



CITY OF WILLIAMSTON
161 East Grand River Avenue, Williamston MI
(517) 655-2774
Regular City Council Meeting Agenda
Monday, April 8, 2024
7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Presentation of Awards to Officer Michael Pearl
6. Audience Participation – Maximum 5 minutes per presentation
7. Council Meeting Minutes of March 25, 2024
8. Accounts Payable
9. Action Items
 - a. Road Diet
 - b. RFP Master Plan
 - c. Resolution for Senior Center Millage Proposal
 - d. Appointment of Steven Panganis to the Planning Commission for a Term to Expire 06/30/26
 - e.
10. Discussion Items
 - a. Presentation of 24-25 Fiscal Year Draft Budget
 - b. Construction Project Update(s)
 - c.
 - d.
11. Correspondence Received / Information Only
 - a.
 - b.
12. Department Head Reports
 - a. City Manager
 - b. Police Chief
 - c. Building Department
13. Committee/Sub-Committee Reports
14. Audience Participation – Maximum 5 minutes per presentation.
15. Council Member Comments
16. Adjourn to the Call of the Chair

In Accordance with Public Act 267 (Open Meetings Act) Posted and Copies Given to Newspapers
Individuals with disabilities requiring special assistance who are planning to attend the meeting should
contact the Office of the City Clerk for accommodations. This request must be made two (2) business
days in advance of the meeting.

The next regular meeting of the Williamston City Council will be held
Monday, April 22, 2024, in the Council Chambers of City Hall at 7:00 p.m.

**CITY OF WILLIAMSTON
CITY COUNCIL
MARCH 25, 2024
REGULAR MEETING MINUTES**

1. Call to Order:

The regular meeting was called to order at 7:00 p.m. by Mayor Pro-tem Brandon Lanyon, and the Pledge of Allegiance was recited.

3. Roll Call:

Mayor Pro-tem Brandon Lanyon, Council members Tommy Pratt, Scott VanAllsburg, Dan Rhines, and Terry Hansen. Absent: Tammy Gilroy and Steve Jenkins.

Also present: City Manager John Hanifan, City Clerk Holly Thompson, City Attorney Timothy Perrone, Police Chief Jeff Weiss, Police Officers Ryan Kuch and Tryon Calkins, Reserve Officer Marcus Medrano, JFM Productions, citizens Jim Belles, Jeff and Robin Kodet, Jim Carr, Courtney Estala, Sonia Allen, Clint and Mackenzie Sweet, and other members of the public.

Motion by **VanAllsburg**, second by **Hansen**, to excuse Jenkins and Gilroy. **Motion passed by voice vote.**

4. Approval of Agenda:

Motion by **Hansen**, second by **Pratt**, to approve the agenda as presented. **Motion passed by voice vote.**

5. Audience Participation:

Mayor Pro-tem Lanyon called for public comments at this time and there were none.

6. Council Meeting Minutes of February 26, 2024:

Motion by **Pratt**, second by **VanAllsburg**, to approve the February 26, 2024, minutes as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Rhines**, second by **VanAllsburg**, to approve the March 11, 2024, accounts payable as presented, reference #'s 77387-77421, ACH 772-796 from dates 2/22/24 through 3/04/24 for a total of \$664,452.72. Yes: Lanyon, Pratt, VanAllsburg, Rhines, Hansen. No: None. **Motion passed.**

Motion by **Rhines**, second by **VanAllsburg**, to approve the March 25, 2024, accounts payable as presented, reference #'s 77422-77460, EFT 809, and ACH 797-818 from dates 3/5/24 through 3/15/24 for a total of \$129,034.47. Yes: Lanyon, Pratt, VanAllsburg, Rhines, Hansen. No: None. **Motion passed.**

8. Action Items

8a. Set Public Hearing Date for Fiscal Year 2024-2025 Budget/Utility Rates & Fees/Millage Rates:

Motion by **Hansen**, second by **Pratt**, to set the following public hearings for May 28, 2024: 2024/2025 Millage Rates, 2024/2025 Utility Rates and Fees, and 2024/2025 Fiscal Year Budget. Yes: Pratt, VanAllsburg, Rhines, Hansen, Lanyon. No: None. **Motion passed.**

8b. Set Budget Work Session Dates:

Motion by **Pratt**, second by **Hansen**, to set Budget Work Sessions for April 22, 2024 and May 13, 2024. Yes: Pratt, VanAllsburg, Rhines, Hansen, Lanyon. No: None. **Motion passed.**

8c. Red Cedar Jubilee Application and Permit for Sale and Consumption of Alcohol in Howard Dahlstrom Park; and Liquor Control Commission Resolution:

Motion by **Rhines**, second by **Pratt**, to approve the permit for sale and consumption of alcohol in Howard Dahlstrom Park for Red Cedar Jubilee. Yes: VanAllsburg, Rhines, Lanyon, Pratt, Hansen. No: None. **Motion passed.**

Motion by **Pratt**, second by **Hansen**, to approve the Liquor Control Commission Resolution authorizing the application for special license for the Red Cedar Jubilee from June 19-22, 2024. Yes: VanAllsburg, Rhines, Lanyon, Pratt, Hansen. No: None. **Motion passed.**

8d. Red Cedar Jubilee Fireworks Consideration:

Motion by **Hansen**, second by **Pratt**, to approve the request from Red Cedar Jubilee for Great Lakes Fireworks, LLC, to have fireworks at Howard Dahlstrom Park in Williamston on Friday, June 21, 2024 as part of the Red Cedar Jubilee, with notification made to NIESA. Yes: VanAllsburg, Rhines, Lanyon, Hansen, Pratt. No: None. **Motion passed.**

9. Discussion Items

9a. Road Diet:

Manager Hanifan reported there are discussions with MDOT on whether the overall road diet area can be shortened. More review of the intersection is needed. MDOT has plans to install a new turn signal in 2026 so there may be a way to make changes at that time.

Councilman Rhines commented the City wanted a left turn lane on Grand River Ave. in 2018 and MDOT would only allow the road diet. With the new turn signal installation in 2026, there may be an alternative at that time.

9b. Construction Project Update(s):

Manager Hanifan reported Iron Horse has pulverized the two streets quickly and will be installing catch basins in the next few days. He reminded everyone of the continuation of the North Putnam Street project on April 15th. Notices will be going out to affected residents soon.

11. Department Head Reports

11a. City Manager:

No report.

11b. Police Chief:

Chief Weiss provided a written report and introduced the new full-time night shift Officer Ryan Kuch who is a lifelong Williamston resident and graduated from Williamston in 1993. He also reported they have a new Reserve Officer Brandon Knepp and three new applicants for Reserves. Officers are making stops at the school games. The new "No Left Turn" on Highland Street seems to be working well. They have only been issuing warnings at this point, but will be writing tickets soon.

11c. Building Department:

A written report was submitted for Council review.

12. Committee/Sub-Committee Reports:

Councilman Rhines commented the Zoning Board of Appeals granted a variance to the Williamston Road Overlay District to not require a road being constructed behind Dollar General to the Tractor Supply Company property as it would create traffic close to the residences behind the store. They also asked that the Planning Commission review the screening of the development for the residential areas.

Councilman Hansen reported they are planning to divide Memorial Park development into two phases. They are also looking for grant funding to help with the development.

Councilman Pratt commented NIESA is working on creating a tiered approval system to move money. NIESA also wants to purchase a boat for water rescue but they already have one. They are also considering the purchase of a side by side.

Manager Hanifan reported TIFA has been working on their budget and ideas for the Ice House building. The DDA has been working on budgeting and rebranding.

13. Audience Participation:

Sonia Allen commented the Williamston Lakes has a petition signed by people opposed to the Road Diet. She is amazed and disturbed people didn't know about it. Many did not support it. Businesses and NIESA are also opposed to it and believe it doesn't make sense and will hurt businesses. She feels this should be a ballot issue and will promote road rage.

Jim Carr reiterated his opposition to the dollar stores coming to Williamston. He feels the Williamston Master Plan is a brilliant document and these stores do not fit that vision. He asked what is next with the road diet and would like to see whatever will slow down traffic through Williamston.

Mackenzie Sweet commented she feels it would be good to have the speed limit enforced and never sees police sitting on Grand River. They could also make it a "No Right on Red" zone.

Katie Conley commented Facebook uses an algorithm so people may not see the posts. She asked if a one-page newsletter would be possible.

14. Council Member Comments:

Councilman Rhines thanked Kodet True Value Hardware for sponsoring the fireworks for

Jubilee. He added he keeps hearing a lot about lack of communication, but all Council meetings are recorded and available on YouTube, agendas are posted on Facebook, the website, bulletin board, and you can sign up to get agendas e-mailed directly to you. He feels they are doing the best they can to be open and honest with the community.

Councilman VanAllsburg commented New Orleans has a rule that a dollar store cannot be within a two-mile radius of another dollar store. He added safety at the four corners is an issue. The lines on Grand River are faded away and would really help. He would like to see other ways of indicating people are crossing the street.

Councilman Hansen commented the Williamston Enterprise went out of business because they couldn't make money. The City website has been revamped and has a lot of information on it. He is also concerned with pedestrian safety. There are statistics for accidents, but nothing for "close calls". It is a dangerous intersection with a lot of businesses and parking and his primary concern is safety.

Councilman Pratt commented the City's communication is pretty cut and dry. There is Facebook, the website, YouTube, and the bulletin board. The number one goal of the road diet has been safety. He lives on Grand River Ave. and would be directly affected by the road diet. He also served on NIESA for ten years and responded to many calls of pedestrians and bicyclists being hit at that intersection. He reiterated Council doesn't have a hidden agenda, it has always been about public safety.

16. Adjourn to the Call of the Chair:

Mayor Pro-tem Lanyon adjourned the meeting at 7:52 p.m.

*Meeting adjourned at 7:52 p.m.

Respectfully Submitted by:

Holly M. Thompson, City Clerk

Brandon Lanyon, Mayor Pro-tem

Date Approved: _____

CITY OF WILLIAMSTON
CITY COUNCIL MEETING APRIL 8, 2024
ACCOUNTS PAID/PAYABLE
CHECKS 77461-77489 AND ACH 819-832

8.
pg 1

Date	Check	Vendor Name	Description	Amount	Aprv
03/21/2024	77461	BELL EQUIPMENT COMPANY	ST SWEEPER PARTS/REPAIR	1,163.76	
03/21/2024	77462	CARDMEMBER SERVICE	SJD/CART FOR SCADA	114.98	
			SJD/SHOP VAC FILTERS	31.28	
			SJD/WWTP REPLACE FLOOR TILE	120.40	
			SLC/WTP.WWTP SUPPLIES	491.69	
			SLC/WWTP SUPPLIES	32.37	
			SLC/WTP THREADED BLOCKS	105.00	
			YMG/CHAT	30.00	
			YMG/GUN CLEANING KITS	40.95	
			YMG/PD SUPPLIES	55.96	
			YMG/PD WORKBENCH	317.96	
			YMG/PD SUPPLIES	51.10	
			YMG/PD SUPPLIES	157.99	
			JBW/MACP CONF LODGING	797.67	
			JBW/PD MICROWAVE	150.00	
			JBW/PD COURSE FEE	400.00	
			JBW/EQUIP FOR PD	186.42	
			JBW/TRAINING CLASS	250.00	
			JBW/TRAINING CLASS	250.00	
			JBW/CC SVC FEE	0.31	
			JBW/TITLE APP FOR '07 CHEVY	15.00	
			JBW/TV MONITOR FOR OFFICE	74.99	
			JBW/IACP MEMBERSHIP	190.00	
			HMT/ELECTION SUPPLIES	77.00	
			HMT/ELECTION SUPPLIES	70.04	
			HMT/ELECTION SUPPLIES	65.15	
			HMT/ELECTION MEALS	104.00	
			HMT/ELECTION SUPPLIES	25.44	
			HMT/ELECTION SUPPLIES	265.75	
			HMT/ELECTION PORTA POTTIES	249.50	
			HMT/AMAZON RETURN CREDIT	(131.89)	
					4,589.06
03/21/2024	77463	CORE TECHNOLOGY	LEIN ANNUAL SUBSCRIPTION	1,870.00	
03/21/2024	77464	DTE ENERGY	WWTP UTILITIES	6,000.68	
03/21/2024	77465	ELSESSER'S AUTOMOTIVE INC	DPW TRUCK REPAIR	141.30	
03/21/2024	77466	FRIEDLAND INDUSTRIES INC	CONFIDENTIAL SHREDDING	65.00	
03/21/2024	77467	J & B BOOTS	OFFICER BOOTS	211.49	
03/21/2024	77468	JOHN DEERE GOVERNMENT & NAT.SALES	MISC REPAIR PARTS	200.23	
03/21/2024	77469	LAW ENFORCEMENT OFFICERS	OFFICER TRAINING	125.00	
03/21/2024	77470	PURCHASE POWER	POSTAGE	5,000.00	
03/21/2024	77471	RICOH USA INC	CITY HALL & PD COPIERS	265.09	
03/21/2024	77472	STATE OF MICHIGAN	WWTP BOILER PERMITS	260.00	
03/21/2024	77473	THE BUG MAN	WWTP PEST CONTROL	250.00	

03/21/2024	77474	VERIZON WIRELESS	PD PHONES & DPW IPAD CITY CELL PHONES	321.67	
				<u>140.17</u>	
				461.84	
03/21/2024	77475	WOW! BUSINESS	CITY PHONES & INTERNET	1,530.06	
03/22/2024	819(A)	ELECTION SOURCE	ELECTION TESTING	1,370.00	
03/22/2024	820(A)	GORMLEY LAW OFFICES, PLC	TIFA SUPPLEMENTAL	543.29	
03/22/2024	821(A)	LANSING UNIFORM COMPANY	PD UNIFORMS	244.85	
03/22/2024	822(A)	MEDLER ELECTRIC CO	WWTP CLAMP	269.25	
03/22/2024	823(A)	NORTHERN CONCRETE PIPE INC	WATER VALVE MH REPAIR	160.00	
03/22/2024	824(A)	PRESTON COMMUNITY SERVICES LLC	FEB ASSESSING	2,288.28	
03/22/2024	825(A)	RANDY'S SERVICE STATION	DPW FUEL PD FUEL	575.79	
				<u>1,160.85</u>	
				1,736.64	
03/22/2024	826(A)	RS TECHNICAL SERVICES, INC.	WWTP PARTS	99.00	
03/29/2024	77481	BECK, KEVIN	ASSIST DPW W/ SNOW PLOWING	300.00	
03/29/2024	77482	CATHEY CO	MULTI METER WTP	90.81	
03/29/2024	77483	CONSUMERS ENERGY	526 SUNSET 161 E GRAND RIVER 228 N PUTNAM 228 ELEVATOR 3485 CORWIN RD 7814 PROGRESS CT 175 E GRAND RIVER AVE 781 PROGRESS CT 369 W GRAND RIVER	2,994.29 214.84 131.52 884.09 20.45 385.40 168.19 429.23 <u>122.83</u>	
				5,350.84	
03/29/2024	77484	HUTSON INC	OVERPAYMENT PP	1,941.26	
03/29/2024	77485	LOCKE TOWNSHIP	ELECTION PUBLICATION REIMBURS	150.41	
03/29/2024	77486	MCKENNA	FEB ZONING ASST	1,040.00	
03/29/2024	77487	STR8-4WARD TRAINING CONCEPTS	PD TRAINING	300.00	
03/29/2024	77488	TOWN'S END CLYDESDALES & CARRIAGE	ART FESTIVAL	375.00	
03/29/2024	77489	Trott Law PC	UB refund for account: HICK-000700-0000-	106.62	
04/01/2024	827(A)	CMP DISTRIBUTORS, INC.	PD UNIFORMS PD EQUIPMENT	819.00 <u>723.45</u>	
				1,542.45	
04/01/2024	828(A)	IMEG CONSULTANTS CORP	PERMIT REVIEW/SURFNET	681.00	
04/01/2024	829(A)	JACK DOHENY SUPPLIES, INC.	VACTOR TRUCK REPAIR	779.05	
04/01/2024	830(A)	LANSING UNIFORM COMPANY	PD UNIFORM	489.10	
04/01/2024	831(A)	RS TECHNICAL SERVICES, INC.	WWTP REPAIRS WWTP REPAIRS	6,363.03 <u>6,079.01</u>	

WTP REPAIRS

484.49

8 pg3

12,926.53

04/01/2024	832(A)	STEVENS CONSTRUCTION & EXCAVATING	ASSIST DPW W/ SNOW PLOWING	390.00	_____
			ASSIST DPW W/ SNOW PLOWING	<u>2,405.00</u>	_____
				2,795.00	_____
				57,712.89	



City of Williamston

161 E. Grand River Avenue, Williamston, MI 48895

517-655-2774; fax 517-655-2797; www.williamston-mi.us; info@williamston-mi.us

Facebook – Williamston City Hall

To: City Council

From: John P. Hanifan, City Manager

Date: Meeting of April 8, 2024

JPH

Subject: Road Diet

The Road Diet regular agenda discussions have been ongoing since June of 2022. The project concept was discussed as early as 2014.

There have been 2 public open houses and Michigan Department of Transportation (MDOT) had an on-line public comment in late 2023/early 2024.

As part of the project review and discussion with MDOT personnel, there has been confusion on whether a Road Diet is the one and only way for an enhanced signal/safer crossing at the corner of Putnam and M-43(Grand River). From the onset, the City desired enhanced safety at the crossing and the Road Diet was considered the sole option. MDOT has stated they will be replacing the signal at the main four corners but not until 2026 at the earliest.

Recent discussions held with MDOT regarding options to “shorten” the road diet project limits based on concerns from community and businesses. Their response is, in my opinion, is not in the best interest of the City. For example, MDOT advised against a road diet limit in the “main four” area. Furthermore, if the City desired a pilot project to study it would be for a 2-to-3-year period. Again, this is not an acceptable time limit if there are negative traffic impacts/results of the road diet that would likely present immediately or within a very short time frame.

The City Council has adopted resolutions of support in the past for this project. City Council can:

- 1) Make a motion to proceed with the project.
- 2) Make a motion to rescind earlier resolution (s) supporting the project.

Staff recommends the City Council rescind the resolutions supporting the project and continue its own investigation into the “main four” for safety improvements. A desired outcome is enhanced safety and the possibility of a new signal in 2026 with addition of turn arrows and turn lanes without the road diet.



9b
pj

City of Williamston

161 E. Grand River Avenue, Williamston, MI 48895
517-655-2774; fax 517-655-2797; www.williamston-mi.us

To: City Council

From: John P. Hanifan, City Manager

Date: Meeting of April 8, 2024

Subject: Master Plan Request for Proposals

A handwritten signature in green ink that reads "JPH".

We received a single proposal from McKenna (attached) for the Master Plan update. Three options are presented for Council consideration:

- 1) Re-bid the project.
- 2) Select McKenna for the project.
- 3) Reject the bid and begin the process without consulting help.

Staff recommends option 2) with the following caveat: As a community, Planning Commission and City Council we must be more engaged in the process and ensure we get the final product we desire. There is not a need to rewrite the entire Master Plan or Zoning Ordinance (ZO), but there are key points of emphasis that need to be part of the final work product(s): Master Plan and updated ZO.

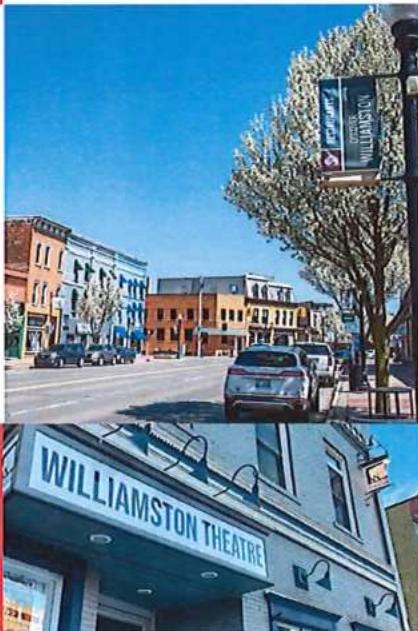
The Planning Commission was presented the same information at its last regular meeting and unanimously approved a recommendation that City Council select McKenna for the project (option 2).

City Council should adopt a motion choosing one of the options above.

ab
pg2

MCKENNA

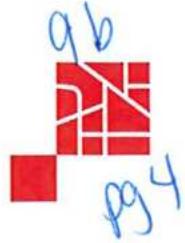
PROPOSAL TO PREPARE
Master Plan Update
CITY OF WILLIAMSTON, MICHIGAN



FEBRUARY 29, 2024

Communities for real life.

qb
pg3



MCKENNA

February 29, 2024

John Hanifan
City Manager
City of Williamston
161 E. Grand River Ave.
Williamston, MI 48895

Subject: City of Williamston Master Plan – Potential Partnership

Dear Mr. Hanifan,

Wow – what an opportunity for the City of Williamston: a chance for its leaders, residents, property owners, and stakeholder partners to continue creating great places; cultivating an environment for increased investment; and in so doing, providing a high quality of life for generations to come! We are incredibly excited about the prospect of partnering and collaborating with your City on the 2024 Master Plan, and we hope that you'll find our team to be the most qualified, most energetic, and most forward-thinking. Planning is a hopeful and visionary endeavor, and our team takes to heart Daniel Burnham's adage to "aim high in hope and work".

The City of Williamston is well-positioned geographically and is blessed with an abundance of attributes that are demanded by families and a talented workforce. Williamston has laid the foundation to be a desirable place to live, work, and recreate. Residents of Williamston can enjoy City assets, while still being able to enjoy the "natural" way of life!

Developing a consensus vision for the City, and a well-considered plan to implement that vision, is one of the noblest expressions of civic life. The Master Plan is critically important to the City's evolution to meet the demands of its residents in coming years, especially in the context of the interwoven imperatives of (re)development and resiliency – both environmental and economic, while simultaneously protecting the City's small-town feel.

FOCUS ON NEW OPPORTUNITIES

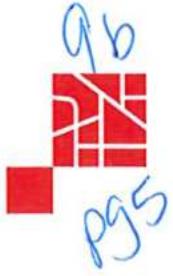
McKenna is Michigan's leading planning and design firm. We work with private sector market realities and manage complex municipal redevelopment projects – public acquisition, demolition, grant and other funding, urban design, marketing, and disposition – and are continuously implementing smart redevelopment principles for Midwest municipalities and select private clients.

Our team is interdisciplinary, and comprises experience and expertise in urban design, public engagement, transportation planning, zoning, mapping, and graphic design. We are prepared to leverage our skill set through direct engagement with City stakeholders throughout the process, building consensus and inspiring implementation. Indeed, we propose to prepare the Master Plan with a focus on implementation to empower the City to maintain excellence while introducing new applicable opportunities. We will use our expertise to develop a Plan that not only reflects and validates the City's desired direction, but also achieves compliancy with Redevelopment Ready Communities' best practices and requirements for Master Plans.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MOKA.COM

Communities for real life.



WHY OUR TEAM?

Our team has the right kind of experience and the proven approach the City of Williamston needs to help work through this challenging but rewarding process; we know how to navigate complex processes in successful communities, with stakeholders pushing for continued excellence.

Together with the dedicated people of Williamston, we will help you create an exciting, implementable vision that will benefit current and future generations for years to come.

Thank you for considering our team and please do not hesitate to reach out if you have any questions.

Respectfully submitted,

McKENNA

John R. Jackson, AICP, NCI
President



qb
pg 6

Master Plan Update

CITY OF WILLIAMSTON, MICHIGAN

PREPARED FEBRUARY 29, 2024 BY

MCKENNA

124 East Fulton
6th Floor, Suite B
Grand Rapids, MI 49503
O 616.226.6375
F 248.596.0930
E info@mcka.com

MCKA.COM

MCKENNA

Communities for real life.

ab
pgt

qb
pg 8

Table of Contents

Cover Letter

Title Page

Table of Contents

Executive Summary.....	1
Introduction.....	2
Areas of Service	3
Why Is A Plan Update Needed?	5
Scope of Work.....	8
Experience and Qualifications	16
Project Staff and Management	23
Organizational Chart.....	24
Timeframe Flow Chart.....	30
Estimated Costs	31

9b
pg 9

Executive Summary



PROJECT TEAM

Our project team of professionals from McKenna brings diverse expertise to the Williamston Master Plan Update, from redevelopment strategies, to sustainable design, to small town planning, to implementation actions. The public engagement expertise of our professionals will ensure the priorities of City stakeholders guide the preparation of the City's Master Plan Update.

SCHEDULE

Completion within 12 months of contract execution.

FEES

Lump Sum Fee: \$25,000, which includes the services and deliverables in the attached scope of work. We are also offering incorporation of Redevelopment Ready Communities (RRC) strategies to pursue program certification (\$1,000) if desired.

We can work with City of Williamston to customize our proposed scope of work to eliminate, add, or modify elements, with our overall fee being adjusted accordingly.

