



**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, March 10, 2025**

**COUNCIL -  
 MANAGER  
 GOVERNMENT**

Council Members  
 and other officials  
 normally in  
 attendance:

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

Ervin J. Suida  
*City Manager*

Michael Dunn  
*Police Chief*

Sarah Gabis  
*City Attorney*

Deanna Robson  
*City Clerk*

1. Call to Order
2. Pledge of Allegiance (all stand)
3. Approval of Agenda
4. Approval of Consent Agenda:
  - A. Regular Meeting Minutes, February 24, 2025
  - B. Water Treatment Plant Furnace, William E. Walter Inc., \$32,305.00
  - C. Bills
5. Call to the Public – Items not on the Agenda
6. Reports by Council Members Serving on Boards & Commissions
7. Council Correspondence: Request to Place Ribbons on Lamp Posts, Livingston County Prosecutor Office, April 1-30, 2025
8. Discussion/Introduction – Ordinance No. 969, Amending Chapter 1450 to include the fees for Electrical, Mechanical, and Plumbing permits
9. Discussion/Approval – Depot Lot Project Easement, Howell Historical Society
10. Discussion/Approval – Communication Plan, Burch Branded
11. Board/Commission Appointments:
  - A. Jennifer Webb, Downtown Development Authority, Term Ending January 2, 2029
  - B. Luke Wilson, Downtown Development Authority Alternate Member, Term Ending January 2, 2029
12. City Manager's Report
13. Unfinished Business

*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.*

14. New Business

15. Adjournment

#### **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, February 24, 2025**  
**Howell City Council Chambers**  
**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: Jan Lobur, Luke Wilson, Nikolas Hertrich, Alex Clos, Mayor Pro Tem Jacob Schlittler and Mayor Robert Ellis.

Council Members Absent: Erin Britten.

Also Present: City Manager Erv Suida, Police Chief Michael Dunn, City Attorney Sarah Gabis, City Clerk Deanna Robson, Finance Director Alyssa Miller, DPS Director Matt Davis, Stephanie Booth, Tom Richardson, Dan Brockway, Tonya Defever, Elaine C., Jim Glenn, Jeff Amayo, Anna Wysocki, Julie Ohashi and Jacob & Aaren Currie.

**2. Pledge of Allegiance**

**3. APPROVED – Consent Agenda**

**MOTION by Schlittler, SECOND by Clos, “To approve the Consent Agenda as presented.”  
MOTION CARRIED (6-0).**

**4. Call to the Public**

Tonya Defever, Fowlerville, noted that she is a member of SAGE (Stand Against Extremism Livingston County) and spoke against City Manager’s Suida’s statement from the City of Howell in which he denounced hate groups.

Elaine C., Livingston County resident and SAGE member, voiced her opposition to City Manager’s Suida’s statement from the City of Howell in which he denounced hate groups.

Jeff Amayo, 122 N. Barnard, alleged that the community has a racism problem. Julie Ohashi, SAGE co-founder, approached the lectern microphone without introducing herself, while Mr. Amayo had the floor, and played an inaudible recorded video.

Stephanie Booth, 510 and 516 Maple, SAGE Member, read from a 2023 email and spoke of doxing.

Anna Wysocki, 521 Summit, (comments mostly inaudible) stated that a lot of demographic groups do not feel welcome, but the issues are not unique to Howell.

Mayor Ellis noted that the City Manager would provide additional information later in the meeting.

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

Member Hertrich reported on the February 13<sup>th</sup> HAPRA Task Force meeting (working on a leave policy) and the February 18<sup>th</sup> HAPRA Board meeting: an accounting software issue was resolved; registrations for preschool, camp and soccer have been successful; the organization

was awarded a \$111,000 State of Michigan grant; sweetheart dances were well-attended; discussions were held regarding collaborative network coaching and customer service training; the recreation conference will be held in Traverse City next week; a formal bid/purchasing policy is being developed; and Jen Baca was offered the Deputy Director position.

Member Lobur reported on the February 20<sup>th</sup> SEMCOG Outreach meeting: reviewed member services and legislative policy.

Mayor Ellis reported on the February 11<sup>th</sup> Library Board meeting: drafted strategic plan; reviewed finances including current unreserved fund balance of \$4.6 million, \$7.3 million in account balances, and interest earned; approved revised finance, ethics and personnel policies; approved \$71k to update library furniture; and the library app is now available.

Mayor Ellis reported on the February 19<sup>th</sup> Fire Authority meeting: approved purchases of extraction tool and radios; approved Lindhout proposal for Ocoola station; and full-time firefighters have petitioned to have an election for union representation.

**6. ADOPTED – Ordinance No. 967, 2015 State Construction Code by Reference (Amending Chapter 1410.01 to include the State’s current editions for Electrical, Mechanical, and Plumbing Codes)**

**MOTION by Wilson, SECOND by Clos, “To adopt Ordinance No. 967, Ordinance Amending Chapter 1410 of the Howell City Code to add the Mechanical, Electrical, and Plumbing codes and the ability to adopt all (7) by reference.” MOTION CARRIED (6-0).**

**7. AGENDA ITEM REMOVED – Earned Sick Time Policy**

Mayor Ellis noted that the agenda item was removed due to changes in legislation.

**8. APPROVED – Civic Events:**

**A. Sunday Farmers Market, Howell Chamber of Commerce, every Sunday from May 4 to October 26, 2025**

**MOTION by Hertrich, SECOND by Lobur, “To approve the Civic Event Application filed by the Howell Chamber of Commerce (Steve Wilczewski) for Howell’s Sunday Farmers Market, occurring every Sunday from May 4 to October 26, 2025, from 9 a.m. to 2 p.m.”** Member Lobur voiced her support of the barriers for pedestrian safety. **MOTION CARRIED (6-0).**

**B. Michigan Challenge Balloon Fest, Howell Chamber of Commerce, June 27–29, 2025**

**MOTION by Wilson, SECOND by Schlittler, “To approve the Civic Event Application filed by the Howell Chamber of Commerce (Janelle Smith) for Howell’s Michigan Challenge Balloon Fest that will occur the weekend of June 27<sup>th</sup> – June 29<sup>th</sup>, 2025.”** **MOTION CARRIED (6-0).**

**9. City Manager’s Report**

- City Manager Suida thanked SAGE members for attending the meeting and speaking. He then presented information and videos supporting the need for the recent statement from the City of Howell denouncing hate groups. Discussion followed.
- Staff hopes for groundbreaking at the Depot Lot project on April 14<sup>th</sup>.

**10. Unfinished Business**

None.

**11. New Business**

**MOTION by Schlittler, SECOND by Clos, “To excuse Member Britten from the meeting, reason stated.” MOTION CARRIED (6-0).**

**12. Adjournment**

**MOTION by Wilson, SECOND by Lobur, “To adjourn the regular meeting of the City Council at 7:48 p.m.” MOTION CARRIED (6-0).**

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Robert Ellis, Mayor

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Deanna Robson, City Clerk



**CITY OF HOWELL  
MEMORANDUM**

**TO:** MAYOR & CITY COUNCIL  
**FROM:** CHELSEA WHITE, WATER PLANT OPERATIONS MANAGER  
**DATE:** FEBRUARY 27, 2025  
**RE:** PLANT FURNACE PURCHASE

The water plant has budgeted for a new furnace unit this fiscal year. The current furnace is 22 years old and has reached the end of its lifespan. The new unit will be a rooftop unit that will move the furnace out of the building, making room to use the space for storage or expansion in the future.

We contacted William E. Walter Inc. through Livingston County, which gave us a quote for the new furnace for \$32,305. The County has its own bidding process and works with low-bid companies. The City can then utilize these contractors, as the County has already vetted them.

Funds are budgeted and available for this purchase out of line item 591-564-931-000 Building Maintenance.

**ACTION REQUESTED:**

A motion to award the purchase of a new furnace unit with installation to William E. Walter Inc. for a cost not to exceed \$32,305.00.

**REVIEWED & APPROVED FOR SUBMISSION:**

Ervin J. Suida  
City Manager

**BUDGETED AND AVAILABLE:**

Alyssa Miller  
City Finance Director

**Service Division Proposal**

Date: 2/14/2025

Attn: Chelsea White

Via Email: [CWhite@cityofhowell.org](mailto:CWhite@cityofhowell.org)

**Subject: Removing the existing furnace and a/c and installing a new Carrier 4- ton RTU**

**Quotation Number: M2024-0085**

**Location:** Howell Water Treatment Plant  
150 Marion Street  
Howell, MI. 48843

We are pleased to submit a quotation for the following special services:

- This quote includes disconnecting the existing furnace and air conditioning condenser then removing it from the customer's site. We will supply and install a new 4-ton Carrier rooftop unit with an economizer that will be set on a new roof curb, and the ductwork will be brought down through roof penetrations and connected to the existing ductwork.
- We will remove the condenser from the roof by crane and lift the new unit up and set it on the new curb.
- The existing electrical supply will be used for the new unit. New control wires will be run to the new unit and down to the existing thermostat location.
- We will be adding additional return grills and moving some of the supply diffusers to improve the air flow to the front area.
- We understand the purpose of replacing the furnace with a rooftop unit is to allow the floor space to be used for possible expansion of the breakroom and I've provided an option to install a Navien 240A2 tankless wall mounted water heater to replace the existing tank unit.

**Cost of rooftop replacement: \$ 25,850.00**

**Cost for replacing the water heater: \$6,455.00**

**Delivery: TBD**

Notes and Exceptions:

- This quote includes tying into the existing ductwork and doing some improvements to that existing ductwork.

Sincerely,  
Tim Smith  
William E Walter Inc.  
Sales/ Service Consultant  
[tsmith@williamewalter.com](mailto:tsmith@williamewalter.com)  
810-241-1357

**Service Proposal Acceptance:  
Quotation # M2024-0085**

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_





# Standard Business Terms and Conditions

## Acceptance and Prices

This proposal is subject to acceptance within 30 days. Prices are subject to adjustment if acceptance is delayed or modified. Future price adjustments may be required. Notice of adjustments shall be provided in writing. Taxes are not included.

The Customer will reimburse all costs and expenses incurred to William E. Walter, Inc. if accepted orders are canceled.

## Working Hours

The work specified in this proposal is based on regular working hours of regular working days unless otherwise stated. If the Customer requests that the work be performed other than during regular working hours William E. Walter, Inc. may request additional charges for the additional services.

## Payment

Payment terms for customers with established credit are **net 30 days**, unless contrary terms are stated. Past due service charges of 1-½% per month may apply on any principle amount due after 30 days.

## Liability

William E. Walter, Inc. and the Customer shall indemnify, defend, and hold each other harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorney fees, resulting from death or bodily injury or damage to property of the other or other persons, arising out of or resulting from the negligence or misconduct of their respective employees, or other authorized agents in connection with their activities within the scope of their agreement. However, neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the negligence or misconduct of the other party. If the parties are both at fault the obligation to indemnify shall be proportional to their relative fault. Neither party shall be liable to the other for any special, indirect or punitive damages.

Any liability for incidental or consequential damages is expressly disclaimed. William E. Walter, Inc. will not be liable for repairs to any equipment damaged by reason of negligence, faulty system design, misuse, abuse by others or caused by conditions beyond its reasonable control. William E. Walter, Inc. maximum liability for any reason (except for personal injuries) shall consist of the refunding of all moneys paid by the Customer under this Agreement.

## Customer Obligations

The customer shall:

- Operate the equipment in accordance with manufacturer's recommended instructions.
- Promptly notify William E. Walter, Inc. of any unusual operating conditions.
- Provide access to the equipment including removal, replacement, or refinishing of the building structure if necessary.
- Pay for any services and materials not specifically included in this agreement. Additional charges will be made upon customer's authorization at the prevailing rates.

## Hazardous Materials

The Customer shall be responsible for the removal, handling, and disposal of all hazardous materials. Title to all hazardous materials or substances shall at all times remain with the Customer.

## Warranty

William E. Walter, Inc. extends the manufacturer's warranties on all parts and materials and warrants labor to meet industry standards for a period of 30 days from the completion of work performed. William E. Walter, Inc. expressly limits its warranty to cover only that portion of equipment which had specific service done by William E. Walter, Inc. These warranties do not extend to any service that has been repaired by others, or which has not been properly maintained. No warranty is made against corrosion, erosion, or deterioration.

## Complete Agreement

The terms and conditions in William E. Walter's forms, acknowledgements, quotations, and invoices constitute the entire and exclusive agreement between the customer and William E. Walter, Inc.

## Modification of Terms

No addition or modification of terms and conditions shall be binding upon William E. Walter, Inc. unless agreed to by William E. Walter, Inc. in writing. William E. Walter's acceptance of any order shall not be constructed as consent to any additional terms and conditions.

**CITY OF HOWELL  
WARRANT COVER  
March 10, 2025**

<u>NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Accounts Payable	\$ 431,843.56	
	Less DDA \$ (1,665.18)	
<b>TOTAL</b>	<b><u>\$ 430,178.38</u></b>	
Payroll Pay Date : 02/27/2025	\$ 214,435.10	2/9-2/22 Pay Period

**INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL**

EXP CHECK RUN DATES 02/27/2025 - 02/27/2025

POSTED PAID

BANK ACCOUNTS: GFCK - 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>							
101-000-231.009	02/27/2025	MERS	MERS FEB. 2025	FEBRUARY 2025		26,803.76	1255
						<u>26,803.76</u>	
Total Department 000 GENERAL							
<b>Department: 261 GENERAL SERVICE ADMINISTRATION</b>							
101-261-714.005	02/27/2025	MERS	MERS FEB. 2025	FEBRUARY 2025		108,123.19	1255
						<u>108,123.19</u>	
Total Department 261 GENERAL SERVICE ADMINISTRATION							
<b>Department: 265 CITY HALL</b>							
101-265-920.000	02/27/2025	DTE ENERGY	ELECTRICITY - 611 E. GRAND RIVER LBBY	4409301022025		1,954.01	106042
101-265-920.000	02/27/2025	DTE ENERGY	ELECTRICITY - 611 E. GRAND RIVER LBBY	4409302012025		7,341.00	106042
101-265-920.001	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 1191 PINCKNEY RD - 1/17	481302172025		4,378.34	106041
101-265-920.001	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 611 E. GRAND RIVER #2	111402192025		1,874.76	106041
101-265-920.001	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 611 E GRAND RIVER AVE -	269102172025		18.00	106041
						<u>15,566.11</u>	
Total Department 265 CITY HALL							
<b>Department: 441 PUBLIC SERVICE DEPARTMENT</b>							
101-441-920.001	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 150 MARION ST - 1/17-2/	220902172025		1,740.43	106041
101-441-920.001	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 150 MARION ST - 1/17-2/	268802172025		233.60	106041
						<u>1,974.03</u>	
Total Department 441 PUBLIC SERVICE DEPARTMENT							
<b>Department: 567 CEMETERY</b>							
101-567-920.001	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 803 ROOSEVELT ST - 1/18	876902192025		703.25	106041
						<u>703.25</u>	
Total Department 567 CEMETERY							
Total Fund 101 GENERAL FUND						<u>153,170.34</u>	
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>							
<b>Department: 728 ECONOMIC DEVELOPMENT ACTIVITY</b>							
248-728-920.001	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 118 W CLINTON ST - 1/18	400002172025		66.64	106041
248-728-920.016	02/27/2025	DTE ENERGY	ELECTRICITY - 209 E CLINTON - 1/3-1/3	3054901302025		1,040.41	106042
						<u>1,107.05</u>	
Total Department 728 ECONOMIC DEVELOPMENT ACTIVITY							
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						<u>1,107.05</u>	
<b>Fund: 482 DEPOT LOT</b>							
<b>Department: 516 ROAD RECONSTRUCTION</b>							
482-516-801.000	02/27/2025	CARTER CONSULTING, LLC	CGA SERVICES	1		975.00	1256
482-516-801.000	02/27/2025	CARTER CONSULTING, LLC	CGA SERVICES	2		2,268.75	1256
482-516-967.000	02/27/2025	DTE COMMUNITY LIGHTING	DEPOT LOT - DTE LIGHTING	01152025		114,940.14	106043
						<u>118,183.89</u>	
Total Department 516 ROAD RECONSTRUCTION							
Total Fund 482 DEPOT LOT						<u>118,183.89</u>	
<b>Fund: 590 SEWER FUND</b>							
<b>Department: 536 WATER OR SEWER SYSTEMS</b>							
590-536-920.004	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 601 WEST ST UNIT LS - 1	900502172025		38.82	106041
590-536-920.004	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 1420 W GRAND RIVER AVE	490202192025		18.80	106041
590-536-920.004	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 737 E WASHINGTON ST - 1	667402172025		20.39	106041
590-536-920.004	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 401 N MICHIGAN AVE - 1/	176302192025		25.20	106041
						<u>103.21</u>	
Total Department 536 WATER OR SEWER SYSTEMS							
Total Fund 590 SEWER FUND						<u>103.21</u>	

**INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL**

EXP CHECK RUN DATES 02/27/2025 - 02/27/2025

POSTED PAID

BANK ACCOUNTS: GFCK - 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>							
591-564-920.001	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 150 MARION ST - 1/17-2/	220902172025		1,160.29	106041
591-564-920.001	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 717 S MICHIGAN AVE - 1/	954902172025		655.20	106041
Total Department 564 TREATMENT PLANT						<u>1,815.49</u>	
Total Fund 591 WATER FUND						<u>1,815.49</u>	
 <b>Fund: 640 EQUIPMENT POOL FUND</b>							
<b>Department: 441 PUBLIC SERVICE DEPARTMENT</b>							
640-441-920.001	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 150 MARION ST - 1/17-2/	268802172025		285.52	106041
640-441-920.001	02/27/2025	CONSUMERS ENERGY	NATURAL GAS - 152 MARION ST - 1/17-2/	293602172025		567.15	106041
Total Department 441 PUBLIC SERVICE DEPARTMENT						<u>852.67</u>	
Total Fund 640 EQUIPMENT POOL FUND						<u>852.67</u>	

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 02/27/2025 - 02/27/2025

POSTED PAID

BANK ACCOUNTS: GFCK - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number	
--- TOTALS BY FUND ---								
	101		GENERAL FUND			153,170.34		
	248		DOWNTOWN DEVELOPMENT AUTHORITY FUND			1,107.05		
	482		DEPOT LOT			118,183.89		
	590		SEWER FUND			103.21		
	591		WATER FUND			1,815.49		
	640		EQUIPMENT POOL FUND			852.67		
	Total For All Funds:						275,232.65	

**INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL**

EXP CHECK RUN DATES 03/11/2025 - 03/11/2025

POSTED PAID

BANK ACCOUNTS: GFCK - 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	03/11/2025	VSP INSURANCE CO. (CT)	VISION INSURANCE - RETIREE - MARCH 20	MARCH 2025		9.78	1259
101-000-081.000	03/11/2025	DELTA DENTAL	DENTAL INSURANCE - ACTIVE/RETIREE - M	RIS0006254828		45.60	1257
101-000-081.000	03/11/2025	MUTUAL OF OMAHA	LIFE/STD/LTD INSURANCE - MARCH 25	MARCH 2025		988.96	1258
101-000-083.001	03/11/2025	VSP INSURANCE CO. (CT)	VISION INSURANCE - RETIREE - MARCH 20	MARCH 2025		319.67	1259
101-000-083.001	03/11/2025	VSP INSURANCE CO. (CT)	VISION INSURANCE - ACTIVE EMPLOYEES -	MARCH 2025		9.78	1259
101-000-083.001	03/11/2025	DELTA DENTAL	DENTAL INSURANCE - ACTIVE/RETIREE - M	RIS0006254828		1,819.04	1257
101-000-231.014	03/11/2025	MUTUAL OF OMAHA	LIFE/STD/LTD INSURANCE - MARCH 25	MARCH 2025		1,309.98	1258
101-000-231.026	03/11/2025	VSP INSURANCE CO. (CT)	VISION INSURANCE - ACTIVE EMPLOYEES -	MARCH 2025		891.37	1259
101-000-231.026	03/11/2025	DELTA DENTAL	DENTAL INSURANCE - ACTIVE/RETIREE - M	RIS0006254828		5,510.03	1257
101-000-283.000	03/11/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - QUIK TRIP	2177605		917.50	1261
101-000-283.000	03/11/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - 203 N COURT B	2177603		600.00	1261
101-000-283.000	03/11/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - 303 E GRAND R	2177602		625.00	1261
101-000-283.000	03/11/2025	ROOFING PD	PERFORMANCE BOND REFUND	BP21-00123		250.00	106080
101-000-283.000	03/11/2025	SUNGLO RESTORATION SERVICE	PERFORMANCE BOND REFUND - 221 ISBELL	BP21-167		2,115.43	106085
Total Department 000 GENERAL						15,412.14	
<b>Department: 101 MAYOR &amp; COUNCIL</b>							
101-101-900.000	03/11/2025	GANNETT MICHIGAN LOCALIQ	REQUIRED COUNCIL PUBLICATIONS & BZA P	0006918023		120.84	106079
Total Department 101 MAYOR & COUNCIL						120.84	
<b>Department: 172 CITY MANAGER</b>							
101-172-727.000	03/11/2025	IMAGE ONE	COPIER CONTRACT - 3/1-3/31	823707		110.62	1276
Total Department 172 CITY MANAGER						110.62	
<b>Department: 191 FINANCE</b>							
101-191-727.000	03/11/2025	IMAGE ONE	COPIER CONTRACT - 3/1-3/31	823707		131.32	1276
101-191-730.000	03/11/2025	THE UPS STORE	OVERNIGHT HI CHK	684		2.25	106086
101-191-801.000	03/11/2025	PLANTE & MORAN PLLC	PROFESSIONAL SERVICES - 1099 PREP	10400775		778.06	1281
101-191-801.000	03/11/2025	PLANTE & MORAN PLLC	PROFESSIONAL SERVICES - BANK RECS, MI	10400693		1,324.00	1281
101-191-900.000	03/11/2025	ECONO PRINT INC	BUSINESS CARDS - K. PATTERSON	73067		99.95	106059
Total Department 191 FINANCE						2,335.58	
<b>Department: 215 CLERK</b>							
101-215-930.010	03/11/2025	SHRED EXPERTS LLC	MONTHLY RECORDS MAINTENANCE	155364		138.00	1284
Total Department 215 CLERK						138.00	
<b>Department: 228 INFORMATION TECHNOLOGY</b>							
101-228-822.001	03/11/2025	GRACON SERVICES INC	SOPHOS MDR SECURITY - 36 MONTH	16299		8,398.40	1271
101-228-822.001	03/11/2025	FOWLerville COMMUNITY SCHO	DTE POLE RENTAL FEE - 2024 4TH QTR	C2425-15		124.37	106064
101-228-822.001	03/11/2025	FOWLerville COMMUNITY SCHO	DTE POLE RENTAL FEE - 2025 1ST QTR	C2425-17		124.37	106064
Total Department 228 INFORMATION TECHNOLOGY						8,647.14	
<b>Department: 261 GENERAL SERVICE ADMINISTRATION</b>							
101-261-714.002	03/11/2025	MUTUAL OF OMAHA	LIFE/STD/LTD INSURANCE - MARCH 25	MARCH 2025		3,220.74	1258
Total Department 261 GENERAL SERVICE ADMINISTRATION						3,220.74	
<b>Department: 262 ELECTIONS</b>							
101-262-957.000	03/11/2025	PORTER, KYLIE	MILEAGE REIMB FOR ELECTIONS TRAINING	02242025		7.10	106078
Total Department 262 ELECTIONS						7.10	
<b>Department: 265 CITY HALL</b>							
101-265-740.000	03/11/2025	CINTAS	FLOOR MATS - CH & PD	4222191274		27.48	106054

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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: 265 CITY HALL</b>							
101-265-740.000	03/11/2025	ULINE	DPW, WRRF, CH, PD RUGS	189103905		768.48	106089
101-265-775.000	03/11/2025	CINTAS	FIRST AID RESTOCK - CH	5256509907		123.26	106055
101-265-775.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - GENERATOR LOCKS - CH	213956		32.99	106051
101-265-804.024	03/11/2025	MIDWEST ALARM SERVICES	CH FIRE ALARM REPAIRS	482593		960.00	106074
Total Department 265 CITY HALL						1,912.21	
<b>Department: 266 CITY ATTORNEY/OUTSIDE COUNSEL</b>							
101-266-826.000	03/11/2025	ROSATI, SCHULTZ, JOPPICH &	PROFESSIONAL SERVICES - ATTORNEY FEES	1082930		140.00	106081
101-266-826.000	03/11/2025	DAWDA MANN	PROFESSIONAL SERVICES - ATTORNEY FEES	610416		2,303.00	1264
Total Department 266 CITY ATTORNEY/OUTSIDE COUNSEL						2,443.00	
<b>Department: 270 PERSONNEL</b>							
101-270-801.000	03/11/2025	FIFER INVESTIGATIONS, LLC	NEW POLICE OFFICER BACKGROUND - J. JA	2969		2,000.00	1268
101-270-835.000	03/11/2025	OUCH HOWELL	DOT PHYSICAL - J. VACCARO	13270		80.00	106077
Total Department 270 PERSONNEL						2,080.00	
<b>Department: 301 POLICE DEPARTMENT</b>							
101-301-727.000	03/11/2025	IMAGE ONE	COPIER CONTRACT - 3/1-3/31	823707		276.27	1276
101-301-740.000	03/11/2025	AMAZON CAPITAL SERVICES, I	STICKY NOTES, PLASTIC CUPS, ZIP TIES	1FXL-MQNF-HHFT		35.76	106047
101-301-740.000	03/11/2025	AMAZON CAPITAL SERVICES, I	KEYBOARD FOR FTO IPAD	1P61-P46D-FX77		224.99	106047
101-301-740.000	03/11/2025	AMAZON CAPITAL SERVICES, I	FTO IPAD ACCESSORIES	1TGX-TMPX-1KKK		72.83	106047
101-301-740.000	03/11/2025	CINTAS	FLOOR MATS - CH & PD	4222191274		27.48	106054
101-301-740.000	03/11/2025	ULINE	DPW, WRRF, CH, PD RUGS	189103905		768.48	106089
101-301-740.000	03/11/2025	BERESFORD COMPANY	ID CARD SUBSCRIPTION	79134		60.00	106048
101-301-741.000	03/11/2025	HURON VALLEY GUNS	CHAPLAIN UNIFORM - DAVIS	227922		564.95	106069
101-301-741.000	03/11/2025	HURON VALLEY GUNS	CHAPLAIN UNIFORM - DAVIS	227924		149.95	106069
101-301-741.000	03/11/2025	HURON VALLEY GUNS	COLLAR PINS	228549		399.80	106069
101-301-741.000	03/11/2025	SPIRIT OF LIVINGSTON	POLO SHIRTS - DUNN	6454		378.00	106084
101-301-801.035	03/11/2025	LEXIPOL, LLC	LEXIPOL MANUALS FOR ACCREDITATION	INVLEX11249066		9,251.19	1277
101-301-860.000	03/11/2025	SCHOOLS EDUCATORS POLICE L	SEPLA CONFERENCE - SAWYER	02212025		525.00	106082
101-301-860.000	03/11/2025	SCHOOLS EDUCATORS POLICE L	SEPLA CONFERENCE - VAN	02212025		525.00	106082
101-301-887.001	03/11/2025	AMAZON CAPITAL SERVICES, I	RANGE SUPPLIES	1P1Y-LWN9-VD6N		53.94	106047
101-301-887.001	03/11/2025	HOWELL GUN CLUB	RANGE DUES	HPD25202		1,675.00	106067
101-301-900.000	03/11/2025	FIRST IMPRESSION PRINT & M	PRINTING & MARKETING - CRASH CARDS	86883		71.68	1269
101-301-957.000	03/11/2025	SCHOOLS EDUCATORS POLICE L	SEPLA FOR SWAT - JAY POET	02172025		175.00	106082
101-301-957.000	03/11/2025	DEWOLF & ASSOCIATES	PROFESSIONAL SERVICES - FTO UPDATE TR	3472		275.00	106057
101-301-980.005	03/11/2025	GRACON SERVICES INC	SOPHOS MDR SECURITY - 36 MONTH	16299		5,112.00	1271
Total Department 301 POLICE DEPARTMENT						20,622.32	
<b>Department: 441 PUBLIC SERVICE DEPARTMENT</b>							
101-441-727.000	03/11/2025	IMAGE ONE	COPIER CONTRACT - 3/1-3/31	823707		29.58	1276
101-441-727.000	03/11/2025	ODP BUSINESS SOLUTIONS	DPS OFFICE SUPPLIES , WTP JANITORIAL	411127272001		6.13	106076
101-441-727.000	03/11/2025	ODP BUSINESS SOLUTIONS	DPS OFFICE SUPPLIES AND WTP JANITORIA	410825146001		4.33	106076
101-441-727.000	03/11/2025	AMAZON CAPITAL SERVICES, I	DPS OFFICE SUPPLIES	1RPX-FMDV-HDCP		4.67	106047
101-441-740.026	03/11/2025	CINTAS	FIRST AID RESTOCK - DPW	5256736108		29.87	106055
101-441-740.026	03/11/2025	USA BLUEBOOK	HAND SANITZER DISPENSERS - DPW	INV00629588		49.17	1287
101-441-741.002	03/11/2025	ULINE	DPW, WRRF, CH, PD RUGS	189103905		363.16	106089
101-441-930.005	03/11/2025	KONICA MINOLTA BUSINESS SO	COPIER & MAINT. AGREEMENT - DPW	295677956		16.95	106072
101-441-930.005	03/11/2025	KONICA MINOLTA BUSINESS SO	COPIER & MAINT. AGREEMENT - DPW	500319095		10.49	106072
101-441-930.005	03/11/2025	COMPLETE BATTERY SOURCE	SERVER BATTERY BACK UP	438747BRI		34.26	1262



