy-Chandler Public Hearing, acted to authorize the Manager's Office to make the Township's at-large payment with the first installment of the Remy-Chandler Inter-County drain project, with the assessment to be settled later this year. Typically, the Township would assess for the project over three years and pay the Inter-County Drain Board over five years.

The first, of five, annual invoices from the Ingham County Drain Commission has arrived at the Township with a payment due of \$37,241. There is currently an approved budget of \$18,094 in the Remy-Chandler Drain fund, resulting in a shortfall of \$19,147. A budget adjustment is necessary to account for the increase of the at-large payment as well as the first payment occurring before any assessment has been realized.

**Seeger moved, Cramton seconded, to approve the following budget adjustment:**

**\$19,500 to 101-995-803-000 (Transfers Out) from 101-000-390-000 (Fund Balance)**

**\$19,500 to 803-000-801-000 (Remy-Chandler Drain) from 803-000-390-000 (Fund Balance)**

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

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

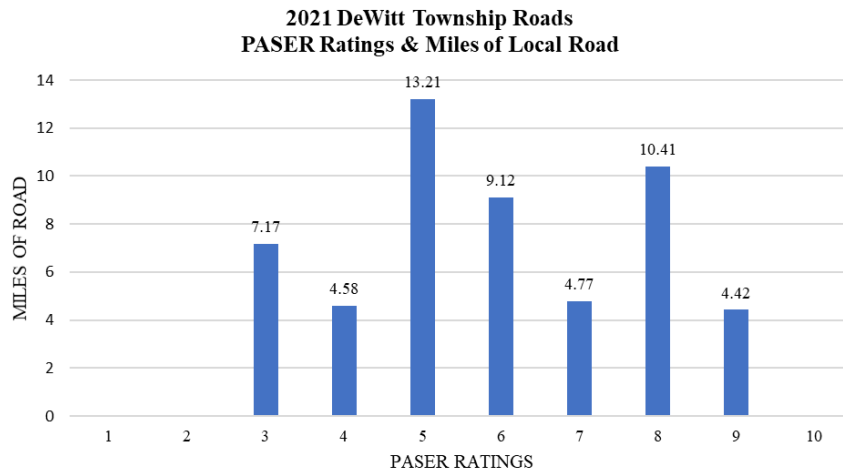
2022 Road Projects –  
Contracts with Clinton  
County Road  
Commission

The Township has been working with the Road Commission to identify our list of road construction projects for 2022. Below is the average PASER rating for the Township’s local road network. The PASER system rates roads on a score of 10 to 1. A score of 10 represents a brand-new road, and a 1 is a road that has lost its surface integrity. In 2008, the Township and Road Commission changed how projects were selected by focusing more on preventative maintenance. This, along with an increased investment in our road funding, has led to an increase in our Township local road ratings.

<u>Year</u>	<u>Twp. Local</u>	<u>County Wide Local</u>
2011	4.57	4.68
2012	4.69	4.32
2013	4.80	4.70
2014	5.11	4.91
2015	5.27	4.94
2016	5.43	5.33
2017	5.68	5.42
2018	5.79	5.62
2019	5.82	5.90
2020	5.95	6.06
2021	5.91	6.23

Since 2010, the Township has seen a steady rise in its average ratings of local roads (i.e. an average pacer rating of 4.32 to 5.91). This is an 26.9% improvement in the overall quality of roads. While we are making great progress (78% of roads are rated good or fair), we still have 22% of our roads rated poor (rating of 1 to 4).