MEETINGS

Our team will prepare for and attend the following meetings:

- Kickoff Meeting with the Planning Commission
- 4 Visioning Sessions (with the Planning Commission, City Council, DDA, and City Staff)
- 3 Draft Review Meetings with the Planning Commission
- Planning Commission Recommendation for Distribution
- City Council Approval for Distribution
- Planning Commission Public Hearing
- City Council Adoption

Additional meetings requested by the City will be invoiced hourly at the rates included in this proposal.

Introduction



McKenna's office in Downtown Grand Rapids is located in the historic Loraine Building near Veterans Park. Our workspaces reflect McKenna's commitment to our people, our communities, sustainable design and the rich technology heritage of the Midwest.

Our primary professionals for the Master Plan Update will be based out of our Grand Rapids office, just 50 minutes from Williamston. Christopher Khorey, AICP and Jeff Keesler will be the primary contacts, reachable at the phone number below and ckhorey@mcka.com or jkeesler@mcka.com.

McKenna currently provides project services to more than 85 communities and private land investors in Michigan, Ohio, Kentucky, Indiana, and Illinois. Anticipating and responding to change is a major distinction of McKenna's practice. McKenna's innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of roughly 30 planners, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, MI 48167
O 248.596.0920
F 248.596.0930
E info@mcka.com

DETROIT
1938 Franklin Street
Suite 203
Detroit, MI 48207
O 313.888.9882
F 248.596.0930
E info@mcka.com

GRAND RAPIDS
124 East Fulton Street
6th Floor, Suite B
Grand Rapids, MI 49503
O 616.226.6375
F 248.596.0930
E info@mcka.com

KALAMAZOO
151 South Rose Street
Suite 920
Kalamazoo, MI 49007
O 269.382.4443
F 248.596.0930
E info@mcka.com

MCKA.COM



Areas of Service

Community Planning

- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Strategic Planning Facilitation
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

Economic Development

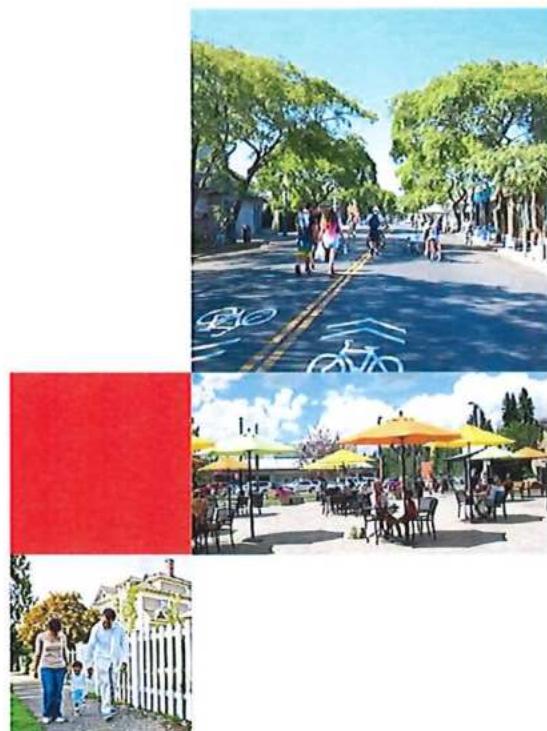
- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- Universal and ADA Accessibility
- Park and Recreation Furnishings



On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-Site Zoning Administration

Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

Public Participation (NCI Certified)

- Charrettes
- Hands-on Workshops
- Focus Groups
- Roundtable Discussions
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Pop-Up / Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one, intercept)
- Community Preference Surveys

Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Urban Design

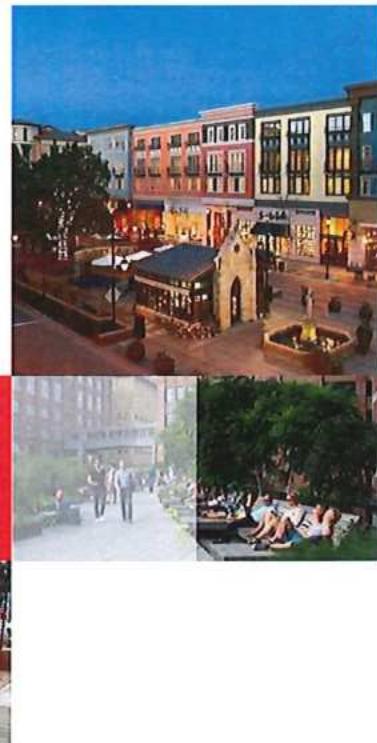
- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

Sustainability Plans

- Sustainability Indicators Analysis, Evaluation Criteria, and Program Improvements
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

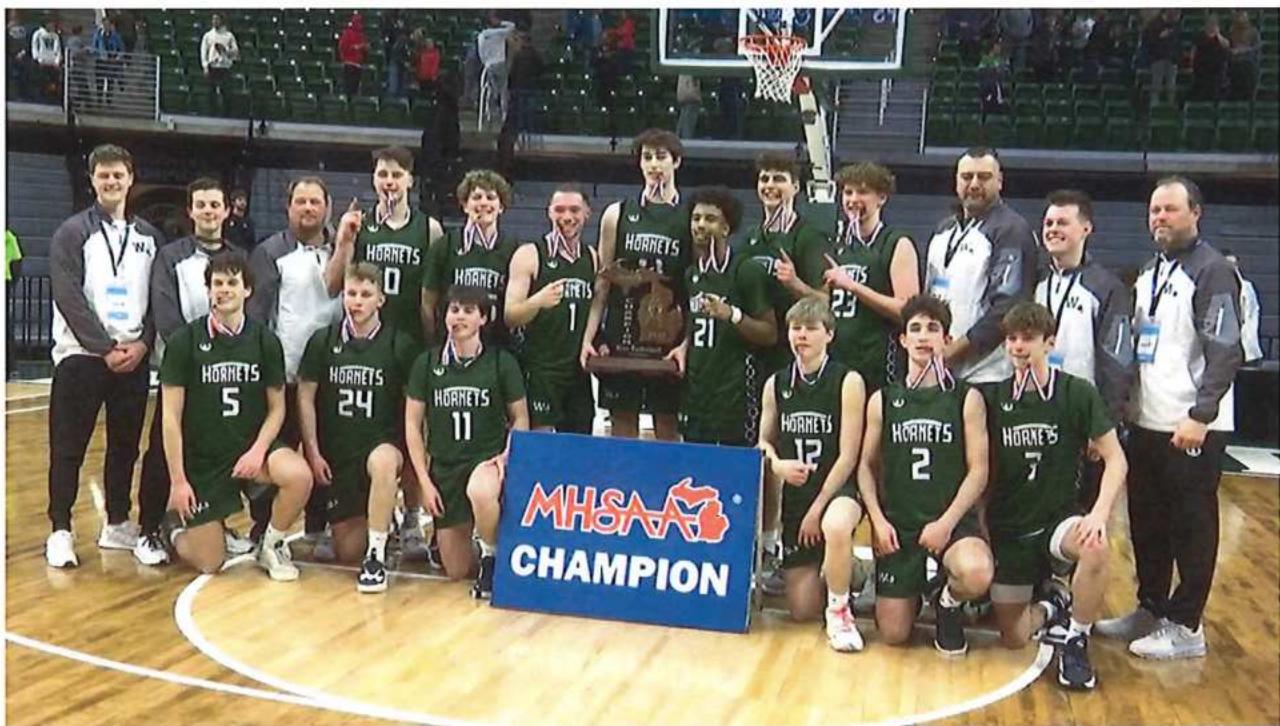
Landscape Architecture

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design



ab
pg 14

Why Is A Plan Update Needed?



The City's current Master Plan was adopted in March 2015. Public Act 33 of 2008, as amended, "Michigan Planning Enabling Act" requires a community's Master Plan to be reviewed and updated every 5 years. A current Master Plan and Parks and Recreation Plan gives the community an aspirational document to make forward-thinking land use decisions while also opening opportunities for State grant funding for various development initiatives.

Here are some additional compelling reasons for Williamston to partner with McKenna to prepare the 2024 Master Plan Update.

1. REDEVELOPMENT READY COMMUNITY

Redevelopment Ready Communities (RRC) are not only in a position to obtain funding from the State, they have a competitive advantage over other communities. Not because of the label, but because of the process and the best management practices. RRC highlights clearly defined projects that provide a comprehensive vision for developers to give the City the kind of development the City wants, positioning the City for quick victories and sustained economic development success.

Working with the Michigan Association of Planning, McKenna developed the educational program for RRC. In addition, we have worked with RRC communities around the State since the program was in its infancy as a regional effort by the Michigan Suburbs Alliance. We embrace the best management practices and have effectively leveraged communities' resources in attracting substantial private investment. If desired by the City of Williamston, we can incorporate the RRC program's best practices including redevelopment projects, downtown district planning, and economic development strategy, and position the City for sustained and managed success.

2. ACTION PLAN

The Master Plan Update will include specific implementation strategies that will further Williamston's short and long-term goals. This can include important efforts such as identifying options for broadening housing choices, bolstering recreational opportunities, creating green infrastructure and natural spaces, and improving infrastructure development. This gives the City a roadmap for future development by improving the City's position for public and private grant funding while creating a framework for welcoming private economic development growth. The Master Plan Update would also serve as a guide for specific amendments to the Williamston Zoning Ordinance and Zoning Map, and as a companion guide for future City redevelopment.

3. ZONING CREDIBILITY

The City's Master Plan supports zoning decisions. If the City's zoning decisions are challenged in court, the City Attorney and insurance company are in a much stronger position to defend the City if the Zoning Ordinance is supported by the strong foundation of a current, recently-adopted plan with community support and based on current data and conditions. Our experience is that a plan based on out-of-date data has less credibility and validity in court. Throughout the planning process, McKenna will work with the Planning Commission and City staff to ensure the Master Plan relates to the Zoning Ordinance, empowering the City to direct and attract desired development.

4. CREATING A WALKABLE COMMUNITY

Streets that support and invite multiple uses, including safe, active, and ample space for pedestrians and bicycles are more conducive to the public life and efficient movement of people than streets designed primarily to move automobiles. The City of Williamston already features a compact, people-oriented layout centered around a walkable downtown district. Increasing active transportation (e.g., walking, cycling, and other transportation modes) offers the potential for improved public health, improved recreational and social activities, economic development, a cleaner environment, reduced transportation costs, enhanced community connections, social equity, and more livable communities.

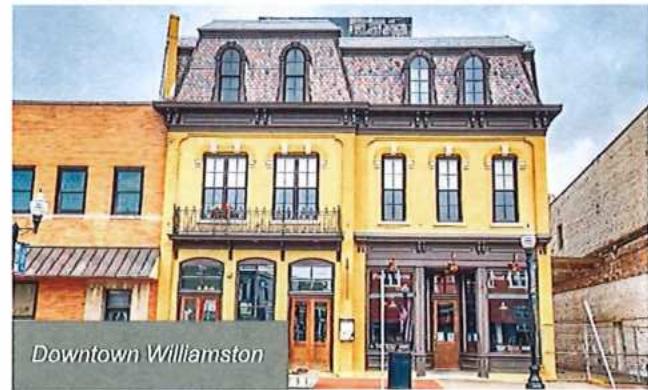
In conjunction with updating the Parks and Recreation Plan, the Master Plan Update process is an opportunity to reimagine how residents can access schools, parks, and local businesses. McKenna has assisted numerous communities in identifying areas for new pathways, reimagine existing infrastructure to link neighborhoods, recreational areas, businesses, and civic uses throughout the City, and identify potential partnerships or funding opportunities to implement sidewalk extensions and other capital improvements.



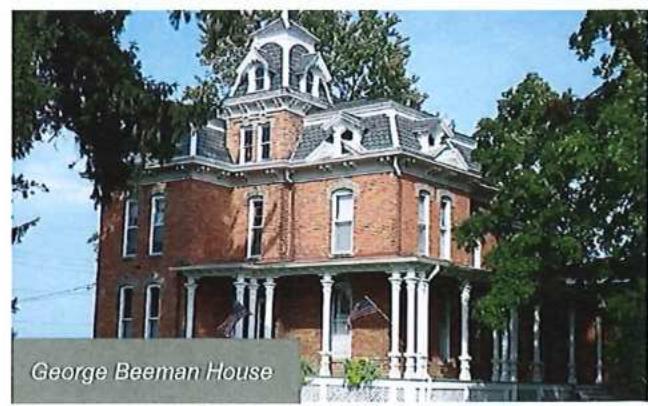
Williamston High School



Downtown Williamston



Downtown Williamston



George Beaman House



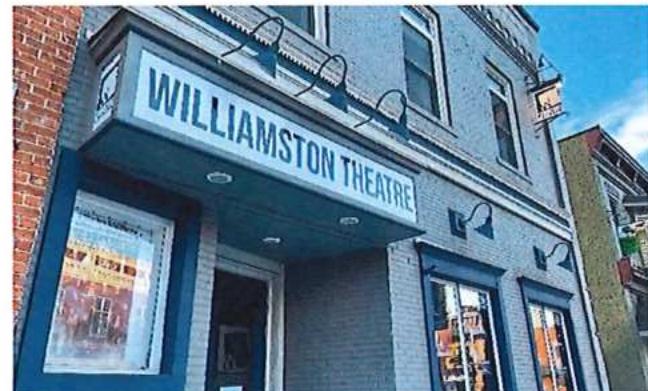
5. UP-TO-DATE INFORMATION

With the availability of detailed data from sources such as the U.S. Census, Ingham County, and other specialized sources, now is a great time to prepare a Master Plan that appropriately reflects the City of Williamston in this unique period in time. Well-informed decisions rely on accurate data, and our team is well-versed in accessing datasets that matter most in identifying trends for future policy direction. This includes in-depth analyses of demographic trends, observing existing housing units and building types, identifying employment, education, and income characteristics, and analyzing the commuting patterns of Williamston and workers in the region.

This data forms a backbone for planning efforts and McKenna will quickly compile and incorporate these datasets throughout the planning process.

6. A VISION FOR THE FUTURE

The Master Plan Update should reflect Williamston's current goals by building on efforts outlined in the 2015 Master Plan while identifying new opportunities to pursue into the future. By including an update of the Parks and Recreation Plan in this process, the City of Williamston can create a roadmap that builds on the City's abundant natural assets, expressing the ideas and hopes for today's community over the next 10, 15, and 20 years. The process of preparing the Master Plan Update is an opportunity to encourage effective participation from many City stakeholders – it offers a venue to bring residents, business owners, community leaders, and other interested parties together in guiding Williamston's future. A collaborative, inclusive, and transparent public participation process can reveal future development plans and opportunities that strengthen the community far into the future.



Scope of Work



We have designed the following Scope of Work for Williamston that will satisfy the requirements outlined in the Request for Proposals, creating a dynamic Master Plan that builds upon the City's existing assets and positions the City for sustainable future success.

Our work plan consists of seven steps:

- Task 1 – Kick-off and Strategic Issues
- Task 2 – Identify, Quantify, and Analyze
- Task 3 – Public Participation and Community Outreach
- Task 4 – Goals and Objectives
- Task 5 – A Roadmap for the Future
- Task 6 – Implementation Strategies
- Task 7 – Adoption

qb
pg18

TASK 1. KICKOFF & STRATEGIC ISSUES

Project initiation consists of tasks and processes necessary to get the project up and running. These include:

1. **Kick-Off and Strategic Issues Meeting.** We will meet with the Planning Commission and review the work plan and finalize a structure for review and management of the plan process to:

- Establish a working relationship
- Reach an understanding of expectations
- Answer questions
- Make mutually agreed upon adjustments in the work plan
- Identify preferred method of communication (e.g., email, virtual meetings, telephone).

At the kick-off meeting, we will also finalize procedures for public input and the framework for public workshops, public exhibits, press releases and mechanisms for public input; and will identify stakeholder groups.

Finally, we will engage the Planning Commission and other participants in a preliminary discussion of strategic issues of importance to the City that will be critical for review and analysis during the planning process. Key stakeholders will be identified, those whom the Planning Commission will want to make special efforts to consult.

2. **Statutory Notifications.** Pursuant to the requirements of the Michigan Planning Enabling Act, PA 33 of 2008 (MPEA), as amended, McKenna will assist the City in guiding the Master Plan Update through the required adoption process. The first step in this process is the distribution of the Notice of Intent. McKenna will assist the City in notifying all surrounding units of government and regional economic partners and organizations as required by the MPEA.
3. **Evaluation of Past Studies.** McKenna will conduct a thorough review of the City's current 2015 Master Plan as well as other City documents relevant to the planning process.



TASK 2. IDENTIFY, QUANTIFY AND ANALYZE

1. **Existing Conditions Analysis.** This section will be the analysis of existing conditions. In particular, we will review the following:

- Regional Context.** Using data from the City, Ingham County, the U.S. Census, and other available sources, an overview of the City's position in the region in terms of its relationship to development patterns, arterial roads and highways, and natural features and open space will be provided.
- Natural Features.** A Natural Features Inventory will be performed, and maps will be included in the Master Plan to provide an easy-to-understand picture of the City's natural features, such as wetlands, floodplain areas, and natural open spaces.
- Existing Land Uses.** An existing land use survey will be conducted. The Team will use the City's most recent existing land use survey data and aerial photographs for the base data. The information will be mapped to visually illustrate the existing conditions.

Quantities of land uses will be computed and compared with any previously collected data to determine significant changes or trends. Conflicting land uses or land uses that are potentially incompatible with future development will be identified and analyzed.

- Population, Housing and Economics.** With updated census demographic data, Williamston's population will be compared to the population in the region and adjoining communities. Population trends, projections, and demographic characteristics of the community will be identified and analyzed to understand the impact on the community and future development and will be compared with previous datasets from the 2015 Master Plan.

Data on income, education, and employment will also be included. This provides a representation of the City's economic profile and can illustrate employment needs as the City contends with challenges brought by shifts in the state, national, and global economies.

McKenna will describe the existing housing climate in Williamston and note trends and relationships. Factors to be described and analyzed will include number of existing units by type, age, occupancy, tenure, and value, which helps determine housing need by type, if any exist in Williamston.



Samples of existing conditions and community snapshot analysis.

- e) **Community Facilities.** Required as part of the Parks and Recreation Plan process, this involves updating community facilities data such as park locations, park types, park accessibility standards, and determining park service areas and areas of potential need.

The following will be included in the Community Facilities Analysis:

- (1) Description of public and private community, utilities, and community facilities including name, location, size, function, classification, public services, (i.e., neighborhood park or community park), condition, and plans for continuation, expansion, curtailment, or closure.
 - (2) Evaluation of Public Facilities based on secondary data in terms of generally accepted standards and results of socio-economic analysis and previous studies.
 - (3) Inventory of recommendations pertaining to community facilities noted in the 2015 Master Plan and analysis of changes that have been made since then.
 - (4) Recommendations for facilities based on:
 - i. Deficiencies in comparison to standards and recommendations of previous studies and community perception.
 - ii. Improvements needed for public recreation, community facilities and utilities in terms of additional land area, buildings and facilities.
 - iii. Sources of potential funding.
- f) **Transportation.** Using data provided by the City, Ingham County Road Commission and MDOT, McKenna will prepare an updated inventory of existing conditions (traffic volumes, surface conditions, right of way requirements, special traffic generators, pedestrian improvements and accident data among other factors). Traffic projections as available from the applicable road agencies will be included in the analysis. The Team will consult with State, County, and local transportation officials to identify other factors that may influence the City's Updated Plan.
- g) **Infrastructure.** The City's infrastructure will be described, and recommendations given for the following:
 - Public water and sewer
 - Stormwater
 - Streets, alleys and major structures (bridges, overpasses, etc.)
 - Information technology infrastructure (local telephone service, long distance, cable, Internet connectivity (T-1, DSL satellite, etc.)



TASK 3. PUBLIC PARTICIPATION AND COMMUNITY OUTREACH

We propose a multi-part public engagement process that has proven successful in many of our past planning efforts. The public will have a variety of opportunities to comment on the plan. The process described below is structured to gain input from multiple stakeholder groups in a relatively short period of time, while respecting the schedules of the busy professionals and community members with whom we will be collaborating.

The purpose of the collaborative process is to identify strengths, weaknesses, opportunities, and threats, and to prioritize the City's most important assets to build upon and identify issues to overcome. This identification, validation and prioritization process will occur during the collaboration workshop.

- Digital or Print Surveys.** A survey offers a "non-meeting" opportunity for residents to share their thoughts. McKenna will create an easy-to-use online survey instrument, designed to elicit a wide sampling of community input on issues in a manner that permits citizens to feel involved in the process without investing too much time. We will work with the local schools and business associations to inform the public when the survey goes live. Hard copies of the survey can be prepared for the City to make available (via direct mail or at public places for pick-up) to those members of the public who are more comfortable with a non-computer-based survey.

We will create an easy-to-find webpage, with a simple URL like "Williamstonplan.com", as the landing page for the survey. From there, we have access to several online formats (Community Remarks, Social Pinpoint, SurveyMonkey, Konveio, etc.), and we will tailor the City's survey to meet the needs of Williamston residents and stakeholders.

- Master Plan Vision Workshops.** We propose to hold four workshops, one each with the City Council, Planning Commission, DDA, and City Staff. These workshops could be held virtually, in-person, or in a hybrid fashion, depending on the City's preference.

We also anticipate making the workshops open to the public and potentially inviting stakeholders and interested citizens who are not necessarily members of the boards and commissions, in order to ensure all voices are heard.

The workshops will begin with an introduction to the master planning process, will continue with a summary of the findings of the existing conditions analysis, and will move to an overall prioritization of issues, assets, and consensus on the characteristics of the desired future for the City. Along with the results of the survey, these recommendations will serve as the basis for developing the Updated Master Plan's goals, objectives, and direction.



TASK 4. GOALS AND OBJECTIVES

McKenna will review the City's existing goals and modify them as necessary based upon the existing conditions analysis, completed projects since 2015, results of the survey and workshops, and other input received. Using that as a foundation, we will refine the goals and objectives for the Master Plan Update which will collectively set the direction for the new Plan.

Goals are general in nature and – as they relate to planning – are statements of ideals toward which the City will strive. **Objectives** are more specific policies and are intended to present a means to attain established goals. **Strategies** are general approaches used to achieve objectives. Each objective may include three to eight strategies, depending on how complicated the objectives are. Strategies should be **actionable and measurable** and explain how you will accomplish the objective and why you are taking that approach. The goals, objectives, and strategies will be separated into categories (i.e. residential development, commercial development, economic development, community safety, etc.), and prioritized in terms of how they will contribute to the realization, continual evaluation, and support for subsequent plan policies.

TASK 5. A ROADMAP FOR THE FUTURE

1. **Future Land Use Plan.** The Williamston Master Plan Update will identify both desired future land uses and recommended characteristics for the various areas of the City. The Plan will make recommendations beyond land use, as its intent is to create or preserve community character and quality of place. The quality of the built environment, the quality of public spaces and open spaces, the preservation of natural resources, the recommendations from the 2015 Future Land Use Plan, and the mixture of land uses are some aspects that define community character.

The plan and map will identify recommendations on:

- a) Land use (residential at a variety of densities, commercial and industrial uses at a variety of intensities, open spaces, etc.)
 - b) Transportation
 - c) Community Facilities
 - d) Natural Features (floodplains, water resources, wetlands)
 - e) Overlay districts for special planning areas and City borders
 - f) Redevelopment sites and RRC Best Practices
2. **Transportation Plan.** In order to provide a transportation system that meets the needs of the City and provides a high quality of life for its residents, businesses, and visitors, the City must work with MDOT, the Ingham County Road Commission, and others to provide various transportation options, including non-motorized travel. The transportation section of the Master Plan Update will be prepared to fulfill the requirements of Michigan's Complete Streets legislation.

The Plan will recognize the important role that the automobile currently plays in Williamston's transportation system. However, it will analyze the potential for non-motorized transportation to play an increasing and defining role in the City and surrounding area. McKenna will explore ways to extend and expand existing pedestrian facilities and improve the function and capacity of street systems. To achieve this balance, the Transportation Plan will address:

- Existing transportation infrastructure, including roads and sidewalks
- Existing travel patterns (generalized) and regional influences
- Functional classifications of existing streets
- Planned improvements by the City
- The impacts of future land use changes proposed by the Future Land Use Plan on the transportation network and recommendations
- Improvement priorities and funding options

- 3. Community Facilities.** Schools, parks and recreation, public safety, utilities, and communications infrastructure are critical components for creating a desirable, quality, and sustainable community. These assets (mapped in the Inventory task) provide a foundation for the City's character and help to differentiate it from other communities in the region, state, and nation. This section of the plan update will focus on maintaining and enhancing the City's assets and evaluating how these facilities provided by other agencies will impact the City's plan and development.



Our team integrates future land use planning with key transportation principles, resulting in high-impact strategies for future corridor development (Tecumseh, Michigan density study by McKenna).

