



CITY OF WILLIAMSTON
161 East Grand River Avenue, Williamston MI
(517) 655-2774
Regular City Council Meeting Agenda
Monday, August 14, 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 July 24, 2023
7. Accounts Payable
8. Action Items
 - a. City Website Overhaul
 - b. Crossing Guard Wages
 - c. 2023 Utility Improvements Project – Putnam Construction Engineering Services
 - d. 2023 N Putnam Split/MDOT Rebid – Putnam Design/Bidding Engineering Services
 - e.
 - f.
9. Discussion Items
 - a. Road Diet
 - b. Construction Project Update(s)
 - c.
 - d.
 - e.
 - f.
10. Correspondence Received / Information Only
 - a.
11. Department Head Reports
 - a. City Manager
 - b.
 - c.
 - 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 28, 2023, in the Council Chambers of City Hall at 7:00 p.m.**

CITY OF WILLIAMSTON
CITY COUNCIL
JULY 24, 2023
REGULAR MEETING MINUTES

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1. Call to Order:

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

3. Roll Call:

Mayor Tammy Gilroy, Council members Steve Jenkins, Scott VanAllsburg, Dan Rhines, and Terry Hansen. Absent: Brandon Lanyon and Tommy Pratt.

Also present: City Manager John Hanifan, Deputy Clerk Barb Burke, Police Chief Bob Young, City Attorney Timothy Perrone, JFM Productions, and citizens Kent Hall, and Tim Ludwig.

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

4. Approval of Agenda:

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

5. Audience Participation:

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

6. Council Meeting Minutes of June 26, 2023:

Motion by **Hansen**, second by **Jenkins**, to approve the June 26, 2023, minutes as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Hansen**, second by **Rhines**, to approve the July 24, 2023, accounts payable as presented, reference #'s 76829-76875, ACH 454-470, and EFT 471 from dates 6-21-23 through 7-10-23 for a total of \$99,460.68. Yes: VanAllsburg, Rhines, Gilroy, Hansen, Jenkins. No: None. **Motion passed.**

8. Action Items

8a. 2023 Biannual Bridge Inspections – Engineering Services Agreement:

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

8b. M-43 (Grand River Ave) – Road Diet Resolution:

Motion by **Hansen**, second by **Rhines**, to approve the resolution to move forward with the submittal of a request to Michigan Department of Transportation to convert M-43 (Grand River Avenue) from 4 to 3 traffic lanes. Yes: Gilroy, Hansen, Jenkins, VanAllsburg, Rhines.

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No: None. **Motion passed.**

8c. MML Fund Trustee Election:

Motion by **Jenkins**, second by **Hansen**, to cast the MML ballot as submitted for all the candidates listed to serve as trustees on the MML Workers' Compensation Fund. Yes: Hansen, Jenkins, VanAllsburg, Rhines, Gilroy. No: None. **Motion passed.**

8d. Interim Police Chief Contract Extension:

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

8e. Planning and Management Intern:

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

8f. Appointment of Byron Aldrink to the Parks & Recreation Commission for a Term to Expire 06/30/26:

Motion by **Hansen**, second by **VanAllsburg**, to appoint Byron Aldrink to the Parks & Recreation Commission for a Term to Expire 06/30/26. Yes: Jenkins, VanAllsburg, Rhines, Gilroy, Hansen. No: None. **Motion passed.**

9. Discussion Items

9a. Road Diet:

Manager Hanifan reported MDOT requires use of a pre-qualified contractor. The contractor has no time to do this the project summer, but will complete it in the spring 2024. With the delay, the City could apply for grant funding. This project is in the budget, but grant money is worth pursuing.

9b. Construction Project Update(s):

Manager Hanifan reported the packet includes a contractor schedule for the North Putnam project. The City will get this information out to the public and will continue with communication as this project progresses. It was suggested to include detour routes, and to ask the schools to send out detour routes with the scheduled timeline.

9c. Police Chief Search Process:

Manager Hanifan reviewed the timeline/process for hiring the new, permanent police chief, which is included in the packet.

