



CITY OF WILLIAMSTON
161 East Grand River Avenue, Williamston MI
(517) 655-2774
Regular City Council Meeting Agenda
Monday, July 24, 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 26, 2023
7. Accounts Payable
8. Action Items
 - a. 2023 Biannual Bridge Inspections - Engineering Services Agreement
 - b. M-43 (Grand River Ave) - Road Diet Resolution
 - c. MML Fund Trustee Election
 - d. Interim Police Chief Contract Extension
 - e. Planning and Management Intern
 - f. Appointment of Byron Aldrink to the Parks & Recreation Commission for a Term to Expire 06/30/26
 - g.
9. Discussion Items
 - a. Road Diet
 - b. Construction Project Update(s)
 - c. Police Chief Search Process
 - d. Website Overhaul/Update
 - e. Council, Boards, and Commission(s) Meeting Times
 - f.
10. Correspondence Received / Information Only
 - a.
11. Department Head Reports
 - a. City Manager
 - b. Police Department
 - c. Building Department
 - d.
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, August 14, 2023, in the Council Chambers of City Hall at 7:00 p.m.**

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CITY OF WILLIAMSTON
CITY COUNCIL
JUNE 26, 2023
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, Councilmembers Tommy Pratt, Steve Jenkins, Scott VanAllsburg, Dan Rhines, and Terry Hansen. Absent: None.

Also present: City Manager John Hanifan, City Clerk Holly Thompson, City Treasurer Tom Mead, Police Chief Bob Young, City Attorney Timothy Perrone, Granger Representative Scott Truman, JFM Productions, and citizens Noah Belanger, and other members of the public.

4. Approval of Agenda:

Motion by **Lanyon**, second by **Pratt**, 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 June 12, 2023:

Motion by **Jenkins**, second by **Hansen**, to approve the June 12, 2023, minutes as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Lanyon**, second by **VanAllsburg**, to approve the June 26, 2023, accounts payable as presented, reference #'s 76811-76821, ACH 450-452, and EFT 453 from dates 6-7-23 through 6-9-23 for a total of \$17,058.99. Yes: VanAllsburg, Rhines, Gilroy, Lanyon, Hansen, Pratt, Jenkins. No: None. **Motion passed.**

8. Action Items

8a. Solid Waste Collection Contract Extension:

Motion by **Hansen**, second by **Lanyon**, 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. Yes: Rhines, Gilroy, Lanyon, Hansen, Pratt, Jenkins, VanAllsburg. No: None. **Motion passed.**

8b. Reappointment of John Magee to the Planning Commission for a Term to Expire 06/30/26:

Motion by **Lanyon**, second by **VanAllsburg**, to reappoint John Magee to the Planning Commission for a term to expire 06/30/26. Yes: Gilroy, Lanyon, Hanen, Pratt, Jenkins, VanAllsburg, Rhines. No: None. **Motion passed.**

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8c. 2022-2023 Budget Amendments:

Motion by **Pratt**, second by **Jenkins**, to approve a resolution adopting the amendments, as presented, to the current Fiscal Year 2022-2023 budget for the City of Williamston. Yes: Lanyon, Hansen, Pratt, Jenkins, VanAllsburg, Rhines, Gilroy. No: None. **Motion passed.**

8d. Letter of Agreement with Williamston Police Department:

Motion by **Jenkins**, second by **VanAllsburg**, to approve the Letter of Agreement with Williamston Police, represented by Capital City Labor Program (CCLP). Yes: Hansen, Pratt, Jenkins, VanAllsburg, Rhines, Gilroy, Lanyon. No: None. **Motion passed.**

9. Discussion Items

9a. Road Diet:

Manager Hanifan reported the public open house for the Road Diet went very well with most people in support of the project. He did receive a few calls and e-mails from people that did not like the proposal. Council will need to adopt a resolution in July in support of the project. He expects the project will be completed by Labor Day.

9b. Construction Project Update(s):

Manager Hanifan reported he is working on a lot of paperwork to secure the funding right now. July 3rd is when the public response time is over.

11. Department Head Reports

11a. City Manager:

Manager Hanifan submitted a written report for Council review.

12. Committee/Sub-Committee Reports:

Councilman VanAllsburg reported on the Cemetery Board meeting and the tree issue. They do not believe the complaint is valid but are reviewing the rules on how spaces can be decorated.

Councilman Hansen commented there was a Parks and Recreation Commission meeting this month, but not a lot happened.

13. Audience Participation:

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

14. Council Member Comments:

Councilman Jenkins commented the Jubilee serves as a reunion for Williamston people.

Councilman Lanyon commented that if people have thoughts and complaints regarding projects, they should contact City staff or attend a Council meeting.

Councilman VanAllsburg encouraged everyone to check out the Williamston Theatre. They are doing a lot of thought-provoking shows this season.

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Councilman Rhines agreed with Councilman Lanyon. He reported on the Red Cedar Jubilee week. They had great weather for the event. The Capital City Model T's offered rides for \$5 and gave 93 rides on Saturday. The Beer Tent did very well and the volunteer sign up schedule was great. The Eichler family helped out all week, which was nice. He plans to do a Facebook post to thank everyone involved. He thanked the Rotary, Kiwanis, and Boy Scouts for their participation. Everything went smoothly.

Mayor Gilroy commented she enjoyed the fireworks and food trucks, and added the Class of 1985 has been challenged to serve in the Beer Tent next year. There is still a lot going on in Williamston this summer with the bandshell concerts, Farmers' Market, and classic car nights. She reiterated it is great we have social media, but please contact City Hall for factual answers to questions.

15. Adjourn to the Call of the Chair:

Mayor Gilroy adjourned the meeting at 7:31 p.m.

***Meeting adjourned at 7:31 p.m.**

Respectfully Submitted by:

Holly M. Thompson, City Clerk

Tammy Gilroy, Mayor

Date Approved: _____

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CITY OF WILLIAMSTON
CITY COUNCIL MEETING JULY 24, 2023

ACCOUNTS PAID/PAYABLE

CHECKS 76829-76875, ACH 454-470 AND EFT 471

Date	Check	Vendor Name	Description	Amount	Aprv
06/21/2023	76829	CARDMEMBER SERVICE	HMT/PD SUPPLIES	139.99	_____
			HMT/CITY HALL WATER	11.97	_____
			HMT/ICMA MEMBERSHIP	185.00	_____
			SAD/PARKS TETHERBALLS	69.89	_____
			SAD/MISS DIG MARKING PAINT GUNS	92.16	_____
			SAD/PDF SOFTWARE	190.79	_____
			SAD/DPW SUPPLIES	125.92	_____
			SAD/WATER LEAD & COPPER QR CODE	35.00	_____
			SAD/PHONE ACCESSORIES	101.73	_____
			SAD/DPW OFFICE SUPPLIES	31.95	_____
			SAD/LED STREETLIGHT REPLACEMENT	2,658.48	_____
			SAD/LED STREETLIGHT REPLACEMENT	989.36	_____
			SAD/DOWNTON FLAG POSTS	86.07	_____
			DLG/DPW SUPPLIES	120.73	_____
			DLG/PROPANE	117.37	_____
			DLG/DPW WATER	53.52	_____
			SJD/BOOTS	117.50	_____
			SJD/BOOTS	199.95	_____
			SJD/CLOTHING ALLOWANCES	394.90	_____
			SJD/BOOTS, AKERS	161.25	_____
			SLC/CLOTHING ALLOWANCE	192.77	_____
			SLC/BOOTS	155.00	_____
			JPH/DOWNTOWN LIGHT POLE BRACKETS	279.00	_____
			TRM/APT DUES	125.00	_____
			TRM/OFFICE SUPPLIES	117.88	_____
			YMG/PD SUPPLIES	27.98	_____
			YMG/PD SUPPLIES	107.80	_____
			YMG/PD SUPPLIES	424.80	_____
			YMG/PD SUPPLIES	96.12	_____
			YMG/PD CLOTHING	47.56	_____
			RDY/IACP DUES	190.00	_____
			SJD/CREDIT RETURN	(117.50)	_____
				7,529.94	_____
06/21/2023	76830	CARGILL, INC	WTP BRINE SALT	6,329.50	_____
06/21/2023	76831	DTE ENERGY	1625 LINN/WELL 9	644.35	_____
			1657 LINN/WTP	3,530.26	_____
			2450 E GRAND RIVER/LS	107.20	_____
			2240 LINN/LS	54.31	_____
			111 E MIDDLE/LS	89.31	_____
			215 CHURCHILL DOWNS/LS	81.24	_____
			175 E GRAND RIVER/PD	481.04	_____
			MEMORIAL PARK	17.31	_____
			781 PROGRESS CT	937.70	_____
			3870 VANNETER/LS	26.37	_____
			RIVERVIEW/LS	54.62	_____
			CORWIN/LS	447.13	_____
			MCCORMICK PARK	78.57	_____
			MECHANIC/LS	80.04	_____
			202 ELEVATOR/TIFA 2B	15.19	_____

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			804 HIGH/LS	71.69	_____
			161 E GRAND RIVER/CH	109.91	_____
			228 ELEVATOR/OLD DPW	39.59	_____
			ZIMMER/LS	43.51	_____
			WWTP UTILITIES	<u>6,867.44</u>	_____
				13,776.78	
06/21/2023	76832	GLG PRINT	2023 SUMMER TAX POSTAGE 1/2	700.00	_____
06/21/2023	76833	GRAINGER	LIFT STATION CHECK VALVES	330.42	_____
			FIRE HYDRANT MAINT	<u>156.46</u>	_____
				486.88	
06/21/2023	76834	GRANGER CONTAINER SERVICE, INC.	CITY HALL & DPW DUMPSTERS	141.37	_____
			CITY HALL RECYCLING	<u>45.50</u>	_____
				186.87	
06/21/2023	76835	MCKENNA	ZONING ASSISTANCE	1,035.00	_____
06/21/2023	76836	MI ASSOCIATION OF PLANNING	MEMBERSHIP RENEWAL	65.00	_____
06/21/2023	76837	MML WORKERS' COMP FUND	WORKES COMP POLICY PREM	8,477.00	_____
06/21/2023	76838	PERRY PLUMBING, INC	WTP BACKFLOW PREVENTER	681.66	_____
06/21/2023	76839	RICOH USA INC	CITY HALL & PD COPIER	265.09	_____
06/21/2023	76840	S&S TRUCK SERVICE	PLOW TRUCK	1,072.25	_____
06/21/2023	76841	STATE OF MICHIGAN	WATER TESTING	444.00	_____
06/21/2023	76842	TRACTOR SUPPLY CREDIT PLAN	DPW WATER	49.90	_____
			WWTP SUPPLIES	33.97	_____
			DPW SUPPLIES	21.99	_____
			WATER TOWER	19.99	_____
			EQUIP DEGREASER	46.98	_____
			WTP SUPPLIES	<u>16.99</u>	_____
				189.82	
06/21/2023	76843	TRANSATION TITLE AGENCY OF MI	UB refund for account: WHIT-000304-0000-	51.86	_____
06/21/2023	76844	VERIZON WIRELESS	CITY CELL PHONES	357.80	_____
			PD PHONES & MODEM	<u>242.10</u>	_____
				599.90	
06/21/2023	76845	VITIVITY MICHIGAN EM PC	OFFICER FOLLOW UP	419.00	_____
06/21/2023	76846	WOW! BUSINESS	CITY PHONES & INTERNET	1,537.62	_____
06/23/2023	454(A)	ADMIRAL	PD CAR WASHES/DPW FUEL	59.27	_____
06/23/2023	455(A)	COHL, STOKER & TOSKEY, P.C	ATTY RETAINED SVCS	3,612.60	_____
06/23/2023	456(A)	DUBOIS CHEMICAL	WTP PHOSPHATE CHEMICALS	4,437.58	_____
06/23/2023	457(A)	HAVILAND	2" FORCEMAIN CLEANING	2,631.90	_____
			WTP CHLORINE CHEMICALS	<u>1,687.50</u>	_____
				4,319.40	
06/23/2023	458(A)	MICHIGAN CAT	REPAIR CAT LOADER	3,257.19	_____