- 4. OPTIONAL** **Redevelopment Ready Communities (RRC) Strategy Incorporation.** As the RRC program may be a useful consideration for the City to pursue, our team can incorporate these strategies throughout the process to ensure the City becomes certified under this program, opening the door for additional state funding.

- 5. OPTIONAL** **Urban design studies.** Our team includes talented urban designers. While urban design was not requested in the RFP, we have included it as an optional service. If requested, our team can provide a vision for the build-out of the City's downtown, or another part of the City, as envisioned by the plan.



Urban design renderings allow the community to visualize the future of key sites in the City. (Holland Township, Ottawa County redevelopment design by McKenna).

TASK 6. IMPLEMENTATION STRATEGIES

The entire plan update will be focused on implementation. An Implementation Roadmap will be crafted to provide a concise list of implementation-ready projects and strategies that the City should pursue in order to fulfill the vision presented and the goals and objectives stated in the Plan. This portion of the Plan will include the following two elements:

- Implementation Matrix.** A matrix that includes specific recommendations, priorities, capital expenditures, programs, and actions will be provided.

The matrix will identify:

- a) Each project
- b) Its importance
- c) A timeframe for completing the project
- d) The person, body, or organization responsible for overseeing the project
- e) Funding opportunities for the project

- Zoning Plan.** Consistent with the requirements of the MPEA, PA 33 of 2008 as amended, McKenna will create an updated zoning plan along with the Future Land Use Plan review. The Zoning Plan will include a description of what zoning districts correspond to planned land use categories, where new zoning districts will be required, overlay district locations, and other recommended zoning techniques to implement the updated Master Plan.

LAND USE AREA	CORRESPONDING ZONING DISTRICTS
RESIDENTIAL	
Residential Reserve	ARG
Suburban Single Family	R-1
Traditional Single Family	R-2
Multiple Family Residential	RM-1
Manufactured Housing	MHP
COMMERCIAL	
Neighborhood Commercial	BUS
Regional Commercial	BUS
INDUSTRIAL	
Light Industrial	IND
Industrial Park	IND

Example of Zoning Plan relating future land use districts to corresponding zoning districts

TASK 7. ADOPTION

McKenna will assist the City with the adoption of the new Master Plan as follows:

- Distribution of Draft Plan.** McKenna will prepare the draft Master Plan, including all elements described above and present it for review by the Williamston Planning Commission and Williamston City Council. Based on the input and direction received, we will revise the draft and submit it to the Commission for recommendation to the City Council for dissemination as required by the MPEA.
- Final Review, Planning Commission Public Hearing, and Adoption.** Upon conclusion of the draft review and comment period for noticed entities, McKenna will review all comments received and – if deemed necessary – make modifications to the draft. McKenna will attend the Planning Commission public hearing to explain the Plan to the public, respond to review by entities, and assist with the adoption by the Planning Commission. McKenna will also attend, present the Plan at the public hearing, and assist with adoption.

ab
pg 25

Experience and Qualifications

McKenna has a long working history in communities large and small throughout the Midwest. On the following pages, we present some of our most relevant experiences. Our track record of success in smaller communities across the state as well as larger communities in the region gives us the confidence that we are the best, most qualified firm to partner with you on performing this Master Plan Update. We hope that you will contact our references.

COMMUNITY AND CONTACT	MCKENNA SERVICES
Village of Webberville Michigan <i>Brad Hitchcock</i> <i>City President</i> 115 S. Main Street, PO Box 389 Webberville, MI 48892 (517) 521-3984	Population 1,288 <ul style="list-style-type: none">• Master Plan• Zoning Ordinance Updates• Safe Routes to School Grant
City of Coopersville, Michigan <i>Jonathan Seyferth</i> <i>City Manager</i> 289 Danforth Street Coopersville, MI 49404 (616) 997-6679	Population 4,828 <ul style="list-style-type: none">• Master Plan
Village of Oxford, Michigan <i>Joe Madore</i> <i>City Manager</i> 22 W. Burdick, PO Box 94 Oxford, MI 48371 (248) 628-2543	Population 3,492 <ul style="list-style-type: none">• Master Plan• Zoning Ordinance Updates• Redevelopment Plans
City of Whitehall, Michigan <i>Scott Huebler</i> <i>City Manager</i> 405 E. Colby Street Whitehall, MI 49461 (231) 894-4048	Population 2,909 <ul style="list-style-type: none">• Master Plan
City of Montague, Michigan <i>Jeff Auch</i> <i>City Manager</i> 8778 Ferry St. Montague, MI 49437 (231) 893-1155	Population 2,435 <ul style="list-style-type: none">• Master Plan• Parks and Recreation Master Plan• Zoning Ordinance update
City of Hastings, Michigan <i>Dan King</i> <i>Community Development Director</i> 201 E. State Street Hastings, MI 49058 (296) 945-2468	Population 7,514 <ul style="list-style-type: none">• Master Plan• Streetscape Design• Zoning Ordinance Updates



MCKENNA

Communities for real life.

DESIGN

Urban Design

What we did:

PLANNING

Master Planning
Parks and Recreation
Placemaking

Recreation Planning

VILLAGE OF WEBBERVILLE AND LEROY TOWNSHIP, MICHIGAN

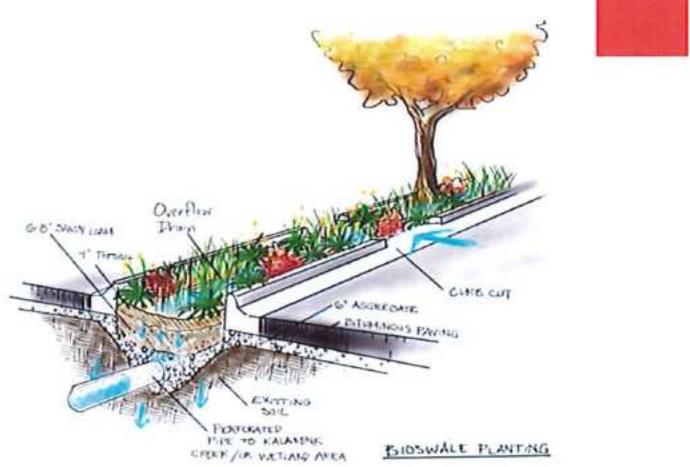
The Village of Webberville, in Ingham County, struggled for years to articulate a vision for itself, operating for over a decade without a Master Plan. The Village Administration decided that the time had come to plan for the future, and called McKenna.

While the Plan included all the traditional elements of a Master Plan, it also went further, including a Parks and Recreation Plan to meet the Michigan Department of Natural Resources (MDNR) criteria for grant funding. The Parks and Recreation Plan identified a need for a new recreational facility in or around Webberville.

Soon after the completion of the plan, a resident of Leroy Township, which surrounds the Village, donated a plot of land just outside the Village limits. McKenna assisted as the Township, supported by the Village in their efforts, planned out the build out of the new Simmons Memorial Park.

The Township's plan was also submitted to MDNR for approval, with a grant application to follow. In the meantime, Leroy began build-out of the park, filling the need determined by Webberville's Master Plan.

McKenna continues to work with both communities on recreation, land use, and economic development issues.



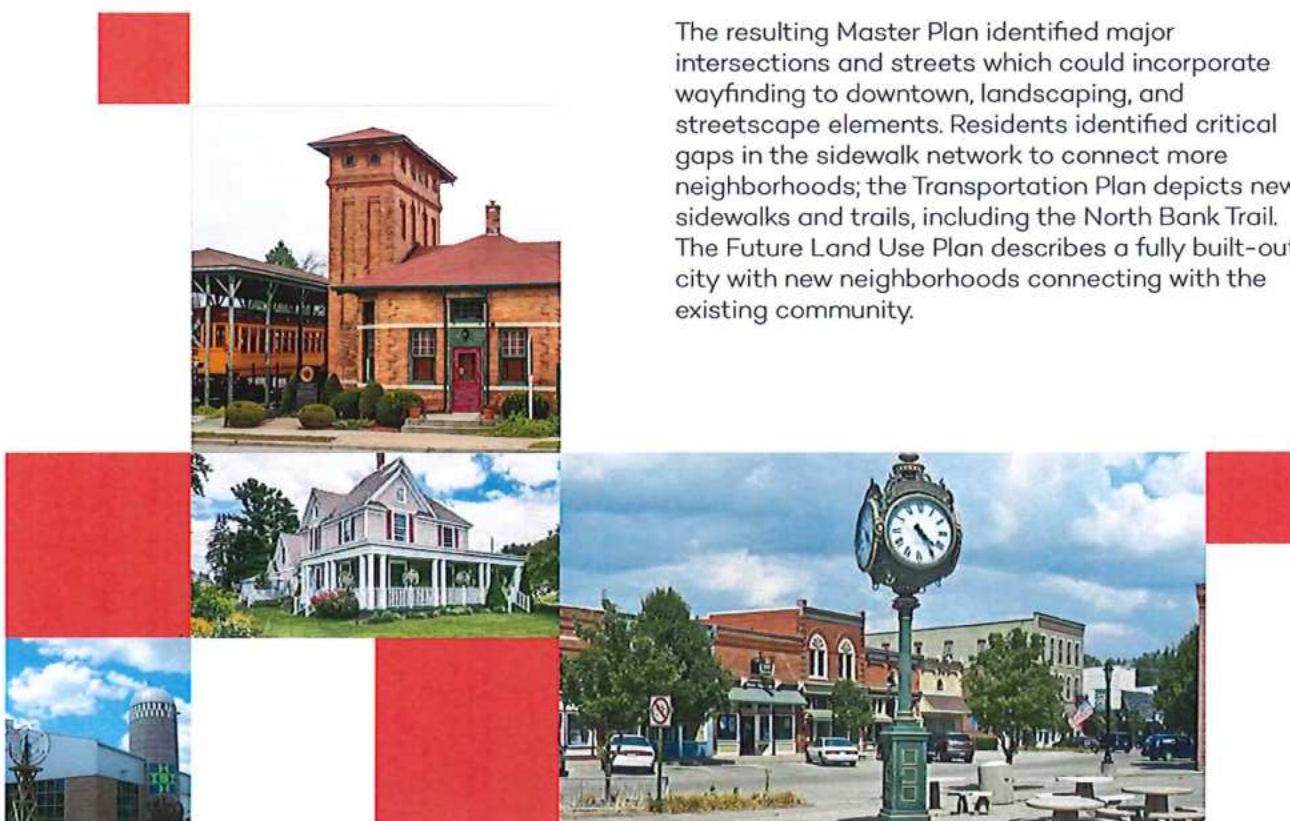
Master Plan

CITY OF COOPERSVILLE, MICHIGAN

Located halfway between Muskegon and Grand Rapids, Coopersville is a small, historic community growing around the local railroad stop. The community wanted to update its Master Plan to address several issues facing the City. The downtown area was a vital part of the community. Still, it was difficult for nonresidents to find, and several businesses struggled. Coopersville also needed to determine what the community's future development would look like, especially on the edges of the City.

McKenna prepared a Master Plan for Coopersville to address these and other issues residents and business owners raised. Public input was gathered at an open house workshop and online by connecting with the existing community social media outlets. McKenna also conducted housing and retail market studies to better crystallize the demand for land uses in the City.

The resulting Master Plan identified major intersections and streets which could incorporate wayfinding to downtown, landscaping, and streetscape elements. Residents identified critical gaps in the sidewalk network to connect more neighborhoods; the Transportation Plan depicts new sidewalks and trails, including the North Bank Trail. The Future Land Use Plan describes a fully built-out city with new neighborhoods connecting with the existing community.



ab
pg28



MCKENNA

Communities for real life.

What we did:

DESIGN

Placemaking and Public Spaces
Urban Design
Form-Based Coding

PLANNING

Master Planning
Economic Development
Neighborhood Planning

Redevelopment Plans

VILLAGE OF OXFORD, MICHIGAN

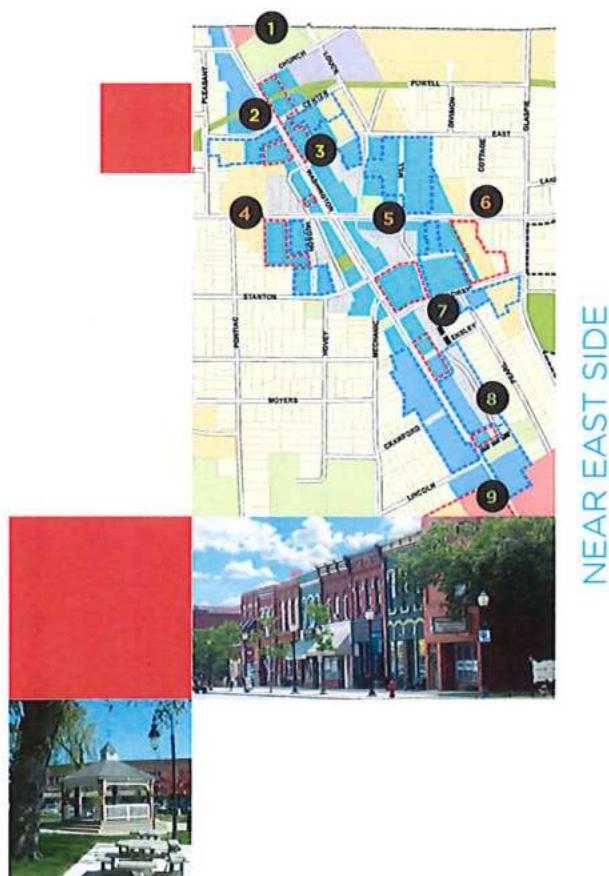
When the Village of Oxford did a five-year review of its Master Plan, it determined that the overall vision of the Plan still reflected the community's vision—but something was missing.

Approximately a dozen sites around the Village were underdeveloped, incompatible with their surroundings, or antiquated. Instead of a full Master Plan update, Oxford decided to dedicate its planning resources to those specific sites.

McKenna worked with the Village to develop urban design visions and roadmaps to redevelopment for the sites. The designs were developed through an intensive and iterative process including an online survey, three public open houses, and in-depth workshops with the Village's Master Plan Committee and Planning Commission.

One of the key factors in implementing the plans was reform of the Village's Form Based Code, with increased diversity of building types and more focus on the character of individual streets and districts.

The final designs, along with the path to implementation provided for each one, were used to attract developers and partner with the private sector to make the vision of the plan a reality.



NEAR EAST SIDE



9b
pg29



MCKENNA

Communities for real life.

What we did:

PLANNING

Master Plan
Coastal Planning
Community Empowerment
Mixed-Use Corridors

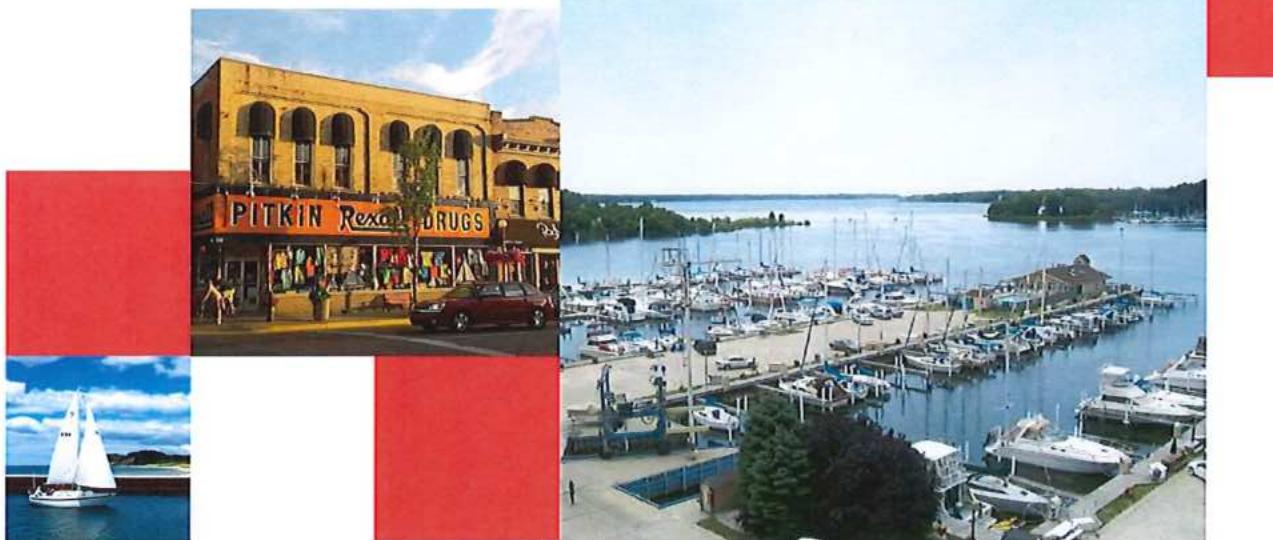
Master Plan

CITY OF WHITEHALL, MICHIGAN

The City of Whitehall sits on a bluff overlooking White Lake, just a short drive from the shores of Lake Michigan. Along with its sister community, Montague, it is a popular destination for tourists and residents looking for a charming “up north” community within commuting distance of major employers.

McKenna worked with the City to create a Master Plan vision that built off Whitehall's commitment to community and sustainability. The plan incorporated Michigan's first “green street” (an already-underway project), as well as envisioning mixed-use corridors along the City's major axes and a new downtown gathering place where a dead-end street used to be.

The plan generated enthusiasm in the community and created a framework for redevelopment in the city's downtown and waterfront.





MCKENNA

Communities for real life.

What we did:

DESIGN

Urban Design

PLANNING

Master Planning
Public Engagement

ab
pg30

Master Plan

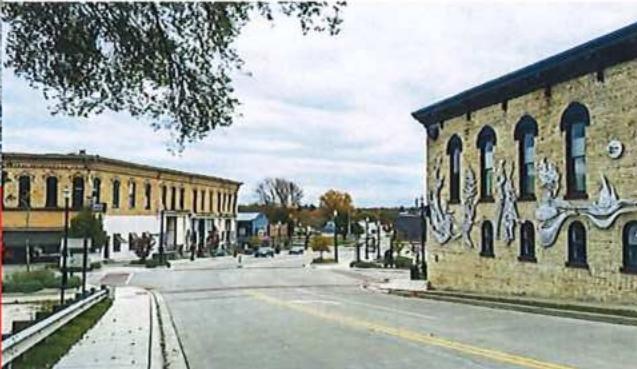
CITY OF MONTAGUE, MICHIGAN



Montague, Michigan—renowned for its small-town lake shore charm and its proximity to White Lake and Lake Michigan—hadn't updated their citywide master plan since 2013. Recognizing the community desire for measured growth and protection of natural spaces and heritage, the City selected McKenna to prepare the 2023 Montague Master Plan.

A defining feature of the planning process was the extensive public engagement process which included: 1) Four-community visioning sessions with elected and appointed officials; 2) Facilitated public engagements open houses with members of the public invited to join. 3) An Online 30-question community survey that received 367 responses. 4) Professionally drawn concept designs for downtown storefronts and buildings.

The resulting plan focuses on strong neighborhoods, a vibrant downtown, highlighting pedestrian connections, especially to streets, parks, plazas, sidewalks, and civic buildings. The plan also highlights key areas where Montague can consider economic growth, while protecting its natural resources and small-town character.





MCKENNA

Communities for real life.

What we did:

PLANNING

Master Planning
Public Engagement
Economic Development

AB
pg31

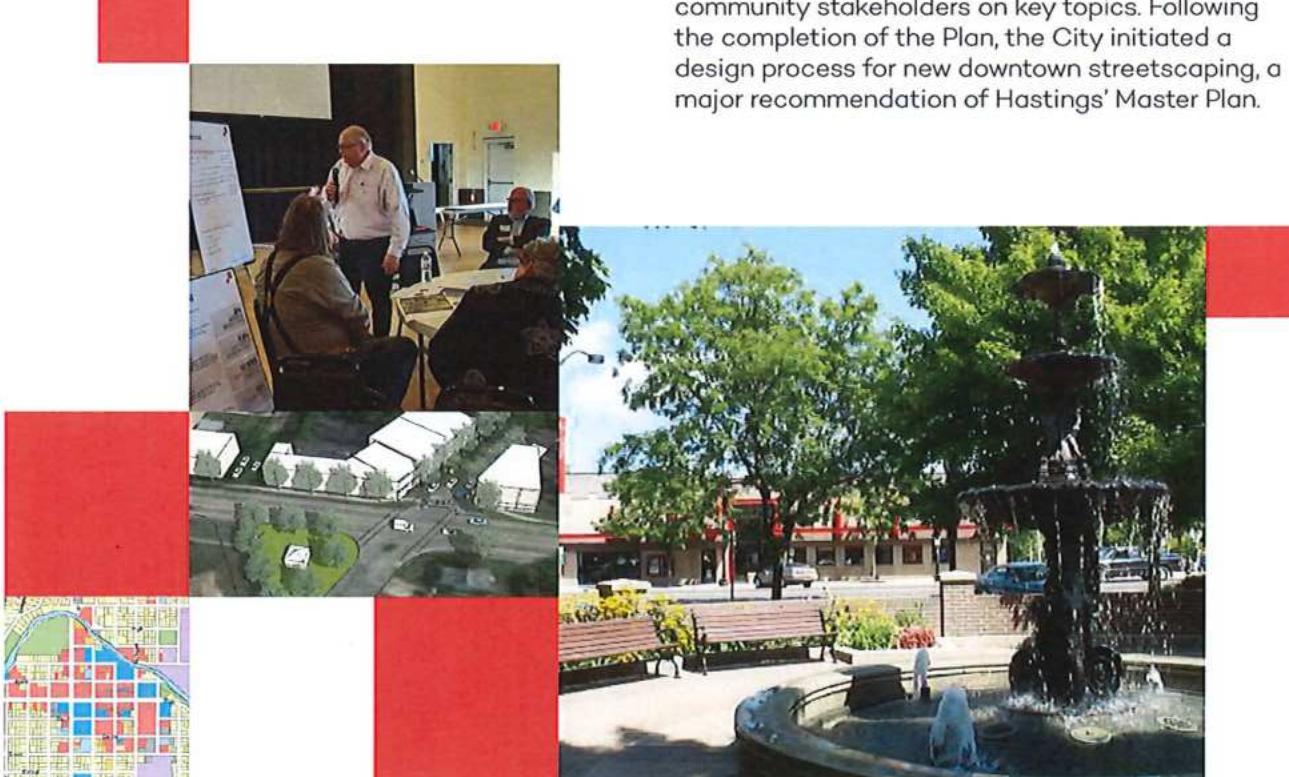
Master Plan

CITY OF HASTINGS, MICHIGAN

Located halfway between Battle Creek and Grand Rapids, Hastings is a small and historic community nestled on the Thornapple River. Popular with residents for its historic charm, natural beauty, and quality schools, the City decided it was time to "take the next step"—and initiated a Master Plan process to help them get there.

To assist the City in realizing its full potential, McKenna envisioned a multi-pronged Master Plan process. In addition to a conventional Master Plan, with city-wide Future Land Use and Transportation recommendations, McKenna also conducted a "Master Plan Phase II", a deep dive on infrastructure, redevelopment sites, housing, and economic development.

The process also included strategic visioning sessions by the Planning Commission, City Council, and TIF District Boards, as well as roundtables by community stakeholders on key topics. Following the completion of the Plan, the City initiated a design process for new downtown streetscaping, a major recommendation of Hastings' Master Plan.



Project Staff and Management

We believe the most important work was done before we arrived and will be ongoing after we leave.

We help build bridges from the past and make course corrections for the future.

We propose an experienced team familiar with and ideally matched to Williamston's needs in efficiently updating the City's Master Plan. Our combined expertise with community master planning, parks and recreation planning, and knowledge of the issues facing communities today will allow us to provide Williamston with a complete and innovative Plan Update that meets your desires.

Members of our team are industry leaders in organizing an efficient and effective public process leading to compelling and comprehensive plans with a strong implementation focus.

Our professionals embrace:

- Highly effective public processes
- Walkability, bicycling facilities, greenways, trails, complete streets, healthy streets
- Active living, active transportation
- Place-making
- Parks and open space
- Economic development
- Livable communities
- Environmental preservation
- Land use and conservation
- Traffic and intersection analysis, especially to determine minimal lane needs, circulation, and multi-modal mix
- Context-sensitive design solutions

We customize our work to reflect local economies, environments and politics, and our approach to all projects is sensitive to history, size, scale, population, demographics, and diversity of people and place.

An organizational chart of team members is on the next page, followed by resumes for all team members.

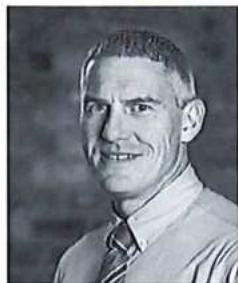
9b
pg 33

Organizational Chart

■ Williamston Team

■ McKenna Team





Jeff Keesler

ASSOCIATE PLANNER

EDUCATION

Master of Urban and Regional Planning
Michigan State University

Bachelor of Psychology
Bridgewater State University

HONORS

Excellence in Best Practice Award for the Barry County 2040 Master Plan "Live Better", Michigan Association of Planning, 2023

PROFESSIONAL EXPERIENCE

Community Planning

Developed age-friendly state and community programs and managed several project areas including the AARP Community Challenge Grant, helping Michigan become designated as an AARP age-friendly state. Co-hosted Livable Communities workshops for government officials and citizens who were interested in having their communities join the network.

