



**CITY OF WILLIAMSTON**  
161 East Grand River Avenue, Williamston MI  
(517) 655-2774  
Regular City Council Meeting Agenda  
Monday, December 10, 2018  
7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Election of Mayor & Mayor Pro-tem
6. Audience Participation – Maximum 5 minutes per presentation.
7. Presentation of Certificate of Appreciation- Leroy Smith
8. School of Choice Week Certificate
9. Audit Presentation
10. Council Meeting Minutes of November 26, 2018
11. Accounts Payable
12. Action Items
  - a. Huntington Bank Resolution for Purchase of Vector Truck
  - b. Consideration of 2019 Meeting Dates & Times
  - c. Appointment of Dirk Powell to the Planning Commission for a Term to Expire 06/30/21
  - d. Appointment of Teresa Clark to the Economic Development Corporation/TIFA 2A & TIFA 2B for a Term to Expire 06/30/21
  - e.
  - f.
13. Discussion Items
  - a.
  - b.
14. Correspondence Received / Information Only
  - a.
  - b.
15. Department Head Reports
  - a. City Manager/DDA Director
  - b. Police Chief
  - c.
16. Audience Participation – Maximum 5 minutes per presentation.
17. Council Member Comments
18. 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, January 14, 2019, in the Council Chambers of City Hall at 7:00 p.m.**



## Certificate of Appreciation

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WHEREAS, Leroy Smith, during the 15 years he has served the City of Williamston as superintendent of the Wastewater Treatment Plant, has significantly contributed to and assisted in various departmental functions of the City; and

WHEREAS, the performance of his duties and responsibilities, and his working relationships were always characterized by a dedication to getting the job done well; and

WHEREAS, Mr. Smith has retired from the City of Williamston effective this month of December;

NOW, THEREFORE BE IT RESOLVED THAT, the City Council of the City of Williamston expresses its sincere appreciation and thanks to Leroy Smith for his contributions to the community, and commends him for the manner in which he has carried out his responsibilities and duties as a member of the City staff on this 10th day of December 2018.

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Noah Belanger- Council Member

John Bisard- Council Member

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Kent Hall- Council Member

Tammy Gilroy- Mayor

Daniel Rhines- Council Member

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Jeffrey Weiss- Council Member

Sandy Whelton- Mayor Pro-Tem



*Certificate of Recognition  
City of Williamston School Choice Week*

WHEREAS all children in Williamston should have access to the highest-quality education possible; and,

WHEREAS Williamston recognizes the important role that an effective education plays in preparing all students in Williamston to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of Williamston; and,

WHEREAS Williamston is home to a multitude of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS Williamston has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, do hereby recognize January 20-26, 2019 as Williamston School Choice Week, and I call this observance to the attention of all of our citizens.

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Jeffrey Weiss- Council Member

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Kent Hall- Council Member

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Tammy Gilroy- Mayor

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Noah Belanger- Council Member

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Dan Rhines- Council Member

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John Bisard- Council Member

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Sandy Whelton- Council Member

## Management's Discussion and Analysis

As management of the City of Williamston (the "City"), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2018. We encourage readers to consider the information presented here in conjunction with additional information that we have provided in the financial statements and the notes to the financial statements.

### FINANCIAL HIGHLIGHTS:

- The City's combined total net position is reported as \$15,292,335 for fiscal year ended June 30, 2018, compared to \$15,252,544 the fiscal year ended June 30, 2017.
- In the City's governmental activities, revenues generated were \$2,612,797 while expenses totaled \$2,746,417.
- In the City's business-type activities, revenues generated were \$2,081,959 while expenses totaled \$2,132,870.
- Total net position increased by \$157,677.

### OVERVIEW OF THE FINANCIAL STATEMENTS:

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required supplementary information and other supplementary information in addition to the basic financial statements themselves.

#### Government-wide Financial Statements:

The government-wide statements are designed to provide readers with a broad overview of the City's finances, as a whole, in a manner similar to a private sector business. The statement of net position presents information on all of the City's assets and liabilities, with the difference between the two reported as net position. The statement of activities presents all of the City's revenues and expenses, and is reported based on when the underlying event giving rise to the revenue or expense occurs, regardless of when cash is received or paid.

The government-wide statements of the City are divided into three categories:

**Governmental Activities** – Most of the City's basic services are included here, such as the public safety, public works, recreation departments, and general administration. Property taxes, state shared revenue, and charges for services finance most of these activities.

**Business-type Activities** – The City charges fees to customers to recover all or a significant portion of certain services it provides. These business-type activities include water and sewer.

**Component Units** – The City includes the Downtown Development Authority, Tax Increment Finances Authorities 2A and 2B, and Economic Development Corporation as discretely presented component units.

**Fund Financial Statements:**

The fund financial statements provide more detailed information about the City’s most significant funds, not the City as a whole. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives.

The City has three types of funds:

**Governmental Funds** – Many of the City’s basic services are included in governmental funds, which focus on how cash and other financial assets can be converted to cash flow in and out. The funds also show the balances left at year-end that are available for spending. The governmental funds focus on a short-term view, rather than the long-term focus of the government-wide statements, additional information is provided after each of the governmental fund statements that explain the relationship of differences between the fund and government-wide statements.

