



**HOWELL CITY COUNCIL MEETING AGENDA**  
City Council Chambers, Lower Level – 7:00 P.M.  
611 E. Grand River, Howell, MI 48843



Visit the City of Howell website at [www.CityofHowell.org](http://www.CityofHowell.org)  
or download the My Howell MI app

**Monday, January 8, 2024**

**COUNCIL -  
MANAGER  
GOVERNMENT**

Council Members  
and other officials  
normally in  
attendance:

- 1. Robert Ellis  
*Mayor*
- 2. Jacob Schlittler  
*Mayor Pro Tem*
- 3. Jan Lobur  
*Council Member*
- 4. Luke Wilson  
*Council Member*
- 5. Nikolas Hertrich  
*Council Member*
- 6. Alex Clos  
*Council Member*
- 7. Erin Britten  
*Council Member*

Ervin J. Suida  
*City Manager*

Scott Mannor  
*Police Chief*

Dennis L. Perkins  
*City Attorney*

Deanna Robson  
*City Clerk*

- 1. Call to Order
- 2. Pledge of Allegiance (all stand)
- 3. Approval of Consent Agenda:
  - A. Regular Meeting Minutes, December 18, 2023
  - B. Bills
- 4. Call to the Public – Items not on the Agenda
- 5. Reports by Council Members Serving on Boards & Commissions
- 6. Council Correspondence:
  - A. Request to Place Scarves on Light Posts, St. John Knitting Ministry
  - B. Proposed Ballot Initiative for Recreational Marihuana, Anderson J. Grandstaff, Esq.
- 7. Discussion/Adoption – Resolution No. 2024-01, Credit Card Policy
- 8. Board & Commission Appointments:
  - A. Clark Gill, Downtown Development Authority, term ending January 2, 2026
  - B. Amanda Smith, Brownfield Redevelopment Authority, term ending November 1, 2025
  - C. James Graff to Brownfield Redevelopment Authority term ending November 1, 2026
  - D. Daniel Brockway to Brownfield Redevelopment Authority, term ending November 1, 2026
- 9. City Manager’s Report
- 10. Unfinished Business
- 11. New Business
- 12. Adjournment

*Visitors are cordially invited to attend all meetings of the Council.  
If you wish to address the Council, you will be recognized by the Mayor.  
**Please refer to the printed guidelines on the back of the agenda.***

### **Public Comment Guidelines**

Members of the public are permitted to address a meeting of Council upon recognition by the Mayor. Each person shall begin by stating their name and address and shall be permitted to speak once on each agenda item for three (3) minutes. Agenda item 4 allows for Citizens' Comments on any non-agenda item. Where the Agenda provides Public Hearing comment, each person addressing the Council shall be limited to five (5) minutes regarding the specific agenda Public Hearing item. The Mayor may allow additional time at his/her discretion.

All remarks shall be addressed to the Council as a body, and not to any member. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked to the Council Members, except through the Mayor. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous, while addressing the Council, may be requested to leave the lectern.

Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at any time by direct mail or by addressing the City Clerk, and copies will be distributed to Council Members.

**Regular Meeting of the Howell City Council  
Monday, December 18, 2023  
Howell City Council Chambers – Lower Level  
611 E. Grand River Avenue  
Howell, Michigan 48843**

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**1. Call to Order**

The regular meeting of the Howell City Council was called to order by Mayor Ellis at 7:00 p.m.

Council Members Participating: Mayor Pro Tem Jacob Schlittler, Jan Lobur, Luke Wilson, Nikolas Hertrich, Alex Clos, Erin Britten and Mayor Ellis.

Also Present: City Manager Ervin Suida, City Attorney Dennis Perkins, City Clerk Deanna Robson and Police Chief Scott Mannor.

Others in Attendance: Deputy Police Chief Mike Dunn, DPS Director Matt Davis, Finance Director Alyssa Miller, Dale Lappala, John & Caron Davis, Mark Hymes and Joe Perrone.

**2. Pledge of Allegiance**

**3. APPROVED – Consent Agenda**

**MOTION by Schlittler, SECOND by Wilson, “To approve the consent agenda as presented.” MOTION CARRIED (7-0).**

**4. Call to the Public**

None.

**5. Reports by Council Members Serving on Boards & Commissions**

Mayor Ellis reported on the December 12<sup>th</sup> Library Board meeting: minimum starting wage was increased to \$10.56 per hour; a draft agreement to lease property to the City was tabled; and employee Jerilee Cook retired.

**6. APPROVED – Proclamation, Rosa Parks Transit Equity Day**

**MOTION by Lobur, SECOND by Hertrich, “To authorize the Mayor to sign the proclamation declaring February 4, 2024 as Rosa Parks Transit Equity Day.”** Mark Hymes, 310 E. Washington, with the Livingston County Transportation Coalition and Chair of the Rosa Parks Transit Equity Day Coalition, stated that the national event, held annually on Rosa Parks’ birthday, promotes public transportation and equity. **MOTION CARRIED (7-0).**

**7. ADOPTED – Resolution No. 2023-23, Reconfiguration and Consolidation of Voting Precincts**

Mayor Ellis introduced the item, noting that the consolidation of voting precincts should result in cost savings. **MOTION by Wilson, SECOND by Britten, “To adopt Resolution 2023-23, adopting the Resolution EC-2023-01, of the Howell City Election Commission, Reconfiguration and Consolidation of Voting Precincts.”** Clerk Deanna Robson explained the changes, impact and communication to the voters and potential cost savings. **MOTION CARRIED (7-0).**

**8. ADOPTED – Resolution No. 2023-24, North Highlander Way Jurisdictional Transfer**

Mayor Ellis stated that the resolution would allow the City to take over maintenance of the road and would also provide eligibility for state funding. **MOTION by Wilson, SECOND by Clos, “To adopt Resolution No. 2023-24 accepting jurisdiction of North Highlander Way, between Grand River and M59, to the City of Howell.”** Member Lobur inquired about the amount needed to maintain the road and DPS Director Matt Davis responded that maintenance costs are typically negligible. Member Hertrich asked when the change in jurisdiction would take effect and DPS Director Davis replied that the approved resolution would be sent to MDOT with completion of the transfer anticipated in April. Mayor Ellis inquired if this was the last County Road in the City and City Manager Erv Suida responded that there is a small portion of D-19 that the City has applied for and is awaiting State approval. **MOTION CARRIED (7-0).**

**9. APPROVED – Page Field and Bennett Center Lease Agreements**

**MOTION by Clos, SECOND by Hertrich, “To approve the revised Lease Agreement to manage and maintain the Bennett Building between the City of Howell and HAPRA from December 18, 2023 – November 30, 2024 for \$1/year.” MOTION CARRIED (7-0).**

**MOTION by Lobur, SECOND by Schlittler, “To approve the revised Lease Agreement to manage, maintain and schedule Page Field and the auxiliary fields between the City of Howell and HAPRA from December 18, 2023 – November 30, 2024 for \$1/year.” MOTION CARRIED (7-0).**

**10. ADOPTED – Charitable Gaming License, Rolling with Rhino**

**MOTION by Wilson, SECOND by Britten, “To adopt the Local Governing Body Resolution for Charitable Gaming Licenses, recognizing Rolling with Rhino as a nonprofit organization operating in the City of Howell.”** Dale Lappala, 848 Oakwood Drive, informed Council that the organization is comprised of a group of veterans who ride motorcycles and who would like to take other veterans on trips and to events, covering their expenses. They also donate to local legions and veterans’ groups, as well as participate in events supporting veterans. **MOTION CARRIED (7-0).**

**11. APPROVED – General Motors Dealer Community Charging Program (GMDCCP)**

**MOTION by Wilson, SECOND by Lobur, “To allow staff to continue working with State Electric on the General Motors Dealer Community Charging Program (GMDCCP), pending final contract approval from the City Attorney.”** Mayor Ellis noted that the motion would allow the City to outsource electric vehicle charging stations and upgrade the equipment; fees will be charged to users and the City will receive a small portion of the revenue. City Manager Suida noted that State Electric would be responsible for maintenance of the equipment as well as electrical and operational costs. Council discussed usage and speed of the charger, potential proceeds, and the feasibility of additional charging stations. **MOTION CARRIED (7-0).**

**12. POSTPONED – Board & Commission Appointments**

**MOTION by Hertrich, SECOND by Wilson, “Motion to postpone Board & Commission Appointments.” MOTION CARRIED (7-0).**

**13. CITY MANAGER’S REPORT**

- City Manager Suida stated that staff is reviewing State Brownfield options for the previous Snedcor property: the City would not have to own the property; the property owner could work with the State’s consultant; no due care plan is required; and there is no risk to the City.

Mayor Ellis explained that the property owner offered to donate the parcel to the City because the property is contaminated, difficult to develop, and clean-up is cost-prohibitive, however, the City and State may have resources for development.

- Staff has been working on several projects including the Motorsports Gateway and Loop Road with the State. The project is close to Phase1, Stage 1 approval of construction drawings and they have already received the wetlands permit from EGLE.
- The Depot Lot environmental consultant improvement process will be submitted to Council for approval after it has been approved by the MEDC, according to the required guidelines.
- Staff met with MDOT regarding the grassy area west of the train depot to potentially be used for additional parking.
- The annual City Hall fundraiser was a tremendous success with over \$5,200 raised to assist 5 families, including 24 people, for Christmas. Many donations were also delivered to the Livingston County Animal shelter. City Manager Suida thanked Council, staff and sponsors for their participation and support.

**14. UNFINISHED BUSINESS**

None.

**15. NEW BUSINESS**

None.

**16. ADJOURMENT**

**MOTION by Wilson, SECOND by Schlittler, “To adjourn the regular meeting of the City Council at 7:24 p.m.” MOTION CARRIED (7-0).**

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Robert Ellis, Mayor

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Deanna Robson, City Clerk

**CITY OF HOWELL  
WARRANT COVER  
January 8, 2024**

<u>NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Accounts Payable	\$ 704,358.81	
	Less DDA \$ (3,469.50)	
<b>TOTAL</b>	<b><u>\$ 700,889.31</u></b>	
Payroll Pay Date : 1/4/2024	\$ 219,767.04	12/17/23 - 12/30/23

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 12/18/2023 - 12/18/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>							
<b>Department: 000 GENERAL</b>							
101-000-283.000	12/18/2023	COY, KATHLEEN	ESCROW RELEASE - 510 JEWETT	PROW-275		350.00	104540
						<u>350.00</u>	
Total Department 000 GENERAL						350.00	
						<u>350.00</u>	
Total Fund 101 GENERAL FUND						350.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 12/18/2023 - 12/18/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---							
		101-000-283.000	DEV ESCROW			350.00	
--- TOTALS BY FUND ---							
		101	GENERAL FUND			350.00	



INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 12/20/2023 - 12/20/2023  
 POSTED AND UNPOSTED OPEN AND PAID  
 BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>							
<b>Department: 000 GENERAL</b>							
101-000-081.000	12/20/2023	DELTA DENTAL	DENTAL INSURANCE - ACTIVE/RETIREE DEN	JAN 2024		44.10	104543
101-000-081.000	12/20/2023	MUTUAL OF OMAHA	LIFE/STD/LTD INSURANCE - JUNE 2023	001535620967		573.39	104544
101-000-081.000	12/20/2023	MUTUAL OF OMAHA	LIFE/STD/LTD INSURANCE - JAN 2024	JAN 2024		685.77	104544
101-000-083.001	12/20/2023	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE - RETIREE - PRE 65 -	JAN 2024		735.91	104542
101-000-083.001	12/20/2023	DELTA DENTAL	DENTAL INSURANCE - ACTIVE/RETIREE DEN	JAN 2024		1,675.68	104543
101-000-231.026	12/20/2023	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE - ACTIVE EMPLOYEES -	JAN 2024		49,777.29	104541
101-000-231.026	12/20/2023	DELTA DENTAL	DENTAL INSURANCE - ACTIVE/RETIREE DEN	JAN 2024		5,225.84	104543
Total Department 000 GENERAL						58,717.98	
<b>Department: 261 GENERAL SERVICE ADMINISTRATION</b>							
101-261-714.001	12/20/2023	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE - RETIREE - PRE 65 -	JAN 2024		8,864.24	104542
101-261-714.002	12/20/2023	MUTUAL OF OMAHA	LIFE/STD/LTD INSURANCE - JUNE 2023	001535620967		3,529.55	104544
101-261-714.002	12/20/2023	MUTUAL OF OMAHA	LIFE/STD/LTD INSURANCE - JAN 2024	JAN 2024		3,389.29	104544
Total Department 261 GENERAL SERVICE ADMINISTRATION						15,783.08	
Total Fund 101 GENERAL FUND						74,501.06	
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>							
<b>Department: 728 ECONOMIC DEVELOPMENT ACTIVITY</b>							
248-728-714.002	12/20/2023	MUTUAL OF OMAHA	LIFE/STD/LTD INSURANCE - JUNE 2023	001535620967		59.44	104544
248-728-714.002	12/20/2023	MUTUAL OF OMAHA	LIFE/STD/LTD INSURANCE - JAN 2024	JAN 2024		59.44	104544
Total Department 728 ECONOMIC DEVELOPMENT ACTIVITY						118.88	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						118.88	

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 12/20/2023 - 12/20/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---							
	101-000-081.000		DF OTHER GOVERNMENT UNITS			1,303.26	
	101-000-083.001		DF FORMER EMPLOYEE/HLTH INS			2,411.59	
	101-000-231.026		INSURANCE			55,003.13	
	101-261-714.001		CITY SHARE MED INS RETIREE			8,864.24	
	101-261-714.002		EMP DISABILITY / LIFE INSURANCE			6,918.84	
	248-728-714.002		EMP DISABILITY / LIFE INSURANCE			118.88	
--- TOTALS BY FUND ---							
	101		GENERAL FUND			74,501.06	
	248		DOWNTOWN DEVELOPMENT AUTHORITY FUND			118.88	
	Total For All Funds:					<u>74,619.94</u>	

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 12/22/2023 - 12/22/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
Fund: 443 RECYCLE LIVINGSTON GRANT PROJECT							
Department: 728 ECONOMIC DEVELOPMENT ACTIVITY							
443-728-967.000	12/22/2023	RECYCLE LIVINGSTON	REC LIV EGLE GRANT - 3RD QTR 2023 REI	21-0859		150,081.11	None
Total Department 728 ECONOMIC DEVELOPMENT ACTIVITY						150,081.11	
Total Fund 443 RECYCLE LIVINGSTON GRANT PROJECT						150,081.11	

