



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.

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**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

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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.

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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

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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

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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/ICHAT	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	<u>(131.89)</u>	_____
				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	321.67	_____
			CITY CELL PHONES	140.17	_____
				<u>461.84</u>	
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	575.79	_____
			PD FUEL	1,160.85	_____
				<u>1,736.64</u>	
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	2,994.29	_____
			161 E GRAND RIVER	214.84	_____
			228 N PUTNAM	131.52	_____
			228 ELEVATOR	884.09	_____
			3485 CORWIN RD	20.45	_____
			7814 PROGRESS CT	385.40	_____
			175 E GRAND RIVER AVE	168.19	_____
			781 PROGRESS CT	429.23	_____
			369 W GRAND RIVER	122.83	_____
				<u>5,350.84</u>	
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	819.00	_____
			PD EQUIPMENT	723.45	_____
				<u>1,542.45</u>	
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	6,363.03	_____
			WWTP REPAIRS	6,079.01	_____

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WTP REPAIRS

484.49

12,926.53

04/01/2024 832(A) STEVENS CONSTRUCTION & EXCAVATING

ASSIST DPW W/ SNOW PLOWING

390.00

ASSIST DPW W/ SNOW PLOWING

2,405.00

2,795.00

57,712.89



To: City Council
From: John P. Hanifan, City Manager
Date: Meeting of April 8, 2024
Subject: Road Diet

A handwritten signature in green ink, appearing to read 'JPH'.

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.



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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 JPH
Date: Meeting of April 8, 2024
Subject: Master Plan Request for Proposals

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.

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MCKENNA

PROPOSAL TO PREPARE

Master Plan Update

CITY OF WILLIAMSTON, MICHIGAN



FEBRUARY 29, 2024

Communities for real life.

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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.



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

A handwritten signature in black ink, appearing to read 'John R. Jackson'.

John R. Jackson, AICP, NCI
President

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Master Plan Update

CITY OF WILLIAMSTON, MICHIGAN



PREPARED FEBRUARY 29, 2024 BY

MCKENNA

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MCKENNA

Communities for real life.

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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.

FEE

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.

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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

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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



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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.

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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.



Williamston High School

3. ZONING CREDIBILITY

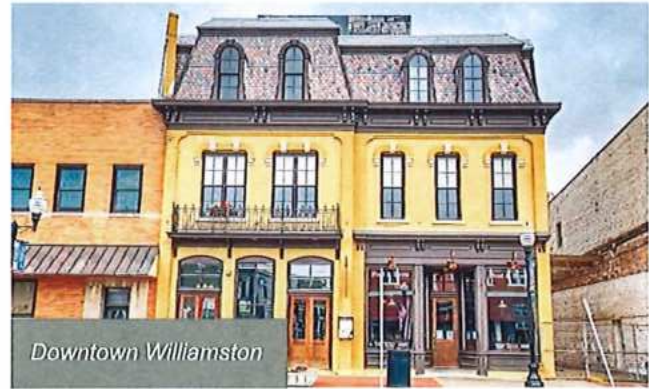
The City's Master Plan supports zoning decisions. If the City's zoning decisions are challenged in court, the City Attorney and insurance company are in a much stronger position to defend the City if the Zoning Ordinance is supported by the strong foundation of a current, recently-adopted plan with community 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.



Downtown Williamston

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.



Downtown Williamston

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.



George Beeman House

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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.



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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

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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:

- a) **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.
- b) **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.
- c) **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.

- d) **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.

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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.)



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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.

1. **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.

2. **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.



Community outreach materials

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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

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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).

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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:

1. **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
2. **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:

1. **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.
2. **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.

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

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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

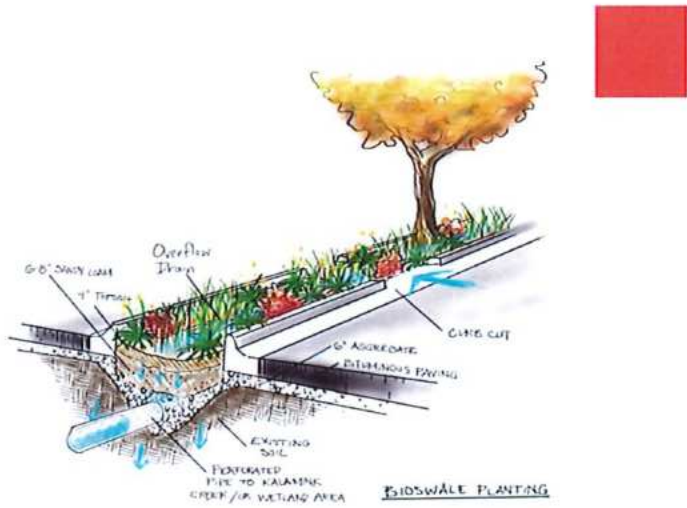
The Village of Webberville, in Ingham County, struggled for years to articulate a vision for itself, operating for over a decade without a Master Plan. The Village Administration decided that the time had come to plan for the future, and called McKenna.

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.



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Communities for real life.

What we did:

PLANNING

Master Planning
Public Engagement

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.



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MCKENNA

Communities for real life.

DESIGN
Placemaking and Public Spaces
Urban Design
Form-Based Coding

What we did:
PLANNING
Master Planning
Economic Development
Neighborhood Planning

Redevelopment Plans

VILLAGE OF OXFORD, MICHIGAN

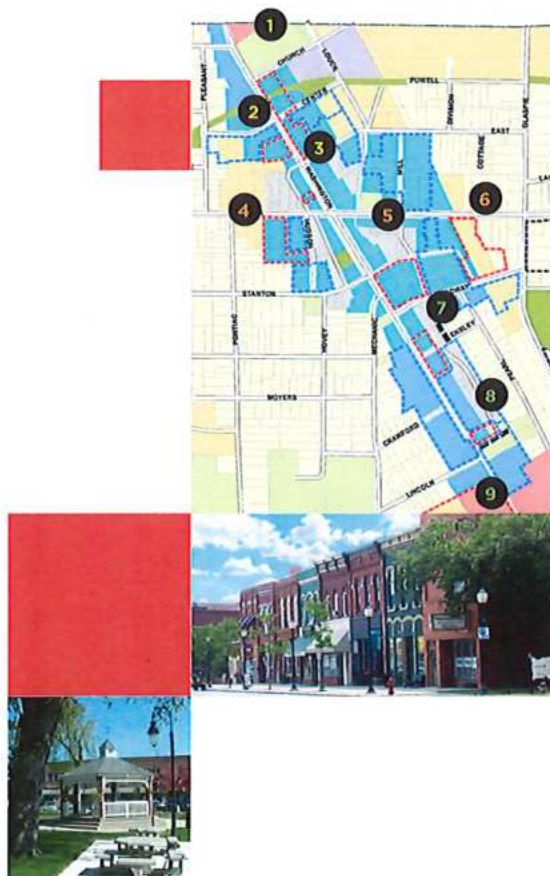
When the Village of Oxford did a five-year review of its Master Plan, it determined that the overall vision of the Plan still reflected the community's vision—but something was missing.

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

40-80 NORTH WASHINGTON WASHINGTON - CENTER



60 EAST BURDICK HAMPTON BLOCK



60 SOUTH WASHINGTON OXFORD BANK



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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.



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Communities for real life.

DESIGN
Urban Design

What we did:
PLANNING
Master Planning
Public Engagement

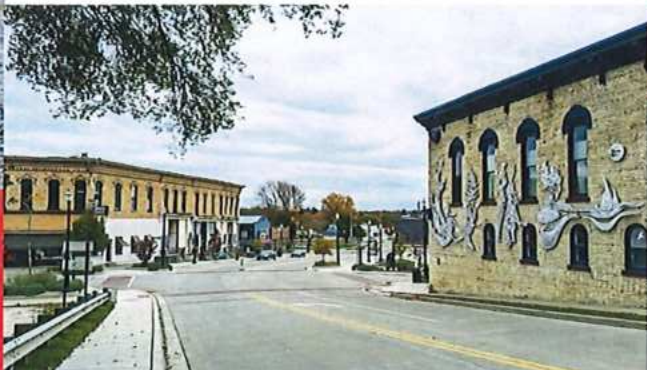
Master Plan

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.



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Communities for real life.

What we did:

PLANNING

Master Planning
Public Engagement
Economic Development

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 including 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.



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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.

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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)

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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					█					█		█	

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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

CITY COUNCIL # __-24

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pg 1

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:

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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

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

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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) _____ |

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pg 2

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 V. Panzenis

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 V. Panzenis

Signature

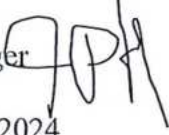
Please complete and return this form to City Clerk, City of Williamston, 161 E. Grand River Ave., Williamston, MI 48895. The information you have supplied will be provided to specific boards, City Council and is also subject to public disclosure under the Michigan Freedom of Information Act. If you have 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.

