



CITY OF WILLIAMSTON

161 East Grand River Avenue, Williamston MI

(517) 655-2774

Regular City Council Meeting Agenda

Monday, October 28, 2024

7:00 p.m.

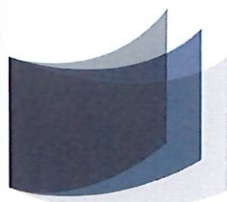
1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Audience Participation – Maximum 5 minutes per presentation
6. Annual Audit Presentation Fiscal Year 2023/2024
7. Council Meeting Minutes of October 14, 2024
8. Accounts Payable
9. Action Items
 - a. Budget Amendment Request- Police Department
 - b.
 - c.
 - d.
 - e.
10. Discussion Items
 - a. Construction Project Update(s)
 - b. Master Plan Update
 - c. "Main Four" Safety Improvements
 - d.
11. Correspondence Received / Information Only
 - a.
12. Department Head Reports
 - a. City Manager
 - b. Police Chief
 - c.
 - d.
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, November 11, 2024, in the Council Chambers of City Hall at 7:00 p.m.**

**City of Williamston
Williamston, Michigan**

**Financial Statements
June 30, 2024**



RPC
Roslund Prestage & Company
CERTIFIED PUBLIC ACCOUNTANTS



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INDEPENDENT AUDITOR'S REPORT

To the Members of the City Council
City of Williamston
Williamston, Michigan

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Williamston (the City) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information, as identified in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying additional supplementary information, as identified in the table of contents, is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the additional supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 23, 2024, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City's internal control over financial reporting and compliance.

Sincerely,

Roslund, Prestage & Company, P.C.

Roslund, Prestage & Company, P.C.
Certified Public Accountants

September 23, 2024

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**Modified Accrual
Short-term (within 60 days)**

City of Williamston
Balance Sheet - Governmental Funds
June 30, 2024

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	Major Funds			Total
	General Fund	Major Street Fund	Local Street Fund	Governmental Funds
Assets				
Cash and cash equivalents - unrestricted	\$ 647,250	\$ 131,787	\$ 103,591	\$ 882,628
Cash and cash equivalents - restricted	4,119	-	-	4,119
Investments - unrestricted	2,920,301	110,729	-	3,031,030
Due from other funds	-	650,000	-	650,000
Due from component units	25,000	-	-	25,000
Due from other governmental units	78,700	61,032	324,758	464,490
Prepaid expenditures	35,360	649	649	36,658
Advance to other funds	100,000	-	-	100,000
Total assets	\$ 3,810,730	\$ 954,197	\$ 428,998	\$ 5,193,925
Liabilities				
Accounts payable	\$ 38,315	\$ 584,298	\$ 47,028	\$ 669,641
Accrued payroll and benefits	57,063	-	-	57,063
Due to other funds	1,066,677	-	-	1,066,677
Unearned revenue	24,500	-	-	24,500
Total liabilities	1,186,555	584,298	47,028	1,817,881
Deferred Inflows of Resources				
Related to unavailable resources	-	-	305,583	305,583
Total deferred inflows of resources	-	-	305,583	305,583
Fund balances				
Nonspendable	135,360	649	649	136,658
Restricted	7,500	369,250	75,738	452,488
Unassigned	2,481,315	-	-	2,481,315
Total fund balances	2,624,175	369,899	76,387	3,070,461
Total liabilities and fund balance	\$ 3,810,730	\$ 954,197	\$ 428,998	\$ 5,193,925

Analysis of General Fund - Fund Balance

General Fund - Unassigned Fund Balance	\$2,624,175
General Fund - Total Expenditures	\$2,433,294
Unassigned Fund Balance as a % of Exp.	108%
# of Months of Expenditures	13 months

**Modified Accrual
Short-term (within 60 days)**

City of Williamston

Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds
For the Year Ended June 30, 2024

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	Major Funds			Total
	General Fund	Major Street Fund	Local Street Fund	Governmental Funds
Revenues				
Taxes and penalties	\$ 1,983,471	\$ -	\$ -	\$ 1,983,471
Licenses and permits	20,049	-	-	20,049
Federal grants	1,638	-	-	1,638
State grants	525,330	396,239	119,593	1,041,162
Charges for services	13,641	-	-	13,641
Fines and forfeitures	5,979	-	-	5,979
Interest and rentals	173,667	5,166	-	178,833
Other revenues	238,758	114	114	238,986
Total revenues	2,962,533	401,519	119,707	3,483,759
Expenditures				
General government	830,389	-	-	830,389
Public safety	908,100	-	-	908,100
Public works	245,550	99,448	97,238	442,236
Community and economic development	21,594	-	-	21,594
Recreation and cultural	195,560	-	-	195,560
Capital outlay	228,535	952,451	305,583	1,486,569
Debt service - principal	-	29,250	-	29,250
Debt service - interest and fees	3,566	8,276	-	11,842
Total expenditures	2,433,294	1,089,425	402,821	3,925,540
Revenues over (under) expenditures	529,239	(687,906)	(283,114)	(441,781)
Other financing sources (uses)				
Transfers in - governmental funds	-	650,000	60,000	710,000
Transfers out - governmental funds	(710,000)	-	-	(710,000)
Transfers out - internal service fund	(26,000)	-	-	(26,000)
Total other financing sources (uses)	(736,000)	650,000	60,000	(26,000)
Net change in fund balances	(206,761)	(37,906)	(223,114)	(467,781)
Fund balance, beginning of year	2,830,936	407,805	299,501	3,538,242
Fund balance, end of year	\$ 2,624,175	\$ 369,899	\$ 76,387	\$ 3,070,461

