



CITY OF WILLIAMSTON
161 East Grand River Avenue, Williamston MI
(517) 655-2774
Regular City Council Meeting Agenda
Monday, February 12, 2024
7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Audience Participation – Maximum 5 minutes per presentation
6. Council Meeting Minutes of January 22, 2024
7. Accounts Payable
8. Senior Center Update
9. Action Items
 - a. Letter of Agreement – Police Union Capital City Labor Program (CCLP)
 - b. OWI Cost Recovery Form
 - c. Resolution to Adopt Poverty Exemption Eligibility Requirements, Income Standards/Asset Test and Application for 2024
 - d.
 - e.
 - f.
10. Discussion Items
 - a. Road Diet
 - b. Construction Project Update(s)
 - c.
11. Correspondence Received / Information Only
 - a.
 - b.
12. Department Head Reports
 - a. City Manager
 - b. Police Chief
 - c.
13. Committee/Sub-Committee Reports
14. Audience Participation – Maximum 5 minutes per presentation.
15. Council Member Comments
16. Closed Session- City Manager Performance Review
17. 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, February 26, 2024, in the NIESA Meeting Room at 7:00 p.m.**

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CITY OF WILLIAMSTON
CITY COUNCIL
JANUARY 22, 2024
REGULAR MEETING MINUTES

1. Call to Order:

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

3. Roll Call:

Mayor Tammy Gilroy, Mayor Pro-tem Brandon Lanyon, Council members Tommy Pratt, Scott VanAllsburg, Steve Jenkins, Dan Rhines, and Terry Hansen. Absent: None.

Also present: City Manager John Hanifan, City Clerk Holly Thompson, City Attorney Timothy Perrone, Treasurer Tom Mead, JFM Productions, citizens Mitch Lutzke, Emilee Marks, and other members of the public.

4. Approval of Agenda:

Motion by Hansen, second by Lanyon, 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 January 8, 2024:

Motion by Hansen, second by VanAllsburg, to approve the January 8, 2024, minutes as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by Lanyon, second by Rhines, to approve the January 22, 2024, accounts payable as presented, reference #'s 77270-77302, ACH 684-706 from dates 01/03/24 through 01/12/24 for a total of \$879,047.35. Yes: VanAllsburg, Rhines, Gilroy, Lanyon, Hansen, Pratt, Jenkins. No: None. **Motion passed.**

8. Depot Museum Report- Mitch Lutzke:

Mitch Lutzke of the Depot Museum shared the yearly report with Council. He detailed the renovations being done to the building along with future goals for the building. He thanked Council on behalf of the Museum Board for paying the heating and electric bills. Mr. Lutzke reported on the number of visits to the museum and events they have held along with their social media campaign.

9. Action Items

9a. Resolution to Designate John Hanifan as Street Administrator:

Motion by Pratt, second by Jenkins, to adopt the resolution to appoint City Manager John Hanifan as the Act 51 Street Administrator for the City of Williamston. Yes: Gilroy, Lanyon,

Hansen, Pratt, Jenkins, VanAllsburg, Rhines. No: None. **Motion passed.**

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9b. Office Cleaning Contract:

Motion by **Jenkins**, second by **Pratt**, to approve the cleaning contract with Dietz for the three-year period of January 2024-January 2027 as outlined in the bid. Yes: Lanyon, Hansen, Pratt, Jenkins, VanAllsburg, Rhines, Gilroy. No: None. **Motion passed.**

9c. Resolution to Participate in a Property Tax Reduction Program with the Ingham County Treasurer:

Motion by **Rhines**, second by **VanAllsburg**, to approve the resolution to authorize the Ingham County Treasurer to participate in a Payment Reduction Program as a potential benefit to qualifying taxpayers of the City of Williamston. Yes: Hansen, Pratt, Jenkins, VanAllsburg, Rhines, Gilroy, Lanyon. No: None. **Motion passed.**

9d. Resolution to Adopt Parks and Recreation Master Plan 2024-2028:

Motion by **Lanyon**, second by **Jenkins**, to approve the resolution adopting the City of Williamston 2024-2028 Parks and Recreation Master Plan. Yes: Pratt, Jenkins, VanAllsburg, Rhines, Gilroy, Lanyon, Hansen. No: None. **Motion passed.**

10. Discussion Items

10a. Road Diet:

Manager Hanifan reported he would like MDOT to meet with City Council in February before an additional public meeting is held in March regarding the Road Diet. The timing of the meetings will push the project into a fall construction date.

