



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



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 or download the My Howell MI app

Monday, April 10, 2023

**COUNCIL -
 MANAGER
 GOVERNMENT**

Council Members
 and other officials
 normally in
 attendance:

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

Ervin J. Suida
City Manager

Scott Mannor
Police Chief

Dennis L. Perkins
City Attorney

Deanna Robson
City Clerk

1. Regular Meeting Called to Order
2. Pledge of Allegiance (all stand)
3. Approval of Consent Agenda
 - A. Regular Meeting Minutes, March 27, 2023
 - B. Bills
 - C. Bennett Roof Project
 - D. Don Miller Park Playground
4. Call to the Public – Items not on the Agenda
5. Reports by Council Members Serving on Boards & Commissions
6. Public Hearing – Community Development Block Grant Funding, Depot Lot and Walnut Street Improvement Project
7. Discussion/Approval – Resolution No. 2023-07, To Authorize Community Development Block Grant (CDBG) Public Gathering Spaces (PGS) Grant Application for the Howell Depot Lot and Walnut Street Improvement Project
8. Discussion/Approval - CDBG Public Gathering Spaces Initiative, Depot Lot Reconstruction
9. Discussion/Adoption – Resolution No. 2023-06, Arbor Day Proclamation
10. Discussion/Adoption – Resolution No. 2023-04, Scofield Park and Howell Boat Launch Pass Fee Structure
11. Discussion/Approval – Civic Events:
 - A. Howell Sunday Farmers Market
 - B. Memorial Day Parade
 - C. Pride Alliance of Livingston Parade

*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.*

12. Council Correspondence: John Davis letter of resignation from Local Officers Compensation Commission
13. Discussion/Approval – Deputy Clerk Appointment
14. Board/Commission Reappointments:
 - A. Board of Zoning Appeals, Victoria Hertrich, term ending April 30, 2026
 - B. Thompson Lake Board, Leonard Mattson, term ending April 30, 2025
 - C. Planning Commission, Jan Lobur, term ending April 30, 2024
15. City Manager’s Report
16. Unfinished Business
17. New Business
18. Closed Session
 - A. Citizens Insurance Company v City of Howell MTT
 - B. Attorney/Client Privilege
19. Adjournment

Public Comment Guidelines

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

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

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

Regular Meeting of the Howell City Council
Monday, March 27, 2023
Howell City Council Chambers – Lower Level
611 E. Grand River Ave.
Howell, Michigan 48843

1. CALL TO ORDER

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

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

Council Members Absent: Jacob Schlittler and Erin Britten.

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

Others in Attendance: DPS Director Matt Davis, Finance Director Alyssa Alden, Pat McGow, Jim Glenn, Randie Clawson, Anne Lott, Mike O’Leary, Katy Michalski, Kathy Proctor, Tom Richardson, Caron Davis, Sandra Mitchell, Jill Johnston and Tracy Pease.

2. PLEDGE OF ALLEGIANCE

3. APPROVED – CONSENT AGENDA

MOTION by Wilson, SECOND by Lobur, “To approve the consent agenda as presented.” Member Clos inquired about potential rental revenues from the kayak launch and City Manager Suida responded that rental kayaks, canoes, etc. are not anticipated until the following year. Member Hertrich asked if the Scofield Park restrooms could be used as tornado shelters and DPS Director Davis replied that he did not believe so. Mayor Ellis reviewed the items recommended for purchase on the consent agenda. Mayor Pro Tem Lobur noted the lengthy wait time after items have been ordered. City Manager Suida added that the restrooms and kayak launch were included in the Spark grant original submittal; would be covered if the City received the grant; but were still necessary improvements regardless. Member Clos confirmed that the park purchases were budgeted using ARPA funds. MOTION CARRIED (5-0).

4. CITIZENS’ COMMENTS

Randie Clawson, 381 Dorchester Drive, recommended the City provide public resting areas for people who do not have transportation but may come to Howell for an appointments.

5. REPORTS BY COUNCIL MEMBERS SERVING ON COMMISSIONS

Member Hertrich reported on the March 21st HAPRA meeting: approved the 2022 audit; discussed sustainable funding for HAPRA; the Easter egg hunt will be theme-based this year with an additional flashlight egg hunt; a 100 hours outside program is being implemented; pickleball courts inside the Oceola Center will be relined; staff had a meeting with Cleary University to try to find areas to collaborate; and held a closed session to meet with the HAPRA attorney..

Mayor Pro Tem Lobur reported on the March 16th Planning Commission meeting: held a public hearing for a proposed Planned Unit Development at 227 N. Barnard; denied the Site Plan and Special Land Use for the vacant gas station at 401 E. Grand River because it did not meet the minimum standards; approved a site plan extension for 215 S. Michigan; and briefly discussed the community profile section of the Master Plan.

Mayor Pro Tem Lobur reported on the March 23rd SEMCOG meeting: she was elected to the Executive Committee; approved regional development forecast and operating budget; and briefly discussed regional infrastructure water priorities.

Member Clos, SEMCOG Alternate Delegate, added that grant funding options for the transportation alternatives program are scheduled in the near future and may be good opportunities for the City.

Mayor Ellis reported on the March 14th Howell Carnegie District Library Board meeting: set dates for nominating and finance committee meetings; and discussed the library property north of Clinton Street, deciding to obtain an appraisal.

Mayor Ellis reported on the March 15th Howell Area Fire Authority meeting: the updated website was approved to go live; obtained a new command vehicle; deferred purchase of a fire engine because a suitable vehicle could not be procured without a four year delay; and planned to consider a purchase agreement for the ladder truck at the next meeting.

Mayor Ellis reported on the March 22nd DDA meeting: Howell Main Street Impact Report was presented, proposed budget for the next fiscal year was approved and will be presented to Council for final approval; the new website will go live in mid-April; and many new businesses have opened downtown.

6. COUNCIL CORRESPONDENCE:

A. Howell High School Marching Band request for pavilion use and fee waiver, May 29, 2023

MOTION by Lobur, SECOND by Hertrich, "To approve the Howell High School Band Boosters request for use of the Rotary Pavilion for their annual picnic after the Memorial Day Parade on May 29, 2023, 11:30 a.m. – 3:30 p.m., with waiver of pavilion rental and park entry fees." Member Wilson inquired about participation and Member Hertrich inquired about parking and transportation.

Jill Johnston, HHS Booster Treasurer, responded that they have held the event for at least 15 years; are rebuilding after the pandemic; and participants are usually transported by buses to the parade and then asked to carpool to the event at the park. MOTION CARRIED (5-0).

B. Letter from State Representative Ann Bollin regarding Proposal 2 Implementation

Mayor Ellis introduced the correspondence, noting that the City has hired an Election Coordinator; the Clerk has informed Council of increased budget needs; and the Clerk's Department has been staying current on training. Brief discussion followed regarding anticipated election needs; pending guidance from the State of Michigan; and benefits of moving the City Hall voting precinct to the 1st floor. Council voiced support for the Clerk's Department.

7. BOARD/COMMISSION APPOINTMENTS:

MOTION by Clos, SECOND by Wilson, "To postpone Board and Commission reappointments until the April 10th meeting when all Council members are expected to be in attendance." Member Wilson expressed his appreciation for the opportunity to speak with one of the candidates. MOTION CARRIED (5-0).

8. APPROVED – RESOLUTION 2023-05, NOTICE OF INTENT, CAPITAL IMPROVEMENT BONDS

MOTION by Clos, SECOND by Hertrich, "To approve the Notice of Intent Resolution No. 2023-05, for Capital Improvement Bonds in the amount of \$2,400,000, to pay all or part of the cost to acquire, construct, furnish, and equip improvements and renovations to the City Hall facility for City municipal offices and Police Department facilities, including all related site improvements." Mayor Ellis noted that 3rd floor rental income should subsidize the bond payment. Pat McGow, Miller Canfield Bond Attorney, informed Council that a resolution is very common in preliminary steps for bond projects and is a referendum right for citizens. He added that the bond amount noted in the resolution included potential increases in labor and materials, but the actual bond amount will be set at later date with a resolution for Council to authorize the bonds, followed by a competitive bid process. Member Wilson inquired if the bonds would be callable and Attorney McGow confirmed, adding that they could be prepaid early in order to obtain a lower rate. MOTION CARRIED (5-0).

9. APPROVED – ENGINEERING PROPOSAL, CITY HALL RENOVATIONS

MOTION by Lobur, SECOND by Wilson, "To approve the architectural proposal for Phase 2 of the City Hall renovations, for an amount not to exceed \$233,000.00 to Lindhout Associates." Mike O'Leary, Lindhout Associates, informed Council that the proposal was created to cover fees for phases 2-4. Member Hertrich inquired about the timeline and Mr. O'Leary responded that completion is anticipated well before the November 2024 election. Member Wilson inquired about some of the amenities planned in the phases. MOTION CARRIED (5-0).

10. APPROVED – CITY ATTORNEY RATE ADJUSTMENT

MOTION by Wilson, SECOND by Clos, “To approve the City Attorney agreement and fee schedule as provided.” Mayor Ellis noted that City Attorney Perkins has provided outstanding service and his fees have not been raised in 19 years. Member Clos expressed his appreciation for the information provided, as well as attorney fees in surrounding communities. Mayor Pro Tem Lobur also voiced her gratitude. MOTION CARRIED (5-0).

11. INTRODUCED – RESOLUTION 2023-04, SCOFIELD PARK & BOAT PASS FEE STRUCTURE

Member Hertrich introduced Resolution No. 2023-04, Scofield Park and Boat Pass Fee Structure.” Mayor Ellis stated that the revised fee structure would simplify administration of park and boat passes, making them easier to track. Finance Director Alyssa Alden noted that the revision created a single fee structure and payment code for a specific revenue account; and that tracking would be more efficient and easier to interpret. City Manager Suida added the lower rate would also offset the periodic unavailability of some facilities during scheduled park improvements.

12. CITY MANAGER’S REPORT

City Manager Suida stated that Deputy Police Chief Dunn recently returned from an exceptional opportunity for FBI Academy training. Police Chief Mannor added that the prestigious training was specific to Police Administrators and very difficult in which to get accepted.

Police reports will be included in off week Council packets due to staffing of previously vacated positions.

Council will receive a cover memo and line item budget next week; and the Budget Work Session is scheduled for April 17th.

The Board of Review met last week. City Manager Suida expressed his appreciation for all those involved including the Board of Review members, Assessor Peter Augustino and previous Assessor Ashley Winstead

City Manager Suida met with several Livingston County Commissioners regarding the Depot Lot to determine funding opportunities. The planned development presents a unique and immense resource for the City and surrounding communities. Plans will be presented at a future County Board of Commissioners meeting, and staff will continue to seek additional partnerships.

13. UNFINISHED BUSINESS

Tracy Pease, founder of Allies Becoming Co-conspirators for Justice (ABC for Justice) stated that her client was recently stopped by police, and she had advised him to sue for racial profiling and discrimination.

14. NEW BUSINESS

MOTION by Wilson, SECOND by Lobur, "To excuse Members Britten and Schlittler from the meeting, reasons stated." MOTION CARRIED (5-0).

15. ADJOURMENT

MOTION by Wilson, SECOND by Clos, "To adjourn the regular meeting of the City Council at 7:42 p.m." MOTION CARRIED (5-0).

Robert Ellis, Mayor

Deanna Robson, City Clerk

**CITY OF HOWELL
WARRANT COVER
April 10, 2023**

<u>NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Accounts Payable	\$ 453,155.67	
	Less DDA \$ (3,282.86)	
TOTAL	<u>\$ 449,872.81</u>	
MERS Pay Date	\$ 146,994.26	March 2023
Payroll Pay Date 3/30/23	\$ 204,049.42	3/12/23 - 3/25/23

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HOWELL
 EXP CHECK RUN DATES 03/28/2023 - 03/28/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GN1ST VENDOR CODE: LAFONT FOR

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 640 EQUIPMENT POOL FUND							
Dept 441 PUBLIC SERVICE DEPARTMENT							
640-441-981.000	03/28/23	LAFONTAINE FORD OF LANSING	2023 FORD RANGER	32823	03/28/23	38,800.00	103381
			Total For Dept 441 PUBLIC SERVICE DEPARTMENT			38,800.00	
			Total For Fund 640 EQUIPMENT POOL FUND			38,800.00	
			Total For All Funds:			38,800.00	
--- TOTALS BY GL DISTRIBUTION ---							
		640-441-981.000	VEHICLES - POLICE			38,800.00	
--- FUND TOTALS BY VENDOR ---							
		Fund 640 EQUIPMENT POO					
		LAFONT FOR - LAFONTAINE FORD OF LANSING				38,800.00	
		TOTAL FUND 640 EQUIPME				38,800.00	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 000 GENERAL							
101-000-004.000	03/30/23	PETTY CASH	INCREASE PETTY CASH - FINANCE & POL	03302023	04/11/23	600.00	
101-000-004.002	03/30/23	PETTY CASH	INCREASE PETTY CASH - FINANCE & POL	03302023	04/11/23	825.00	
101-000-283.000	03/09/23	CARLISLE/WORTMAN ASSOCIATES IN	SLU-401 E. GRAND RIVER	Multiple	04/11/23	2,170.00	
101-000-283.000	03/17/23	HUBBELL ROTH & CLARK, INC	BARNARD STATION CONDO REVIEW	0204689	04/11/23	244.30	
Total For Dept 000 GENERAL						3,839.30	
Dept 101 MAYOR & COUNCIL							
101-101-860.000	03/27/23	LOBUR, JAN	MILEAGE - SEMCOG GENERAL ASSEMBLY	03272023	04/11/23	71.79	
Total For Dept 101 MAYOR & COUNCIL						71.79	
Dept 172 CITY MANAGER							
101-172-727.000	04/06/23	AALPHA DISTRIBUTING, LLC	#10 WINDOW ENVELOPES	1168	04/11/23	48.50	
101-172-727.000	03/31/23	IMAGE ONE	COPIER CONTRACT - MARCH 2023	707800	04/11/23	160.13	
Total For Dept 172 CITY MANAGER						208.63	
Dept 191 FINANCE							
101-191-727.000	04/06/23	AALPHA DISTRIBUTING, LLC	#10 WINDOW ENVELOPES	1168	04/11/23	48.50	
101-191-727.000	03/31/23	IMAGE ONE	COPIER CONTRACT - MARCH 2023	707800	04/11/23	215.99	
101-191-801.000	03/24/23	PLANTE & MORAN PLLC	PROFESSIONAL SERVICES - MARCH 2023	2263417	04/11/23	5,855.00	
Total For Dept 191 FINANCE						6,119.49	
Dept 215 CLERK							
101-215-727.000	04/06/23	AALPHA DISTRIBUTING, LLC	#10 WINDOW ENVELOPES	1168	04/11/23	48.50	
101-215-860.000	03/25/23	JARSON, SUSAN	MILEAGE, POSTAGE, AND MEALS	03252023	04/11/23	175.66	
101-215-930.010	11/30/22	SHRED EXPERTS LLC	MONTHLY DOCUMENT SHREDDING SERVICE	131878	04/11/23	105.00	
Total For Dept 215 CLERK						329.16	
Dept 228 INFORMATION TECHNOLOGY DEPT							
101-228-822.001	03/27/23	GRACON SERVICES INC	LAN EXTRA CARE HOURS	15094	04/11/23	3,200.00	
101-228-980.008	03/20/23	GRACON SERVICES INC	MICROSOFT 365 LICENSING	15087	04/11/23	21,407.00	
Total For Dept 228 INFORMATION TECHNOLOGY DEPT						24,607.00	
Dept 247 BOARD OF REVIEW							
101-247-712.002	03/27/23	FISHER, DAVID	MARCH BOARD OF REVIEW	MARCH 2023	04/11/23	533.88	
101-247-712.002	03/27/23	PATTON, SCOTT	MARCH BOARD OF REVIEW	MARCH 2023	04/11/23	533.88	
101-247-712.002	03/27/23	TIMOTHY SCHNELLE	MARCH BOARD OF REVIEW	MARCH 2023	04/11/23	533.88	
Total For Dept 247 BOARD OF REVIEW						1,601.64	
Dept 265 CITY HALL							
101-265-775.001	03/10/23	OFFICE DEPOT	OFFICE & JANITORIAL SUPPLIES	302969374001	04/11/23	144.90	
101-265-804.005	03/29/23	CINTAS	FLOOR MATS	4150886346	04/11/23	89.16	
101-265-920.001	03/21/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 611 E. GRAND	Multiple	04/11/23	2,142.44	
101-265-931.000	03/17/23	BYRUM ACE HARDWARE	SUPPLIES	132136	04/11/23	26.97	
101-265-931.000	03/25/23	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - MARCH 2023	03252023	04/11/23	169.47	
Total For Dept 265 CITY HALL						2,572.94	
Dept 266 CITY ATTORNEY/OUTSIDE COUNSEL							
101-266-826.002	04/04/23	PERKINS, DENNIS, PLLC	PROFESSIONAL SERVICES - MARCH 2023	04042023	04/11/23	1,050.00	
101-266-826.003	04/04/23	PERKINS, DENNIS, PLLC	PROFESSIONAL SERVICES - MARCH 2023	04042023	04/11/23	1,596.00	
101-266-826.004	04/04/23	PERKINS, DENNIS, PLLC	PROFESSIONAL SERVICES - MARCH 2023	04042023	04/11/23	2,508.50	
Total For Dept 266 CITY ATTORNEY/OUTSIDE COUNSEL						5,154.50	
Dept 270 PERSONNEL							
101-270-727.000	04/06/23	AALPHA DISTRIBUTING, LLC	#10 WINDOW ENVELOPES	1168	04/11/23	48.50	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 270 PERSONNEL							
101-270-801.000	03/15/23	BASIC BENEFITS CLIENT PAYMENTS	COBRA FEE - MARCH 2023	IN2691568	04/11/23	42.75	
			Total For Dept 270 PERSONNEL			91.25	
Dept 276 LAKEVIEW CEMETERY							
101-276-920.001	03/21/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 803 ROOSEVEL	876903212023	04/11/23	703.67	
101-276-931.001	03/21/23	LOREA TOP SOIL & AGGREGATE	SUPPLIES	11440	04/11/23	92.00	
			Total For Dept 276 LAKEVIEW CEMETERY			795.67	
Dept 301 POLICE DEPARTMENT							
101-301-727.000	03/31/23	IMAGE ONE	COPIER CONTRACT - MARCH 2023	707800	04/11/23	273.29	
101-301-740.000	03/21/23	SPITLER, LINDSAY	GIVEAWAY PRIZES	03212023	04/11/23	68.96	
101-301-740.000	09/09/22	WASHTENAW COMMUNITY COLLEGE	POLICE ACADEMY BOOK FEES - V. JOHN	5574	04/11/23	300.00	
101-301-741.000	03/21/23	KOZOWICZ, KELLY	UNIFORM - BOOTS	03212023	04/11/23	106.00	
101-301-957.000	03/22/23	DOUGLAS, CRAIG	ECQC TRAINING	03222023	04/11/23	650.00	
101-301-957.003	03/25/23	MACNLOW ASSOCIATES	TRAINING - B. BRIGGS	2122	04/11/23	395.00	
			Total For Dept 301 POLICE DEPARTMENT			1,793.25	
Dept 371 BUILDING DEPARTMENT							
101-371-801.000	03/07/23	CARLISLE/WORTMAN ASSOCIATES IN	BUILDING DEPT. RETAINER	Multiple	04/11/23	5,809.80	
101-371-801.000	03/15/23	GRAPHIC SCIENCES, INC	DOCUMENT SCANNING	5199	04/11/23	34,662.01	
101-371-801.000	02/22/23	HUBBELL ROTH & CLARK, INC	FIRE STATION PROPERTY LINE ADJUSTME	0204126	04/11/23	702.24	
			Total For Dept 371 BUILDING DEPARTMENT			41,174.05	
Dept 447 ENGINEERING DEPARTMENT							
101-447-801.004	02/22/23	HUBBELL ROTH & CLARK, INC	GIS SUPPORT	Multiple	04/11/23	2,876.55	
			Total For Dept 447 ENGINEERING DEPARTMENT			2,876.55	
Dept 722 COMMUNITY DEVELOPMENT							
101-722-727.000	04/06/23	AALPHA DISTRIBUTING, LLC	#10 WINDOW ENVELOPES	1168	04/11/23	48.50	
101-722-727.000	02/03/23	FIRST IMPRESSION PRINT & MARK	PRINTING & MARKETING - PROPERTY VIO	81670	04/11/23	99.66	
101-722-801.000	03/09/23	CARLISLE/WORTMAN ASSOCIATES IN	PLANNING RETAINER	Multiple	04/11/23	4,727.50	
101-722-967.000	03/09/23	CARLISLE/WORTMAN ASSOCIATES IN	2022 MASTER PLAN RETAINER	2168494	04/11/23	3,377.50	
			Total For Dept 722 COMMUNITY DEVELOPMENT			8,253.16	
Dept 747 COMMUNITY ACTION PROMOTION							
101-747-740.000	03/22/23	GRAINGER	SUPPLIES	9649464949	04/11/23	53.55	
			Total For Dept 747 COMMUNITY ACTION PROMOTION			53.55	
Dept 751 RECREATION / PARKS DEPARTMENT							
101-751-967.000	02/22/23	HUBBELL ROTH & CLARK, INC	SCOFIELD PARK RENOVATIONS	Multiple	04/11/23	10,907.96	
			Total For Dept 751 RECREATION / PARKS DEPARTMENT			10,907.96	
Dept 757 PARKS/NEIGHBORHOODS							
101-757-775.000	03/22/23	BYRUM ACE HARDWARE	SUPPLIES	132599	04/11/23	33.95	
			Total For Dept 757 PARKS/NEIGHBORHOODS			33.95	
Dept 966 TRANSFERS IN/OUT							
101-966-999.059	03/30/23	HOWELL PARKS AND RECREATION	HAPRA 2ND QUARTER PARTICIPATION FEE	208.0330001	04/11/23	30,000.00	
			Total For Dept 966 TRANSFERS IN/OUT			30,000.00	
			Total For Fund 101 GENERAL FUND			140,483.84	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 202 MAJOR STREET FUND							
Dept 454 STORM SEWER MAINTENANCE							
202-454-775.000	03/21/23	LOREA TOP SOIL & AGGREGATE	SUPPLIES	11440	04/11/23	92.00	
			Total For Dept 454 STORM SEWER MAINTENANCE			92.00	
Dept 458 STREET RESURFACING							
202-458-967.000	03/17/23	HUBBELL ROTH & CLARK, INC	MAJOR STREET PAVING IMPROVEMENTS	Multiple	04/11/23	32,408.00	
202-458-967.006	03/17/23	HUBBELL ROTH & CLARK, INC	HSIP SAFETY GRANT	Multiple	04/11/23	6,742.37	
			Total For Dept 458 STREET RESURFACING			39,150.37	
Dept 463 ROUTINE MAINTENANCE							
202-463-775.000	03/22/23	GRAINGER	PARTS/SUPPLIES	9649516888	04/11/23	55.68	
			Total For Dept 463 ROUTINE MAINTENANCE			55.68	
Dept 538 STORM WATER MANAGEMENT							
202-538-801.004	02/22/23	HUBBELL ROTH & CLARK, INC	MS4 ASSISTANCE	Multiple	04/11/23	474.04	
			Total For Dept 538 STORM WATER MANAGEMENT			474.04	
			Total For Fund 202 MAJOR STREET FUND			39,772.09	
Fund 203 LOCAL STREET FUND							
Dept 454 STORM SEWER MAINTENANCE							
203-454-775.000	03/21/23	LOREA TOP SOIL & AGGREGATE	SUPPLIES	11440	04/11/23	92.00	
			Total For Dept 454 STORM SEWER MAINTENANCE			92.00	
Dept 463 ROUTINE MAINTENANCE							
203-463-775.000	03/21/23	BYRUM ACE HARDWARE	SUPPLIES	132509	04/11/23	7.99	
203-463-775.000	03/22/23	GRAINGER	PARTS/SUPPLIES	9649516888	04/11/23	55.68	
			Total For Dept 463 ROUTINE MAINTENANCE			63.67	
Dept 538 STORM WATER MANAGEMENT							
203-538-801.004	02/22/23	HUBBELL ROTH & CLARK, INC	MS4 ASSISTANCE	Multiple	04/11/23	474.04	
			Total For Dept 538 STORM WATER MANAGEMENT			474.04	
			Total For Fund 203 LOCAL STREET FUND			629.71	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND							
Dept 728 ECONOMIC DEVELOPMENT ACTIVITY							
248-728-804.000	03/10/23	APPLIED INNOVATION	COPIER CONTRACT	2168175	04/11/23	205.76	
248-728-920.001	03/21/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 118 W. CLINT	400003212023	04/11/23	73.64	
			Total For Dept 728 ECONOMIC DEVELOPMENT ACTIVITY			279.40	
Dept 729 MAIN STREET PROGRAM							
248-729-980.004	03/20/23	GRACON SERVICES INC	MICROSOFT 365 LICENSING	15087	04/11/23	882.36	
			Total For Dept 729 MAIN STREET PROGRAM			882.36	
			Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			1,161.76	
Fund 482 DEPOT LOT							
Dept 452 PARKING LOT							
482-452-967.000	03/17/23	HUBBELL ROTH & CLARK, INC	DEPOT PARKING LOT IMPROVEMENTS	Multiple	04/11/23	8,259.56	
			Total For Dept 452 PARKING LOT			8,259.56	
			Total For Fund 482 DEPOT LOT			8,259.56	
Fund 590 SEWER FUND							
Dept 536 WATER OR SEWER SYSTEMS							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 590 SEWER FUND							
Dept 536 WATER OR SEWER SYSTEMS							
590-536-727.000	03/21/23	AALPHA DISTRIBUTING, LLC	W/S POSTCARD ENVELOPES	1044	04/11/23	243.00	
590-536-727.000	03/23/23	SMART SOURCE LLC	WATER BILL PRINTING	1781563	04/11/23	342.74	
590-536-730.000	03/30/23	HOWELL POSTMASTER	POSTAGE FOR WATER/SEWER BILLING	03302023	04/11/23	220.00	
590-536-775.000	03/21/23	LOREA TOP SOIL & AGGREGATE	SUPPLIES	11440	04/11/23	92.00	
590-536-920.004	03/22/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 1401 N. MICH	Multiple	04/11/23	88.70	
590-536-920.004	03/14/23	DTE ENERGY	CITY UTILITIES - ELECTRIC - 1158 LA	4430903142023	04/11/23	206.68	
590-536-930.008	03/16/23	DUBOIS-COOPER ASSOCIATES INC.	PARTS	031620233	04/11/23	360.00	
590-536-970.001	03/21/23	BYRUM ACE HARDWARE	PARTS	132541	04/11/23	67.98	
Total For Dept 536 WATER OR SEWER SYSTEMS						1,621.10	
Dept 564 TREATMENT PLANT							
590-564-727.000	03/24/23	AALPHA DISTRIBUTING, LLC	W/S SHUT OFF LABELS	1167	04/11/23	160.00	
590-564-727.000	03/31/23	IMAGE ONE	COPIER CONTRACT - MARCH 2023	707800	04/11/23	49.65	
590-564-740.000	03/09/23	APPLIED INDUSTRIAL TECH, INC.	SUPPLIES	7026472972	04/11/23	61.22	
590-564-740.000	03/13/23	CORRIGAN OIL COMPANY, NO.II	SUPPLIES	7741323-IN	04/11/23	165.00	
590-564-741.002	03/22/23	CINTAS	UNIFORMS	4150152541	04/11/23	70.75	
590-564-775.003	03/08/23	NCL OF WISCONSIN INC	LAB SUPPLIES	484235	04/11/23	35.92	
590-564-775.003	03/23/23	USA BLUEBOOK	LAB SUPPLIES	308308	04/11/23	1,116.07	
590-564-920.001	03/21/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 1191 PINCKNE	481303212023	04/11/23	6,439.27	
590-564-967.000	03/17/23	HUBBELL ROTH & CLARK, INC	WWTP IMPROVEMENTS	Multiple	04/11/23	7,224.98	
590-564-980.005	03/20/23	GRACON SERVICES INC	MICROSOFT 365 LICENSING	15087	04/11/23	1,501.32	
Total For Dept 564 TREATMENT PLANT						16,824.18	
Total For Fund 590 SEWER FUND						18,445.28	
Fund 591 WATER FUND							
Dept 290 GENERAL SERVICE ADMINISTRATION							
591-290-727.000	03/21/23	AALPHA DISTRIBUTING, LLC	W/S POSTCARD ENVELOPES	Multiple	04/11/23	403.00	
591-290-727.000	03/23/23	SMART SOURCE LLC	WATER BILL PRINTING	1781563	04/11/23	342.74	
591-290-730.000	03/30/23	HOWELL POSTMASTER	POSTAGE FOR WATER/SEWER BILLING	03302023	04/11/23	220.00	
Total For Dept 290 GENERAL SERVICE ADMINISTRATION						965.74	
Dept 536 WATER OR SEWER SYSTEMS							
591-536-775.000	03/20/23	ETNA SUPPLY - WIXOM	SUPPLIES	S104989737.002	04/11/23	1,508.00	
591-536-775.000	03/21/23	LOREA TOP SOIL & AGGREGATE	SUPPLIES	11440	04/11/23	92.00	
591-536-967.013	03/17/23	HUBBELL ROTH & CLARK, INC	LOOP ROAD CONNECTOR PLANS & SPECS	Multiple	04/11/23	187,749.63	
591-536-970.001	03/21/23	BYRUM ACE HARDWARE	PARTS	132541	04/11/23	67.98	
Total For Dept 536 WATER OR SEWER SYSTEMS						189,417.61	
Dept 564 TREATMENT PLANT							
591-564-727.000	03/31/23	IMAGE ONE	COPIER CONTRACT - MARCH 2023	707800	04/11/23	88.68	
591-564-727.000	03/10/23	OFFICE DEPOT	OFFICE & JANITORIAL SUPPLIES	Multiple	04/11/23	0.00	
591-564-740.004	03/25/23	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - MARCH 2023	03252023	04/11/23	342.92	
591-564-741.002	03/22/23	CINTAS	UNIFORMS	4150152624	04/11/23	42.56	
591-564-775.004	03/22/23	HAVILAND	CHLORINE GAS CYLINDERS	465688	04/11/23	1,290.00	
591-564-801.004	03/17/23	HUBBELL ROTH & CLARK, INC	WTP VALVE EVALUATION	0204668	04/11/23	265.52	
591-564-920.001	03/21/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 150 MARION -	Multiple	04/11/23	1,865.89	
591-564-980.005	03/20/23	GRACON SERVICES INC	MICROSOFT 365 LICENSING	15087	04/11/23	1,501.32	
Total For Dept 564 TREATMENT PLANT						5,396.89	
Total For Fund 591 WATER FUND						195,780.24	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 640 EQUIPMENT POOL FUND							
Dept 441 PUBLIC SERVICE DEPARTMENT							
640-441-740.004	03/27/23	HOME DEPOT	HOME DEPOT CREDIT CARD CHARGES - MA	03282023	04/11/23	408.00	
640-441-741.002	03/22/23	CINTAS	UNIFORMS	4150152695	04/11/23	12.41	
640-441-751.000	03/23/23	MUGG & BOPPS	REC FUEL FOR PAINTER - 03/23/23	1010225	04/11/23	21.54	
640-441-751.001	03/23/23	O'REILLY #3360	SUPPLIES	3360-155131	04/11/23	127.74	
640-441-775.000	03/16/23	A & L PARTS PLUS	PARTS	Multiple	04/11/23	284.39	
640-441-775.000	03/16/23	BYRUM ACE HARDWARE	PARTS	132073	04/11/23	27.42	
640-441-920.001	03/21/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 150 MARION -	Multiple	04/11/23	830.43	
640-441-930.006	03/20/23	SCHERER PERFORMANCE AUTO REPAIR	AUTO REPAIR	27649	04/11/23	355.00	
640-441-930.006	03/20/23	SOAPY BUCKET CAR WASH	PD CAR WASH CLUB	1036	04/11/23	143.96	
Total For Dept 441 PUBLIC SERVICE DEPARTMENT						2,210.89	
Total For Fund 640 EQUIPMENT POOL FUND						2,210.89	
Fund 641 DEPARTMENT PUBLIC SERVICES							
Dept 441 PUBLIC SERVICE DEPARTMENT							
641-441-727.000	03/31/23	IMAGE ONE	COPIER CONTRACT - MARCH 2023	707800	04/11/23	15.78	
641-441-727.000	03/10/23	OFFICE DEPOT	OFFICE & JANITORIAL SUPPLIES	302969374001	04/11/23	65.90	
641-441-740.004	03/24/23	BYRUM ACE HARDWARE	KEYS	132843	04/11/23	5.58	
641-441-740.004	03/25/23	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - MARCH 2023	03252023	04/11/23	198.38	
641-441-741.002	03/22/23	CINTAS	UNIFORMS	4150152695	04/11/23	141.86	
641-441-840.000	01/31/23	CAPITAL ONE	ANNUAL MEMBERSHIP - NORTHERN TOOL	1646910544	04/11/23	39.99	
641-441-920.001	03/21/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 150 MARION -	Multiple	04/11/23	2,279.57	
641-441-931.000	03/25/23	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - MARCH 2023	03252023	04/11/23	745.38	
641-441-980.005	03/20/23	GRACON SERVICES INC	MICROSOFT 365 LICENSING	15087	04/11/23	4,119.86	
Total For Dept 441 PUBLIC SERVICE DEPARTMENT						7,612.30	
Total For Fund 641 DEPARTMENT PUBLIC SERVICES						7,612.30	
Total For All Funds:						414,355.67	
--- TOTALS BY GL DISTRIBUTION ---							
		101-000-004.000	PETTY CASH			600.00	
		101-000-004.002	PETTY CASH-POLICE			825.00	
		101-000-283.000	DEV ESCROW			2,414.30	
		101-101-860.000	CONFERENCE /TRANSPORTATION			71.79	
		101-172-727.000	OFFICE SUPPLIES			208.63	
		101-191-727.000	OFFICE SUPPLIES			264.49	
		101-191-801.000	PROFESSIONAL SERVICES			5,855.00	
		101-215-727.000	OFFICE SUPPLIES			48.50	
		101-215-860.000	CONFERENCE /TRANSPORTATION			175.66	
		101-215-930.010	RECORDS MAINTENANCE			105.00	
		101-228-822.001	NETWORK SUPPORT			3,200.00	
		101-228-980.008	EQUIP / NETWORK COMP SFTW			21,407.00	
		101-247-712.002	BOARD OF REVIEW WAGES			1,601.64	
		101-265-775.001	JANITOR SUPPLIES			144.90	
		101-265-804.005	CONTRACT SERV - MAT CLEANING			89.16	
		101-265-920.001	UTILITIES - GAS			2,142.44	
		101-265-931.000	BUILDING MAINTENANCE			196.44	
		101-266-826.002	LEGAL FEES - RETAINER			1,050.00	
		101-266-826.003	LEGAL FEES - CRIMINAL			1,596.00	
		101-266-826.004	LEGAL FEES - CIVIL			2,508.50	
		101-270-727.000	OFFICE SUPPLIES			48.50	
		101-270-801.000	PROFESSIONAL SERVICES			42.75	
		101-276-920.001	UTILITIES - GAS			703.67	
		101-276-931.001	CEMETERY MAINTENANCE			92.00	