**Full Accrual
Long-term (60+ days)**

City of Williamston
Statement of Net Position
June 30, 2024

General Fund, Major Street Fund,
Local Street Fund

Sewer and Water Funds

EDC, DDA, TIFA 2A, 2B

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	Primary Government			Component Units
	Governmental Activities	Business-Type Activities	Total	
Assets				
Cash and cash equivalents - unrestricted	\$ 1,035,253	\$ 354,878	\$ 1,390,131	\$ 290,667
Cash and cash equivalents - restricted	4,119	88,081	92,200	-
Investments - unrestricted	3,085,125	-	3,085,125	636,738
Investments - restricted	-	542,920	542,920	8,306
Accounts receivable	-	198,537	198,537	-
Due from other funds	-	416,677	416,677	-
Due from component units	25,000	-	25,000	-
Due from other governmental units	464,490	1,254,143	1,718,633	-
Prepaid expenses	43,292	9,683	52,975	-
Advance to other funds	100,000	-	100,000	-
Noncurrent assets				
Capital assets not being depreciated	2,140,973	3,113,430	5,254,403	585,175
Capital assets being depreciated, net	4,258,383	15,252,083	19,510,466	3,214,177
Total assets	11,156,635	21,230,432	32,387,067	4,735,063
Deferred outflows of resources				
Related to pension	219,589	94,109	313,698	-
Related to other post-employment benefits	1,811	774	2,585	-
Total deferred outflows of resources	221,400	94,883	316,283	-
Liabilities				
Checks issued in excess of deposits	-	204,683	204,683	-
Accounts payable	686,415	966,652	1,653,067	4,470
Accrued payroll and benefits	57,063	-	57,063	-
Due to other funds	416,677	-	416,677	-
Due to primary government	-	-	-	25,000
Advance from other funds	-	-	-	100,000
Unearned revenue	24,500	-	24,500	-
Compensated absences, due within one year	14,624	4,066	18,690	-
USDA revenue bonds payable, due within one year	-	158,000	158,000	-
General obligation bonds payable, due within one year	29,250	124,750	154,000	-
Noncurrent liabilities				
Compensated absences, due beyond one year	82,871	23,042	105,913	-
USDA revenue bonds payable, due beyond one year	-	6,408,000	6,408,000	-
General obligation bonds payable, due beyond one year	276,900	860,100	1,137,000	-
Net pension liability	1,158,043	496,304	1,654,347	-
Net other post employment benefit liability	173,164	74,213	247,377	-
Total liabilities	2,919,507	9,319,810	12,239,317	129,470
Deferred inflows of resources				
Related to other post-employment benefits	78,156	33,495	111,651	-
Total deferred inflows of resources	78,156	33,495	111,651	-
Net position				
Net investment in capital assets	6,093,206	10,814,663	16,907,869	3,799,352
Restricted	452,488	631,001	1,083,489	806,241
Unrestricted	1,834,678	526,346	2,361,024	-
Total net position	\$ 8,380,372	\$ 11,972,010	\$ 20,352,382	\$ 4,605,593

Full Accrual

Long-term (60+ days)

City of Williamston

Statement of Activities

For the Year Ended June 30, 2024

Functions / Programs	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Primary Government Business-Type Activities	Component Units
	Expenses				Total	
Governmental activities						
General government	\$ 1,030,576	\$ 39,669	\$ -	\$ (990,907)	\$ -	\$ -
Public safety	862,340	-	1,638	(860,702)	-	-
Public works	344,287	-	515,832	477,128	-	-
Community and economic development	21,177	-	-	(21,177)	-	-
Recreation and cultural	97,745	-	-	(97,745)	-	-
Interest and fees	11,842	-	-	(11,842)	-	-
Total governmental activities	2,367,967	39,669	517,470	(1,505,245)	-	-
Business-type activities						
Water and Sewer	2,162,459	2,136,247	-	1,644,607	1,644,607	-
Total primary government	\$ 4,530,426	\$ 2,175,916	\$ 517,470	(1,505,245)	1,644,607	-
Component units						
Economic Development Corporation	\$ 811	\$ -	\$ -	-	-	(811)
Tax Increment Finance Authority 2A	1,862	-	-	-	-	(1,862)
Tax Increment Finance Authority 2B	185,165	-	-	-	-	(185,165)
Downtown Development Authority	221,516	-	-	-	-	(221,516)
Total component units	\$ 409,354	\$ -	\$ -	-	-	(409,354)
General revenues						
Property taxes				1,983,471	-	666,298
State grants				525,330	-	33,574
Investment earnings				178,833	72,312	27,938
Other revenues				238,986	7,232	3,000
Total general revenues				2,926,620	79,544	730,810
Change in net position				1,421,375	1,724,151	321,456
Net position - beginning of year				6,958,997	10,247,859	4,284,137
Net position - end of year				\$ 8,380,372	\$ 11,972,010	\$ 4,605,593

The notes to the financial statements are an integral part of this statement.

NOTE 5 - DUE FROM OTHER GOVERNMENTAL UNITS

As of June 30th, due from other governmental units for the primary government is comprised of the following amounts:

Fund and Description	Amount
General Fund – State of Michigan Revenue Sharing	78,700
Major Street Fund – State of Michigan Act 51	61,032
Local Street Fund – State of Michigan Act 51	19,175
Local Street Fund – HUD grant	305,583
Sewer Fund – HUD grant	366,700
Water Fund – HUD grant	887,443
Total	1,718,633

NOTE 6 - CAPITAL ASSETS

A summary of changes in the City's governmental activities capital assets follows:

Governmental Activities	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
Capital assets not being depreciated					
Land	390,632	-	-	-	390,632
Construction in process	76,705	1,673,636	-	-	1,750,341
Total capital assets not being depreciated	467,337	1,673,636	-	-	2,140,973
Capital assets being depreciated					
Land improvements	1,072,974	53,287	-	-	1,126,261
Buildings and improvements	1,261,190	119,000	-	-	1,380,190
Office equipment	84,836	23,445	-	-	108,281
Machinery and equipment	366,182	12,670	-	-	378,852
Vehicles	1,477,776	67,455	-	-	1,545,231
Infrastructure	7,150,883	-	-	-	7,150,883
Total capital assets being depreciated	11,413,841	275,857	-	-	11,689,698
Accumulated depreciation	(6,876,777)	(554,538)	-	-	(7,431,315)
Capital assets being depreciated, net	4,537,064	(278,681)	-	-	4,258,383
Net capital assets	5,004,401	1,394,955	-	-	6,399,356

City of Williamston
Notes to the Financial Statements
June 30, 2024

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A summary of changes in the City's business-type activities capital assets follows:

	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
Capital assets not being depreciated					
Land	466,257	-	-	-	466,257
Construction in process	40,882	2,606,291	-	-	2,647,173
Total capital assets not being depreciated	507,139	2,606,291	-	-	3,113,430
Capital assets being depreciated					
Sewer system	17,504,992	-	-	-	17,504,992
Water system	10,451,125	77,164	-	-	10,528,289
Sewer system equipment	331,637	81,930	-	-	413,567
Water system equipment	360,930	6,326	-	-	367,256
Total capital assets being depreciated	28,648,684	165,420	-	-	28,814,104
Accumulated depreciation	(12,968,788)	(593,233)	-	-	(13,562,021)
Capital assets being depreciated, net	15,679,896	(427,813)	-	-	15,252,083
Net capital assets	16,187,035	2,178,478	-	-	18,365,513