10b. Construction Project Update(s):

Manager Hanifan reported Consumers Energy is working on the natural gas lines before the City starts work in the spring on Williams and Lloyd Streets. A telecommunication company is doing directional bores to put in new service lines with more companies also planning to put in service lines in the spring.

12. Department Head Reports

12a. City Manager:

Manager Hanifan reported the Planning Commission will be meeting to discuss a couple site plans received and DDA discussed the upcoming budget at their meeting. The Police Department will finally be receiving the police cruiser that was ordered three City Managers and three Police Chiefs ago.

12b. Building Department:

A written report was submitted for Council review.

12c. Treasurer:

A budget printout was submitted for Council review.

13. Committee/Sub-Committee Reports:

Councilman Pratt reported NIESA is still discussing the placement of another ambulance location in Webberville for better area coverage.

Councilman Lanyon reported the Planning Commission met but was not ready to act on the Dollar Tree site plan. They also received another site plan for consideration at their next meeting.

Mayor Gilroy reported the DDA is discussing branding for the City and downtown.

Councilman Hansen commented the Parks Commission changed their meeting dates to the third Thursday at 6pm for 2024.

14. Audience Participation:

Emilee Marks commented she is on the Depot Museum Board of Directors and is working on creating a people finding database as the museum receives donations of information and scrapbooks. It is searchable by name and already has over 7,000 entries.

15. Council Member Comments:

Councilman Rhines commented his dad's family have very few photographs so he was excited to see a photo posted by the Depot Museum with his grandma in it.

Councilman VanAllsburg commented on an article about what cities can do to help with housing prices.

Councilman Lanyon thanked NIESA and the Police Department for how they handled an emergency involving his daughter.

Councilman Jenkins commented it is great to see people support Williamston and thanked Mitch and Emilee for their work.

Councilman Hansen asked if Mr. Lutzke had a third book in the works.

Councilman Pratt thanked Mr. Lutzke and Ms. Marks for attending and presenting. He would love to stop by to see the museum.

Mayor Gilroy commented it is a new year and there are a lot of events and things happening in 2024. She reminded everyone there is no parking allowed on City streets between 2am and 5am.

16. Adjourn to the Call of the Chair:

Mayor Gilroy adjourned the meeting at 7:57 p.m.

***Meeting adjourned at 7:57 p.m.**

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Respectfully Submitted by:

Holly M. Thompson, City Clerk

Tammy Gilroy, Mayor

Date Approved: _____

CITY OF WILLIAMSTON
 CITY COUNCIL MEETING FEBRUARY 12, 2024
 ACCOUNTS PAID/PAYABLE
 CHECKS 77310-77347 AND ACH 707-742

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Date	Check	Vendor Name	Description	Amount	Aprv
01/19/2024	77310	ASAP PRINTING, INC.	ELECTION SUPPLIES	1,595.26	_____
01/19/2024	77311	CAMCA	CAMCA DUES & LUNCHEON	36.00	_____
01/19/2024	77312	CARDMEMBER SERVICE	DLG/DPW PRINTER	51.39	_____
			DLG/CLOTHING ALLOWANCE	199.79	_____
			SLD/BACK UP DRIVE FOR COMPUTER	117.97	_____
			SLC/CLOTHING ALLOWANCE	202.23	_____
			TRM/PARLING CLOTHING	230.12	_____
			TRM/DEPUTY TREAS WORKSHOP	249.00	_____
			YMG/PD SUPPLIES	59.27	_____
			YMG/PD BADGES	18.95	_____
			YMG/PD SUPPLIES	23.95	_____
			YMG/PD SUPPLIES	66.37	_____
			YMG/PD SUPPLIES	42.38	_____
			YMG/ADMIN ASSIST CONFERENCE	125.00	_____
			JBW/PD TRAINING	650.00	_____
			JPH/AD FOR DPW OP SUPER	150.00	_____
				2,186.42	
01/19/2024	77313	DTE ENERGY	175 E GRAND RIVER	653.41	_____
			MEMORIAL PK	21.95	_____
			MCCORMICK PK	73.47	_____
			MECHANIC/LS	86.49	_____
			781 PROG CT	1,049.58	_____
			3870 VANNETER/LS	43.88	_____
			RIVERVIEW/LS	73.56	_____
			CORWIN/LS	517.38	_____
			202 ELEVATOR/TIFA 2B	17.63	_____
			804 HIGH/LS	114.66	_____
			161 E GRAND RIVER	483.07	_____
			228 ELEVATOR/OLD DPW	108.64	_____
			ZIMMER/LS	76.23	_____
			111 E MIDDLE/LS	176.85	_____
			215 CHURCHILL/LS	210.15	_____
			DEPOT MUSEUM	73.86	_____
			2240 LINN	246.42	_____
			1625 LINN/WELL 9	555.87	_____
			1657 LINN/WTP	5,632.91	_____
			2450 E GRAND RIVER	79.50	_____
				10,295.51	
01/19/2024	77314	ELSESSER'S AUTOMOTIVE INC	PD VEHICLE REPAIR	2,298.19	_____
			PD VEHICLE REPAIR	70.12	_____
				2,368.31	
01/19/2024	77315	JOHN DEERE FINANCIAL	ZERO TURN RENTAL	4,060.00	_____

