



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
 or download the My Howell MI app

Monday, March 13, 2023

**COUNCIL -
 MANAGER
 GOVERNMENT**

Council Members
 and other officials
 normally in
 attendance:

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

Ervin J. Suida
City Manager

Scott Mannor
Police Chief

Dennis L. Perkins
City Attorney

Deanna Robson
City Clerk

1. Regular Meeting Called to Order
2. Pledge of Allegiance (all stand)
3. Approval of Consent Agenda
 - A. Regular Meeting Minutes, February 27, 2023
 - B. Bills
4. Citizens' Comments – Items not on the Agenda
5. Reports by Council Members Serving on Commissions
6. Council Correspondence: Letter from Dr. Lester Stiner, DPS
7. Board/Commission Reappointments:
 - A. Planning Commission, Maryanne Vukonich, term ending April 30, 2026
 - B. Board of Zoning Appeals, Victoria Hertrich, term ending April 30, 2026
 - C. Thompson Lake Board, Leonard Mattson, term ending April 30, 2025
 - D. Planning Commission, Jan Lobur, term ending April 30, 2024
8. Discussion/Approval – Civic Events:
 - A. Rock the Block, Howell Main Street
 - B. Oktoberfest, Howell Main Street
 - C. Art in the Garden, Howell Main Street
9. Discussion- City Hall Renovation-Phase 2-5
10. Discussion- Depot Lot
11. City Manager's Report
12. Unfinished Business
13. New 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. 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 27, 2023
Howell City Council Chambers – Lower Level
611 E. Grand River Ave.
Howell, Michigan 48843**

1. CALL TO ORDER

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

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

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

Others in Attendance: DPS Director Matt Davis, Finance Director Alyssa Alden, Alex Smith, Janelle Best, Scott Runyan, Tom Richardson, Brian Lewis and Susie Hill.

2. PLEDGE OF ALLEGIANCE

3. APPROVED – CONSENT AGENDA

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

4. CITIZENS’ COMMENTS

Scott Runyan, Runyan Brothers Construction, 809 E. Grand River, stated that he thought the City’s building permit fees are too high and that it is not convenient for contractors to pull permits in the City. He provided information and recommended that the City subcontract building permits to Livingston County.

5. REPORTS BY COUNCIL MEMBERS SERVING ON COMMISSIONS

Member Hertrich reported on the February 21st Howell Area Parks & Recreation Authority meeting: approved budget amendment; summer camp registration is already sold out; soccer registration is almost full; sweetheart dances were successful with over 500 participants; the audit should be presented at the next meeting; and staff will be participating in an upcoming conference.

Mayor Pro Tem Lobur reported on the February 15th Planning Commission meeting: a public hearing was held regarding Jax Kar Wash at 1009 S. Michigan Ave., however action was postponed; and Commissioners discussed the Master Plan update.

Mayor Ellis reported on the February 14th Library Board meeting: policies were updated; a request for use of Library grounds by LACASA for Pinwheels for Prevention was approved; copy fees were reduced; and City Manager Suida delivered a presentation.

Mayor Ellis reported on the February 15th Fire Authority meeting: approved purchasing a new fire engine to take advantage of pre-pricing; updated website was demonstrated and approved, and eventually meeting minutes from the last two years will be available via the website.

6. COUNCIL CORRESPONDENCE:

A. Livingston County Prosecutor's Office, Request to Place Ribbons on Lamp Posts

MOTION by Clos, SECOND by Lobur, "To approve the request from the Livingston County Prosecutor's Office to place ribbons on the lamp posts in Downtown Howell from April 20th to May 1st, 2023 for National Crime Victims' Rights Week." (7-0).

B. Howell High School, Request to Waive Park Fees, August 12, 2023 All Fall Sports Picnic

MOTION by Schlittler, SECOND by Britten, "To approve the request from Howell High School to waive the rotary pavilion usage and entrance fees for their All Fall Sports Picnic on Saturday, August 12, 2023 from 10 am until 6 pm." Brian Lewis, Howell Head Football Coach and Physical Education teacher, noted that the event two years ago was a great success, with approximately 250-300 attendees, and the school district would like to replicate it. Mayor Pro Tem Lobur expressed concern regarding parking. Staff will work with Mr. Lewis regarding parking for the event. (7-0).

7. APPROVED – CIVIC EVENT APPLICATION:

Michigan Challenge Balloonfest Media Night, June 14, 2023

MOTION by Hertrich, SECOND by Wilson, "To approve the Civic Event Application filed by Janelle Best, Howell Chamber of Commerce, for the 2023 Michigan Challenge Balloonfest Media Night on June 14, 2023." Janelle Best, Howell Chamber of Commerce, stated that they are excited to bring the event back this year. MOTION CARRIED (7-0).

8. APPROVED – PURCHASE AGREEMENT, CITY OWNED PROPERTY, 1333 ASHEBURY LANE

MOTION by Lobur, SECOND by Clos, "To execute the purchase agreement with Chestnut Development, LLC to purchase the vacant condo unit 61 located in Victoria Park, known as 1333 Ashbury for an amount of \$2,492.00." City Manager Suida stated that the City acquired the property, half of an attached condo unit in Victoria Park, through a tax sale. Mr. Gronow, Chestnut Development LLC, owns the other half. There have been no costs associated with the property and the agreement lists the sale price as the amount that the City paid for the parcel. MOTION CARRIED (7-0).

9. CITY MANAGER’S REPORT

City Manager Suida stated that a Citizens’ Academy session would be scheduled for the near future, with all City departments represented. Council participation was requested.

Costs and parts delays have increased substantially for water main projects, and managing the improvements has become very difficult and may impact some future projects. Member Hertrich inquired about the potential timing and location of projects that may be affected.

Staff will be resubmitting a SPARK grant application for the City park and is also seeking a MEDC Public Gathering grant.

Staff is working on the budget, and two budget sessions are anticipated in April.

The City plans to issue Mechanical, Electrical and Plumbing permits in the future and information will be provided to Council soon.

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

Mayor Pro Tem Lobur suggested that a Pinwheels for Prevention garden be displayed at City Hall in April in support of LACASA.

12. ADJOURMENT

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

Robert Ellis, Mayor

Deanna Robson, City Clerk

**CITY OF HOWELL
WARRANT COVER
March 13, 2023**

<u>NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Accounts Payable	\$ 226,084.76	
	Less DDA \$ (3,662.15)	
TOTAL	<u>\$ 222,422.61</u>	
MERS Pay Date	\$ 127,327.54	February Coverage
Payroll Pay Date 3/2/23	\$ 166,503.55	Pay Period 2/12/23 - 2/25/23

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 000 GENERAL							
101-000-081.000	02/07/23	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE - MEDICARE ADVANTAGE	MARCH 2023	03/13/23	326.48	103226
101-000-081.000	03/01/23	MUTUAL OF OMAHA	LTD/STD/LIFE - ACTIVE EMPLOYEES - MARCH	MARCH 2023	03/13/23	477.93	103263
101-000-081.000	02/18/23	VSP INSURANCE CO. (CT)	VISION INSURANCE - RETIREE - MARCH	MARCH 2023	03/13/23	9.78	103284
101-000-083.001	02/07/23	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE - MEDICARE ADVANTAGE	MARCH 2023	03/13/23	1,583.44	103226
101-000-083.001	02/18/23	VSP INSURANCE CO. (CT)	VISION INSURANCE - RETIREE - MARCH	MARCH 2023	03/13/23	344.38	103284
101-000-283.000	03/01/23	CRAIG & MARGARET DOUGLAS	ESCROW RELEASE - 915 LIBERTY - PBZ.	BCE22-00012	03/13/23	700.00	103236
101-000-283.000	03/01/23	SPENCER & SONS CONSTRUCTION, I	ESCROW RELEASE - 1255 LAKESIDE DRIV.	BCE22-00007	03/13/23	547.50	103276
Total For Dept 000 GENERAL						3,989.51	
Dept 101 MAYOR & COUNCIL							
101-101-980.004	02/16/23	AMERICAN VIDEO TRANSFER, INC	CHAMBER PRESENTATION SYSTEM FIX	57329	03/13/23	737.00	103225
Total For Dept 101 MAYOR & COUNCIL						737.00	
Dept 172 CITY MANAGER							
101-172-727.000	03/01/23	VISA	VISA - CITY CLERK - MARCH 2023	03012023	03/13/23	7.59	
101-172-727.000	02/28/23	IMAGE ONE	COPIER CONTRACT - FEBRUARY 2023	701865	03/13/23	112.76	103252
101-172-740.000	03/01/23	VISA	VISA - CITY MANAGER - MARCH 2023	03012023	03/13/23	72.42	
Total For Dept 172 CITY MANAGER						192.77	
Dept 191 FINANCE							
101-191-727.000	02/28/23	IMAGE ONE	COPIER CONTRACT - FEBRUARY 2023	701865	03/13/23	153.95	103252
101-191-727.000	02/25/23	STAPLES	OFFICE SUPPLIES	3531462687	03/13/23	47.70	103277
101-191-730.000	02/28/23	KCI	ASSESSMENT NOTICES	320471	03/13/23	593.58	103254
101-191-801.000	02/28/23	TRUE NORTH ASSESSING SERVICES	ASSESSING ASSISTANCE FEBRUARY 2023	1052	03/13/23	3,000.00	103281
101-191-956.003	03/01/23	VISA	VISA - POLICE - MARCH 2023	03012023	03/13/23	(152.00)	
Total For Dept 191 FINANCE						3,643.23	
Dept 215 CLERK							
101-215-727.000	03/01/23	VISA	VISA - CITY MANAGER - MARCH 2023	03012023	03/13/23	40.18	
Total For Dept 215 CLERK						40.18	
Dept 228 INFORMATION TECHNOLOGY DEPT							
101-228-822.001	03/01/23	VISA	VISA - IT - MARCH 2023	03012023	03/13/23	192.00	
101-228-850.008	03/01/23	VISA	VISA - IT - MARCH 2023	03012023	03/13/23	277.80	
101-228-980.008	03/01/23	VISA	VISA - IT - MARCH 2023	03012023	03/13/23	99.96	
Total For Dept 228 INFORMATION TECHNOLOGY DEPT						569.76	
Dept 262 ELECTIONS							
101-262-727.000	03/01/23	VISA	VISA - CITY CLERK - MARCH 2023	03012023	03/13/23	23.53	
Total For Dept 262 ELECTIONS						23.53	
Dept 265 CITY HALL							
101-265-740.018	03/01/23	VISA	VISA - DPW - MARCH 2023	03012023	03/13/23	153.98	
101-265-775.000	02/17/23	BYRUM ACE HARDWARE	SUPPLIES	129405	03/13/23	17.98	103229
101-265-775.000	03/02/23	CINTAS	FIRST AID SUPPLIES - PD/CITY HALL	5147832583	03/13/23	99.75	103231
101-265-775.001	02/14/23	OFFICE DEPOT	OFFICE AND JANITORIAL SUPPLIES	294033870001	03/13/23	72.02	103266
101-265-804.005	03/01/23	CINTAS	FLOOR MATS	4148087085	03/13/23	89.16	103231
101-265-920.001	02/17/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 611 E. GRAND	Multiple	03/13/23	2,054.96	103234
101-265-930.005	02/24/23	PITNEY BOWES BANK INC. RESERVE	POSTAGE METER LEASE - 12/30-3/29/23	3317073571	03/13/23	442.77	103269
101-265-931.000	02/23/23	CRAMPTON ELECTRIC CO INC	REPAIRS - CITY HALL	116870	03/13/23	528.13	103237
101-265-931.000	02/25/23	LOWE'S HOME CENTERS INC	LOWE'S CREDIT CARD CHARGES - FEBRUAR	02252023	03/13/23	61.14	103260
101-265-931.000	02/22/23	SAFETY SYSTEMS, INC.	FIRE ALARM SERVICE	535855	03/13/23	303.00	103272
101-265-967.000	02/28/23	THE SUMMIT COMPANY	CITY HALL RENOVATIONS	7177	03/13/23	33,531.50	103279
101-265-975.000	02/01/23	LINDHOUT ASSOC. ARCHITECTS AI	CITY OF HOWELL CITY OFFICE RENOVATI	0223-0222	03/13/23	1,645.00	103258

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 265 CITY HALL							
Total For Dept 265 CITY HALL						38,999.39	
Dept 266 CITY ATTORNEY/OUTSIDE COUNSEL							
101-266-826.000	01/31/23	ROSATI, SCHULTZ, JOPPICH &	PROFESSIONAL SERVICES	Multiple	03/13/23	356.14	103271
101-266-826.002	03/01/23	PERKINS, DENNIS, PLLC	PROFESSIONAL SERVICES - FEBRUARY 20	03042023	03/13/23	1,050.00	103268
101-266-826.003	03/01/23	PERKINS, DENNIS, PLLC	PROFESSIONAL SERVICES - FEBRUARY 20	03042023	03/13/23	1,197.00	103268
101-266-826.004	03/01/23	PERKINS, DENNIS, PLLC	PROFESSIONAL SERVICES - FEBRUARY 20	03042023	03/13/23	2,131.50	103268
101-266-956.000	03/01/23	PERKINS, DENNIS, PLLC	PROFESSIONAL SERVICES - FEBRUARY 20	03042023	03/13/23	51.70	103268
Total For Dept 266 CITY ATTORNEY/OUTSIDE COUNSEL						4,786.34	
Dept 270 PERSONNEL							
101-270-717.000	03/01/23	MUTUAL OF OMAHA	LTD/STD/LIFE - ACTIVE EMPLOYEES - M	MARCH 2023	03/13/23	3,689.57	103263
101-270-727.000	03/01/23	VISA	VISA - CITY MANAGER - MARCH 2023	03012023	03/13/23	23.83	
101-270-801.000	02/15/23	BASIC BENEFITS CLIENT PAYMENTS	COBRA ADMINISTRATION FEES - FEBRUAR	IN2668439	03/13/23	42.75	
101-270-801.000	03/01/23	VISA	VISA - COMMUNITY DEVELOPMENT - MARC	03012023	03/13/23	150.00	
101-270-840.000	03/01/23	VISA	VISA - CITY CLERK - MARCH 2023	03012023	03/13/23	229.00	
101-270-957.000	03/01/23	VISA	VISA - CITY MANAGER - MARCH 2023	03012023	03/13/23	612.60	
101-270-957.000	03/01/23	LIVINGSTON COUNTY CVB	CTA TRAINING (AROLD, PATTERSON, SPE	03012023	03/13/23	175.00	103259
Total For Dept 270 PERSONNEL						4,922.75	
Dept 276 LAKEVIEW CEMETERY							
101-276-920.001	02/17/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 803 ROOSEVEL	876902172023	03/13/23	610.84	103234
101-276-920.002	02/28/23	CITY OF HOWELL	WATER & SEWER - 920 ROOSEVELT - 1/3	02282023	03/13/23	155.15	103232
Total For Dept 276 LAKEVIEW CEMETERY						765.99	
Dept 285 FORESTRY/CONSERVATION							
101-285-740.000	02/23/23	HUTSON, INC.	SUPPLIES	9833144	03/13/23	62.63	103251
Total For Dept 285 FORESTRY/CONSERVATION						62.63	
Dept 290 GENERAL SERVICE ADMINISTRATION							
101-290-714.000	02/18/23	VSP INSURANCE CO. (CT)	VISION INSURANCE - ACTIVE EMPLOYEE	MARCH 2023	03/13/23	901.64	103284
101-290-714.001	02/07/23	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE - MEDICARE ADVANTA	MARCH 2023	03/13/23	6,905.04	103226
101-290-714.002	03/02/23	LINCOLN NATIONAL LIFE INSURAN	LIFE / DISABILITY INSURANCE - FINAL	03022023	03/13/23	27.25	103257
Total For Dept 290 GENERAL SERVICE ADMINISTRATION						7,833.93	
Dept 301 POLICE DEPARTMENT							
101-301-727.000	03/01/23	VISA	VISA - POLICE - MARCH 2023	03012023	03/13/23	15.78	
101-301-727.000	02/28/23	IMAGE ONE	COPIER CONTRACT - FEBRUARY 2023	701865	03/13/23	245.71	103252
101-301-740.000	03/01/23	VISA	VISA - POLICE - MARCH 2023	03012023	03/13/23	338.60	
101-301-740.000	03/02/23	CINTAS	FIRST AID SUPPLIES - PD/CITY HALL	5147832583	03/13/23	169.56	103231
101-301-740.000	02/20/23	NORTH AMERICAN RESCUE, LLC	(16) TRAUMA KITS	IN685058	03/13/23	1,642.48	103264
101-301-741.000	02/15/23	HURON VALLEY GUNS	CLUTCH PIN - LOCKHART	Multiple	03/13/23	194.99	103250
101-301-860.000	03/01/23	VISA	VISA - POLICE - MARCH 2023	03012023	03/13/23	2,566.40	
101-301-887.001	02/21/23	HOWELL GUN CLUB	RANGE FEES	#HPD2282023	03/13/23	1,525.00	103247
101-301-900.000	02/17/23	FIRST IMPRESSION PRINT & MARK	BUSINESS AND CRASH CARDS - L. LOREN	81796	03/13/23	302.82	103240
Total For Dept 301 POLICE DEPARTMENT						7,001.34	
Dept 371 BUILDING DEPARTMENT							
101-371-727.000	03/01/23	VISA	VISA - CITY MANAGER - MARCH 2023	03012023	03/13/23	60.53	
101-371-956.000	03/01/23	VISA	VISA - COMMUNITY DEVELOPMENT - MARC	03012023	03/13/23	32.50	
101-371-967.000	02/28/23	THE SUMMIT COMPANY	CITY HALL RENOVATIONS	7177	03/13/23	11,177.17	103279
Total For Dept 371 BUILDING DEPARTMENT						11,270.20	
Dept 443 STREET LIGHTING MAINTENANCE							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 443 STREET LIGHTING MAINTENANCE							
101-443-804.000	02/27/23	CRAMPTON ELECTRIC CO INC	CURZON STREET LIGHTS & PHOTOCELL RE	116853	03/13/23	5,821.78	103237
			Total For Dept 443 STREET LIGHTING MAINTENANCE			5,821.78	
Dept 722 COMMUNITY DEVELOPMENT							
101-722-860.000	03/01/23	VISA	VISA - COMMUNITY DEVELOPMENT - MARC	03012023	03/13/23	127.65	
			Total For Dept 722 COMMUNITY DEVELOPMENT			127.65	
Dept 747 COMMUNITY ACTION PROMOTION							
101-747-881.001	02/23/23	CITY OF HOWELL	WATER & SEWER - 124 N. STATE IRRIGA	02232023	03/13/23	24.00	103232
			Total For Dept 747 COMMUNITY ACTION PROMOTION			24.00	
Dept 751 RECREATION / PARKS DEPARTMENT							
101-751-900.004	03/01/23	AALPHA DISTRIBUTING, LLC	PARK AND BOAT LAUNCH PERMITS - 2023	Multiple	03/13/23	1,290.00	103221
			Total For Dept 751 RECREATION / PARKS DEPARTMENT			1,290.00	
Dept 757 PARKS/NEIGHBORHOODS							
101-757-775.000	03/01/23	VISA	VISA - DPW - MARCH 2023	03012023	03/13/23	131.68	
101-757-775.000	02/14/23	BYRUM ACE HARDWARE	SUPPLIES	129180	03/13/23	54.27	103229
			Total For Dept 757 PARKS/NEIGHBORHOODS			185.95	
			Total For Fund 101 GENERAL FUND			92,287.93	
Fund 202 MAJOR STREET FUND							
Dept 463 ROUTINE MAINTENANCE							
202-463-775.000	11/03/22	BYRUM ACE HARDWARE	SUPPLIES	118454	03/13/23	29.97	103229
			Total For Dept 463 ROUTINE MAINTENANCE			29.97	
Dept 474 TRAFFIC SIGNS							
202-474-775.000	02/15/23	KIMBALL MIDWEST	SUPPLIES	100762564	03/13/23	55.00	103256
			Total For Dept 474 TRAFFIC SIGNS			55.00	
			Total For Fund 202 MAJOR STREET FUND			84.97	
Fund 203 LOCAL STREET FUND							
Dept 474 TRAFFIC SIGNS							
203-474-775.000	02/15/23	KIMBALL MIDWEST	SUPPLIES	100762564	03/13/23	55.00	103256
			Total For Dept 474 TRAFFIC SIGNS			55.00	
			Total For Fund 203 LOCAL STREET FUND			55.00	
Fund 227 LUCY ROAD PARK RECOVERY FUND							
Dept 290 GENERAL SERVICE ADMINISTRATION							
227-290-801.004	02/24/23	GHD SERVICES INC.	LUCY RD LANDFILL SAMPLING	340-0059524	03/13/23	1,435.52	103243
			Total For Dept 290 GENERAL SERVICE ADMINISTRATION			1,435.52	
			Total For Fund 227 LUCY ROAD PARK RECOVERY FUND			1,435.52	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND							
Dept 728 ECONOMIC DEVELOPMENT ACTIVITY							
248-728-714.000	02/18/23	VSP INSURANCE CO. (CT)	VISION INSURANCE - ACTIVE EMPLOYEE	MARCH 2023	03/13/23	26.78	103284
248-728-714.002	03/01/23	MUTUAL OF OMAHA	LTD/STD/LIFE - ACTIVE EMPLOYEES - M	MARCH 2023	03/13/23	59.44	103263
248-728-727.000	03/01/23	VISA	VISA - DDA - MARCH 2023	03012023	03/13/23	483.87	
248-728-804.001	02/14/23	FISH WINDOW CLEANING	WINDOW CLEANING	2897-41410	03/13/23	30.00	103242
248-728-881.000	03/01/23	VISA	VISA - DDA - MARCH 2023	03012023	03/13/23	42.01	
248-728-920.000	01/31/23	DTE ENERGY	CITY UTILITIES - ELECTRIC - 118 W.	4569401312023	03/13/23	536.94	103239