A summary of changes in the City's Component Unit capital assets follows:

TIFA 2A:

	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
Capital assets being depreciated					
Infrastructure	55,879	-	-	-	55,879
Total capital assets being depreciated	55,879	-	-	-	55,879
Accumulated depreciation	(35,393)	(1,862)	-	-	(37,255)
Capital assets being depreciated, net	20,486	(1,862)	-	-	18,624

TIFA 2B:

	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
Capital assets not being depreciated					
Land	265,623	-	-	-	265,623
Total capital assets not being depreciated	265,623	-	-	-	265,623
Capital assets being depreciated					
Land improvements	4,491	-	-	-	4,491
Buildings and improvements	1,858,260	22,870	-	-	1,881,130
Infrastructure	891,922	-	-	-	891,922
Total capital assets being depreciated	2,754,673	22,870	-	-	2,777,543
Accumulated depreciation	(903,286)	(137,508)	-	-	(1,040,794)
Capital assets being depreciated, net	1,851,387	(114,638)	-	-	1,736,749
Net capital assets	2,117,010	(114,638)	-	-	2,002,372

NOTE 12 – TRANSFERS

During the year the following transfers were made between funds:

- The transfer of \$650,000 from the General Fund to the Major Street Fund was to cover part of the cost of the N. Putnam Street reconstruction project.
- The transfer of \$60,000 from the General Fund to the Local Street Fund was to cover operating and maintenance costs.
- The transfer of \$26,000 from the General Fund to the Internal Service Fund was to cover general operation costs and equipment maintenance and replacement costs.

NOTE 13 – CONSTRUCTION COMMITMENTS

The City has active construction projects. At year-end, the City's commitments with contractors are as follows:

Project	Spent-to-Date	Remaining Commitment
Project A – Williams Street	948,373	6,060
Project B – NE Alley	12,639	376,061
Project A – Cedar Street/River Crossing	19,014	551,386
Project B – Lloyd Street	579,543	4,198
Project A – Bismark and Spaulding Streets	-	603,750
Project B – Leasia Street	-	526,700

NOTE 14 - TAX ABATEMENTS

The City is required to disclose significant tax abatements as required by GASB Statement No. 77 (Tax Abatements). For the year ended June 30, 2024, the City did not receive reduced property tax revenues as a result of tax abatements from taxing authorities within its district boundaries. Additionally, there are no abatements made by the City.

NOTE 15 - FUND BALANCE – NON SPENDABLE, COMMITTED, AND RESTRICTED

Non-spendable fund balance for the General Fund is for prepaid expenditures and the advance to the Downtown Development Authority. Non-spendable fund balance for the Major Street and Local Street Funds is for prepaid expenditures. Fund balance in the General Fund (other than non-spendable) is restricted for potential retirement benefits in accordance with a collective bargaining agreement with the Williamston police department non-supervisory unit. Fund Balance for the Major Street Fund and the Local Street Fund is restricted for repairs and maintenance of roads.

NOTE 16 – UPCOMING ACCOUNTING PRONOUNCEMENTS

GASB Statement No. 101, *Compensated Absences*, was issued by the GASB in June 2022 and will be effective for fiscal year 2025. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. This Statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements.

GASB Statement No. 102, *Certain Risk Disclosures*, was issued by the GASB in December of 2023 and will be effective for fiscal year 2025. This Statement requires a government to assess whether a concentration or constraint makes the government vulnerable to the risk of a substantial impact. Additionally, this Statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to

occur within 12 months of the date the financial statements are issued. If a government determines that those criteria for disclosure have been met for a concentration or constraint, it should disclose information in notes to financial statements in sufficient detail to enable users of financial statements to understand the nature of circumstances disclosed and the government's vulnerability to the risk of substantial impact.

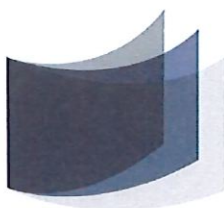
GASB Statement No. 103, *Financial Reporting Model Improvements*, was issued by the GASB in April of 2024 and will be effective for fiscal year 2026. This Statement establishes new accounting and financial reporting requirements—or modifies existing requirements—related to the following:

- a. Management's discussion and analysis (MD&A);
 - i. Requires that the information presented in MD&A be limited to the related topics discussed in five specific sections:
 - 1) Overview of the Financial Statements,
 - 2) Financial Summary,
 - 3) Detailed Analyses,
 - 4) Significant Capital Asset and Long-Term Financing Activity,
 - 5) Currently Known Facts, Decisions, or Conditions;
 - ii. Stresses detailed analyses should explain why balances and results of operations changed rather than simply presenting the amounts or percentages by which they changed;
 - iii. Removes the requirement for discussion of significant variations between original and final budget amounts and between final budget amounts and actual results;
- b. Unusual or infrequent items;
- c. Presentation of the proprietary fund statement of revenues, expenses, and changes in fund net position;
 - i. Requires that the proprietary fund statement of revenues, expenses, and changes in fund net position continue to distinguish between operating and nonoperating revenues and expenses and clarifies the definition of operating and nonoperating revenues and expenses;
 - ii. Requires that a subtotal for *operating income (loss) and noncapital subsidies* be presented before reporting other nonoperating revenues and expenses and defines subsidies;
- d. Information about major component units in basic financial statements should be presented separately in the statement of net position and statement of activities unless it reduces the readability of the statements in which case combining statements of should be presented after the fund financial statements;
- e. Budgetary comparison information should include variances between original and final budget amounts and variances between final budget and actual amounts with explanations of significant variances required to be presented in the notes to RSI;

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City of Williamston

Federal Awards
(Supplementary Information
to Financial Statements)
June 30, 2024



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City of Williamston
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2024

Federal Grantor / Pass-Through Grantor / Program Title	Assistance Listing Number	Pass-through / Grantor Number	Current Year Expenditures	Amounts Passed through to Subrecipients
--	---------------------------------	----------------------------------	------------------------------	---

U.S. Department of Housing and Urban Development

Direct

Economic Development Initiative, Community Project Funding, and Miscellaneous Grants	14.251	B-22-CP-MI-462	\$ 1,559,726	\$ -
Total 14.251			1,559,726	-

