



CITY OF WILLIAMSTON
161 East Grand River Avenue, Williamston MI
(517) 655-2774
Regular City Council Meeting Agenda
Monday, June 26, 2023
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 June 12, 2023
7. Accounts Payable
8. Action Items
 - a. Solid Waste Collection Contract Extension
 - b. Re-Appointment of John Magee to the Planning Commission for a Term to Expire 06/30/26
 - c. 2022-2023 Budget Amendments
 - d. Letter of Agreement with Williamston Police
 - e.
9. Discussion Items
 - a. Road Diet
 - b. Construction Project Update(s)
 - c.
 - d.
10. Correspondence Received / Information Only
 - a.
 - b.
11. Department Head Reports
 - a. City Manager
 - b.
 - 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, July 10, 2023, in the Council Chambers of City Hall at 7:00 p.m.**

CITY OF WILLIAMSTON
CITY COUNCIL
JUNE 12, 2023
REGULAR MEETING MINUTES

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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, Councilmembers Steve Jenkins, Scott VanAllsburg, and Dan Rhines. Absent: Tommy Pratt and Terry Hansen.

Also present: City Manager John Hanifan, Deputy Clerk Barb Burke, City Treasurer Tom Mead, City Attorney Timothy Perrone, Engineer/DPW Director Scott DeVries, Spicer Group Representative John Bradley, Williamston Community Schools Superintendent Adam Spina, JFM Productions, Noah Belanger, Kent Hall, and Tim Ludwig.

Motion by **Jenkins**, second by **Lanyon**, to excuse Pratt and Hansen. **Motion passed by voice vote.**

4. Approval of Agenda:

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

5. Audience Participation:

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

6. Council Meeting Minutes of May 22, 2023:

Motion by **VanAllsburg**, second by **Jenkins**, to approve the May 22, 2023, minutes as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Lanyon**, second by **Rhines**, to approve the June 12, 2023, accounts payable as presented, reference #'s 76753-76805, and ACH 433-449 from dates 5-18-23 through 6-2-23 for a total of \$215,676.79. Yes: Jenkins, VanAllsburg, Rhines, Gilroy, Lanyon. No: None. **Motion passed.**

8. Williamston Community Schools Update- Adam Spina:

School Superintendent Adam Spina reviewed this past successful school year and the summer intervention programs – it will be a very busy summer. He appreciates the ongoing support from the City for getting the state championship signs up, messages on the digital message board, etc. He particularly wanted to commend the Police Department, and the Council for approving the school resource officer (SRO). The SRO is a tremendous success, so much so he was asked to speak at the Great Lakes Homeland Security conference on how to effectively implement SROs in a school setting.

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Next year they will work on curricular alignment with state standards; safety and security, including new cameras and monitoring systems; horizontal placards on rooms so room numbers can be seen from down hallways; standardized grading; paving will be done in different school areas; finances have greatly improved in the last seven years. He is looking at further collaboration with the safe routes to school grant. He will be working on RFPs for the elementary school traffic at Highland and Riverside to get out of that traffic situation. It will take a few years to invest in these improvements, but they do have a vision. He said he hears constantly about the lack of housing available in Williamston.

Mayor Gilroy thanked Dr. Spina for his presentation and updates.

9. Action Items

9a. Re-appointment of Noah Belanger to the Planning Commission for a Term to Expire 06/30/26:

Motion by **Lanyon**, second by **VanAllsburg**, to re-appoint Noah Belanger to the Planning Commission for a Term to Expire 06/30/26. Yes: Rhines, Gilroy, Lanyon, Jenkins, VanAllsburg. No: None. **Motion passed.**

9b. 2023-2024 Fiscal Year Budget Resolution:

Motion by **Rhines**, second by **Lanyon**, to approve a resolution adopting the Fiscal year 2023-2024 budget for the City of Williamston; appropriating the amounts necessary for municipal purposes; and providing for the levy of the amount necessary to be raised by ad valorem taxes upon real and personal property for municipal purposes. Yes: Gilroy, Lanyon, Jenkins, VanAllsburg, Rhines. No: None. **Motion passed.**

Councilman VanAllsburg reported the Cemetery Board would likely ask for an increased contribution for the next fiscal year.