BUDGET REPORT FOR CITY OF WILLIAMSTON

Fund: 101 General Fund

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

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
ESTIMATED REVENUES						
Dept 000 - General	Revenues					
101-000-401.01	Current Property Taxes	1,732,503	1,710,000	1,832,074	1,759,000	1,895,000
101-000-401.02	WASC Property Taxes	28,740	28,000	30,452	29,265	31,250
101-000-434.00	Mobile Home Tax	1,202	750		750	750
101-000-445.00	Penalties & Interest On Taxes	4,126	9,000	12,102	9,250	9,750
101-000-447.00	Property Tax Admin. Fee	84,055	84,000	88,877	85,000	88,500
101-000-450.00	Sidewalk Construction					
101-000-476.00	Liquor License	4,307	4,000	4,254	4,250	4,250
101-000-477.00	Cable Franchise Fee	14,763	18,000	6,581	14,500	12,000
101-000-492.00	Zoning Permit Fees	4,395	4,000	3,510	4,500	4,000
101-000-493.00	Licenses & Permits	35			50	25
101-000-501.04	Bulleproof Vest Partnership - Fec	1,152	380		1,200	1,600
101-000-510.02	Cdbg Grant					
101-000-528.00	Other Federal Grants	9,491				
101-000-539.01	C-Mag Grant					
101-000-539.03	Michigan Arts Grant					
101-000-539.04	Mshda Signature Grant					
101-000-539.05	Michigan Dte Tree Planting Grant					
101-000-539.06	Mich. Natural Resources Parks Grar					
101-000-543.01	Act 302 Training	972	600	1,140	500	700
101-000-573.00	Local Community Stabilization	39,423	15,000	20,687	17,500	15,000
101-000-574.01	Economic Vitality Incentive Progr	43,820	45,400		47,050	
101-000-574.02	Statutory Sales Tax			22,351		49,223
101-000-574.03	Constitutional Sales Tax	411,217	366,585	219,873	418,000	420,371
101-000-574.04	CVTRS PUBLIC SAFETY			288	2,530	912
101-000-642.00	General Sales	34,552	3,000	8,848	3,500	8,500
101-000-642.02	Garbage Bag Tag Sales	687	800	626	900	750
101-000-652.01	Farm Market Fee					
101-000-654.01	Recreation Administration Fees					
101-000-655.05	Drug Forfeiture					
101-000-657.00	Parking Fines & Civil Infractions	12,596	10,000	4,310	12,500	7,500
101-000-658.00	Police Reports & Service Fees	6,514	1,200	1,225	2,500	2,000
101-000-664.00	Interest On Long Term Advance					
101-000-665.01	Interest Income	93,763	1,000	109,041	12,500	70,000
101-000-667.03	109 Building Rent					
101-000-668.01	Equipment Rental					
101-000-670.00	Sidewalk S/a - Interest					
101-000-671.00	Misc. Revenues	10,175		90		
101-000-673.01	Sale Of Fixed Assets					
101-000-674.00	LEAP Grant					
101-000-675.01	Donations			30,988		
101-000-675.02	Donations - Police & Kids	20				
101-000-675.03	Donations - McCormick Park	3,856				
101-000-675.04	Donation - Comm Watch/National Nit	211				
101-000-675.05	Donations - Youth Recreation		3,000	325	1,000	350
101-000-675.06	Donations - Farmers Market Sponso					
101-000-675.07	Donations - Memorial Park					
101-000-675.08	Donations-Volunteers Park					
101-000-675.09	Donation - Digital Sign	19,992				
101-000-676.00	Farmers Market Nap	(185)				
101-000-687.01	Misc Refunds - Ins, Workers Comp,	45,211	20,000	33,924	20,000	30,000
101-000-687.02	Administrative Reimbursements	145,000	145,000		145,000	100,000
101-000-691.02	Misc. Income -- Flamingo Fest					
101-000-691.03	Income - Arts Festival					
101-000-693.01	Gain On Disposal Of Equipment					

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Pg 2

BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 101 General Fund
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY BUDGET	2022-23 AMENDED BUDGET	2023-24 ACTIVITY THRU 02/29/24	2023-24 ORIGINAL BUDGET	2024-25 DEPT. APPR. BUDGET
ESTIMATED REVENUES						
Dept 000 - General	Revenues					
101-000-694.01	Cash Over/ (short)					
101-000-698.01	Bond Sale Proceeds					
101-000-698.02	Lease Proceeds					
101-000-699.04	Transfer From EDC					
101-000-699.07	Transfer From DDA					25,000
Pmt 2 of 5 from DDA for Old Mill Parking Lot						
101-000-699.13	Transfers From Building & Zoning F	2,752,593	2,469,715	2,431,566	2,616,245	2,777,431
Totals for dept 000 - General Revenues		2,752,593	2,469,715	2,431,566	2,616,245	2,777,431
TOTAL ESTIMATED REVENUES						
APPROPRIATIONS						
Dept 000 - General	Revenues					
101-000-970.00	Lease GASB 87 expense					
Totals for dept 000 - General Revenues						
101-101-702.00	Salaries & Wages	10,000	13,000	10,750	13,000	13,000
101-101-703.00	FICA	765	1,000	822	1,000	1,000
101-101-714.00	Fringe Benefits					
101-101-801.00	Professional Services					
101-101-801.05	Legal Settlements					
101-101-831.01	Memberships & Dues	95	2,500	2,474	2,500	2,500
101-101-850.00	Communications - Telephone					
101-101-860.00	Travel & Education	85	1,500	389	1,500	1,500
101-101-880.00	Community Promotion	4,400	6,500	3,550	6,500	5,000
101-101-900.00	Printing & Publishing	119	500	85	500	500
Totals for dept 101 - City Council		15,464	25,000	18,070	25,000	23,500
Dept 172 - City Manager						
101-172-702.00	Salaries & Wages	102,833	103,200	73,566	110,000	111,225
101-172-703.00	FICA	8,142	8,200	5,674	8,500	8,790
101-172-710.00	Unemployment		10		10	10
101-172-712.00	Payment In Lieu Of Insurance	3,600	3,600	2,100	3,600	3,600
101-172-714.00	Fringe Benefits					
101-172-718.00	Insurance Premiums	2,528	1,850	1,376	2,100	2,325
101-172-718.01	HSA Contribution	202	300	72	150	180
101-172-723.00	Retiree Health Care-OPEB	4,896	8,600	49	300	100
101-172-724.00	Disability Premiums	311	300	167	300	300
101-172-725.00	Retirement	8,451	8,400	6,044	9,100	12,500
101-172-726.00	Workers Compensation	624	1,500	362	1,500	1,265
101-172-740.00	Operating Supplies					
101-172-801.00	Professional Services	1,073	250	510	1,000	1,000
101-172-802.00	Contractual Services					
101-172-831.01	Memberships & Dues	645	1,000		1,000	1,000
101-172-860.00	Travel & Education		2,500		7,000	5,000
Totals for dept 172 - City Manager		133,305	140,210	89,920	143,510	147,295
Dept 215 - Clerk						
101-215-702.00	Salaries & Wages	98,999	100,300	66,811	100,500	122,500
101-215-709.00	FICA	7,574	7,500	5,111	7,750	10,850

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 101 General Fund
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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						
Dept 215 - Clerk		2	10		10	
101-215-710.00	Unemployment					
101-215-710.00	Payment In Lieu Of Insurance					
101-215-714.00	Fringe Benefits					
101-215-718.00	Insurance Premiums	19,488	17,100	12,441	19,050	21,000
101-215-718.01	HSA Contribution	3,095	3,400	2,555	3,500	3,250
101-215-724.00	Disability Premiums	464	400	400	400	400
101-215-725.00	Retirement	24,832	23,750	14,637	23,750	25,000
101-215-725.00	Workers Compensation	584	1,400	338	250	1,000
101-215-726.00	Operating Supplies	3,974	4,000	94	1,000	5,000
101-215-740.00	Contractual Services	550	3,500	10	3,500	4,000
101-215-802.01	Insurance - Liab. / Prop.	13,611	18,300	17,244	18,750	19,500
101-215-831.01	Memberships & Dues	415	400	186	400	500
101-215-860.00	Travel & Education	2,180	3,500	1,789	3,500	4,000
101-215-900.00	Printing & Publishing	250	1,000		1,000	1,000
	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	
101-253-712.00	Payment In Lieu Of Insurance					
101-253-714.00	Fringe Benefits					
101-253-718.00	Insurance Premiums	24,606	23,700	23,098	31,750	35,275
101-253-718.01	HSA Contribution	2,247	3,300	3,372	3,500	3,500
101-253-724.00	Disability Premiums	323	375	242	400	380
101-253-725.00	Retirement	16,217	15,100	10,129	19,000	18,500
101-253-726.00	Workers Compensation	584	1,400	338	250	1,450
101-253-740.00	Operating Supplies	696	3,840	1,246	3,500	4,500
101-253-802.00	Contractual Services	34,914	30,250	5,083	7,500	14,500
101-253-802.01	Computer & Software Maint. Contrac	25,956	26,950	29,366	30,000	32,500
101-253-803.00	Contract - Audit	6,063	6,090	6,238	6,952	7,500
101-253-831.01	Memberships & Dues	822	500	717	698	750
101-253-860.00	Travel & Education	748	3,000	896	3,000	3,000
	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. Contrac	25,425	30,500	13,076	30,500	40,000
101-257-831.01	Memberships & Dues	370	500	420	500	500
101-257-851.00	Postage					
101-257-860.00	Travel & Education					
101-257-900.00	Printing & Publishing	262	600		600	600
101-257-955.00	Miscellaneous					
	Totals for dept 257 - Assessor	26,099	31,600	13,496	31,600	41,100
Dept 262 - Elections						
101-262-702.00	Salaries & Wages	4,749	6,000	1,245	17,500	20,000
101-262-709.00	FICA		500		1,300	1,550
101-262-714.00	Fringe Benefits					
101-262-718.00	Insurance Premiums	74		40	500	50