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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: 441 PUBLIC SERVICE DEPARTMENT</b>							
Total Department 441 PUBLIC SERVICE DEPARTMENT						548.61	
<b>Department: 567 CEMETERY</b>							
101-567-740.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - OPERATING SUPPLIES	216152		124.97	106051
101-567-931.001	03/11/2025	BYRUM ACE HARDWARE	PART/SUPPLIES - CEMETERY MAINTENANCE	216092		40.00	106051
101-567-931.001	03/11/2025	HUTSON, INC.	CEMETERY MAINTENANCE	10755492		575.49	1275
101-567-931.002	03/11/2025	TUTTLE TRUCKING LLC	SAND	11052		250.00	106088
Total Department 567 CEMETERY						990.46	
<b>Department: 722 COMMUNITY DEVELOPMENT</b>							
101-722-801.000	03/11/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - PLANNING CONS	2177604		250.00	1261
101-722-801.000	03/11/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - RETAINER	2177606		1,300.00	1261
101-722-900.000	03/11/2025	GANNETT MICHIGAN LOCALIQ	REQUIRED COUNCIL PUBLICATIONS & BZA P	0006918023		108.86	106079
Total Department 722 COMMUNITY DEVELOPMENT						1,658.86	
<b>Department: 751 RECREATION/PARKS</b>							
101-751-931.000	03/11/2025	PB PLUMBING, INC.	BENNETT PLUMBING	29040209		268.00	1280
Total Department 751 RECREATION/PARKS						268.00	
<b>Department: 757 PARKS/NEIGHBORHOODS</b>							
101-757-930.009	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - SCOFIELD BATHROOM PA	215268		11.77	106051
101-757-930.009	03/11/2025	J. MILLS PLUMBING	SCOFIELD METER HORNS FOR NEW BATHROOM	82573214		670.00	106071
Total Department 757 PARKS/NEIGHBORHOODS						681.77	
Total Fund 101 GENERAL FUND						61,197.39	
<b>Fund: 203 LOCAL STREET FUND</b>							
<b>Department: 454 STORM SEWER MAINTENANCE</b>							
203-454-775.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - PAINT PEN	216699		9.99	106051
Total Department 454 STORM SEWER MAINTENANCE						9.99	
<b>Department: 463 ROUTINE MAINTENANCE</b>							
203-463-775.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - AIR FRESHENER FOR TR	216429		7.59	106051
Total Department 463 ROUTINE MAINTENANCE						7.59	
<b>Department: 474 TRAFFIC SIGNS</b>							
203-474-775.000	03/11/2025	DORNBOS SIGN INC.	SIGNS FOR CEMETERY	INV80557		133.55	1265
Total Department 474 TRAFFIC SIGNS						133.55	
Total Fund 203 LOCAL STREET FUND						151.13	
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>							
<b>Department: 728 ECONOMIC DEVELOPMENT ACTIVITY</b>							
248-728-714.002	03/11/2025	MUTUAL OF OMAHA	LIFE/STD/LTD INSURANCE - MARCH 25	MARCH 2025		59.44	1258
248-728-727.000	03/11/2025	APPLIED INNOVATION	COPIER CONTRACT - DDA - 2/15-5/14	2748477		468.69	1260
248-728-804.001	03/11/2025	FISH WINDOW CLEANING CO.	WINDOW CLEANING	2897-49477		30.00	106063
Total Department 728 ECONOMIC DEVELOPMENT ACTIVITY						558.13	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						558.13	
<b>Fund: 249 BUILDING DEPARTMENT FUND</b>							
<b>Department: 371 BUILDING DEPARTMENT</b>							
249-371-801.000	03/11/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - JAN BUILDING	2177619		480.00	1261
249-371-801.000	03/11/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - JAN PERMIT RE	2177621		415.60	1261

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<b>Fund: 249 BUILDING DEPARTMENT FUND</b>							
<b>Department: 371 BUILDING DEPARTMENT</b>							
249-371-801.000	03/11/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - PLAN REVIEW 2	2177483		135.00	1261
249-371-801.000	03/11/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - 404 MASON	2177484		675.00	1261
249-371-801.000	03/11/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - CODE CONSULTA	2177620		500.00	1261
249-371-860.000	03/11/2025	TROY, KRISTI	MILEAGE RIMBURSEMENT FOR PUBLIC MANAG	03042025		115.78	106087
249-371-964.013	03/11/2025	GRAND BLANC CONCRETE CONST	PERMIT FEE REFUND - 344 CHEVALIER	02202025		131.00	106066
Total Department 371 BUILDING DEPARTMENT						2,452.38	
Total Fund 249 BUILDING DEPARTMENT FUND						2,452.38	
<b>Fund: 387 GO BOND 2025 PARKING IMPROV DEBT FUND</b>							
<b>Department: 906 DEBT SERVICE</b>							
387-906-994.000	03/11/2025	U.S. BANK ST PAUL	GO 2025 DEPOT LOT/PK BOND PAYING AGEN	7650650		500.00	1288
Total Department 906 DEBT SERVICE						500.00	
Total Fund 387 GO BOND 2025 PARKING IMPROV DEBT FUND						500.00	
<b>Fund: 409 2023 CITY HALL CONSTRUCTION FUND</b>							
<b>Department: 265 CITY HALL</b>							
409-265-967.000	03/11/2025	EPS SECURITY	NEW SECURITY CAMERA INSTALL - BUILDIN	J3072		618.75	1267
Total Department 265 CITY HALL						618.75	
Total Fund 409 2023 CITY HALL CONSTRUCTION FUND						618.75	
<b>Fund: 482 DEPOT LOT</b>							
<b>Department: 516 ROAD RECONSTRUCTION</b>							
482-516-994.001	03/11/2025	MILLER CANFIELD PADDOCK &	PROFESSIONAL SERVICES - GO 2025 DEPOT	1686316		37,300.00	1279
Total Department 516 ROAD RECONSTRUCTION						37,300.00	
Total Fund 482 DEPOT LOT						37,300.00	
<b>Fund: 590 SEWER FUND</b>							
<b>Department: 536 WATER OR SEWER SYSTEMS</b>							
590-536-775.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - MISS DIG PAINT	215525		9.99	106051
590-536-775.000	03/11/2025	TUTTLE TRUCKING LLC	SAND	11052		250.00	106088
590-536-801.000	03/11/2025	PLANTE & MORAN PLLC	PROFESSIONAL SERVICES - BANK RECS, MI	10400693		166.75	1281
590-536-930.008	03/11/2025	DUBOIS-COOPER ASSOCIATES I	MOTOR	1337179		1,900.00	1266
Total Department 536 WATER OR SEWER SYSTEMS						2,326.74	
<b>Department: 537 INDUSTRIAL PRETREATMENT</b>							
590-537-801.000	03/11/2025	FIBERTEC INC	LLHG TESTING	HA5000351		596.00	106062
590-537-801.000	03/11/2025	GLOBAL ENVIRONMENTAL CONSU	WET TESTING	6786		500.00	1270
Total Department 537 INDUSTRIAL PRETREATMENT						1,096.00	
<b>Department: 564 TREATMENT PLANT</b>							
590-564-727.000	03/11/2025	IMAGE ONE	COPIER CONTRACT - 3/1-3/31	823707		91.17	1276
590-564-727.000	03/11/2025	ODP BUSINESS SOLUTIONS	DPS OFFICE SUPPLIES , WTP JANITORIAL	411127272001		6.12	106076
590-564-727.000	03/11/2025	ODP BUSINESS SOLUTIONS	DPS OFFICE SUPPLIES AND WTP JANITORIA	410825146001		4.33	106076
590-564-727.000	03/11/2025	AMAZON CAPITAL SERVICES, I	DPS OFFICE SUPPLIES	1RPX-FMDV-HDCP		4.66	106047
590-564-740.000	03/11/2025	HOWELL HARDWARE	PARTS/SUPPLIES - MISC PARTS	17944		72.94	106068
590-564-740.000	03/11/2025	HOWELL HARDWARE	PARTS/SUPPLIES - PIPE INSULATION	18353		97.97	106068
590-564-740.000	03/11/2025	HOWELL HARDWARE	PARTS/SUPPLIES - NOZZLES	18434		35.98	106068
590-564-740.000	03/11/2025	HOWELL HARDWARE	PARTS/SUPPLIES - MISC TOOLS	18437		31.98	106068
590-564-740.000	03/11/2025	HOWELL HARDWARE	PARTS/SUPPLIES - INJECTOR TOOL	18423		14.48	106068

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<b>Fund: 590 SEWER FUND</b>							
<b>Department: 564 TREATMENT PLANT</b>							
590-564-740.000	03/11/2025	HOWELL HARDWARE	PARTS/SUPPLIES - PLUMBING & HEATING	18403		28.62	106068
590-564-740.000	03/11/2025	HOWELL HARDWARE	PARTS/SUPPLIES - EXT CORD	18348		119.00	106068
590-564-740.000	03/11/2025	HOWELL HARDWARE	PARTS/SUPPLIES - MISC PARTS	18393		14.28	106068
590-564-740.000	03/11/2025	HOWELL HARDWARE	PARTS/SUPPLIES - MISC PARTS	18342		91.22	106068
590-564-740.000	03/11/2025	HOWELL HARDWARE	PARTS/SUPPLIES - WIPES	18389		41.98	106068
590-564-740.000	03/11/2025	CINTAS	TOWELS	4220865953		35.00	106054
590-564-740.000	03/11/2025	CORRIGAN OIL COMPANY, NO.1	OIL	8305588		407.08	1263
590-564-740.026	03/11/2025	CINTAS	FIRST AID RESTOCK - DPW	5256736108		29.87	106055
590-564-740.026	03/11/2025	USA BLUEBOOK	HAND SANITZER DISPENSERS - DPW	INV00629588		49.17	1287
590-564-741.002	03/11/2025	CINTAS	UNIFORMS - WWTP	4221621125		35.00	106054
590-564-741.002	03/11/2025	ULINE	DPW, WRRF, CH, PD RUGS	189103905		573.47	106089
590-564-775.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - NOZZLE FOR HOSE	216156		7.99	106051
590-564-775.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - CAR WASH SUPPLIES	215524		23.57	106051
590-564-775.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - PARTS	214644		3.99	106051
590-564-775.000	03/11/2025	HOWELL HARDWARE	PARTS/SUPPLIES - TARPS AND BUNGEE COR	18314		33.26	106068
590-564-775.000	03/11/2025	HI-TECH SAFE & LOCK COMPAN	KEYS	35045		21.00	1274
590-564-775.000	03/11/2025	HI-TECH SAFE & LOCK COMPAN	KEYS	35016		7.00	1274
590-564-775.003	03/11/2025	USA BLUEBOOK	LAB SUPPLIES	INV00626893		2,105.76	1287
590-564-801.000	03/11/2025	THE CLEANING SMITH SERVICE	JANITORIAL SERVICE - 12/23-1/5	5536		260.00	106056
590-564-802.001	03/11/2025	STATE OF MICHIGAN - EGLE	INDUSTRIAL STORM WATER	11298345		260.00	106060
590-564-804.013	03/11/2025	REPUBLIC SERVICES 237	BIOSOLIDS CAKE HAULING	0237-002141289		15,851.49	1282
590-564-850.000	03/11/2025	CELLGATE	CELL GATE	0100555-IN		147.00	106052
590-564-920.003	03/11/2025	GRANGER WASTE	TRASH	27847864		592.70	106065
590-564-930.005	03/11/2025	KONICA MINOLTA BUSINESS SO	COPIER & MAINT. AGREEMENT - DPW	295677956		16.93	106072
590-564-930.005	03/11/2025	KONICA MINOLTA BUSINESS SO	COPIER & MAINT. AGREEMENT - DPW	500319095		10.49	106072
590-564-930.007	03/11/2025	BISBEE INFRARED SERVICES	INFRARED	26369		550.00	106049
590-564-930.007	03/11/2025	SECURITY PROS, LLC	CAMERA REPAIR	43648		1,354.92	1283
590-564-930.007	03/11/2025	ENVIRONMENTAL SALES	IONIZER BULBS	1261		3,388.46	106061
590-564-930.007	03/11/2025	CGD MECHANICAL LLC	OLD HEADWORKS M94 WORK	442		220.00	106053
590-564-930.007	03/11/2025	LOREA TOP SOIL & AGGREGATE	SALT	31179		375.00	1278
590-564-930.007	03/11/2025	NALCO WATER PRETREATMENT S	DI WATER	6660327197		153.67	106075
590-564-980.005	03/11/2025	GRACON SERVICES INC	SOPHOS MDR SECURITY - 36 MONTH	16299		1,650.00	1271
Total Department 564 TREATMENT PLANT						28,817.55	
Total Fund 590 SEWER FUND						32,240.29	
<b>Fund: 591 WATER FUND</b>							
<b>Department: 536 WATER OR SEWER SYSTEMS</b>							
591-536-740.001	03/11/2025	E.H. WACHS	WACHS VALVE TURNER EXTENSION BAR	INV232962		258.95	106058
591-536-775.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - MISS DIG PAINT	215525		9.99	106051
591-536-775.000	03/11/2025	TUTTLE TRUCKING LLC	SAND	11052		250.00	106088
591-536-801.000	03/11/2025	PLANTE & MORAN PLLC	PROFESSIONAL SERVICES - BANK RECS, MI	10400693		166.75	1281
Total Department 536 WATER OR SEWER SYSTEMS						685.69	
<b>Department: 564 TREATMENT PLANT</b>							
591-564-727.000	03/11/2025	IMAGE ONE	COPIER CONTRACT - 3/1-3/31	823707		56.85	1276
591-564-727.000	03/11/2025	ODP BUSINESS SOLUTIONS	DPS OFFICE SUPPLIES , WTP JANITORIAL	411127272001		6.12	106076
591-564-727.000	03/11/2025	ODP BUSINESS SOLUTIONS	DPS OFFICE SUPPLIES AND WTP JANITORIA	410825146001		4.33	106076
591-564-727.000	03/11/2025	AMAZON CAPITAL SERVICES, I	DPS OFFICE SUPPLIES	1RPX-FMDV-HDCP		4.66	106047
591-564-740.001	03/11/2025	GRAINGER	PARTS/SUPPLIES - BOOTS - WTP	9401905154		52.62	1272