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amountcheck #
		101-301-727.000	OFFICE SUPPLIES			273.29
		101-301-740.000	OPERATING SUPPLIES			368.96
		101-301-741.000	UNIFORMS/CLOTHING ALLOWANCE			106.00
		101-301-957.000	EDUCATION / TRAINING			650.00
		101-301-957.003	MCOLES EDUCATION / TRAINING			395.00
		101-371-801.000	PROFESSIONAL SERVICES			41,174.05
		101-447-801.004	ENGINEERING SERVICES			2,876.55
		101-722-727.000	OFFICE SUPPLIES			148.16
		101-722-801.000	PROFESSIONAL SERVICES			4,727.50
		101-722-967.000	PROJECT COSTS			3,377.50
		101-747-740.000	OPERATING SUPPLIES			53.55
		101-751-967.000	PROJECT COSTS			10,907.96
		101-757-775.000	MAINTENANCE SUPPLIES			33.95
		101-966-999.059	TO/PARKS & REC FUND			30,000.00
		202-454-775.000	MAINTENANCE SUPPLIES			92.00
		202-458-967.000	PROJECT COSTS			32,408.00
		202-458-967.006	PROJECT COSTS - SIDEWALK /HANDICP			6,742.37
		202-463-775.000	MAINTENANCE SUPPLIES			55.68
		202-538-801.004	ENGINEERING SERVICES			474.04
		203-454-775.000	MAINTENANCE SUPPLIES			92.00
		203-463-775.000	MAINTENANCE SUPPLIES			63.67
		203-538-801.004	ENGINEERING SERVICES			474.04
		248-728-804.000	CONTRACTUAL SERVICES			205.76
		248-728-920.001	UTILITIES - GAS			73.64
		248-729-980.004	EQUIP / COMPUTER HARDWARE			882.36
		482-452-967.000	PROJECT COSTS			8,259.56
		590-536-727.000	OFFICE SUPPLIES			585.74
		590-536-730.000	POSTAGE			220.00
		590-536-775.000	MAINTENANCE SUPPLIES			92.00
		590-536-920.004	UTILITIES - PUMP STATION			295.38
		590-536-930.008	REPAIR & MAINT - PUMP STATION			360.00
		590-536-970.001	WATER METERS			67.98
		590-564-727.000	OFFICE SUPPLIES			209.65
		590-564-740.000	OPERATING SUPPLIES			226.22
		590-564-741.002	UNIFORMS/CLEANING/ RENTAL			70.75
		590-564-775.003	LABORATORY SUPPLIES			1,151.99
		590-564-920.001	UTILITIES - GAS			6,439.27
		590-564-967.000	PROJECT COSTS			7,224.98
		590-564-980.005	EQUIP / COMPUTER SOFTWARE			1,501.32
		591-290-727.000	OFFICE SUPPLIES			745.74
		591-290-730.000	POSTAGE			220.00
		591-536-775.000	MAINTENANCE SUPPLIES			1,600.00
		591-536-967.013	PROJECT COSTS - MAIN REHAB			187,749.63
		591-536-970.001	WATER METERS			67.98
		591-564-727.000	OFFICE SUPPLIES			88.68
		591-564-740.004	OPERATING SUPPLIES / TOOLS			342.92
		591-564-741.002	UNIFORMS/CLEANING/ RENTAL			42.56
		591-564-775.004	CHEMICALS			1,290.00
		591-564-801.004	ENGINEERING SERVICES			265.52
		591-564-920.001	UTILITIES - GAS			1,865.89
		591-564-980.005	EQUIP / COMPUTER SOFTWARE			1,501.32
		640-441-740.004	OPERATING SUPPLIES / TOOLS			408.00
		640-441-741.002	UNIFORMS/CLEANING/ RENTAL			12.41
		640-441-751.000	GASOLINE & DIESEL FUEL			21.54
		640-441-751.001	VEHICLE OIL & VARIOUS SUPPLIES			127.74
		640-441-775.000	MAINTENANCE SUPPLIES			311.81
		640-441-920.001	UTILITIES - GAS			830.43
		640-441-930.006	REPAIR & MAINT. VEHICLES			498.96
		641-441-727.000	OFFICE SUPPLIES			81.68

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		641-441-740.004	OPERATING SUPPLIES / TOOLS			203.96
		641-441-741.002	UNIFORMS/CLEANING/ RENTAL			141.86
		641-441-840.000	DUES & MEMBERSHIPS			39.99
		641-441-920.001	UTILITIES - GAS			2,279.57
		641-441-931.000	BUILDING MAINTENANCE			745.38
		641-441-980.005	EQUIP / COMPUTER SOFTWARE			4,119.86
--- FUND TOTALS BY VENDOR ---						
Fund 101 GENERAL FUND						
		AALPHA BUS - AALPHA DISTRIBUTING, LLC				242.50
		BASIC - BASIC BENEFITS CLIENT PAYMENTS				42.75
		BYRUM ACE - BYRUM ACE HARDWARE				60.92
		CARLISLE - CARLISLE/WORTMAN ASSOCIATES INC				16,084.80
		CINTAS - CINTAS				89.16
		CONSUMERS - CONSUMERS ENERGY				2,846.11
		DOUGLAS, C - DOUGLAS, CRAIG				650.00
		FIRST IMPR - FIRST IMPRESSION PRINT & MARKETING				99.66
		FISHER, DA - FISHER, DAVID				533.88
		GRACON SER - GRACON SERVICES INC				24,607.00
		GRAINGER - GRAINGER				53.55
		GRAPSCIENC - GRAPHIC SCIENCES, INC				34,662.01
		HOW PARKS - HOWELL PARKS AND RECREATION				30,000.00
		HUBBELL - HUBBELL ROTH & CLARK, INC				14,731.05
		IMAGE ONE - IMAGE ONE				649.41
		JARSON - JARSON, SUSAN				175.66
		KOZOWICZ - KOZOWICZ, KELLY				106.00
		LOBUR - LOBUR, JAN				71.79
		LOREA - LOREA TOP SOIL & AGGREGATE				92.00
		LOWES HOME - LOWE'S HOME CENTERS INC				169.47
		MACNLOW - MACNLOW ASSOCIATES				395.00
		OFFICE DEP - OFFICE DEPOT				144.90
		PATTON, SC - PATTON, SCOTT				533.88
		PERKINS PL - PERKINS, DENNIS, PLLC				5,154.50
		PETTY CASH - PETTY CASH				1,425.00
		PLANTE & M - PLANTE & MORAN PLLC				5,855.00
		SCHNELLE - TIMOTHY SCHNELLE				533.88
		SHRED - SHRED EXPERTS LLC				105.00
		SPITLER, L - SPITLER, LINDSAY				68.96
		WASHTENAW - WASHTENAW COMMUNITY COLLEGE				300.00
		TOTAL FUND 101 GENERAL				140,483.84
Fund 202 MAJOR STREET						
		GRAINGER - GRAINGER				55.68
		HUBBELL - HUBBELL ROTH & CLARK, INC				39,624.41
		LOREA - LOREA TOP SOIL & AGGREGATE				92.00
		TOTAL FUND 202 MAJOR S				39,772.09
Fund 203 LOCAL STREET						
		BYRUM ACE - BYRUM ACE HARDWARE				7.99
		GRAINGER - GRAINGER				55.68
		HUBBELL - HUBBELL ROTH & CLARK, INC				474.04
		LOREA - LOREA TOP SOIL & AGGREGATE				92.00
		TOTAL FUND 203 LOCAL S				629.71
Fund 248 DOWNTOWN DEVE						
		APPLIED IM - APPLIED INNOVATION				205.76
		CONSUMERS - CONSUMERS ENERGY				73.64
		GRACON SER - GRACON SERVICES INC				882.36
		TOTAL FUND 248 DOWNTOW				1,161.76

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		Fund 482 DEPOT LOT					
		HUBBELL	- HUBBELL ROTH & CLARK, INC			8,259.56	
		TOTAL FUND 482 DEPOT L				8,259.56	
		Fund 590 SEWER FUND					
		AALPHA BUS	- AALPHA DISTRIBUTING, LLC			403.00	
		APPLIED IN	- APPLIED INDUSTRIAL TECH, INC.			61.22	
		BYRUM ACE	- BYRUM ACE HARDWARE			67.98	
		CINTAS	- CINTAS			70.75	
		CONSUMERS	- CONSUMERS ENERGY			6,527.97	
		CORRIGAN	- CORRIGAN OIL COMPANY, NO.II			165.00	
		DTE	- DTE ENERGY			206.68	
		DUBOIS-COO	- DUBOIS-COOPER ASSOCIATES INC.			360.00	
		GRACON SER	- GRACON SERVICES INC			1,501.32	
		HOWELL POS	- HOWELL POSTMASTER			220.00	
		HUBBELL	- HUBBELL ROTH & CLARK, INC			7,224.98	
		IMAGE ONE	- IMAGE ONE			49.65	
		LOREA	- LOREA TOP SOIL & AGGREGATE			92.00	
		NCL OF WI	- NCL OF WISCONSIN INC			35.92	
		SSOURCE	- SMART SOURCE LLC			342.74	
		USA BLUEBK	- USA BLUEBOOK			1,116.07	
		TOTAL FUND 590 SEWER F				18,445.28	
		Fund 591 WATER FUND					
		AALPHA BUS	- AALPHA DISTRIBUTING, LLC			403.00	
		BYRUM ACE	- BYRUM ACE HARDWARE			67.98	
		CINTAS	- CINTAS			42.56	
		CONSUMERS	- CONSUMERS ENERGY			1,865.89	
		ETNA SUPP	- ETNA SUPPLY - WIXOM			1,508.00	
		GRACON SER	- GRACON SERVICES INC			1,501.32	
		HAVILAND	- HAVILAND			1,290.00	
		HOWELL POS	- HOWELL POSTMASTER			220.00	
		HUBBELL	- HUBBELL ROTH & CLARK, INC			188,015.15	
		IMAGE ONE	- IMAGE ONE			88.68	
		LOREA	- LOREA TOP SOIL & AGGREGATE			92.00	
		LOWES HOME	- LOWE'S HOME CENTERS INC			342.92	
		OFFICE DEP	- OFFICE DEPOT			0.00	
		SSOURCE	- SMART SOURCE LLC			342.74	
		TOTAL FUND 591 WATER F				195,780.24	
		Fund 640 EQUIPMENT POO					
		A&L PARTS	- A & L PARTS PLUS			284.39	
		BYRUM ACE	- BYRUM ACE HARDWARE			27.42	
		CINTAS	- CINTAS			12.41	
		CONSUMERS	- CONSUMERS ENERGY			830.43	
		HOME DEPOT	- HOME DEPOT			408.00	
		O'REILLY	- O'REILLY #3360			127.74	
		SCHERER	- SCHERER PERFORMANCE AUTO REPAIR			355.00	
		SOAPYBUCK	- SOAPY BUCKET CAR WASH			143.96	
		SUNCOC	- MUGG & BOPPS			21.54	
		TOTAL FUND 640 EQUIPME				2,210.89	
		Fund 641 DEPARTMENT PU					
		BYRUM ACE	- BYRUM ACE HARDWARE			5.58	
		CAPITAL ON	- CAPITAL ONE			39.99	
		CINTAS	- CINTAS			141.86	
		CONSUMERS	- CONSUMERS ENERGY			2,279.57	
		GRACON SER	- GRACON SERVICES INC			4,119.86	

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		IMAGE ONE	- IMAGE ONE			15.78	
		LOWES HOME	- LOWE'S HOME CENTERS INC			943.76	
		OFFICE DEP	- OFFICE DEPOT			65.90	
		TOTAL FUND 641	DEPARTM			<u>7,612.30</u>	



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: RAY KRAFT, DPW OPS MANAGER
DATE: APRIL 4, 2023
RE: BENNETT ROOF PROJECT

The City of Howell has worked with the Garland Company to keep up-to-date records and information pertaining to replacement and restoration planning for our roofs over the last five years. The DPW met with Garland in March 2022, to re-evaluate the city roof ratings. Per the last inspection and evaluation, the Bennett Center roof was rated in poor condition as it has active leaks, issues with drainage, and visible wearing. We met with Garland in the winter of 2022 to verify any additional issues.

Garland has been around since 1895 and is employee owned. Garland is part of OMNIA Partners, which is a co-op purchasing organization for the public and private sectors. This helps keep our prices down, and the bidding process runs without our help. During the bidding process, Garland received 3 bids, the lowest of which is \$272,816. Garland provides a ten-year material warranty, while the contractor offers a 2-year workmanship warranty.

The Bennett Center is a two-part roof. On the Master Roofing Plan they are labeled A and B. A is a shingle system, whereas B is a built-up roofing system. Each section has a different scope of work.