The City maintains five (5) individual governmental funds. Separate information is presented for the General Fund, Major Street Fund, and Local Street Fund which are considered to be “major” funds. Data from the other two (2) governmental funds, considered to be “non-major” funds, are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The City adopts an annual budget for each of its governmental funds. Budgetary comparison statements have been presented for major governmental funds to demonstrate compliance with those budgets.

**Proprietary Funds** – Proprietary funds are used to report services where the City charges a fee to the customer to recover most or all of the cost of the service rendered. Proprietary funds provide both long- and short-term financial information. The two types of proprietary funds are enterprise and internal service funds.

- Enterprise funds and business-type funds are the same, but the fund statements provide more detail and additional information such as cash flows. The City’s enterprise funds are the Sewer Fund and the Water Fund.
- Internal service funds are used to report activities that provide supplies and services to the City’s other programs. The City’s internal service fund is the Equipment Fund.

**Fiduciary Funds** – Fiduciary funds are used to account for the resources held for the benefit of parties outside the government. The City’s fiduciary activities are reported in separate Statements of Fiduciary Net Position. Fiduciary funds are not reflected in the government-wide financial statements because the resources of the funds are not available to support the City’s own programs. The City’s fiduciary fund is for property tax collection.

**Notes to the Financial Statements:**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Additional Required Supplementary Information:**

Following the basic financial statements is additional required supplementary information that further explains and supports the information in the financial statements. The combining statements referred to earlier in connection with the non-major governmental funds are presented immediately following the required supplementary information.

**THE CITY AS A WHOLE:**

The City's combined net position for fiscal year ended June 30, 2018 is \$15,292,335, consisting of \$5,314,569 in governmental activities and \$9,977,766 in business-type activities.

The following table shows comparisons of total assets, total deferred outflows, total liabilities, total deferred inflows, and total net position in a condensed format as of June 30, 2018 and June 30, 2017.

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2018	2017	2018	2017	2018	2017
Current and Other Assets	2,018,675	2,042,342	1,410,877	1,606,957	3,429,552	3,649,299
Noncurrent Assets	6,294,174	6,085,890	18,511,077	18,881,837	24,234,803	24,967,727
Total Assets	8,312,849	8,128,232	19,921,954	20,488,794	24,805,251	28,617,026
Deferred Outflow - Related to Pension	186,533	257,036	79,942	110,158	266,475	367,194
Total Current Liabilities	372,174	282,911	538,446	820,688	910,620	1,103,599
Total Noncurrent Liabilities	2,576,331	2,914,717	9,384,409	9,558,928	11,960,740	12,473,645
Total Liabilities	2,948,505	3,197,628	9,922,855	10,379,616	12,871,360	13,577,244
Deferred Inflow - Related to Pension	236,308	108,102	101,275	46,330	337,583	154,432
Net Position						
Net investment in Capital Assets	4,921,413	4,658,681	9,515,477	9,189,237	21,853,890	13,847,918
Restricted	360,449	843,694	1,043,080	-	1,403,529	642,237
Unrestricted	32,707	(422,837)	(580,791)	983,769	(7,965,084)	762,389
Total Net Position	\$ 5,314,569	\$ 9,977,766	\$ 9,977,766	\$ 10,173,006	\$ 15,292,335	\$15,252,544

The City's combined total net position increased by \$39,791 during the current fiscal year. The net position for the City's governmental activities increased \$235,031, while business-type activities decreased \$195,240.

**Governmental Activities:**

The City's total governmental revenue is reported at \$2,612,797, an increase of \$108,526 from the prior fiscal year. Total expenses are reported at \$2,746,417, an increase of \$7,162 from the prior fiscal year.

**Business-Type Activities:**

The City's business-type revenue is reported at \$2,096,044, a decrease of \$463,187 from the prior fiscal year, which is attributed to \$565,670 in SAW grant revenue in the prior fiscal year. Total expenses are reported at \$2,132,870, a decrease of \$464,101 from the prior fiscal year, which is attributable to the SAW grant expenditures.

	Governmental Activities		Business-Type Activities		Total	
	2018	2017	2018	2017	2018	2017
<b>Program Revenues</b>						
Charges for Service	78,487	83,029	2,041,599	1,991,149	2,120,086	2,074,178
Operating Grants and Contributions	404,971	317,744	-	565,670	404,971	883,414
<b>General Revenues</b>						
Property Taxes	1,542,431	1,485,188	-	-	1,542,431	1,485,188
State Grants	368,114	379,949	-	-	368,114	379,949
Unrestricted Investment Earnings	18,220	10,761	14,085	2,412	32,305	13,173
Other Revenues	200,574	227,600	40,360	-	240,934	227,600
<b>Total Revenues</b>	<b>2,612,797</b>	<b>2,504,271</b>	<b>2,096,044</b>	<b>2,559,231</b>	<b>4,708,841</b>	<b>5,063,502</b>
<b>Program Expenses</b>						
General Government	255,829	908,342	-	-	255,829	908,342
Public Safety	672,374	676,674	-	-	672,374	676,674
Public Works	1,207,721	853,772	-	-	1,207,721	853,772
Community and Economic Development	65,339	92,578	-	-	65,339	92,578
Recreation and Cultural	154,005	155,865	-	-	154,005	155,865
Interest and Fees	63,026	52,024	-	-	63,026	52,024
Water and Sewer	-	-	2,132,870	2,596,971	2,132,870	2,596,971
<b>Total Expenses</b>	<b>2,418,294</b>	<b>2,739,255</b>	<b>2,132,870</b>	<b>2,596,971</b>	<b>4,551,164</b>	<b>5,336,226</b>