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06/23/2023	459(A)	NAPA AUTO PARTS	EQUIP MAINT	49.51
			WWTP	4.27
			WWTP/TRUCK PAINT	36.70
			DPW SUPPLIES	104.06
			DPW SALT TRUCK	542.19
			DPW SALT TRUCK	8.95
			DPW SALT TRUCK	38.95
			DPW SALT TRUCK	361.46
			DPW SALT TRUCK	40.44
			DPW SALT TRUCK	131.73
			DPW SALT TRUCK	26.86
				<u>1,345.12</u>
06/23/2023	460(A)	PAYNE MECHANICAL	FINAL EFFLUENT SAMPLER COMPRESSOR REPAIR	3,713.52
06/23/2023	461(A)	RANDY'S SERVICE STATION	DPW WHEELS	268.00
06/23/2023	462(A)	RS TECHNICAL SERVICES, INC.	CORWIN LIFT STATION	616.00
06/23/2023	463(A)	STAPLES	OPERATING SUPPLIES	67.91
06/23/2023	464(A)	VC3	DPW COMPUTER (INTERN)	923.75
			MICROSOFT 365 LICENSE	15.00
			PD COMPUTER	1,013.59
				<u>1,952.34</u>
07/05/2023	76852	WILLIAMSTON POSTMASTER	POSTAGE	219.12
			POSTAGE	219.12
				<u>438.24</u>
07/07/2023	76854	ALLMAX SOFTWARE, INC.	MAINT WWTP DATABASE	2,100.00
07/07/2023	76855	BOSWORTH URGENT CARE	YOUNG PRE EMP PHYSICAL	92.00
07/07/2023	76856	C2AE	CORWIN LIFT STATION	1,987.62
07/07/2023	76857	CHARLOTTE MOTORS	MOTOR FOR GRIT ROOM UNIT HEATERS	675.00
07/07/2023	76858	CONSUMERS ENERGY	526 SUNSET/WWTP	1,884.06
			161 E GRAND RIVER/CITY HALL	19.19
			228 N PUTNAM	18.13
			228 ELEVATOR	132.21
			781 PROGRESS CT/COLD STORAGE	54.60
			175 E GRAND RIVER/PD	33.05
			781 PROGRESS CT	47.96
			369 W GRAND RIVER/DEPOT	34.27
			3485 CORWIN RD	34.11
				<u>2,257.58</u>
07/07/2023	76859	CULLIGAN WATER CONDITIONING	DI CHARGE	64.00
07/07/2023	76860	GO GREEN LANDSCAPES LLC	HERBICIDE/BROADLEAF APPLICATIONS	1,762.50
07/07/2023	76861	HOME DEPOT CREDIT SERVICES	WWTP SUPPLIES	133.45
07/07/2023	76862	MAGICAL TOUCH	PD OIL CHANGE	75.89
07/07/2023	76863	MERO, KYLE	UB refund for account: RIVE-000123-0000-	77.74
07/07/2023	76864	MICHIGAN MUNICIPAL LEAGUE	UIA CONTRIBUTION 2023	10.83
07/07/2023	76865	OESTERLE ELECTRIC	CITY ELEC WORK	3,651.00
07/07/2023	76866	PINNACLE LOCK AND KEY	BLDGS, DOOR LOCKS	315.00
07/07/2023	76867	S&S TRUCK SERVICE	FORD PLOW TRUCK	3,787.90

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07/07/2023	76868	SIGNS ON THE SPOT	SIGNS FOR CITY PARKS	1,012.00	_____
07/07/2023	76869	SUPREME SANITATION	VCP PORTA POTTY	100.00	_____
07/07/2023	76870	TC ENTERPRISES	CITY TREE SERVICE	1,600.00	_____
07/07/2023	76871	TRACTOR SUPPLY CREDIT PLAN	M AKERS CLOTHING	279.50	_____
			RAMPS FOR LAWNMOWERS	144.99	_____
			WWTP DIGESTER	32.98	_____
				<u>457.47</u>	
07/07/2023	76872	TRANSNATION TITLE AGENCY	UB refund for account: HIGH-000307-0000-	100.56	_____
07/07/2023	76873	WASTE MANAGEMENT OF MICHIGAN	WWTP DUMPSTERS	395.12	_____
07/07/2023	76874	WILLIAMSTON FLORIST & GREENHOUSE	SPRING PLANTING 2023	1,365.00	_____
07/07/2023	76875	WILLIAMSTON THEATRE	THEATE SUPPORT 2023/2024	3,000.00	_____
07/10/2023	465(A)	DIETZ JANITORIAL SERVICE, INC.	JULY OFFICE CLEANING	705.00	_____
07/10/2023	466(A)	HYDROCORP	WATER CROSS CONNECTION CONTROL	562.00	_____
07/10/2023	467(A)	LANSING UNIFORM COMPANY	PD BOOTS PURCHASE	179.95	_____
07/10/2023	468(A)	RANDY'S SERVICE STATION	PD FUEL	1,193.96	_____
			PD FUEL	683.98	_____
			DPW FLEET GASOLINE	988.60	_____
			DPW FLEET GASOLINE	614.03	_____
				<u>3,480.57</u>	
07/10/2023	469(A)	USA BLUEBOOK	WTP LAB SUPPLIES	90.73	_____
			WTP LAB SUPPLIES	117.81	_____
				<u>208.54</u>	
07/10/2023	470(A)	VC3	DPW PATCH CABLES	15.98	_____
07/10/2023	471(E)	CITY OF WILLIAMSTON	JUNE '23 W/S	1,352.64	_____
				<u>99,460.68</u>	



City of Williamston
City Engineer/Director of Public Works
Office Address: 781 Progress Court

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Mailing Address: 161 E. Grand River Avenue
Williamston, MI 48895
Phone (517) 655-2221
Fax (517) 996-6299

To: City Council, John Hanifan
From: Scott DeVries, P.E.
Date: July 14, 2023
Subject: 2023 Biannual Bridge Inspections – Engineering Services Agreement

Requested Action: The following action is requested:

Authorization of the Mannik Smith Group July 13, 2023 proposal for Professional Engineering Services for the 2023 Biannual Bridge Inspections in the amount of \$5,600.

Background: The City of Williamston has two bridges; North Putnam Street over the Red Cedar River and Wallace Street over Deer Creek. The Federal Highway Administration (FHWA) and Michigan Department of Transportation (MDOT) require that all bridges be inspected every two years. This must be completed by engineers with the proper bridge certification to stay in compliance and to continue to receive federal and state road funds. Our biannual inspections are due in September.

Discussion: The inspections were budgeted in the current fiscal year. Mannik Smith Group (MSG) has been performing our bridge inspection work and provided the agreement for this year's inspections. MSG is prepared to complete the inspections by the deadline in September. They will complete the onsite inspections, prepare a written report with recommendations for any repairs and maintenance, and complete the online reporting with MDOT on our behalf.

Please note that due to the lack of available record information on the foundation construction and design calculations of the Wallace Street bridge, we anticipate that additional investigations will be required in the future due to risk of scour. We will report back to Council as more information is available.

We recommend approval of the Agreement for Professional Services with Mannik Smith Group.

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1345 Monroe Ave. NW, Suite 269, Grand Rapids,
Michigan 49505
Tel: 616.202.2312
www.MannikSmithGroup.com

AGREEMENT FOR PROFESSIONAL SERVICES

MSG Proposal No.: 401.2300513.000
Date: July 13, 2023

CLIENT:	City of Williamston		
CLIENT CONTACT:	Scott DeVries, City Engineer, Director of Public Works		
ADDRESS:	161 E Grand River Ave	CITY, STATE ZIP:	Williamston, MI 48895
PHONE:	(517) 665-2221	EMAIL:	scott.devries@williamston-mi.us
PROJECT NAME:	2023 Putnam St. & Wallace St. Biennial Bridge Inspections & SNBI Updates		

SCOPE OF WORK FOR MSG:

MSG understands that the City of Williamston has 2 structures that are due for biennial inspection in September 2023 in order to remain in compliance with MDOT requirements. In addition to the routine inspections, this proposal includes the updates required by the new Specifications for the National Bridge Inventory (SNBI) coding requirements that are replacing the current MDOT Structure Inventory and Appraisal Guide. This update requires data entry for a number of new items related to the structure geometry and features as well as inspection and condition data.

As part of this project, MSG anticipates completing the following tasks:

Putnam Street bridge over the Red Cedar River (SN 3962)

- Field review in accordance with NHI Bridge inspection requirements, including documenting condition of all structural and approach roadway elements, photographs, and work recommendations. Field review will be completed by a 2 person inspection team.
- Updates to comply with the new SNBI data reporting codes will be completed. Information will be input as possible, and a hard copy provided to the City.
- Updating the MDOT MiBridge database detailing inspection findings, photographs, and recommended maintenance or repair items.

Wallace Street bridge over Deer Creek (SN 3963)

- Field review in accordance with NHI Bridge inspection requirements, including documenting condition of all structural and approach roadway elements, channel cross sections at the upstream and downstream faces of the structure, photographs, and work recommendations. Field review will be completed by a 2 person inspection team.
- Updates to comply with the new SNBI data reporting codes will be completed. Information will be input as possible, and a hard copy provided to the City.
- Updating the MDOT MiBridge database detailing inspection findings, photographs, and recommended maintenance or repair items.
- Completion of the MDOT channel cross section spreadsheet. This information will be uploaded to the MDOT MiBridge database for supporting documentation for this scour critical structure.

Field and file QA/QC reviews will be completed by an independent qualified team leader for 1 of the structures.

Assumptions:

- No work to update load ratings is included in the scope of work. If the inspection findings indicate a re-evaluation of the load rating for either structure, MSG will notify the City and submit a proposal for approval of the additional work.
- The new SNBI requirements may also impact load ratings. If it is determined that load ratings need to be revised for local agency bridges, MDOT will notify the City.
- MSG will input new SNBI coding data for inspection and condition data and provide owner entered data to the City. MSG is also available to assist with input of the owner entered data if requested, however this is not included in this proposal.
- Element level inspections are not included in the scope of work.

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1345 Monroe Ave. NW, Suite 269, Grand Rapids,
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Tel: 616.202.2312
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AGREEMENT FOR PROFESSIONAL SERVICES

MSG Proposal No.: 401.2300513.000
Date: July 13, 2023

FEE SCHEDULE:

TIME AND MATERIALS (NOT TO EXCEED) LUMP SUM

PROJECT FEE \$ 5,600.00

SCHEDULE:

The above detailed work will be completed according to the following schedule:

All work for this project will be completed in the month of September 2023.

AGREEMENT:

By execution of this Agreement, the Client authorizes The Mannik & Smith Group, Inc. to provide the services described above according to the attached Terms and Conditions. No terms or conditions other than those stated within the attached, and no agreement or understanding oral or written, in any way purporting to modify these terms and conditions whether contained in Client's purchase order or elsewhere, shall be binding on MSG and its subcontractors unless hereafter made in writing and signed by an authorized representative of MSG. All proposals, negotiations, and representations, if any, made prior to, and referenced hereto, are merged herein. In the event Client directs The Mannik & Smith Group, Inc. to proceed with the work, even if not signed below, the Terms & Conditions are considered accepted by the Client.

CITY OF WILLIAMSTON

THE MANNIK & SMITH GROUP, INC.

SIGNED: _____

SIGNED: Susan Tebbe

PRINTED: _____

PRINTED: Susan Tebbe, PE

TITLE: _____

TITLE: Director of Transportation- West/Central Michigan

DATE: _____

DATE: July 13, 2023

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**The Mannik & Smith Group, Inc.
Standard Terms and Conditions**

These Standard Terms and Conditions ("Terms") provide the terms and conditions pursuant to which The Mannik & Smith Group, Inc. ("MSG") will provide those certain services to you ("Client") for the project (hereinafter, "Project") set forth in the proposal issued to Client (the "Proposal") and as further described in the attached "Scope of Work." Capitalized terms not otherwise defined herein shall have the same meaning as set forth in the Proposal or Scope of Work, as the case may be. The terms of the Proposal, the Scope of Work, and these Terms shall be collectively referred to herein as this "Agreement."

1. **Services:** MSG will perform the Scope of Work as set forth in the Proposal and in accordance with these Terms. MSG has developed the Scope of Work, schedule, and compensation based on Client provided information and various assumptions about Client's needs and preferences. The Client acknowledges that equitable adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by MSG in performing their services.

Client further acknowledges that the Scope of Work was prepared at Client's request. In the event that the Scope of Work or a portion thereof, was developed by a party other than MSG, MSG makes no claims as to its adequacy. Accordingly, Client acknowledges that MSG is forced to assume that the Scope of Work is fully adequate for Client's purposes. Client also understands that MSG assumes that Client has an alternative source from which to obtain any needed or desired services not listed.

2. **Additional Services:** The Client and MSG acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, MSG shall notify the Client of the need for additional services, and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

3. **Project Requirements:** The Client has the right to retain its own consultants and contractors ("Client's Consultants") to perform services on the Project and shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception and provide any reports, testing, and documents necessary for MSG to complete its Scope of Work. MSG, Client, and Client's Consultants shall coordinate Project related services. MSG shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness and timeliness of services and information furnished by Client and Client's Consultants. However, MSG shall provide notice to the Client if MSG becomes aware of any error, omission or inconsistency in such services or information. If the Client has established design standards, they shall be furnished to MSG at Project inception. MSG will review the Client design standards and may recommend alternate standards considering the Standard of Care as defined in Section 5 herein. Client's Consultants shall be properly licensed to practice in the jurisdiction of the Project and shall maintain insurance, including professional liability insurance, as sufficient and appropriate for the Project. The Client shall identify a representative authorized to act on Client's behalf with respect to the Project.

4. **Compliance with Laws:** MSG shall perform its services in accordance with its Standard of Care as defined herein and will endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice or official interpretations thereof change during the Project, MSG shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

5. **Standard of Care:** Services provided by MSG will be performed with the care and skill ordinarily exercised by members of the same profession practicing under similar circumstances ("Standard of Care"). The Standard of Care shall exclusively be judged as of the time

the services are rendered and not according to later standards. MSG makes no warranties or guarantees, express or implied, under this Agreement or otherwise in connection with the services rendered hereunder.

6. **Information from Third Parties:** The Client and MSG acknowledge that MSG will rely on information furnished by third parties in performing its services under the Project. MSG shall not be liable for any damages that may be incurred by the Client in the use of third-party information.

7. **Period of Service:** MSG shall perform the services for the Project in a timely manner consistent with its Standard of Care. MSG will strive to perform its services according to the Project schedule set forth in the Proposal. The services of each task shall be considered complete when deliverables for the task have been presented to the Client for review and approval. MSG shall be entitled to an extension of time and compensation adjustment for any delay and/or disruption beyond MSG control. MSG is not responsible for any delay and/or disruption beyond its control, including, but not limited to, those Force Majeure Events set forth in Section 8 herein.