9c. 2023-24 Budget Utility Rate Resolution:

Motion by **Lanyon**, second by **VanAllsburg**, to approve the resolution approving modifications to water and wastewater rates for Fiscal Year 2023-2024. Yes: Lanyon, VanAllsburg, Rhines, Gilroy. No: Jenkins. **Motion passed.**

9d. 2023 Utility Improvement Projects – Construction Contract Award:

Motion by **Jenkins**, second by **VanAllsburg**, to award the construction contract contingent upon funding through HUD for the 2023 Utility Improvement Projects (N. Putnam St., Williams St., and Lloyd St.) to Iron Horse Excavating LLC of Eaton Rapids, Michigan in the amount of \$2,975,518.11 Not-to-exceed. Yes: Jenkins, VanAllsburg, Rhines, Gilroy, Lanyon. No: None. **Motion passed.**

9e. Jubilee Fireworks Consideration:

Motion by **Rhines**, second by **Jenkins**, to approve the request from the Red Cedar Jubilee for Great Lakes Fireworks, LLC, to have fireworks at Howard Dahlstrom Park in Williamston on Friday, June 23, 2023 as part of the Jubilee, with notification made to NIEISA. Yes: Jenkins, VanAllsburg, Rhines, Gilroy, Lanyon. No: None. **Motion passed.**

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10. Discussion Items

10a. Road Diet:

Manager Hanifan reported the public open house for the Road Diet project is Wednesday, June 21, from 4:30 pm – 6:00 pm.

10b. Construction Project Update(s):

None.

12. Department Head Reports

12a. City Manager:

Manager Hanifan said the Parks and Recreation Commission meets this Wednesday at 7 pm, and the DDA will meet at 7 pm next Tuesday.

12b. Building Department:

A written report was submitted for Council review.

13. Committee/Sub-Committee Reports:

Councilman Lanyon said the Planning Commission approved the preliminary site plan for 825 West Grand River Avenue giving the developer feedback on items which need to be addressed prior to final site plan approval.

14. Audience Participation:

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

15. Council Member Comments:

Councilman VanAllsburg encouraged everyone to attend the farmer's market.

Councilman Rhines said Jubilee is a week away. He reviewed the events and the things they have added – a mechanical bull, a magic show, class rock played by middle school/high school students, and more. Three types of beverages from Old Nation will be available as well as the regular Jubilee beverage offerings. They have 33 sponsors this year and always welcome more. He thanked Zynda's for sponsoring the fireworks, thanked Limner Press for printing the brochures. He gave a shout out to City Staff – Scott DeVries and the DPW department for all they do, and Barb Burke for her help/reminders.

Councilman Jenkins attended the Memorial Day parade and said it was a wonderful and moving event and was very well-attended. He appreciates the great job done for this parade.

Mayor Gilroy said she hopes everyone enjoys their summer with the great events in town - bandshell concerts, the farmers market, as well as other events. She thanked the Jubilee Committee for all their hard work in putting together this excellent event. She said the Jubilee could always use more volunteers.

16. Adjourn to the Call of the Chair:

Mayor Gilroy adjourned the meeting at 7:50 p.m.

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*Meeting adjourned at 7:50 p.m.

Respectfully Submitted by:

Barbara J. Burke, Deputy Clerk

Tammy Gilroy, Mayor

Date Approved: _____

DRAFT

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CITY OF WILLIAMSTON
CITY COUNCIL MEETING JUNE 26, 2023
ACCOUNTS PAID/PAYABLE