Change in Net Position	194,503	(234,984)	(36,826)	(37,740)	157,677	(272,724)
Net Position-Beginning of Year	5,120,066	4,900,985	10,014,592	10,624,283	15,134,658	15,525,268
Prior Period Adjustment	-	413,537	-	(413,537)	-	-
Net Position-End of Year	<u>5,314,569</u>	<u>5,079,538</u>	<u>9,977,766</u>	<u>10,173,006</u>	<u>15,292,335</u>	<u>15,252,544</u>

**THE CITY’S FUNDS:**

As the City completed the year, its governmental funds reported a fund balance of \$1,667,170 which is \$103,620 less than last fiscal years \$1,770,790. This decrease is due to the East Middle Street project paid for by the Major Street Fund.

The General Fund pays for most of the City’s governmental services. The most significant are general government, public safety and public works activities. These services are supported by the operating millage and state-shared revenues. The Major Street and Local Street Funds perform public works and account for the Michigan Transportation Funds received from the State and the maintenance performed on the City’s street system.

**General Fund Budgetary Highlights:**

The General Fund budget, as originally adopted, projected a net decrease in fund balance of \$142,750. During the year, the City made budget amendments which changed the projection to a net decrease in fund balance of \$143,965. The actual results for the year yielded a net increase of \$189,205.

The fund balance in the General Fund represents 66% of its expenditures at the end of the fiscal year. The City continues to focus on maintaining or exceeding the recommended level of fund balance by regularly evaluating expenditures.

**Capital Assets and Debt Administration:**

As of June 30, 2018 the City had \$24,805,549 invested in a broad range of capital assets, including land, buildings, land improvements, vehicles, equipment, street and sidewalk infrastructure, and water and sewer infrastructure. At June 30, 2017, this total was \$24,967,727. Additional information about the City’s capital assets is presented in Note 5 to the Financial Statements.

At June 30, 2018 the City’s total long-term indebtedness (not including net pension liability or other post-employment benefits) was \$15,309,890.

**Economic Factors:**

The State’s economy continues to improve from the recent recession; additional tax revenue was generated this fiscal year compared to the prior fiscal year. The City’s street funds saw an increase in state funding as a result of legislation to increase gas tax and registration fees.

The enterprise funds continue to struggle financially. The fiscal year ended with negative unrestricted net position in the enterprise funds. A comprehensive review is being conducted to address the financial issues and to determine a plan for improving the financial outlook.

**Contacting the City’s Financial Management:**



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This financial report is designed to provide a general overview of the City's finances for all those with an interest in the government's finances. If you have questions about this report or need additional information, contact Rachel Piner, Treasurer, at (517) 655-2774 or 161 East Grand River Avenue, Williamston, Michigan 48895.

**CITY OF WILLIAMSTON  
CITY COUNCIL  
NOVEMBER 26, 2018  
REGULAR MEETING MINUTES**

**1. Call To Order:**

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

**3. Roll Call:**

Mayor Tammy Gilroy, Council Members Noah Belanger, Jeffrey Weiss, Daniel Rhines, Kent Hall. Absent: John Bisard (arrived at 7:14 p.m.), and Sandy Whelton.

Also Present: City Manager Corey Schmidt, City Clerk Holly Thompson, City Attorney Timothy Perrone, Police Chief Bob Young, City Engineer/DPW Director Scott DeVries, JFM Productions, School Superintendent Adam Spina, Ingham Conservation District Representative Michelle Beloskur, and other members of the public.

Motion by **Weiss**, second by **Hall**, to excuse Whelton. **Motion passed by voice vote.**

**4. Approval of Agenda:**

Motion by **Hall**, second by **Belanger**, to approve the agenda as presented. **Motion passed by voice vote.**

**5. Audience Participation:**

Adam Spina, School Superintendent thanked the City for their hard work with snow removal. It is always well done. He also commented he is in support of the Opt Out Ordinance for Marihuana. He knows that it is still legal and they cannot do anything, but it will help to limit access to drugs in Williamston.

**6. Update on Micro-Plastic Testing, Funding, and Outreach:**

Michelle Beloskur of the Ingham Conservation District gave an update on the micro-plastic testing efforts being made along with Wayne State University. This is expected to be a 3-year project costing around \$921,000 which is being covered by a grant. Williamston is the pilot location with Pontiac being another location for testing. They will be distributing laundry bags that will catch micro-plastics less than 5 millimeters in size. They will be looking for the City's help in getting the word out to the public. They will also want to have a committee of two Council members and 2 Chamber members to meet with them every 3-4 months.

**7. Council Meeting Minutes of November 12, 2018:**

-Bisard arrived at 7:14 p.m.

On page 2, item 9a., 13 lines down, add "and Bisard" after "Belanger" and 15 lines down change "busy" to "business".

Motion by **Belanger**, second by **Weiss**, to approve the November 12, 2018 Council minutes as amended. **Motion passed by voice vote.**

**8. Accounts Payable:**

The accounts payables totaled \$109,829.27 with reference #'s 71033-71122.