Works with local and state governments to adopt new programs, working in conjunction with multi-jurisdictional efforts that includes individuals from state, county and city governments, and other organizations.

Helped promote the message of Livable Communities to Michigan communities by giving age-friendly communities and planning-related presentations to community groups and local governments; assists communities with technical assistance in the long range community planning process

Community Engagement

Works with communities to conduct community surveys, analyze and report results, and lead public engagement open houses. Fosters quality relationships with community leaders and residents by representing and promoting projects and community programs at meetings.

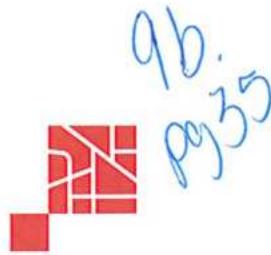
Facilitates relationships between city leadership, citizens, and non-profit organizations, selling the case for new programs through first-time meetings with new and potential communities.

Zoning

Creates planning and zoning guidebooks and other tools for Michigan communities to utilize and assist in providing Zoning Administrator trainings for local Community Development leaders and staff. Conducts Michigan based population and demographic trends research to help Michigan communities address demographic questions.

MEMBERSHIPS

American Planning Association
Michigan Association of Planning



Maya J. Baker

ASSISTANT PLANNER

EDUCATION

Master of Urban and Regional Planning
Taubman College University of Michigan

Bachelor of Arts - Sociology
DePaul University

HONORS

Excellence in Best Practice Award for the Barry County 2040 Master Plan "Live Better", Michigan Association of Planning, 2023

University of Michigan Weiser Center Future of Real Estate Competition 2021, Honoree: *The Future of Real Estate is Cooperative*

PROFESSIONAL EXPERIENCE

Community Planning

Wrote the first ever Master Plan for a small village in order to receive Redevelopment Ready Certification, assisting with creating a planning commission and writing an original zoning ordinance utilizing the unique needs and situation facing the community. Has assisted in preparing multiple Master Plans for a diverse range of urban, suburban, and rural locations of all sizes. Provided analysis of demographics and existing conditions for communities to inform recommendations and provide context for Master Plans and similar community planning documents. Compiled and interpreted citizen input for contribution to a Master Plan's goals and objectives.

Public Engagement

Planned and assisted with public outreach events and programming to understand community needs and concerns, including residents of low-income neighborhoods, tight-knit rural villages, and busy suburban areas. Provided public engagement programming for many different projects, including the creation of a village's first Master Plan, the design of a new park in a Lakeshore community, and the development of master plans and parks and recreation plans.

Housing Policy and Analysis

Recommended housing policy improvements and conducted policy research for urban centers, suburban communities, and rural municipalities. Assisted with conducting analysis of impediments to fair housing in multiple metropolitan areas and cities in the Midwest. Studied the impact of a large-scale infrastructure project on property values and housing cost, and potential methods of mitigating displacement in a major city. Knowledgeable about major housing and economic development tools such as TIF, CDBG, PILOT, and NEZ districts.

Parks and Recreation Planning

Assisted with writing State Parks and Recreation Plans for municipalities communities of different scales. Conducted surveys of park amenities on behalf of parks departments, identifying existing infrastructure and maintenance needs in public parks. Provided actionable, prioritized recommendations for park improvements and programming.

Zoning

Interpreted zoning ordinances for a wide variety of communities and provided guidance to local officials in day-to-day operations. Provided recommendations for updating ordinances for changing conditions in a community. Understands how zoning regulations can be effectively written to shape and support municipalities.

GIS Mapping

Created maps using Geographic Information Systems (GIS) to show land use, zoning, natural features, property lines, transportation systems, demographics, and other conditions.

MEMBERSHIPS

American Association of Planning
Michigan Association of Planning

PUBLIC SERVICE

Board Member & Development Director, "Great Lakes Invitational Conference Association



Emily Huhman

PLANNING ASSISTANT

EDUCATION

Master of Urban and Regional Planning - Candidate, Expected Graduation May 2024
Taubman College
University of Michigan

Bachelor of Political Science and Sociology
University of Michigan

PROFESSIONAL EXPERIENCE

Community Engagement

Assisted in preparing and facilitating community engagement events to gather community knowledge of benefits and concerns in urban, suburban, and rural communities. Experience in survey writing and administration to gain resident insights into multiple areas, including master planning, parks and recreation, economic opportunity, and housing needs.

Housing Policy and Economic Development

Served in case management roles in housing subsidy programs, including Low-income Public Housing, Housing Choice Voucher, and Permanent Supportive Housing programs. Success in grant writing and applications for HUD-funded grant opportunities. Knowledge of low-income housing development and improvement programs, including LIHTC and RAD. Wrote a guide to development outlining the development process and potential local and state incentives for commercial development for a small Michigan city.

Data Analysis and Management

Experienced in conducting demographic analysis using Census data. Completed data analyses using survey data. Knowledge of real estate databases such as CoStar to gather housing and commercial market data.

Zoning Administration

Conducted research, zoning ordinance comparisons across multiple communities, and assisted in writing zoning ordinance amendments. Prepared meeting minutes for Planning Commission meetings.

MEMBERSHIPS

American Planning Association
Michigan Association of Planning



Danielle Bouchard, AICP

PRINCIPAL PLANNER

EDUCATION

Bachelor of Science (with honors)

Urban and Regional Planning with Minor in Geographic Information Systems
Eastern Michigan University

AWARDS

Excellence in Best Practice Award for the Barry County 2040 Master Plan "Live Better",
Michigan Association of Planning, 2023

Excellence in Best Practice Award for the Holland Unified Development Ordinance,
Michigan Association of Planning, 2022

PROFESSIONAL EXPERIENCE

Mapping/Geographical Information Systems

Develops property site maps. Researches, updates and develops mapping applications for non-motorized transportation plan. Inventories and develops mapping for farmland preservation projects.

Zoning Administration and Planner of Record

Serves as the ongoing Planner of Record and/or Zoning Administrator for urban, suburban, and rural communities across Michigan, including development reviews, zoning process administration, economic development, and staffing of Planning Commissions and ZBAs.

Transportation Planning

Develops county-wide multi-modal transportation plans. Implements and manages various non-motorized transportation projects. Develops informational marketing website frameworks with corresponding interactive story maps for non-motorized transportation projects. Administers State grant awards for regional non-motorized transportation projects. Researches and develops frameworks for public transit studies. Researches and develops reports on metropolitan planning organization transportation planning processes.

Grant Writing, Administration, and Fundraising

Develops and processes annual Michigan Department of Transportation grants for various regional programs. Researches grant opportunities and submits applications to fund a variety of projects. Processes and administers Michigan Department of Natural Resources Trust Fund grants. Secures a multitude of private sector donations. Plans and implements speaker training events for planning professionals. Secures volunteers for community projects.

Environmental Planning and Sustainability

Creates comprehensive water conservation plans. Assists in implementation of various environmental advocacy projects in the City of Detroit.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning



Callie Garrett

ART DIRECTOR

EDUCATION

Bachelor of Fine Arts in Advertising & Graphic Design
Columbus College of Art & Design

Sketching Lab
University of Costa Rica, College of Fine Arts

PROFESSIONAL EXPERIENCE

Document Design and Layout

Designed and produced simple and complex layouts for documents including community master plans, zoning ordinances, national research reports, and editorial publications. Managed the use of typography & visual design throughout projects. Created graphics, charts, diagrams, and illustrations.

Branding

Created brands and identities for municipal projects. Developed multiple concepts for elaboration in a range of styles. Branding included downtown logos, document design, banners, brochures.

Advertising

Worked in a wide range of industries to meet the advertising and business needs of clients and partners. From research, to concept, to production of designs that accurately and effectively convey information in a beautiful way, projects are completed with attention to detail and delivered according to print specs and brand standards. Examples include print, web design, email, digital & static outdoor advertising, social media, presentations, information design, infographics, etc.

Illustration and Visualization – Zoning, Planning, and Design

Produced graphic ideas quickly and successfully which conveyed the clients' vision. Rendered detailed zoning and development graphics in both 2D and Isometric formats.

Website Design and Implementation for Public Engagement

Planned website architecture to clearly deliver content for stakeholder use under simplified navigation. Formatted websites to include municipal documents for public review and comments.

Content Creation & Copywriting

Created communications that delivered the client's message in an engaging, persuasive, and appropriate way. Written content included articles, interviews, callouts, infographics, and case studies. Also worked as an embedded journalist, conducting in depth interviews, along with other primary and secondary research techniques in order to gain a deep understanding of the clients' needs and discover innovative solutions.

SOFTWARE EXPERTISE

Highly proficient and skilled in Adobe Creative Suite (InDesign, Illustrator, Photoshop)

ab.
pg 39

Timeframe Flow Chart

We will work out a mutually-acceptable schedule for preparing the Master Plan with you. Following is our proposed timeline of tasks and meetings, estimated to take 10-12 months.

STEP	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Kick-off and Strategic Issues												
2. Identify, Quantify, and Analyze												
3. Public Participation and Community Outreach												
4. Goals and Objectives												
5. A Roadmap for the Future												
6. Implementation Strategies												
7. Adoption												
MEETINGS												
City Staff Workshop												
DDA Workshop												
Planning Commission Meetings												
City Council Meetings												

9b.
pgHD

Estimated Costs

FEE

The following is an itemized breakdown of the fees to complete the Williamston Master Plan Update, as described in this proposal. We propose to complete the project for a lump sum of **\$25,000**.

Task	Itemized Fee
1. Kick-off and Strategic Issues	\$2,000
2. Identify, Quantify, and Analyze	\$4,000
3. Public Participation and Community Outreach	\$7,000
4. Goals and Objectives	\$2,000
5. A Roadmap for the City's Future	\$4,000
6. Implementation Strategies	\$3,000
7. Adoption	\$3,000
	\$25,000

Incorporation of Redevelopment Ready Communities (RRC) strategies throughout the Master Plan can be included as an additional service for **\$1,000**.

Costs for mailing and tabulation of mail-in surveys, if requested, will be determined based on the number of surveys mailed.

Additional services beyond the scope can be provided, at the City's request based on McKenna's professional fee schedule (below) or a separate negotiated fee.

MCKENNA PROFESSIONAL FEE SCHEDULE

Professional Classification	Rate Per Hour
President	\$150.00
Executive or Senior Vice President	\$140.00
Vice President	\$135.00
Director	\$125.00
Senior Principal or Manager	\$120.00
Principal	\$115.00
Senior	\$100.00
Associate	\$90.00
Assistant	\$85.00

qc
pg 1

CITY COUNCIL # __-24

CITY OF WILLIAMSTON
CITY COUNCIL

At a Regular Meeting of the City Council of Williamston, Ingham County, Michigan held in the Council Chambers of City Hall, 161 E. Grand River Avenue, Williamston, Michigan on Monday, April 8, 2024 at 7:00 p.m., there were:

PRESENT: Mayor Tammy Gilroy, Mayor Pro-tem Brandon Lanyon, Council Members Terry Hansen, Steve Jenkins, Daniel Rhines, Tommy Pratt, and Scott VanAllsburg.

ABSENT: None.

The following resolution was offered by _____, and supported by _____.

RESOLUTION TO ADOPT MILLAGE RENEWAL PROPOSAL
City of Williamston, Ingham County, Michigan

WHEREAS, the Williamston Area Senior Center is a private nonprofit corporation providing senior citizen services, programs and activities in the City; and

WHEREAS, the City Council may impose and levy ad valorem property taxes as authorized by the Michigan Constitution and laws, including providing senior citizen services as authorized by MCL 400.571, *et seq.*, and other applicable statutes; and

WHEREAS, in 2020, the voters in Williamston approved the levy of .25 mills to support the Williamston Area Senior Center, which millage was constitutionally reduced to .2475 mills when it expired in 2023; and

WHEREAS, the City Council proposes to renew the previously approved millage, as constitutionally reduced, and levy up to .2475 mills for four (4) years (2024 through 2027, inclusive) to support the Williamston Area Senior Center.

NOW, THEREFORE, the City Council resolves to approve the following millage renewal proposal and directs the Clerk to submit it on the August 6, 2024 primary election ballot in the manner provided by law:

qc
pg 2

**City of Williamston
Renewal Proposal for Senior Center Millage**

Shall the Constitutional tax limitation imposed on the City of Williamston be renewed at the rate of up to .2475 mills (\$0.2475 per \$1000 of taxable value) and levied for four (4) years, 2024 – 2027, inclusive, to support the Williamston Area Senior Center? If approved and levied in full, this millage is estimated to raise \$ _____ .00 in the first year of its levy. As required by State law, a portion of the millage may be disbursed to the Williamston Downtown Development Authority, and the TIFA II-A and TIFA II-B Authorities.

Yes _____

No _____

BE IT FURTHER RESOLVED, that all public officials, within the time as shall be required by law, be and are directed to perform all acts which shall be necessary to be performed in order to submit the above-stated proposal to the duly qualified voters of the City at the Primary Election to be held in the City on Tuesday, August 6, 2024.

BE IT FURTHER RESOLVED, that a certified copy of the proposal be filed with the County Clerk as required by law.

Roll call vote:

Yes:

No: None.

The Clerk declared the resolution adopted.

CERTIFICATE

I, the duly qualified Clerk of the City of Williamston, hereby certify that the foregoing resolution was adopted by the City Council by a roll call vote at the City Council meeting on April 8, 2024, with a quorum present; this resolution to take immediate effect.

Holly M. Thompson, City Clerk



City of Williamston

9d.
pg1

161 E. Grand River Avenue, Williamston, MI 48895
517-655-2774; fax, 517-655-2797; www.williamston-mi.us

BOARDS & COMMISSIONS APPLICATION

Your interest and expressed willingness to serve the City of Williamston is appreciated. The purpose of this form is to provide the Mayor and Council with basic reference data and information pertaining to any person being considered for appointment to a City Board or Commission. Minimum educational requirements have not been established. Advanced education or college degrees are not necessary to be considered for appointment.

NAME: Panganis Steven J DATE: 03AP24
(Please Print) LAST FIRST M.I.

STREET: 1203 Berkshire Drive

CITY: Williamston ZIP CODE: 48895

HOME PHONE: 248-719-1061 BUSINESS PHONE: 517-285-6783

FAX: _____ E-MAIL: Spanganis@gmail.com

BUSINESS ADDRESS: 1201 S. Washington Ave Lansing Mi

PRESENT EMPLOYER: Lansing Board of Water and Light

Please mark your choice(s). If you are choosing more than one, list in priority, i.e. 1 = First Choice, 2 = Second Choice, etc.

- | | |
|--|--|
| <input type="checkbox"/> Art Committee | <input type="checkbox"/> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Review | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> City Council | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Construction Board of Appeals | <input type="checkbox"/> Compensation Committee (as needed) |
| <input type="checkbox"/> Downtown Development Authority | <input type="checkbox"/> Downtown Development Citizens Council (as needed) |
| <input type="checkbox"/> Economic Development Corp./TIFA | <input type="checkbox"/> Other (specify) _____ |

Professional Qualifications and/or Work Experience:

Project Coordinator with BWL, as well as being a liaison between city Municipalities and Stakeholders with in the Board. Previous experience with a Civil Engineering firm designing and reviewing site plans for the city of Mt. Pleasant, Mi. Worked construction projects while attending college for engineering.

Community Experience and/or Other Experience:

I have served as vice president and Treasure of a HOA located here in Williamston.

Reason for Desire to Serve:

I am passionate about serving this community that I have been part of for the past 25 years. I am on my second round of raising a family in this fine community and want it my children to enjoy it as much, if not more then me n the future.

Are you a U.S. Citizen? Yes No _____

If appointed, do you prefer your mail be sent to: Residence Business _____

I hereby certify that this form is true and accurate to the best of my knowledge.

Steven J. Panginis

Signature

I understand that if appointed to serve on a City Board or Committee, I will be required to submit a completed Conflict of Interest Disclosure Form as Required by City policy.

Steven J. Panginis

Signature

Please complete and return this form to City Clerk, City of Williamston, 161 E. Grand River Ave., Williamston, MI 48895. The information you have supplied will be provided to specific boards, City Council and is also subject to public disclosure under the Michigan Freedom of Information Act. If you have any questions, you may contact the City Clerk's office at 517-655-2774.

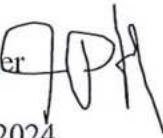


City of Williamston

161 E. Grand River Avenue, Williamston, MI 48895
517-655-2774; fax 517-655-2797; www.williamston-mi.us

10a.
pg 1

To: City Council

From: John P. Hanifan, City Manager 

Date: Council Meeting of April 8, 2024

Subject: 2024-25 Fiscal Year Draft Budget

Attached is the 2024-25 Fiscal Year Draft Budget. We will discuss at the upcoming budget work sessions on April 22nd, 2024 and May 13th, 2024.

GL NUMBER	DESCRIPTION	ACTIVITY	THRU 02/29/24	2022-23	2022-24	2023-24	2023-24
				AMENDED BUDGET	ORIGINAL BUDGET	DEPT. APPR. BUDGET	2024-25
ESTIMATED REVENUES							
Dept 000 - General Revenues				1,732,503	1,710,000	1,832,074	1,895,000
101-000-011.01 Current Property Taxes				28,740	28,000	29,265	31,250
101-000-011.02 WASC Property Taxes				1,202	750	750	750
101-000-034.00 Mobile Home Tax				4,126	9,000	9,250	9,750
101-000-045.00 Penalties & Interest On Taxes				84,055	84,000	88,877	88,500
101-000-047.00 Property Tax Admin. Fee							
101-000-050.00 Sidewalk Construction							
101-000-0476.00 Liquor License				4,307	4,000	4,254	4,250
101-000-0477.00 Cable Franchise Fee				14,763	18,000	6,581	12,000
101-000-0492.00 Zoning Permit Fees				4,395	4,000	3,510	4,000
101-000-0493.00 Licenses & Permits				35		50	25
101-000-0501.04 Bulletproof Vest Partnership - Fec				1,152	380		1,600
101-000-0510.02 Cdbg Grant						1,200	
101-000-0528.00 Other Federal Grants							
101-000-0539.01 C-Mag Grant							
101-000-0539.03 Michigan Arts Grant							
101-000-0539.04 Mshda Signature Grant							
101-000-0539.05 Michigan Dte Tree Planting Grant							
101-000-0539.06 Mich. Natural Resources Parks Grar							
101-000-0539.07 Act 302 Training				972	600	500	700
101-000-0573.00 Local Community Stabilization				39,423	15,000	17,500	15,000
101-000-0574.01 Economic Vitality Incentive Progr				43,820	45,400	47,050	47,050
101-000-0574.02 State Sales Tax						22,351	49,223
101-000-0574.03 Constitutional Sales Tax						219,873	420,371
101-000-0574.04 CVTRS PUBLIC SAFETY				411,217	366,585	418,000	912
101-000-0612.00 General Sales				34,552	3,000	2,530	8,500
101-000-0612.02 Garbage Bag Tag Sales				687	800	8,848	
101-000-0612.03 Farm Market Fee						1,626	900
Recreation Administration Fees							
101-000-0634.01 Drug Forfeiture							
101-000-0657.00 Parking Fines & Civil Infractions				12,596	10,000	4,310	7,500
101-000-0658.00 Police Reports & Service Fees				6,514	1,200	1,225	2,000
101-000-0664.00 Interest On Long Term Advance							
101-000-0665.01 Interest Income				93,763	1,000	109,041	12,500
101-000-0667.03 109 Building Rent							
101-000-0668.01 Equipment Rental							
101-000-0671.00 Sidewalk S/a - Interest							
101-000-0671.01 Misc. Revenues							
101-000-0673.01 Sale Of Fixed Assets							
101-000-0674.00 LEAP Grant							
101-000-0675.01 Donations							
101-000-0675.02 Donations - Police & Kids							
101-000-0675.03 Donations - McCormick Park							
101-000-0675.04 Donations - Comm Watch/National Nit							
101-000-0675.05 Donations - Youth Recreation							
101-000-0675.06 Donations - Farmers Market Spons							
101-000-0675.07 Donations - Memorial Park							
101-000-0675.08 Donations - Volunteers Park							
101-000-0675.09 Donation - Digital Sign							
101-000-0676.00 Farmers Market Nap							
101-000-0687.01 Misc Refunds - Ins. Workers Comp,							
101-000-0687.02 Administrative Rebursements							
101-000-0691.02 Misc. Income -- Flamingo Fest							
101-000-0691.03 Income - Arts Festival							
101-000-0693.01 Gain On Disposal Of Equipment							

pg 10a
 pg 2a

DEPARTMENT HEAD BUDGET WORKSHEET
Calculations as of 02/29/2024

GL NUMBER	DESCRIPTION	ACTIVITY	THRU 02/29/24	2023-24	2023-24	ORIGINAL BUDGET	DEPT. APPR.: BUDGET
				AMENDED BUDGET	THRU 02/29/24		
APPROPRIATIONS							
Dept 215 - Clerk							
101-215-710.00	Unemployment		10			10	
101-215-712.00	Payment In Lieu Of Insurance						
101-215-714.00	Fringe Benefits						
101-215-718.00	Insurance Premiums						
101-215-718.01	HSA Contribution						
101-215-724.00	Disability Premiums						
101-215-725.00	Retirement						
101-215-726.00	Workers Compensation						
101-215-740.00	Operating Supplies						
101-215-812.00	Contractual Services						
101-215-820.01	Insurance - Liab. / Prop.						
101-215-831.01	Memberships & Dues						
101-215-860.00	Travel & Education						
101-215-900.00	Printing & Publishing						
Totals for dept 215 - Clerk			176,018	184,560	121,458	183,360	218,010
Dept 253 - Treasurer							
101-253-702.00	Salaries & Wages		92,049	98,300	69,968	108,500	115,000
101-253-709.00	FICA		6,991	7,550	5,320	8,300	8,950
101-253-710.00	Unemployment		2	10		10	10
101-253-712.00	Payment In Lieu Of Insurance						
101-253-714.00	Fringe Benefits						
101-253-718.00	Insurance Premiums						
101-253-718.01	HSA Contribution						
101-253-724.00	Disability Premiums						
101-253-725.00	Retirement						
101-253-726.00	Workers Compensation						
101-253-740.00	Operating Supplies						
101-253-802.00	Contractual Services						
101-253-802.01	Computer & Software Maint.						
101-253-813.00	Contract - Audit						
101-253-831.01	Memberships & Dues						
101-253-860.00	Travel & Education						
Totals for dept 253 - Treasurer			212,218	220,365	156,013	223,360	245,815
Dept 257 - Assessor							
101-257-702.00	Salaries & Wages						
101-257-714.00	Fringe Benefits						
101-257-740.00	Operating Supplies		42				
101-257-801.00	Professional Services						
101-257-802.00	Contractual Services						
101-257-802.01	Computer & Software Maint.						
101-257-831.01	Contract - Audit						
101-257-851.00	Memberships & Dues						
101-257-860.00	Travel & Education						
101-257-900.00	Printing & Publishing						
Totals for dept 257 - Assessor			26,099	31,600	13,496	31,600	41,100
Dept 262 - Elections							
101-262-702.00	Salaries & Wages						
101-262-719.00	FICA						
101-262-714.00	Fringe Benefits						
101-262-718.00	Insurance Premiums						