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 12/22/2023 - 12/22/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
---	TOTALS BY GL DISTRIBUTION ---						
		443-728-967.000	PROJECT COSTS			150,081.11	
---	TOTALS BY FUND ---						
		443	RECYCLE LIVINGSTON GRANT PROJECT			150,081.11	

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 12/27/2023 - 12/27/2023  
 POSTED AND UNPOSTED OPEN AND PAID  
 BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>							
<b>Department: 000 GENERAL</b>							
101-000-081.000	12/27/2023	BLUE CROSS BLUE SHIELD OF	HEALTH INSURANCE - MEDICARE - JAN 202	JAN 2024		648.74	104545
101-000-081.000	12/27/2023	VSP INSURANCE CO. (CT)	VISION INSURANCE - RETIREE - JAN 2024	JAN 2024		19.56	104546
101-000-083.001	12/27/2023	BLUE CROSS BLUE SHIELD OF	HEALTH INSURANCE - MEDICARE - JAN 202	JAN 2024		1,897.57	104545
101-000-083.001	12/27/2023	VSP INSURANCE CO. (CT)	VISION INSURANCE - RETIREE - JAN 2024	JAN 2024		334.60	104546
101-000-231.026	12/27/2023	VSP INSURANCE CO. (CT)	VISION INSURANCE - ACTIVE EMPLOYEE -	JAN 2024		920.71	104546
Total Department 000 GENERAL						3,821.18	
<b>Department: 261 GENERAL SERVICE ADMINISTRATION</b>							
101-261-714.001	12/27/2023	BLUE CROSS BLUE SHIELD OF	HEALTH INSURANCE - MEDICARE - JAN 202	JAN 2024		7,509.16	104545
Total Department 261 GENERAL SERVICE ADMINISTRATION						7,509.16	
Total Fund 101 GENERAL FUND						11,330.34	

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 12/27/2023 - 12/27/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---							
	101-000-081.000		DF OTHER GOVERNMENT UNITS			668.30	
	101-000-083.001		DF FORMER EMPLOYEE/HLTH INS			2,232.17	
	101-000-231.026		INSURANCE			920.71	
	101-261-714.001		CITY SHARE MED INS RETIREE			7,509.16	
--- TOTALS BY FUND ---							
	101		GENERAL FUND			11,330.34	

**INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL**

EXP CHECK RUN DATES 01/09/2024 - 01/09/2024  
 POSTED AND UNPOSTED OPEN AND PAID  
 BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>							
<b>Department: 000 GENERAL</b>							
101-000-040.000	01/09/2024	SCHAFFER, JANAY	PARKING TICKET OVERPAYMENT	DUK4943		40.00	None
101-000-231.009	01/09/2024	MERS	MERS - DEC 2023 - #00150556-14	DEC 2023		26,921.09	None
101-000-283.000	01/09/2024	CARLISLE/WORTMAN ASSOCIATE	JD RACING PUD	2171880		495.00	None
101-000-283.000	01/09/2024	CARLISLE/WORTMAN ASSOCIATE	JAX CAR WASH	2171879		675.00	None
101-000-283.000	01/09/2024	CARLISLE/WORTMAN ASSOCIATE	303 E. GRAND RIVER	2171878		1,005.00	None
101-000-283.000	01/09/2024	CARLISLE/WORTMAN ASSOCIATE	251 MASON SELF STORAGE	2171877		720.00	None
101-000-283.000	01/09/2024	MARTEN, DYLAN	ESCROW RELEASE - 220 DORCHESTER (WATE	PU15-0012		250.00	None
101-000-630.000	01/09/2024	SHOLTEY, SCOTT	PARKING TICKET OVERPAYMENT	C53332		10.00	None
Total Department 000 GENERAL						30,116.09	
<b>Department: 101 MAYOR &amp; COUNCIL</b>							
101-101-802.000	01/09/2024	MICHIGAN ASSOCIATION OF MA	2024 MEMBERSHIP DUES - B. ELLIS	01082024		110.00	None
101-101-900.000	01/09/2024	LIVINGSTON DAILY PRESS & A COUNCIL	PUBLICATIONS	0006085512		130.00	None
Total Department 101 MAYOR & COUNCIL						240.00	
<b>Department: 172 CITY MANAGER</b>							
101-172-727.000	01/09/2024	APPLIED INNOVATION	COPIER CONTRACT - 11/9-12/8	2388952		439.18	None
101-172-802.000	01/09/2024	HOWELL AREA CHAMBER OF COM	ANNUAL MEMBERSHIP - JAN - DEC 2024	64832		950.00	None
101-172-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RENEWAL - 3RD INSTALLMENT 7/1/2	11172023		1,338.69	None
101-172-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		375.00	None
Total Department 172 CITY MANAGER						3,102.87	
<b>Department: 191 FINANCE</b>							
101-191-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RENEWAL - 3RD INSTALLMENT 7/1/2	11172023		2,231.15	None
101-191-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		625.00	None
101-191-956.003	01/09/2024	BANK OF ANN ARBOR	SAFE DEPOSIT BOX #100356 RENT	12142023		50.00	None
Total Department 191 FINANCE						2,906.15	
<b>Department: 215 CLERK</b>							
101-215-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RENEWAL - 3RD INSTALLMENT 7/1/2	11172023		1,338.69	None
101-215-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		375.00	None
Total Department 215 CLERK						1,713.69	
<b>Department: 228 INFORMATION TECHNOLOGY DEPT</b>							
101-228-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RENEWAL - 3RD INSTALLMENT 7/1/2	11172023		1,338.69	None
101-228-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		375.00	None
Total Department 228 INFORMATION TECHNOLOGY DEPT						1,713.69	
<b>Department: 247 BOARD OF REVIEW</b>							
101-247-704.003	01/09/2024	FISHER, DAVID	BOARD OF REVIEW - DEC 2023	12122023		133.47	None
101-247-704.003	01/09/2024	PATTON, SCOTT	BOARD OF REVIEW - DEC 2023	12122023		133.47	None
101-247-704.003	01/09/2024	TIMOTHY SCHNELLE	BOARD OF REVIEW - DEC 2023	12122023		133.47	None
Total Department 247 BOARD OF REVIEW						400.41	
<b>Department: 261 GENERAL SERVICE ADMINISTRATION</b>							
101-261-714.005	01/09/2024	MERS	MERS - DEC 2023 - #00150556-14	DEC 2023		97,726.26	None
Total Department 261 GENERAL SERVICE ADMINISTRATION						97,726.26	
<b>Department: 262 ELECTIONS</b>							
101-262-727.000	01/09/2024	ROBSON, DEANNA	PINS FOR 2024 ELECTION WORKERS	12202023		174.07	None
101-262-730.000	01/09/2024	HOWELL POSTMASTER	FIRST CLASS PERMIT #1 - MASS MAILING	12122023		211.54	None
101-262-900.000	01/09/2024	PRINTING SYSTEMS INC	ELECTIONS - AV APPLICATIONS	230648		587.17	None

**INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL**

EXP CHECK RUN DATES 01/09/2024 - 01/09/2024

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>							
<b>Department: 262 ELECTIONS</b>							
101-262-900.000	01/09/2024	PRINTING SYSTEMS INC	ELECTIONS - 540 MASTER CARDS	231211		48.26	None
101-262-930.009	01/09/2024	HART INTERCIVIC INC	ELECTION EQUIPMENT MAINTENANCE	094743		2,880.00	None
Total Department 262 ELECTIONS						3,901.04	
<b>Department: 265 CITY HALL</b>							
101-265-740.018	01/09/2024	BYRUM ACE HARDWARE	PARTS/SUPPLIES	167280		4.59	None
101-265-740.018	01/09/2024	BYRUM ACE HARDWARE	PARTS/SUPPLIES	167313		24.99	None
101-265-740.018	01/09/2024	LIVINGSTON FEED & SEED	SUPPLIES	14890		79.41	None
101-265-804.005	01/09/2024	CINTAS	FLOOR MATS	4177694410		52.86	None
101-265-804.024	01/09/2024	GA BUSINESS PURCHASER LLC	ALARM MONITORING - CITY HALL	23041176		488.88	None
101-265-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 611 E. GRAND RIVER - 11	4409312012023		3,405.09	None
101-265-920.001	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 611 E. GRAND RIVER #2 -	111412182023		1,531.18	None
101-265-920.001	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 611 E. GRAND RIVER - 11	269112182023		17.20	None
101-265-930.003	01/09/2024	LIVINGSTON COUNTY FACILITY	MAINTENANCE & REPAIRS - SEPT 23	12022023		260.66	None
101-265-930.003	01/09/2024	LIVINGSTON COUNTY FACILITY	MAINTENANCE & REPAIR - JULY 23	12272023		260.66	None
101-265-931.000	01/09/2024	LIVINGSTON COUNTY FACILITY	MAINTENANCE & REPAIRS - SEPT 23	12022023		191.59	None
101-265-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RENEWAL - 3RD INSTALLMENT 7/1/2	11172023		2,231.15	None
101-265-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		625.00	None
Total Department 265 CITY HALL						9,173.26	
<b>Department: 266 CITY ATTORNEY/OUTSIDE COUNSEL</b>							
101-266-826.000	01/09/2024	ROSATI, SCHULTZ, JOPPICH & MTT	23-002205	1080558		1,256.59	None
Total Department 266 CITY ATTORNEY/OUTSIDE COUNSEL						1,256.59	
<b>Department: 270 PERSONNEL</b>							
101-270-727.000	01/09/2024	PRINTING SYSTEMS INC	W-2 SUPPLIES FOR 2023 TAX YEAR	229222		135.58	None
101-270-801.000	01/09/2024	BASIC BENEFITS CLIENT PAYM	COBRA FEE - AUG 2023	IN2834118		42.75	None
101-270-801.000	01/09/2024	BASIC BENEFITS CLIENT PAYM	COBRA FEE - RUN OUT PROCESSING FEE -	IN2897690		160.44	None
101-270-801.000	01/09/2024	HELMAN, JAMIE	REIMBURSE FOR WTP JOB POSTING	12142023		49.00	None
101-270-801.000	01/09/2024	YOURMEMBERSHIP.COM	WTP JOB POSTING - MML	R65653133		150.00	None
101-270-801.000	01/09/2024	YOURMEMBERSHIP.COM	WTP JOB POSTING - AWWA	R65653176		299.00	None
101-270-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RENEWAL - 3RD INSTALLMENT 7/1/2	11172023		1,338.69	None
101-270-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		375.00	None
Total Department 270 PERSONNEL						2,550.46	
<b>Department: 301 POLICE DEPARTMENT</b>							
101-301-727.000	01/09/2024	APPLIED INNOVATION	COPIER CONTRACT - 11/9-12/8	2388952		30.43	None
101-301-741.000	01/09/2024	HURON VALLEY GUNS	NAME PLATE - M. CARRUTHERS	273780		40.00	None
101-301-741.000	01/09/2024	HURON VALLEY GUNS	NAME PLATE - J. PAPPAS	273781		20.00	None
101-301-741.002	01/09/2024	WASHTUBS, LLC	UNIFORM CLEANING - OCT & NOV 2023	7635		308.75	None
101-301-900.000	01/09/2024	FIRST IMPRESSION PRINT & M	CRASH CARDS	83937		56.81	None
101-301-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RENEWAL - 3RD INSTALLMENT 7/1/2	11172023		5,354.76	None
101-301-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		1,500.00	None
101-301-957.000	01/09/2024	MICHIGAN STATE UNIVERSITY	SCHOOL OF STAFF & COMMAND - B. BRIGGS	1666-2024-03		3,700.00	None
101-301-957.000	01/09/2024	NATIONAL ASSOCIATION OF SC	BASIC SRO TRAINING - A. VANBUSKIRK	12182023		500.00	None
101-301-957.000	01/09/2024	NORTHERN MICHIGAN LAW ENFO	HOWELL PD (2 PERSONNEL) SWAT TRAINING	1699		731.67	None
101-301-957.000	01/09/2024	SAFE AND SOUND	MIDWEST SUMMIT - D. SAWYER & A. VANBU	33309642		598.00	None
101-301-964.007	01/09/2024	KERESZLES-FISCHER, FERENC	REFUND SNOW REMOVAL FINE AND ADMIN FE	00012719		50.00	None
101-301-964.007	01/09/2024	KERESZLES-FISCHER, FERENC	REFUND SNOW REMOVAL FINE AND ADMIN FE	00012719		25.00	None
101-301-973.000	01/09/2024	CONTINUOUS PRECISION	MODIFICATIONS FOR DUTY FIREARMS	601923-1		3,520.00	None
101-301-973.000	01/09/2024	CONTINUOUS PRECISION	MODIFICATIONS FOR DUTY FIREARMS	601923-1		1,495.12	None



