



CITY OF WILLIAMSTON

161 East Grand River Avenue, Williamston MI
(517) 655-2774

Regular City Council Virtual Meeting Agenda
To be held via Zoom.com as detailed in the instructions attached
Tuesday, May 26, 2020
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 May 11, 2020
7. Accounts Payable
8. Budget Public Hearing for 2020-21 Fiscal Year Budget at 7:05 p.m.
9. Action Items
 - a. Leap Art Grant Agreement & Agreement with Gavrilides Property Management
 - b. 2019/2020 Budget Amendments
 - c.
 - d.
 - e.
10. Discussion Items
 - a.
 - b.
11. Correspondence Received / Information Only
 - a.
 - b.
12. Department Head Reports
 - a. City Manager
 - b. Police Chief
 - c. Building Department
 - d.
13. Committee/Sub-Committee Reports
14. Audience Participation – Maximum 5 minutes per presentation.
15. Council Member Comments
16. 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, June 8, 2020 at 7:00 p.m.**

Important Message from the Williamston City Hall Clerk's Office:

The Williamston City Council will be having a virtual meeting on

Tuesday, May 26, 2020 at 7:00 p.m.

Due to the COVID-19 State of Emergency declared by the Governor's Executive Order 2020-75, as well as recommendations for social distancing, the Regular Meeting of the Williamston City Council will be conducted via remote participation. All members of the public will be permitted to participate during the public comment portion of the meeting. The standard time limits will apply.

To participate remotely:

Copy and paste the link below or call a number below for audio connection.

Topic: Williamston City Council Meeting

Time: May 26, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89774042424>

Meeting ID: 897 7404 2424

One tap mobile

+13017158592,,89774042424# US (Germantown)

+13126266799,,89774042424# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 897 7404 2424

Find your local number: <https://us02web.zoom.us/j/89774042424>

For special accommodations, please call the Williamston City Clerk's Office at

517-655-2774 ext. 102 to make arrangements.

Holly M. Thompson, City of Williamston City Clerk



6
pg 1

CITY OF WILLIAMSTON
CITY COUNCIL
MAY 11, 2020
VIRTUAL REGULAR MEETING MINUTES

1. Call to Order:

The virtual meeting was called to order at 7:00 p.m. by Mayor Tammy Gilroy, and the Pledge of Allegiance was recited. Due to the COVID-19 State of Emergency declared by the Governor's Executive Order 2020-75, as well as recommendations for social distancing, this regular meeting was conducted via remote participation.

3. Roll Call:

Mayor Tammy Gilroy, Council Members Jeffrey Roland, Noah Belanger, Jeffrey Weiss, Daniel Rhines, and Gene Smith. Absent: John Bisard.

Also Present: City Manager Corey Schmidt, City Clerk Holly Thompson, City Deputy Clerk Barbara Burke, City Attorney Timothy Perrone, Police Chief Bob Young, City Treasurer Rachel Piner, Dennis Malloy with JFM Productions, and citizen Monica Schafer.

4. Approval of Agenda:

Motion by **Weiss**, second by **Belanger**, 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 April 13, 2020:

Motion by **Weiss**, second by **Rhines**, to approve the April 13, 2020 Council minutes as presented. **Motion passed by voice vote.**

7. Accounts Payable:

The May 11 accounts payable totaled \$208,642.45 with reference #'s 12A dated April 30, 2020, and 73125-73169 dated April 16-May 1, 2020.

Motion by **Belanger**, second by **Rhines**, to approve the May 11, 2020 accounts payable as presented, reference #'s 12A and 73125-73169 for a total of \$208,642.45. Yes: Belanger, Weiss, Rhines, Gilroy, Smith, Roland. No: None. **Motion passed.**

There was a question on insurance for fuel tanks installed on City property. Manager Schmidt will check into this.

8. Action Items

8a. Set Budget Public Hearing for 2020-21 Fiscal Year Budget – May 26, 2020 at 7:05 pm:

Motion by **Smith**, second by **Weiss**, to set a public hearing for the 2020-21 Fiscal Year

6
pg 2

Budget for Tuesday, May 26, 2020 at 7:05 pm. Yes: Belanger, Weiss, Rhines, Gilroy, Roland, Smith. No: None. **Motion passed.**

9. Discussion Items

9a. Community Reopening:

City Attorney Perrone gave a comprehensive review of the community reopening information and the Governor's Executive Orders. Questions were asked of Attorney Perrone, Chief Young, and Manager Schmidt.

Motion by **Smith**, second by **Rhines**, to reopen our parks by removing any barriers that are currently placed and installing CDC recommendation-based signage, including the bathrooms in the opening. Yes: Rhines, Gilroy, Roland, Smith, Belanger. No: Weiss. **Motion passed.**

It was mentioned it would be nice to have the restrooms open by this Sunday for the Farmers' Market.