Motion by **Belanger**, second by **Rhines**, to approve the accounts payables as presented, reference #'s 71033-71122 for a total of \$109,829.27. Yes: Rhines, Gilroy, Hall, Bisard, Belanger, Weiss. No: None. **Motion passed.**

**9. Action Items**

**9a. Mechanic Street Lift Station Flood Repairs:**

Motion by **Hall**, second by **Bisard**, to approve for the City to hire Swan Electric Company, Inc. to complete the replacement of interior electric panel components damaged during the February 2018 flood event in the amount not-to-exceed \$13,500 based on the quote of \$12,480.00 including contingency. Yes: Gilroy, Hall, Bisard, Belanger, Rhines. No: None. Abstain: Weiss, reason being he worked on the flood reimbursement from the County. **Motion passed.**

Motion by **Hall**, second by **Bisard**, to approve the purchase of the USEMCO 36"x36" Entrance Tube Extender with ladder and accessory extensions in the amount not-to-exceed \$8,800.00 from Kennedy Industries of Wixom, Michigan. Yes: Gilroy, Hall, Bisard, Belanger, Rhines. No: None. Abstain: Weiss, reason being he worked on the flood reimbursement from the County. **Motion passed.**

**9b. 2<sup>nd</sup> Reading of Ordinance Amending Chapter 30 of The Williamston Code of Ordinance- Marihuana Establishments:**

Motion by **Hall**, second by **Belanger**, to approve the second reading of the Ordinance Amending Chapter 30 of The Williamston Code of Ordinance- Marihuana Establishments. Yes: Hall, Bisard, Belanger, Weiss, Rhines, Gilroy. No: None. **Motion passed.**

**9c. Wastewater Treatment Plant Staffing:**

Motion by **Belanger**, second by **Rhines**, to authorize a salary range of \$62,000 to \$68,000 for the Wastewater Treatment Plant Superintendent position. Yes: Hall, Bisard, Belanger, Weiss, Rhines, Gilroy. No: None. **Motion passed.**

Motion by **Belanger**, second by **Bisard**, to eliminate the Utility Supervisor II position effective December 9, 2018, and replace with the creation of the Utility Maintenance Supervisor position with a wage range of \$21 to \$27 per hour. Yes: Hall, Bisard, Belanger, Weiss, Rhines, Gilroy. No: None. **Motion passed.**

**9d. Personnel Policy Exception – Group Health Program:**

Motion by **Rhines**, second by **Bisard**, to approve an exception to the Personnel Policy 3.2 to allow the current wastewater treatment plant superintendent to purchase health insurance for the employee's non-spouse dependent from the City's group plan while the employee is eligible for the City's group plan during retirement. Yes: Bisard, Belanger, Weiss, Rhines, Gilroy, Hall. No: None. **Motion passed.**

**9e. 2019 Cost of Living Adjustment:**

Motion by **Weiss**, second by **Hall**, to approve a cost of living adjustment (COLA) of two (2) percent for City employees, effective January 1, 2019. Yes: Belanger, Weiss, Rhines, Gilroy, Hall, Bisard. No: None. **Motion passed.**

**12. Department Head Reports**

**12a. City Manager/DDA Director:**

Manager Schmidt provided a written report for Council review.

Council asked the City Manager to have AGS attend the January work session to discuss the Fire Code.

**12b. Police Chief:**

Chief Young reported Saturday is "Shop with a Cop" where kids are paired up with an officer and given money to shop for their family's Christmas presents. Also this Saturday he will be taking part in the "Stuff the Humvee with Food" taking place at D&W Fresh Market before the Light Parade.

**12c. City Clerk:**

Clerk Thompson provided a written report for Council review.

**13. Audience Participation:**

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

**13. Council Member Comments:**

Councilman Weiss thanked Manager Schmidt and Engineer De Vries for their forward thinking in employee succession.

Councilman Hall thanked everyone for all of their Veteran and personal support.

Mayor Gilroy congratulated the Williamston Football Team. Although they did not win the semi-finals, they represented their community well. She also congratulated the Swim Team on their Championship win. DPW did a great job in cleaning the streets after the first major snowfall. She reminded everyone the Light Parade is on Saturday and there is a window decorating contest for the downtown businesses. Mayor Gilroy encouraged everyone to shop local for their holiday needs.

**14. Adjournment:**

Mayor Gilroy adjourned the Council meeting at 7:45 p.m.

**\*Meeting adjourned at 7:45 p.m.**

**Respectfully Submitted by:**

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**Holly M. Thompson, City Clerk**