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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>							
<b>Department: 301 POLICE DEPARTMENT</b>							
101-301-973.000	01/09/2024	CONTINUOUS PRECISION	MODIFICATIONS FOR DUTY FIREARMS	601923-1		386.32	None
101-301-973.000	01/09/2024	CONTINUOUS PRECISION	MODIFICATIONS FOR DUTY FIREARMS	601923-1		1,581.36	None
101-301-973.000	01/09/2024	CONTINUOUS PRECISION	MODIFICATIONS FOR DUTY FIREARMS	601923-1		5,500.00	None
101-301-973.000	01/09/2024	CONTINUOUS PRECISION	MODIFICATIONS FOR DUTY FIREARMS	601923-1		9,790.00	None
101-301-973.000	01/09/2024	CONTINUOUS PRECISION	FIREARMS MOUNTING PLATES	120423-1		307.78	None
Total Department 301 POLICE DEPARTMENT						35,496.00	
<b>Department: 371 BUILDING DEPARTMENT</b>							
101-371-801.000	01/09/2024	CARLISLE/WORTMAN ASSOCIATE	611 E. GRAND RIVER PHASE I	2171922		255.00	None
101-371-801.000	01/09/2024	CARLISLE/WORTMAN ASSOCIATE	RENTAL INSPECTIONS	2171925		149.50	None
101-371-801.000	01/09/2024	CARLISLE/WORTMAN ASSOCIATE	BUILDING ADMIN RETAINER	2171923		4,635.00	None
101-371-801.000	01/09/2024	CARLISLE/WORTMAN ASSOCIATE	PERMIT REVENUE	2171924		1,083.40	None
Total Department 371 BUILDING DEPARTMENT						6,122.90	
<b>Department: 441 PUBLIC SERVICE DEPARTMENT</b>							
101-441-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RENEWAL - 3RD INSTALLMENT 7/1/2	11172023		5,354.76	None
101-441-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		1,500.00	None
Total Department 441 PUBLIC SERVICE DEPARTMENT						6,854.76	
<b>Department: 450 PARKING LOT MAINTENANCE</b>							
101-450-740.018	01/09/2024	LIVINGSTON FEED & SEED	SUPPLIES	14890		198.51	None
Total Department 450 PARKING LOT MAINTENANCE						198.51	
<b>Department: 567 CEMETERY</b>							
101-567-740.000	01/09/2024	HUTSON, INC.	SUPPLIES	10233507		81.36	None
101-567-775.000	01/09/2024	BYRUM ACE HARDWARE	PARTS/SUPPLIES	167438		12.98	None
101-567-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 920 ROOSEVELT - 11/1-12	4464812012023		167.81	None
101-567-920.001	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 803 ROOSEVELT - 11/21-1	876912192023		387.31	None
101-567-931.002	01/09/2024	A & L PARTS PLUS	SUPPLIES	16-767398		111.99	None
101-567-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RENEWAL - 3RD INSTALLMENT 7/1/2	11172023		2,231.15	None
101-567-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		625.00	None
Total Department 567 CEMETERY						3,617.60	
<b>Department: 722 COMMUNITY DEVELOPMENT</b>							
101-722-740.000	01/09/2024	LIVINGSTON FEED & SEED	SUPPLIES	14890		178.66	None
101-722-801.000	01/09/2024	CARLISLE/WORTMAN ASSOCIATE	RETAINER	2171881		1,250.00	None
101-722-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RENEWAL - 3RD INSTALLMENT 7/1/2	11172023		1,338.69	None
101-722-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		375.00	None
Total Department 722 COMMUNITY DEVELOPMENT						3,142.35	
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>							
101-751-775.006	01/09/2024	BYRUM ACE HARDWARE	PARTS/SUPPLIES	166807		28.99	None
101-751-775.006	01/09/2024	GLOBAL INDUSTRIAL	GARBAGE BAGS	121248043		92.60	None
101-751-775.006	01/09/2024	R AND A OUTDOOR SALES & SE	SHARPEN CHAIN SAW BLADES	5011		64.00	None
101-751-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 1108 CITY PARK - 11/1-1	4441612012023		15.15	None
101-751-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 1100 CITY PARK DRIVE -	3198312012023		9.74	None
101-751-931.000	01/09/2024	H V BURTON COMPANY	CHEMICAL TREATMENT - REC CENTER BOILE	38113		322.00	None
101-751-931.000	01/09/2024	H V BURTON COMPANY	CHEMICAL TREATMENT SERVICE RENEWAL	38227		700.00	None
101-751-942.001	01/09/2024	LASHBROOK SEPTIC SERVICE	PORTABLE RESTROOM FACILITIES	A-68214		490.00	None
Total Department 751 RECREATION / PARKS DEPARTMENT						1,722.48	

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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>						Total Fund 101 GENERAL FUND	211,955.11
<b>Fund: 202 MAJOR STREET FUND</b>							
<b>Department: 454 STORM SEWER MAINTENANCE</b>							
202-454-775.000	01/09/2024	HOWELL HARDWARE	SUPPLIES	14333		32.97	None
						Total Department 454 STORM SEWER MAINTENANCE	32.97
<b>Department: 463 ROUTINE MAINTENANCE</b>							
202-463-775.000	01/09/2024	KIMBALL MIDWEST	PARTS	101729406		37.00	None
						Total Department 463 ROUTINE MAINTENANCE	37.00
<b>Department: 474 TRAFFIC SIGNS</b>							
202-474-775.000	01/09/2024	DORNBOS SIGN INC.	U CHANNEL SIGNS	INV73446		612.50	None
						Total Department 474 TRAFFIC SIGNS	612.50
<b>Department: 482 ADMINISTRATION</b>							
202-482-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA 23-24 RENEWAL - 3RD INSTALLMENT 7/1/2		11172023		4,908.53	None
202-482-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA 23-24 RETENTION FUND 3RD INSTALLMENT		11172023		1,375.00	None
						Total Department 482 ADMINISTRATION	6,283.53
						Total Fund 202 MAJOR STREET FUND	6,966.00
<b>Fund: 203 LOCAL STREET FUND</b>							
<b>Department: 463 ROUTINE MAINTENANCE</b>							
203-463-775.000	01/09/2024	KIMBALL MIDWEST	PARTS	101729406		37.00	None
203-463-775.000	01/09/2024	RAZORS EDGE GRADING	LATE SUMMER/FALL GRADINGS X3	0042		2,000.00	None
203-463-775.000	01/09/2024	RAZORS EDGE GRADING	LUCY ROAD - SEPT 2023	21		4,280.00	None
203-463-775.000	01/09/2024	RAZORS EDGE GRADING	LUCY ROAD - AUG 2023	20		4,280.00	None
203-463-775.000	01/09/2024	RAZORS EDGE GRADING	LUCY ROAD - OCT 2023	23		4,280.00	None
203-463-775.000	01/09/2024	RAZORS EDGE GRADING	LUCY ROAD - NOV 2023	24		4,280.00	None
203-463-775.000	01/09/2024	RAZORS EDGE GRADING	LUCY ROAD - DEC 2023	26		4,280.00	None
						Total Department 463 ROUTINE MAINTENANCE	23,437.00
<b>Department: 474 TRAFFIC SIGNS</b>							
203-474-775.000	01/09/2024	DORNBOS SIGN INC.	U CHANNEL SIGNS	INV73446		612.50	None
						Total Department 474 TRAFFIC SIGNS	612.50
<b>Department: 482 ADMINISTRATION</b>							
203-482-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA 23-24 RENEWAL - 3RD INSTALLMENT 7/1/2		11172023		4,908.53	None
203-482-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA 23-24 RETENTION FUND 3RD INSTALLMENT		11172023		1,375.00	None
						Total Department 482 ADMINISTRATION	6,283.53
						Total Fund 203 LOCAL STREET FUND	30,333.03
<b>Fund: 226 RUBBISH &amp; GARBAGE COLL FUND</b>							
<b>Department: 528 WASTE/REFUSE COLLECTION</b>							
226-528-635.000	01/09/2024	CAPITAL TITLE	REFUND CREDIT ON FINAL UTILITY BILL -	14825		4.97	None
226-528-635.000	01/09/2024	STATE STREET TITLE AGENCY	CREDIT ON FINAL UTILITY BILL - 409 W.	16626		6.43	None
226-528-635.000	01/09/2024	STATE STREET TITLE AGENCY	CREDIT ON FINAL UTILITY BILL - 409 W.	16626		(3.25)	None
226-528-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 117 N. WALNUT - 11/1-12	4580112012023		49.24	None
226-528-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 102 W. SIBLEY - 11/1-12	3120712012023		24.67	None
226-528-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 122 E. SIBLEY - 11/1-12	3109012012023		37.05	None
226-528-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 201 W. CLINTON - 11/1-1	3011812012023		20.29	None
						Total Department 528 WASTE/REFUSE COLLECTION	139.40

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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 226 RUBBISH &amp; GARBAGE COLL FUND</b>							
						Total Fund 226 RUBBISH & GARBAGE COLL FUND	139.40
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>							
<b>Department: 728 ECONOMIC DEVELOPMENT ACTIVITY</b>							
248-728-740.000	01/09/2024	LIVINGSTON FEED & SEED	SUPPLIES	14890		317.62	None
248-728-804.001	01/09/2024	FISH WINDOW CLEANING CO.	WINDOW CLEANING - DEC 2023	2897-44929		30.00	None
248-728-804.001	01/09/2024	T & M CLEANING SERVICE	JANITORIAL SERVICES - NOV 2023	0074278		90.00	None
248-728-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 118 W. CLINTON - 11/1-1	4569412012023		319.58	None
248-728-920.001	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 118 W. CLINTON - 11/19-	400012182023		61.27	None
248-728-920.016	01/09/2024	DTE ENERGY	ELECTRICITY - 908 E. SIBLEY - 11/1-12	4545412012023		15.90	None
248-728-920.016	01/09/2024	DTE ENERGY	ELECTRICITY - 219 N. WALNUT - 11/1-12	3487812012023		15.74	None
248-728-920.016	01/09/2024	DTE ENERGY	ELECTRICITY - 218 E. SIBLEY - 11/1-12	4521512012023		15.60	None
248-728-920.016	01/09/2024	DTE ENERGY	ELECTRICITY - 522 E. SIBLEY - 11/1-12	4534812012023		15.74	None
248-728-920.016	01/09/2024	DTE ENERGY	ELECTRICITY - 209 E. CLINTON - 11/1-1	3054912012023		351.60	None
						Total Department 728 ECONOMIC DEVELOPMENT ACTIVITY	1,233.05
						Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	1,233.05
<b>Fund: 352 LOOP/D-19 DEBT RETIREMENT FUND</b>							
<b>Department: 906 DEBT SERVICE</b>							
352-906-993.000	01/09/2024	CAPITAL ONE PUBLIC FUNDING GO 2020		0012120816		5,005.50	None
						Total Department 906 DEBT SERVICE	5,005.50
						Total Fund 352 LOOP/D-19 DEBT RETIREMENT FUND	5,005.50
<b>Fund: 380 GO BOND DEBT - ROAD PROGRAM</b>							
<b>Department: 906 DEBT SERVICE</b>							
380-906-993.000	01/09/2024	CAPITAL ONE PUBLIC FUNDING GO 2020		0012120816		5,839.75	None
						Total Department 906 DEBT SERVICE	5,839.75
<b>Department: 908 DEBT SERVICE ROAD PH III</b>							
380-908-993.000	01/09/2024	CAPITAL ONE PUBLIC FUNDING GO 2020		0012120816		5,839.75	None
						Total Department 908 DEBT SERVICE ROAD PH III	5,839.75
						Total Fund 380 GO BOND DEBT - ROAD PROGRAM	11,679.50
<b>Fund: 590 SEWER FUND</b>							
<b>Department: 536 WATER OR SEWER SYSTEMS</b>							
590-536-643.001	01/09/2024	CAPITAL TITLE	REFUND CREDIT ON FINAL UTILITY BILL -	14825		37.60	None
590-536-643.001	01/09/2024	STATE STREET TITLE AGENCY	CREDIT ON FINAL UTILITY BILL - 409 W.	16626		20.10	None
590-536-643.001	01/09/2024	STATE STREET TITLE AGENCY	CREDIT ON FINAL UTILITY BILL - 409 W.	16626		(10.17)	None
590-536-644.001	01/09/2024	CAPITAL TITLE	REFUND CREDIT ON FINAL UTILITY BILL -	14825		11.06	None
590-536-644.005	01/09/2024	CAPITAL TITLE	REFUND CREDIT ON FINAL UTILITY BILL -	14825		4.10	None
590-536-920.004	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 1401 N. MICHIGAN - 11/2	176312202023		22.86	None
590-536-920.004	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 601 WEST ST UNIT LS - 1	900512182023		20.71	None
590-536-920.004	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 1420 W. GRAND RIVER - 1	490212192023		19.83	None
590-536-920.004	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 737 E. WASHINGTON - 11/	667412182023		17.20	None
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 1420 W. GRAND RIVER - 1	4501712012023		446.29	None
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 1021 OAK CLUSTER - 11/1	4455612012023		122.83	None
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 603 ROOSEVELT - 11/1-12	4418412012023		103.05	None
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 425 AUDREY - 11/1-12/1	3185012012023		68.87	None
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 1116 CITY PARK - 11/1-1	3148812012023		16.84	None
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 1401 N. MICHIGAN - 11/1	3083712012023		341.88	None

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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 590 SEWER FUND</b>							
<b>Department: 536 WATER OR SEWER SYSTEMS</b>							
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 810 N. HIGHLANDER WAY -	3050612012023		26.70	None
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 935 W. GRAND RIVER - 11	3037312012023		163.46	None
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 737 W. WASHINGTON - 11/	3002712012023		366.22	None
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 511 WARBLER WAY - 11/1-	2988812012023		129.39	None
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 601 WEST - 11/1-12/1	6486712012023		180.43	None
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 1865 GARFIELD - 11/1-12	4590012012023		199.71	None
590-536-920.004	01/09/2024	DTE ENERGY	ELECTRICITY - 1158 LAKESIDE 11/11 -	4430912132023		49.94	None
590-536-930.008	01/09/2024	DUBOIS-COOPER ASSOCIATES I	PARTS	2023094		2,200.00	None
590-536-930.011	01/09/2024	HOWELL HARDWARE	PARTS	14404		47.94	None
590-536-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RENEWAL - 3RD INSTALLMENT 7/1/2	11172023		5,354.76	None
590-536-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		1,500.00	None
Total Department 536 WATER OR SEWER SYSTEMS						11,461.60	
<b>Department: 564 TREATMENT PLANT</b>							
590-564-727.000	01/09/2024	OFFICE DEPOT	OFFICE SUPPLIES	345022492001		7.04	None
590-564-740.000	01/09/2024	BYRUM ACE HARDWARE	PARTS/SUPPLIES	167527		9.95	None
590-564-740.000	01/09/2024	GRAINGER	PARTS/SUPPLIES	9885103243		129.24	None
590-564-740.000	01/09/2024	GRAINGER	PARTS/SUPPLIES	9711312976		44.10	None
590-564-740.001	01/09/2024	HOWELL HARDWARE	TOOLS	14406		16.49	None
590-564-740.026	01/09/2024	GRAINGER	SAFETY BOOTS/RAIN JACKET	9880834941		111.47	None
590-564-741.002	01/09/2024	CINTAS	UNIFORMS & FLOOR MATS	4176962615		70.40	None
590-564-775.003	01/09/2024	NCL OF WISCONSIN INC	LAB SUPPLIES	496493		180.70	None
590-564-801.000	01/09/2024	THE CLEANING SMITH SERVICE	JANITORIAL SERVICE - 11/27 - 12/10	5048		260.00	None
590-564-802.001	01/09/2024	STATE OF MICHIGAN - EGLE	BIOSOLIDS LAND APP FEE	11171398		2,901.00	None
590-564-802.001	01/09/2024	STATE OF MICHIGAN - EGLE	NPDES PERMIT RENEWAL	11163536		5,500.00	None
590-564-804.013	01/09/2024	GFL ENVIRONMENTAL	CAKE HAULING	0063838169		29,806.65	None
590-564-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 1191 PINCKNEY - 11/1-11	7479711302023		12,160.67	None
590-564-920.001	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 1191 PINCKNEY - 11/19-1	481312182023		2,732.29	None
590-564-920.003	01/09/2024	GRANGER WASTE	TRASH PICK UP	26311711		195.76	None
590-564-930.007	01/09/2024	TROJAN DEVELOPMENT COMPANY	EFFLUENT BOX REPAIR	2323		18,090.72	None
590-564-980.005	01/09/2024	AQUATIC INFORMATICS	WIMS RENEWAL	107217		2,907.00	None
Total Department 564 TREATMENT PLANT						75,123.48	
<b>Department: 906 DEBT SERVICE</b>							
590-906-993.000	01/09/2024	HUNTINGTON PUBLIC CAP CORP	BAB 2020 REF INTEREST	729180		4,693.52	None
Total Department 906 DEBT SERVICE						4,693.52	
Total Fund 590 SEWER FUND						91,278.60	
<b>Fund: 591 WATER FUND</b>							
<b>Department: 536 WATER OR SEWER SYSTEMS</b>							
591-536-643.000	01/09/2024	CAPITAL TITLE	REFUND CREDIT ON FINAL UTILITY BILL -	14825		24.85	None
591-536-643.000	01/09/2024	STATE STREET TITLE AGENCY	CREDIT ON FINAL UTILITY BILL - 409 W.	16626		17.94	None
591-536-643.000	01/09/2024	STATE STREET TITLE AGENCY	CREDIT ON FINAL UTILITY BILL - 409 W.	16626		(9.05)	None
591-536-804.000	01/09/2024	HYDROCORP	CROSS CONNECTION PROGRAM - NOV 2023	0075215-IN		634.00	None
591-536-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RENEWAL - 3RD INSTALLMENT 7/1/2	11172023		5,354.76	None
591-536-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		1,500.00	None
591-536-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		0.00	None
Total Department 536 WATER OR SEWER SYSTEMS						7,522.50	
<b>Department: 564 TREATMENT PLANT</b>							