10. Correspondence Received / Information Only:

10a. Award of LEAP Grand to City of Williamston

Thanks to Clerk Thompson for all her work on this grant and in working with the Art Committee. The City received a \$10,000 grant from the Lansing Economic Area Partnership (LEAP) to advance permanent public art projects. This will be a mural on the south side of the building at 151 South Putnam to welcome people to Williamston.

11. Department Head Reports

11a. City Manager:

Manager Schmidt submitted a written report for Council review and added there has been a lot going on in the southeast quadrant over the last four years. We have a complete reconstruction of Middle Street through Putnam and they are days away from completing the parking resurfacing reorientation project lot. With the art grant we have a public art project coming and when you look at all the changes just in that quadrant with grant funds or participation with the DDA, it is a positive thing. He offered kudos to everybody who has worked hard over the last four years to spruce up that area of town and we look forward to getting that parking lot project done and opened.

11b. Police Chief:

None.

12. Committee/Sub-Committee Reports:

None.

13. Audience Participation:

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

14. Council Member Comments:

6.
Pg 3

Councilman Rhines commended Williamston business owners on the ingenious ways to keep income coming in, like Limner Press and 141 Designs making face masks. He feels for these small businesses in Williamston and the smaller businesses all around.

Councilman Smith gave a big thank you to Attorney Perrone for his comprehensive review of the community reopening information. He felt the police should use their discretion on giving warnings and not issuing tickets. He would like to explore other avenues further.

Councilman Roland thanked Attorney Perrone for advising Council on what is going on as far as a legal standpoint.

Mayor Gilroy said she was on the same page – she wants businesses to reopen but at no risk or peril to their livelihoods. She looks to the Chief for guidance and discretion on activities. Thanks to Attorney Perrone for his review. Thanks to City Staff and to the DPW for all the work they are doing while keeping an appropriate social distance.

15. Adjournment:

Mayor Gilroy adjourned the meeting at 7:55 p.m.

***Meeting adjourned at 7:55 p.m.**

Respectfully Submitted by:

Barbara J. Burke, Deputy City Clerk

Tammy Gilroy, Mayor

Date Approved: _____

CITY OF WILLIAMSTON
 CITY COUNCIL MEETING MAY 26, 2020
 ACCOUNTS PAID/PAYABLE
 CHECKS 73170-73215

7
Pg 1

Date	Check	Vendor Name	Description	Amount	Aprv
05/08/2020	73170	ADMIRAL	PD FUEL	821.84	_____
05/08/2020	73171	ASAP PRINTING, INC.	AV VOTER MAILING	1,235.38	_____
05/08/2020	73172	BS&A SOFTWARE	ANNUAL SVC SUPPORT TAX/UB	1,439.00	_____
05/08/2020	73173	CITY OF WILLIAMSTON	APRIL WAT/SEW BILLS	808.06	_____
05/08/2020	73174	CONSUMERS ENERGY	781 PROGRESS CT	236.79	_____
			781 PROGRESS STORAGE BLDG	28.18	_____
			228 ELEVATOR	286.81	_____
			228 N PUTNAM	69.37	_____
			WWTP	1,395.31	_____
			3485 CORWIN LS	14.00	_____
			175 E GRAND RIVER PD	81.36	_____
			CITY HALL	112.72	_____
				<u>2,224.54</u>	
05/08/2020	73175	CULLIGAN WATER CONDITIONING	WWTP DI WATER SYSTEM	469.96	_____
05/08/2020	73176	DIETZ JANITORIAL SERVICE, INC.	CITY JANITORIAL SVCS	567.23	_____
05/08/2020	73177	DTE ENERGY	APRIL STREETLIGHTS	7,501.36	_____
05/08/2020	73178	ETNA SUPPLY	PARTIAL WARRANTY REPLACEMENT MXUS	1,404.00	_____
05/08/2020	73179	FASTENAL COMPANY	COVID-19 WIPES, GLOVES PPE	68.07	_____
05/08/2020	73180	GRANGER	CITY HALL RECYCLING	45.50	_____
05/08/2020	73181	HYDROCORP	CROSS CONNECTION PROGRAM	539.00	_____
			CROSS CONNECTION PROGRAM	539.00	_____
				<u>1,078.00</u>	
05/08/2020	73182	IIMC	THOMPSON ANNUAL MEMBERSHIP	170.00	_____
05/08/2020	73183	LANSING UNIFORM COMPANY	PD UNIFORMS	304.80	_____
05/08/2020	73184	LOCKE TOWNSHIP	CO-OP PUBLISHING	47.32	_____
05/08/2020	73185	MI MUNICIPAL LEAGUE	MEMBERSHIP DUES & LEGAL FUND	2,364.00	_____
05/08/2020	73186	MICHIGAN AGRIBUSINESS SOLUTI	WWTP BIOSOLIDS HAULING & LAND APPLICA'	15,541.25	_____
05/08/2020	73187	MICHIGAN CAT	WWTP GENERATOR TRANSFER SWITCH REPAI	627.39	_____
05/08/2020	73188	MID-MI CHIEFS OF POLICE ASSOC.	2020 MEMBERSHIP-YOUNG	25.00	_____
05/08/2020	73189	RICOH USA INC	CITY HALL & PD COPY MACHINE RENTAL	314.77	_____
05/08/2020	73190	STEVENS CONSTRUCTION & EXCA'	ASSIT DPW W/ WTAER REPAIR	1,150.00	_____
05/08/2020	73191	THE PARTS PLACE	SMALL EQUIPMENT	9.98	_____
05/08/2020	73192	VERIZON WIRELESS	PD MODEM	40.01	_____
05/08/2020	73193	WASTE MANAGEMENT OF MICHIK	WWTP DUMPSTER	310.50	_____
05/08/2020	73194	WILLIAMSTON TRUE VALUE	EQUIPMENT MAINTENANCE	7.99	_____
			EQUIP MAINTENANCE FLOOR SWEEP	43.98	_____
				<u>51.97</u>	
05/08/2020	73195	WOWI BUSINESS	WTP PHONE SVCS	90.27	_____
			CITY HALL & PD PHONES & INTERNET	300.96	_____
				<u>391.23</u>	

