



**CITY OF WILLIAMSTON**  
161 East Grand River Avenue, Williamston MI  
(517) 655-2774  
Regular City Council Meeting Agenda  
Monday, April 22, 2024  
7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Audience Participation – Maximum 5 minutes per presentation
6. Council Meeting Minutes of April 8, 2024
7. Accounts Payable
8. Action Items
  - a. Letter of Agreement – Police Union Capital City Labor Program (CCLP), Compensatory Time
  - b.
9. Discussion Items
  - a. 2024/2025 Fiscal Year Budget Work Session
  - b. Construction Project Update(s)
  - c. Master Plan Update
  - d. “Main Four” Safety Improvements
  - e.
  - f.
10. Correspondence Received / Information Only
  - a.
11. Department Head Reports
  - a. City Manager
  - b. Police Chief
  - c.
12. Committee/Sub-Committee Reports
13. Audience Participation – Maximum 5 minutes per presentation.
14. Council Member Comments
15. 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, May 13, 2024, in the Council Chambers of City Hall at 7:00 p.m.**

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CITY OF WILLIAMSTON  
CITY COUNCIL  
APRIL 8, 2024  
REGULAR MEETING MINUTES

**1. Call to Order:**

The regular meeting was called to order at 7:00 p.m. by Mayor Tammy Gilroy, and the Pledge of Allegiance was recited.

**3. Roll Call:**

Mayor Tammy Gilroy, Mayor Pro-tem Brandon Lanyon, Council members Tommy Pratt, Scott VanAllsburg, Dan Rhines, Steve Jenkins, and Terry Hansen. Absent: None.

Also present: City Manager John Hanifan, City Clerk Holly Thompson, City Attorney Timothy Perrone, Police Chief Jeff Weiss, Police Officers Michael Pearl, Fire Chief Mike Yanz, JFM Productions, McKenna Representative Jeff Keesler, Senior Center Representative Julie Rudd, citizens Jeff and Robin Kodet, John Haynes, Jamie Foster, Pat Shelley, James Belles, Sonia Allen, Kaitlin Conly, Betsy Greene, and other members of the public.

**4. Approval of Agenda:**

Motion by **Lanyon**, second by **VanAllsburg**, to approve the agenda as presented. **Motion passed by voice vote.**

**5. Presentation of Awards to Officer Michael Pearl:**

Officer Michael Pearl was presented with two life saving awards for his assistance with CPR during two different emergencies.

**6. Audience Participation:**

Mayor Gilroy called for public comments at this time and there were none.

**7. Council Meeting Minutes of March 25, 2024:**

Motion by **Hansen**, second by **Pratt**, to approve the March 25, 2024, minutes as presented. **Motion passed by voice vote.**

**8. Accounts Payable:**

Motion by **Lanyon**, second by **VanAllsburg**, to approve the April 8, 2024, accounts payable as presented, reference #'s 77461-77489, ACH 819-832 from dates 3/21/24 through 4/1/24 for a total of \$57,712.89. Yes: VanAllsburg, Rhines, Gilroy, Lanyon, Hansen, Pratt, Jenkins. No: None. **Motion passed.**

**9. Action Items**

**9a. Road Diet:**

Motion by **Hansen**, second by **Lanyon**, to rescind the earlier two resolutions supporting the Road Diet project. Yes: Rhines, Gilroy, Lanyon, Hansen, Pratt, Jenkins, VanAllsburg. No: None. **Motion passed.**

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**9b. RFP Master Plan:**

Motion by **Lanyon**, second by **Hansen**, to select McKenna for the Master Plan project. Yes: Gilroy, Lanyon, Hansen, Pratt, Jenkins, VanAllsburg, Rhines. No: None. **Motion passed.**

**9c. Resolution for Senior Center Millage:**

Motion by **Jenkins**, second by **VanAllsburg**, to approve the resolution to adopt the Millage Renewal Proposal for the Senior Center with the estimate of \$26,000 raised being inserted into the resolution. Yes: Lanyon, Jenkins, VanAllsburg, Gilroy. No: Hansen, Pratt, Rhines. **Motion passed.**