A budget amendment to reclass budgeted and available funds from ARPA 285-728-967.000 to GF 101-751-931.000 Recreation/ Parks-Building Maintenance will be completed if Council approves this purchase.

Attached are the City of Howell Roof Evaluations and Garland's proposal.

ACTION REQUESTED:

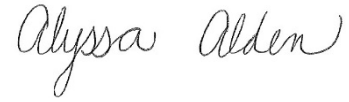
A motion to approve the purchase of a new roof for the Bennett Center, through the Garland Company, for \$272,816.

REVIEWED & APPROVED FOR SUBMISSION:



Ervin J. Suida
City Manager

BUDGETED AND AVAILABLE:



Alyssa Alden
City Finance Director



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

City of Howell
Bennett Recreation Center
925 W. Grand River
Howell, MI 48843

Date Submitted: 03/15/2023
Proposal #: 25-MI-230176
MICPA # PW1925

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Section A

1. Remove existing shingle roof and underlayment down to wood deck. The deck is to be inspected for deficiencies and replaced where rotted per the sf price as identified on the bid form.
2. Replace existing fascia, gutters and downspouts throughout.
3. Install new Ice and Water underlayment as specified over entire roof area.
4. Install new drip at all eave and rake conditions. The color of the drip edge is to be chosen by the owner from the palette of standard colors.
5. Install new 30- year dimensional shingle as offered by GAF, CertainTeed, Owens-Corning or approved equivalent. The color of the shingle is to be selected by the owner as offered by the manufacturer.
6. New ridge vents are to be installed. Shingles over the vents are to match the field of the roof.
7. Contractor to correct any damage to vegetation and grounds surrounding building prior to completion.
8. All OSHA Safety Guidelines to be followed throughout the duration of the project.
9. Clean up all debris from grounds prior to completion.

Section A - Line Item Pricing Breakdown

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
2.29	Tear-off & Dispose of Debris: SYSTEM TYPE Dimensional/Architectural Shingle Roof - Wood Deck	\$ 1.34	3,000	SF	\$ 4,020
16.07	INSTALLATION OF SHAKE, TILE, OR SHINGLE ROOF SYSTEMS: ADD/DEDUCT TO INSTALL SELF-ADHERING UNDERLAYMENT OVER ENTIRE ROOF - Install Self-Adhering Underlayment on Entire Roof Deck	\$ 2.47	3,000	SF	\$ 7,410
16.03	INSTALLATION OF SHAKE, TILE, OR SHINGLE ROOF SYSTEMS: INSTALL NEW DIMENSIONAL SHINGLE ROOF SYSTEM - New Dimensional Shingle Roof System with Base Sheet as an Underlayment; Install Self-Adhering Underlayment on All Eaves, Peaks & Valleys	\$ 8.17	3,000	SF	\$ 24,510
Sub Total Prior to Multipliers					\$ 35,940
22.13	MULTIPLIER - ROOF HAS GREATER THAN 4/12 SLOPE Multiplier is applied when Roof Area has a Greater than 4/12 Slope, Steeper slope reduces overall labor production and requires additional safety precautions.	25	\$ 35,940	%	\$ 8,985
22.18	MULTIPLIER - ROOF SIZE IS GREATER THAN 2,000 SF, BUT LESS THAN 3,000 SF Multiplier is applied when Roof Size is greater than 2,000 SF, but less than 3,000 SF. Situation creates the fixed costs: equipment, mobilization, demobilization, disposal, & set-up labor to be allocated across a very small roof area resulting in fixed costs having a significant impact on the overall job costs	45	\$ 35,940	%	\$ 16,173
Total After Multipliers					\$ 61,098

Section A:

Total Maximum Price of Line Items under the MICPA:	\$ 61,098
Proposal Price Based Upon Market Experience:	\$ 31,870

Garland/DBS Price Based Upon Local Market Competition (Section A):

Lutz Roofing	\$ 31,870
Royal Roofing Co., Inc.	\$ 68,682
Schena Roofing	Declined to Bid

Scope of Work: Section B (Cold Applied Option)

1. Remove the existing roof system down to structural decking.
2. Inspect the lightweight for any deficiencies and repair at a predetermined square foot price as identified on the bid form. Photographic documentation and approval from owner required for change orders.
3. Nail generic, Type II base sheet over wood decking throughout.
4. Adhere fully tapered polyisocyanurate insulation matching the existing layout and slope.
5. Sump all drain areas to 8' diameter.
6. Adhere ½" primed SecuRock set in insulation adhesive per specifications. Recovery board joints shall be staggered from insulation joints.
7. All electrical, equipment supports and penetrations to receive new pitch-pocket and umbrella.
8. Heat and soil stacks to receive new lead and target.
9. Install two-ply, HPR Modified system consisting of smooth base sheet and mineral cap sheet set in zero-VOC adhesive per specifications.
10. All flashings are to consist of two-ply, smooth base sheet and mineral cap sheet set in zero-VOC flashing adhesive. Vertical seams to be sealed with three-course of aluminized mastic and reinforcement.
11. Once cured, apply two coats of aluminized coating at specified rate to field and flashings throughout.
12. Primary roofing manufacturer shall provide on-site inspections during the project to ensure compliance with specifications and details and meet regularly with owner to discuss progress of the project along with any issues that may arise.
13. Clean up all debris and damage done to grounds, building and roof top (if any). Charcoal filters to be utilized at intakes the duration of the project as needed to limit odors when possible.
14. Fabricate and install new metal cover for chimney cap.
15. Contractor to provide 2-year workmanship warranty.
16. Manufacturer direct warranty to be provided to owner upon completion.

Section B (Cold Applied Option) - Line Item Pricing Breakdown

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
2.05	Tear-off & Dispose of Debris: SYSTEM TYPE BUR W/ Insulation and Mineral Surfacing - Metal Deck	\$ 3.06	5,500	SF	\$ 16,830
6.07.02	Roof Deck and Insulation Option: WOOD ROOF DECK - COLD PROCESS APPLICATION INSULATION OPTION: Without Insulation - Must Include Rosin & Mechanically Fasten Glass Base Sheet	\$ 1.52	5,500	SF	\$ 8,360
6.07.01	Roof Deck and Insulation Option: WOOD ROOF DECK - COLD PROCESS APPLICATION INSULATION OPTION: Mechanically Fasten Polyisocyanurate / Adhere High Density Asphalt Coated Wood Fiber with Insulation Adhesive to Provide an Average R-Value of 20	\$ 5.43	5,500	SF	\$ 29,865

4.28	Insulation Recovery Board & Insulations Options: INSULATION SLOPE OPTION Provide a 1/8" Tapered Polyisocyanurate Insulation System while Maintaining the Average R-Value; Adhered with Insulation Adhesive	\$ 9.96	5,500	SF	\$ 54,780
4.24	Insulation Recovery Board & Insulations Options: INSULATION SUBSTITUTION OPTION Substitute 1/2" Treated Gypsum Insulation Board with Glass-Mat (e.g. DensDeck / Securock / Equal) in Place of the Wood Fiber or Perlite - Adhered with Insulation Adhesive	\$ 0.96	5,500	SF	\$ 5,280
12.02.01	2-PLY ROOF SYSTEMS - COMBINATIONS OF A BASE PLY & A CAP SHEET (TOP PLY) PLEASE NOTE: BASE PLY & CAP SHEET COMBINATIONS MUST BE APPROVED BY THE MANUFACTURER: ROOF CONFIGURATION 1 Ply Modified Base Sheet Adhered in Cold Process Modified Asphalt: BASE PLY OPTION: ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type I - 70 lbf/in tensile	\$ 4.06	5,500	SF	\$ 22,330
12.02.05	2-PLY ROOF SYSTEMS - COMBINATIONS OF A BASE PLY & A CAP SHEET (TOP PLY) PLEASE NOTE: BASE PLY & CAP SHEET COMBINATIONS MUST BE APPROVED BY THE MANUFACTURER: ROOF CONFIGURATION 1 Ply Modified Base Sheet Adhered in Cold Process Modified Asphalt: INTERPLY ADHESIVE OPTION: Add/Deduct for Cold Applied Modified Multi-ply Systems Substitute Cold Process Adhesive with Alternative Solvent Free Adhesive	\$ 2.17	5,500	SF	\$ 11,935
12.09.02	2-PLY ROOF SYSTEMS - COMBINATIONS OF A BASE PLY & A CAP SHEET (TOP PLY) PLEASE NOTE: BASE PLY & CAP SHEET COMBINATIONS MUST BE APPROVED BY THE MANUFACTURER: ROOF CONFIGURATION 1 Ply Mineral Surfaced Cap Sheet Adhered in Cold Process Modified Asphalt: ROOFING MEMBRANE OPTION: ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type III - Minimum of 220 lbf/in tensile	\$ 7.73	5,500	SF	\$ 42,515
12.09.06	2-PLY ROOF SYSTEMS - COMBINATIONS OF A BASE PLY & A CAP SHEET (TOP PLY) PLEASE NOTE: BASE PLY & CAP SHEET COMBINATIONS MUST BE APPROVED BY THE MANUFACTURER: ROOF CONFIGURATION 1 Ply Mineral Surfaced Cap Sheet Adhered in Cold Process Modified Asphalt: MEMBRANE ADHESIVE OPTION: Add/Deduct for Cold Applied Modified BUR Substitute Cold Process Adhesive with Alternative Solvent Free Adhesive	\$ 2.09	5,500	SF	\$ 11,495

20.01.02	NEW FLASHINGS FOR ROOFING SYSTEMS & RESTORATION OPTIONS: ROOF FLASHINGS FOR MODIFIED & COAL TAR PITCH ROOF SYSTEMS: Minimum 1 Ply of Base Flashing and Mineral Cap Sheet Installed in Hot ASTM D 312 Type III or IV Asphalt FLASHING OPTION: BASE PLY: SBS Modified Fiberglass Reinforced Base Flashing Ply w/ Tensile Strength of 100 lbf/in tensile (ASTM D 5147); TOP PLY: ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type III - 220 lbf/in tensile	\$ 18.03	300	SF	\$ 5,409
20.01.12	NEW FLASHINGS FOR ROOFING SYSTEMS & RESTORATION OPTIONS: ROOF FLASHINGS FOR MODIFIED & COAL TAR PITCH ROOF SYSTEMS: Minimum 1 Ply of Base Flashing and Mineral Cap Sheet Installed in Hot ASTM D 312 Type III or IV Asphalt PER SQUARE FOOT COSTS - INSTALLING IN COLD PROCESS FLASHING ADHESIVE Substitute Hot Asphalt Application for No VOCs, 100% Solids Cold Process Flashing Adhesive Application	\$ 12.17	300	SF	\$ 3,651
5.10	Coat New Roofing With Elastomeric Coating: ROOF SYSTEM TYPE Apply an Aluminum Coating per Specifications (3/4 Gallon per Square per Coat - 2 Coats Required) - Smooth or Mineral Surfaced Modified	\$ 2.70	5,800	SF	\$ 15,660
	Sub Total Prior to Multipliers				\$ 228,110
22.06	MULTIPLIER - ROOF OR WALLS HAVE LARGE AMOUNT OF PENETRATIONS / ROOF TOP OBSTRUCTIONS Multiplier is applied when labor production is effected a large number of roof penetrations, a limited amount of open roof areas or low overhead clearance requiring more hand work. Situations include, but are not limited to rooftop penetrations like: soil stacks, sky lights, roof drains, exhaust vents, HVAC equipment, etc. or rooftop obstructions such as: pipes, duct work, electrical wires, hoses or raised equipment, etc.		35	%	\$ 79,839
22.20	MULTIPLIER - ROOF SIZE IS GREATER THAN 5,000 SF, BUT LESS THAN 10,000 SF Multiplier is applied when Roof Size is greater than 5,000 SF, but less than 10,000 SF. Situation creates the fixed costs: equipment, mobilization, demobilization, disposal, & set-up labor to be allocated across a smaller roof area resulting in fixed costs being a larger portion of the overall job costs		20	%	\$ 45,622
	Total After Multipliers				\$ 353,571

Section B (Cold Applied Option):

Proposal Price Based Upon Market Experience: \$ 279,908

Garland/DBS Price Based Upon Local Market Competition (Section B (Cold Applied Opt.)):

Lutz Roofing	\$ 279,908
Royal Roofing Co., Inc.	\$ 308,523
Schena Roofing	\$ 469,323

Unforeseen Site Conditions:

Wood Blocking (Nailer) Replacement	\$ 5.70 per Ln. Ft.
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Scope of Work: Section B (Hot Applied Option)

1. Install the roof system in hot asphalt in lieu of the cold applied system outlined in the above option.

Section B (Hot Applied Option):

Proposal Price Based Upon Market Experience:	\$ 240,946
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Garland/DBS Price Based Upon Local Market Competition (Section B (Hot Applied Opt.)):

Lutz Roofing	\$ 240,946
Royal Roofing Co., Inc.	\$ 257,546
Schena Roofing	\$ 269,957

Unforeseen Site Conditions:

Wood Blocking (Nailer) Replacement	\$ 5.70 per Ln. Ft.
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Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Permits are excluded.
2. Bonds are included.
3. Plumbing, Mechanical, Electrical work is excluded.
4. Masonry work is excluded.
5. Interior Temporary protection is excluded.
6. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Matt Egan

Matt Egan
Garland/DBS, Inc.
(216) 430-3662



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: RAY KRAFT, DPW OPS MANAGER
DATE: APRIL 4, 2023
RE: DON MILLER PLAYGROUND

The Park & Cemetery Department budgeted to replace the existing play structure at Don Miller Park in the current fiscal year. The existing playground equipment is old, breaking down, and replacement parts are not being made. The swings are out of compliance. Staff recommends we replace the current structure with a new play structure that meets the safety specifications per the CPSC and will offer a safer and greater experience for children. Staff reached out to Snider Recreation. Snider is a part of Sourcewell purchasing.

Staff has been in contact with local members of the community about providing a structure that covers their needs but fits our budget. The new playground will consist of 3 separate structures. One structure is a dual swing bay, usually utilized with a split of toddler swings and kid swings. The second structure is designed for 5–12-year-olds with multiple slides. The final structure is designed for 2–5-year-olds and has a cover. Having separate aged structures can help keep kids safer and minimizes the chances of the older kids accidentally hurting the younger ones. Another added benefit is the cover for the younger kids. This group of children tend to be still developing their speech and their self-awareness, so the shade allows the younger kids to play more freely. This bid includes tear down and installation.

Snider Recreation has provided a proposal for the new structures for \$70,835.85. This will be taken from line item 101-757-970.000 Parks/Neighborhoods-Capital Outlay/Equipment. Since the proposal is \$2,114.08 over the line-item fund balance, there will need to be a budget amendment should Council approve this purchase.

Attached is the Snider Recreation proposal and design.

ACTION REQUESTED:

A motion to approve the purchase of a new playground for Don Miller Park, from Snider Recreation for \$70,835.85.

REVIEWED & APPROVED FOR SUBMISSION:



Ervin J. Suida
City Manager

BUDGETED AND AVAILABLE:



Alyssa Alden
City Finance Director

City of Howell - Don Miller Park
City of Howell



March 23, 2023

Ray Craft
City of Howell
150 Marion
Howell, MI 48842

Dear Ray:

Snider Recreation, Inc. is delighted to provide City of Howell with this playground equipment proposal.

This design was developed with your specific needs in mind, and we look forward to discussing this project further with you to ensure your complete satisfaction. We are confident that this proposal will satisfy your functional, environmental, and safety requirements - and most importantly, bring joy and excitement to the children and families directly benefiting from your new playground.

You have our personal commitment to support this project and your organization in every manner possible. We look forward to continuing to develop a long-standing relationship with you. We appreciate your consideration and value this opportunity to earn your business.

Sincerely,

Alison Horrocks
Snider Recreation, Inc.

Proposal # 127-166024-2

Burke

**City of Howell - Don Miller Park
Snider Recreation, Inc.**





10139 Royalton Rd Suite K
 N. Royalton, OH 44133
 800-888-2889
www.cvsnyder.com

Date	Estimate #
3/24/2023	032423-3

Name / Address
City of Howell Ray Kraft

PROJECT - SHIP TO
PROJECT: Don Miller Park
SHIP TO: Snider Installer

Terms	Rep	Customer Phone	Customer Email	Tax Exempt Number	County
Due On Receipt					

Item	Description	Qty	Rate	Total
127-166024-2	Structures including Linx Levitate Climber, Velo XL Slide, Swings, Rock N Roll Slide	1	\$56,629	\$56,629
				\$0
Discount	Early Bird Sale Discount	1	-\$17,052	-\$17,052
Freight	Shipping Charges	1	\$2,390	\$2,390
MBE/Labor	Snider Installation	1	\$20,528	\$20,528
MBE/Labor	Excavation	1	\$1,988	\$1,988
Surfacing	Fabric Barrier - Excavated Area	1	\$400	\$400
Surfacing	EWF Surfacing including New Area and 4" of top off in old area	1	\$3,453	\$3,453
MBE/Labor	Removal of Current Equipment	1	\$2,500	\$2,500

1/2 down with order, balance upon completion with approved credit.
 If tax exempt certificate is not provided, appropriate sales tax will be charged. Quote valid for 30 days.
 Acceptance of this quote assumes acceptance of Snider insurance.
 Freight subject to fuel charge. Payment via credit card will incur an additional 3% administrative fee.

Subtotal	\$70,836
Sales Tax (6.0%)	N/A
Total	\$70,835.85

Signed _____ Date _____
 Name/Title _____

Quoted By:
 V. Crawford Snider Recreation, Inc.

PLAY THAT MOVES YOU[®]

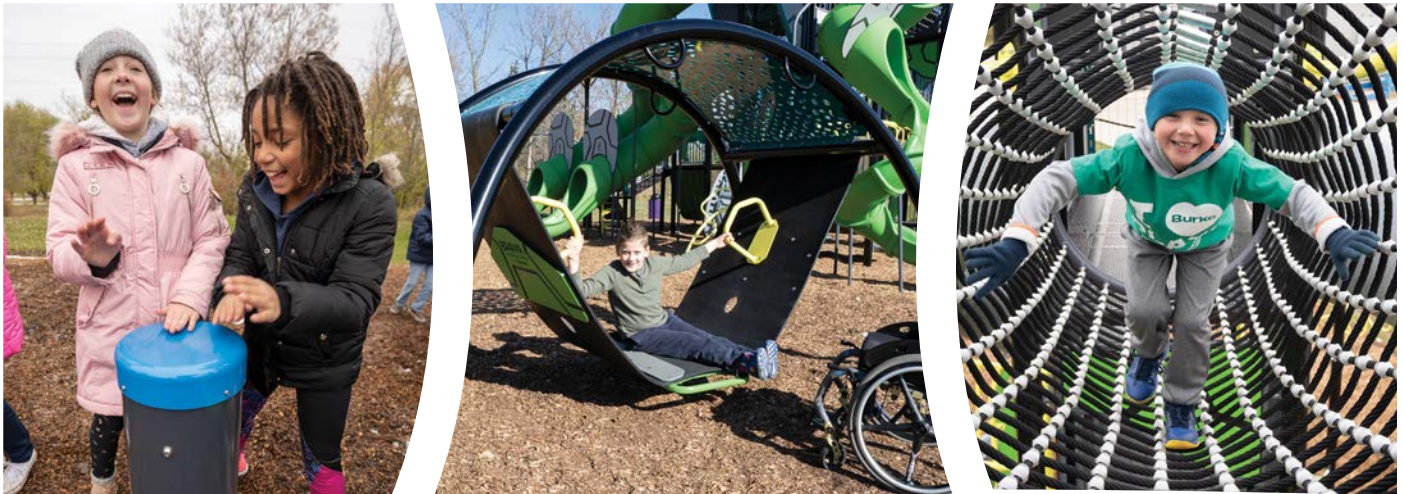
At Burke, movement is our mantra. It drives our purpose and ignites our passion to bring the best in playground design and the most innovative, developmentally rich play, outdoor fitness and recreation products. Our research and testing push us to create new and unique ways to challenge children, families, schools, communities, teams and individuals to move, to grow and to play. Play fosters opportunities for connection between generations and with our peers, provides growth and togetherness and moves us in so many ways. Join Our Movement[®] and experience the many ways play can move you.

PLAY FOR HEALTH

Movement is life and is one of the most important aspects in overall health and wellness for people of all ages and abilities. Burke has playground and fitness offerings that engage everyone in all stages of life to move. Our Nucleus[®] and Intensity[®] playgrounds feature a fusion of play that helps children engage in active play throughout the day for enhanced growth and developmental opportunities. ELEVATE[®] Fitness Course brings obstacle course fitness to a whole new level and is poised to engage children 5-12, teenagers and adults. ACTIVATE[®] Fitness Circuit and INVIGORATE[®] Dynamic Fitness are a great way to add events to a fitness trail or create a space for outdoor exercise. Our variety of fitness equipment will meet you where you are in your fitness journey and challenge you to be more.

PLAY FOR YOUR MIND

Playful experiences are learning experiences and children at play are developing a wide-variety of skills that range from problem solving and cognitive planning to memory and self-regulation. Each and every time a child plays they are contributing positively to their cognitive development and setting themselves up for future success.



PLAY FOR CONNECTION

Play provides us with common experiences, shared laughter and true connection. It brings communities together and helps us return to the simplicity of basic human connection and kindness. Parks and recreation spaces are critical because they lay the groundwork for the intergenerational engagement, interaction and development we all seek. Products such as Novo[®] Playful Furniture, with interesting pieces that can be used in a variety of ways, foster those opportunities by creating a space where everyone can interact and play together in their own way. The Konnection[®] Swing revolutionizes connection by promoting face-to-face connections and playing together. Every person of every age and ability brings their own unique experiences that enhance the collective and moves us all through play.

PLAY FOR MOTION

Motion play creates a childhood experience like no other by creating movement for children of all abilities and providing developmental benefits, including increased spatial awareness, inner ear stimulation and balance. Motion can be a source of calm for children with sensory processing differences while providing delight and excitement for children of all ages.

PLAY FOR DEVELOPMENT

Play is the work of childhood and helps children express themselves, monitor their emotions and develop a sense of identity that fuels their self-esteem and shapes their world view. Creating environments that foster this growth is at the heart of what we do at Burke and helps to teach resiliency and perseverance, all skills that transcend the playground and help children to develop into successful and healthy adults.

WORK THAT MOVES US

Our mission is simple – to bring Play That Moves You® to communities around the world. This mission drives us each and every day to innovate the best in play, playgrounds, recreation and outdoor fitness equipment that help everyone find the best of themselves through play. We are passionate about our legacy of customer service and craftsmanship while looking to the future and always striving to be better.

At Burke, play inspires us to create a community of people that are invested in growth, aren't afraid to commit to positive change and seek to enrich and enhance the lives of the people in communities where we serve and live. Researching, innovating and creating products that help communities and people grow and thrive is the core of our purpose. In our own community, we partner with organizations such as the YMCA and Boys and Girls Club of Fond du Lac and we support, on a larger scale, organizations, municipalities, schools, churches and associations to Join Our Movement® and help let play lead the way for change. This is work that moves us and we hope the results move you.

HANDCRAFTED IN AMERICA'S HEARTLAND

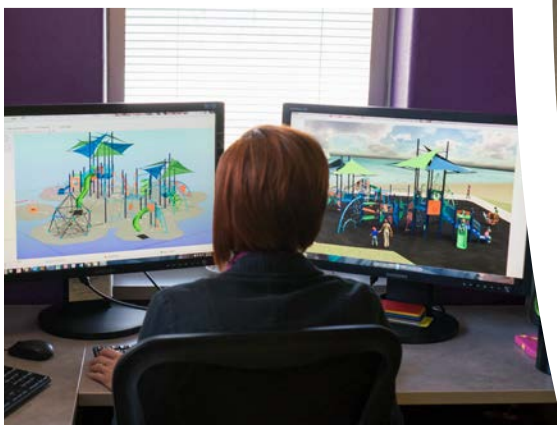
Walk through our Fond du Lac, WI manufacturing facility and you will see playgrounds coming to life through the hands of our people. In the age of assembly lines, we work to combine efficiency with a personal touch that makes every playground special. Bringing quality playgrounds to communities like yours is Work That Moves Us, and we hope the playgrounds we make move you too.