Total U.S. Department of Housing and Urban Development			1,559,726	-
---	--	--	------------------	----------

U.S. Department of Justice

Direct

Bullet Proof Vest Partnership Program	16.607	N/A	1,638	-
Total 16.607			1,638	-

Total U.S. Department of Justice			1,638	-
---	--	--	--------------	----------

U.S. Department of Treasury

Passed through the State of Michigan

COVID 19 - Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)	21.027	N/A	416,676	-
Total 21.027			416,676	-

Total Department of Treasury			416,676	-
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Total Federal Awards Subject to Single Audit			\$ 1,978,040	\$ -
---	--	--	---------------------	-------------

City of Williamston
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2024

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SECTION I - SUMMARY OF AUDITOR'S RESULTS

FINANCIAL STATEMENTS

Type of auditor's report based on financial statements prepared in accordance with generally accepted accounting principles:

Unmodified

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None Reported
- Noncompliance material to financial statements noted? ☐ Yes ☒ No

FEDERAL AWARDS

Internal control over major program:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None Reported

Type of auditor's report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

☐ Yes ☒ No

Identification of major programs:

Assistance Listing Number
14.251

Name of Federal Program or Cluster
Economic Development Initiative, Community Project Funding, and Miscellaneous Grants

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

- Auditee qualified as low-risk auditee? ☐ Yes ☒ No

SECTION II - FINANCIAL STATEMENT FINDINGS

None

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None

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**CITY OF WILLIAMSTON
CITY COUNCIL
OCTOBER 14, 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 Tom Pratt, Scott VanAllsburg, Dan Rhines, and Terry Hansen. Absent: Steve Jenkins.

Also present: City Manager John Hanifan, City Clerk Holly Thompson, Police Chief Jeff Weiss, City Attorney Timothy Perrone, JFM Productions, citizens Jerry Fulcher, John Bollman, John Haynes, and other members of the public.

Motion by **Lanyon**, second by **VanAllsburg**, to excuse Jenkins. **Motion passed by voice vote.**

4. Approval of Agenda:

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

5. Audience Participation:

Jerry Fulcher commented he is present to answer any questions regarding the idea of pickleball courts in Howard Dahlstrom Park.

John Bollman thanked Council, City Manager, and Friends of Williamston Parks for the Chainsaw event over the past weekend. He is also present to answer any questions regarding pickleball courts.

6. Council Meeting Minutes of September 23, 2024:

Motion by **Hansen**, second by **Pratt**, to approve the September 23, 2024, minutes as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Lanyon**, second by **Hansen**, to approve the October 14, 2024 accounts payable as presented, reference #'s 77844-77883, and ACH 1113-1153 from dates 9/18/24 through 10/07/24 for a total of \$1,338,777.01. Yes: VanAllsburg, Rhines, Gilroy, Lanyon, Hansen, Pratt. No: None. **Motion passed.**

8. Action Items

8a. Dahlstrom Park- Design Plan Proposals:

Motion by **Lanyon**, second by **Hansen**, to request staff seek proposals for Planning and

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Design Services for Dahlstrom Park. Yes: Rhines, Gilroy, Lanyon, Hansen, Pratt, VanAllsburg. No: None. **Motion passed.**

8b. Second Reading of Amendment to Zoning Ordinance – 301 Linn Rd:

Motion by **Hansen**, second by **Lanyon**, to approve the second reading of the Amendment to the Zoning Ordinance for 301 Linn Road as presented. Yes: Gilroy, Lanyon, Hansen, Pratt, VanAllsburg, Rhines. No: None. **Motion passed.**

8c. Appointment of Sharon LaPointe to the Downtown Development Authority for a Term to Expire 06/30/28:

Motion by **VanAllsburg**, second by **Rhines**, to appoint Sharon LaPointe to the Downtown Development Authority for a term to expire 06/30/28. Yes: Lanyon, Hansen, Pratt, VanAllsburg, Rhines, Gilroy. No: None. **Motion passed.**

9. Discussion Items

9a. Construction Project Update(s):

Manager Hanifan reported the contractor will be doing a micro-resurfacing on Williams St. to finish it off better. The yard restorations and trees are ongoing and will resume in the Spring with tree planting. The internet installations are coming to an end soon. The City is limited in what they cannot allow in the utility easements. The Consumers Energy work near the museum is set to be completed by November 1st.

9b. Master Plan Update:

Manager Hanifan reported the survey results showed an overwhelming number of people were happy with the current housing density. The survey also showed they would like to see an expansion and enhancement of the downtown area. This survey will be used to steer the Master Plan work.

9c. "Main Four" Safety Improvements:

Manager Hanifan reported he has had good discussion with MDOT regarding the draft plans and is still pushing to have enhanced crosswalk treatments.

11. Department Head Reports

11a. City Manager:

Manager Hanifan thanked the Friends of Williamston Parks for the Chainsaw Event. The sculptures look amazing. He also thanked all the people who decorated the light poles for Halloween. The Taste of Williamston event is coming up soon along with several other downtown events.

11b. Police Chief:

Chief Weiss reported the officers are continuing to attend the Fall sporting events. The Homecoming parade was great. All officers completed the Fall range training and other free training offerings in the area.

11c. Building Department:

A written report was submitted for Council review.

11d. Treasurer:

A budget printout was submitted for Council review.

12. Committee/Sub-Committee Reports:

Councilman Pratt reported NIESA is reviewing their annual budget and will act on it in December following a public hearing. There was training held in a two-story pole barn structure that went well.

Councilman Hansen reported the Parks Commission did not meet but added the Chainsaw Event was great and had a lot of volunteers. All sculptures were funded.

13. Audience Participation:

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

14. Council Member Comments:

Councilman VanAllsburg stated he spoke to several wood carvers during the event and they really liked coming to Williamston.

Councilman Rhines gave kudos to the Friends of Williamston Parks for the three-day event. They did a great job.

Councilman Hansen gave kudos to the Romanian who won both awards at the Chainsaw event.

Mayor Gilroy thanked everyone who worked on the event and events committee. The Friends of Williamston Parks did a fantastic job with everything from volunteers, food trucks, demonstrations and more. The Farmers' Market had their last market day for the year. There is a Witches and Wizards event, and downtown trick or treating October 26th, and Zombie Pub Crawl on October 25th.

