



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 24, 2025

**COUNCIL -
MANAGER
GOVERNMENT**

Council Members
and other officials
normally in
attendance:

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

Ervin J. Suida
City Manager

Michael Dunn
Police Chief

Sarah Gabis
City Attorney

Deanna Robson
City Clerk

1. Call to Order
2. Pledge of Allegiance (all stand)
3. Approval of Agenda
4. Approval of Consent Agenda:
 - A. Regular Meeting Minutes, March 10, 2025
 - B. Bills
5. Oath of Office – Police Officer Jake Jacobs
6. Call to the Public – Items not on the Agenda
7. Reports by Council Members Serving on Boards & Commissions
8. Discussion/Adoption – Ordinance No. 969, Amending Chapter 1450 to include fees for Electrical, Mechanical, and Plumbing permits
9. Discussion/Adoption – Resolution No. 2025-04, EGLE Access For Environmental Sampling
10. Discussion/Adoption – Resolution No. 2025-05, Arbor Day Proclamation
11. Discussion – Mayors Monarch Butterfly Pledge
12. Discussion/Approval – Civic Events:
 - A. Memorial Day Parade, American Legion Post 141, May 26, 2025
 - B. Art in the Garden, Downtown Development Authority, June 7, 2025
 - C. Pride Alliance of Livingston 5th Annual Parade, Livingston Diversity Council, June 14, 2025
 - D. Rock the Block, Downtown Development Authority, June 4, July 9 and August 6, 2025
 - E. Balloons and Brews, Howell Area Chamber of Commerce, June 28, 2025

*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.*

13. Board/Commission Appointment: Jeannette Ambrose, Thompson Lake Board, Term Ending April 30, 2027
14. City Manager's Report
15. Unfinished Business
16. New Business
17. Closed Session – Attorney/Client Communication
18. 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 5 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, March 10, 2025
Howell City Council Chambers
611 E. Grand River Avenue
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: Jan Lobur, Luke Wilson, Nikolas Hertrich, Mayor Pro Tem Jacob Schlittler, Alex Clos, Erin Britten and Mayor Robert Ellis.

Also Present: City Manager Erv Suida, Police Chief Michael Dunn, City Attorney Sarah Gabis, City Clerk Deanna Robson, Planning & Zoning Administrator Kristi Troy, Finance Director Alyssa Miller, DPS Director Matt Davis, Karen G., Julie O., Jeff Amayo, Tom Richardson, J. Pearce, Suzy Lewis, David Duncan, Dan Brockway, Stephanie Booth and Becky Follmer.

2. Pledge of Allegiance

3. AMENDED - Agenda

MOTION by Schlittler, SECOND by Clos, “To approve the agenda.” MOTION CARRIED (7-0).

4. APPROVED – Consent Agenda

MOTION by Wilson, SECOND by Hertrich, “To approve the Consent Agenda as presented.” MOTION CARRIED (7-0).

5. Call to the Public

Jeff Amayo, 122 N. Barnard, thanked Council for the opportunity to speak and read from a prepared statement regarding diversity, equity, inclusion and fairness. He stated that Council has the responsibility to uphold the constitution and do what is right for all; asserted that the City’s actions have deepened the beliefs that some lives do not matter; and challenged the City to do better.

Stephanie Booth, 510 and 516 Maple, used profanity toward Council; read from documentation regarding a property complaint; and alleged that the City is doxing and humiliating private citizens.

Karen G., Livingston County resident and member of SAGE, claimed that the City has shared SAGE members’ personal information and is victim blaming.

Julie, co-founder of SAGE, proclaimed that she is a lifelong Howell resident and Howell High School graduate with a biracial family whose members work and attend school in Livingston County; contended that the City publicly provided her personal information; disputed information in the City Manager’s presentation at the February 24th meeting; and stated that Council minutes do not accurately reflect the accuracy or temperament of the last meeting

6. Reports by Council Members Serving on Boards & Commissions

Member Lobur reported on the February 28th SEMCOG meeting: approved contract for Regional Freight Plan, 2025-2026 Work Program for Southeast Michigan and Executive Director's salary.

Mayor Ellis reported on the February 26th DDA meeting: preceded by budget meeting; finances reviewed; March meeting to be rescheduled; DDA Board candidates interviewed and the Board recommended appointing Jen Webb with Luke Wilson as alternate.

7. COUNCIL CORRESPONDENCE: Request to Place Ribbons on Lamp Posts, Livingston County Prosecutor Office, April 1-30, 2025

MOTION by Lobur, SECOND by Britten, "To approve the request from the Livingston County Prosecutor's Office to place ribbons on lamp posts in Downtown Howell April 1-30, 2025 and conduct a luncheon and one mile walk in Downtown Howell to bring awareness to National Crime Victims Rights Week." MOTION DIED.

AMENDED MOTION by Clos, SECOND by Lobur, "To approve the request from the Livingston County Prosecutor's Office to place ribbons on lamp posts in Downtown Howell April 1-30, 2025 and conduct a luncheon and one mile walk in Downtown Howell to bring awareness to National Crime Victims Rights Week, provided there are no road closures or blocked sidewalks, and subject to satisfactory staff review." MOTION CARRIED (7-0).

8. INTRODUCED – Ordinance No. 969, Amending Chapter 1450 to include the fees for Electrical, Mechanical, and Plumbing permits

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

9. APPROVED – Depot Lot Project Easement, Howell Historical Society

MOTION by Clos, SECOND by Wilson, "To authorize the Mayor and Clerk to execute the easement agreements between the City of Howell and the Howell Area Historical Society granting a permanent easement to the City of Howell for the construction, maintenance and repair of Chiller equipment for the Howell Depot project and granting a temporary easement for grading." City Manager Suida noted that this is an integral part of the project and will house the chiller unit. MOTION CARRIED (7-0).

10. APPROVED – Communication Plan, Burch Branded

MOTION by Wilson, SECOND by Hertrich, "To approve the contract for communication services with Burch Branded for three months at \$6,500 per month and at the hourly rate of \$135 per hour for additional work outside the scope of this contract, subject to City Attorney approval of the contract and to authorize the City Manager to execute the contract upon confirmation of City Attorney approval." MOTION CARRIED (7-0).

11. APPROVED – Board and Commission Appointment:

MOTION by Schlittler, SECOND by Clos, "To approve the appointment of Luke Wilson to the Downtown Development Authority, with a term ending January 2, 2029." Mayor Ellis provided information and background regarding the appointment process and discussion followed. MOTION CARRIED (7-0).

12. City Manager's Report

- Thanked those who spoke during the Call to the Public.
- Snedcor lot is under consultant review, followed by staff review, then EGLE will bid out the project.
- Depot Lot Project will start removals as early as next week, with construction commencing at the end of March.
- The City will take over all building permitting, including trades, starting April 14th.
- Highlighted City projects that have been completed via Council support.

13. Unfinished Business

Member Hertrich suggested coordinating clean-up of the right-of-way with construction activities at the Depot Lot project. He noted that a resident contacted him regarding the increase in train traffic, and another resident requested traffic speed monitoring on Michigan Avenue, upon which he thanked staff for their quick response. Member Hertrich has been working with the DNR to convert the former Lucy Road park into a baseball field, and he is hoping for a grant opportunity in August.

14. New Business

Member Lobur inquired if the large piles of sand near the beach would be used to increase the beach size and DPS Director Matt Davis confirmed.

15. Adjournment

MOTION by Wilson, SECOND by Schlittler, “To adjourn the regular meeting of the City Council at 7:37 p.m.” MOTION CARRIED (7-0).

Robert Ellis, Mayor

Deanna Robson, City Clerk

**CITY OF HOWELL
WARRANT COVER
March 24, 2025**

<u>NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Accounts Payable	\$ 426,374.33	
	Less DDA \$ (4,207.63)	
TOTAL	<u>\$ 422,166.70</u>	
 Payroll Pay Date : 03/13/2025	 \$ 170,787.13	 2/23-3/8 Pay Period

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 03/25/2025 - 03/25/2025

POSTED PAID

BANK ACCOUNTS: GFCK - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
Fund: 101 GENERAL FUND							
Department: 000 GENERAL							
101-000-081.000	03/25/2025	BLUE CROSS BLUE SHIELD OF	HEALTH INSURANCE - POST 65 RETIREES -	APRIL 2025		692.34	1292
101-000-083.001	03/25/2025	BLUE CROSS BLUE SHIELD OF	HEALTH INSURANCE - POST 65 RETIREES -	APRIL 2025		2,094.33	1292
101-000-083.001	03/25/2025	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE - ACTIVE EMPLOYEES -	APRIL 2025		492.30	1290
101-000-083.001	03/25/2025	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE - PRE 65 RETIREES -	APRIL 2025		860.19	1291
101-000-231.026	03/25/2025	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE - ACTIVE EMPLOYEES -	APRIL 2025		41,403.22	1290
101-000-259.004	03/25/2025	VISA	CREDIT CARD CHARGES - HR - FEB 2025	03022025		62.49	1289
101-000-259.004	03/25/2025	VISA	CREDIT CARD CHARGES - CITY MANAGER -	03022025		1,244.16	1289
101-000-283.000	03/25/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - QUIKTRIP	2177801		110.00	1294
101-000-283.000	03/25/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - MAPLE MANOR S	2177800		125.00	1294
101-000-283.000	03/25/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - 203 N COURT B	2177799		165.00	1294
Total Department 000 GENERAL						47,249.03	
Department: 101 MAYOR & COUNCIL							
101-101-860.000	03/25/2025	LOBUR, JAN	SEMCOG	03042025		78.40	106131
101-101-860.000	03/25/2025	LOBUR, JAN	SEMCOG	03042025		16.80	106131
101-101-860.000	03/25/2025	LOBUR, JAN	SEMCOG	03042025		78.40	106131
Total Department 101 MAYOR & COUNCIL						173.60	
Department: 172 CITY MANAGER							
101-172-802.000	03/25/2025	VISA	CREDIT CARD CHARGES - FINANCE - FEB 2	03022025		130.00	1289
101-172-802.000	03/25/2025	VISA	CREDIT CARD CHARGES - CITY MANAGER -	03022025		14.99	1289
101-172-850.000	03/25/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - JAN 26 - FE	6106945215		121.32	106146
Total Department 172 CITY MANAGER						266.31	
Department: 191 FINANCE							
101-191-727.000	03/25/2025	PATTERSON, KELLY	SUPPLIES FOR LCTA MEETING - 2/11/25	03172025		11.92	106126
101-191-730.000	03/25/2025	KCI	ASSESSMENT NOTICES - REAL	345115		750.06	106125
101-191-822.000	03/25/2025	BS&A SOFTWARE	BS&A FIXED ASSET MODULE IMPLEMENTATIO	INV-0158		400.00	106099
101-191-850.000	03/25/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - JAN 26 - FE	6106945215		40.04	106146
101-191-957.000	03/25/2025	BS&A SOFTWARE	SOFTWARE SUPPORT - GOV AC WEBINAR - J	159320		200.00	106099
101-191-980.004	03/25/2025	VISA	CREDIT CARD CHARGES - IT - FEB 2025	03022025		102.77	1289
Total Department 191 FINANCE						1,504.79	
Department: 215 CLERK							
101-215-802.000	03/25/2025	VISA	CREDIT CARD CHARGES - CLERK - FEB 202	03022025		135.00	1289
101-215-802.000	03/25/2025	VISA	CREDIT CARD CHARGES - CLERK - FEB 202	03022025		195.00	1289
101-215-860.000	03/25/2025	HELMAN, JAMIE	MILEAGE TO CLERKS INSTITUTE	03172025		141.40	106118
Total Department 215 CLERK						471.40	
Department: 228 INFORMATION TECHNOLOGY							
101-228-850.005	03/25/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - JAN 26 - FE	6106945215		40.64	106146
101-228-850.008	03/25/2025	VISA	CREDIT CARD CHARGES - IT - FEB 2025	03022025		595.00	1289
101-228-850.008	03/25/2025	VISA	CREDIT CARD CHARGES - IT - FEB 2025	03022025		50.76	1289
Total Department 228 INFORMATION TECHNOLOGY						686.40	
Department: 261 GENERAL SERVICE ADMINISTRATION							
101-261-714.001	03/25/2025	BLUE CROSS BLUE SHIELD OF	HEALTH INSURANCE - POST 65 RETIREES -	APRIL 2025		8,636.94	1292
101-261-714.001	03/25/2025	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE - PRE 65 RETIREES -	APRIL 2025		5,466.45	1291
Total Department 261 GENERAL SERVICE ADMINISTRATION						14,103.39	
Department: 265 CITY HALL							
101-265-727.000	03/25/2025	APPLIED INNOVATION	COPIER CONTRACT - 2/7-3/6	2765042		172.82	1293

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EXP CHECK RUN DATES 03/25/2025 - 03/25/2025

POSTED PAID

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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
Fund: 101 GENERAL FUND							
Department: 265 CITY HALL							
101-265-727.000	03/25/2025	STAPLES	OFFICE SUPPLIES - PAPER, POST ITS, KL	6025603252		233.40	106144
101-265-727.000	03/25/2025	STAPLES	OFFICE SUPPLIES - CUSTOMER SERVICE CR	6025603254		(23.34)	106144
101-265-727.000	03/25/2025	STAPLES	OFFICE SUPPLIES - SHARPIES, HAND WASH	6025603256		107.83	106144
101-265-727.000	03/25/2025	VISA	CREDIT CARD CHARGES - FINANCE - FEB 2	03022025		14.00	1289
101-265-727.000	03/25/2025	VISA	CREDIT CARD CHARGES - FINANCE - FEB 2	03022025		51.67	1289
101-265-727.000	03/25/2025	STAPLES	OFFICE SUPPLIES - PAPER, FOLDERS	6026389927		143.54	106144
101-265-727.000	03/25/2025	STAPLES	OFFICE SUPPLIES - PAPER, BINDERS, CLE	6026389929		138.35	106144
101-265-740.000	03/25/2025	CINTAS	FLOOR MATS - CH & PD	4223667722		27.48	106101
101-265-740.018	03/25/2025	LIVINGSTON COUNTY ROAD COM	SALT	5682		529.22	106129
101-265-775.001	03/25/2025	VISA	CREDIT CARD CHARGES - HR - FEB 2025	03022025		38.98	1289
101-265-775.001	03/25/2025	ARMOREX	CH JANITORIAL	0000038724		156.83	106096
101-265-850.000	03/25/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS 3/11-4/10	3967186		1,662.94	106104
101-265-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 611 E GRAND RIVER BLDG	7031203012025		630.96	106109
101-265-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 611 E GRAND RIVER LB	4409303012025		4,273.24	106109
101-265-920.003	03/25/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0121718-1389-7		114.73	106147
Total Department 265 CITY HALL						8,272.65	
Department: 266 CITY ATTORNEY/OUTSIDE COUNSEL							
101-266-826.000	03/25/2025	MILLER CANFIELD PADDOCK &	PROFESSIONAL SERVICES - ATTORNEY FEES	1685611		17,612.21	1308
101-266-826.000	03/25/2025	DAWDA MANN	PROFESSIONAL SERVICES - ATTORNEY FEES	611741		1,949.40	1298
Total Department 266 CITY ATTORNEY/OUTSIDE COUNSEL						19,561.61	
Department: 270 PERSONNEL							
101-270-801.000	03/25/2025	VISA	CREDIT CARD CHARGES - HR - FEB 2025	03022025		105.40	1289
101-270-801.000	03/25/2025	ISOLVED BENEFIT SERVICES	FSA/HRA ADMIN SERVICES - FEB 2025	I143698192		78.75	1305
101-270-822.000	03/25/2025	VISA	CREDIT CARD CHARGES - HR - FEB 2025	03022025		975.18	1289
Total Department 270 PERSONNEL						1,159.33	
Department: 301 POLICE DEPARTMENT							
101-301-727.000	03/25/2025	APPLIED INNOVATION	COPIER CONTRACT - 2/7-3/6	2765042		34.00	1293
101-301-740.000	03/25/2025	AMAZON CAPITAL SERVICES, I	MAGNIFYING GLASS, EXACTO KNIFE	1HPQ-XFT6-3RYR		17.47	106095
101-301-740.000	03/25/2025	CINTAS	FLOOR MATS - CH & PD	4223667722		27.48	106101
101-301-740.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	03022025		75.00	1289
101-301-740.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	03022025		84.36	1289
101-301-740.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE DEP CHIE	03022025		169.59	1289
101-301-740.000	03/25/2025	BOUND TREE MEDICAL	FIRST AID MASKS	85686903		202.71	106098
101-301-741.000	03/25/2025	SPIRIT OF LIVINGSTON	CHAPLAIN SHIRTS	6460		103.08	106143
101-301-741.000	03/25/2025	HURON VALLEY GUNS	UNIFORM PANTS - LOCKHART	229122		179.98	106123
101-301-741.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	03022025		5.18	1289
101-301-741.006	03/25/2025	SPIRIT OF LIVINGSTON	ALTERATIONS - MENIG	6505		12.50	106143
101-301-741.006	03/25/2025	HURON VALLEY GUNS	NEW HIRE UNIFORM - JACOBS	230501		209.92	106123
101-301-741.006	03/25/2025	HURON VALLEY GUNS	NEW HIRE UNIFORM - JACOBS	230500		190.98	106123
101-301-741.006	03/25/2025	HURON VALLEY GUNS	PATCHES	230493		787.50	106123
101-301-741.006	03/25/2025	HURON VALLEY GUNS	DUTY BELT & GLOVE POUCH - KOBEL	230503		57.98	106123
101-301-850.000	03/25/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - JAN 26 - FE	6106945215		1,623.31	106146
101-301-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	03022025		679.80	1289
101-301-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	03022025		129.00	1289
101-301-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	03022025		129.00	1289
101-301-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE DEP CHIE	03022025		56.54	1289
101-301-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE DEP CHIE	03022025		15.19	1289