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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND							
Dept 728 ECONOMIC DEVELOPMENT ACTIVITY							
248-728-920.001	02/17/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 118 W. CLINTON ST.	400002172023	03/13/23	74.32	103234
248-728-920.002	02/28/23	CITY OF HOWELL	WATER & SEWER - 118 W. CLINTON ST.	Multiple	03/13/23	222.98	103232
248-728-920.011	01/31/23	DTE ENERGY	CITY UTILITIES - ELECTRIC - 218 E. CLINTON ST.	Multiple	03/13/23	765.81	103239
248-728-957.000	03/01/23	VISA	VISA - DDA - MARCH 2023	03012023	03/13/23	295.00	
248-728-967.017	02/21/23	HARBOR HOUSE PUBLISHERS	MARKETING IN CVB GUIDE	LIV31549	03/13/23	1,125.00	103245
Total For Dept 728 ECONOMIC DEVELOPMENT ACTIVITY						3,662.15	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						3,662.15	
Fund 380 GO BOND DEBT - ROAD PROGRAM							
Dept 907 DEBT SERVICE ROAD PH II							
380-907-996.000	02/24/23	U.S. BANK	GO 2015 AGENT FEES	6833509	03/13/23	500.00	103282
Total For Dept 907 DEBT SERVICE ROAD PH II						500.00	
Total For Fund 380 GO BOND DEBT - ROAD PROGRAM						500.00	
Fund 590 SEWER FUND							
Dept 536 WATER OR SEWER SYSTEMS							
590-536-730.000	03/01/23	HOWELL POSTMASTER	POSTAGE FOR WATER AND SEWER BILLING	03012023	03/13/23	270.00	103249
590-536-920.004	02/17/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 1401 N. MICHIGAN ST.	Multiple	03/13/23	85.24	103234
590-536-920.004	02/13/23	DTE ENERGY	CITY UTILITIES - ELECTRIC - 1158 LAUREL ST.	4430902132023	03/13/23	206.16	103239
590-536-930.008	02/09/23	CUMMINS SALES AND SERVICE	PARTS	S6-2206	03/13/23	1,135.33	103238
590-536-930.011	02/28/23	HOWELL HARDWARE	SUPPLIES	11644	03/13/23	45.47	103248
590-536-967.000	02/28/23	THE SUMMIT COMPANY	CITY HALL RENOVATIONS	7177	03/13/23	22,354.33	103279
Total For Dept 536 WATER OR SEWER SYSTEMS						24,096.53	
Dept 537 INDUSTRIAL PRETREATMENT							
590-537-740.000	02/21/23	USA BLUEBOOK	SUPPLIES	274938	03/13/23	75.10	103283
Total For Dept 537 INDUSTRIAL PRETREATMENT						75.10	
Dept 564 TREATMENT PLANT							
590-564-727.000	02/28/23	IMAGE ONE	COPIER CONTRACT - FEBRUARY 2023	701865	03/13/23	57.34	103252
590-564-740.000	02/22/23	BYRUM ACE HARDWARE	SUPPLIES	129935	03/13/23	101.94	103229
590-564-740.000	02/23/23	KENNEDY INDUSTRIES INC	SUPPLIES	635224	03/13/23	485.00	103255
590-564-740.000	02/25/23	LOWE'S HOME CENTERS INC	LOWE'S CREDIT CARD CHARGES - FEBRUARY 2023	02252023	03/13/23	32.61	103260
590-564-741.002	03/01/23	CINTAS	UNIFORMS	Multiple	03/13/23	212.04	103231
590-564-751.000	02/28/23	CORRIGAN OIL COMPANY, NO. II	GENERATOR FUEL	7744159-IN	03/13/23	951.80	103235
590-564-801.000	02/13/23	BRICKWORKS PROPERTY RESTORATION	BRICK REPAIR CLAIM	22190153	03/13/23	3,190.00	103228
590-564-920.001	02/17/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 1191 PINCKNEY ST.	481302172023	03/13/23	6,071.66	103234
590-564-930.007	02/28/23	FISH DOCTORS, INC	MAINTENANCE	11440	03/13/23	222.97	103241
590-564-930.007	02/28/23	SCHWING BIOSET, INC.	SUPPLIES	61431599	03/13/23	1,198.62	103273
590-564-930.007	01/12/23	WM. E. WALTER, INC.	WWTP - REPAIR	69513	03/13/23	336.65	103286
Total For Dept 564 TREATMENT PLANT						12,860.63	
Total For Fund 590 SEWER FUND						37,032.26	
Fund 591 WATER FUND							
Dept 290 GENERAL SERVICE ADMINISTRATION							
591-290-730.000	03/01/23	HOWELL POSTMASTER	POSTAGE FOR WATER AND SEWER BILLING	03012023	03/13/23	270.00	103249
Total For Dept 290 GENERAL SERVICE ADMINISTRATION						270.00	
Dept 536 WATER OR SEWER SYSTEMS							
591-536-804.000	02/01/23	SWIFT COMPLY US OPCO, INC.	XC2 MAINTENANCE SERVICE RENEWAL	INV-8875	03/13/23	2,440.00	103278
591-536-967.000	02/28/23	THE SUMMIT COMPANY	CITY HALL RENOVATIONS	7177	03/13/23	22,354.34	103279

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Fund 591 WATER FUND							
Dept 536 WATER OR SEWER SYSTEMS							
591-536-967.013	02/07/23	C & D HUGHES, INC	LUCY ROAD IMPROVEMENTS	20210933.7	03/13/23	5,261.39	103230
Total For Dept 536 WATER OR SEWER SYSTEMS						30,055.73	
Dept 564 TREATMENT PLANT							
591-564-727.000	02/28/23	IMAGE ONE	COPIER CONTRACT - FEBRUARY 2023	701865	03/13/23	100.61	103252
591-564-741.002	02/22/23	CINTAS	UNIFORMS	Multiple	03/13/23	85.06	103231
591-564-775.003	02/23/23	USA BLUEBOOK	LAB CHEMICALS	Multiple	03/13/23	143.93	103283
591-564-775.003	01/27/23	VWR INTERNATIONAL LLC	LAB SUPPLIES	Multiple	03/13/23	349.41	103285
591-564-775.004	02/21/23	HAVILAND	PLANT CHEMICALS	462756	03/13/23	1,290.00	103246
591-564-775.005	02/20/23	GRAYMONT WESTERN LIME INC.	SUPPLIES	35-200482 RI	03/13/23	7,947.15	103244
591-564-801.004	01/19/23	WSP USA ENVIRONMENT & INFRASTR	WELLHEAD GRANT MEETING	H19220765	03/13/23	721.50	103287
591-564-804.000	02/23/23	ADVANCED ANALYTICAL SOLUTIONS,	LAB TESTING	33385	03/13/23	973.42	103223
591-564-804.000	03/01/23	ALLSTAR ALARM LLC	ALARM MONITORING	360562	03/13/23	230.25	103224
591-564-804.000	02/27/23	COMMERCE CONTROLS INCORPORATEI	PROGRAMMING FOR SCADA, NEW COMPUTER	61060	03/13/23	2,767.50	103233
591-564-804.000	02/07/23	McNAUGHTON-McKAY ELECTRIC COM	ANNUAL SCADA SOFTWARE SUPPORT	22977896-00	03/13/23	957.00	103261
591-564-804.000	03/01/23	R S TECHNICAL SERVICES INC	PM SERVICE ON CHLORINE FEED SYSTEM	22928	03/13/23	2,341.00	103270
591-564-840.000	03/01/23	VISA	VISA - DPW - MARCH 2023	03012023	03/13/23	70.00	
591-564-920.001	02/17/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 717 S. MICH	Multiple	03/13/23	1,788.77	103234
591-564-930.008	02/27/23	ADVANCE AUTO PARTS	SUPPLIES	8082305851328	03/13/23	45.57	103222
591-564-930.008	02/16/23	HOWELL HARDWARE	SUPPLIES	11529	03/13/23	11.54	103248
591-564-931.000	02/09/23	K&J ELECTRIC, INC.	REPLACEMENT OF CHEMICAL ROOM ACTUAT	10362	03/13/23	820.00	103253
591-564-957.000	02/16/23	MI-AWWA PAYMENT PROCESSING	TRAINING	200019630	03/13/23	30.00	103262
591-564-957.000	02/28/23	ODEN TRAINING	TRAINING	328220-159	03/13/23	250.00	103265
Total For Dept 564 TREATMENT PLANT						20,922.71	
Total For Fund 591 WATER FUND						51,248.44	
Fund 640 EQUIPMENT POOL FUND							
Dept 441 PUBLIC SERVICE DEPARTMENT							
640-441-741.002	02/22/23	CINTAS	UNIFORMS	Multiple	03/13/23	24.70	103231
640-441-751.000	02/20/23	CORRIGAN OIL COMPANY, NO.II	DPW FUEL	7737613-IN	03/13/23	6,975.65	103235
640-441-751.000	02/21/23	OSCAR W LARSON COMPANY	REPAIR	Multiple	03/13/23	1,566.25	103267
640-441-775.000	03/01/23	VISA	VISA - DPW - MARCH 2023	03012023	03/13/23	39.55	
640-441-775.000	02/21/23	A & L PARTS PLUS	PARTS	Multiple	03/13/23	160.32	103220
640-441-775.000	02/22/23	TRUCK & TRAILER SPECIALTIES, I	SUPPLIES	HS0012666	03/13/23	1,250.80	103280
640-441-775.002	07/01/22	SPARTAN TIRE & SERVICE CENTER	TIRES	Multiple	03/13/23	924.00	103275
640-441-920.001	02/17/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 152 MARION S'	Multiple	03/13/23	833.32	103234
640-441-930.006	02/28/23	BOB MAXEY FORD OF HOWELL	REPAIR	258488	03/13/23	390.63	103227
640-441-930.006	02/20/23	SOAPY BUCKET CAR WASH	PD CAR WASH CLUB	1035	03/13/23	143.96	103274
640-441-930.006	07/01/22	SPARTAN TIRE & SERVICE CENTER	REPAIR AC	51448	03/13/23	1,377.14	103275
640-441-981.003	03/01/23	VISA	VISA - DPW - MARCH 2023	03012023	03/13/23	113.70	
640-441-981.003	02/21/23	FIRST IMPRESSION PRINT & MARK	PRINTING & MARKETING	81806	03/13/23	71.80	103240
Total For Dept 441 PUBLIC SERVICE DEPARTMENT						13,871.82	
Total For Fund 640 EQUIPMENT POOL FUND						13,871.82	
Fund 641 DEPARTMENT PUBLIC SERVICES							
Dept 441 PUBLIC SERVICE DEPARTMENT							
641-441-727.000	03/01/23	VISA	VISA - DPW - MARCH 2023	03012023	03/13/23	190.96	
641-441-727.000	02/28/23	IMAGE ONE	COPIER CONTRACT - FEBRUARY 2023	701865	03/13/23	22.74	103252
641-441-727.000	02/07/23	OFFICE DEPOT	OFFICE SUPPLIES	Multiple	03/13/23	46.14	103266
641-441-741.002	02/22/23	CINTAS	UNIFORMS	Multiple	03/13/23	338.09	103231
641-441-850.000	03/01/23	VISA	VISA - DPW - MARCH 2023	03012023	03/13/23	368.00	

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Fund 641 DEPARTMENT PUBLIC SERVICES							
Dept 441 PUBLIC SERVICE DEPARTMENT							
641-441-920.001	02/17/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 150 MARION S'	Multiple	03/13/23	2,205.28	103234
641-441-931.000	03/01/23	VISA	VISA - DPW - MARCH 2023	03012023	03/13/23	65.96	
641-441-957.000	03/01/23	VISA	VISA - DPW - MARCH 2023	03012023	03/13/23	96.90	
641-441-967.000	02/28/23	THE SUMMIT COMPANY	CITY HALL RENOVATIONS	7177	03/13/23	22,354.34	103279
641-441-980.000	02/07/23	OFFICE DEPOT	OFFICE SUPPLIES	Multiple	03/13/23	168.98	103266
Total For Dept 441 PUBLIC SERVICE DEPARTMENT						25,857.39	
Total For Fund 641 DEPARTMENT PUBLIC SERVICES						25,857.39	
Fund 642 IT REPLACEMENT FUND							
Dept 228 INFORMATION TECHNOLOGY DEPT							
642-228-970.000	03/01/23	VISA	VISA - IT - MARCH 2023	03012023	03/13/23	49.28	
Total For Dept 228 INFORMATION TECHNOLOGY DEPT						49.28	
Total For Fund 642 IT REPLACEMENT FUND						49.28	
Total For All Funds:						226,084.76	
--- TOTALS BY GL DISTRIBUTION ---							
		101-000-081.000	DF OTHER GOVERNMENT UNITS			814.19	
		101-000-083.001	DF FORMER EMPLOYEE/HLTH INS			1,927.82	
		101-000-283.000	DEV ESCROW			1,247.50	
		101-101-980.004	EQUIP /COMPUTER HARDWARE			737.00	
		101-172-727.000	OFFICE SUPPLIES			120.35	
		101-172-740.000	OPERATING SUPPLIES			72.42	
		101-191-727.000	OFFICE SUPPLIES			201.65	
		101-191-730.000	POSTAGE			593.58	
		101-191-801.000	PROFESSIONAL SERVICES			3,000.00	
		101-191-956.003	MISC BANK CHARGES			(152.00)	
		101-215-727.000	OFFICE SUPPLIES			40.18	
		101-228-822.001	NETWORK SUPPORT			192.00	
		101-228-850.008	COMMUNICATIONS - INTERNET			277.80	
		101-228-980.008	EQUIP / NETWORK COMP SFTW			99.96	
		101-262-727.000	OFFICE SUPPLIES			23.53	
		101-265-740.018	OPER SUPP/LANDSCAPING			153.98	
		101-265-775.000	MAINTENANCE SUPPLIES			117.73	
		101-265-775.001	JANITOR SUPPLIES			72.02	
		101-265-804.005	CONTRACT SERV - MAT CLEANING			89.16	
		101-265-920.001	UTILITIES - GAS			2,054.96	
		101-265-930.005	OFFICE EQUIPMENT MAINTENANCE			442.77	
		101-265-931.000	BUILDING MAINTENANCE			892.27	
		101-265-967.000	PROJECT COSTS			33,531.50	
		101-265-975.000	BUILDINGS /BLDG IMPROVEMENTS			1,645.00	
		101-266-826.000	CONTRACTUAL ATTORNEY FEES			356.14	
		101-266-826.002	LEGAL FEES - RETAINER			1,050.00	
		101-266-826.003	LEGAL FEES - CRIMINAL			1,197.00	
		101-266-826.004	LEGAL FEES - CIVIL			2,131.50	
		101-266-956.000	MISCELLANEOUS			51.70	
		101-270-717.000	FRINGE BENEFITS			3,689.57	
		101-270-727.000	OFFICE SUPPLIES			23.83	
		101-270-801.000	PROFESSIONAL SERVICES			192.75	
		101-270-840.000	DUES & MEMBERSHIPS			229.00	
		101-270-957.000	EDUCATION / TRAINING			787.60	
		101-276-920.001	UTILITIES - GAS			610.84	
		101-276-920.002	UTILITIES - WAT / SEW			155.15	
		101-285-740.000	OPERATING SUPPLIES			62.63	

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		101-290-714.000	EMPLOYEE MEDICAL INSURANCE			901.64
		101-290-714.001	CITY SHARE MED INS RETIREE			6,905.04
		101-290-714.002	EMP DISABILITY / LIFE INSURANCE			27.25
		101-301-727.000	OFFICE SUPPLIES			261.49
		101-301-740.000	OPERATING SUPPLIES			2,150.64
		101-301-741.000	UNIFORMS/CLOTHING ALLOWANCE			194.99
		101-301-860.000	CONFERENCE /TRANSPORTATION			2,566.40
		101-301-887.001	GUN RANGE			1,525.00
		101-301-900.000	PRINTING & PUBLISHING			302.82
		101-371-727.000	OFFICE SUPPLIES			60.53
		101-371-956.000	MISCELLANEOUS			32.50
		101-371-967.000	PROJECT COSTS			11,177.17
		101-443-804.000	CONTRACTUAL SERVICES			5,821.78
		101-722-860.000	CONFERENCE /TRANSPORTATION			127.65
		101-747-881.001	BEAUTIFICATION SUPPLIES			24.00
		101-751-900.004	PRINTING BUDGET			1,290.00
		101-757-775.000	MAINTENANCE SUPPLIES			185.95
		202-463-775.000	MAINTENANCE SUPPLIES			29.97
		202-474-775.000	MAINTENANCE SUPPLIES			55.00
		203-474-775.000	MAINTENANCE SUPPLIES			55.00
		227-290-801.004	ENGINEERING SERVICES			1,435.52
		248-728-714.000	EMPLOYEE MEDICAL INSURANCE			26.78
		248-728-714.002	EMP DISABILITY / LIFE INSURANCE			59.44
		248-728-727.000	OFFICE SUPPLIES			483.87
		248-728-804.001	CONTRACT SERV - JANITOR			30.00
		248-728-881.000	COMMUNITY PROMOTION			42.01
		248-728-920.000	UTILITIES - ELECTRICITY			536.94
		248-728-920.001	UTILITIES - GAS			74.32
		248-728-920.002	UTILITIES - WAT / SEW			222.98
		248-728-920.011	UTILITIES - OTHER			765.81
		248-728-957.000	EDUCATION / TRAINING			295.00
		248-728-967.017	PROJECT COST COVID 19 RECOVERY			1,125.00
		380-907-996.000	PAYING AGENT FEES			500.00
		590-536-730.000	POSTAGE			270.00
		590-536-920.004	UTILITIES - PUMP STATION			291.40
		590-536-930.008	REPAIR & MAINT - PUMP STATION			1,135.33
		590-536-930.011	REPAIR & MAINT - PUMP MARION TWP			45.47
		590-536-967.000	PROJECT COSTS			22,354.33
		590-537-740.000	OPERATING SUPPLIES			75.10
		590-564-727.000	OFFICE SUPPLIES			57.34
		590-564-740.000	OPERATING SUPPLIES			619.55
		590-564-741.002	UNIFORMS/CLEANING/ RENTAL			212.04
		590-564-751.000	GASOLINE & DIESEL FUEL			951.80
		590-564-801.000	PROFESSIONAL SERVICES			3,190.00
		590-564-920.001	UTILITIES - GAS			6,071.66
		590-564-930.007	REPAIR & MAINT - PLANT			1,758.24
		591-290-730.000	POSTAGE			270.00
		591-536-804.000	CONTRACTUAL SERVICES			2,440.00
		591-536-967.000	PROJECT COSTS			22,354.34
		591-536-967.013	PROJECT COSTS - MAIN REHAB			5,261.39
		591-564-727.000	OFFICE SUPPLIES			100.61
		591-564-741.002	UNIFORMS/CLEANING/ RENTAL			85.06
		591-564-775.003	LABORATORY SUPPLIES			493.34
		591-564-775.004	CHEMICALS			1,290.00
		591-564-775.005	MAINTENANCE SUPPLY - LIME			7,947.15
		591-564-801.004	ENGINEERING SERVICES			721.50
		591-564-804.000	CONTRACTUAL SERVICES			7,269.17
		591-564-840.000	DUES & MEMBERSHIPS			70.00
		591-564-920.001	UTILITIES - GAS			1,788.77

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		591-564-930.008	REPAIR & MAINT - PUMP STATION			57.11
		591-564-931.000	BUILDING MAINTENANCE			820.00
		591-564-957.000	EDUCATION / TRAINING			280.00
		640-441-741.002	UNIFORMS/CLEANING/ RENTAL			24.70
		640-441-751.000	GASOLINE & DIESEL FUEL			8,541.90
		640-441-775.000	MAINTENANCE SUPPLIES			1,450.67
		640-441-775.002	MAINTENANCE SUPPLIES - TIRES			924.00
		640-441-920.001	UTILITIES - GAS			833.32
		640-441-930.006	REPAIR & MAINT. VEHICLES			1,911.73
		640-441-981.003	VEHICLES ACCESSORIES			185.50
		641-441-727.000	OFFICE SUPPLIES			259.84
		641-441-741.002	UNIFORMS/CLEANING/ RENTAL			338.09
		641-441-850.000	COMMUNICATIONS - TELEPHONES			368.00
		641-441-920.001	UTILITIES - GAS			2,205.28
		641-441-931.000	BUILDING MAINTENANCE			65.96
		641-441-957.000	EDUCATION / TRAINING			96.90
		641-441-967.000	PROJECT COSTS			22,354.34
		641-441-980.000	OFFICE EQUIPMENT			168.98
		642-228-970.000	CAPITAL OUTLAY / EQUIPMENT			49.28