05/15/2020	73203	ASSOCIATED GOVERNMENT SERVI	APRIL BUILDING PERMIT FEES	1,130.00	_____
05/15/2020	73204	D&G EQUIPMENT, INC.	ZERO TURN ANNUAL RENTAL	1,350.00	_____
05/15/2020	73205	DTE ENERGY	215 CHURCHILL DOWNS LS	131.03	_____
			2240 LINN RD LS	86.61	_____
			WELL 9	354.26	_____
			2450 E GRAND RIVER LS	135.49	_____
			111 E MIDDLE	88.82	_____
			1657 LINN RD LC	5,693.31	_____
				<u>5,693.31</u>	_____
				6,489.52	_____
05/15/2020	73206	GORMLEY AND JOHNSON LAW OF	RETAINED SERVICES	500.00	_____
			RETAINED SERVICES	400.00	_____
			NON-RETAINED SERVICES	44.94	_____
				<u>44.94</u>	_____
				944.94	_____
05/15/2020	73207	GRANGER	CITY HALL & WWTP DUMPSTERS	136.74	_____
05/15/2020	73208	HYDROCORP	FEB CROSS CONNECTION CONTROL	539.00	_____
05/15/2020	73209	JJ KELLER & ASSOCIATES	DPW LABOR LAW POSTINGS-3YR SUBSCRIPTIC	147.30	_____
05/15/2020	73210	OVERHEAD DOOR OF LANSING	WWTP GRIT ROOM OVERHEAD DOOR SPRING	1,156.00	_____
05/15/2020	73211	PRESTON COMMUNITY SERVICES	REAPPRAISAL OF PROPERTIES	5,074.62	_____
			APRIL ASSESSING SERVICES	1,981.51	_____
				<u>1,981.51</u>	_____
				7,056.13	_____
05/15/2020	73212	STEVENS CONSTRUCTION & EXCA'	1058 FOXBOROUGH WATER SERVICE REPAIR	3,575.00	_____
05/15/2020	73213	USA BLUEBOOK	WWTP FERRIC PUMP REPLACEMENT	817.64	_____
05/15/2020	73214	USA TODAY NETWORK	HYDRANT FLUSHING NOTICE	24.44	_____
05/15/2020	73215	WOW! BUSINESS	WWTP INTERNET	371.27	_____
				<u>371.27</u>	_____
				62,749.14	_____

8
Pg 1

CITY OF WILLIAMSTON

**NOTICE OF PUBLIC HEARING
FISCAL YEAR 2020-2021 BUDGET**

PLEASE TAKE NOTICE that the City Council of the City of Williamston will be conducting a Public Hearing on the proposed 2020-2021 fiscal year budget. In order to maintain basic city services, the city proposes to levy 15.0314 mills for general operating purposes (\$15.0314 Per \$1,000 Taxable Value)

The property tax millage rate (15.0314 Mills) proposed to be levied to support the proposed budget will be a subject of this meeting.

The Public Hearing will be held on Tuesday, May 26, 2020 at 7:05 p.m. using the Zoom video conferencing software, in accordance with Executive Order 2020-75. Please visit www.williamston-mi.us for instructions to join the meeting via Zoom video conference.

Interested citizens are welcome to make oral comments on the budget at the Public Hearing or submit written comments by mail to 161 E. Grand River Ave., Williamston, MI 48895 or by email to cityclerk@williamston-mi.us prior to the Public Hearing. A copy of the proposed budget is available for public inspection online at www.williamston-mi.us.