SUPERIOR SERVICE

Customer Service is a hallmark of Burke and we take pride in the fact that when you call, we answer. We have factory-direct customer service representatives that are available to answer questions, help with replacement parts or field inquiries about installations.

YOUR BURKE REPRESENTATIVE

We as Burke Representatives are passionate about bringing play to your community and helping you design your perfect play environment! We are knowledgeable and experienced about the entire playground process from site evaluation to design to maintenance and will work with you beyond installation to make sure your playground is, and remains, all you dreamed!



BURKE'S HISTORY



MORE THAN A CENTURY OF PLAY

Guided by our legacy of innovation, customer service and creativity, we are making the very best and most innovative playground, outdoor fitness and recreation products in our history! Our founder J.E. Burke set the course more than a century ago and we're taking his vision and making it even bigger! Through research, analysis and continuous improvement, we're designing products and playspaces that bring Play That Moves You® to communities for more fun, movement, engagement and development! Play is our passion, our mission and our business and we can't wait for you to Join Our Movement.



BURKE BUILT QUALITY

Discover the value of investing in a Burke Playground:

KOREKONNECT® DIRECT-BOLT CLAMP SYSTEM:

Nucleus® features our Industry-leading KoreKonnnect direct-bolt clamp system resulting in the strongest and most accurate connection system ever. Factory located connection points make for easy, precise installation and an error-free fit. Best of all, KoreKonnnect is covered for 100 years under our non-prorated Generations Warranty®.

DIRECT-BOLT CONNECTION SYSTEM:

Intensity®, ELEVATE® Fitness Course, ACTIVATE® Fitness Circuit and Synergy® feature Burke's trusted direct-bolt connection that uses a durable, straightforward direct-bolt system to ensure a trouble-free installation and provide the necessary strength to accommodate the demands of playing children. Like our KoreKonnnect system, Direct-Bolt connections are covered for 100 years under our Generations Warranty.

EZKONNECT® DECK MOUNTING SYSTEM:

Our exclusive self-leveling deck attachment and factory CNC construction allows for faster and more precise location of decks during installation. The 2-bolt per corner deck attachment increases overall structure strength and stability.

PLATFORMS:

Burke's oversized non-slip platforms are constructed of heavy-duty punched steel that can support more than 2 tons. Our vinyl coating is California compliant, free of lead and other hazardous heavy metals.

TAMPER-RESISTANT STAINLESS STEEL HARDWARE:

All hardware is covered for 100 years under our Generations Warranty.

PREMIUM POWDER COATINGS:

Our industry-leading powder coatings and finishes prevent fading, last longer and deter rust. We also offer a "coastal package" powder coat system. This special powder coat system for metal components and upright posts will provide additional corrosion and chemical protection along with added longevity to the color and gloss retention of the powder coated parts. Contact your Burke Representative for more information on colors, price and warranty.

COMPOUND PLASTICS WITH UV-20:

You'll get long wear and bright, vibrant colors that hold up for years thanks to our thick, durable rotomolded plastics with UV-20 protection. This is why we can cover them for 15 years under our non-prorated Generations Warranty.

CLIMBING CABLES:

Our climbing cables are flexible enough to provide movement, yet strong enough to last. Our ropes are made from 6 polyester cords with steel reinforcement wrapped around a synthetic fiber core. Each cord contains 8 galvanized steel strands tightly covered with polyester multi-fibers. Our RopeVenture® cables consist of 6 strands, each containing 24 stainless steel reinforcing strands within a nylon sleeve, wrapped around a solid nylon core.

ALUMINUM CONNECTORS:

Swivel connectors at the end of our ropes allow assembly at any angle with no unwanted twists in the net. The aluminum fittings used to secure the joints are swaged in place to prevent any movement between the rope and fittings that could cause wear.



FREE RESOURCES

NPPS SAFETY KIT

Burke truly gives you the most value for your money. As part of our Total Cost of Ownership Package, we offer value-added resources FREE with every playground structure purchase. The National Program for Playground Safety (NPPS) Playground Supervision Safety Kit helps supervisors and educators be prepared on the playground. Learn more at bciburke.com/safety.

CUSTOM MAINTENANCE KIT

To help maintain a safe, functioning playground we include a custom maintenance schedule, touch-up paint, graffiti remover and carrying case FREE with every playground structure purchase.

PLANNING & FUNDING TOOLS

We provide you with FREE tools to plan your playground from fundraising and design to installing a community build playground. At Burke, we understand the dedication and hard work it takes to raise the funds for playground equipment. That's why we created Funds for Fun, a direct donation fundraising program to help your organization raise the funds it needs for your new playground. We've also partnered with The School Funding Center to provide up-to-date grant information along with expert grant writing services. Learn more at bciburke.com/funding.



**FREE WITH EVERY BURKE
PLAY STRUCTURE PURCHASE**



FREE FUNDRAISING TOOLS!

BIBA® PLAYGROUND GAMES

ADD MORE PLAY, MOVEMENT AND FUN

Biba brings more engagement, more fun and more people to play. It's another way to view and expand Play That Moves You. Biba on a playground brings games to kids, families and communities that meet them where they are and challenges them to spend more time outdoors moving, playing and developing skills that transcend the playground. At its core, Biba features a variety of games including popular and recognizable characters that will engage and expand the play value of Burke playgrounds like never before. Biba brings imagination, movement and fun that can't be found anywhere else! All you need is the Biba App, a Burke playground featuring Biba and the readiness for a whole new kind of playground experience.

PLAY TOGETHER

Engaging kids and families and creating an experience that fosters social, emotional, physical and cognitive development is part of what Biba on a Burke playground offers. When everyone is engaged, more time is spent at the playground getting that much-needed movement, building relationships and having fun outside.

PLAY GAMES

Getting all the latest in playground games from the leader in outdoor mobile gaming is easy – just download the FREE App and find the nearest Biba playground and start having fun!

PLAYGROUND ENHANCEMENT

Breathing new life into your existing playspace comes from finding fresh, innovative and fun ways to use the space. Enter Biba. Taking an existing playground and adding Biba expands the play value of your existing environment and enhances the playground experience so that every adventure is new again.

STATS IN PLAY

Yes, stats in play...you read that right! With Biba on your playground, you can have statistics at your fingertips. These statistics help parents follow along with their children's progress, while helping park managers understand their park usage, comparing playground facility usage and helping provide quantitative data to support future budget requests. Stats and play unite with Biba!

CALL YOUR LOCAL REPRESENTATIVE AT 800.266.1250 OR VISIT BCIBURKE.COM/BIBA TO LEARN MORE.



Trademarks for Biba are the property of Biba Ventures Inc. © Copyright 2021 Biba Ventures Inc.



BCIBURKE.COM

Burke

800.266.1250

COOPERATIVE PURCHASING OPTIONS

PLAYGROUNDS WITHOUT ALL THE PAPERWORK

Purchasing with contracts may sound intimidating, but getting your community playspace doesn't need to be a painful process of writing specifications, issuing RFP's and jumping through hoops – it can be simplified – we promise! As you continue planning for your new commercial playground, review the Purchasing Contracts offered through our partners. Purchasing with one of these contracts simplifies the process and ensures the design and intent remain the same – serving as a place for your community to gather, grow and thrive.

EQUALIS GROUP

Equalis is an innovative cooperative purchasing organization that believes in the power of partnership and that when you work together you achieve more. The basic premise of the Equalis cooperative purchasing organization is to leverage the combined buying power of all members for better pricing and favorable contract terms. Equalis Group uses the lead agency model for competitively bid contracts, provides our participants the savings they expect and offers efficiencies and peace of mind within the procurement process. It is our mission to continuously improve the measurable and meaningful impact of cooperative services for everyone throughout the supply chain.

OMNIA PARTNERS

OMNIA Partners, Public Sector (Subsidiary National IPA) is the largest and most experienced organization in purchasing and supply chain management. Comprised of participants and suppliers in the public sector, we bring together industry-leading buying power and world-class suppliers to offer an extensive portfolio of competitively solicited and publicly awarded contracts and partnerships. OMNIA Partners is proud to offer more value and resources to state and local government, higher education, K-12 education and non-profits.

HGACBUY

Purchasing Burke playground equipment through HGACBuy gives your agency access to volume purchasing agreements and discounts, and there's no need to incur the time and expense of writing specs, issuing RFPs, advertising and evaluating bids. This can shorten your procurement cycle by months, while ensuring compliance with competitive bidding requirements.

SOURCEWELL

As a leader in cooperative purchasing, Sourcewell is passionate about helping members fulfill their public service missions. Sourcewell builds strong relationships with members and vendors to develop practical solutions together.

The easiest way to Join Our Movement is to call your local Representative at 800.266.1250 or visit bciburke.com/rep. Our passion is bringing play to communities like yours and we can't wait to help you get started!



FEATURED PLAY EVENTS



CONTOUR™ SLIDE

The Contour™ Slide offers the ability for kids to slide together and get a sensory experience all in one place. As they slide, kids can put their hands in the middle to feel how the contours change on the way down!



Petal Step Climber

Climbers provide several developmental benefits to children, building upper body strength along with boosting balance and coordination while they play.



Straight Horizontal Ladder

Overhead Ladders offer so many opportunities for play and development within a playspace. These new overheads embody Burke's energetic design language, are loads of fun and promote upper body strength and teach resilience!



CRESCENT SPINNER PANEL

Create the perfect play area for children with Burke's Interactive Play Panels. The play panels encourage exploration, interaction and develop fine-motor skills for children with all abilities.

DESIGN SUMMARY

Snider Recreation, Inc. is very pleased to present this proposal for consideration for the City of Howell - Don Miller Park located in Howell. BCI Burke Company, LLC has been providing recreational playground equipment for over 90 years and has developed the right mix of world-class capabilities to meet the initial and continuing needs of City of Howell. We believe our proposal will meet or exceed your project's requirements and will deliver the greatest value to you.

The following is a summary of some of the key elements of our proposal:

- Project Name: City of Howell - Don Miller Park
- Project Number: 127-166024-2
- User Capacity: 87
- Age Groups: Ages 2-5 years, 5-12 years
- Dimensions: 49' 9" x 77' 3"
- Designer Name: Stevie Rosenkranz

Snider Recreation, Inc. has developed a custom playground configuration based on the requirements as they have been presented for the City of Howell - Don Miller Park playground project. Our custom design will provide a safe and affordable playground environment that is aesthetically pleasing, full of fun for all users and uniquely satisfies your specific requirements. In addition, proposal # 127-166024-2 has been designed with a focus on safety, and is fully compliant with ASTM F1487 and CPSC playground safety standards.

We invite you to review this proposal for the City of Howell - Don Miller Park playground project and to contact us with any questions that you may have.

Thank you in advance for giving us the opportunity to make this project a success.



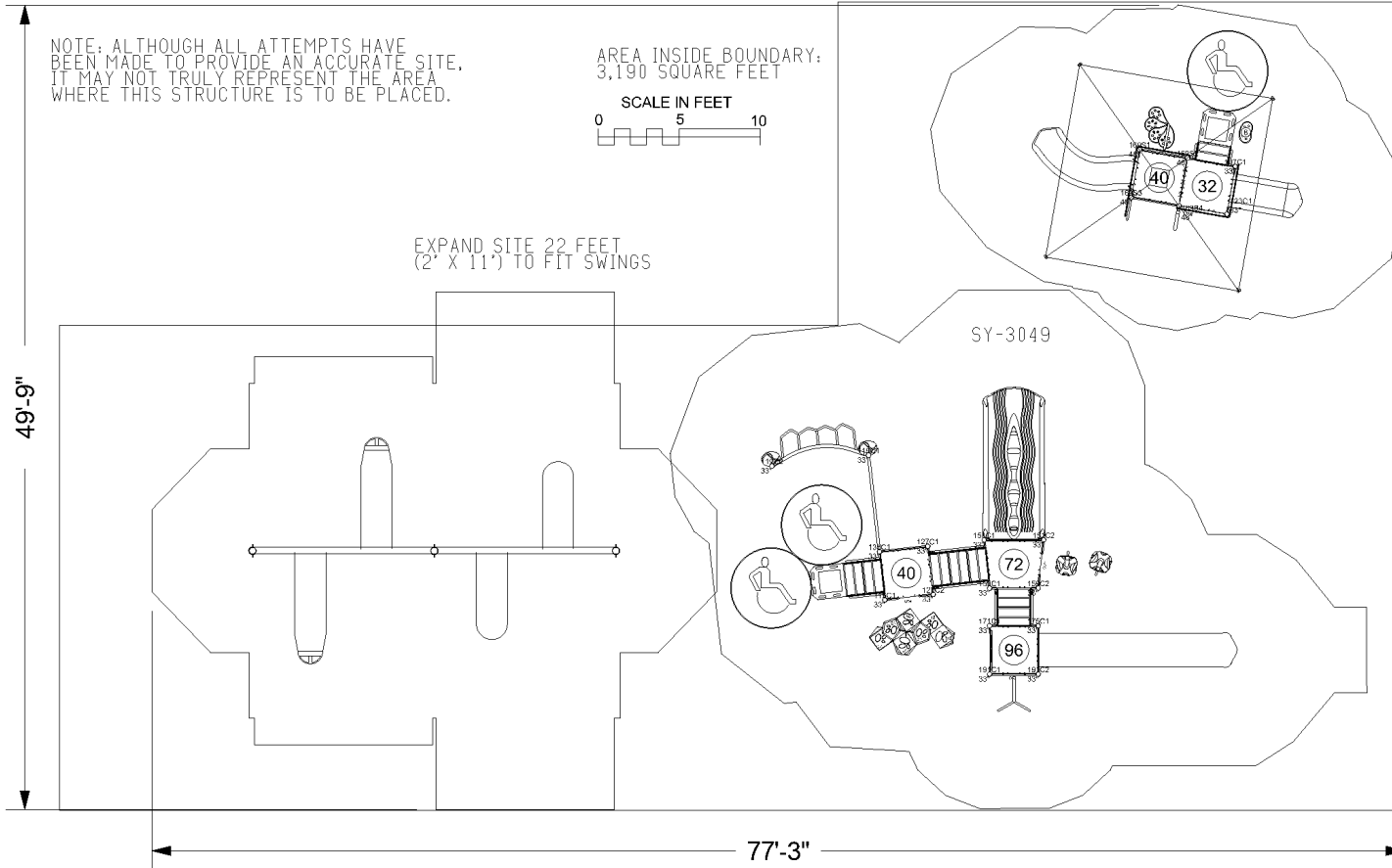
SERIES: Basics, Synergy
 SITE PLAN
 DRAWN BY: Stevie Rosenkranz

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220

City of Howell - Don Miller Park
 626 Maple St.
 Howell, MI 48843

Snider Recreation, Inc.
 127-166024-2

March 23, 2023



ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)

NUMBER OF PLAY EVENTS:	18	
NUMBER OF ELEVATED PLAY EVENTS:	6	
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:	PROVIDED: 0	REQD: 0
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:	PROVIDED: 8	
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:		REQD: 4
NUMBER OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 10	REQD: 3
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 6	REQD: 3

WARNING!

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH AND AROUND THIS EQUIPMENT.
 FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for Playground Safety.
 PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL.

INFORMATION
 MINIMUM FALL ZONE
 SURFACED WITH
 RESILIENT MATERIAL
 AREA

2109 SQ.FT.

PERIMETER

338 FT.

STRUCTURE SIZE

49' 9" x 77' 3"

STRUCTURE IS DESIGNED FOR CHILDREN AGES:

- 6-23 MONTH OLDS
- 2-5 YEAR OLDS
- 5-12 YEAR OLDS
- 13 + YEAR OLDS



Registered to ISO 9001



Registered to ISO 14001



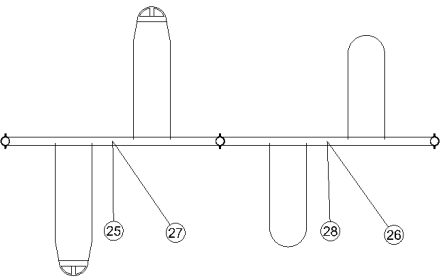
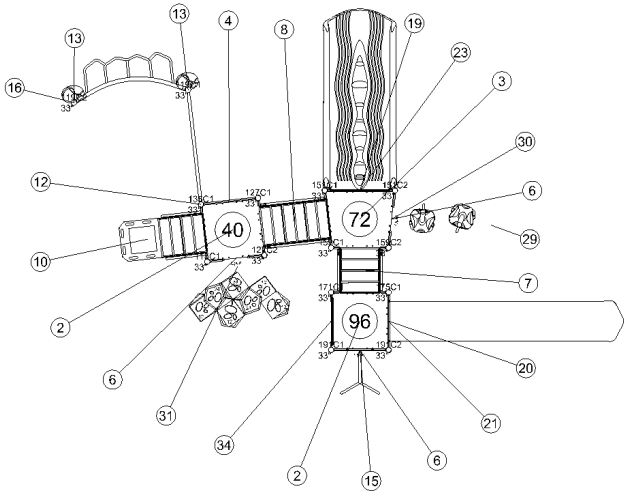
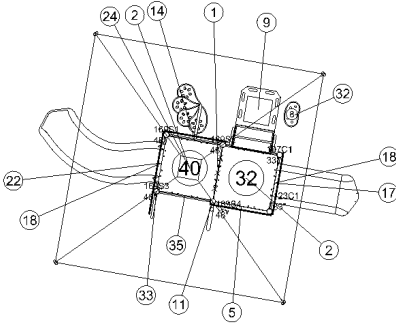
To verify product certification, visit www.ipema.org

The play components identified in this plan are IPEMA certified. The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit www.ipema.org

The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

ITEM	COMP.	DESCRIPTION
1	290-0101	8" CLOSURE PLATE
2	290-0102	SQUARE PLATFORM
3	290-0103	TRAPEZOID PLATFORM
4	290-0104	OFFSET ENCLOSURE
5	290-0105	IMAGINATION DISCOVER OFFSE
6	290-0110	CLIMBER ENCLOSURE
7	390-0101	24" TRANSITION STAIR W/BARRI
8	390-0107	32" TRANSITION STAIR W/BARRI
9	390-0147	TRANSFER STATION, HANDRAIL
10	390-0148	TRANSFER STATION, HANDRAIL
11	390-0199	VERTO CLIMBER 1
12	390-0224	LINX LEVITATE CLIMBER
13	390-0225	SYNERGY LAUNCH PAD
14	390-0283	PETAL STEP CLIMBER 40"-48" IM
15	390-0299	ATOM CLIMBER 80"-96"
16	390-0304	STRAIGHT HORIZONTAL LADDE
17	490-0128	ROCK N ROLL SLIDE 24"-32"
18	490-0134	IMAGINATION DISCOVER SLIDE
19	490-0138	DOUBLE SLIDE SIT DOWN BAR
20	490-0141	SLIDE SIT DOWN BAR
21	490-0143	VELO XL SLIDE 88"-96"
22	490-0186	MONACO SLIDE, 32"-40"
23	490-0187	CONTOUR SLIDE, 64"-72"
24	490-0195	12' X 12' SHADEPLAY CANOPY
25	550-0100	TOT SEAT, 7' & 8' PAIR, STD CH
26	550-0112	BELT SEAT, 8' PAIR, STD CHAIN
27	550-0201	SINGLE POST SWING ASSEMBL
28	550-0202	SINGLE POST SWING ADD-ON 5'
29	560-0066	FS APPROACH CLIMBER, 3 POD
30	560-0068	FS APPROACH CLIMBER, 5 POD
31	560-2709	EKO BUNDLE
32	580-1364	LIL NOVO BEAN STEP
33	590-0140	SPINNER CRESCENT PANEL
34	590-0166	HIDE THE NUMBERS PANEL
35	590-0398	PIPE WALL 2-5



Burke

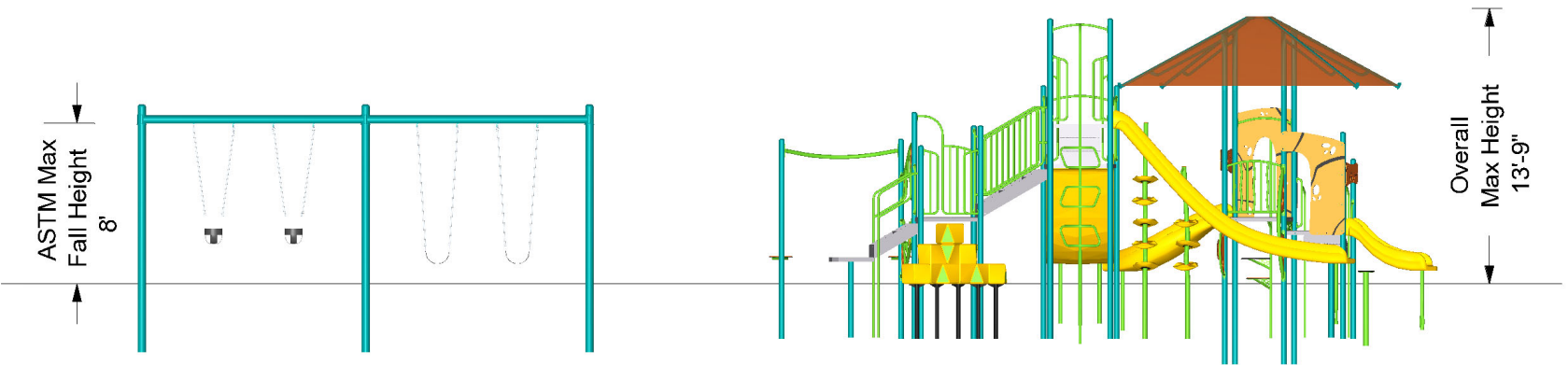
March 23, 2023

SERIES: Basics, Synergy
COMPONENT PLAN
DRAWN BY: Stevie Rosenkranz

City of Howell - Don Miller Park
626 Maple St.
Howell, MI 48843

Snider Recreation, Inc.
127-166024-2

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The protective surfacing for this design must accomodate the critical fall height.