**9d. Appointment of Steven Panganis to the Planning Commission for a Term to Expire 06/30/26:**

Motion by **VanAllsburg**, second by **Jenkins**, to appoint Steven Panganis to the Planning Commission for a term to expire 06/30/26. Yes: Jenkins, VanAllsburg, Lanyon. No: Hansen, Pratt, Rhines, Gilroy. **Motion failed.**

**10. Discussion Items**

**10a. Presentation of 24-25 Fiscal Year Draft Budget:**

Manager Hanifan submitted a draft of the proposed 2024/2025 fiscal year budget for Council review. He explained the process to review and adopt the budget. The proposed budget does not contain an increase to the millage rate.

**10b. Construction Project Update(s):**

Manager Hanifan reported the construction on Williams Street and Lloyd Street is underway. The North Putnam project starts up again on Monday. New trees will be planted in the fall. He has communicated the projects' details to both NIESA and the schools.

**12. Department Head Reports**

**12a. City Manager:**

No report.

**12b. Police Chief:**

Chief Weiss provided a written report with the March police statistics for Council review.

**12c. Building Department:**

A written report was submitted for Council review.

**13. Committee/Sub-Committee Reports:**

Councilman Lanyon reported the Planning Commission met but the Dollar General site plan was postponed to the next meeting.

**14. Audience Participation:**

Jamie Foster thanked Council for changing their mind on the Road Diet. She feels Road Diets are not "one size fits all." She asked if there is an e-mail group for the downtown

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businesses. She stated they did not know about the Road Diet. She agreed with Councilman Rhines' statement regarding a 501(c)(3) being audited and the importance of it.

**14. Council Member Comments:**

Councilman Pratt commented he is excited when everyone shows up to the meetings.

Councilman Hansen commented he is grateful they survived the solar eclipse.

Mayor Gilroy commented the sun is shining, projects are going on, and the new website is up and running. She encouraged people to check the City Facebook page and website to keep apprised of what is happening in the City. She thinks it is great when Council Chambers fills up and to hear what people think.

**16. Adjourn to the Call of the Chair:**

Mayor Gilroy adjourned the meeting at 8:02 p.m.

**\*Meeting adjourned at 8:02 p.m.**

**Respectfully Submitted by:**

\_\_\_\_\_  
**Holly M. Thompson, City Clerk**

\_\_\_\_\_  
**Tammy Gilroy, Mayor**

**Date Approved:** \_\_\_\_\_

CITY OF WILLIAMSTON  
 CITY COUNCIL MEETING APRIL 22, 2024  
 ACCOUNTS PAID/PAYABLE

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EFT 849, CHECKS 77490-77514, ACH 833-835, 837-848, 850-863