**Corey Schmidt
City Manager**

**Rachel Piner
City Treasurer**

**Holly Thompson
City Clerk**



City of Williamston ^{9a} _{pg1}

161 E. Grand River Ave.
Williamston, MI 48895

TO: City Council
FROM: Holly Thompson, City Clerk
DATE: 5/21/20
SUBJECT: LEAP Community Art Grant Agreements

REQUESTED ACTION:

1st Motion: To approve the Public Art for Communities Grant Program 2020 Contract Agreement between the Lansing Economic Area Partnership (LEAP) and City of Williamston.

2nd Motion: To approve the Public Art for Communities Grant Program Agreement Between the City of Williamston and Gavrilides Property Management Williamston LLC.

BACKGROUND:

The Art Committee has worked on an idea for a welcome mural on the side of The Bistro building. After applying for a Community Art Grant through LEAP, we were awarded \$10,000 to cover the costs of completing the mural on the side of The Bistro building. Owner of the Bistro, Nick Gavrilides has given his blessing to use the side of his building as the first of hopefully four murals at each entrance of the downtown. The grant will cover the project 100% with no City funds needing to be expended.

The Committee and I believe this will be a great "welcome" to our downtown as well as something positive during these difficult times, so we are excited to continue the process and get this accomplished. Thank you for your consideration.



1000 South Washington Avenue, Suite 201 Lansing, MI 48910
(517) 702-3387 TEL (517) 702-3390 FAX
www.purclansing.com

9a
pg 2

**Public Art for Communities Grant Program
2020
Between the Lansing Economic Area Partnership (LEAP) and
City of Williamston**

This Contract Agreement, entered into this _____ day of May, 2020 by and between the Lansing Economic Area Partnership (LEAP), hereinafter referred to as "LEAP", and City of Williamston, hereinafter referred to as the "Grant Recipient."

The Grant Recipient agrees to accept the grant funds and carry out the project in a lawful, satisfactory and proper manner, pursuant to and in accordance with all requirements of the Contract Agreement.

1. **Project Description:** The Grant Recipient will use the grant funds to contract with a local artist for the creation of a building mural located at 151 S. Putman St. Williamston, MI 48895.
2. **Grant Term:** The project is to be accomplished within the grant period of March 1, 2020 through April 30, 2021.
3. **Inspection of Project:** The Grant Recipient agrees to an onsite review and monitoring as conducted by a staff member of LEAP.
4. **Choice of Piece:** The Grant Recipient agrees to solicit proposals through a Request for Proposal (RFP) process upon being named a recipient of funds. A panel or designated committee established by the Grant Recipient will review proposals and make an appropriate choice for artist and piece of art. LEAP reserves the right to reject the chosen piece before it is commissioned.
5. **Promotion:** The Grant Recipient agrees to include the LEAP logo as well as the PNC logo prominently displayed on all promotional materials along with the following statement: "This project was made possible by a grant from the Lansing Economic Area Partnership (LEAP) with support from PNC Foundation". Examples of these materials must be included in the final report. LEAP reserves the right to arrange a press event dedicating the completed piece in partnership with the Grant Recipient with a speaking role offered to LEAP's President and CEO.
6. **Grant Amount:** The maximum amount of the grant hereby awarded is \$10,000. One-half of the grant funds will be distributed upon achievement of all of the following milestones:
 - a. execution of contract agreement;
 - b. approved RFP launched no later than August 1, 2020;
 - c. selection of an approved artist through the RFP process no later than December 1, 2020.

The remaining one-half of the grant funds will be distributed upon approval and installation of the piece no later than April 30, 2021. A final report will be required at the end of project completion. Failure to submit a final report will jeopardize the remaining one-half of grant funds as well as future LEAP funding.

Initial _____

In the event that the grant funding provided pursuant to this Contract Agreement is not sufficient to complete the project for which the grant was approved, the Grant Recipient shall complete the project and assume responsibility for any additional expenses in excess of the grant award amount.

7. **Modifications:** The Grant Recipient must obtain written authorization from LEAP before implementing any change that materially alters the project as originally proposed, including but not limited to, new activities and alteration of the existing project. The Grant Recipient shall immediately notify LEAP if a change in the project is required, or if the project cannot be implemented as projected. Any proposed change in the project is subject to written approval by LEAP. Failure in doing so will jeopardize the remaining one-half of grant funds as well as future LEAP funding.

Initial _____

8. **Final Report:** The Grant Recipient agrees to submit to LEAP a final report within 30 days after completion of the project or no later than April 30, 2021, whichever occurs earlier. The final report must include a financial statement of revenues and expenditures with proof of expenditures used with LEAP funds and a narrative report of activities. Final reporting information forms are available by email from LEAP.

Initial _____

9. **Continued Funding:** LEAP makes no implied or explicit guarantee, offer or representation of future funding from LEAP beyond termination of this Contract Agreement.