9d. Website Overhaul/Update:

Manager Hanifan has met with three companies that specialize in local government web services and page design. They are all good and within budget. He will bring a recommendation to Council at the next meeting.

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9e. Council, Boards, and Commission(s) Meeting Times:

Manager Hanifan discussed the possibility of changing meeting times from 7 pm to 6 pm and perhaps holding one Council meeting during July and August (as is the current practice for December). He will do a survey of each board/commission at their future meetings to obtain their feedback on meeting times.

11. Department Head Reports

11a. City Manager:

Nothing additional.

11b. Police Department:

Police Chief Young said they have two candidates to send to the academy. They are scheduled for January but are on a wait list for August. Williamston's National Night Out is Tuesday, August 1, from 6-8 pm. This year instead of going around neighborhoods, there will be officers in McCormick Park and Volunteers Community Park with activities. They will get information out and ask everyone to spread the word.

11c. Building Department:

A written report was submitted for Council review.

12. Committee/Sub-Committee Reports:

Manager Hanifan attended the NIESA meeting as the Council representative and alternate were both out of town.

13. Audience Participation:

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

14. Council Member Comments:

Councilman VanAllsburg thanked Chief Young for continuing to work with the City for another six months.

Mayor Gilroy is happy National Night Out is back in the parks and encourages everyone to attend and share the information. There are still so many great summer events – the Thursday evening bandshell concerts, the farmers market, etc. She saw the Jubilee Committee working on cleanup of all their equipment and the Trent Allen basketball courts at Volunteers Community Park are finished and back open.

15. Adjourn to the Call of the Chair:

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

***Meeting adjourned at 8:09 p.m.**

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Respectfully Submitted by:

Barbara J. Burke, Deputy Clerk

Tammy Gilroy, Mayor

Date Approved: _____

DRAFT

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CITY OF WILLIAMSTON
CITY COUNCIL MEETING AUGUST 14, 2023
ACCOUNTS PAID/PAYABLE
CHECKS 76882-76942, ACH 472-502 AND EFT 503

Date	Check	Vendor Name	Description	Amount	Aprv
07/19/2023	76882	BS&A SOFTWARE	ANNUAL SUPPORT AP/ASSESSING/CR	2,202.00	_____
07/19/2023	76883	CARDMEMBER SERVICE	YMG/NNO	221.47	_____
			DLG/DPW WATER	26.34	_____
			HMT/CITY HALL WATER	14.76	_____
			SJD/WWTP SUPPLIES	699.99	_____
			SLC/WWTP SUPPLIES	296.76	_____
			YMG/PD UNIFORM	47.57	_____
			HMT/8' TABLE	105.98	_____
			HMT/CLERK DINNER	28.32	_____
			YMG/NNO	37.91	_____
			YMG/NNO	18.76	_____
			YMG/NNO	74.81	_____
			SAD/ANNUAL ESRI GIS SOFTWARE	3,477.30	_____
			DLG/EQUIP RUBBER MAT	124.37	_____
			YMG/NNO	500.43	_____
			YMG/PD UNIFORM	47.56	_____
			SAD/CITY PARK LIGHT POLE NUMBERS	696.00	_____
			HMT/CLERK MEAL	18.17	_____
			YMG/CR PD SUPPLIES	(107.80)	_____
				<u>6,328.70</u>	
07/19/2023	76884	DTE ENERGY	175 E GRAND RIVER/PD	466.60	_____
			215 CHURCHILL DOWNS/LS	56.73	_____
			111 E MIDDLE/LS	79.54	_____
			DAHLSTROM PK/JUBILEE	107.57	_____
			ZIMMER/LS	36.61	_____
			228 ELEVATOR/OLD DPW	29.94	_____
			161 E GRAND RIVER/CH	180.19	_____
			804 HIGH/LS	56.78	_____
			202 ELEVATOR/TIFA 2B	14.89	_____
			MECHANIC/LS	76.06	_____
			MCCORMICK PARK	77.76	_____
			CORWN/LS	319.31	_____
			RIVERVIEW/LS	47.48	_____
			3870 VANNETER /LS	23.89	_____
			781 PROGRESS CT	870.84	_____
			MEMORIAL PARK	18.61	_____
			2240 LINN/LS	44.07	_____
			1625 LINN/WELL 9	644.35	_____
			1657 LINN/WTP	3,175.63	_____
			2450 E GRAND RIVER/LS	93.54	_____
			WWTP UTILITIES	6,827.64	_____
				<u>13,248.03</u>	
07/19/2023	76885	ETNA SUPPLY	WATER PARATS CURBSTOP LIDS	682.50	_____
			WATER PARTS CURBSTOP LIDS	877.50	_____
			WATER/SEWER METERS	2,160.00	_____
				3,720.00	_____