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			WALK BEHIND SALT SPREADERS	143.04	_____
			WALK BEHIND SALT SPREADERS	71.24	_____
				<u>4,274.28</u>	
01/19/2024	77316	JOHN E GREEN COMPANY	WWTP TROUBLSHOOT	194.19	_____
			WWTP FLUSH, FILL & START UP BOILER	879.33	_____
				<u>1,073.52</u>	
01/19/2024	77317	MAGICAL TOUCH	PD OIL CHANGE	50.94	_____
01/19/2024	77318	MCKENNA	DEC ZONING ASST	157.50	_____
01/19/2024	77319	SPECTRUM PRINTING INC	ELECTION SUPPLIES	588.85	_____
01/19/2024	77320	WLAJ	AIRED SPOTS	112.50	_____
			AIRED SPOTS	107.50	_____
			AIRED SPOTS	107.50	_____
			AIRED SPOTS	95.00	_____
			AIRED SPOTS	107.50	_____
			AIRED SPOTS	112.50	_____
				<u>642.50</u>	
01/19/2024	77321	WLNS	AIRED SPOTS	297.50	_____
			AIRED SPOTS	267.50	_____
			AIRED SPOTS	242.50	_____
			AIRED SPOTS	230.00	_____
			AIRED SPOTS	267.50	_____
			AIRED SPOTS	280.00	_____
				<u>1,585.00</u>	
01/19/2024	77322	WOW! BUSINESS	CITY PHONES & INT	1,530.06	_____
01/22/2024	707(A)	COHL, STOKER & TOSKEY, P.C	ATTY RETAINED SVCS	3,605.55	_____
01/22/2024	708(A)	IMEG CONSULTANTS CORP	PLANNING CONTRACT SVCS	1,463.00	_____
01/22/2024	709(A)	IRON HORSE EXCAVATION LLC	2023 UTILITY IMPROVEMENTS	87,403.07	_____
01/22/2024	710(A)	LIMNER PRESS	ELECTION SUPPLIES	770.00	_____
01/22/2024	711(A)	NORTHERN PUMP & WELL	CHECK VALVE REPLACEMENT	4,468.00	_____
01/22/2024	712(A)	RANDY'S SERVICE STATION	DPW FLEET DIESEL	396.08	_____
			DPW FLEET GAS	414.05	_____
			PD FUEL	1,012.29	_____
				<u>1,822.42</u>	
01/22/2024	713(A)	STAPLES	OPERATING SUPPLIES	140.58	_____
01/22/2024	714(A)	VC3	MICROSOFT OFFICE 365	375.00	_____
			ICLOUD DATA RECOVERY 1/24	207.00	_____
				<u>582.00</u>	
01/25/2024	77323	BOSWORTH URGENT CARE	VANDYKE CDL EXAM	125.00	_____
01/25/2024	77324	BURKE, CHRISTINE A & JOHN T	OVERPAYMENT	440.58	_____
01/25/2024	77325	CHARLOTTE MOTORS	WWTP UNIT HEATERS IN BLOWER BLDG	842.22	_____