--- FUND TOTALS BY VENDOR ---

Fund 101 GENERAL FUND

AALPHA BUS - AALPHA DISTRIBUTING, LLC	1,290.00
AMER VIDEO - AMERICAN VIDEO TRANSFER, INC	737.00
BANK AA - VISA	5,004.03
BASIC - BASIC BENEFITS CLIENT PAYMENTS	42.75
BLUECROSS - BLUE CROSS BLUE SHIELD OF MI	8,814.96
BYRUM ACE - BYRUM ACE HARDWARE	72.25
CINTAS - CINTAS	358.47
CONSUMERS - CONSUMERS ENERGY	2,665.80
CRAMPTON - CRAMPTON ELECTRIC CO INC	6,349.91
FIRST IMPR - FIRST IMPRESSION PRINT & MARKETING	302.82
HOW GUN - HOWELL GUN CLUB	1,525.00
HOWELLCITY - CITY OF HOWELL	179.15
HURON GUNS - HURON VALLEY GUNS	194.99
HUTSON - HUTSON, INC.	62.63
IMAGE ONE - IMAGE ONE	512.42
KCI - KCI	593.58
LINCOLN NA - LINCOLN NATIONAL LIFE INSURANCE	27.25
LINDHOUT - LINDHOUT ASSOC. ARCHITECTS AIA PC	1,645.00
LIV CO CVB - LIVINGSTON COUNTY CVB	175.00
LOWES HOME - LOWE'S HOME CENTERS INC	61.14
MUTUAL - MUTUAL OF OMAHA	4,167.50
NORTHAMERI - NORTH AMERICAN RESCUE, LLC	1,642.48
OFFICE DEP - OFFICE DEPOT	72.02
PERF/BONDS - CRAIG & MARGARET DOUGLAS	1,247.50
PERKINS PL - PERKINS, DENNIS, PLLC	4,430.20
PITNEY BOW - PITNEY BOWES BANK INC. RESERVE ACCT	442.77
ROSATI, SC - ROSATI, SCHULTZ, JOPPICH &	356.14
SAFETY SYS - SAFETY SYSTEMS, INC.	303.00
STAPLES - STAPLES	47.70
SUMMIT - THE SUMMIT COMPANY	44,708.67
TRUE NORTH - TRUE NORTH ASSESSING SERVICES	3,000.00
VSP - VSP INSURANCE CO. (CT)	1,255.80
TOTAL FUND 101 GENERAL	92,287.93

Fund 202 MAJOR STREET

BYRUM ACE - BYRUM ACE HARDWARE	29.97
KIMBALL - KIMBALL MIDWEST	55.00

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		TOTAL FUND 202 MAJOR S				84.97	
		Fund 203 LOCAL STREET					
		KIMBALL - KIMBALL MIDWEST				55.00	
		TOTAL FUND 203 LOCAL S				55.00	
		Fund 227 LUCY ROAD PAR					
		GHD SER - GHD SERVICES INC.				1,435.52	
		TOTAL FUND 227 LUCY RO				1,435.52	
		Fund 248 DOWNTOWN DEVE					
		BANK AA - VISA				820.88	
		CONSUMERS - CONSUMERS ENERGY				74.32	
		DTE - DTE ENERGY				1,302.75	
		FISH - FISH WINDOW CLEANING				30.00	
		HARBOR - HARBOR HOUSE PUBLISHERS				1,125.00	
		HOWELLCITY - CITY OF HOWELL				222.98	
		MUTUAL - MUTUAL OF OMAHA				59.44	
		VSP - VSP INSURANCE CO. (CT)				26.78	
		TOTAL FUND 248 DOWNTOW				3,662.15	
		Fund 380 GO BOND DEBT					
		USBANKSP - U.S. BANK				500.00	
		TOTAL FUND 380 GO BOND				500.00	
		Fund 590 SEWER FUND					
		BRICKWORKS - BRICKWORKS PROPERTY RESTORATION				3,190.00	
		BYRUM ACE - BYRUM ACE HARDWARE				101.94	
		CINTAS - CINTAS				212.04	
		CONSUMERS - CONSUMERS ENERGY				6,156.90	
		CORRIGAN - CORRIGAN OIL COMPANY, NO.II				951.80	
		CUMMINS - CUMMINS SALES AND SERVICE				1,135.33	
		DTE - DTE ENERGY				206.16	
		FISH DOC - FISH DOCTORS, INC				222.97	
		HOW HARDW - HOWELL HARDWARE				45.47	
		HOWELL POS - HOWELL POSTMASTER				270.00	
		IMAGE ONE - IMAGE ONE				57.34	
		KENNEDY IN - KENNEDY INDUSTRIES INC				485.00	
		LOWES HOME - LOWE'S HOME CENTERS INC				32.61	
		SCHWING - SCHWING BIOSET, INC.				1,198.62	
		SUMMIT - THE SUMMIT COMPANY				22,354.33	
		USA BLUEBK - USA BLUEBOOK				75.10	
		WMWALTER - WM. E. WALTER, INC.				336.65	
		TOTAL FUND 590 SEWER F				37,032.26	
		Fund 591 WATER FUND					
		ADVAN ANA - ADVANCED ANALYTICAL SOLUTIONS, LLC				973.42	
		ADVANCED A - ADVANCE AUTO PARTS				45.57	
		ALLSTAR - ALLSTAR ALARM LLC				230.25	
		AWWA - MI-AWWA PAYMENT PROCESSING				30.00	
		BANK AA - VISA				70.00	
		C&D HUGHES - C & D HUGHES, INC				5,261.39	
		CCI - COMMERCE CONTROLS INCORPORATED				2,767.50	
		CINTAS - CINTAS				85.06	
		CONSUMERS - CONSUMERS ENERGY				1,788.77	
		HAVILAND - HAVILAND				1,290.00	
		HOW HARDW - HOWELL HARDWARE				11.54	
		HOWELL POS - HOWELL POSTMASTER				270.00	
		IMAGE ONE - IMAGE ONE				100.61	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HOWELL
 EXP CHECK RUN DATES 03/13/2023 - 03/13/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GN1ST

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		K&J ELECTR	- K&J ELECTRIC, INC.			820.00	
		MCN-MCKAY	- McNAUGHTON-McKAY ELECTRIC COMPANY			957.00	
		ODEN TRAI	- ODEN TRAINING			250.00	
		R S TECH	- R S TECHNICAL SERVICES INC			2,341.00	
		SUMMIT	- THE SUMMIT COMPANY			22,354.34	
		SWIFT COMP	- SWIFT COMPLY US OPCO, INC.			2,440.00	
		USA BLUEBK	- USA BLUEBOOK			143.93	
		VWR INT	- VWR INTERNATIONAL LLC			349.41	
		WESTERN LI	- GRAYMONT WESTERN LIME INC.			7,947.15	
		WSP USA	- WSP USA ENVIRONMENT & INFRASTRUCTUR			721.50	
		TOTAL FUND 591 WATER F				51,248.44	
		Fund 640 EQUIPMENT POO					
		A&L PARTS	- A & L PARTS PLUS			160.32	
		BANK AA	- VISA			153.25	
		BOB MAXEY	- BOB MAXEY FORD OF HOWELL			390.63	
		CINTAS	- CINTAS			24.70	
		CONSUMERS	- CONSUMERS ENERGY			833.32	
		CORRIGAN	- CORRIGAN OIL COMPANY, NO.II			6,975.65	
		FIRST IMPR	- FIRST IMPRESSION PRINT & MARKETING			71.80	
		OSCAR	- OSCAR W LARSON COMPANY			1,566.25	
		SOAPYBUCK	- SOAPY BUCKET CAR WASH			143.96	
		SPARTAN TI	- SPARTAN TIRE & SERVICE CENTER			2,301.14	
		TRUCK & TR	- TRUCK & TRAILER SPECIALTIES, INC.			1,250.80	
		TOTAL FUND 640 EQUIPME				13,871.82	
		Fund 641 DEPARTMENT PU					
		BANK AA	- VISA			721.82	
		CINTAS	- CINTAS			338.09	
		CONSUMERS	- CONSUMERS ENERGY			2,205.28	
		IMAGE ONE	- IMAGE ONE			22.74	
		OFFICE DEP	- OFFICE DEPOT			215.12	
		SUMMIT	- THE SUMMIT COMPANY			22,354.34	
		TOTAL FUND 641 DEPARTM				25,857.39	
		Fund 642 IT REPLACEMEN					
		BANK AA	- VISA			49.28	
		TOTAL FUND 642 IT REPL				49.28	

CITY OF HOWELL
 BANK OF ANN ARBOR
 CREDIT CARD DETAIL - MARCH 2023

Dept.	Amount	Description
CITY CLERK	\$ 15.03	OFFICE SUPPLIES
CITY CLERK	\$ 7.59	OFFICE SUPPLIES
CITY CLERK	\$ 25.00	CTA
CITY CLERK	\$ 494.00	ANNUAL MEMBERSHIP/ONLINE TRAINING
CITY CLERK	\$ 103.07	OFFICE SUPPLIES
CITY MGR	\$ 272.60	TEAM BUILDING/LEADERSHIP EVENTS
CITY MGR	\$ 72.42	MEETING
CITY MGR	\$ 29.97	USB READERS
CITY MGR	\$ 50.00	GIFT CARD
CITY MGR	\$ (38.00)	BANK CHARGES
COM DEV	\$ 32.50	RECORDING FEE
COM DEV	\$ 150.00	CLASSIFIED AD
COM DEV	\$ 127.65	CONFERENCE
DPW	\$ 113.70	GPS
DPW	\$ 96.90	CERTIFICATION
DPW	\$ 368.00	COMMUNICATIONS
DPW	\$ 65.96	LIGHTS
DPW	\$ 70.00	CERTIFICATION
DPW	\$ (38.00)	BANK CHARGES
DPW	\$ 39.55	PARTS
DPW	\$ 131.68	BATHROOM SUPPLIES
DPW	\$ 307.96	USA FLAGS
DPW	\$ 36.98	OFFICE SUPPLIES
FINANCE	\$ -	NO CHARGES
IT	\$ 192.00	TECH SUPPORT
IT	\$ 49.28	WATER PLANT SCADA NIC CARDS
IT	\$ 277.80	MONTHLY INTERNET
IT	\$ 99.96	ZOOM
POLICE	\$ 75.00	MONTHLY TLO
POLICE	\$ 101.57	DETECTIVE SUPPLIES
POLICE	\$ 113.51	L3 REPLACEMENT DRIVE
POLICE	\$ 575.52	MACP CONFERENCE
POLICE	\$ 575.52	MACP CONFERENCE
POLICE	\$ 39.93	SUPPLIES
POLICE	\$ 453.68	MACP CONFERENCE
POLICE	\$ 453.68	MACP CONFERENCE
POLICE	\$ 105.00	PARKING
POLICE	\$ 105.00	PARKING
POLICE	\$ (31.40)	RETURN
POLICE	\$ 15.78	OFFICE SUPPLIES
POLICE	\$ 39.99	OFFICE SUPPLIES
POLICE	\$ 149.00	CONFERENCE
POLICE	\$ 149.00	CONFERENCE
POLICE	\$ (38.00)	CREDIT
	<u>\$ 6,036.38</u>	

February 27, 2023

Dr. Ellis Mayor, Howell City, Michigan 48843

Members City Council

Howell City Hall

Howell, Michigan 48843-1135

Subject: Moving of our hospital out of the City of Howell

Dear Dr. Ellis and Members of the City Council

Way back in 1916, some 107 years ago Howell was without a hospital. Back then sometimes serious accident victims in need of emergency care would have to be taken to the Livingston County Jail as the only place that medical care could be received. Thanks to a decision by a group of outsiders who have no personal interests in our city we will soon be in a similar situation.

For some 95 years since the establishment of the McPherson Memorial Hospital the folks living in the City of Howell (and Later Livingston County) could receive emergency medical care within 10 minutes or less. The majority of folks in outlying areas depending on distance could expect service in 20 minutes or less. As Howell is the County Seat and the center of the greatest number of residents, these numbers are still generally true.

That is they are true, until our hospital is moved to Brighton, in a location that is plagued by heavy traffic and difficult to get to if you are those living west of Michigan Avenue. Folks in Fowlerville, especially outlying will likely have to go to Lansing when our hospital is moved to Brighton. Folks living in Brighton are the only ones that might benefit from this move of the hospital from Howell to Brighton. However, the traffic situation east of Brighton on the way to the new location at Woodland often is tied up in what could be considered rush hour traffic most of the day. For folks living either north of Howell or south of Howell will likely find it more convenient to seek care in Flint or Ann Arbor.

The Bottom Line is that the loss of the Hospital in Howell for the citizens of the City of Howell is really a bad thing. However, it is a disaster most everybody else who lives in the surrounding areas.

As a senior of 84 years I how important it is for folks like me to receive medical care very quickly. In case of a stroke or heart attack if not treated with in a few minutes the individual will live with the possibility, of the rest of their life, with a serious handicap. Serious accident victims need treatment often within 10 to 15 minutes—their lives depend on it. Losing our Local Hospital will without a doubt lengthen the time substantially, before receiving emergency service

For many years families could also have their children born right here at McPherson Memorial Hospital—that is until the bean counters of some consulting group, working for the outsiders, decided to move the service to their hospital in Ypsilanti and a very beloved Physician was forced to retire. The Ypsilanti hospital is about a 40 mile drive in what is regularly heavy traffic on a very dangerous highway (US23), a good hour drive if you are lucky. At first we were told that there would be a birthing center in Brighton at Woodland. They now have changed that and say they are going to keep it in Ypsilanti.

It is also interesting that we were told that the new hospital in Brighton would be bigger and have more beds. Now they say they are moving the 68 beds from the Howell location to Woodland at Brighton and they will add 4 more beds. First of all it seems to me that those 68 bed belong to Howell and the millions of dollars is only getting them 4 more beds. Does not sound like a good value to me.

It is very apparent that the outsiders (Trinity-Or what was St. Joe) have a lot of money they need to spend for likely tax reasons. They are established as a nonprofit and if retained earnings are held too long they might need to pay taxes on such funds. Couldn't they just cut patient fees? Or spend the money in Howell at our Hospital?

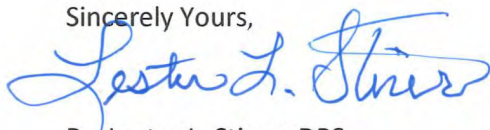
I have attached for your review and that of the Howell City Council a copy of the history of our McPherson Memorial Hospital. It is copied from "The Howell Bicentennial History 1776-1976" book.

Reading this you will understand the huge amount of labor, work, and investment that our city, our county, our physicians, our nurses, our Police & Sheriffs, our citizens and the McPherson family has made for our hospital. To stand by and allow this wonderful, lifesaving institution, to be take away from us, the Citizens of Howell deserves more than just "An Oh Well that's Life"!

Should not a **well-publicized Public Hearing** be held by the city so our citizens of Howell will understand what they are losing? Once is lost it is very, very, unlikely to ever come back again. Howell will have lost a very precious asset that makes for a comfortable, safe, place to live.

Thank You for taking the time to review this citizens concern. I hope that you can bring some critical light and action to this subject for the citizens of Howell.

Sincerely Yours,



Dr. Lester L. Stiner, DPS

345 Riddle Street (Resident for 50 Years)

Howell, Michigan 48843

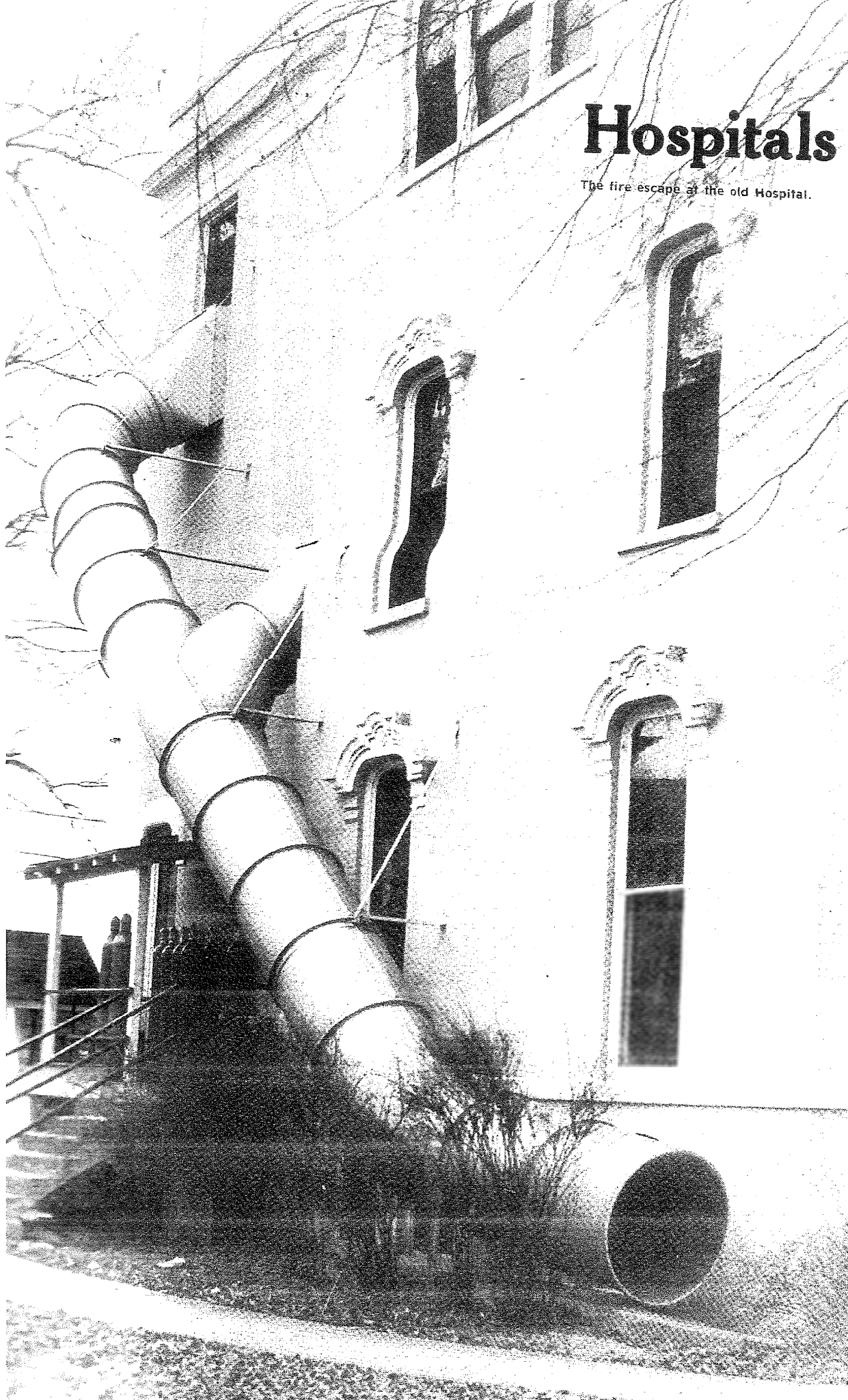
lstiner1@att.net

517-546-9785

LLS

Hospitals

The fire escape at the old Hospital.



Hospitals

By BERTHOLD WOODHAMS

When I first came to Howell way back in 1916 Howell had no hospital of any kind. Mothers were accustomed to having their babies in their own homes and emergency cases of accident or illnesses had to be sent to the nearest hospital out of town. Once in a while accident victims would have to be taken to the Livingston County Jail as the only available place.

The Kings' Daughters, a very active women's organization in those days, thought Howell ought to have a hospital and undertook as one of their projects to bring a hospital to our city. E. G. McPherson, one of the four McPherson brothers, pioneers of Howell, when he died willed to his widow, Rosa McPherson, the ancestral home on North Michigan Avenue in Howell and when she died it went to her heirs.

They evidently agreed with the Kings' Daughters that they would deed the house and property over to the City of Howell to be used for hospital usage with two provisions: the hospital was to be named the E. G. and Rosa McPherson Memorial Hospital and if the property ever ceased to be used for hospital purposes, it would revert back to the McPherson interests. Then the Kings' Daughters were instrumental in promoting a bonding issue of \$30,000, I think it was, to remodel the house into a hospital. This bonding issue was passed by the voters. M. J. McPherson, another one of the McPherson brothers agreed, too, to contribute \$15,000 to a hospital to purchase the necessary hospital equipment.

Bert W. Hoff was mayor of Howell when the bond issue passed and on October 12, 1927 he appointed a "City Hospital Commission" and their assignment was to convert the E. G. McPherson home into a hospital and to see that it was properly furnished with the equipment for hospital use. The commission appointed by the Mayor and approved by the City Council was: William McPherson, III; Herbert H. Gillette; Bert S. Pate; William E. Robb; and Berthold Woodhams who was designated as chairman of the commission.