Date	Check	Vendor Name	Description	Amount	Aprv
04/05/2024	849(E)	CITY OF WILLIAMSTON	WATER/SEWER MARCH '24	871.01	_____
04/05/2024	77490	CULLIGAN WATER CONDITIONING	DI CHARGE	64.00	_____
04/05/2024	77491	DTE ENERGY	MARCH ST LIGHTS	9,664.49	_____
04/05/2024	77492	GAILEY PLUMBING SERVICES	MCCORMICK PK BATHROOM REPAIR	500.00	_____
04/05/2024	77493	GANNETT MICHIGAN LOCALIQ	MARCH BOR	790.50	_____
04/05/2024	77494	HOME DEPOT CREDIT SERVICES	PUMP SENSOR MOUNTING PLATE/WWTP	54.41	_____
			HOSE NOZZELS/CONDUIT PARTS WWTP	67.93	_____
			SHOP VAC/BATHROOM REPAIR/CLEANING WWTP	872.36	_____
			WWTP/BATHROOM REPAIRS	159.80	_____
			WWTP/SHOP VAC BAGS	37.94	_____
			WWTP & WTP SUPPLIES	180.12	_____
			WWTP CR	(22.97)	_____
				<u>1,349.59</u>	
04/05/2024	77495	JOHN E GREEN COMPANY	WWTP REPAIR AIR DRYER	613.50	_____
04/05/2024	77496	MML UNEMPLOYMENT FUND	1ST QTR '24 UIA PAYMENT	130.60	_____
04/05/2024	77497	PERRY AUTOMOTIVE SUPPLY	DPW EQUIP SUPPLIES	2,086.92	_____
			OIL FILTERS	1,428.46	_____
			DPW EQUIP SUPPLIES CR	(56.96)	_____
			OIL FILTERS CR	(171.76)	_____
				<u>3,286.66</u>	
04/05/2024	77498	ROWLEYS WHOLESAL	EQUIP MAINT (OIL)	1,529.54	_____
			CR EQUIP MAINT (OIL)	(25.00)	_____
				<u>1,504.54</u>	
04/05/2024	77499	SAFETY-KLEEN	DPW FLEET WASTE OIL DISPOSAL	58.00	_____
04/05/2024	77500	STATE OF MICHIGAN	WTP WATER TESTING	64.00	_____
04/05/2024	77501	TOTAL WATER TREATMENT SYS/CULLIG/ PD WATER/COOLER SALES		319.00	_____
04/05/2024	77502	TRACTOR SUPPLY CREDIT PLAN	PORTABLE GEN WHEEL REPAIR	37.98	_____
			WWTP SUPPLIES	17.99	_____
			WTP SUPPLIES	31.45	_____
			WTP SUPPLIES	128.99	_____
			SHOP SUPPLIES	19.98	_____
				<u>236.39</u>	
04/05/2024	77503	WILLIAMSTON POSTMASTER	MARCH '24 W/S BILLS	472.76	_____

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04/05/2024	77504	WILLIAMSTON TRUE VALUE	WTP SUPPLIES	54.46	_____
			SHOP USE	11.37	_____
			SHOP USE	29.98	_____
			SHOP USE	6.49	_____
			STREET SWEEPER	1.90	_____
			WWTP BATHROOM	11.98	_____
			WTP SUPPLIES	12.07	_____
			WWTP SUPPLIES	12.99	_____
			SEWER LINE MAINT	24.48	_____
			SEWER REPAIR	80.91	_____
			WWTP SUPPLIES	5.58	_____
			WTP SUPPLIES	59.99	_____
			WWTP SUPPLIES	41.34	_____
			PD KEYS	11.45	_____
			PD SUPPLIES	30.48	_____
			WTP SUPPLIES	15.98	_____
			WTP SUPPLIES	39.34	_____
				<u>450.79</u>	
04/08/2024	833(A)	ALL TRAFFIC SOLUTIONS, INC.	POWER KIT/PD	418.43	_____
04/08/2024	834(A)	AMBS CALL CENTER	AFTER HOURS CALL CENTER	175.00	_____
04/08/2024	835(A)	BAPPERT AUTOMOTIVE SERVICES,LLC	DPW TIRE REPAIR	20.00	_____
04/08/2024	837(A)	CMP DISTRIBUTORS, INC.	PD SUPPLIES	1,876.00	_____
04/08/2024	838(A)	DIETZ JANITORIAL SERVICE, INC.	APRIL CLEANINGS	1,020.00	_____
04/08/2024	839(A)	GREAT LAKES WINDOW CLEANING	PD & CITY HALL WINDOW CLEANING	420.00	_____
04/08/2024	840(A)	KATHY EDWARDS	MARCH '24 COUNCIL TAPING	200.00	_____
04/08/2024	841(A)	LANSING UNIFORM COMPANY	PD UNIFORMS	254.85	_____
04/08/2024	842(A)	MCMMASTER-CARR	AIR COMPRESSOR FILTERS	85.93	_____
04/08/2024	843(A)	NAPA AUTO PARTS	WTP AIR COMPRESSOR	102.37	_____
			COMPRESSOR FILTER	194.35	_____
			LAMP/VEHICLE	27.16	_____
			TIRE FOAM	25.77	_____
			DPW MULTIMETER & SUPPLIES	77.96	_____
			HONDA GENERATOR	119.18	_____
				<u>546.79</u>	
04/08/2024	844(A)	PITNEY BOWES GLOBAL FINANCIAL SER	OP SUPPLIES	74.69	_____
04/08/2024	845(A)	SPARTAN STORES, LLC	CITY HALL WATER	22.14	_____
04/08/2024	846(A)	STAPLES	OPERATING SUPPLIES	45.28	_____
04/08/2024	847(A)	STEVENS CONSTRUCTION & EXCAVATION	ASSIST DPW	560.00	_____
04/08/2024	848(A)	WILLIAMSTON COMM. SCHOOLS	LIBRARY MAINT 3RD QTR 23/24	1,545.00	_____
04/10/2024	77509	DETROIT SALT COMPANY	ROCK SALT	6,559.12	_____
			ROCK SALT	3,024.55	_____
				<u>9,583.67</u>	
04/10/2024	77510	GRANGER	CH & DPW DUMPSTERS	141.37	_____
04/10/2024	77511	MAGICAL TOUCH	PD OIL CHANGE	50.94	_____

