



**ECONOMIC DEVELOPMENT CORPORATION  
SPECIAL MEETING AGENDA FOR  
MONDAY, MAY 15, 2023 7:15 P.M.  
TO BE HELD IN THE CITY HALL COUNCIL CHAMBERS LOCATED  
AT 161 E. GRAND RIVER AVE. WILLIAMSTON, MI 48895  
Phone (517) 655-2774 Fax (517) 655-2797  
Website- [www.williamston-mi.us](http://www.williamston-mi.us)**

1. Call to Order – 7:15 p.m.
2. Roll Call
3. Audience Participation- Maximum 5 minutes per presentation. Subject matter on non-agenda items only.
4. Approval of Agenda
5. Approval of EDC Special Meeting Minutes of May 16, 2022
6. Treasurer- Budget Report
7. Accounts Payable
8. Action Items
  - a. EDC 2023/2024 Fiscal Year Budget Consideration
  - b. Election of Chair, Vice Chair, Secretary, Treasurer, and Recording Secretary
  - c.
9. Discussion Items
  - a.
  - b.
10. Audience Participation- Maximum 5 minutes per presentation. Subject matter on non-agenda items only.
11. EDC Attorney Comments
12. Adjournment

Individuals with disabilities requiring special assistance who are planning to attend an EDC meeting should contact the City Clerk by writing or calling in advance of the date of the meeting that will be attended.

5.  
pg 1

**CITY OF WILLIAMSTON  
ECONOMIC DEVELOPMENT CORPORATION  
MAY 16, 2022  
SPECIAL MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 7:27 p.m. in the Williamston City Hall Council Chambers by Chairman Pete Porciello.

**2. Roll Call:**

Chairman Peter Porciello, EDC Members Brandon Lanyon, Denise White, Jacob Imanse, and John Roy Castillo. Absent: Bruce Bellinger, Kenneth Szymusiak, Robert McPherson, and Paul Joseph.

Also Present: City Manager John Hanifan, City Deputy Clerk Barbara Burke, and EDC Attorney John Gormley.

**3. Audience Participation:**

Chairman Porciello called for public comments at this time and there were none.

**4. Approval of Agenda:**

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

**5. Approval of EDC Special Meeting Minutes of April 19, 2021:**

Motion by **Lanyon**, second by **White**, to approve the EDC special meeting minutes of April 19, 2021 as presented. **Motion passed by voice vote.**

**6. Treasurer- Budget Report**

A budget printout for March 2022 was provided for EDC review.

**7. Accounts Payable:**

Motion by **Lanyon**, second by **White**, to approve the invoice from Gormley & Johnson for attorney services in the amount of \$248.24 as presented. Yes: Imanse, White, Porciello, Castillo, Lanyon. No: None. **Motion passed.**

**8. Action Items**

**8a. EDC 2022/2023 Fiscal Year Budget Consideration:**

Motion by **Lanyon**, second by **White**, to approve the 2022/2023 Fiscal Year Economic Development Corporation budget as presented. Yes: White, Porciello, Lanyon, Imanse, Castillo. No: None. **Motion passed.**

**8b. Election of Chair, Vice Chair, Secretary, Treasurer, and Recording Secretary:**



5.  
pg 2

Motion by **Lanyon**, second by **Castillo**, to continue with the current slate of candidates contingent upon their acceptance:

Porciello as Chair; Joseph as Vice-Chair; McPherson as Secretary;  
Szymusiak as Treasurer; and the City Clerk as the Recording Secretary.

**10. Audience Participation:**

Chairman Porciello called for public comments at this time and there were none.

**11. EDC Attorney Comments:**

None.

**12. Adjournment:**

Chairman Porciello adjourned the meeting at 7:35 p.m.

The meeting adjourned at 7:35 p.m.

**\*THE PRECEDING MINUTES ARE A SYNOPSIS OF AN ECONOMIC DEVELOPMENT CORPORATION MEETING AND DO NOT REPRESENT A VERBATIM RECORD.**

Respectfully Submitted by: \_\_\_\_\_  
Barbara J. Burke, City Deputy Clerk

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

DRAFT

Fund 244 Economic Development Fund

6.