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 03/25/2025 - 03/25/2025

POSTED PAID

BANK ACCOUNTS: GFCK - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
Fund: 101 GENERAL FUND							
Department: 301 POLICE DEPARTMENT							
101-301-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE DEP CHIE	03022025		73.62	1289
101-301-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE DEP CHIE	03022025		679.80	1289
101-301-957.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	03022025		900.00	1289
101-301-957.000	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE DEP CHIE	03022025		900.00	1289
101-301-957.000	03/25/2025	OAKLAND COMMUNITY COLLEGE/	COURTROOM TACTICS TRAINING - SAWYER	15203		250.00	106135
101-301-980.004	03/25/2025	VISA	CREDIT CARD CHARGES - IT - FEB 2025	03022025		19.98	1289
Total Department 301 POLICE DEPARTMENT						7,613.97	
Department: 441 PUBLIC SERVICE DEPARTMENT							
101-441-727.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		16.40	1289
101-441-727.000	03/25/2025	ODP BUSINESS SOLUTIONS	DPW JANITORIAL AND OFFICE SUPPLIES	414157615001		3.59	106136
101-441-740.026	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		11.21	1289
101-441-775.000	03/25/2025	ODP BUSINESS SOLUTIONS	DPW JANITORIAL AND OFFICE SUPPLIES	414157615001		27.08	106136
101-441-850.000	03/25/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS 3/11-4/10	3967186		255.02	106104
101-441-850.000	03/25/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - JAN 26 - FE	6106945215		137.55	106146
101-441-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 148 MARION ST. - 1/31-3	3070403012025		265.56	106109
101-441-920.003	03/25/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0121718-1389-7		229.46	106147
101-441-980.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - F	03022025		283.91	1289
101-441-980.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		60.01	1289
101-441-980.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		50.01	1289
101-441-980.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		45.00	1289
Total Department 441 PUBLIC SERVICE DEPARTMENT						1,384.80	
Department: 448 STREET LIGHTING & MAINTENANCE							
101-448-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - STREET LIGHTS - 2/1-2/2	1824303012025		33,226.58	106109
101-448-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 135 N STATE ST - 1/31-3	3743003012025		46.04	106109
Total Department 448 STREET LIGHTING & MAINTENANCE						33,272.62	
Department: 450 PARKING LOT MAINTENANCE							
101-450-740.018	03/25/2025	LIVINGSTON COUNTY ROAD COM SALT		5682		1,058.45	106129
101-450-740.018	03/25/2025	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - FEB 2025	02252025		36.02	106132
Total Department 450 PARKING LOT MAINTENANCE						1,094.47	
Department: 567 CEMETERY							
101-567-740.019	03/25/2025	HUTSON, INC.	OPER. SUPP/SMALL (POWER WASHER) EQUIP	10776204		1.35	1303
101-567-850.000	03/25/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS 3/11-4/10	3967186		46.21	106104
101-567-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 920 ROOSEVELT - 1/31-3/	4464803012025		244.16	106109
101-567-920.002	03/25/2025	CITY OF HOWELL	UTILITY BILLING - 920 ROOSEVELT - 12/	1570503052025		177.32	106121
101-567-920.003	03/25/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0121718-1389-7		172.09	106147
101-567-931.001	03/25/2025	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - FEB 2025	02252025		47.48	106132
101-567-931.001	03/25/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - CEMETERY MAINTENANCE	217139		5.98	106100
101-567-931.001	03/25/2025	LOREA TOP SOIL & AGGREGATE	CEMETERY MAINTENANCE	31374		78.00	1307
101-567-931.001	03/25/2025	SITEONE LANDSCAPE SUPPLY	PARKS - OPERATING SUPPLIES & CEMETERY	150440636-001		502.55	106141
101-567-931.001	03/25/2025	LUCY'S LANDSCAPE SUPPLY	CEMETERY MAINTENANCE	34078		169.92	106133
101-567-931.001	03/25/2025	PATTEN MONUMENT COMPANY	CEMETERY MAINTENANCE	INV-0000063477		1,596.00	106137
101-567-931.001	03/25/2025	KENCO	CEMETERY MAINTENANCE - MONUMENT LIFT	272466		2,794.61	106127
Total Department 567 CEMETERY						5,835.67	
Department: 703 COMMUNITY ACTION PROMOTION							
101-703-880.004	03/25/2025	LIVINGSTON CONSERVATION DI	ARBOR DAY SEEDLINGS	2025-79		420.00	106130
101-703-881.001	03/25/2025	CITY OF HOWELL	UTILITY BILLING - 124 N STATE IRRG -	1547303052025		27.75	106121

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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
Fund: 101 GENERAL FUND							
Department: 703 COMMUNITY ACTION PROMOTION							
101-703-881.002	03/25/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0121718-1389-7		14.33	106147
101-703-920.002	03/25/2025	CITY OF HOWELL	UTILITY BILLING -170 CATRELL - 12/26-	1749703052025		51.00	106121
Total Department 703 COMMUNITY ACTION PROMOTION						513.08	
Department: 722 COMMUNITY DEVELOPMENT							
101-722-801.000	03/25/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - RETAINER	2177802		1,300.00	1294
101-722-850.005	03/25/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - JAN 26 - FE	6106945215		120.66	106146
101-722-957.000	03/25/2025	VISA	CREDIT CARD CHARGES - COMM DEV - FEB	03022025		250.00	1289
Total Department 722 COMMUNITY DEVELOPMENT						1,670.66	
Department: 751 RECREATION/PARKS							
101-751-740.000	03/25/2025	SITEONE LANDSCAPE SUPPLY	PARKS - OPERATING SUPPLIES & CEMETERY	150440636-001		158.70	106141
101-751-775.006	03/25/2025	LIVINGSTON COUNTY ROAD COM	SALT	5682		264.61	106129
101-751-775.006	03/25/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - MAINTENANCE SUPPLIES	217508		26.98	106100
101-751-850.000	03/25/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS 3/11-4/10	3967186		140.36	106104
101-751-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - STREET LIGHTS - 2/1-2/2	1824303012025		31.31	106109
101-751-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 1100 CITY PARK DR - 1/3	3198303012025		137.08	106109
101-751-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 1108 CITY PARK - 1/31-3	4441603012025		243.90	106109
101-751-920.002	03/25/2025	CITY OF HOWELL	UTILITY BILLING - CITY PARK BEACH HOU	1240103052025		218.06	106121
101-751-920.002	03/25/2025	CITY OF HOWELL	UTILITY BILLING - CITY PARK REST ROOM	1240003052025		123.00	106121
101-751-920.003	03/25/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0121718-1389-7		172.09	106147
101-751-930.000	03/25/2025	HI-TECH SAFE & LOCK COMPAN	DOOR LOCK FIXED , CITY BATHROOMS (REP	35061		145.00	1302
101-751-931.000	03/25/2025	PB PLUMBING, INC.	REPLACE BENNETT WATER HEATER	29458769		13,812.00	1310
101-751-931.000	03/25/2025	PB PLUMBING, INC.	BENNETT CENTER WATER HEATER REPLACEME	33625679		936.00	1310
101-751-942.001	03/25/2025	LASHBROOK SEPTIC SERVICE	PORTABLE RESTROOM FACILITIES - SCOFIE	74193		1,880.00	1306
101-751-957.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		77.63	1289
101-751-957.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		483.00	1289
Total Department 751 RECREATION/PARKS						18,849.72	
Department: 757 PARKS/NEIGHBORHOODS							
101-757-775.000	03/25/2025	HUTSON, INC.	MAINTENANCE SUPPLIES	10770137		159.00	1303
Total Department 757 PARKS/NEIGHBORHOODS						159.00	
Total Fund 101 GENERAL FUND						163,842.50	
Fund: 202 MAJOR STREET FUND							
Department: 474 TRAFFIC SIGNS							
202-474-775.000	03/25/2025	HOME DEPOT	CREDIT CARD CHARGES - FEBRUARY 2025	02282025		199.50	106119
202-474-920.010	03/25/2025	DTE ENERGY	ELECTRICITY - STREET LIGHTS - 2/1-2/2	1824303012025		326.84	106109
Total Department 474 TRAFFIC SIGNS						526.34	
Department: 478 WINTER MAINTENANCE							
202-478-740.007	03/25/2025	LIVINGSTON COUNTY ROAD COM	SALT	5682		11,907.56	106129
Total Department 478 WINTER MAINTENANCE						11,907.56	
Department: 497 STATE/WINTER MAINTENANCE							
202-497-775.000	03/25/2025	LIVINGSTON COUNTY ROAD COM	SALT	5682		572.39	106129
Total Department 497 STATE/WINTER MAINTENANCE						572.39	
Total Fund 202 MAJOR STREET FUND						13,006.29	
Fund: 203 LOCAL STREET FUND							

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Fund: 203 LOCAL STREET FUND							
Department: 474 TRAFFIC SIGNS							
203-474-775.000	03/25/2025	HOME DEPOT	CREDIT CARD CHARGES - FEBRUARY 2025	02282025		199.50	106119
						Total Department 474 TRAFFIC SIGNS	199.50
Department: 478 WINTER MAINTENANCE							
203-478-740.007	03/25/2025	LIVINGSTON COUNTY ROAD COM SALT		5682		12,701.40	106129
						Total Department 478 WINTER MAINTENANCE	12,701.40
						Total Fund 203 LOCAL STREET FUND	12,900.90
Fund: 226 RUBBISH & GARBAGE COLL FUND							
Department: 000 GENERAL							
226-000-635.000	03/25/2025	GRAENSER, SCOTT	UB REFUND FOR 221 MCCARTHY	03/12/2025	03/25/2025	8.33	106105
226-000-635.000	03/25/2025	CISLO TITLE	UB REFUND FOR 218 MCCARTHY	03/12/2025	03/25/2025	8.56	106106
						Total Department 000 GENERAL	16.89
Department: 528 WASTE/REFUSE COLLECTION							
226-528-804.016	03/25/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - RESIDENTIAL -	0121693-1389-2		35,646.46	106147
226-528-804.019	03/25/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0121718-1389-7		3,232.85	106147
226-528-804.020	03/25/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0121718-1389-7		2,146.60	106147
226-528-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 102 W. SIBLEY ST. - 1/	3120703012025		27.74	106109
226-528-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 122 E. SIBLEY - 1/31-3/	3109003012025		48.83	106109
226-528-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 201 W. CLINTON - 1/31-3	3011803012025		23.47	106109
226-528-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 117 N. WALNUT- 1/31-3/3	4580103012025		66.36	106109
226-528-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 201 N STATE ST - 1/31-3	3402703012025		24.33	106109
						Total Department 528 WASTE/REFUSE COLLECTION	41,216.64
						Total Fund 226 RUBBISH & GARBAGE COLL FUND	41,233.53
Fund: 230 LUCY ROAD PARK RECOVERY FUND							
Department: 261 GENERAL SERVICE ADMINISTRATION							
230-261-801.004	03/25/2025	GHD SERVICES INC.	LUCY RD LANDFILL PROFESSIONAL SERVICE	340-0139870		3,553.10	106116
						Total Department 261 GENERAL SERVICE ADMINISTRATION	3,553.10
						Total Fund 230 LUCY ROAD PARK RECOVERY FUND	3,553.10
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND							
Department: 728 ECONOMIC DEVELOPMENT ACTIVITY							
248-728-850.000	03/25/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS 3/11-4/10	3967186		46.21	106104
248-728-850.000	03/25/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - JAN 26 - FE	6106945215		40.64	106146
248-728-860.000	03/25/2025	LITWIN, KATE	TRAVEL FOR TRAINING SESSIONS	03062025		52.50	106128
248-728-860.000	03/25/2025	LITWIN, KATE	TRAVEL FOR TRAINING SESSIONS	03062025		53.20	106128
248-728-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - DDA - FEB 2025	03022025		311.97	1289
248-728-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - DDA - FEB 2025	03022025		311.97	1289
248-728-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - DDA - FEB 2025	03022025		50.00	1289
248-728-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - DDA - FEB 2025	03022025		15.00	1289
248-728-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - DDA - FEB 2025	03022025		12.60	1289
248-728-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - DDA - FEB 2025	03022025		450.00	1289
248-728-860.000	03/25/2025	VISA	CREDIT CARD CHARGES - DDA - FEB 2025	03022025		18.24	1289
248-728-881.000	03/25/2025	VISA	CREDIT CARD CHARGES - DDA - FEB 2025	03022025		2.39	1289
248-728-881.000	03/25/2025	VISA	CREDIT CARD CHARGES - DDA - FEB 2025	03022025		74.84	1289
248-728-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 118 W CLINTON ST - 1/31	4667703012025		371.15	106109
248-728-920.002	03/25/2025	CITY OF HOWELL	UTILITY BILLING - 209 E CLINTON - 12/	1733903052025		124.66	106121