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<b>Fund: 591 WATER FUND</b>							
<b>Department: 564 TREATMENT PLANT</b>							
591-564-740.001	03/11/2025	GRAINGER	PARTS/SUPPLIES - REPLACEMENT 2XL HARN	9395215016		229.92	1272
591-564-740.026	03/11/2025	CINTAS	FIRST AID RESTOCK - WTP	5256736109		79.38	106055
591-564-740.026	03/11/2025	CINTAS	FIRST AID RESTOCK - DPW	5256736108		29.87	106055
591-564-740.026	03/11/2025	USA BLUEBOOK	HAND SANITZER DISPENSERS - DPW	INV00629588		49.17	1287
591-564-741.002	03/11/2025	ULINE	DPW, WRRF, CH, PD RUGS	189103905		363.16	106089
591-564-775.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - NOZZLE FOR HOSE	216156		8.00	106051
591-564-775.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - CAR WASH SUPPLIES	215524		23.58	106051
591-564-775.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - PARTS	214644		4.00	106051
591-564-775.000	03/11/2025	HOWELL HARDWARE	PARTS/SUPPLIES - TARPS AND BUNGEE COR	18314		33.20	106068
591-564-775.000	03/11/2025	HI-TECH SAFE & LOCK COMPAN	KEYS	35045		21.00	1274
591-564-775.000	03/11/2025	HI-TECH SAFE & LOCK COMPAN	KEYS	35016		7.00	1274
591-564-775.000	03/11/2025	ODP BUSINESS SOLUTIONS	DPS OFFICE SUPPLIES , WTP JANITORIAL	411127272001		40.81	106076
591-564-775.000	03/11/2025	ODP BUSINESS SOLUTIONS	DPS OFFICE SUPPLIES AND WTP JANITORIA	410825146001		46.87	106076
591-564-775.003	03/11/2025	USA BLUEBOOK	LAB CHEMS	INV00619259		117.59	1287
591-564-775.003	03/11/2025	USA BLUEBOOK	LAB CHEMS	INV00621276		57.35	1287
591-564-775.003	03/11/2025	IDEXX LABORATORIES	COLIFORM & E. COLI	3169278671		336.94	106070
591-564-801.000	03/11/2025	THE UPS STORE	SHIPPING HACH MAINT	402		328.53	106086
591-564-801.000	03/11/2025	THE UPS STORE	SHIPPING & INSURANCE FOR HACH MAINT.	664		688.98	106086
591-564-804.000	03/11/2025	ADVANCED ANALYTICAL SOLUTI	ON TARGET LAB SAMPLES	37374		304.88	106045
591-564-930.005	03/11/2025	KONICA MINOLTA BUSINESS SO	COPIER & MAINT. AGREEMENT - DPW	295677956		16.93	106072
591-564-930.005	03/11/2025	KONICA MINOLTA BUSINESS SO	COPIER & MAINT. AGREEMENT - DPW	500319095		10.49	106072
591-564-930.009	03/11/2025	GRAINGER	PARTS/SUPPLIES - O-RINGS FOR SPEED AI	9411933816		14.90	1272
591-564-930.009	03/11/2025	GRAINGER	PARTS/SUPPLIES - SLURRY TANK MIXER RE	9406049560		1,663.26	1272
591-564-930.009	03/11/2025	HAMLETT ENVIRONMENTAL	SUPPLIES FOR RAWLINE VALVE REPLACEMEN	2025040		847.50	1273
591-564-930.009	03/11/2025	METRO BOLT & FASTENER	BOLTS/WASHERS/NUTS FOR MOYNO PUMP	441943-1		92.90	106073
591-564-931.000	03/11/2025	HI-TECH SAFE & LOCK COMPAN	SOUTH ENTRANCE DOOR REPAIR	34775		160.00	1274
591-564-931.000	03/11/2025	GRAINGER	PARTS/SUPPLIES - FURNACE AIR FILTER	9411782965		84.84	1272
591-564-980.005	03/11/2025	GRACON SERVICES INC	SOPHOS MDR SECURITY - 36 MONTH	16299		1,650.00	1271
Total Department 564 TREATMENT PLANT						7,435.99	
Total Fund 591 WATER FUND						8,121.68	
<b>Fund: 640 EQUIPMENT POOL FUND</b>							
<b>Department: 441 PUBLIC SERVICE DEPARTMENT</b>							
640-441-751.000	03/11/2025	WEX BANK	PD FUEL	103225637		775.37	106090
640-441-751.000	03/11/2025	CORRIGAN OIL COMPANY, NO.I	DPW FUEL	8299281-IN		11,659.47	1263
640-441-751.001	03/11/2025	BUCK'S OIL CO., INC.	WASTE OIL REMOVAL	58663		125.00	106050
640-441-775.000	03/11/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - #10 PLOW CHAIN	212661		11.97	106051
640-441-930.006	03/11/2025	A & L PARTS PLUS	PARTS/SUPPLIES - #28 HEAD LIGHT	16-859825		6.75	106044
640-441-930.006	03/11/2025	A & L PARTS PLUS	PARTS/SUPPLIES - #36 HYDRAULIC LINE	16-859789		71.80	106044
640-441-930.006	03/11/2025	A & L PARTS PLUS	PARTS/SUPPLIES - #47 WIPERS	16-859184		26.10	106044
640-441-930.006	03/11/2025	A & L PARTS PLUS	PARTS/SUPPLIES - AIR LINE FITTING #29	16-861034		12.47	106044
640-441-930.006	03/11/2025	SPARTAN TIRE & SERVICE CEN	#11 HEATER HOSE & TUBE REPLACEMENT	67643		194.79	106083
640-441-930.006	03/11/2025	SPARTAN TIRE & SERVICE CEN	#017-16 PRESSURE TEST COOLANT	67559		41.95	106083
640-441-930.006	03/11/2025	TRUCK & TRAILER SPECIALTIE	CUTTING EDGES FOR PLOW TRUCKS	HS0017044		176.10	1286
640-441-930.006	03/11/2025	SOAPY BUCKET CAR WASH	AUTO WASH PROGRAM - PD CAR WASH CLUB	1059		179.95	1285
640-441-931.000	03/11/2025	ALLIED INC	LIFT INSPECTION	14641		189.44	106046
Total Department 441 PUBLIC SERVICE DEPARTMENT						13,471.16	
Total Fund 640 EQUIPMENT POOL FUND						13,471.16	

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 03/11/2025 - 03/11/2025

POSTED PAID

BANK ACCOUNTS: GFCK - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number	
--- TOTALS BY FUND ---								
	101		GENERAL FUND			61,197.39		
	203		LOCAL STREET FUND			151.13		
	248		DOWNTOWN DEVELOPMENT AUTHORITY FUND			558.13		
	249		BUILDING DEPARTMENT FUND			2,452.38		
	387		GO BOND 2025 PARKING IMPROV DEBT FUND			500.00		
	409		2023 CITY HALL CONSTRUCTION FUND			618.75		
	482		DEPOT LOT			37,300.00		
	590		SEWER FUND			32,240.29		
	591		WATER FUND			8,121.68		
	640		EQUIPMENT POOL FUND			13,471.16		
	Total For All Funds:						156,610.91	

CAROLYN J. HENRY  
Prosecuting Attorney



CHRISTINA RICHARDS  
Chief Assistant Prosecutor

JANICE CARPENTER  
Victim Advocate

*Office of the*  
**LIVINGSTON COUNTY PROSECUTING ATTORNEY**  
210 South Highlander Way • Howell, Michigan 48843  
(517) 546-1850 • Fax (517) 546-0728  
<http://www.livgov.com/prosecutor>

February 27, 2025

Mayor Bob Ellis  
Howell City Council Members  
611 E. Grand River Ave., Ste. 201  
Howell, MI 48843

Dear Mayor Ellis and Council Members,

To bring awareness to National Crime Victims Rights week the Victim Department at the Livingston County Prosecutor's Office would like to place ribbons on the lamp posts in Downtown Howell from April 1, 2025 through April 30, 2025.

Our Victim Department will be honoring survivors of domestic violence, sexual assault and motor vehicle accidents to name a few, at a luncheon on April 8<sup>th</sup> with a one mile walk in Downtown Howell to bring community awareness to survivors of crime.

Our WHMI public service announcement along with our website for the Livingston County Prosecutor Victim Department will make mention of the ribbons and what their purpose stands for.

My department will be responsible for the placement and removal of the ribbons.

Thank you for your consideration.

Janice Carpenter  
Victim Advocate  
Livingston County Prosecutor Office



**CITY OF HOWELL  
MEMORANDUM**

**TO:** Mayor & City Council  
**FROM:** Kristi Troy, Planning & Zoning Administrator  
**DATE:** March 6, 2025  
**RE:** Ordinance No. 969 – Amending Chapter 1450 to include the fees for Electrical, Mechanical, and Plumbing permits.

On February 28, 2025, we received the final approval from the State of Michigan to administer and enforce the mechanical, electrical, and plumbing permits. Upon the approval, we then start a 45-day jurisdictional transfer period from the County which puts us at accepting the trade permits on April 14<sup>th</sup>, 2025. This ordinance is to amend Chapter 1450 to include the fees for the trade permits that were approved by the commission.

**ACTION REQUESTED:**

Introduction of Ordinance No. 969, Ordinance Amending Chapter 1450 of the Howell City Code by including the fees for Electrical, Mechanical, and Plumbing permits.

**REVIEWED & APPROVED FOR SUBMISSION:**

Ervin J. Suida  
City Manager

## ORDINANCE NO. 969

An Ordinance to amend Chapter 1450, Fees for Permits, Certificates and Inspections, of the Howell City Code.

### THE CITY OF HOWELL ORDAINS:

**Section 1.** Section 1450.02 BUILDING PERMIT FEES of the Howell City Code is hereby amended to read as follows, new language highlighted, deleted language ~~stricken~~:

#### 1450.02 BUILDING PERMIT FEES.

The following building permit fees shall apply for those items listed in this subsection. Other fees listed throughout this section may apply, as well, depending on the project:

(a) Residential and non-residential building permits will include a non-refundable application fee of fifty dollars (\$50.00) in addition to the outlined fees below.

(b) Residential and Non-residential Building Permit Fees - New Construction. Residential and non-residential building permit fees for new construction, including new construction of additions to existing buildings, shall be based on the International Code Council's (ICC) Building Valuation Data, as amended, utilizing the ICC gross area modifier and type of construction factor contained therein, and multiplying the same by the ICC permit fee multiplier, adjusted by using a two-year construction cost average for the City. Appeals of a revised cost estimate shall be made to the City Manager.

(c) Residential and Non-residential Building Permit Fees - Renovations/Alterations/Repairs. Residential and non-residential building permit fees for renovations/alterations/repairs shall be determined by taking the actual cost of the construction and multiplying the same by the ICC permit fee multiplier, adjusted by using a two-year construction cost average for the City. The minimum permit fee shall be one hundred dollars (\$100.00).

(d) Residential and Non-residential Plan Review Fees. Plans submitted to the Building Inspector shall be accompanied by a plan review fee as set forth below:

(1) Plan review fees for residential renovations/alterations/repairs shall be determined as follows:

A. For projects with a construction value under thirty thousand dollars (\$30,000), there shall be no plan review fee.

B. For projects with a construction value of thirty thousand dollars (\$30,000), or higher, there shall be a fee of two hundred fifty dollars (\$250.00).

(2) Plan review fees for new residential construction and for new non-residential construction and/or renovations/alternations/repairs shall be determined as follows:

A. For projects with a construction value under one hundred thousand dollars (\$100,000), the fee shall be three hundred dollars (\$300.00).



B. For projects with a construction value of one hundred thousand dollars (\$100,000) or higher, the fee shall be three hundred dollars (\$300.00) plus an amount determined by taking the construction value of the project and multiplying it by 0.0015.

(e) Soil Erosion Control Permits or Waivers. A soil erosion control permit or waiver must be obtained from the Livingston County Drain Commissioner after applying for a building permit.

(f) Nonstructural Alterations. Permits shall not be required for nonstructural alterations costing five hundred dollars (\$500.00) or less pursuant to the Howell City Zoning Code.

~~(g) Plumbing, mechanical, and electrical permits and fees. Permits for plumbing, mechanical, and electrical work must be obtained from, and fees, if any, paid to, the Livingston County Building Department.~~

(Ord. 948. Passed 2-14-22; Ord. 952. Passed 10-10-22.)

**Section 2.** Chapter 1450 of the Howell City Code is amended to add a new section 1450.02a which shall read as follows:

**1450.02a TRADE PERMIT FEE SCHEDULE**

The following trade (electrical, mechanical, plumbing) permit fees shall apply for those items listed in this subsection.

<b>Electrical Permit Fee Schedule</b>		
1. Application Fee (non-refundable)		\$50.00
Service		
2. Through 200 Amp.		\$10.00
3. Over 200 Amp. thru 600 Amp.		\$15.00
4. Over 600 Amp. thru 800 Amp.		\$20.00
5. Over 800 Amp. thru 1200 Amp.		\$25.00
6. Over 1200 Amp. (GFI only) thru 1600 Amp		\$50.00
7. Over 1600 Amp.		\$120.00
8. Circuits (each)		\$5.00
9. Lighting Fixtures/Outlets including Receptacles and Wired Smoke Detectors per 25		\$6.00
10. Dishwasher, Microwave or Garbage Disposal		\$5.00
11. Furnace - Unit Heater		\$5.00
12. Electrical - Heating Units (baseboard)		\$4.00
13. Power Outlets (ranges, dryers, etc.)		\$7.00
Signs		
14. Unit		\$10.00
15. Letter (each)		\$15.00
16. Neon - each 25 feet		\$20.00
17. Feeders-Bus Ducts, etc. - per 50'		\$6.00
18. Mobile Home Park Site *		\$6.00

19. Recreational Vehicle Park Site K.V.A., H. P., Wind Turbines	\$4.00
20. Units up to 20 K.V.A. or H.P.	\$6.00
21. Units 21 to 50 K.V.A or H.P.	\$10.00
22. Units>50 K.V.A. or H.P.	\$12.00
23. Solar Photovoltaic System where the total inverter generating capacity is less than 5,000KW (each	\$2.00
24. Solar Photovoltaic System where the total inverter generating capacity is no less than 5,000KW	\$1.00
25. Electric Vehicle Charging Station (each station)	\$5.00
Fire Alarm Systems (not smoke detectors)	
26. Up to 10 devices	\$50.00
27. 11 to 20 devices	\$100.00
28. Over 20 devices (each)	\$5.00
Data / Telecommunication Outlets	
29. 1 - 19 devices (each)	\$5.00
30. Outlets 20 to 300 devices	\$100.00
31. Outlets Over 300 devices	\$300.00
Energy Management Temp. Control	
32. Energy Retrofit - Temp. Control	\$45.00
33. Energy Devices – Energy Mgmt.	\$5.00 ea.
34. Underground Inspection	\$60.00
Inspections	
35. Conduit only or grounding only	\$60.00
36. Rough Inspection	\$60.00
37. Service Inspection	\$60.00
38. Final Inspection	\$60.00
39. Reinspection	\$60.00
40. Re-Open expired permit	\$75.00

## **Mechanical Permit Fee Schedule**

1. Application Fee ( <b>non-refundable</b> )	\$50.00
2. Residential Heating System New Building Only*	\$50.00
3. Gas/Oil Burning Equipment	\$30.00
4. HWC Unit	\$30.00
5. Generator (also requires electrical permit)	\$30.00
6. Residential Boiler	\$30.00
7. Water Heater (gas piping & venting-direct replacement only) (also requires plumbing permit)	\$5.00
8. Damper (control, back-draft, barometric or fire/smoke)	\$5.00
9. Solid Fuel Equipment (includes chimney)	\$30.00
10. Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00
11. Gas Burning Fireplace	\$30.00
12. Solar; set of 3 panels-fluid transfer (includes piping)	\$20.00
13. Gas Piping; each opening-new install (residential)	\$5.00