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

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BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 591 WATER FUND</b>							
<b>Department: 564 TREATMENT PLANT</b>							
591-564-727.000	01/09/2024	COMPLETE BATTERY SOURCE	BATTERY	423921BRI		17.13	None
591-564-741.002	01/09/2024	CINTAS	UNIFORMS	4176962606		43.96	None
591-564-741.002	01/09/2024	CINTAS	UNIFORMS	4177694529		50.99	None
591-564-775.000	01/09/2024	GRAINGER	PARTS/SUPPLIES	9939106036		360.98	None
591-564-775.000	01/09/2024	OFFICE DEPOT	OFFICE SUPPLIES	345022492001		46.61	None
591-564-775.003	01/09/2024	THOMAS SCIENTIFIC	LAB WATERBATH	3156768		438.61	None
591-564-775.004	01/09/2024	HAVILAND	PLANT CHEMICALS	491694		2,007.00	None
591-564-775.005	01/09/2024	GRAYMONT WESTERN LIME INC.	LIME	35-215654 RI		7,888.12	None
591-564-804.000	01/09/2024	CINTAS	FIRST AID SUPPLIES - DPS	5187518522		183.65	None
591-564-804.014	01/09/2024	PROLIME SERVICES	LIME HAULING	11578		48,520.00	None
591-564-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 148 MARION - 11/1-12/1	3070412012023		5,184.68	None
591-564-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 144 MARION - 11/1-12/1	3096912012023		42.92	None
591-564-920.001	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 150 MARION - 11/19-12/1	220912182023		479.42	None
591-564-920.001	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 717 S. MICHIGAN - 11/19	954912182023		252.50	None
591-564-920.005	01/09/2024	DTE ENERGY	ELECTRICITY - 3145 NORTON - 11/2-12/4	4478812042023		2,125.03	None
591-564-920.005	01/09/2024	DTE ENERGY	ELECTRICITY - 3147 NORTON - 11/2-12/4	3171012042023		3,250.33	None
591-564-920.005	01/09/2024	DTE ENERGY	ELECTRICITY - 3255 NORTON - 11/2-12/4	3159512042023		1,916.40	None
591-564-920.005	01/09/2024	DTE ENERGY	ELECTRICITY - 3175 NORTON - 11/2-12/4	4512412042023		2,437.68	None
591-564-920.005	01/09/2024	DTE ENERGY	ELECTRICITY - 416 THOMPSON - 11/1-12/	3135512012023		44.74	None
591-564-920.005	01/09/2024	DTE ENERGY	ELECTRICITY - 601 HENRY - 11/1-12/1	3058912012023		469.24	None
591-564-930.009	01/09/2024	COMMERCE CONTROLS INCORPOR	VFD INSTALL	61770		3,501.00	None
591-564-930.009	01/09/2024	HOWELL HARDWARE	SUPPLIES	14420		4.59	None
591-564-930.009	01/09/2024	KENNEDY INDUSTRIES INC	REPAIR SOUTH PUMP VFD	639681		497.50	None
591-564-930.009	01/09/2024	LIVINGSTON COUNTY FACILITY	MAINTENANCE & REPAIR - JULY 23	12272023		10,690.00	None
591-564-931.000	01/09/2024	THE CLEANING SMITH SERVICE	JANITORIAL SERVICE - 12/3	5039		70.00	None
Total Department 564 TREATMENT PLANT						90,523.08	
Total Fund 591 WATER FUND						98,045.58	
<b>Fund: 640 EQUIPMENT POOL FUND</b>							
<b>Department: 441 PUBLIC SERVICE DEPARTMENT</b>							
640-441-741.002	01/09/2024	CINTAS	UNIFORMS & FLOOR MATS	4177694596		13.29	None
640-441-741.002	01/09/2024	CINTAS	UNIFORMS	4176962634		13.29	None
640-441-751.000	01/09/2024	CORRIGAN OIL COMPANY, NO.I	FUEL - DPW	7971237-IN		5,096.93	None
640-441-775.000	01/09/2024	BYRUM ACE HARDWARE	PARTS/SUPPLIES	165267		12.99	None
640-441-775.000	01/09/2024	FIRE SYSTEMS OF MICHIGAN I	FIRE EXTINGUISHER RECHARGE - POLICE	INV-0142233		117.25	None
640-441-775.000	01/09/2024	KIMBALL MIDWEST	SUPPLIES	101678843		179.50	None
640-441-775.000	01/09/2024	S & S TRUCK SERVICE	REPAIRS	1114218		665.30	None
640-441-775.000	01/09/2024	SITEONE LANDSCAPE SUPPLY	PLOW EDGES	136430780-001		218.59	None
640-441-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 148 MARION - 11/1-12/1	3070412012023		284.87	None
640-441-920.001	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 150 MARION - 11/19-12/1	268812182023		180.51	None
640-441-920.001	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 152 MARION - 11/19-12/1	293612182023		289.51	None
640-441-930.006	01/09/2024	S & S TRUCK SERVICE	REPAIRS	1114218		960.00	None
640-441-930.006	01/09/2024	SOAPY BUCKET CAR WASH	AUTO WASH PROGRAM	1045		179.95	None
640-441-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		0.00	None
Total Department 441 PUBLIC SERVICE DEPARTMENT						8,211.98	
Total Fund 640 EQUIPMENT POOL FUND						8,211.98	
<b>Fund: 641 DEPARTMENT PUBLIC SERVICES</b>							
<b>Department: 441 PUBLIC SERVICE DEPARTMENT</b>							

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 POSTED AND UNPOSTED OPEN AND PAID  
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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 641 DEPARTMENT PUBLIC SERVICES</b>							
<b>Department: 441 PUBLIC SERVICE DEPARTMENT</b>							
641-441-727.000	01/09/2024	OFFICE DEPOT	OFFICE SUPPLIES	345022492001		10.68	None
641-441-740.001	01/09/2024	HOWELL HARDWARE	SUPPLIES	14461		24.99	None
641-441-740.026	01/09/2024	CINTAS	FIRST AID SUPPLIES - CEMETERY	5187518595		114.57	None
641-441-741.002	01/09/2024	CINTAS	UNIFORMS & FLOOR MATS	4177694596		171.37	None
641-441-741.002	01/09/2024	CINTAS	UNIFORMS	4176962634		162.83	None
641-441-775.000	01/09/2024	HOME DEPOT	CREDIT CARD CHARGES - NOV 2023	11282023		24.95	None
641-441-920.000	01/09/2024	DTE ENERGY	ELECTRICITY - 148 MARION - 11/1-12/1	3070412012023		227.90	None
641-441-920.001	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 150 MARION - 11/19-12/1	220912182023		719.14	None
641-441-920.001	01/09/2024	CONSUMERS ENERGY	NATURAL GAS - 150 MARION - 11/19-12/1	268812182023		147.69	None
641-441-930.005	01/09/2024	KONICA MINOLTA BUSINESS SO	MAINTENANCE AGREEMENT AND COPIES - 11	290773572		30.37	None
641-441-955.000	01/09/2024	MICHIGAN MUNICIPAL RISK MA	23-24 RETENTION FUND 3RD INSTALLMENT	11172023		0.00	None
Total Department 441 PUBLIC SERVICE DEPARTMENT						1,634.49	
Total Fund 641 DEPARTMENT PUBLIC SERVICES						1,634.49	

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 01/09/2024 - 01/09/2024

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BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---							
		101-000-040.000	ACCOUNTS RECEIVABLE			40.00	
		101-000-231.009	EMPLOYEE SHARE / MERS			26,921.09	
		101-000-283.000	DEV ESCROW			3,145.00	
		101-000-630.000	MISCELLANEOUS REVENUES			10.00	
		101-101-802.000	DUES & MEMBERSHIPS			110.00	
		101-101-900.000	PRINTING & PUBLISHING			130.00	
		101-172-727.000	OFFICE SUPPLIES			439.18	
		101-172-802.000	DUES & MEMBERSHIPS			950.00	
		101-172-955.000	INSURANCE			1,713.69	
		101-191-955.000	INSURANCE			2,856.15	
		101-191-956.003	MISC BANK CHARGES			50.00	
		101-215-955.000	INSURANCE			1,713.69	
		101-228-955.000	INSURANCE			1,713.69	
		101-247-704.003	SAL & WAGES BOARD OF REVIEW			400.41	
		101-261-714.005	MERS / EMPLOYER SHARE			97,726.26	
		101-262-727.000	OFFICE SUPPLIES			174.07	
		101-262-730.000	POSTAGE			211.54	
		101-262-900.000	PRINTING & PUBLISHING			635.43	
		101-262-930.009	REPAIR & MAINT - EQUIPMENT			2,880.00	
		101-265-740.018	OPER SUPP/LANDSCAPING			108.99	
		101-265-804.005	CONTRACT SERV - MAT CLEANING			52.86	
		101-265-804.024	CONTR SERV-FIRE DETECT MONITOR			488.88	
		101-265-920.000	UTILITIES - ELECTRICITY			3,405.09	
		101-265-920.001	UTILITIES - GAS			1,548.38	
		101-265-930.003	REP & MAINT - BOILER / AIR			521.32	
		101-265-931.000	BUILDING MAINTENANCE			191.59	
		101-265-955.000	INSURANCE			2,856.15	
		101-266-826.000	CONTRACTUAL ATTORNEY FEES			1,256.59	
		101-270-727.000	OFFICE SUPPLIES			135.58	
		101-270-801.000	PROFESSIONAL SERVICES			701.19	
		101-270-955.000	INSURANCE			1,713.69	
		101-301-727.000	OFFICE SUPPLIES			30.43	
		101-301-741.000	UNIFORMS/CLOTHING ALLOWANCE			60.00	
		101-301-741.002	UNIFORMS/CLEANING/ RENTAL			308.75	
		101-301-900.000	PRINTING & PUBLISHING			56.81	
		101-301-955.000	INSURANCE			6,854.76	
		101-301-957.000	EDUCATION / TRAINING			5,529.67	
		101-301-964.007	ORDINANCE VIOLATION REFUND			75.00	
		101-301-973.000	CAPITAL OUTLAY / EQUIPMENT			22,580.58	
		101-371-801.000	PROFESSIONAL SERVICES			6,122.90	
		101-441-955.000	INSURANCE			6,854.76	
		101-450-740.018	OPER SUPP/LANDSCAPING			198.51	
		101-567-740.000	OPERATING SUPPLIES			81.36	
		101-567-775.000	MAINTENANCE SUPPLIES			12.98	
		101-567-920.000	UTILITIES - ELECTRICITY			167.81	
		101-567-920.001	UTILITIES - GAS			387.31	
		101-567-931.002	CEMETERY GRAVE MAINTENANCE			111.99	
		101-567-955.000	INSURANCE			2,856.15	
		101-722-740.000	OPERATING SUPPLIES			178.66	

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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
		101-722-801.000	PROFESSIONAL SERVICES			1,250.00	
		101-722-955.000	INSURANCE			1,713.69	
		101-751-775.006	MAINTENANCE SUPPLIES / PARKS			185.59	
		101-751-920.000	UTILITIES - ELECTRICITY			24.89	
		101-751-931.000	BUILDING MAINTENANCE			1,022.00	
		101-751-942.001	PORTA JOHN RENTALS			490.00	
		202-454-775.000	MAINTENANCE SUPPLIES			32.97	
		202-463-775.000	MAINTENANCE SUPPLIES			37.00	
		202-474-775.000	MAINTENANCE SUPPLIES			612.50	
		202-482-955.000	INSURANCE			6,283.53	
		203-463-775.000	MAINTENANCE SUPPLIES			23,437.00	
		203-474-775.000	MAINTENANCE SUPPLIES			612.50	
		203-482-955.000	INSURANCE			6,283.53	
		226-528-635.000	CURB CART RENTAL			8.15	
		226-528-920.000	UTILITIES - ELECTRICITY			131.25	
		248-728-740.000	OPERATING SUPPLIES			317.62	
		248-728-804.001	CONTRACT SERV - JANITOR			120.00	
		248-728-920.000	UTILITIES - ELECTRICITY			319.58	
		248-728-920.001	UTILITIES - GAS			61.27	
		248-728-920.016	UTILITIES - ELEC/OTHER			414.58	
		352-906-993.000	INTEREST			5,005.50	
		380-906-993.000	INTEREST			5,839.75	
		380-908-993.000	INTEREST			5,839.75	
		590-536-643.001	SEWER READINESS TO SERVE CHG			47.53	
		590-536-644.001	SEWER COMMODITY CHG/PLANT			11.06	
		590-536-644.005	SEWER COMMODITY CHG/COLLECTION			4.10	
		590-536-920.004	UTILITIES - PUMP STATION			2,296.21	
		590-536-930.008	REPAIR & MAINT - PUMP STATION			2,200.00	
		590-536-930.011	REPAIR & MAINT - PUMP MARION TWP			47.94	
		590-536-955.000	INSURANCE			6,854.76	
		590-564-727.000	OFFICE SUPPLIES			7.04	
		590-564-740.000	OPERATING SUPPLIES			183.29	
		590-564-740.001	OPERATING SUPPLIES / TOOLS			16.49	
		590-564-740.026	OPER SUPP/SAFETY EQUIPMENT			111.47	
		590-564-741.002	UNIFORMS/CLEANING/ RENTAL			70.40	
		590-564-775.003	LABORATORY SUPPLIES			180.70	
		590-564-801.000	PROFESSIONAL SERVICES			260.00	
		590-564-802.001	REGULATORY FEES			8,401.00	
		590-564-804.013	CONTRACT SERV - SLUDGE HAULING			29,806.65	
		590-564-920.000	UTILITIES - ELECTRICITY			12,160.67	
		590-564-920.001	UTILITIES - GAS			2,732.29	
		590-564-920.003	UTILITIES - RUBBISH			195.76	
		590-564-930.007	REPAIR & MAINT - PLANT			18,090.72	
		590-564-980.005	EQUIP / COMPUTER SOFTWARE			2,907.00	
		590-906-993.000	INTEREST			4,693.52	
		591-536-643.000	WATER READINESS TO SERVE CHG			33.74	
		591-536-804.000	CONTRACTUAL SERVICES			634.00	
		591-536-955.000	INSURANCE			6,854.76	
		591-564-727.000	OFFICE SUPPLIES			17.13	
		591-564-741.002	UNIFORMS/CLEANING/ RENTAL			94.95	
		591-564-775.000	MAINTENANCE SUPPLIES			407.59	