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 101 General Fund
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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						
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
101-262-803.02	Board Of Canvassers					
101-262-860.00	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	250
101-265-724.00	Disability Premiums	148	130	65	150	250
101-265-725.00	Retirement	5,553	5,400	2,781	5,400	6,550
101-265-726.00	Workers Compensation	224	500	121	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 Contract	7,662	9,500	3,189	9,750	9,750
101-265-820.01	Insurance - Liab. / Prop.	6,926	9,350	9,059	9,650	9,650
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	Repairs & Maintenance Building	11,377	15,000	15,370	30,000	20,000
101-265-940.00	Equipment Rental	6,985	15,000	111	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	6,180	6,180	4,635	6,180	6,180
101-265-970.00	Capital Outlay					
	Totals for dept 265 - Buildings & Grounds	173,379	190,170	118,922	215,290	251,290
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	48,200
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					
101-301-724.00	Disability Premiums	2,106	2,010	1,018	2,250	2,000
101-301-725.00	Retirement	98,975	137,000	74,825	150,000	115,000

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 101 General Fund
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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						
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	20,011	20,000	10,646	20,000	20,000
101-301-767.00	Uniforms	5,046	3,000	18,209	4,500	4,500
101-301-802.00	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
101-301-831.01	Memberships & Dues	420	600	395	600	600
101-301-850.00	Communications - Telephone	3,353	7,000	2,243	7,000	7,000
101-301-860.00	Travel & Education	10,287	7,000	14,818	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 & Ki		2,000		2,000	1,000
101-301-880.03	Community Watch/National Night Out	196	3,000	306	3,000	1,500
101-301-900.00	Printing & Publishing	40	200	18	200	200
101-301-930.04	Equipment Repair/Maint	10,795	20,000	10,576	20,000	12,000
101-301-930.05	Communication Equip. Repair		6,500	300	6,500	6,500
	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					
101-371-820.01	Insurance - Liab. / Prop.					
101-371-860.00	Travel & Education					
101-371-900.00	Printing & Publishing					
	Totals for dept 371 - Building Inspections	347	500	135	250	
		347	500	135	250	
Dept 441 - Department Of Public Works						
101-441-702.00	Salaries & Wages	11,712	8,650	9,459	9,500	7,500
101-441-702.40	DPW Leave/pl/stand-By					
101-441-704.00	Wages-Part Time	137	300	122	300	300
101-441-709.00	FICA	903	700	731	700	650
101-441-710.00	Unemployment	2	10		10	10
101-441-712.00	Payment In Lieu Of Insurance		75		50	65
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	1,625	743	1,850	1,300
101-441-726.00	Workers Compensation	69	150	36	50	90
101-441-740.00	Operating Supplies	4,213	7,000	4,544	7,000	7,000
101-441-767.00	Uniforms	1,943	2,500	949	3,000	3,000
101-441-802.00	Contractual Services	3,653	8,000	1,952	8,000	4,000
101-441-820.00	Insurance - Liab. / Prop.					
101-441-831.01	Memberships & Dues	94	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	15,024	17,000		6,000	6,000
	Totals for dept 448 - Street Lighting	15,024	17,000		6,000	6,000

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 101 General Fund
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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						
Dept 448 - Street Lighting						
101-448-921.00	Utilities	63,312	59,000	41,657	60,000	65,000
	Totals for dept 448 - Street Lighting	78,336	76,000	41,657	71,000	76,000
Dept 525 - City Tree Service						
101-525-702.00	Salaries & Wages	46,675	46,600	28,035	46,600	40,000
101-525-704.00	Wages-Part Time	1,590	2,900	1,419	2,900	2,500
101-525-709.00	FICA	3,672	3,900	2,241	3,900	3,500
101-525-710.00	Unemployment	19	10	5	10	10
101-525-712.00	Payment In Lieu Of Insurance		350		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		500		500	500
101-525-802.00	Contractual Services	7,550	14,000	23,828	15,000	15,000
101-525-940.00	Equipment Rental	29,180	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 - Cemetary						
101-567-965.00	Cemetary Contribution	15,000	15,000	18,000	15,000	18,000
	Totals for dept 567 - Cemetary	15,000	15,000	18,000	15,000	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	16,036	10,000	9,586	34,000	34,000
101-701-831.01	Memberships & Dues	65	500		500	500
101-701-860.00	Travel & Education		1,000		1,000	1,000
101-701-900.00	Printing & Publishing	1,430	750		1,000	1,000
	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		2,500	3,000	5,000	5,000
101-728-831.01	Memberships & Dues	3,000	3,000		3,000	3,000
101-728-860.00	Travel & Education					
101-728-885.01	Advertising					
101-728-886.01	Marketing					
	Totals for dept 728 - Comm. & Econ. Dev. Administration	3,000	5,500	3,000	8,000	8,000
Dept 751 - Parks And Recreation						
101-751-702.00	Salaries & Wages	30,953	31,000	18,589	31,500	26,500

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 101 General Fund
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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						
Dept 751 - Parks And Recreation						
101-751-704.00	Wages-Part Time	4,352	7,700	3,883	7,500	5,750
101-751-709.00	FICA	2,688	3,000	1,711	2,900	2,750
101-751-710.00	Unemployment	50	10	15	10	10
101-751-712.00	Payment In Lieu Of Insurance		250		250	250
101-751-714.00	Fringe Benefits					
101-751-718.00	Insurance Premiums	3,170	3,200	2,249	3,500	3,550
101-751-718.01	HSA Contribution	481	600	583	650	650
101-751-724.00	Disability Premiums	129	125	59	125	100
101-751-725.00	Retirement	5,852	5,750	2,678	5,750	5,500
101-751-726.00	Workers Compensation	213	475	115	400	400
101-751-740.00	Operating Supplies	2,442	5,000	19,318	3,000	3,000
101-751-802.00	Contractual Services	34,882	37,500	151,334	50,000	40,000
101-751-802.05	Recreation Administration Contract					
101-751-803.05	WASC Agreement	28,642	28,000	28,593	28,000	28,000
101-751-820.01	Insurance - Liab. / Prop.	333	450	460	500	500
101-751-830.01	School Pool Contract					
101-751-880.00	Community Promotion			344	15,000	10,000
101-751-880.05	Art Festival					
101-751-880.06	Flamingo Festival	6,403	5,000	4,608	6,000	6,000
101-751-921.00	Utilities	10,817	12,000	26,692	18,000	18,000
101-751-930.01	Repairs & Maintenance Building	17,757	27,000	314	28,000	20,000
101-751-940.00	Equipment Rental					
Totals for dept 751 - Parks And Recreation		149,164	167,060	261,545	201,085	170,960
2nd of two payments for the BS&A Cloud conversion						
Dept 901 - Capital Outlay						
101-901-970.01	Treasurer					30,000
101-901-970.02	Clerk					
101-901-970.03	Library					
101-901-970.05	Assessor					
101-901-970.07	Technology		6,000	17,200	51,000	35,000
101-901-970.11	Art Grant					
101-901-970.12	McCormick Park					
101-901-970.13	Volunteers Park	19,992		19,600		
101-901-970.14	Friends Of Parks Repairs					
101-901-970.15	Building & Grounds					
101-901-970.16	McCormick Park Grant Project	32,082				
101-901-970.17	109 E. Grand River Project					
101-901-970.18	CSX Rail Road Property					
101-901-970.20	Police	39,948	100,000	70,935	60,000	15,000
Patrol Car Payment						
101-901-970.25	DPW Equipment					
101-901-970.26	Non-Motorized					
Totals for dept 901 - Capital Outlay		92,022	106,000	107,735	111,000	80,000
Dept 906 - Debt Service						
101-906-999.16	Tobias Drain Assessment					

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

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						
Dept 906 - Debt Service						
Totals for dept 906 - Debt Service						
Dept 990 - Transfers						
101-990-995.02	Transfer To Major Street				650,000	100,000
101-990-995.03	Transfer To Local Street	60,000	60,000	60,000	60,000	60,000
101-990-995.06	Transfer To Equipment Fund	26,000	26,000	26,000	26,000	26,000
101-990-995.07	Transfer To 2003 Act 175 Bond					
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	736,000	186,000
TOTAL APPROPRIATIONS						
		2,171,603	2,357,970	1,761,869	3,166,855	2,727,385
NET OF REVENUES/APPROPRIATIONS - FUND 101						
		580,990	111,745	669,697	(550,610)	50,046
		21.11%	4.52%	27.54%	-21.05%	1.80%
	BEGINNING FUND BALANCE	2,249,945	2,249,945	2,830,936	2,830,936	3,500,633
	ENDING FUND BALANCE	2,830,935	2,361,690	3,500,633	2,280,326	3,550,679

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

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
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	375,000	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,	126		114		115
202-000-696.00	Bond Proceeds					
202-000-698.01	Bond Sale Proceeds					
202-000-699.01	Transfer From General Fund					
202-000-699.07	Transfer From DDA					
Totals for dept 000 - General Revenues		388,032	388,000	198,712	1,415,153	508,265
TOTAL ESTIMATED REVENUES		388,032	388,000	198,712	1,415,153	508,265
APPROPRIATIONS						
Dept 444 - Sidewalks	Salaries & Wages	1,497	1,500	899	1,500	1,500
202-444-702.00	FICA	114	150	68	100	100
202-444-709.00	Unemployment		10		10	10
202-444-710.00	Payment In Lieu Of Insurance		10		10	10
202-444-712.00	Fringe Benefits					
202-444-714.00	Insurance Premiums	153	160	109	160	190
202-444-718.00	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
202-444-802.00	Contractual Services	14,136	16,000	1,395	16,000	15,000
202-444-940.00	Equipment Rental	239	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 Transciever/computer					
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.	64,646	85,500	288,075	1,300,000	
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.					