14. Air Conditioning Split Systems	\$30.00
15. Roof Top Unit	\$30.00
16. Heat Pumps (split systems) or Geothermal (complete residential)	\$30.00
17. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$5.00
18. Humidifiers/Air Cleaners	\$10.00
19. Heat Exchanger Replacement	\$30.00
20. L.P. Above ground Connection	\$20.00
21. L.P. Underground Connection	\$25.00
Tanks	
22. Above ground	\$20.00
23. Underground	\$25.00
Piping (ALL piping-minimum fee \$25.00)	
24. Above ground fuel gas piping	\$.05 /ft
25. Underground fuel gas piping	\$.05/ft
26. Above ground process piping	\$.05/ft
27. Underground process piping	\$.05/ft
28. Above ground hydronic piping	\$.05/ft
Piping cont. (All piping-minimum fee \$25.00)	
29. Underground hydronic piping	\$.05/ft
30. Refrigeration piping	\$.05/ft
31. Commercial Air Conditioning Piping	\$.05/ft
32. Exhausters (commercial)	\$15.00
33. Duct - minimum fee \$25.00	\$.10 /ft
34. Heat Pumps; Commercial (pipe not included)	\$20.00
Air Handlers/Heat Wheels	
35. Under 10,000 CFM	\$20.00
36. Over 10,000 CFM	\$60.00
37. Commercial Hoods	\$15.00
38. Heat Recovery Units	\$10.00
39. V.A.V. Boxes (all variable volume or zone damper equipment)	\$10.00
40. Unit Ventilators/PTAC Units/Liebert units	\$10.00
41. Fuel Fired Unit Heaters (terminal units)	\$15.00
42. Fire Suppression/Protection (includes piping)-minimum fee \$20.00	\$.75 / head
43. Coils (Heat/Cool)	\$30.00
44. Refrigeration (split system)	\$30.00
Chiller/Cooling Towers	
45. Chiller-Refrigeration	\$30.00
46. Chiller-Air Conditioning	\$30.00
47. Cooling Towers-Refrigeration	\$30.00
48. Cooling Towers-Air Conditioning	\$30.00
49. Compressor/Condenser	\$30.00
Inspections	
50. Gas Pressure Test	\$60.00

51. Underground Inspection	\$60.00
52. Rough Inspection	\$60.00
53. Final Inspection	\$60.00
54. Reinspection	\$60.00
55. Re-Open Expired Permit	\$75.00
Contractor Registration Fee	\$15.00

## **Plumbing Permit Fee Schedule**

1. Application Fee (non-refundable)	\$50.00
2. Mobile Home Park Site*	\$5.00 EACH
3. Fixtures, floor drains, special drains, water connected appliances	\$5.00 EACH
4. Stacks (soil, waste, vent and	\$3.00 EACH
5. Sewage ejectors, sumps	\$5.00 EACH
6. Sub-soil drains	\$5.00 EACH
Water Service	
7. Less than 2"	\$5.00
8. 2" to 6"	\$25.00
9. Or 6"	\$50.00
10. Connection (bldg. drain-bldg. sewers)	\$5.00
Sewers (sanitary, storm or	
11. Less than 6"	\$5.00
12. 6" and over	\$25.00
13. Manholes, Catch Basins	\$5.00 EACH
Water Distributing Pipe (system)	
14. 3/4" Water Distribution Pipe	\$5.00
15. 1" Water Distribution Pipe	\$10.00
16. 1-1/4" Water Distribution Pipe	\$15.00
17. 1-1/2" Water Distribution Pipe	\$20.00
18. 2" Water Distribution Pipe	\$25.00
19. Over 2" Water Distribution Pipe	\$30.00
20. Reduced pressure zone back-flow preventer	\$5.00 EACH
21. Domestic water treatment and filtering equipment <b>only**</b>	\$5.00 EACH
22. Medical Gas System	\$45.00
23. Water Heater	\$5.00
Inspections	
24. Rough Inspection	\$60.00
25. Water/Sewer Inspection	\$60.00
26. Underground Inspection	\$60.00
27. Final Inspection	\$60.00
28. Reinspection	\$60.00
29. Re-Open Expired Permit	\$75.00
Contractor Registration Fee	\$15.00

**Section 3.** All Ordinances inconsistent herewith are hereby repealed.

**Section 4.** This Ordinance shall take effect pursuant to the Howell City Charter.

ADOPTED by the Howell City Council at its regular meeting this \_\_\_\_ day of March, 2025.

\_\_\_\_\_  
BY: ROBERT ELLIS, MAYOR

\_\_\_\_\_  
BY: DEANNA ROBSON, CLERK

#### CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Ordinance No. 969, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the \_\_\_\_ day of March, 2025, 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 \_\_\_\_ day of March, 2025.

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



**CITY OF HOWELL  
MEMORANDUM**

**TO:** MAYOR & CITY COUNCIL  
**FROM:** ERVIN J SUIDA, CITY MANAGER  
**DATE:** MARCH 6, 2025  
**RE:** HOWELL AREA HISTORICAL SOCIETY EASEMENT AGREEMENT

Attached is an easement agreement between the City of Howell and the Howell Area Historical Society (HHS). Our past City Attorney Dennis Perkins has been working with HHS legal counsel on this easement for the past few months. The permanent easement attached will provide the necessary space to house the Chiller unit for the ice rink. The HHS has agreed to provide this permanent easement at no cost. However, within the document there are two items that HHS requested. Item one is the removal of the chain link fence and installation of the historic fence removed along the rail to the back side of the depot property. This is included in the Depot Lot project. The second item is to include the lawn maintenance that we currently provide in the agreement so that it becomes immortalized within a document.

As this easement is critical to the project and is being executed at no cost to the City of Howell Staff recommends authorizing the Mayor to sign the easement agreement on behalf of the City with the Howell Area Historical Society.

**ACTION REQUESTED:**

A motion to authorize the Mayor and Clerk to execute the easement agreement between the City of Howell and the Howell Area Historical Society granting a permanent easement to the City of Howell for the construction, maintenance and repair of Chiller equipment for the Howell Depot project.

**GENERAL EASEMENT AGREEMENT  
GRANT TO CITY OF HOWELL**

This Easement Agreement (“Agreement”) is entered into on February \_\_\_\_, 2025 between the Howell Area Historical Society, a Michigan nonprofit corporation, whose address is P.O. Box 154, Howell, MI 48844 (“Grantor”) and the City of Howell, a Michigan municipal corporation, whose address is 611 East Grand River Ave., Howell, MI 48843 (“Grantee”) (collectively, the “Parties”).

**WHEREAS**, Grantor owns and operates a historical museum on property located at 128 Wetmore St., Howell, MI 48843, which is identified as Parcel 4717-36-100-002 (“Grantor’s Premises”), and

**WHEREAS**, the Grantee plans to construct, operate, maintain, repair and/or replace ice arena chilling equipment, generators, compressors and other utilities together with their appurtenances including but not limited to electrical power, natural gas, storm sewer, sanitary sewer, water supply and pipes upon a perpetual easement (also known as the “Easement Premises”) granted by the Grantor for such purpose as more fully set forth below;

**WHEREAS**, the parties hereby agree that the granting of this easement by the Grantor and the Grantee’s acceptance of same, will be a benefit to both the Grantor and the Grantee, and that all work necessary to be performed for this project will be at no cost to the Grantor;

**WHEREAS**, the Grantor certifies and warrants that it is the sole legal Owner in fee of certain real estate, which includes the easement, otherwise known under Tax Code No. 4717-36-100-002, situated in the City of Howell, County of Livingston, State of Michigan described as follows:

**SEE ATTACHED EXHIBIT A FOR:**

LEGAL DESCRIPTION OF PARCEL NO. 4717-36-100-002;  
LEGAL DESCRIPTION OF THE EASEMENT PREMISES;  
SKETCH OF EASEMENT.

NOW THEREFORE, in consideration of the foregoing, the parties hereto mutually agree as follows:

1. The Grantor hereby grants and conveys to the Grantee a perpetual easement to survey, construct, operate, maintain, test, inspect, repair, remove, replace and control all items and fixtures as described in Paragraph 2, set forth below, in, along, and upon the Easement Premises. This easement and the rights, liabilities, and obligations in this Agreement will run with the land.

2. The Grantee agrees that the use of the Easement Premises hereby granted shall be limited to construct, operate, maintain, repair and/or replace ice arena chilling equipment, generators, compressors, and other utilities together with their appurtenances including but not limited to electrical power, natural gas, storm sewer, sanitary sewer, water supply and pipes (collectively referred to as the "Improvements"). The Grantee shall paint the chiller red to match the color (as best as possible) of the Grantor's depot building. The Grantee shall bear the cost of all expenses associated with the Improvements.

3. The Grantee agrees that the Grantor shall have the right to grant other nonexclusive easements over, along, or upon the Easement Premises; provided, however, that any such other easements shall be subject to this easement and shall not otherwise obstruct the Easement Premises described here; and provided further, that Grantee shall have first consented in writing to the terms, nature and location of any such other easements so long as such other easement do not interfere with the rights granted hereunder.

4. The Grantor further agrees not to interfere with the construction, maintenance, repairing, inspection, and operation of the Improvements. The Grantor shall not erect or place any structure or any other physical obstruction next to, on top of, or underneath any of the access areas of the Improvements nor shall the Grantor obstruct the Grantee's reasonable access for service, maintenance, construction, or removal of the Improvements.

5. The Grantor agrees that the Grantee may temporarily assign the rights granted to it hereunder to any assignee who demonstrates sufficient competence and gives adequate assurances that any work to be performed pursuant to such assignment shall be conducted in a good and workmanlike manner and as required under this Agreement, and that the Grantor's interest in the Easement Premises shall be protected to the same extent as hereunder.

6. **Construction of Improvements and Insurance.** Grantee shall construct the Improvements according to the plans and specifications set forth in Exhibit B (the "Plans"). Grantee shall not modify the Plans or deviate from the Plans without Grantor's prior, written approval, which approval shall not be unreasonably withheld.

a. Grantee shall obtain at its sole cost and expense all required permits and approvals for the construction of the Improvements. Grantee's construction of the Improvements shall conform to all applicable statutes, ordinances, regulations, and codes and to the requirements of all other regulatory authorities. Grantee shall protect Grantor's adjoining property from construction damage and Grantee shall promptly repair any such damage its contractors or subcontractors cause to such property. All contractors or subcontractors used by Grantee shall be licensed if required by applicable law. Grantee shall use only new or like-new materials in the completion of the Improvements.

b. During construction of the Improvements, Grantee shall secure, pay for, and maintain, or cause its contractors and subcontractors to secure, pay for, and maintain, insurance in the types and minimum coverages as follows:

(i) Worker's Compensation, Employer's Liability Insurance with limits of not less than those which are required by State law.



(ii) Comprehensive General Liability Insurance (including Contractor's Protective Liability) in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate for personal injury liability (or death resulting therefrom) or property damage liability or a combination thereof. Such insurance shall provide for explosion and collapse coverage and contractual liability coverage and shall insure the general contractor and/or subcontractors against any and all claims for personal injury, including death resulting therefrom, and damage to the property of others and arising from his operations in performing the construction of the Improvements, whether such operations are performed by the general contractor, subcontractors or any of their subcontractors, or by anyone directly or indirectly employed by any of them. Such insurance shall be endorsed in all policies to include Grantor and its beneficiaries and their employees and agents as insured parties, and that Grantor shall be given thirty (30) days prior written notice of any alteration or termination of coverage. Certificates of such insurance shall be furnished to Grantor at least five (5) days prior to commencement of the Construction.

(iii) Comprehensive Automobile Liability Insurance, including the ownership, maintenance and operating of any automotive equipment owned, hired and non-owned, in the following minimum amounts:

- |     |                                  |                |
|-----|----------------------------------|----------------|
| (a) | Bodily injury, each occurrence   | \$1,000,000.00 |
| (b) | Bodily injury, aggregate         | \$2,000,000.00 |
| (c) | Property damage, each occurrence | \$500,000.00   |
| (d) | Property damage, aggregate       | \$1,000,000.00 |

(iv) Owner's Protective Insurance in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate.

(v) Builder's Risk and Installation Floater insurance in amounts for the cost to replace at time of loss.

(vi) Umbrella or Excess Liability Insurance in an amount not less than \$2,000,000.00 per occurrence.

c. Following completion of the construction of the Improvements, the Grantee shall provide the Grantor with a certificate of insurance providing for a commercial liability insurance policy on an occurrence basis with policy limits of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 in the aggregate, to include, but not be limited to, personal injury, bodily injury, property damage and contractual liability. The Grantee shall have the Grantor listed as an additional insured on the certificate of insurance (to the extent of the liability which the Grantee assumes under this Agreement). The insurance certificate shall state that the insurance policy cannot be cancelled unless the Grantee is given thirty (30) days' written notice. Failure of the Grantee to provide the certificate of insurance or receipt by the Grantor of a Notice of Cancellation of the insurance policies by the Grantee's insurance company(s) shall constitute a material breach of this contract and the Grantor may declare a default of the terms of the Agreement. This obligation shall continue for the life of this Agreement.

7. **Maintenance.** The Grantee is solely responsible for all repairs and maintenance of the Improvements upon the Easement Premises. The Grantee shall keep the Easement Premises free of any liens. Grantee shall maintain any and all utilities, which shall be separately metered in Grantee's name, at its sole cost and expense. Grantee shall keep the Easement Premises free and clear of rubbish and debris. The Grantee shall not allow the Easement Premises to become a nuisance, by failure to maintain same or otherwise, and will keep any walkways upon the Easement Premises free from snow and ice. Grantee will maintain the lawn and landscaping on the entirety of Grantor's Premises and the Easement Premises (including weekly lawn mowing). Grantee shall keep the Improvements well-lit. Further, Grantee shall maintain, repair, and replace lamps and lighting fixtures as needed. Grantee has previously removed Grantor's wrought iron fence from the Grantor's Premises in preparation of the Improvements; Grantee shall relocate the fence to a location on Grantor's Premises as directed by Grantor.

In addition, Grantee shall not use (except in compliance with applicable law), release, or dispose of any Hazardous Materials in the Easement Premises. "Hazardous Materials" means any toxic or hazardous substance, waste, chemical or material, or any pollutant or contaminant, defined, regulated or subject to liability under any Environmental Law, including, without limitation, petroleum, petroleum products, radioactive materials, perfluoroalkyl substances, polyfluoroalkyl substances, polychlorinated biphenyls, asbestos-containing material, flammables, and explosives. "Environmental Laws" mean federal, state and local laws, ordinances, rules, orders and common law requirements relating to Hazardous Materials or the protection of health, safety or the environment, now or hereafter in effect, including, without limitation, the Comprehensive Environmental Response, Compensation and Liability Act ( 42 U.S.C. 9601 et seq. ), the Emergency Planning and Community Right to Know Act ( 42 U.S.C. 11001 et seq.) the Resource Conservation and Recovery Act ( 42 U.S.C. 6901 et seq. ), the Hazardous Materials Transportation Act ( 49 U.S.C. 1801 et seq.), the Toxic Substances Control Act ( 15 U.S.C. 2601 et seq. ), the Occupational Safety and Health Act (29 U.S.C. 651 et seq.), and the Natural Resource and Environmental Protection Act ( M.C.L. 324.101 et seq.). Grantee shall remove, abate, remediate, clean up, or otherwise address Hazardous Materials on or emanating from the Easement Premises or Improvements.