The commission hired an architect from Ann Arbor by the name of Fry who was experienced in designing hospitals and Mr. Fry drew the plans to convert the home into a hospital. The commission then proceeded to get construction bids to carry out Mr. Fry's plans the lower bidder was quite a well known Howell contractor, Mr. Arthur Joy. The commission

found out rather quickly that M. J.'s contribution of \$15,000 would not be adequate even in those days to purchase all the hospital equipment—the operating and delivery rooms and their tables; the X-ray; the equipment for the physiotherapy room; the hospital beds and dressers; and the kitchen stove, pots and pans and dishes. Various organizations and individuals were contacted by members of the commission and they either furnished a room or bought some of the necessary hospital equipment. I remember Herb Gillette as being particularly active in getting this done.

Bruce McPherson told me that he wanted to make a contribution to the hospital. When we came to buying the x-ray we found we had only about \$1,500 in the budget and the type of x-ray that we wanted came to about \$6,000. I remember taking x-ray salesmen over to talk with Bruce and Bruce wrote out a check for the difference we had in the budget and the cost of the x-ray.

From the outset it seemed that the new hospital was doomed to disaster. Art Joy had just about completed the remodeling job converting the house into a hospital when in the middle of the night a fire broke out and gutted the entire new structure. Fortunately the commission had purchased fire insurance that covered the loss but a lot of the remodeling work had to be redone. As we found out later we apparently hired the wrong person to be our first superintendent, a Mrs. Bakke. Mrs. Bakke evidently had trouble getting along with the new hospital personnel even though she had employed most of them herself. Upon Mrs. Bakke's recommendation, the commission had leased the Edward Beach home which was right across the street from the hospital for the nurses' home. Mrs. Bakke contended she needed a home for her nurses rather than have her nurses scattered all over Howell in their own places of residence. These new nurses had just moved into this nurse's home with their personal possessions when a fire destroyed pretty much the home together with the nurses' clothing and other individual property.

The new x-ray machine, in the architect's plans, was placed in the basement of the remodeled building. But there it malfunctioned due to the moisture in the basement. In order to correct the condition, William McPherson at his own expense had tile put all around the outside of the basement walls and this seemed to cure the trouble.

At the dedicatory ceremonies we had Mr. Marshall who had been instrumental in bringing a similar type hospital to St. Johns, Michigan, Dr. Foo also from St. Johns who was originally a Howell product, a protege of the late Judge Willis Lyons, Superintendent Bakke, and others. While we were holding the dedication on the front steps of the new hospital some woman, admitted prematurely by the superintendent in the new delivery room, delivered the first baby born in this new hospital.

The McPherson Memorial Hospital thus came into being about the summer of 1928.

MEDICAL-OSTEOPATH PHYSICIANS

At its beginning the hospital had difficulty attracting patients to this new hospital. As we mentioned, mothers had been used to having their babies at their homes and the doctors themselves seemed a little reluctant or slow to use the facilities provided by this new hospital. Unfortunately, too, it seemed to the commission there seemed to be a sort of animosity existing between the M.D. and D.O. professions. We only had one D.O. physician in Howell at the time the new

Hospitals Coordinator

Robert Akin, came to Howell in 1927 from St. Charles, Illinois. In 1938 he established an insurance agency known as Robert J. Akin Insurance. Elected to the Howell City Council and served from 1953 to 1957. Chairman of the McPherson Memorial Hospital, City owned, chairman of Study Group and recommended new hospital. Mayor Pro-Tem 1957, President of Howell Rotary Club 1949. Member of Howell Chamber of Commerce, served on its Board of Directors. Member of Knights of Columbus. Chairman for Health Center Board 1955-1959. President, Chemung Hills Country Club 1966. Member of St. Joseph Church. Married M. Ernestine Hughes 1934. One son, Edward H. Akin, who is now President and Owner of Akin-Akin, Inc. Insurance Agency.



hospital was trying to get under way—a Dr. Lamb, but the M.D.'s informed the commission in no uncertain terms that they would boycott the hospital entirely and take their patients elsewhere if we allowed Dr. Lamb to bring his patients to the hospital or even to have an x-ray picture taken for him unless previously approved by an M.D. The commission was left with no choice as we wanted the hospital used by the M.D.'s.

SUBSIDIZING

The City of Howell had to subsidize the expenses of the hospital for several years after it came into being. In an effort to induce maternity cases into the hospital it offered a package deal to expectant mothers by agreeing for \$50 to give them and their babies hospital care for ten days. In those days there was no such thing as Blue Cross, Blue Shield, and very few people carried any form of hospitalization insurance. Automobile accident victims, sometimes with broken bones and usually all bloody, when they left they were financially unable to pay the hospital bills.

Because of their influence into bringing this first hospital in Howell into being the City Council and the Mayor asked the King's Daughters for their recommendation as to replacements of commission members when they retired and recall that for a while Mrs. Henry Wines and Mrs. W. P. VanWinkle as being on one of our first commissions. The chairman of the commission was a council member always and that is how I happened to be chairman of the first commission but the chairman changed whenever the chairman ceased to be on the city council. William McPherson, III seemed to be a sort of permanent members of the commission at least until the city of Howell relinquished ownership and control of it until it became the McPherson Health Center.

Thus we record some of the problems the first commission had in bringing into existence the first hospital in Howell.

1953-1959

By ROBERT J. AKIN

I was first elected to the Howell City Council and took office on April 7, 1953. The McPherson Memorial Hospital was a city owned hospital and one member of the council was always its chairman.

Those on the Board of Trustees were appointed by the Mayor. O. C. Young was Mayor at the time and I was appointed to serve on this board. Other members were Dr. Gerald McCloskey, Mrs. Raymond Salmon, Mrs. Fred Rogers and William McPherson III.

The original structure was the old McPherson residence. This was a three story dwelling which was renovated so that there were 18 beds. This hospital was to be for the City of Howell. By using every nook and cranny, the structure was increased until it accommodated 33 beds. It to the point where it was necessary to have a waiting period and many times actual emergency cases had to be transferred to Ann Arbor and other outlying hospitals. Also, it became necessary to discharge patients before they were ready to go home in order to put another patient in the bed.

As stated above, this hospital was only to take care of residents of the City of Howell. This was no longer the case. Our patients came from all over the county. The increase in the number of automobiles on the road and the accident rate created an enormous increase in the use of the hospital. Many times people who were involved in accidents had to lay

on stretchers and wait to get into the emergency room as it would accommodate only about one person. Hallways had to be used for patient rooms.

A bond issue was placed on the ballot for a new hospital and this was defeated primarily because it was to be used only by medical doctors. We had a number of capable osteopathic physicians and they were seeing approximately 35 percent of the people.

INSPECTION

In March of 1954, the State Fire Marshall inspected the hospital and submitted a lot of recommendations. Two of the compliances ordered necessitated major construction. One was to remove the then present stairwells and install inside steel and concrete fire escape staircase. The other was to install an automatic sprinkler system.

We had a certified architect inspect the building and submit plans, recommendations and estimated costs to meet the Fire Marshall's requests. Estimated costs were about \$60,000, and if we were to meet the requirements it would have reduced the number of beds, taken away hall space that we could not lose and create a still more acute space problem.

STUDY COMMISSION

The Board of Trustees rejected the architect's plans. A Joint Conference Study Committee was appointed. This committee was composed of three members of the hospital medical staff and three members of the Board of Trustees. The hospital administrator was also a member of the committee.

The members were Dr. H. C. Hill, Howell; Dr. L. E. May, Howell; and Dr. Niles Clark, Brighton; representing the medical staff. William McPherson III, Mrs. Fred Rogers and Robert J. Akin were chosen from the Board of Trustees, and James Sullivan, the Hospital Administrator. We began weekly meetings in June, 1954. I was chairman of the group.

After about four months of weekly meetings, the study group recommended:

1. Create a new ownership for our hospital. Our choice was "Hospital Authority" and offer as large an area as possible for the hospital.
2. Solicit funds for its construction with the aid of Professional Fund Raisers.
3. Utilize as much of our present equipment and supplies as possible.
4. Relocate the hospital within the city limits to a convenient and spacious site where city services were available; such as sewers, water, fire and police protection.
5. Provide for future expansion in so far as our finances would permit.
6. Take advantage of the Hill-Burton Funds.

NON-PROFIT CORPORATION

This Study Committee now had gone as far as it could. A resolution was passed inviting Orland Young, who was Mayor of the City of Howell, and each member of the Study Group was to invite three people, to a joint meeting. At this meeting the findings of the Study Group were presented along with our recommendations. Those invited were: Mrs. Andrew Jackson, Robert H. McPherson, James Murphy, Don Deering, Herb Sneed, Bruce Watts, Mrs. Frances Barron, Russell Engelhardt, Lorraine Liverance, Robert Smith, Lynn Zimmerman, Orland C. Young, Robert J. Akin, Mrs. Fred Rogers, William McPherson III, James H. Sullivan, Dr.

L. E. May, Dr. Niles A. Clark and Dr. H. C. Hill. A non-profit corporation was formed for the purpose of raising of funds for the construction of a new hospital facility.

Mr. Charles Sutton was elected president; Robert J. Akin, first vice president; Ross Robb, second vice president; Percy Allmand, third vice president; June Zimmerman, secretary; and Edward McPherson, treasurer. The corporate name was to be McPherson Community Health Center.

Other members of the board were: Mrs. J. C. Allen, Mrs. Frances Barron, Joseph V. Brady, Albert W. Cole, Robert F. Craig, D. G. Deering, Stanley Dinkel, Mrs. Andrew Jackson, Sherman E. Jubb, George Kirkland, T. J. Kizer, Sr., Lorraine Liverance, William McPherson III, James Murphy, Carl Raddatz, Mrs. Fred Rogers, Herb Sneed, Ronald Stuble and Orland C. Young.

FUND RAISING

It was decided to use professional fund raisers and the American City Bureau was the firm selected. Clark Ackley of Lansing was selected as the architect.

Mr. Charles Sutton appointed myself as general chairman of the Hospital Development Committee. This was the name used for the fund raising. Edward A. Fritch and John B. MacDonald were named associate chairmen.

The American City Bureau came in in November, 1954. The total amount of money to be raised was \$525,000. Hill-Burton Funds were to provide 48 percent of the total cost. With this amount, a 60 bed hospital could be built. A ten acre site on Byron Road was selected and purchased from the McPherson Estate for \$10,000. A campaign plan and program were then set up.

In order to raise this kind of money it took a lot of planning and preparation before launching into the actual fund raising effort. This started in November, 1954, and the victory dinner was held April 2, 1955. To solicit 30,000 people, divisions were set up to contact prospects with a potential "X" number of dollars. These divisions were as follows:

Founders Division "A"—Gifts from business firms and landowners who could be considered in sums of \$10,000 and up. Joseph V. Brady, Howell, was the chairman of this division. Albert W. Cole of Brighton was associate chairman and this group raised over \$251,000.00.

Founders Division "B"—Gifts from \$5,000 to \$10,000. Chairman Clifton W. Heller, Howell and A. Colton Park, Brighton, associate chairman. Amount raised, about \$30,000.00.

Founders Division "C"—Gifts from \$1,000 to \$5,000. Chairman, Herbert F. Schott, associate chairman, W. Woodruff, both from Howell. Amount raised, over \$67,000.

Founders Division "D"—Gifts from \$300 to \$1,000. Chairman R. H. Engelhardt, associate chairman, W. H. Erwin, both from Howell. Amount raised, over \$68,000.

Medical Staff—Chairman, Dr. J. J. Hendrin, M.D., Fowlerville. Associate chairman, Dr. B. N. Shertzer, D.O., Howell. Amount raised \$67,000 plus.

Business and Professional Division—Chairman, Glen Slayton, Howell. Amount raised, \$29,000 plus.

Women's Division—Chairman, Mrs. Frances Barron, Howell, associate chairman, Mrs. Jess Allen, Howell; Associate Chairman, Mrs. Gerald McCloskey, Howell; Associate Chairman, Mrs. Bruce Watts, Brighton. Amount raised, over \$25,000.

Clubs and Organizations—Chairman, James A. Robb, Howell. Amount raised over \$13,000.

Hospital Division—Chairman, James H. Sullivan, amount raised over \$6,000.

Employee Division—Robert F. Craig, chairman, Howell; associate chairman, F. A. Miller. Amount raised over \$85,000.

Rural Division—Chairman, Carl Kirkowski, Howell. Amount raised over \$57,000.

Government and Education—Chairman, John S. Page, Howell, amount raised, \$18,000 plus.

Church Relations—Chairman, Rev. Walter A. Geske, Howell.

Audits and Reports—Chairman, Edward G. McPherson, Howell.

Speakers Bureau—Chairman, Charles N. Hill, Howell.

Those chairmen and their associates then filled out their committees with enough help to contact and solicit all people falling into these groups. There were over 500 people involved in the solicitation of the funds. The area covered was pretty much the whole county.

The campaign came to an end April 2, 1955, with a total pledges of \$698,736.90. With belated gifts, the total ran over \$789,000. The complete success of this drive was with the dedicated leadership of all chairmen and their helpers. Also, the fact that the hospital would have a joint staff of medical doctors and osteopathic physicians.

McPherson Community Health Center was the first voluntary non-profit hospital in the State of Michigan to have a joint staff. Much credit should be given to these joint efforts as through the years other hospitals have been opened to both groups. I must also give much credit to the counseling we had from John H. Crowe, Jr., and his associate, Jess S. Mullin of the American City Bureau.

The next phase now that the money was available was the actual building of the hospital. With excess of money pledged, the board of trustees came up with plans for a 75 bed hospital. The Hill-Burton Funds were increased to \$526,000.

Ground breaking for the new hospital was July 15, 1956. James M. Hare, Secretary of State of Michigan, represented the Governor's Office and Don Hayworth, U.S. Representative was the principal speaker. The hospital was built and dedicated and open house was held January 4, 1958.

FIRST BOARD OF TRUSTEES

When the by-laws of the McPherson Community Health Center were accepted, it called for a 15 member board. The first Board of Trustees were elected in September of 1955. The 15 members were: Ross J. Robb, Fowlerville; P. R. Allmand, Hartland; George Kirkland, Gregory; Edward G. McPherson, Howell; Mrs. June Zimmerman, Fowlerville; T. J. Kizer, Sr., Howell; James F. Murphy, Howell; Mrs. Fred Rogers, Howell; H.H. Barnes, Milford; Mrs. J.D. Allen, Howell; John W. Layton, Howell; Clifford VanHorn, Pinckney; Oscar Beck, Pinckney; and myself. From this group I was elected chairman; Ross J. Robb, vice-chairman; Edward G. McPherson, treasurer and Mrs. June Zimmerman, secretary.

The hospital opened and operated at near maximum from the beginning. It was not more than two years after its opening that plans had to be made for expanding its size until today it has 136 beds.

By JUNE ZIMMERMAN
TRUSTEE FROM 1955-1973
BOARD CHAIRMAN FROM 1959-1973

This phase of hospital history is anything but that. In truth it is a recollection based on sketchy documentation, faulty memory, and warm friendships that limit objectivity.

Hopefully, it will be read as such, thus judging the omissions and personalizations more gently.

The years from 1959 to 1973 are the time in history. The story is of visionary men and women working with love and pride to provide care for their sick and injured. Professionals, (doctors, nurses, technicians, administrators, etc.) were major contributors to the hospitals progress and growth. They made the institution function and grow with their personal careers. Equally important however, were those who served on the health center's "gratitude roll," rather than payroll. They gave of themselves for community betterment. It is essentially their story that should be preserved in this rambling report.

GEOGRAPHIC REPRESENTATION

From birth the corporate body consciously worked at preserving geographic representativeness on its governing board. Strong convictions urged that all steps be taken to preserve the founding concept that this was to be "county-wide" institution. Even though physically tied to the area, it was not to become a "Howell" hospital. Surrounding areas had helped buy brick and mortar, and would now chart the hospital's future.

For many years, visiting mayors to Fowlerville, Brighton and Pinckney were invited to visit the "local" hospital. Imagine their puzzlement when they were driven out-of-town to see McPherson Health Center. Mayor Cliff Heller of Howell, always a good friend of the hospital, can undoubtedly recall some of the heated correspondence that resulted from an inadvertent reference to the health center as "Howell's hospital."

The following leadership and talent came to the governing board from these villages and cities during these 14 years:

Brighton—Thomas Anderson, DVM, H.H. Barnes, E.W. Bottum, Robert Buechner, Fred Burt, Robert Leland, W.W. Madden. Edward Parrish, John Slater.

Howell—Robert Akin, Nanette Allen, Glenn Berry, Donald Brinks, J. Henry Cornell, Louis Eaton, D.D.S., Walter Geske, Robert Itsell, D.O., William Jones, Charles Keesler, Thomas J. Kizer, Robert MacDonald, Edward McPherson, William McPherson, III, Donald Monroe, Mervill Moore, James Murphy, Richard Omel, D.O., Kathleen Rogers, William Scofield.

Hartland—Percy Allmand, Don Epley, Norlan Cartwright. Pinckney—Oscar Beck, Clifford VanHorn.

Hell—Mel Reinhardt.

Fowlerville—Charles Brigham, Grant DeForest, Irwin Glover, Charles W. Hills, Thomas Higby, M.D., George Kirkland, Clayton Klein, Cecil Lepard, Ross Robb, June Zimmerman.

These forty-five people served various lengths of office, some a few years, a few, several years. Their common tie was dedication to hospital activity. During this time only one meeting was ever adjourned for the lack of quorum. The average board attendance was twelve out of fifteen; with committee attendance as good. Building committee minutes in 1967 report nineteen meetings during the year, with perfect attendance at seventeen.

ADMINISTRATOR COMMENTS

Excerpts from a hospital administrator's letter best sums it up. . . "I recognize the extraordinary contribution trustees have made toward better health care in this county. The devotion, intelligence and guidance. . . freely contributed has, in my experience, been unequalled. Many of the far-



The doctor comes in his sleigh to deliver the new baby.

sighted programs of the health center would never have materialized without this top flight board. . ."

SPECIALTIES ACQUIRED

Through experience there evolved specialist on committee assignments. Ed McPherson, Nan Allen, and George Kirkland were key contributors to financial decisions. John Slater, Cecil Lepard, "Pat" Murphy, Oscar Beck, Irwin Glover, and Bill Madden spent long hours on complicated building agendas. Charles Keesler, Bob MacDonald, Bob Buechner, and Cukc Brigham gave the personnel committee leadership. Tom Kizer was the pivot around whom physician recruitment activities evolved. Tom Anderson and J. Henry Cornell were the cornerstones of the professional committee.

RED CROSS THERE

Almost with the opening of the front doors, the Red Cross volunteers joined the hospital family. In 1959, Josephine Grostick spearheaded the organization ably assisted by Mrs. Harold (Peg) Hill, Mrs. Wm. McPherson, IV (Mimi), and Mrs. Boyd Shertzer (Millie). As of this date, four of the first class are still active members in the Grey Ladies corps. They are all from Howell, Alta Willard, Lillie Gatesman, Doris Meyer, and Ruth Bennett.

To qualify the ladies all attended several classes for instruction. At a special ceremony in the spring, each new group was capped by a Red Cross dignitary from Lansing. Proud husbands and beaming children as well as active volunteers witnessed their graduation. Length of service was recognized with the presentation of service pins, bars, or chevrons. Some of those so recognized were: from Brighton: Angeline Bretz, Elsie M. Schulz, Madeline Smith, and Louise Schulz. From Fenton came Florence Bailey. From Howell: Mazie Reed, Mabel Starkey, Margaret Trumbull, Helon Hacker, Dorothy Shelton, Thelma Weller, and Edith Miner. From Fowlerville: Dora Glover, Ruth Kuehn, Janice Zimmerman and Paula Malcolm.

SERVICE BRINGS SUNSHINE

The volunteers served the health center in many ways. They greeted visitors helping them locate friends and offices. They brought sunshine with the delivery of mail and flowers. Some were so effective they became identified with their service. Judy Dunn and Linda Musson were tagged as "juice ladies." Many looked for their greeting to announce the arrival of the evening refreshment cart. Ina Height was synonymous with the reading cart, another volunteer service.

HOSPITAL AUXILIARY EARLY WORKER

The same year that saw the formation of the Red Cross service, witnessed the organization of the hospital auxiliary. These women also had hospital service as their prime objective, but they chose different avenues of expression. Several fund raising projects were developed. The money was used to purchase equipment for improved patient care. Card parties, theater parties, and fashion shows supplemented the main money raiser. . . the hospital gift shop.

GIFT SHOP PERSONNEL

The gift shop served not only the visitor who wanted to buy a special gift, but also the patient who had a need for an extra something. Some of the many who worked to make this shop

a success were Evelyn Maas, Opal Beurmann, Alice Mercer, Mary Jane Grubbs, Edith Morlock, Lois Campbell, Ferne Fenton, Lynn Haas, Ruth Slater, Isabell Parker, and Esther Sullivan.

Repair and mending sessions were guided by seamstresses Marion Johnston, Elizabeth Stoddard, and Katherine Sorg. Flexibility had to be their talent for they never knew where their sewing machines would be housed. Expanding services at the health center were always laying claim to the sewing room, and relocation was frequent.