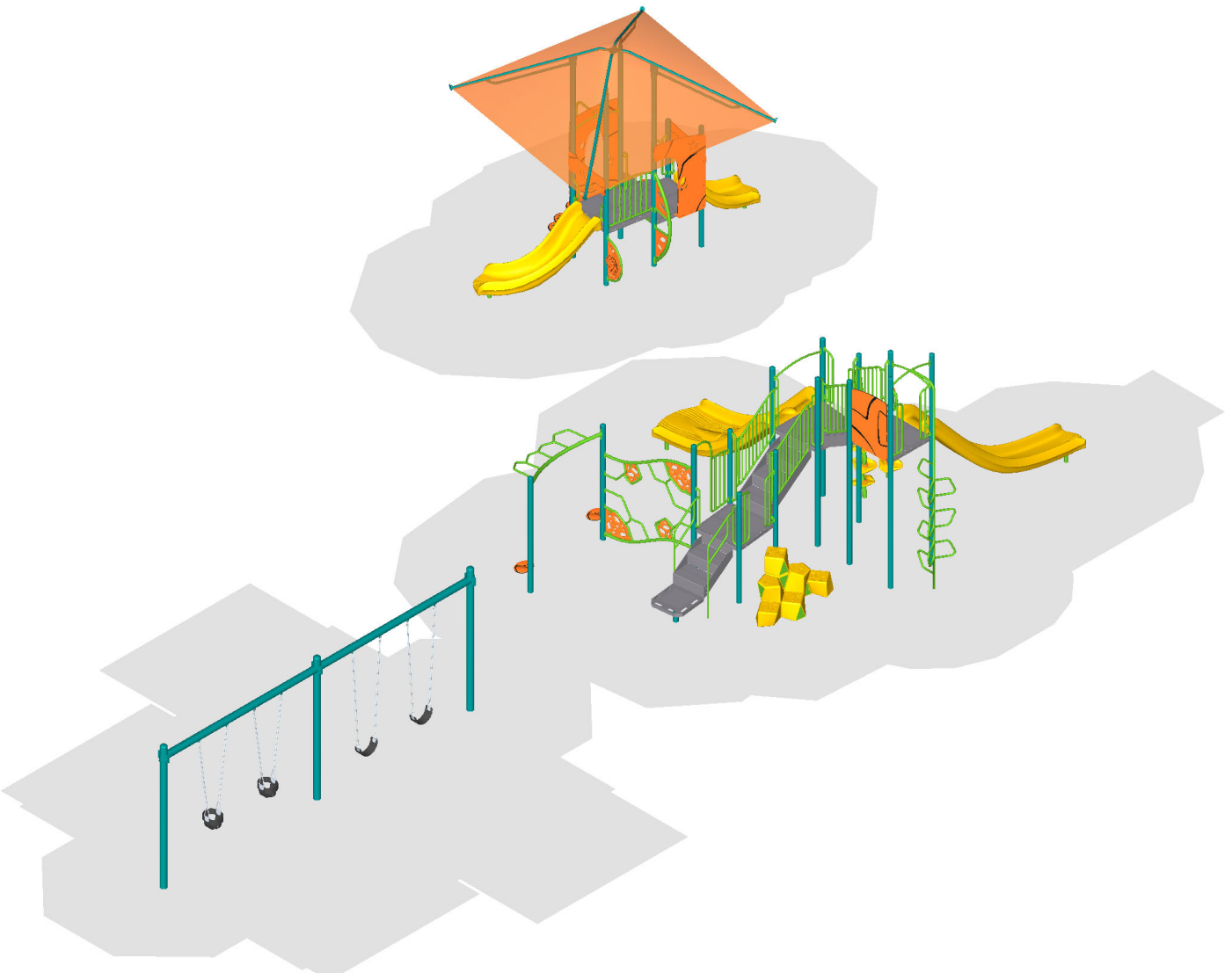
SERIES: Basics, Synergy
 ELEVATION PLAN
 DRAWN BY: Stevie Rosenkranz

City of Howell - Don Miller Park
 626 Maple St.
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March 23, 2023

Burke

SERIES: Basics, Synergy
ISOMETRIC PLAN
DRAWN BY: Stevie Rosenkranz

City of Howell - Don Miller Park
626 Maple St.
Howell, MI 48843

Snider Recreation, Inc.
127-166024-2

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220



Proposal # 127-166024-2

March 23, 2023
2023 Pricing

Proposal Prepared for:

Ray Craft
City of Howell
150 Marion
Howell, MI 48842
Phone:

Project Location:

City of Howell - Don Miller Park
626 Maple St.
Howell, MI 48843

Proposal Prepared by:

Snider Recreation, Inc.
10139 Royalton Road Suite K
North Royalton, OH 44133
Phone: 440-877-9151
Fax: 440-877-9159
info@cvsnyder.com

Alison Horrocks
Phone: 440-877-9151
Fax: 440-877-9159
alison@cvsnyder.com

Component No.	Description	Qty	User Cap	Ext. User Cap	Weight	Ext. Weight
Phase One						
Burke Basics						
560-0066	FS APPROACH CLIMBER, 3 POD	1	3	3	60	60
560-0068	FS APPROACH CLIMBER, 5 POD	1	5	5	84	84
560-2709	EKO BUNDLE	1	6	6	148	148
Synergy						
072-0300-115C	3 1/2" OD X 115" CAPPED POST	1	0	0	42	42
072-0300-119C	3 1/2" OD X 119" CAPPED POST	2	0	0	44	88
072-0300-127C	3 1/2" OD X 127" CAPPED POST	2	0	0	47	94
072-0300-135C	3 1/2" OD X 135" CAPPED POST	1	0	0	50	50
072-0300-151C	3 1/2" OD X 151" CAPPED POST	2	0	0	55	110
072-0300-159C	3 1/2" OD X 159" CAPPED POST	2	0	0	58	116
072-0300-171C	3 1/2" OD X 171" CAPPED POST	1	0	0	63	63
072-0300-175C	3 1/2" OD X 175" CAPPED POST	1	0	0	64	64
072-0300-191C	3 1/2" OD X 191" CAPPED POST	2	0	0	70	140
290-0102	SQUARE PLATFORM	2	4	8	59	118
290-0103	TRAPEZOID PLATFORM	1	4	4	64	64
290-0104	OFFSET ENCLOSURE	1	0	0	26	26
290-0110	CLIMBER ENCLOSURE	3	0	0	21	63
390-0101	24" TRANSITION STAIR W/BARRIE...	1	5	5	143	143
390-0107	32" TRANSITION STAIR W/BARRIE...	1	3	3	198	198
390-0148	TRANSFER STATION, HANDRAIL 40"	1	5	5	175	175
390-0224	LINX LEVITATE CLIMBER	1	6	6	223	223
390-0225	SYNERGY LAUNCH PAD	2	1	2	8	16
390-0299	ATOM CLIMBER 80"-96"	1	4	4	70	70
390-0304	STRAIGHT HORIZONTAL LADDER,SY...	1	3	3	40	40
490-0138	DOUBLE SLIDE SIT DOWN BAR	1	0	0	6	6
490-0141	SLIDE SIT DOWN BAR	1	0	0	5	5
490-0143	VELO XL SLIDE 88"-96"	1	2	2	139	139
490-0187	CONTOUR SLIDE, 64"-72"	1	4	4	206	206
590-0166	HIDE THE NUMBERS PANEL	1	2	2	56	56
600-0104	NPPS SUPERVISION SAFETY KIT	1	0	0	3	3
660-0103	MAINTENANCE KIT, STRUCTURE	1	0	0	7	7
660-0104	INSTALLATION KIT, STRUCTURE	1	0	0	5	5

Phase One User Capacity: 62



Proposal # 127-166024-2

March 23, 2023
2023 Pricing

Phase One Weight: 2,622 lbs.

Phase Two

Burke Basics

580-1364	LIL NOVO BEAN STEP	1	1	1	28	28
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Synergy

072-0300-107C	3 1/2" OD X 107" CAPPED POST	1	0	0	40	40
072-0300-123C	3 1/2" OD X 123" CAPPED POST	1	0	0	45	45
072-0302-169S	3 1/2" OD X 169" SWAGED POST	4	0	0	62	248
290-0101	8" CLOSURE PLATE	1	0	0	5	5
290-0102	SQUARE PLATFORM	2	4	8	59	118
290-0105	IMAGINATION DISCOVER OFFSET E...	1	0	0	38	38
390-0147	TRANSFER STATION, HANDRAIL 32"	1	4	4	134	134
390-0199	VERTO CLIMBER 1	1	1	1	35	35
390-0283	PETAL STEP CLIMBER 40"-48" IM...	1	3	3	109	109
490-0128	ROCK N ROLL SLIDE 24"-32"	1	1	1	54	54
490-0134	IMAGINATION DISCOVER SLIDE SI...	2	0	0	11	22
490-0186	MONACO SLIDE, 32"-40"	1	2	2	76	76
490-0195	12' X 12' SHADEPLAY CANOPY	1	0	0	215	215
590-0140	SPINNER CRESCENT PANEL	1	1	1	17	17
590-0398	PIPE WALL 2-5	1	0	0	30	30

Phase Two User Capacity: 21
Phase Two Weight: 1,214 lbs.

Phase Three

Burke Basics

550-0100	TOT SEAT, 7' & 8' PAIR, STD ...	1	2	2	23	23
550-0112	BELT SEAT, 8' PAIR, STD CHAIN	1	2	2	20	20
550-0201	SINGLE POST SWING ASSEMBLY 5"...	1	0	0	220	220
550-0202	SINGLE POST SWING ADD-ON 5" OD	1	0	0	145	145

Phase Three User Capacity: 4
Phase Three Weight: 408 lbs.

Total User Capacity: 87

Total Weight: 4,244 lbs.

Information is relative to the Mar 23 2023 4:35AM database.

Special Notes:

Prices are based on standard colors per CURRENT YEAR BCI Burke Catalog. Custom colors, where available, would be an extra charge. **Pricing is valid for 30 days from the date of this proposal.**



Proposal # 127-166024-2

March 23, 2023
2023 Pricing

Selected Color List

<u>Color Group</u>	<u>Color</u>
<i>Phase 1</i>	
Accessory	Lime
1 Color Extruded/Flat	Orange
Rotomolded	Yellow
Platform	Gray
Post	Aqua
2 Color Extruded/Flat (outer)	Orange
2 Color Extruded/Flat (inner)	Black
<i>Phase 2</i>	
Platform	Gray
2 Color Extruded/Flat (outer)	Orange
2 Color Extruded/Flat (inner)	Black
Accessory	Lime
Post	Aqua
Rotomolded	Yellow
1 Color Extruded/Flat	Orange
Canopy	Orange
<i>Phase 3</i>	
Contemporary Swing Fittings	Aqua

TESTIMONIALS

"Service, Safety, Quality. Three words I would use to describe the people, business model, and overall organizational standards that inspires the BCI Burke Company. Every organization has a unique set of challenges and goals when it comes to building an educational environment - and from our experience, BCI Burke came to the table ready to work with us as partners to meet those challenges and goals head on.

We chose to work with BCI Burke because we needed a reliable company that would be able to provide nothing less than the highest quality product with our own time limitations. As with most other businesses, we did not have the luxury of making an investment into a project of this magnitude and not feel 100% certain that we had gotten the very best of our dollar. We also had to assure our stakeholders that we would see that investment last the test of time.

BCI Burke offered us superb and consistent customer service, the ability to achieve our goal on a fast timetable, and the confidence that our playground is genuinely the very best in design and safety. This is something that we will showcase in our school for many years to come.

After working with the company, I know personally they are committed to go the extra mile to satisfy your needs. BCI Burke is a master in their field but also provide the customer with an intuitive understanding of service".

Angela H. Brunini
Principal
St. Anthony Catholic School

"I am writing to tell you how much I enjoyed and appreciated working with your local representative...Through the years, I have worked with a number of playground companies, but never with anyone with the professionalism, commitment and follow-through of (your Burke Rep). We are all so excited about our children having the opportunity to play on your wonderful equipment; of course, we want everything! We are so impressed with the many, many possible designs. Thank you for the quality of your equipment and your local representatives."

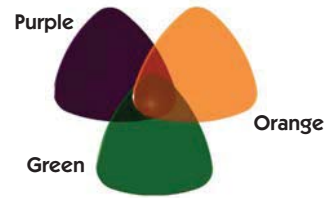
Nancy Emerson
Director
The Children's Center
Dallas , TX

COLORS THAT MOVE YOU

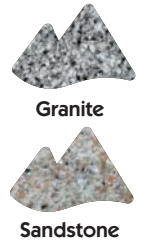
POWDER COAT PAINT



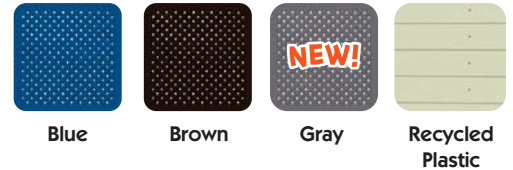
SOLIS HUE TOPPERS



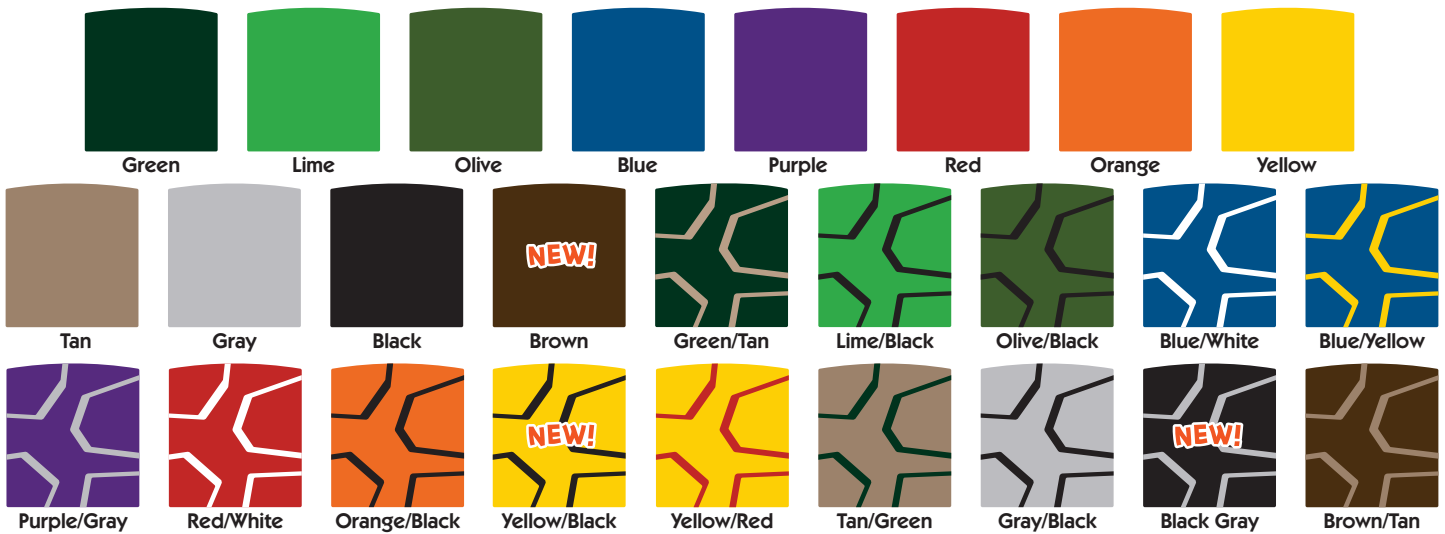
ROCKIT CLIMBERS



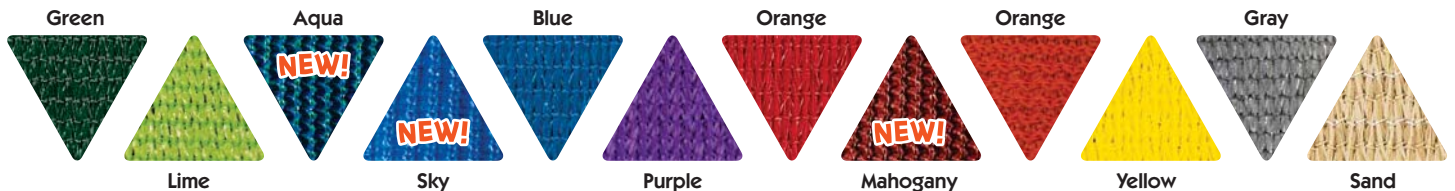
PLATFORMS



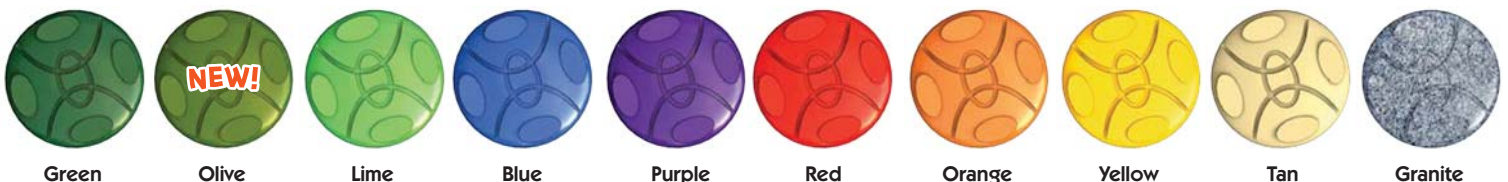
HDPE PLASTIC PANELS



SHADE CANOPIES



ROTOMOLD PLASTIC



VISIT BCIBURKE.COM/COLOR TO CUSTOMIZE YOUR PLAYGROUND COLORS!

BURKE GENERATIONS WARRANTY®

BCI Burke Company, LLC ("Burke") warrants that all standard products are warranted to be free from defects in materials and workmanship, under normal use and service, for a period of one (1) year from the date of shipment.

We stand behind our products.

In addition, the following products are warranted, under normal use and service from the date of shipment as follows:

- One Hundred (100) Year Limited Warranty on aluminum and steel upright posts (including Intensity®, Synergy®, Nucleus®, Voltage®, Little Buddies®, ELEVATE®, ACTIVATE®, INVIGORATE®) against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on KoreConnect® clamps against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on Hardware (nuts, bolts, washers)
- One Hundred (100) Year Limited Warranty on bolt-through fastening and clamp systems (Synergy®, Intensity®, Nucleus®, Voltage®, Little Buddies®, ELEVATE®).
- Twenty-Five (25) Year Limited Warranty on spring assemblies and aluminum cast animals.
- Fifteen (15) Year Limited Warranty on structure platforms and decks, metal roofs, table tops, bench tops, railings and barriers against structural failure due to materials or workmanship.
- Fifteen (15) Year Limited Warranty on all plastic components including StoneBorders against structural failure due to materials or workmanship.
- Ten (10) Year Limited Warranty on ShadePlay® Canopies fabric, threads, and cables against degradation, cracking or material breakdown resulting from ultra-violet exposure, natural deterioration or manufacturing defects. This warranty is limited to the design loads as stated in the specifications.
- Ten (10) Year Limited Warranty on NaturePlay® Boulders and GFRC products against structural failure due to natural deterioration or workmanship. Natural wear, which may occur with any concrete product with age, is excluded from this warranty.
- Ten (10) Year Limited Warranty on Full Color Custom Signage against manufacturing defects that cause delamination or degradation of the sign. Full Color Custom Signs also carry a two (2) year warranty against premature fading of the print and graphics on the signs.
- Five (5) Year Limited Warranty on Intensity® and RopeVenture® cables and LEVEL X® flex bridge against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer's discretion.
- Five (5) Year Limited Warranty on moving parts, including swing components, against structural failure due to materials or workmanship.
- Five (5) Year Limited Warranty on PlayEnsemble® cables and mallets against defects in materials and workmanship.
- Three (3) Year Limited Warranty on electronic panel speakers, sound chips and circuit boards against electronic failure caused by manufacturing defects.

The warranty stated above is valid only if the equipment is erected in conformity with the layout plan and/or installation instructions furnished by BCI Burke Company, LLC using approved parts; have been maintained and inspected in accordance with BCI Burke Company, LLC instructions. Burke's liability and your exclusive remedy hereunder will be limited to repair or replacement of those parts found in Burke's reasonable judgment to be defective. Any claim made within the above stated warranty periods must be made promptly after discovery of the defect. A part is covered only for the original warranty period of the applicable part. Replacement parts carry the applicable warranty from the date of shipment of the replacement from Burke. After the expiration of the warranty period, you must pay for all parts, transportation and service charges.

Burke reserves the right to accept or reject any claim in whole or in part. Burke will not accept the return of any product without its prior written approval. Burke will assume transportation charges for shipment of the returned product if it is returned in strict compliance with Burke's written instructions.

THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IF THE FOREGOING DISCLAIMER OF ADDITIONAL WARRANTIES IS NOT GIVEN FULL FORCE AND EFFECT, ANY RESULTING ADDITIONAL WARRANTY SHALL BE LIMITED IN DURATION TO THE EXPRESS WARRANTIES AND BE OTHERWISE SUBJECT TO AND LIMITED BY THE TERMS OF BURKE'S PRODUCT WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OF CERTAIN IMPLIED WARRANTIES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

Warranty Exclusions: The above stated warranties do not cover: "cosmetic" defects, such as scratches, dents, marring, or fading; damage due to incorrect installation, vandalism, misuse, accident, wear and tear from normal use, exposure to extreme weather; immersion in salt or chlorine water, unauthorized repair or modification, abnormal use, lack of maintenance, or other cause not within Burke's control; and

Limitation of Remedies: Burke is not liable for consequential or incidental damages, including but not limited to labor costs or lost profits resulting from the use of or inability to use the products or from the products being incorporated in or becoming a component of any other product. If, after a reasonable number of repeated efforts, Burke is unable to repair or replace a defective or nonconforming product, Burke shall have the option to accept return of the product, or part thereof, if such does not substantially impair its value, and return the purchase price as the buyer's entire and exclusive remedy. Without limiting the generality of the foregoing, Burke will not be responsible for labor costs involved in the removal of products or the installation of replacement products. Some states do not allow the exclusion of incidental damages, so the above exclusion may not apply to you.

The environment near a saltwater coast can be extremely corrosive. Some corrosion and/or deterioration is considered "normal wear" in this environment. Product installed within 500 yards of a saltwater shoreline will only be covered for half the period of the standard product warranty, up to a maximum of five years, for defects caused by corrosion. Products installed in direct contact with saltwater or that are subjected to salt spray are not covered by the standard warranty for any defects caused by corrosion.

Contact your local Burke Representative for warranty information regarding Burke Turf® and Burke Tile products.

Terms of Sale

Pricing: Prices published in this catalog are in USD, are approximate and do not include shipping & handling, surfacing, installation nor applicable taxes. All prices are subject to change without notice. Contact your Burke representative for current pricing. Payments are to be made in USD.

Weights: Weights are approximate and may vary with actual orders.

Installation: All equipment is shipped unassembled. For a list of factory-certified installers in your area, please contact your Burke representative.

Specifications: Product specifications in this catalog were correct at the time of publication. However, product improvements are ongoing at Burke, and we reserve the right to change or discontinue specifications without notice.

Loss or Damage in Transit: A signed bill of lading is our receipt from a carrier that our shipment to you was complete and in good condition upon arrival. Before you sign, please check the Bill of Lading carefully when the shipment arrives to make sure nothing is missing and there are no damages. Once the shipment leaves our plant, we are no longer responsible for any damage, loss or shortage.

For more information regarding the warranty, call Customer Service at 920-921-9220 or 1-800-356-2070.

01/2023



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: ERVIN J SUIDA, CITY MANAGER
DATE: APRIL 6, 2023
RE: DEPOT LOT PUBLIC HEARING AND RESOLUTION

One of the requirements of the Community Development Block Grant (CDBG) Public Gathering funding for the Howell Depot Lot project is a public hearing and comment period, and the attached resolution. Both of these are required to be conducted and approved upon submission of the grant application. Staff has been working with Hubbell Roth & Clark (HRC) to finalize all necessary application paperwork. The applications for the Public Gathering Grant through the CDBG are due no later than close of business April 28th.

Staff recommends approving the Resolution authorizing the submission of the Grant Application and designating the City Manager as the Certifying Officer.

ACTION REQUESTED:

Approve Resolution No. 2023-07, to Authorize the Community Development Block Grant (CDBG) Public Gathering Spaces (PGS) Grant Application for the Howell Depot Lot and Walnut Street Improvement Project, designating City Manager, Ervin J Suida as Certifying Officer and authorizing him to sign all necessary paperwork.



**CITY OF HOWELL
NOTICE OF PUBLIC HEARING
FOR MICHIGAN COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) FUNDING FOR THE
DEPOT LOT AND WALNUT STREET
IMPROVEMENT PROJECT**

PLEASE TAKE NOTICE that the Howell City Council will conduct a Public Hearing on April 10, 2023, at 7:00 p.m. during the City Council's Regular Meeting at the City Hall Council Chambers, 611 East Grand River, Howell, to allow citizens to examine and submit comments on the proposed application for a CDBG grant.

The City of Howell proposes to request 2,000,000 dollars in CDBG funds to provide an extraordinary recreational area and public gathering space for our community to enjoy. This project would include a 14,400 square feet pavilion with seasonal ice, making it the only public outdoor ice-skating rink in Livingston County. During warmer months, the pavilion would create a spacious covered area for outdoor markets and special events. Surrounding the pavilion would be a stunning family-friendly walkable area to include a fountain splash pad, a large above-ground fire pit, and public seating throughout. The project would also include an enhanced parking area, providing additional parking spaces, that are vital to the needs of Downtown Howell.

The Depot Lot and Walnut Street Improvement Project will benefit at least 51% of low to moderate-income persons. No persons will be displaced because of the proposed activities.

Further information, including a copy of the City of Howell's Community Development Plan and CDBG application, is available for review. To inspect the documents, please contact Ervin Suida, Howell City Manager at 517-546-3500 or review them at Howell City Hall, 3rd Floor, 611 East Grand River. Comments may be submitted in writing through April 5, 2023, or made in person at the public hearing.

Citizen views and comments on the proposed application are welcome.