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Tammy Gilroy, Mayor

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

CITY OF WILLIAMSTON  
 CITY COUNCIL MEETING DECEMBER 10, 2018  
 ACCOUNTS PAID/PAYABLE  
 CHECKS 71131-71166

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Date	Check	Vendor Name	Description	Amount	Aprv
11/27/2018	71131	THE HUNTINGTON NATIONAL BANK	DPW Equipment	84,557.10	_____
11/30/2018	71134	BARYAMES CLEANERS	PD DRY CLEANING	21.00	_____
11/30/2018	71135	BOSWORTH URGENT CARE	CERNY CDL RENEWAL EXAM	125.00	_____
11/30/2018	71136	CARDMEMBER SERVICE	LFS/WELL 10 HEATER THERMOSTAT	72.66	_____
			HMT/MAMC MEMBERSHIP	60.00	_____
			HMT/ELECTION SUPPLIES	89.85	_____
			HMT/ELECTION SUPPLIES	40.26	_____
			HMT/ELECTION SUPPLIES	72.90	_____
			HMT/ELECTION SUPPLIES	14.83	_____
			YMG/PD BATTERY CHARGER	95.00	_____
			SAD/GIS ANNUAL MEMBERSHIP DUES	75.00	_____
			SAD/DPW CONF/BREAK/WORK DESK CHAI	450.00	_____
			SAD/DPW SUPPLIES TAPLES/BOOKCASE	100.00	_____
			SAD/U-HAUL RENTAL	97.58	_____
			SAD/U-HAUL GAS	19.00	_____
			SAD/MDOT STANDARD SPEC BOOK	15.70	_____
			ROAD STANDARDS BOOK	388.00	_____
			SAD/MDOT STANDARD SPEC BOOK	15.70	_____
			DLG/BATTERIES/WATER	17.13	_____
			DLG/EQUIP MAINT SNOW & ICE PREP	141.44	_____
			DLG/PICKUP DIAGNOSTIC	110.00	_____
			RDY/OIL FOR PD	18.33	_____
			RDY/HOLSTER FOR OFFICER	15.89	_____
			RDY/CHIEFS CONFERENCE REGISTRATION	255.00	_____
			SJD/CEMENT WWTP	22.79	_____
			SJD/WWTP GAGE FLUID	70.03	_____
			RDP/CITY HALL WATER	14.97	_____
			SJD/WWTP O&M	217.25	_____
			SJD/WWTP O&M	(12.30)	_____
				2,477.01	
11/30/2018	71137	CATHEY CO	WWTP AERATION PUMP HOSE MAINT	158.31	_____
			WWTP AERATION PUMP HOSE MAINT	158.04	_____
				316.35	
11/30/2018	71138	CBIZ BENEFITS & INSURANCE	GASB 75-INTERIN DISCLOSURE	500.00	_____
11/30/2018	71139	COHL, STOKER & TOSKEY, P.C	ATTY RETAINED SVCS	3,587.50	_____
			ATTY SVCS NON RETAINER	57.18	_____
				3,644.68	
11/30/2018	71140	CSX TRANSPORTATION	ANNUAL FEE REAL ESTATE LAND ASSIGN.	120.00	_____
11/30/2018	71141	ETNA SUPPLY	WATER/SAN METER REPLACEMENT	1,417.22	_____
11/30/2018	71142	FERGUSON WATERWORKS #3386	WWTP-AERATION PIPE CLAMP	71.73	_____
11/30/2018	71143	FIRST ADVANTAGE LNC OCC HEALTH S	DPW EMPLOYEE DRUG TEST & MILEAGE	93.14	_____
11/30/2018	71144	FRONTIER	LIFT ALARMS	48.32	_____

WWTP ALARMS

51.90

100.22

11/30/2018	71145	GRAINGER	WWTP MAINT	81.99
11/30/2018	71146	HAVILAND	WTP CHLORINE	525.00
11/30/2018	71147	KENNEDY INDUSTRIES INC.	WTP-LIFT STATION REPLACEMENT PUMPS	4,598.00
11/30/2018	71148	MAGICAL TOUCH	PD OIL CHANGE	40.00
11/30/2018	71149	MEDLER ELECTRIC CO	WWTP LIGHTING O&M	238.60
11/30/2018	71150	MID MICHIGAN EMERGENCY EQUIPM	OUTFITTING PD VEHICLE	10,460.00
11/30/2018	71151	NORTHERN PUMP & WELL	ANNUAL WELL PUMP TESTS	635.00
11/30/2018	71152	OESTERLE ELECTRIC	MCCORMICK PK ELEC REPAIRS	1,117.00
11/30/2018	71153	QUILL	OPERATING SUPPLIES	112.98
11/30/2018	71154	RANDY'S SERVICE STATION	PLOW/DUMP TRUCK WHEEL REPAIR	145.00
11/30/2018	71155	RICOH USA INC	CITY HALL/PD COPY CHARGES	86.80
11/30/2018	71156	S&S TRUCK SERVICE	PLOW TRUCK WHEELS & REPAIRS	1,155.00
11/30/2018	71157	SPICER GROUP	E MIDDLE ST DESIGN	165.00
11/30/2018	71158	SUPPLYGEEKS	OFFICE SUPPLIES	60.98
11/30/2018	71159	USA BLUEBOOK	WATER SERVICE WRENCHES	57.90
11/30/2018	71160	USA TODAY NETWORK	PUBLIC NOTICES/LEGAL PUBLICATION	149.90
11/30/2018	71161	WEST SHORE SERVICE, INC.	ANNUAL INSPECTION/MAIN OUTDOOR W.	850.00
11/30/2018	71162	WHEATFIELD TOWNSHIP	2000-425 AGREEMENT PROPERTIES	106.90
11/30/2018	71163	WILLIAMSTON CLOTHING	DPW UNIFORMS	99.00
			DPW UNIFORMS	868.35
				967.35
11/30/2018	71164	WILLIAMSTON FLORIST & GREENHOUSE	SPRING PLANTING 2018	1,098.00
			FALL PLANTING 2018	1,045.00
				2,143.00
11/30/2018	71165	WILLIAMSTOWN TOWNSHIP	CEMETERY CONTRIBUTION 2018	15,000.00
11/30/2018	71166	WOW! BUSINESS	DPW PHONES	145.60
				132,285.45



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**RESOLUTION AND DECLARATION OF OFFICIAL INTENT**

- Municipality/Purchaser: **City of Williamston ("Purchaser")**

Aggregate Purchase Price Expected To Be Financed: **\$390,981.86**

Description Of Property To Be Acquired: **Single Engine Fan, Single Stage, 10Yrd Debris Combo Vector**

Vendor: **Jack Doheny Companies ("Vendor")**

WHEREAS, the Purchaser is a political subdivision of the State of Michigan (the "State") and is duly organized and existing pursuant to the Constitution and laws of the State.

