



1401 W. Herbison Road, DeWitt, MI 48820
June 14, 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 7:00 PM with the Pledge of Allegiance.

MEMBERS PRESENT Supervisor Rick Galardi-I, Treasurer Sandy Stump-I, and Trustees David Seeger-I, Brian Ross-I, David Fedewa-I, and Steven Smith-I.

Location
I=In-Person
C=Call-In

MEMBERS ABSENT Clerk Adam Cramton.

ALSO PRESENT Fire Chief Dave DeKorte-I, Police Chief Mike Gute-I, Manager Andrew Dymczyk-I, and several residents-I & C.

I=In-Person
C=Call-In

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

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

NAYS: None.

ABSENT: Cramton. Motion carried.

CONSENT AGENDA **Ross moved, Seeger seconded, to approve the Consent Agenda, which included the following: Board of Trustees Regular Meeting Draft Minutes, May 24, 2021; and General Vouchers 72953-73027.**

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

NAYS: None.

ABSENT: Cramton. Motion carried.

PUBLIC COMMENT None.

PUBLIC HEARING None.

PRESENTATION

Firefighters Mauricio Barrera II and Kirk Norman recently achieved their firefighter certifications after completing training, written testing, and practical testing per the State of Michigan requirements.

**COUNTY
COMMISSIONER
REPORT**

CORRESPONDENCE Correspondence included the following: Clinton County Board of Commissioners Declaration of Local Emergency; DeWitt Township Police Department May 2021 Activity Report; State of Michigan Real ID Information; and COVID-19 Preparedness and Response Plan.

UNFINISHED
BUSINESS
NEW BUSINESS

None

Investment and
Depository
Designation Resolution
#2021-06-11

The Treasurer's Office received notification in May, 2021 that the local Huntington branch location would be closing. This development provided an opportunity to pursue a new local banking relationship for cash deposits.

Proposals were submitted by three (3) financial institutions located in DeWitt Charter Township: PNC, Lake Trust Credit Union, and Lansing Automakers Federal Credit Union.

Lake Trust Credit Union provided a competitive proposal for cash deposits and fee flexibility (no fees with a nominal minimum balance.) In addition, a credit union relationship offers further diversification and NCUA insured deposits up to \$250K. While PNC's cash solution proposals were cost-prohibitive at this time, PNC is very community focused and does offer unique, secured, cash management services that could be of value in the future. For that reason, the attached resolution includes both Lake Trust and PNC as approved depositories for the township.

Huntington will remain the township's primary financial institution for operations. Its government relationship team continues to provide excellent client service and Huntington's business online platform meets all of the township's other banking needs.

The proposed Investment and Depository Designation Resolution requires adoption by the Board of Trustees, and layouts for the Treasurer where DeWitt Charter Township's funds are to be deposited or invested.

Ross moved, Smith seconded, to adopt Resolution 2021-06-11 to approve the DeWitt Charter Township Investment and Depository Designation Resolution to add Lake Trust Credit Union and PNC Bank as authorized depositories for DeWitt Charter Township as presented.

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

NAYS: None.

ABSENT: Cramton.

Motion carried.

Coronavirus (COVID-19) Actions

On March 10th, 2020, Governor Gretchen Whitmer declared a State of Emergency to maximize efforts to slow down the spread of COVID-19 throughout Michigan. The Township has and will continue to take proactive steps in following recommendations from the Center for Disease Control and Prevention, State of Michigan and the Mid-Michigan District Health Department. This public health situation has also led to many employee concerns and employer policy considerations.

Since April of 2020, the Township has extended additional employee benefits to address employee hardships due to the pandemic. These benefits included:

1. Up to 14 days paid leave for any employee who is positive with COVID-19 or any employee who has reasonably been in contact with someone who is positive with COVID-19.

2. Up to 40 hours of sick time to be accrued later for employees who have faced reasonable hardship and exhausted their sick time balances during the COVID-19 pandemic.

With the widespread availability of vaccinations and less population restrictions on who qualifies to receive a vaccination, I would recommend no longer offering these additional benefits to employees and return to those benefits outlined in the Personnel Policies and Procedures Manual. In the event an employee faces any required quarantine periods, they can utilize sick time or unpaid leave.

These recommendations come with much deliberation and consideration. Our goal is, and continues to be, to address each situation in the best possible way based upon the latest recommendations of public health officials and compliance with the law.

Stump moved, Ross seconded, the following actions:

1. **Concur with the actions taken by the Manager's Office in response to COVID-19 and direct the Manager's Office to continue to implement recommendations and directives by the Center for Disease Control and Prevention, State of Michigan and the Mid-Michigan District Health Department.**
2. **Authorize the Manager's Office to return to employee benefits granted in the Personnel Policies and Procedures Manual eliminating the additional 14 days paid leave for any employee who is positive with COVID-19 or any employee who has reasonably been in contact with someone who is positive with COVID-19.**
3. **Authorize the Manager's Office return to employee benefits granted in the Personnel Policies and Procedures Manual eliminating the potential forwarding of up to 40 hours of sick time to be accrued later for employees who have faced reasonable hardship and exhausted their sick time balances during the COVID-19 pandemic.**

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

NAYS: None.