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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number	
		591-564-775.003	LABORATORY SUPPLIES			438.61		
		591-564-775.004	CHEMICALS			2,007.00		
		591-564-775.005	MAINTENANCE SUPPLY - LIME			7,888.12		
		591-564-804.000	CONTRACTUAL SERVICES			183.65		
		591-564-804.014	CONTRACT SERV-LAGOON CLEANING			48,520.00		
		591-564-920.000	UTILITIES - ELECTRICITY			5,227.60		
		591-564-920.001	UTILITIES - GAS			731.92		
		591-564-920.005	UTILITIES / ELEC / WELLS			10,243.42		
		591-564-930.009	REPAIR & MAINT - EQUIPMENT			14,693.09		
		591-564-931.000	BUILDING MAINTENANCE			70.00		
		640-441-741.002	UNIFORMS/CLEANING/ RENTAL			26.58		
		640-441-751.000	GASOLINE & DIESEL FUEL			5,096.93		
		640-441-775.000	MAINTENANCE SUPPLIES			1,193.63		
		640-441-920.000	UTILITIES - ELECTRICITY			284.87		
		640-441-920.001	UTILITIES - GAS			470.02		
		640-441-930.006	REPAIR & MAINT. VEHICLES			1,139.95		
		640-441-955.000	INSURANCE			0.00		
		641-441-727.000	OFFICE SUPPLIES			10.68		
		641-441-740.001	OPERATING SUPPLIES / TOOLS			24.99		
		641-441-740.026	OPER SUPP/SAFETY EQUIPMENT			114.57		
		641-441-741.002	UNIFORMS/CLEANING/ RENTAL			334.20		
		641-441-775.000	MAINTENANCE SUPPLIES			24.95		
		641-441-920.000	UTILITIES - ELECTRICITY			227.90		
		641-441-920.001	UTILITIES - GAS			866.83		
		641-441-930.005	OFFICE EQUIPMENT MAINTENANCE			30.37		
		641-441-955.000	INSURANCE			0.00		
--- TOTALS BY FUND ---								
		101	GENERAL FUND			211,955.11		
		202	MAJOR STREET FUND			6,966.00		
		203	LOCAL STREET FUND			30,333.03		
		226	RUBBISH & GARBAGE COLL FUND			139.40		
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND			1,233.05		
		352	LOOP/D-19 DEBT RETIREMENT FUND			5,005.50		
		380	GO BOND DEBT - ROAD PROGRAM			11,679.50		
		590	SEWER FUND			91,278.60		
		591	WATER FUND			98,045.58		
		640	EQUIPMENT POOL FUND			8,211.98		
		641	DEPARTMENT PUBLIC SERVICES			1,634.49		
		Total For All Funds:					<u>466,482.24</u>	

## Deanna Robson

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**From:** wendi Burke [REDACTED]  
**Sent:** Monday, January 1, 2024 11:01 AM  
**To:** Howell Clerk  
**Subject:** Scarves placed along posts in main 4



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender  
wcello2@gmail.com

CAUTION: This email originated from outside the City Of Howell. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

This email is in response to our recent phone conversation.

I am the Director of Faith Formation at St. John Catholic Church in Howell (at the corner of M-59 and Hacker). One of the groups I oversee is our Knitting Ministry. We have made a variety of donated items (washcloths and soap sacks for Fisher House in Ann Arbor, etc.)

I am asking for permission to put scarves up in downtown Howell

We have about 80 handmade scarves that we'd like to put up along the main 4 in town. These scarves would have a small baggie attached with a note, "I'm not lost, If you need a scarf, take me, keep me. Made with love by the St. John Knitting Ministry."

The scarves would be tied onto light posts, street signs, small trees, etc. on both sides of the street starting at Grand River/Michigan Avenue. We would go down a block or two, heading north, south, east and west. We would put them up around 9:30 pm, hoping that the placement would be less noticeable. We would replace scarves as needed during January and February. Depending on the weather, we would collect any remaining scarves during March.

This is something that I did when I was living/working at St. Mary church in Spring Lake MI (near Grand Haven). It was well received and people looked forward to the colorful scarves lining the streets every winter. It's something we'd like to bring to Howell.

I am available to attend your next counsel meeting on 1/8/24 and can answer any questions you may have. i will bring a few scarf samples for you to see.

Thank you for your consideration.

Wendi Burke

Director of Faith Formation, St. John Catholic Church

517-546-7200

[wburke@stjohnhowell.com](mailto:wburke@stjohnhowell.com)

ANDERSON GRANDSTAFF

PHONE

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ANDERSON J. GRANDSTAFF, ESQ.

238 N. SUMMIT STREET, APT 1  
YPSILANTI, MI 48197

November 20, 2023

Erv Suida, City Manager  
City of Howell, Michigan  
611 E. Grand River Avenue  
Howell, Michigan 48843  
[esuida@cityofhowell.org](mailto:esuida@cityofhowell.org)

Re: Ordinance for Recreational Marihuana in the City of Howell

Dear Mr. Suida:

My name is Anderson Grandstaff, and I am an attorney practicing in Ypsilanti, Michigan. I have recently been retained as corporate counsel for an organization that is planning to circulate petitions in support of a ballot initiative in Howell. If approved by a majority of the electors of City of Howell, the proposed ballot initiative would end Howell's prohibition on recreational/adult-use marihuana retail businesses and establish a regulatory framework for the licensure of those businesses. The ordinance would also establish procedures and guidelines for employees of Howell to follow when reviewing, scoring, and ranking applications submitted by entities who are interested in obtaining adult-use marihuana retail licenses. A draft copy of my client's proposed ballot initiative has been attached for your review.

My client has connected with many of your constituents and believes that there would be strong grassroots support for the passage of the attached ballot initiative. Although my client is willing and prepared to begin circulating petitions and gathering signatures in support of this important ballot initiative, it would prefer to avoid any appearance of an adversarial relationship with the City Council of Howell. I am therefore writing you, in the spirit of cooperation, to ask whether the City Council of Howell is willing to consider adopting the substance of the attached ballot initiative (or a substantially similar version thereof) on its own accord as a municipal ordinance. My client has also expressed that it is willing to negotiate amendments to the proposed ballot initiative with the City Council of Howell if that body believes that such amendments would better align the substance of the proposed ballot initiative with your local interests and concerns. However, my client has also asked me to express that it is strongly committed to the substance of the proposed ballot initiative and that it believes there would already be strong electoral support for the attached version of that initiative. Therefore, please be advised that, if we do not receive a response to this communication, or if the City Council of Howell declines to negotiate with us in good faith regarding amendments to the proposed ballot initiative, then my client will simply continue its preparations to begin circulating petitions in support of the proposed ballot initiative.

If you have any questions regarding this communication or the proposed ballot initiative, I would be happy to answer them for you. I would also be happy to address the City Council of Howell in person at one of their upcoming meetings to address any questions or concerns that they may have regarding the proposed ballot initiative. Please feel free to contact me via telephone at (231) 838-7917 or via email at [anderson.j.grandstaff@gmail.com](mailto:anderson.j.grandstaff@gmail.com). Thank you very much for your attention to this matter. I look forward to hearing from you.

Best regards,

*Anderson J. Grandstaff*

# INITIATION OF LEGISLATION

We, the undersigned qualified and registered electors, residents in the city of Howell, state of Michigan, respectively petition for initiation of legislation to provide for a single marihuana establishment in the City of Howell and to provide for appropriate municipal regulation incidental to the operation of such establishment. This petition is to be submitted to a vote of the electors of the City of Howell for the November 5, 2024 General Election.

## INITIATED ORDINANCE NUMBER 2024-0001 REPEAL OF MARIHUANA PROHIBITION

THE CITY OF HOWELL ORDAINS:

### SECTION 1. PURPOSE

The purpose of this Ordinance is to authorize and regulate within the City the business operations of persons licensed by the State to operate Marihuana Establishments consistent with the Michigan Regulation and Taxation of Marihuana Act, 2018 IL 1, MCL 333.27951 et seq., and to do all of the following: (1) provide adults twenty-one (21) years of age and older safe access to marihuana; (2) ensure the safety of adults twenty-one (21) years of age and older, and the general public; (3) provide for an application fee to apply for a Provisional License for a Marihuana Establishment and a fee for any local approvals granted to be renewed; (4) provide for a process to select Local Applicants to receive local approvals for Marihuana Establishments, and to provide for a process for those local approvals to be renewed, or potentially denied or revoked; (5) comply with the Michigan Regulation and Taxation of Marihuana Act in order to protect and enhance the public health, safety, and welfare; (6) address and repair the harm caused to communities disproportionately impacted by the prohibition of marihuana through the promotion of employment and business ownership opportunities within these communities; (7) to bring marihuana businesses into the City that demonstrate commitment to advance the broader interest and goals of the community through high-impact local investment, and that provide employment opportunities to local residents and contractors; and (8) to provide for, if enacted by the City Council, a Community Benefits Program in the City to benefit Individuals Disproportionately Impacted by Marihuana Prohibition. Nothing contained within this Ordinance, or within any local approval issued by the City, shall be construed to relieve a person of the duties and obligations imposed under state laws and regulations. Notwithstanding the foregoing, it is not the intent of this Ordinance to diminish, abrogate or restrict protections for the medical use of marihuana provided in the Michigan Medical Marihuana Act. Nothing in this Ordinance is intended to grant individuals immunity from the enforcement of federal laws prohibiting marihuana activity. The provisions of this Ordinance are regulatory in nature and not intended to be interpreted as zoning laws. The provisions of this Ordinance are severable and self-executing. This Ordinance is hereby declared necessary to preserve the public peace, health, safety and welfare of the People of the City.

### SECTION 2. DEFINITIONS

- (a) All definitions provided in the MRTMA are incorporated by reference into this Ordinance, and the term “marijuana” shall be synonymous with the term “marihuana.” As used in this Ordinance, the following terms shall be defined as follows:
- (b) “Agency” is defined as the Marijuana Regulatory Agency or any successor agency.
- (c) “Application Date” is defined as the date on which the Local Applicant submits its application to the City for a single License Type at a Business Facility Address or for a License renewal.
- (d) “Business Facility Address” is defined as the singular United States postal address, for a building structure located atop a Land Parcel, where a Marihuana Establishment is proposed to be located for a License Type listed in an application to the City. The existing square footage of the enclosed building structure at the Business Facility Address at the time of the application shall solely be used for measuring the square footage of the Business Facility Address.
- (e) “Business Facility Adjacent Address” is defined as the singular United States postal address of a building structure which is physically adjoining or directly physically touching the building structure of a Business Facility Address. Physically adjoining shall, for the purposes of this definition, mean the physical connection through walls, adjacent walls, or a common building structure, though this definition shall not include any common road, foundation, or surface that the building structure sits on.
- (f) “Community Benefits Program” shall refer to a program that the City may establish for the purposes of assisting Individuals Disproportionately Impacted by Marihuana Prohibition in the creation of Worker-Owned Cooperatives within the City, gaining employment in the marihuana industry within the City and starting marihuana businesses within the City. If created, this program shall be subject to the requirements of Section 13 of this Ordinance.
- (g) “City” shall refer to the City of Howell.
- (h) “City Full License Authorization” shall be defined as the full local approval that the City of Howell automatically grants a Local Applicant to operate a Marihuana Establishment at a Business Facility Address when the Local Applicant has received a state operating license pursuant to the MRTMA. It shall not be considered a municipal license.
- (i) “Clerk” is defined as the City Clerk of the City of Howell.
- (j) “Community Benefits Agreement” is defined as a legally binding commitment from a Local Applicant, which shall also be binding on the Local Applicant’s successors or assigns, that states that the Local Applicant will, contingent upon approval of a Provisional License and contingent upon the Local Applicant holding a City Full License Authorization for a period of at least one year, and contingent upon the City creating a Community Benefits Program, make an annual payment of ten thousand dollars (\$10,000) to the Community Benefits Program for as long as the Local Applicant, or its successors or assigns, holds ownership of the City Full License Authorization.
- (k) “Council” is defined as the City Council of the City of Howell.
- (l) “Designated Consumption Establishment” is defined as a business licensed by the Agency to permit adults twenty-one (21) years of age and older to consume marihuana products at a Business Facility Address.
- (m) “Fully Qualified Provisional License Application” is defined as a Provisional License application for which all of the following is true and has been documented in the Local Applicant’s application to the City: (1) The Local Applicant currently holds a state operating license pursuant to the MMFLA or the MRTMA, though Microbusiness License Type Local Applicants and Class A Marihuana Grower License Type Local Applicants shall be exempt from this requirement; (2) The stakeholders of the Local Applicant possess at least 10 total years of combined business experience, though Microbusiness License Type Local Applicants and Class A Marihuana Grower License Type Local Applicants shall be exempt from this requirement; (3) The Local Applicant has an Occupancy Affidavit with a Percentage Occupancy of zero (0) percent; (4) The Local Applicant has answered yes and provided supporting documentation for every question in the Public Health Plan Checklist category of their application; (5) The Local Applicant has committed in their application to hire at least ten (10) percent of their employees from local residents of the City; (6) The Local Applicant has committed in their application to hiring at least twenty-five (25) percent of their employees consisting of Individuals Disproportionately Impacted by Marihuana Prohibition; (7) The Local Applicant has signed a Community Benefits Agreement as defined in this Ordinance; (8) The Local Applicant has committed to hiring local contractors for work and improvements to its Business Facility Address; (9) The Local Applicant has completed over thirteen (13) of the items listed in Section 5 of this Ordinance that may be included in a Provisional License application.
- (n) “Individual Disproportionately Impacted by Marihuana Prohibition” is defined as an individual who meets at least one of the three criteria listed in the Marijuana Regulatory Agency’s Social Equity Program, which includes: Individuals who have resided in a disproportionately impacted community, as defined by the Agency, for at least five (5) calendar years prior to the Application Date; individuals with a prior marihuana related conviction; and individuals with at least two (2) calendar years of caregiver experience under the State of Michigan’s medical marihuana program.
- (o) “Land Parcel” or “Parcel” shall be defined as a land parcel, with an associated tax identification number, allocated by the appropriate governmental body, whose official records are held by the Clerk, the Register of Deeds, or other appropriate governmental body, for the purposes of tracking the use of land within the City.
- (p) “Local Applicant” is defined as an individual, entity, person, or persons who submits an application for a License Type to the City.
- (q) “License Type” is defined as a single category of a license that a Local Applicant can apply for, such as a Marihuana Microbusiness license, a Marihuana Retailer license, a cultivation or grower license, or any other license that a Local Applicant can apply for through the processes set forth in this Ordinance.
- (r) “MMFLA” is defined as the Medical Marihuana Facilities Licensing Act, 2016 PA 281, MCL 333.27101 et seq.
- (s) “MMMA” is defined as the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26421 et seq.
- (t) “MRTMA” is defined as the Michigan Regulation and Taxation of Marihuana Act, 2018 IL 1, MCL 333.27951 et seq.