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07/19/2023	76886	GRANGER	CITY HALL & DPW DUMPSTERS	141.37
			CITY HALL RECYCLING	45.50
				<u>186.87</u>
07/19/2023	76887	JOHN DEERE FINANCIAL	JD BRUSH HOG	16.68
			JD SUPPLIES	67.15
				<u>83.83</u>
07/19/2023	76888	JOHNSON SIGN	GATEWAY SIGN	11,125.00
07/19/2023	76889	K&H CONCRETE CUTTING OF LAN	CORE SIDEWALK FOR FLAGS	255.00
07/19/2023	76890	LANSING ICE & FUEL COMPANY	WTP & WELL 9 PROPANE	1,000.00
07/19/2023	76891	MI STATE POLICE	SOR REGISTRATION	30.00
07/19/2023	76907	RICOH USA INC	CITY HALL & PD COPIER CHARGES	99.11
			CITY HALL & PD COPER	265.09
				<u>364.20</u>
07/19/2023	76908	SILVERSMITH, INC	ANNUAL WATER & WASTEWATER	5,400.00
07/19/2023	76909	TC ENTERPRISES	CITY TREE SVC	1,125.00
07/19/2023	76910	USA TODAY NETWORK	WATER/HUD NOTICES	1,720.55
07/19/2023	76911	WILLIAMSTON TRUE VALUE	ELEC LINE MAINT	4.94
			EQUIP	11.78
			EQUIP MAINT	29.44
			WATER SUPPLIES	6.90
			PUTNAM BRIDGE	6.99
			PUTNAM BRIDGE	6.99
			PUTNAM BRIDGE	4.78
			PUTNAM BRIDGE	5.69
			WWTP SUPPLIES	71.66
			LINE MAINT	39.33
			PUTNAM BRIDGE	131.27
			ANT BAIT/OFFICE	7.99
			WTP BRINE PUMP	6.16
			SUPPLIES	1.79
			DPW SUPPLIES	15.99
			WATER LINE MAINT	5.37
			DPW HARDWARE	0.50
				<u>357.57</u>
07/26/2023	472(A)	ADMIRAL	PD VEHICLE WASHES	12.00
07/26/2023	473(A)	COHL, STOKER & TOSKEY, P.C	ATTY RETAINED SVCS	3,617.75
07/26/2023	474(A)	EAGLE CAR WASH	PD VEHICLE WASHES	6.00
07/26/2023	475(A)	FIRST ADVANTAGE LNC OCC HEA	DPW EE DRUG TESTER & MILEAGE	160.31
07/26/2023	476(A)	GORMLEY LAW OFFICES, PLC	TIFA RETAINED SVCS	500.00
			ATTY SUPP SVCS	1,958.10
			CITY RETAINED SVCS	400.00
				<u>2,858.10</u>