Ervin Suida, Howell City Manager
517-546-3500

Deanna Robson, CMC, MiPMC
Howell City Clerk

Posted: March 22, 2023
Published: March 24, 2023, Livingston Daily

RESOLUTION NO. 2023-07

**TO AUTHORIZE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PUBLIC GATHERING SPACES (PGS) GRANT APPLICATION
FOR THE HOWELL DEPOT LOT AND WALNUT STREET
IMPROVEMENT PROJECT**

WHEREAS, the Michigan Strategic Fund has invited Units of General Local Government to apply for its Public Gathering Spaces (PGS) Competitive Funding Round; and

WHEREAS, The City of Howell desires to request Two Million Dollars (\$2,000,000.00) in CDBG funds to increase usability, accessibility and seasonality of the Howell Depot Lot, No persons will be displaced as a result of the proposed activities; and

WHEREAS, the CDBG requires a 10% match from the City of Howell; and

WHEREAS, the Four Million Nine Hundred Thirty Five Thousand (\$4,935,000.00) dollar commitment from the City of Howell General Fund covers more than the CDBG 10% match requirement for the City of Howell; and

WHEREAS, the proposed project will benefit all residents of the project area and sixty-one and eight tenths (64.8%) percent of the residents of City of Howell are low and moderate-income persons determined by an income survey approved by the Michigan Economic Development Corporation; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures, and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

NOW THEREFORE, BE IT RESOLVED that the City of Howell hereby designates the City Manager as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Motion by Council Member _____ and supported by
Council Member _____, approve foregoing resolution.

I hereby certify that the above resolution was adopted on April 10, 2023 in a regular session of the Howell City Council, and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

Mayor Robert Ellis, Howell City

City Clerk, Deanna Robson

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 2023-07, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the 10th day of April 2023 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 10th day of April, 2023.

BY: Howell City Clerk



Howell Depot Lot

Michigan Economic Development Corporation Community Development Block Grant Public Gathering Spaces Initiative

City of Howell

4/10/2023



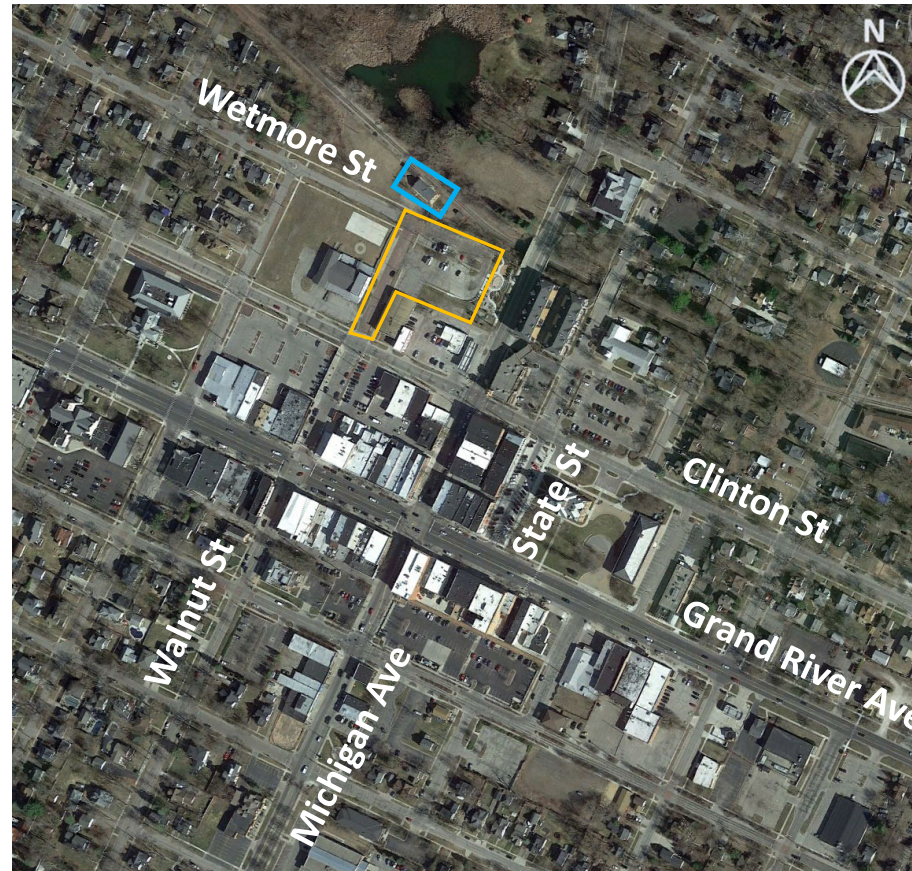
Grant Overview

2023 Public Gathering Spaces Initiative

- ≡ Increase **usability, accessibility, and seasonality** on public property
- ≡ Support creation/expansion of public gathering spaces in low-and-moderate income communities
- ≡ Eligible for \$750,000-\$2,000,000
- ≡ City requesting full amount
 - budget over \$7,500,000
- ≡ Universal Design
- ≡ Public Hearing
- ≡ April 24th Council Meeting and Authorizing Resolution



Project Location



Site Plan



Renderings



Renderings



Renderings



Renderings



Renderings



Project Budget

Activity Costs	CDBG	UGLG	Other	Total
Construction (includes contingency and bonding)				
Howell Depot Lot				
Site Improvements	\$ 750,000.00	\$ 1,124,000.00	\$ -	\$ 1,874,000.00
Pavilion	\$ 1,000,000.00	\$ 725,000.00	\$ -	\$ 1,725,000.00
Ice Rink	\$ 250,000.00	\$ 1,015,000.00	\$ -	\$ 1,265,000.00
Utilities	\$ -	\$ 115,000.00	\$ -	\$ 115,000.00
Walnut St Streetscape	\$ -	\$ 570,000.00	\$ 750,000.00	\$ 1,320,000.00
Construction - Subtotal				\$ 6,299,000.00
Engineering	\$ -	\$ 1,386,000.00	\$ -	\$ 1,386,000.00
Total	\$ 2,000,000.00	\$ 4,935,000.00	\$ 750,000.00	\$ 7,685,000.00

Schedule

APPLICATION PHASE 2023



DESIGN AND CONSTRUCTION PHASE 2023-2025



Summary

Howell Depot Lot PGSI Grant Application

- ≡ Requesting \$2,000,000 from MEDC
- ≡ 12,800 sqft. Pavilion and 60x120-ft Ice Rink
- ≡ Walnut St Reconfiguration and Streetscape
 - Water Feature, Fire Pit, Seating, Gazebos
- ≡ Reconfigured Parking

- ≡ Livingston County Abilities Alliance Letter of Support

- ≡ Grant Application Due April 28th

- ≡ [City of Howell News Draft Application, Conceptual Drawings/Renderings \(https://cityofhowell.org/news\)](https://cityofhowell.org/news)



Questions?

Ervin Suida

Howell City Manager

esuida@cityofhowell.org

(517) 546-3500

Jordan Hankin

jhankin@hrcengr.com

(248) 535-3413



**Public Gathering Spaces Initiative (PGSI) Application
Community Development Block Grant (CDBG) Program
Fiscal Year 2023 Funding Round**

PGSI Application				
UGLG (Unit of General Local Government) Point of Contact	First and Last Name: Ervin Suida			
	Title: City Manager			
	Email: esuida@cityofhowell.org			
	Cell Number: XXX		Office Number: 517-546-3502	
	Best way to contact:	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Cell Phone	<input checked="" type="checkbox"/> Office Phone
	Business Role:	<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other: Please describe your role
UGLG Information	UGLG Name: City of Howell			
	Street/PO Box: 611 E. Grand River Ave			
	City: Howell		County: Livingston	
	State: Michigan		Zip Code: 48843	
	UGLG UEI # (SAM): XXXXX			
	- UEI Info: http://sam.gov/content/home			
	UGLG's Federal Tax ID #: XXXXX			
	Please provide information on State of Michigan Representation.	Senator Name Lana Theis		
		Senate District 22		
	Please provide information on Federal Government Representation.	Representative Name Bob Bezotte		
House District 50				
Please verify the UGLG's low to moderate income community percentage. Note – in order to apply for the Public Gathering Spaces program, the community must be considered a low to moderate income community (51% or greater).	<input type="checkbox"/> 51-55% <input type="checkbox"/> 56-60% <input checked="" type="checkbox"/> 61-65% <input type="checkbox"/> 66% and above			
	A direct link listing the LMI Community Percentage can be found here: lmi-community-customers-and-project-areas.xlsx (live.com) .			

	<p>Does the UGLG have open CDBG grants, including CDBG housing or infrastructure grants, or executed Letters of Intent (LOI) related to a CDBG project?</p>	<p><input type="checkbox"/> Yes</p> <p><i>If yes, please provide the grant number(s) and/or project name (if the project is still under LOI):</i></p> <hr/> <p><input checked="" type="checkbox"/> No</p> <p><i>*Please note that communities awarded a PGSI grant in 2022 will be ineligible for this funding round.</i></p>
<p>UGLG Information (Continued)</p>	<p>Does the UGLG have any unresolved CDBG grant issues and/or findings?</p>	<p><input type="checkbox"/> Yes</p> <p><i>If yes, please provide the grant number and explain the issues and findings:</i></p> <hr/> <p><input checked="" type="checkbox"/> No</p>
<p>CDBG Certified Grant Administrator (CGA) Questions</p>	<p>In this section, identify who will be administering the proposed project</p> <p>(Check One).</p> <p>(NEED TO CONFIRM IF CITY HAS TRAINED STAFF, OTHERWISE THE FIRST BOX SHOULD BE CHECKED)</p>	<p><input type="checkbox"/> A MEDC CGA will administer the project. The CGA has not yet been selected and the contract amount is unknown. The contract has not yet been signed, the MSF will fund the costs, and the administration line item on the CDBG budget (Attachment B) has been left blank.</p> <p><input type="checkbox"/> A MEDC CGA on the staff of the UGLG will administer the project. These costs are not eligible as match or CDBG reimbursement. The administration line item on the CDBG budget (Attachment B) has been left blank.</p> <p>Provide the name and contact information for the MEDC CGA person at the UGLG who will be responsible for administering the proposed project:</p> <p>Name:</p> <hr/> <p>Business Address:</p> <hr/> <p>Phone Number:</p> <hr/> <p>E-mail:</p> <hr/>

Project Name	Howell Depot Lot			
Project Details	Address of Proposed Project	Street Address: 219 N Walnut St		
		City: Howell	State: MI	Zip: 48843
	Is the project located within a traditional downtown or high impact commercial corridor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Project Highlights	<p>Proposed universally accessible design for: A New 12,800 square foot, open-air pavilion for seasonal activities, including an ice rink, mechanical/storage room, concession area and restrooms. New Walnut Plaza Streetscape, including shade trees, landscaping, decorative pergolas, fountain/splash pad, and a fire pit. Expand and complement the existing Summit Gardens and historic Train Depot Museum. Improved vehicle parking facility with additional accessible vehicle parking areas, and EV charging stations.</p>		
	Identify the total square footage of any <u>NEW</u> (currently vacant or underutilized) space being activated?	Total Square Footage being activated: 62,000		
	How long has the space been vacant and/or underutilized? Although a majority of the space has been utilized as a parking facility, a eastern portion of the Walnut Street Corridor to the Historic Train Depot Museum has been underutilized for approximately ___ years.			
How long has the property been owned/maintained by the UGLG?	Please describe: (REQUIRES ASSISTANCE FROM THE CITY TO DESCRIBE)			
	REQUIRED ATTACHMENT: Please include a Project Location Map. This map will be an aerial map showing the project location and boundaries (ex. Aerial Google map with the boundaries outlined). Include as Attachment A, "Project Location Map".			

Project Scope	Please describe the scope of the project the community is seeking to fund through the CDBG PGSI program. Please highlight where the project is located, why this improvement is needed, and how the project will benefit the community. Additionally, please provide examples of how this project aligns with the UGLG’s master plan (or other locally approved plan). Please note that only narrative provided in this section will be reviewed by the scoring committee.
	<p>The City of Howell is seeking Community Development Block Grant (CDBG) funding through the Public Gathering Spaces Initiative (PGSI) for the development of a public gathering space in the heart of Downtown that will include an approximately 12,800 square foot pavilion and adjacent public spaces, known as the Howell Depot Lot. The pavilion will seasonally house a public skating rink, as well as other community activities throughout the warmer months of the year. The project will incorporate the conversion of an adjacent public road into a pedestrian plaza and provide 48 public parking spaces including Electric Vehicle (EV) charging station and 4 barrier free spaces.</p> <p>The Howell Depot Lot is located between N Walnut St. and N Michigan Ave. on the north end of downtown just south of the railroad tracks. The project is immediately adjacent to the historic Train Depot Museum to the northwest and the Howell Summit Gardens to the east. Summit Gardens is already a popular outdoor public space that incorporates play equipment and public art and serves as a gateway to downtown. The proposed project is located within an existing public parking lot, however, the new design will only sacrifice a handful of existing parking spaces, while making the new parking spaces safer and more accessible. The new barrier free parking spaces will be immediately adjacent to the planned pavilion and new public space.</p> <p>In addition to developing a public ice-skating rink, which will provide activity during the winter months when other outdoor recreation opportunities are less inviting, the city envisions the pavilion being used for activities such as a covered farmers market where residence can have access to fresh local produce or attend a public concert even in inclement weather. Additionally, the conversion of this portion of Walnut Street to a pedestrian plaza increases the City’s public gathering space exponentially. The plan for this plaza includes pergolas with built seating and landscaping, shade trees, benches, pedestrian scale lighting, and a fountain/splash pad feature.</p> <p>As recognized in the Howell Downtown Development Authority’s (DDA) “Downtown Howell Futures” planning document, there is a need for additional public spaces in the downtown, especially those that “offer opportunity for refuge and play”, and that “public spaces should be prominent and obvious, and oriented to all ages.” Additionally, the draft master plan, which is being developed through a robust public input process, recognizes that “unique and inviting spaces are important elements to hosting</p>

	<p>events or simply making the community an attractive place to visit and spend time.” The space within this project can serve as an area for programmed events or just informal gatherings. The space is designed to be attractive, inviting, and accessible to all!</p>
	<p>OPTIONAL ATTACHMENT: Please include a copy of the locally approved plan that references the creation or improvement of the public gathering space. “Include as Attachment N, “Local Plan”.</p> <p>REFERENCE - DOWNTOWN DEVELOPMENT AUTHORITY - FUTURES REPORT</p>
	<p>REQUIRED ATTACHMENT: Provide a minimum of three “before photos”. Include as Attachment B, “Before Photos”.</p>
	<p>REQUIRED ATTACHMENT: Provide a detailed site plan of the project site. Include as Attachment C, “Site Plan”.</p>
	<p>REQUIRED ATTACHMENT: Provide a detailed rendering of the proposed project. Include as Attachment D, “Rendering”.</p>
Project Budget	<p>Total Project Cost:</p> <p>Grant Request:</p> <p>Match Amount (a minimum 10% match is required):</p> <p>Match to Total Project Cost Ratio: <input type="checkbox"/> 10% <input type="checkbox"/> 11-15% <input type="checkbox"/> 16-24% <input type="checkbox"/> 25% <input checked="" type="checkbox"/> Other: XX%</p>
Narrative Question	<p>Source(s) of UGLG’s committed cash matching funds (please check all that apply): <input type="checkbox"/> General Fund <input type="checkbox"/> Road Funds <input type="checkbox"/> DDA or other district funds <input type="checkbox"/> Bonding <input type="checkbox"/> Other</p> <p>*Note: Special assessments are not allowed</p> <hr/> <p>Partnership Resource Leveraging. Please identify the Total Project Cost, Grant Request, and Match Amount. If applicable, please articulate how your community has leveraged outside funding sources to enable the project to come to fruition.</p> <p>(NEED THE CITY’S ASSISTANCE WITH ARTICULATING HOW THE COMMUNITY HAS LEVERAGED OUTSIDE FUNDING.)</p>

	<p>If the UGLG included “other” funds above, please check the specific funding source(s) that the “other” committed cash match will be comprised of:</p>	<p><input checked="" type="checkbox"/> Other grants and/or loans where agreements are in place and the funds are immediately available and committed.</p> <p><input type="checkbox"/> Other public and/or private cash that is immediately available and committed.</p> <p><input type="checkbox"/> Other funds that are immediately available and committed.</p>
		<p>Describe all “other” funds: HUD \$750k</p>
<p>REQUIRED ATTACHMENT: Attach a detailed project budget that includes the full scope of the completed project. See Attachment E.</p>		
<p>REQUIRED ATTACHMENT: Attach a third-party cost estimate that aligns with the expenses listed in the project budget. Please note Davis Bacon wages will apply to the entire project. See the “Program Requirements and Compliance” section of the CDBG Funding Guide for more information. Include as Attachment E, “Cost Estimates”.</p>		
<p>Timeline</p>	<p>Proposed Project Start Date: 1/2/24</p>	<p>Anticipated Project Completion Date: 12/31/25</p>
	<p>Design Engineering Start Date: 1/2/24</p>	<p>Design Engineering End Date: 7/12/24</p>
	<p>Construction Start Date: 3/31/25</p>	<p>Construction End Date: 12/31/25</p>
	<p>Please describe how your community determined the timeline for the proposed project? Additionally, please reference any local approvals that will need to take (or have already taken) place for the project to remain in-line with the timeline above.</p>	
	<p>Upon award of the PGSI funding and authorized agreements in 2023, the City of Howell will begin to work with their City Engineer, Hubbell, Roth & Clark, Inc and City Planner Carlisle Wortman & Associates, Inc. in early 2024 to begin the necessary construction documents for various project elements as outlined in the Project Scope. Over the following 6-8 months, construction documents and specifications will be produced for acquiring the necessary Federal, State and Local permits and to public procure a general contractor or construction manager in late summer or fall of 2024. This will allow the City and its consultants and contractor time to complete the construction contract award, review and approve construction submittals, and order materials in advance of beginning construction in the spring of 2025. Construction will commence as soon as the weather permits and continue over the summer and</p>	

	fall of 2025.
Narrative Questions	<p>PGSI funding round aspires to support projects that are expanding the seasonal operation of new or existing public spaces. Please provide details on how the existing space is currently being utilized and provide specific examples of how the proposed project will meet the objective of expanding seasonal operations – including, but not limited to – design elements, how the space will be programmed for public use, and how the space will function.</p> <p>The proposed pavilion and public plaza at the Howell Depot Lot, in conjunction with the adjacent Summit Gardens, is intentionally designed to provide year-round access. In winter months, the ice rink in the main pavilion will be a central attraction for the city. Cooling coils installed in the pavement will ensure that the ice surface will be consistent throughout the winter months. On the Walnut Street plaza, a fire pit offers both opportunity for warming and a unique gathering place for visitors. The plaza also incorporates space that could host a winter market or other unique community events. In warmer months, the pavilion transitions to a flexible event space, and will host a covered weekly farmer market throughout the summer. A ground-level fountain in the plaza, with recessed nozzles, provides a play space on hot summer days. The fountain can be turned on and off as needed to accommodate different events. New trees and pergolas provide shade in summer months, while offering seating areas that can be enjoyed throughout the year. Finally, the Summit Gardens space, which has already been completed, is primarily designed for use in warmer months, but can also be enjoyed by residents in colder months.</p> <p><i>PGSI funding round aspires to support projects that are increasing universal accessibility of new or existing public spaces. Please describe how the proposed project incorporates Universal Design elements and why these elements are needed in order to make the public space more accessible. Please provide specific examples that can be clearly identified in the project site plan. Elements & Examples of Universal Design can be found in Appendix C. Note: Projects, at a minimum, must meet Americans with Disability Act (ADA) requirements in order to be considered for funding.</i></p>

The proposed Howell Depot Lot project is designed to exceed Americans with Disability Act (ADA) standards and incorporates several features that are considered standard practices in public space development. Curb cuts with tactile or “Braille paving” is provided at each of the street crossings. Streetlamps, bollards, and other site features are designed with solid bases that are easily detectable by canes for the visually impaired. Benches are selected which are of the appropriate height (16 to 18”) with seat backs and arm rests to accommodate physically challenged users, and adequate space to the sides to allow wheelchair users to socialize with their able-bodied friends. Large sections of the property are necessarily graded to be flat, but where slopes and/or ramps are required, every effort will be made to keep the slope to 5% or less, with a maximum grade of 1:12 used only when absolutely necessary. While two accessible parking spaces are required, at least four will be provided, with one of the spaces available for EV vehicle charging.

The project begins to approach Universal Design standards by considering some of the finer details. Contrasting pavement colors help to define travel areas for the visually impaired and allows them to avoid potential pitfalls. Any signage will be high contrast, with larger letters and/or braille lettering. The plaza offers attractions for a variety of users, able-bodied and disabled, young and old, with flexible use opportunities throughout all four seasons. Access to the property is clear and distinct, with accessible entrance points from Michigan Avenue and Walnut Street, and secondary access from Westmore Street. New street trees offer shade and comfort, buffer noise, and increase visual appeal, and help to define gathering points for individuals who might want an alternative to pergolas and other gathering points. The species used in the seascape design will be carefully selected to avoid allergen issues and reduce or eliminate concerns about falling leaves and fruit. Restrooms and other functional components will be centrally located and easily identifiable. Such components will exceed all accessible design guidelines. Improved LED lighting along the street and in the plaza acts to both increase safety and improve comfort for all users.

In short, while the design absolutely considers visual appeal and function, it also recognizes the need to make the space as enjoyable and usable as possible for all users, regardless of permanent or temporary disabilities or abilities.