8. **Force Majeure:** MSG shall be entitled to an equitable adjustment to the Project schedule and compensation for force majeure events, including but not limited to: acts of God or the public enemy, Acts of any government in its sovereign and/or contractual capacities, fires, acts of war, terrorism, violence, floods, pandemics, epidemics, quarantine restrictions, strikes, embargoes, power failure, communications delays/outages, delays in transportation or deliveries of supplies or materials, cyberwarfare, cyberterrorism or hacking including a ransomware attack, malware or virus-related incidents that circumvent then-current anti-virus or anti-malware software, unusually severe weather, and/or any other cause outside of the control of MSG (each a "Force Majeure Event"). MSG shall notify Client in writing after the beginning of any such cause becomes known, which would affect its performance. In the event a Force Majeure Event continues for more than thirty (30) days, MSG may terminate this Agreement for convenience and shall submit an invoice for services performed up to the effective date of termination and the Client shall pay MSG all outstanding invoices.

9. **Compensation:** In consideration of the services performed by MSG, the Client shall pay MSG in the manner set forth in the Proposal. The parties acknowledge that terms of compensation are based on the orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays, disruptions or extensions of time beyond the control of MSG.

Where total project compensation has been separately identified for various Work Orders, Scope of Work, and/or Tasks identified therein, as applicable, MSG may adjust the amounts allocated between the Work Orders, Scope of Work, and/or Tasks identified therein, as applicable, as the work progresses so long as the total compensation amount for the Project is not exceeded except as otherwise provided herein.

The Client shall be solely obligated to pay and remit to the appropriate governmental authority such sales, value added, duties,

withholding or other taxes on MSG's services, subcontracted services and reimbursable expenses without reduction of MSG's compensation, unless and except when such subcontracted services and reimbursable expenses are included in the total project cost as specified in the Proposal or Scope of Work. Payment for MSG's services shall be made in United States dollars.

10. Changed Costs on Design Services and Project Development Services: MSG's rates are generally updated as of July 1st of each calendar year and are subject to periodic review and prospective change. Any non-lump sum fees and projects that are payable by Client for a "not to exceed" amount shall be subject to and adjusted based upon any rate increases or periodic changes.

11. Cost Estimates or Opinions on Construction Services: MSG may prepare cost estimates or opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and MSG acknowledge that neither the Client nor MSG has control over the cost of labor, materials, or equipment; a contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Therefore, actual costs may vary from the cost estimates or opinions prepared and MSG offers no guarantee related to the Project cost.

12. Payment Terms: Client recognizes that time is of the essence with respect to payment of Client's Consultants' invoices and that timely payment is a material part of the consideration of MSG's services. MSG shall submit monthly invoices for services performed and Client shall pay the full invoice amount within thirty (30) calendar days of the invoice date. Invoices will be considered correct if not questioned in writing within ten (10) calendar days of the invoice date. In the event of a disputed or contested billing, only that portion so contested may be withheld from payment, and the undisputed portion will be paid. Client will exercise reasonableness in contesting any billing or portion thereof. MSG shall be entitled to a 1.5% per month administrative charge in the event of payment delay. Client payment to MSG is not contingent on arrangement of project financing, property acquisition, or approvals necessary for project initiation through completion. Invoice payment delayed beyond sixty (60) calendar days shall give MSG the right to suspend services until payments are current. Non-payment beyond seventy (70) calendar days shall be just cause for termination of the services by MSG. MSG shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension or termination by MSG.

In cases where MSG has issued reports and/or letters of reliance, MSG may also notify the Client and any other party to which these reports and/or letters of reliance were issued of MSG's withdrawal of reliance upon the information contained therein, and request return of all written reports, data, and other information as the rightful property of MSG, based upon the Client's failure to pay. In the case of such a request, the Client agrees to return all documents and/or letters of reliance, and provide written notification to any party to which MSG's reports or data were disseminated, notifying them of MSG's withdrawal of reliance.

13. Lien Rights: MSG may file a lien against the Property in which the Project is situated and/or file a claim against any available payment bonds for the Project in the event that the Client does not make payment within the time prescribed in this Agreement. The Client agrees that services by MSG are considered property improvements and the Client waives the right to any legal defense to the contrary.

14. Ownership of Documents: Documents prepared or furnished by MSG pursuant to this Agreement are instruments of MSG's professional services and MSG shall retain all ownership and property interest therein, including all copyrights. Upon payment for services rendered, MSG grants Client a non-exclusive license to use instruments of

MSG's professional service for its intended purpose. It is expressly understood that computer-aided design and drafting ("CADD") and/or building information modeling ("BIM") files are issued only as supplemental information for convenience to the Client or other authorized users. CADD and BIM, like any electronic data when transferred in any manner or translated from the system and format used by MSG pursuant to this Agreement to another system or form, are subject to errors and modifications that may affect the accuracy and reliability of the data, and, in addition, such electronic data may be altered or corrupted whether inadvertently or otherwise. As such, record documents of service shall be based on the printed copy. Reuse or modification of any such documents by Client, without MSG's written permission, shall be at Client's sole risk, and Client agrees to indemnify, defend and hold MSG harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client. Client may request electronic CADD and BIM files prepared by MSG upon submitting a signed MSG's Electronic File Release Agreement which specifies the electronic files requested. If and to the extent Client requests and receives electronic files prepared by MSG, the terms of the Electronic File Release Agreement are hereby incorporated herein by reference and apply in all respects.

15. Independent Contractor: MSG shall serve as an independent contractor for services provided under this Agreement. MSG shall retain control over the means and methods used in performing its services and may retain subconsultants to perform certain services as determined by MSG.

16. Insurance: At a minimum, MSG will maintain the following insurance and coverage limits during the period of service if such coverage is reasonably available at a commercially affordable premium. Upon request, the Client will be named as an additional insured on the Commercial General Liability and Automobile Liability policies.

Worker's Compensation:	As required by applicable state statute
Commercial General Liability:	\$1,000,000 per occurrence (bodily injury including death and property damage) \$2,000,000 aggregate
Automobile Liability:	\$1,000,000 combined single limit for bodily injury and property damage
Professional Liability:	\$2,000,000 each claim and in the aggregate

The Client shall arrange for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. MSG shall be a named additional insured on those policies where MSG may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

17. Limitation of Liability: IN NO EVENT SHALL MSG BE LIABLE TO THE CLIENT FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGE OR LOSS OF ANY NATURE, INCLUDING, WITHOUT LIMITATION, DAMAGE TO PROPERTY, LOSS OF PROFITS, BUSINESS INTERRUPTION, LOST SAVINGS, EVEN IF MSG HAS BEEN ADVISED OF OR IS OTHERWISE AWARE OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. In recognition of the relative risks and benefits of the Project to both the Client and MSG, the Client agrees to the fullest extent permitted by law, to limit the liability of MSG for any and all claims, losses, breaches, damages or expenses arising out of this Agreement and/or MSG's performance of services on the Project, from any and all causes, to \$50,000 or the fee realized by MSG for the Project, whichever is greater.

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18. **MSG as Business Entity:** Client acknowledges that MSG is a business entity and agrees that any claim made by the Client arising out of any act or omission of any member, owner, partner, manager, director, officer or employee of the business entity in the execution or performance of this Agreement shall be made solely against the business entity and not against any individual or group of individuals in any capacity.

19. **Indemnification:** MSG agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from damage, liability or cost to the extent caused by MSG's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its subconsultants or anyone for whom MSG is legally liable.

The Client agrees, to the fullest extent permitted by law, to defend, indemnify and hold MSG harmless from damage, liability or cost to the extent caused by the Client's negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the Client is legally liable, and arising from the Project that is the subject of this Agreement. Neither party is obligated to indemnify the other in any manner whatsoever to the extent of the other's own negligence or the negligence of the other's agents, subcontractors or consultants, or anyone for whom the other is legally liable.

20. **Safety:** MSG shall be responsible solely for the safety precautions or programs of its employees and no other party. In no event will MSG be responsible for construction methods, means, techniques or sequences of construction, which are solely the responsibility of the Client or any other contractor or consultant engaged by the Client, nor shall MSG be responsible for the Client's or any other contractor or consultant engaged by the Client's failure to perform such party's work in accordance with the requirements of this Agreement.

21. **Defects in Service:** The Client shall promptly report to MSG any defects or suspected defects in service. The Client further agrees to impose a similar notification requirement on all contractors in its agreements with contractors and shall require all subcontracts at any level to contain a like provision. Failure by the Client or Client's contractors or subcontractors to notify MSG shall relieve MSG of the costs of remedying such defects in service, to the extent that the cost of remedy would have cost less had prompt notification been given when such defects were first discovered. MSG will correct defects, at its own costs, if timely notified by Client.

22. **Betterment:** If, due to MSG's error, any required item or component of the Project is omitted from MSG's reports, plans or construction documents, MSG shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the Project or otherwise adds value or betterment to the Project. In no event will MSG be responsible for any cost or expense that provides betterment, upgrade or enhancement of the Project.

23. **Buried Utilities:** Client will furnish to MSG information identifying the type and location of utility lines and other artificial (for purposes of this Section 23, meaning made or produced by human beings rather than occurring naturally) objects beneath the Project site's surface. Using information provided by the Client, MSG will conduct research and prepare a plan indicating the locations intended for subsurface penetration with respect to assumed locations of underground improvements. Such services by MSG will be performed in a manner consistent with the Standard of Care as defined herein. Client recognizes that the research may not identify all underground improvements and that the information of which MSG relies may contain errors or may not be complete. Client and MSG mutually agree to field validate the location of underground utilities or other artificial objects and vet final subsurface penetration locations to the satisfaction of both parties. Further, MSG reserves the right to notify

local utility protection agencies or services, and to delay Project implementation until these agencies or services have identified known utility lines or other subsurface artificial objects. MSG will take reasonable precautions to avoid damaging any identified utility lines or other artificial objects. Client agrees to waive any claim against MSG, and to defend, indemnify and hold MSG harmless from any claim or liability for injury or loss, including economic damages arising, or allegedly arising, from MSG's damaging underground utilities or other artificial objects that were not called to MSG's attention, which were not properly located on plans furnished to MSG, or were not identified or properly marked by any utility protection agency or service contracted by MSG unless damages are caused by the sole negligence or willful misconduct of MSG.

24. **Disease Transmission:** MSG shall have no responsibility for the transmission of communicable disease including, but not limited to, COVID-19 and other corona viruses (collectively, "Diseases"), or exposure of persons to Diseases discovered at the premises. MSG cannot prevent Client and/or Client's invitees from becoming exposed to, contracting, or spreading Diseases while utilizing MSG's services. It is not possible to prevent against the presence of Diseases. Therefore, if Client chooses to utilize MSG's services, Client may be exposing Client or Client's invitees to and/or increasing Client's and/or Client's invitees' risk of contracting or spreading Diseases. Client hereby releases, waives, discharges, and covenants not to sue MSG from any and all damages, injuries, losses, liability, claims, causes of action, litigation, or demands, including but not limited to those for personal injury, sickness, or death, as well as property damages and expenses, of any nature whatsoever which may be incurred, directly or indirectly, now or in the future, in any way related to any pandemic or public health situation, or any Disease related health issue or exposure.

25. **Notification of Hazardous Materials:** The Client warrants they have disclosed the location and quantity of all potential wastes, hazardous materials, including asbestos, and/or petroleum compounds (collectively, "Hazardous Materials"), whether regulated or unregulated, that are assumed or suspected to exist or may be encountered on the Project. In the event undisclosed and/or unknown materials/compounds are encountered where there is no reason to believe they could or should be present, MSG may be required to take appropriate precautions to protect the health and safety of its personnel, to comply with applicable laws and regulations, and to follow procedures MSG deems prudent to minimize risks to its employees, the public, and the environment. MSG shall notify Client as soon as practically possible in the event unanticipated Hazardous Materials or suspected Hazardous Materials are encountered. Under these circumstances, MSG shall be entitled to an equitable adjustment to the schedule and compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws.

In addition, Client understands and agrees that in seeking the professional services of MSG under this Agreement, Client may request MSG to undertake obligations involving or related to Hazardous Materials. To the fullest extent permitted by law, Client agrees to defend and indemnify MSG and its subcontractors, consultants, agents, officers, directors and employees from any claim or liability or loss, including reasonable attorneys' fees arising from or connected with the presence, discharge, release, or escape of Hazardous Materials or environmental liability of any nature or in any manner related to services performed by MSG as part of the Project, including the failure to discover any Hazardous Materials which may exist in, on, above, beneath, about or which have migrated onto, or under, the Project site except for those events caused by the sole negligence or willful misconduct of MSG. Without limiting the generality of the foregoing, the above indemnification extends to claims resulting from:

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- a. Client's violation or alleged violation of any federal, state or local statute, regulation or ordinance relating to the disposal of Hazardous Materials;
- b. Client's or MSG's undertaking of or arrangement for the handling, removal, treatment, storage, transportation or disposal of Hazardous Materials found or identified at the site;
- c. Hazardous Materials introduced at the Project site by Client or third persons before or after the completion of services herein;
- d. Allegations that MSG is a generator, operator, treater, storer, transporter, arranger for transport, handler, or disposer under the Resource Conservation and Recovery Act (RCRA), the Comprehensive Environmental, Response, Compensation and Liability Act (CERCLA) or any other federal, state or local law, regulation or ordinance.

MSG and its subconsultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons or property to Hazardous Materials in any form at the Project site.

26. Third-Party Claims: All services provided by MSG are for the sole use and benefit of the Client. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or MSG. However, in the case of a third-party claim, the Client will compensate MSG for services performed in defense of such claim unless the claim resulted from the negligent act, error or omission of MSG.