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07/26/2023	477(A)	H & H WELDING & REPAIR	WELD REPAIR	274.00
			WELD REPAIR	30.00
				<u>304.00</u>
07/26/2023	478(A)	INGHAM COUNTY ISD	THRU 7/15/23	46,432.53
07/26/2023	479(A)	INGHAM COUNTY TREASURER	THRU 7/15/23	95,272.31
07/26/2023	480(A)	KATHY EDWARDS	JUNE COUNCIL MTGS	400.00
07/26/2023	481(A)	LANSING COMMUNITY COLLEGE	THRU 7/15/23	28,096.99
07/26/2023	482(A)	LANSING UNIFORM COMPANY	OFFICER UNIFORM	89.95
07/26/2023	483(A)	MICHIGAN CAT	LOADER SERVICE	1,946.38
07/26/2023	484(A)	MODEL FIRST AID SAFETY & TRAI	WWTP FIRST AID	152.21
07/26/2023	485(A)	NCL OF WISCONSIN	WWTP LAB SUPPLIES	795.41
07/26/2023	486(A)	PURITY CYLINDER GASES INC.	DPW EQUIP TORCH GAS	31.75
07/26/2023	487(A)	RANDY'S SERVICE STATION	DPW FLEET GASOLINE	977.06
			DPW FLEET DIESEL	963.17
			PD FUEL	1,053.40
				<u>2,993.63</u>
07/26/2023	488(A)	USA BLUEBOOK	WWTP LAB SUPPLIES	4,473.01
07/26/2023	489(A)	VC3	MICROSOFT 365 MONTHLY COMMITMENT	375.00
07/26/2023	490(A)	WILLIAMSTON COMM. SCHOOLS	LIBRARY MAINT/4TH QTR 22/23	1,545.00
			THRU 7/15/23	58,308.34
				<u>59,853.34</u>
07/27/2023	76912	CATERPILLAR FINANCIAL SERVICE	910 WHEEL LOADER ANNUAL PAYMENT	35,280.00
07/27/2023	76913	CONSUMERS ENERGY	526 SUNSET/WWTP	1,313.28
			161 E GRAND RIVER/CITY HALL	17.08
			228 N PUTNAM	16.00
			228 ELEVATOR	129.57
			781 PROGRESS CT/COLD STORAGE	13.60
			175 E GRAND RIVER/PD	34.26
			781 PROGRESS CT	23.51
			369 E GRAND RIVER/DEPOT	19.54
			3485 CORWIN RD	21.38
				<u>1,588.22</u>
07/27/2023	76914	DTE ENERGY	JUNE STREET LIGHTS	8,726.85
07/27/2023	76915	LIMNER PRESS	OPERATING SUPPLIES	520.00
07/27/2023	76916	MAGICAL TOUCH	PD OIL CHANGE	50.94
			PD OIL CHANGE	50.94
				<u>101.88</u>
07/27/2023	76917	MCKEARNEY ASPHALT & SEALING	VCP BASKETBALL COURTS	10,995.00
07/27/2023	76918	MCKENNA	ZONING ASSISTANCE	650.00
07/27/2023	76919	O'LEARY PAINT	WWTP REPAIRS	689.90
07/27/2023	76920	ROSLUND PRESTAGE & COMPAN	2023 FINANCIAL AUDIT	4,375.00
07/27/2023	76921	STATE OF MICHIGAN	WTP WATER SAMPLING	793.00
07/27/2023	76922	SUPREME SANITATION	VCP PORTA POTTY	100.00
07/27/2023	76923	VERIZON WIRELESS	CITY CELL PHONES	677.88

