



1401 W. Herbison Road, DeWitt, MI 48820
June 12, 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 **Seeger moved, Galardi seconded, to approve the agenda as presented.**

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

NAYS: None.

ABSENT: None.

Motion carried.

CONSENT AGENDA **Smith moved, Fedewa seconded, to approve the Consent Agenda which included the following: Board of Trustees regular meeting draft minutes, May 22, 2023; Board of Trustees special meeting draft minutes, May 22, 2023; and General Vouchers 75619-75683.**

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

NAYS: None.

ABSENT: None.

Motion carried.

PUBLIC COMMENT None.

PRESENTATION None.

PUBLIC HEARING None.

COUNTY COMMISSIONER REPORT County Commissioner Ken Mitchell provided an update for the Board that included the following:

- Solar and Wind farm zoning moratorium
- Planning for a new county Public Safety facility
- Study of Eagle Township mega site proceeding
- Eagle Township looking to create their own Planning and Zoning department

CORRESPONDENCE Correspondence included the following: Lansing State Journal article, DTFD Firefighter Halim Tran; Photos, pickleball site progress; and Gunnisonville Cemetery map, available gravesites.

UNFINISHED BUSINESS None.

NEW BUSINESS

Special Use Permit 23-990002 – American Towing, Inc. American Towing Inc. is requesting approval of a Special Use Permit for the construction of a 60' x 64' pole barn for vehicle storage and to be allowed the outdoor storage of vehicles on a 1.56-acre parcel located at 15890 S. U.S. 27, on the west side of U.S. 27, north of State Road, and south of Boichot Road in Section 28 of DeWitt Charter Township (Parcel #050-120-000-063-00). The property is zoned BC (Community Business) and the current use of the property is a legal non-conforming use and thus requires a Special Use Permit for the servicing and repair of motor vehicles (including impoundment/towing yards) which is permitted as a Special Use under Section 3.18 of the Zoning Ordinance in the district.

At the June 6, 2023 Planning Commission meeting, the Planning Commission had general questions regarding the operation of the facility. Based on the results of the public hearing and with the findings and analysis described in the staff report; the review of the reviewing agencies; and the requirements of the Zoning Ordinance for special use permits, the Planning Commission acted to recommend unanimous approval of the request based on the conditions included in the staff report and Special Use Permit.

Fedewa moved, Smith seconded, based on the recommendation from the Planning Commission, to approve Special Use Permit 23-990002 from American Towing, Inc. to construct a 60' x 64' pole barn for vehicle storage and to be allowed the outdoor storage of vehicles as described and defined in the application materials, on the property at 15890 S U.S. 27, identified as parcel #050-120-000-063-00. Approval is subject to the following conditions:

- 1. The applicant shall have all MDOT items resolved prior to receiving a temporary or final certificate of occupancy.**
- 2. The applicant shall complete the requirements for a lot line adjustment.**
- 3. The applicant shall satisfy the requirements of all reviewing agencies.**
- 4. The applicant shall comply with any other Federal, State, County, or Township regulations.**

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

NAYS: None.

ABSENT: None.

Motion carried.

Non-Supervisory Division POLC/CCLP Letter of Agreement

The membership of the Police Officers Non-Supervisory Division are switching union representation from the Police Officers Labor Council (POLC) to the Capitol City Labor Program (CCLP). The current labor agreement term is from January 1, 2019 to December 31, 2023 and would require a Letter of Agreement for the Township to negotiate with a party other than the indicated exclusive bargaining representative for the Non-Supervisory Division. Manager Dymczyk recommends executing the Letter of Agreement between CCLP, POLC and the Township, facilitating the union representation change from POLC to CCLP for the Police Officers Non-Supervisory Division. The Letter of Agreement has been reviewed by legal.

Smith moved, Seeger seconded, to direct the Manager's Office to execute the Letter of Agreement between Capitol City Labor Program (CCLP), Police Officers Labor

Council (POLC) and DeWitt Charter Township facilitating the union representation change from POLC to CCLP for the Police Officers Non-Supervisory Division.

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

NAYS: None.

ABSENT: None.

Motion carried.

Municipal Building
South – Design
Development Approval

The Municipal Building South Committee continues to meet with our vendors to work towards a Municipal Building for Police and Fire services. Since May of 2023, the committee has been working with Williams Architects on design development and have completed this phase with a revised estimate by AVB, the cost estimator firm, consulting with potential subcontractors. This revised estimate totals \$12,662,143 which includes a design estimate contingency of 10%, material escalation contingency of 2%, construction contingency of 5%, and owner contingency of \$200,000. The estimate took account of an operational assumption of an asphalt roof in lieu of a standing seam metal roof, which is an estimated savings of \$533,372 as well as omitting a canopy on the west side of the building at an estimated savings of \$61,731.

If the Board of Trustees were to approve the design development estimate, the project moves on to the vendors completing construction documents, Township lead public engagement efforts, submittal to the Planning Commission and further discussions on financing.

Manager Dymczyk provided an updated design development estimate, value engineering estimates, asphalt roof renderings and project schedule.

The Board engaged in extensive deliberation about the development process to date, and the important features of the design. Several members expressed an uncertainty about the deletion of the standing seam steel roof in favor of traditional asphalt shingle for the estimated cost savings. Additional technologies, such as solar power generation, were evaluated for their inclusion potential. It was decided that the final design development phase can include the steel roof and canopy as an additional option, with cost and benefit data to be evaluated to determine the ultimate inclusion in the project. The Board reaffirmed their commitment to remaining fiscally responsible.

Free Koos, 14201 DeWitt Rd., is not in support of spending additional money for a steel roof, and encourages the Board to look at other newer Fire Stations, such as Delta Township, for inspiration.