27. Violations of Law: The Client agrees, to the fullest extent permitted by law, to defend, indemnify and hold MSG harmless from any and all violations of laws and/or failure to comply with governmental regulations, including but not limited to the Foreign Corrupt Practice Act (15 USC §78dd-1 et seq.), the False Claims Act (31 USC § 3729 et seq.), the Buy American Act (41 USC § 8301 et seq.) and the "Buy American" Provisions (Section 1605) of the American Recovery and Reinvestment Act (Pub. L. 111-5), to the extent caused by the Client or its contractors, subcontractors or consultants or anyone for whom the Client is legally liable, and arising from the Project that is the subject of this Agreement.

28. Confidentiality: MSG will hold in confidence any information about the Client's operations that would normally be considered confidential. Such obligation shall not hold with respect to:

- a. Information which is in the public domain or which enters public domain in the future through no fault of MSG.
- b. Information known to MSG prior to disclosure by the Client or information disclosed to MSG at any time by a third party.
- c. Information that is released from its confidential status by the Client.
- d. Where disclosure is required by court order or governmental directive, provided that prior written notice is given to Client.
- e. Where disclosure is required to comply with a professional code of conduct or ethics.
- f. Where disclosure involves a dispute resolution proceeding between the parties.

The Client agrees that the technical methods, techniques and pricing information contained in any proposal submitted by MSG pertaining to this Project or Agreement or any addendum thereto, are to be considered confidential and proprietary, and shall not be released or otherwise made available to any third party without the express written consent of MSG.

29. Dispute Resolution: In the event of a dispute between MSG and Client arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and MSG shall endeavor to resolve claims, disputes and other matters in question during a meet and confer session. A meet and confer session shall be attended by the Client and

MSG or their authorized representatives who shall have the authority to bind the parties. Prior to the meet and confer session, the parties shall exchange relevant information that will assist in resolving the claim, dispute or controversy. If the parties reach a mutually acceptable resolution, they shall prepare appropriate documentation memorializing the resolution. If the parties cannot reach a mutually acceptable resolution, they shall proceed to mediation.

Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. Any court action required to enforce the terms of this Agreement and/or any legal proceeding to enforce, enter judgment upon, vacate and/or modify the dispute award shall be filed in the Court of competent jurisdiction in accordance with Michigan statutes and Court Rules. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

30. Suspension of Work: The Client may suspend services performed by MSG upon fourteen (14) calendar days written notice. MSG shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay MSG all outstanding invoices for accepted services within fourteen (14) calendar days. MSG shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

MSG may suspend services if Client fails to make payments to MSG in accordance with Section 12 of this Agreement or fails to meet its other material responsibilities under this Agreement. Such failure shall be considered substantial nonperformance and cause for termination or, at MSG's option, cause for suspension of performance of services under this Agreement or as otherwise set forth in Section 12 hereof. In the event of a suspension of services, MSG shall have no liability to the Client for delay or damage because of such suspension of services. Before resuming services, MSG shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of MSG's services. MSG's fees for the remaining services and the time schedules shall be equitably adjusted.

31. Termination for Default or Breach: Except as otherwise provided herein, in the event of a Default (as defined herein) by either party, the non-Defaulting or non-breaching party shall give written notice to the Defaulting party of the Defaulting party's obligation to cure the Default with diligence and promptness. If the Defaulting party fails to cure such Default within seven (7) days after receipt of written notice, then the other party without prejudice to other remedies it has, may terminate this Agreement for cause. In the event of a termination, MSG shall submit an invoice for services performed up to the effective date of termination and the Client shall pay MSG all outstanding invoices for accepted services within fourteen (14) calendar days. For purposes of this Agreement, "Default" means (i) a party fails to perform any of its material duties or obligations under this Agreement, (ii) the occurrence of an event that with or without the passage of time or the giving of notice, or both, would constitute a material breach of this Agreement or default, or (iii) a party files a petition or otherwise commences or authorizes the commencement of a proceeding under any bankruptcy or similar law for the protection of creditors or has any such petition filed or proceeding commenced against it or its assets, or otherwise become bankrupt or insolvent, however evidenced, or be unable to pay its debts as they fall due.

32. Termination Without Cause. Client may terminate this Agreement at any time without cause upon providing at least fourteen (14) days prior written notice to MSG.

33. Assignment: The Client may not assign any of its rights or obligations under this Agreement, by operation of law or otherwise,

without first obtaining MSG's written consent. Any attempt to assign the Client's rights or obligations under this Agreement in breach of this paragraph shall be void and of no effect. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties and their respective successors and permitted assigns. MSG's consent to an assignment is contingent upon the Client's compliance with the following: prior to any assignment, the party proposing to assign its rights and responsibilities under this Agreement and that party's proposed assignee shall furnish to the other party reasonable evidence that arrangements have been made by the proposed assignee to fulfill the assigning party's obligations, including financial obligations, under this Agreement. If the non-assigning party has no reasonable objection to the proposed assignment, the proposing party may then assign the Agreement. Any expense incurred by MSG because of the assignment shall be considered as an additional service and compensated in accordance with this Agreement. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties and their respective successors and permitted assigns.

34. **Waiver of Rights:** The failure of either party to enforce any provision of these Terms shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

35. **Headings:** The headings contained herein are inserted for convenience only and do not define, limit, or construe the contents of the articles, sections, or subsections to which they refer.

36. **Governing Law:** The terms of this Agreement shall be governed by the laws of the State of Michigan without regard to any choice of law principles. Nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the State of Michigan.

37. **Integration:** This Agreement constitutes the entire agreement between the parties and may only be amended by written agreement by both parties.

Updated as of January 1, 2022

38. **Severability:** Any provision of these terms later held to violate any law shall be deemed void and all remaining provisions shall continue in full force and effect. In such event, the Client and MSG will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

39. **Survival:** All provisions of these terms that allocate responsibility or liability between the Client and MSG shall survive the completion or termination of services for the Project.

40. **Notice:** Any notice to MSG or Client that is required or permitted by this Agreement shall be in writing and shall be deemed effectively given to the other party when personally delivered, upon confirmation of receipt or upon sender's receipt of a read receipt when sent by e-mail to the MSG representative or Client representative expressly designated in the Proposal or Scope of Work, or upon actual receipt when mailed by first class postage prepaid, registered or certified mail, return receipt requested, or when sent by overnight courier service to the address expressly designated in the Proposal or Scope of Work, or to such other person or address as either party may otherwise specify in writing.

41. **Changes to these Terms:** MSG reserves the right, from time to time, to change these Terms in its sole and absolute discretion. The most current version of the Terms will supersede all previous versions and shall continue to be binding on the Client in its revised form.

42. **Conflict:** In the event of a conflict between the Proposal or Scope of Work and these Terms, then these Terms shall control unless otherwise expressly identified or designated in the Proposal or Scope of Work as controlling.

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City of Williamston
City Engineer/Director of Public Works
Office Address: 781 Progress Court

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Mailing Address: 161 E. Grand River Avenue
Williamston, MI 48895
Phone (517) 655-2221
Fax (517) 996-6299

To: City Council, John Hanifan
From: Scott DeVries, P.E.
Date: July 14, 2023
Subject: M-43 (Grand River Ave) – Road Diet Resolution

Requested Action: The following action is requested:

Approval of the Resolution to approve the submittal of a request to Michigan Department of Transportation for converting M-43 (Grand River Avenue) from 4 to 3 traffic lanes.

Background: The City has been discussing with MDOT since 2013 the concept of completing a “Road Diet” conversion of the existing four lanes (two in each direction) of traffic on M-43, Grand River Avenue, to three lanes (one each direction with a center-left turn and bike lanes). This would be coupled with the addition of a center-left turn lane on Putnam north and south of the light. Traffic counts along the route were completed in 2016. A traffic study of recording turning movements at the main intersection and a computerized SYNCHRO model was developed for intersection. The model supports the conversion and was approved by MDOT.

Discussion: A similar resolution was adopted by City Council in May 2017. Subsequent to the recent Public Engagement process (June 21, 2023 Open House and posted project plans), MDOT requested that the City Council approve an updated resolution reflecting the Public Engagement process.

In addition, it was determined that the project is potentially eligible for Carbon Mitigation and Air Quality (CMAQ) or the new Carbon Reduction Program (CRP) funding which can be up to 80% grant. We are in the process of submitting for funding consideration. The project timeline is targeting construction in 2024. There is adequate time to schedule the project through MDOT for 2024 construction if grant funds are available or to perform the project completely with local funds.

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CITY COUNCIL # _-23

**CITY OF WILLIAMSTON
CITY COUNCIL**

At a Regular Meeting of the City Council of Williamston, Ingham County, Michigan held in the Council Chambers of City Hall, 161 E. Grand River Avenue, Williamston, Michigan, on Monday, July 24, 2023, at 7:00 p.m., there were:

PRESENT:

ABSENT:

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

**RESOLUTION TO APPROVE THE SUBMITTAL OF A REQUEST TO
MICHIGAN DEPARTMENT OF TRANSPORTATION FOR
CONVERTING M-43 (GRAND RIVER AVENUE) FROM 4 TO 3 TRAFFIC LANES**

MEMORANDUM

At the direction of Michigan Department of Transportation (MDOT), and for MDOT to permit the conversion of M-43 (Grand River Avenue) from 4 to 3 traffic lanes, we have prepared the attached resolution for the City of Williamston Council's approval. The attached resolution, once approved, will be forwarded to MDOT.

At the present time, M-43 (Grand River Avenue) has four (4) traffic vehicular lanes, with two (2) traffic lanes each in both directions of travel. A reduction to three (3) vehicular traffic lanes would result in one (1) vehicular traffic lane for each direction, with a shared center-left turn lane. This three (3) lane configuration could also allow for a bicycle lane on the outside of the vehicular traffic lanes. There is currently a standard sidewalk on each side of the street with no bicycle lanes. The following are typical benefits and impacts of converting a 4-lane major street to a 3-lane street:

Benefits of converting 4-lane major streets to 3-lane streets

- The new center left turn lane provides dedicated space for making left turns and removes the turning vehicle from the travel lane, reducing rear end left turn crashes.
- A 3-lane street eliminates lane weaving, reducing sideswipe and rear-end crashes.
- A 3-lane street has traffic calming benefits that result in uniform speed and predictable traffic patterns and fewer crashes.
- Decreases vehicle travel lanes, therefore reducing the risk of multiple-threat crashes (when one vehicle stops to allow a vehicle to pull out of a driveway or pedestrian to cross the street on a multi-lane road, but the motorist in the next lane does not, resulting in a crash)
- The extra pavement width that is saved by eliminating the fourth traffic lane could be converted to dedicated bicycle lanes.
- Pedestrian crashes can be reduced due to the pedestrian only having to cross one lane of traffic at a time as documented by FHWA Publication FHWA-HRT-10-053 ([www.https://fhwa.dot.gov/publications/research/safety/10053](https://fhwa.dot.gov/publications/research/safety/10053)). The new center left turn lane creates the opportunity for pedestrian crossings with refuge islands.

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Other impacts of converting a 4-lane major street to a 3-lane street

- Possible additional wait time at un-signalized intersections along the corridor and added vehicle stacking at the signalized intersections.
- Slower traffic on the major street and loss of passing opportunities for the faster traffic.

It is understood by the industry experts that the 4 to 3 lane conversions with Average Daily Traffic (ADT) of less than 15,000 vehicles per day can be very successful.

RESOLUTION

WHEREAS, the Michigan Department of Transportation (MDOT) is the maintaining agency with jurisdiction for M-43 (Grand River Avenue),

WHEREAS, M-43 (Grand River Avenue) currently has four (4) vehicular lanes and no bike lanes,

WHEREAS, on July 11, 2011, the City adopted a Complete Streets Policy (Williamston Code of Ordinances Chapter 50, Article VI, Secs. 50-141 and 50-142),

WHEREAS, on February 21, 2013, and May 3, 2017, MDOT conferred with local elected officials regarding potential safety and operational improvements to Grand River Avenue (M-43),

WHEREAS, on May 22, 2017, the City Council approved Resolution 07-17 to approve the submittal of a request to MDOT for converting M-43 (Grand River Avenue) from 4 to 3 traffic lanes,

WHEREAS, the City developed project plans showing the existing four (4) lane configuration and proposed three (3) lane and two (2) bike lane configuration and posted the plans on the City website,

WHEREAS, the City hosted a Public Open House on June 21, 2023, to answer questions and examine project plans,

WHEREAS, for the lane conversion, Michigan Department of Transportation requires a City of Williamston Council Resolution requesting the 4 to 3 lane conversion,

THEREFORE, BE IT RESOLVED, that with this Resolution the City of Williamston Council states its support for the 4 to 3 traffic lane conversion at M-43 (Grand River Avenue), and

BE IT FURTHER RESOLVED, that the City of Williamston Council authorizes the City staff to forward this Resolution to Michigan Department of Transportation (MDOT) as the City of Williamston Council's formal request for the above lane conversion from four (4) vehicular lanes to three (3) vehicular lanes.

VOTE ON THE FOREGOING RESOLUTION AS FOLLOWS:

AYES:

NAYS:

ABSENT:

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CERTIFICATION

I, the undersigned duly qualified and acting 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 at a Regular Meeting held on Monday, July 24, 2023.