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

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						
Dept 459 - Preservation/Structural Improvements						
202-459-970.43 Williamston Rd. - Phase II						
Totals for dept 459 - Preservation/Structural Imprc		64,646	85,500	288,075	1,300,000	
Dept 467 - Surface Maintenance						
202-467-702.00	Salaries & Wages	10,452	10,500	6,266	12,000	16,000
202-467-704.00	Wages-Part Time	137	250	122	200	200
202-467-709.00	FICA	806	1,000	486	800	1,250
202-467-710.00	Unemployment	2	10		10	10
202-467-712.00	Payment In Lieu Of Insurance		80		65	65
202-467-714.00	Fringe Benefits					
202-467-718.00	Insurance Premiums	1,099	1,100	758	1,100	2,750
202-467-718.01	HSA Contribution	211	200	196	280	400
202-467-724.00	Disability Premiums	44	50	20	50	50
202-467-725.00	Retirement	1,980	2,000	903	2,200	1,750
202-467-726.00	Workers Compensation	70	150	36	30	100
202-467-740.00	Operating Supplies	3,562	4,000	1,094	4,000	4,000
202-467-802.00	Contractual Services	36,398	33,000	12,920	38,000	30,000
202-467-940.00	Equipment Rental	11,160	14,500	1,120	14,500	14,500
202-467-940.01	Public Services Building Rent					
Totals for dept 467 - Surface Maintenance		65,921	66,840	23,921	73,235	71,075
Dept 468 - Bridge Maintenance						
202-468-702.00	Salaries & Wages	248	250	149	250	250
202-468-704.00	Wages-Part Time	35	75	31	60	60
202-468-709.00	FICA	21	30	14	25	25
202-468-710.00	Unemployment		10		10	10
202-468-712.00	Payment In Lieu Of Insurance		10		10	10
202-468-714.00	Fringe Benefits					
202-468-718.00	Insurance Premiums	25	25	18	30	40
202-468-718.01	HSA Contribution	4	10	5	10	10
202-468-724.00	Disability Premiums	1	10	1	10	10
202-468-725.00	Retirement	47	50	22	50	50
202-468-726.00	Workers Compensation	4	10	2	10	10
202-468-740.00	Operating Supplies	242	100	199	100	100
202-468-802.00	Contractual Services		1,000	827	1,500	1,500
202-468-940.00	Equipment Rental	19	100		100	100
202-468-940.01	Public Services Building Rent					
Totals for dept 468 - Bridge Maintenance		646	1,680	1,268	2,165	2,175
Dept 471 - Right-of-Way Maintenance						
202-471-702.00	Salaries & Wages	1,945	2,000	1,169	1,800	1,700
202-471-704.00	Wages-Part Time	198	375	176	350	300
202-471-709.00	FICA	163	200	102	200	180
202-471-710.00	Unemployment	2	10	1	10	10
202-471-712.00	Payment In Lieu Of Insurance		25		10	20
202-471-714.00	Fringe Benefits					
202-471-718.00	Insurance Premiums	196	210	141	200	230
202-471-718.01	HSA Contribution	27	50	37	50	50
202-471-724.00	Disability Premiums	8	10	4	10	10
202-471-725.00	Retirement	367	375	168	325	300
202-471-726.00	Workers Compensation	13	30	7	10	20
202-471-740.00	Operating Supplies	1,322	5,000	1,197	4,500	4,500
202-471-802.00	Contractual Services	14,937	9,500	2,228	17,500	16,000
202-471-940.00	Equipment Rental	696	3,900		3,500	3,500

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

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						
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	25,820
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	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					
202-472-718.01	HSA Contribution	756	800	530	850	850
202-472-724.00	Disability Premiums	122	150	137	200	200
202-472-725.00	Retirement	31	50	14	40	30
202-472-726.00	Workers Compensation	1,380	1,450	630	1,275	1,000
202-472-740.00	Operating Supplies	56	125	30	40	60
202-472-802.00	Contractual Services	12,250	13,000	2,755	16,500	15,000
202-472-802.00	Contractual Services	1,563	3,000	885	3,000	3,000
202-472-940.00	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	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	14,000
202-473-940.00	Equipment Rental	554	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	1,229	1,230	1,260	1,405	1,405
202-515-803.01	Fund Administration	6,000	6,000		6,000	6,000
202-515-820.01	Insurance - Liab. / Prop.	982	1,325	1,288	1,400	1,400
202-515-940.00	Equipment Rental					
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						
202-901-970.39	Sensus Mobile Transceiver/computer					
Totals for dept 901 - Capital Outlay						

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

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 203 Local Street
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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
ESTIMATED REVENUES						
Dept 000 - General	Revenues					
203-000-450.00	Sidewalk Construction					
203-000-450.01	Special Assessments					118,000
203-000-546.00	Act 51	114,617	116,500	60,606	116,100	2,100
203-000-546.01	Local Roads Program	1,962	2,500	980	2,050	
203-000-551.01	State Aid					
203-000-642.00	General Sales		3,000		3,000	
203-000-665.01	Interest Income					
203-000-675.00	Private Contributions					
203-000-687.01	Misc Refunds - Ins, Workers Comp,	126		114		110
203-000-699.01	Transfer From General Fund	60,000	60,000	60,000	60,000	60,000
203-000-699.02	Transfer From Major Street					
Totals for dept 000 - General Revenues		176,705	182,000	121,700	181,150	180,210
TOTAL ESTIMATED REVENUES		176,705	182,000	121,700	181,150	180,210
APPROPRIATIONS						
Dept 444 - Sidewalks						
203-444-702.00	Salaries & Wages	1,744	1,800	1,049	1,600	1,500
203-444-704.00	Wages-Part Time	8	25	7	20	30
203-444-709.00	FICA	133	150	80	130	120
203-444-710.00	Unemployment		10	10	10	10
203-444-712.00	Payment In Lieu Of Insurance		25		10	10
203-444-714.00	Fringe Benefits					
203-444-718.00	Insurance Premiums	173	185	127	165	200
203-444-718.01	HSA Contribution	21	50	33	40	40
203-444-724.00	Disability Premiums	7	10	3	10	10
203-444-725.00	Retirement	329	350	151	300	250
203-444-726.00	Workers Compensation	11	25	6	10	20
203-444-740.00	Operating Supplies		3,000	19	2,000	2,000
203-444-802.00	Contractual Services	13,000	9,000	2,000	12,000	12,000
203-444-940.00	Equipment Rental	61	3,000	9	2,000	2,000
203-444-940.01	Public Services Building Rent					
Totals for dept 444 - Sidewalks		15,487	17,630	3,484	18,295	18,190
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						
203-459-970.00	Capital Outlay					
Totals for dept 459 - Preservation/Structural Impr						
Dept 467 - Surface Maintenance						
203-467-702.00	Salaries & Wages	12,639	12,700	7,585	12,700	11,500
203-467-704.00	Wages-Part Time	95	200	85	160	250
203-467-709.00	FICA	969	1,000	583	1,100	900
203-467-710.00	Unemployment		10		10	10
203-467-712.00	Payment In Lieu Of Insurance	2	100		80	100
203-467-714.00	Fringe Benefits					
203-467-718.00	Insurance Premiums	1,307	1,300	918	1,500	1,500
203-467-718.01	HSA Contribution	232	250	238	280	250
203-467-724.00	Disability Premiums	53	50	24	60	50
203-467-725.00	Retirement	2,391	2,400	1,093	2,300	2,100