01/25/2024	77326	CUMMINS BRIDGEWAY,LLC	WWTP GEN REPAIR	4,234.20
01/25/2024	77327	DTE ENERGY	WWTP UTILITIES	6,326.12
01/25/2024	77328	N.I.E.S.A.	THRU 1/19/24	72,827.91
01/25/2024	77329	RICOH USA INC	CITY HALL & PD COPIERS	265.09
01/25/2024	77330	VERIZON WIRELESS	PD PHONES/DPW IPAD	270.77
			CITY CELL PHONES	140.17
				<u>410.94</u>
01/30/2024	715(A)	BARYAMES CLEANERS	PD DRY CLEANING	388.65
01/30/2024	716(A)	CAPITAL AREA DISTRICT LIBRARY	THRU 1/19/24	40,017.86
01/30/2024	717(A)	CAPITAL REGION AIRPORT AUTHORITY	THRU 1/19/24	17,168.89
01/30/2024	718(A)	CMP DISTRIBUTORS, INC.	PD SUPPLIES	819.00
			PD SUPPLIES	247.65
				<u>1,066.65</u>
01/30/2024	719(A)	INGHAM COUNTY ISD	THRU 1/19/24	5,020.61
01/30/2024	720(A)	INGHAM COUNTY TREASURER	THRU 1/19/24	121,567.17
01/30/2024	721(A)	LANSING COMMUNITY COLLEGE	THRU 1/19/24	3,048.88
01/30/2024	722(A)	LANSING UNIFORM COMPANY	PD UNIFORMS	779.60
01/30/2024	723(A)	MEDLER ELECTRIC CO	BULBS	63.50
01/30/2024	724(A)	NCL OF WISCONSIN	WWTP LAB SUPPLIES	80.27
01/30/2024	725(A)	SIGNS ON THE SPOT	PD SIGNS	470.00
01/30/2024	726(A)	STAPLES	OPERATING SUPPLIES	68.24
01/30/2024	727(A)	SWAN ELECTRIC	WWTP BOILER REPAIR	900.98
01/30/2024	728(A)	WILLIAMSTON COMM. SCHOOLS	THRU 1/19/24	211,164.23
01/30/2024	729(A)	SPICER GROUP	N PUTNAM PROJECT	7,391.00
02/02/2024	77337	BECK, KEVIN	ASSIST DPW W/ SNOW PLOWING	1,770.00
02/02/2024	77338	CONSUMERS ENERGY	526 SUNSET	3,271.32
			161 E GRAND RIVER AVE	358.71
			228 N PUTNAM	205.43
			228 ELEVATOR ST	974.02
			3485 CORWIN RD	26.95
			7814 PROGRESS CT.	641.69
			175E GRAND RIVER AVE	248.12
			781 PROGRESS CT	710.17
			369 W GRAND RIVER	138.69
				<u>6,575.10</u>
02/02/2024	77339	Cousineau, Jeffrey	UB refund for account: WRDR-000481-0000-	14.88
02/02/2024	77340	DC BYERS COMPANY/DETROIT	SALT BARN	2,287.00
02/02/2024	77341	ELSESSER'S AUTOMOTIVE INC	PD VEHICLE REPAIR	652.94
02/02/2024	77342	HOME DEPOT CREDIT SERVICES	WWTP SUPPLIES	119.88
02/02/2024	77343	JOHN E GREEN COMPANY	WWTP TESTING ON BOILERS	993.52
			WWTP EMEGENT BOILER INSTALL	59,900.00
				<u>60,893.52</u>
02/02/2024	77344	RUSSELL, OWEN	UB refund for account: WALL-000125-0000-	174.90
02/02/2024	77345	TC ENTERPRISES	REMOVE LIGHTS/CITY HALL	400.00
02/02/2024	77346	WOODREL, PAT	UB refund for account: DEEP-000202-0042-	66.00