Cramton moved, Fedewa seconded, to authorize the Manager’s Office to execute documentation with Williams Architects to complete the design development phase of the Municipal Building South Project with an estimate of \$12,662,143, which includes a design estimate contingency of 10%, material escalation contingency of 2%, construction contingency of 5% and owner contingency of \$200,000, and to pursue a second design option that includes the standing seam steel roof and west side canopy.

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

NAYS: None.

ABSENT: None.

Motion carried.

Revocation Hearing – Public Safety Departments have been working to address out-of-compliance ordinance and code concerns at 15564 S US 27 since March of 2022. To date, the property in question is not in compliance. Per Township ordinance, a public hearing is required prior to additional actions being taken towards ordinance and code compliance. Manager Dymczyk recommends setting a public hearing for the revocation of Hotel/Motel license No. CHML23-01 for the Green Acres Motel on July 12th at 7:00 PM, or July 13th at 7:00 PM depending on availability of legal counsel. Once the revocation hearing date is set, notice will be issued to the property owner.

Ross moved, Stump seconded, to set a public hearing for the revocation of Hotel/Motel license No. CHML23-01 for the Green Acres Motel located at 15564 S US 27 on July 12th at 7:00 PM, or July 13th at 7:00 PM depending on availability of legal counsel.

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

NAYS: None.

ABSENT: None.

Motion carried.

Granger Meadows Park – Seating Amenities and Scoreboard In July of 2022, the Township awarded a bid for Granger Meadows Park site improvements of \$763,772 to Gordon Construction Services. The project is progressing with much community interest surrounding the enhancements. The bid award did not include seating options or a scoreboard upgrade at the time due to an unpredictable bid climate, and it was determined that these amenities could be phased into the site. Manager Dymczyk and Clerk Cramton would like to explore the purchasing of seating options and a scoreboard closer to the completion of the site work, as opposed to a phased-in approach.

The original concept plan included 4 benches, 8 hammocks and 13 tables. It is believed at this time the site could utilize 4 tables with shade umbrellas, 6 coated tables and 9 hammocks. The intent would be to install half of the proposed hammocks allowing individuals to bring their own and utilize a number of the park's available hammock posts.

In review of the bid documents, vendors indicated a significant dollar amount to remove the steel beams that held the inline hockey scoreboard. It is believed that the site can repurpose the steel beams for an updated scoreboard by utilizing some of the cost associated with the steel beam removal.

Manager Dymczyk recommends approval of a budget adjustment of not to exceed \$59,500 for the purpose of seating amenities (\$29,500) and site scoreboard (\$30,000). Manger Dymczyk provided the concept drawing, project bids, Reserve Fund 2023 Budget detail and potential site amenity detail.

Manager Dymczyk also provided a project status update. There have been some difficulties completing the surfacing in the children's play area as well as the court. Overcoming these difficulties is likely to incur additional cost and time.

Cramton moved, Smith seconded, to approve the following budget adjustments to the 2023 Budget for the purpose of Granger Meadows Park seating amenities and an updated scoreboard:

\$59,500

**To: 101-751-977-000
Parks and Recreation - Cap Exp**

**From: 103-000-995-000
425 Reserve**

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

NAYS: None.

ABSENT: None.

Motion carried.

Township Manager's
Employment
Agreement

The Personnel Committee met with the Township Manager on May 8, 2023, to enter into discussions regarding extending the Township Manager's employment agreement in conjunction with the Manager's annual evaluation process. The Personnel Committee recommends approval of the attached employment agreement, as the parties are amenable to the agreement as drafted and prepared by the Township's legal counsel. The proposed agreement includes a 4% salary increase as provided for in Section 2 and Section 3 of the agreement, and the 2023 annual budget.

Stump moved, Ross seconded, to approve the employment agreement between the Township and Andrew Dymczyk for the position of Township Manager, effective June 18, 2023, through July 1, 2025, and authorize the Township Supervisor and Township Clerk to execute the same.

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

NAYS: None.

ABSENT: None.

Motion carried.

EXTENDED PUBLIC,
STAFF, & BOARD
COMMENTS

Community Development Director Brett Wittenberg informed the Board that House Bills 4526, 4527, and 4528, preempting local control over sand and gravel mining, are in committee, and will likely be up for a vote soon.

Stump moved, Galardi seconded, to authorize Clerk Cramton to author a letter of opposition on behalf of Supervisor Galardi and the DeWitt Township Board of Trustees, and to send the letter to House Representatives Dievendorf and Tsernoglou.

Motion voted and carried.

Fire Chief Dave DeKorte updated the Board on recent Fire Department emergency responses including a dumpster fire and a car fire at a gas station.

Police Chief Matt Merony informed the Board that the Police Department has received four applications for the recruit position. Currently, DeWitt Township is on the waiting list for the fall Academy, but there are two confirmed spots in January. Chief Merony stated that the attention being paid to unsafe and dilapidated properties on US 27 South of Clark Road has caused unsavory activities to move North towards I-69. The Department is aware and taking appropriate measures.

Manager Dymczyk thanked the Board for his new contract and offered updates on the following:

- MERS actuarial has arrived

- Wage study kickoff meeting
- Water and Sewer Master Plan draft review
- Pickleball project update
- Cemetery maintenance staffing

Trustee Ross thanked the MBS committee for their hard work, and also congratulated Manager Dymczyk on his new contract.

Trustee Seeger informed the Board of a Solid Waste Council meeting on June 13.

Supervisor Galardi congratulated Manager Dymczyk and informed the Board that Trustee Smith will be appointed to the Planning Commission this summer.

ADJOURNMENT **Seeger moved, Ross seconded, to adjourn 8:42 PM.**

Motion voted and carried.

Respectfully submitted,



Adam Cramton, Clerk



Rick Galardi, Supervisor