(u) "Percentage Occupancy" shall be defined as the occupancy percentage of a Business Facility Address for the calendar year immediately prior to the Application Date or, if applicable, for the calendar year ending no earlier than three (3) months prior to the Application Date if the requirements of Section 2(u)(4) are met, and shall consist of the occupancy percentage of any buildings, structures, or units contained within the Parcel upon which the Business Facility Address sits for the calendar year immediately prior to the Application Date. The Percentage Occupancy shall be calculated using the average square footage of any buildings, structures, or units contained within the Parcel upon which the Business Facility Address sits that are occupied during the calendar year immediately prior to the Application Date, utilizing a method determined by the Clerk. The method of determining Percentage Occupancy shall be subject to the following requirements of this Ordinance:

(1) Construction activity, renovation activity, or storage activity in the buildings, structures, or units contained within the Parcel upon which the Business Facility Address sits shall not be considered occupancy or counted as part of the Percentage Occupancy of a Business Facility Address. However, storage units which are part of commercial storage businesses where rent is paid for the use of a storage space shall be considered occupancy and shall count towards Percentage Occupancy, and storage activity relating to inventory and/or equipment incidental to the operation of a business or other organization that is otherwise occupying the Business Facility Address shall be considered occupancy and shall count toward Percentage Occupancy.

(2) The determination of Percentage Occupancy shall require an Occupancy Affidavit and, if possible, provide supporting documentation attesting to the occupancy of any buildings, structures, or units contained within the Parcel upon which the Business Facility Address sits for the calendar year immediately prior to the Application Date, or, if applicable, for the calendar year ending no earlier than three (3) months prior to the Application Date if the requirements of Section 2(u)(4) are met.

(3) For the purposes of issuing a Provisional License, the City shall verify the Percentage Occupancy of the Business Facility Address through an Occupancy Affidavit and, if possible, other supporting documentation which may include, but not be limited to, lease documents, purchase agreements, certificates of occupancy, utility bills, and other documentation that can show the occupancy level over the time period.

(4) Notwithstanding the requirements of this section, if a Local Applicant submits an Occupancy Affidavit that is dated no earlier than three (3) months prior to the Application Date attesting to the Percentage Occupancy of the Business Facility Address, the Local Applicant will be deemed to meet the requirements of the "calendar year immediately prior to the Application Date" Percentage Occupancy definition.

(v) "Occupancy Affidavit" is defined as a sworn affidavit from the owner of a Land Parcel or the authorized representative designated by the owner of the Land Parcel for this purpose, attesting to the Percentage Occupancy of any buildings, structures, or units contained within the Land Parcel upon which the Business Facility Address sits for the calendar year immediately prior to the date of execution of such Occupancy Affidavit, subject to the requirements of Section 2(u) of this Ordinance.

(w) "Provisional License" is defined as a provisional local authorization issued by the City for a Local Applicant to, contingent upon approval of a state operating license from the Agency, operate a Marihuana Establishment at a Business Facility Address, provided that the Provisional License shall become a City Full License Authorization upon the Local Applicant receiving a state operating license pursuant to the MRTMA. A Local Applicant shall be prohibited from operating a Marihuana Establishment without a state license issued by the Agency.

(x) "Stakeholder" is defined as the following for each type of Local Applicant:

- (1) For an individual or sole proprietorship: the proprietor.
- (2) For a partnership and limited liability partnership: all partners.
- (3) For a limited partnership and limited liability limited partnership: all general and limited partners, not including a limited partner holding a direct or indirect ownership interest of ten percent (10%) or less and who does not exercise control over or participate in the management of the partnership.
- (4) For a limited liability company: all members and managers.
- (5) For a privately held corporation: all corporate officers or persons with equivalent titles and their spouses, all directors and all stockholders, not including those holding a direct or indirect ownership interest of ten percent (10%) or less.
- (6) For a publicly held corporation: all corporate officers or persons with equivalent titles, all directors and all stockholders, not including those holding a direct or indirect ownership interest of ten percent (10%) or less.
- (7) For a nonprofit corporation: all individuals and entities with membership or shareholder rights in accordance with the Articles of Incorporation or their bylaws.

(y) "Stand Alone Business Facility Address" is defined as a Business Facility Address that does not have a Business Facility Adjacent Address and where the proposed Business Facility Address is physically separated from areas where smoking or the use of cannabis is prohibited, not including the Business Facility Address in question, and where smoke or the smell of cannabis does not infiltrate into nonsmoking areas or buildings that are not part of the Business Facility Address. This shall be demonstrated by a site plan or preliminary sketch submitted by the Local Applicant in Section 5(13).

(z) "Vacant Land Parcel" is defined as a Land Parcel that does not contain a structure that had previously received a certificate of occupancy from the City or that could receive a certificate of occupancy from the City.

(aa) "Worker-Owned Cooperative" is defined as a business that is organized or registered under Subchapter T or another applicable section of the Internal Revenue Code and for which all of the following is true: (1) There is democratic control of the business by the workers or employees of the business themselves; and (2) The workers or employees of the business comprise over fifty (50) percent of the ownership of the business.

### SECTION 3. ACTS PROHIBITED

(a) No person shall operate a Marihuana Establishment in the City without first obtaining a relevant City Full License Authorization pursuant to the MRTMA and in accordance with the provisions of this Ordinance. A separate City Full License Authorization is required for each Marihuana Establishment.

(b) A licensed Marihuana Establishment in the City shall not display any of the following on the exterior of a building, a public billboard, or any sign for the Marihuana Establishment:

- (1) A green cross;
- (2) Anything that resembles any part of a marihuana plant; or
- (3) The words or phrases "marihuana," "marijuana," "cannabis," "dank," "pot," "kush," "weed," "THC," or "Mary Jane."

### SECTION 4. AUTHORIZATION OF MARIHUANA ESTABLISHMENTS

(a) Except as provided herein and pursuant to the MRTMA, the City shall authorize the following number of state licensed Marihuana Establishments to operate within its boundaries:

- (1) Marihuana Safety Compliance Facility - Zero (0) licenses
- (2) Marihuana Secure Transporter - Zero (0) licenses
- (3) Marihuana Class A Microbusiness - Zero (0) licenses
- (4) Marihuana Retailer - Two (2) licenses issued at a minimum, maximum of two (2) licenses allowed
- (5) Marihuana Processor - Zero (0) licenses
- (6) Class A Marihuana Grower - Zero (0) licenses
- (7) Class B Marihuana Grower - Zero (0) licenses
- (8) Class C Marihuana Grower - Zero (0) licenses
- (9) Designated Consumption Establishment - Zero (0) licenses

(b) The City shall not enact any Unreasonably Impracticable restrictions on the commercial sale and/or serving of food and beverages at a Designated Consumption Establishment.

(c) There shall be no more than a total of two (2) unique Business Facility Addresses at which a Marihuana Retailer or a Designated Consumption Establishment may operate, provided that more than one of these License Types may be located at the same Business Facility Address, and that the co-location of a Marihuana Retailer and a Designated Consumption Establishment at a Business Facility Address shall not count towards more than one (1) of the total limit of two (2) unique Business Facility Addresses allowed to operate within the City for these License Types.

(d) Nothing in this Ordinance shall be read to prohibit any combination of a Marihuana Grower, a Marihuana Processor, a Designated Consumption Establishment, or a Marihuana Retailer from operating at a single location or from operating at the same location as a Marihuana Facility. Nothing in this Ordinance shall be read to prohibit a Designated Consumption Establishment from operating at the same Business Facility Address as a Marihuana Retailer. Notwithstanding anything else in this Ordinance, a Marihuana Retailer may not be located at the same Business Facility Address as another Marihuana Retailer.

## SECTION 5. PROVISIONAL LICENSE APPLICATIONS

The Clerk shall develop an application process to apply for Provisional Licenses and the Clerk shall establish and make available Provisional License application forms (including a Provisional License Transfer form), which shall require a sworn oath from an authorized representative of the Local Applicant that all information contained within the application is true to the best of their knowledge, that they have the exclusive authority to apply for the business facility address and, in addition to this sworn oath, shall require no more than the following information:

- (1) The full name, date of birth, physical address, email address, and telephone number of the Local Applicant in the case of an individual; or, in the case of an entity, all Stakeholders thereof.
- (2) If the Local Applicant is an entity, the entity's articles of incorporation or organizational documents.
- (3) If the Local Applicant is an entity, the entity's employer identification number.
- (4) An affidavit that neither the Local Applicant nor any Stakeholder of the Local Applicant is in default to the City.
- (5) The Business Facility Address for which the Local Applicant is applying for a License Type.
- (6) A "Commitment to Community" statement that demonstrates the Local Applicant's intent to advance the broader interest and goals of the community through local investment. This Commitment to Community statement shall outline the Local Applicant's intentions regarding the hiring of local residents and the employment of local contractors and local workers for improvements to its Business Facility Address, and its intentions for re-developing vacant, blighted, underutilized, and abandoned property through investments in its Business Facility Address. This section may include an Occupancy Affidavit.
- (7) A location area map that identifies the relative location(s) of, and distance(s) from, the school(s) nearest to the Business Facility Address, including compliance with the MRTMA's requirement that the location of the Marihuana Establishment be at least one-thousand (1,000) feet away from a school unless the City adopts an ordinance lowering this distance requirement.
- (8) The License Type for which the Local Applicant is applying.
- (9) Documentation of ownership, lease agreement, or other legal arrangement permitting the Local Applicant to apply for a license or any and all municipal permits or approvals needed for the Business Facility Address pursuant to the terms of this Ordinance.
- (10) If applicable, a Community Benefits Agreement as defined in Section 2(j) of this Ordinance.
- (11) A social equity plan that details how the Local Applicant plans on furthering the social equity objectives of this Ordinance in terms of promoting business and employment opportunities for communities that have been disproportionately impacted by marihuana prohibition, and its commitment to hiring Individuals Disproportionately Impacted by Marihuana Prohibition. This social equity plan and the commitments that the Local Applicant makes shall be used for the purposes of scoring a Provisional License Application in Section 7 of this Ordinance and for any renewals or transfers as permitted by this Ordinance.
- (12) Documentation of the Local Applicant's Stakeholders of being Individuals Disproportionately Impacted by Marihuana Prohibition, if applicable, along with their respective ownership percentages. To verify proof of residency in a disproportionately impacted community as defined by the Agency, W-2 forms, mortgages, deeds, property tax documents, lease or rental agreements, insurance documents, voter registration, or other valid documentation may be used. To verify a marihuana-related conviction, a copy of judgment of sentence or other official documentation is required. To verify two (2) calendar years of caregiver experience, the Local Applicant must give authorization for the Agency to release relevant information under the MMMA or provide the appropriate supporting documentation.
- (13) A site plan or preliminary sketch of the proposed facility, detailing the location of basic security features, entrances and exits, dimensions, and proposed layout of the Business Facility Address. This may include the square footage of the Business Facility Address and the location of any shared walls, bathrooms, doors, air ventilation systems, or facilities with non-marihuana businesses and the location of any Business Facility Adjacent Addresses. The applicant may note if they are applying to be a vertically integrated facility by noting other License Types that they are applying for at the Business Facility Address.
- (14) If applicable, documentation that the Local Applicant has received a state operating license pursuant to the MMFLA or MRTMA or that the Local Applicant has received MMFLA or MRTMA pre-qualification approval from the Agency.
- (15) Documentation of the business operating, managing, or ownership experience of each of the Stakeholders of the Local Applicant.
- (16) The completion of a "Security Plan Checklist" that contains answers to the following questions along with supporting documentation: (i) Does the Local Applicant have a security plan to prevent minors from obtaining access to marihuana at the Business Facility Address? If so, provide supporting documentation; (ii) Does the Local Applicant have a security plan designed to deter potential robbery and theft from the Business Facility Address? If so, provide supporting documentation; (iii) Does the Business Facility Address of the Local Applicant meet the definition of a Stand Alone Business Facility Address and if so, does its security plan include the installation of physical security barriers to create a three hundred and sixty (360) degree perimeter surrounding its Stand Alone Business Facility Address for the purpose of deterring theft and crime? If so, provide supporting documentation.
- (17) The completion of a "Public Health Plan Checklist" that contains answers to the following questions along with supporting documentation: (i) Will the Local Applicant require that the employees at its Business Facility Address wear Personal Protective Equipment, including gloves, when handling marihuana and marihuana products? If so, provide supporting documentation; (ii) Does the Local Applicant have a public health plan to educate its customers about the potentially harmful side-effects of using marihuana in combination with other substances and to warn its customers about potential negative health effects of individuals with specific health conditions from using marihuana? If so, provide supporting documentation; (iii) Does the Business Facility Address of the Local Applicant contain an existing ventilation system that is not also utilized by a non-marihuana establishment or other non-marihuana business and where the ventilation system directs air from the Marihuana Establishment to the outside of the building through a filtration system sufficient to remove visible smoke if applicable, consistent with all applicable building codes and ordinances and adequate to eliminate odor at the boundary line of the Business Facility Address? If so, provide supporting documentation; (iv) Does the Business Facility Address of the Local Applicant qualify as a Stand Alone Business Facility Address? If so, provide supporting documentation.