15. Closed Session – Capitol City Labor Program (Williamston Police Department) Collective Bargaining allowed under MCL 15.268(1)(c):

Motion by **Rhines**, second by **Lanyon**, to go into closed session to discuss collective bargaining for the Capitol City Labor Program, Williamston Police Department, allowed under MCL 15.268(1)(c). Yes: VanAllsburg, Rhines, Gilroy, Hansen, Lanyon, Pratt. No: None.

Motion passed.

-Closed Session started at 7:50 p.m.

Motion by **Hansen**, second by **Lanyon**, to return to open session. Yes: VanAllsburg, Rhines, Gilroy, Lanyon, Pratt, Hansen. No: None. **Motion passed.**

-Closed Session ended at 8:08 p.m.

16. Adjourn to the Call of the Chair:

Mayor Gilroy adjourned the meeting at 8:09 p.m.

*Meeting adjourned at 8:09 p.m.

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Respectfully Submitted by:

Holly M. Thompson, City Clerk

Tammy Gilroy, Mayor

Date Approved: _____

DRAFT

CITY OF WILLIAMSTON
CITY COUNCIL MEETING OCTOBER 28, 2024
ACCOUNTS PAID/PAYABLE
CHECKS 77888-77918, EFT 1180, ACH 1154-1179

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Date	Check	Vendor Name	Description	Amount	Aprv
10/14/2024	77888	BUILDERS HARDWARE CO	PD LOCKS	100.00	_____
10/14/2024	77889	CARDIO PARTNERS	AED PADS	351.95	_____
10/14/2024	77890	GRANGER CONTAINER SERVICE, INC.	CITY HALL & DPW DUMPSTERS	942.65	_____
10/14/2024	77891	LEXIS NEXIS	MONTHLY SUB FEE	200.00	_____
10/14/2024	77892	MID-MICHIGAN GLASSWORKS	WWTP REPAIR	50.00	_____
			WWTP CHIP REPAIR	50.00	_____
				<u>100.00</u>	
10/14/2024	77893	MILLER, DAVID	UB refund for account: HIGH-000615-0001-	250.00	_____
10/14/2024	77894	MML UNEMPLOYMENT FUND	UIA 3RD QTR 2024	16.30	_____
10/14/2024	77895	RICOH USA INC	CITY HALL & PD COPIER CHARGES	116.72	_____
10/14/2024	77896	SPARTAN IRRIGATION	REPAIR SPRINKLER FROM CITY JOB	106.00	_____
10/14/2024	77897	TOTAL WATER TREATMENT SYS/CULLIGAN	PD WATER	38.75	_____
			PD WATER	31.00	_____
				<u>69.75</u>	
10/15/2024	1154(A)	ADMIRAL	PD VEHICLE WASHES	81.75	_____
10/15/2024	1155(A)	BARYAMES CLEANERS	PD DRY CLEANING	140.63	_____
10/15/2024	1156(A)	CORELOGIC INC	2024 Sum Tax Refund 33-18-07-02-427-014	13,462.76	_____
			2024 Sum Tax Refund 33-18-03-35-378-004	4,116.38	_____
			2024 Sum Tax Refund 33-18-03-36-153-002	8.50	_____
			2024 Sum Tax Refund 33-18-03-36-326-022	770.87	_____
				<u>18,358.51</u>	
10/15/2024	1157(A)	GABBARD OVERHEAD DOOR	REPAIR SALT BARN	472.00	_____
10/15/2024	1158(A)	GILBERT SALES & SERVICE	POWER WASHER MAINT	199.75	_____
10/15/2024	1159(A)	MAURER'S TEXTILE RENTAL SERV., INC.	PD MATS	48.63	_____
			PD MATS	48.63	_____
				<u>97.26</u>	
10/15/2024	1160(A)	MCMaster-CARR	CALIPERS & MICROMETER REPLACEMENT	252.83	_____
			WWTP SUPPLIES	253.37	_____
				<u>506.20</u>	
10/15/2024	1161(A)	PRO-TECH SALES	PD SUPPLIES	1,068.00	_____

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10/15/2024	1162(A)	STAPLES	OP SUPPLIES	64.50	
			OP SUPPLIES	5.92	
			OP SUPPLIES	5.92	
			OP SUPPLIES	74.44	
			OP SUPPLIES	374.50	
				525.28	
10/15/2024	1163(A)	VC3	ICLOUD DATA RECOVERY	225.57	
			MICROSOFT OFFICE 365	375.00	
				600.57	
10/18/2024	1180(E)	CITY OF WILLIAMSTON	W/S SEPT '24	1,183.72	
10/18/2024	77898	CATHEY CO	CABLE TIES	52.65	
10/18/2024	77899	DTE ENERGY	WWTP UTILITIES	6,022.75	
			2240 LINN/LS	50.59	
			1625 LINN/WELL 9	658.50	
			175 E GRAND RIVER	773.13	
			MEMORIAL PARK	18.63	
			781 PROG CT	928.80	
			3870 VANNETER/LS	39.60	
			RIVERVIEW/LS	49.20	
			CORWIN/LS	291.43	
			MCCORMICK PK	68.99	
			MECHANIC/LS	87.50	
			202 ELEVATOR/TIFA 2B	17.62	
			804 HIGH/LS	32.95	
			161 E GRAND RIVER	204.04	
			228 ELEVATOR/OLD DPW	59.86	
			ZIMMER/LS	37.13	
			215 CHURCHILL DOWNS/LS	50.13	
			111 E MIDDLE	100.53	
			DEPOT MUSEM	45.28	
			2450 E GRAND RIVER	60.65	
			1657 LINN/WTP	3,339.53	
				12,936.84	
10/18/2024	77900	ETNA SUPPLY	REPLACEMENT SEAL FOR DIGESTER WATER PUMP	569.22	
10/18/2024	77901	GRAFF CHEVROLET	CAR 21 REPAIR	2,098.48	
10/18/2024	77902	GRANGER	CH & DPW DUMPSTERS	968.70	
10/18/2024	77903	HOFFMAN PAUL W & SHAUNA L	2024 Sum Tax Refund 33-18-07-02-253-020	10.26	
10/18/2024	77904	JOHN DEERE FINANCIAL	MOWER BLADES	92.64	
10/18/2024	77905	JOHNSON SIGN	SIGN INSTALLATION	3,000.00	
10/18/2024	77906	LERETA, LLC	2024 Sum Tax Refund 33-18-03-34-427-052	4,088.85	
10/18/2024	77907	LERETA, LLC	2024 Sum Tax Refund 33-18-03-36-428-006	1,462.75	
10/18/2024	77908	MCKENNA	SEPT ZONING ASSIST	1,500.00	
			PLANNING/ZONING ASSIST	90.00	