07/27/2023	76924	WOW! BUSINESS	CITY PHONES & INT	1,527.62
			CITY PHONES & INT	1,537.35
				<u>3,064.97</u>
07/31/2023	491(A)	KATHY EDWARDS	JULY COUNCIL TAPINGS	200.00
07/31/2023	492(A)	MCMASTER-CARR	WWTP REPAIRS	58.20
07/31/2023	493(A)	MPSC C/O US BANK N.A.	PD DVR/EQUIPMENT	6,788.99
07/31/2023	494(A)	NAPA AUTO PARTS	EQUIP MAINT	44.72
			EQUIP MAINT	34.64
			EQUIP MAINT	332.45
			EQUIP MAINT	442.34
			EQUIP MAINT	32.00
			EQUIP MAINT	(58.31)
				<u>827.84</u>
07/31/2023	495(A)	OVERHEAD DOOR OF LANSING	PD GARAGE DOOR REPAIR	387.32
07/31/2023	496(A)	STAPLES	OPERATING SUPPLIES	368.35
08/02/2023	76929	WILLIAMSTON POSTMASTER	N. Putnam St.	542.32
08/04/2023	76930	WILLIAMSTON POSTMASTER	POSTAGE	238.17
			POSTAGE	238.17
				<u>476.34</u>
08/04/2023	76931	CARGILL, INC	WTP BRINE SALT	6,329.50
08/04/2023	76932	CULLIGAN WATER CONDITIONING	DI CHARGE	64.00
08/04/2023	76933	DTE ENERGY	JULY STREET LIGHTS	8,756.95
08/04/2023	76934	ETNA SUPPLY	CURB STOP REPAIRS	2,184.00
08/04/2023	76935	HOME DEPOT CREDIT SERVICES	DPW SHELVES	674.16
			DPW SHELVES	421.88
			WWTP SUPPLIES	31.68
			WWTP TOOLS	327.97
			CR - WWTP	(139.00)
				<u>1,316.69</u>
08/04/2023	76936	HURON COMMUNITY BANK	WATER SUPPLY REV REFUNDING BONDS	3,969.00
08/04/2023	76937	MPC CASHWAY LUMBER	MCCORMICK PARK BACKSTOP	71.84
			MCCORMICK PARK BACKSTOP	200.23
				<u>272.07</u>
08/04/2023	76938	RICHARD SISSON TRUCKING INC	LEAVES TRUCKING TO MULCH LANDSCAPER	2,035.00
08/04/2023	76939	SPARROW OCCUPATIONAL HEALTH	EMPLOYEE FOLLOW UP	257.61
08/04/2023	76940	VERIZON WIRELESS	PD MODEM & PHONE CHARGES	302.11
08/04/2023	76941	WASTE MANAGEMENT OF MICHIGAN	WWTP DUMPSTERS	427.86
08/04/2023	76942	ST ROMANOS MONASTERY	Contractual Services	540.25
08/07/2023	497(A)	ADMIRAL	PD & DPW CHARGES	22.48
08/07/2023	498(A)	BAPPERT AUTOMOTIVE SERVICES	PD REPAIR	126.52
08/07/2023	499(A)	GORMLEY LAW OFFICES, PLC	TIFA RETAINED SVCS	500.00
			ATTY SUPP SVCS	2,287.13

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400.00

CITY RETAINED SVCS

				3,187.13
08/07/2023	500(A)	NAPA AUTO PARTS	06 CHEVY 4X4	5.60
08/07/2023	501(A)	PRESTON COMMUNITY SERVICES	JUNE ASSESS. SVCS	2,179.32
08/07/2023	502(A)	RANDY'S SERVICE STATION	DPW FLEET GASOLINE	1,105.10
			PD FUEL	1,069.77
				2,174.87
08/04/2023	503(E)	CITY OF WILLIAMSTON	JULY W/S 2023	1,474.20
				407,854.64



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pg 1

To: City Council
From: John P. Hanifan, City Manager 
Date: Council Meeting of August 14, 2023
Subject: City Website Overhaul

The City reviewed proposals from three (3) firms:

- 1) ProudCity
- 2) Revize
- 3) CivicPlus

Each firm builds and maintains many municipal web pages. As part of the selection process, each firm provided approximately an hour-long presentation of how their sites are created, maintained, and supported. Each firm offered different price structures, but the three-year total price is comparable.

- 1) ProudCity: \$ 9,200 (\$5,600 initial, \$1,800 per year 2 and 3)
- 2) Revize: \$10,500 (\$3,500 per year – annual price *with four-year commitment*)
- 3) CivicPlus \$11,419 (\$4,758 per year, discounted 20%)

Each firm does excellent work, but it is my recommendation that the City select ProudCity, based on a combination of the site features, timeline for implementation, ease of updating and price.