10 pg 4

DEPARTMENT HEAD BUDGET WORKSHEET
Calculations as of 02/29/2024

GL NUMBER	DESCRIPTION	ACTIVITY	AMENDED BUDGET	THRU 02/29/24	2022-23	2022-24	2023-24	2023-24	2024-25
					ACTIVITY	ORIGINAL BUDGET	ACTIVITY	ORIGINAL BUDGET	DEPT. APPR. BUDGET
APPROPRIATIONS									
Dept 262 - Elections									
101-262-740.00	Operating Supplies	2,858	4,000				1,242	11,000	5,000
101-262-802.00	Contractual Services	1,778	4,000					4,000	6,000
101-262-813.02	Board Of Canvassers								
101-262-850.00	Travel & Education	536	1,000				199	1,000	1,000
101-262-900.00	Printing & Publishing	268	1,200				2,455	2,000	4,000
Totals for dept 262 - Elections		10,263	16,700				5,181	37,300	37,600
Dept 265 - Buildings & Grounds									
101-265-702.00	Salaries & Wages	33,753	33,800				20,799	35,000	70,500
101-265-704.00	Wages-Part Time	1,951	3,500				1,741	3,250	3,000
101-265-709.00	FICA	2,692	3,000				1,700	3,000	5,600
101-265-710.00	Unemployment	23	10				7	10	10
101-265-712.00	Payment In Lieu Of Insurance		200					200	200
101-265-714.00	Fringe Benefits								
101-265-718.00	Insurance Premiums	4,322	4,000				2,903	4,750	14,000
101-265-718.01	HSA Contribution	612	650				666	750	1,950
101-265-723.00	Retiree Health Care-OPEB		450					350	
101-265-724.00	Disability Premiums	148	130				65	150	250
101-265-725.00	Retirement	5,553	5,100				2,781	5,400	6,550
101-265-726.00	Workers Compensation	224	500				500	150	950
101-265-740.00	Operating Supplies	7,290	9,000				6,171	9,000	9,000
101-265-802.00	Contractual Services	17,277	21,000				13,469	22,000	18,000
101-265-802.02	Office Equip. Rental/Maint Contrac	7,662	9,500				3,189	9,750	9,750
101-265-822.01	Insurance - Liab. / Prop.	6,926	9,350				9,059	9,850	9,850
101-265-850.00	Communications - Telephone	11,470	8,500				7,679	11,750	11,750
101-265-851.00	Postage	7,085	8,000				5,750	9,750	9,750
101-265-921.00	Utilities	41,849	37,000				22,706	39,000	39,000
101-265-930.01	Maintenance Building	11,377	15,000				15,370	30,000	20,000
101-265-940.00	Equipment Rental	6,985	15,000				15,000	15,000	15,000
101-265-940.01	Public Services Building Rent								
101-265-940.02	Community Center Lease								
101-265-940.03	109 Building Taxes								
101-265-940.04	Library Lease								
101-265-955.00	Miscellaneous								
101-265-970.00	Capital Outlay								
Totals for dept 265 - Buildings & Grounds		173,379					190,170		
Dept 266 - Attorney									
101-266-801.00	Professional Services	59,704	64,000				39,238	60,000	40,000
Totals for dept 266 - Attorney		59,704	64,000				39,238	60,000	40,000
Dept 301 - Police									
101-301-702.00	Salaries & Wages	465,432	460,000				336,853	465,500	560,000
101-301-704.00	Wages-Part Time	10,790	5,850				24,848	8,500	45,000
101-301-704.01	Wages - Crossing Guard	14,550	14,800				10,270	15,100	17,250
101-301-709.00	FICA	37,313	37,500				28,183	36,500	48,150
101-301-710.00	Unemployment	3	75					65	150
101-301-712.00	Payment In Lieu Of Insurance	2,100	7,200					5,000	10,800
101-301-714.00	Fringe Benefits								
101-301-718.00	Insurance Premiums	53,520	60,500				19,465	64,000	83,250
101-301-718.01	HSA Contribution	9,000	9,000				4,400	10,000	10,800
101-301-723.00	Retiree Health Care-OPEB	2,106	2,010				1,018	2,250	2,000
101-301-724.00	Disability Premiums	98,975	137,000				74,825	150,000	115,000
101-301-725.00	Retirement								

Page: 4/8
4/03/2024 02:38 PM
User: TOM
DB: Williamson
10/19/2024

GL NUMBER	DESCRIPTION	2022-23		2023-24		2024-25	
		ACTIVITY	AMENDED BUDGET	THRU 02/29/24	ACTIVITY	ORIGINAL BUDGET	DEPT. APPR. BUDGET
APPROPRIATIONS							
Dept 301 - Police							
101-301-726.00	Workers Compensation	3,009	6,700	1,616	4,500	4,500	
101-301-740.00	Operating Supplies	14,167	15,000	6,621	15,000	15,000	
101-301-745.00	Gasoline / Oil	20,000	20,000	10,646	20,000	20,000	
101-301-767.00	Uniforms	5,046	3,000	18,209	4,500	4,500	
101-301-832.00	Contractual Services	18,143	9,000	4,615	30,000	20,000	
101-301-820.01	Insurance - Liab. / Prop.	10,519	14,200	12,898	14,025	14,025	
101-301-833.01	Memberships & Dues	420	600	395	600	600	
101-301-850.00	Communications - Telephone	3,353	7,000	2,243	7,000	7,000	
101-301-850.00	Travel & Education	10,287	7,000	14,816	7,000	7,000	
101-301-860.05	Act 302 Training	360	1,500	249	1,500	1,500	
101-301-880.00	Community Promotion	500	250	815	250	250	
101-301-880.02	Community Promotion - Police & Kid	196	3,000	306	2,000	1,000	
101-301-880.03	Community Watch/National Night Out	40	200	18	200	1,500	
101-301-900.00	Printing & Publishing	10,795	20,000	10,576	20,000	20,000	
101-301-920.04	Equipment Repair/Maint		6,500	300	6,500	6,500	
101-301-930.05	Communication Equip. Repair						
Totals for dept 301 - Police		790,635	849,885	584,187	892,990	1,008,025	
Dept 371 - Building Inspections							
101-371-740.00	Operating Supplies						
101-371-802.00	Contractual Services						
101-371-850.01	Insurance - Liab. / Prop.						
101-371-900.00	Travel & Education						
Totals for dept 371 - Building Inspections		347	500	135	250	250	
Dept 441 - Department Of Public Works							
101-441-702.00	Salaries & Wages	11,712	8,650	9,459	9,500	9,500	
101-441-702.40	DPW Leave/Pt/Stand-By						
101-441-704.00	Wages-Part Time	137	300	122	300	300	
101-441-719.00	Unemployment	903	700	731	700	650	
101-441-710.00	FICA	2	10	10	10	10	
101-441-712.00	Payment In Lieu Of Insurance						
101-441-714.00	Fringe Benefits						
101-441-718.00	Insurance Premiums	953	900	624	900	850	
101-441-718.01	HSA Contribution	171	175	162	200	200	
101-441-724.00	Disability Premiums	37	50	16	50	25	
101-441-725.00	Retirement	1,632	1,635	743	1,850	1,300	
101-441-726.00	Workers Compensation	4,69	1,50	36	50	90	
101-441-767.00	Operating Supplies	4,213	7,000	4,544	7,000	7,000	
101-441-802.00	Uniforms	1,943	2,500	949	3,000	3,000	
101-441-822.01	Contractual Services	3,653	8,000	1,952	8,000	4,000	
101-441-831.01	Insurance - Liab. / Prop.	94	500	500	500	500	
101-441-860.00	Travel & Education	754	1,500	267	1,500	1,000	
Totals for dept 441 - Department Of Public Works		26,273	32,135	19,605	33,610	26,490	
Dept 445 - Drains							
101-445-963.00	County Drains At Large	3,200	3,500	3,566	3,500	4,000	
Totals for dept 445 - Drains		3,200	3,500	3,566	3,500	4,000	
Dept 448 - Street Lighting							
101-448-740.00	Operating Supplies						
101-448-802.00	Contractual Services						
101-448-831.01							
101-448-860.00							
Totals for dept 448 - Street Lighting		15,024	17,000		6,000	6,000	
101-448-880.00					5,000	5,000	

102
pg 6

GL NUMBER	DESCRIPTION	ACTIVITY	THRU	2022-23	2022-23	2023-24	2023-24	DEPT. APPR. BUDGET	2024-25 DEPT. APPR. BUDGET
				AMENDED BUDGET	ORIGINAL BUDGET	ACTIVITY	THRU		
APPROPRIATIONS									
Dept 448 - Street Lighting				63,312	59,000	41,657	60,000		65,000
101-448-921.00 Utilities				78,336	76,000	41,657	71,000		76,000
Totals for dept 448 - Street Lighting									
Dept 525 - City Tree Service				46,675	46,600	28,035	46,600	40,000	40,000
101-525-702.00 Salaries & Wages				1,590	2,900	1,419	2,900	2,500	2,500
101-525-704.00 Wages-Part Time				3,672	3,900	2,241	3,900	3,500	3,500
101-525-709.00 FICA				19	10	5	10	10	10
101-525-710.00 Unemployment									
101-525-712.00 Payment In Lieu Of Insurance				350				350	
101-525-714.00 Fringe Benefits									
101-525-718.00 Insurance Premiums				4,774	4,900	3,392	5,500	5,350	
101-525-718.01 HSA Contribution				832	1,000	879	1,200	1,200	
101-525-724.00 Disability Premiums				195	175	89	175	175	
101-525-725.00 Retirement				8,824	8,750	4,038	8,500	6,750	
101-525-726.00 Workers Compensation				334	750	181	350	450	
101-525-740.00 Operating Supplies				7,550	500	500	500	500	
101-525-802.00 Contractual Services				29,180	14,000	23,828	15,000	15,000	
101-525-940.00 Equipment Rental					40,500	448	48,000	30,000	
Totals for dept 525 - City Tree Service				103,645	124,335	64,555	132,985	105,785	
Dept 567 - Cemetery									
101-567-965.00 Cemetery Contribution				15,000	15,000	18,000	15,000	15,000	18,000
Totals for dept 567 - Cemetery					15,000	18,000			18,000
Dept 701 - Planning									
101-701-702.00 Salaries & Wages					5,500			5,000	2,500
101-701-709.00 FICA					1,685			500	500
101-701-710.00 Unemployment					15			15	15
101-701-714.00 Fringe Benefits									
101-701-725.00 Retirement									
101-701-740.00 Operating Supplies									
101-701-802.00 Contractual Services									
101-701-831.01 Memberships & Dues									
101-701-850.00 Travel & Education									
101-701-900.00 Printing & Publishing									
Totals for dept 701 - Planning					17,531	19,450	9,586	42,015	39,515
Dept 721 - Planning									
101-721-710.00 Unemployment									
Totals for dept 721 - Planning									
Dept 728 - Comm. & Econ. Dev. Administration									
101-728-702.00 Salaries & Wages									
101-728-714.00 Fringe Benefits									
101-728-740.00 Operating Supplies									
101-728-802.00 Contractual Services									
101-728-831.01 Memberships & Dues									
101-728-850.00 Travel & Education									
101-728-885.01 Advertising									
101-728-886.01 Marketing									
Totals for dept 728 - Comm. & Econ. Dev. Administration									
Dept 751 - Parks And Recreation									
101-751-702.00 Salaries & Wages									
30,953	31,000	18,589	31,500	31,500					26,500

10
19
19
19

DEPARTMENT HEAD BUDGET WORKSHEET
Calculations as of 02/29/2024

Page: 7/8

2022-23 ACTIVITY
2023-24 AMENDED BUDGET
THRU 02/29/24

2024-25 DEPT. APPR.
BUDGET

GL NUMBER DESCRIPTION

APPROPRIATIONS	
Dept 751 - Parks And Recreation	
101-751-704.00 Wages-Part Time	4,352
101-751-709.00 FICA	2,688
101-751-710.00 Unemployment	50
101-751-712.00 Payment In Lieu Of Insurance	10
101-751-714.00 Fringe Benefits	250
101-751-718.00 Insurance Premiums	3,170
101-751-718.01 HSA Contribution	481
101-751-724.00 Disability Premiums	129
101-751-725.00 Retirement	5,852
101-751-726.00 Workers Compensation	5,750
101-751-740.00 Operating Supplies	2,442
101-751-802.00 Contractual Services	34,882
101-751-802.05 Recreation Administration Contract	37,500
101-751-803.05 WASC Agreement	28,642
101-751-820.01 Insurance - Liab. / Prop.	28,000
101-751-830.01 School Pool Contract	450
101-751-880.00 Community Promotion	333
101-751-880.05 Art Festival	344
101-751-880.06 Flamingo Festival	5,000
101-751-921.00 Utilities	6,403
101-751-930.01 Repairs & Maintenance Building	10,817
101-751-940.00 Equipment Rental	17,757
Totals for dept 751 - Parks And Recreation	149,164

Dept 901 - Capital Outlay

101-901-970.01 Treasurer

101-901-970.02 Clerk

101-901-970.03 Library

101-901-970.05 Assessor

101-901-970.07 Technology

2nd of two payments for the BS&A Cloud conversion

101-901-970.11 Art Grant	6,000	17,200	51,000
101-901-970.12 McCormick Park	19,992		
Volunteers Park	19,992		
Friends Of Parks Repairs	19,992		
Building & Grounds	32,082		
McCormick Park Grant Project	32,082		
101-901-970.16 109 E. Grand River Project			
101-901-970.17 CSX Rail Road Property			
101-901-970.18 Police			
101-901-970.20 Patrol Car Payment			
101-901-970.25 DPM Equipment			
101-901-970.26 Non-Motorized			
Totals for dept 901 - Capital Outlay			
Dept 906 - Debt Service			
101-906-999.16 Tobias Drain Assessment			

101-901-970.12 92,022

101-901-970.13 106,000

101-901-970.14 107,735

101-901-970.15 111,000

101-901-970.16 80,000

101-901-970.17 100,000

101-901-970.18 70,935

101-901-970.19 60,000

101-901-970.20 15,000

101-906-999.16 Tobias Drain Assessment

101-906-999.17 100,000

10a pg8

GL NUMBER	DESCRIPTION	2022-23	2022-23	2023-24	2023-24	
		ACTIVITY	AMENDED	ACTIVITY	ORIGINAL BUDGET	
APPROPRIATIONS						
Dept 906 - Debt Service						
Totals for dept 906 - Debt Service						
Dept 990 - Transfers						
101-990-995.02	Transfer To Major Street					
101-990-995.03	Transfer To Local Street	60,000	60,000	60,000	100,000	
101-990-995.06	Transfer To Equipment Fund	26,000	26,000	26,000	60,000	
101-990-995.07	Transfer To 2003 Act 175 Bond				26,000	
101-990-995.09	Transfer To Act342 Bond					
101-990-995.12	Transfer to Water Fund					
101-990-999.05	Transfer To Building/Zoning Fund					
101-990-999.08	Transfer To Arts					
101-990-999.12	Red Cedar Recreation Assoc.					
101-990-999.13	Cemetery Board					
101-990-999.16	Tobias Drain Assessment					
101-990-999.17	Wheatfield 425 Revenue Sharing					
101-990-999.19	Ingham County Hazmat Team					
101-990-999.25	Transfer - W.p.i. / Cdbg Grant					
Totals for dept 990 - Transfers		86,000	86,000	86,000	186,000	
TOTAL APPROPRIATIONS		2,171,603	2,357,970	1,761,869	2,727,385	
NET OF REVENUES/APPROPRIATIONS - FUND 101		580,990	111,745	669,697	(550,610)	
		21.11%	4.52%	27.54%	-21.05%	
BEGINNING FUND BALANCE		2,249,945	2,249,945	2,830,936	3,500,633	
ENDING FUND BALANCE		2,830,935	2,361,690	3,500,633	3,550,679	

Pg 9/9

DEPARTMENT HEAD BUDGET WORKSHEET
Calculations as of 02/29/2024

GL NUMBER	DESCRIPTION	2022-23		2023-24		2024-25	
		ACTIVITY	AMENDED BUDGET	ACTIVITY	THRU 02/29/24	ORIGINAL BUDGET	DEPT. APPR. BUDGET
ESTIMATED REVENUES							
Dept 000 - General Revenues							
202-000-450.00	Sidewalk Construction						
202-000-510.01	Federal Aid-Surface Transport Proj:						
202-000-510.02	Cdbg Grant						
202-000-510.03	Arra Federal Stimulus Funds						
202-000-540.00	State Grants						
202-000-546.00	Act 51	365,339	367,500	192,919	369,653	385,000	
202-000-546.01	Local Roads Program	6,249	7,500	3,120	7,000	6,400	
202-000-551.01	State Aid						
202-000-570.01	State Metro. Act Of 2002	16,318	13,000		13,500		13,500
202-000-642.00	General Sales						
202-000-665.01	Interest Income			2,559		3,250	
202-000-675.00	Private Contributions						
202-000-687.01	Misc Refunds - Ins, Workers Comp,						
202-000-696.00	Bond Proceeds	126	114				
202-000-698.01	Bond Sale Proceeds						
202-000-699.01	Transfer From General Fund					650,000	
202-000-699.07	Transfer From DDA						100,000
Totals for dept 000 - General Revenues		388,032	388,000	198,712	1,415,153	508,265	
TOTAL ESTIMATED REVENUES							
Dept 444 - Sidewalks							
202-444-702.00	Salaries & Wages	1,497	1,500	899	1,500	1,500	
202-444-709.00	FICA	114	150	68	100	100	
202-444-710.00	Unemployment			10	10	10	
202-444-712.00	Payment In Lieu Of Insurance			10	10	10	
202-444-714.00	Fringe Benefits						
202-444-718.00	Insurance Premiums	153	160		109	190	
202-444-718.01	HSA Contribution	23	30	28	30	30	
202-444-724.00	Disability Premiums	6	10	3	10	10	
202-444-725.00	Retirement	283	285	129	300	250	
202-444-726.00	Workers Compensation	11	25	6	10	15	
202-444-740.00	Operating Supplies	86	1,000	1,000	1,000	1,000	
202-444-802.00	Contractual Services	14,136	16,000	1,395	16,000	16,000	
202-444-940.00	Equipment Rental	239	1,000	1,000	1,000	1,000	
202-444-940.01	Public Services Building Rent						
202-444-970.00	Capital Outlay						
Totals for dept 444 - Sidewalks		16,548	20,180	2,637	20,130	19,115	
Dept 450 - Street Construction							
202-450-802.00	Contractual Services						
202-450-970.33	Putnam - Grand River To Industria:						
202-450-970.39	Sensus Mobile Transceiver/compute:						
202-450-970.41	Progress Ct. Extension						
Totals for dept 450 - Street Construction							
Dept 459 - Preservation/Structural Improvements							
202-459-970.00	Capital Outlay						
202-459-970.23	N. Putnam St.						
202-459-970.29	East Middle Street						
202-459-970.33	Putnam - Grand River To Industria:						
202-459-970.40	W. Church Street						
202-459-970.42	Williamston Rd. - Milling & Repav:						

Page: 1/4
 DEPT. APPR. BUDGET
 ORIGINAL BUDGET
 DEPT. APPR. BUDGET

1,300,000

64,646

85,500

288,075

1,300,000

PG 109
PG 109

GL NUMBER	DESCRIPTION	ACTIVITY	AMENDED BUDGET	2022-23		2023-24		ORIGINAL BUDGET	DEPT. APPR. BUDGET
				THRU 02/29/24	THRU 02/29/24	ACTIVITY	2023-24		
APPROPRIATIONS									
202-459-970.43	Williamston Rd. - Phase II								
Dept 459 - Preservation/Structural Improvements									
202-467-702.00	Salaries & Wages								
202-467-704.00	Wages-Part Time								
202-467-709.00	FICA								
202-467-710.00	Unemployment								
202-467-712.00	Payment In Lieu Of Insurance								
202-467-714.00	Fringe Benefits								
202-467-718.00	Insurance Premiums								
202-467-718.01	HSA Contribution								
202-467-724.00	Disability Premiums								
202-467-725.00	Retirement								
202-467-726.00	Workers Compensation								
202-467-740.00	Operating Supplies								
202-467-802.00	Contractual Services								
202-467-900.00	Equipment Rental								
202-467-940.01	Public Services Building Rent								
Totals for dept 459 - Preservation/Structural Improvements									
64,646				85,500		288,075		1,300,000	
DEPT 467 - Surface Maintenance									
202-468-702.00	Salaries & Wages								
202-468-704.00	Wages-Part Time								
202-468-709.00	FICA								
202-468-712.00	Unemployment								
202-468-714.00	Fringe Benefits								
202-468-718.00	Insurance Premiums								
202-468-718.01	HSA Contribution								
202-468-724.00	Disability Premiums								
202-468-725.00	Retirement								
202-468-726.00	Workers Compensation								
202-468-740.00	Operating Supplies								
202-468-802.00	Contractual Services								
202-468-900.00	Equipment Rental								
202-468-940.01	Public Services Building Rent								
Totals for dept 468 - Surface Maintenance									
65,921				66,840		23,921		73,235	
DEPT 468 - Bridge Maintenance									
202-468-702.00	Salaries & Wages								
202-468-704.00	Wages-Part Time								
202-468-709.00	FICA								
202-468-712.00	Unemployment								
202-468-714.00	Fringe Benefits								
202-468-718.00	Insurance Premiums								
202-468-718.01	HSA Contribution								
202-468-724.00	Disability Premiums								
202-468-725.00	Retirement								
202-468-726.00	Workers Compensation								
202-468-740.00	Operating Supplies								
202-468-802.00	Contractual Services								
202-468-900.00	Equipment Rental								
202-468-940.01	Public Services Building Rent								
Totals for dept 468 - Bridge Maintenance									
646				1,680		1,268		2,165	
DEPT 471 - Right-of-Way Maintenance									
202-471-702.00	Salaries & Wages								
202-471-704.00	Wages-Part Time								
202-471-709.00	FICA								
202-471-710.00	Unemployment								
202-471-712.00	Fringe Benefits								
202-471-714.00	Insurance Premiums								
202-471-718.00	HSA Contribution								
202-471-724.00	Disability Premiums								
202-471-725.00	Retirement								
202-471-726.00	Workers Compensation								
202-471-740.00	Operating Supplies								
202-471-802.00	Contractual Services								
202-471-900.00	Equipment Rental								
202-471-940.01	Public Services Building Rent								
Totals for dept 471 - Right-of-Way Maintenance									
196				2,000		1,169		1,800	
27				198		176		350	
163				163		102		200	
2				2		1		180	
13				13		10		10	
132				132		168		325	
322				322		7		7	
14,937				14,937		1,197		4,500	
696				696		2,228		17,500	
3,500				3,500		3,500		16,000	
								3,500	109

GL NUMBER	DESCRIPTION	2022-23		2023-24		2024-25	
		ACTIVITY	AMENDED BUDGET	THRU 02/29/24	ORIGINAL BUDGET	DEPT. APPR.	BUDGET
APPROPRIATIONS							
Dept 471 - Right-of-Way Maintenance							
202-471-940.01	Public Services Building Rent						
Totals for dept 471 - Right-of-Way Maintenance		19,874	21,685	5,230	28,465	26,820	
Dept 472 - Winter Maintenance							
202-472-702.00	Salaries & Wages	7,294	7,350	4,377	7,500	6,500	
202-472-709.00	FICA	555	575	333	600	550	
202-472-710.00	Unemployment		10		10	10	
202-472-712.00	Payment In Lieu Of Insurance		75		60	60	
202-472-714.00	Fringe Benefits						
202-472-718.00	Insurance Premiums	756	800	530	850	850	
202-472-718.01	HSA Contribution	122	150	137	200	200	
202-472-724.00	Disability Premiums	31	50	14	40	30	
202-472-725.00	Retirement	1,380	1,450	630	1,275	1,000	
202-472-726.00	Workers Compensation	56	125	30	40	60	
202-472-740.00	Operating Supplies	12,250	13,000	2,755	16,500	15,000	
202-472-802.00	Contractual Services	1,563	3,000	865	3,000	3,000	
202-472-840.00	Equipment Rental	5,065	3,000		14,000	14,000	
202-472-940.01	Public Services Building Rent						
Totals for dept 472 - Winter Maintenance		29,072	29,585	9,691	44,075	41,260	
Dept 473 - Traffic Control							
202-473-702.00	Salaries & Wages	405	500	239	800	500	
202-473-709.00	FICA	30	50	18	85	40	
202-473-710.00	Unemployment		10		10	10	
202-473-712.00	Payment In Lieu Of Insurance		10		10	10	
202-473-714.00	Fringe Benefits						
202-473-718.00	Insurance Premiums	50	50	29	120	80	
202-473-718.01	HSA Contribution	16	10	8	20	20	
202-473-724.00	Disability Premiums	1	10	1	10	10	
202-473-725.00	Retirement	78	75	34	190	100	
202-473-726.00	Workers Compensation	5	10	2	10	10	
202-473-740.00	Operating Supplies	1,145	3,500	160	3,500	3,500	
202-473-802.00	Contractual Services	11,658	14,500	10,288	11,500	14,500	
202-473-940.00	Equipment Rental	554	500	500	500	500	
202-473-940.01	Public Services Building Rent						
Totals for dept 473 - Traffic Control		13,942	19,225	10,779	16,755	18,780	
Dept 515 - Administrative							
202-515-702.00	Salaries & Wages						
202-515-709.00	FICA Employer						
202-515-714.00	Fringe Benefits						
202-515-725.00	Retirement MERS 401						
202-515-740.00	Operating Supplies						
202-515-803.00	Contract - Audit						
202-515-823.01	Fund Administration	1,229	1,230	1,260	1,405	1,405	
202-515-900.01	Insurance - Liab. / Prop.	6,000	6,000	1,288	6,000	6,000	
202-515-910.00	Equipment Rental	982	1,325	1,288	1,400	1,400	
202-515-940.01	Public Services Building Rent						
Totals for dept 515 - Administrative		8,211	8,555	2,548	8,805	8,805	
Dept 901 - Capital Outlay							
202-901-910.39	Sensus Mobile Transciever/compute						
Totals for dept 901 - Capital Outlay							