8. **Liability.** Each Party to this Agreement shall be responsible for the liabilities arising out of their own conduct and the conduct of their officers, employees, contractors, agents, and assigns. The Grantee assigns so much of its rights of indemnification and any hold harmless provisions, including attorneys' fees (the "Indemnification Rights"), in and under Grantee's contracts and agreements with its contractors, subcontractors, and assignees related to the construction of the Improvements upon the Easement Premises. Grantor shall be considered a third-party beneficiary of the Indemnification Rights") to and under the Grantee's Contracts entitled to enforce such Indemnification Rights. Grantee shall defend Grantor and its officers, directors, employees, and agents against all third party claims or suits arising in whole or in part from any act or omission of Grantee or its agents, contractors, or assigns in connection with the Improvements. Grantor shall notify Grantee in the event of any such claim or suit, and Grantee shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. Grantor retains the right to participate at its own expense in the defense of any claim. Grantor shall have the right to approve all proposed settlements of such claims or suits.

9. **Default.** Grantee shall be in “Default” of this Agreement if Grantee fails to perform any of the terms, conditions or covenants of this Agreement for more than sixty (60) days after written notice of such default is given to Grantee, which sixty (60) day period shall be reasonably extended if Grantee is unable to complete its cure within such sixty (60) day period, Grantee has commenced the cure within the sixty (60) day period, and is diligently pursuing the cure to completion. Further, Grantee shall be in “Default” of this Agreement if Grantee abandons the Easement Premises or the ice-skating rink contemplated by this Agreement is abandoned or ceases operation. Further, Grantee shall be in Default of this Agreement if construction of the Improvements does not begin within one year of the execution of this Agreement or is not completed within two years of the execution of this Agreement.

In the event of Grantee’s Default, Grantor may, at its option, elect to terminate the Permanent Easement or pursue specific performance in addition to all remedies available under the terms of this Agreement and applicable law including, but not limited to, remedies available for breach of contract. Upon termination, Grantee shall promptly remove all Improvements from the Easement Premises and reasonably restore the Easement Premises to the condition it was in prior to the construction of the Improvements.-Issues with respect to supply chain issues, costs increases or any other incident beyond the Grantee’s control which has an effect on finishing the Improvements within two years of execution of this agreement could occur. Under such circumstances, Grantor agrees to allow an additional six (6 ) months to complete the improvements.

10. **Entire Agreement.** This Agreement constitutes the entire understanding between the Parties, and supersedes all other agreements between the Parties, related to the subject matter contained in this Agreement.

11. **Relationship Between the Parties.** Nothing in this Agreement shall be construed or deemed to create an employment, agency, partnership, or joint-venture relationship between the Parties.

12. **Severability.** Any term or condition of this Agreement that is declared unlawful or unenforceable by a court of competent jurisdiction will not apply. The unenforceability of any such term or condition will not affect the enforceability of any other term or condition.

13. **Governing Law.** This Agreement shall be governed by Michigan law without regard to conflict-of-laws provisions thereof, and litigation on causes arising from this Agreement shall be brought only in the Courts of Livingston County, Michigan, or the United States District Court for the Eastern District of Michigan. Any Party who prevails, whether offensively or defensively, in any action regarding the interpretation, application, or enforcement of the terms of this Agreement shall be entitled to recover its reasonable attorney fees relating to such action from the non-prevailing Party. The trier of fact shall determine which Party is the prevailing Party for this purpose.

14. **Force Majeure.** Neither party shall be deemed to have breached its Agreement or be held liable for any failure or delay in the performance of all or any portion of its obligations under this Agreement if prevented from doing so by a cause or causes beyond its control, such as acts of nature, fires, floods, storms, earthquakes, riots, boycotts, strikes, lock-outs, acts of terrorism, acts of wars or war operations, restraints of government, power or communication line

failure or other circumstance beyond such party's control, or by reason of the judgment, ruling or order of any court or agency of competent jurisdiction or change of law or regulation subsequent to the execution of this Agreement.

15. **Notices.** Any notice required under this Agreement shall be made by Federal Express, United Parcel Service, or another similarly recognized overnight delivery service or by Certified Mail through the United States Postal Service, return receipt requested, at the addresses listed below. Notice shall be effective as of the date of delivery as corroborated by the delivery service.

If to Grantor:  
Howell Area Historical Society  
P.O. Box 154  
Howell, MI 48844

If to Grantee:  
City of Howell  
Attn: City Manager  
611 East Grand River Ave.  
Howell, MI 48843

With a copy to:  
Myers & Myers, PLLC  
Attn: Senara Dollar  
915 N. Michigan Ave.  
Howell, MI 48843

16. **Assignment.** All rights, title and privileges herein granted, including all benefits and burdens, shall run with the land, and shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors, assigns and legal representatives. Except as expressly authorized in this Agreement, Grantee may not assign the Agreement or the rights and obligations hereunder, in whole or in part, without the prior written consent of the Grantor. Grantor may assign this Agreement and the rights and obligations hereunder at any time but only in association with the sale or transfer of Grantor's Premises.

17. **Surviving Provisions.** The parties intend, understand, and agree that, notwithstanding the termination of this Agreement, and regardless of reason or cause or terminating party, all provisions that logically ought to survive termination of this Agreement shall survive, regardless of whether survival is specifically recited for any such provision.

In witness whereof, the parties hereto have executed or have caused in this instrument to be executed by their proper officers duly authorized to execute the same.

**HOWELL AREA HISTORICAL SOCIETY:**

\_\_\_\_\_  
By:  
Its:

\_\_\_\_\_  
By:  
Its:

STATE OF MICHIGAN )  
 ) ss  
LIVINGSTON COUNTY )

On this \_\_\_\_ day of February, 2025, before me, a Notary Public in and for said County, appeared \_\_\_\_\_ and \_\_\_\_\_, who executed the foregoing instrument as authorized persons of the Howell Area Historical Society.

/s/  
\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_ County, Michigan  
Acting in \_\_\_\_\_ County, Michigan  
My commission expires \_\_\_\_\_

**CITY OF HOWELL:**

\_\_\_\_\_  
By: Robert Ellis  
Its: Mayor

\_\_\_\_\_  
By: Deanna Robson  
Its: City Clerk

STATE OF MICHIGAN )  
 ) ss  
LIVINGSTON COUNTY )

On this \_\_\_\_ day of February, 2025 before me, a Notary Public in and for said County, appeared Robert Ellis and Deanna Robson, who executed the foregoing instrument as authorized persons of the City of Howell.

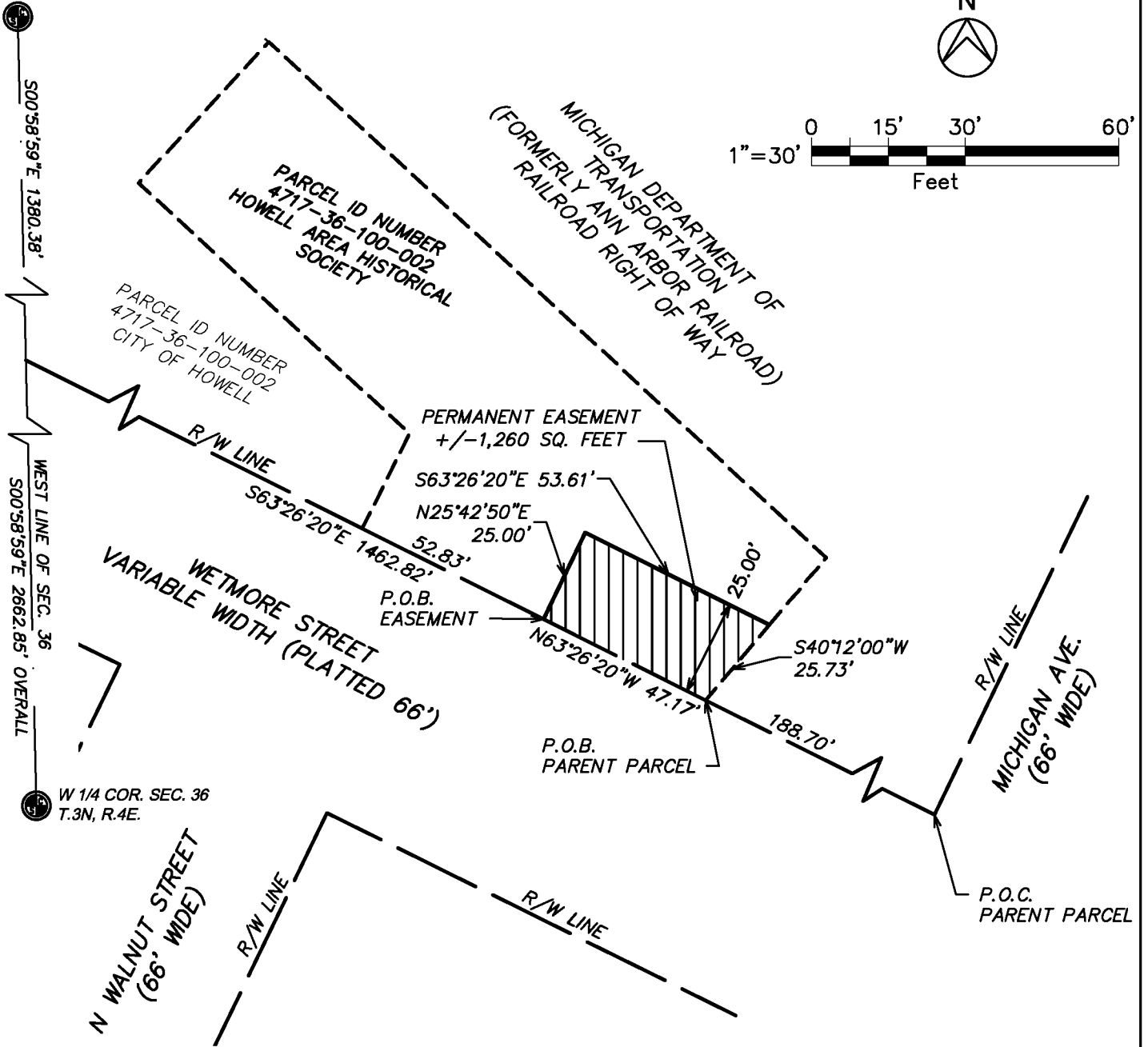
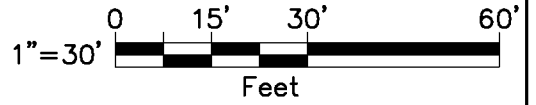
/s/  
\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_ County, Michigan  
Acting in \_\_\_\_\_ County, Michigan  
My commission expires \_\_\_\_\_

Drafted by and return to:  
Dennis L. Perkins  
Attorney at Law  
P.O. Box 47  
Howell, MI 48843  
(517)546-6623

# EXHIBIT 'A'

SECTION 36, T3N, R4E, CITY OF HOWELL  
LIVINGSTON COUNTY, MI

P.O.C. EASEMENT  
NW COR. SEC. 36  
T.3N, R.4E.



PROPERTY DESCRIPTION AS SHOWN IN LIVINGSTON COUNTY TAX ROLL

SEC 36, T3N R4E CITY OF HOWELL, BEG 188.7 FT WLY OF MICHIGAN AV ON NLY LINE OF WETMORE ST, TH WLY 100 FT, TH NLY 28.5 FT, TH WLY 96.1 FT, N'LY 50 FT, TH ELY 200 FT, TH SLY 50 FT TO POB. TRAIN STATION DEPOT MUSEUM

TAX PARCEL NUMBER: 4717-36-100-002

PERMANENT EASEMENT DESCRIPTION:

A 25 FEET WIDE PERMANENT EASEMENT SITUATED IN THE CITY OF HOWELL, COUNTY OF LIVINGSTON, AND STATE OF MICHIGAN, DESCRIBED AS FOLLOWS:  
COMMENCING AT THE NORTHWEST CORNER OF SECTION 36, T.3N., R.4E.; THENCE S00°58'59"E 1,380.38 FEET ALONG THE WEST LINE OF SECTION 36; THENCE S63°26'20"E 1,462.82 FEET ALONG THE NORTHERLY LINE OF WETMORE STREET TO THE POINT OF BEGINNING; THENCE N25°42'50"E 25.00 FEET; THENCE S63°26'20"E 53.61 FEET; THENCE S40°12'00"W 25.73 FEET TO A POINT ON THE NORTHERLY LINE OF WETMORE STREET; THENCE N63°26'20"W 47.17 FEET ALONG SAID NORTHERLY LINE OF WETMORE STREET TO THE POINT OF BEGINNING.

EASEMENT AREA =1,260 SQ. FEET MORE OR LESS.

SUBJECT TO EASEMENTS, ENCUMBRANCES AND RESTRICTIONS OF RECORD.

JOB NO. 20220406	 <b>HUBBELL, ROTH &amp; CLARK, INC</b> CONSULTING ENGINEERS SINCE 1915	105 W. GRAND RIVER AVE. HOWELL, MICH. 48843-2236	SHEET NO. <b>1</b>
DATE 10/31/2024		PHONE: (248) 454-6300 WEB SITE: www.hrcengr.com	OF 1

# EXHIBIT 'B'



**Livingston County**  
MICHIGAN

## Livingston County, Michigan Property Search

To VIEW or PAY delinquent taxes... you must purchase a tax history from the navigation section below  
[Instructions for Delinquent Tax Payments >>](#)

### Navigation

[Property Summary](#) [Search Results](#) [Tax History](#) 

[Sales History](#) [Refine Search](#) [GIS Parcel Map](#)

[Split History](#) [New Search](#) [Print](#)

[Tax Description](#) [Logout](#)

## Property Summary

Our records are updated May, August and January, each year. If you feel any of this information is incorrect, please contact the [local uni government](#).

### Parcel Identification

Parcel Number: 4717-36-100-002  
Property Address: 128 WETMORE  
Property Status: ACTIVE  
Government Unit: 4717 - HOWELL CITY  
Taxing Unit: 4717 - HOWELL CITY  
Classification: 201 - COMMERCIAL  
School District: 47070 - HOWELL  
GIS Calculated Acres: 0.24  
Active Date: NOT AVAILABLE  
Most Current Liber/Page: [Sales History](#)

### Owner Identification 4717-36-100-002

Owner Name 1: HOWELL AREA HISTORICAL SOCIETY

Owner Name 2:

# EXHIBIT 'B'

Mailing Address: PO BOX 154  
Mailing City, State, Zip: HOWELL, MI, 48844

## Tax Payer Identification 4717-36-100-002

Tax Payer Name 1: Tax Payer information same as owner

Tax Payer Name 2:

Mailing Address:

Mailing City, State, Zip: ,

Last Update From Local Unit: 05/06/2015

## Assessed Values 4717-36-100-002

Assessed values, taxable values and Principal Residence Exemption (PRE)/Qualified Agriculture (QA) status displayed on Livingston Live are compiled from the local city and township assessors and include order changes (MTT, Board of Review € received from the local unit. More recent changes should be verified with [appropriate local assessors](#).