EFT 453, CHECKS 76811-76821, ACH 450-452

Check Date	Check	Vendor Name	Description	Amount	Aprv
06/07/2023	453(E)	CITY OF WILLIAMSTON	W/S MAY 2023	1,284.52	_____
06/07/2023	76811	ALVAREZ, STEPHANIE	UB refund for account: WATE-000125-0000-	102.40	_____
06/07/2023	76812	BARR, JOSEPH	UB refund for account: HIGH-000616-0003-	111.40	_____
06/07/2023	76813	CULLIGAN WATER CONDITIONING	DI CHARGE	64.00	_____
06/07/2023	76814	DIMAMBRO, NAOMI	UB refund for account: GRAE-000510-0000-	84.89	_____
06/07/2023	76815	DTE ENERGY	MAY ST LIGHTS	8,920.30	_____
06/07/2023	76816	MADD MI	LIFESAVERS REC LUNCHEON	75.00	_____
06/07/2023	76817	MAGICAL TOUCH	PD OIL CHANGE	50.94	_____
06/07/2023	76818	PRESTON COMMUNITY SERVICES LLC	APR ASSESSING SVCS	2,179.32	_____
06/07/2023	76819	RICOH USA INC	CITY HALL & PD COPIER CHARGES	107.22	_____
06/07/2023	76820	USA TODAY NETWORK	LEGAL NOTICES	105.95	_____
06/07/2023	76821	WILLIAMSTON TRUE VALUE	WTP SUPPLIES	18.77	_____
			PARKS	205.00	_____
			PARKS	19.90	_____
			WWTP SUPPLIES	2.68	_____
			PARKS	4.80	_____
			PARKS	27.41	_____
			EQUIP MAINT	7.99	_____
			REPAIR TOILET	6.49	_____
			PARKS TETHERBALL CLASP	9.87	_____
			PARKS	2.69	_____
			MAINTENANCE	11.77	_____
			WTP EQUIP REPAIR	5.36	_____
				<u>322.73</u>	
06/09/2023	450(A)	DIETZ JANITORIAL SERVICE, INC.	JUNE OFFICE CLEANING	705.00	_____
06/09/2023	451(A)	GORMLEY LAW OFFICES, PLC	ATTY SUPP SVCS	1,909.95	_____
			CITY RETAINED SVCS	400.00	_____
			TIFA RETAINED SVCS	500.00	_____
			EDC ATTY GENERAL	80.25	_____
				<u>2,890.20</u>	
06/09/2023	452(A)	STAPLES	OPERATING SUPPLIES	55.12	_____
				<u>17,058.99</u>	



City of Williamston

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

To: City Council
From: John P. Hanifan, City Manager *JPH*
Date: June 26, 2023
Subject: Solid Waste Collection Contract Extension

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Requested Action

Motion to approve Amendment No. 4 to Contract with Granger Waste Services, Inc., for solid waste collection services, reflecting a one-year extension, with the attached increases to rates.

Background

Granger Waste Services currently provides solid waste and recycling collection services in the City of Williamston. Granger conducts the billing to customers, but the overall contract terms and rates are established through a contract with the City. The current contract with Granger has been extended on two occasions. The current extension is set to expire on June 30, 2023.

By most accounts, Granger has provided excellent service under the existing contract. There are rarely, if ever, complaints about solid waste and recycling collection services through Granger. Granger's rates have been held flat for the last several years, so an increase in rates was anticipated with this renewal. It is worth noting that Granger will continue to handle billing direct to the customers. This is unusual in today's environment, where typically solid waste collection companies will bill the municipality and the municipality passes the cost on either through the utility bill or through a special assessment or refuse-specific millage. Staff views Granger's direct billing as a major benefit, as it relieves the City operationally from administering, coordinating, and billing for this service.

Recommendation

Staff recommends approving the one-year extension, with the understanding the City would look to undergo a bid process in early 2024. Granger has provided great service, but it may be appropriate to test the market for pricing next year.

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**AMENDMENT NO.4
TO CONTRACT**

THIS AMENDMENT NO.4, made and entered into this ____ day of June 2026, by and between the CITY OF WILLIAMSTON, a municipal corporation, with offices at 161 East Grand River, Williamston, Michigan 48895 (hereinafter referred to as the "City") and GRANGER WASTE SERVICES, INC, with offices at 16980 Wood Street, Lansing, Michigan 48906 (hereinafter referred to as "the Contractor") amends the Contract made and entered into by and between the parties on June 13, 2011, as previously amended by Amendment No.1, Amendment No.2 and Amendment No.3, for the provision of solid waste collection services in the City (hereinafter referred to as "the Contract").