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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND							
Department: 728 ECONOMIC DEVELOPMENT ACTIVITY							
248-728-920.002	03/25/2025	CITY OF HOWELL	UTILITY BILLING - 118 W CLINTON - 12/	1054003052025		99.66	106121
248-728-920.016	03/25/2025	DTE ENERGY	ELECTRICITY - 219 N. WALNUT - 1/31-3/	3487803012025		18.57	106109
248-728-920.016	03/25/2025	DTE ENERGY	ELECTRICITY - 1151 S. MICHIGAN AVE -	2946403012025		19.28	106109
248-728-920.016	03/25/2025	DTE ENERGY	ELECTRICITY - 209 E CLINTON - 1/31-3/	3054903012025		1,119.75	106109
248-728-930.012	03/25/2025	VISA	CREDIT CARD CHARGES - DDA - FEB 2025	03022025		600.00	1289
248-728-957.000	03/25/2025	VISA	CREDIT CARD CHARGES - DDA - FEB 2025	03022025		415.00	1289
Total Department 728 ECONOMIC DEVELOPMENT ACTIVITY						4,207.63	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						4,207.63	
Fund: 249 BUILDING DEPARTMENT FUND							
Department: 371 BUILDING DEPARTMENT							
249-371-801.000	03/25/2025	CARLISLE/WORTMAN ASSOCIATE PROFESSIONAL SERVICES - INSPECTIONS P		2178033		640.00	1294
249-371-801.000	03/25/2025	CARLISLE/WORTMAN ASSOCIATE PROFESSIONAL SERVICES - CODE CONSULTA		2178034		500.00	1294
249-371-801.000	03/25/2025	CARLISLE/WORTMAN ASSOCIATE PROFESSIONAL SERVICES - 112 S WALNUT		2177935		437.50	1294
249-371-801.000	03/25/2025	CARLISLE/WORTMAN ASSOCIATE PROFESSIONAL SERVICES - PERMIT REVENU		2178035		926.00	1294
Total Department 371 BUILDING DEPARTMENT						2,503.50	
Total Fund 249 BUILDING DEPARTMENT FUND						2,503.50	
Fund: 380 GO BONDS 2015/2017/2020 ROAD DEBT FUND							
Department: 907 DEBT SERVICE ROAD PH II							
380-907-994.000	03/25/2025	U.S. BANK ST PAUL	GO 2015 PAYING AGENT FEE	7654838		500.00	1314
Total Department 907 DEBT SERVICE ROAD PH II						500.00	
Total Fund 380 GO BONDS 2015/2017/2020 ROAD DEBT FUND						500.00	
Fund: 408 LOOP ROAD PROJECT FUND							
Department: 516 ROAD RECONSTRUCTION							
408-516-994.001	03/25/2025	VISA	CREDIT CARD CHARGES - FINANCE - FEB 2	03022025		750.00	1289
Total Department 516 ROAD RECONSTRUCTION						750.00	
Total Fund 408 LOOP ROAD PROJECT FUND						750.00	
Fund: 409 2023 CITY HALL CONSTRUCTION FUND							
Department: 265 CITY HALL							
409-265-994.001	03/25/2025	VISA	CREDIT CARD CHARGES - FINANCE - FEB 2	03022025		750.00	1289
Total Department 265 CITY HALL						750.00	
Total Fund 409 2023 CITY HALL CONSTRUCTION FUND						750.00	
Fund: 482 DEPOT LOT							
Department: 516 ROAD RECONSTRUCTION							
482-516-994.001	03/25/2025	BENDZINSKI & CO	MAC FEE GO 2025 DEPOT LOT/PK BOND	5026		450.00	106097
482-516-994.001	03/25/2025	BENDZINSKI & CO	MAC FEE GO 2025 DEPOT LOT/PK BOND	5026		31,300.00	106097
482-516-994.001	03/25/2025	VISA	CREDIT CARD CHARGES - FINANCE - FEB 2	03022025		750.00	1289
Total Department 516 ROAD RECONSTRUCTION						32,500.00	
Total Fund 482 DEPOT LOT						32,500.00	
Fund: 590 SEWER FUND							
Department: 000 GENERAL							
590-000-643.001	03/25/2025	GRAENSER, SCOTT	UB REFUND FOR 221 MCCARTHY	03/12/2025	03/25/2025	29.90	106105

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Fund: 590 SEWER FUND							
Department: 000 GENERAL							
590-000-643.001	03/25/2025	CISLO TITLE	UB REFUND FOR 218 MCCARTHY	03/12/2025	03/25/2025	30.77	106106
						<u>60.67</u>	
Department: 536 WATER OR SEWER SYSTEMS							
590-536-727.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - F	03022025		39.89	1289
590-536-804.000	03/25/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - JAN 26 - FE	6106945215		20.02	106146
590-536-850.007	03/25/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS 3/11-4/10	3967186		438.45	106104
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 601 WEST ST - 1/31-3/3	6486703012025		233.74	106109
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 425 AUBREY ST. - 1/31-3	3185003012025		79.02	106109
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 1116 CITY PARK DR. - 1/	3148803012025		19.58	106109
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 1401 N. MICHIGAN AVE -	3083703012025		444.81	106109
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 810 N. HIGHLANDER WAY -	3050603012025		32.19	106109
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 935 W. GRAND RIVER - 1/	3037303012025		261.55	106109
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 737 E. WASHINGTON - 1/	3002703012025		505.38	106109
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 511 WARBLER WAY - 1/31-	2988803012025		190.21	106109
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 1502 MCPHERSON - 1/31-3	3067803012025		17.65	106109
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 1420 W. GRAND RIVER - 1	4501703012025		593.14	106109
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 1021 OAK CLUSTER DR - 1	4455603012025		176.16	106109
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 603 ROOSEVELT ST - 1/31	4418403012025		540.93	106109
590-536-920.004	03/25/2025	DTE ENERGY	ELECTRICITY - 1865 GARFIELD ST BLDG -	4590003012025		254.99	106109
590-536-930.008	03/25/2025	DUBOIS-COOPER ASSOCIATES I	CHECK VALVES	1331529		189.80	1299
590-536-957.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		210.00	1289
						<u>4,247.51</u>	
Department: 537 INDUSTRIAL PRETREATMENT							
590-537-801.000	03/25/2025	GLOBAL ENVIRONMENTAL CONSU	WET TESTING	6745		1,000.00	1300
						<u>1,000.00</u>	
Department: 564 TREATMENT PLANT							
590-564-727.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - F	03022025		61.99	1289
590-564-727.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		16.41	1289
590-564-727.000	03/25/2025	ODP BUSINESS SOLUTIONS	DPW JANITORIAL AND OFFICE SUPPLIES	414157615001		3.58	106136
590-564-727.000	03/25/2025	ODP BUSINESS SOLUTIONS	CLIPBOARDS	411130034001		11.45	106136
590-564-740.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		220.00	1289
590-564-740.000	03/25/2025	ETNA SUPPLY	PARTS/SUPPLIES - LINE SLURRY CIRCUIT	S105877616.003		153.00	106113
590-564-740.000	03/25/2025	ETNA SUPPLY	PARTS/SUPPLIES - CONTROL PANEL LINE S	S105877616.005		1,704.00	106113
590-564-740.000	03/25/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - SCREWDRIVERS	216739		63.97	106100
590-564-740.000	03/25/2025	STAPLES	OFFICE SUPPLIES - WTP & WRRF JANITORI	6026471209		51.90	106144
590-564-740.000	03/25/2025	CINTAS	FIRST AID - WWTP	5256736110		94.44	106102
590-564-740.000	03/25/2025	USA BLUEBOOK	SLUDGE JUDGE	INV00532769		210.82	1313
590-564-740.000	03/25/2025	GRAINGER	PARTS/SUPPLIES - BITS	9428733738		168.25	1301
590-564-740.000	03/25/2025	GRAINGER	PARTS/SUPPLIES - CLAMP	9428551825		90.88	1301
590-564-740.000	03/25/2025	GRAINGER	PARTS/SUPPLIES - MAG DRILL	9428551833		1,331.91	1301
590-564-740.000	03/25/2025	GRAINGER	PARTS/SUPPLIES - PSI GAUGE	9428551841		139.57	1301
590-564-740.000	03/25/2025	CORRIGAN OIL COMPANY, NO.I	GEAR OIL	8305588-IN		407.08	1296
590-564-740.000	03/25/2025	FISH DOCTORS, INC	FISH MAINTENANCE	12315		214.97	106114
590-564-740.000	03/25/2025	COMPLETE BATTERY SOURCE	UPS BATTERIES	439289BRI		296.34	1295
590-564-740.026	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		11.21	1289
590-564-741.002	03/25/2025	CINTAS	UNIFORMS - WWTP	4215922936		85.30	106101
590-564-775.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		89.77	1289

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Fund: 590 SEWER FUND							
Department: 564 TREATMENT PLANT							
590-564-775.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		138.58	1289
590-564-775.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		139.24	1289
590-564-775.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		19.09	1289
590-564-775.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		(138.58)	1289
590-564-775.000	03/25/2025	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - FEB 2025	02252025		13.29	106132
590-564-775.000	03/25/2025	ODP BUSINESS SOLUTIONS	DPW JANITORIAL AND OFFICE SUPPLIES	414157615001		27.08	106136
590-564-775.003	03/25/2025	IDEXX LABORATORIES	LAB SUPPLIES	3169716600		2,106.65	106124
590-564-775.003	03/25/2025	NCL OF WISCONSIN INC	LAB SUPPLIES	516032		540.10	1309
590-564-775.003	03/25/2025	IDEXX LABORATORIES	LAB SUPPLIES	3169798652		390.64	106124
590-564-801.000	03/25/2025	FISH DOCTORS, INC	FISH TANK	12247		199.98	106114
590-564-801.000	03/25/2025	FISH DOCTORS, INC	FISH TANK	12225		150.00	106114
590-564-801.000	03/25/2025	THE CLEANING SMITH SERVICE	JANITORIAL SERVICE - WWP - 2/3-2/16	5594		260.00	106103
590-564-802.001	03/25/2025	STATE OF MICHIGAN - EGLE	WATER USE FEE	761-11315845		200.00	106112
590-564-804.013	03/25/2025	REPUBLIC SERVICES 237	BIOSOLIDS CAKE HAULING	0237-002147094		12,372.15	1311
590-564-850.000	03/25/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS 3/11-4/10	3967186		223.90	106104
590-564-850.000	03/25/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - JAN 26 - FE	6106945215		100.70	106146
590-564-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 1191 PINCKNEY RD - 2/1-	7479703012025		11,928.38	106109
590-564-920.003	03/25/2025	GRANGER WASTE	TRASH	27967871		305.89	106115
590-564-930.007	03/25/2025	SCHWING BIOSSET, INC.	EMERGENCY TROUBLESHOOTING AND OPTIMIZ	61438143		10,331.30	106140
590-564-957.000	03/25/2025	HUMPHREY ENTERPRISES, INC	OWEN EVANS - CDL TRAINING/TEST	503578		2,375.00	106122
590-564-957.000	03/25/2025	EDMONDS, ROBIN L	PESTICIDE TESTING	03172025		55.00	106111
590-564-980.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - F	03022025		283.91	1289
590-564-980.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		59.99	1289
590-564-980.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		49.99	1289
590-564-980.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		45.00	1289
590-564-980.004	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - F	03022025		851.74	1289
Total Department 564 TREATMENT PLANT						48,455.86	
Total Fund 590 SEWER FUND						53,764.04	
Fund: 591 WATER FUND							
Department: 000 GENERAL							
591-000-643.000	03/25/2025	GRAENSER, SCOTT	UB REFUND FOR 221 MCCARTHY	03/12/2025	03/25/2025	28.87	106105
591-000-643.000	03/25/2025	CISLO TITLE	UB REFUND FOR 218 MCCARTHY	03/12/2025	03/25/2025	29.70	106106
Total Department 000 GENERAL						58.57	
Department: 261 GENERAL SERVICE ADMINISTRATION							
591-261-727.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - F	03022025		39.89	1289
591-261-730.000	03/25/2025	ECONO PRINT INC	UB BILLS MAILING & PRINTING	73163		653.37	106110
591-261-900.000	03/25/2025	ECONO PRINT INC	UB BILLS MAILING & PRINTING	73163		279.85	106110
Total Department 261 GENERAL SERVICE ADMINISTRATION						973.11	
Department: 536 WATER OR SEWER SYSTEMS							
591-536-775.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		129.18	1289
591-536-775.000	03/25/2025	ETNA SUPPLY	PARTS/SUPPLIES - GASKETS FOR 2 INCH W	S105901491.001		69.00	106113
591-536-775.000	03/25/2025	ETNA SUPPLY	PARTS/SUPPLIES - CURB BOX FOR WATER V	S105739014.002		1,454.95	106113
591-536-775.000	03/25/2025	ETNA SUPPLY	PARTS/SUPPLIES - GASKETS FOR 1 1/2" W	S105930263.001		20.27	106113
591-536-775.000	03/25/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - 1/4 " SCREWS TO INST	217635		9.78	106100
591-536-804.000	03/25/2025	HYDROCORP	COMMERCIAL CROSS CONNECTION CONTROL P	CI-04785		685.00	1304
591-536-804.000	03/25/2025	HYDROCORP	RESIDENTIAL CROSS CONNECTION CONTROL	CI-04788		3,050.00	1304
591-536-850.004	03/25/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - JAN 26 - FE	6106945215		40.04	106146

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 03/25/2025 - 03/25/2025

POSTED PAID

BANK ACCOUNTS: GFCK - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
Fund: 591 WATER FUND							
Department: 536 WATER OR SEWER SYSTEMS							
591-536-881.000	03/25/2025	VISA	CREDIT CARD CHARGES - FINANCE - FEB 2	03022025		92.63	1289
591-536-957.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		175.00	1289
591-536-957.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		210.00	1289
591-536-957.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		5.99	1289
591-536-957.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		37.05	1289
Total Department 536 WATER OR SEWER SYSTEMS						5,978.89	
Department: 564 TREATMENT PLANT							
591-564-727.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - F	03022025		62.00	1289
591-564-727.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		16.40	1289
591-564-727.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		21.99	1289
591-564-727.000	03/25/2025	ODP BUSINESS SOLUTIONS	DPW JANITORIAL AND OFFICE SUPPLIES	414157615001		3.58	106136
591-564-727.000	03/25/2025	HOWELL HARDWARE	PARTS/SUPPLIES - BROOKE'S KEY RING& K	18493		9.82	106120
591-564-740.001	03/25/2025	HOME DEPOT	CREDIT CARD CHARGES - FEBRUARY 2025	02282025		239.00	106119
591-564-740.022	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		133.96	1289
591-564-740.026	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		11.21	1289
591-564-740.026	03/25/2025	GRAINGER	PARTS/SUPPLIES - BOOTS FOR BROOKE	9422361361		17.54	1301
591-564-775.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		89.78	1289
591-564-775.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		138.58	1289
591-564-775.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		139.24	1289
591-564-775.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		19.10	1289
591-564-775.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		(138.58)	1289
591-564-775.000	03/25/2025	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - FEB 2025	02252025		13.29	106132
591-564-775.000	03/25/2025	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - FEB 2025	02252025		22.82	106132
591-564-775.000	03/25/2025	STAPLES	OFFICE SUPPLIES - WTP & WRRF JANITORI	6026471209		37.54	106144
591-564-775.000	03/25/2025	ODP BUSINESS SOLUTIONS	DPW JANITORIAL AND OFFICE SUPPLIES	414157615001		27.10	106136
591-564-775.000	03/25/2025	GRAINGER	PARTS/SUPPLIES - O-RING FOR SPEEDAIRE	9413776296		1.62	1301
591-564-775.003	03/25/2025	USA BLUEBOOK	CALCIUM CARBONATE LAB CHEMS	INV00638530		103.45	1313
591-564-775.003	03/25/2025	USA BLUEBOOK	LAB CHEMS	INV00634571		127.73	1313
591-564-804.000	03/25/2025	McNAUGHTON-McKAY ELECTRIC	ANNUAL SCADA RENEWAL	22977896-02		957.00	106134
591-564-804.000	03/25/2025	ALLSTAR ALARM LLC	ALLSTAR REGULAR PAYMENT FOR ALARM SYS	417409		245.70	106094
591-564-850.000	03/25/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS 3/11-4/10	3967186		138.63	106104
591-564-850.000	03/25/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - JAN 26 - FE	6106945215		100.67	106146
591-564-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 144 MARION ST. - 1/31-3	3096903012025		61.37	106109
591-564-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 148 MARION ST. - 1/31-3	3070403012025		6,041.47	106109
591-564-920.005	03/25/2025	DTE ENERGY	ELECTRICITY - 416 THOMPSON - 1/31-3/3	3135503012025		118.90	106109
591-564-920.005	03/25/2025	DTE ENERGY	ELECTRICITY - 601 HENRY - 1/31-3/3	3058903012025		681.53	106109
591-564-920.005	03/25/2025	DTE ENERGY	ELECTRICITY - 3147 NORTON RD - 2/1-3/	3171003012025		3,206.27	106109
591-564-920.005	03/25/2025	DTE ENERGY	ELECTRICITY - 3255 NORTON RD - 2/1-3/	3159503012025		2,925.11	106109
591-564-920.005	03/25/2025	DTE ENERGY	ELECTRICITY - 3175 NORTON RD - 2/1-3/	4512403012025		3,839.92	106109
591-564-920.005	03/25/2025	DTE ENERGY	ELECTRICITY - 3145 NORTON RD - 2/1-3/	4478803012025		3,183.75	106109
591-564-930.009	03/25/2025	GRAINGER	PARTS/SUPPLIES - MIXER TO REPLACE RET	9420537681		1,663.26	1301
591-564-930.009	03/25/2025	STS OPERATING, INC.	GASKET FOR SLUDGE PUMP	6290698-01		38.81	106145
591-564-930.009	03/25/2025	STS OPERATING, INC.	GASKETS FOR SLUDGE PUMP	6290698-00		115.62	106145
591-564-930.009	03/25/2025	GROUND PENETRATING RADAR S	LOCATE WELL LINE & ISOLATION VALVE	854388		625.00	106117
591-564-931.000	03/25/2025	THE CLEANING SMITH SERVICE	JANITORIAL SERVICE - 2/14	5595		70.00	106103
591-564-957.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		380.00	1289
591-564-957.000	03/25/2025	HUMPHREY ENTERPRISES, INC	JACOB VACCARO - CDL TRAINING/TEST	503618		3,337.50	106122
591-564-957.000	03/25/2025	EDMONDS, ROBIN L	PESTICIDE TESTING	03172025		55.00	106111
591-564-980.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - F	03022025		283.91	1289