Holly Thompson, City Clerk
City of Williamston

Dated: _____

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HSIS

HIGHWAY SAFETY INFORMATION SYSTEM

SUMMARY REPORT

Evaluation of Lane Reduction “Road Diet” Measures on Crashes

This Highway Safety Information System (HSIS) summary replaces an earlier one, Evaluation of Lane Reduction “Road Diet” Measures and Their Effects on Crashes and Injuries (FHWA-HRT-04-082), describing an evaluation of “road diet” treatments in Washington and California cities. This summary reexamines those data using more advanced study techniques and adds an analysis of road diet sites in smaller urban communities in Iowa.

A road diet involves narrowing or eliminating travel lanes on a roadway to make more room for pedestrians and bicyclists.⁽¹⁾ While there can be more than four travel lanes before treatment, road diets are often conversions of four-lane, undivided roads into three lanes—two through lanes plus a center turn lane (see figure 1 and figure 2). The fourth lane may be converted to a bicycle lane, sidewalk, and/or on-street parking. In other words, the existing cross section is reallocated. This was the case with the two sets of treatments in the current study. Both involved conversions of four lanes to three at almost all sites.

Road diets can offer benefits to both drivers and pedestrians. On a four-lane street, speeds can vary between lanes, and drivers must slow or change lanes due to slower vehicles (e.g., vehicles stopped in the left lane waiting to make a left turn). In contrast, on streets with two through lanes plus a center turn lane, drivers’ speeds are limited by the speed of the lead vehicle in the through lanes, and through vehicles are separated from left-turning vehicles. Thus, road diets may reduce vehicle speeds and vehicle interactions, which could potentially reduce the number and severity of vehicle-to-vehicle crashes. Road diets can also help pedestrians by creating fewer lanes of traffic to cross and by reducing vehicle speeds. A 2001 study found a reduction in pedestrian crash risk when crossing two- and three-lane roads compared to roads with four or more lanes.⁽²⁾

Under most annual average daily traffic (AADT) conditions tested, road diets appeared to have minimal effects on vehicle capacity because left-turning vehicles were moved into a common two-way left-turn lane (TWLTL).^(3,4) However, for road diets with AADTs above approximately 20,000 vehicles, there is an increased likelihood that traffic congestion will increase to the point of diverting traffic to alternative routes.

While potential crash-related benefits are cited by road diet advocates, there has been limited research concerning such benefits. Two prior studies were conducted using data from different urbanized areas. The first, conducted by HSIS researchers, used data from treatment sites in eight cities in California and Washington.⁽⁵⁾ The second study analyzed data from treatment sites in relatively small towns in Iowa.⁽⁶⁾ While the nature of the treatment was the same in both studies (four lanes reduced to three), the settings, analysis methodologies, and results of the studies differed. Using a comparison of treated and matched comparison sites before and after treatment and the development of negative binomial regression models, the earlier HSIS study found a 6 percent reduction in crash frequency per mile and no significant change in crash rates at the California and Washington sites. Using a long-term (23-year) crash history for treated and reference sites and the development of a hierarchical Poisson model in a Bayesian approach, the later Iowa study

The Highway Safety Information System (HSIS) is a multi-State safety database that contains crash, roadway inventory, and traffic volume data for a select group of States. The participating States—California, Illinois, Maine, Michigan, Minnesota, North Carolina, Ohio, Utah, and Washington—were selected based on the quality of their data, the range of data available, and their ability to merge the data from the various files. The HSIS is used by FHWA staff, contractors, university researchers, and others to study current highway safety issues, direct research efforts, and evaluate the effectiveness of accident countermeasures.



U.S. Department of Transportation
Federal Highway Administration

Research, Development, and Technology
Turner-Fairbank Highway Research Center
6300 Georgetown Pike • McLean, VA 22101-2296

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Figure 1. Photo. Four-lane configuration before road diet.

Source: Pedestrian Bike Information Center, "Road Diets" training module, 2009.



Figure 2. Photo. Three-lane configuration after road diet.

Source: Pedestrian Bike Information Center, "Road Diets" training module, 2009.

found a 25.2 percent reduction in crash frequency per mile and an 18.8 percent reduction in crash rate. Because of these differences, researchers from the National Cooperative Highway Research Program (NCHRP) 17-25 project team obtained and reanalyzed both data sets using a common methodology.⁽⁷⁾ This summary documents the results of that reanalysis.

Methodology

Research Design

The basic objective of this reanalysis effort was to estimate the change in total crashes resulting from the conversions in each of the two databases and to combine these estimates into a crash modification factor (CMF). To do this, the empirical Bayes (EB) methodology described by Hauer was used.⁽⁸⁾ A prediction of what would have happened at the treatment sites in the after period without treatment is based on a weighted combination of the following two factors: (1) the frequency of crashes on the treated sites in the before period and (2) the crash-frequency predictions from regression models developed with data from similar untreated reference sites. The prediction of what would have happened without treatment is then compared to what actually happened with treatment to estimate the safety effect of the treatment. The methodology corrects for the regression bias, changes in traffic volume at the treatment sites, and other possible confounding factors as well as provides a method for combining results from different jurisdictions by accounting for differences in crash experience and reporting practice. Details of the methodology are in appendix C of *NCHRP Report 617*.⁽⁷⁾

Databases Used

The two databases used were obtained from the original study authors. Both databases provided data on site characteristics for treatment and comparison or reference sites and on crashes and AADT for both the before and after periods.

The HSIS study database contained data on treatment and comparison sites obtained from local traffic engineers in six

cities in California—Mountain View, Oakland, Sacramento, San Francisco, San Leandro, and Sunnyvale—and two cities in Washington—Bellevue and Seattle.⁽⁵⁾ The data included 30 treatment sites and 51 reference sites. The reference sites were matched by the local traffic engineer to be similar to the treatment sites in terms of functional class, type of development, speed limit, intersection spacing, and access control.

The Iowa database included data from the original study for 15 treatment and 15 reference sites from U.S. and State routes in small urban towns with an average population of 17,000.⁽⁶⁾ These data were supplemented with additional information provided by the Iowa Department of Transportation for 281 similar reference sites.

As noted earlier, the road diet treatment was very similar at the sites in both databases. All 15 of the Iowa treatment sites involved conversion from four lanes to three lanes, with the third lane being a TWLTL. Bike lanes were installed in only one case, and parallel parking was retained for a section within one other site. In the HSIS database, most treatment sites involved the same conversion from four lanes to three lanes as at the Iowa sites. At one site, the after condition included a raised median and left-turn pockets at intersections rather than a TWLTL.

Table 1 provides descriptive characteristics for the treatment and control sites from each database. Crash statistics are also provided. In both data sets, the treatment and reference segments were divided into "homogeneous sites" for analysis purposes, and the average length was approximately 1 mi in all cases. In the Iowa data, the mean AADT for the reference sites was approximately the same as for the treatment sites, and the resulting crashes per mile-year for the reference sites and the before-period treatment sites were very similar. In the HSIS data, the mean AADT and the crashes per mile-year for the reference sites were somewhat higher than for the treatment sites. However, the AADT range in the reference site data included the AADT range in the treatment data, making it suitable for the predictive models produced.

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Table 1. Descriptive statistics of evaluation sites

DATABASE/SITE TYPE	CHARACTERISTIC	MEAN	MINIMUM	MAXIMUM
Iowa Treatment (15 sites)	Years before	17.53	11.00	21.00
	Years after	4.47	1.00	11.00
	Crashes/mile-year before	23.74	4.91	56.15
	Crashes/mile-year after	12.19	2.27	30.48
	AADT before	7,987	4,854	11,846
	AADT after	9,212	3,718	13,908
	Average length (mi)	1.02	0.24	1.72
Iowa Reference (296 sites)	Years	21.8	5	23
	Crashes/mile-year	26.8	0.2	173.7
	AADT	8,621	296	27,530
	Average length (mi)	0.99	0.27	3.38
HSIS Treatment (30 sites)	Years before	4.7	1.8	8.5
	Years after	3.5	0.6	8.8
	Crashes/mile-year before	28.57	0.00	111.10
	Crashes/mile-year after	24.07	0.00	107.62
	AADT before	11,928	5,500	24,000
	AADT after	12,790	6,194	26,376
	Average length (mi)	0.84	0.08	2.54
HSIS Reference (51 sites)	Years	7.82	4.50	12.17
	Crashes/mile-year	42.19	5.96	169.73
	AADT	15,208	1,933	26,100
	Average length (mi)	0.95	0.10	3.31

Analysis

As previously noted, one component of the prediction of after-period accident frequencies at the treatment sites without treatment is a regression model developed using data from the untreated reference sites. This model is referred to as a safety performance function (SPF). In this study, generalized linear modeling was used to estimate the SPF coefficients using the software package SAS® and assuming a negative binomial error distribution, all consistent with the state of research in developing these models. Examination of several model forms indicated that the most appropriate and useful models for both databases included AADT and segment length. The final model form and coefficients differed for the two databases. The final model for the Iowa data is shown in equation 1, where a_y is a series of yearly calibration factors developed to account for the safety effect of changes other than AADT (e.g., accident reporting practices, demography, weather).

The final model for the HSIS data is shown in equation 2. The HSIS data did not allow the development of yearly calibration factors.

$$\text{Expected number of accidents per year} = a_y(\text{length})\exp(-8.4439)(\text{AADT})^{1.2917} \quad (1)$$

$$\text{Expected number of accidents per year} = \exp(-3.6323)(\text{length})^{0.7182}(\text{AADT})^{0.5722} \quad (2)$$

Results

The EB evaluation of total crash frequency indicated a statistically significant effect of the road diet treatment in both data sets and when the results are combined. Table 2 shows the results from each of the two studies and the combined results—the CMFs and their standard deviations.

Table 2. Results of the EB analysis for the Iowa and HSIS data concerning 4-lane to 3-lane road diets.^(5,6,7)

CRASH TYPE STUDIED AND ESTIMATED EFFECTS			
STATE/ SITE CHARACTERISTICS	ACCIDENT TYPE	NUMBER OF TREATED SITES	CMF (STANDARD DEVIATION)
Iowa: Predominately U.S. and State routes within small urban areas (average population of 17,000)	Total crashes	15 (15 mi)	0.53 (0.02)
California/Washington: Predominately corridors within suburban areas surrounding larger cities (average population of 269,000)	Total crashes	30 (25 mi)	0.81 (0.03)
All sites	Total crashes	45 (40 mi)	0.71 (0.02)

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The Iowa data indicate a 47 percent reduction in total crashes while the HSIS (California and Washington) data indicate a 19 percent decrease—a substantial difference. These reanalysis results also differ from the original Iowa study results (a 25 percent reduction) and from the original HSIS results (a 6 percent reduction). Combining both data sets results in a 29 percent reduction in total crashes.

Discussion and Recommendations

The authors identified two likely reasons the reanalysis differed from the original Iowa results. First, the reanalysis involved a much larger reference group than was available in the original study. Second, while the results of the original study weighted all treatment sites equally regardless of length, the reanalysis results provided more weight to longer sites. While not stated in the reanalysis report, the difference in the two analyses of the HSIS data could have resulted from the use of improved methodology (the EB method) in the reanalysis effort. This methodology made it possible to use all 30 treatment sites and 51 reference sites. In the original study, data from only 11 treatment sites and 24 reference sites were used, with the remaining sites being omitted due to small sample sizes of crashes because of short segment lengths, short data periods, or low average daily traffic.

Of more importance than the differences between the original and current study efforts are the differences between the Iowa and HSIS treatment effects estimated in the reanalysis effort. These differences may be a function of traffic volumes and characteristics of the urban environments where the road diets were implemented. The sites in Iowa ranged in AADT from 3,718 to 13,908 and were predominately on U.S. or State routes passing through small urban towns with an average population of 17,000. The sites in Washington and California ranged in AADT from 6,194 to 26,376 and were predominately on corridors in suburban environments that surrounded larger cities with an average population of 269,000. In addition, based on a separate study of one site in Iowa, there appeared to be a traffic calming effect that resulted in a 4–5 mi/h reduction in 85th percentile free-flow speed and a 30 percent reduction in the percentage of vehicles traveling more than 5 mi/h over the speed limit (i.e., vehicles traveling 35 mi/h or higher).⁽⁹⁾ The reanalysis authors speculated that while there could have been significant differences in speeds between the rural U.S. or State highway approaching a small town and the road diet section, this calming effect would be less likely in the larger cities in the HSIS study, where the approaching speed limits (and traffic speeds) might have been lower before treatment.

Given these differences, it is recommended that the choice of which CMF to use should be based on the characteristics of the site being considered. If the proposed treatment site is more like the Iowa sites (i.e., U.S. or State routes with moderate AADTs in small urban areas), then the 47 percent reduction found in Iowa should be used. If the treatment site is part of a corridor in a suburban area of a larger city, then the 19 percent reduction should be used. If the proposed site matches neither of these site types, then the combined 29 percent reduction is most appropriate.

REFERENCES

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FOR MORE INFORMATION

The research combining both databases was conducted by Bhagwant Persaud and Craig Lyon of Ryerson University, Toronto, Canada, as part of *NCHRP Report 617*.⁽⁷⁾ The full study and appendix C can be downloaded from the Web address shown in the reference list. References to the initial studies that generated the two databases are also included in that list.^(5,6) For more information about HSIS, contact Carol Tan, HSIS Program Manager, HRDS, (202) 493-3315, carol.tan@dot.gov.

Visit us on the Web
at www.tfhrcc.gov

jc
pg1

To: Members of the MML Workers' Compensation Fund
From: Michael J. Forster, Fund Administrator
Date: June 26, 2023
Subject: Fund Trustee Election



Dear Fund Member:

Enclosed is your ballot for this year's Board of Trustees election. Three appointees have agreed to seek election to their first term, as well as three incumbent Trustees seeking re-election. You may also write in one or more candidates if you wish.