Recommended Motion:


Motion to select ProudCity for the overhaul and update of the City website, for the not to exceed price of \$5,600; with a second-year subscription cost of \$1,800.



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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To: City Council
From: John P. Hanifan, City Manager 
Date: Council Meeting of August 14, 2023
Subject: Crossing Guard Hourly Rate

I am requesting an increase in the hourly rate for school crossing guards. The increase is accounted for in the current fiscal year 2023-24. The total budget impact is approximately \$1,100 per fiscal year. The current hourly rate is \$14.46. The crossing guards provide an invaluable service to our community.

Recommended Motion:

Motion to increase the hourly rate of crossing guards by \$1.00 from \$14.46 to \$15.46.



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

Sc.
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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: August 10, 2023
Subject: 2023 Utility Improvements Project – Putnam Construction Engineering Services

Requested Action: The following action is requested:

- Approval of the contract amendment with Spicer Group for Professional Engineering Services during the construction phase of the N Putnam Street utilities to be added to the 2023 Utility Improvements (HUD Projects) in the amount of \$127,000 (Not-to-Exceed). The new total contract amount will be \$628,100 (Not-to-Exceed).

Background: The North Putnam Street project was originally bid through the MDOT process in April. When the one bid received was \$1.4 M over budget, the project was separated into two projects to be rebid for construction. The first project of the utility construction was attached to the bid package of the HUD watermains that was bid in June and official awarded July 19 (per HUD approval process restrictions). The second project of the full road reconstruction is getting rebid through MDOT in October for Spring/Summer 2024 construction. The engineering contract for the two construction phases need to be split as well.

Discussion: Since the construction of N. Putnam has been broken into two projects and the utilities (water, sanitary, and storm) were added to the Williams and Lloyd HUD projects, the construction engineering portion needs to be added to the HUD engineering contract. It is also more cost effective as the MDOT documentation process is not necessary for the first phase of the work. Spicer Group provided the attached amendment (Work Change Directive No. 1) for the Construction Phase of the first phase project. The proposed construction engineering budget of \$127,000 is based on the length of construction in the progress clause of the construction contract. This is in line (8.57%) with the construction cost of the N. Putnam portion of the project \$1,480,270.49.

The second phase of construction engineering for the road reconstruction will be presented separately when we have the MDOT information available after the October bids.

We recommend approval of the engineering contract amendment with Spicer Group for the Construction Phase of the 2023 North Putnam Street Project.



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August 3, 2023

John Hanifan, City Manager
City of Williamston
161 E. Grand River Avenue
Williamston, MI 48895

RE: 2023 Utility Improvements Project – Putnam Construction Engineering Services
City of Williamston

Mr. Hanifan:

Attached is Spicer Group's proposal for professional engineering services associated with the above referenced project. The project will consist of providing construction engineering (CE) services for the replacement of utilities (storm sewer, sanitary sewer, watermain) in the Putnam Street project corridor.

Per the City's request, the Putnam Street construction engineering services will be a contract amendment to the 2023 Utility Improvements Project Spicer Group Contract. We will establish new task(s) specific to this work so the City can track our invoiced effort throughout the project.

Enclosed in this letter is:

1. Work Change Directive (WCD) which requires signature to authorize the work
2. Spicer Group's fee worksheet for Putnam Street Construction Engineering tasks
3. Ironhorse LLC Preliminary Construction Schedule

Scope of Professional Services

Spicer Group's scope of professional services for this project follows. They are phased to reflect that orderly and reasonable progress of the project. This proposal will remain valid for 90 days.

1. During the Putnam Street Construction Administration Phase, we will:
 - Prepare the Contract Documents and distribute them to the Contractor.
 - Review the completed Contract Documents, the insurance certificates, and bonds.
 - Provide construction staking necessary to construct the project.
 1. Water Main – Stake the centerline of the water main with offsets at a minimum of 50-foot intervals and at all vertical and horizontal deflections valve locations, and hydrants.
 2. Sanitary Sewer – Stake service wyes and manholes
 3. Storm Sewer – Stake manholes
 - Provide general oversight of the project, monitoring progress and quality, reviewing any necessary shop drawings, preparing progress payments for your approval, and representing the City on the site.
 - Schedule and host the preconstruction meeting.