Year	State Equalized Value	Taxable Value	PRE/QA Exemption Status
2023	0	0	0%
2022	0	0	0%
2021	0	0	0%

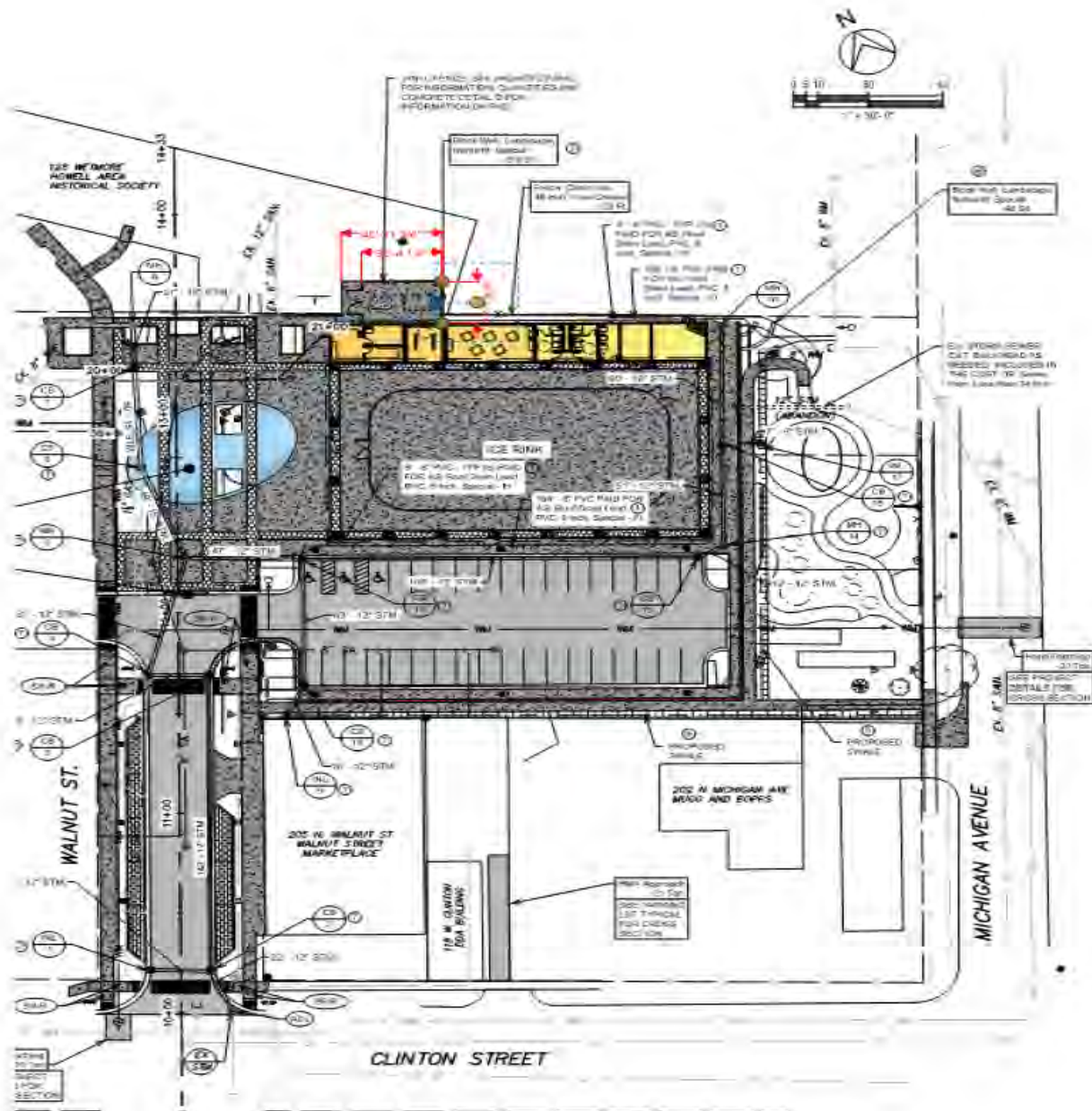
## Tax Description 4717-36-100-002

SEC 36, T3N R4E CITY OF HOWELL, BEG 188.7 FT WLY OF MICHIGAN AV ON NLY LINE OF WETMORE ST, TH WLY 100 FT, TH 28.5 FT, TH WLY 96.1 FT, N'LY 50 FT, TH ELY 200 FT, TH SLY 50 FT TO POB. TRAIN STATION DEPOT MUSEUM

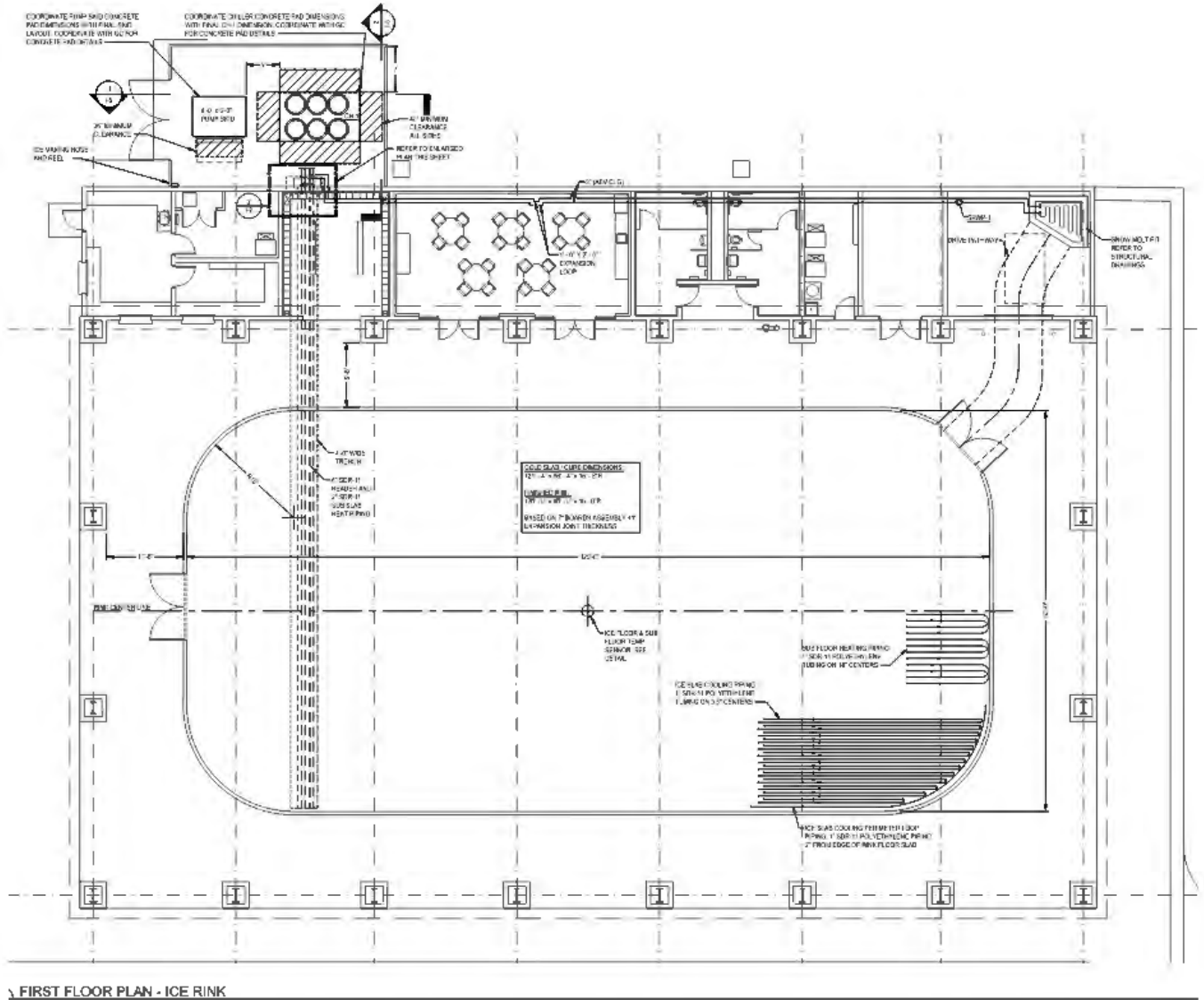


CITY OF HOWELL  
FIRE AND ICE DEPOT DISTRICT  
HOWELL HISTORICAL SOCIETY  
PERMANENT EASEMENT DESCRIPTION  
FEBRUARY 13, 2025

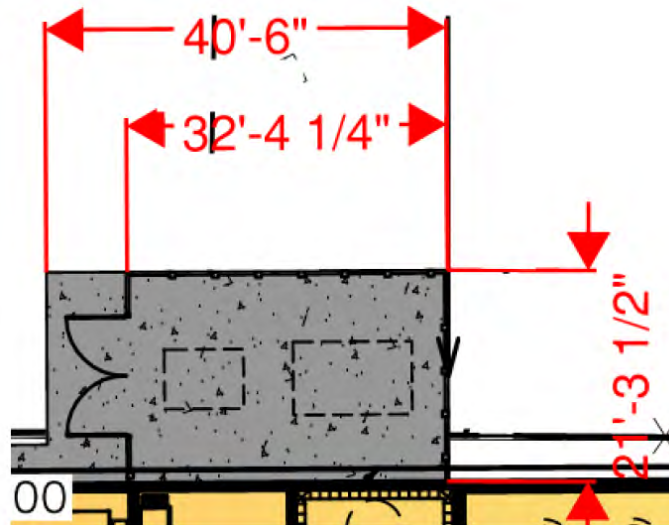
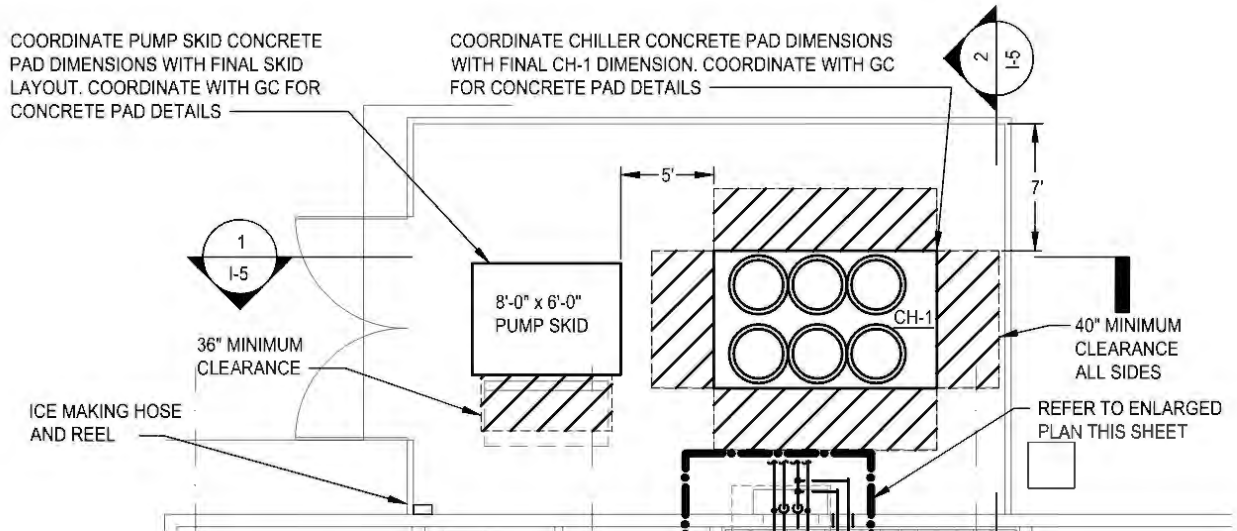
This easement allows ingress and egress to and from a proposed 22'x41' concrete pad enclosed by an 8' tall white vinyl fence. This proposed concrete pad will house the ice rink mechanical equipment such as the rink chiller, pump skid and electrical components. See below for proposed construction drawings showing above information.



CITY OF HOWELL  
 FIRE AND ICE DEPOT DISTRICT  
 HOWELL HISTORICAL SOCIETY  
 PERMANENT EASEMENT DESCRIPTION  
 FEBRUARY 13, 2025



CITY OF HOWELL  
 FIRE AND ICE DEPOT DISTRICT  
 HOWELL HISTORICAL SOCIETY  
 PERMANENT EASEMENT DESCRIPTION  
 FEBRUARY 13, 2025





**CITY OF HOWELL  
MEMORANDUM**

**TO:** Mayor & City Council  
**FROM:** ERVIN J SUIDA, CITY MANAGER  
**DATE:** 3/5/2025  
**RE:** COMMUNICATION AGREEMENT

City Staff has been in the process of advertising, reviewing and interviewing firms to assist us in making sure we are providing consistent and accurate communications and messaging. Council provided direction for staff to hire a firm to help us navigate through the various forms of messaging and communication. As public servants providing a wide array of services, good consistent communication is a necessity in the proper delivery of those services. This plan will be developed to help current and future employees with the various methods and types of communication from social media messaging to crisis management. Having a plan in place and properly trained and prepared staff is critical in this mission.

After a very rigorous process of advertising, reviewing, and interviewing potential consulting firms, staff is recommending Burch Branded to provide those services. The Burch Branded Team provided a proposal that had an aggressive schedule, a solid plan and the lowest monthly cost and rates. Burch also provided a contract that clearly defines the scope of work and competitive hourly rates for any other services not included in their Statement of Work (SOW). City Staff recommends hiring Burch Branded as outlined in their proposed contract. Burch Partners is prepared to hit the ground running and provided an aggressive schedule to complete these tasks by June 1, 2025. At that point staff and Council can consider continuing this relationship with a retainer that would be brought back to Council for consideration.

**ACTION REQUESTED:**

A motion to approve the contract for communication services with Burch Branded for three months at \$6,500 per month and at the hourly rate of \$135 per hour for additional work outside the scope of this contract, subject to City Attorney approval of the contract and to authorize the City Manager to execute the contract upon confirmation of City Attorney approval.



# CONTRACT

March 10, 2025

Ervin Suida  
City of Howell  
611 E. Grand River Ave.  
Howell, MI 48843

Erv:

Thank you for the opportunity to provide public relations services to the city of Howell (“Howell”). This letter and enclosed statement of work (“SOW”) outlines the terms of agreement and statement of work between Howell and Brian C Burch, Inc. (“BURCH”).

Howell has asked BURCH to provide professional public relations services for the brand communications, public relations and message strategy of its community. It should be the understanding of all parties that this agreement pertains to the following activities:

- partner strategy
- brand strategy
- message strategy
- social media strategy
- influencer strategy and negotiation
- traditional advertising strategy and negotiation
- media coaching
- digital advertising buys
- e-newsletter
- graphic design
- visual strategy (photo and video)
- media relations
- press releases
- content creation

Should Howell wish to retain BURCH for additional work outside the aforementioned activities, we would be happy to discuss these projects and provide Howell a proposal and agreement.

BURCH will provide professional services commencing March 1, 2025 to immediately address Phase 1 of the communications plan, outlined in the enclosed SOW, for three (3) months in exchange for service fees of \$6,500/month, plus expenses. Howell agrees to pay a \$6,500 deposit to immediately commence activities. It is the understanding of all parties that this agreement can be cancelled with 30 days written notice. It is the desire of Howell to expand its relationship with BURCH and upon Council approval of extension after May 31, 2025, the Parties will discuss responsibilities and the budget accordingly to address the next phases of our engagement.

