



1401 W. Herbison Road, DeWitt, MI 48820
May 8, 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, and Community Development Director Brett Wittenberg.

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

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

NAYS: None.

ABSENT: None.

Motion carried.

CONSENT AGENDA **Fedewa moved, Galardi seconded, to approve the Consent Agenda which included the following: Board of Trustees regular meeting draft minutes, April 24, 2023; and General Vouchers 75520-75558.**

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

NAYS: None.

ABSENT: None.

Motion carried.

PUBLIC COMMENT None.

PRESENTATION

DeWitt Township Fire Department Life Saving Award Fire Chief Dave DeKorte presented the following awards to acknowledge the people, and the actions taken, that resulted in the saving of the life of Stevie Dunn.

- Margie Dunn
- 911 Telecommunicators Cale Felker and Jared Spears
- Mercy Ambulance Paramedic Kory Richey and EMT Austin Zambroni
- DeWitt Township Fire Lieutenant John Braska, Firefighter Jack Tingay, Captain Tom Stone, Chief Dave DeKorte

DeWitt Charter Township 2022 Audit Results Maner Costerisan has completed its audit of the DeWitt Charter Township's 2022 financial activities. Aaron Stevens, CPA and Principal with Maner Costerisan, presented the audited financial statements.

The annual financial audit provides an independent opinion of the Township's financial statements as of December 31st of each year. The audit offers reassurance to the Board, and the community that it serves, that the Township's financial statements provide a clear and accurate picture of the DeWitt Charter Township's financial standing.

Galardi moved, Ross seconded, to receive and file the 12/31/2022 audited financial statements and related documents, and authorize submission to the State of Michigan Department of Treasury.

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

NAYS: None.

ABSENT: None.

Motion carried.

PUBLIC HEARING None.

COUNTY COMMISSIONER REPORT County Commissioner Ken Mitchell updated the Board on the hiring of a third-party to evaluate the operations and needs of the Prosecutor’s Office. He also commented on the desire of Eagle Township to pursue local planning and zoning.

County Commissioner Robert Showers updated the Board on the progress of the M21 project with LEAP, and the desire to add agri-processing facilities and jobs in Clinton County.

CORRESPONDENCE Correspondence included the following: Clinton County Board of Commissioners April 18, 2023 Meeting Minutes; Clinton County Board of Commissioners April 26, 2023 Meeting Minutes; Clinton County Department of Waste Management Resolution; Clinton County Community Development Zoning Ordinance Amendment; and Detroit Free Press article about sand and gravel mining operations.

UNFINISHED BUSINESS None.

NEW BUSINESS

Step II Condominium Review – Shadybrook, Phase III Amended Step II condominium approval is similar to final preliminary plat approval for a subdivision. It signifies that the final design and engineering of the development, including the infrastructure systems, has been reviewed and found acceptable by the respective public agencies and the Township Engineer. Correspondingly, the applicant may proceed with construction of the infrastructure upon receipt of Step II approval. Step II review also entails evaluating the plan for consistency with the preliminary design and any conditions from Step I approval to which the project was subject.

In 2022 the applicant received Step II approval by the Township. Earlier this year the applicant indicated that they would like to modify the approved plans to remove existing trees in the southeastern portion of the condominium and construct a berm with landscaping on top to provide a better buffer to mitigate sound from the highway.

The proposed earthen berm and landscaping, and associated grading and drainage, are the only modifications to the previously approved plans. There are no changes proposed to the number of lots, lot sizes, configuration of streets, or public utilities.

The Planning Commission reviewed this request at the May 1, 2023 regular meeting. The Commission found, with the recommended conditions, that the development is designed in accordance with applicable ordinance standards.

Trustee Fedewa added that the proposal by the applicant solves several concerns about the removal of soils from the project, truck traffic, and sound attenuation.

Fedewa moved, Smith seconded, to grant Step II approval for the amended Shadybrook Phase III project, based on the plans last received on April 10, 2023 as may be amended for grading and storm drainage, subject to the following conditions:

- 1. The final plan shall indicate the presence of street lights that meets the requirements of the Township.**
- 2. The Master Deed shall be subject to review and approval by the Township Attorney prior to Step III final plan approval.**
- 3. The applicant shall comply with the requirements of all reviewing and permitting agencies prior to the commencement of construction or issuance of any building permits.**
- 4. The applicant shall enter into a utility agreement with the Township for the construction of the sanitary sewer system serving the site.**

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

NAYS: None.

ABSENT: None.

Motion carried.

Utility Agreement –
Shadybrook Phase 3

Community Development Director Wittenberg provided a proposed Utility Agreement between the Township and Westview Capital, LLC for the construction of sanitary sewer on the final phase of the Shadybrook Subdivision located on the north side of Clark Road, east of Panther Drive, west of DeWitt Road, and south of DeWitt High School. The Agreement was prepared by the Township Attorney and is for sanitary sewer only; water to the site will be provided by the Lansing Board of Water and Light.

Ross moved, Seeger seconded, to approve the Utility Agreement with Westview Capital, LLC for Shadybrook Phase 3 and authorize the Township Supervisor and Clerk to execute same.