04/10/2024	77512	RICOH USA INC	CH & PD COPIER CHARGES	108.00	_____
04/10/2024	77513	SPARROW OCCUPATIONAL HEALTH SEI	PD EE PHYSICAL	201.00	_____
04/10/2024	77514	STATE OF MICHIGAN	DRY GAS	90.00	_____
04/12/2024	850(A)	ADMIRAL	PD WASHES/DPW FUEL	123.92	_____
04/12/2024	851(A)	AXON ENTERPRISE, INC	PD EQUIPMENT	3,596.48	_____
04/12/2024	852(A)	BARYAMES CLEANERS	PD DRY CLEANING	137.15	_____
04/12/2024	853(A)	CAPITAL AREA DISTRICT LIBRARY	THRU 2/29/24	568.35	_____
04/12/2024	854(A)	CIVIC PLUS LLC	MUNICODE ADMIN SUPPORT FEE	250.00	_____
04/12/2024	855(A)	CMP DISTRIBUTORS, INC.	PD SUPPLIES	1,876.00	_____
			PD SUPPLIES	3,649.00	_____
			PD SUPPLIES	3,559.50	_____
				<u>9,084.50</u>	
04/12/2024	856(A)	GORMLEY LAW OFFICES, PLC	TIFA RETAINED SVCS	500.00	_____
			ATTY SUPP SVCS	1,182.89	_____
			CITY RETAINED SVCS	400.00	_____
				<u>2,082.89</u>	
04/12/2024	857(A)	INGHAM COUNTY ISD	THRU 2/29/24	17.58	_____
04/12/2024	858(A)	KENNEDY INDUSTRIES INC.	WWTP PUMP GRINDER	4,625.00	_____
04/12/2024	859(A)	LANSING COMMUNITY COLLEGE	THRU 2/29/24	10.64	_____
04/12/2024	860(A)	OVERHEAD DOOR OF LANSING	DPW DOOR REPAIR	1,239.00	_____
04/12/2024	861(A)	USA BLUEBOOK	MISS DIG SUPPLIES	469.40	_____
			WTP SUPPLIES	649.36	_____
				<u>1,118.76</u>	
04/12/2024	862(A)	VERMEER OF MICHIGAN, INC.	BRUSH CHIPPER REPAIR	8,242.06	_____
04/12/2024	863(A)	WILLIAMSTON COMM. SCHOOLS	THRU 2/29/24	924.38	_____
				<u>69,835.63</u>	



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To: City Council  
From: John P. Hanifan, City Manager *JPH*  
Date: Meeting of April 22, 2024  
Subject: Letter of Agreement with Williamston Police

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**Suggested Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_ to approve the Letter of Agreement with Williamston Police, represented by Capital City Labor Program (CCLP) (*Letter Attached*).