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City of Williamston 2023 Utility Improvements project
August 3, 2023
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- Perform the soil erosion and sedimentation control inspection and reports in accordance with ICDC Requirements.
- Prepare any necessary Change Orders and Progress Payments.
- Prepare the punch list.
- Close out the construction project.
- Revise the plans to reflect the revisions made during the construction and furnish a set to the Township. We will provide both a hard copy and electronic .pdf file of the as-built plans. Additionally, the CAD files (DWG) and GIS SHP files for new watermain, services, fire hydrants, and appurtenances will be provided.
- Provide construction materials testing for density of aggregates and HMA, and concrete testing.
- Assist City of Williamston in resolving problems and/or claims related to the project

2. During the Putman Street Project Inspection Phase, we will:

- Provide daily onsite inspection to over see the work and verify the work is completed in conformance with the plans and specifications.
- The project has been estimated at 90 workdays to reflect the Contractors (Ironhorse LLC) preliminary schedule provided to Spicer and the City on 7/19/2023. This schedule has been enclosed for your reference.
- Each inspection day has been calculated at ten (10) hours. Straight time has been calculated for eight (8) hours per day with overtime at time-and-a-half for two (2) hours per day.
- We have calculated 0.5hr of travel time per day to and from our Lansing office to the project site.
- To best control Spicer's project inspection efforts, Contractor Construction Contracts will include Project Inspection Days. The Contractor will have to stay within the specified number of days (or use less than those specified in the Contract) to achieve final completion. If the days are exceeded, the Contractor will be responsible for paying for the number of project inspection days they are over.

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City of Williamston 2023 Utility Improvements project
August 3, 2023
Page 3 of 3

Fee Schedule

Our proposed fee schedule follows. We will submit monthly invoices to you for our professional services, any additional authorized services and any reimbursable expenses.

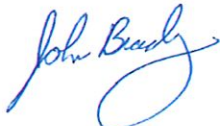
1. Putnam Street Construction Administration Phase:
 - Standard hourly rates with the total amount estimated to be about \$68,300

2. Putman Street Project Inspection Phase:
 - Standard hourly rates with the total amount estimated to be about \$58,700

Total Engineering Services is estimated to be about \$127,000.

Please review and let us know if you have any questions.

Sincerely,



John W. Bradley,
Project Manager

SPICER GROUP, INC
1595 W. Lake Lansing Road
Suite 200
East Lansing, MI 48823
Phone: (517) 325-9977
Cell: (517) 719-5503
E-mail: johnbradley@spicergroup.com

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OWNER'S WORK CHANGE DIRECTIVE

NO. 1 TO PROFESSIONAL SERVICES

OWNER - City of Williamston

PROJECT - 2023 Utility Improvements

DATE OF ORIGINAL AGREEMENT - October 17, 2022

PROFESSIONAL'S WORK ORDER - 132381SG2022

In order to help permit the PROFESSIONAL to meet the OWNER'S needs for the referenced project, the OWNER hereby directs the PROFESSIONAL to revise the PROFESSIONAL'S contracted responsibilities (scope of work) according to the following items:

Preliminary Design

[\$72,500 Budget / No Change]

Final Design

[\$96,200 Budget / No Change]

Bidding Assistance

[\$12,300 Budget / No Change] (2023, 2024, 2025 construction seasons, combined)

Construction Administration

[\$147,800 Budget / No Change] (2023, 2024, 2025 construction seasons, combined)

Project Inspection

[\$172,300 Budget / No Change] (2023, 2024, 2025 construction seasons, combined)

Putnam Street Construction Administration

[\$0 Budget / \$68,300 ADD]

- NEW TASK

Putnam Street Project Inspection

[\$0 Budget / \$58,700 ADD]

- NEW TASK

Amendment Amount: **\$127,000**

Current Contract Amount: **\$501,100**

New Contract Amount: **\$628,100**

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Approved by Owner:

CITY OF WILLIAMSTON

By: _____
Authorized Signature

Date: _____

Prepared by Engineer:

SPICER GROUP, INC.