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 03/25/2025 - 03/25/2025

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BANK ACCOUNTS: GFCK - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
Fund: 591 WATER FUND							
Department: 564 TREATMENT PLANT							
591-564-980.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		59.99	1289
591-564-980.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		49.99	1289
591-564-980.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		45.00	1289
Total Department 564 TREATMENT PLANT						29,321.57	
Total Fund 591 WATER FUND						36,332.14	
Fund: 640 EQUIPMENT POOL FUND							
Department: 441 PUBLIC SERVICE DEPARTMENT							
640-441-751.000	03/25/2025	CORRIGAN OIL COMPANY, NO.I	CEMETERY FUEL	8310872-IN		904.13	1296
640-441-751.001	03/25/2025	A & L PARTS PLUS	PARTS/SUPPLIES - GREASE	16-863920		88.80	106091
640-441-751.001	03/25/2025	A & L PARTS PLUS	PARTS/SUPPLIES - OIL FILTERS	16-863916		304.83	106091
640-441-751.001	03/25/2025	CORRIGAN OIL COMPANY, NO.I	MOTOR OIL INVENTORY	8311008-IN		1,074.95	1296
640-441-775.000	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		531.00	1289
640-441-775.002	03/25/2025	SPARTAN TIRE & SERVICE CEN	TIRES FOR #89 GATOR	67873		22.00	106142
640-441-775.002	03/25/2025	CORRIGAN TOWING	#29 TOWING TO CUMMINS	303632-1		504.05	106107
640-441-850.000	03/25/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - JAN 26 - FE	6106945215		352.29	106146
640-441-920.000	03/25/2025	DTE ENERGY	ELECTRICITY - 148 MARION ST. - 1/31-3	3070403012025		331.95	106109
640-441-930.006	03/25/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	03022025		207.92	1289
640-441-930.006	03/25/2025	SPARTAN TIRE & SERVICE CEN	#15 POWER STEERING ISSUE	67670		113.25	106142
640-441-930.006	03/25/2025	CUMMINS SALES AND SERVICE	#29 WIRE HARNESS PROBLEM, COMPRESSOR	56-250338526		4,125.14	106108
640-441-930.006	03/25/2025	ABE'S AUTO GLASS, INC.	#301 WINDSHIELD REPLACEMENT	21304		665.00	106092
640-441-930.006	03/25/2025	S & S TRUCK SERVICE	#9 NEW BRAKES	1277974		1,783.24	106139
640-441-930.006	03/25/2025	ROY'S AUTO WORKS	#15 POWER STEERING REPAIR	88566		1,040.79	106138
640-441-930.006	03/25/2025	TRUCK & TRAILER SPECIALTIE	#28 & #32 CURB GUARDS FOR PLOWS	HS0017605		720.32	1312
640-441-931.000	03/25/2025	ALLIED INC	HOIST REPAIR	14825		806.09	106093
640-441-981.000	03/25/2025	CRUISERS INC	POLICE VEHICLE EQUIPMENT - #313 UPFIT	47742		1,595.00	1297
640-441-981.000	03/25/2025	CRUISERS INC	POLICE VEHICLE EQUIPMENT - #316 UPFIT	47739		17,925.85	1297
640-441-981.000	03/25/2025	CRUISERS INC	POLICE VEHICLE EQUIPMENT - #301 UPFIT	47638		8,504.55	1297
640-441-981.000	03/25/2025	CRUISERS INC	POLICE VEHICLE EQUIPMENT - #315 UPFIT	47740		17,925.85	1297
640-441-981.003	03/25/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	03022025		113.70	1289
Total Department 441 PUBLIC SERVICE DEPARTMENT						59,640.70	
Total Fund 640 EQUIPMENT POOL FUND						59,640.70	
Fund: 642 IT REPLACEMENT FUND							
Department: 228 INFORMATION TECHNOLOGY							
642-228-973.000	03/25/2025	CLEAR RATE COMMUNICATIONS, COMMUNICATIONS	3/11-4/10	3967186		890.00	106104
Total Department 228 INFORMATION TECHNOLOGY						890.00	
Total Fund 642 IT REPLACEMENT FUND						890.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 03/25/2025 - 03/25/2025

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BANK ACCOUNTS: GFCK - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number	
--- TOTALS BY FUND ---								
	101		GENERAL FUND			163,842.50		
	202		MAJOR STREET FUND			13,006.29		
	203		LOCAL STREET FUND			12,900.90		
	226		RUBBISH & GARBAGE COLL FUND			41,233.53		
	230		LUCY ROAD PARK RECOVERY FUND			3,553.10		
	248		DOWNTOWN DEVELOPMENT AUTHORITY FUND			4,207.63		
	249		BUILDING DEPARTMENT FUND			2,503.50		
	380		GO BONDS 2015/2017/2020 ROAD DEBT FUN			500.00		
	408		LOOP ROAD PROJECT FUND			750.00		
	409		2023 CITY HALL CONSTRUCTION FUND			750.00		
	482		DEPOT LOT			32,500.00		
	590		SEWER FUND			53,764.04		
	591		WATER FUND			36,332.14		
	640		EQUIPMENT POOL FUND			59,640.70		
	642		IT REPLACEMENT FUND			890.00		
	Total For All Funds:						426,374.33	

CITY OF HOWELL
 BANK OF ANN ARBOR
 CREDIT CARD DETAIL - February

Dept.	Amount	Description
CITY MGR	\$ 14.99	Dues/Memberships
CITY MGR	\$ 1,244.16	Deposit D Perkins Retirement
CLERK	\$ 135.00	Dues/Memberships
CLERK	\$ 195.00	Dues/Memberships
Comm Dev	\$ 250.00	Education/Training
DDA	\$ 2.39	Community Promo
DDA	\$ 12.60	Conference/Transportaion
DDA	\$ 15.00	Conference/Transportaion
DDA	\$ 18.24	Conference/Transportaion
DDA	\$ 50.00	Conference/Transportaion
DDA	\$ 74.84	Community Promo
DDA	\$ 311.97	Conference/Transportaion
DDA	\$ 311.97	Conference/Transportaion
DDA	\$ 415.00	Education/Training
DDA	\$ 450.00	Conference/Transportaion
DDA	\$ 600.00	Repairs - 118 W Clinton
DPW Dep	\$ 39.89	Office Supplies
DPW Dep	\$ 39.89	Office Supplies
DPW Dep	\$ 61.99	Office Supplies
DPW Dep	\$ 62.00	Office Supplies
DPW Dep	\$ 283.91	Office Supplies
DPW Dep	\$ 283.91	Office Equipment
DPW Dep	\$ 283.91	Office Equipment
DPW Dep	\$ 851.74	Equip/computer hardware
DPW	\$ (138.58)	Maintenance Supplies
DPW	\$ (138.58)	Maintenance Supplies
DPW	\$ 5.99	Education/Training
DPW	\$ 11.21	Oper Supp/Safety Equipment
DPW	\$ 11.21	Oper Supp/Safety Equipment
DPW	\$ 11.21	Oper Supp/Safety Equipment
DPW	\$ 16.40	Office Supplies
DPW	\$ 16.40	Office Supplies
DPW	\$ 16.41	Office Supplies
DPW	\$ 19.09	Maintenance Supplies
DPW	\$ 19.10	Maintenance Supplies
DPW	\$ 21.99	Office Supplies
DPW	\$ 37.05	Education/Training
DPW	\$ 45.00	Office Equipment
DPW	\$ 45.00	Office Equipment
DPW	\$ 45.00	Office Equipment
DPW	\$ 49.99	Office Equipment
DPW	\$ 49.99	Office Equipment
DPW	\$ 50.01	Office Equipment
DPW	\$ 59.99	Office Equipment
DPW	\$ 59.99	Office Equipment
DPW	\$ 60.01	Office Equipment
DPW	\$ 77.63	Education/Training
DPW	\$ 89.77	Maintenance Supplies
DPW	\$ 89.78	Maintenance Supplies
DPW	\$ 113.70	Vehicles Accessories
DPW	\$ 129.18	Maintenance Supplies
DPW	\$ 133.96	Oper Supp/Safety Equipment
DPW	\$ 138.58	Maintenance Supplies
DPW	\$ 138.58	Maintenance Supplies
DPW	\$ 139.24	Maintenance Supplies
DPW	\$ 139.24	Maintenance Supplies
DPW	\$ 175.00	Education/Training
DPW	\$ 210.00	Education/Training
DPW	\$ 210.00	Education/Training
DPW	\$ 220.00	Operating Supplies
DPW	\$ 380.00	Education/Training
DPW	\$ 483.00	Education/Training
DPW	\$ 531.00	Maintenance Supplies
Finance	\$ 14.00	Office Supplies
Finance	\$ 51.67	Office Supplies
Finance	\$ 92.63	Community Promotion
Finance	\$ 130.00	Dues & Memberships
Finance	\$ 750.00	Bond Issuance Costs
Finance	\$ 750.00	Bond Issuance Costs
Finance	\$ 750.00	Bond Issuance Costs
IT	\$ 19.98	Equip/Computer Hardware
IT	\$ 50.76	Communications - Internet
IT	\$ 102.77	Computer Hardware
IT	\$ 595.00	Communications - Internet
HR	\$ 38.98	Janitor Supplies
HR	\$ 62.49	Deposit D Perkins Retirement
HR	\$ 105.40	Professional Services
HR	\$ 975.18	Computer Software & Support
Police Dep	\$ 15.19	Conference/Transportaion
Police Dep	\$ 56.54	Conference/Transportaion
Police Dep	\$ 73.62	Conference/Transportaion
Police Dep	\$ 169.59	Operating Supplies
Police Dep	\$ 679.80	Conference/Transportaion
Police Dep	\$ 900.00	Education/Training
POLICE	\$ 5.18	Clothing Allowance
POLICE	\$ 75.00	Operating Supplies
POLICE	\$ 84.36	Operating Supplies
POLICE	\$ 129.00	Conference/Transportaion
POLICE	\$ 129.00	Conference/Transportaion
POLICE	\$ 207.92	Repair & Maint. Vehicles
POLICE	\$ 679.80	Conference/Transportaion
POLICE	\$ 900.00	Education/Training
	<u>\$ 18,374.80</u>	



**CITY OF HOWELL
MEMORANDUM**

TO: Mayor & City Council
FROM: Kristi Troy, Planning & Zoning Administrator
DATE: March 17, 2025
RE: ADOPTION OF Ordinance No. 969 – Amending Chapter 1450 to include the fees for Electrical, Mechanical, and Plumbing permits.

This ordinance was introduced at the March 10, 2025 meeting with no comments.

ACTION REQUESTED:

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

REVIEWED & APPROVED FOR SUBMISSION:

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

Ervin J. Suida
City Manager

ORDINANCE NO. 969

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

THE CITY OF HOWELL ORDAINS:

Section 1. Section 1450.02 BUILDING PERMIT FEES of the Howell City Code is hereby amended to read as follows:

1450.02 BUILDING PERMIT FEES.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1450.02a TRADE PERMIT FEE SCHEDULE

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

Electrical Permit Fee Schedule

1. Application Fee (non-refundable)	\$50.00
Service	
2. Through 200 Amp.	\$10.00
3. Over 200 Amp. thru 600 Amp.	\$15.00
4. Over 600 Amp. thru 800 Amp.	\$20.00
5. Over 800 Amp. thru 1200 Amp.	\$25.00
6. Over 1200 Amp. (GFI only) thru 1600 Amp	\$50.00
7. Over 1600 Amp.	\$120.00
8. Circuits	\$5.00 ea.
9. Lighting Fixtures/Outlets including Receptacles and Wired Smoke Detectors per 25	\$6.00
10. Dishwasher, Microwave or Garbage Disposal	\$5.00
11. Furnace - Unit Heater	\$5.00
12. Electrical - Heating Units(baseboard)	\$4.00
13. Power Outlets (ranges, dryers,etc.)	\$7.00
Signs	
14. Unit	\$10.00
15. Letter (each)	\$15.00
16. Neon - each 25 feet	\$20.00
17. Feeders-Bus Ducts, etc. - per 50'	\$6.00
18. Mobile Home Park Site *	\$6.00
19. Recreational Vehicle Park Site	\$4.00
K.V.A., H. P., Wind Turbines	
20. Units up to 20 K.V.A. or H.P.	\$6.00
21. Units 21 to 50 K.V.A or H.P.	\$10.00
22. Units>50 K.V.A. or H.P.	\$12.00
23. Solar Photovoltaic System where the total inverter generating capacity is less than 5,000KW (each)	\$2.00
24. Solar Photovoltaic System where the total inverter generating capacity is no less than 5,000KW (each)	\$1.00
25. Electric Vehicle Charging Station (each station)	\$5.00
Fire Alarm Systems (not smoke detectors)	
26. Up to 10 devices	\$50.00
27. 11 to 20 devices	\$100.00
28. Over 20 devices (each)	\$5.00
Data / Telecommunication Outlets	
29. 1 - 19 devices (each)	\$5.00
30. Outlets 20 to 300 devices	\$100.00
31.Outlets Over 300 devices	\$300.00
Energy Management Temp. Control	