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Attached is a proposed Letter of Agreement with the Capitol City Labor Program (CCLP) which represents our police officers.

The proposed changes to the existing collective bargaining agreement clarifies Article 23 (Overtime), Section 1(G) "time off in lieu of overtime".

A summary of the proposed changes:

1. Members of CCLP can elect to accrue up to 100 hours of compensatory time in lieu of overtime pay.
2. Compensatory time is accrued at a rate of one and one-half (1.5) hours of overtime worked.
3. Members of CCLP may, with 30 days notice, be paid for compensatory time.



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LETTER OF AGREEMENT  
BETWEEN THE CITY OF WILLIAMSTON  
-AND-  
THE CAPITOL CITY LABOR PROGRAM (“CCLP”)  
NON-SUPERVISORY POLICE OFFICERS BARGAINING UNIT

COMPENSATORY TIME

The City of Williamston (hereinafter “City”) and the Non-Supervisory Police Officer’s Bargaining Unit of the Capitol City Labor Program (“CCLP”) (hereinafter “Union”) are parties to a collective bargaining agreement for the period of January 1, 2022 through December 31, 2024. This Letter of Agreement (“LOA”) shall become effective upon signature of parties.

Whereas, Article 23 (Overtime), Section 1(G) of the collective bargaining agreement addresses “time off in lieu of overtime”; and

Whereas, the parties have met and discussed the interpretation of the provision; and

Whereas, the parties now wish to formally clarify their agreement regarding the accumulation of compensatory time by bargaining unit employees.

Now, Therefore, the parties agree as follows:

A. Upon execution of this Agreement, the following language shall replace and supersede all prior agreements between the parties as to Article 23, Section 1(G):

G. (1) Compensatory Time. In lieu of payment for overtime hours worked, employees may elect to accrue compensatory time. Employees may accumulate up to a maximum of one hundred (100) hours of compensatory time. Compensatory time shall be accrued a rate of one and one-half (1½) hours for each hour of overtime worked. Compensatory time may be used at a time mutually agreeable to the employee and the Chief of Police or their designee. Requests may be denied if the use of the compensatory time unduly disrupts the operations of the Department. Comp time may not be used in the same pay period it is earned.

(2) The City shall, within thirty (30) days of the request of any employee, pay the employee for any or all compensatory time accumulated by the employee. Payment shall be made based on the employee’s hourly rate at the time of the request. Upon separation from employment, accumulated compensatory time will be paid to an employee at the employee’s last hourly rate.

-end-

B. All disputes arising from the application or interpretation of this Letter of Agreement shall be subject to the grievance procedure as set forth by Article 13 of the collective bargaining agreement.

C. All other terms of the collective bargaining agreement between the City and the Union remain unaltered and shall continue to govern the terms and conditions of employment for members of the bargaining unit.

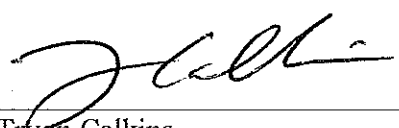
This Letter of Agreement constitutes the entire agreement of the Parties.

Signed this \_\_\_\_\_ day of April, 2024.