A brief biographical sketch of the candidates is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than August 11th. Alternately, you may complete your ballot online:

Go to www.mml.org. At the top of the page, hover over *Programs & Services* and select *Risk Management* from the drop-down list. Next, look for the *Jump To* panel and select *Worker's Compensation Fund*. The ballot link is on the next page, in the *Jump To* panel, under *Online Forms*.

The MML Workers' Compensation Fund is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Fund, and for participating in the election of your governing board.

Sincerely,



Michael J. Forster
Fund Administrator
mforster@mml.org

We love where you live.



Michigan Municipal League
Workers' Compensation Fund

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OFFICIAL BALLOT - 2023

Vote for six Trustees by marking the line to the left of the name for four-year terms beginning October 1, 2023.

- Christine Burns, Appointee
Manager, Village of Spring Lake
- Juan Ganum, Appointee
Manager, City of Bridgman
- Kevin Klynstra, Appointee
Mayor, City of Zeeland
- Devin Olson, Incumbent
Manager, City of Munising
- Adam Smith, Incumbent
Manager/Municipal Executive,
City of Grand Ledge
- David Tossava, Incumbent
Mayor, City of Hastings

Write-in Candidate

I hereby certify that:

(Municipality/Agency)

by action of its governing body, has authorized its vote to be cast for the above persons to serve as Trustees of the Michigan Municipal League Workers' Compensation Fund.

Official Signature

Date:

**Ballot deadline:
August 11, 2023**

THE CANDIDATES
Four-year terms beginning October 1, 2023

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Christine Burns, Manager, Village of Spring Lake

Chris has more than 25 years of experience as a municipal official. She has been the village manager of Spring Lake since 2012, after serving the City of Cedar Springs for more than five years, the Village of Oxford for nearly two years, and the City of Clare for more than 14 years. Chris graduated from Central Michigan University in 1990 with a BS in Business Administration, majoring in Management, earned her MSA in Public Administration from CMU in 2006 (*Fire Up Chips!*), and holds a Certified Master Municipal Clerk designation. She is a member of Michigan Municipal Executives (MME); the International City/County Management Association (ICMA); and the West Michigan Local Government Management Association (WMLGMA). She has served on the MME Board of Directors and as President of the WMLGMA. Chris is seeking election to her first term.



Juan Ganum, Manager, City of Bridgman

Juan has 25 years of experience in local government. He served as the Community Development Director for the City of Niles from 1998 to 2015 and has since served as City Manager for the City of Bridgman. Juan graduated from Michigan State University in 1995 with a BS in Urban and Regional Planning and earned his Masters in Public Administration from Western Michigan University in 2007. He currently serves as the vice-chair of the Michigan Municipal Executives' Ethics Committee and is actively engaged on boards and committees within Berrien County. Juan is seeking election to his first term.



Kevin Klynstra, Mayor, City of Zeeland

Kevin has more than 28 years of experience in local government. He was elected as mayor of the City of Zeeland in 2011 and was most recently reelected in 2021 for his sixth two-year term. Before becoming mayor, he was a member of the Zeeland City Council for 16 years. Kevin serves on several boards and commissions, including the Michigan Association of Mayors (MAM) board, Zeeland's Planning Commission, the Macatawa Area Coordinating Council (MACC), and the West Michigan Airport Authority (WMAA). Kevin is seeking election to his first term.

THE CANDIDATES
Four-year terms beginning October 1, 2023

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pg 4



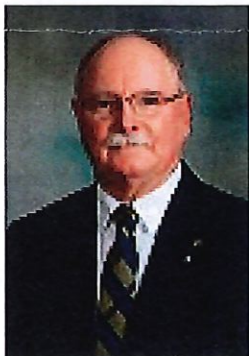
Devin Olson, City Manager, City of Munising

Devin has more than five years' experience as a municipal official, having served as Munising's City Manager since 2014. Devin has also served on MML's Transportation and Infrastructure Committee for three years. Devin is seeking election to his first term. Devin is seeking re-election to his second term.



Adam Smith, Manager/Municipal Executive, City of Grand Ledge


Adam has worked in local government since 2004 and currently serves as the City Manager/Municipal Executive of Grand Ledge. He is chair of the MML's Municipal Services Committee, formerly served six years as City Manager Representative on the Elected Officials Academy Board of Directors, and received the League's Special Award of Merit in 2013. Adam is an active member of Michigan Municipal Executives, having served on its Board of Directors from 2013-2016, and currently serving as its Advocacy Chairperson. He has given workshops on effective Council-Manager relationships. Adam has a Bachelor's Degree in Public Administration and a Master's in Administrative Leadership, both from Central Michigan University; a Certificate in Strategic Foresight from the University of Houston; and is a graduate of the Disney Institute for Leadership Excellence. Adam is seeking re-election to his third term.



David J. Tossava, Mayor, City of Hastings

David has over twelve years' municipal experience and has served as mayor of Hastings for two years. He also serves on the Board of Directors of the Michigan Association of Mayors. David is seeking re-election to his second term.



To: City Council
From: John P. Hanifan, City Manager 
Date: Council Meeting of July 24, 2023
Subject: Interim Police Chief Contract Extension

On January 23, 2023, the City of Williamston approved a contract with Robert “Bob” Young for interim Police Chief for a period of six months, with the option to extend the contract an additional six months.

I am recommending the City of Williamston extend the contract with former/current interim Chief Robert “Bob” Young for six months. The proposed agreement is attached.

From the existing contract:

Term. The term of this contract shall be for six (6) months from the 27th day of January, 2023, through the 27th day of July, 2023, inclusive. Upon mutual agreement, this term may be extended for a period of up to six months beyond July 2023. However, notwithstanding any other provision in this Contract to the contrary, the term of this Contract shall be subject to the termination provisions in paragraph 4 below.

Recommended Motion:


Motion to extend the contract with Robert “Bob” Young as Interim Police Chief for a six-month period (July 28, 2023 - January 31, 2024) for the new annual rate of \$85,800, payable bi-weekly as per the original contract.



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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pg 1
of 1

To: City Council
From: John P. Hanifan, City Manager 
Date: Council Meeting of July 24, 2023
Subject: Planning and Management Intern

This summer, the City will update its Master Plan and Zoning Ordinance, the Parks and Recreation Master Plan, the Downtown Development Authority Marketing Plan, as well as overhauling its web page and starting multiple construction projects.

The position would assist in the updating of the plans, assist with the public engagement process, public surveys, etc.

I am requesting the authorization to hire a Planning and Management Intern for the twelve-week period beginning July 28, 2023. The position will be paid a weekly stipend of \$150. There are funds available in the City Manager salary line item, as well as the Planning budget. I have had great success in past communities using a similar format for this type of internship.

Recommended Motion:

Motion to authorize the City Manager to hire a Planning and Management intern for the period of July 25, 2023 to October 13, 2023 with a weekly stipend of \$150.



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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pg 1

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: Aldrink Byron W DATE: 3/8/23
(Please Print) LAST FIRST M.I.

STREET: 607 S. Putnam St.

CITY: Williamston ZIP CODE: 48895

HOME PHONE: 517-449-1032 BUSINESS PHONE: same

FAX: _____ E-MAIL: byrona1964@gmail.com

BUSINESS ADDRESS: 2843 E. Grand River Ave. #265 E. Lansing, MI 48823

PRESENT EMPLOYER: Michigan Virtual

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 checked="" type="checkbox"/> <u>2</u> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Review | <input checked="" type="checkbox"/> <u>1</u> 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: _____

Business/Spanish Teacher

Real Estate Investor - New construction, flips & rentals

- Organized
- Effective communicator
- Reliable
- Problem solver
- Out of the box thinker

Community Experience and/or Other Experience: _____

My childhood home became a part of the Greenway Project in Ottawa County. We got to provide input to the parks director.

Reason for Desire to Serve: I relish the chance to be an integral part of a vibrant, growing community. I also want to learn more about ^{how} to contribute to the future according to the master plan.

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.

9/b
(1 of 1)

Iron Horse Excavation LLC

PO Box #235
Eaton Rapids, MI 48827
517-525-8389

City of Williamston

2023 Utility Improvements (Division I)
Putnam St.




7/19/2023

Schedule

			Days
Close Streets	Aug. 14		1
Mobilize	15-Aug	16-Aug	2
Pulverize/Demo street	17-Aug	18-Aug	2
Dewatering	21-Aug	23-Aug	3
Sanitary sewer	24-Aug	26-Sep	23
Storm sewer	27-Sep	18-Oct	16
Watermain	19-Oct	6-Nov	12
Fire Hyd	7-Nov	9-Nov	3
Water services	10-Nov	17-Nov	5
Water tie overs	20-Nov	24-Nov	4
Grade gravel	27-Nov	1-Dec	5
Place Temp Pavement	4-Dec	7-Dec	4
Clean up	8-Dec	12-Dec	3
	Working Days		83



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(1 of 1)

To: City Council
From: John P. Hanifan, City Manager 
Date: Council Meeting of July 24, 2023
Subject: Police Chief Search Process

Here is the timeline/process for hiring the new, permanent police chief:


1. The position is advertised beginning the week of July 31, 2023.
2. Interviews scheduled for the week(s) of August 21 and August 28. The interview panel will consist of Interim Chief Young, Police Department Staff including Yvonne "Vonnie" Green and Officer Don Smith, and the City Manager.
3. Second interviews (if necessary) scheduled for the week of September 4.
4. Top candidate selected and background check.
5. Police Chief is presented to City Council for approval at the September 25 Council Meeting.
6. Candidate starts either the first or second week of October.
7. Chief Young provides on-boarding for up to a four-week period to ensure a smooth transition.



City of Williamston

161 E. Grand River Avenue, Williamston, MI 48895
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9d.
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To: City Council
From: John P. Hanifan, City Manager 
Date: Council Meeting of July 24, 2023
Subject: Website Overhaul/Update


Since the start of the new fiscal year – July 1, 2023 – I have met with three different web site companies that specialize in Local Government Web Services and page design. These companies created many local government sites for communities with similar populations as Williamston.

Each company can provide quality, functional and mobile device compatible sites for a reasonable price that is within our budget for the coming fiscal year.

Staff will be finishing the vetting/review process in the next few weeks and will recommend a company with which to contract at the next City Council meeting of August 14, 2023.



To: City Council

From: John P. Hanifan, City Manager 

Date: Council Meeting of July 24, 2023

Subject: Council, Boards, and Commission (s) Meeting Times

I have had a handful of discussions with the Mayor and other Board members about the long-standing practice of starting meetings at 7:00 pm. There is support from many to adjust the meeting start times to earlier in the evening – 6:00 pm for example.

From to the City Charter :

Sec. 4.6. - Meetings of the Council.

(a)The Council shall meet in the established Council Chamber, or in such other place as may be established by ordinance. It shall hold at least one regular meeting in each month, at such times as shall be provided by ordinance or resolution of Council.

City Council should discuss this possibility at tonight's meeting. Should Council desire to change the start time, we would need to amend the current ordinance and Rules of City Council:

RULES OF THE CITY COUNCIL A. REGULAR AND SPECIAL MEETINGS 1. Regular Meetings Regular business meetings of the City Council will be held on the second and fourth Monday of each month beginning at 7:00 p.m.

Furthermore, I would ask City Council to discuss holding a single meeting in July and August, and continuing the current practice of a single meeting in December.

For Boards and Commissions (Planning, DDA, Parks, etc.), each would need to amend their ordinance and/or by-laws and have Council approval.

Livingston County Department of Building & Safety Engineering

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07/06/2023

BLD - ELE, MEC, PLM - New Permits Issued

June 2023
Williamston

Permit #	Category	Address	Parcel #	
Work Description				
PMEC2023-02027	Equipment Replacement Single Family Residential	1218 BERKSHIRE DR WILLIAMSTON MI 48895	33-18-07-02-477-0	Permit Fee: \$70.00 Square Feet: 00 Valuation: 0.00
Received	06/19/2023	A/C Replacement		
Issued	06/22/2023			
Owner:	HORN STEVEN	1218 BERKSHIRE DR	WILLIAMSTON MI 48895	
Contractor:	NORTH WINDS HTG & CLG INC	2861 W JOLLY RD	OKEMOS MI 48864	
PELE2023-01391	Alteration Single Family Residential	405 BISMARK WILLIAMSTON MI 48895	33-18-03-36-154-0	Permit Fee: \$55.00 Square Feet: 00 Valuation: 0.00
Received	06/07/2023	INSTALLATION OF A 18kW STANDBY GENERATOR		
Issued	06/08/2023			
Owner:	LOVIS WILLIAM & ELIZABETH	405 BISMARK	WILLIAMSTON MI 48895	
Contractor:	F D HAYES ELECTRIC CO	2301 BEAL AVE	LANSING MI 48911	
PPLM2023-00948	Alteration Single Family Residential	827 BLACKSMITH TR WILLIAMSTON MI 48895	33-18-07-02-253-0	Permit Fee: \$115.00 Square Feet: 00 Valuation: 0.00
Received	06/05/2023	56ft interior waterproofing		
Issued	06/06/2023			
Owner:	DORNBUSH DONALD H & VICKI L	827 BLACKSMITH TR	WILLIAMSTON MI 48895	
Contractor:	FOUNDATION SYSTEMS OF MICHIG	2817 BOND STREET	ROCHESTER HILLS MI 48309	
PMEC2023-02090	Equipment Replacement Single Family Residential	546 CEDAR RIDGE DR WILLIAMSTON MI 48895	33-18-03-36-427-0	Permit Fee: \$70.00 Square Feet: 00 Valuation: 0.00
Received	06/21/2023	HOT WATER HEATER REPLACEMENT		
Issued	06/21/2023			
Owner:	KING HAVEN	546 CEDAR RIDGE DR	WILLIAMSTON MI 48895	
Contractor:	WARD, LARRY	415 W MOUNT HOPE AVE	LANSING MI 48910	
PELE2023-01324	New Single Family Residential	143 CHURCHILL DOWNS BLVD WILLIAMSTON MI 48895	33-18-03-34-428-0	Permit Fee: \$55.00 Square Feet: 00 Valuation: 0.00
Received	05/31/2023	Install of 22KW Generator for residence		
Issued	06/12/2023			
Owner:	KLOEPFER, JAMES C & MARIETTA T	143 CHURCHILL DOWNS BLVD	WILLIAMSTON MI 48895	
Contractor:	R.M. ELECTRIC, INC	16037 GROVE RD	LANSING MI 48906	