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 203 Local Street
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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						
Dept 467 - Surface Maintenance						
203-467-726.00	Workers Compensation	84	185	45	200	150
203-467-740.00	Operating Supplies	3,562	3,000	1,094	4,500	4,500
203-467-802.00	Contractual Services	35,255	35,500	16,712	35,500	30,000
203-467-940.00	Equipment Rental	16,092	20,000	1,088	20,000	20,000
203-467-940.01	Public Services Building Rent					
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					
203-468-740.00	Operating Supplies					
203-468-802.00	Contractual Services	52	15,900	827	1,500	1,500
203-468-940.00	Equipment Rental				12,500	10,000
203-468-940.01	Public Services Building Rent				250	250
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	751	850	449	1,050	1,000
203-471-704.00	Wages-Part Time	349	650	311	400	500
203-471-709.00	FICA	84	150	58	130	100
203-471-710.00	Unemployment	4	10	1	10	10
203-471-712.00	Payment In Lieu Of Insurance		10		10	10
203-471-714.00	Fringe Benefits					
203-471-718.00	Insurance Premiums	81	100	55	110	100
203-471-718.01	HSA Contribution	16	25	14	25	20
203-471-724.00	Disability Premiums	3	10	2	10	10
203-471-725.00	Retirement	143	150	65	195	120
203-471-726.00	Workers Compensation	11	25	6	20	20
203-471-740.00	Operating Supplies	345	2,200	1,197	2,000	2,000
203-471-802.00	Contractual Services	959	2,200		2,500	2,500
203-471-940.00	Equipment Rental	633	4,000	19	3,200	3,200
203-471-940.01	Public Services Building Rent					
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	6,648	6,700	3,988	7,100	6,500
203-472-709.00	FICA	506	600	303	600	500
203-472-710.00	Unemployment		10		10	10
203-472-712.00	Payment In Lieu Of Insurance		50		50	50
203-472-714.00	Fringe Benefits					
203-472-718.00	Insurance Premiums	693	750	482	1,000	800
203-472-718.01	HSA Contribution	116	150	125	150	140
203-472-724.00	Disability Premiums	28	25	13	30	25
203-472-725.00	Retirement	1,258	1,300	574	1,300	850
203-472-726.00	Workers Compensation	46	100	24	85	75
203-472-740.00	Operating Supplies	12,239	13,000	2,755	16,500	16,500

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 203 Local Street
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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						
Dept 472 - Winter Maintenance						
203-472-802.00	Contractual Services	1,563	2,000	885	2,500	2,500
203-472-940.00	Equipment Rental	4,511	4,500		10,500	10,500
203-472-940.01	Public Services Building Rent					
	Totals for dept 472 - Winter Maintenance	27,608	29,185	9,149	39,825	38,450
Dept 473 - Traffic Control						
203-473-702.00	Salaries & Wages	203	200	119	850	250
203-473-709.00	FICA	15	15	9	70	20
203-473-710.00	Unemployment		10	10	10	10
203-473-712.00	Payment In Lieu Of Insurance		10	10	10	10
203-473-714.00	Fringe Benefits					
203-473-718.00	Insurance Premiums	28	25	14	85	40
203-473-718.01	HSA Contribution	11	10	4	20	20
203-473-724.00	Disability Premiums	1	10	1	10	10
203-473-725.00	Retirement	40	50	17	165	50
203-473-726.00	Workers Compensation	5	10	2	10	10
203-473-740.00	Operating Supplies	135	3,500	160	3,000	3,000
203-473-802.00	Contractual Services	1,099	8,500	3,103	6,500	6,500
203-473-940.00	Equipment Rental	206	500	164	500	500
203-473-940.01	Public Services Building Rent					
	Totals for dept 473 - Traffic Control	1,743	12,840	3,593	11,230	10,420
Dept 515 - Administrative						
203-515-702.00	Salaries & Wages					
203-515-709.00	FICA					
203-515-714.00	Fringe Benefits					
203-515-725.00	Retirement MERS 401					
203-515-740.00	Operating Supplies					
203-515-802.00	Contractual Services					
203-515-803.00	Contract - Audit	866	870	891	995	950
203-515-803.01	Fund Administration	6,000	6,000		6,000	6,000
203-515-820.01	Insurance - Liab. / Prop.	982	1,325	1,288	1,400	1,400
203-515-940.00	Equipment Rental					
203-515-940.01	Public Services Building Rent					
	Totals for dept 515 - Administrative	7,848	8,195	2,179	8,395	8,350
Dept 990 - Transfers						
203-990-995.00	Transfer To General Fund					
203-990-995.07	Transfer To 2003 Act 175 Bond					
203-990-995.09	Transfer To Act342 Bond					
	Totals for dept 990 - Transfers					
TOTAL APPROPRIATIONS						
		128,798	172,325	50,874	180,045	168,060
NET OF REVENUES/APPROPRIATIONS - FUND 203						
		47,907	9,675	70,826	1,105	12,150
		27.11%	5.32%	58.20%	0.61%	6.74%
	BEGINNING FUND BALANCE	251,595	251,595	299,502	299,502	370,328
	ENDING FUND BALANCE	299,502	261,270	370,328	300,607	382,478

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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
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	2,600	25	2,497	825	1,500
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 Equipme					
	Totals for dept 000 - General Revenues	2,600	25	2,497	825	1,500
TOTAL ESTIMATED REVENUES						
		2,600	25	2,497	825	1,500
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	80	250		300	300
244-728-802.00	Contractual Services					
244-728-803.00	Contract - Audit	198	200	205	230	230
244-728-803.01	Fund Administration	500	500		500	500
244-728-860.00	Travel & Education					
244-728-900.00	Printing & Publishing					
244-728-930.01	Repairs & Maintenance Building					
244-728-940.00	Equipment Rental					
244-728-955.00	Miscellaneous	16	50	53	50	50
244-728-970.00	Capital Outlay					
	Totals for dept 728 - Comm. & Econ. Dev. Administra	794	1,000	258	1,080	1,080
Dept 901 - Capital Outlay						
244-901-970.00	Capital Outlay					
	Totals for dept 901 - Capital Outlay					
Dept 906 - Debt Service						
244-906-991.21	2021 Water Supply Revenue Bonds					
244-906-994.21	Public Services Building Interest					
	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	(255)	420
		69.46%	-3,900.00%	89.67%	-30.91%	28.00%
	BEGINNING FUND BALANCE	72,343	72,343	74,149	74,149	76,388
	ENDING FUND BALANCE	74,149	71,368	76,388	73,894	76,808

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

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
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			75	75
246-728-968.01	Depreciation - Current	1,863	2,200			2,000
246-728-970.00	Capital Outlay					
Totals for dept 728 - Comm. & Econ. Dev. Administration		1,926	2,200		75	2,075
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)	9	(63)	(2,065)
		-12,740.00%	0.00%	100.00%	-525.00%	-20,650.00%
BEGINNING FUND BALANCE						
		29,085	29,085	27,174	27,174	27,183
ENDING FUND BALANCE						
		27,174	26,885	27,183	27,111	25,118

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

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
ESTIMATED REVENUES						
Dept 000 - General	Revenues					
247-000-401.01	Current Property Taxes	216,948	237,000	243,018	222,000	245,000
247-000-573.00	Local Community Stabilization	38,345	25,000	23,181	35,000	15,000
247-000-665.01	Interest Income	4,074	100	8,132	1,200	4,500
247-000-673.01	Sale Of Fixed Assets		65,000		1	
247-000-687.01	Misc Refunds - Ins, Workers Comp,	22,870				
247-000-693.01	Gain/(loss) On Disposal Of Equipme					
Totals for dept 000 - General Revenues		282,237	327,100	274,331	258,201	264,500
TOTAL ESTIMATED REVENUES						
		282,237	327,100	274,331	258,201	264,500
APPROPRIATIONS						
Dept 728 - Comm. & Econ. Dev. Administration						
247-728-801.00	Professional Services	3,000	7,000	4,000	2,000	6,000
247-728-801.01	Legal Services	3,417	10,000	1,595	6,000	5,000
247-728-802.00	Contractual Services				2,000	1,000
247-728-803.00	Contract - Audit	3,639	1,700	1,741	1,940	1,950
247-728-803.01	Fund Administration	30,000	30,000		30,000	30,000
247-728-803.04	Ingham EDC Contract	9,436	9,500		9,500	9,500
247-728-820.01	Insurance - Liab. / Prop.					
247-728-860.00	Travel & Education					
247-728-921.00	Utilities	6,711	7,000	4,166	7,000	7,000
247-728-940.00	Equipment Rental					
247-728-955.00	Miscellaneous	225	500		500	500
247-728-968.01	Depreciation - Current	137,166				140,000
247-728-970.00	Capital Outlay		12,000	22,870	2,500	150,000
Totals for dept 728 - Comm. & Econ. Dev. Administra		193,594	77,700	34,372	61,440	350,950
Dept 901 - Capital Outlay						
247-901-702.00.781	Salaries & Wages					
247-901-714.00.781	Fringe Benefits					
247-901-740.00.781	Operating Supplies					
247-901-802.00.781	Contractual Services					
247-901-940.00.781	Equipment Rental					
247-901-970.00	Capital Outlay					
Totals for dept 901 - Capital Outlay						
Dept 990 - Transfers						
247-990-995.00	Transfer To General Fund					
247-990-995.06	Transfer To Equipment Fund					
247-990-999.01	Transfer For Police Services					
Totals for dept 990 - Transfers						
TOTAL APPROPRIATIONS						
		193,594	77,700	34,372	61,440	350,950
NET OF REVENUES/APPROPRIATIONS - FUND 247						
		88,643	249,400	239,959	196,761	(86,450)
		31.41%	76.25%	87.47%	76.20%	-32.68%
BEGINNING FUND BALANCE						
		2,418,921	2,418,921	2,507,563	2,507,563	2,747,522
ENDING FUND BALANCE						
		2,507,564	2,668,321	2,747,522	2,704,324	2,661,072