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

NAYS: None.

ABSENT: None.

Motion carried.

Board Workshop –
MERS

Based on the discussion at the April 24, 2023 Board meeting, the Manager's Office has reached out to representatives at the Municipal Employees' Retirement System of Michigan (MERS). They are available on May 22nd at 5:15PM to field discussions surrounding the MERS retirement system.

Manager Dymczyk provided the 2021 MERS Actuarial, that was distributed at the July 11, 2022 Board meeting, for reference. The 2022 MERS Actuarial is anticipated to be completed and distributed this July.

Galardi moved, Smith seconded, to set a Board Workshop on May 22, 2023 at 5:15PM for the purpose of discussing the MERS retirement system and pension benefits.

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

NAYS: None.

ABSENT: None.

Motion carried.

Police Recruit Job Description

To aid in addressing staffing considerations within the Police Department, Chief Merony and Manager Dymczyk recommend the establishment of a Police Recruit job description, and the sponsoring of a candidate to the Police Academy. It is anticipated that the Police Academy will be a total of 720 hours over 17 weeks, with an estimated personnel cost of \$11,872 - \$15,437 per recruit without grant reimbursement. The cost of the Police Academy is an estimated \$4,900 without reimbursement. After completion of the Police Academy, a final interview would be conducted with a recommendation to the Board for the position of Police Officer.

The Michigan Commission on Law Enforcement Standards (MCOLES) currently offers a Public Safety Academy Assistance Program for offering reimbursement up to \$20,000 per recruit for academy costs and \$4,000 per recruit for salaries while attending the academy.

Manager Dymczyk provided the 2023 Wage Schedule, and additional information on the MCOLES Public Safety Academy Assistance Program.

Smith moved, Stump seconded, the following actions:

- 1. Approve the job description for the Police Recruit position in the Police Department and authorize the Manager's Office to pursue the MCOLES Public Safety Academy Assistance Program.**
- 2. Approve the position of Police Recruit be placed at Grade 2 on the 2023 Wage Schedule.**

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

NAYS: None.

ABSENT: None.

Motion carried.

SCCMUA 2022 Fund Balance

The Southern Clinton County Municipal Utilities Authority (SCCMUA) has notified the Township that there is \$159,098 in unreserved retained earnings. This number was determined after their annual audit was performed. The monies represent excess funds remaining in their fund balance. Every year the Township is asked how to have these funds applied. The Township has three options:

1. The money can be left at SCCMUA and applied to Township reserves for future projects.
2. Reduce the monthly SCCMUA payments.
3. Request that the money be returned to the Township's sanitary sewer enterprise fund.

Manager Dymczyk recommends that the funds be applied to Township reserves for future projects. He also recommends that these funds be applied to the first and second upcoming SCCMUA Plant upgrades interest payments that are due October 1, 2023 and April 1, 2024. The SRF loan payments will be applied to the Township's monthly payments to SCCMUA, but from a cashflow and budget cycle standpoint, these first payments are

outliers. This application of these retained earnings also allows for a deliberate discussion on sewer rate fees to take place during the 2024 Budget cycle.

Cramton moved, Ross seconded, to authorize the Township Manager to advise SCCMUA to leave the \$159,098 at the facility within our reserves and apply these funds to future projects.

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

NAYS: None.

ABSENT: None.

Motion carried.

Capitol Area Municipal Clerks Association Scholarship The Capitol Area Municipal Clerks Association (CAMCA) annually awards a scholarship to one of its members to attend the Michigan Association of Municipal Clerks (MAMC) Institute. This year, Clerk Cramton was selected as the recipient.

Galardi moved, Ross seconded, to accept, into the General Fund, the scholarship award from the Capitol Area Municipal Clerks Association in the amount of \$325.

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

NAYS: None.

ABSENT: None.

Motion carried.

EXTENDED PUBLIC, STAFF, & BOARD COMMENTS Deirdre Thompson, 11891 Schavey Rd., asked the Board to carefully consider any alternative energies that it may pursue in the future for efficacy and impact on the environment.

Fire Chief Dave DeKorte updated the Board about recent multi-departmental training held at the airport. He added that Lansing Community College recently graduated 18 firefighters, and the new Department Administrative Assistant has started and is getting up to speed.

Police Chief Merony thanked the Board for approving the new Police Recruit position. Run. Hide. Fight. training with DeWitt Public Schools is complete and the Department is being asked to extend training to Clinton County.

Manager Dymczyk offered updates on the following:

- Local intergovernmental administrators meeting
- Rotary Granger Meadows pollinator garden update
- Municipal Building South update
- Performance evaluation and contract update
- Corridor Improvement Authority meeting
- Westview Motel update
- SCCMUA SSO update, EGLE documentation
- GovHR wage study progress
- POLC Supervisory contract negotiation dates provided
- \$1.6M ARPA funds not yet formally appropriated by the Board, must be done by 2024

ADJOURNMENT **Seeger moved, Ross seconded, to adjourn 8:37 PM.**

Motion voted and carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Adam Cramton".

Adam Cramton, Clerk

A handwritten signature in blue ink, appearing to read "Rick Galardi".
Rick Galardi, Supervisor