3/28/2024 11:37 AM
 Page: 3/4
 User: TOM
 DB: Williamson

Dg/T
 3/28/2024

03/28/2024 11:37 AM
User: TOM
DB: Williamson

BUDGET REPORT FOR CITY OF WILLIAMSTON
Fund: 202 Major Street
DEPARTMENT HEAD BUDGET WORKSHEET
Calculations as of 02/29/2024

Page: 4/4

GL NUMBER	DESCRIPTION	2022-23		2023-24		2024-25	
		ACTIVITY	THRU 02/29/24	ACTIVITY	THRU 02/29/24	ORIGINAL BUDGET	DEPT. APPR. BUDGET
APPROPRIATIONS							
Dept 906 - Debt Service		27,300	27,300	29,250	29,250	29,250	29,250
202-906-991.04	2017 Cap Improv Bond Principal	9,005	9,010	4,327	8,276	7,550	7,550
202-906-994.02	2017 Cap Improv Bond Interest						
Totals for dept 906 - Debt Service		36,305	36,310	33,577	37,526	36,800	36,800
 Dept 990 - Transfers							
202-990-995.00	Transfer To General Fund						
202-990-995.03	Transfer To Local Street						
202-990-995.07	To 2003 Act 175 Bond						
202-990-995.09	Transfer To Act342 Bond						
Totals for dept 990 - Transfers							
 TOTAL APPROPRIATIONS							
		255,165	289,560	377,726	1,531,156	224,830	
NET OF REVENUES/APPROPRIATIONS - FUND 202		132,867	98,440	(179,014)	(116,003)	283,435	55.77%
34.24%		34.24%	25.37%	-90.09%	-8.20%		
BEGINNING FUND BALANCE		274,940	274,940	407,806	407,806	228,792	
ENDING FUND BALANCE		407,807	373,380	228,792	291,803	512,227	

pg 10
pg 13

GL NUMBER	DESCRIPTION	2022-23		2023-24		2024-25	
		ACTIVITY	THRU	ORIGINAL BUDGET	ACTIVITY	THRU	DEPT. APPR. BUDGET
ESTIMATED REVENUES							
Dept 000 - General Revenues							
203-000-450.00 Sidewalk Construction							
203-000-450.01 Special Assessments							
203-000-546.00 Act 51							
203-000-546.01 Local Roads Program							
203-000-551.01 State Aid							
203-000-642.00 General Sales							
203-000-645.01 Interest Income							
203-000-675.00 Private Contributions							
203-000-687.01 Misc Refunds - Ins., Workers Comp,							
Transfer From General Fund							
203-000-699.01 Transfer From Major Street							
Totals for dept 000 - General Revenues		176,705		182,000		121,700	
TOTAL ESTIMATED REVENUES		176,705		182,000		121,700	
APPROPRIATIONS							
Dept 444 - Sidewalks							
203-444-702.00 Salaries & Wages		1,744		1,800		1,049	
203-444-704.00 Wages-Part Time		8		25		7	
203-444-709.00 FICA		133		150		80	
203-444-710.00 Unemployment							
203-444-712.00 Payment In Lieu Of Insurance							
203-444-714.00 Fringe Benefits							
203-444-718.00 Insurance Premiums		173		185		127	
203-444-718.01 HSA Contribution		21		50		33	
203-444-724.00 Disability Premiums		7		10		3	
203-444-725.00 Retirement		329		350		151	
203-444-726.00 Workers Compensation		11		25		6	
203-444-740.00 Operating Supplies				3,000		10	
203-444-802.00 Contractual Services		13,000		9,000		2,000	
203-444-910.00 Equipment Rental		61		3,000		12,000	
203-444-940.01 Public Services Building Rent				2,000		2,000	
Totals for dept 444 - Sidewalks		15,487		17,630		3,484	
Dept 450 - Street Construction							
203-450-802.00 Contractual Services							
203-450-808.00 Road Construction							
Totals for dept 450 - Street Construction							
Dept 459 - Preservation/Structural Improvements							
203-459-910.00 Capital Outlay							
Totals for dept 459 - Preservation/Structural Imprc							
Dept 467 - Surface Maintenance							
203-467-702.00 Salaries & Wages		12,639		12,700		7,585	
203-467-704.00 Wages-Part Time		95		200		65	
203-467-709.00 FICA		969		1,000		563	
203-467-710.00 Unemployment		2		10		10	
203-467-712.00 Payment In Lieu Of Insurance				100		80	
203-467-714.00 Fringe Benefits							
203-467-718.00 Insurance Premiums		1,307		1,300		918	
203-467-718.01 HSA Contribution		232		250		238	
203-467-724.00 Disability Premiums		53		50		24	
203-467-725.00 Retirement		2,391		2,400		1,093	

109 pg 4

GL NUMBER	DESCRIPTION	2022-23		2023-24		2023-24		2024-25	
		ACTIVITY	AMENDED BUDGET	THRU 02/29/24	ORIGINAL BUDGET	DEPT. APPR. BUDGET	ACTIVITY	THRU 02/29/24	ORIGINAL BUDGET
APPROPRIATIONS									
Dept 467 - Surface Maintenance									
203-467-702.00 Workers Compensation	84				185		45		200
203-467-740.00 Operating Supplies	3,562				3,000		1,094		4,500
203-467-802.00 Contractual Services	35,255				35,500		16,712		30,000
203-467-940.00 Equipment Rental	16,092				20,000		1,088		20,000
Totals for dept 467 - Surface Maintenance	72,681				76,695		29,465		78,390
									71,310
Dept 468 - Bridge Maintenance									
203-468-702.00 Salaries & Wages									
203-468-709.00 FICA									
203-468-710.00 Unemployment									
203-468-712.00 Payment In Lieu Of Insurance									
203-468-714.00 Fringe Benefits									
203-468-718.00 Insurance Premiums									
203-468-718.01 HSA Contribution									
203-468-724.00 Disability Premiums									
203-468-725.00 Retirement									
203-468-726.00 Workers Compensation									
203-468-730.00 Contractual Services									
203-468-802.00 Equipment Rental									
Totals for dept 468 - Bridge Maintenance	52				17,400		827		14,250
									11,750
Dept 471 - Right-of-Way Maintenance									
203-471-702.00 Salaries & Wages									
203-471-704.00 Wages-Part Time									
203-471-709.00 FICA									
203-471-710.00 Unemployment									
203-471-712.00 Payment In Lieu Of Insurance									
203-471-714.00 Fringe Benefits									
203-471-718.00 Insurance Premiums									
203-471-718.01 HSA Contribution									
203-471-724.00 Disability Premiums									
203-471-725.00 Retirement									
203-471-726.00 Workers Compensation									
203-471-740.00 Operating Supplies									
203-471-802.00 Contractual Services									
203-471-940.00 Equipment Rental									
Totals for dept 471 - Right-of-Way Maintenance	3,379				10,380		2,177		9,660
									9,590
Dept 472 - Winter Maintenance									
203-472-702.00 Salaries & Wages									
203-472-709.00 FICA									
203-472-710.00 Unemployment									
203-472-712.00 Payment In Lieu Of Insurance									
203-472-714.00 Fringe Benefits									
203-472-718.00 Insurance Premiums									
203-472-718.01 HSA Contribution									
203-472-724.00 Disability Premiums									
203-472-725.00 Retirement									
203-472-726.00 Workers Compensation									
203-472-740.00 Operating Supplies									
Totals for dept 472 - Winter Maintenance	6,648				6,700		3,988		7,100
									6,500
203-472-710.00 FICA									500
203-472-712.00 Payment In Lieu Of Insurance									10
203-472-714.00 Fringe Benefits									50
203-472-718.00 Insurance Premiums									1,000
203-472-718.01 HSA Contribution									150
203-472-724.00 Disability Premiums									125
203-472-725.00 Retirement									30
203-472-726.00 Workers Compensation									25
203-472-740.00 Operating Supplies									1,300
Totals for dept 472 - Winter Maintenance	12,239				13,000		85		75
									16,500
									2,755

10
9/9/2024

GL NUMBER	DESCRIPTION	ACTIVITY	THRU 02/29/24	2022-23	2023-24	2023-24	2024-25
				AMENDED BUDGET	ORIGINAL BUDGET	DEPT. APPR. BUDGET	
APPROPRIATIONS							
Dept 472 - Winter Maintenance	Contractual Services			1,563	2,000	2,500	2,500
203-472-802.00	Equipment Rental			4,511	4,500	10,500	10,500
203-472-940.00	Public Services Building Rent						
Totals for dept 472 - Winter Maintenance				27,608	29,185	39,825	38,450
Dept 473 - Traffic Control	Salaries & Wages			203	200	119	850
203-473-702.00	FICA			15	15	9	70
203-473-710.00	Unemployment				10	10	10
203-473-712.00	Payment In Lieu Of Insurance				10	10	10
203-473-714.00	Fringe Benefits			28	25	14	85
203-473-718.00	Insurance Premiums			11	10	4	20
203-473-718.01	HSA Contribution			1	10	1	20
203-473-724.00	Disability Premiums			40	50	17	10
203-473-725.00	Retirement			5	10	165	50
203-473-726.00	Workers Compensation			135	3,500	2	10
203-473-740.00	Operating Supplies			1,099	8,500	3,000	3,000
203-473-802.00	Contractual Services			206	500	6,103	6,500
203-473-940.00	Equipment Rental				500	500	500
Totals for dept 473 - Traffic Control				1,743	12,840	3,593	11,230
Dept 515 - Administrative	Salaries & Wages						10,420
203-515-702.00	FICA						
203-515-709.00	Fringe Benefits						
203-515-714.00	Retirement MERS 401						
203-515-725.00	Operating Supplies						
203-515-740.00	Contractual Services						
203-515-802.00	Contract - Audit			866	870	891	995
203-515-833.00	Fund Administration			6,000	6,000	6,000	6,000
203-515-833.01	Insurance - Liab. / Prop.			982	1,325	1,288	1,400
203-515-820.01	Equipment Rental						
203-515-940.00	Public Services Building Rent						
Totals for dept 515 - Administrative				7,848	8,195	2,179	8,395
Dept 990 - Transfers	To General Fund						8,350
203-990-905.00	Transfer To 2003 Act 175 Bond						
203-990-995.07	Transfer To Act342 Bond						
203-990-995.09	Transfer To Act342 Bond						
Totals for dept 990 - Transfers							
TOTAL APPROPRIATIONS							
NET OF REVENUES/APPROPRIATIONS - FUND 203				128,798	172,325	50,874	180,045
				47,907	9,675	70,826	168,060
				27.11%	5.32%	58.20%	6.74%
BEGINNING FUND BALANCE				251,595	251,595	299,502	370,328
ENDING FUND BALANCE				299,502	261,270	300,607	382,478

109
pg 16

GL NUMBER	DESCRIPTION	ACTIVITY	THRU 02/29/24	2022-23	2022-24	2023-24	2023-24				
				AMENDED BUDGET	ORIGINAL BUDGET	ACTIVITY	THRU 02/29/24	DEPT. APPR. BUDGET			
ESTIMATED REVENUES											
Dept 000 - General Revenues											
244-000-642.00	General Sales										
244-000-652.01	Farm Market Fee										
244-000-665.01	Interest Income										
244-000-667.01	Public Services Building Rent										
244-000-673.01	Sale Of Fixed Assets										
244-000-693.01	Gain/(Loss) On Disposal Of Equipment										
Totals for dept 000 - General Revenues				2,600	2,600	25	2,497	825			
TOTAL ESTIMATED REVENUES				2,600	2,600	25	2,497	825			
APPROPRIATIONS											
Dept 728 - Comm. & Econ. Dev. Administration											
244-728-704.00	Wages-Part Time										
244-728-714.00	Fringe Benefits										
244-728-740.00	Operating Supplies										
244-728-740.02	Operating Expenses - Farm Market										
244-728-801.01	Legal Services										
244-728-802.00	Contractual Services										
244-728-803.00	Contract - Audit										
244-728-803.01	Fund Administration										
244-728-860.00	Travel & Education										
244-728-900.00	Printing & Publishing										
244-728-930.01	Repairs & Maintenance										
244-728-940.00	Building										
244-728-955.00	Equipment Rental										
244-728-970.00	Miscellaneous										
Totals for dept 728 - Comm. & Econ. Dev. Administration				16	50	53	50	50			
Dept 901 - Capital Outlay											
244-901-970.00	Capital Outlay										
Totals for dept 901 - Capital Outlay				794	1,000	258	1,080	1,080			
Dept 906 - Debt Service											
244-906-991.21	Transfer To General Fund										
244-906-994.21	Transfer To Act342 Bond										
Totals for dept 906 - Debt Service											
Dept 990 - Transfers											
244-990-995.00	Transfer To General Fund										
244-990-995.09	Transfer To Act342 Bond										
Totals for dept 990 - Transfers											
TOTAL APPROPRIATIONS				794	1,000	258	1,080	1,080			
NET OF REVENUES/APPROPRIATIONS - FUND 244											
	1,806	(975)	2,239								
	69.46%	-3,900.00%	89.67%								
BEGINNING FUND BALANCE	72,343	72,343	74,149								
ENDING FUND BALANCE	74,149	71,368	73,894								

10a
pg 17

03/26/2024 12:14 PM
User: TOM
DB: Williamson

BUDGET REPORT FOR CITY OF WILLIAMSTON
Fund: 246 TIFA 2A
DEPARTMENT HEAD BUDGET WORKSHEET
Calculations as of 02/29/2024

Page: 1/1

GL NUMBER	DESCRIPTION	2022-23		2023-24		2024-25	
		ACTIVITY	THRU 02/29/24	AMENDD	ACTIVITY	ORIGINAL	DEPT. APPR.
ESTIMATED REVENUES							
Dept 000 - General Revenues							
246-000-401.01	Current Property Taxes	15		9	12	10	
246-000-665.01	Interest Income						
246-000-687.01	Misc Refunds - Ins, Workers Comp,						
Totals for dept 000 - General Revenues		15		9	12	10	
TOTAL ESTIMATED REVENUES		15		9	12	10	
APPROPRIATIONS							
Dept 728 - Comm. & Econ. Dev. Administration							
246-728-801.01	Legal Services						
246-728-802.00	Contractual Services						
246-728-803.00	Contract - Audit						
246-728-803.01	Fund Administration						
246-728-955.00	Miscellaneous	63					
246-728-968.01	Depreciation - Current	1,863					
246-728-970.00	Capital Outlay						
Totals for dept 728 - Comm. & Econ. Dev. Administra		1,926		2,200			
Dept 990 - Transfers							
246-990-995.00	Transfer To General Fund						
246-990-995.11	Transfer To Sewer Fund						
Totals for dept 990 - Transfers							
TOTAL APPROPRIATIONS		1,926		2,200		75	2,075
NET OF REVENUES/APPROPRIATIONS - FUND 246		(1,911)		(2,200)		(63)	(2,065)
		-12,740.00%		0.00%		-525.00%	-20,650.00%
BEGINNING FUND BALANCE		29,085		29,085		27,174	27,183
ENDING FUND BALANCE		27,174		26,885		27,111	25,118

pg 10
18

GL NUMBER	DESCRIPTION	ACTIVITY	AMENDED BUDGET	THRU 02/29/24	2022-23	2023-24	2023-24	DEPT. APPR. BUDGET
					2022-24	ORIGINAL BUDGET	ACTIVITY	
ESTIMATED REVENUES								
Dept 000 - General Revenues			385,797	390,000	407,213	374,000	310,000	
248-000-0101.01 Current Property Taxes								
248-000-0101.03 Delinquent Property Taxes								
248-000-0100.01 Federal Aid-Surface Transport Proc								
248-000-0539.09 Double Up Food Bucks Grant								
248-000-0511.01 State Aid								
248-000-0566.00 MEDC Grant								
248-000-0733.00 Local Community Stabilization			3,604			3,500	4,500	
248-000-5800.00 Contributions/Gifts From Local Ur								
248-000-5811.00 Ingham County Parks & Trail Grant			111,939	169,400		3,000		
248-000-6651.01 Interest Income			2,768	50		5,449	1,000	2,500
248-000-6751.01 Donations								
248-000-6751.06 Donations - Farmers Market Sponsori								
248-000-6871.01 Misc Refunds - Ins, Workers Comp,								
248-000-6991.12 Transfer From Water Fund								
Totals for dept 000 - General Revenues			504,108	559,450	426,055	378,500	317,000	
TOTAL ESTIMATED REVENUES			504,108	559,450	426,055	378,500	317,000	
APPROPRIATIONS								
Dept 728 - Comm. & Econ. Dev. Adminstration								
248-728-702.00 Salaries & Wages			25,253	25,250	15,142	30,000	27,500	
248-728-704.00 Wages-Part Time			2,034	3,550	1,815	2,500	2,500	
248-728-709.00 FICA			2,077	2,250	1,291	2,250	2,250	
248-728-710.00 Unemployment			24	10	7	10	10	
248-728-712.00 Payment In Lieu Of Insurance				200		200	200	
248-728-714.00 Fringe Benefits								
248-728-718.00 Insurance Premiums			2,650	2,600	1,432	2,600	2,600	
248-728-718.01 HSA Contribution			486	500	475	500	500	
248-728-724.00 Disability Premiums			107	100	48	100	100	
248-728-725.00 Retirement			4,783	4,800	2,181	4,800	4,800	
248-728-726.00 Workers Compensation			184	400	96	400	400	
248-728-727.00 Office Supplies								
248-728-801.01 Legal Services			449	5,000	2,500	5,000	2,500	
248-728-802.00 Contractual Services			8,574	7,000	7,638	12,500	12,500	
248-728-803.00 Contract - Audit			1,592	1,600	1,639	1,830	1,830	
248-728-803.01 Fund Administration			21,000	21,000	21,000	21,000	21,000	
248-728-803.04 Ingham EDC Contract								
248-728-803.06 Niesa - Contract			10,000	10,000	10,000	10,000	10,000	
248-728-860.00 Travel & Education			8,770	6,500	5,055	25,000	30,000	
248-728-880.00 Community Promotion								
Commercial, Theatre & Brand								
248-728-880.01 Holiday Decorations/maint.			426	250	11,598	5,000	12,500	
McCormick Park & Downtown								
248-728-921.00 Utilities			34,092	35,000	18,940	35,000	35,000	
248-728-930.02 Maintenance								

Pg 10
Pg 20

DEPARTMENT HEAD BUDGET WORKSHEET
Calculations as of 02/29/2024

GL NUMBER	DESCRIPTION	2022-23		2023-24		2024-25	
		ACTIVITY	AMENDED BUDGET	THRU 02/29/24	ACTIVITY	THRU 02/29/24	ORIGINAL BUDGET
APPROPRIATIONS							
Dept 728 - Comm. & Econ. Dev. Administration							
	Benches, Cans, Parking Lots, etc.						
248-728-940.00	Equipment Rental	14,629	22,000	205	22,000	20,000	20,000
248-728-955.00	Miscellaneous	354	1,000	77	1,000	1,000	20,000
	Parking Signs & Banners						
248-728-964.00	Private/commercial Rehab.	6,282	2,500	2,250	10,000	10,000	10,000
248-728-968.01	Depreciation - Current	66,967					
248-728-966.01	Bond Issue Cost						
Totals for dept 728 - Comm. & Econ. Dev. Administrat		210,733	151,510	70,489	189,190	236,190	
Dept 901 - Capital Outlay							
248-901-970.04	Middle St. Parking Lot						
248-901-970.08	Boat Launch & Parking Lot						
248-901-970.09	Boardwalk Replacement						
248-901-970.21	Old Mill Parking Lot - 2022						
248-901-970.30	Comm. & Econ. Development						
Totals for dept 901 - Capital Outlay				290,000	1,542		
Dept 906 - Debt Service							
248-906-931.06	1999 Refunding Bond Principal			130,000			
	Paid off in 2023						
248-906-991.11	2004 DDA Refunding Bonds			30,000	25,000		
	Paid off in 2023						
248-906-993.00	Agent Fees						
248-906-994.06	1999 Refunding Bond Interest	5,480	5,480	1,850			
	Paid off in 2023						
248-906-994.11	2004 DDA Refunding Interest			2,000	2,000	625	625
	Paid off in 2023						
Totals for dept 906 - Debt Service		7,480	167,480	2,475	162,475		
Dept 990 - Transfers							
248-990-964.00	Private/commercial Rehab.						
248-990-995.00	Transfer To General Fund						
						25,000	25,000
						25,000	25,000
						25,000	25,000

89/109
89/219

APPROPRIATIONS
Dept 990 - Transfers

Old Mill Parking Lot Payment - 2 of 5

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2022-23 AMENDED BUDGET	2023-24 ACTIVITY THRU 02/29/24	2023-24 ORIGINAL BUDGET	2024-25 DEPT. APPR. BUDGET
APPROPRIATIONS						
248-990-995.02	Transfer To Major Street					
Totals for dept 990 - Transfers						
TOTAL APPROPRIATIONS		216,213	608,990	74,506	376,665	261,190
NET OF REVENUES/APPROPRIATIONS - FUND 248		285,895	(49,540)	351,549	1,835	55,810
		56.71%	-8.86%	82.51%	0.48%	17.61%
BEGINNING FUND BALANCE		1,389,358	1,389,358	1,675,251	1,675,251	2,026,800
ENDING FUND BALANCE		1,675,253	1,339,818	2,026,800	1,677,086	2,082,610

pg 109
pg 22

03/27/2024 01:50 PM
User: TOM
DDB: Williamston

REPORT FOR CITY OF WIL
Fund: 590 Sewer Fund

Page: 1 / 4

1 / 4

Page:

2022-23	2022-23	2022-23	2023-24	2023-24	2024-25
ACTIVITY	AMENDED	ACTIVITY	ORIGINAL	BUDGET	DEPT. APPR.
	BUDGET	THRU	02/29/24		BUDGET

2024-2
DEPT. APPR. BUDGE

2023-24
ORIGINAL
BUDGET

2023-24
ACTIVITY
02/29/24
THRU

**2022-23
ACTIVITY
AMENDED
BUDGET**

DESCRIPTION

GL NUMBER

ESTIMATED REVENUES			
Dept	000 - General Revenues	Dept	000 - General Revenues
590-0-000-450.01	Special Assessments	590-0-000-450.02	1996 Williamston Rd. Sewer S/a
590-0-000-539.08	Saw Grant	590-0-000-607.03	Readiness To Serve Charge
590-0-000-607.05	Commodity Charge	590-0-000-607.06	Industrial User Charge
590-0-000-607.07	Penalties/Late Fees	590-0-000-607.09	Tap / Connection Fee
590-0-000-642.00	General Sales	590-0-000-665.01	Interest Income
590-0-000-670.01	Special Assessments - Interest	590-0-000-670.02	1996 Williamston Rd. S/a Interest
590-0-000-675.00	Private Contributions	590-0-000-687.01	Misc Refunds - Ins., Workers Comp,
590-0-000-698.01	Bond Sale Proceeds	590-0-000-699.05	Transfer From TIFA 2a
590-0-000-699.12	Transfer From Water Fund	Totals for dept 000 - General Revenues	
		1,117,791	1,117,791
		1,062,110	1,062,110
		664,107	664,107
		1,081,500	1,081,500
		TOTAL ESTIMATED REVENUES	
		1,098,600	1,098,600
APPROPRIATIONS			
Dept	537 - Administrative	Dept	537 - Administrative
590-0-337-702.00	Salaries & Wages	590-0-337-702.00	Salaries & Wages
590-0-337-709.00	FICA	590-0-337-709.00	FICA
590-0-537-710.00	Unemployment	590-0-537-712.00	Payment In Lieu Of Insurance
590-0-537-714.00	Fringe Benefits	590-0-537-714.00	GASB 68 Pension
590-0-537-714.01	OPEB Expense	590-0-537-714.02	Insurance Premiums
590-0-537-718.00	HSA Contribution	590-0-537-718.01	Premiums
590-0-537-724.00	Disability Premiums	590-0-537-724.00	Retirement
590-0-537-725.00	Workers Compensation	590-0-537-726.10	Operating Supplies
590-0-537-740.00	Memberships & Dues	590-0-537-767.00	Contractual Services
590-0-537-802.00	Communications - Telephone	590-0-537-802.00	Contract - Audit
590-0-537-803.00	Travel & Education	590-0-537-803.01	Fund Administration
590-0-537-820.01	Equipment Rental	590-0-537-820.01	Insurance - Liab. / Prop.
590-0-537-831.01	Depreciation - Current	590-0-537-850.00	13,664
590-0-537-860.00	Bond Issue Cost	590-0-537-940.00	1,027
590-0-537-948.01		590-0-537-996.01	
		430,073	71,490
		20,075	20,075
		Totals for dept 537 - Administrative	
		73,066	73,066
DEPT 539 - Meter Reading & Billing			
Dept	539 - Meter Reading & Billing	Dept	539 - Meter Reading & Billing
590-539-702.00	Salaries & Wages	590-539-702.00	Salaries & Wages
590-539-709.00	FICA	590-539-709.00	FICA
590-539-710.00	Unemployment	590-539-710.00	Unemployment