32. Energy Retrofit - Temp. Control	\$45.00
33. Energy Devices – Energy Mgmt.	\$5.00 ea.

Inspections

34. Underground Inspection	\$60.00
36. Rough Inspection	\$60.00
37. Service Inspection	\$60.00
38. Final Inspection	\$60.00
39. Reinspection	\$60.00
40. Re-Open Expired Permit	\$75.00

Mechanical Permit Fee Schedule

1. Application Fee (non-refundable)	\$50.00
2. Residential Heating System New Building Only*	\$50.00
3. Gas/Oil Burning Equipment	\$30.00
4. HWC Unit	\$30.00
5. Generator (also requires electrical permit)	\$30.00
6. Residential Boiler	\$30.00
7. Water Heater (gas piping & venting-direct replacement only) (also requires plumbing permit)	\$5.00
8. Damper (control, back-draft, barometric or fire/smoke)	\$5.00
9. Solid Fuel Equipment (includes chimney)	\$30.00
10. Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00
11. Gas Burning Fireplace	\$30.00
12. Solar; set of 3 panels-fluid transfer (includes piping)	\$20.00
13. Gas Piping; each opening-new install (residential)	\$5.00
14. Air Conditioning Split Systems	\$30.00
15. Roof Top Unit	\$30.00
16. Heat Pumps (split systems) or Geothermal (complete residential)	\$30.00
17. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$5.00
18. Humidifiers/Air Cleaners	\$10.00
19. Heat Exchanger Replacement	\$30.00
20. L.P. Above ground Connection	\$20.00
21. L.P. Underground Connection	\$25.00

Tanks

22. Above ground	\$20.00
23. Underground	\$25.00

Piping (ALL piping-minimum fee \$25.00)

24. Above ground fuel gas piping	\$.05 /ft
25. Underground fuel gas piping	\$.05/ft
26. Above ground process piping	\$.05/ft
27. Underground process piping	\$.05/ft
28. Above ground hydronic piping	\$.05/ft

Piping cont. (All piping-minimum fee \$25.00)

29. Underground hydronic piping	\$.05/ft
30. Refrigeration piping	\$.05/ft
31. Commercial Air Conditioning Piping	\$.05/ft
32. Exhausters (commercial)	\$15.00

33. Duct - minimum fee \$25.00	\$.10 /ft
34. Heat Pumps; Commercial (pipe not included)	\$20.00
Air Handlers/Heat Wheels	
35. Under 10,000 CFM	\$20.00
36. Over 10,000 CFM	\$60.00
37. Commercial Hoods	\$15.00
38. Heat Recovery Units	\$10.00
39. V.A.V. Boxes (all variable volume or zone damper equipment)	\$10.00
40. Unit Ventilators/PTAC Units/Liebert units	\$10.00
41. Fuel Fired Unit Heaters (terminal units)	\$15.00
42. Fire Suppression/Protection (includes piping)-minimum fee \$20.00	\$.75 / head
43. Coils (Heat/Cool)	\$30.00
44. Refrigeration (split system)	\$30.00
Chiller/Cooling Towers	
45. Chiller-Refrigeration	\$30.00
46. Chiller-Air Conditioning	\$30.00
47. Cooling Towers-Refrigeration	\$30.00
48. Cooling Towers-Air Conditioning	\$30.00
49. Compressor/Condenser	\$30.00
Inspections	
50. Gas Pressure Test	\$60.00
51. Underground Inspection	\$60.00
52. Rough Inspection	\$60.00
53. Final Inspection	\$60.00
54. Reinspection	\$60.00
55. Re-Open Expired Permit	\$75.00
Contractor Registration Fee	\$15.00

Plumbing Permit Fee Schedule

1. Application Fee (non-refundable)	\$50.00
2. Mobile Home Park Site*	\$5.00 ea.
3. Fixtures, floor drains, special drains, water connected appliances	\$5.00 ea.
4. Stacks (soil, waste, vent and	\$3.00 ea.
5. Sewage ejectors, sumps	\$5.00 ea.
6. Sub-soil drains	\$5.00 ea.
Water Service	
7. Less than 2"	\$5.00
8. 2" to 6"	\$25.00
9. Over 6"	\$50.00
10. Connection (bldg. drain-bldg. sewers)	\$5.00
Sewers (sanitary, storm or	
11. Less than 6"	\$5.00
12. 6" and over	\$25.00
13. Manholes, Catch Basins	\$5.00 ea.
Water Distributing Pipe (system)	

14. 3/4" Water Distribution Pipe	\$5.00
15. 1" Water Distribution Pipe	\$10.00
16. 1-1/4" Water Distribution Pipe	\$15.00
17. 1-1/2" Water Distribution Pipe	\$20.00
18. 2" Water Distribution Pipe	\$25.00
19. Over 2" Water Distribution Pipe	\$30.00
20. Reduced pressure zone back-flow preventer	\$5.00 ea.
21. Domestic water treatment and filtering equipment only**	\$5.00 ea.
22. Medical Gas System	\$45.00
23. Water Heater	\$5.00
Inspections	
24. Rough Inspection	\$60.00
25. Water/Sewer Inspection	\$60.00
26. Underground Inspection	\$60.00
27. Final Inspection	\$60.00
28. Reinspection	\$60.00
29. Re-Open Expired Permit	\$75.00
Contractor Registration Fee	\$15.00

Section 3. All Ordinances inconsistent herewith are hereby repealed.

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

ADOPTED by the Howell City Council at its regular meeting this 24th day of March, 2025.

BY: ROBERT ELLIS, MAYOR

BY: DEANNA ROBSON, CLERK

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Ordinance No.969, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the 24th day of March, 2025, and that the meeting was held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts of 1976. IN WITNESS WHEREOF, I have hereto affixed my official signature this 24th day of February, 2025.

BY: Howell City Clerk



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: MATT DAVIS, DPS DIRECTOR
DATE: MARCH 24, 2025
RE: EGLE ACCESS FOR ENVIRONMENTAL SAMPLING

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has recently reached out to staff requesting permission to access the former Howell Dry Cleaners (124–128 East Sibley Street) which is currently owned by the City of Howell. The work would consist of installation of soil borings, installation of soil gas wells, and collection of groundwater and soil gas samples, for the purpose of determining the nature and extent of solvents historically released to the environment from the former dry-cleaning operations. This work will be performed at no cost to the City.

As a reminder, EGLE has the authority pursuant to Section 20117 of Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, to enter public or private property at all reasonable times for purposes that include, but are not limited to, investigating the existence, origin, nature, or extent of a release or threatened release of a hazardous substance into the environment.

Staff has met with the City’s environmental Attorney, Sue Sadler, to discuss the access request. Based on these conversations, it was determined that it would be best to provide EGLE with a 10 day period to perform the above listed work and that the City would receive all testing results. If in the future, EGLE wishes to perform additional testing / sampling, additional permission would be required.

Staff recommends that Council approve the provided resolution to authorize Erv Suida, City Manager to sign the Part 201 Consent to Enter Private Property Form on behalf of the City.

ACTION REQUESTED:

A motion to adopt Resolution No. 2025-04, EGLE Access For Environmental Sampling.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager

**RESOLUTION NO. 2025-04
RESOLUTION TO AUTHORIZE EGLE
ACCESS FOR ENVIRONMENTAL SAMPLING**

WHEREAS, the City of Howell owns the former Howell Dry Cleaners property located at 124–128 East Sibley Street (parcels 4717-36-307-063, 4717-36-307-064, 4717-36-307-065, and 4714-36-306-011); and,

WHEREAS, The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has the authority pursuant to Section 20117 of Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, to enter public or private property at all reasonable times for purposes that include, but are not limited to, investigating the existence, origin, nature, or extent of a release or threatened release of a hazardous substance into the environment.

WHEREAS, EGLE is seeking permission to collect soil, groundwater, and/or soil gas samples in the vicinity of former Howell Dry Cleaners, for the purpose of determining the nature and extent of solvents historically released to the environment from the former dry-cleaning operations.

NOW THEREFORE BE IT RESOLVED, the City of Howell hereby designates Erv Suida, City Manager to sign the Part 201 Consent to Enter Private Property Form on behalf of the City.

Adopted this 24th day of March 2025.

Robert Ellis, Mayor

Deanna Robson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 2025-04, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the 24th day of March 2025, and that the meeting was held and the minutes, therefore, were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 24th day of March 2025.

BY: Howell City Clerk

PART 201 CONSENT TO ENTER PRIVATE PROPERTY FORM

Location Information for Source Property

Location Name: Howell Dry Cleaners	Former and/or Current Dry Cleaner Address: 124-128 East Sibley Street, Howell
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Signer information (sufficient to identify who is signing the CTE, their relationship to the property, and how to contact them)

Name of Individual Signing this Document: Erv Suida	<input type="checkbox"/> Signer is the/an owner of the property IXI Signer is an authorized representative of the owner pursuant to Howell City Council meeting on _____ and resolution ____	
Title: City Manager	Business Name: City of Howell	
Mailing Address: 611 East Grand River Avenue		
City: Howell	State: Michigan	Zip: 48843
Telephone Number: 517-546-3500	Email:	

Information on the Property Being Accessed:

Owner Name: City of Howell	Assessor's Property Tax ID Number: 4717-36-307-063 4717-36-307-064 4717-36-307-065 4714-36-306-011	
Street Address: 124-128 East Sibley Street		
City: Howell	State: Michigan	Zip: 48843
Other: Prior to entering the Property, EGLE shall contact Erv Suida and provide the City of Howell with notice that work will begin and be completed within ten (10) days.		

I, Erv Suida, acting as representative authorized by the City of Howell's City Council, hereby grants access to the property described in Attachment A (Property), having been informed of the request by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct response activities on the Property, hereby voluntarily permit and authorize EGLE, its employees, contractors, or authorized representatives to enter, and if necessary re- enter, for a ten (10) day period in the Spring of 2025, the Property to undertake response activities, including but not limited to, installation of soil borings, installation of soil gas wells, and collection of groundwater and soil gas samples.

The City of Howell understands that EGLE has the authority pursuant to Section 20117 of Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, to enter public or private property at all reasonable times for purposes that include, but are not limited to, investigating the existence, origin, nature, or extent of a release or threatened release of a hazardous substance into the environment.

I understand that the City of Howell is entitled to accompany EGLE, its employees, contractors, or authorized representatives during these activities; to participate in the collection of any split samples taken as part of these activities; and, if I so request, to receive a copy of any sample analysis results, photographs, or video taken as part of these activities.

The City of Howell agrees and understands that all information collected by EGLE is subject to disclosure under the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.

The City of Howell agrees to comply with the requirements of any EGLE health and safety plan if a representative of City of Howell is on the Property during these sampling activities.

The City of Howell agrees that the duration of this entry authorization shall be ten (10) days to enable EGLE, its employees, contractors, or authorized representatives to satisfactorily complete the activities described above. If the City of Howell chooses to revoke this entry authorization, the City of Howell agrees that it will provide a revocation of entry in writing to David LaBrecque, District Supervisor, Lansing District Office, Remediation and Redevelopment Division, EGLE, P.O. Box 30426, Lansing, Michigan 48909, at least thirty (30) days prior to the effective date of the revocation of entry authorization. The City of Howell agrees that the duration of this entry authorization shall continue until either the ten (10) days have lapsed, or the activities described above are completed. The City of Howell also agrees that as long as this entry authorization remains in force, the City's representative will not interfere with, interrupt, change, or otherwise disturb any systems or equipment installed or utilized by EGLE, its employees, contractors, or authorized representatives.

Upon completion of the response activities performed pursuant to this Part 201 Consent to Enter Private Property Form, EGLE will undertake reasonable efforts to restore the Property to the conditions that existed at the time this access was granted including any property, vegetation, and structures damaged by EGLE. Any monitoring points installed by EGLE or its contractors on the Property will be properly abandoned within a reasonable time following completion of the other response activities to be performed. The City of Howell understands that EGLE staff are self-insured, and EGLE contractors are required through their contract with the State of Michigan to carry certain insurance coverages with respect to their activities, and to name the City of Howell as an additional insured on said policies.

This voluntary written permission is granted to EGLE by:

Signature of Authorized Representative of the City of Howell Date
Pursuant to the City of Howell's approval and resolution



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: RAY KRAFT, DPW OPERATIONS MANAGER
DATE: MARCH 19, 2025
RE: RESOLUTION NO. 2025-05: ARBOR DAY CELEBRATION

Please find the attached Resolution No. 2025-05 in observance of Arbor Day 2025. The City of Howell will observe 37 consecutive years as a Tree City USA community and commemorate our 38th annual Arbor Day celebration. This resolution is required as a part of the Tree City USA qualification.

The Arbor Day celebration will take place just south of the boat launch (picnic/gathering area) on Friday, April 25, 2025, from 9 am-12 pm. Chem-Trend of Howell will once again sponsor our celebration. In addition to our sponsor, we will have many educational participating partners. Michigan DNR, Recycle Livingston, Livingston County Health Department, the beautification team (DPW), HRC, Howell Garden Club, Howell Fire, and PD will be hosting tables at the event. The third-grade classes from Voyager Elementary will join us. All are welcome to attend.

ACTION REQUESTED:

A motion to adopt Resolution No. 2025-05 in observance of Arbor Day.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager

Resolution No. 2025-05 Arbor Day Proclamation

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and,

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and,

Whereas, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife; and,

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and,

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and,

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal; and,

Whereas, Howell has been recognized as a Tree City USA by the National Arbor Day Foundation for 37 consecutive years and desires to continue its tree-planting practices.

Now Therefore Be It Resolved, that the Mayor & City Council of the City of Howell, do hereby proclaim April 25, 2025, as Arbor Day in the City of Howell, and express our appreciation to Chem-Trend for sponsoring the 2025 Arbor Day celebration; and,

Be It Further Resolved, that all citizens are urged to celebrate Arbor Day, support efforts to protect our trees and woodlands, and plant trees to gladden the heart and promote the well-being of this and future generations.

Adopted this 24th day of March 2025.

Robert Ellis, Mayor

Deanna Robson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 2025-05, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on March 24th, 2025, and that the meeting was held and the minutes, therefore, were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 24th day of March 2025 .

BY: Howell City Clerk



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: RAY KRAFT, DPW OPERATIONS MANAGER
DATE: MARCH 19TH, 2025
RE: MAYOR MONARCH PLEDGE

Mayor Ellis reached out in early March with information regarding the Mayor's Monarch Pledge. This pledge is through the National Wildlife Federation. The pledge is a tri-national effort, including Canada and Mexico, to bring attention and awareness to the decline of Monarchs and how communities can help turn this around. Since 2015, the program welcomed over 1900 pledges and helped restore more than 11,500 acres of monarch habitat.

This pledge has three parts. The first is taking the pledge online, which gives the City access to online resources, webinars, monthly newsletters, etc. Part two is the action plan. The pledge requires at least three items from the action item list (attached). Part three reports the progress made by submitting an annual report by December 1st.

Before receiving the Mayor's pledge information, Robin Edmonds, Beautification Group Leader, had been working on plans to complete the following items:

- Work with Cemetery and Parks to look at mowing programs and milkweed planting programs
- Engage with local gardening clubs to support monarch conservation
- Beautification department hosting a table at Arbor Day to spread awareness
- Add milkweed in community gardens, parks, and right of ways, including signage (attached)

Based on the above information, the timing couldn't have been better, and we are excited to be a part of this program.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager



**MAYORS
MONARCH
PLEDGE**

Mayors' Monarch Pledge Survey

Open Pledge Period: December 1 – March 31

Thanks for your interest in taking the National Wildlife Federation Mayors' Monarch Pledge this year. Only mayors and heads of local and tribal government (or their staff designees) may fill out this pledge form. Please note: the survey will not save and will need to be completed in one sitting.