GL Number	Description	Balance
*** Assets ***		
244-000-001.00	Common Checking	(65.75)
244-000-002.00	Cash - Savings	7,991.23
244-000-017.01	Investments - MI Class	66,255.35
<b>Total Assets</b>		<b>74,180.83</b>
*** Liabilities ***		
244-000-214.00	Due To General Fund	308.50
<b>Total Liabilities</b>		<b>308.50</b>
*** Fund Balance ***		
244-000-390.00	Fund Balance	72,343.03
<b>Total Fund Balance</b>		<b>72,343.03</b>
<b>Beginning Fund Balance</b>		<b>72,343.03</b>
<b>Net of Revenues VS Expenditures</b>		<b>1,529.30</b>
<b>Ending Fund Balance</b>		<b>73,872.33</b>
<b>Total Liabilities And Fund Balance</b>		<b>74,180.83</b>

PJ1

GL NUMBER	DESCRIPTION	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	YTD BALANCE 03/31/2023 NORMAL (ABNORMAL)	2022-23 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 244 - Economic Development Fund						
Revenues						
Dept 000 - General Revenues						
244-000-665.01	Interest Income	29.80	1,743.05	25.00	(1,718.05)	6,972.20
Total Dept 000 - General Revenues		29.80	1,743.05	25.00	(1,718.05)	6,972.20
TOTAL REVENUES						
TOTAL REVENUES		29.80	1,743.05	25.00	(1,718.05)	6,972.20
Expenditures						
Dept 728 - Comm. & Econ. Dev. Administration						
244-728-801.01	Legal Services	248.24	0.00	250.00	250.00	0.00
244-728-803.00	Contract - Audit	173.69	197.75	200.00	2.25	98.88
244-728-803.01	Fund Administration	500.00	0.00	500.00	500.00	0.00
244-728-955.00	Miscellaneous	14.19	16.00	50.00	34.00	32.00
Total Dept 728 - Comm. & Econ. Dev. Administration		936.12	213.75	1,000.00	786.25	21.38
TOTAL EXPENDITURES						
TOTAL EXPENDITURES		936.12	213.75	1,000.00	786.25	21.38
Fund 244 - Economic Development Fund:						
TOTAL REVENUES		29.80	1,743.05	25.00	(1,718.05)	6,972.20
TOTAL EXPENDITURES		936.12	213.75	1,000.00	786.25	21.38
NET OF REVENUES & EXPENDITURES		(906.32)	1,529.30	(975.00)	(2,504.30)	156.85

6  
 pg 2



BUDGET REPORT FOR CITY OF WILLIAMSTON  
 Fund: 244 Economic Development Fund  
 DEPARTMENT HEAD BUDGET WORKSHEET  
 Calculations as of 03/31/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2021-22 AMENDED BUDGET	2022-23 ACTIVITY THRU 03/31/23	2022-23 ORIGINAL BUDGET	2023-24 DEPT. APPR. BUDGET	2023-24 MGR APPR. BUDGET
Dept 000 - General Revenues							
ESTIMATED REVENUES							
244-000-665.01	Interest Income	157	25	739	25	825	825
TOTAL ESTIMATED REVENUES							
		157	25	739	25	825	825
NET OF REVENUES/APPROPRIATIONS - 000 - General Revent							
		157	25	739	25	825	825
Dept 728 - Comm. & Econ. Dev. Administration							
APPROPRIATIONS							
244-728-801.01	Legal Services	409	450		250	300	300
244-728-803.00	Contract - Audit	174	175	198	200	230	230
1.17% of \$19,500 Total Est. Audit Cost.							
244-728-803.01	Fund Administration	500	500		500	500	500
244-728-955.00	Miscellaneous	14	50	16	50	50	50
TOTAL APPROPRIATIONS							
		1,097	1,175	214	1,000	1,080	1,080
NET OF REVENUES/APPROPRIATIONS - 728 - Comm. & Econ.							
		(1,097)	(1,175)	(214)	(1,000)	(1,080)	(1,080)
ESTIMATED REVENUES - FUND 244							
APPROPRIATIONS - FUND 244		157	25	739	25	825	825
NET OF REVENUES/APPROPRIATIONS - FUND 244		1,097	1,175	214	1,000	1,080	1,080
		(940)	(1,150)	525	(975)	(255)	(255)
BEGINNING FUND BALANCE							
		73,283	73,283	72,343	72,343	72,868	72,868
ENDING FUND BALANCE							
		72,343	72,133	72,868	71,368	72,613	72,613

8a.  
pg 1