HONOR LONG-TIME MEMBERS

Waldenwoods was the scene of a recognition luncheon in 1969. Seventeen women with ten continuous years of auxiliary membership were honored. Mrs. Harold Armstrong and Mrs. Claude Brian of Hartland; Mrs. C. C. Fenton, Mrs. J. J. Hendren, Miss Hulda Euper, and Miss Elizabeth Schneider of Fowlerville; Mrs. Alfred Friedman of Brighton; Mrs. Max L. Johnston of Linden; and Mrs. K. Miller Beurmann, Mrs. Henry Disse, Mrs. Mae Harris, Miss Alice Gannon, Mrs. Arthur Jones, Mrs. Gerald Jones, Mrs. E.A. Fritch, Mrs. H. Roggenkamp, and Mrs. A.E. Holforth of Howell.

ADDED EXTRA TOUCH

Each Christmas the auxiliary "decked the halls" with joy and color to dispel the gloom of holiday illness. Each May found women like Doris Jones, Thelma Garland, Irma Schaner, Nan Allen, Helen Chapman and Mildred Bradman helping the hospital celebrate National Hospital Week. They assembled silver services and centerpieces to brighten the tea table and solicited scores of cookies to tempt open-house guests. Potlucks and picnics were not only opportunities for socializing, but avenues for telling the hospital story to the community.

Women who served as chairman were: Mrs. Claude Brian, Mrs. Bruce Campbell (Lois), Mrs. Lynn Haas, Esther McCreedy, Dorothy Wier, Ellie Sanford, Francis Weeks, Carol Norton, and Margaret Jones. Elizabeth Holdorth and Veronica Walker were secretary for many years, while Blanche Roggenkamp was the treasurer. Evelyn Armstrong was an active membership chairperson. The full value of the love and service that many, many women gave to the hospital will never be fully told. These are only examples of the multitude of volunteers who have contributed in countless ways to the care of our sick, and the comfort of their families.

In 1970 the hospital auxiliary was restructured into a volunteer-guild. While the format has changed, the spirit and the heart remained the same.

HEALTH CENTER GROWTH CHART

The growth of a hospital is not achieved in a wholly rational sphere at a calculated rate. . . nor is it devoid of human strengths and frailties. Conflicts of philosophy and priority are not unknown. There are issues of controversy and debate, as well as moments of keen insight and accomplishment. A hospital is people. To grasp the vitality of this dynamic institution, there follows capsulized glances into her past action and thought processes.

1959-1961

- Expansion of original pharmacy to meet larger demands
- Start of group life insurance program for all employees
- Established committee to study feasibility of a pilot

service of intensive care. Chairman T. Kizer, trustees Rogers, McPherson, IV, Zimmerman, and doctors Barton and Rice recommended same and it was begun.

—Continuing care pilot program begun

—Increased employee salary. Starting pay for R.N., \$15 a day

—Board and Medical staff meet to jointly discuss care of aged in community. Explore possible services from hospital

—Drs. Hoffman, Polack, Shertzer, McGregor, and Sigler evaluate pilot ICU (Intensive Care Unit) and study desirability of a permanent unit. Administrator urges such a unit. Work and findings of pilot alter antipathetic attitudes of staff, and full cooperation assured. From an article by T. Kizer: "...by April, 1960 the Intensive Care Unit was in successful operation. The benefits of this project were almost instant pluses for patients, doctors, and the hospital. Private nursing with its costly inefficiency was almost wiped out. In 1959, 470 private duty nurse shifts cost patients \$8500. In 1960, there were only 60 private duty shifts costing \$1,000. . .now there are none."

—Purchase a dry heat food system to assure delivery of warm meals

—Only 6.4 percent of original building pledges still unpaid

—Building Committee begins developing plans for housing newly developed hospital services (continuing care, ICU, rehabilitative, and maintenance shop). Dr. Hill, Woodworth, Chelsky, Hoffman and Shertzer served as advisory to committee.

—Joint Committee, chaired by Thomas Barton, M.D. visits hospital in Chicago to evaluate a progressive patient care (PPC) program. Building program developed by committee and administrator Sullivan supported by medical staff. PPC begins to take form

—Room rates increased to \$19.00 for a semi-private, \$25.00 for ICU

1962

—Employee handbook with a written grievance procedure adopted

—As recommended by Administrator Sullivan, Home Care and Occupational therapy service begun.

—Initial inspection of hospital for accreditation by Joint Commission on Accreditation. After controversial changes in medical staff committee structure made, the hospital is given three year accreditation. This citation assures the public that the standards of quality patient care are met.

—First trial run of hospital disaster plan shows up a few deficiencies. . .today (1973) spectators need reassurance it is only a practice and not a real disaster

—Office of assistant administrator established and filled by Gordon Bradman, formerly business manager of the hospital

—Citizens for Better Health Care brings allegations of poor care to members of the medical staff. Meeting of the staff and the Board of Trustees explores areas of individual responsibility and authority. "Citizen" representatives invited to a special meeting of the board for exchange of information concerning employee grievances. Problem resolved!

—New addition estimated at \$325,000 calls for 66 more beds and rooms for a school of practical nursing. Bids come in "unnecessarily high" . . .this phrase becomes all too familiar to members of the building committee. They began asking how estimates were estimated when they appeared to be so unrealistic.

1963-1964

—Average daily patient census is 83

—Practical Nursing School is accredited by Board of Nursing enrolls 25 students.

—Health Center has 185 employees, 24 medical staff members.

—Quotations from the 1963 annual meeting

John Slater, Building Chairman: "This was a year of planning for expansion of both building and service. . .according to patient needs rather than by department. . .Our ICU program has served over 1090 patients since its beginning. Frequent meetings have been held with a committee of the Medical staff chaired by Wendal Jacobs, D.O., department heads, and outside consultants. . .completion of this program should take care of our major needs for the foreseeable future. We will have 141 beds, and will be the first in the United States with all phases of complete Progressive Patient Care."

Stanley Hoffman, M.D. Chief-of-Staff: "...one of the most significant steps which this hospital has taken is to initiate a program of progressive care. It has been a large task, and has consumed many hours of consultation, correspondence, and soul searching. The prime responsibility has lain upon the Board of Trustees and the administration with the staff participating in the planning.

"...Our duo-staff is one of the few in the country. . .operating as a single staff. We have made it work for five years now, with a minimum of stress and strain. . .we have seen some potentially trouble spots, but we are still together and expect to remain so. . .a tribute to the men and woman we have in our midst. . .and the understanding and tolerance they have."

—Reorganization of rate structure begun, aimed at relating charges to costs of service. ICU rates jump from \$25 per day to \$40, even though actual costs are over \$50. Finance committee feels higher charges would discourage use of this service.

—Medical library opened in the hospital

—Joint conference committee recommends removal of cigarette machines from the hospital. . ."their presence is inconsistent with our dedication to good health." Minutes show some felt this action to be poor public relations.

—Home Care seeks local subsidy from area community chests to continue service to patients unable to pay charges

—Board upset by county philosophy to control budgetary expenses by refusing to pay for services rendered patients who are county responsibility. Some view the transfer of social service financing to the state level as a cure to this problem. . .(it later proved to be the source of even more serious problems?)

—University of Michigan and W. K. Kellogg Foundation publish a study of Progressive Patient Care at McPherson.

1965-1968

—Financial policies written, debated, and adopted. They covered areas like purchasing, borrowing, insurance, memorials, budgeting and investments.

—16½ acres contiguous to the hospital site were purchased for \$30,000

—Laboratory and ex-ray facilities remodeled and expanded at a cost of \$68,000

—Physician recruitment task force formed. Tom Kizer, Ed Woodworth, M.D. and Jim Sullivan develop a slide presentation telling the McPherson story.

—Increased patient load both at physicians' offices and emergency room raises questions about physician-coverage of the emergency room on a rotating schedule.

—Administrative changes: James Sullivan resigns to head a Regional Medical Program in Wisconsin. Gordon Bradman serves as interim administrator. (He later left to become administrator at Redford Community Hospital). Robert A.

DeVries appointed the second administrator of the health center.

—Development of a pilot coronary care unit under guidance of Robert Polack, M.D.

—Experimentation with renal dialysis service as a satellite of Sparrow Hospital. A kidney machine is installed in second floor north. Resulting data led to the decision to discontinue the service for lack of patient load, and specialized medical supervision to justify high operating costs.

—Mrs. Lois Merwin appointed director of the School of Practical Nursing

—Mental Health Department facilities to be provided in self-care wing. (Later they were expanded to a section of the Manor).

“BIRTH OF THE MANOR”

At a special meeting of the board and the staff suggestions for meeting the medical needs of the aged were formulated. Hospital proposals were measured with county proposals, robustly debated, and analyzed. A special joint committee was appointed to meet with the county Board of Supervisors to explore plans for an extended care facility. Much controversy arose over county participation in capital expenditures, and the need for a written agreement between provider and purchaser of the service. After careful research and study, and with the urging of federal, state, and University of Michigan consultants, the decision of the board was to construct what was to be called Livingston Manor.

Prior to his resignation, administrator Sullivan predicted demise of the project with a signed commitment from county social services. Federal officials however, saw “no need for any agreement with the county. . . new regulations covering Medicare and Medicaid will enable the patient to choose his own place of treatment. Certification will now be by state offices rather than county. . . payments will come from the same agency. . . your program is good and sound, and Hill Burton funds are available for your use in construction.” Interestingly the lack of success of this service was due to lack of governmental follow-through on a previous commitment, but at the federal and state level rather than at the county.

—The unit name resulted from an employee contest.

—The suggested name was to convey the feeling of county representatives. Ralph Otwell, Jr., director of building services, and an active advisor in the planning of the unit, submitted the winning name.

—Howell Planning Board refuses to grant building permit for new unit. The architect had failed to obtain zoning approval. After momentary panic the problem is resolved and building proceeds.

—Panic again with the discovery of an 11 inch discrepancy between existing building and specification of new facility. Architect and land surveyor squirmish while the hospital seeks legal advice. Problem resolved to everyone’s relief.

—Decision made for first major indebtedness, and funds borrowed against present assets and projected income.

\$737,000 borrowed at the time bids were accepted.

—Federal minimum wage and hour law applied to the health industry. Administrator DeVries corrected past delinquencies with back payments and a new wage scale. Hospital costs rose reflecting new overtime policies as well as minimum wage rates.

—230 employees compared to 17 at McPherson Memorial Hospital.

—Staff membership extended to oral surgeons and dentists.

—First personnel director (Donald Fletcher) heads new department.

—Life membership in corporation developed. First goes to James A. Robb long time hospital friend. This was closely followed by the sale of membership to Claudine and Andrew Jackson also staunch hospital allies.

1969-1973

—Combine resources into a single unit for Coronary and Intensive Care. This aimed at reducing costs and increasing effectiveness of nursing.

—ICU rates raised to \$70 per day, and semi-private rooms \$37. Still service costs are not always reflected.

—Union organizers seek acceptancy by hospital employees. Denied.

—New state law makes funeral home based ambulance service impractical. Hospital helps the county explore alternative services. Hospital developed programs to offer attendants the necessary training and continued education for licensure.

—Physician offices become available in the north wing of the self care unit. This move was hoped to attract new physicians into the area.

—Niles A. Clarke, M.D., named as medical director of Livingston Manor.

—Corporate by-laws changed to make the chief-of-staff a voting member of the board, and to allow the election of one other medical staff member to trusteeship. Apprehension was expressed over physician dominance as well as the precedent of special interest representation on the board.

—Howell Ministerial Association arranges Sunday services for residents of the Manor. Merle Meeden of the First Baptist Church headed this project.

—Health Center conducts study sessions for graduate students from University of Michigan’s Bureau of Hospital Administration, as well as externships for medical students from that university as well as Michigan State University.

—Moon landing celebrated with rocket-fuel punch, green cheese and moon cake served in the cafeteria. (Another successful Evelyn Warne/Irma Schaner project!)

—Helen Laird Salmon, R.N. honored by the School of Practical Nursing for 38 years of service to the health center and its predecessor.

—Changes in governmental eligibility requirements and payment for service caused physician reluctance to admit patients to the extended care unit. . . “pressures of the law complicate good patient care” stated one staff member. Manor census dropped from 41 to 32 patients.

—Eight inspections of the hospital in the first 10 weeks of 1970. Most visits last from ½ day to 2 days.

—Annual “Health-In” sponsored by Practical Nursing School. Booths highlighting careers and preventive medicine were constructed and manned by students, and visited by over 2,000 junior and senior high students. Lois Merwin with members of her staff Marilyn Cheney, R.N., Doris Oakley, R.N., Lois Bond, R.N., and Loisann Hopkins L.P.N., provided capable and enthusiastic leadership to this and other health fair themes. One on good nutrition and health habits were aimed at elementary students. Fairs were located in different areas of the county. The booths were imaginative and carried the message to appreciative large crowds of visitors.

—Payday advanced twenty-four hours so more employees can ballot on a second question of unionization. Employees again deny the organization.

—One of 6 national health fellowships offered to Robert DeVries. During his study at the University of Michigan, administrative services will be provided by an assistant director of University Hospital in Ann Arbor.

—Coverage of the emergency room changed from rotation-duty by all staff members to contractual coverage by a

group. This began as weekend coverage only, but soon evolved into full coverage. Chief-of-staff Thomas Higby, M.D., stressed the need for promptly seeing the patient, and carefully monitoring the quality of services rendered.

—Employee Recognition Awards for outstanding service were presented to Mrs. Sarah Chaddock, a nurses aid, and Gil Hodges of building services.

—Occupational therapy discontinued for lack of patient referral and coverage by hospitalization insurance programs.

—Federal and state unemployment compensation programs expanded to include hospital employees.

—Utilization Review Committee created by medical staff to evaluate need for, and quality of medical care given

—Robert A. DeVries accepts post as program director at W. K. Kellogg Foundation. Administrator appointment committee formed to review applicants' credentials, and conduct personal interviews. Robert MacDonald, Edward McPherson, Thomas Higby, M.D., and June Zimmerman served. Later Robert Itsell, D.O. was also appointed.

—Visitors to hospital come from New Foundland, England, Chile, Scotland, and the Pan American Health Organization as well as state and national organizations.

—Governmental Phase II puts lid on hospital charges and wages, but not on hospital costs.

—Coronary monitoring equipment replaced with updated modules.

—Parking lots expanded and blacktopped.

—Richard Lane of Battle Creek Sanatorium appointed as the third administrator of McPherson Health Center.

—A hospital sponsored luncheon honored over a hundred volunteers.

—Corporate membership for 1972 was 278 members, and exploded to 634 members in 1973.

—Defeat of three incumbent trustees seeking re-election by an unusually heavy proxy campaign headed by R. F. Hauer, M.D.

ALL IS NOT WORK

The Hospital Christmas party was the social event all anticipated. Usually this was at the Howell Armory. Party goers increased in number with expanding Armory facilities. One annual report showed 450 guests attended. Fond memories are of the doctors' band, which included non-doctor musicians too, and the hospital chorus. Musical talents from Mary Titterton, Barbara Kirkland, Lance Stoker, D.O., Ed Woodworth, and Tom Higby, M.D.'s as well as Roscoe Stuber, M.D. and the Hoffmans, Mary and Stan gave us many pleasant songs to remember.

Committees of hospital employees spent their "own time" developing spectacular decorations. Christmas trees dwarfed the band stand. . .and the dinners were surpassed only by the pleasant company. The close of each banquet was the singing of carols by candlelight.

These were also the occasion for recognition of years of service by physicians and employees. The awarding of 20 year pins to Hulda Morgan, R.N. and Harold Hill, M.D. were golden moments in hospital history. There was a singleness of purpose and a unity of spirit found in the hospital family during this party.

"SPECIAL CELEBRATION"

Two other social events that included the larger hospital community were the open house celebrations. One honored the beginning of Progressive Patient Care services; the other the opening of Livingston Manor.

The first had to avoid interfering with hospital care in progress. Elaborate travel routes were developed with signs, arrows, ropes and saw horses. Host and hostess assignments were awarded to Grey Ladies, Auxiliary, Medical staff members and their wives, employees and trustees. . .all had a task at a place for a time. Three thousand came to this one even to see the new facility, and the demonstration of new equipment. This was an indication of the strong community identification with THEIR hospital.

"NURSING SPECIAL EVENTS"

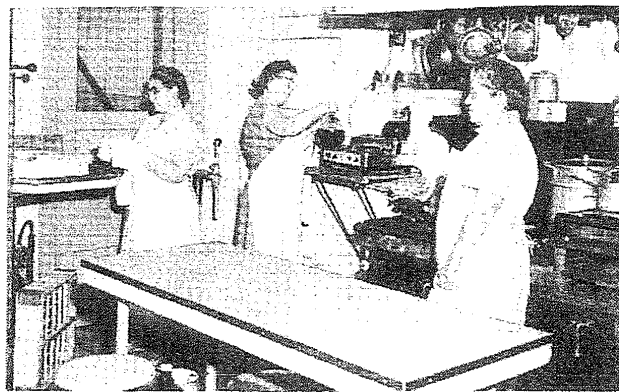
Two ceremonies which are really a part of the School of Practical Nursing became an integral part of the hospital tradition. The first was the simple but impressive, early morning capping of the students. Frequently this was held at the small chapel in downtown Howell. A continental breakfast followed at the Health Center. The quietness of the hour coupled with the dedication of the service touched all who came.

The second joyous occasion was the school commencement services from the local high school. Mrs. Merwin and her staff proudly shared the moment with school alumnae, enrolling students, and invited guests. Graduates carrying long-stemmed roses, filed between rows of school graduates. Smiles, tears, and flashing camera lights climaxed the presentation of diplomas. . .after which graduates and the usual four hundred or more guests enjoyed a social hour.

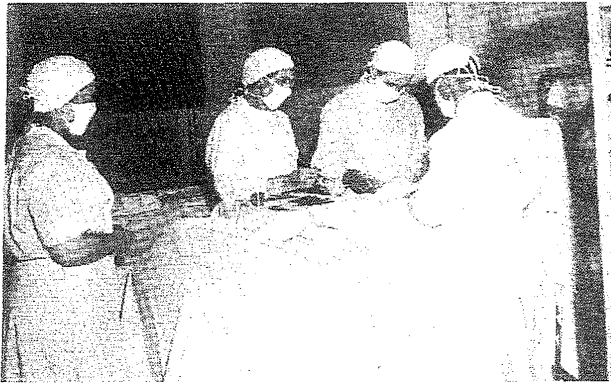
PEOPLE ARE AND WERE

Some names have already been recorded in this resume, and a few more must follow. This incomplete recognition underscores the fact that a hospital's life and vitality are the people who serve either on the payroll, or the gratitude roll, like Robert Reed of Howell. There were people who managed to be on both. They were employees who during our association reached far beyond their required tasks. If only all could be recalled. . .many were department directors such as Evelyn Warne, dietitian; Michael Weller, laboratories; Ralph Otwell, Jr., building services; Doris Oakley, home care; Helen Haffey, medical records; Paul Baldwin, Jr., pharmacy and administration; Winnie Work, Norah Riding, and Janet Malonson directors of nursing; Karol Granowski, M.D. radiologist, and Irma Schaner who directed hospital news releases and gave many, many hours as recording secretary to the board and aided volunteers in the implementation of their projects.

Inadequate as this recollection may be, it would have suffered more had not help come from fellow trustee Tom Kizer, as well as Blanche Roggenkamp, Josephine Grostick, and Paul Baldwin, Jr. Their contributions are appreciated.



The kitchen in the old hospital.



The operating room in the old hospital.

1975 Health Center

By PAUL BALDWIN, JR.
ASSISTANT ADMINISTRATOR, MCPHERSON HEALTH CENTER

The most recent period of hospital history represents one of the most dynamic periods of time since the opening of the McPherson Community Health Center. In earlier years the dynamics of the institution were generated by the Board of Trustees, the Medical Staff, and the hospital staff. More recent changes have been generated by government. Since the enactment of federal legislation which established the Medicare and Medicaid programs, the federal government has played an increasingly important role in the health care field. There are many health care benefits provided to American citizens which are paid for by government funds. By controlling the disbursements of these funds to hospitals, such as ours, the means and methods of providing this care are subject to many federal requirements.

During the past three years, additional federal legislation has established more programs which bring about even tighter controls on hospitals. Well-intentioned legislators proclaim these regulations as being necessary to assure the quality of patient care which is paid for by the federal government. While this may be true in part, it is also very obvious that all of the new regulations reflect very strong implications of financial control. Existing controls now relate to quality of patient care, education of health care specialists, and facilities and services. All of these represent groundwork provided for in the long-range planning of the Department of Health, Education and Welfare and serve as a base for the establishment of a national health insurance program. Whether this will be good or bad remains for the next period of history to determine. However, everyone concedes that a National Health Insurance Program is inevitable.

We find that the influence of government on the private practice of medicine and the provision of hospital services has already dictated many changes. All of the effects of these controls have not been bad. If they truly provide for better patient care at more reasonable costs, they are not difficult to refute. If they fail to accomplish these prime purposes, the health care industry as a whole may become another inefficient tool of federal bureaucracy.

Much of the governmental intrusion has been brought about because of the spiralling costs of health care. These dramatically increased costs have been brought about by the general period of inflation and compounded by the public demand for more and better health care services.

How have these governmental and social pressures affected our hospital?

1) Because of the many changes in federal government requirements related to the payment for long-term care, we have found it necessary to discontinue this service in the Livingston Manor facility. This building must now be adapted to uses other than long-term patient care for which it was designed.

2) The many pressures brought to bear on physicians have resulted in relatively fewer hospital admissions and greater use of outpatient services.