10. **Accounting:** The Grant Recipient agrees to maintain records in accordance with generally accepted accounting practices, to retain these records for a period of no less than three years from the date of the final report and to make this accounting available for audit by appropriate staff of LEAP.

11. **Liability:** Any liability resulting from activities engaged in by the Grant Recipient shall be the sole responsibility of the Grant Recipient. If the art is placed in the public right-of-way, The Grant Recipient must acquire liability insurance naming LEAP as additionally insured. Additionally, the Grant Recipient agrees to hold LEAP harmless in the event of any claim arising out of the activities described herein. If the art is to be placed on private property, the Grant Recipient must secure a written statement signed by the property owner agreeing to hold LEAP harmless in the event of any claim arising out of the activities described herein.

12. **Certifications:**

- a. The Grant Recipient hereby certifies that there has been no known change in the project as described in the grant application.
- b. The Grant Recipient hereby agrees to implement the project as defined in this Contract Agreement and that the funds made available will be used only as set forth in this Contract Agreement.

City of Williamston and the Lansing Economic Area Partnership (LEAP) have executed this Contract Agreement as of the date first written above.

Lansing Economic Area Partnership (LEAP)

City of Williamston

By: _____
Robert L. Trezise, Jr., President & CEO

By: _____
(Authorizing Grant Recipient Signature)

9a
pg. 4

**PUBLIC ART FOR COMMUNITIES GRANT PROGRAM
AGREEMENT BETWEEN
CITY OF WILLIAMSTON
AND
GAVRILIDES PROPERTY MANAGEMENT WILLIAMSTON LLC**

WHEREAS, the City of Williamston has received a Public Art Communities Grant (“Grant”) from the Lansing Economic Area Partnership (“LEAP”), to fund the installation of a public art mural on the south-facing side of the building located at 151 S. Putnam St., Williamston, MI 48895 (“Building”), owned by Gavrilides Property Management Williamston LLC, and operating as The Bistro; and

WHEREAS, Gavrilides Property Management Williamston LLC is willing to permit the installation of the public art mural on the Building.

NOW THEREFORE, in consideration of the mutual benefits of the public art mural to the parties, the parties agree as follows:

1. The City of Williamston will administer the Public Art Communities Grant program to issue a Request for Proposal to solicit proposals from artists for the installation and painting of a public art mural on the south-facing side of the Building located at 151 S. Putnam St., Williamston, MI, and to enter into a contract for the installation of the public art mural.
2. Gavrilides Property Management Williamston LLC authorizes the City of Williamston and its contractors, with necessary equipment, to have ingress and egress, and to use the property at 151 S. Putnam St., Williamston, MI, from March 1, 2020 to April 30, 2021, to install a public art mural on the south-facing exterior wall of the Building.
3. Gavrilides Property Management Williamston LLC agrees to allow the public art mural to remain in place and visible to the public for a minimum period of five (5) years from the date of the final completion of the installation.
4. Gavrilides Property Management Williamston LLC agrees to waive liability and hold harmless the Lansing Economic Area Partnership and the City of Williamston, and its elected and appointed officials, employees, and contractors, in the event of any claim for any personal injury and/or property damage arising out of the activities funded by the Grant or otherwise permitted under this Agreement.

9a
pg5

IN WITNESS WHEREOF the parties hereto by their duly authorized representatives agree to the above and execute this Agreement accordingly.

CITY OF WILLIAMSTON

**GAVRILIDES PROPERTY
MANAGEMENT WILLIAMSTON LLC**

Tammy Gilroy, Mayor Date

Nicholas Gavrilides, Member Date

Holly Thompson, Clerk Date



City of Williamston

161 E. Grand River Ave.
Williamston, MI 48895

9b
pg 1

To: City Council
From: Rachel Piner, City Treasurer
Date: May 19, 2020
Subject: 2019-2020 Budget Amendments

Requested Action: A separate motion will need to be made for each fund. a) Approve the budget amendments for General Fund 101 as presented. b) Approve the budget amendments for Local Street Fund 203 as presented. c) Approve the budget amendments for Sewer Fund 590 as presented. d) Approve the budget amendments for Equipment Fund 661 as presented.

Background: The draft budget that was presented at the Budget Work Session held on May 4, 2020 included fiscal year end projects. The necessary amendments presented below reflect the projections presented.

101 General Fund

000	Revenue	Increase	\$57,400
257	Assessor	Decrease	\$1,300
901	Capital Outlay	Increase	\$58,700
Effect on Fund Balance			\$0

Revenue: The Friends of Williamston Parks reimbursed the City for all of the play equipment and their portion of the cement work done at Volunteers Community Park. We had anticipated the revenues offsetting the expenditures; therefore no budget would be needed for either the revenue or expenditures. After discussion with the City's auditors it was determined it would be best to budget for the revenues and expenditures instead of offsetting the costs.