ABSENT: Cramton.

Motion carried.

MERS Agreements

Municipal Employees' Retirement System (MERS) is requesting all municipalities adopt addendums, for both supervisory and non-supervisory divisions, to confirm the defined benefit plan provisions. With the arbitrator's award in place, and the POLC Union contact settled, the Plan Adoption Agreements with MERS for current employees can be updated.

New hires for both the supervisory and non-supervisory divisions will enroll into a defined contribution plan. A new agreement with MERS is required to establish this plan.

On May 24, 2021, the board approved a temporary cap on employee contributions at 15% for a period of two years, expiring May 24, 2023. The Defined Benefit Plan will set the contribution rate with an effective date of July 1, 2021, contingent upon the execution of the letter of understanding with the union. The board also approved the same 15% cap for the non-supervisory division, however, they are currently under the cap and no amendment is needed.

Ross moved, Smith seconded, the following action:

Approve the MERS defined benefit plan addendums, confirming the current plans' provisions.

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

NAYS: None.

ABSENT: Cramton.

Motion carried.

Ross moved, Smith seconded, the following action:

Approve the MERS defined contribution plan adoption agreement implementing the new defined contribution plan for new hires.

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

NAYS: None.

ABSENT: Cramton.

Motion carried.

Ross moved, Smith seconded, the following action:

Approve the MERS defined benefit plan adoption agreement for the supervisory division setting the employee contribution rate at 15% effective July 1, 2021, for a two-year period ending May 24, 2023, contingent upon the execution of a letter of understanding from the union.

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

NAYS: None.

ABSENT: Cramton.

Motion carried.

Code Enforcement
Officer Posting

The Township's code enforcement position was previously combined with the fire inspector position. This combined position was shared between the building and fire departments. The position has been open since the end of April 2021. After much consideration and due diligence, Manager Dymczyk feels each position should return to a stand-alone position with code enforcement continuing full time, with the cost of that position being shared with the Township's building service partner communities the City of Grand Ledge and the City of DeWitt.

The Intergovernmental Agreement allows for additional building services to be billed an hourly rate of \$45 per hour, which would cover the code enforcement position wages and benefits. Conversations with those partner communities have led to the City of Grand Ledge indicating an estimated need of 12 hours per week and the City of DeWitt an estimated need of 8 hours per week. Manager Dymczyk recommends approval to post,

advertise, and hire for the full-time position of Code Enforcement Officer in the Building Department.

Seeger moved, Ross seconded, to authorize the Township Manager to post, advertise and interview for the position of full-time Code Enforcement at Grade 4 Step 1.

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

NAYS: None.

ABSENT: Cramton.

Motion carried.

Job Description – Fire Inspector

The Township has been without the position of Fire Inspector since April 23, 2021, after an employment separation. Manager Dymczyk feels that some minor changes in the job description of the position would better reflect the position’s qualifications.

Smith moved, Fedewa seconded, to adopt the job description for Fire Inspector.

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

NAYS: None.

ABSENT: Cramton.

Motion carried.

Planning Department
New Hire

The recent retirement of the Planning Department Administrative Assistant left a vacancy. The Township posted the position and received 10 applications. Assistant Manager Coleman and Community Development Director Wittenberg conducted five interviews on May 26 and May 27. They are in agreement and recommend the hiring of Ms. Kelli Furgason for the position of full-time Administrative Assistant II in the Planning Department.

Fedewa moved, Stump seconded, to approve the hiring of Kelli Furgason at Grade 4, Step 1 of the Classification and Wage Scale, for the position of Administrative Assistant II in the Planning Department contingent upon the successful completion of the pre-employment physical.

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

NAYS: None.

ABSENT: Cramton.

Motion carried.

Fire Station No. 1
Feasibility Study /
Architect

Since February of 2021, the Municipal Building South Committee has been meeting regularly to discuss considerations around the possibility of a future municipal building. Fire Station No. 1 requires some short-term and long-term maintenance. Prior to that expenditure the Committee was tasked with exploring all possibilities for future Township service. The Committee has progressed to the point of needing professional expertise in architectural plans and an updated feasibility study of Fire Station No. 1.

In June of 2009, the Township commissioned a Feasibility Study of Fire Station No. 1 which resulted in three options: renovation/addition, new building at existing site and new building at a new site. The estimated cost of these options ranged from \$2,400,000 to \$2,600,000. The study was received and placed on file.

The 2021 Capital Improvement Plan placed a high priority on a new or remodeled Fire Station No. 1 with an initial project allocation of \$85,000 for architectural plans slated for 2021. In the 2021 Budget, the project was cut due to financial considerations. Manager Dymczyk recommends, based on the considerations of the Municipal Building South Committee, approval of 2021 budget adjustments of \$85,000 from 425 Reserves to the Fire Department Capital Expenditures for the purpose of conducting a building feasibility study and potential architectural plans for Fire Station No.1.