Livingston County Department of Building & Safety Engineering

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07/06/2023

BLD - ELE, MEC, PLM - New Permits Issued

June 2023
Williamston

Permit #	Category	Address	Parcel #	Work Description	Permit Fee:	Square Feet:	Valuation:
PMEC2023-01889	Equipment Replacement Apartment	3472 CORWIN RD APT 1121 WILLIAMSTON MI 48895	33-18-03-35-379-0	Furnace and A/C Changeout	\$90.00	00	0.00
Received	06/13/2023						
Issued	06/13/2023						
Owner:	CREEK CLUB LLC	31731 NORTHWESTERN HWY STE 250 W					FARMINGTON HILLS MI 48334
Contractor:	BULTER, DEAN	5186 WINDSOR HWY					POTTERVILLE MI 48876
PMEC2023-02165	Equipment Replacement Single Family Residential	224 DEEP LAKE DR WILLIAMSTON MI 48895	33-18-07-01-201-8	FURNACE, AC REPLACEMENT	\$90.00	00	0.00
Received	06/27/2023						
Issued	06/28/2023						
Owner:	GROSS KATHLEEN	224 DEEP LAKE DR					WILLIAMSTON MI 48895
Contractor:	RANDAZZO MECH HTG & CLG INC	51327 QUADRATE DR					MACOMB MI 48042
PMEC2023-02098	Alteration Single Family Residential	657 FULLER WILLIAMSTON MI 48895	33-18-03-36-155-0	ONE GAS OPENING AND LOG SET	\$85.00	00	0.00
Received	06/21/2023						
Issued	06/21/2023						
Owner:	WYNN DIXIE & KWASNIAK PAULET	657 FULLER					WILLIAMSTON MI 48895
Contractor:	K & B HEATING & COOLING	PO BOX 833					PERRY MI 48872
PMEC2023-02145	Equipment Replacement Single Family Residential	302 E GRAND RIVER WILLIAMSTON MI 48895	33-18-03-36-357-0	REPLACE WATER HEATER	\$70.00	00	0.00
Received	06/26/2023						
Issued	06/26/2023						
Owner:	JOHNIDES TIMOTHY A & KAREN R	6037 BISHO RD					LANSING MI 48911
Contractor:	ABSOLUTE HTG & VENTILATION LL	15519 WHITE CREEK AVE					CEDAR SPRINGS MI 49319
PELE2023-01479	Alteration Commercial	128 W GRAND RIVER WILLIAMSTON MI 48895	33-18-03-35-476-0	FIRE ALARM MONITORING OF THE ELEVATOR FOR: Interior Renovations: New framing, stairs, drywall, paint, flooring, ceiling repairs etc. C of Williamston	\$105.00	00	0.00
Received	06/15/2023						
Issued	06/23/2023						
Owner:	128 WEST GRAND RIVER LLC	115 TURNER RD					WILLIAMSTON MI 48895
Contractor:	KNIGHT WATCH	2425 40TH AVE					HUDSONVILLE MI 49426

BLD - ELE, MEC, PLM - New Permits Issued

**June 2023
Williamston**

Permit #	Category	Address	Parcel #	
Work Description				
PMEC2023-02058	Equipment Replacement Single Family Residential	515 E MIDDLE WILLIAMSTON MI 48895	33-18-03-36-378-0	Permit Fee: \$70.00 Square Feet: 00 Valuation: 0.00
Received 06/20/2023	MINI-SPLIT INSTALLED			
Issued 06/20/2023				
Owner: MANKO LISA		515 E MIDDLE		WILLIAMSTON MI 48895
Contractor: WARD, LARRY		415 W MOUNT HOPE AVE		LANSING MI 48910
PMEC2023-01862	Alteration Commercial	151 S PUTNAM WILLIAMSTON MI 48895	33-18-03-36-353-0	Permit Fee: \$95.00 Square Feet: 00 Valuation: 0.00
Received 06/08/2023	Updating the pyro chem fire suppression system with proper coverage on			
Issued 06/08/2023	appliances & hydro testing the system cylinders.-Niko's Tavern			
Owner: GAVRILIDES PROPERTY MANAGEM		3627 STAGECOACH		OKEMOS MI 48864
Contractor: SUMMIT FIRE PROTECTION		619 S WASHINGTON		OWOSSO MI 48867
PELE2023-01336	Alteration Church	211 S PUTNAM WILLIAMSTON MI 48895	33-18-03-36-354-0	Permit Fee: \$55.00 Square Feet: 00 Valuation: 0.00
Received 06/02/2023	New kitchen outlet wiring			
Issued 06/27/2023				
Owner: WILLIAMSTON UNITED METHODIST		217 S PUTNAM		WILLIAMSTON MI 48895
Contractor: SPARKY'S ELECTRIC, LLC		12780 PARTLOW AVE		GRAND LEDGE MI 48837
PELE2023-01300	New Single Family Residential	805 S PUTNAM WILLIAMSTON MI 48895	33-18-07-01-152-0	Permit Fee: \$60.00 Square Feet: 00 Valuation: 0.00
Received 05/26/2023	Installation of a roof mounted solar array, 4.8 kW			
Issued 06/05/2023				
Owner: DONOVAN KATHRYN		805 S PUTNAM		WILLIAMSTON MI 48895
Contractor: REVOLUTION ENERGY SYSTEMS		9960 W 191ST ST SUITE A		MOKENA IL 60448
PMEC2023-01740	Equipment Replacement Single Family Residential	323 SPLIT RAIL RIDGE WILLIAMSTON MI 48895	33-18-07-02-253-0	Permit Fee: \$95.00 Square Feet: 00 Valuation: 0.00
Received 06/01/2023	Replace furnace, A/C and air cleaner for residence			
Issued 06/01/2023				
Owner: SACHS STEPHEN M		323 SPLIT RAIL RIDGE		WILLIAMSTON MI 48895
Contractor: APPELEGATE HOME COMFORT (SNY		2805 JOLLY STE 200		OKEMOS MI 48864

BLD - ELE, MEC, PLM - New Permits Issued

**June 2023
Williamston**

Permit #	Category	Address	Parcel #	
Work Description				
PELE2023-01550	Alteration Commercial	940 VENTURE LANE WILLIAMSTON MI 48895	33-18-07-01-300-0	Permit Fee: \$175.00 Square Feet: 00 Valuation: 0.00
Received 06/22/2023	Install new fire alarm system existing blg - Mich Dept of Agriculture			
Issued 06/23/2023				
Owner: STATE OF MICHIGAN DEPT OF AG	940 VENTURE LANE	WILLIAMSTON MI 48895		
Contractor: ENGINEERED PROTECTION SYSTEM	750 FRONT AVE NW	GRAND RAPIDS MI 49504		
PMEC2023-01779	Alteration Commercial	3001 N WILLIAMSTON RD WILLIAMSTON MI 48895	33-18-07-02-400-0	Permit Fee: \$90.00 Square Feet: 00 Valuation: 0.00
Received 06/02/2023	install two gas fired unit heaters Construct a greenhouse and a drive-			
Issued 06/02/2023	through lane. Interior remodel of existing 21,217 sf store. Tractor Supply Store			
Owner: SS REALTY LLC A GEORGIA LTD	132 SHEPPARD AVE WEST SUITE 100	TORONTO ONTARIO CANADA		
Contractor: CMR MECHANICAL LLC	3611 CENTRAL ST	DEXTER MI 48130		

Subtotals: Township Permit Total: 17 Twp Permit Fee Total: \$1,445.00

Livingston County Department of Building & Safety Engineering

07/06/2023

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BLD - ELE, MEC, PLM - New Permits Issued

June 2023

Williamston

Permit #	Category	Address	Parcel #
Work Description			

Total Number of Permits: 17	Grand Total: \$1,445.00
------------------------------------	--------------------------------

Population: All Records

Permit.DateIssued Between 6/1/2023 12:00:00 AM AND 6/30/2023 12:00:00 AM

AND

Permit.ParcelNumber Starts With 33

AND

Permit.PermitType = Fire Alarm OR

Permit.PermitType = Fire Suppression OR

Permit.PermitType = Fireplace OR

Permit.PermitType = Mechanical OR

Permit.PermitType = Plumbing OR

Permit.PermitType = Electrical OR

Permit.PermitType = Sewer OR

Permit.PermitType = Water Service

BLD - New Permits Issued Report

June 2023

Williamston

Permit #	Category	Address	Parcel #	
Work Description				
PBLD2023-01479 434-	Alteration Single Family Residential	249 CHURCHILL DOWNS BLVD WILLIAMSTON MI 48895	33-18-03-34-428-0	Permit Fee: \$50.00 Square Feet: 00 Valuation: 0.00
Received 06/01/2023	Tear off and reshingle roof on home			
Issued 06/02/2023				
Owner: WISE ANDREW		249 CHURCHILL DOWNS BLVD		WILLIAMSTON MI 48895
Contractor: HOME PRO EXTERIORS LLC		2331 SOUTH STATE ST		IONIA MI 48846
PBLD2023-01710 434-	Alteration Single Family Residential	1005 FOXBOROUGH DR WILLIAMSTON MI 48895	33-18-07-02-429-0	Permit Fee: \$50.00 Square Feet: 26 Valuation: 19,306.00
Received 06/19/2023	TEAR OFF AND RE SHINGLE HOUSE			
Issued 06/19/2023				
Owner: WALSH NICOLE		1005 FOXBOROUGH DR		WILLIAMSTON MI 48895
Contractor: MILLS SIDING & ROOFING LLC		101 W BIG BEAVER RD, SUITE 1400		TROY MI 48084
PBLD2023-01480 434-	Alteration Single Family Residential	1010 FOXBOROUGH DR WILLIAMSTON MI 48895	33-18-07-02-426-0	Permit Fee: \$50.00 Square Feet: 26 Valuation: 18,039.00
Received 06/01/2023	TEAR OFF AND REROOF (re-shingle) HOUSE			
Issued 06/01/2023				
Owner: MAURER, DAN & KELLY		1010 FOXBOROUGH DR		WILLIAMSTON MI 48895
Contractor: MILLS SIDING & ROOFING LLC		101 W BIG BEAVER RD, SUITE 1400		TROY MI 48084
PBLD2023-01711 434-	Alteration Single Family Residential	1014 FOXBOROUGH DR WILLIAMSTON MI 48895	33-18-07-02-426-0	Permit Fee: \$50.00 Square Feet: 33 Valuation: 19,997.00
Received 06/19/2023	TEAR OFF AND RE SHINGLE HOUSE			
Issued 06/19/2023				
Owner: MORLEY BRIAN		1014 FOXBOROUGH DR		WILLIAMSTON MI 48895
Contractor: MILLS SIDING & ROOFING LLC		101 W BIG BEAVER RD, SUITE 1400		TROY MI 48084
PBLD2023-01564 434-	Alteration Single Family Residential	227 MC CORMICK WILLIAMSTON MI 48895	33-18-03-35-451-0	Permit Fee: \$50.00 Square Feet: 00 Valuation: 0.00
Received 06/07/2023	Tear off and reshingle roof on home.			
Issued 06/08/2023				
Owner: NICOL JENNIFER I & MICHAEL J		227 MC CORMICK		WILLIAMSTON MI 48895
Contractor: HOME PRO EXTERIORS LLC		2331 SOUTH STATE ST		IONIA MI 48846

BLD - New Permits Issued Report

**June 2023
Williamston**

Permit #	Category	Address	Parcel #	
Work Description				
PBLD2023-01359	Addition	672 PINE MEADOW LANE	33-18-07-02-254-0	Permit Fee: \$105.00
434-	Accessory	WILLIAMSTON MI 48895		Square Feet: 00
Received	05/22/2023	Resurface existing deck with new deck boards and railing		
Issued	06/12/2023			
Owner:	TOM BARRETT	672 PINE MEADOW LANE	WILLIAMSTON MI 48895	
Contractor:	WILKINSON BUILDERS INC	8030 S LOOMIS	DEWITT MI 48820	
PBLD2023-01871	Alteration	509 N PUTNAM	33-18-03-35-427-0	Permit Fee: \$50.00
434-	Single Family Residential	WILLIAMSTON MI 48895		Square Feet: 00
Received	06/29/2023	Remove old shingles. Install new shingles		
Issued	06/29/2023			
Owner:	SUTTON-SMITH EMILY C	509 N PUTNAM	WILLIAMSTON MI 48895	
Contractor:	PALMER CONSTRUCTION SERVICES	3120 PINE TREE RD	LANSING MI 48911	
PBLD2023-01443	Alteration	805 S PUTNAM	33-18-07-01-152-0	Permit Fee: \$80.00
434-	Single Family Residential	WILLIAMSTON MI 48895		Square Feet: 00
Received	05/26/2023	Installing 12 roof mounted solar modules, grid tied, 4.8 kW. Electrical requirements 1) rapid shutdown or disconnecting means at solar array with external handle 2) Group mains to shut down all premises power 3) No insulation piercing connectors		
Issued	06/09/2023			
Owner:	DONOVAN KATHRYN	805 S PUTNAM	WILLIAMSTON MI 48895	
Contractor:	MCNAMARA, RYAN	2853 NW NORTHRIDGE DR STE B	WALKER MI 49544	