Assessor: Funds were budgeted for appraisal work, in the event that the City had any major tax tribunal cases that would require an appraisal to be conducted. Fortunately, the City did not need to utilize these funds.

Capital Outlay: An electric, handicap accessible door was installed at the library for a total cost of \$4,281. While this project was budgeted in the prior fiscal year the actual work was not performed until the current fiscal year. Playground equipment and supplies that were installed at Volunteers Community Park were purchased from this department in the amount of \$54,383. The Friends of Williamston Parks reimbursed the City for all of the play equipment and supplies that were charged to this department.

203 Local Street Fund

463	Surface Maintenance	Increase	\$5,500
466	Right-of-Way Maintenance	Increase	\$2,000
478	Winter Maintenance	Decrease	\$7,500

96
pg 2

Effect on Fund Balance **\$0**

Surface Maintenance: More maintenance was done by DPW employees than was anticipated; therefore more City equipment was used.

Right-of-Way Maintenance: More maintenance was done by DPW employees than was anticipated; therefore more City equipment was used.

Winter Maintenance: With the relatively mild winter, fewer resources were needed in this department.

590 Sewer Fund

000	Revenue	Increase	\$24,870
549	Plant Operating & Maintenance	Increase	\$24,870
Effect on Fund Balance			\$0

Revenue: There were no funds budgeted for Industrial User Charge; however through 4/30/2020, over \$97,000 has been collected and billed for this line item.

Plant Operating & Maintenance: The grit chamber at the WWTP need an unexpected repair that Council approved in the amount of \$10,500. The digester boiler, pump three and the generator have also required unexpected costly repairs throughout the fiscal year.

661 Equipment Fund

000	Revenue	Increase	\$10,800
906	Lease Interest	Increase	\$10,800
Effect on Fund Balance			\$0

Revenue: The sale of the Vactor truck brought in additional revenue that was not included in the original budget.

Debt Service: The interest due on the CAT Loader lease in the amount of \$4,377 and interest due on the Vactor truck lease in the amount of \$6,381 were not included in the original budget.



To: City Council
From: Corey Schmidt, City Manager
Date: May 26, 2020
Subject: City Manager Report

Miscellaneous Updates

- The public hearing on the budget will be held at the beginning of the May 26 meeting. Following the public hearing, a resolution to adopt the budget will be prepared for the June 8 meeting.
- As of this writing (the morning of May 21), the final layer of asphalt is going in at the Middle Street Parking Lot. If all goes well, the pavement striping will quickly follow to allow the lot to re-open for the holiday weekend.
- Following Council's motion at the May 11 meeting, staff reopened the play equipment, basketball courts, and McCormick Park public restroom in time for the weekend and Farmers Market. We consulted the Center for Disease Control's guidance for parks in determining signage and cleaning. The restroom facing Putnam Street is checked for supplies and sanitized each morning. Social distancing signage is placed on the doors, as well as near the entrance to each play area, in accordance with the CDC's guidance for parks. Representatives from the Farmers Market indicated their first weekend with the "new normal" went well despite poor weather.
- Boards and committees are beginning to meet again using Zoom videoconferencing. Last week, the DDA and TIFA Boards met. The boards each had a budget to review and approve, as well as discussion items on forthcoming projects. The Planning Commission is scheduled to meet on June 2 to hold a public hearing on a variety of zoning text amendments they began working on earlier this year. This meeting and hearing will be held via Zoom.
- Heavy rainfall last weekend resulted in flooding of certain City streets and impacts at the wastewater treatment plant. Low areas on McCormick Street and Mechanic Street were underwater, as was the north side of McCormick Park. The wastewater treatment plant, designed for .65 million gallons per day, was receiving close to 3 million gallons per day. This resulted in bypass of secondary treatment on and off for a few hours and a partially treated sewage discharge, which was promptly reported to appropriate regulatory agencies. By week's end, the plant was down to 1.7 million gallons per day and declining.
- We are presently working on our COVID-19 preparedness and response plan for City operations, in accordance with Executive Order No. 2020-91, which provides safeguards to protect Michigan's workers. This order requires a plan to be in place by June 1, the first Monday after the deadline of the current Stay Home Stay Safe Order affecting in-person government activities and office work.