WHEREAS, pursuant to Act 99, Public Acts of Michigan, 1933, as amended, and other applicable law, the governing body of the Purchaser ("**Governing Body**") is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interest in property, leases and easements necessary to the functions or operations of the Purchaser.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more installment-purchase agreements ("**Installment Purchase Agreements**") in the amount not exceeding the Purchase Price amount stated above ("**Principal Amount**") for the purpose of acquiring the property ("**Property**") described briefly above and to be described more completely in the Installment Purchase Agreements is appropriate and necessary to the functions and operations of the Purchaser.

WHEREAS, the Vendor, as the seller and supplier of the Property is identified above.

WHEREAS, for the purpose of providing the financing under the Installment Purchase Agreements, **Huntington Public Capital Corporation** and/or an affiliate of said bank ("**Assignee**") shall act as the financing source under said Installment Purchase Agreements and in connection therewith, the Vendor shall assign all of Vendor's rights (including, but not limited to, the right to collect the installment payments due and payable under the Installment Purchase Agreements), but none of its obligations, under the Installment Purchase Agreements to Assignee.

WHEREAS, the Purchaser may pay certain capital expenditures in connection with the Property prior to its receipt of proceeds of the Installment Purchase Agreements ("**Purchase Proceeds**") for such expenditures and such expenditures are not expected to exceed the Principal Amount.

WHEREAS, the U.S. Treasury Department regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital and the Purchaser shall hereby declare its official intent to be reimbursed for any capital expenditures for Property from the Lease Purchase Proceeds.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Purchaser:

**Section 1.** Any one of the Authorized Representatives identified below (each an "**Authorized Representative**") acting on behalf of the Purchaser is hereby authorized to negotiate, enter into, execute, and deliver one or more Installment Purchase Agreements in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Purchaser. Each Authorized Representative acting on behalf of the Purchaser is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Installment Purchase Agreements (including, but not limited to, property acquisition fund agreements) as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Installment Purchase Agreements are hereby authorized.

**Authorized Representatives of Purchaser:**

\_\_\_\_\_

\_\_\_\_\_



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**Section 2.** By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Purchaser to execute and deliver agreements and documents relating to the Installment Purchase Agreements on behalf of the Purchaser.

**Section 3.** The aggregate original principal amount of the Installment Purchase Agreements shall not exceed the Principal Amount and shall bear interest as set forth in the Installment Purchase Agreements and the Installment Purchase Agreements shall contain such options to purchase or prepay by the Purchaser as set forth therein.

**Section 4.** The Purchaser agrees that its obligation to pay all of the installment payments due under the Installment Purchase Agreements to Assignee shall be absolute and unconditional upon the delivery and acceptance of the Property (or the funding of any applicable property acquisition fund agreement associated with the Purchase Agreements) and that it shall levy such taxes as are permitted by applicable State law to pay all of the installment payments due under the Installment Purchase Agreements.

**Section 5.** The Governing Body of Purchaser anticipates that the Purchaser may pay certain capital expenditures in connection with the Property prior to the receipt of the Purchase Proceeds for the Property. The Governing Body of Purchaser hereby declares the Purchaser's official intent to use the Purchase Proceeds to reimburse itself for Property expenditures. This section of the Resolution is adopted by the Governing Body of Purchaser for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of the Resolution does not bind the Purchaser to make any expenditure, incur any indebtedness, or proceed with the purchase of the Property.

**Section 6.** As to each Installment Purchase Agreement, the Purchaser reasonably anticipates that it and entities controlled by it will not issue more than \$10,000,000 of tax-exempt obligations (other than "private activity bonds" which are not "qualified 501(c)(3) bonds") during the calendar year in which each such Installment Purchase Agreement is issued and hereby designates each Installment Purchase Agreement as a qualified tax-exempt obligation for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended.

**Section 7.** This Resolution shall take effect immediately upon its adoption and approval.

ADOPTED AND APPROVED on this \_\_\_\_\_, 2018.

CERTIFICATION

The undersigned **Secretary/Clerk** of the above-named Purchaser hereby certifies and attests that the undersigned has access to the official records of the Governing Body of the Purchaser, that the foregoing resolutions were duly adopted by said Governing Body of the Purchaser at a meeting of said Governing Body and that such resolutions have not been amended or altered and are in full force and effect on the date stated below.

