

**CITY OF WILLIAMSTON  
REGULAR CITY COUNCIL MEETING  
MARCH 28, 2005  
MINUTES**

Mayor Zichi called the meeting to order at 7:00 p.m. in the Council Chambers at 161 E. Grand River Ave., Williamston, Michigan. Mayor Zichi led the Pledge of Allegiance.

**3. Roll Call**

Present: Mayor Zichi, Mayor Pro-Tem Wittrup, Council Members DeForest, Hanna, Monroe, VanAllsburg  
Absent: Council Member Davis  
Others: City Manager Hitchcock, Attorney Perrone, Executive Secretary Garnham, Police Chief Ambs, DPW Group Leader Haney, Planning & Development Administrator Wilson  
Visitors: Enterprise Reporter Will Whelton, NIESA Representative Jamie Janson, CADL Representative Nancy Bujold, Jeff Bartrem, John Fishbeck, Ed Noonan, JoAnn Hegedus, Fran Schaffert, Dan Slider, Robert St. John, Peter Porciello

**4. Approval of Agenda**

Wittrup requested that item 10g, Attorney's Opinion on Transfer of Funds to Williamston Community Library Foundation, be moved to 9a. Motion by **DeForest**, second by **Wittrup** to approve the agenda as amended. Voice vote all Yes. **Motion carried.**

**5. Audience Participation (non-agenda items)**

There was no audience participation.

**6. Approval of Minutes – Regular Council Meeting of March 14, 2005**

Motion by **DeForest**, seconded by **Wittrup**, to approve the minutes as presented. Voice vote all Yes. **Motion carried.**

**7. Accounts Payable**

Hanna reported that the accounts payable, reference numbers 4395-4472, totaling \$259,754.13, include payroll, consultant and attorney fees, utilities, street lights, the final payment for the pedestrian bridge, the DDA payment to NIESA, and other miscellaneous supplies and services. Wittrup questioned the B.A.S.I.C. Cobra payment of \$111.20. Manager Hitchcock said she would provide information on that item in the Manager's Report for the April 11<sup>th</sup> Council Meeting. Motion by **Hanna**, seconded by **Wittrup**, to approve the accounts payable as presented. Yes: Monroe, VanAllsburg, Hanna, Zichi, DeForest and Wittrup. No: none. **Motion carried.**

**8. Action Items**

**a. Keith Honey Certificate of Appreciation**

Mayor Zichi stated that both he and City Hall had tried unsuccessfully to contact Mr. Honey to invite him to tonight's meeting, but that he would be

invited to attend a future Council Meeting. The Mayor stated that Mr. Honey was resigning from the Zoning Board of Appeals (ZBA) and that he had served the City on various boards and commissions since the 1970's.

**b. Sidewalk Program Presentation and Consider**

Planning & Development Administrator Wilson gave a presentation on the benefits and possible issues of a Master Sidewalk Plan. Wilson stated that the major issue was the cost, especially for the staff required to implement the Master Plan. DeForest stated that the key initial step would be to get public input. Manager Hitchcock explained the State's "Two Inch Rule" for trip and fall suits. Mayor Zichi stated that the Council could determine the source of funding for the program in the future. VanAllsburg asked whether the City would be responsible for snow and ice removal on new sidewalks. It was noted that the current ordinance would still be in effect. Wilson said that the program would include a sidewalk inventory and standards for what conditions warranted repair/replacement of sidewalks. Motion by **DeForest**, seconded by **Wittrup** to implement a Master Sidewalk Plan to include public hearings and discussion of options for funding. Voice vote all Yes. **Motion carried.**

**c. Library Temporary Location**

Manager Hitchcock stated that there are structural problems with the existing library building roof and that she had been working with the Williamston School District to explore the possibility of relocating the library to the Community Center until a new library building could be constructed. The City had directed Capital Consultants to perform a structural evaluation of a large room, #21, on the main floor of the Community Center to determine if it met structural requirements for a library. Capital Consultants determined that with additional bracing at a minimal cost, the room would bear the 150 pounds per square foot required for a library.