3) The average census in our hospital in 1964 was 100 patients. During the first six months of 1975, our average daily census was identical to that of more than ten years ago. This is quite surprising, since the number of physicians on the Medical Staff has doubled during the past ten years and the population of Livingston County has increased by over 20 percent.

4) This change in census is partially explained by a reduction in the average length of stay from approximately eight days to less than six days!

5) This reduced length of stay may be explained in several ways. New and improved techniques and treatments do bring about more rapid recovery, much more ambulatory care is provided which eliminates or reduces the need for hospitalization, and admissions are much more selective.

6) Our hospital, like many others, has experienced fantastic growth in demand for services in many hospital departments. During the past five years alone, we have seen the number of emergency room visits increase from 7,733 to 14,002. In addition, the following figures demonstrate dramatic growth:

	1970	1975
X-Ray Procedures	13,390	21,000
Laboratory Procedures	46,334	80,000
Physical Therapy Treatments	16,234	35,000
Cardiopulmonary Procedures	8,461	22,000

A very significant part of this growth has been in outpatient activity. It should be noted that our Cardiopulmonary Department which provides respiratory therapy did not exist ten years ago, while today this department provides a substantial amount of service to our patients and is recognized as an integral part of the hospital by the Joint Commission on Accreditation of Hospitals.

7) Room Rates—1975, Ward, \$72.00 per day; Semi-Private, \$77.00; ICU, \$156.00.

8) As we move into our bicentennial year, several observations and facts are of interest.

The shortage of physicians in the State of Michigan has resulted in the establishment of a new program at Michigan State University which includes both a medical school and a school of osteopathic medicine. Our hospital is involved in a number of important educational programs with both of these new schools.

The advent of government required health planning has brought about a need for us to justify the services and facilities made available to the people of Livingston County. Such planning reflects a variety of pressures to establish absolutely the services which will be made available in the way of emergency medical care and costly services which require highly specialized equipment and personnel to provide them. It becomes essential to avoid duplication of services in the interest of cost containment.

It is interesting to note that the progressive patient care concept, which was fostered in our hospital, has undergone considerable change over the years but still does exist in a very viable form. This may relate to the fact that our costs for providing health care services to the Livingston County community are generally much lower than in most other parts of the state.

During the past three years, further steps have been taken to provide acceptable benefits to the hospital employees whose numbers have increased to approximately 300. Many of these employees are highly trained technicians who work with new, sophisticated equipment which is necessary to provide the kind of health care expected by the people of Livingston County. We feel strongly that excellent services are being provided and will be provided in the years to come. We will react appropriately to the social and governmental demands so that we can assure the citizens of a continuing viable, effective organization.

As was so graphically pointed out in the preceding pages, the need for community input through membership in the hospital corporation and especially participation by conscientious citizens serving on our Board of Trustees is perhaps more important now than ever before.

Today we have a number of new trustees working together with much the same vigor as those who pioneered the "new

hospital corporation. During the past three years Dr. James Baad, Mr. James E. Campbell, Mr. Denis Cannaert, Mr. Charles Cobb, Mrs. Mary Griffith, Mr. James Lamb, Mrs. Dona Scott Parker, Dr. Charles Renton, Mrs. Ann Utter, Mr. Roy Westran, and Mrs. Betty Yost have been newly elected to serve on the Board of Trustees. They represent an excellent cross-section of Livingston County and are serving along with our current Chief of Staff, Dr. L. E. (Pat) May. Recent additions to the Senior Active Staff include: W. B. Anderson, D.O.; P.E. Schmitt, M.D.; W.D. Earl, D.O.; W. R. Kellams, D.O.; and A. E. E. Browne, D.O. Their efforts are aided by several "new department directors including: Thomas Glass, Cardiopulmonary; Betty Heitman, Medical Records; Gerald Marks, Physical Therapy; Henry Orth, Radiology; William McCormick, Personnel; and Edward Wiggin, Pharmacy.

These people, working with those of longer service, are creating future hospital history.

Michigan State Sanatorium

by HELEN KENNEDY AND RUTH C. ITSELL

The Michigan State Board of Health started asking the Legislature in 1890 to establish a Sanatorium in Michigan to care for tuberculosis patients. By the turn of the century the Michigan State Medical Society had appointed a committee to ask the Legislature for an appropriation for a Sanatorium.

After five years of work the 17th bill before the Senate on June 7, 1905 was one calling for establishment of a state supported TB Hospital. It passed and \$20,000.00 was appropriated for the purchase of a site, construction of a Sanatorium and operating expenses for the 1905-6 fiscal year. Gov. Fred M. Warner signed the bill, making Michigan one of the first states to adopt legislature for a state supported sanatorium.

More than twenty sites were inspected before accepting the offer of 192 acres in 1906. Residents of the small town of Howell had donated money to buy the tract of rolling land about 3 miles southwest of Howell. The land was 1100 feet above sea level forming the highest point of the natural watershed of the lower peninsular.

The first buildings were a sixteen bed cottage for patients and a structure to house employees. The Sanatorium was opened in 1907 and admitted the first two patients on September 7, 1907. Dr. Robert L. Kennedy was the first Superintendent. During the first year another sixteen-bed cottage, an eight-bed cottage and an eight-bed infirmary were built. Usually only patients in early states of TB were admitted and permitted to stay six months. If a patient required more hospitalization he had to build a shack-tent at his own expense.

Little was done for patients at this time except to isolate them, give them nourishing food, plenty of fresh air, rest and exercise. Medical advantages were secondary to the educational value of Sanatorium care. Patients were expected to return home to become practical missionaries in the cure and prevention of the disease.

In July, 1909 Dr. Eugene Pierce of Lake Placid, N.Y. was appointed medical superintendent. During his sixteen years as director the sanatorium was enlarged to a 238-bed institution. In 1916 a children's cottage was completed.

For many years cottages were considered adequate, but more advanced cases were being admitted and larger buildings were needed. In 1927 the legislature appropriated \$500,000 for construction of a central hospital unit and new equipment. A large part of the old sanatorium was torn down as the new structure was built. The new building which is the

west wing of the present sanatorium was designed for bed patients. In 1930 the east wing was added and all patients were now in one large building. At this time the nurses home and the laundry were built. The expansion started under the Dr. W.B. Huntley of Ionia and was completed after Dr. G.L. Leslie became superintendent in 1930.

When Dr. George Leslie resigned from the sanatorium staff in 1942, Dr. Edward W. Laboe was appointed superintendent. In 1949 Dr. William S. Fidler took over the position. Dr. Edward W. Gentles was appointed superintendent in 1952 and in 1954 Dr. Fidler returned as superintendent. During this time with the introduction of new drugs, sanatorium treatment became more effective. The TB death rate had dropped 70 percent. There were shorter periods of treatment and fewer relapses. Out-patient services were becoming more important as patients continued their drug therapy at home after leaving the sanatorium. Dr. Marion J. Skronski became Superintendent in 1955 after Dr. Fidler resigned and was there until 1970.

From a 16-bed shack sanatorium relying on open air treatment, the Michigan State Sanatorium grew to a 500-bed hospital in less than a half century. Michigan State Sanatorium became well-known as one of the most modern and up-to-date Sanatoriums in the country.

No history of the 'OLD' Michigan State San would be complete without a few memories of personal experiences. Some of these are contained in the following postscripts written by several of the former staff members, ex-patients and employees.

Helen Swanson Kennedy says this is the way it was in 1927 going to the TB San as a patient. Quite an unusual experience. To be admitted you had to be an ambulant patient, able to walk to and from your meals in the main dining-room, about a city block away.

On arrival you were admitted in the main building and taken to the admitting cottage or shack that accommodated then people. You were introduced to the patients, given a book of instructions, your bed number and from there on you were on your own, with some help from other patients.

We all slept out of doors on screeded in porches and it was very cold when the weather got down to zero or below. We had crock jugs that we filled with hot water or steamed, and these we put in our beds about one hour before we went to bed. When getting up in the morning we went into a large lobby. Each patient had a locker where she kept her personal belongings, and here she dressed.

After a few days we were given x-rays and doctor's



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: ERVIN J. SUIDA, CITY MANAGER
DATE: MARCH 8, 2023
RE: BOARD AND COMMISSION REAPPOINTMENTS

We currently have four Board and Commission appointments expiring in April of this year. To prevent a vacancy, staff has reached out to the current members to make sure they want to be reappointed. All members have responded and would like to be reappointed.

The Mayor is recommending that the council reappoint Maryanne Vukonich to the Planning Commission, term ending April 30, 2026, Victoria Hertrich to the Board of Zoning and Appeals, term ending April 30, 2026, and Leonard Mattson to the Thompson Lake Board, term ending April 30, 2025. In addition, the Mayor would also like to recommend Jan Lobur to be reappointed as Council Representative to the Planning Commission, term ending April 30th, 2024.

ACTION REQUESTED:

1. A motion to approve the reappointment of Maryanne Vukonich to the Planning Commission, with a term ending April 30, 2026.
2. A motion to approve the reappointment of Victoria Hertrich to the Board of Zoning Appeals, with a term ending April 30, 2026.
3. A motion to approve the reappointment of Leonard Mattson to the Thompson Lake Board, with a term ending April 30, 2025.
4. A motion to approve the reappointment of Jan Lobur as the Council Representative to the Planning Commission, with a term ending April 30, 2024.



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: KYM LOCKHART, PUBLIC INFORMATION OFFICER
DATE: MARCH 1, 2023
RE: CIVIC EVENT APPLICATION, ROCK THE BLOCK

Attached is the completed Civic Event Application, filed by Kate Litwin, for the 2023 Rock the Block events. These events will take place on June 7, July 12, and August 2, 2023, from 6 pm until 9 pm.

The staff has reviewed the application and their comments are attached.

In compliance with the City's Civic Event Policy, the sponsoring organization will be billed 50% of the cost for any utilized city services.

ACTION REQUESTED:

A motion to approve the Civic Event Application filed by Howell Main Street, Inc. for the 2023 Rock the Block events on June 7, July 12, and August 2, 2023, from 6 pm until 9 pm.

REVIEWED & APPROVED FOR SUBMISSION:

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

Ervin J. Suida
City Manager

CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS AND COMMENTS

EVENT TITLE: Rock the Block – 2023

Public Services: Ray Kraft
Comments: DPW has no comment.

Police: Scott Mannor
Comments: PD has no comment, no cost.

Fire: Jamil Czubenko
Comments: FD has no comment or cost.

Community Development: Kristi Troy
Comments: No Comment

Downtown Development: Kate Litwin
Comments: (Kate's event)

CITY OF HOWELL

CIVIC EVENT APPLICATION

Complete and return this application to the City Clerk's Office
Please refer to the Civic Event Policy for application deadlines

*** A new application must be submitted each year.

***** FEES FOR CITY SERVICES WILL BE ASSESSED AT A MINIMUM OF 50% OF THE COST FOR ALL EVENTS**

EVENT			
Event Name: Rock the Block			
Event Purpose: Placemaking event to bring residents and visitors to downtown			
SPONSORING ORGANIZATION INFORMATION			
Legal Business Name: Howell Main Street Inc.			
<input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> City Operated/Sponsored	<input type="checkbox"/> Co-Sponsored
Address: 118 W Clinton Street	City: Howell	State/Zip: MI	
Mailing Address: Same	City:	State/Zip:	
Telephone: 517 540 6717	Email Address: klitwin@downtownhowell.org		
Contact Name: Kate Litwin	Title:		
Telephone: 517-540-6717	Cell Phone: 248-921-7253	Email Address: klitwin@downtownhowell.org	
CONTACT PERSON ON DAY OF EVENT			
Name: Clark Gill	Title: Board Member		
Address: 219 W Grand River	City: Howell		
Telephone: 517 518 8699	Cell Phone: 313 475 5283	Email Address: clark@aberrantales.com	
TYPE OF EVENT (Check One)			
<input type="checkbox"/> Marathon/Race	<input checked="" type="checkbox"/> Block Party	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Video or Film Production
<input type="checkbox"/> Festival/Fair	<input type="checkbox"/> Wedding	<input type="checkbox"/> Other (describe) _____	
EVENT INFORMATION			
Event Date(s):	June 7th : July 12th : August 2nd 2023		
Rain Date(s):	N/A		
Event Location(s):	Describe & Attach Map	State Street between Clinton and Grand River	(See Attached)
Event Hours(s):	6pm-9pm		
Estimate date/time for set up:	All dates - 10 am		
Estimate date/time for clean up:	All dates -11pm		
Describe set up and clean up procedures:			
State street would be closed day of the event from 10am -11pm. Street will be barricaded off, allowing only one entry and exit point. Tents and staging will be set up to allow for bands, portable toilets will be placed on the street, and 10x10 vednor space will be allocated food and beer vendors.			

EVENT INFORMATION (Continue)

Estimated Attendance: 400

Describe crowd control plans for this event:

Street will be completely barricaded off to control attendees, and volunteers will manage all entry and exit points.

Describe the Civic Event's impact on adjacent commercial and residential property:

Adjacent business will lose street parking for the day, but will gain the economic impact of the increased foot traffic. This increased traffic will generate revenue for our downtown businesses.

Will sidewalks be used? YES NO *If yes, include a detailed map outlining the proposed sidewalk use.*

Describe sidewalk use:

Will street closures be necessary? YES NO

If yes, include a detailed map including road closures and emergency vehicle access.

Describe street closures:

State Street between Clinton and Grand River

Street closed: date/time: 10am

Street re-open: date/time: 11pm

If the proposed event is a parade, list the point of origin, path, termination point and the number of entries.

Will parking lot closures be necessary? YES NO

If yes, include a detailed map indicating proposed closures.

Parking lot(s) location:

Parking lot(s) closed: date/time:

Parking lot(s) re-open: date/time:

What parking arrangements are proposed to accommodate attendance?

Will music be provided/included during the event? YES NO *Music must conform to City Ordinance.*

Describe type of music proposed: Live Amplification Recorded Loudspeakers

Proposed time music will begin: 6pm

Proposed time music will end: 9pm

Proposed location of live band/disc jockey/loudspeakers/equipment:

Stage will be on the north end of State Street with music being amplified towards Grand River

Describe noise control:

Will comply with city noise ordinance, projecting music away from strictly residential areas.

EVENT INFORMATION (Continue)

Will the event require the use of any of the following municipal equipment? YES NO

- Barricades Quantity: 4
- Traffic Cones Quantity: 30
- Other (describe) Quantity: 10 disposable trash cans & liners, per event

Will the following be constructed or located in the event area?

No stakes of any kind allowed on asphalt.

- | | | | |
|-------------------------------------------------|-----------|--------------------------------------------------------|--------------|
| <input type="checkbox"/> Booths: | Quantity: | <input checked="" type="checkbox"/> Tables: | Quantity: 12 |
| <input checked="" type="checkbox"/> Tents: 1 | Quantity: | <input type="checkbox"/> Rides: | Quantity: |
| <input type="checkbox"/> Awnings: | Quantity: | <input type="checkbox"/> Other (describe) | Quantity: |
| <input checked="" type="checkbox"/> Canopies: 1 | Quantity: | <input checked="" type="checkbox"/> *Portable Toilets: | Quantity: 2 |

*May be required depending on event

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, rides, routes, portable toilets, etc.

Will the event have kiddie rides, inflatables, (i.e. moonwalk), amusement rides, climbing walls, live animals, etc.?

YES NO If yes, additional insurance coverage will be required.

If yes, describe in detail the types of attractions proposed:

Will electric services be needed? YES NO If yes, describe in detail.

Temporary panel will be used for sound equipment, powered by the city power supply located on state street

~~Will other utilities be needed? YES NO If yes, describe in detail.~~

Will other City facilities be needed? YES NO If yes, describe in detail.

Will the event have food, beverage or concessions? YES NO If yes, please attach copy of valid Food License

Describe:

County registered and compliant food trucks will be sourced for food, and local business will be sourced for alcoholic beverage sales

Do you plan to have alcohol served at this event? YES NO If yes, Liquor Liability Insurance is required, as well as a Special License from the Michigan Liquor Control Commission

If yes, describe measures to be taken to prohibit the sale of alcohol to minors.

ID checks verifying age, wristbands and ticket sales will be used to screen those wishing to purchase alcohol

Do you plan to have special event signs? YES NO Signs must conform to City ordinance.

Describe signs proposed locations, etc.

A-frame sign at entrance point, banners on site recognizing sponsorship

APPLICATION CHECK LIST (failure to provide necessary documentation will delay application review and approval)

I have attached the following items:

- Completed Application
- Event Map (include detailed event layout and boundaries for all activities)
- Detailed Plan showing road closures, sidewalk uses, etc.
- Certificate of Insurance and Indemnification (due to City Clerk's Office 30 days prior to first day of event)
- Event Signage (description & location)
- Schedule of activities for event
- Driver's License of Applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Howell as an additional insured on all applicable policies, and submit the certificate to the City Clerk's Office no later than thirty (30) days prior to the event.

Execute the attached Indemnification Agreement on the **sponsoring organizations letterhead** and submit it to the City Clerk's Office at the time of application.

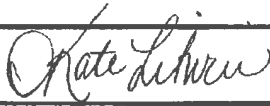
Comply with all City and County ordinances, policies and applicable State & Federal laws, and acknowledges that the Civic Event permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies. All sponsors are required to comply with the Americans with Disabilities Act when applicable. The ADA does not require the City of Howell to take any action that would fundamentally alter the nature of its services, programs, activities, and facilities, or impose undue financial or administrative burden.

Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval. **For new events, a 75% deposit of estimated fees are required 30 days before the event.**

Applicant and sponsoring organization further understands the approval of this civic event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Civic Event Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and the City Council approval will be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and or the Livingston County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of the Civic Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature 	Date 2/6/2023
Complete this application and return it, along with all required documentation, to the City Clerk's Office prior to the application deadline. Please note that a new application must be submitted each year.	Application Receipt Date

INDEMNIFICATION AGREEMENT

The Howell Main Street Inc. (*event sponsor*) agrees to defend, indemnify, and hold harmless the City of Howell, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Rock the Block (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Howell or by third parties, or by the agents, servants, employees or factors of any of them.

Signature  Date 2/6/2023

Printed Name Kate Litwin Title C.O.O.

Witness  Date Feb 6, 2023
Alexandra Wilcox (Feb 6, 2023 14:36 EST)

Printed Name Alexandra Wilcox

Rock the Block 2023

(June 7th, July 12th, Aug 2nd)

Schedule of activities

- **10am:** State Street road closure
- **10am – noon:** Barricade set up
- **Noon-4pm:** Tent Set-up, Staging, Table, Chairs, etc.
- **4pm – 6pm:** Food Truck and Band Set up/ sound check
- **6pm-9pm:** Music performance
- **9pm-9:30:** Attendees exit
- **9:30pm-10:30pm:** Clean up, remove barricades
- **10:30pm-11pm:** State Street re-opens



- -
 -
 -
- Tent for Band
Barricades
Potra- Potties
Cocktail Table
Tables



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: KYM LOCKHART, PUBLIC INFORMATION OFFICER
DATE: MARCH 2, 2023
RE: CIVIC EVENT APPLICATION, OKTOBERFEST

Attached is the completed Civic Event Application, filed by Howell Main St. (Kate Litwin), for the Oktoberfest event. This event will take place on Saturday, September 9, 2023, from 3 pm until 10 pm.

The staff has reviewed the application and their comments are attached.

In compliance with the City's Civic Event Policy, the sponsoring organization will be billed 50% of the cost for any utilized city services.

ACTION REQUESTED:

A motion to approve the Civic Event Application filed by Howell Main St. (Kate Litwin), for the 2023 Oktoberfest event, on Saturday, September 9, 2023, from 3 pm until 10 pm.

REVIEWED & APPROVED FOR SUBMISSION:

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

Ervin J. Suida
City Manager

CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS AND COMMENTS

EVENT TITLE: Oktoberfest – 2023

Public Services:

Ray Kraft

Comments:

DPW has no comment.

Police:

Scott Mannor

Comments:

PD has no comment and no cost.

Fire:

Jamil Czubenko

Comments:

Mobile food vendors will have to apply for FD compliance if there will be any. No cost.

Community Development:

Kristi Troy

Comments:

No Comment

Downtown Development:

Kate Litwin

Comments:

(Event submitted by Kate)

CITY OF HOWELL

CIVIC EVENT APPLICATION

Complete and return this application to the City Clerk's Office
Please refer to the Civic Event Policy for application deadlines
*** A new application must be submitted each year.

*** FEES FOR CITY SERVICES WILL BE ASSESSED AT A MINIMUM OF 50% OF THE COST FOR ALL EVENTS

EVENT

Event Name: Oktoberfest

Event Purpose: Placemaking event to bring residents and visitors to downtown

SPONSORING ORGANIZATION INFORMATION

Legal Business Name: Howell Main Street Inc.