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 248 Downtown Development Authority
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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
ESTIMATED REVENUES						
Dept 000 - General	Revenues					
248-000-401.01	Current Property Taxes	385,797	390,000	407,213	374,000	310,000
248-000-401.03	Delinquent Property Taxes					
248-000-510.01	Federal Aid-Surface Transport Proj					
248-000-539.09	Double Up Food Bucks Grant					
248-000-551.01	State Aid					
248-000-566.00	MEDC Grant					
248-000-573.00	Local Community Stabilization	3,604		10,393	3,500	4,500
248-000-580.00	Contributions/Grants From Local Ur			3,000		
248-000-581.00	Ingham County Parks & Trail Grant	111,939	169,400			
248-000-665.01	Interest Income	2,768	50	5,449	1,000	2,500
248-000-675.01	Donations					
248-000-675.06	Donations - Farmers Market Sponso					
248-000-687.01	Misc Refunds - Ins, Workers Comp,					
248-000-699.12	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. Administration	Salaries & Wages	25,253	25,250	15,142	30,000	27,500
248-728-702.00	Wages-Part Time	2,034	3,550	1,815	2,500	2,500
248-728-704.00	FICA	2,077	2,250	1,291	2,250	2,250
248-728-709.00	Unemployment	24	10	7	10	10
248-728-710.00	Payment In Lieu Of Insurance		200		200	200
248-728-712.00	Fringe Benefits					
248-728-714.00	Insurance Premiums	2,650	2,600	1,832	2,600	2,600
248-728-718.00	HSA Contribution	486	500	475	500	500
248-728-718.01	Disability Premiums	107	100	48	100	100
248-728-724.00	Retirement	4,783	4,800	2,181	4,800	4,800
248-728-725.00	Workers Compensation	184	400	96	400	400
248-728-726.00	Office Supplies					
248-728-727.00	Legal Services	449	5,000		2,500	2,500
248-728-801.01	Contractual Services	8,574	7,000	7,838	12,500	12,500
248-728-802.00	Contract - Audit	1,592	1,600	1,639	1,830	1,830
248-728-803.00	Fund Administration	21,000	21,000		21,000	21,000
248-728-803.01	Ingham EDC Contract					
248-728-803.04	Niesa - Contract	10,000	10,000		10,000	10,000
248-728-803.06	Travel & Education					
248-728-860.00	Community Promotion	8,770	6,500	5,055	25,000	30,000
Commercials, 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					20,000

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 248 Downtown Development Authority
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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						
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
248-728-955.00	Miscellaneous	354	1,000	77	1,000	20,000
Parking Signs & Banners						
248-728-964.00	Private/commercial Rehab.	6,282	2,500	2,250	10,000	10,000
248-728-968.01	Depreciation - Current	66,967				
248-728-996.01	Bond Issue Cost					
Totals for dept 728 - Comm. & Econ. Dev. Administra		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		290,000	1,542		
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						
248-906-991.06	1999 Refunding Bond Principal		130,000		135,000	
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	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.				25,000	25,000
248-990-995.00	Transfer TO General Fund					

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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						
Dept 990 - Transfers						
Old Mill Parking Lot Payment - 2 of 5						
248-990-995.02	Transfer To Major Street				25,000	25,000
Totals for dept 990 - Transfers					25,000	25,000
TOTAL APPROPRIATIONS		218,213	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

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

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
ESTIMATED REVENUES						
Dept 000 - General	Revenues					
590-000-450.01	Special Assessments					
1996 Williamston Rd. Sewer S/a						
590-000-450.02	Saw Grant					
590-000-539.08	Readiness To Serve Charge	489,088	491,000	286,740	495,000	491,000
590-000-607.03	Commodity Charge	558,390	545,000	324,249	550,000	555,000
590-000-607.05	Industrial User Charge					
590-000-607.06	Penalties/Late Fees	10,608	12,000	7,691	12,000	10,500
590-000-607.07	Tap / Connection Fee	12,540	12,360	6,180	14,500	12,350
590-000-607.09	General Sales	981	1,000	360	1,000	750
590-000-642.00	Interest Income	37,688	750	34,740	6,500	25,000
590-000-665.01	Special Assessments - Interest					
590-000-670.01	1996 Williamston Rd. S/a Interest					
590-000-670.02	Private Contributions					
590-000-675.00	Misc Refunds - Ins, Workers Comp,	8,496		4,147	2,500	4,000
590-000-687.01	Bond Sale Proceeds					
590-000-698.01	Transfer From TIFA 2a					
590-000-699.05	Transfer From Water Fund					
590-000-699.12						
Totals for dept 000 - General Revenues		1,117,791	1,062,110	664,107	1,081,500	1,098,600
TOTAL ESTIMATED REVENUES		1,117,791	1,062,110	664,107	1,081,500	1,098,600
APPROPRIATIONS						
Dept 537 - Administrative	Salaries & Wages	1,202	1,200	719	1,045	1,045
590-537-702.00	FICA	91	100	55	90	90
590-537-709.00	Unemployment		10	10	10	10
590-537-712.00	Payment In Lieu Of Insurance		10		10	10
590-537-714.00	Fringe Benefits					
590-537-714.01	GASE 68 Pension	14,572				
590-537-714.02	OPFB Expense	(2,211)				
590-537-718.00	Insurance Premiums	413	150	146	500	250
590-537-718.01	HSA Contribution	12	50	23	40	30
590-537-724.00	Disability Premiums	4	10	2	10	10
590-537-725.00	Retirement	225	225	104	250	200
590-537-726.00	Workers Compensation	10	25	6	10	15
590-537-740.00	Operating Supplies	127	1,200		1,200	1,200
590-537-767.00	Uniforms	4,756	3,200	949	4,000	4,000
590-537-802.00	Contractual Services	1,275	2,000		2,000	2,000
590-537-803.00	Contract - Audit	2,396	2,410	2,469	2,751	2,800
590-537-803.01	Fund Administration	40,000	40,000		40,000	20,000
590-537-820.01	Insurance - Liab. / Prop.	8,963	12,100	11,726	12,750	12,750
590-537-831.01	Memberships & Dues	669	2,000	425	2,000	2,000
590-537-850.00	Communications - Telephone	3,728	3,300	2,822	3,400	4,100
590-537-940.00	Travel & Education	1,130	3,000	616	3,000	1,500
590-537-940.00	Equipment Rental		500	13	3,000	
590-537-968.01	Depreciation - Current					
590-537-969.01	Amortization Expense	352,711				
590-537-996.01	Bond Issue Cost					
Totals for dept 537 - Administrative		430,073	71,490	20,075	73,066	417,010
Dept 539 - Meter Reading & Billing	Salaries & Wages	21,835	21,300	13,664	21,300	21,300
590-539-702.00	FICA	1,631	1,700	1,027	1,700	1,700
590-539-709.00	Unemployment		10	10	10	10
590-539-710.00						

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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						
Dept 539 - Meter Reading & Billing			100		75	75
590-539-712.00	Payment In Lieu Of Insurance					
590-539-714.00	Fringe Benefits	5,676	5,000	4,036	6,000	6,500
590-539-718.00	Insurance Premiums	656	675	722	725	800
590-539-718.01	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	1,574	38,000	15,000
590-539-740.00	Operating Supplies	975	1,500	975	1,500	1,500
590-539-802.00	Contractual Services	2,783	3,900	1,864	3,000	3,000
590-539-851.00	Postage	1,393	5,000	101	5,000	5,000
590-539-940.00	Equipment Rental					
	Totals for dept 539 - Meter Reading & Billing	54,875	84,585	27,649	84,360	61,735
Dept 544 - Line Maintenance						
590-544-702.00	Salaries & Wages	41,236	40,900	24,616	42,000	35,000
590-544-704.00	Wages-Part Time	535	1,000	478	1,000	1,000
590-544-709.00	FICA	3,158	3,250	1,909	3,500	3,000
590-544-710.00	Unemployment	7	10	2	10	10
590-544-712.00	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
590-544-718.01	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
590-544-740.00	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
590-544-940.00	Equipment Rental	24,512	35,000	473	25,000	25,000
590-544-970.00	Capital Outlay					
	Totals for dept 544 - Line Maintenance	232,632	243,860	56,924	135,810	122,135
Dept 548 - Lift Stations						
590-548-702.00	Salaries & Wages	22,345	22,400	14,686	22,500	17,500
590-548-704.00	Wages-Part Time	86	200	77	200	200
590-548-709.00	FICA	1,645	1,800	1,093	2,000	2,000
590-548-710.00	Unemployment	1	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	
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
590-548-740.00	Operating Supplies		500		500	500
590-548-802.00	Contractual Services	3,517		2,399	3,000	3,000
590-548-850.00	Communications - Telephone	14			100	100
590-548-921.00	Utilities	12,468	14,000	15,753	14,500	27,500
590-548-930.04	Equipment Repair/maint.	12,057	35,000	3,914	35,000	24,000
590-548-940.00	Equipment Rental	1,367	6,000	25	4,000	4,000
590-548-970.00	Capital Outlay					
590-548-970.06	Mechanic Street Lift Station	40,163	50,000	4,010	50,000	10,000
590-548-970.10	Zimmer Road Lift Station		187,000		320,000	50,000
	Totals for dept 548 - Lift Stations	100,253	324,285	46,651	460,275	144,960