Hitchcock asked the Council's permission to pursue, in conjunction with the Capital Area District Library (CADL) and the School District, the possibility of relocating the library to the Community Center.

Motion by **DeForest**, seconded by **Wittrup**, to approve Manager Hitchcock working with CADL and the School District to determine if the Community Center is a workable solution to temporarily relocate the library. Yes: Monroe, VanAllsburg, Hanna, Zichi, DeForest and Wittrup. No: none. **Motion carried.**

**d. DPW Superintendent Contract**

Manager Hitchcock stated that an updated version of the contract which had corrections for typographical errors had been distributed at the beginning of the meeting.

Mayor Zichi stated that DPW Group Leader Haney has been performing the duties of the DPW Superintendent for the past two and one-half years. Hitchcock stated that following Mr. Haney's appointment as Superintendent, the DPW Group Leader position would be posted.

Wittrup questioned whether the proposed contract was for "at will" employment. Hitchcock stated that it was, and that the contract had been reviewed by Counsel. The Mayor stated that he had been impressed with Mr. Haney's attention to detail in the performance of his duties.

Motion by **DeForest**, seconded by **Wittrup**, to approve the DPW Superintendent Contract as presented at the start of the Council Meeting. Yes: Monroe, VanAllsburg, Hanna, Zichi, DeForest, and Wittrup. No: none. **Motion carried.**

**9. Discussion Items**

**a. Attorney's Opinion on Transfer of Funds to Williamston Community Library Foundation**

Wittrup stated that it was his opinion that the funds held by the City for the Library Foundation should be turned over to the Foundation. He further stated that utilizing these funds to pay for the structural inspection of room 21 at the Community Center or for the recommended framing to increase the weight bearing capability of that room so that it could be used as a temporary library was not the appropriate use of the funds.

Ed Noonan described the language used on the contribution forms for Library Foundation fund raisers. He stated that the money had been earmarked for a trust fund for a new library.

Mayor Zichi stated that there was no written agreement for the use of the funds, but that they were held in a City account and should therefore be used for the public's best interest, as one of the Council's primary functions is to ensure fiduciary responsibility in the expenditure of public funds.

Manager Hitchcock quoted language in the Attorney's Opinion regarding the City entering into a contract with the Foundation. The Mayor stated that if the Foundation presented such a contract the Council would review it.

**10. Correspondence Received / Information Only**

**11. Staff Reports**

**a. City Manager**

City Manager Hitchcock submitted a written report. She added the following item verbally: the Kiwanis Club is not going to be planting petunias on Putnam Street this year.

**b. City Attorney**

No report.

**c. Police Chief**

Chief Ambros stated that the Police and Kids program had received a \$500 donation from the Williamston Area Beautification Fund, and that the golf outing was planned for July 30<sup>th</sup>.

**d. Utilities Director**

Utilities Director Smith submitted a written report.

**12. Committee / Sub-Committee Reports**

**a. Legislative Director**

DeForest submitted a written report. He added the following item verbally: MDOT is planning to front-load highway projects to stimulate the state economy.

**13. Audience Participation (non-agenda items)**

There was no audience participation.

**14. Council Member Comments**

Monroe – none.

DeForest – thanked Jamie Janson for the CPR training and mentioned defibrillator units placed in several area schools.

Wittrup – gave a poster and t-shirt to Manager Hitchcock from the high school students who participated in the Household Hazardous Waste Collection program. He stated that over 5,000 pounds of hazardous material had been collected.

Hanna – none.

VanAllsburg – the Williamston ArtFest won an award from the RED (Regional Economic Development) Team.

**15. Adjourn**

Motion by **DeForest**, seconded by **Wittrup**, to adjourn. Voice vote all Yes.  
**Motion carried.**

Meeting adjourned at 8:20 p.m.

Respectfully submitted by:

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Catherine Garnham, Executive Secretary

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Kenneth V. Zichi, Mayor

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