Information from this form will be used to create a public community profile page to showcase your mayor's progress and efforts in the program.

Please be sure to read the pledge language and FAQ before taking the pledge. If you have any questions, you can email us at mayorsmonarchpledge@nwf.org.

Mayor's Basic Information

If you are not a "mayor," or the head of local or tribal government, please enter your name and appropriate title here.

Title

First Name

Last Name

Email Address

Community Name

*If your community doesn't have an official name, consider using the following formats:
Town of Herndon, City of Fairfax, etc.*

City

State

Mayor's Mailing Address

Address Line 1

Address Line 2

City

State

Zip Code

Staff Point of Contact Information

Please provide your professional title in the space below.

Please note that the Staff Point of Contact you entered below will be the default user for your community profile. Please make sure you enter a valid email address.

Title

First Name

Last Name

Email

Note: This email address is your log in account.

Phone Number

Pledge Summary

Please type a description of your community, your community's efforts and/or interest in committing to monarch and pollinator conservation. This information will populate on your community's profile page, but can be updated and edited after this survey is submitted. See below for a sample description.

Example Description: Exampleville is a city in central Virginia with a population of roughly 50,000. The city is nestled in the Green Ridge Mountains and is home to the beautiful Exampleville Regional Park and many community gardens. Mayor Smith of Exampleville, VA has committed to saving the monarch butterfly and other pollinators with their signing of the Mayors' Monarch Pledge and looks forward to engaging residents in building more pollinator habitat throughout the city.

Action Item Selections

Each year, you must commit to at least 3 Action Items from this list which you will report on at the end of the year. At least 1 action must be taken from the “Program & Demonstration Gardens” section.

Communications and Convening

- Issue a Proclamation to raise awareness about the decline of the monarch butterfly and the species’ need for habitat.

Example Activities:

1. *Issue a Monarch Day Pledge*
2. *Incorporate monarchs into your Earth Day, Pollinator Week or other proclamation*

- Launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods. (If you have community members who speak a language other than English, we encourage you to also communicate in that language; Champion Pledges must communicate in that language.)
- Engage with community garden groups and urge them to plant native milkweeds and nectar-producing plants.
- Engage with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs.
- Engage with gardening leaders and partners (e.g., Master Naturalists, Master Gardeners, Nature Centers, Native Plant Society Chapters) to support monarch butterfly conservation.

Example Activities:

1. *Develop community gardens with local gardening leaders*
2. *Host programming and other activities with Nature Centers*
3. *Coordinate and collaborate with local gardening groups at schools, colleges, and universities*

- Engage with Homeowners Associations (HOAs), Community Associations or neighborhood organizations to identify opportunities to plant monarch gardens and revise maintenance and mowing programs.
- Engage with developers, planners, and landscape architects to identify opportunities to create monarch habitat.

- Create a community-driven educational conservation strategy that focuses on and benefits local, underserved residents.

Example Activities:

1. *Conduct outreach and support habitat / green space improvements in underserved communities.*
2. *Develop brochures in different languages*

- Create a community art project to enhance and promote monarch and pollinator conservation as well as cultural awareness and recognition.

Example Activities:

1. *Host photo contests*
2. *Commission murals*
3. *Create and show films and documentaries*
4. *Support public art installations*
5. *Collaborate with local artists, including school, college, and university art departments to create community-wide art*

Program and Demonstration Gardens

- Host or support a native seed or plant sale, giveaway or swap.
- Facilitate or support a milkweed seed collection and propagation effort.
- Plant or maintain a monarch and pollinator-friendly demonstration garden at City Hall or another prominent community location.
- Convert abandoned lots to monarch habitat.
- Plant milkweed and pollinator-friendly native nectar plants in medians and public rights-of-way.
- Launch or maintain an outdoor education program in school gardens that builds awareness and creates habitat by engaging students, teachers, and the community in planting native milkweed and pollinator-friendly native nectar plants (i.e., National Wildlife Federation's Eco-Schools USA Schoolyard Habitats program and Monarch Mission curriculum).

Example Activities:

1. [Eco-Schools USA Schoolyard Habitats](#)
2. [PK-12 Monarch Mission Curriculum](#) (English and Spanish)
3. [National Wildlife Federation Campus Pollinator Pledge](#)

- Earn or maintain recognition for being a wildlife-friendly city by participating in other wildlife and habitat conservation efforts (i.e., National Wildlife Federation's Community Wildlife Habitat program).

Example Activities:

1. Join the [Community Wildlife Habitat](#)

- Host or support a monarch neighborhood challenge to engage neighborhoods and homeowners' associations within the community to increase awareness and/or create habitat for the monarch butterfly.

Example Activities:

1. Host photo challenges
2. Create property certification challenges
3. Collaborate with schools, universities, and colleges to host joint awareness and habitat creation challenges

- Initiate or support community science (or citizen science) efforts that help monitor monarch migration and health.

Example Activities:

1. [Citizen Science Opportunities](#) (Monarch Joint Venture)
2. NWF's Monarch Stewards Program Certification
3. Engage with local colleges and universities science departments to host community-wide opportunities

- Add or maintain native milkweed and nectar producing plants in public community gardens.

- Launch, expand, or continue an invasive species removal program that will support the re-establishment of native habitats for monarch butterflies and other pollinators.

- Host or support a city monarch butterfly festival to promote monarch and pollinator conservation, as well as cultural awareness and recognition

- Display educational signage at monarch gardens and pollinator habitat beyond monarch demonstration gardens.

Example Activities:

1. [Neighborhood Garden Signs \(Victory Garden of Tomorrow\)](#)
2. Create plant labels or interpretive language for community gardens, parks, prairie habitat, rights-of-way, etc.

Systems Change

Please select the actions that you will begin to work on this year, are in progress, or have already been completed.

- Remove milkweed from the list of noxious plants in city weed / landscaping ordinances (if applicable).
- Change weed or mowing ordinances to allow for native prairie and plant habitats.
- Increase the percentage of native plants, shrubs and trees that must be used in city landscaping ordinances and encourage use of milkweed, where appropriate.
- Direct city property managers to consider the use of native milkweed and nectar plants at city properties, where appropriate.
- Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans.
- Change ordinances so pesticide, herbicide, insecticide or other chemicals used in the community are not harmful to pollinators.

Example Activities:

1. *Work with local school districts to eliminate or minimize the use of pesticides, herbicides, and insecticides on school properties*
2. *Adopt Integrated Pest Management (IPM) practices*

- Adopt ordinances that support reducing light pollution.
- California Specific: Pass a resolution to protect over-wintering monarch butterfly habitat on public and private lands.

Questions or Comments

Do you have any questions or comments?



HOWELL MICHIGAN

**THIS SITE PROVIDES MILKWEEDS, NECTAR SOURCES,
AND SHELTER NEEDED TO SUSTAIN MONARCH
BUTTERFLIES AS THEY MIGRATE THROUGH NORTH AMERICA.**





**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: KYM LOCKHART, PUBLIC INFORMATION OFFICER
DATE: MARCH 17, 2025
RE: CIVIC EVENT APPLICATION, MEMORIAL DAY PARADE

Attached is the completed Civic Event Application, filed by the American Legion Post 141 (Brian Gillette) for the 2025 Memorial Day Parade. This event will take place on Monday, May 26, 2025, from 10:00 am. to 11:00 a.m., with setup beginning at 8:30 a.m. and clean up ending by 12 noon.

The staff have reviewed the application, and their comments are attached.

The City of Howell co-sponsors this parade, and the American Legion Post 141 will not be charged.

ACTION REQUESTED:

A motion to approve the Civic Event Application filed by the American Legion Post 141 (Brian Gillette) for the 2025 Memorial Day Parade. This event will take place on Monday, May 26, 2025, from 10:00 am. to 11:00 a.m., with setup beginning at 8:30 a.m. and clean up ending by 12 noon.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager

CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS AND COMMENTS

EVENT TITLE: Memorial Day Parade – 2025

Public Services:

Ray Kraft

Comments:

DPW has no comment, no cost

Police:

Mike Dunn

Comments:

Staff will continue to plan event with the American Legion representatives. No cost per agreement between City and Legion.

Fire:

Jamil Czubenko

Comments:

No comments or costs. We will be participating.

Community Development:

Kristi Troy

Comments:

No comments, no cost.

Downtown Development:

Kate Litwin

Comments:

No comments/no cost from DDA.

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: American Legion Post 141 Memorial Day Parade

Event Purpose: Parade

SPONSORING ORGANIZATION INFORMATION

Legal Business Name: American Legion Post 141

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

Address: 3265 W. Grand River City: Howell State/Zip: MI 48855

Mailing Address: City: State/Zip:

Telephone: 517-546-2534

Email Address: [REDACTED]

Contact Name: Brian Gillette

Title: Adjutant

Telephone: [REDACTED]

Cell Phone:

Email Address: [REDACTED]

CONTACT PERSON ON DAY OF EVENT

Name: Brian Gillette

Title: Adjutant

Address: 3265 W. Grand River City: Howell

Telephone: [REDACTED]

Cell Phone:

Email Address: [REDACTED]

TYPE OF EVENT (Check One)

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

EVENT INFORMATION

Event Date(s): May 26 2025

Rain Date(s): May 26 2025

Event Location(s): Describe & Attach Map - Map attached

Event Hours(s): 10:00am To 11:00am

Estimate date/time for set up: May 26 2025 8:30am

Estimate date/time for clean up: May 26 2025 12:00 noon

Describe set up and clean up procedures:

No clean up needed

EVENT INFORMATION (Continue)

Estimated Attendance: **2000 people**

Describe crowd control plans for this event:

None

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

None

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:

Chestnut between Clinton and Grand River, Grand River From George Street To Lakeview Cemetery b/w barnard Street

Street closed: date/time: **May 26, 2025 8:30am**

Street re-open: date/time: **May 26, 2025 12:00 noon**

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

Parade will begin on Grand River at Chestnut and end at Lakeview Cemetery

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:

Proposed time music will end:

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

Describe noise control:

EVENT INFORMATION (Continue)

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

- Barricades Quantity: 2
- Traffic Cones Quantity:
- Other (describe) Quantity:

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 type="checkbox"/> Tables: | Quantity: |
| <input type="checkbox"/> Tents: | Quantity: | <input type="checkbox"/> Rides: | Quantity: |
| <input type="checkbox"/> Awnings: | Quantity: | <input type="checkbox"/> Other (describe) | Quantity: |
| <input type="checkbox"/> Canopies: | Quantity: | <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.

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:

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.

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

Describe signs proposed locations, etc.

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 <i>Brian, [Signature]</i>	Date <i>3/5/25</i>
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 American Legion Post 141 (*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 Memorial Day Parade (*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 Brian, Gillette Date 3/5/25

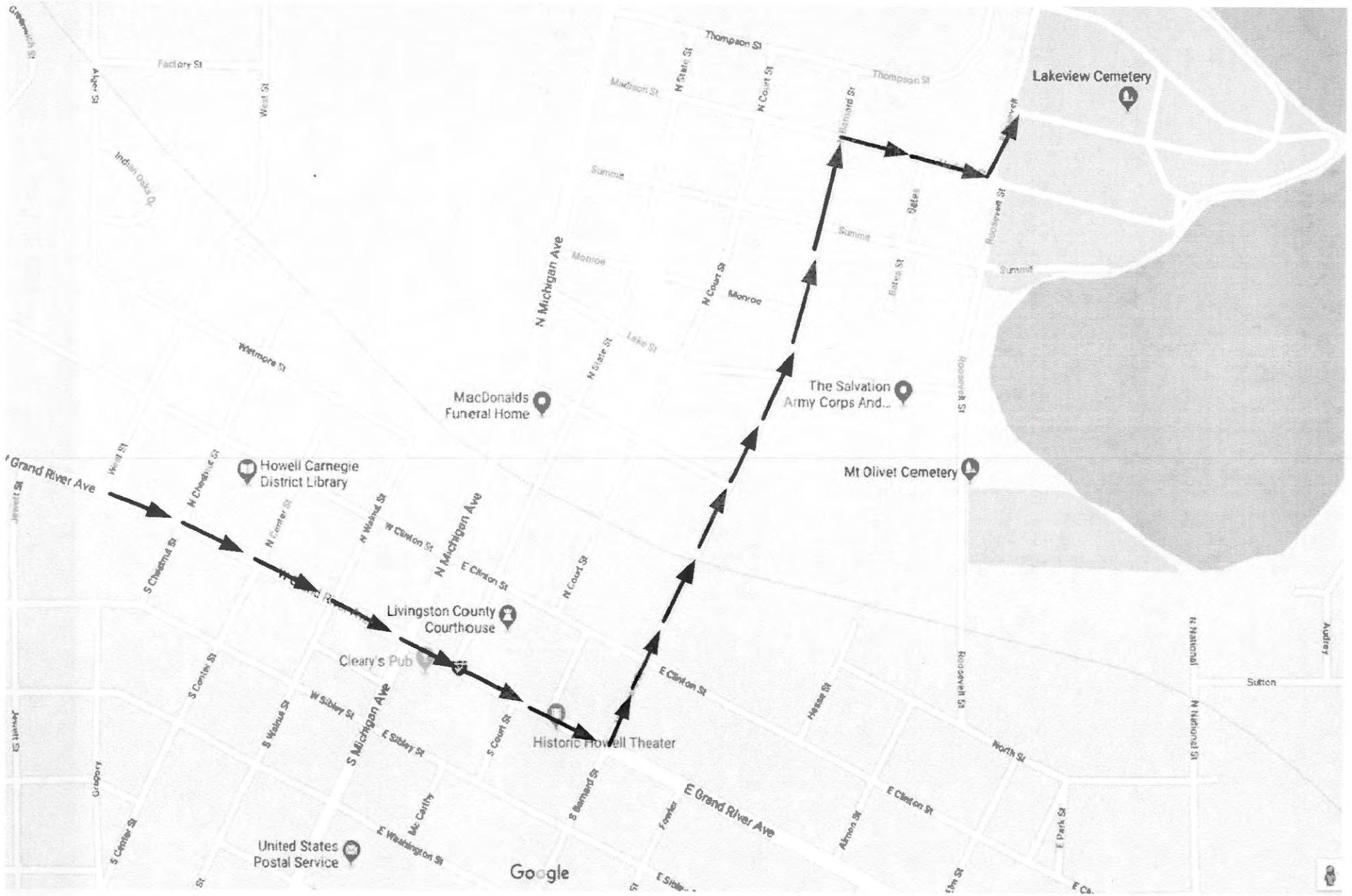
Printed Name Brian J. Gillette Title Adjutant

Witness gh Date 3/5/25

Printed Name Jennifer Hetherton



2025 Memorial Day Parade Route - Howell



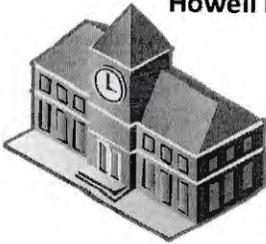
Line up at 9:30 am – Parade Starts at 10:00 am

Kosins Glass



Center Street

Howell Library



Chestnut Street (Staging)

Stage Area 1

1

West Street

Byron Road



Howell City Police

High School Band 2



Gold Star Mother, Commander 1

Veteran Float Grand River

Legion Color Guard 1

Aux, Vets, SAL Walking Units 1

ROTC Group 1

Howell Historical 1

Boy/Cub/Girl Scouts 1

Legion Riders 2

Red Cross Vehicle Grand River

Military Vehicles Grand River

EMS Vehicles Grand River

Sheriff Dept

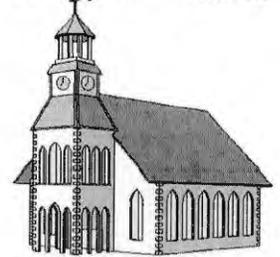
Fire Dept. Vehicles Grand River

Allowed Through Barricades:
To line up for parade

American Legion Vet. Trailer
EMS
Fire
Military Vehicles

Center Street

1st Presbyterian Church



Chestnut Street (Staging)

Stage Area 2

2

West Street

George Street





**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: KYM LOCKHART, PUBLIC INFORMATION OFFICER
DATE: MARCH 17, 2025
RE: CIVIC EVENT APPLICATION, ART IN THE GARDEN 2025

Attached is the completed Civic Event Application, filed by Howell Main Street Inc. (Kate Litwin) for Art in the Garden. This event will occur on Saturday, June 7th, 2025, from 11:00 a.m. to 3:00 p.m. with setup beginning at 9:00 a.m. and clean up ending by 5:00 p.m. A rain date has been scheduled for June 14, 2025, at the same time.