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

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						
Dept 549 - Plant Oper. & Maint.						
590-549-702.00	Salaries & Wages	168,549	168,500	108,653	172,500	160,000
590-549-704.00	Wages-Part Time	3,406	8,400	243	7,900	2,000
590-549-709.00	FICA	12,699	13,650	8,103	13,750	13,750
590-549-710.00	Unemployment	5	25	1	25	20
590-549-712.00	Payment In Lieu Of Insurance		550		500	550
590-549-714.00	Fringe Benefits					
590-549-718.00	Insurance Premiums	27,080	23,900	18,018	29,500	29,500
590-549-718.01	HSA Contribution	3,084	3,300	3,482	4,500	3,750
590-549-723.00	Retiree Health Care-OPEB	7,115	6,450	6,480	8,500	12,000
590-549-723.03	Tool Allowance	1,362	1,200	1,443	1,200	1,500
590-549-724.00	Disability Premiums	657	600	327	750	550
590-549-725.00	Retirement	20,299	18,650	12,603	19,250	18,500
590-549-726.00	Workers Compensation	1,013	2,400	579	1,200	1,800
590-549-740.00	Operating Supplies	12,438	26,000	13,227	22,500	22,500
590-549-767.00	Uniforms					
590-549-796.01	Treatment Chemicals	15,715	15,000	18,063	18,000	20,000
590-549-801.00	Professional Services	35,444	50,000	34,969	58,000	45,000
590-549-802.00	Contractual Services	4,650	5,000	3,006	5,200	5,200
590-549-850.00	Communications - Telephone	111,953	98,000	72,116	99,000	105,000
590-549-921.00	Utilities	51,802	75,000	145,529	75,000	75,000
590-549-930.04	Equipment Repair/maint.	3,377	5,100	25	5,000	5,000
590-549-940.00	Equipment Rental					
590-549-970.00	Capital Outlay		5,000		5,000	5,000
590-549-970.27	SCADA System					
Totals for dept 549 - Plant Oper. & Maint.		480,648	526,725	447,608	547,275	526,620
Dept 901 - Capital Outlay						
590-901-970.24	MI Site Readiness Grant	7,482	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.					
590-901-970.34	W/S Rate Study	12,250	12,250	655,727		
590-901-970.36	Line Maintenance/Construction		15,250			
590-901-970.37	Plant Oper. & Maint.					
590-901-970.39	Sensus Mobile Transciever/computer					
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		19,732	35,000	655,727		
Dept 906 - Debt Service						
590-906-991.03	1996 W/S Bond Principal					7,500
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					
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					
590-906-994.03	1996 W/S Bond Interest	2,309	2,310	1,109	2,123	1,930

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

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						
Dept 906 - Debt Service						
590-906-994.13	1996 Sewer S/a Bond Interest	86,506	88,040	42,810	86,120	82,095
590-906-994.14	2010 Sewage Disposal Bond Interest					
590-906-994.20	2001 G.O. Refunding Bond Interest					
590-906-994.23	2010 GO Tax Notes Interest					
590-906-994.25	2011 G.O. Refunding Bond - Interest					
	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)			
	ENDING FUND BALANCE	6,961,735	6,936,787	6,327,290	6,588,457	5,994,155

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 591 Water Fund
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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
ESTIMATED REVENUES						
Dept 000 - General	Revenues					
591-000-510.00	Federal Aid					667,500
591-000-539.02	Well Head Protection Grant					355,000
591-000-551.01	State Aid					9,500
591-000-607.03	Readiness To Serve Charge	663,041	656,000	388,362	670,000	
591-000-607.05	Commodity Charge	382,695	366,000	207,912	370,000	
591-000-607.07	Penalties/Late Fees	10,547	10,500	7,375	10,500	
591-000-607.09	Tap / Connection Fee	4,226	4,500	2,300	6,500	
591-000-642.00	General Sales	2,683	2,500	1,446	5,000	
591-000-642.04	Water Meter Sales	24,390	500	570	2,000	
591-000-665.01	Interest Income			22,904	4,500	20,000
591-000-667.02	Water Tower Rent					
591-000-675.00	Private Contributions					
591-000-687.01	Misc Refunds - Ins, Workers Comp,	7,039		3,083	1,500	4,000
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	Salaries & Wages	609	650	359	1,200	1,200
591-537-702.00	FICA	46	50	27	100	50
591-537-709.00	Unemployment		10		10	10
591-537-710.00	Payment In Lieu Of Insurance		10		10	10
591-537-712.00	Fringe Benefits		10		10	10
591-537-714.00	GASB 68 Pension		125		150	100
591-537-714.01	OPEB Expense	7,286				
591-537-714.02	Insurance Premiums	(1,106)	100	102	500	200
591-537-718.00	HSA Contribution	372	10	11	50	50
591-537-718.01	Disability Premiums	23	10	1	10	10
591-537-724.00	Retirement	3	10	52	100	100
591-537-725.00	Workers Compensation	117	10	2	10	10
591-537-726.00	Operating Supplies	5	1,000		1,000	1,000
591-537-740.00	Uniforms		2,200	949	28,000	2,200
591-537-801.01	Legal Services	1,996				
591-537-802.00	Contractual Services	34	2,600	1,618	2,000	2,000
591-537-803.00	Contract - Audit	2,396	2,410	2,469	2,751	2,800
591-537-803.01	Fund Administration	40,000	40,000		40,000	25,000
591-537-820.01	Insurance - Liab. / Prop.	5,704	7,700	7,449	8,100	8,100
591-537-831.01	Memberships & Dues	749	1,600	588	1,600	1,600
591-537-850.00	Communications - Telephone	2,514	3,000	1,810	3,000	3,000
591-537-860.00	Travel & Education	2,666	3,000	292	3,200	3,200
591-537-900.00	Printing & Publishing	2,400	3,000	44	1,000	1,000
591-537-940.00	Equipment Rental		100	13	100	100
591-537-940.01	Public Services Building Rent					
591-537-955.00	Miscellaneous					
591-537-968.01	Depreciation - Current	233,156				250,000
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
Dept 539 - Meter Reading & Billing						

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 591 Water Fund
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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						
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	10
591-539-712.00	Payment In Lieu Of Insurance		100	100	50	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
591-539-940.00	Equipment Rental	1,359	5,000	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	6,862	15,000	13,500
591-544-726.00	Workers Compensation	510	1,125	271	700	1,525
591-544-740.00	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
591-544-940.00	Equipment Rental	54,623	30,000	3,312	35,000	35,000
591-544-970.00	Capital Outlay					
591-544-970.34	W/S Rate Study					
591-544-990.02	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	50	75
591-545-709.00	FICA	83	100	50	120	75
591-545-710.00	Unemployment		10	10	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
591-545-740.00	Operating Supplies	20	300		300	
591-545-802.00	Contractual Services	860	1,000		40,000	
591-545-921.00	Utilities					
591-545-940.00	Equipment Rental					
Totals for dept 545 - Elevated Tank Maint.		2,374	2,930	905	42,345	1,365

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 591 Water Fund
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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						
Dept 550 - WTP / Well O & M						
591-550-702.00	Salaries & Wages	67,988	68,250	42,395	69,500	44,500
591-550-704.00	Wages-Part Time	1,141	4,750	1,018	5,750	1,000
591-550-709.00	FICA	5,124	5,625	3,227	6,050	3,750
591-550-710.00	Unemployment	14	10	4	10	10
591-550-712.00	Payment In Lieu Of Insurance		350		400	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
591-550-724.00	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
591-550-740.00	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	3,840	10,000	7,500
591-550-850.00	Communications - Telephone					
591-550-921.00	Utilities					
591-550-930.04	Equipment Repair/maint.	57,498	70,000	39,610	70,000	67,500
591-550-940.00	Equipment Rental	16,128	70,000	10,941	70,000	40,000
591-550-955.02	MDEQ Water Testing	13,906	20,000	429	21,000	21,000
591-550-970.00	Capital Outlay	7,077	7,000	1,241	8,000	7,500
591-550-970.27	SCADA System		5,000		5,000	
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	12,250	12,250	493,444		
591-901-970.36	Line Maintenance/Construction		10,250			
591-901-970.38	N. Putnam Water Main South Of GR					
591-901-970.39	Sensus Mobile Transciever/computer					
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		175,000	49,554		
591-901-996.01	Bond Issue Cost					
Totals for dept 901 - Capital Outlay		12,250	197,500	542,998		
Dept 906 - Debt Service						
591-906-991.04	2017 Cap Improv Bond Principal					38,250
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				208,250	94,000
591-906-991.21	2021 Water Supply Revenue Bonds					79,000
591-906-993.00	Agent Fees		1,500		1,500	1,500
591-906-994.00	Interest Expense					
591-906-994.01	Long Term Advance Interest					
591-906-994.02	2017 Cap Improv Bond Interest		11,780	5,658		9,840
591-906-994.12	2004 W/S Revenue Bond - Interest	11,776			10,825	