**FOR THE CITY:**

**FOR THE UNION:**

\_\_\_\_\_  
Tammy Gilroy,  
Mayor

  
\_\_\_\_\_  
Tryon Calkins,  
Bargaining Unit President

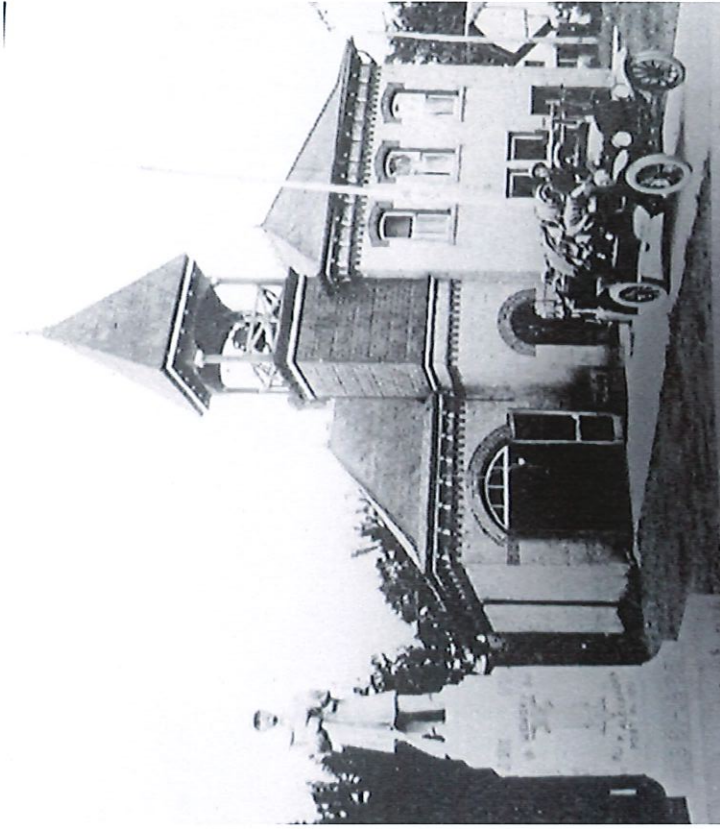
\_\_\_\_\_  
John Hanifan,  
City Manager

\_\_\_\_\_  
Brad Richman,  
Executive Director

APPROVED AS TO FORM FOR  
THE CITY OF WILLIAMSTON  
COHL, STOKER & TOSKEY:

\_\_\_\_\_  
Mattis Nordfjord, *Esq.*

*City of Williamston, Michigan*  
*Discover the Charm*



April 22, 2024  
2024-2025  
Budget Work Session

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# Overview



Budgetary Themes



Property Taxes



Personnel and Operational Highlights



Capital Equipment Highlights



Review of Funds and Overall Fund Analysis

- General Fund
- Major Streets Fund
- Local Streets Fund
- Equipment Fund
- Component Units - DDA, TIFA, EDC



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Operations and services remain largely the same as prior year



Continued replacement of equipment



Continued investment in supply and equipment repair and replacement at the wastewater treatment plant and in the water plant and well system

24-25 Projects:

Water Main

Downtown Alley

Red Cedar River @ Cedar St

TIFA Projects :

Ice House

Old Barn

Old City Service Building



Master Plan Update

# Budgetary Themes

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# Property Taxes

## Property tax revenue

Tax roll is growing and projected  
as stable and rising for 2024-25



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Current staffing levels remain, with addition of part-time Clerk/office assistant



Continue to use contract for plan reviews



Collective bargaining agreements

Police

- Discussions underway to enhance WPD as a career destination.
- Current Agreement expires this year. Negotiations to begin late summer/early fall.

DPW

- New organizational structure
- Enhanced efficiency



Budget assumes 10% increase in health insurance rates on 1/1/2025 (half the fiscal year)

Health insurance election choices having a significant impact

# Personnel and Operational Highlights



# Personnel and Operational Highlights (cont.)

## MERS - Pension Liability

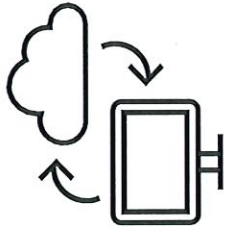
Budget continues to fund our closed pension plans, as well as new hybrid or defined contribution plans, at required levels