In determining the services performed, we consider a number of factors in addition to the time expended and hourly rates of the professionals involved. There may be instances where we will be using work product or project models previously developed by our firm. Since it is both to your benefit and ours to utilize these tools in providing services to you, the hours billed may include the time value of a portion of this work that specifically pertains to Howell.

In the event BURCH’s services are required for activities that fall outside of the SOW, the hourly rates for such services is a blended rate of \$135.00 per hour.

**BURCH**

31 E. 8<sup>th</sup> St., Ste. 200  
Holland, MI 49423

616-828-9813  
[brian@BURCHpartners.com](mailto:brian@BURCHpartners.com)



In addition, Howell agrees to reimburse BURCH for any reasonable, pre-approved, reimbursable expenses incurred in servicing Howell, including, but not limited to, advertising, mileage, travel, postage, telephone, online services, bulk e-mails, photocopying, printing, production or other items agreed upon by BURCH and Howell. Outside services purchased on behalf of Howell will include the standard agency mark-up of 19.65%.

BURCH handles all of its client matters with confidentiality. We are willing to sign a confidentiality agreement if provided by Howell; otherwise it should be the understanding of all parties that all matters and materials shared are confidential and private unless disclosure is mandated by law. The parties shall provide notice to the other, within a sufficient time to object to such disclosure, prior to any such disclosure. Materials provided to BURCH by Howell shall be maintained for two years and then either returned to Howell or discarded unless Howell instructs otherwise.

BURCH will comply with all applicable laws, including federal, state and local laws, ordinances and regulations, in performing this agreement. BURCH shall be entitled to rely upon information provided by Howell, provided that BURCH exercises reasonable diligence and professional judgment.

BURCH shall provide evidence of professional liability coverage and automobile liability coverage to the Client, in amounts deemed satisfactory to Client, and shall provide a certificate identifying the Client as an additional insured on such policies. To the extent permitted by law, the Parties shall indemnify and hold harmless the other, including and its employees, officials and agents, from any liability, settlements, loss or costs (including reasonable attorneys fees) to the extent caused by the negligent act, error or omission of the indemnifying party in the performance of this Agreement. If such damage results in part by the negligence of another party, the indemnifying party shall be liable only to the extent of such party's own proportional negligence, and with regard to the Client, only its gross negligence.

All materials and information disseminated by BURCH on behalf of the city of Howell will be approved by the City Manager or his/her delegates prior to distribution.

We will provide a billing summary to Howell within 10 business days after the close of each calendar month, including out-of-pocket expenses. Terms will be 15 days net. Howell agrees that all of BURCH's invoices are approved 60 days after receipt unless Howell notifies BURCH in writing of its disapproval. In the unlikely event that an invoice remains unpaid for more than 90 days, we reserve the right to charge Howell reasonable fees including attorney fees should collection efforts be necessary.

~~Any contractual disputes related to this engagement shall be resolved, in Michigan, through third party, legally binding, conflict resolution facilitated by a neutral third party mediator, mutually agreed upon by both parties.~~

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**BURCH**

31 E. 8<sup>th</sup> St., Ste. 200  
Holland, MI 49423

616-828-9813  
[brian@BURCHpartners.com](mailto:brian@BURCHpartners.com)



Please indicate that you have reviewed the above terms and agree to them by signing this document and returning an original copy to BURCH Partners at: 31 E. 8th St., Ste. 200, Holland, Michigan, 49423. Howell's retainer deposit can be paid with this contract, or we can add it to the company's first month's invoice.

\_\_\_\_\_  
Erv Suida  
City Manager  
City of Howell

\_\_\_\_\_  
Brian Burch  
Managing Partner  
BURCH

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
March 10, 2025  
**Date**

Thank you for the opportunity to be of service to the city of Howell. We appreciate your business.

Sincerely,  
\_\_\_\_\_  
Brian Burch  
Managing Partner

###



# STATEMENT OF WORK

This Statement of Work for “Phase I” work is made and entered into pursuant, and subject to the terms and conditions of a certain Contract dated March 10, 2025 (the “Agreement”) between the city of Howell (“Howell”) and the undersigned Contractor (“BURCH”).

<b>Description of Services</b>	Variety of public relations, marketing and communications services.
<b>Specifications</b>	<p><b>Communications Planning</b> - Develop a 12-month communications plan on behalf of Howell administrators and staff, that will support all city activities, developments, programming and partnerships. These activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Research &amp; Discovery</li> <li>• Brand Audit</li> <li>• Community Survey</li> <li>• Core Messaging</li> <li>• Brand Standards</li> <li>• Target Audience Personas</li> <li>• Communications Plan</li> <li>• Media Coaching</li> </ul> <p>Represent Howell in a positive manner at all times and be a strong brand ambassador.</p> <p><b>Public Relations</b> - Support the public relations function in activities including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Press release writing</li> <li>• Media pitching</li> <li>• Media database edits and updates</li> <li>• Media coaching</li> <li>• Statement drafts</li> <li>• Speechwriting</li> <li>• Spokesperson</li> </ul> <p><b>Social Engagement</b> - Support social media messaging on behalf of Howell by coordinating and executing an editorial calendar that will organize and schedule social media content. Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Content draft and revision</li> <li>• Designating type of content</li> <li>• Managing Facebook, Instagram and YouTube</li> <li>• Creating and distributing e-newsletter</li> </ul> <p><b>Attendance</b> - Weekly on-site and/or Zoom meetings with Howell administrators and staff.</p>
<b>Deliverables</b>	<p>BURCH will provide to Howell the following deliverables:</p> <ul style="list-style-type: none"> <li>• City of Howell Brand Audit (based on results of the community survey)</li> <li>• Core Messaging document</li> <li>• Brand Standards manual</li> <li>• 12-month Communications Plan</li> </ul>

**BURCH**

31 E. 8<sup>th</sup> St., Ste. 200  
Holland, MI 49423

616-828-9813  
[brian@BURCHpartners.com](mailto:brian@BURCHpartners.com)





<b>Term</b>	Three-month engagement, transitioning to a renewable 12-month retainer.
<b>Performance Schedule</b>	Contract will be effective: March 1-May 31, 2025.
<b>Pricing and Payment Schedule</b>	<p>Monthly Fees [\$6,500 + Expenses]</p> <p>Includes time and materials to perform duties for Howell.</p> <p>Payment schedule: Three payments consisting of \$6,500 to BURCH via check or EFT starting March 15, May 1 and June 1.</p>
<b>Additional Terms and Conditions (if any).</b>	

The parties have executed this Statement of Work as of the dates set forth below their respective signatures.

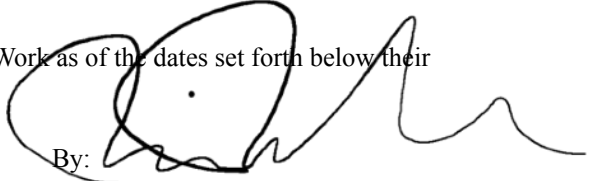
By: \_\_\_\_\_  
(Signature)

Erv Suida

\_\_\_\_\_  
(Type or Print Name)

Its: City Manager  
(Type or Print Title)

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

By:   
\_\_\_\_\_  
(Signature)

Brian Burch

\_\_\_\_\_  
(Type or Print Name)

Its: Managing Partner  
(Type or Print Title)

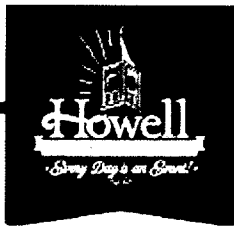
Date: March 10, 2025

###

**BURCH**

31 E. 8<sup>th</sup> St., Ste. 200  
Holland, MI 49423

616-828-9813  
[brian@BURCHpartners.com](mailto:brian@BURCHpartners.com)



**APPLICATION FOR MEMBERSHIP ON CITY BOARD OR COMMISSION**

Submit completed application to:

City Clerk's Office  
611 E. Grand River Ave.  
Howell, Michigan 48843  
Fax: 517-546-6030  
Email: Clerk@CityofHowell.org

Thank you for your interest in serving on a City of Howell board or commission.

Name in Full: Jennifer Webb

Home Address: 904 Still Valley Phone: [REDACTED]

Place of Employment: SELF Title:

Realtor + small business owner

Business Address: 422 W. Grand River

Business Phone: ~~517~~ 517-295-4443

E-Mail Address: jenwebb09@gmail.com

Length of Residence in City: 17 yrs Own or Rent: OWN

Are you a U.S. Citizen? Yes  No

Educational Background:  
Some college - Graphic design

Occupational Background: 13  
Real Estate 12 yrs  
Small business 7.5 yrs

Community Activities:

Howell DDA, HMS Bus + Promo Committee,  
Howell Block Captain

Board or Commission on which you are interested in serving:

- 1) DDA 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information regarding experience, qualifications, etc.

none

Have you ever attended the Howell Citizens Academy?

Yes  No  If yes, Date \_\_\_\_\_

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission:

I would like to continue my position on the DDA board because I enjoy representing the sm business community in their needs for downtown

Are you, your spouse, or an immediate family member related to any City Official or Department Head? Yes  No  If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you, your spouse, or an immediate family member currently have a business relationship with the City of Howell? Yes  No  If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled or expunged or sealed by the Court?

Yes  No  If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References:

Name: Tina Hess Relationship to you: Colleague  
Telephone: [REDACTED]

Name: Lisa Bronikowski Relationship to you: Colleague  
Telephone: [REDACTED]

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*I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations, subject to any restrictions, which I have included, to the City of Howell Office of the City Manager.*

I, Jennifer Webb, certify that the information provided in this application is, to the best of my knowledge, true and accurate.

Signature: [Signature] Date: 1/6/25



**HOWELL  
MICHIGAN**

*City of Howell  
611 E. Grand River  
Howell, MI 48843  
(517) 546-3500*

### **Waiver & Release**

By signing the release below, I hereby authorize the City of Howell to conduct a background investigation whereby information regarding my driving record, vehicle record and criminal record is obtained. I authorize the City of Howell to contact any and all agencies that may have information on me. I acknowledge receipt of a copy of the above statement concerning the background investigation and hereby authorize the release of any information about my background to the City of Howell. In doing so, I release from all liability all persons, companies and agencies supplying such information. I indemnify the City of Howell against any liability which may result from making such requests. I understand that I have the right to make a written request within a reasonable period of time to receive detailed information regarding the nature and scope of any such investigative report that is made.

I believe to the best of my knowledge that all information I have provided is accurate, true and correct and that I fully understand the terms of this release.

Name: Jennifer Webb middle name Louise

Other names used: Jen Webb

Address: 904 Still Valley City/State/Zip: Howell

Birth date: 8/9/83

Date: 1/6/25

Signature of Applicant



RECEIVED  
FEB 11 2025  
CITY OF HOWELL

**APPLICATION FOR MEMBERSHIP ON CITY BOARD OR COMMISSION**

Submit completed application to: City Clerk's Office  
611 E. Grand River Ave.  
Howell, Michigan 48843  
Fax: 517-546-6030  
Email: clerk@cityofhowell.org

Name in Full: Luke Wilson  
Home Address: 1037 Braeview Dr. Phone: [REDACTED]  
E-Mail Address: lwilson@cityofhowell.org  
Place of Employment: Washtubs, LLC Title: Owner  
Business Address: 215 S. Michigan Ave.  
Business Phone: 517.546.1196

Length of Residence in City: 9 yrs Own or Rent: Rent

Are you a U.S. Citizen? Yes  No

Educational Background:  
BS Finance

Occupational Background:  
Bank of Ann Arbor- Commercial Credit Anaylist  
Entrepreneur- Washtubs, LLC

Community Activities:  
City Council Member, Trusted Messenger, Talk, Read, Sign Program (LESA),  
Former Advisory Board Member, Salvation Army, Former Chair, Young Leaders United Way  
Group of Ann Arbor

Board or Commission on which you are interested in serving:

- 1) DDA 2) \_\_\_\_\_  
3) \_\_\_\_\_ 4) \_\_\_\_\_

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission:

~~As a business owner, property owner, and active community leader, I am deeply invested in the long-term growth and success of our downtown district. I want to bring my financial expertise and firsthand experience as a business operator to help shape policies that~~ foster economic development, enhance infrastructure, and support local entrepreneurs. I believe my leadership experience, combined with my ability to collaborate with stakeholders, will contribute to the DDA's mission of creating a vibrant and sustainable downtown area.

Additional information regarding experience, qualifications, etc.

I am committed to ensuring that our downtown remains a thriving hub for businesses, residents, and visitors alike. By serving on the DDA Board, I aim to advocate for responsible development, business-friendly policies, and strategic investments that benefit the entire community.

Have you ever attended the Howell Citizens Academy?

Yes  No  If yes, Date \_\_\_\_\_

Are you, your spouse, or an immediate family member related to any City Official or Department Head? Yes  No  If yes, please explain.

I currently sit on City Council

Do you, your spouse, or an immediate family member currently have a business relationship with the City of Howell? Yes  No  If yes, please explain.

My business cleans the police departments uniforms

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled or expunged or sealed by the Court?

Yes  No  If yes, please explain.

References:

Name: Lori Sexton Relationship to you: Friend  
Telephone: [REDACTED]

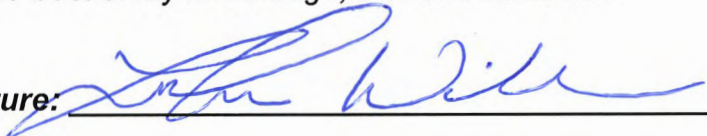
Name: Jon Houshabeau Relationship to you: Friend  
Telephone: [REDACTED]

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*I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations, subject to any restrictions, which I have included, to the City of Howell Office of the City Manager.*

I, Luke Wilson, certify that the information provided in this application is, to the best of my knowledge, true and accurate.

Signature:  Date: 2/11/25





City of Howell  
611 E. Grand River  
Howell, MI 48843  
(517) 546-3500

### Waiver & Release

By signing the release below, I hereby authorize the City of Howell to conduct a background investigation whereby information regarding my driving record, vehicle record and criminal record is obtained. I authorize the City of Howell to contact any and all agencies that may have information on me. I acknowledge receipt of a copy of the above statement concerning the background investigation and hereby authorize the release of any information about my background to the City of Howell. In doing so, I release from all liability all persons, companies and agencies supplying such information. I indemnify the City of Howell against any liability which may result from making such requests. I understand that I have the right to make a written request within a reasonable period of time to receive detailed information regarding the nature and scope of any such investigative report that is made.

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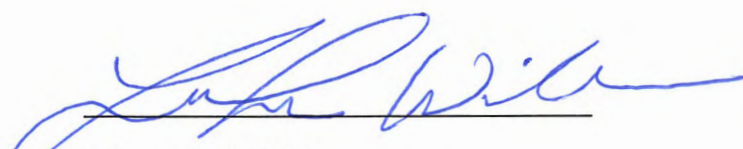
Name: Luke Wilson

Other names used: N/A

Address: 1037 Braeview Dr. City/State/Zip: Howell, MI 48843

Birth date: 07/08/1989

Date: 2/11/25

  
Signature of Applicant