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BUDGET REPORT FOR CITY OF WILLIAMSTON
 Fund: 591 Water Fund
 DEPARTMENT HEAD BUDGET WORKSHEET
 Calculations as of 02/29/2024

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						
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						
		996,850	1,043,730	916,383	1,131,311	1,263,800
NET OF REVENUES/APPROPRIATIONS - FUND 591						
		104,851	870	(282,431)	(61,311)	(200,300)
		9.52%	0.08%	-44.55%	-5.73%	-18.83%
BEGINNING FUND BALANCE						
		3,223,626	3,223,626	3,326,833	3,326,833	3,044,402
FUND BALANCE ADJUSTMENTS						
		(1,643)	(1,643)			
ENDING FUND BALANCE						
		3,326,834	3,222,853	3,044,402	3,265,522	2,844,102

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

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
ESTIMATED REVENUES						
Dept 000 - General	Revenues					
661-000-642.00	General Sales					2,000
661-000-665.01	Interest Income	9,086	75	1,615	3,000	200,000
661-000-668.01	Equipment Rental	199,236	299,700	7,970	220,000	
661-000-673.01	Sale Of Fixed Assets					
661-000-687.01	Misc Refunds - Ins, Workers Comp,	1,226		1,107	1,000	1,000
661-000-699.01	Transfer From General Fund	26,000	26,000	26,000	26,000	26,000
661-000-699.06	Transfer From TIFA 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						
661-441-702.00	Salaries & Wages	52,589	52,400	31,573	53,550	44,000
661-441-704.00	Wages-Part Time	98	200	88	200	200
661-441-709.00	FICA	4,008	4,050	2,409	4,250	39,000
661-441-710.00	Unemployment	3	10	30	30	10
661-441-712.00	Payment In Lieu Of Insurance	400	400	400	400	400
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					
661-441-930.04	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
661-441-968.01	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	572	625	589	660	660
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						
661-901-970.25	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		377,107	398,845	129,933	217,700	384,620
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%
TOTALS FOR DEPT 906 - DEBT SERVICE		475,560	475,560	333,999	333,999	240,758
BEGINNING FUND BALANCE						

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

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
	ENDING FUND BALANCE	334,001	402,490	240,758	366,299	85,138

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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

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DATE: 4-1-24
TO: City Manager John Hanifan / City Council
FROM: Chief Jeff Weiss *JW*
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

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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	Install a self-contained backup diesel generator to existing cell tower site		
Issued	03/07/2024			
Owner:	NEW PAR	PO BOX 2549	ADDISON TX 75001	
Contractor:	NEWKIRK ELECTRIC ASSOC. - ELE	1875 ROBERTS ST	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	100A Service for Fiber Cabinet: "The Fiber box is in the road by the easement"		
Issued	03/25/2024			
Owner:	CITY OF WILLIAMSTON TIFA	161 E GRAND RIVER	WILLIAMSTON MI 48895	
Contractor:	CRAMPTON ELECTRIC	PO BOX 380	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	Installation of a 50 gallon power vent water heater.		
Issued	03/28/2024			
Owner:	LINDO, JOHN A & MICHELLE M	1061 FOXBOROUGH DR	WILLIAMSTON MI 48895	
Contractor:	RHINO'S PLUMBING & HVAC	21304 CAPITAL AVE NE	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	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)		
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

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Permit #	Category	Address	Parcel #	Work Description	Permit Fee:	Square Feet:	Valuation:
PMEC2024-00907	New Single Family Residential	1528 LYTELL JOHNE'S PATH WILLIAMSTON MI 48895	33-18-07-12-126-0		\$240.00	00	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-1 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		\$55.00	00	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		\$65.00	00	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		\$211.00	00	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				

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04/03/2024

Livingston County Department of Building & Safety Engineering

BLD - ELE, MEC, PLM - New Permits Issued

March 2024

Williamston

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	OWOSSO MI 48867		

Subtotals:

Township Permit Total: 12

Twp Permit Fee Total: \$1,502.00

Livingston County Department of Building & Safety Engineering

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BLD - ELE, MEC, PLM - New Permits Issued

March 2024

Williamston

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

BLD - New Permits Issued Report

March 2024

Williamston

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Permit #	Category	Address	Parcel #	Work Description	Permit Fee:	Square Feet:	Valuation:
PBLD2024-00461 O/S-	New Construction Sign	2300 E GRAND RIVER WILLIAMSTON MI 48895	33-18-07-01-201-0	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	\$150.00	00	5,800.00
Received	03/01/2024						
Issued	03/05/2024						
Owner:	WILLIAMSTON LAKES LLC	126 S PUTNAM ST					WILLIAMSTON MI 48895
Contractor:	FORESIGHT SUPERSIGN	1200 MARQUETTE ST					LANSING MI 48906
PBLD2024-00468 649-	Demolition Mobile Home in a Park	875 W GRAND RIVER Lot 6 WILLIAMSTON MI 48895	33-18-07-02-126-0	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.	\$225.00	800	25,000.00
Received	03/04/2024						
Issued	03/11/2024						
Owner:	MCM MI VILLAGE SQUARE LLC	1645 PALM BEACH LAKES BLVD, SUITE 1200					WEST PALM BEACH FL 33401
Contractor:							
PBLD2024-00506 O/S-	New Construction Sign	137 W GRAND RIVER WILLIAMSTON MI 48895	33-18-03-35-479-0	New Sign "Doggie Style" pet spa - 117" L x 20" W single sided AluPanel; non illuminated	\$150.00	00	0.00
Received	03/06/2024						
Issued	03/20/2024						
Owner:	EMRICK SHARON	321 S CEDAR ST					WILLIAMSTON MI 48895
Contractor:	THE SIGN WORKS	5380 E GRAND RIVER					HOWELL MI 48843
PBLD2024-00533 434-	Alteration Single Family Residential	510 E GRAND RIVER WILLIAMSTON MI 48895	33-18-03-36-378-0	Installing 4 wall anchors to stabilize wall	\$85.00	00	4,670.00
Received	03/07/2024						
Issued	03/12/2024						
Owner:	ELPHINSTONE, KELI	510 E GRAND RIVER					WILLIAMSTON MI 48895
Contractor:	FOUNDATION SPECIALIST LLC	1518 STEELE AVE SW					GRAND RAPIDS MI 49507
PBLD2024-00555 434-	Alteration Single Family Residential	727 S PUTNAM WILLIAMSTON MI 48895	33-18-07-01-151-0	Re Roof House and Garage	\$50.00	1,500	7,400.00
Received	03/07/2024						
Issued	03/11/2024						
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

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BLD - New Permits Issued Report

March 2024

Williamston

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

Subtotals:

Township Permit Total: 8

Twp Permit Fee Total: \$915.00

BLD - Certificates of Completion Issued Report

March 2024

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Williamston

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

Subtotals:

Township Permit Total: 5

Twp Permit Fee Total: \$470.00

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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: PBLD2023-03147

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 2505 S WAVERLY HWY
WILLIAMSTON MI 48895 LANSING MI 48911

Building Address: 705 E CHURCH Parcel Number: 33-18-03-36-179-021
WILLIAMSTON MI 48895

Building Official:  Date: 03/11/2024

26198



Livingston County Building & Safety Engineering Department

2300 E. Grand River Ave., Suite 104

Howell, MI 48843-7580

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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	Contractor:	MILLS SIDING & ROOFING LLC
	1252 BERKSHIRE DR		101 W BIG BEAVER RD, SUITE 1400
	WILLIAMSTON MI 48895		TROY MI 48084

Building Address: 1252 BERKSHIRE DR Parcel Number: 33-18-07-02-477-001
 WILLIAMSTON MI 48895

Building Official  Date: 03/19/2024

2/21/24



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

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Acting on behalf of the City of Williamston

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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	Contractor:	CS Roofing Co LLC
	PO BOX 436		203 DEVELOPMENT DR
	WILLIAMSTON MI 48895		HILLSDALE MI 49242

Building Address:	825 S PUTNAM	Parcel Number:	33-18-07-01-152-014
	WILLIAMSTON MI 48895		

Building Official *Patricia O'Leary* Date: 03/29/2024

1166
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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

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Use Class: Alteration Sign Bldg. Permit No: PBLD2024-00506

Use Group: U 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 Contractor: THE SIGN WORKS
321 S CEDAR ST 5380 E GRAND RIVER
WILLIAMSTON MI 48895 HOWELL MI 48843

Building Address: 137 W GRAND RIVER Parcel Number: 33-18-03-35-479-006
WILLIAMSTON MI 48895

Building Official _____ Date: 03/28/2024

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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

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Use Class: Alteration Single Family Residential Bldg. Permit No: PBLD2024-00533

Use Group: Description of Work: Installing 4 wall anchors to stabilize wall Type Construction: V-B

Owner: ELPHINSTONE, KELI Contractor: FOUNDATION SPECIALIST LLC
510 E GRAND RIVER 1518 STEELE AVE SW
WILLIAMSTON MI 48895 GRAND RAPIDS MI 49507

Building Address: 510 E GRAND RIVER Parcel Number: 33-18-03-36-378-002
WILLIAMSTON MI 48895

Building Official:  Date: 03/19/2024