	<p><i>In conjunction with the low-to-moderate area-wide benefit national objective of the CDBG program, please describe how the proposed project will benefit the entire community. Please provide specific examples.</i></p>
	<p>The Howell Depot Lot project will provide benefits to the entire community by creating a new public space that will facilitate low or no cost activities available to the public. The proposed seasonal ice rink in the pavilion will offer a fun and healthy recreation activity throughout the winter months. The pavilion will then be available for a variety of community activities or events during the balance of the year. This project will activate space that is currently just a parking lot. It will provide a connection to the Howell Summit Garden, an existing public space that includes free active and passive leisure activities for all ages. Additionally, the creation of the plaza on Walnut Street includes several public amenities such as the fire pit, seating locations, and the fountain/splash pad. This space would be available for programed activities, or an informal gathering space thought the year.</p> <p>Providing spaces for activities or events is an important component for the City of Howell and for the region. The City of Howell is the venue for numerous events year-round. While all events within the city must be approved by the city, many events are facilitated through other entities, such as the Chamber of Commerce or the Howell Area Recreation Authority. Events include parades, street festivals, and more. Participants travel from the region and beyond for some of the more notable long-standing unique events such as Balloon festival, Melon Festival, Fantasy of Lights, legends of Sleepy Howell, Rock the block and countless others. These large events are an opportunity for the city to showcase its amenities and charm to potential future residents.</p> <p>Other smaller events hosted on State Street draw in a smaller, more local crowd. As part of these events, people often celebrate the community as a whole. City staff and officials have a long history of providing support to the various community events that take place within the city. Community members recognize that hosting events is part of what makes Howell unique and special. Maintaining or creating unique spaces within the community to host various events is crucial to having successful well managed events.</p>
	<p>REQUIRED ATTACHMENT: Please provide a copy of the UGLG’s maintenance plan for this public space. Include as Attachment F, “Maintenance Plan”. (TO BE PROVIDED BY THE CITY.)</p>
	<p>REQUIRED ATTACHMENTS: Sample templates for required attachments G-M can be found in the document titled “Public Gathering Spaces Initiative Application Instructions.”</p>

	<p>OPTIONAL ATTACHMENT: Based on the Green Infrastructure priority criteria, in the opinion of a licensed professional engineer (P.E.) confirm and include supporting evidence as Attachment O, “Green Infrastructure” that the plans put forth in the application meet one of the following specifications:</p> <p><input type="checkbox"/> Project maintains the post-development project site runoff volume and peak flow rate at or below pre-settlement levels for all storms up to the 2-year, 24-hour event. The pre-settlement levels are based on the estimate of soil type and land cover existing before the first recorded construction on the site.</p> <p><input type="checkbox"/> The project maintains the post-development project site runoff volume and peak flow rate at or below the pre-development levels for all storms up to the 2-year, 24-hour event and at a minimum provide a reduction in current runoff volume. Pre-development level means the runoff flow volume and rate for the last land use prior to the planned new development or redevelopment.</p> <p><input checked="" type="checkbox"/> The proposed project does not involve Green Infrastructure.</p> <p>Sample template can be found in the document titled “Public Gathering Spaces Initiative Application Instructions.”</p>												
	<p>REQUIRED ATTACHMENT: Please provide a copy of the UGLG’s marketing plan for this public space. Include as Attachment P, “Marketing Plan”. (TO BE PROVIDED BY THE CITY.)</p>												
<p>Additional CDBG Program Requirements</p>	<table border="1"> <tr> <td data-bbox="386 1213 808 1654"> <p>UGLG Conflict of interest Disclosure:</p> </td> <td data-bbox="808 1213 1429 1476"> <p><input type="checkbox"/> Employees, agents, consultants, officers, elected or appointed officials of the UGLG will obtain a financial interest or benefit from a CDBG assisted activity or will have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.</p> </td> </tr> <tr> <td data-bbox="386 1213 808 1654"></td> <td data-bbox="808 1476 1429 1577"> <p><input type="checkbox"/> Officials and staff of the UGLG will be a party to contracts involving the procurement of goods and services assisted with CDBG funds.</p> </td> </tr> <tr> <td data-bbox="386 1213 808 1654"></td> <td data-bbox="808 1577 1429 1654"> <p><input checked="" type="checkbox"/> No conflicts.</p> </td> </tr> <tr> <td data-bbox="386 1654 808 1873"> <p>Compliance Requirements. Check all that apply:</p> </td> <td data-bbox="808 1654 1429 1728"> <p><input type="checkbox"/> The project will impact historic properties or archaeological sites and districts.</p> </td> </tr> <tr> <td data-bbox="386 1654 808 1873"></td> <td data-bbox="808 1728 1429 1801"> <p><input type="checkbox"/> The project will impact wetlands.</p> </td> </tr> <tr> <td data-bbox="386 1654 808 1873"></td> <td data-bbox="808 1801 1429 1873"> <p><input type="checkbox"/> The project is in a floodplain and/or will impact a floodplain.</p> </td> </tr> </table>	<p>UGLG Conflict of interest Disclosure:</p>	<p><input type="checkbox"/> Employees, agents, consultants, officers, elected or appointed officials of the UGLG will obtain a financial interest or benefit from a CDBG assisted activity or will have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.</p>		<p><input type="checkbox"/> Officials and staff of the UGLG will be a party to contracts involving the procurement of goods and services assisted with CDBG funds.</p>		<p><input checked="" type="checkbox"/> No conflicts.</p>	<p>Compliance Requirements. Check all that apply:</p>	<p><input type="checkbox"/> The project will impact historic properties or archaeological sites and districts.</p>		<p><input type="checkbox"/> The project will impact wetlands.</p>		<p><input type="checkbox"/> The project is in a floodplain and/or will impact a floodplain.</p>
<p>UGLG Conflict of interest Disclosure:</p>	<p><input type="checkbox"/> Employees, agents, consultants, officers, elected or appointed officials of the UGLG will obtain a financial interest or benefit from a CDBG assisted activity or will have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.</p>												
	<p><input type="checkbox"/> Officials and staff of the UGLG will be a party to contracts involving the procurement of goods and services assisted with CDBG funds.</p>												
	<p><input checked="" type="checkbox"/> No conflicts.</p>												
<p>Compliance Requirements. Check all that apply:</p>	<p><input type="checkbox"/> The project will impact historic properties or archaeological sites and districts.</p>												
	<p><input type="checkbox"/> The project will impact wetlands.</p>												
	<p><input type="checkbox"/> The project is in a floodplain and/or will impact a floodplain.</p>												

		<input type="checkbox"/> The project is in a coastal zone.
		<input checked="" type="checkbox"/> The project will require local, state, and federal permits.
		<input type="checkbox"/> The project will result in demolition or conversion of residential dwelling units, both occupied and vacant.
		<input type="checkbox"/> The project will result in temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants.
		<input type="checkbox"/> The project will result in special fees (i.e., tap in / hookup fees, special assessments).
		<input type="checkbox"/> None of the above
		<p><u>PLEASE DESCRIBE ALL THAT APPLY:</u></p> <p>General building and site construction permits will be necessary according to local, state and federal permitting requirements.</p>
Application & Eligibility Confirmation	<p>By submitting this application on behalf of the identified UGLG, I certify – to the best of my ability – that the following information is accurate and complete.</p> <p>Sample templates for required attachments G-M, O can be found in the document titled <i>Public Gathering Spaces Initiative Application Instructions</i>.</p> <p>When submitting Attachment Materials, please clearly label each attachment at the heading of each document.</p>	<input checked="" type="checkbox"/> The UGLG is listed on the CDBG Low/Mod Income Community Customers and Project Areas List .
		<input checked="" type="checkbox"/> The UGLG anticipates that the project will be completed within two years of funding award.
		<input checked="" type="checkbox"/> The UGLG is requesting a grant between \$750,000 and \$2,000,000 – in line with the parameters outlined in the program guide.
		<input checked="" type="checkbox"/> The UGLG has committed a minimum cash match equal to 10% of the total project cost.
		<input checked="" type="checkbox"/> The proposed project is located on a property owned by the UGLG.
		<input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Project Location Map – Attachment A, “Location Map”
		<input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: A minimum of three before photos – Attachment B, “Before Photos”
		<input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Project Site Plan - Attachment C, “Site Plan”
		<input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Project Rendering – Attachment D, “Rendering”
		<input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Detailed Project Budget - (See Attachment E), “Project Budget”

		<input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Third Party Cost Estimate (Davis Bacon will apply). Attachment E, "Cost Estimates" <input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Detailed Maintenance Plan – Attachment F, "Maintenance Plan" <input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Authorizing Resolution-Attachment G <input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Public Participation Certification – Attachment H <input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Public Hearing Notice-Published – Attachment I <input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Public Hearing Minutes or Summary of Meeting – Attachment J <input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Certification by UGLG Application Form-Attachment K, "Certification" <input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Statement of Assurances Form-Attachment L <input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Anti-Displacement and Relocation Plan-Attachment M <input checked="" type="checkbox"/> OPTIONAL ATTACHMENT INCLUDED: UGLG Local Plan-Attachment N <input type="checkbox"/> OPTIONAL ATTACHMENT INCLUDED: Certification by licensed professional engineer or licensed landscape architect that the plans meet Green Infrastructure objectives. – Attachment O, "Green Infrastructure" <input checked="" type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Marketing Plan-Attachment P
--	--	---

By signing below, I certify that the PGSI application is complete on behalf of the UGLG for which I am applying.

Signature from Authorized UGLG Official: 	Date:
Name & Title Ervin Suida – City Manager	Email Address: esuida@cityofhowell.org

**ATTACHMENT A –
PROJECT LOCATION MAP**

**ATTACHMENT B –
BEFORE PHOTOS**

**ATTACHMENT C -
SITE PLAN**



HRC
HUBBELL, ROTH & CLARK, INC
 CONSULTING ENGINEERS SINCE 1915
 555 HULEY DRIVE P.O. BOX 824
 BLOOMFIELD HILLS, MICH. 48303 - 0824
 PHONE: (248) 454-6300
 FAX (1st Floor): (248) 454-6312
 FAX (2nd Floor): (248) 454-6359
 WEB SITE: www.hrcengr.com

DATE	ADDITIONS AND/OR REVISIONS
DESIGNED	JDH
DRAWN	JDH
CHECKED	
APPROVED	

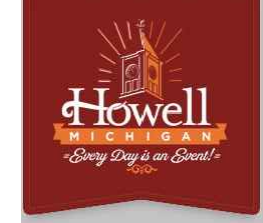
Carlisle | Wortman
 ASSOCIATES, INC.
 COMMUNITY PLANNERS

CITY OF HOWELL
HOWELL DEPOT PARK

ATTACHMENT C
 SITE PLAN

HRC JOB NO. 20230145	SCALE NO SCALE
DATE March 2023	SHEET NO. 1 OF 1

**ATTACHMENT D -
RENDERING**



HRC
HUBBELL, ROTH & CLARK, INC
 CONSULTING ENGINEERS SINCE 1915
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DATE	ADDITIONS AND/OR REVISIONS
DESIGNED	JDH
DRAWN	JDH
CHECKED	
APPROVED	

Carlisle | Wortman
 ASSOCIATES, INC.
 COMMUNITY PLANNERS

**CITY OF
 HOWELL
 HOWELL DEPOT PARK**

ATTACHMENT D: RENDERING
 VIEW OF RINK, PAVILION,
 AND STREETScape

HRC JOB NO. 20230145	SCALE NO SCALE
DATE March 2023	SHEET NO. 2 OF 5



HRC
HUBBELL, ROTH & CLARK, INC
 CONSULTING ENGINEERS SINCE 1915
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DATE	ADDITIONS AND/OR REVISIONS
DESIGNED	JDH
DRAWN	JDH
CHECKED	
APPROVED	

Carlisle | Wortman
 ASSOCIATES, INC.
 COMMUNITY PLANNERS

**CITY OF
 HOWELL
 HOWELL DEPOT PARK**

ATTACHMENT D: RENDERING
 VIEW OF WALNUT ST
 IMPROVED STREETScape

HRC JOB NO. 20230145	SCALE NO SCALE
DATE March 2023	SHEET NO. 4 OF 5



HRC
HUBBELL, ROTH & CLARK, INC
 CONSULTING ENGINEERS SINCE 1915
 555 HULEY DRIVE P.O. BOX 824
 BLOOMFIELD HILLS, MICH. 48303 - 0824
 PHONE: (248) 454-6300
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 WEB SITE: www.hrcengr.com



DATE	ADDITIONS AND/OR REVISIONS
DESIGNED	JDH
DRAWN	JDH
CHECKED	
APPROVED	

Carlisle | Wortman
 ASSOCIATES, INC.
 COMMUNITY PLANNERS

CITY OF HOWELL
HOWELL DEPOT PARK

ATTACHMENT D: RENDERING
 VIEW OF STREETScape AND
 PAVILION INTERIOR

HRC JOB NO. 20230145	SCALE NO SCALE
DATE March 2023	SHEET NO. 5 OF 5

**ATTACHMENT E –
PROJECT BUDGET AND COST ESTIMATES**

DRAFT
FOR CITY APPROVAL

Activity Costs	CDBG	UGLG	Other	Total
Engineering	\$ -	\$ 1,118,000.00	\$ -	\$ 1,118,000.00
Construction (includes contingency and bonding)				
Howell Depot Lot				
Site Improvements	\$ 750,000.00	\$ 1,090,000.00	\$ -	\$ 1,840,000.00
Pavilion	\$ 1,000,000.00	\$ 725,000.00	\$ -	\$ 1,725,000.00
Ice Rink	\$ 250,000.00	\$ 670,000.00	\$ -	\$ 920,000.00
Utilities	\$ -	\$ 115,000.00	\$ -	\$ 115,000.00
Walnut St Streetscape	\$ -	\$ 240,000.00	\$ 750,000.00	\$ 990,000.00
Total	\$ 2,000,000.00	\$ 3,958,000.00	\$ 750,000.00	\$ 6,708,000.00

City of Howell
 Depot Parking Lot/Ice Rink/Pavillion Concept - Grant Application
 Engineer Conceptual Estimate
 March 31, 2023

DRAFT FOR CITY APPROVAL

Item	Quantity	Unit	Unit Price	Total Cost
Mobilization, Max 10%	1	LS	\$ 363,570.50	\$ 363,570.50
Tree, Rem, 6 inch to 18 inch	7	Ea	\$ 1,500.00	\$ 10,500.00
Curb and Gutter, Rem	600	Ft	\$ 15.00	\$ 9,000.00
Pavt, Rem	420	Syd	\$ 27.00	\$ 11,340.00
Sidewalk, Rem	320	Syd	\$ 20.00	\$ 6,400.00
Site Preparation and Grading, Special	1	LS	\$ 50,000.00	\$ 50,000.00
Subgrade Undercutting, 1 x 3, Special	270	Cyd	\$ 60.00	\$ 16,200.00
Geogrid, Special	823	Syd	\$ 5.00	\$ 4,115.00
Soil Erosion	1	Lsum	\$ 5,000.00	\$ 5,000.00
Aggregate Base, 4 inch, Special	875	Syd	\$ 25.00	\$ 21,875.00
Aggregate Base, 8 inch, Special	1,250	Syd	\$ 28.00	\$ 35,000.00
Storm Sewer Improvements	1	LS	\$ 50,000.00	\$ 50,000.00
Underdrain, Subgrade, Open-Graded, 6 inch	800	Ft	\$ 15.00	\$ 12,000.00
HMA Surface, Rem	2,900	Syd	\$ 10.00	\$ 29,000.00
HMA, 5EML	285	Ton	\$ 115.00	\$ 32,775.00
HMA, 4EML	470	Ton	\$ 110.00	\$ 51,700.00
Conc Pavt, 8 inch, Pavillion Area	1,255	Syd	\$ 65.00	\$ 81,575.00
Conc Pavt, 8 inch, Colored/Stamped, Pavillion Area	225	Syd	\$ 85.00	\$ 19,125.00
Curb and Gutter, Conc, Det C2	1,200	Ft	\$ 40.00	\$ 48,000.00
Driveway Opening, Conc, Det M	60	Ft	\$ 35.00	\$ 2,100.00
Detectable Warning Surface	50	Ft	\$ 55.00	\$ 2,750.00
Sidewalk Ramp, Conc, 6 inch, Special	200	Sft	\$ 15.00	\$ 3,000.00
Sidewalk, Conc, 4 inch, Special	5,830	Sft	\$ 10.00	\$ 58,300.00
Pavement Markings and Signs	1	LS	\$ 15,000.00	\$ 15,000.00
Maintaining Traffic	1	LS	\$ 5,000.00	\$ 5,000.00
Greenbelt Restoration, Special	1,000	Syd	\$ 10.00	\$ 10,000.00
Trees	17	Ea	\$ 1,500.00	\$ 25,500.00
Tree Grates	9	Ea	\$ 2,200.00	\$ 19,800.00
Conc Parking Bumper, 8 ft, Special	35	Ea	\$ 200.00	\$ 7,000.00
Car Charging Duel Stations, Special	2	Ea	\$ 20,000.00	\$ 40,000.00
Audio Video Route Survey, Special	1	LS	\$ 2,000.00	\$ 2,000.00
Burying overhead utilities	1	LS	\$ 150,000.00	\$ 150,000.00
DTE Electrical Service/modifications	1	LS	\$ 60,000.00	\$ 60,000.00
DTE Lighting - Parking lot lighting	1	LS	\$ 10,000.00	\$ 10,000.00
Electrical - Charging Stations conduit and wire	1	LS	\$ 10,000.00	\$ 10,000.00
Electrical for Kiosk receptacles	1	LS	\$ 50,000.00	\$ 50,000.00
Landscape Receptacles (conduit, wire)	4	Ea	\$ 2,500.00	\$ 10,000.00
Electrical services to Ice Rink	1	LS	\$ 150,000.00	\$ 150,000.00
Replacement Fence Along Railroad Edge of Site	270	Ft	\$ 45.00	\$ 12,150.00
Retaining Wall with Fence & Guardrail	750	Sft	\$ 120.00	\$ 90,000.00
Relocate Decorative Pencil Fence Elsewhere on Site	1	LS	\$ 5,000.00	\$ 5,000.00
Rework Existing Corn Hole & Ping Pong Courts	1	LS	\$ 4,500.00	\$ 4,500.00
Pavillion	1	LS	\$ 1,500,000.00	\$ 1,500,000.00
Ice Rink with all amenities (zamboni, restrooms, concession, etc)	1	LS	\$ 800,000.00	\$ 800,000.00
Utility (wm and san) Improvements for pavillion and ice rink	1	LS	\$ 100,000.00	\$ 100,000.00
			Construction Cost	\$ 4,000,000.00
			Contingency (15%)	\$ 600,000.00
			Total Project Cost	\$ 4,600,000.00

City of Howell
 Depot Parking Lot/Ice Rink/Pavillion Concept - Grant Application
 Engineer Conceptual Estimate
 March 31, 2023

DRAFT FOR CITY APPROVAL

Item	Quantity	Unit Price	Total Cost
Notes			
1. Estimate contains a lump sum for all storm sewer improvement, including structure adjusts.			
2. Estimate assumes a typical section of 4" HMA on 8" Aggregate Base			
3. Estimate assumes 20% of area requires undercut and geogrid			
4. Assumed a concrete drive approach			
5. Estimate includes lighting per scope April 12, 2022 scope meeting			
6. No water main or sanitary sewer included in this estimate			
7. DTE Elec. Service/mods incl. Market, Gas Station, Train Depot, etc. re-work			
8. Elec. Serv. to Ice Rink includes: conduit, wire, control panels,fans, lighting, recepticals.			
Engineering 20%			\$ 920,000.00

City of Howell
Walnut Street Concept - Grant Application
Engineer Conceptual Estimate
March 31, 2023

**DRAFT
FOR CITY APPROVAL**

Item	Quantity	Unit Price	Total Cost
Mobilization, Max 10%	1 LS	\$ 77,366.50	\$ 77,366.50
Curb and Gutter, Rem	345 Ft	\$ 15.00	\$ 5,175.00
Pavt, Rem	1,330 Syd	\$ 27.00	\$ 35,910.00
Sidewalk, Rem	255 Syd	\$ 20.00	\$ 5,100.00
Site Preparation and Grading, Special	1 LS	\$ 25,000.00	\$ 25,000.00
Subgrade Undercutting, 1 x 3, Special	250 Cyd	\$ 60.00	\$ 15,000.00
Geogrid, Special	624 Syd	\$ 5.00	\$ 3,120.00
Soil Erosion	1 LS	\$ 5,000.00	\$ 5,000.00
Aggregate Base, 4 inch, Special	1,650 Syd	\$ 25.00	\$ 41,250.00
Aggregate Base, 8 inch, Special	650 Syd	\$ 28.00	\$ 18,200.00
Storm Sewer Improvements	1 LS	\$ 35,000.00	\$ 35,000.00
Underdrain, Subgrade, Open-Graded, 6 inch	800 Ft	\$ 15.00	\$ 12,000.00
HMA Surface, Rem	120 Syd	\$ 10.00	\$ 1,200.00
HMA, 5EML	57 Ton	\$ 115.00	\$ 6,555.00
HMA, 4EML	95 Ton	\$ 110.00	\$ 10,450.00
Conc Pavt, 8 inch, Colored/Stamped, Streetscape Area	770 Syd	\$ 85.00	\$ 65,450.00
Conc Pavt with Integral Curb, Nonreinf, 8 inch (driveways)	125 Syd	\$ 95.00	\$ 11,875.00
Curb and Gutter, Conc, Det C2	460 Ft	\$ 40.00	\$ 18,400.00
Driveway Opening, Conc, Det M	120 Ft	\$ 60.00	\$ 7,200.00
Detectable Warning Surface	20 Ft	\$ 55.00	\$ 1,100.00
Curb Ramp Opening, Conc	22 Ft	\$ 40.00	\$ 880.00
Sidewalk, Conc, 4 inch, Special	7,850 Sft	\$ 10.00	\$ 78,500.00
Pavement Markings and Signs	1 LS	\$ 10,000.00	\$ 10,000.00
Maintaining Traffic	1 LS	\$ 5,000.00	\$ 5,000.00
Greenbelt Restoration, Special	800 Syd	\$ 10.00	\$ 8,000.00
Trees	12 Ea	\$ 1,500.00	\$ 18,000.00
Tree Grates	14 Ea	\$ 2,200.00	\$ 30,800.00
Benches	23 Ea	\$ 1,500.00	\$ 34,500.00
Audio Video Route Survey, Special	1 LS	\$ 2,000.00	\$ 2,000.00
Additional lighting along Walnut	1 LS	\$ 78,000.00	\$ 78,000.00
Comcast O/H to U/G	1 LS	\$ 20,000.00	\$ 20,000.00
Bollards	10 Ea	\$ 1,500.00	\$ 15,000.00
Fountain Water Feature	1 LS	\$ 40,000.00	\$ 40,000.00
Utility Improvements for Water Feature and Gas Fire Pit	1 LS	\$ 30,000.00	\$ 30,000.00
Pergolas w/planter	2 Ea	\$ 25,000.00	\$ 50,000.00
Fire Pit	2 Ea	\$ 15,000.00	\$ 30,000.00
		Construction Cost	\$ 860,000.00
		Contingency (15%)	\$ 129,000.00
		Total Project Cost	\$ 990,000.00
Notes			
1. Estimate contains a lump sum for all storm sewer improvement, including structure adjust.			
2. Estimate assumes a typical section of 4" HMA on 8" Aggregate Base			
3. Estimate assumes 20% of area requires undercut and geogrid			
4. Assumed a concrete drive approach			
5. No water main or sanitary sewer included in this estimate			
Engineering 20%			\$ 198,000.00

**ATTACHMENT F –
MAINTENANCE PLAN**

PLACE HOLDER FOR MAINTENANCE PLAN.
CITY TO COMPLETE.

**ATTACHMENT G –
AUTHORIZING RESOLUTION**

PLACEHOLDER FOR AUTHORIZING
RESOLUTION.

TO BE COMPLETED AT APRIL 24 COUNCIL MTG.

**ATTACHMENT H -
PUBLIC PARTICIPATION CERTIFICATION**

UGLG Public Participation Certification Form

1. The UGLG has furnished its citizens with information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken. This includes the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons.
2. The UGLG has published a public notice in such manner to afford affected citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities.
3. One or more public hearings have been held to obtain the views of citizens on the proposed application and community development and housing needs.
4. Citizens have been provided reasonable access to the proposed application and related information on community development and housing needs.
5. The UGLG will provide its citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of funds if funds are received.
6. The UGLG provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income, residents of slum and blight areas and of areas in which Section 106 funds are proposed to be used, and in the case of grantees described in Section 106(a), provided for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction. Opportunities to participate must be made available by advertising in publications, which are distributed in the slum and blight areas and the low- and moderate-income neighborhoods.
7. The UGLG provided citizens with reasonable and timely access to local meetings, information, and records relating to the applicant's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this title.
8. The UGLG provided for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee.
9. The UGLG provided for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. Review of program performance shall apply to previously funded CDBG grants.
10. The UGLG has identified how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. If 51% of the expected participants are non-English speaking, the hearings will be advertised in a non-English publication available to those residents. A person fluent in their language must be available to discuss the project and respond to their questions at the hearings.

Signature and Title of Authorized UGLG

Official Date

**ATTACHMENT I -
PUBLIC HEARING NOTICE - PUBLISHED**



**CITY OF HOWELL
NOTICE OF PUBLIC HEARING
FOR MICHIGAN COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) FUNDING FOR THE
DEPOT LOT AND WALNUT STREET
IMPROVEMENT PROJECT**

PLEASE TAKE NOTICE that the Howell City Council will conduct a Public Hearing on April 10, 2023, at 7:00 p.m. during the City Council's Regular Meeting at the City Hall Council Chambers, 611 East Grand River, Howell, to allow citizens to examine and submit comments on the proposed application for a CDBG grant.

The City of Howell proposes to request 2,000,000 dollars in CDBG funds to provide an extraordinary recreational area and public gathering space for our community to enjoy. This project would include a 14,400 square feet pavilion with seasonal ice, making it the only public outdoor ice-skating rink in Livingston County. During warmer months, the pavilion would create a spacious covered area for outdoor markets and special events. Surrounding the pavilion would be a stunning family-friendly walkable area to include a fountain splash pad, a large above-ground fire pit, and public seating throughout. The project would also include an enhanced parking area, providing additional parking spaces, that are vital to the needs of Downtown Howell.

The Depot Lot and Walnut Street Improvement Project will benefit at least 51% of low to moderate-income persons. No persons will be displaced because of the proposed activities.