02/02/2024	77347	WILLIAMSTON POSTMASTER	POSTAGE	237.71	_____
			POSTAGE	237.70	_____
				<u>475.41</u>	
02/05/2024	730(A)	AMBS CALL CENTER	AFTER HOURS CALL CENTER	175.00	_____
02/05/2024	731(A)	CMP DISTRIBUTORS, INC.	PD SUPPLIES	1,109.00	_____
			PD SUPPLIES	1,109.00	_____
				<u>2,218.00</u>	
02/05/2024	732(A)	DUBOIS CHEMICAL	WWTP BOILER CLEAN OUT CHEMICALS	756.65	_____
02/05/2024	733(A)	HYDROCORP	CROSS CONNECTION CONTRACT	584.50	_____
02/05/2024	734(A)	IRON HORSE EXCAVATION LLC	WWTP REPAIR STEAM LINE	5,630.84	_____
			WWTP REPAIR STEAM LINE	9,223.50	_____
				<u>14,854.34</u>	
02/05/2024	735(A)	KATHY EDWARDS	JAN '24 COUNCIL TAPINGS	400.00	_____
02/05/2024	736(A)	LIMNER PRESS	PD BUSINESS CARDS	18.00	_____
02/05/2024	737(A)	MCMASTER-CARR	WWTP SUPPLIES/REPAIR	184.39	_____
02/05/2024	738(A)	MICHIGAN CAT	CAT LOADER	158.53	_____
02/05/2024	739(A)	OVERHEAD DOOR OF LANSING	PD DOOR REPAIR	189.00	_____
02/05/2024	740(A)	RANDY'S SERVICE STATION	DPW FLEET DIESEL	1,727.78	_____
			DPW FLEET GAS	262.55	_____
			PD FUEL	592.41	_____
				<u>2,582.74</u>	
02/05/2024	741(A)	SPARTAN STORES, LLC	CITY HALL SUPPLIES	15.96	_____
02/05/2024	742(A)	STAPLES	OPERATING SUPPLIES	46.73	_____
				<u>716,920.83</u>	



To: City Council
From: John P. Hanifan, City Manager *JPH*
Date: Meeting of February 12, 2024
Subject: Letter of Agreement with Williamston Police

Suggested Motion:

Motion by: _____ **Second by:** _____ to approve the Letter of Agreement with Williamston Police, represented by Capital City Labor Program (CCLP) (*Letter Attached*).

Attached is a proposed Letter of Agreement with the Capitol City Labor Program (CCLP) which represents our police officers.

The proposed changes to the existing collective bargaining agreement are to enhance officer recruitment and retention.

“Section 7. Vacation Credit for New Hires. Upon recommendation of the Chief of Police and approval of the City Manager, a newly hired employee who has at least one (1) year of experience as a full-time Michigan Commission on Law Enforcement Standards (MCOLES) certified Police Officer may, upon completion of his/her training, receive a one-time vacation credit of up to eighty (80) hours. Subject to this Article, vacation time credited to an employee under this provision shall be used in the employee’s first year of employment. “

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LETTER OF AGREEMENT
BETWEEN THE CITY OF WILLIAMSTON
-AND-
THE CAPITOL CITY LABOR PROGRAM (“CCLP”)
NON-SUPERVISORY POLICE OFFICERS BARGAINING UNIT

NEW HIRE VACATION INCENTIVE

The City of Williamston (hereinafter “City”) and the Non-Supervisory Police Officer’s Bargaining Unit of the Capitol City Labor Program (“CCLP”) (hereinafter “Union”) are parties to a collective bargaining agreement for the period of January 1, 2022 through December 31, 2024. This Letter of Agreement (“LOA”) shall become effective upon signature of parties.

Whereas, the City’s Police Department has experienced notable recruitment issues related to the limited availability of qualified, licensed police officers; and

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

Whereas, the parties, having met and discussed, desire to formalize their understanding and agreement regarding vacation accrual for new hires.

Now, Therefore, the parties agree as follows:

A. Effective January 1, 2024, the following language shall be added to Article 16 (Vacations) of the collective bargaining agreement as Section 7:

Section 7. Vacation Credit for New Hires. Upon recommendation of the Chief of Police and approval of the City Manager, a newly hired employee who has at least one (1) year of experience as a full-time Michigan Commission on Law Enforcement Standards (MCOLES) certified Police Officer may, upon completion of his/her training, receive a one-time vacation credit of up to eighty (80) hours. Subject to this Article, vacation time credited to an employee under this provision shall be used in the employee’s first year of employment.