WITNESS:

1. Sec.B, Term, page 1 of the Contract, is amended to read as follows:
 - a. "Term: The term of this Contract shall be for a period commencing July 1, 2011 and terminating June 30, 2024."
2. Exhibit A to the Contract, as referenced in Sec. O, Charges and Rates, page 2 of the Contract, is amended, by the addition of the table of Standard Rates below, setting forth the applicable rates for the extended contract term.
3. Sec. O, Charges and Rates, page 3 of the Contract is amended to read as follows:
 - a. "Charges and Rates: For any service required to be performed under this Contract, the charges to the City and/or its residents shall not exceed the rates as fixed or provided by this Contract for the time periods as specified in Exhibit A, as amended.
4. All other terms and conditions contained in the above-stated Contract, as previously amended, shall remain in full force and effect except as modified herein. This Amendment No.4 shall become effective on the date in which this Amendment No.4 is fully signed by the authorized representatives of both the Contractor and the City.
5. The people signing this Amendment No.4 on behalf of the parties to the above-stated Contract certify by their signatures that they are duly authorized to sign this Amendment No.4 to the Contract on behalf of the parties and that this Amendment has been authorized by the parties.
6. With Amendment No.4, senior rates are no longer offered by Contractor, all rates fall under standard rates in the table below.

STANDARD RATES

SERVICE TYPE	CURRENT RATE	7/1/2023 - 6/30/2024
96 Gallon Cart	\$13.11	\$14.73
65 Gallon Cart	\$8.20	\$13.26
Bag Tags	\$2.18	\$4.00
Curbside Recycling w/ Granger cart	\$4.10	\$5.45
Yard Waste	\$14.20	\$15.62

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WITNESSED BY:

CITY OF WILLIAMSTON

By: _____

By: _____

Tammy Gilroy, Mayor

Date: _____

WITNESSED BY:

GRANGER WASTE SERVICES, INC

By: _____

By: _____

Todd J. Granger, Secretary

Date: _____



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: Magee John DATE: 6/6/2023
(Please Print) LAST FIRST M.I.

STREET: 700 Hickory LN

CITY: Williamston ZIP CODE: 48895

HOME PHONE: 517-420-6793 BUSINESS PHONE: _____

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

BUSINESS ADDRESS: _____

PRESENT EMPLOYER: _____

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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Professional Qualifications and/or Work Experience:

M.A. - University of Leicester
UGAdvDip - University of Oxford

20 Years Higher Education Administration and Operations Experience

Community Experience and/or Other Experience:

Nearly four (4) Years Experience on the Williamston Planning Commission

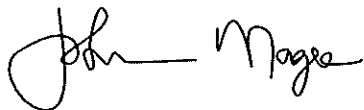
Reason for Desire to Serve:

To continue serving this community in developing practical policies and beneficial reviews to improve this community to which I have lived in for 15 years.

Are you a U.S. Citizen? Yes No

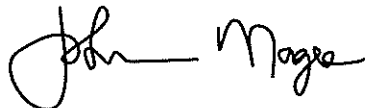
If appointed, do you prefer your mail be sent to: Residence Business

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



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.



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 Ave.
Williamston, MI 48895

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To: City Council
From: Tom Mead, City Treasurer
Date: June 22, 2023
Subject: 2022-2023 Budget Amendments

Recommended Motion:

- Motion to approve a resolution adopting the amendments, as presented, to the current Fiscal Year 2022-2023 budget for the City of Williamston.

Background: The budget approved at the June 12, 2023 Council Meeting was for the 2023/2024 fiscal year. The recommended amendments to the 2022/2023 budget, as reflected below, are also needed to keep the current year projected appropriations compliant with our current year budget.

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**CITY OF WILLIAMSTON
CITY COUNCIL**

At a Regular Meeting of the City Council of the City of Williamston, Ingham County, Michigan held in the Council Chambers of City Hall, 161 East Grand River Avenue, Williamston, Michigan on Monday, June 26, 2023 at 7:00 p.m., there were:

PRESENT:

ABSENT:

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

A RESOLUTION ADOPTING THE AMENDMENTS, AS PRESENTED, TO THE 2022-2023 BUDGET FOR THE CITY OF WILLIAMSTON.