Subtotals:

Township Permit Total: 8

Twtp Permit Fee Total: \$485.00

BLD - Certificates of Completion Issued Report

June 2023

Williamston

Permit #	Category	Address Work Description	Parcel #
PBLD2023-01147	Alteration	827 BLACKSMITH TR 434 - Add or Alter Dw WILLIAMSTON MI 48895	33-18-07-02-253- Permit Fee: \$85.00
Issued	05/18/2023	Installing 56ft interior drain tile, 20ft buried discharge line	
Finalized	06/26/2023		
Owner:	DORNBUSH DONALD H & VICKI L	827 BLACKSMITH TR	WILLIAMSTON MI 48895
Contractor:	FOUNDATION SYSTEMS OF MICHIGA	2817 BOND STREET	ROCHESTER HILLS MI 48309
PBLD2023-01198	Alteration	475 CROSSMAN 434 - Add or Alter Dw WILLIAMSTON MI 48895	33-18-07-01-126- Permit Fee: \$50.00
Issued	05/12/2023	Tear off and reshingle roof on home	
Finalized	06/23/2023		
Owner:	475 CROSSMAN STREET LLC	123 E GRAND RIVER	WILLIAMSTON MI 48895
Contractor:	HOME PRO EXTERIORS LLC	2331 SOUTH STATE ST	IONIA MI 48846
PBLD2023-01308	Alteration	465 FOX RUN CT 434 - Add or Alter Dw WILLIAMSTON MI 48895	33-18-03-36-426- Permit Fee: \$50.00
Issued	05/22/2023	Tear off and reshingle roof on home	
Finalized	06/29/2023		
Owner:	RICHARDS KRYSTEN	465 FOX RUN CT	WILLIAMSTON MI 48895
Contractor:	HOME PRO EXTERIORS LLC	2331 SOUTH STATE ST	IONIA MI 48846
PBLD2023-01069	Addition	200 E MIDDLE 434 - Add or Alter Dw WILLIAMSTON MI 48895	33-18-03-36-358- Permit Fee: \$80.00
Issued	05/09/2023	Installing 20 roof mounted solar modules, grid tied, 7.40 kW. Electrical requirements 1) rapid shutdown or disconnecting means at solar array with external handle 2) Group mains to shut down all premises power 3) No insulation piercing connectors	
Finalized	06/09/2023		
Owner:	LEIGH MARCUS	200 E MIDDLE	WILLIAMSTON MI 48895
Contractor:	ABSOLUTE ENVIRONMENTAL SOLU	1048 PIERPONT DR 3D	LANSING MI 48911
PBLD2023-00726	Alteration	833 WILLIAMS 434 - Add or Alter Dw WILLIAMSTON MI 48895	33-18-03-35-378- Permit Fee: \$50.00
Issued	04/07/2023	Tear off and reshingle roof on home	
Finalized	06/21/2023		
Owner:	COSTELLO PAUL	833 WILLIAMS	WILLIAMSTON MI 48895
Contractor:	HOME PRO EXTERIORS LLC	2331 SOUTH STATE ST	IONIA MI 48846

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

517.546.3240 * 517.546.3000 * 517.546.3290
517.546.7461 FAX

Acting on behalf of the City of Williamston

CERTIFICATE OF COMPLETION

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

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

Use Class: Alteration Single Family Residential Bldg. Permit No: PBLD2023-01147
Use Group: R-3 Type Construction: V-B
Description of Work: Installing 56ft interior drain tile, 20ft buried discharge line

Owner: DORNBUSH DONALD H & VICKI L Contractor: FOUNDATION SYSTEMS OF MICHIGAN I
827 BLACKSMITH TR 2817 BOND STREET
WILLIAMSTON MI 48895 ROCHESTER HILLS MI 48309

Building Address: 827 BLACKSMITH TR Parcel Number: 33-18-07-02-253-026
WILLIAMSTON MI 48895

Building Official  Date: 06/26/2023

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

517.546.3240 * 517.546.3000 * 517.546.3290
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Use Class: Alteration Single Family Residential
Use Group: R-3
Bldg. Permit No: PBLD2023-01198
Description of Work: Tear off and reshingle roof on home
Type Construction: V-B

Owner: 475 CROSSMAN STREET LLC
123 E GRAND RIVER
WILLIAMSTON MI 48895
Contractor: HOME PRO EXTERIORS LLC
2331 SOUTH STATE ST
IONIA MI 48846

Building Address: 475 CROSSMAN
WILLIAMSTON MI 48895
Parcel Number: 33-18-07-01-126-008

Building Official: 
Date: 06/23/2023

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

517.546.3240 * 517.546.3000 * 517.546.3290
517.546.7461 FAX

Acting on behalf of the City of Williamston

CERTIFICATE OF COMPLETION

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

MRC 2015

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

Use Class: Alteration Single Family Residential

Use Group: R-3

Description of Work: Tear off and reshingle roof on home

Bldg. Permit No: PBLD2023-01308

Type Construction: V-B

Owner: RICHARDS KRISTEN
465 FOX RUN CT
WILLIAMSTON MI 48895

Contractor: HOME PRO EXTERIORS LLC
2331 SOUTH STATE ST
IONIA MI 48846

Building Address: 465 FOX RUN CT
WILLIAMSTON MI 48895

Parcel Number: 33-18-03-36-426-010

Building Official

Date: 06/29/2023

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

517.546.3240 * 517.546.3000 * 517.546.3290
517.546.7461 FAX

Acting on behalf of the City of Williamston

CERTIFICATE OF COMPLETION

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

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

Use Class: Addition Single Family Residential

Bldg. Permit No: PBLD2023-01069

Use Group: U

Type Construction: V-B

Description of Work: Installing 20 roof mounted solar modules, grid tied, 7.40 kW. Electrical requirements 1) rapid shutdown or disconnecting means at solar array with external handle 2) Group mains to shut down all premises power 3) No insulation piercing connectors

Owner: LEIGH MARCUS
200 E MIDDLE
WILLIAMSTON MI 48895

Contractor: ABSOLUTE ENVIRONMENTAL SOLUTIONS
1048 PIERPONT DR 3D
LANSING MI 48911

Building Address: 200 E MIDDLE
WILLIAMSTON MI 48895

Parcel Number: 33-18-03-36-358-001

Building Official:  Date: 06/09/2023

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

517.546.3240 * 517.546.3000 * 517.546.3290
517.546.7461 FAX

Acting on behalf of the City of Williamston

CERTIFICATE OF COMPLETION

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

Use Class:	Alteration Single Family Residential	Bldg. Permit No:	PBLD2023-00726
Use Group:	R-3	Type Construction:	V-B
Description of Work:	Tear off and reshingle roof on home		

Owner:	COSTELLO PAUL	Contractor:	HOME PRO EXTERIORS LLC
	833 WILLIAMS		2331 SOUTH STATE ST
	WILLIAMSTON MI 48895		IONIA MI 48846

Building Address:	833 WILLIAMS	Parcel Number:	33-18-03-35-378-004
	WILLIAMSTON MI 48895		

Building Official:  Date: 06/21/2023

Livingston County Department of Building & Safety Engineering

07/06/2023

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BLD - Certificates of Completion Issued Report

June 2023

PBLD2023-01055 Alteration 431 WINDING RIVER DR 33-18-03-34-427- Permit Fee: \$50.00
434 - Add or Alter Dw WILLIAMSTON MI 48895

Issued 05/02/2023 Tear off and reshingle roof on home
Finaled 06/21/2023

Owner: TAZELAAR DUSTIN 431 WINDING RIVER DR WILLIAMSTON MI 48895
Contractor: HOME PRO EXTERIORS LLC 2331 SOUTH STATE ST IONIA MI 48846

Subtotals: Township Permit Total: 6 Twp Permit Fee Total: \$365.00

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

517.546.3240 * 517.546.3000 * 517.546.3290
517.546.7461 FAX

Acting on behalf of the City of Williamston

CERTIFICATE OF COMPLETION

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

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

Use Class: Alteration Single Family Residential
Use Group: R-3
Bidg. Permit No: PBLD2023-01055
Description of Work: Tear off and reshingle roof on home
Type Construction: V-B

Owner: TAZELIAR DUSTIN
431 WINDING RIVER DR
WILLIAMSTON MI 48895
Contractor: HOME PRO EXTERIORS LLC
2331 SOUTH STATE ST
IONIA MI 48846

Building Address: 431 WINDING RIVER DR
WILLIAMSTON MI 48895
Parcel Number: 33-18-03-34-427-060

Building Official: 
Date: 06/21/2023

Livingston County Building Department

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07/06/2023
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BLD - CO Issued

Williamston

C of O Number	Status Address	CO Issued Date	Parcel #
OF23-0686	ISSUED (FINAL)	06/21/2023	33-18-07-02-254-0
PBLD2023-01301	664 PINE MEADOW LANE		WILLIAMSTON, MI 48895
replacing rails and repairing deck boards on an existing deck			
Owner:	WORTHINGTON DIANE	664 PINE MEADOW LN	WILLIAMSTON MI 48895
Contractor:			
OF23-0697	ISSUED (FINAL)	06/22/2023	33-18-03-36-428-0
PBLD2022-03881	605 N CEDAR RUN CT		WILLIAMSTON, MI 48895
Remodeling kitchen, new header at sunroom, refinish floors, new paint, etc.			
Owner:	SCHMIDT WILLIAM B & LAURI A	605 N CEDAR RUN CT	WILLIAMSTON MI 48895
Contractor:	ODD FELLOWS CONTRACTING INC	1000 E GRAND RIVER	WILLIAMSTON MI 48895
OF23-0746	ISSUED (FINAL)	06/30/2023	33-18-03-36-327-0
PBLD2023-00969	402 N CEDAR		WILLIAMSTON, MI 48895
remove existing deck and replace with new attached 17'x18' deck on a existing home 2x8 joist 16" o.c. / 3-2x12, 2 -2x10 beams beams / 12" x 42" footing			
Owner:	SHAW STEVEN	402 N CEDAR	WILLIAMSTON MI 48895
Contractor:	PALMER CONSTRUCTION SERVICES	3120 PINE TREE RD	LANSING MI 48911

Totals For Williamston: 3

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

517.546.3240 * 517.546.3000 * 517.546.3290
517.546.7461 FAX

Acting on behalf of the City of Williamston

CERTIFICATE OF OCCUPANCY

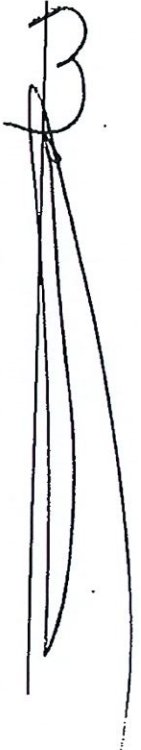
This certificate is issued pursuant to the requirements under the Michigan State Construction code: MRC 2015 and other applicable codes and ordinances certifying that at the time of issuance is in compliance with the above mentioned codes and ordinances. It is specifically understood that this certificate becomes null & void when changes in construction, occupancy or use are made without department approval.

Use Class: Addition Accessory
Use Group: R-3
Occupancy Load: 00
Bldg. Permit No: PBLD2023-01301
Type Construction: V-B
Automatic Sprinkler System: No

Description of Work: replacing rails and repairing deck boards on an existing deck

Owner: WORTHINGTON DIANE
664 PINE MEADOW LN
WILLIAMSTON MI 48895
Contractor:

Building Address: 664 PINE MEADOW LANE
WILLIAMSTON, MI 48895
Parcel Number: 33-18-07-02-254-012

Building Official: 
Date: 06/21/2023



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Use Class: Alteration Single Family Residential Bldg. Permit No: PBLD2022-03881
Use Group: R-3 Type Construction: V-B
Occupancy Load: 00 Automatic Sprinkler System: No

Description of Work: Remodeling kitchen, new header at sunroom, refinish floors, new paint, etc.

Owner: SCHMIDT WILLIAM B & LAURIA Contractor: ODD FELLOWS CONTRACTING INC
605 N CEDAR RUN CT 1000 E GRAND RIVER
WILLIAMSTON MI 48895 WILLIAMSTON MI 48895

Building Address: 605 N CEDAR RUN CT Parcel Number: 33-18-03-36-428-010
WILLIAMSTON, MI 48895

Building Official:  Date: 06/22/2023



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Howell, MI 48843-7580

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Use Class: Addition Accessory
Use Group: R-3
Occupancy Load: 00
Bldg. Permit No: PBLD2023-00969
Type Construction: V-B
Automatic Sprinkler System: No

Description of Work: remove existing deck and replace with new attached 17'x18' deck on a existing home 2x8 joist 16" o.c. / 3-2x12, 2-2x10 beams beams / 12" x 42" footing

Owner: SHAW STEVEN
402 N CEDAR
WILLIAMSTON MI 48895
Contractor: PALMER CONSTRUCTION SERVICES LLC
3120 PINE TREE RD
LANSING MI 48911

Building Address: 402 N CEDAR
WILLIAMSTON, MI 48895
Parcel Number: 33-18-03-36-327-020

Building Official:  Date: 06/30/2023