GL NUMBER	DESCRIPTION	ACTIVITY	AMENDED BUDGET	THRU 02/29/24	2022-23	2023-24	2023-24	ORIGINAL BUDGET	DEPT. APPR. BUDGET
					ACTIVITY	THRU 02/29/24	2023-24		
APPROPRIATIONS									
Dept 539 - Meter Reading & Billing	Payment In Lieu Of Insurance		100				75		75
590-539-712.00	Fringe Benefits		5,676	5,000	4,036		6,000		6,500
590-539-714.00	Insurance Premiums		656	675	722		725		800
590-539-718.00	HSA Contribution		106	100	55		100		100
590-539-724.00	Disability Premiums		6,933	7,000	3,559		6,750		6,500
590-539-725.00	Retirement		130	300	72		200		250
590-539-726.00	Workers Compensation		12,757	38,000	17,574		38,000		15,000
590-539-740.00	Operating Supplies		975	1,500	975		1,500		1,500
590-539-812.00	Contractual Services		2,783	3,900	1,864		3,000		3,000
590-539-851.00	Postage		1,393	5,000	1,101		5,000		5,000
590-539-940.00	Equipment Rental		54,875	84,585	27,649		84,360		61,735
Totals for dept 539 - Meter Reading & Billing									
Dept 544 - Line Maintenance	Salaries & Wages		41,236	40,900	24,616		42,000		35,000
590-544-702.00	Wages-Part Time		535	1,000	478		1,000		1,000
590-544-704.00	FICA		3,158	3,250	1,909		3,500		3,000
590-544-709.00	Unemployment		7	10	2		10		10
590-544-710.00	Payment In Lieu Of Insurance			300			250		300
590-544-714.00	Fringe Benefits								
590-544-718.00	Insurance Premiums		4,182	4,200	2,978		5,250		5,000
590-544-738.01	HSA Contribution		620	800	772		850		775
590-544-724.00	Disability Premiums		171	175	78		200		150
590-544-725.00	Retirement		7,746	7,625	3,546		7,500		6,500
590-544-726.00	Workers Compensation		269	600	145		250		400
590-544-790.00	Operating Supplies		1,956	5,000	1,405		5,000		5,000
590-544-802.00	Contractual Services		148,240	145,000	20,522		45,000		40,000
590-544-910.00	Equipment Rental		24,512	35,000	473		25,000		25,000
590-544-970.00	Capital Outlay								
Totals for dept 544 - Line Maintenance									
Dept 548 ~ Lift Stations	Salaries & Wages		22,345	22,400	14,686		22,500		17,500
590-548-702.00	Wages-Part Time		86	200	77		200		200
590-548-704.00	FICA		1,645	1,800	1,093		2,000		2,000
590-548-709.00	Unemployment		1	10	10		10		10
590-548-712.00	Payment In Lieu Of Insurance			50			55		50
590-548-714.00	Fringe Benefits								
590-548-718.00	Insurance Premiums		3,867	3,400	2,544		4,350		3,250
590-548-718.01	HSA Contribution		421	500	465		560		500
590-548-723.00	Retiree Health Care-OPEB			1,200			1,200		100
590-548-724.00	Disability Premiums		86	100	43		100		100
590-548-725.00	Retirement		2,081	1,800	1,564		2,050		2,050
590-548-726.00	Workers Compensation		135	325	78		150		200
590-548-802.00	Operating Supplies			500			500		500
590-548-835.00	Contractual Services		3,517		2,399		3,000		3,000
590-548-921.00	Communications - Telephone		14		100		100		100
590-548-920.04	Utilities		12,468	14,000	15,753		14,500		27,500
590-548-920.00	Equipment Repair/maint.		12,057	35,000	3,914		35,000		24,000
590-548-970.00	Equipment Rental		1,367	6,000	25		4,000		4,000
590-548-970.06	Capital Outlay								
590-548-970.10	Mechanic Street Lift Station								
590-548-970.10	Zimmer Road Lift Station								
Totals for dept 548 - Lift Stations									

10
Page 10
144,960

GL NUMBER	DESCRIPTION	ACTIVITY	AMENDED BUDGET	THRU 02/29/24	2022-23	2023-24	2023-24	ORIGINAL BUDGET	DEPT. APPR. BUDGET
					2022-23	2022-23	ACTIVITY THRU 02/29/24		
APPROPRIATIONS									
Dept 549 - Plant Oper. & Maint.									
590-549-702.00	Salaries & Wages	168,549	168,500	108,653	172,500	160,000	160,000		
590-549-704.00	Wages-Part Time	3,406	8,400	243	7,900	2,000	2,000		
590-549-709.00	FICA	12,699	13,650	8,103	13,750	13,750	13,750		
590-549-710.00	Unemployment	5	25	1	25	20	20		
590-549-712.00	Payment In Lieu Of Insurance	550	500	500	550	550	550		
590-549-714.00	Fringe Benefits	27,080	23,900	18,018	29,500	29,500	29,500		
590-549-718.00	Insurance Premiums	3,084	3,300	3,482	4,500	3,750	3,750		
590-549-718.01	NSA Contribution	7,115	6,450	6,480	8,500	12,000	12,000		
590-549-723.00	Retiree Health Care-OPEB	1,362	1,200	1,443	1,200	1,500	1,500		
590-549-723.03	Tool Allowance	657	600	750	750	550	550		
590-549-724.00	Disability Premiums	20,299	18,650	12,603	19,250	18,500	18,500		
590-549-725.00	Retirement	1,013	2,400	579	1,200	1,800	1,800		
590-549-726.00	Workers Compensation	12,438	26,000	13,227	22,500	22,500	22,500		
590-549-740.00	Operating Supplies	15,715	15,000	18,063	18,000	20,000	20,000		
590-549-767.00	Uniforms	35,444	50,000	34,741	58,000	45,000	45,000		
590-549-811.00	Treatment Chemicals	4,650	5,000	3,006	5,200	5,200	5,200		
590-549-812.00	Professional Services	111,953	98,000	72,116	99,000	105,000	105,000		
590-549-850.00	Contractual Services	51,802	75,000	145,529	75,000	75,000	75,000		
590-549-921.00	Communications - Telephone	3,377	5,100	25	5,000	5,000	5,000		
590-549-921.00	Utilities	5,000	5,000	5,000	5,000	5,000	5,000		
590-549-930.04	Equipment Repair/maint.	480,648	526,725	447,608	547,275	526,620	526,620		
590-549-940.00	Equipment Rental								
590-549-950.00	Capital Outlay								
590-549-970.27	SCADA System								
Totals for dept 549 - Plant Oper. & Maint.									
Dept 901 - Capital Outlay									
590-901-970.24	MI Site Readiness Grant	7,482	7,500	7,500	7,500	7,500	7,500		
590-901-970.29	East Middle Street								
590-901-970.31	N. Cedar Street								
590-901-970.32	WW System Master Plan								
590-901-970.33	Putnam - Grand River To Industria:	12,250	12,250	12,250	12,250	12,250	12,250		
590-901-970.34	W/S Rate Study								
590-901-970.36	Line Maintenance/Construction								
590-901-970.37	Plant Oper. & Maint.								
590-901-970.39	Sensus Mobile Transciever/compute:								
590-901-970.40	W. Church Street								
590-901-970.44	Red Cedar River Crossing								
590-901-970.46	Rural Development Funded Projects								
590-901-996.01	Bond Issue Cost								
Totals for dept 901 - Capital Outlay									
Dept 906 - Debt Service									
590-906-991.03	1996 W/S Bond Principal								
590-906-991.04	2017 Cap Improv Bond Principal								
590-906-991.13	1996 Sewer S/A Bond Principal								
590-906-991.15	1996 W/S Bond Principal								
590-906-991.18	2010 R.D Sewer Bonds								
590-906-991.19	2011 G.O. Refunding Bonds								
590-906-991.20	2001 G.O. Refunding Bond Principa:								
590-906-993.00	Agent Fees								
590-906-994.00	Interest Expense								
590-906-994.02	2017 Cap Improv Bond Interest	2,309	2,310	1,109	1,109	1,930	1,930		
590-906-994.03	1996 W/S Bond Interest								

10
Page 29

03/27/2024 01:50 PM
User: TOM
DB: Williamson

BUDGET REPORT FOR CITY OF WILLIAMSTON
Fund: 590 Sewer Fund
DEPARTMENT HEAD BUDGET WORKSHEET
Calculations as of 02/29/2024

Page: 4/4

GL NUMBER	DESCRIPTION	2022-23		2023-24		2024-25	
		ACTIVITY	AMENDED BUDGET	THRU 02/29/24	ACTIVITY	ORIGINAL BUDGET	DEPT. APPR. BUDGET
APPROPRIATIONS							
Dept 906 - Debt Service	1996 Sewer S/a Bond Interest	86,506	88,040	42,810	86,120	82,095	
590-906-994.13	2010 Sewage Disposal Bond Interest						
590-906-994.14	2001 G.O. Refunding Bond Interest						
590-906-994.20	2010 GO Tax Notes Interest						
590-906-994.23	2011 G.O. Refunding Bond - Interest						
590-906-994.25							
Totals for dept 906 - Debt Service		88,815	90,350	43,919	153,993	159,275	
TOTAL APPROPRIATIONS		1,407,028	1,376,295	1,298,553	1,454,779	1,431,735	
NET OF REVENUES/APPROPRIATIONS - FUND 590	(289,237)	(314,185)	(634,446)	(373,279)	(333,135)		
	-25.88%	-29.58%	-95.53%	-34.51%	-30.32%		
BEGINNING FUND BALANCE	7,254,257	7,254,257	6,961,736	6,961,736	6,327,290		
FUND BALANCE ADJUSTMENTS	(3,285)	(3,285)	6,936,787	6,936,787	5,994,155		
ENDING FUND BALANCE	6,961,735	6,327,290					

pg 10
pg 26

DEPARTMENT HEAD BUDGET WORKSHEET
Calculations as of 02/29/2024

GL NUMBER	DESCRIPTION	ACTIVITY	AMENDED BUDGET	2022-23	2023-24	2023-24	ORIGINAL BUDGET	DEPT. APPR. BUDGET					
				ACTIVITY	THRU 02/29/24	2023-24							
ESTIMATED REVENUES													
Dept 000 - General Revenues													
591-000-510.00	Federal Aid												
591-000-539.02	Well Head Protection Grant												
591-000-551.01	State Aid												
591-000-607.03	Readiness To Serve Charge												
591-000-607.05	Commodity Charge												
591-000-607.07	Penalties/Late Fees												
591-000-607.09	Tap / Connection Fee												
591-000-642.00	General Sales												
591-000-642.04	Water Meter Sales												
591-000-665.01	Interest Income												
591-000-667.02	Water Tower Rent												
591-000-675.00	Private Contributions												
591-000-687.01	Misc Refunds - Ins., Workers Comp,												
591-000-698.01	Bond Sale Proceeds												
591-000-699.01	Transfer From General Fund												
591-000-699.11	Transfer From Sewer Fund												
Totals for dept 000 - General Revenues				1,101,701	1,044,600	633,952	1,070,000	1,063,500					
TOTAL ESTIMATED REVENUES				1,101,701	1,044,600	633,952	1,070,000	1,063,500					
APPROPRIATIONS													
Dept 537 - Administrative													
591-537-702.00	Salaries & Wages												
591-537-703.00	FICA												
591-537-710.00	Unemployment												
591-537-712.00	Payment In Lieu Of Insurance												
591-537-714.00	GASE 68 Pension												
591-537-714.01	OPEB Expense												
591-537-714.02	Erling Benefits												
591-537-718.00	Insurance Premiums												
591-537-718.01	HSA Contribution												
591-537-724.00	Disability Premiums												
591-537-725.00	Retirement												
591-537-726.00	Workers Compensation												
591-537-740.00	Operating Supplies												
591-537-767.00	Uniforms												
591-537-801.01	Legal Services												
591-537-802.00	Contractual Services												
591-537-803.00	Contract - Audit												
591-537-803.01	Fund Administration												
591-537-820.01	Insurance - Liab. / Prop.												
591-537-831.01	Memberships & Dues												
591-537-850.00	Communications - Telephone												
591-537-860.00	Travel & Education												
591-537-900.00	Printing & Publishing												
591-537-940.00	Equipment Rental												
591-537-940.01	Public Services Building Rent												
591-537-955.00	Miscellaneous												
591-537-958.01	Depreciation - Current												
591-537-969.01	Amortization Expense												
591-537-996.01	Bond Issue Cost												
Totals for dept 537 - Administrative				299,026	64,585	15,786	90,791	301,640					
<i>10/29/24</i>													
Dept 539 - Meter Reading & Billing													

GL NUMBER	DESCRIPTION	ACTIVITY	THRU 02/29/24	2023-24	2023-24	ORIGINAL BUDGET	DEPT. APPR. BUDGET
				AMENDED BUDGET	ACTIVITY		
APPROPRIATIONS							
Dept 539 - Meter Reading & Billing							
591-539-702.00	Salaries & Wages	22,817	22,300	14,293	22,500	22,500	
591-539-709.00	FICA	1,711	1,725	1,074	1,850	1,850	
591-539-710.00	Unemployment		10		10		10
591-539-712.00	Payment In Lieu Of Insurance		100		75		75
591-539-714.00	Fringe Benefits						
591-539-718.00	Insurance Premiums	5,784	5,100	4,113	6,100	6,500	
591-539-718.01	HSA Contribution	672	700	742	890	775	
591-539-724.00	Disability Premiums	110	100	57	130	110	
591-539-725.00	Retirement	7,131	7,200	3,650	7,200	7,200	
591-539-726.00	Workers Compensation	151	350	84	150	200	
591-539-740.00	Operating Supplies	14,917	38,000	1,574	38,000	20,000	
591-539-802.00	Contractual Services	975	1,500	975	1,500	1,500	
591-539-851.00	Postage	2,783	3,900	1,864	3,900	3,900	
591-539-900.00	Equipment Rental	1,359	5,000	1,101	5,000	5,000	
591-539-970.00	Capital Outlay						
	Totals for dept 539 - Meter Reading & Billing	58,410	85,985	28,527	87,280	69,620	
Dept 544 - Line Maintenance							
591-544-702.00	Salaries & Wages	79,595	79,000	47,643	79,000	131,500	
591-544-704.00	Wages-Part Time	776	1,500	692	1,400	1,050	
591-544-709.00	FICA	6,095	6,225	3,677	6,250	10,250	
591-544-710.00	Unemployment	11	10	3	10	15	
591-544-712.00	Payment In Lieu Of Insurance		575		500	600	
591-544-714.00	Fringe Benefits						
591-544-718.00	Insurance Premiums	8,149	8,100	5,764	9,100	18,250	
591-544-718.01	HSA Contribution	1,398	1,500	1,494	1,650	3,325	
591-544-724.00	Disability Premiums	332	300	151	350	400	
591-544-725.00	Retirement	15,004	14,700	14,700	15,000	13,500	
591-544-726.00	Workers Compensation	510	1,125	6,862	700	1,525	
591-544-730.00	Operating Supplies	12,789	22,000	11,213	18,000	18,000	
591-544-802.00	Contractual Services	50,162	39,000	20,507	45,000	45,000	
591-544-910.00	Equipment Rental	54,623	30,000	3,312	35,000	35,000	
591-544-910.00	Capital Outlay						
591-544-970.34	W/S Rate Study						
591-544-980.02	Bond Discount Expense						
	Totals for dept 544 - Line Maintenance	229,444	204,035	101,589	211,960	278,415	
Dept 545 - Elevated Tank Maint.							
591-545-702.00	Salaries & Wages	1,049	1,125	629	1,450	875	
591-545-704.00	Wages-Part Time	35	31	31	50	75	
591-545-709.00	FICA	83	100	100	120	75	
591-545-710.00	Unemployment				10	10	
591-545-712.00	Payment In Lieu Of Insurance		10	10	10	10	
591-545-714.00	Fringe Benefits						
591-545-718.00	Insurance Premiums	103	100	76	120	120	
591-545-718.01	HSA Contribution	12	25	20	30	25	
591-545-724.00	Disability Premiums	4	10	2	10	10	
591-545-725.00	Retirement	197	225	91	220	150	
591-545-726.00	Workers Compensation	11	25	6	25	15	
591-545-802.00	Operating Supplies	20	300	860	300	300	
591-545-910.00	Contractual Services						
591-545-910.00	Utilities						
591-545-910.00	Equipment Rental						
	Totals for dept 545 - Elevated Tank Maint.	2,374	2,930	905	42,345	1,365	100% Pg 2

GL NUMBER	DESCRIPTION	ACTIVITY	AMENDED BUDGET	2022-23		2023-24		2024-25	
				THRU 02/29/24	ORIGINAL BUDGET	THRU 02/29/24	ACTIVITY	DEPT. APPR. BUDGET	
APPROPRIATIONS									
Dept 550 - WTP / Well O & M				67,988	68,250	42,395	69,500	44,500	
591-550-702.00	Salaries & Wages			1,141	4,750	1,018	5,750	1,000	
591-550-709.00	Wages-Part Time			5,124	5,625	3,227	6,050	3,750	
591-550-710.00	FICA					4	10	10	
591-550-712.00	Unemployment				10				350
591-550-712.00	Payment In Lieu Of Insurance				350				
591-550-714.00	Fringe Benefits								
591-550-718.00	Insurance Premiums			10,708	9,950	7,090	11,850	6,250	
591-550-718.01	HSA Contribution			1,276	1,450	1,492	1,750	1,000	
591-550-722.00	Disability Premiums			276	250	134	300	200	
591-550-725.00	Retirement			10,442	9,950	5,513	9,950	6,000	
591-550-726.00	Workers Compensation			436	1,000	241	600	500	
591-550-701.00	Operating Supplies			3,041	5,500	3,040	5,500	5,000	
591-550-796.01	Treatment Chemicals			58,583	58,000	34,317	58,000	60,000	
591-550-801.00	Professional Services					475			
591-550-802.00	Contractual Services			3,753	10,000	10,000	10,000	7,500	
591-550-850.00	Communications - Telephone				3,840				
591-550-892.00	Utilities			57,498	70,000	39,610	70,000	67,500	
591-550-930.04	Equipment Repair/maint.			16,128	70,000	10,941	70,000	40,000	
591-550-940.00	Equipment Rental			13,906	20,000	429	21,000	21,000	
591-550-955.02	NDEQ Water Testing			7,077	7,000	1,241	8,000	7,500	
591-550-970.00	Capital Outlay								
591-550-970.27	SCADA System								
591-550-970.35	2005 Water Construction Project								
591-550-970.47	Observation Well Abandonment								
Totals for dept 550 - WTP / Well O & M				257,391	347,085	155,007	353,660	272,060	
Dept 901 - Capital Outlay									
591-901-970.00	Capital Outlay								
591-901-970.28	Water Tower								
591-901-970.29	East Middle Street								
591-901-970.31	N. Cedar Street								
591-901-970.33	Putnam - Grand River To Industrial								
591-901-970.34	W/S Rate Study								
591-901-970.36	Line Maintenance/Construction								
591-901-970.38	N. Putnam Water Main South Of GR								
591-901-970.39	Sensus Mobile Transciever/compute								
591-901-970.40	W. Church Street								
591-901-970.45	Wellhead Protection Program								
591-901-970.46	Rural Development Funded Projects								
591-901-970.48	HUD Water Projects								
591-901-996.01	Bond Issue Cost								
Totals for dept 901 - Capital Outlay				12,250	197,500	197,500	542,993	272,060	
Dept 906 - Debt Service									
591-906-991.04	2017 Cap Improv Bond Principal								
591-906-991.12	2004 Water/Sewer Revenue Bonds								
591-906-991.16	2005 W/S Revenue Bonds								
591-906-991.17	2010 R.D. Water Revenue Bond								
591-906-991.21	2021 Water Supply Revenue Bonds								
591-906-993.00	Agent Fees								
591-906-994.00	Interest Expense								
591-906-994.01	Long Term Advance Interest								
591-906-994.02	2017 Cap Improv Bond Interest								
591-906-994.12	2004 W/S Revenue Bond - Interest								

10
 9/29

GL NUMBER	DESCRIPTION	2022-23		2023-24		2024-25	
		ACTIVITY	AMENDED BUDGET	THRU 02/29/24	ACTIVITY	ORIGINAL BUDGET	DEPT. APPR. BUDGET
APPROPRIATIONS							
Dept 906 - Debt Service							
591-906-994.15	2010 Water Supply Bond Interest	117,174	119,325	57,975	116,750	111,270	
591-906-994.16	2021 Revenue Refunding Interest	9,005	9,005	7,938	7,950	6,840	
Totals for dept 906 - Debt Service		137,955	141,610	71,571	345,275	340,700	
Dept 990 - Transfers							
591-990-995.00	Transfer To General Fund						
591-990-995.11	Transfer To Sewer Fund						
Totals for dept 990 - Transfers							
TOTAL APPROPRIATIONS							
NET OF REVENUES/APPROPRIATIONS - FUND 591		996,850	1,043,730	916,383	1,131,311	1,263,800	
BEGINNING FUND BALANCE		104,851	870	(282,431)	(61,311)	(200,300)	
FUND BALANCE ADJUSTMENTS		9.52%	0.08%	-44.55%	-5.73%	-18.83%	
ENDING FUND BALANCE		3,223,626	3,223,626	3,326,833	3,326,833	3,044,402	
		(1,643)	(1,643)	3,222,853	3,044,402	2,844,102	

PG 10
PG 30

DEPARTMENT HEAD BUDGET WORKSHEET

Calculations as of 02/29/2024

GL NUMBER	DESCRIPTION	ACTIVITY	AMENDED BUDGET	2022-23	2023-24	2023-24	ORIGINAL BUDGET	2024-25 DEPT. APPR. BUDGET
				THRU 02/29/24	THRU 02/29/24	ACTIVITY		
ESTIMATED REVENUES								
Dept 000 - General Revenues								
661-000-642.00	General Sales			9,086	75	1,615	3,000	2,000
661-000-665.01	Interest Income			199,236	299,700	7,970	220,000	200,000
661-000-666.01	Equipment Rental							
661-000-673.01	Sale Of Fixed Assets			1,226	1,107	1,000	1,000	1,000
661-000-687.01	Misc Refunds - Ins., Workers Comp,			26,000	26,000	26,000	26,000	26,000
661-000-699.01	Transfer From General Fund							
661-000-699.06	Transfer From TIFPA 2B							
Totals for dept 000 - General Revenues				235,548	325,775	36,692	250,000	229,000
TOTAL ESTIMATED REVENUES				235,548	325,775	36,692	250,000	229,000
APPROPRIATIONS								
Dept 441 - Department Of Public Works				52,589	52,400	31,573	53,550	44,000
661-441-702.00	Salaries & Wages			96	200	88	200	200
661-441-704.00	Wages-Part Time				4,008	4,050	4,250	39,000
661-441-709.00	FICA			3	10	30	30	10
661-441-710.00	Unemployment					400	400	400
661-441-712.00	Payment In Lieu Of Insurance							
661-441-714.00	Fringe Benefits							
661-441-718.00	Insurance Premiums			5,415	5,450	3,820	6,000	6,100
661-441-718.01	HSA Contribution			900	960	990	1,400	1,000
661-441-724.00	Disability Premiums			220	200	100	260	200
661-441-725.00	Retirement			9,946	9,750	4,548	9,950	7,550
661-441-726.00	Workers Compensation			341	750	181	500	500
661-441-740.00	Operating Supplies			9,904	13,000	1,276	13,000	13,000
661-441-745.00	Gasoline / Oil			31,574	25,000	17,488	35,000	32,500
661-441-820.01	Insurance - Liab. / Prop.			9,556	12,900	13,795	15,000	15,000
661-441-860.00	Travel & Education				1,000	1,000	1,000	1,000
661-441-920.04	Equipment Repair/maint.			92,129	95,000	32,695	65,000	62,000
661-441-940.00	Equipment Rental			2,741	5,000	4,060	5,000	5,000
661-441-941-960.01	Depreciation - Current			132,617				150,000
661-441-970.25	DPW Equipment							
Totals for dept 441 - Department Of Public Works				352,041	226,070	113,023	210,540	377,460
Dept 537 - Administrative								
661-537-803.00	Contract - Audit			19,956	164,000	16,321		
661-537-803.01	Fund Administration			1,500	1,500		1,500	1,500
661-537-955.00	Miscellaneous							
Totals for dept 537 - Administrative				2,072	2,125	589	2,160	2,160
Dept 901 - Capital Outlay								
661-901-901.25	DPW Equipment			19,956	164,000	16,321		
Totals for dept 901 - Capital Outlay				19,956	164,000	16,321		
Dept 906 - Debt Service								
661-906-992.00	Lease Interest			3,038	6,650		5,000	5,000
Totals for dept 906 - Debt Service				3,038	6,650		5,000	5,000
TOTAL APPROPRIATIONS								
NET OF REVENUES/APPROPRIATIONS - FUND 661				(141,559)	(73,070)	(93,241)	32,300	(155,620)
				-60,10%	-22,43%	-254,12%	12,92%	-67,96%
BEGINNING FUND BALANCE				475,560	475,560	333,999	333,999	240,758

Page: 1/2

10/9/2024

03/26/2024 12:21 PM
User: TOM
DB: Williamson

BUDGET REPORT FOR CITY OF WILLIAMSTON
Fund: 661 Equipment Fund
DEPARTMENT HEAD BUDGET WORKSHEET
Calculations as of 02/29/2024

Page: 2/2

GL NUMBER	DESCRIPTION	2022-23		2023-24		2024-25	
		ACTIVITY	AMENDED BUDGET	ACTIVITY THRU 02/29/24	ORIGINAL BUDGET	DEPT. APPR. BUDGET	
334,001	ENDING FUND BALANCE	402,490	240,758	366,299	366,299	85,138	

PJ32 109



12b.
pg 1

WILLIAMSTON POLICE DEPARTMENT
Jeff Weiss, Chief of Police
175 E. Grand River, Williamston, MI 48895
PHONE: (517) 655-4222
FAX: (517) 655-6498
Emergency 911

DATE: 4-1-24

TO: City Manager John Hanifan / City Council

FROM: Chief Jeff Weiss *EW*

SUBJECT: Monthly Police Report – March 2024

Below is the Monthly Police Report for March 2024

Calls for Service	76
Property Checks	149
Traffic Stops	119
Verbal Warnings	97
Arrests	6
Citations Issued	18
Accident Reports	2
Assists	13
Community Policing Activity	3

Department Highlights

-The Monthly Use of Force report was completed

-I attended the LEAF (Law Enforcement Advisory Forum). MML is the Lead Agency.