\_\_\_\_\_  
Signature of Secretary/Clerk of Purchaser

Print Name: \_\_\_\_\_

Official Title: \_\_\_\_\_

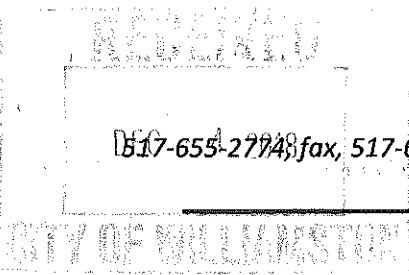
Date: \_\_\_\_\_

12 b.  
pg 1

City Council Resolution # -18

City Council Meeting Dates and Times for  
January 2019- December 2019

<b>Day</b>	<b>Date</b>	<b>Time</b>
Monday	January 14, 2019	7:00 p.m.
Monday	January 28, 2019	7:00 p.m.
Monday	February 11, 2019	7:00 p.m.
Monday	February 25, 2019	7:00 p.m.
Monday	March 11, 2019	7:00 p.m.
Monday	March 25, 2019	7:00 p.m.
Monday	April 8, 2019	7:00 p.m.
Monday	April 22, 2019	7:00 p.m.
Monday	May 13, 2019	7:00 p.m.
<b>Tuesday</b>	May 28, 2019	7:00 p.m.
Monday	June 10, 2019	7:00 p.m.
Monday	June 24, 2019	7:00 p.m.
Monday	July 8, 2019	7:00 p.m.
Monday	July 22, 2019	7:00 p.m.
Monday	August 12, 2019	7:00 p.m.
Monday	August 26, 2019	7:00 p.m.
Monday	September 9, 2019	7:00 p.m.
Monday	September 23, 2019	7:00 p.m.
Monday	October 14, 2019	7:00 p.m.
Monday	October 28, 2019	7:00 p.m.
Monday	November 11, 2019	7:00 p.m.
Monday	November 25, 2019	7:00 p.m.
Monday	December 9, 2019	7:00 p.m.



City of Williamston

161 E. Grand River Avenue, Williamston, MI 48895

517-655-2774; fax, 517-655-2797; www.williamston-mi.us; info@williamston-mi.us

Facebook - Williamston City Hall

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**BOARDS & COMMISSIONS APPLICATION**

Your interest and expressed willingness to serve the City of Williamston is appreciated. The purpose of this form is to provide the Mayor and Council with basic reference data and information pertaining to any person being considered for appointment to a City Board or Commission. Minimum educational requirements have not been established. Advanced education or college degrees are not necessary to be considered for appointment.

NAME: POWELL DIRK DATE: 12.4.18  
(Please Print) LAST FIRST M.I.

STREET: 3938 BEEMAN RD

CITY: WILLIAMSTON ZIP CODE: 48895

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: 517.614.3050

FAX: \_\_\_\_\_ E-MAIL: DPOWELL124@GMAIL.COM

BUSINESS ADDRESS: SAME

PRESENT EMPLOYER: SELF

Please mark your choice(s). If you are choosing more than one, list in priority, i.e. 1 = First Choice, 2 = Second Choice, etc.

- |   |  |
|---|--|
| <input type="checkbox"/> Cemetery Board                             | <input type="checkbox"/> Downtown Development Authority        |
| <input type="checkbox"/> Board of Review                            | <input checked="" type="checkbox"/> 3 Zoning Board of Appeals  |
| <input type="checkbox"/> Economic Development Corp./TIFA            | <input checked="" type="checkbox"/> 1 Planning Commission      |
| <input type="checkbox"/> Compensation Committee                     | <input type="checkbox"/> Downtown Development Citizens Council |
| <input type="checkbox"/> City Council                               | <input type="checkbox"/> Parks & Recreation Commission         |
| <input checked="" type="checkbox"/> 2 Construction Board of Appeals | <input type="checkbox"/> Other (specify) _____                 |

Professional Qualifications and/or Work Experience: 35 + YEARS IN  
CONSTRUCTION & REAL ESTATE INDUSTRIES.  
LICENSED BUILDER & MECHANICAL CONTRACTOR -  
STATE OF MICHIGAN.  
DEGREE - ARCHITECTURE TECHNOLOGY  
CONSTRUCTION ADVISOR / BUSINESS OWNER

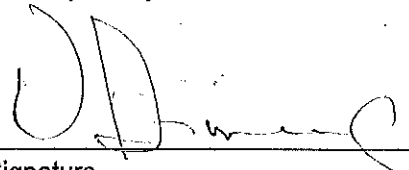
Community Experience and/or Other Experience: BUILDER'S EXCHANGE PAST  
PRESIDENT; NUMEROUS APPRENTICESHIP BOARDS;  
REBUILDING TOGETHER HOUSE CAPTAIN - INGHAM CO.

Reason for Desire to Serve: TO BE ENGAGED WITH OUR  
COMMUNITY.

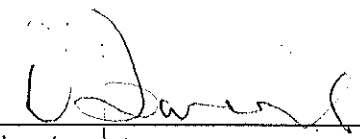
Are you a U.S. Citizen? Yes  No

If appointed, do you prefer your mail be sent to: Residence  Business

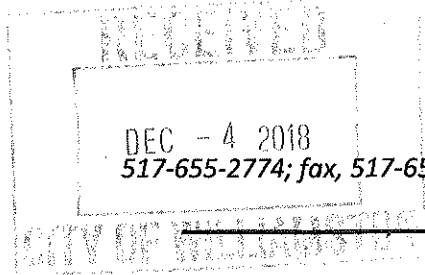
I hereby certify that this form is true and accurate to the best of my knowledge.