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

ACTION REQUESTED:

A motion to approve the Civic Event Application filed by Howell Main Street Inc. (Kate Litwin) for Art in the Garden. This event will occur on Saturday, June 7th, 2025, from 11:00 a.m. to 3:00 p.m. with setup beginning at 9:00 a.m. and clean up ending by 5:00 p.m., with a rain date scheduled for June 14, 2025, at the same time.

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 – 2025

<u>Public Services:</u>	Ray Kraft
Comments:	DPW has no comment, last year's cost was \$200.15
<u>Police:</u>	Mike Dunn
Comments:	No Comments / No Cost
<u>Fire:</u>	Jamil Czubenko
	No comments or costs
<u>Community Development:</u>	Kristi Troy
Comments:	No comment, no cost.
<u>Downtown Development:</u>	Kate Litwin
Comments:	No comment / no cost

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.			
<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 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: [REDACTED]	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)			
<input type="checkbox"/> Marathon/Race	<input type="checkbox"/> Block Party	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Video or Film Production
<input checked="" type="checkbox"/> Festival/Fair	<input type="checkbox"/> Wedding	<input type="checkbox"/> Other (describe) _____	
EVENT INFORMATION			
Event Date(s): June 7, 2025			
Rain Date(s): June 14, 2025			
Event Location(s): Parking Lot #3			
Event Hours(s): 11:00 am- 3:00 p.m.			
Estimate date/time for set up: June 7, 9:00 a.m.			
Estimate date/time for clean up: June 7, 3:00 p.m.- 5:00 p.m.			
Describe set up and clean up procedures: Get food vendor in place, set up area for community project, 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: 200-300

Describe crowd control plans for this event: While we will close the Parking 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 run through an iPhone 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: Parking Lot 3

Parking lot(s) closed: date/time: June 7, 2025 at 8:00 a.m.

Parking lot(s) re-open: date/time: June 5, 2025 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 1 & EG Nash

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 7 2023 at 10:00 a.m.

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

Proposed location of live band/disc jockey/loudspeakers/equipment: Within parking lot 3, pointed toward Michigan Ave.

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 Parking Lot from all entrances.
- Traffic Cones Quantity:
- Other (describe) Quantity: 7 picnic tables, 10 disposable trash cans with liners, Gator

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. Need 1 source for audio equipment, but if access isn't available we will find another source instead of having DTE pull power and incurring that cost.

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, per usual

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 inside of the event space, featuring sponsor logos and event details

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 3/4/25
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.

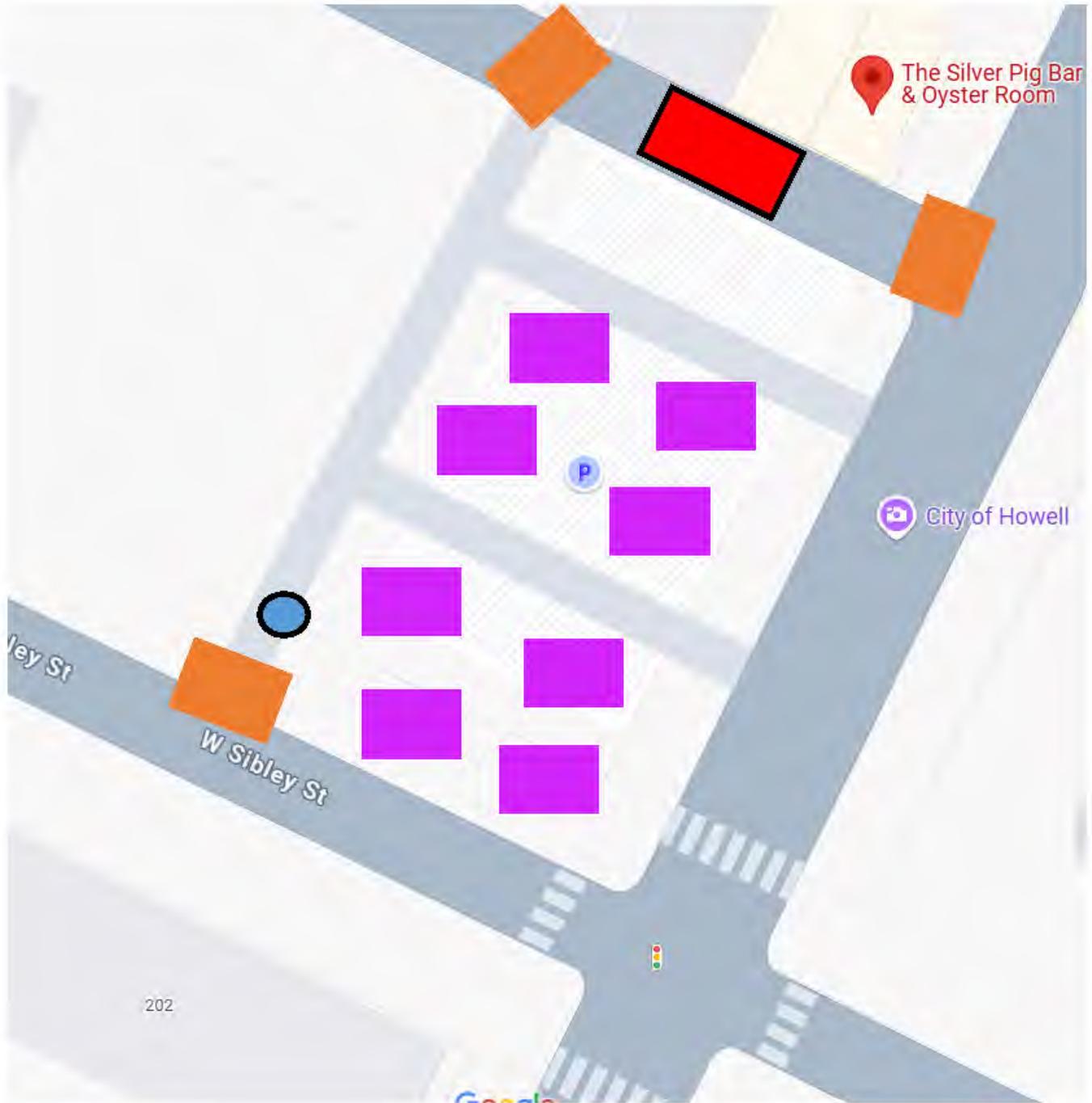
Signature  Date 3/4/25

Printed Name Kate Litwin Title C.O.O.

Witness  Date 3/4/25

Printed Name Lexie Wilcox

Art in the Garden 2025



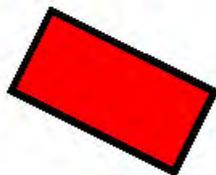
Road Closed Barricade



Music



Activity Table



Food Truck/Vendors



June 7, 2025

Schedule of Events

8:00a: Parking Lot 3 closes to traffic

9:00a: Set-up begins, vendors arrive

11:00a-3:00p: Event Runs

3:00p-5:00p: Tear down event

5:00p: Parking Lot re-opens



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: KYM LOCKHART, PUBLIC INFORMATION OFFICER
DATE: MARCH 17, 2025
RE: CIVIC EVENT APPLICATION, PRIDE ALLIANCE OF LIVINGSTON PARADE

Attached is the completed Civic Event Application, filed by Livingston Diversity Council (Nicole Matthews-Creech), for the Pride Alliance of Livingston Parade. This event will take place on Saturday, June 14, 2025, from 12 p.m. to 4 p.m.

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 city services utilized.

ACTION REQUESTED:

A motion to approve the Civic Event Application filed by the Livingston Diversity Council (Nicole Matthews-Creech) for the Pride Alliance of Livingston Parade, which will take place on Saturday, June 14, 2025, from 12 p.m. to 4 p.m.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager

CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS AND COMMENTS

EVENT TITLE: Pride Alliance of Livingston Parade – 2025

Public Services:

Ray Kraft

Comments:

DPW has no comments; last year's cost was \$50.04

Police:

Mike Dunn

Comments:

PD is working with LDC on operational planning. There has been no cost in previous years as no officer has been assigned; however, PD will be assigned this year, and LDC is aware of the costs for the assignment.

Fire:

Jamil Czubenko

FD only requires the Food trucks to comply with the Food Truck application and inspections. No costs or further comments.

Community Development:

Kristi Troy

Comments:

No comments, no cost.

Downtown Development:

Kate Litwin

Comments:

No comments, no cost from DDA.

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: Pride Alliance of Livingston - 5th Annual Parade

Event Purpose: Celebrating Pride Month with ALL of our community

SPONSORING ORGANIZATION INFORMATION

Legal Business Name: Livingston Diversity Council

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

Address: PO Box 202 City: Howell State/Zip: MI 48844

Mailing Address: PO Box 202 City: Howell State/Zip: MI 48844

Telephone: [REDACTED] Email Address: livingstondiversitycouncil@gmail.com

Contact Name: Nicole Matthews-Creech Title: Executive Director

Telephone: [REDACTED] Cell Phone: [REDACTED] Email Address: livingstondiversitycouncil@gmail.com

CONTACT PERSON ON DAY OF EVENT

Name: Nicole Matthews-Creech Title: Executive Director

Address: [REDACTED] City: [REDACTED]

Telephone: [REDACTED] Cell Phone: [REDACTED] Email Address: livingstondiversitycouncil@gmail.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): Saturday, June 14, 2025

Rain Date(s): N/A - Event is rain or shine

Event Location(s): Describe & Attach Map Courthouse lawn/amphitheater and sidewalks for parade

Event Hours(s): 12:00 - 4:00 pm

Estimate date/time for set up: June 14, 2025 - 11:00 am

Estimate date/time for clean up: June 14, 2025 - 5:00 pm

Describe set up and clean up procedures: Courthouse lawn will include, tables, tents, and lawn games for kids. Amphitheater will hold sound system + additional space for attendees to gather. All vendors + volunteers will assist with setup and clean up. All trash will be disposed of properly - additional trash receptacles will be provided.

EVENT INFORMATION (Continue)

Estimated Attendance: *Approximately 400-500, based on previous years.*

Describe crowd control plans for this event: *Crowd will be monitored and managed by organization, staff and volunteers. Parade route will be defined ahead of event and boundaries will be established / maintained throughout event.*

Describe the Civic Event's impact on adjacent commercial and residential property: *Impact will be limited - local businesses will be notified & prepared for this annual event. Many businesses support and attend the event.*

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

Describe sidewalk use: *Sidewalks will be used for planned parade route - See attached*

Will street closures be necessary? YES NO *Any crossing of the street will occur at street lights using crosswalks.*

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

Describe street closures: *N/A*
We will be working with Howell Police Dept. to block traffic when crossing. per conversation with Chief Dunn on 3/4/25

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: *N/A*

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: *12:00 pm*

Proposed time music will end: *4:00 pm*

Proposed location of live band/disc jockey/loudspeakers/equipment: *DJ & performers will be located in the amphitheater. Speakers will be located in this area as well as the front lawn.*

Describe noise control: *This is a daytime event - volume will be maintained at a reasonable level.*

EVENT INFORMATION (Continue)

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

- Barricades Quantity: *6* *For the purpose of blocking parallel parking in front of the courthouse*
- Traffic Cones Quantity: *12*
- Other (describe) Quantity:

Will the following be constructed or located in the event area? *No stakes will be used*
No stakes of any kind allowed on asphalt.

- | | |
|--|--|
| <input type="checkbox"/> Booths: Quantity: | <input checked="" type="checkbox"/> Tables: Quantity: <i>25-30</i> |
| <input checked="" type="checkbox"/> Tents: <i>10x10</i> Quantity: <i>25-30</i> | <input type="checkbox"/> Rides: Quantity: <i>under tents</i> |
| <input type="checkbox"/> Awnings: Quantity: | <input type="checkbox"/> Other (describe) Quantity: |
| <input type="checkbox"/> Canopies: Quantity: | <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:

N/A

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

Access to live electrical outlets in the amphitheater and west side of the courthouse

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 truck vendors will be invited to apply to serve at the event, limit of three (3). All will submit contract and will be setup for inspection by City if required requested.*

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.

N/A

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

Describe signs proposed locations, etc. *Signs will be directional & will be attached to tents / tables*

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:

will provide insurance prior to event per requirement above

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

Nicole Waller-Creed

Date *3/11/25*

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 Livingston Diversity Council (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 Pride Alliance of Livingston Parish (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 Nicole Matthews Creech Date 3/11/25

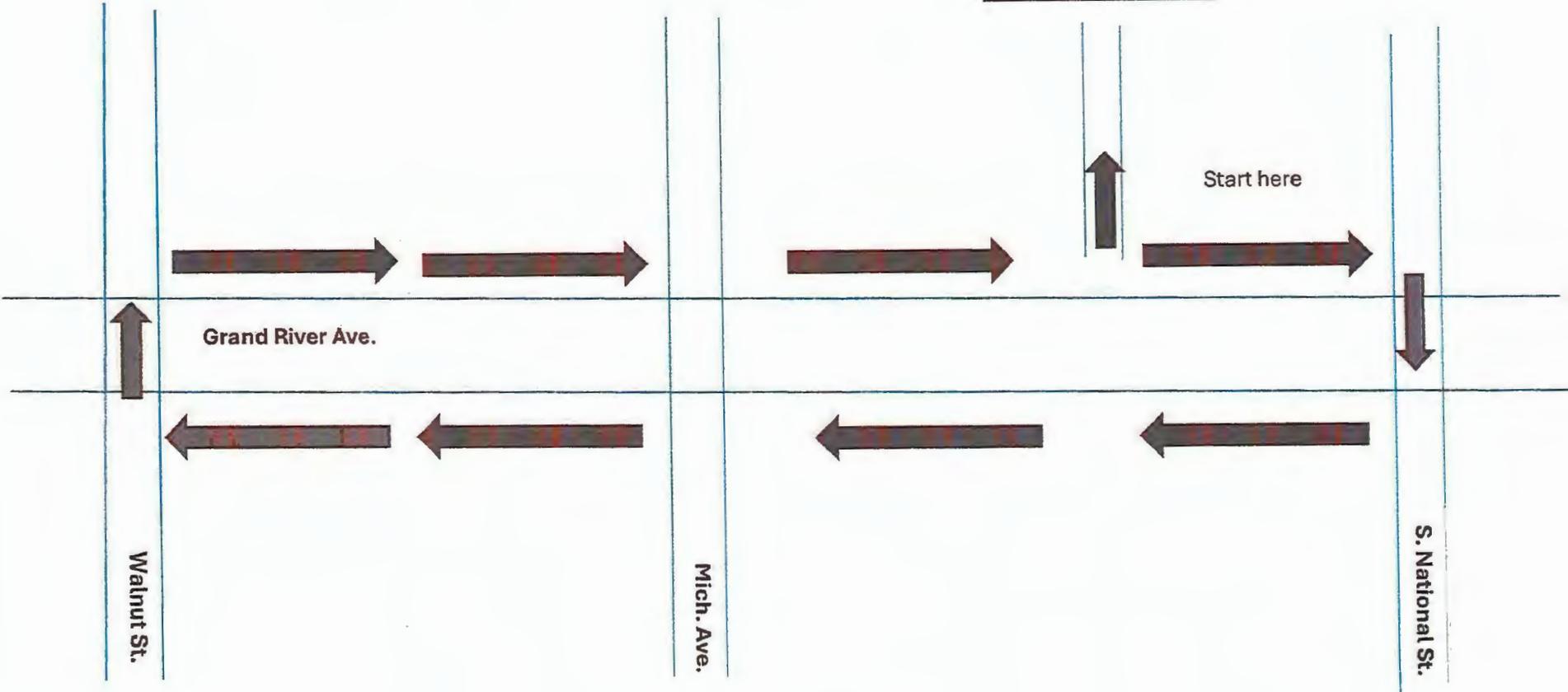
Printed Name Nicole Matthews Creech Title Executive Director