## SECTION 6. APPLICATION FEE

(a) The City shall establish a nonrefundable Provisional License application fee to be paid upon filing any application for a Marihuana Establishment by a Local Applicant. The amount of the initial Provisional License application fee may be set by Council resolution, but shall not exceed one hundred dollars (\$100), with a final application fee that does not exceed four thousand nine hundred dollars (\$4,900) to be paid to the City upon approval of a state operating license issue by the Agency for the License Type at the Business Facility Address. If the City fails to establish such a fee by the time that the initial application window opens, the fee amount shall default to the maximum amount of one hundred dollars (\$100) for the initial Provisional License application fee and four thousand nine hundred dollars (\$4,900) for the final fee paid, which shall be paid upon issuance of a state operating license to the Local Applicant.

## SECTION 7. APPLICATION REVIEW

(a) The Clerk shall establish a process to receive, process, and review applications in order to determine that all applicable required content listed in Section 5 of this Ordinance has been included and that the relevant application fee has been paid, but the process may not conflict with the provisions of this Ordinance. The Clerk may only refuse to process an application for failure to pay the initial application fee.

(b) Except as provided by law, all materials submitted to the City as part of an application shall be exempt from disclosure under the Freedom of Information Act, 1976 PA 442, MCL 15.231 et seq.

(c) The Clerk may set the opening of the initial application window for Marihuana Establishments no later than ten (10) days after the effective date of this Ordinance. But if the Clerk fails to set the initial application window within ten (10) days after the effective date of this Ordinance, the initial application window for Marihuana Establishments shall automatically open on the eleventh (11th) day after the effective date of this Ordinance. If the Clerk fails to make an application form available for Marihuana Establishments, Local Applicants may prepare and file their own application which must include information for at least twelve (12) of the items listed in Section 5 of this Ordinance and be titled "Marihuana Establishment Application" and be filed with the Clerk and must include the sworn oath as required in Section 5 of this

Ordinance. The initial application window for Marihuana Establishments shall close ten (10) days after it opens. One (1) calendar year after Provisional Licenses for Marihuana Establishments have been awarded to Local Applicants who apply within the initial application window for Marihuana Establishments, the Clerk may set a subsequent application window.

(d) Overall scoring and ranking shall be conducted and applied by the Clerk on the basis of assigned points from zero (0) points to one hundred (100) points with the lowest possible total score being zero (0) points and the highest possible total score being one hundred (100) points. In the event of an evaluation scoring tie, which causes there to be two (2) or more Local Applicants who achieve equal scores, the scoring-tied Local Applicants will be entered into a random draw to determine their relative rankings under this scoring procedure.

(e) After the closing of the initial application window, the Clerk shall score and rank applications for Marihuana Establishments by using the following scoring criteria which can be objectively verified by category for applications submitted during the initial application window for Marihuana Establishments.

(1) **LOCAL APPLICANT VETTING.** This category shall refer to the degree to which the Local Applicant has been found qualified for licensure by the Agency. A maximum of fifty (50) points shall be awarded for this category. If the Local Applicant possesses a State operating license pursuant to the MMFLA or the MRTMA, fifty (50) points shall be awarded for this category; or, if the Local Applicant possesses a state prequalification approval from the Agency pursuant to the MMFLA or the MRTMA, forty (40) points shall be awarded for this category. A Local Applicant can only earn points for either a state operating license or a state pre-qualification letter in this category.

(2) **COMPLETENESS:** This category shall refer to the information which may be included in an application under the provisions of Section 5 of this Ordinance. The maximum number of scoring points in this category shall be ten (10) points. Points in this category shall only be determined based on the completeness of the application. Completeness shall be defined as the number of items in Section 5 of this Ordinance for which information has been submitted. If the application contains information for less than twelve (12) of the items listed in Section 5 of this Ordinance, zero (0) points shall be awarded for this category. If the application contains information for twelve (12) to thirteen (13) of the items listed in Section 5 of this Ordinance, seven (7) points shall be awarded for this category. If the application contains information for over thirteen (13) of the items listed in Section 5 of this Ordinance, ten (10) points shall be awarded for this category. Completeness in this category shall only refer to whether or not information for a Section 5 item has been provided, and is not an assessment of the subjective quality or sufficiency of said information.

(3) **BUSINESS EXPERIENCE.** This category shall refer to the years of business operating experience of the Stakeholders of the Local Applicant in operating either marihuana or non-marihuana businesses. A maximum of ten (10) points shall be awarded for this category, and one (1) point shall be awarded for each total year of combined business operating experience by the Stakeholders of the Local Applicant as documented in Section 5(15) of this Ordinance.

(4) **SECURITY AND PUBLIC HEALTH:** This category allocates points based on whether the Business Facility Address of a Local Applicant has features that will increase the security of the Marihuana Establishment and reduce any public health risks that may result from the Marihuana Establishment. A maximum of seven (7) points shall be awarded for this category. If the Local Applicant for the proposed Marihuana Establishment has answered affirmatively and has provided the appropriate supporting documentation to at least two (2) of the Security Plan Checklist questions listed in Section 5(16) of this Ordinance, one (1) point shall be awarded for this category; or, if the Local Applicant for the proposed Marihuana Establishment has answered affirmatively and has provided the appropriate supporting documentation to all of the Security Plan Checklist questions listed in Section 5(16) of this Ordinance, three (3) points shall be awarded for this category. If the Local Applicant for the proposed Marihuana Establishment has answered affirmatively and provided the appropriate supporting documentation to at least two (2) of the Public Health Plan Checklist questions listed in Section 5(17) of this Ordinance, two (2) additional points shall be awarded for this category; or, if the Local Applicant for the proposed Marihuana Establishment has answered affirmatively and has provided the appropriate supporting documentation to all of the Public Health Plan Checklist questions listed in Section 5(17) of this Ordinance, four (4) additional points shall be awarded for this category.

(5) **STRUCTURAL SUITABILITY:** This category allocates points based on whether the Business Facility Address is likely to be in compliance with the MRTMA, the time it will take for the Business Facility Address to come into compliance with the MRTMA, and the safety risk posed by building structures that are not well suited to operate as Marihuana Establishments. A maximum of ten (10) points shall be awarded for this category. Application information in Section 5(13) shall be used for the purposes of allocating points in this category. If the application is for a Marihuana Retailer License Type and the Business Facility Address contains a minimum of two thousand (2,000) square feet, ten (10) points shall be awarded for this category. If the application is for a Marihuana Retailer License Type and the application contains a site plan for the Business Facility Address to be at least 2000 square feet, five (5) points shall be awarded for this category. If the application is for a Marihuana Grower License Type and the Business Facility Address contains a minimum of five thousand (5,000) square feet, ten (10) points shall be awarded for this category.

(6) **COMMITMENT TO COMMUNITY:** This category allocates points based on the Local Applicant's commitment to advance the broader interest and goals of the community through investment in the people of the community and in the community's tax base. This is demonstrated through the following criteria: Commitment to the hiring of local residents and hiring of local contractors for work and improvements to its Business Facility Address, and commitment to long-term investment in the community through the redevelopment of vacant, blighted, or abandoned property in the community. The maximum number of scoring points in this category shall be seven (7) points. Points in this category shall be awarded as follows: If the Local Applicant, as part of the Commitment to Community category of its application, commits to hiring a minimum of ten (10) percent of its employees from local residents of the City, one (1) point shall be awarded for this category. If the Local Applicant, as part of the Commitment to Community category of its application commits to hiring local contractors for work and improvements to its Business Facility Address, one (1) additional point shall be awarded for this category. Points for long-term community investment and re-development shall be awarded based on the Percentage Occupancy of the Business Facility Address. If the Business Facility Address has a Percentage Occupancy of zero percent, the Local Applicant shall be awarded five (5) additional points for this category. If the Business Facility Address has a Percentage Occupancy greater than zero (0) percent and less than or equal to twenty-five (25) percent, the Local Applicant shall be awarded three (3) additional points for this category. If the Business Facility Address has a Percentage Occupancy greater than twenty-five (25) percent and less than or equal to fifty (50) percent, the Local Applicant shall be awarded two (2) additional points for this category. If the Business Facility Address has a Percentage Occupancy greater than fifty (50) percent, the Local Applicant shall be awarded zero (0) additional points for this category. If the Business Facility Address consists of no commercially viable building structures or is a Vacant Land Parcel, the Local Applicant shall be awarded zero (0) additional points for this category.

(7) **SOCIAL EQUITY:** This category allocates points based on whether the Local Applicant has made a commitment to hire Individuals Disproportionately Impacted by Marihuana Prohibition. A maximum of six (6) points shall be awarded for this category. If the Local Applicant commits to hire a minimum of twenty-five (25) percent of its workforce consisting of Individuals Disproportionately Impacted by Marihuana Prohibition, three (3) points shall be awarded for this category; or, if the Local Applicant commits to hiring a minimum of ten (10) percent of its workforce consisting of Individuals Disproportionately Impacted by Marihuana Prohibition, one (1) point shall be awarded for this category. If the Local Applicant includes a Community Benefits Agreement in their application that meets the requirements of Section 5(10) of this Ordinance, three (3) additional points shall be awarded for this category.

(f) At the closing of the first ten (10) day initial application window, the Clerk shall process and score applications for Marihuana Establishment License Types, starting with Marihuana Designated Consumption Establishments, which shall be awarded Provisional Licenses for Marihuana Establishments first, then Marihuana Retailers, which shall be awarded Provisional Licenses for Marihuana Establishments second, then Marihuana Microbusinesses, which shall be awarded Provisional Licenses for Marihuana Establishments third, and the remainder of the available Marihuana Establishment License Types shall be awarded in order of the highest scoring Local Applicant.

(g) If, after Provisional Licenses for Designated Consumption Establishments have been awarded, pursuant to the limitations of Section 4(c) of this Ordinance, there are no Business Facility Address locations available for a Marihuana Retailer application where the Business Facility Address does not already have and will not receive a Provisional License or a City Full License Authorization for a Designated Consumption Establishment at the Business Facility Address, the Clerk shall award Provisional Licenses for Marihuana Retailers only for those Business Facility Addresses that already have received or will receive Provisional Licenses or City Full License Authorizations for Designated Consumption Establishments in order of the highest scoring Local Applicant.

(h) If the Clerk fails to award two (2) Provisional Licenses for Marihuana Retailers, Marihuana Microbusinesses, and/or Designated Consumption Establishments within thirty (30) days after the closure of the initial application window, all Fully Qualified Provisional License Applications shall be deemed to have local approval under this Ordinance to operate a Marihuana Establishment contingent upon approval of a State Marihuana Establishment license by the Agency. Notwithstanding anything else contained in this Ordinance, under this circumstance, the City shall not nor shall any of its representatives notify the Agency that a proposed Marihuana Establishment is not or was not in compliance with an ordinance consistent with the MRTMA and in effect at the time of the Local Applicant's application to the Agency, and any proposed Marihuana Establishment whose application is a Fully Qualified Provisional License Application shall be authorized to operate in the City in accordance with state law without any City Marihuana Establishment local approval, permit, license, Provisional License, or City Full License Authorization as long as they operate pursuant to the rules and regulations promulgated by the Agency. If the requirements for one or more Fully Qualified Provisional License Applications to automatically receive local approval to operate pursuant to a state operating license have been met, this number of Fully Qualified Provisional License Applications shall control the number of Marihuana Establishments allowed if the number is greater than the number set in Section 4 of this Ordinance.

(i) If a Local Applicant is granted a Provisional License for a Fully Qualified Provisional License Application through a writ of mandamus to the City or by compelling the City to act through a court order because the City has failed to award two (2) Provisional Licenses for Marihuana Retailers, Marihuana Microbusinesses, and/or

Designated Consumption Establishments within thirty (30) days after the closure of the initial application window, such a Local Applicant shall not be required to pay more than a maximum annual amount of five-hundred dollars (\$500) for the next ten (10) calendar years for its City Full License Authorization annual renewal fee.

(j) A Provisional License may be used to satisfy the licensing requirements for a Local Applicant going through the Agency's licensing process for a Marihuana Establishment. A Provisional License shall automatically become a City Full License Authorization when the Agency issues a license to the Marihuana Establishment at the Business Facility Address.

(k) The Clerk shall verify that the Occupancy Affidavit submitted by a Local Applicant is accurate and truthful, along with information regarding the structural suitability of a Business Facility Address that is submitted by a Local Applicant.

## **SECTION 8. LICENSE REQUIREMENTS**

(a) A City Full License Authorization under this Ordinance shall be subject to the following conditions:

- (1) Compliance with the requirements of this Ordinance;
- (2) Compliance with the provisions of the MRTMA and any rules promulgated thereunder; and
- (3) Marihuana Establishments shall only operate between the hours of 9:00 AM and 9:00 PM, seven (7) days per week. Notwithstanding this requirement, processor, grower, or cultivation licensees may operate twenty-four (24) hours per day, seven (7) days per week.

## **SECTION 9. LICENSES GENERALLY**

(a) A City Full License Authorization that is issued under this Ordinance shall be posted at all times inside the Marihuana Establishment in a conspicuous location near the entrance.

(b) Except as provided in this Ordinance, the term of a City Full License Authorization shall be for one (1) calendar year subject to renewal by the Clerk upon continued compliance with this Ordinance.

(c) Licensees or Provisional License holders may transfer a City Full License Authorization or Provisional License issued under this Ordinance to a location at a different Business Facility Address upon receiving written approval from the Clerk, which shall not be withheld unless the new proposed Business Facility Address would be in violation of a local zoning ordinance. In order to request City approval to transfer a City Full License Authorization or Provisional License to a new Business Facility Address, the licensee or Provisional License holder must submit a written request to the Clerk, indicating the current location of the Marihuana Establishment and the new proposed Business Facility Address. The Clerk shall respond to a location transfer request within five (5) days of receipt of the request. Notwithstanding this section, a Microbusiness license may not be transferred to any other Business Facility Address within the City.