  
\_\_\_\_\_  
Signature

I understand that if appointed to serve on a City Board or Committee, I will be required to submit a completed Conflict of Interest Disclosure Form as Required by City policy.

  
\_\_\_\_\_  
Signature

Please complete and return this form to City Clerk, City of Williamston, 161 E. Grand River Ave., Williamston, MI 48895. The information you have supplied will be provided to specific boards, City Council and is also subject to public disclosure under the Michigan Freedom of Information Act. If you have any questions, you may contact the City Clerk's office at 517-655-2774.



City of Williamston

161 E. Grand River Avenue, Williamston, MI 48895

Facebook - Williamston City Hall

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pg 1

**BOARDS & COMMISSIONS APPLICATION**

Your interest and expressed willingness to serve the City of Williamston is appreciated. The purpose of this form is to provide the Mayor and Council with basic reference data and information pertaining to any person being considered for appointment to a City Board or Commission. Minimum educational requirements have not been established. Advanced education or college degrees are not necessary to be considered for appointment.

NAME: Clark Teresa A DATE: 12-3-18  
(Please Print) LAST FIRST M.I.

STREET: 3938 Beelman Rd

CITY: Williamston ZIP CODE: 48895

HOME PHONE: 248-840-7844 BUSINESS PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL: teresa.clark.cpa@gmail.com

BUSINESS ADDRESS: \_\_\_\_\_

PRESENT EMPLOYER: Michigan State University

Please mark your choice(s). If you are choosing more than one, list in priority, i.e. 1 = First Choice, 2 = Second Choice, etc.

- |  |  |
|--|--|
| <input type="checkbox"/> Cemetery Board                | <u>4</u> Downtown Development Authority                        |
| <input type="checkbox"/> Board of Review               | <input type="checkbox"/> Zoning Board of Appeals               |
| <u>1</u> Economic Development Corp./TIFA               | <input type="checkbox"/> Planning Commission                   |
| <u>2</u> Compensation Committee                        | <input type="checkbox"/> Downtown Development Citizens Council |
| <u>3</u> City Council                                  | <input type="checkbox"/> Parks & Recreation Commission         |
| <input type="checkbox"/> Construction Board of Appeals | <input type="checkbox"/> Other (specify) _____                 |

Professional Qualifications and/or Work Experience: Licensed CPA State of Michigan / Multi-year CFO / Controller auto & other industries / adjunct instructor various colleges

Community Experience and/or Other Experience: Volunteer CPA subcommittees financial literacy & adjunct accounting instructor various community colleges / church volunteer PTO volunteer

Reason for Desire to Serve: Give back service to community through my financial background

Are you a U.S. Citizen? Yes  No

If appointed, do you prefer your mail be sent to: Residence  Business

I hereby certify that this form is true and accurate to the best of my knowledge.

Teresa A. A.  
Signature

I understand that if appointed to serve on a City Board or Committee, I will be required to submit a completed Conflict of Interest Disclosure Form as Required by City policy.

Teresa A. A.  
Signature

Please complete and return this form to City Clerk, City of Williamston, 161 E. Grand River Ave., Williamston, MI 48895. The information you have supplied will be provided to specific boards, City Council and is also subject to public disclosure under the Michigan Freedom of Information Act. If you have any questions, you may contact the City Clerk's office at 517-655-2774.



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To: City Council  
From: Corey Schmidt, City Manager  
Date: December 10, 2018  
Subject: City Manager Report

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### Miscellaneous Updates

- The draft of the 2019-2023 Parks and Recreation Master Plan is now available for public review on the City's website or in person at City Hall. Comments on the draft document can be submitted to the City by January 3, 2019. In the New Year, any public feedback will be reviewed and incorporated. It is anticipated that City Council will hold a public hearing at the January 28 meeting, where a resolution will be presented to approve the final plan. The plan must be submitted to the State of Michigan by February 1.
- I met with representatives of the Williamston Stings, a youth baseball/softball organization that uses the public field at Memorial Park, to learn more about their organization, past improvements, and future ideas for the field.
- Staff recently met with representatives from LEAP, including the new Tri-County Development and Placemaking Manager, who is one of our primary points of contact within LEAP. The meeting was helpful for both me and Erin Schlutow from McKenna, to help define LEAP's role in helping us with economic development. As part of LEAP's contract with Ingham County (which we contribute toward), we can receive economic development assistance on one to two specific projects or goals in a year timeframe. This might include assistance in working with site selectors that have short-listed Williamston properties for development, or assistance with specific financing incentives such as a brownfield redevelopment plan. Then, as part of our broader membership with LEAP, we benefit from their advocacy efforts for the region and receive a seat at the table for regional economic development.
- The City email migration previously approved by City Council was completed on November 27. This went smoothly from all accounts. Many thanks to Treasurer Rachel Piner for spearheading this migration and working with our contractor IT Right to ensure a smooth process.
- Staff had a gathering last week to celebrate Leroy Smith's retirement. His last work day is December 7 after 15 years of service as our WWTP Superintendent. We wish Leroy a wonderful retirement!
- With the holidays approaching, City Council is reminded that City offices are closed on December 24 and December 25 in observation of the Christmas holiday. We are open from 8:00 a.m. to Noon on December 31, and will be closed all day on New Year's Day, January 1, 2019.