Associated Government Services
8721 Gull Rd - Ste. B
Richland, MI 49083

Phone: 269-629-0600 Fax: 269-629-0601

REPORT CRITERIA
 RECEIPT Date Range of: 3/1/2020 to 3/31/2020
 091

Page

120
 pg 1

New Permits Report

WILLIAMSTON CITY

Permit #	Address	Owner	Collected	Agency	Permit Date	Description
BUILDING COMMERCIAL						
20-091BC0004	GRAND RIVER AVE, W 304 STE 102Oakwood Construction C	Creek Club LLC	173.00	150.00	3/18/2020	Commercial ;Edward Jones; renovation office remodel
20-091BC0005	GRAND RIVER, W 1147	Creek Club LLC	230.00	200.00	3/18/2020	Commercial; Creek Club Apartments unit 914; new drywall, insulation, carpet and LVT
BUILDING COMMERCIAL Group Count:			2	350.00		
BUILDING MAINTENANCE						
20-091BM0002	HIGH ST, 703	Geyer, Pat	0.00	0.00	3/6/2020	Residential re-roof
20-091BM0003	WILLIAMS ST, 834	Ogard, Alan & Karen	0.00	0.00	3/9/2020	Residential re-roof
BUILDING MAINTENANCE Group Count:			2	0.00		
BUILDING RESIDENTIAL						
20-091BR0001	LYTELL JOHNES PATH, 1551	KMJ HOLDINGS	593.00	466.00	2/28/2020	New Res 2 BDR/FIN BSMT/UNFIN BSMT/GRG/PORCH 1200 MF/46 SF Fin Bsm/1021 SF Unfin Bsm/Gr/Gr/Porch
20-091BR0002	LYTELL JOHNES PATH, 1553	KMJ HOLDINGS	593.00	466.00	2/28/2020	New Res 2 BDR/FIN BSMT/ UNFIN BSMT/GRG/PORCH 1200 MF/46 SF Fin Bsm/1021 SF Unfin Bsm/Gr/Gr/Porch
20-091BR0003	PUTNAM ST, N 515 UNIT O	Klausing, Robert	173.00	150.00	3/5/2020	Residential remodel adding shower and washer/dryer to bathroom
BUILDING RESIDENTIAL Group Count:			3	1,082.00		
ELECTRICAL COMMERCIAL						
EF 20-091EC0003	PUTNAM, S 211	Williamston United Meth	28.75	25.00	3/6/2020	Commercial; United Methodist; 20 circuits; 1 light fixtures
20-091EC0003	PUTNAM, S 211	Williamston United Meth	236.90	206.00	3/6/2020	Commercial; United Methodist; 20 circuits; 1 light fixtures
20-091EC0004	GRAND RIVER AVE, W 304 STE 102SMC Senior House LLC	Creek Club LLC	187.45	163.00	3/11/2020	Commercial; Rivers Edge Suite 102; 2 Circuits; 4 power outlets; 5 data/telecommunications outlets 1-19 devices
20-091EC0005	GRAND RIVER, W 1147	Creek Club LLC	188.60	164.00	3/18/2020	Commercial; Creek Club Apartments; 1 service thru 200 amps; 5 circuits; 2 dishwasher; garbage disposal and range hood; 2 light fixtures; 1 power outlet
ELECTRICAL COMMERCIAL Group Count:			4	558.00		
ELECTRICAL RESIDENTIAL						
20-091ER0003	PUTNAM ST, N 515 UNIT O	Klausing, Robert	167.00	145.00	3/9/2020	Residential remodel; service thru 200 amps; 2 circuits; 2 power outlets (washer and dryer)
20-091ER0004	GREENCROFT CT, 635	McQuain, Jeremy	58.00	50.00	3/13/2020	Single inspection; 1 service thru 200 amps

Report Date: 5/19/2020 10:20:51 AM

ELECTRICAL RESIDENTIAL Group Count:		2	225.00	195.00	
MECHANICAL COMMERCIAL					
EF 19-091MC0009	GRAND RIVER, W 425 D	Noud, John & Jin Hui	58.00	50.00	12/16/2019 Commercial: Sport and Spine; 1 Duct system; 1 exhaust fan
MECHANICAL COMMERCIAL Group Count:		1	58.00	50.00	
MECHANICAL RESIDENTIAL					
20-091MR0005	PUTNAM ST, S 715	JE & GE Associates LL	58.00	50.00	3/3/2020 Single inspection; gas oil burning equipment
20-091MR0006	DEEP LAKE, 200	Medcoff, Richard and De	58.00	50.00	3/3/2020 Single inspection; gas/oil burning equipment
20-091MR0007	PINE MEADOW LN, 648	Barnsdale, Ronald & Ma	58.00	50.00	3/9/2020 Single inspection; installing gas fire place
20-091MR0008	RED CEDAR BLVD, 441	Colonial Williamston LT	58.00	50.00	3/13/2020 Single inspection; 1 gas/oil burning equipment
MECHANICAL RESIDENTIAL Group Count:		4	232.00	200.00	
PLUMBING RESIDENTIAL					
EF 19-091PR0022	MIDDLE ST, E 314	Endahi, John and Elaine	58.00	50.00	12/3/2019 Single inspection: 1 fixture
20-091PR0007	PUTNAM ST, N 515 UNIT O	Klausing, Robert	167.00	145.00	3/9/2020 Residential remodel; 3 fixtures; 3 stacks; 1 sewer; 1 water service
20-091PR0008	LYTELL JOHNES PATH, 1551	Forte Building & Remod	224.00	195.00	3/17/2020 New residence; 15 fixtures; 1 stack; 1 sewage ejector, manholes or sumps; 1 wate distributing pipe system less than 1"
20-091PR0009	LYTELL JOHNES PATH, 1553	Forte Building & Remod	224.00	195.00	3/17/2020 New residence; 15 fixtures, 1 stack; 1 sewage ejector, manhole or sumps; 1 water distributing system 1" or less
PLUMBING RESIDENTIAL Group Count:		4	673.00	585.00	
WILLIAMSTON CITY Group Count:		22	3,591.70	3,020.00	