				1,590.00	
10/18/2024	77909	MMTA	MEMBERSHIP/TREAS & DEPUTY TREAS	198.00	
10/18/2024	77910	MUNETRIX, LLC, ACCOUNTS RECEIVABLE	MUNICIPAL TRANS EDITION LIC	2,750.00	
10/18/2024	77911	OVERHEAD DOOR CO OF WHITMORE LAKE	REPAIR GATES AT DPW	230.00	
			ELEC GATE REPAIRS	3,600.00	
				3,830.00	
10/18/2024	77912	S&S TRUCK SERVICE	2019 VACTOR	360.00	
			DOT TRK INSPECTION	996.00	
				1,356.00	
10/18/2024	77913	SILVERSMITH, INC	ANNUAL SILVERSMITH	5,900.00	
10/18/2024	77914	STATE OF MICHIGAN	MDEQ WATER TESTING	390.00	
10/18/2024	77915	STOP STICK	STOP STICKS	3,144.00	
10/18/2024	77916	TRACTOR SUPPLY CREDIT PLAN	PARKS	81.95	
			DPW WATER	49.90	
			WWTP SUPPLIES	14.06	
			RAS PUMP	5.79	
			PARKS	29.99	
			TOOLS	24.99	
				206.68	
10/18/2024	77917	TRI-COUNTY PLANNING COMMISSION	FAIR SHARE PLEDGE/GROUNDWATER	1,295.00	
10/18/2024	77918	WOW! BUSINESS	CITY PHONES & INT	2,033.10	
10/21/2024	1164(A)	BS&A SOFTWARE	ANNUAL SVC SUPPORT PR	634.00	
10/21/2024	1165(A)	CMP DISTRIBUTORS, INC.	PD SUPPLIES	134.25	
10/21/2024	1166(A)	DORNBOS SIGN INC.	SIGNS/WWTP	704.60	
10/21/2024	1167(A)	INGHAM COUNTY ISD	THRU 9/20/24	4,463.16	
10/21/2024	1168(A)	INGHAM COUNTY TREASURER	THRU 9/20/24	6,451.43	
10/21/2024	1169(A)	LANSING COMMUNITY COLLEGE	THRU 9/20/24	1,196.40	
10/21/2024	1170(A)	MAURER'S TEXTILE RENTAL SERV., INC.	PD MATS	48.63	
			PD MATS	48.63	
				97.26	
10/21/2024	1171(A)	MCCI	LASERFICHE	1,756.06	
10/21/2024	1172(A)	MCMaster-CARR	BEARING LOCKNUTS	39.48	
10/21/2024	1173(A)	MICHIGAN CAT	GEN RENTAL	5,111.00	
10/21/2024	1174(A)	RANDY'S SERVICE STATION	DPW FUEL	1,194.92	
			DPW DIESEL	623.91	
			PD FUEL	1,575.62	

3,394.45

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10/21/2024 1175(A) STAPLES

DPW SUPPLIES
WWTP SUPPLIES

140.64

179.11

319.75

10/21/2024 1176(A) STEVENS CONSTRUCTION & EXCAVATING CHAINSAW IN THE PARK
VACTOR WASTE FROM SW CLEANING

2,475.00

690.00

3,165.00

10/21/2024 1177(A) SWAN ELECTRIC

HOOK UP TEMP GEN

222.46

10/21/2024 1178(A) VERIZON WIRELESS

PD PHONES & DPW IPAD
CITY CELL PHONES

315.37

140.37

455.74

10/21/2024 1179(A) WILLIAMSTON COMM. SCHOOLS

LIBRARY LEASE
THRU 9/20/24

1,545.00

7,354.34

8,899.34

110,504.59



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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pg 1

MEMORANDUM

DATE: 10-15-2024
TO: City Council / City Manager
FROM: Chief Weiss *sw*
SUBJECT: Police Department Server / Budget Amendment

Action Requested: Approval of a Budget Amendment in the amount of \$20,826.00 for the replacement of the Police Department Server.

Discussion: VC3 came to the Police Department in June to replace the battery backup for the Police Department Server. During the replacement, the VC3 Tech advised that our PD Server was at its end of life. A quote for a new server (attached) was subsequently generated by VC3. The VC3 Tech advised that the PD Server was installed in 2016 and is now obsolete and unable to receive the necessary Security updates. He said they recommend an updated server every five years and ours is now eight years old.

Recommendation: Approval of a Budget Amendment in the amount of \$20,826.00 for the replacement of the Police Department Server.

- Hardware/Software

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Dell PowerEdge T360 Server		\$8,998.00	1	\$8,998.00
<ul style="list-style-type: none"> • Base PowerEdge R360 Server • Trusted Platform Module 2.0 V3 • 2.5" Chassis with up to 8 Hot Plug Hard Drives, Front PERC 11 • Intel® Xeon® E-2488 3.2G, 8C/16T, 24M Cache, Turbo, HT (95W) DDR5 • Heatsink for 95W or above CPU • Performance Optimized • 5600MT/s UDIMMs • (3) 16GB UDIMM, 5600MT/s ECC • RAID Configuration C5, RAID 10 for HDDs or SSDs in pairs (Matching Type/Speed/Capacity) • Front PERC H355 Front Load GFMWO9X • (6) 1.2TB Hard Drive ISE SAS 12Gbps 10k 512n 2.5in Hot-Plug • Performance BIOS Setting • UEFI BIOS Boot Mode with GPT Partition • No Energy Star • High Performance Fan • Power Supply Dual, Hot-Plug, Redundant Power Supply (1+1), 600W MM • (2) NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America • Riser Config 0, No Riser • PowerEdge R360 Motherboard with Motherboard with Broadcom 5720 Dual Port 1Gb On-Board LOM, MX • PowerEdge 1U Standard Bezel • BOSS-N1 controller card + with 2 M.2 480GB (RAID 1) • Windows Server 2022 Standard,16CORE,FI,No Med,No CAL, Multi Language • Windows Server 2022 Standard,16CORE,DF Recovery Image, Multi Lang, (Downgrade not included) • (2) 10-pack of Windows Server 2022/2019 User CALs (Standard or Datacenter) • iDRAC9, Enterprise 16G • Server Secured Component Verification • iDRAC,Factory Generated Password, No OMQR • iDRAC Service Module (ISM), NOT Installed • iDRAC Group Manager, Disabled • ReadyRails™ Sliding Rails Without Cable Management Arm • No Systems Documentation, No OpenManage DVD Kit • PowerEdge R360 Shipping • PowerEdge R350/R360 Shipping Material for 2.5" Chassis • PowerEdge R360 CCC Marking, No BIS or CE Marking • Basic Next Business Day 12 Months, 12 Month(s) • ProSupport and Next Business Day Onsite Service, 60 Month(s) • No Field Deployment Customer Install Required • Infrastructure Deployment Selected 					

Subtotal: \$8,998.00

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Professional Services

Description	Price	Qty	Ext. Price
Labor - Fixed Fee Professional Services - Configuration and Installation - Project One- Time - Proactive	\$11,728.00	1	\$11,728.00

Scope of Work IN-SCOPE SERVICES

Project Management

VC3 will assign a project manager for the duration of the project to work closely with an assigned Client representative to ensure proper project coordination and planning.