(d) Licensees or Provisional License holders may transfer a City Full License Authorization or Provisional License issued under this Ordinance to a different individual or entity, and the licensee or Provisional License holder shall notify the Clerk of the transfer. The transfer must comply with the MRTMA, and any applicable rules promulgated thereunder, and shall not require approval by the Agency. Except as provided in Section 9(e), the City shall be prohibited from interfering with a City Full License Authorization or Provisional License transfer, provided that the new Local Applicant or individual owner notifies the City of the transfer by filing an application with the Clerk upon a form provided by the City or, if such a form is unavailable, by submitting the information required in Section 5 of this Ordinance to the Clerk. In either case, the Clerk must respond to such a transfer request within five (5) days of receipt of the request. The Clerk shall grant the new licensee or Provisional License holder or City Full License Authorization holder/owner the same rights as the previous licensee or City Full License Authorization owner or Provisional License owner. The Local Applicant that receives the transfer of the Provisional License or City Full License Authorization or license shall remain legally bound by any commitments made in the original application to the City that governed the original issuance of the Provisional License or City Full License Authorization or license it is receiving by transfer, including commitments made in the Commitment to Community and social equity categories of the original application.

(e) Notwithstanding the requirements of Section 9(a), (b), (c), or (d), neither a Marihuana Microbusiness Provisional License nor a Marihuana Microbusiness City Full License Authorization may be transferred to anyone with an ownership percentage by Individuals Disproportionately Impacted by Marihuana Prohibition that is less than the ownership percentage of the Local Applicant who was originally awarded the Provisional License or City Full License Authorization to be transferred. Furthermore, notwithstanding the requirements of Section 9(a), (b), (c), or (d), no Provisional License or City Full License Authorization may be transferred to a Local Applicant that does not have a "Commitment to Community" application category score equal or greater to the Local Applicant that is transferring the Provisional License or license or City Full License Authorization, and no Provisional License or City Full License Authorization or license may be transferred to a Local Applicant that does not have a Social Equity application category score of equal or greater than the license holder that is transferring the Provisional License or license or City Full License Authorization.

(f) Notwithstanding the requirements of this Ordinance, the provisions of this Ordinance that are dependent upon Percentage Occupancy shall not apply to any renewal applications or to any transfer applications for a license or Provisional License or City Full License Authorization.

(g) A Provisional License and a City Full Authorization License shall be considered a vested property right by the City and treated as such.

## **SECTION 10. RENEWALS**

(a) Provisional Licenses shall be valid for one (1) calendar year from the date they are issued.

(b) Application for a City Full License Authorization renewal shall be made in writing to the Clerk at least thirty (30) days prior to the expiration of an existing license. Licenses shall be renewed annually. A Provisional License shall automatically be renewed for one (1) calendar year by a Local Applicant upon paying a five thousand dollar (\$5,000) annual renewal fee, provided that it adheres to the requirements in Section 12 of this Ordinance, and there shall be no limitations to the number of renewals allowed for a Provisional License for any reason whatsoever including any change in the Local Applicant's relationship to the Business Facility Address. Notwithstanding the requirements of Section 6 of this Ordinance, there is an exception to the five thousand dollar (\$5,000) annual renewal fee for any Local Applicant that is granted a Provisional License for a Fully Qualified Provisional License Application by order of a court because the City has failed to award two (2) Provisional Licenses for Marihuana Retailers, Marihuana Microbusinesses, and/or Designated Consumption Establishments within thirty (30) days after the closure of the initial application window, or for a Local Applicant that is granted the ability to operate by right by a Court order because the City fails to award two (2) Provisional Licenses for Marihuana Retailers, Marihuana Microbusinesses, and/or Designated Consumption Establishments within thirty (30) days after the closure of the initial application window. Such a Local Applicant shall not be required to pay an annual licensing or City Full License Authorization renewal fee exceeding the total annual amount of five-hundred dollars (\$500) for the next ten (10) calendar years of the City Full License Authorization annual renewal for any License Type at any approved Business Facility Address within the City.

(c) An application for a Provisional License renewal or a City Full License Authorization renewal required by this Ordinance shall be made under oath on forms provided by the Clerk. This renewal form shall be developed by and made available by the Clerk.

(d) An application for a Provisional License renewal or a City Full License Authorization renewal shall be accompanied by a renewal fee, which shall be set by resolution of the City Council, but shall not exceed five thousand dollars (\$5,000).

(e) A renewal shall be deemed approved if the City has not issued a formal notice of denial within thirty (30) days of the renewal date.

(f) After a Microbusiness License holder has been operating for six (6) months at a Business Facility Address, one or more different Local Applicant(s) may request and shall be approved by the City for an additional Microbusiness Provisional License(s) at a different Business Facility Address on the same land parcel as the original Business Facility Address which has been operating for at least six (6) months. This provision shall control the number of Marihuana Microbusiness Establishments authorized in Section 4 of this Ordinance.

## **SECTION 11. LICENSE REVOCATION OR SUSPENSION.**

Each Marihuana Establishment within the City for which a City Full License Authorization is granted shall be operated and maintained in accordance with all applicable laws, rules, and regulations in the City and State. Upon any material violation of this Ordinance that a Local Applicant has failed to remedy after being provided with the sufficient time needed to make the correction, the Clerk may, after a notice and hearing, revoke or suspend such license as hereinafter provided.

## **SECTION 12. CRITERIA FOR NONRENEWAL, SUSPENSION, OR REVOCATION OF LICENSE**

In addition to any other reasons set forth in this Ordinance, the City may refuse to issue a license or grant renewal of the license, or the City may suspend or revoke the license, for any of the following reasons:

(a) Failure of the licensee to demonstrate to the City that it has complied with a Community Benefits Agreement it has committed to and the social equity plan provided in its application, including any commitments it may have made to hire Individuals Disproportionately Impacted by Marihuana Prohibition in order to receive its Provisional License or local approvals.



(b) In any case in which the City has refused to issue a license or grant renewal of a license, or has suspended or revoked a license, the Clerk shall notify a Local Applicant or licensee or City Full License Authorization Holder of the reasons for denial, suspension, or nonrenewal of an application for a License Type or a City Full License Authorization renewal or for revocation of a license or any adverse decision under this Ordinance and provide the Local Applicant or licensee with the opportunity to be heard. Any Local Applicant or licensee aggrieved by the denial, suspension, or revocation of a license or other adverse decision under this Ordinance may appeal to the Clerk. Such appeal shall be taken by filing with the Clerk within fourteen (14) days after notice of the denial, suspension, revocation, or other adverse decision has been mailed to the last known address of the Local Applicant, Licensee, or Provisional License Holder on the records of the Clerk, a written statement setting forth the grounds for such appeal. Upon receipt of the written statement, the Clerk shall appoint a hearing officer to hear and evaluate the appeal and make a recommendation to the Clerk. The Clerk shall review the report and recommendation of the hearing officer and make a decision on the matter. The Clerk's decision may be further appealed to the City Council if applied for in writing to the Council no later than fourteen (14) days after the Clerk's decision has been mailed to the Local Applicant or licensee's last known address on the records of the Clerk. The review on appeal of a denial or revocation or adverse decision shall be by the Council pursuant to the requirements of this Ordinance. Any decision by the Council on an appeal shall be subject to all remedies available to the Local Applicant under the laws of the State of Michigan.

### **SECTION 13. COMMUNITY BENEFITS PROGRAM**

The City may establish a Community Benefits Program for the purpose of economic development within the City and to assist Individuals Disproportionately Impacted by Marihuana Prohibition in the creation of Worker-Owned Cooperatives, gaining employment in the marihuana industry within the City, and starting licensed marihuana businesses in the City, though not every one of these goals need be accomplished simultaneously through the actions of the Community Benefits Program. This program, if established by the City, shall be subject to rules developed by the City and shall be subject to the following requirements:

(a) All funds contributed pursuant to Community Benefits Agreements from Marihuana Establishments in the City shall go to a registered 501c3 nonprofit organization designated by the City, which shall work to effectuate the goals of the program on behalf of the City and provide an annual report to the City on its activities.

(b) The City shall develop an application process for selecting a 501c3 nonprofit organization to manage the Community Benefits Program. Criteria for the 501c3 nonprofit organization shall include, but shall not be limited to, organizations that have at least five (5) years of experience working to develop Worker-Owned Cooperatives, and the nonprofit shall have at least one member of its staff or its board of directors with at least two years of experience working with the licensed cannabis industry in Michigan, which may include legal or other municipal governance experience with the licensed cannabis industry in Michigan.

(c) The nonprofit selected by the City shall not be a religious organization, and shall not have members of its board of directors or staff who are relatives or family members of City employees or staff or anyone receiving compensation in any capacity from the City. The nonprofit selected by the City shall not have any members of its board of directors hold officer positions within the City or seats on the City Council. No employee, member of the City Council, or family member or relative of any City employee or member of the City Council shall receive any direct or indirect payment from the nonprofit. Nonprofits applying to be considered to manage the Community Benefits Program shall disclose all members of their board of directors and staff and the City shall confirm that the nonprofit is in compliance with these requirements.

(d) The nonprofit selected by the City shall use funds contributed pursuant to Community Benefits Agreements in the City to assist Individuals Disproportionately Impacted by Marihuana Prohibition in starting Worker-Owned Cooperatives within the City, gaining employment in the marihuana industry within the City, and/or to start marihuana businesses within the City.

(e) No more than twenty (20) percent of funds the nonprofit receives from Community Benefits Agreements in the City may be used for administrative purposes by the nonprofit. The remaining funds shall be allocated through grant-making in order to achieve the goals of the Community Benefits Program.

(f) The City may set up additional procedures, rules, or regulations that it deems necessary to implement the Community Benefits Program.

### **SECTION 14. REPEALER**

All ordinances or parts of ordinances that conflict with this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect, and any other provisions of ordinances or City regulations or City Resolutions that conflict with this Ordinance are inapplicable to conduct authorized under this Ordinance.

### **SECTION 15. EFFECTIVE DATE**

This Ordinance shall become effective immediately upon voter enactment.

### **SECTION 16. SEVERABILITY AND EXECUTION**

The various parts, sections and clauses of this Ordinance are hereby declared to be severable and self-executing. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid as to any person or circumstance by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby and that invalidity or unenforceability shall not affect the validity, enforceability, or application of any other portion of this Ordinance. Ordinances may be enacted to facilitate operation of this Ordinance. This subsection shall be liberally construed in favor of voters' rights in order to effectuate its purposes. If any portion of this subsection is held invalid or unenforceable as to any person or circumstance, that invalidity or unenforceability shall not affect the validity, enforceability, or application of any other portion of this Ordinance. In cases where there is a conflict between the MMFLA and the MRTMA, the MRTMA shall control.



**CITY OF HOWELL  
MEMORANDUM**

**TO: MAYOR & CITY COUNCIL**  
**FROM: ALYSSA MILLER, FINANCE DIRECTOR**  
**DATE: JANUARY 3, 2024**  
**RE: RESOLUTION 2024-01 CREDIT CARD POLICY**

Since 1996, the City has adopted a credit card policy for department heads of the City. The City adopted the current credit card policy in 2022. The Human Resources Department is not currently included in the policy and does not have a City issued credit card. The HR Department needs to have the ability to make City purchases via credit card and therefore has been added to the policy under Resolution No. 2024-01.

**ACTION REQUESTED:**

A motion to adopt Resolution No. 2024-01, Credit Card Policy.

**REVIEWED & APPROVED FOR SUBMISSION:**

A handwritten signature in black ink, appearing to read 'E. Suida', is written over a light blue horizontal line.

Ervin J. Suida  
City Manager

CITY OF HOWELL  
CREDIT CARD POLICY

Pursuant to Resolution 2024-01, adopted January 8, 2024, the following policy has been adopted by the City of Howell regulating the use of credit cards by its officers and employees as set forth below and for all future officers and employees that the City Council may allow.

1. Credit cards shall be issued as follows:

<b>Department</b>	<b>Employee</b>	<b>Limit</b>
City Manager	City Manager	\$5,000
City Clerk	City Clerk	\$2,500
Finance	Finance Director	\$7,000
Downtown Development Authority	Director	\$5,000
Human Resources	Generalist	\$2,500
Information Technology	Director	\$5,000
Community Development	Director	\$2,500
Police	Chief	\$5,000
Public Services	Director	\$5,000

2. The authorized credit limit for each credit card issued by the City of Howell will be set according to the needs of the department and shall not exceed Five thousand (5,000) dollars with the exception of the card issued to the Finance Director for set-up of automatic payment of utility bills and other recurring payments.
3. There shall be no other credit cards issued.
4. The Finance Director is hereby designated as responsible for credit card issuance, accounting, monitoring, retrieval, and for generally over-seeing compliance with this credit card policy, except that the City Clerk is hereby designated as being responsible for monitoring, retrieval and for generally over-seeing compliance with this credit card policy for any credit card issued to the Finance Director.
5. Any credit card issued under this policy may only be used for the purchase of goods or services as it relates to the official business of the City.
6. A cardholder shall submit to the Finance Director, and likewise, the Finance Director to the City Clerk, any and all documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase and the official business for which the same was purchased. A cardholder is responsible for its protection and custody and shall immediately notify the City if the credit card is lost or stolen.
7. A cardholder issued a credit card by the City shall return the credit card upon the termination of his/her employment or service in office with the City.

8. The Finance Director shall be responsible for any and all internal accounting controls to monitor the use of the credit cards issued by the City, and further, shall approve all credit card invoices before payment thereon, except for the Finance Director's credit card, which shall be likewise monitored by the City Clerk. The Finance Director shall establish appropriate procedures for the reporting and approval of all purchases in accordance with City ordinance and State legislation.
9. The balance, including any interest due on an extension of credit under this policy shall be paid for within sixty (60) days of the initial credit card statement date.
10. Any unauthorized use of a credit card by an officer or employee of the City may subject the officer or employee to disciplinary measures by the City Council, including, but not limited to, payment of the credit card invoice out of the officer's or employee's personal funds, loss of credit privileges, suspension, termination, or other sanctions as deemed appropriate by the City Council and/or City Manager.

**RESOLUTION NO. 2024-01  
CREDIT CARD POLICY**

**WHEREAS**, pursuant to legislation adopted and passed under Public Act 266 of 1995; the Howell City Council adopted the credit card policy in 2022 through Resolution No. 2022-16; and,

**WHEREAS**, the credit card policy authorizes and regulates credit card transactions involving the City of Howell and its officers and employees; and,

**WHEREAS**, the policy currently in effect pursuant to Resolution No. 2022-16 needs to be amended.

**THEREFORE, BE IT RESOLVED**, that the credit card policy attached hereto is hereby adopted by the Howell City Council.

**BE IT FURTHER RESOLVED**, that Resolution No. 2022-16 is hereby rescinded, nullified and held for naught.

ADOPTED by the Howell City Council this 8<sup>th</sup> of January, 2024.

\_\_\_\_\_  
Robert Ellis, Mayor

\_\_\_\_\_  
Deanna Robson, Clerk

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of Resolution No. 2024-01, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the 8<sup>th</sup> day of January, 2024 and that the meeting was held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 8<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
BY: Howell City Clerk