Below is summary of the Township’s local road pacer ratings:



The following is budgeted for 2022:

Paving & Maintenance	\$350,000
Contracted Services	\$20,000

Transportation Reserve for future projects	0
	\$370,000

Below are the projects recommended for 2022:

**Preventative Maintenance**

Brush spraying	\$2,124
Gravel Roads (7.17 Miles)	\$12,296
3 passes of brine on all gravel, 4th application on Howe and Norris Roads	
Overband crack seal	\$24,999
Chipseal	\$43,835
BR127 to Wood and Kruger (1.17 Miles)	
Glen St. east of Wood Road (.22 Miles)	
<b>Preventive Maintenance Sub Total</b>	<b>\$102,254</b>

**Capital Projects**

Springbrook Hills	
Mill & Fill (.9 miles)	\$309,882
Capital Project Sub Total	<b>\$309,882</b>

<b>Total</b>	<b><u>\$412,136</u></b>
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RC Share	\$111,000
General Fund Share	\$276,136
Sewer Fund Share	\$25,000

**Transportation Systems Reserve Fund**

Transfer:	+\$93,864
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**Ross moved, Cramton seconded, to authorize the Township Supervisor, Clerk and Treasurer to execute any documents necessary with the Clinton County Road Commission for the recommended 2022 road projects with an amount not to exceed \$412,136 with \$111,000 coming from the Road Commission, \$276,136 coming from the General Fund, and an estimated \$25,000 coming from the Sewer Fund.**

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

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**Budget Adjustments**

Upon review of the first quarter activities, the following budget adjustments will protect the Township from exceeding budget limits for the year ending 2022.

The State of Michigan’s Uniform Chart of Accounts update established a special revenue fund to account for revenue and expenses related to building construction code enforcement activities. With that, revenues initially budgeted within the General Fund, are being moved to the new Building Department Fund as a result of the Township’s new fund structure effective in 2022.

**Cramton moved, Fedewa seconded, to approve the following 2022 budget adjustments pending Auditor review:**

<b>\$30,000</b>	<b>To: 249-000-490-010 Interlocal/Building DeWitt</b>	<b>From: 101-000-490-010 Interlocal/General DeWitt</b>
<b>\$150,000</b>	<b>To: 249-000-490-030 Interlocal/Building Grand Ledge</b>	<b>From: 101-000-490-030 Interlocal/General Grand Ledge</b>
<b>\$280,000</b>	<b>To: 249-000-490-050 Interlocal/Building DeWitt Twp.</b>	<b>From: 101-000-490-050 Interlocal/General DeWitt Twp.</b>
<b>\$30,000</b>	<b>To: 249-000-491-010 Trade Permits/Building DeWitt</b>	<b>From: 101-000-491-010 Trade Permits/General DeWitt</b>
<b>\$25,000</b>	<b>To: 249-000-491-030 Trade Permits/Building Grand Ledge</b>	<b>From: 101-000-491-030 Trade Permits/General Grand Ledge</b>
<b>\$85,000</b>	<b>To: 249-000-491-050 Trade Permits/Building DeWitt Twp</b>	<b>From: 101-000-491-050 Trade Permits/General DeWitt Twp</b>
<b>\$10,000</b>	<b>To: 249-000-493-000 Plan Review Fees</b>	<b>From: 101-000-493-000 Plan Review Fees</b>
<b>\$ 1,500</b>	<b>To: 249-000-494-000 Building Regis Fees</b>	<b>From: 101-000-494-000 Building Regis Fees</b>
<b>\$1,500</b>	<b>To: 249-000-628-000 IPMC Fees</b>	<b>From: 101-000-628-000 IPMC Fees</b>

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

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**Police Department  
Sergeant Promotions**

The Township has completed the promotional process for the position of Sergeant to fill the three vacant positions within the Police Department. The process thus far included a written test from EMPCO, a private vendor that specializes in testing for public safety departments, an interview with Chiefs/Lieutenants from outside jurisdictions, and a final interview with Chief Gute and Manager Dymczyk. There was a total of seven applicants that applied and completed the process, with the final interviews taking place on March 23rd.

Chief Gute and Manager Dymczyk recommend the promotion of Officer Don Rochford, Officer Andrew Wiswasser, and Officer Jacob Minott to the position of Sergeant with the Police Department. They also recommend the promotional start dates be staggered based on candidate rankings for seniority purposes.