Non-Profit
 For Profit
 City Operated/Sponsored
 Co-Sponsored

Address: 118 W Clinton Street City: Howell State/Zip: MI

Mailing Address: Same City: State/Zip:

Telephone: 517 540 6717 Email Address: clark@aberrantales.com

Contact Name: Clark Gill Title:

Telephone: 313 475 5283 Cell Phone: 313 475 5283 Email Address: clark@aberrantales.com

CONTACT PERSON ON DAY OF EVENT

Name: Clark Gill Title: Board Member

Address: 219 W Grand River City: Howell

Telephone: 517 518 8699 Cell Phone: 313 475 5283 Email Address: clark@aberrantales.com

TYPE OF EVENT (Check One)

Marathon/Race
 Block Party
 Political or Ballot Issue Event
 Video or Film Production
 Festival/Fair
 Wedding
 Other (describe) _____

EVENT INFORMATION

Event Date(s): September 9th, 2023

Rain Date(s): N/A

Event Location(s): Describe & Attach Map State Street between Clinton and Grand River (See Attached)

Event Hours(s): 3pm-10pm

Estimate date/time for set up: Friday the 8th, 12pm

Estimate date/time for clean up: Monday the 11th; 12pm

Describe set up and clean up procedures:

State street would be closed Friday the 8th at noon to begin set up. Street will be barricaded off, allowing only one entry and exit point. Tent, tables and staging will be set up to allow for band, dancing and festivities. Portable toilets will be placed on the street and vendors will be set up under tent. Clean up will take place night of the event, but tent and table removal will be Monday by noon.

EVENT INFORMATION (Continue)

Estimated Attendance: 400

Describe crowd control plans for this event:

Street will be completely barricaded off to control attendees, and volunteers will manage all entry and exit points.

Describe the Civic Event's impact on adjacent commercial and residential property:

Adjacent business will lose street parking for the duration of the tenting, but will gain the economic impact of the increased foot traffic along with the opportunity to utilize the tent for street events and sales the day after the event. This increased traffic will generate revenue for our downtown businesses.

Will sidewalks be used? YES NO *If yes, include a detailed map outlining the proposed sidewalk use.*

Describe sidewalk use:

Will street closures be necessary? YES NO

If yes, include a detailed map including road closures and emergency vehicle access.

Describe street closures:

State Street between Clinton and Grand River

Street closed: date/time: Sept 8th; 12pm

Street re-open: date/time Sept 11th; 12pm

If the proposed event is a parade, list the point of origin, path, termination point and the number of entries.

Will parking lot closures be necessary? YES NO

If yes, include a detailed map indicating proposed closures.

Parking lot(s) location:

Parking lot(s) closed: date/time:

Parking lot(s) re-open: date/time:

What parking arrangements are proposed to accommodate attendance?

Will music be provided/included during the event? YES NO ***Music must conform to City Ordinance.***

Describe type of music proposed: Live Amplification Recorded Loudspeakers

Proposed time music will begin: 4pm

Proposed time music will end: 9pm

Proposed location of live band/disc jockey/loudspeakers/equipment:

Stage will be on the north end of State Street, in the tent, with music being amplified towards Grand River

Describe noise control:

Will comply with city noise ordinance, projecting music away from strictly residential areas.

EVENT INFORMATION (Continue)

Will the event require the use of any of the following municipal equipment? YES NO

- Barricades Quantity: 4
- Traffic Cones Quantity: 30
- Other (describe) Quantity: 10 disposable trash cans & liners, per event

Will the following be constructed or located in the event area?

No stakes of any kind allowed on asphalt.

- | | | | |
|-------------------------------------------------|-----------|--------------------------------------------------------|--------------|
| <input type="checkbox"/> Booths: | Quantity: | <input checked="" type="checkbox"/> Tables: | Quantity: 40 |
| <input checked="" type="checkbox"/> Tents: 1 | Quantity: | <input type="checkbox"/> Rides: | Quantity: |
| <input type="checkbox"/> Awnings: | Quantity: | <input type="checkbox"/> Other (describe) | Quantity: |
| <input checked="" type="checkbox"/> Canopies: 1 | Quantity: | <input checked="" type="checkbox"/> *Portable Toilets: | Quantity: 4 |

*May be required depending on event

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, rides, routes, portable toilets, etc.

Will the event have kiddie rides, inflatables, (i.e. moonwalk), amusement rides, climbing walls, live animals, etc.?

YES NO *If yes, additional insurance coverage will be required.*

If yes, describe in detail the types of attractions proposed:

Will electric services be needed? YES NO If yes, describe in detail.

Temporary panel will be used for sound equipment, powered by the city power supply located on state street

Will other utilities be needed? YES NO If yes, describe in detail.

Will other City facilities be needed? YES NO If yes, describe in detail.

Will the event have food, beverage or concessions? YES NO *If yes, please attach copy of valid Food License*

Describe:

County registered and compliant food vendors will be sourced for food, and local business will be sourced for alcoholic beverage sales

Do you plan to have alcohol served at this event? YES NO *If yes, Liquor Liability Insurance is required, as well as a Special License from the Michigan Liquor Control Commission*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors.

ID checks verifying age, wristbands and ticket sales will be used to screen those wishing to purchase alcohol

Do you plan to have special event signs? YES NO *Signs must conform to City ordinance.*

Describe signs proposed locations, etc.

A-frame sign at entrance point, banners on site recognizing sponsorship

APPLICATION CHECK LIST (failure to provide necessary documentation will delay application review and approval)

I have attached the following items:

- Completed Application
- Event Map (include detailed event layout and boundaries for all activities)
- Detailed Plan showing road closures, sidewalk uses, etc.
- Certificate of Insurance and Indemnification (due to City Clerk's Office 30 days prior to first day of event)
- Event Signage (description & location)
-
- Driver's License of Applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Howell as an additional insured on all applicable policies, and submit the certificate to the City Clerk's Office no later than thirty (30) days prior to the event.

Execute the attached Indemnification Agreement on the **sponsoring organizations letterhead** and submit it to the City Clerk's Office at the time of application.


Comply with all City and County ordinances, policies and applicable State & Federal laws, and acknowledges that the Civic Event permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies. All sponsors are required to comply with the Americans with Disabilities Act when applicable. The ADA does not require the City of Howell to take any action that would fundamentally alter the nature of its services, programs, activities, and facilities, or impose undue financial or administrative burden.

Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval. **For new events, a 75% deposit of estimated fees are required 30 days before the event.**

Applicant and sponsoring organization further understands the approval of this civic event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Civic Event Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and the City Council approval will be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and or the Livingston County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of the Civic Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature 

Date **Feb 6, 2023**

Complete this application and return it, along with all required documentation, to the City Clerk's Office prior to the application deadline. Please note that a new application must be submitted each year.

Application Receipt Date

INDEMNIFICATION AGREEMENT

Howell Main Street Inc. (*event sponsor*) agrees to defend, indemnify, and hold harmless the City of Howell, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Oktoberfest (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Howell or by third parties, or by the agents, servants, employees or factors of any of them.

Signature  Date Feb 6, 2023

Printed Name Clark Gill Title Board Member

Witness  Date 2/6/2023

Printed Name Kate Litwin

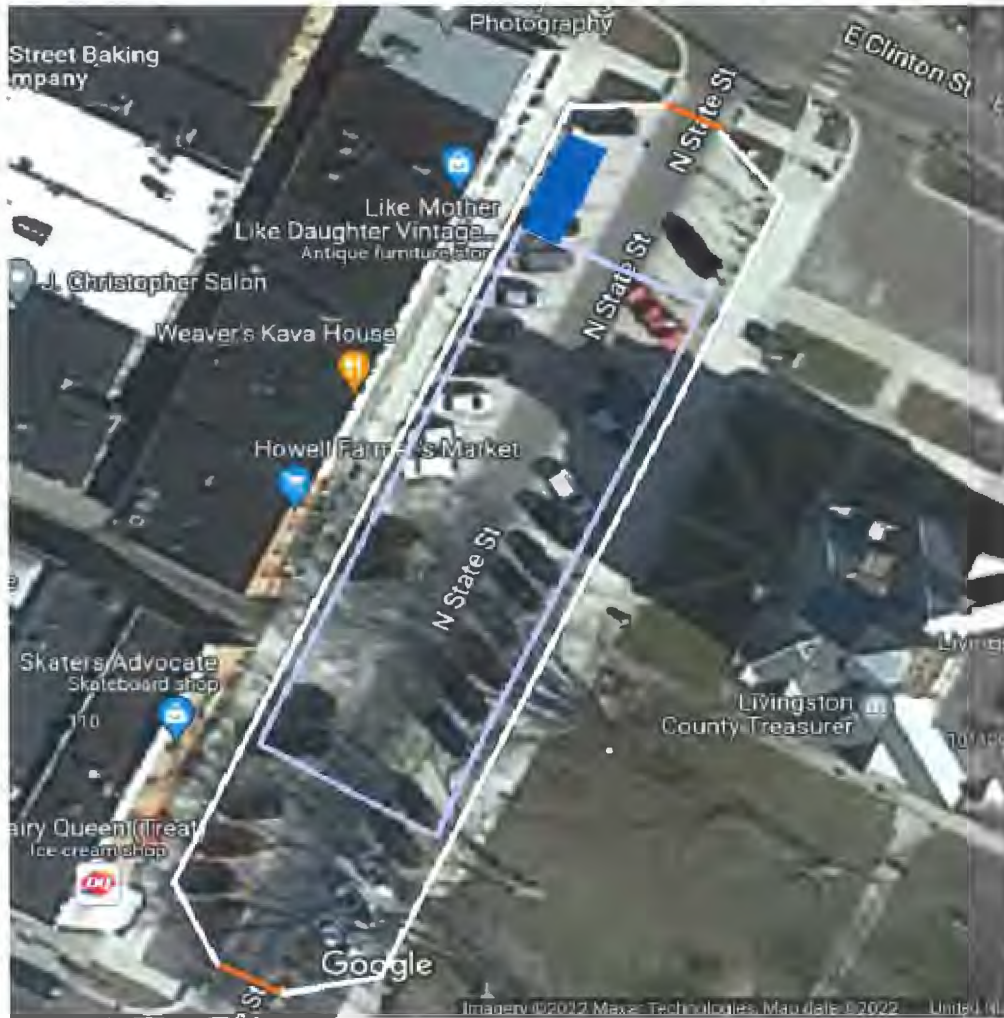
Oktoberfest 2023

(September 9th 4-10pm)

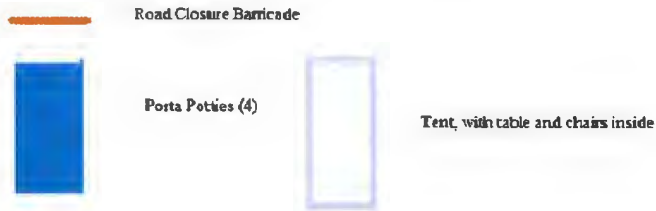
Schedule of activities

- **Friday Sept. 8th , 2023**
- 12pm: State Street road closure
- Noon-4pm: Tent, Staging, Floor set-up

- **Saturday Sept. 9th, 2023**
- 10am: Set-up tables, chairs, and decorating
- 12pm: State Street barricaded/roped off
- 3pm: Volunteers report, tickets required for entry
- 4pm: Official event begins.
- 6pm-9pm: Live Music performance
- 9:30pm-11:00pm: Clean up, remove barricades
- 11:00pm: Vendors exit



White rope perimeter to mark event and beverage boundaries.





**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: KYM LOCKHART, PUBLIC INFORMATION OFFICER
DATE: MARCH 2, 2023
RE: CIVIC EVENT APPLICATION, ART IN THE GARDEN

Attached is the completed Civic Event Application, filed by Howell Main St. (Kate Litwin), for the Art in the Garden event. This event will take place on Saturday, June 3, 2023, from 11 am until 3 pm.

The staff has reviewed the application and their comments are attached.

In compliance with the City's Civic Event Policy, the sponsoring organization will be billed 50% of the cost for any utilized city services.

ACTION REQUESTED:

A motion to approve the Civic Event Application filed by Howell Main St. (Kate Litwin), for the 2023 Art in the Garden event, on Saturday, June 3, 2023, from 11 am until 3 pm.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager

CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS AND COMMENTS

EVENT TITLE: Art in the Garden – 2023

Public Services: Ray Kraft
Comments: DPW has no comment

Police: Scott Mannor
Comments: PD has no comment and no cost

Fire: Jamil Czubenko
Comments: FD has no comment or cost.

Community Development: Kristi Troy
Comments: No Comment

Downtown Development: Kate Litwin
Comments: (Kate's event)

CITY OF HOWELL

CIVIC EVENT APPLICATION

Complete and return this application to the City Clerk's Office
Please refer to the Civic Event Policy for application deadlines

*** A new application must be submitted each year.

***** FEES FOR CITY SERVICES WILL BE ASSESSED AT A MINIMUM OF 50% OF THE COST FOR ALL EVENTS**

EVENT

Event Name: Art in the Garden

Event Purpose: To expose residents and guests to the joy of 'making art' and being creative

SPONSORING ORGANIZATION INFORMATION

Legal Business Name: Howell Main Street Inc.

Non-Profit For Profit City Operated/Sponsored Co-Sponsored

Address: 118 W. Clinton St. City: Howell State/Zip: 48843

Mailing Address: Same as Above City: State/Zip:

Telephone: 517-545-4240 Email Address: klitwin@downtownhowell.org

Contact Name: Kate Litwin Title: C.O.O.

Telephone: 517-540-6717 Cell Phone: 248-921-7253 Email Address: klitwin@downtownhowell.org

CONTACT PERSON ON DAY OF EVENT

Name: Kate Litwin Title: C.O.O.

Address: 118 W Clinton St. City: Howell

Telephone: See above Cell Phone: Email Address:

TYPE OF EVENT (Check One)

Marathon/Race Block Party Political or Ballot Issue Event Video or Film Production
 Festival/Fair Wedding Other (describe) _____

EVENT INFORMATION

Event Date(s): June 3, 2023

Rain Date(s):

Event Location(s): Depot Parking Lot and Howell Summit Gardens

Event Hours(s): 11:00 am- 3:00 p.m.

Estimate date/time for set up: June 3, 9:00 a.m.

Estimate date/time for clean up: June 3, 3:00 p.m.- 5:00 p.m.

Describe set up and clean up procedures: Get food vendors in place, set up area for community mural painting, set out games, supplies, a few tables for rock painting, etc. Clean up requires removing all tables, supplies, games from area.

EVENT INFORMATION (Continue)

Estimated Attendance: 200

Describe crowd control plans for this event: While we will close the Depot Lot for safety, the entire area will be open to the public for the duration of the event. Guests are free to come and go as they please, tickets nor reservations will be required.

Describe the Civic Event's impact on adjacent commercial and residential property:

We plan to have amplified music on the stage, with speakers pointed toward the parking lot and away from adjacent residential units. The event is FREE family fun so downtown businesses can expect to be very busy with kids of all ages hanging out downtown.

Will sidewalks be used? YES NO *If yes, include a detailed map outlining the proposed sidewalk use.*

Describe sidewalk use:

Will street closures be necessary? YES NO

If yes, include a detailed map including road closures and emergency vehicle access.

Describe street closures:

Street closed: date/time:

Street re-open: date/time:

If the proposed event is a parade, list the point of origin, path, termination point and the number of entries.

Will parking lot closures be necessary? YES NO

If yes, include a detailed map indicating proposed closures.

Parking lot(s) location: Depot Parking Lot

Parking lot(s) closed: date/time: June 3, 2023 at 8:00 a.m.

Parking lot(s) re-open: date/time: June 3, 2023 at 6:00 p.m.

What parking arrangements are proposed to accommodate attendance?

Guests will be directed to public lots in the area including lots 2 & 4 and the county lot

Will music be provided/included during the event? YES NO **Music must conform to City Ordinance.**

Describe type of music proposed: Live Amplification Recorded Loudspeakers

Proposed time music will begin: June 3, 2023 at 11:00 a.m.

Proposed time music will end: June 3, 2023 at 3:00 p.m.

Proposed location of live band/disc jockey/loudspeakers/equipment: Stage at Howell Summit Gardens

Describe noise control: Speakers will point away from residential and instead toward the parking lot. Volume will be kept at a reasonable level throughout the event.

EVENT INFORMATION (Continue)

Will the event require the use of any of the following municipal equipment? YES NO

- Barricades Quantity: As many as needed to block the entrances to the Depot Lot off Walnut St.
- Traffic Cones Quantity:
- Other (describe) Quantity: 7 picnic tables, 10 disposable trash cans with liners

Will the following be constructed or located in the event area?

No stakes of any kind allowed on asphalt.

- | | | | |
|-----------------------------------------------|---------------|---------------------------------------------|----------------|
| <input checked="" type="checkbox"/> Booths: | Quantity: 5-7 | <input checked="" type="checkbox"/> Tables: | Quantity: 5-10 |
| <input type="checkbox"/> Tents: | Quantity: | <input type="checkbox"/> Rides: | Quantity: |
| <input type="checkbox"/> Awnings: | Quantity: | <input type="checkbox"/> Other (describe) | Quantity: |
| <input checked="" type="checkbox"/> Canopies: | Quantity: 5-7 | <input type="checkbox"/> *Portable Toilets: | Quantity: |

*May be required depending on event

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, rides, routes, portable toilets, etc.

Will the event have kiddie rides, inflatables, amusement rides, live animals, **or other forms of entertainment**?

YES NO *If yes, additional insurance coverage will be required.*

If yes, describe in detail the types of attractions / entertainment proposed:

Will electric services be needed? YES NO If yes, describe in detail. Kettle corn vendor requires hook up to panel at HSG, DJ will require hook up to electric on HSG stage

Will other utilities be needed? YES NO If yes, describe in detail.

Will other City facilities be needed? YES NO If yes, describe in detail.

Will the event have food, beverage or concessions? YES NO *If yes, please attach copy of valid Food License*

Describe: Food trucks, will coordinate with Fire & Health Department

YES NO *If yes, Liquor Liability Insurance is required, as well as a Special License from the Michigan Liquor Control Commission*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors.

Do you plan to have alcohol served at this event? No

Do you plan to have special event signs? YES NO *Signs must conform to City ordinance.*

Describe signs proposed locations, etc. A frame sign at corner of Walnut & Clinton, additional A frame signs inside of the event space

APPLICATION CHECK LIST (failure to provide necessary documentation will delay application review and approval)

I have attached the following items:

- Completed Application
- Event Map (include detailed event layout and boundaries for all activities)
- Detailed Plan showing road closures, sidewalk uses, etc.
- Certificate of Insurance and Indemnification (due to City Clerk's Office 30 days prior to first day of event)
- Event Signage (description & location)
- Schedule of activities for event
- Driver's License of Applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Howell as an additional insured on all applicable policies, and submit the certificate to the City Clerk's Office no later than thirty (30) days prior to the event.

Execute the attached Indemnification Agreement on the **sponsoring organizations letterhead** and submit it to the City Clerk's Office at the time of application.

Comply with all City and County ordinances, policies and applicable State & Federal laws, and acknowledges that the Civic Event permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies. All sponsors are required to comply with the Americans with Disabilities Act when applicable. The ADA does not require the City of Howell to take any action that would fundamentally alter the nature of its services, programs, activities, and facilities, or impose undue financial or administrative burden.

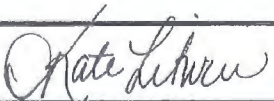
Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval. For new events, a 75% deposit of estimated fees are required 30 days before the event.

Applicant and sponsoring organization further understands the approval of this civic event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Civic Event Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and the City Council approval will be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Any changes to the event after submitted or approved will require additional reviews and approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and or the Livingston County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of the Civic Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature 	Date 2/14/2023
Complete this application and return it, along with all required documentation, to the City Clerk's Office prior to the application deadline. Please note that a new application must be submitted each year.	Application Receipt Date

INDEMNIFICATION AGREEMENT

The Howell Main Street Inc. (*event sponsor*) agrees to defend, indemnify, and hold harmless the City of Howell, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Art in the Garden (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Howell or by third parties, or by the agents, servants, employees or factors of any of them.

Signature  Date 2/14/2023

Printed Name Kate Litwin Title C.O.O.

Witness  Date Feb 14, 2023
Alexandra Wilcox (Feb 14, 2023 11:37 EST)

Printed Name Alexandra Wilcox

Art in the Garden Schedule of Events

8:00 am: Depot Lot Closed to Vehicles

9:00 am: Set up begins, food vendors arrive

11:00 am: Event begins, band performance

Activities to include:

- Mural painting
- Balloon artists
- Face painting
- Caricature art
- Rock painting
- Arts & crafts activities for kids of all ages
- Games in the garden, including corn hole, ping pong, chess/checkers, connect 4, ring toss, etc.
- Food trucks/vendors

3:00 pm: Event Ends

5:00 pm: Clean up Ends

6:00 pm: Depot Lot reopens

Art in the Garden Layout (Not to Scale)



X: Barricades

Community Mural Painting

Food Vendors

Chalk Art

Face Painting/
Caricature Artists



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: ERVIN J SUIDA, CITY MANAGER
DATE: MARCH 7, 2023
RE: CITY HALL RENOVATION PHASE 2-5

The City of Howell is in the process of remodeling City Hall to combine the offices and departments on both the second and third floors to a more accessible location on the first floor. This remodeling will provide a much more efficient and accessible City Hall for our residents, businesses, and visitors. As part of the plan, staff has been working with our architects on a plan to bring the council chambers from the basement to the first floor as well. This plan requires that the police department is relocated to the second floor with supplemental spaces in the basement.

Currently, we rely on the operation of an elevator for our council meetings, public meetings, and even our elections. This has resulted in several incidents in which someone with limited mobility was unable to access areas used for official city business. Council has made this a priority with a timeline of completion before the next major election cycle begins.