## Retiree Health Care (OPEB)

One retiree currently on our plans 2024-2025. Actuarial update in progress







### ► Equipment

- Technology: Cloud Conversion (part 2)
- Police: One Patrol Vehicle & Outfitting Replacement (\$60,000)
- DPW (Equipment Fund)
  - Lease payment for Leaf Vacuum
  - Downtown Tractor replacement (may move this to 2025-26)

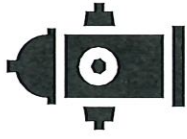
## Capital Equipment Investments



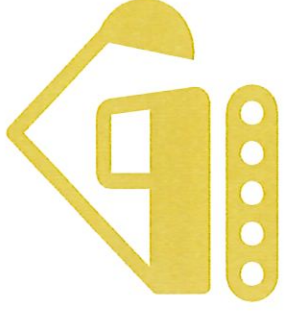
# Major Construction Projects



Cedar Street  
Water Main -  
River  
Crossing



Downtown Alley water  
main



TIFA 2B projects:

- New Pole building
- Old Barn Demolition
- City Service Building Renovation





# General Fund - Fund Balance

- ▶ As presented, fund balance would be approximately \$2,300,000 at end of 2024-25
- ▶ Unassigned Fund Balance represents approximately 85% of expenditures. Fund Balance Policy requires 30%
  - ▶ Consider transfers for Infrastructure Projects, Equipment & Additional Sidewalk replacement





# Major and Local Streets Funds

## Major Streets Fund

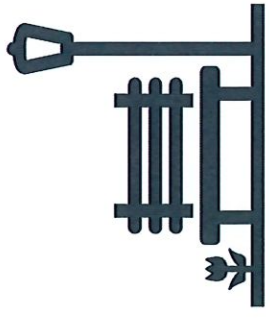
- \$100,000 General fund transfer
- Misc. Repairs
- Support of current projects
- Linn Road overlay

## Local Streets Fund

- Breaking even, with a General Fund subsidy of \$60,000 annually
- Misc. Repairs

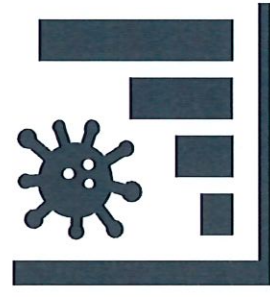


# Component Units



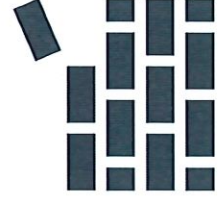
DDA

Painting/refurbishment of Benches, trash cans, etc.  
Parking lot seal coating and re-striping  
Enhanced Marketing  
Additional Christmas Lights



TIFA 2B

Re-evaluating projects for future Ice-House Project - *(Private Developer)*



EDC

Approximately \$85,000 for project support





# Next Steps

Council independently  
review and additional  
questions for staff

Water & Wastewater  
Budget Work Session  
Mon, May 13th

Public Hearing (s)  
Tues, May 28th

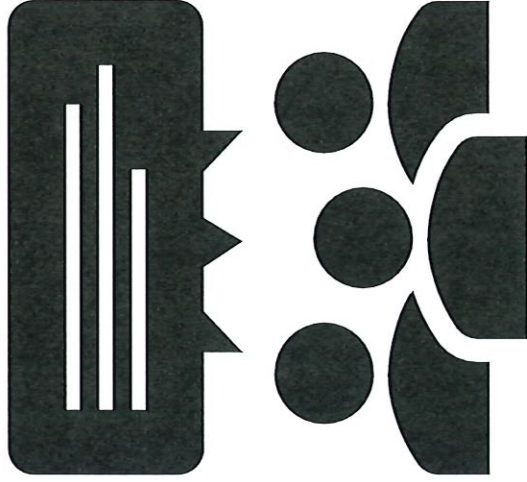
**BUDGET ADOPTED ON JUNE 10**



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# Questions and Discussion



*City of Williamston, Michigan*  
*Discover the Charm*



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