WHEREAS, amendments are required for the budget document previously presented to, and approved by, the City Council covering the fiscal year commencing July 1, 2022 and ending June 30, 2023, and

WHEREAS, this budget document has been placed on file in the office of the City Clerk and made available for public examination via the City of Williamston website at www.williamston-mi.us, and

NOW THEREFORE, BE IT RESOLVED, that the proposed budget amendments to the document entitled "City of Williamston Fiscal Year 2022 – 2023 Budget" covering the fiscal period July 1, 2022 to June 30, 2023, be adopted as presented for each fund, and the City Manager is hereby authorized to make expenditures provided for in said budget, provided such expenditures are made according to City Charter and law.

General Fund 101:

<u>Dept.</u>	<u>Dept. Name:</u>	<u>Increase or (Decrease)</u>	<u>Explanation:</u>
215	Clerk	\$6,000	A nominal increase for un-accounted for payroll costs and supplies.
253	Treasurer	\$25,000	To cover CPA Firm consulting in the absence of the Treasurer.
265	Bldgs & Grounds	(\$15,000)	Transfer to other departments within the Fund.
266	Attorney	\$4,000	To cover additional attorney charges incurred during the year.
371	Bldg Inspections	\$500	To cover the cost of mailings not budgeted for in this department.
445	Drains	\$1,500	To cover an increase in drain special assessments on City Properties.
448	Street Lighting	\$17,000	To cover the cost of unplanned repairs/upgrades to street lighting.
525	City Tree Service	(\$7,500)	Transfer to other departments within the Fund.
701	Planning	(\$16,500)	Transfer to other departments within the Fund.

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728	Com. & Econ Devel.	(\$2,500)	Transfer to other departments within the Fund.
751	Parks & Rec	(\$12,500)	Transfer to other departments within the Fund.

Change In Fund Bal.	<u><u>\$0</u></u>	There will be NO change to the original budgeted Fund Balance.
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Major Street Fund 202:

<u>Dept.</u>	<u>Dept. Name:</u>	<u>Increase or (Decrease)</u>	<u>Explanation:</u>
459	Preserv/Struct Impr	\$65,000	To cover costs associated with prepping N. Putnam St. for repairs.
467	Surface Maint	\$3,000	To cover additional surface maintenance costs.
471	Right-of-Way Maint	\$4,000	To cover additional right-of-way maintenance .
472	Winter Maint	(\$12,000)	Transfer to other departments within the Fund.
473	Traffic Control	\$6,000	To cover cost of Road Diet study/design, etc.

Change In Fund Bal	<u><u>(\$66,000)</u></u>	This will decrease Original Budgeted Fund Balance from \$439,380 to an Amended Fund Balance of \$373,380 (or 131% of budgeted appropriations).
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Local Street Fund 203:

<u>Dept.</u>	<u>Dept. Name:</u>	<u>Increase or (Decrease)</u>	<u>Explanation:</u>
444	Sidewalks	\$5,000	To cover additional sidewalk maintenance costs.
467	Surface Maint.	\$7,500	To cover additional surface maintenance costs.
468	Bridge Maint.	(\$3,500)	Transfer to other departments within the Fund.
472	Winter Maint.	(\$9,000)	Transfer to other departments within the Fund.

Change In Fund Bal	<u><u>\$0</u></u>	There will be NO change to the original budgeted Fund Balance.
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TIFA 2A Fund 246:

<u>Dept.</u>	<u>Dept. Name:</u>	<u>Increase or (Decrease)</u>	<u>Explanation:</u>
728	TIFA 2A Developm	\$2,200	To cover depreciation that had not been budgeted for.