Before you tonight is a letter from Lindhout Associates Architects, outlining the next phases of City Hall renovations. These renovations include a single-bid project that would include phases two through four, with a fifth phase as an option. Phases two and three are required to relocate the Council Chambers to the first floor and they cannot be accomplished as individual projects. Phase four, while necessary, can be used in its current state and renovated in the near future.

The concept of moving the police department to the second floor became an option as we looked at the feasibility of building a new police department within the City Hall site freeing up the existing police area for the Council Chambers. This building would have been located in the area of the old bank drive-thru. We quickly realized that this was not a feasible option as the new building would cost upwards of seven million and require a large annual maintenance/custodial budget. Additionally, this would create network connectivity and efficiency issues as the police department works closely with several city departments daily.

The cost for phases two, three, and four is estimated at roughly \$2,650,000 for construction costs and \$187,000 in architectural and engineering fees. The attached

letter from Michael O'Leary of Lindhout does an excellent job of laying out these phases and their cost.

Staff is confident that the options presented to you provide a facility that is welcoming and accessible to the community in the most cost-effective manner. We are also comfortable that we did a thorough feasibility study which resulted in the concepts brought to you today. If Council is comfortable moving forward with this project, the next steps would be to request a proposal from Lindhout Associates, to design and bid phases two, three, and four. Once the project is bid out, the bids and a recommendation would be brought back to the Council to accept an award.

While no specific action is being requested tonight, the staff is looking for consensus on the concepts provided, including the phases along with direction, on seeking a proposal from Lindhout Associates to bring forward at the next council meeting.



March 2, 2023

City of Howell
611 East Grand River
Howell, MI 48843
Attn.: Erv Suida, City Manager

Our Mission

Integrity
in architecture and design
in client relationships
in employee relationships
in community relationships

advancement
in all these efforts

Dear Mr. Suida,

Per our discussion and your direction, we have put together the following summary of the next phases of the City Hall Renovation project. As you know, Phase 1 of the project, is currently under construction. When the renovation is completed, the City staff currently occupying the second and third floors will be consolidated to the newly renovated first floor area.

While we have been documenting the first floor renovation, we have been working with the City to establish the next phases of the City Hall Renovation. The renovation is broken down into phases due to the need to relocate staff after each phase is completed. These phases are as follows:

Phase 2 – Second Floor Renovation to Relocate the Police Department

The scope of the work is as follows:

- Remodel the entire second floor per the police departments needs
- Covered exterior sidewalk at the east stair exit
- Covered parking spaces at the east side of the site for patrol vehicles
- Sidewalk improvements at the east side of the site
- Replace the exterior windows on the second and third floor
- Replace the elevator mechanics and controls (not the cab) and replace the doors with stainless steel

Phase 3 – First Floor Renovation to Convert the Old Police Department Space to the New Council Chambers

The scope of the work is as follows:

- Remodel the first floor (old police station) to accommodate the new Council Chambers
- Install new fresh-air make-up unit required by the change of use to the space.
- Replace the exterior windows

Phase 4 – Basement Renovation (old council chamber) into Workout Space & Training Rooms

The scope of the work is as follows:

- Remodel the entire east side of the basement

Phase 5 – Sibley St. Pocket Park at the Southwest Corner of the Site

The scope of the work is as follows:

- Demolish the existing bank drive-thru
- Build new pocket park with seating, rain garden, pervious paving, landscaping, etc.
- The park will highlight the raingarden and the idea of using a below grade stone reservoir.

We have established a construction budget and the professional fees (architectural and engineering) as follows:

<u>Phase 2</u>	<u>Estimated Construction Costs</u>
Renovation-Second Floor, with locker rooms	\$1,060,100.00
Site work, covered walks & parking	\$ 148,700.00
Window Replacement (2 nd & 3 rd floor)	\$ 110,500.00
Elevator mechanics & door replacement	\$ 129,300.00
Total	\$1,448,600.00
Professional Fees	\$ 102,850.00

william p. lindhout frank l. pierron piet w. lindhout robert j. king michael j. kennedy david a. richardson michael j. o'leary
 bradley m. alvord john w. eckstein d. jason mcintyre holly a. osterhout joshua l. hendershot heather m. teeling

<u>Phase 3</u>	<u>Estimated Cost of Construction</u>
Renovation-First Floor (including fresh-air)	\$623,076.00
Window Replacement	\$ 45,514.00
Total	\$668,590.00
Professional Fees	\$ 44,560.00
<u>Phase 4</u>	<u>Estimated Cost of Construction</u>
Renovation-Basement (east)	\$572,850.00
Professional Fee	\$ 40,670.00
<u>Phase 5</u>	<u>Estimated Cost of Construction</u>
Sibley Pocket Park	\$265,200.00
Professional Fee	\$ 18,830.00
(*survey work and civil review by City consultant)	

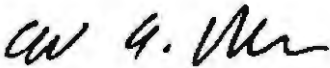
We have created the costs above with the understanding that all phases will be bid out as one project due to the economic advantage of a "larger project". If the City is only able to move forward with a portion of the work due to budget constraints, these costs will increase accordingly. Once the City has finalized the scope of the project, we will provide a proposal for professional services.

If you have any questions or need further clarification, please give me a call.

Sincerely,



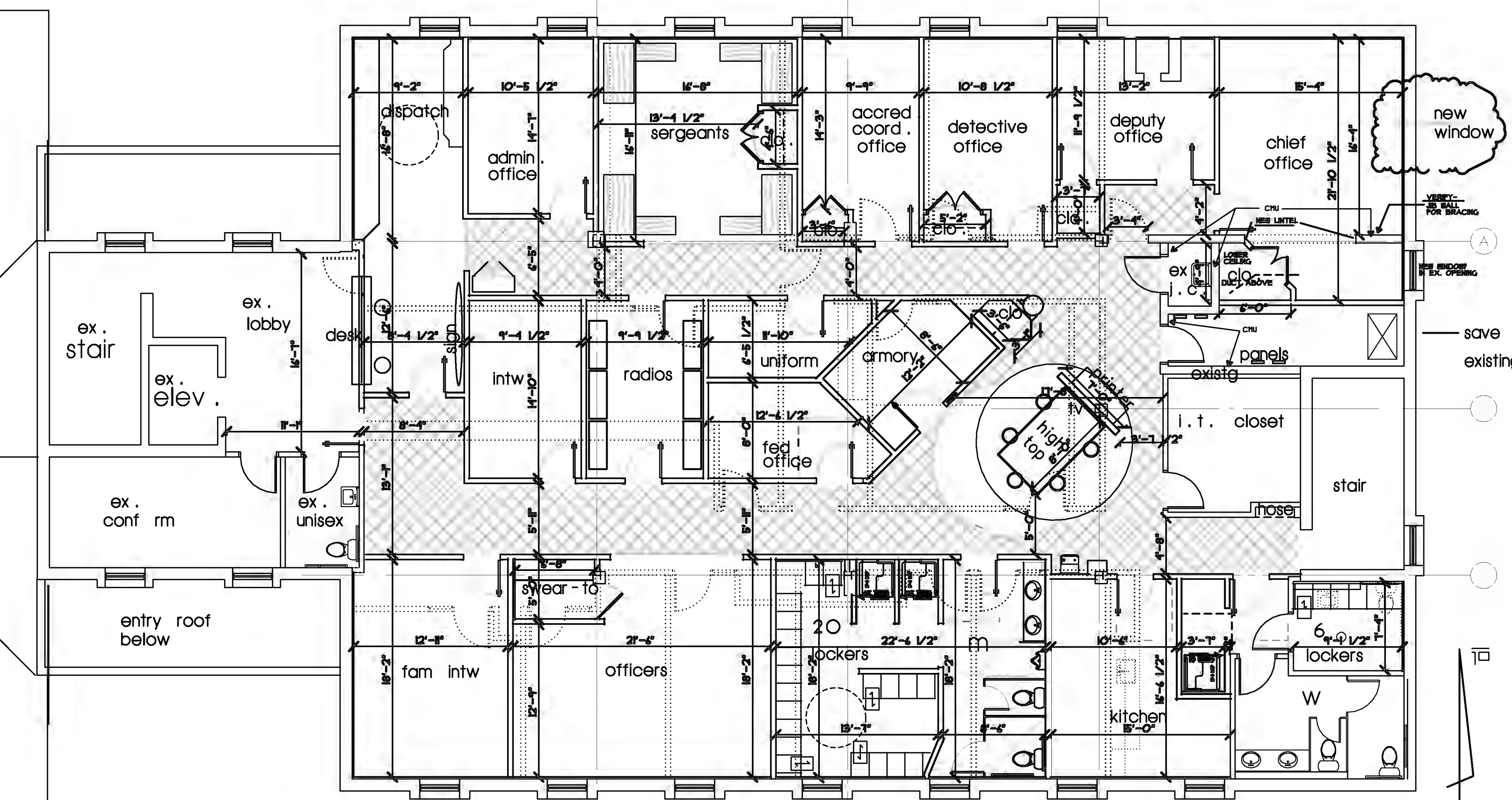
Michael J. O'Leary, Project Manager
Lindhout Associates architects aia pc



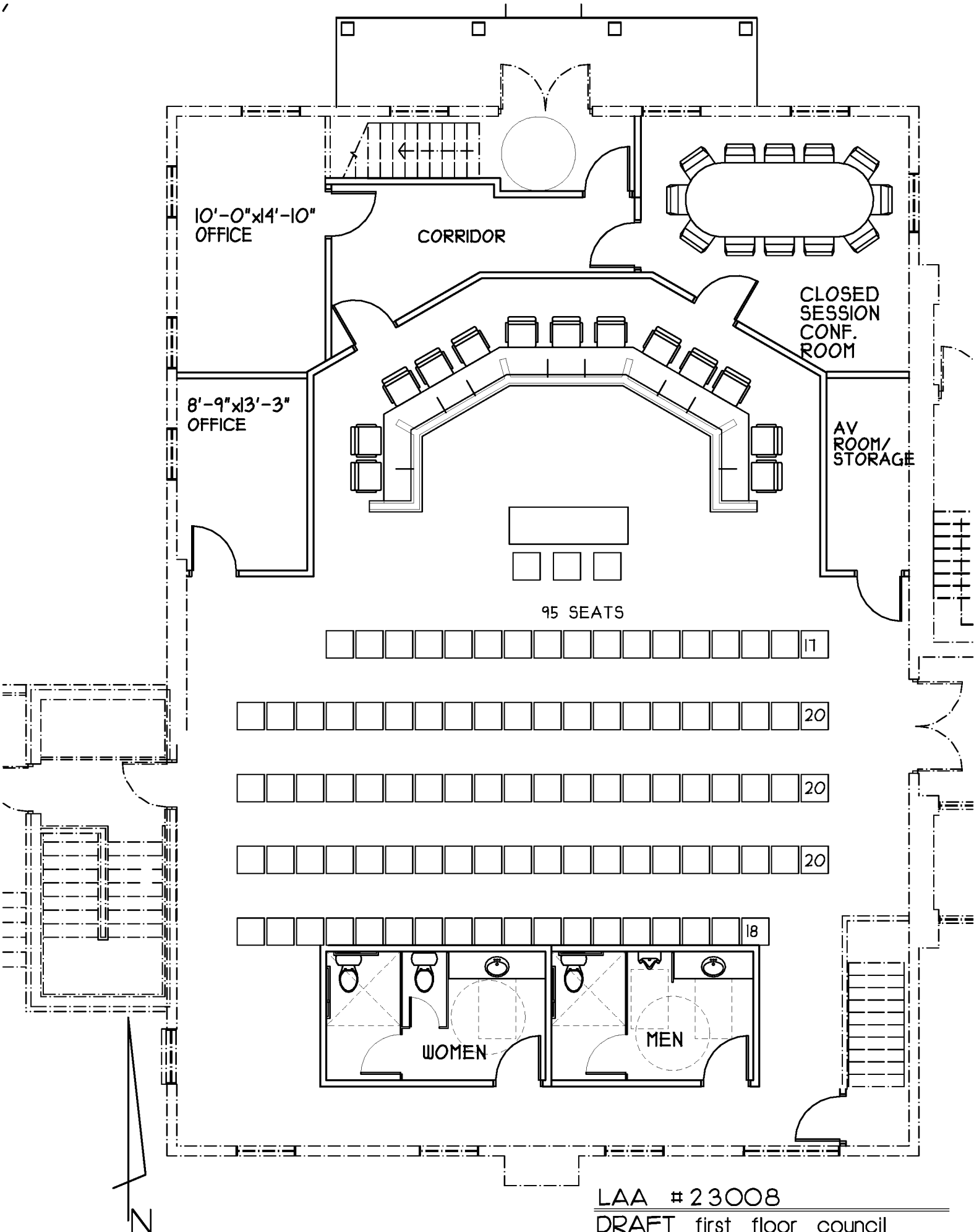
David A. Richardson, Partner AIA
LEED ap
Lindhout Associates architects aia pc



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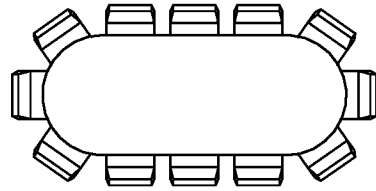


LAA #23008
 DRAFT 10.5 2nd floor reno
 03-3-23



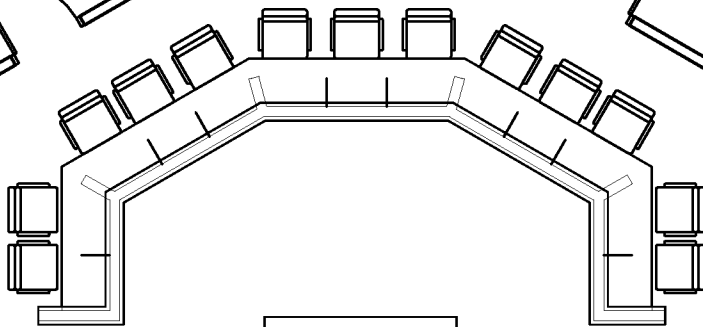
10'-0"x14'-10"
OFFICE

CORRIDOR



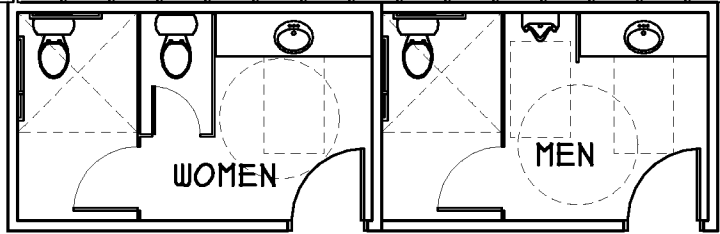
CLOSED
SESSION
CONF.
ROOM

8'-9"x13'-3"
OFFICE



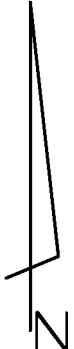
AV
ROOM/
STORAGE

95 SEATS



WOMEN

MEN



LAA #23008
DRAFT first floor council
03-3-23















































SIBLEY ST.

PERVIOUS PAVING

RAIN GARDEN

LIMESTONE SAND PATH

COMMON 'EGG ROCK' RESEVOIR BELOW





**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: ERVIN J SUIDA, CITY MANAGER
DATE: MARCH 6, 2023
RE: DEPOT LOT AND LIBRARY PARCEL

During the strategic session, a decision to explore the potential for a bigger project at the Depot Lot, to include property owned by the library and another private entity, was discussed. Staff prepared renderings that would essentially add over 100 public parking spaces and a streetscape with public gathering amenities, to supplement the already proposed Depot Lot improvements. Immediately following that meeting, staff began having discussions with the other property owners to see if there was any interest.

City staff reached out to library staff members to see if there was interest in the proposed plan. The meeting was met with some hesitancy but resulted in the opportunity to present our idea during the Library Board meeting, as an agenda item. At the February Library Board meeting, Kate Litwin and I provided the presentation that was shared at the Strategic Session. While the library board members seemed excited, they were hesitant about giving the property to the city, in exchange for roughly 24-30 parking spaces. The library board members asked for a non-binding Letter of Intent (LOI), so they could discuss the proposal in its entirety. I have attached a copy of the LOI that was provided to the library.

Recently, Library Director Holly Ward Lamb informed us that the LOI was not satisfactory, and the library was advised to retain ownership of the land for the use intended. As Howell Council members are aware, the Public Gathering Grant through the MEDC requires the grant applicant own the property of the proposed improvements. The library has provided the city an alternative proposal, in which the library would retain ownership of the property and apply for the grant. The City of Howell would provide a parking lot on the corner of Clinton and Center Street, with at least 40 spaces, which will be for library parking only during library operational hours or for library special events. The city will also be responsible to build the ice rink and pavilion on the northern half of the lot and provide the maintenance and management of all improvements in both areas. There are other minor requirements such as library has specific use of the pavilion for events, library patrons can use the rink on designated days at no cost, and library staff can use the ice rink at no charge.

While I appreciate the Library Board members looking at an alternate plan, I don't believe this will work for the following reasons.

- The installation of a parking lot on the corner of Clinton and Center does not conform to the land use, the RRC priority site vision, or the Master Plan, especially for a private lot. This will require special land use approval and the Planning Commission is likely to deny.
- Unsure if the grant will work, with the owner of the property (library) being different from who will upgrade and maintain the improvements (City of Howell).
- There is no connectivity between the depot public lot and the pavilion area.
- We are short on time for the Grant Application, which is due on April 28th.
- This is a large expense to construct, maintain and manage, without owning the property.
- This may disqualify us from the awarded Depot Lot Grant, as the pavilion and ice-skating rink would be moved a block away.

While I appreciate the counter proposal provided by the library, I don't believe it is beneficial or in the best interest of the City of Howell, for this project. I believe the city provided an LOI that was a win for all parties involved. I also believe that the conceptual design of this project would be a wonderful improvement to our downtown, the library, and the entire community. However, we knew that negotiating with other property owners and entities would be a monumental task.

At this time, I would recommend that the City of Howell takes a step back to the original design and incorporate the right of way improvements on Walnut Street. The city staff and engineers should be able to determine a project estimate and submit the application by the April 28th deadline. I will provide some conceptual renderings during the council meeting for consideration. I do believe that we can submit this for the grant and continue to pursue other opportunities with the property owners. Once we can work out the details, we can incorporate those as a change to the project without jeopardizing the grant. I would also recommend that we officially respond to the library that the original LOI is still on the table, or the city would consider the purchase of the property, should the library provide a reasonable offer.

I will be looking for consensus tonight, or for an official response to the library, of which layout within city owned property that council would like us to submit for the Depot Lot grant.

Letter of Intent between the City of Howell and Howell Carnegie Library

This Letter of Intent (LOI) summarizes discussion for the transfer of property to be made as conditional requirements of a future Purchase Agreement. This LOI will include the clear capital improvements and obligations that the City of Howell will provide in exchange for the parcels identified as library property. These capital improvements and obligations are designed to equal a fair and reasonable offer for the property. Below is an itemized list identifying the intent, to be included in a potential Purchase Agreement.

1. The City of Howell intends to construct an additional 120 plus public parking spots and an 80' x 160' pavilion (estimated size) with a seasonal ice rink, as was indicated in the conceptual plan.
2. A minimum of 12 additional diagonal spaces will be constructed on Center Street, north of Clinton Street, and marked for library patron use during regular library hours.
3. The City will also build diagonal on-street parking on the Center Street side of the library, thereby increasing the available parking spots from nine to a minimum of 18. These spaces will include signage indicating they are reserved for library use during operational hours. The City will plant two trees for every one removed during this process, with location and species selected by the library, as appropriate to the surroundings and environment.
4. The City will add signage to indicate and enforce 'Library Only' parking during operational hours, to the eight parking spots on the west end of Lot #2 (the "Pit" lot).
5. The City will additionally add library parking signage to and will maintain the existing 18 spots of diagonal parking along Chestnut street.
6. The City will add signage to all **existing** spots mentioned above, and will begin to design, bid, and the construction, of all other on-street parking immediately following closing.
7. The City would agree to provide special event services for approved library events at no cost to the library.
8. The City would agree to allow free entry to the ice-skating rink, every Thursday of the week, for those with Howell Carnegie Library cards, plus will allow free entry for library employees any day of the week during rink operations

This LOI is not intended to be a legally binding document, but rather a mechanism used for both parties to fully understand and reach consensus on terms of a future Purchase Agreement.

Signatures:

Robert Ellis, Mayor
City of Howell

Kathryn Tuck, President
Howell Carnegie Library

Benefits to share with library patrons and taxpayers:

This plan allows the library to recognize 56 dedicated parking spots during operational hours, and 29 newly added spots with a value between \$350,000 to \$580,000, plus long-term costs of maintenance, operation, and management. The library does not have to construct, maintain, or manage any parking. No need to seek a special land use from the Planning Commission. The designated parking will be constructed and signed, prior to and regardless of, the northern lot improvements. The library becomes a vital partner in the most significant project in recent history and will benefit from the use of the project amenities, including over 100 additional public parking spaces added for use by library patrons and other patrons of Downtown Howell. Additionally, library patrons would have free access to use the skating rink on Thursdays, during operational hours, to help promote the library and inspire additional patronage.