Livingston County Department of Building & Safety Engineering

04/03/2024

BLD - ELE, MEC, PLM - New Permits Issued

March 2024

Williamston

Permit #	Category	Address	Parcel #	
Work Description				
PELE2024-00468	Alteration Commercial	228 ELEVATOR # B WILLIAMSTON MI 48895	33-18-07-01-151-0	Permit Fee: \$75.00 Square Feet: 00 Valuation: 0.00
Received 03/07/2024 Issued 03/07/2024		Install a self-contained backup diesel generator to existing cell tower site		
Owner: NEW PAR Contractor: NEWKIRK ELECTRIC ASSOC. - ELE		PO BOX 2549 1875 ROBERTS ST		ADDISON TX 75001 MUSKEGON MI 49442
PELE2024-00609	Alteration Commercial	222 ELEVATOR BEHIND WATE WILLIAMSTON MI 48895	33-18-07-01-151-0	Permit Fee: \$70.00 Square Feet: 00 Valuation: 0.00
Received 03/25/2024 Issued 03/25/2024		100A Service for Fiber Cabinet: "The Fiber box is in the road by the easement"		
Owner: CITY OF WILLIAMSTON TIFA Contractor: CRAMPTON ELECTRIC		161 E GRAND RIVER PO BOX 380		WILLIAMSTON MI 48895 FOWLERVILLE MI 48836
PPLM2024-00484	Alteration Single Family Residential	1061 FOXBOROUGH DR WILLIAMSTON MI 48895	33-18-07-02-427-0	Permit Fee: \$85.00 Square Feet: 00 Valuation: 0.00
Received 03/28/2024 Issued 03/28/2024		Installation of a 50 gallon power vent water heater.		
Owner: LINDO, JOHN A & MICHELLE M Contractor: RHINO'S PLUMBING & HVAC		1061 FOXBOROUGH DR 21304 CAPITAL AVE NE		WILLIAMSTON MI 48895 BATTLE CREEK MI 49017
PELE2024-00457	New Single Family Residential	1528 LYTELL JOHNE'S PATH WILLIAMSTON MI 48895	33-18-07-12-126-0	Permit Fee: \$211.00 Square Feet: 00 Valuation: 0.00
Received 03/06/2024 Issued 03/07/2024		WIRE NEW HOME for: New 1 story single family home, on a unfinished basement foundation, 2 car garage, front covered porch, no decks, 2 bed rooms, 2 bath rooms. FOUNDATION: 10" wall on a 8"x20" footing . INSULATION: above grade walls R13, foundation R13, Attic R38, (Exotrope)		
Owner: KMJ HOLDINGS LLC Contractor: CONSOLIDATED ELEC CONTRS (DA		6100 COLUMBIA ST 1095A MAK TECH DR		HASLETT MI 48840 LANSING MI 48906

Livingston County Department of Building & Safety Engineering

04/03/2024

BLD - ELE, MEC, PLM - New Permits Issued

March 2024

Williamston

12c
pg 2

Permit #	Category	Address	Parcel #	
Work Description				
PMEC2024-00907	New Single Family Residential	1528 LYTELL JOHNE'S PATH WILLIAMSTON MI 48895	33-18-07-12-126-0	Permit Fee: \$240.00 Square Feet: 00 Valuation: 0.00
Received 03/06/2024		Residential new construction HVAC		
Issued 03/06/2024		New 1 story single family home, on a unfinished basement foundation, 2 car garage, front covered porch, no decks, 2 bed rooms, 2 bath rooms. FOUNDATION: 10" wall on a 8"x20" footing . INSULATION: above grade walls R13, foundation R13, Attic R38, (Exotrope)		
Owner: KMJ HOLDINGS LLC		6100 COLUMBIA ST		HASLETT MI 48840
Contractor: A-I MECHANICAL		3610 OLD LANSING RD		LANSING MI 48917
PELE2024-00605	Alteration Single Family Residential	1540 LYTELL JOHNE'S PATH WILLIAMSTON MI 48895	33-18-07-12-126-0	Permit Fee: \$55.00 Square Feet: 00 Valuation: 0.00
Received 03/25/2024		Whole home generator install		
Issued 03/25/2024				
Owner: THOMASSON SANDRA H & ROBERT		1540 LYTELL JOHNES PATH		WILLIAMSTON MI 48895
Contractor: APPLEGATE HOME COMFORT (SNY)		2805 JOLLY STE 200		OKEMOS MI 48864
PMEC2024-01141	Alteration Single Family Residential	1540 LYTELL JOHNE'S PATH WILLIAMSTON MI 48895	33-18-07-12-126-0	Permit Fee: \$65.00 Square Feet: 00 Valuation: 0.00
Received 03/25/2024		Gas piping for generator		
Issued 03/25/2024				
Owner: THOMASSON SANDRA H & ROBERT		1540 LYTELL JOHNES PATH		WILLIAMSTON MI 48895
Contractor: APPLEGATE HOME COMFORT (SNY)		2805 JOLLY STE 200		OKEMOS MI 48864
PELE2024-00456	New Single Family Residential	1556 LYTELL JOHNE'S PATH WILLIAMSTON MI 48895	33-18-07-12-126-0	Permit Fee: \$211.00 Square Feet: 00 Valuation: 0.00
Received 03/06/2024		WIRE NEW HOUSE		
Issued 03/07/2024				
Owner: KMJ HOLDINGS LLC		6100 COLUMBIA ST		HASLETT MI 48840
Contractor: CONSOLIDATED ELEC CONTRS (DA)		1095A MAK TECH DR		LANSING MI 48906

Livingston County Department of Building & Safety Engineering

04/03/2024

BLD - ELE, MEC, PLM - New Permits Issued

March 2024

Williamston

12c
pg3

Permit #	Category	Address	Parcel #	
Work Description				
PMEC2024-00908	New Single Family Residential	1556 LYTELL JOHNE'S PATH WILLIAMSTON MI 48895	33-18-07-12-126-0	Permit Fee: \$195.00 Square Feet: 00 Valuation: 0.00
Received 03/06/2024		Residential new construction HVAC		
Issued 03/06/2024		New 1 story single family home, on a finished basement foundation, 2 car garage, front covered porch, no decks, 3 bed rooms, 3 bath rooms. FOUNDATION: 10" wall on a 8"x20" footing . INSULATION: above grade walls R13, foundation R13, Attic R38, (Exotrope)		
Owner: KMJ HOLDINGS LLC		6100 COLUMBIA ST		HASLETT MI 48840
Contractor: A-1 MECHANICAL		3610 OLD LANSING RD		LANSING MI 48917
PELE2024-00643	New Accessory	221 E RIVERSIDE WILLIAMSTON MI 48895	33-18-03-36-301-0	Permit Fee: \$85.00 Square Feet: 00 Valuation: 0.00
Received 03/28/2024		Electrical for new garage- 200 amp panel		
Issued 03/28/2024	Overhead			
Owner: ROTHWELL EDWARD & KITTY		221 E RIVERSIDE		WILLIAMSTON MI 48895
Contractor: JIM SNAY ELECTRIC		332 N CHURCH		POTTERVILLE MI 48876
PPLM2024-00276	Alteration Single Family Residential	950 RIVERVIEW CT WILLIAMSTON MI 48895	33-18-03-36-402-0	Permit Fee: \$85.00 Square Feet: 00 Valuation: 0.00
Received 02/29/2024		Install new water heater. (#139667) for residence		
Issued 03/01/2024				
Owner: HARSHBARGER, ARDITH		950 RIVERVIEW CT		WILLIAMSTON MI 48895
Contractor: MYERS PLUMBING & HEATING		16825 INDUSTRIAL PKWY		LANSING MI 48906
PMEC2024-01008	New Commercial	3001 N WILLIAMSTON RD WILLIAMSTON MI 48895	33-18-07-02-400-0	Permit Fee: \$125.00 Square Feet: 00 Valuation: 0.00
Received 03/14/2024		replace 2 unit heaters with 3 radiant heaters greenhouse addition		
Issued 03/14/2024				
Owner: SS REALTY LLC A GEORGIA LTD		132 SHEPPARD AVE WEST SUITE 100		TORONTO ONTARIO CANADA
Contractor: MAURER HTG & CLG CO		203 S WATER ST		OWOSO MI 48867

Subtotals:

Township Permit Total: 12

Twp Permit Fee Total: \$1,502.00

Livingston County Department of Building & Safety Engineering

04/03/2024

BLD - ELE, MEC, PLM - New Permits Issued**March 2024****Williamston**12C
pg 4

Permit #	Category	Address	Parcel #
Work Description			
Total Number of Permits: 12			Grand Total: \$1,502.00

Population: All Records

Permit.DateIssued Between 3/1/2024 12:00:00 AM AND 3/31/2024 12:00:00 AM

AND

Permit.ParcelNumber Starts With 33

AND

Permit.PermitType = Fire Alarm OR

Permit.PermitType = Fire Suppression OR

Permit.PermitType = Fireplace OR

Permit.PermitType = Mechanical OR

Permit.PermitType = Plumbing OR

Permit.PermitType = Electrical OR

Permit.PermitType = Sewer OR

Permit.PermitType = Water Service

Livingston County Department of Building & Safety Engineering

04/03/2024

BLD - New Permits Issued Report

March 2024

Williamston

12c
pg 5

Permit #	Category	Address	Parcel #	
Work Description				
PBLD2024-00461	New Construction O/S- Sign	2300 E GRAND RIVER WILLIAMSTON MI 48895	33-18-07-01-201-0	Permit Fee: \$150.00 Square Feet: 00 Valuation: 5,800.00
Received 03/01/2024				
Issued 03/05/2024	Provide and install a new architectural post and panel ground sign at main property entrance. Non-lighted, aluminum construction, flat sign panel with vinyl lettering applied. 42" BELOW GRADE FOOTINGS. SIGN INSTALLED PER APPROVED MAP			
Owner: WILLIAMSTON LAKES LLC	126 S PUTNAM ST			WILLIAMSTON MI 48895
Contractor: FORESIGHT SUPERSIGN	1200 MARQUETTE ST			LANSING MI 48906
PBLD2024-00468	Demolition 649- Mobile Home in a Park	875 W GRAND RIVER Lot 6 WILLIAMSTON MI 48895	33-18-07-02-126-0	Permit Fee: \$225.00 Square Feet: 800 Valuation: 25,000.00
Received 03/04/2024				
Issued 03/11/2024	Complete demolition of a single wide mobile home in a park, final grade and seed lot. NOTE; Building Inspector to verify disconnects at pre-demo inspection.			
Owner: MCM MI VILLAGE SQUARE LLC	1645 PALM BEACH LAKES BLVD, SUITE 1200			WEST PALM BEACH FL 33401
Contractor:				
PBLD2024-00506	New Construction O/S- Sign	137 W GRAND RIVER WILLIAMSTON MI 48895	33-18-03-35-479-0	Permit Fee: \$150.00 Square Feet: 00 Valuation: 0.00
Received 03/06/2024				
Issued 03/20/2024	New Sign "Doggie Style" pet spa - 117" L x 20" W single sided AluPanel; non illuminated			
Owner: EMRICK SHARON	321 S CEDAR ST			WILLIAMSTON MI 48895
Contractor: THE SIGN WORKS	5380 E GRAND RIVER			HOWELL MI 48843
PBLD2024-00533	Alteration 434- Single Family Residential	510 E GRAND RIVER WILLIAMSTON MI 48895	33-18-03-36-378-0	Permit Fee: \$85.00 Square Feet: 00 Valuation: 4,670.00
Received 03/07/2024				
Issued 03/12/2024	Installing 4 wall anchors to stabilize wall			
Owner: ELPHINSTONE, KELI	510 E GRAND RIVER			WILLIAMSTON MI 48895
Contractor: FOUNDATION SPECIALIST LLC	1518 STEELE AVE SW			GRAND RAPIDS MI 49507
PBLD2024-00555	Alteration 434- Single Family Residential	727 S PUTNAM WILLIAMSTON MI 48895	33-18-07-01-151-0	Permit Fee: \$50.00 Square Feet: 1,500 Valuation: 7,400.00
Received 03/07/2024				
Issued 03/11/2024	Re Roof House and Garage			
Owner: GARY MICHAEL	727 S PUTNAM			WILLIAMSTON MI 48895
Contractor: VANHEUKELUM CONSTRUCTION A	P.O. BOX 282			GOBLES MI 49055

Livingston County Department of Building & Safety Engineering

04/03/2024

12c
pg 6

BLD - New Permits Issued Report

March 2024

Williamston

Permit #	Category	Address	Parcel #	
Work Description				
PBLD2024-00568	Alteration 434- Single Family Residential	734 W GRAND RIVER WILLIAMSTON MI 48895	33-18-03-35-378-0	Permit Fee: \$155.00 Square Feet: 800 Valuation: 24,294.00
Received 03/11/2024		Installing SmartJacks and 1 beam, encapsulate crawlspace & add rim joist insulation		
Issued 03/13/2024				
Owner: 734 WEST GRAND RIVER AVE LLC		123 E GRAND RIVER		WILLIAMSTON MI 48895
Contractor: Ayers Basement Systems		2505 S WAVERLY HWY		LANSING MI 48911
PBLD2024-00756	Alteration 434- Single Family Residential	660 FULLER WILLIAMSTON MI 48895	33-18-03-36-156-0	Permit Fee: \$50.00 Square Feet: 00 Valuation: 0.00
Received 03/25/2024		Re-shingle house and attached garage.		
Issued 03/25/2024		Remove all existing shingles and underlays.		
		Install all new drip edge, underlays, flashings, pipe boots, shingles, ridge cap and vents.		
		Install new fascia, soffit.		
Owner: FISHER DENNIS		660 FULLER		WILLIAMSTON MI 48895
Contractor: JIMMERSOON ROOFING LLC		13199 BLAISDELL DR		DEWITT MI 48820
PBLD2024-00775	Alteration 434- Single Family Residential	218 WALLACE WILLIAMSTON MI 48895	33-18-07-02-276-0	Permit Fee: \$50.00 Square Feet: 00 Valuation: 13,150.00
Received 03/26/2024		Tear off and reshingle roof on home and garage		
Issued 03/26/2024				
Owner: WICKHAM NANCY		638 W HOLMES RD		LANSING MI 48910
Contractor: HOME PRO EXTERIORS LLC		7113 JORDAN LAKE RD		SARANAC MI 48881

Subtotals:

Township Permit Total: 8

Twp Permit Fee Total: \$915.00

Livingston County Department of Building & Safety Engineering

04/03/2024

BLD - Certificates of Completion Issued Report

March 2024

Williamston

Permit #	Category	Address Work Description	Parcel #
PBLD2023-03147	Alteration 434 - Add or Alter Dw	705 E CHURCH WILLIAMSTON MI 48895 Install subfloor drainage system.	33-18-03-36-179- Permit Fee: \$85.00
Issued 08/22/2023 Finalized 03/11/2024			
Owner: MCDANIEL CARL, KING HAVEN Contractor: Ayers Basement Systems	546 CEDAR RIDGE 2505 S WAVERLY HWY		WILLIAMSTON MI 48895 LANSING MI 48911
PBLD2023-04850	Alteration 434 - Add or Alter Dw	1252 BERKSHIRE DR WILLIAMSTON MI 48895 TEAR OFF AND RE-ROOF HOUSE AND GARAGE	33-18-07-02-477- Permit Fee: \$50.00
Issued 10/11/2023 Finalized 03/19/2024			
Owner: GROTH GREGORY Contractor: MILLS SIDING & ROOFING LLC	1252 BERKSHIRE DR 101 W BIG BEAVER RD, SUITE 1400		WILLIAMSTON MI 48895 TROY MI 48084
PBLD2023-04950	Alteration 434 - Add or Alter Dw	825 S PUTNAM WILLIAMSTON MI 48895 Full roof replacement	33-18-07-01-152- Permit Fee: \$100.00
Issued 10/12/2023 Finalized 03/29/2024			
Owner: WHITE, DENISE L Contractor: CS Roofing Co LLC	PO BOX 436 203 DEVELOPMENT DR		WILLIAMSTON MI 48895 HILLSDALE MI 49242
PBLD2024-00506	New Construction O/S - Out of Scope	137 W GRAND RIVER WILLIAMSTON MI 48895 New Sign "Doggie Style" pet spa - 117" L x 20" W single sided AluPanel; non illuminated	33-18-03-35-479- Permit Fee: \$150.00
Issued 03/20/2024 Finalized 03/28/2024			
Owner: EMRICK SHARON Contractor: THE SIGN WORKS	321 S CEDAR ST 5380 E GRAND RIVER		WILLIAMSTON MI 48895 HOWELL MI 48843
PBLD2024-00533	Alteration 434 - Add or Alter Dw	510 E GRAND RIVER WILLIAMSTON MI 48895 Installing 4 wall anchors to stabilize wall	33-18-03-36-378- Permit Fee: \$85.00
Issued 03/12/2024 Finalized 03/19/2024			
Owner: ELPHINSTONE, KELI Contractor: FOUNDATION SPECIALIST LLC	510 E GRAND RIVER 1518 STEELE AVE SW		WILLIAMSTON MI 48895 GRAND RAPIDS MI 49507

Subtotals:

Township Permit Total: 5

Twp Permit Fee Total: \$470.00

2024



Livingston County Building & Safety Engineering Department

2300 E. Grand River Ave., Suite 104

Howell, MI 48843-7580

517.546.3240 * 517.546.3000 * 517.546.3290

517.546.7461 FAX
acting on behalf of the City of Williamston

CERTIFICATE OF COMPLETION

This certificate is issued pursuant to the requirements under the Michigan State Construction code: MRC 2015

and other applicable codes and ordinances certifying that at the time of issuance is in compliance with the above mentioned codes and ordinances. It is specifically understood that this certificate becomes null & void when changes in construction, occupancy or use are made without department approval.

Use Class: Alteration Single Family Residential

Bldg. Permit No:

PBLDD2023-03147

Use Group: R-3

Type Construction:

V-B

Description of Work: Install subfloor drainage system.

Owner: McDANIEL CARL, KING HAVEN

Contractor:

Ayers Basement Systems

546 CEDAR RIDGE
WILLIAMSTON MI 48895

2505 S WAVERLY HWY
LANSING MI 48911

Building Address: 705 E CHURCH
WILLIAMSTON MI 48895

Parcel Number: 33-18-03-36-179-021

Building Official

Date: 03/11/2024

2/5/20



Livingston County Building & Safety Engineering Department

2300 E. Grand River Ave., Suite 104

Howell, MI 48843-7580

517.546.3240 * 517.546.3000 * 517.546.3290

517.546.7461 FAX
Acting on behalf of the City of Williamston

CERTIFICATE OF COMPLETION

This certificate is issued pursuant to the requirements under the Michigan State Construction code:

MRC 2015

and other applicable codes and ordinances certifying that at the time of issuance is in compliance with the above mentioned codes and ordinances. It is specifically understood that this certificate becomes null & void when changes in construction, occupancy or use are made without department approval.

Use Class: Alteration Single Family Residential Bldg. Permit No: PBLD2023-04850
Use Group: R-3 Type Construction: V-B

Description of Work: TEAR OFF AND RE-ROOF HOUSE AND GARAGE

Owner: GROTH GREGORY
1252 BERKSHIRE DR
WILLIAMSTON MI 48895

Contractor: MILLS SIDING & ROOFING LLC
101 W BIG BEAVER RD, SUITE 1400
TROY MI 48084

Building Address: 1252 BERKSHIRE DR
WILLIAMSTON MI 48895

Parcel Number: 33-18-07-02-477-001

Building Official

Date: 03/19/2024

2024



Livingston County Building & Safety Engineering Department

2300 E. Grand River Ave., Suite 104

Howell, MI 48843-7580

517.546.3240 * 517.546.3000 * 517.546.3290

517.546.7461 FAX

Acting on behalf of the City of Williamston

CERTIFICATE OF COMPLETION

This certificate is issued pursuant to the requirements under the Michigan State Construction code: MRC 2015

and other applicable codes and ordinances certifying that at the time of issuance is in compliance with the above mentioned codes and ordinances. It is specifically understood that this certificate becomes null & void when changes in construction, occupancy or use are made without department approval.

Use Class: Alteration Single Family Residential

Bldg. Permit No: PBLD2023-04950

Use Group: R-3

Type Construction: V-B

Description of Work: Full roof replacement

Owner:

WHITE, DENISE L
PO BOX 436

WILLIAMSTON MI 48895

Contractor:

CS Roofing Co LLC
203 DEVELOPMENT DR
HILLSDALE MI 49242

Building Address: 825 S PUTNAM
WILLIAMSTON MI 48895

Parcel Number: 33-18-07-01-152-014

Building Official

Denise L. White

Date: 03/29/2024

4-8



Livingston County Building & Safety Engineering Department

2300 E. Grand River Ave., Suite 104

Howell, MI 48843-7580

517.546.3240 * 517.546.3000 * 517.546.3290

517.546.7461 FAX

Acting on behalf of the City of Williamston

CERTIFICATE OF COMPLETION

This certificate is issued pursuant to the requirements under the Michigan State Construction code: MBC 2015

and other applicable codes and ordinances certifying that at the time of issuance is in compliance with the above mentioned codes and ordinances. It is specifically understood that this certificate becomes null & void when changes in construction, occupancy or use are made without department approval.

Use Class: Alteration Sign

Use Group: U

Bldg. Permit No: PBLD2024-00506
Type Construction: V-B

Description of Work: New Sign "Doggie Style" pet spa - 117" L x 20" W single sided AluPanel; non illuminated

Owner: EMRICK SHARON

321 S CEDAR ST
WILLIAMSTON MI 48895

Contractor: THE SIGN WORKS

5380 E GRAND RIVER
HOWELL MI 48843

Building Address: 137 W GRAND RIVER
WILLIAMSTON MI 48895

Parcel Number: 33-18-03-35-479-006

Building Official

Date: 03/28/2024

2024

Livingston County Building & Safety Engineering Department
2300 E. Grand River Ave., Suite 104
Howell, MI 48843-7580

517.546.3240 * 517.546.3000 * 517.546.3290
517.546.7461 FAX

acting on behalf of the city of Williamston



CERTIFICATE OF COMPLETION

This certificate is issued pursuant to the requirements under the Michigan State Construction code: MRC 2015

and other applicable codes and ordinances certifying that at the time of issuance is in compliance with the above mentioned codes and ordinances. It is specifically understood that this certificate becomes null & void when changes in construction, occupancy or use are made without department approval.

Use Class: Alteration Single Family Residential

Bldg. Permit No: PBLD2024-00533

Use Group:

Type Construction: V-B

Description of Work: Installing 4 wall anchors to stabilize wall

Owner: ELPHINSTONE, KELI

510 E GRAND RIVER

WILLIAMSTON MI 48895

Contractor: FOUNDATION SPECIALIST LLC

1518 STEELE AVE SW

GRAND RAPIDS MI 49507

Building Address: 510 E GRAND RIVER

WILLIAMSTON MI 48895

Parcel Number: 33-18-03-36-378-002

Building Official:

Date: 03/19/2024