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

- 1. Approve the promotion of Officer Don Rochford to the position of Sergeant in the Police Department effective April 12, 2022.**
- 2. Approve the promotion of Officer Andrew Wiswasser to the position of Sergeant in the Police Department effective April 13, 2022.**
- 3. Approve the promotion of Officer Jacob Minott to the position of Sergeant in the Police Department effective April 14, 2022.**

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

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

Officer Rochford was present and thanked the Board for their support. He is excited to get started on the new assignment.

Officer Wiswasser was present and commented that he has been looking forward to this assignment for a long time. He assured all present that every Officer appreciates the support they receive from the Board, and that their actions put the Board in the best possible light.

Office Minott was present and appreciates the opportunity that has been afforded to him. He has a goal to make DeWitt Township Police Department the most desirable department for new-hire candidates.

**CLOSED SESSION:**  
Attorney  
Correspondence

A closed session of the Board of Trustees is permissible under Section 8(h) of the Open Meetings Act, MCL 15.268(h) to consider and receive Attorney correspondence. Manager Dymczyk recommends that the Board enter closed session to discuss Attorney correspondence dated April 6, 2022.

**Cramton moved, Galardi seconded, to enter the Board in closed session at 8:33 PM under the Open Meetings Act, to consider a letter from its attorneys dated April 6, 2022, for the reason that the letter is exempt from disclosure under State law due to the attorney-client privilege.**

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

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**Cramton moved, Galardi seconded, to return to regular session at 9:11 PM.**

**Motion voted and carried.**

**EXTENDED PUBLIC,  
STAFF, & BOARD  
COMMENTS**

Fred Koos inquired if the new Thomas Farms water service was connected to the existing Alana Woods service? Fire Chief DeKorte responded that this is the case. Mr. Koos also inquired if it would be possible to use the upcoming Pickleball courts at Granger



Meadows as an ice rink in the winter. Manager Dymczyk responded that the surface would not be conducive to that type of use.

Police Chief Mike Gute thanked the Board for the promotion to Sergeant of Officers Rochford, Wiswasser, and Minott. The candidates that were not selected all learned valuable information from the process. The Body Worn Camera sub-committee will meet next week to select a vendor from the returned bids. New radios have been installed in all but one vehicle. The Felony arrest rate in the Township continues to increase.

Fire Chief Dave DeKorte has implemented a schedule change for the full-time Firefighters due to distribution of calls. 36 automotive booster seats are available at Fire Station 2 for qualified residents. A local restaurant properly deployed a Class K Fire Extinguisher to effectively extinguish a grease fire. The apparatus cameras have been delivered and will be installed in May. Lastly, Chief DeKorte will be attending the Chiefs conference next week.

Manager Dymczyk offer the following updates:

- Road projects, adding paved shoulders to DeWitt Road north of the City
- Granger Meadows Park improvements are going out for bid this month
- Sewer Master Plan progress
- Franchise Fee agreement with Lansing Board of Water & Light
- Presenting at the Michigan Townships Association (MTA) conference

Trustee Fedewa commented that he is pleased with the progress and insight of the Municipal Building South (MBS) Committee.

Treasurer Stump presented that the Michigan Department of Health and Human Services (MDHHS) is offering a water assistance program where eligible residents can qualify for up to \$1000 of relief on their sewer bills. Information will be made available at the Treasurer's Office. Treasurer Stump will miss the next meeting due to attending the Treasurer's Institute.

Supervisor Galardi commented that DeWitt Township is being noticed for several development opportunities.

Trustee Ross informed the Board that the April SCCMUA Board meeting has been cancelled. Also, there will be a special meeting of the BWL Board on April 16.

Trustee Seeger reminded the Board that there will be a quarterly meeting of the Clinton County Township Officers Association at DeWitt Township on April 19.

ADJOURNMENT      **Seeger moved, Ross seconded, to adjourn at 9:19 PM.**

**Motion voted and carried.**

Respectfully submitted,



Adam Cramton, Clerk

  
Rick Galardi, Supervisor