Change In Fund Bal	<u><u>(\$2,200)</u></u>	This will decrease Original Budgeted Fund Balance from \$29,085 to an Amended Fund Balance of \$26,885.
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Sewer Fund 590:

<u>Dept.</u>	<u>Dept. Name:</u>	<u>Increase or (Decrease)</u>	<u>Explanation:</u>
544	Line Maintenance	\$135,000	To cover additional emergency repairs.
548	Lift Stations	(\$140,000)	Transfer to other departments within the Fund.
901	Capital Outlay	\$5,000	To cover additional costs related to the N. Putnam St. project.
Change in Fund Bal.		<u>\$0</u>	There will be NO change to the original budgeted Fund Balance.

Water Fund 591:

<u>Dept.</u>	<u>Dept. Name:</u>	<u>Increase or (Decrease)</u>	<u>Explanation:</u>
901	Capital Outlay	\$175,000	Cover additional costs for HUD and N. Putnam St Projects
Change in Fund Bal.		<u>\$175,000</u>	This will decrease Original Budgeted Fund Balance from \$10,339,567 to an amended Fund Balance of \$10,164,567.

Equipment Pool Fund 661:

<u>Dept.</u>	<u>Dept. Name:</u>	<u>Increase or (Decrease)</u>	<u>Explanation:</u>
441	Dept. of Public Works	\$40,000	Cover additional costs for equipment repairs.
537	Administrative	\$50	Cover additional allocation cost for audit.
906	Debt Service	\$1,500	Cover additional lease cost.
Change In Fund Bal.		<u>\$41,550</u>	This will decrease Original Budgeted Fund Balance from \$444,040 to an Amended Fund Balance of \$398,490.

FURTHER, BE IT RESOLVED, that resolutions made by the City Council at this Council meeting affecting Revenue and Expenditure totals will be considered budget amendments and dealt with accordingly, and

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THIS RESOLUTION WAS DULY ADOPTED BY THE CITY COUNCIL OF THE CITY OF WILLIAMSTON DURING ITS REGULAR MEETING HELD ON MONDAY, JUNE 26, 2023.

VOTE ON THE FOREGOING RESOLUTION AS FOLLOWS:

YES:

NO:

THIS RESOLUTION DECLARED _____.

CERTIFICATION

I, Holly M. Thompson, undersigned duly qualified Clerk of the City of Williamston, Ingham County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of Williamston at a Regular Meeting held on Monday, June 26, 2023, and that notice of said meeting was given in full compliance with the Open Meetings Act; Act No. 267, Public Acts of 1976 as amended.

Holly M. Thompson, City Clerk
City of Williamston

Dated: _____



To: City Council
From: John P. Hanifan, City Manager *JPH*
Date: Meeting of June 26, 2023
Subject: Letter of Agreement with Williamston Police

Suggested Motion:

To approve the Letter of Agreement with Williamston Police, represented by Capital City Labor Program (CCLP) (*Letter Attached*).

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 are to enhance officer recruitment and retention. Please note the CCLP has agreed to the attached terms and the adopted 2023-24 Fiscal Year Budget includes the additional expenditures.

A summary of the proposed changes:

- 1) The increase to the hourly wage table is approximately \$2.50 per hour for entry level and \$3.00 per hour for five years of service (top scale). **The net increase for this change is approximately \$30,000, assuming full staffing of 6 full-time officers.**
- 2) Changing longevity – changes reflected in the memo. Current provision is attached. **The net increase for this change is approximately \$3,000, assuming full staffing of 6 full-time officers.**
- 3) Allowing the “sell back” of up to three weeks of vacation time and/or rolling unused vacation time over to subsequent year (s). **The net increase in a budget year is approximately \$10,000.** However, paying out vacation time in current salary rates is less than pay-outs in future years.

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LETTER OF AGREEMENT
BETWEEN THE CITY OF WILLIAMSTON
-AND-
THE CAPITOL CITY LABOR PROGRAM
NON-SUPERVISORY POLICE OFFICERS BARGAINING UNIT

POLICE OFFICER RECRUITMENT & RETENTION INCENTIVES

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, the City’s Police Department, like many throughout the State, has experienced notable recruitment and retention issues related to the limited availability of qualified, licensed police officers;

Whereas, implementing additional economic incentives has become necessary in the competitive job market to maintain the operational efficiency of the Police Department, continue service excellence to the City of Williamston, and ensure the safety and well-being of those who live in, work in, and visit Williamston; and

Whereas, the parties, having met and discussed, desire to formalize their understanding and agreement regarding improved police officer recruitment and retention incentives.