-end-

B. The City and Union agree that in the event of a dispute concerning this letter of agreement, its interpretation, or any other matter of mutual concern within thirty (30) days of its execution, the parties will meet and confer in good faith at a reasonable time and place within seven (7) calendar days of the date of delivery of a written request invoking this provision. Such request shall specify the matter to be discussed between the parties. Upon expiration of the thirty (30) day period, all disputes shall be subject to the grievance procedure as set forth by Article 13 of the collective bargaining agreement.

C. All other terms of the collective bargaining agreement between the City and the Union remain unaltered and shall continue to govern the terms and conditions of employment for members of the bargaining unit.

This Letter of Agreement constitutes the entire agreement of the Parties.

Signed this _____ day of January, 2024.

FOR THE CITY:

FOR THE UNION:

Tammy Gilroy,
Mayor

Tryon Calkins,
Bargaining Unit President

John Hanifan,
City Manager

Brad Richman,
Executive Director

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

Mattis Nordfjord, *Esq.*



WILLIAMSTON POLICE DEPARTMENT

Jeff Weiss, Chief of Police

175 E. Grand River, Williamston, MI 48895

PHONE: (517) 655-4222

FAX: (517) 655-6498

Emergency 911

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DATE: 1-31-24
TO: City Manager John Hanifan
FROM: Chief Jeff Weiss *JW*
SUBJECT: OWI Cost Recovery Form – City Council Review

Attached is a proposed Operating While Impaired – Cost Recovery form. This form addresses establishing a cost recovery process for operating while impaired arrests.

Most Law Enforcement agencies in Ingham County have implemented this cost recovery process and it is accepted at 55th District Court. The cost recovery includes the costs of labor for the arresting/assisting Officers, Administrative/Clerical Costs, and transportation costs of the arrestee. The Request for Reimbursement is processed and submitted to the 55th District Court for part of the criminal sentence for the defendant.

The Request for Reimbursement Form has been reviewed by Corporate Counsel John Gormley. It is requested that the Cost Recovery Form be reviewed by City Council for action.

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Williamston Police Department Request for Reimbursement

OWI Cost Recovery

(Pursuant to Act 98 of Public Acts 1991 and Act 341 of Public Acts 1993 and Act 345 of 1998, as amended)

55th District Court
700 Buhl Ave.
Mason, MI 48854

Complaint No.: _____
Citation No.: _____
Court Case No.: _____

INCIDENT DETAILS:	
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DEFENDANT'S LAST NAME:	FIRST NAME:	MIDDLE INITIAL:	DATE OF BIRTH:
ADDRESS:		CITY & STATE:	ZIP:

LABOR: (see reverse side for costs explained)	TIME: (Minutes)		
Arresting Officer:			
Assisting Officer:			
Assisting Officer:	-		
Administrative	60		
MINUTES SUB-TOTAL:		X 0.82	
Clerical	60	X 0.85	

TOTAL LABOR COST:

TRANSPORTATION:	MILES:		
From scene to Ingham County Jail			
To and from hospital			
MILES SUB-TOTAL:		X 0.67	

TOTAL TRANSPORTATION COST:

TOTAL INCIDENT COST:

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Williamston Police Department
Costs Explained

Rate of Compensation per minute:

Officer \$46.79* per hour
Chief \$51.72* per hour

Total: \$98.51*

Breakdown: $\$98.51^* \div 2 = \49.25^* per hour (average compensation)
 $\$49.25^* \div 60 = \0.82 per minute

Clerical \$51.42* per hour
Breakdown: $\$51.42^* \div 60 = \0.85 per minute

* Employees hourly wages includes the hourly cost of the employee's fringe benefits

Transportation Cost:

The 2024 federal standard mileage rate for transportation is 67 cents per mile for all miles of business use. This figure shall automatically update, as an administrative exercise of this form, every time the IRS issues an update to the federal standard mileage rate.