Witness _____ Date _____

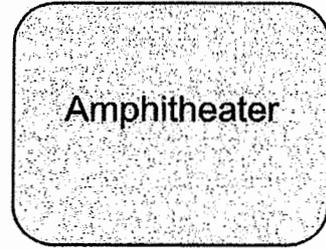
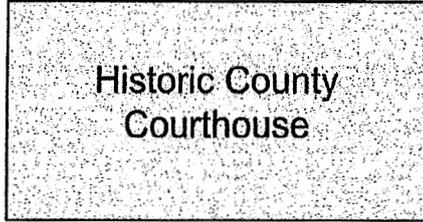
Printed Name _____

**WALKING PARADE ROUTE
PRIDE PARADE 2025**

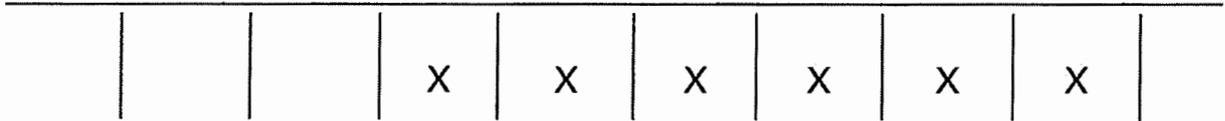
Courthouse



5th Annual Pride Parade Event (06/14/2025)
Map for requested food truck parking



Requesting 6 parking spaces for 3 food trucks



Grand River Ave.



Pride Alliance of Livingston
Pride Month Parade Event Agenda
Saturday, June 14th 12:00 pm-4:00 pm

- 11:00 am – Event committee and volunteers arrive on location
- 11:15 am – Set up on courthouse lawn and amphitheater commences
- 11:45 am – Volunteers take placement at assigned locations
- 12:00 pm – Attendees arrive at location, visit information and vendor tables, visit food trucks
- 12:30 pm – Event begins with emcee, presenters and musical performance
- 1:00 pm – Parade commences from courthouse sidewalk, proceeds east to parade route
- 1:30 pm – Parade ends with attendees returning to courthouse sidewalk
- 1:30-4:00 pm – Attendees visit information/vendor tables, listen to music played by DJ, visit food trucks
- 4:00 pm – Event volunteers attend to tear down and clean up
- 5:00 pm – Event is complete



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: KYM LOCKHART, PUBLIC INFORMATION OFFICER
DATE: MARCH 17, 2025
RE: CIVIC EVENT APPLICATION, ROCK THE BLOCK 2025

Attached is the completed Civic Event Application for Rock the Block, filed by Howell Main Street Inc. (Kate Litwin). These events will take place on June 4th, July 9th, and August 6th, 2025, from 6:00 p.m. to 9:00 p.m., with setup beginning at 10 a.m. and clean up ending by 11 p.m. each day.

The staff have 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 city services utilized.

ACTION REQUESTED:

A motion to approve the Civic Event Application, Rock the Block, filed by Howell Main Street Inc. (Kate Litwin). These events will take place on June 4th, July 9th, and August 6th, 2025, from 6:00 p.m. – 9:00 p.m., with setup beginning at 10 a.m. and clean up ending by 11 p.m. each day.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager

CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS AND COMMENTS

EVENT TITLE: Rock the Block - 2025

Public Services:

Ray Kraft

Comments:

DPW has no comment, last year's cost was \$523.04

Police:

Mike Dunn

Comments:

PD – No comment / No cost

Fire:

Jamil Czubenko

Comments:

FD has no comment or cost.

Community Development:

Kristi Troy

Comments:

No comments, no cost.

Downtown Development:

Kate Litwin

Comments:

No comment

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.

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: klitwin@downtownhowell.org

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

Telephone: 517-540-6717 Cell Phone: [REDACTED] 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: 517-540-6717 Cell Phone: [REDACTED] Email Address: klitwin@downtownhowell.org

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 4 th : July 9 th : August 6th 2025

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.

- Booths: Quantity: Tables: Quantity: 12
- Tents: 1 Quantity: Rides: Quantity:
- Awnings: Quantity: Other (describe) Quantity:
- Canopies: 1 Quantity: *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 <u>2/21/25</u>
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

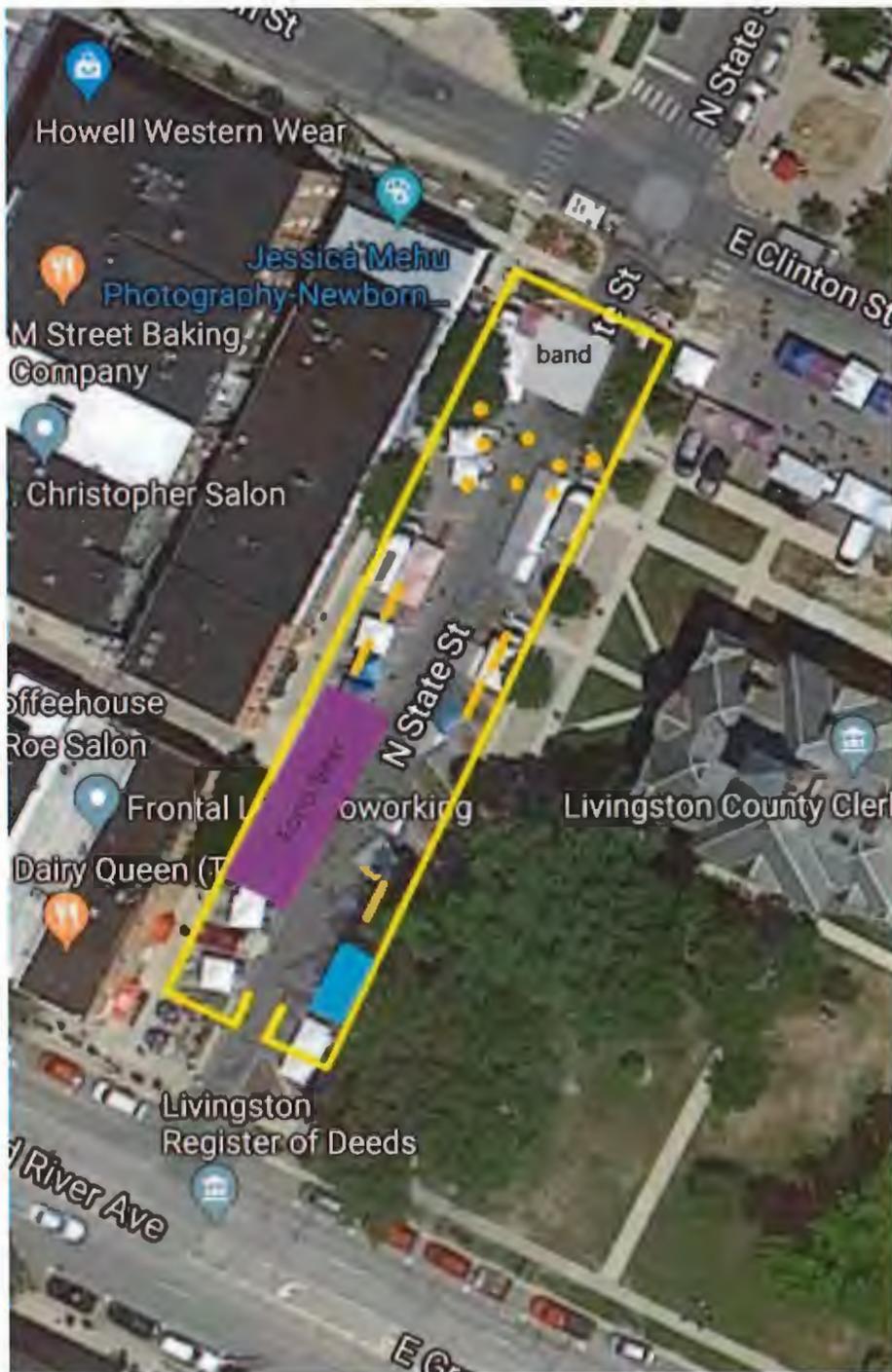
The Howell Main Street Inc. (*event sponsor*) agrees to defend, indemnify, and hold harmless the City of Howell, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Rock the Block (*event name*) by reason of any 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 2/21/25

Printed Name Kate Litwin Title C.O.O.

Witness  Date 2/21/25

Printed Name Lexie Wilcox



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

Rock the Block 2025

(June 4th, July 9th, Aug 6th)

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



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: KYM LOCKHART, PUBLIC INFORMATION OFFICER
DATE: MARCH 17, 2025
RE: CIVIC EVENT APPLICATION, BALLOONS AND BREWS 2025

Attached is the completed Civic Event Application, filed by the Howell Area Chamber of Commerce (Janelle Smith), for the Balloons and Brews event. This event will happen on Saturday, June 28, 2025, from 4 p.m. to 8 p.m. Setup will begin at 8 a.m., and clean-up will be completed by 10 p.m.

Staff have 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 city services utilized.

ACTION REQUESTED:

A motion to approve the Civic Event Application filed by the Howell Area Chamber of Commerce (Janelle Smith), for the Balloons and Brews event, happening on Saturday, June 28, 2025, from 4 p.m. to 8 p.m.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager

CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS AND COMMENTS

EVENT TITLE: Balloons & Brews – 2025

Public Services:

Ray Kraft

Comments:

DPW will continue to work with the Chamber, with location change; cost should be minimal

Police:

Mike Dunn

Comments:

PD: Location seems to be a great change from previous years. PD Rep for Balloon Fest will continue to work with the Chamber up to the date of the event to ensure a proper emergency action plan is in place. No Cost

Fire:

Jamil Czubenko

I'm assuming that this event will be outside only and not inside the Red Cross building. If so, there are no further comments or costs.

Community Development:

Kristi Troy

Comments:

No comment, no cost

Downtown Development:

Kate Litwin

Comments:

No comments/No cost from DDA

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: **Balloon & Brews**

Event Purpose: **Community Development**

SPONSORING ORGANIZATION INFORMATION

Legal Business Name: **Howell Area Chamber of Commerce**

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

Address: **123 E. Washington St.** City: **Howell** State/Zip: **MI 48843**

Mailing Address: **same as above** City: State/Zip:

Telephone: **517-546-3920** Email Address: **jsmith@howell.org**

Contact Name: **Janelle Smith** Title: **President**

Telephone: **517-546-3920** Cell Phone: [REDACTED] Email Address: **jsmith@howell.org**

CONTACT PERSON ON DAY OF EVENT

Name: **Laura Pinozzi** Title: **Committee Chair**

Address: **123 E. Washington St** City: **Howell**

Telephone: Cell Phone: [REDACTED] Email Address: [REDACTED]

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 28th, 2025**

Rain Date(s): **June 28th, 2025**

Event Location(s): Describe & Attach Map **Red Cross Parking Lot 1372 W. Grand River, Howell**

Event Hours(s): **4:00-8:00pm**

Estimate date/time for set up: **June 28th, 2025 8:00am-2:00pm**

Estimate date/time for clean up: **June 28th, 2025 8:00-10:00pm**

Describe set up and clean up procedures:
Parking lot will be barricaded off with only one point of entry and one exit point. Tent will be set up for the brewers, tables and chairs will also be set up for the attendees to sit. Space will be allocated for food trucks and portable restrooms.

EVENT INFORMATION (Continue)

Estimated Attendance: 300

Describe crowd control plans for this event: Parking lot will be barricaded to control attendees. Volunteers will manage entry and exit points

Describe the Civic Event's impact on adjacent commercial and residential property: Attendees will utilize BF parking so there will be more foot traffic on the sidewalks from both the East (Freshman Campus) and East (Howell High School parking-across from Challenger Elementary).

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

Describe sidewalk use: Foot traffic from the East and West side of the Red Cross building on the sidewalk in front of the Freshman Campus, Howell High School and Challenger Elementary School.

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:

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: 4:00pm

Proposed time music will end: 8:00pm

Proposed location of live band/disc jockey/loudspeakers/equipment: There will be either a DJ or live music under the event tent.

Describe noise control:

EVENT INFORMATION (Continue)

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

Barricades Quantity:

Traffic Cones Quantity:

Other (describe) Quantity: *Stanton posts with string to designate event area.*

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

No stakes of any kind allowed on asphalt.

Booths: Quantity:

Tables: Quantity:

Tents: Quantity:

Rides: Quantity:

Awnings: Quantity:

Other (describe) Quantity:

Canopies: Quantity:

*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: *Cornhole*

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

accessible through the red cross building

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. DPW is requested to fill water barrels to secure the main tent.*

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

Describe: *Food license required for food vendors.*

Community registered and food compliant food vendors will be utilized for food.

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. *see attached*

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

Describe signs proposed locations, etc.

IDs will be checked to ensure only those of legal drinking age are admitted at point of entry. Wristbands and tickets will be used to monitor those who have legally purchased a tasting ticket.

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

3/24/2025

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 Three Horse Creek Amphitheater (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 Bullwogs & Brews (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 [Handwritten Signature] Date 3/4/2025

Printed Name Genevieve Smith Title President

Witness [Handwritten Signature] Date 3/4/2025

Printed Name Diane Sample



APPLICATION FOR MEMBERSHIP ON CITY BOARD OR COMMISSION

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

Name in Full: Jeannette Ambrose

Home Address: 425 N. National St. Phone: [REDACTED]

E-Mail Address: [REDACTED]

Place of Employment: Self Title: _____

Business Address: _____

Business Phone: _____

Length of Residence in City: 22 years Own or Rent: Own

Are you a U.S. Citizen? Yes No

Educational Background:
University of Maryland Associates in Business

Occupational Background:
Homemaker

Community Activities:
Howell City Council 3yrs, HAPRA board 3yrs, Howell Planning Commission 10yrs?, Howell Board of Zoning Appeals 3+ yrs, Howell Design Committee 3yrs?

Board or Commission on which you are interested in serving:

- 1) Thompson Lake Board 2) _____
- 3) _____ 4) _____

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

Having lived on Thompson Lake over 20 years, I would like to give back to the community and better understand the management of the lake.

Additional information regarding experience, qualifications, etc.

I have been serving the community for almost 20 years and will show up prepared and ready to do my part to serve the board.

Have you ever attended the Howell Citizens Academy?

Yes No If yes, Date 19 yrs ago?

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

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

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

Yes No If yes, please explain.

References:

Name: Dr. Robert Ellis Relationship to you: From City Council
Telephone: 517-546-3500

Name: Erv Suida Relationship to you: From Howell city work
Telephone: 517-546-3500

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

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

Signature:  **Date:** 3/16/2025