Now, the parties agree as follows:

A. “APPENDIX A – Wages” of the collective bargaining agreement shall be amended to incorporate the following salary schedule effective July 1, 2023:

Step	Wage Rate
Base (Start)	\$23.30/hr.
1 st Anniversary	\$25.55/hr.
2 nd Anniversary	\$27.80/hr.
3 rd Anniversary	\$28.90/hr.
4 th Anniversary	\$30.00/hr.
5 th Anniversary	\$31.10/hr.

The remainder of “APPENDIX A – Wages” will remain intact unless otherwise amended by the parties through subsequent agreement.

B. Article 16, Section 5(A) of the collective bargaining agreement is revised to add the following underlined sentence:

All accumulated vacation shall be used within one (1) years of the officer’s anniversary date, unless prior approval has been obtained

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from the Chief of Police. Up to three (3) weeks earned but unused vacation accrual remaining on the date of hire anniversary shall be paid out to the Employee hour-for-hour at his/her regular hourly rate of pay, unless prior approval has been obtained from the Chief of Police to carry over any remaining unused vacation time.

C. Article 24, Section 1 of the collective bargaining agreement is revised to read:

Section 1. Longevity. For employees hired after February 8, 1994, after completion of the fifth year of full-time employment prior to November 15th, an employee shall be paid longevity on or about November 15th of the calendar year during which the fifth year of employment is completed, and annually thereafter, according to the following schedule:

Five to nine years of service:	\$500
Ten to fourteen years of service:	\$1,000
Fifteen to nineteen years of service:	\$1,500
Twenty years or more of service:	\$2,000

D. 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.

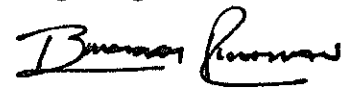
Signed this _____ day of June, 2023.

FOR THE CITY:

FOR THE UNION:

Tammy Gilroy
Mayor

Don Smith
Bargaining Unit President



John Hanifan
City Manager

Brad Richman
Director, CCLP

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

Mattis Nordfjord, Esq.



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(1 of 1)
City of Williamston

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

To: City Council & Staff
From: John P. Hanifan, City Manager *JPH*
Date: Council Meeting of June 26, 2023
Subject: City Manager's Report

- **Plan Updates:** Just a reminder that in the coming fiscal year we will be updating our Master Plan and Zoning Ordinance as well as the Parks and Recreation Five Year Plan. In addition, DDA will be creating a marketing and branding plan for the community. I will present proposed schedules for these efforts at the second meeting in July. In each case, Council Members will be asked to meet in joint work session (s) to ensure we are all providing input.

I will also schedule an economic development joint work session in the coming fiscal year to include Council, Planning, DDA, etc.

- **Parks Committee:** The Parks Committee met on June 14. The primary discussion centered around the Five-Year Parks plan which is due for updates/renewal. Also, the Memorial Park/Honor For All Trail grant was selected by Ingham County for a site visit (August) and presentation (October).
- **Road Diet:** A public open house was held on Wednesday, June 21, from 4:30-6:00pm in Council Chambers. The plans were on display and questions from the public were answered. While not a huge turnout, approximately ten people attended, and each expressed their support for the project. City Council will be asked to adopt a resolution (required by Michigan Department of Transportation) in July.
- **Website Improvements:** Based on discussions with a handful of companies that work on municipal websites, we will be using a Request for Quotes for our website project. There are numerous companies that overhaul city websites and are all in an acceptable price range. I will make a recommendation to City Council at the second meeting in July/first meeting in August.
- **Upcoming Agenda Items:**
 - Granger Extension (June 26)
 - WPD Letter of Agreement (June 26)
 - Budget Amendments (June 26)
 - MDOT Road Diet Resolution (July 24)
 - Website Improvements (July 24)