**RESOLUTION TO ADOPT POVERTY EXEMPTION ELIGIBILITY
REQUIREMENTS, INCOME STANDARDS/ASSET TEST
AND APPLICATION FOR 2024
RESOLUTION # _____**

WHEREAS, the principal residence of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the City of Williamston Council is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to adopt guidelines for poverty exemptions; and

WHEREAS, the following (1) Eligibility Requirements and (2) Income Standards/Asset Test have been developed to comply with MCL 211.7u:

(1.) ELIGIBILITY REQUIREMENTS

Unless a claimant is exempt from the annual reapplication requirement pursuant to a separate Resolution, in order to be eligible for the poverty exemption, the claimant must do all of the following on an annual basis:

- 1) Own and occupy as a principal residence the property for which the exemption is requested.
- 2) File a claim with the Board of Review after January 1, 2024 but before the day prior to the last day of the Board of Review on Form 5737, *Application for MCL 211.7u Poverty Exemption* is the approved application form.
- 3) Provide a completed and signed Form 5739, *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty*.
- 4) Provide Federal and State income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. All persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year must file Form 4988, *Poverty Exemption Affidavit*.
- 5) Produce a valid driver's license or other form of identification if requested.
- 6) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is being requested, if requested.
- 7) Meet the poverty income level guidelines adopted by the governing body of the local assessing unit (which shall not be set lower than the federal poverty guidelines published in 2023 in the Federal Register by the United States Department of Health and Human Services).
- 8) Meet the asset levels set by the governing body of the local assessing unit.

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- 9) Mail all application materials to the Williamston City Assessor, 161 E. Grand River Ave., Williamston, Michigan 48895.

A claimant may Request a Poverty Exemption and Appeal the Property’s Assessment to the City of Williamston Board of Review in the same year.

(2.) INCOME STANDARDS/ASSET TEST

The following are the federal poverty income guidelines that the United States Office of Management and Budget recommend that federal departments and agencies use. The City of Williamston has adopted these Income Guidelines for the basis of granting poverty exemptions. These amounts are adjusted annually.

To be eligible for a poverty exemption in the City of Williamston for 2024 the claimant’s household income MAY NOT exceed these guidelines. If household income exceeds the levels listed below, the claimant does not qualify for a Poverty Exemption:

1 person.....	\$ 14,580
2 persons.....	\$ 19,720
3 persons.....	\$ 24,860
4 persons.....	\$ 30,000
5 persons.....	\$ 35,140
6 persons.....	\$ 40,280
7 persons.....	\$ 45,420
8 persons.....	\$ 50,560
For Each Additional Person add.....	\$ 5,140

MAXIMUM ASSET STANDARDS TO BE ELIGIBLE FOR A POVERTY EXEMPTION

(PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall include an asset level test)

The City of Williamston has adopted the following MAXIMUM ASSET STANDARDS for a household to be eligible for a POVERTY EXEMPTION. The below asset levels DO NOT include the value of the claimant’s principal residence.

1 person	\$ 29,160
2 persons	\$ 39,440
3 persons.....	\$ 49,720
4 persons.....	\$ 60,000
5 persons.....	\$ 70,280
6 persons.....	\$ 80,560
7 persons.....	\$ 90,840
8 persons or more.....	\$ 101,120

If applicant household assets exceed this amount, the applicant is NOT eligible for a POVERTY EXEMPTION.

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NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that the **City of Williamston, Ingham County**, adopts the above eligibility requirements, income standards, and asset test for the Board of Review to implement.

Mayor
February __, 2024

City Clerk
February __, 2024



WILLIAMSTON POLICE DEPARTMENT

Jeff Weiss, Chief of Police

175 E. Grand River, Williamston, MI 48895

PHONE: (517) 655-4222

FAX: (517) 655-6498

Emergency 911

DATE: 2-5-24

TO: City Manager John Hanifan / City Council

FROM: Chief Jeff Weiss *JW*

SUBJECT: Monthly Police Report – January 2024

Below is the Monthly Police Report for January 2024

Calls for Service	66
Property Checks	34
Traffic Stops	73
Verbal Warnings	67
Arrests	5
Citations Issued	6
Accident Reports	5
Assists	23
Community Policing Activity	11

Department Highlights

- Officers attended numerous sporting events at the Schools (Basketball/Wrestling)
- New signage was added to the Police Department Doors
- A new plaque/logo was added to the Squad Room.
- A Bulletproof transaction window was installed in the Lobby creating a more secure/safe environment.
- The Lobby was opened on Jan. 2, 2024, for walk-in business.
- Officer Pelong and I participated at St. Mary's School for *First Responders Appreciation Day*.
- The Reserve Program has (4) new candidates participating in the Ride along phase.
- Initial planning has begun for National Night Out scheduled for August 6, 2024.