12c
Pg 3

SUPPLEMENTAL REPORT - "B"

WILLIAMSTON CITY-- SPECIAL INSPECTIONS AND ADJUSTMENTS
AND ADMINISTRTATED SERVICES

3-1-2020 through 3-31-2020

STMT DATE: March-20

Date Permit # Activity/Insp Type Hours AGS Fee

SPECIAL INSPECTIONS & OTHER SERVICES:

3/13/2020	301 High St/Vagts Insp	1	\$ 50.00
3/17/2020	875 W. Grand River LOT #83/ BCIG Parks LLC Insp	1	\$ 50.00
3/19/2020	875 W. Grand River LOT #83/ BCIG Parks LLC Ltr & Insp	1	\$ 100.00
3/19/2020	315 High St/Vagts Insp	1	\$ 50

Type Count/Billing Subtotal - Inspections: 4 \$ 250.00
LAND DIVISIONS / BOUNDARY ADJUSTMENTS:
 NONE

Type Count/Billing Subtotal - Land Divisions
REFUNDS:
 NONE

Type Count/Billing Subtotal - Refunds: 0 \$ -

Count: 4 \$ 250.00

Associated Government Services
8721 Gull Rd - Ste. B
Richland, MI 49083

Phone: 269-629-0600 Fax: 269-629-0601

REPORT CRITERIA
 RECEIPT Date Range of: 4/1/2020 to 4/30/2020
 091

New Permits Report

WILLIAMSTON CITY

Permit #	Address	Owner	Collected	Agency	Permit Date	Description
BUILDING RESIDENTIAL						
20-091BR0004	GREENCROFT CT, 635	McQuain, Jeremy	293.00	255.00	4/13/2020	Res Alteration: Fire Damage repair first floor
BUILDING RESIDENTIAL Group Count:	1		293.00	255.00		
ELECTRICAL COMMERCIAL						
20-091EC0006	GRAND RIVER, W 151	D & W Fresh Market #19	143.75	125.00	4/29/2020	Comml D & W Store Circuit/2 power outlets/1 upto 20 KVA
ELECTRICAL COMMERCIAL Group Count:	1		143.75	125.00		
ELECTRICAL RESIDENTIAL						
EF 20-091ER0001	WILLIAMS, 708	JE/Nummikoski	58.00	50.00	1/7/2020	Residential: New residence; 1 service thru 200 amps; 10 circuits; 1 lighting fixtures; 3 dishwasher, garbage disposal and range hood; 1 furnace; 2 power outlets
ELECTRICAL RESIDENTIAL Group Count:	1		58.00	50.00		
MECHANICAL RESIDENTIAL						
EF 19-091MR0034	WINDING RIVER DR, 671	Davis Robert & Sandra	58.00	50.00	8/13/2019	Single inspection Replacing furn/CAC
20-091MR0009	WINDING RIVER DR, 782	Lepeak, Linda	58.00	50.00	4/13/2020	Single inspection Furnace/AC
MECHANICAL RESIDENTIAL Group Count:	2		116.00	100.00		
PLUMBING RESIDENTIAL						
20-091PR0010	WILLIAMS ST, 623	Morse, Jerry	58.00	50.00	4/29/2020	Single inspection
20-091PR0011	WILLIAMS ST, 625	Morse, Jerry	58.00	50.00	4/29/2020	Single inspection
PLUMBING RESIDENTIAL Group Count:	2		116.00	100.00		
WILLIAMSTON CITY Group Count:	7		726.75	630.00		

12c
pg 4

12c
pg 5

SUPPLEMENTAL REPORT - "B"

WILLIAMSTON CITY - SPECIAL INSPECTIONS AND ADJUSTMENTS
AND ADMINISTERED SERVICES

4-1-2020 through 4-30-2020

STMT DATE: April-20

Date Permit # Activity/Insp Type Hours AGS Fee

SPECIAL INSPECTIONS & OTHER SERVICES:
NONE

Type Count/Billing Subtotal - Inspections: 0
LAND DIVISIONS / BOUNDARY ADJUSTMENTS:
NONE

\$ -

Type Count/Billing Subtotal - Land Divisions:
REFUNDS:
NONE

\$ -

Type Count/Billing Subtotal - Refunds:

\$ -

Count:

0

\$ -