By: *Alan V. Matt*
Principal in Charge

By: *John Brady*
Project Manager

Date: August 3, 2023



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

sd
pg 1

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: August 10, 2023
Subject: 2023 N Putnam Split/MDOT Rebid – Putnam Design/Bidding Engineering Services

Requested Action: The following action is requested:

- Approval of the contract amendment with Spicer Group for Professional Engineering Services to split the project and rebid the N Putnam Street Reconstruction project in the October 2023 MDOT bid letting in the amount of \$15,580 (Not-to-Exceed). The new total contract amount will be \$116,775 (Not-to-Exceed).

Background: The North Putnam Street project was originally bid through the MDOT process in April. There has been a large overload of MDOT work in the Mid-Michigan region impacting many local and state agency projects this season. When the one bid received was \$1.4 M over budget, the project was separated into two projects to be rebid for construction. The first project of the utility construction was attached to the bid package of the HUD watermains that was bid in June and official awarded July 19 (per HUD approval process restrictions). The second project of the full road reconstruction is getting rebid to preserve the Federal/State street grants through MDOT in October for Spring/Summer 2024 construction.

Discussion: In order to split the original project into two MDOT requires changes to the plans and specifications for the rebid plans. Spicer Group provided the attached amendment (Work Change Directive No. 1) for the modifications and separated bid packages.

We recommend approval of the engineering contract amendment with Spicer Group under the Preliminary Engineering Phase of the 2023 North Putnam Street Reconstruction Project.



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July 26, 2023

Scott DeVries, P.E.
City of Williamston
161 East Grand River Avenue
Williamston, MI 48895

RE: Work Change Directive No. 1 – Preliminary Engineering
N Putnam Street Reconstruction Project
W Riverside Street to Bismark Street
City of Williamston

Mr. DeVries,

Per our conversations, please find enclosed our Work Change Directive (WCD) No. 1 for this project.

Spicer Group has incurred additional costs during the preliminary engineering phase (PE) that is reflected in WCD No. 1. Our fees amount to \$15,580.00 and include additional effort not included in original estimate as well as MDOT requested changes for the bidding plans and specifications. A more detailed breakdown is provided in the attached WCD No. 1 form.

Please review and let us know if you have any questions.

Sincerely,

Michael G. Niederquell, P.E.
Project Manager

SPICER GROUP, INC
1400 Zeeb Drive
St. Johns, MI 48879
Phone: (989) 224-2355
Cell: (989) 573-3236
E-mail: miken@spicergroup.com

Copy: SGI File 129032SG2020

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**OWNER'S WORK CHANGE DIRECTIVE
NO. 1 TO PROFESSIONAL SERVICES**

OWNER - City of Williamston

PROJECT - N Putnam Street Reconstruction Project

DATE OF ORIGINAL AGREEMENT - 5-17-2021

PROFESSIONAL'S WORK ORDER - 129032SG2020

In order to help permit the PROFESSIONAL to meet the OWNER'S needs for the referenced project, the OWNER hereby directs the PROFESSIONAL to revise the PROFESSIONAL'S contracted responsibilities (scope of work) according to the following items:

Preliminary Engineering

[\$101,195.00 Budget / \$15,580.00 Revision]

1. Additional modifications requested by MDOT to plans and specifications for bidding.
2. Ingham County Drain Commission soil erosion permit fee.
3. Separate plans into two bidding packages.
4. Additional modifications for the MDOT rebid plans.

Amendment Amount: **\$15,580.00**
 Current Contract Amount: **\$101,195.00**
 New Contract Amount: **\$116,775.00**

Approved by Owner:

CITY OF WILLIAMSTON

By: _____
Authorized Signature

Date: _____

Prepared by Engineer

SPICER GROUP, INC.



By: _____
Project Manager

Date: July 26, 2023