These activities will include:

- Project kickoff meeting to define project resources and timeline
- Documentation of scheduled project activities
- Weekly Project Status meetings and documented updates as needed
- Coordination of VC3 and City of Williamston, MI schedules to ensure successful implementation
- Project closure documentation to formalize end of project

Initiation & Planning Phase

Implementation: Planning, Communication & Coordination

- Planning, Communication & Coordination
- Planning, Communication & Coordination (after hours)

Execution, Monitoring & Controlling Phase

Power: Server UPS - New/Replacement

- Verify that device can support load plugged into it
- Receive & Unbox and Inspect (after hours)
- Product Labeling / Documentation (after hours) Configure Remote Access & Monitoring (after hours)
- Onsite Install UPS (after hours)
- Setup Server to use UPS shutdown + Event Alerting (after hours)

Server Build: Physical Server Assembly

- Receive, Unbox Server and components
- BIOS, Storage Controller & OOB Firmware Updates & Configure OOB and RAID
- Onsite Unbox server and Install

Host Server Build: Install and Configure Windows Server w/ Hyper-V

- Download & Install Windows 2022
- Configure network, time zone and Windows update settings
- Complete all Windows Updates / Install EDR / Enable RDP
- Install and Configure Hyper-V

Create Base Virtual Machine Server Image



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Professional Services

Description	Price	Qty	Ext. Price
<ul style="list-style-type: none"> • Create virtual machine • Download & Install Windows 2022 or Required Version • Configure network, time zone and Windows update settings • Complete all Windows Updates / Enable RDP • Create Virtual Machine Template 			
Primary Domain Controller Server			
<ul style="list-style-type: none"> • Create Virtual Machine from Template • Join server to domain, prep domain, promote server into DC (After Hours) • Setup DNS and DHCP (basic subnets) • Manage/Transfer FSMO and GC roles 			
File & Print Server			
<ul style="list-style-type: none"> • Create Data Structure Plan with Client • Create file shares • Migrate data into shares (After Hours) • Install Printers and share out (per printer) • Investigate current functionality of login scripts • Investigate current GPO's & Create GPO's • Software: Motorola SmartClient by Motorola solutions • Software: Ubiquiti UniFi • Software: DUO Auth Proxy • Software: Event Sentry • Software: FileZilla Server 			
Remove\Demote Old Domain Controllers			
<ul style="list-style-type: none"> • Demote old DC's and redirect any DNS requests 			
Decommission Server Role(s)			
<ul style="list-style-type: none"> • pdsvr- Power Testing + Migrate VM Files/Archive Repositories to Storage Appliance 			
End User Support - Post Migration Support			
<ul style="list-style-type: none"> • End User Support - Post Migration Support 			
Closure Phase			
General: Equipment Removal & Recycling			
<ul style="list-style-type: none"> • Unrack & Recycle Old Equipment • Unrack & Recycle Old Equipment (after hours) 			

Subtotal: \$11,728.00

1301 Gervais St. Ste. 1800
Columbia, SC
www.vc3.com
800-787-1160



- Shipping

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Shipping and Handling		\$100.00	1	\$100.00

Subtotal: \$100.00

Ticket #2740147 - 2024.07 - PFF - PD Server replacement

Prepared by:

VC3
Hillary Pennell
quotes.hillary.pennell@vc3.com

Prepared for:

City of Williamston, MI
175 E. Grand River
Williamston, MI 48895
Yvonne Green
+15176554222
adminasst@williamston-mi.us

Quote Information:

Quote #: HP004439
Version: 1
Delivery Date: 10/04/2024
Expiration Date: 10/29/2024

Quote Summary

Description	Amount
- Hardware/Software	\$8,998.00
Professional Services	\$11,728.00
- Shipping	\$100.00
Total:	\$20,826.00

- Applicable taxes & Environmental Surcharges will be added.
- All product transfer of ownership and invoicing occurs upon VC3's receipt of the product.
- Pricing & Availability is subject to change without notice.
- Shipping and handling costs may not be included in this quote, as these costs are variable. Adjusted shipping and handling costs may be applied to the final invoice.
- VC3 makes NO WARRANTY either expressed or implied, regarding performance or suitability for any purpose of the above products. The customer assumes the responsibility for understanding the warranty, if any, of the manufacturer or VC3.
- If not included in agreement, travel will be billed separately.
- Returns:
 - No returns will be accepted unless first approved by VC3 Inc.
 - Approved returns are subject to a 20% restocking fee.
 - Approved return of in-stock items will be accepted within 10 business days of purchase, if merchandise is unopened and packaging is undamaged.
 - Open box items are not returnable
 - Approved defective returns must be shipped to VC3 within 10 business days of said approval

1301 Gervais St. Ste. 1800
Columbia, SC
www.vc3.com
800-787-1160



VC3

City of Williamston, MI

Name: Hillary Pennell
Title: Client Solutions Specialist
Date: 10/04/2024

Name: Yvonne Green
Initials: TRM
Date: 10/4/2024 5:31:49 PM
IP Address: 96.27.138.86
Email Address: treasurer@williamston-mi.us
PO Number: n/a



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Statement of Work

Service Ticket #2740147 - 2024.07 - PFF - PD Server replacement

Prepared for City of Williamston, MI

VC3

Strategic Advisor: Steve Schenk

Design Architect: David Marrufo

SOW Generated on September 23, 2024, Version 1

Project Summary

CLIENT CONTACT INFORMATION

Client Name	City of Williamston, MI
Project Name	Service Ticket #2740147 - 2024.07 - PFF - PD Server replacement
Client Contact	Yvonne Green
Client Contact Email	adminasst@williamston-mi.us

LOCATIONS IN SCOPE

Primary Location: 175 E. Grand River, Williamston MI 48895

EXECUTIVE SUMMARY

This project will install new APC and server to replace "PDSRV".