Fedewa moved, Seeger seconded, the following action:

- 1. Direct the Manager’s Office to solicit engineering and architectural firms for the purpose of conducting a building feasibility study and potential architectural plans for Fire Station No.1 utilizing a Qualifications Based Selection process.**
- 2. The Board approve the following budget adjustments to the 2021 Budget:**

\$85,000	To: 101-000-390-000 General Fund Balance	From: 102-996-999-101 425 Reserve
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\$85,000	To: 106-336-977-000 Fire Dept. – Cap Exp	From: 101-000-390-000 General Fund Balance
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AYES: Seeger, Ross, Fedewa, Smith, Stump, Galardi.

NAYS: None.

ABSENT: Cramton.

Motion carried.

Mining Operations
Letter to Senator Tom
Barrett

On two prior occasions, the Board has authorized the sending of a letter to Senator Tom Barrett in opposition to bills that diminish local authority over mining operations. At the May 24th board meeting, a representative from Barrett’s office was in attendance to hear the board’s concerns. The State Senate, on June 3, 2021, approved SB429, SB430, and SB431 that have the potential to strip local control and enforcement of mining regulations.

Supervisor Galardi and Clerk Cramton provided a draft version of a letter for Senator Tom Barrett. They suggest, as well, sending a copy of the approved letter to Representative Filler’s office as well as the Michigan Township’s Association.

Ross moved, Seeger seconded, to direct Supervisor Galardi and Clerk Cramton to sign the letter of opposition on behalf of the Board of Trustees, and to send the letter as certified mail to Senator Barrett, Representative Filler, and the Michigan Townships Association.

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

NAYS: None.

ABSENT: Cramton.

Motion carried.

Michigan Townships Association Principles of Governance Resolution #2021-06-10 The Michigan Townships Association (MTA) is encouraging every township board to deliberate on and adopt the proposed Principles of Governance. MTA members throughout the state have enthusiastically embraced these principles as their own code of conduct, and the MTA Board urges DeWitt Township to reaffirm, or adopt for the first time, these Principles of Governance as an official policy of the Township Board.

Galardi moved, Stump seconded, to adopt Resolution #2021-06-10, DeWitt Charter Township Principles of Governance.

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

NAYS: None.

ABSENT: Cramton.

Motion carried.

EXTENDED PUBLIC, STAFF, & BOARD COMMENTS Fire Chief Dave DeKorte indicated that the medical and PI run volumes are up 130 runs over last year. The department has also hired four additional Paid-On-Call firefighters and is losing one firefighter.

Police Chief Mike Gute is excited about two police officer hires; scheduled to begin work June 21st and June 28th. Two weeks ago the police department responded to an alert citizen's report that illegal activity was occurring in a business parking lot. Chief and Lt. Jones responded and found a vehicle with a hoard of stolen items from a home invasion in Eaton County. The family that owned the items was thrilled to get them back. Chief further reported that traffic stops are up, a bullet proof vest grant has been submitted and that he will be at a conference later this month.

Manager Dymczyk provided updates on the following:

- The MERS contribution of \$1,000,000 was submitted today.
- The Qualifications-Based Selection (QBS) solicitation packets went out to engineering firms Saturday for redevelopment of the inline hockey rink into pickleball courts. Clerk Cramton was heavily involved in that process.
- The Intercounty Drain Drainage District met at the Township Hall on June 9th to discuss an upcoming assessment for drain maintenance. The Drainage Board just completed a long-term capital improvement plan, which included TV-ing camera and GIS documentation of the Remy Chandler drain system. The drain is in good shape but does need some preventative maintenance. DeWitt Township's total assessment is \$180,837.39 and we are looking at the best way to address this cost and inform residents. DeWitt Township is responsible for 28.71% of the assessment.
- Upcoming projects include: the QBS feasibility study on the proposed Municipal Public Safety Building, QBS Engineering service for the Sewer Masterplan, Public Act 202 reporting, the 2022 budget process beginning July 1st and the Uniform Chart of Accounts implemented this year with the building Department is moving outside of the General Fund.

Trustee Fedewa feels that it is important for the Municipal Building South Committee (MBSC) to be transparent in their project work.

Trustee Seeger likes that MBSC is progressing, and appreciates how the board meetings are being handled.

Treasurer Stump will be balancing the tax roll with the County next week. The third quarter sewer bills have been mailed out.

Trustee Ross thanked the MBSC for their work to date, appreciates the QBS process and thanked Supervisor Galardi for his leadership in managing the board meetings.

Trustee Smith asked about the results, if any, of the Solon Rd. speed study? Manager Dymczyk responded that there has been limited capacity to perform the study to date. Trustee Smith also commented about the road conditions on I69 and if there is a timeline to repair this stretch of highway.

ADJOURNMENT **Seeger moved, Ross seconded, to adjourn at 8:54 PM.**

Motion voted and carried.

Respectfully submitted,

Lori Fox, Deputy Clerk
Recording Secretary



Rick Galardi, Supervisor