SOLUTION DESCRIPTION

VC3 will:

- #1. Install new APC and Hyper-V host
- #2. Create VM1: DC/DNS/FILE/PRINT/APP
- #3. Migrate Data: ~1 TB, Lift and Shift only
- #4. Migrate Software: 5 APPs
- #5. Migrate Printers: 6 Printers

VC3 RESPONSIBILITIES

- Plan and coordinate VC3 resources for the execution of project activities.
- Purchase and configure all required hardware/licensing.
- Provide post-deployment support to the client users as required.
- Work with the primary contact to identify test users and, if applicable, test cases prior/post deployment.
- Develop communication and/or guide and documentation material for end users as required.

CLIENT RESPONSIBILITIES

- Designate a business leader who will act as the primary contact for this project.
- Assist with scheduling and communicating project activities to staff.
- Coordinate with third party vendors.

OUT OF SCOPE

The Company is responsible to perform only the Services described in this Statement of Work Agreement. Any additional services discussed or implied that are not defined explicitly by this SOW will be considered out of scope. All services requested outside of this SOW as detailed above will require a "Change Order" before any services are performed. "Change Order" must be agreed upon by all parties and signed.

CHANGE REQUESTS

When a potential change of scope is identified, the VC3 project manager will review the potential scope change and determine if the request represents a change to the agreed-upon project scope. The Project Manager will review with the project team to estimate the cost of the change and its impact on the project schedule. If the request is identified as a change, VC3 will need to submit an official Change Request document.

CHANGE APPROVALS

The project manager will present an official Change Request document to the client project stakeholders. This official Change Request will outline the expanded scope, budget, and any anticipated impacts to scheduling. Once the official Change Request has been reviewed and approved by the client project stakeholders, the project manager will revise the Project Plan and work on the expanded project scope.

COMMUNICATION MANAGEMENT

Information concerning the project will be communicated to the various stakeholders and project participants in a variety of ways. To ensure the project proceeds on schedule, frequent communication will be necessary to understand the status of the tasks to be completed. The project manager will coordinate weekly status meetings with the client team if required for reviewing the project progress and keeping all activities on track.

Scope of Work

IN-SCOPE SERVICES

Project Management

VC3 will assign a project manager for the duration of the project to work closely with an assigned Client representative to ensure proper project coordination and planning.

These activities will include:

- Project kickoff meeting to define project resources and timeline
- Documentation of scheduled project activities
- Weekly Project Status meetings and documented updates as needed
- Coordination of VC3 and City of Williamston, MI schedules to ensure successful implementation
- Project closure documentation to formalize end of project

Initiation & Planning Phase

Implementation: Planning, Communication & Coordination

- Planning, Communication & Coordination
- Planning, Communication & Coordination (after hours)

Execution, Monitoring & Controlling Phase

Power: Server UPS - New\Replacement

- Verify that device can support load plugged into it
- Receive & Unbox and Inspect (after hours)
- Product Labeling / Documentation (after hours)
- Configure Remote Access & Monitoring (after hours)
- Onsite Install UPS (after hours)
- Setup Server to use UPS shutdown + Event Alerting (after hours)

Server Build: Physical Server Assembly

- Receive, Unbox Server and components
- BIOS, Storage Controller & OOB Firmware Updates & Configure OOB and RAID
- Onsite Unbox server and Install

Host Server Build: Install and Configure Windows Server w/ Hyper-V

- Download & Install Windows 2022
- Configure network, time zone and Windows update settings
- Complete all Windows Updates / Install EDR / Enable RDP
- Install and Configure Hyper-V

Create Base Virtual Machine Server Image

- Create virtual machine
- Download & Install Windows 2022 or Required Version
- Configure network, time zone and Windows update settings
- Complete all Windows Updates / Enable RDP
- Create Virtual Machine Template

Primary Domain Controller Server

- Create Virtual Machine from Template
- Join server to domain, prep domain, promote server into DC (After Hours)
- Setup DNS and DHCP (basic subnets)
- Manage/Transfer FSMO and GC roles

File & Print Server

- Create Data Structure Plan with Client
- Create file shares
- Migrate data into shares (After Hours)
- Install Printers and share out (per printer)
- Investigate current functionality of login scripts
- Investigate current GPO's & Create GPO's
- Software: Motorola SmartClient by Motorola solutions
- Software: Ubiquiti UniFi
- Software: DUO Auth Proxy
- Software: Event Sentry
- Software: FileZilla Server

Remove\Demote Old Domain Controllers

- Demote old DC's and redirect any DNS requests

Decommission Server Role(s)

- pdsvr- Power Testing + Migrate VM Files/Archive Repositories to Storage Appliance

End User Support - Post Migration Support

- End User Support - Post Migration Support

Closure Phase**General: Equipment Removal & Recycling**

- Unrack & Recycle Old Equipment
- Unrack & Recycle Old Equipment (after hours)

Out of Scope

Specific examples from this project may be listed below.

- #1. Any work not mentioned in this SOW will be considered out of scope requiring a change request or new project to complete.

Key Assumptions

The key assumptions for this project are:

- #1. Software= Talon - This software is stated to be cloud hosted in ITG. No data or integrations to the server for this software.
- #2. Assuming a new APC is needed - No pictures in ITG to confirm
- #3. BS&A no longer needs to run on this server. Another BS&A server already exists on the network.

Key Risks

Key risks for this project are:

- There are no specific Key Risks for this project.

Deliverables

The Company will have completed its responsibilities to this Statement of Work when the following deliverables are complete:

- There are no specific Deliverables for this project.

TASK DURATION ESTIMATES

Task Descriptions	Duration
Project Charter Approved (example)	1 Week
Hardware Procurement (example)	3 Weeks
Planning and Data Review (example)	1 Week
Server Build and Data Migration (example)	3 Weeks
User Testing (example)	1 Week
Cutover and Post Support (example)	1 Week
Total Estimated Duration	4-6 Weeks

Target Cutover Timeline: March 2024 (example)

- *Actual project execution dates will be confirmed during the project kick off and subsequent meetings
- *There could be multiple outages. Outage schedule and impact will be determined during project planning.