Further information, including a copy of the City of Howell's Community Development Plan and CDBG application, is available for review. To inspect the documents, please contact Ervin Suida, Howell City Manager at 517-546-3500 or review them at Howell City Hall, 3rd Floor, 611 East Grand River. Comments may be submitted in writing through April 5, 2023, or made in person at the public hearing.

Citizen views and comments on the proposed application are welcome.

Ervin Suida, Howell City Manager
517-546-3500

Deanna Robson, CMC, MiPMC
Howell City Clerk

Posted: March 22, 2023
Published: March 24, 2023, Livingston Daily

**ATTACHMENT J -
PUBLIC MEETING MINUTES/SUMMARY**

PLACEHOLDER FOR PUBLIC HEARING MEETING MINUTES
TO BE COMPLETED BY HRC AFTER MEETING APRIL 10

**ATTACHMENT K –
UGLG APPLICATION CERTIFICATION FORM**

Certification by the UGLG Applicant Form

The UGLG hereby certifies that it:

1. Possesses legal authority to submit a grant application.
2. Has in a timely manner:
 - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons as a result of proposed activities and for assisting persons actually displaced;
3. published a public notice (a copy of which is attached) in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
4. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
5. made the proposed application available to the public;
6. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
7. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low- and moderate-income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs;
8. Has developed a community development plan that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;
9. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);
10. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions;
11. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;

12. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
13. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly;
14. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.

Signature and Title of Authorized UGLG

Official Date

**ATTACHMENT L -
STATEMENT OF ASSURANCES FORM**

Statement of Assurances Form

The UGLG hereby assures and certifies that it has complied or shall comply with Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301), and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan CDBG program. Specific assurances and certifications include but are not limited to the following:

1. Compliance with grant and financial management guidelines in 2 CFR Part 200, et al.; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations and implementing rules and regulations.
7. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The UGLG agrees to assume all of the responsibilities for environmental review, decision making, and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.

Signature and Title of Authorized UGLG

Official Date

**ATTACHMENT M –
ANTI-DISPLACEMENT AND RELOCATION PLAN**

HRC TO SEND TO CITY TO PLACE ON OFFICIAL LETTERHEAD

Residential Anti-Displacement and Relocation Assistance Plan under Section 104(d)

The property where the proposed project is located is not currently nor is it proposed to be occupied by any dwelling units. Therefore, there will be no persons displaced from their homes because of the proposed project.

**ATTACHMENT N –
UGLG LOCAL PLAN**

PLACEHOLDER FOR DOWNTOWN HOWELL FUTURES DOCUMENT.

FILE SIZE IS LARGE SO DID NOT INCLUDE FOR SAKE OF SHARING FILE

NOTE: THIS ATTACHMENT WILL NOT BE INCLUDED IN APPLICATION, AS IT HAS BEEN DECIDED THE GREEN INFRASTRUCTURE PORTION WILL NOT BE PURSUED

**ATTACHMENT O -
GREEN INFRASTRUCTURE**

**ATTACHMENT P –
MARKETING PLAN**

PLACEHOLDER FOR MARKETING PLAN
DDA TO PROVIDE TO HRC



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: MATT DAVIS, DPS DIRECTOR
DATE: APRIL 6, 2023
RE: CDBG PUBLIC GATHERING SPACES INITIATIVE GRANT – DEPOT LOT RECONSTRUCTION

As Council is aware, this past January, the City was successful in securing \$750,000 in Community Project Funding through Representative Slotkin's office for the Depot Lot Reconstruction project. The scope of the project has changed since staff applied for Community Project Funding through Representative Slotkin's office and estimated costs have increased. Because of this, staff is continuing to search for additional funding opportunities.

Staff was recently made aware of the 2023 Public Gathering Spaces Initiative (PGSI), which will fund improvements intended to increase usability, accessibility, and seasonality within new or existing community spaces on publicly owned property. The 2023 PGSI will award Community Development Block Grant (CDBG) funding to eligible units of local government between \$750,000 and \$2,000,000. A minimum 10% match is required, and applications are due no later than April 28th.

Due to the requirements of the grant and the short timeline to submit, staff reached out to HRC and requested a proposal to manage and coordinate the preparation of this grant application. The cost of HRC's Professional Engineering proposal is based on the approved contractual fees and are proposed not to exceed \$16,763.

This work was not budgeted and will require an amendment to this fiscal year's funds. As with all HRC proposals, billing will be per the Engineering Service Agreement and billed only for actual work performed.

ACTION REQUESTED:

A motion to approve HRC's Professional Engineering Proposal of \$16,763.

REVIEWED & APPROVED FOR SUBMISSION:

A handwritten signature in black ink, appearing to read 'E. Suida', written in a cursive style.

Ervin J. Suida
City Manager



March 28, 2023

City of Howell
611 East Grand River Ave
Howell, MI 48843

Attn: Mr. Matt Davis, Director of Public Services

Re: PSGI Grant Application Proposal
Depot Lot & Walnut Street Improvement Project

HRC Job No. 20221138

Dear Mr. Davis:

As requested, Hubbell, Roth & Clark, Inc. (HRC) is pleased to submit this proposal to assist the City in preparing this grant application for this project. This proposal is based on the scope meeting held at the City on February 21st, attending a follow up scope meeting with the City, and attending the State's training webinar.

HRC will lead the effort in preparing this application. The City, Carlisle Wortman Associates (the City's planner) and HRC will prepare different sections of the application as previously discussed with the City. Generally, HRC will:

- Manage and coordinate the preparation of this grant application.
- Write the majority of the application.
- Prepare construction cost estimates.
- Prepare Certification by UGLA application form.
- Prepare Statement of Assurance form.
- Prepare Anti-Displacement & Relocation Plan.

This grant is due April 28, 2023. In order to meet this deadline HRC proposes to submit sections for review as they are drafted. This will ensure that the grant is completed on time and that we maintain coordination.

HRC proposes to complete this work for \$16,763, as shown in the attached. If you have any questions or require any additional information, please contact the undersigned at 248-454-6390.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Nancy MD Faight, PE
Executive Vice President

pc: City of Howell: E. Suida, M. Spittler
HRC; A. Malczewski, file

City of Howell
Grant Application - Depot Lot & Walnut Street Improvement Project
3/27/2023

Task Description	Manager	Graduate Engineer I	Sr. Project Engineer	Designer	Associate	Total By Task
Meetings w/ City & Public	8	8	6	6		28
Application	2	14	40			56
Estimate	8			16	4	28
Management/Coordination		16	4			20
Total Hours by Classification	18	38	50	22	4	132

	Hours	Hourly Rate (Max)	Billable Hourly Rate	Billable Cost (Max)
Manager	18	\$ 56.00	\$ 156.80	\$ 2,822.40
Graduate Engineer I	38	\$ 34.90	\$ 97.72	\$ 3,713.36
Sr. Project Engineer	50	\$ 49.40	\$ 138.32	\$ 6,916.00
Designer	22	\$ 44.30	\$ 124.04	\$ 2,728.88
Associate	4	\$ 52.00	\$ 145.60	\$ 582.40
	132		Total Costs \$	16,763.04



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: MATT DAVIS, DPS DIRECTOR
DATE: APRIL 6, 2023
RE: RESOLUTION NO. 2023-06, ARBOR DAY CELEBRATION

Please find attached Resolution No. 2023-06 in observance of Arbor Day 2023. The City of Howell will be observing 35 consecutive years as a Tree City USA community and commemorating our 36th annual Arbor Day celebration. This resolution is required as a part of the Tree City USA qualification.

This year the Arbor Day celebration will take place at Howell Memorial Cemetery on Friday, April 28, 2023, at 10:00 am. Chem-Trend Company of Howell has sponsored this year. In addition, Arbor Master Tree Services, the Howell Nature Center, Livingston Recycle, Girls Scouts Heart of Michigan, and Armor Protective Packaging are supporting sponsors and will have stations at the event. The third-grade classes from Hutchings Elementary will be joining us along with the Police Department and Fire Authority. All are welcome to attend.

ACTION REQUESTED:

A motion to adopt Resolution No. 2023-06 in observance of Arbor Day.

REVIEWED & APPROVED FOR SUBMISSION:

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

Ervin J. Suida
City Manager

RESOLUTION NO. 2023-06
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 35 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 28, 2023, as Arbor Day in the City of Howell, and express our appreciation to Chem-Trend for sponsoring the 2023 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 10th day of April 2023.

Robert Ellis, Mayor

Deanna Robson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 2023-06, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on April 10, 2023, 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 10th day of April 2023.

BY: Howell City Clerk



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: ALYSSA ALDEN – FINANCE DIRECTOR
DATE: 03/28/2023
RE: RESOLUTION NO. 2023-04

At the 03/27/23 Council meeting, Resolution 2023-04 was introduced. Council discussed the draft of the requested changes. Attached is the Resolution in final form, for your review.

ACTION REQUESTED:

A motion to adopt Resolution No. 2023-04, Scofield Park and Boat Pass Fee Structure.

REVIEWED & APPROVED FOR SUBMISSION:

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

Ervin J. Suida
City Manager

RESOLUTION NO. 2023-04
SCOFIELD CITY PARK AND HOWELL BOAT LAUNCH FEE STRUCTURE

WHEREAS, the City of Howell, from time to time, has established certain costs and allowances of free passes regarding the Scofield City Park and Howell Boat Launch Area, and;

WHEREAS, various software used by the City has resulted in an inefficient system of tracking fees when passes are sold and distributed, from an auditing perspective. By updating the fee structure to a single base price, such a change will align with required BS&A software set-ups and spreadsheet tracking, as well as improve management from both the administrative and customer viewpoints, and;

WHEREAS, Scofield City Park improvement plans are scheduled to take place this Spring/Summer, 2023. A reduced fee due to construction and related inconveniences to the public is reasonable at this time, and;

WHEREAS, taking into account making the Park and Boat Pass program more efficient, planned construction in 2023, with a review of the current financial costs regarding Scofield City Park and the Howell Boat Launch, have caused a review of the pass fee charges for the activities at the Park and Boat Launch and reconsideration of those costs and issuance of passes.

NOW THEREFORE BE IT RESOLVED that the Howell City Council hereby amends the pass structure and fees for use of Scofield City Park and the Howell Boat Launch as follows:

1. Two Free Annual Resident Park/Boat Launch Pass for the City of Howell and one free Boat Launch only passes to Oceola Township households only, which shall be obtained at Howell City Hall. Each additional Annual Pass will be \$40.
2. Oceola Township households will be able to upgrade to a Park and Boat Launch Pass for an additional \$20. Upgrades are only permitted when obtaining their free Boat Launch pass. Each additional Annual Pass will be \$40.
3. All other individuals may purchase an Annual Pass for \$40 at Howell City Hall during normal business hours or day passes at Scofield Park and/or the Boat Launch kiosks during park hours.
4. Day passes, regardless of household affiliation as set forth above, shall be \$10.00 for a park pass and \$20 for a boat launch pass.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be posted at the Oceola Township Community Center, Paul Bennett Recreation Center and Howell City Hall and copies of these rules shall be given to anyone requesting same.

BE IT FURTHER RESOLVED that Resolution 21-19 is hereby rescinded, repealed and held to be of no further force and effect upon approval by City Council of this Resolution.

Adopted this 10th day of April, 2023.

ROBERT ELLIS, MAYOR

DEANNA ROBSON, CLERK

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 2023-04, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the 10th day of April, 2023, and that the meeting was held and the minutes were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have affixed my official signature this 10th day of April, 2023.

BY: _____
Howell City Clerk



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: KYM LOCKHART, PUBLIC INFORMATION OFFICER
DATE: APRIL 3, 2023
RE: CIVIC EVENT APPLICATION, SUNDAY FARMERS MARKET

Attached is the completed Civic Event Application, filed by the Howell Chamber of Commerce (Colleen Monroe), for Howell's Sunday Farmers Market. This event will take place every Sunday, between May 7 – October 29, 2023, from 9 am until 3 pm.

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

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

ACTION REQUESTED:

A motion to approve the Civic Event Application filed by the Howell Chamber of Commerce (Colleen Monroe), for Howell's Sunday Farmers Market, taking place every Sunday, between May 7 – October 29, 2023, from 9 a.m. until 3 p.m.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager

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: Howell's Sunday Farmers Market

Event Purpose: Community Event

SPONSORING ORGANIZATION INFORMATION

Legal Business Name: Howell Area Chamber of Commerce

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

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

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

Telephone: 517 546 3920 Email Address: chamber@howell.org

Contact Name: Colleen Monroe Title: Mkt Manager

Telephone: 517 546 3920 Cell Phone: 810 923 1220 Email Address: farmersmarket@howell.org

CONTACT PERSON ON DAY OF EVENT

Name: Colleen Monroe Title: Mkt Manager

Address: 123 E. Washington City: Howell MI 48843

Telephone: 517 546 3920 Cell Phone: 810 923 1220 Email Address: farmersmarket@howell.org

TYPE OF EVENT (Check One)

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

EVENT INFORMATION

Event Date(s): 5/7/2023 to 10/29/2023 (every Sunday)

Rain Date(s): N/A between MI + Court St.

Event Location(s): Describe & Attach Map State and Clinton Streets

Event Hours(s): set-up at 6am event 9-2pm cleanup until 3pm

Estimate date/time for set up: Sundays @ 6am

Estimate date/time for clean up: Sundays until 3pm

Describe set up and clean up procedures:
Vendors will set up tents/displays on streets and will clean them up after 2pm leaving area clean

EVENT INFORMATION (Continue)

Estimated Attendance: 700 - 1000

Describe crowd control plans for this event:
Not an issue, pedestrian traffic flows through market

Describe the Civic Event's impact on adjacent commercial and residential property:
No impact on residential, positive economic impact on commercial

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:
Barricades @ state & clinton, on state St and at Clinton & Michigan

Street closed: date/time: 6am Sundays

Street re-open: date/time: 3pm Sundays

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:

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:
- 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 checked="" type="checkbox"/> Booths: | Quantity: | <input checked="" 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 checked="" type="checkbox"/> Canopies: | Quantity: 50+ | <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.*

Pizza truck and Coffee

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.*

Use of Public Bathroom

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

Describe:

Hot dogs, Pizza, Coffee

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.

Sandwich board signage that will be put up and then removed each Sunday

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 <u>2/21/23</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

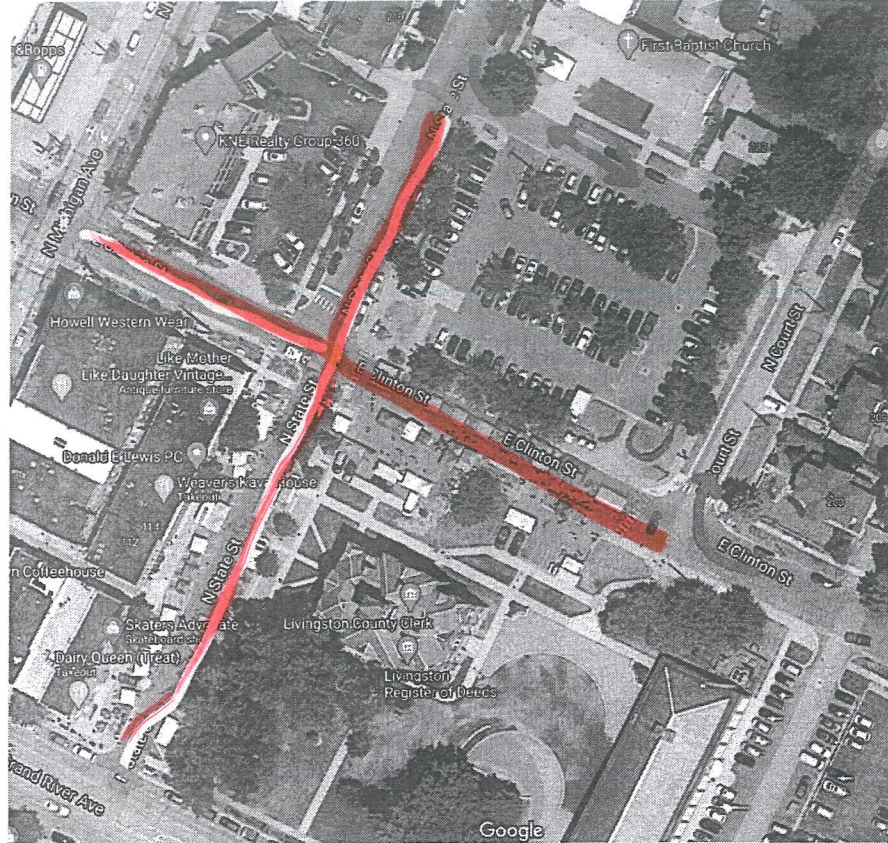
The Howell Chamber of Commerce (*event sponsor*) agrees to defend, indemnify, and hold harmless the City of Howell, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Howell Farmers Market (*event name*) by reason 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 Colleen Monroe Date 2/9/23

Printed Name Colleen Monroe Title Market Manager

Witness Natalie Monroe Date 2/9/23

Printed Name Natalie Monroe



CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS AND COMMENTS

EVENT TITLE: Farmer's Market – 2023

Public Services: Ray Kraft

Comments: No comments or costs.

Police: Scott Mannor

Comments: PD has no comment. No cost

Fire: Jamil Czubenko

Comments: We have reviewed the Civic Application for the Howell Farmers Market. I find that it is satisfactory if the following concern is addressed:

Farmers Market

- Each food truck/vendor shall submit an application for Mobile Food Vendor to the Fire Department prior to the event and will be inspected prior to their opening on the days of the event.
- Mobile Food Vendors need to only apply once per calendar year but may be subject to inspections during their repeated attendance.

No cost to the FD

Community Development: Kristi Troy

Comments: No comment, no cost. Thank you.

Downtown Development: Kate Litwin

Comments: No comment from the DDA



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: KYM LOCKHART, PUBLIC INFORMATION OFFICER
DATE: APRIL 3, 2023
RE: CIVIC EVENT APPLICATION, MEMORIAL DAY PARADE

Attached is the completed Civic Event Application, filed by the American Legion Post 141 (Laura Goldthwait), for the 2023 Memorial Day parade. This event will take place on Monday, May 29, 2023, from 9:30 am until 11:30 am.

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

This parade is co-sponsored by the City of Howell and no costs will be charged to the American Legion Post 141.

ACTION REQUESTED:

A motion to approve the Civic Event Application filed by the American Legion Post 141 (Laura Goldthwait), for the 2023 Memorial Day parade, taking place on Monday, May 29, 2023, from 9:30 am until 11:30 am.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager

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

** No costs per Mayor Ellis*

EVENT			
Event Name: <u>Memorial Day Parade</u>			
Event Purpose: <u>Honor those who paid ultimate sacrifice serving nation.</u>			
SPONSORING ORGANIZATION INFORMATION			
Legal Business Name: <u>American Legion Post 141 & City of Howell</u>			
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> City Operated/Sponsored	<input checked="" type="checkbox"/> Co-Sponsored <i>* No costs per Mayor</i>
Address: <u>3265 W. Gd River</u>	City: <u>Howell</u>	State/Zip: <u>MI 48855</u>	
Mailing Address: <u>Same</u>		City:	State/Zip:
Telephone: <u>517-546-2534</u> ^{Legion}	Email Address: <u>goldthwait@sbcglobal.net</u>		
Contact Name: <u>Laura Goldthwait</u>		Title: <u>Adjutant</u>	
Telephone: <u>810-772-824</u>	Cell Phone: <u>same</u>	Email Address: <u>goldthwait@sbcglobal.net</u>	
CONTACT PERSON ON DAY OF EVENT			
Name: <u>Laura Goldthwait</u>		Title: <u>Adjutant</u>	
Address: <u>3265 W. Gd River</u>	City: <u>Howell, MI 48855</u>		
Telephone: <u>810-772-824</u>	Cell Phone: <u>same</u>	Email Address: <u>goldthwait@sbcglobal.net</u>	
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 type="checkbox"/> Festival/Fair	<input type="checkbox"/> Wedding	<input checked="" type="checkbox"/> Other (describe) <u>Parade</u>	
EVENT INFORMATION			
Event Date(s): <u>Monday, May 29, 2023</u>			
Rain Date(s): <u>None</u>			
Event Location(s): Describe & Attach Map <u>Downtown Howell</u>			
Event Hours(s): <u>0930-1130</u>			
Estimate date/time for set up: <u>Monday, May 29, 2023 @ 0830</u>			
Estimate date/time for clean up: <u>Monday, May 29, 2023 @ 1200</u>			
Describe set up and clean up procedures: <u>Set up & remove chairs</u> <u>No clean up necessary</u>			

EVENT INFORMATION (Continue)

Estimated Attendance: 3000

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 & W. Sibley
past N. Bernard St. Also, St. Bernard St. & cross streets along route to Lakeview Cemetery.

Street closed: date/time: Monday, May 29, 2023 @ 9:00am

Street re-open: date/time: Monday, May 29, 2023 @ 12:00pm

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

Parade will begin at Chestnut and end at Lakeview Cemetery. Staging on Gd River & Chestnut streets.

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:

Howell Marching Band / bag piper

Describe noise control:

EVENT INFORMATION (Continue)

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

- Barricades Quantity: 4
- Traffic Cones Quantity: 20
- 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 	Date 3-7-2023
Complete this application and return it, along with all required documentation, to the City Clerk's Office prior to the application deadline. Please note that a new application must be submitted each year.	Application Receipt Date

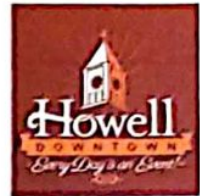
INDEMNIFICATION AGREEMENT

The _____ (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 _____ (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 *Laura A. Goldthwait* Date 3-7-2023
Printed Name Laura A. Goldthwait Title Adjutant
Witness *James W. Grimes* Date 030723
Printed Name JAMES W GRIMES



2023 Howell Memorial Day Parade Schedule



Parade Date: May 29, 2023

Parade Details:

1. Staging: 0930
 - First Presbyterian Church, 323 W. Grand River, Howell, MI 48843
 - Howell Library, 314 W. Grand River, Howell, MI 48843
2. Parade Start: 1000
3. Stops for Memorials:
 - Library: American Legion (AL) Commander and Gold Star Mother to lay wreath
 - Court House:
 - AL Commander and Gold Star Mother - lay wreath
 - Marine Corps League
 - Three rifle volleys
 - Marine Corps League – Taps
 - Cemetery: See page two for ceremony details
 - AL Commander and Gold Star Mother - lay wreath at Cemetery Monument
 - Ceremonial Lake Wreath @ "Thompson Lake to Honor Maritime service members

4. Parade Marching Order	Staging Area
• City of Howell Police	Library
• Color Guard	Library
• AL Commander/Gold Star Mother	Library
• Veteran Float/Mark Epley 2 nd Vice AL	Library
• HHS Bag Piper/Marching Band	Library
• Dignitaries	Library
• Girl and Boy Scouts	Library
• AFROTC	Library
• American Legion, including Riders	First Presbyterian Church Parking Lot
• Military Vehicles	West of Library on Grand River
• EMS	West of Library on Grand River
• Sherriff Department	West of Library on Grand River
• Fire Department	West of Library on Grand River

5. Parade ends at Lakeview Cemetery, Howell, MI (parade participants and public invited to join ceremony at the cemetery)

Memorial Day Ceremony at the Cemetery:

1. AL Commander and Gold Star Mother – lay wreath at cemetery monument
2. AL Adjutant to introduce the speakers
 - Speakers:
 - AL Post 141 Commander - Bobby Brite - Pledge of Allegiance
 - AL Chaplain Mike Schlaack – Invocation
 - City of Howell - Mayor Ellis
 - Invited Dignitaries (two)
3. Bag Piper - Amazing Grace
4. Ceremonial Wreath at Lake - Bob Beck and boy scouts
 - Marine Corps League Honor Guard
 - Three rifle volleys
 - Taps
5. End of ceremony Post 141

Lunch at American Legion Post 141:

- Served at 1200, 3265 W. Grand River Ave., Howell, MI

Points of Contact:

Parade Coordinator, AL Post Adjutant Laura Goldthwait	P: 810-772-8241
American Legion Devereaux Post 141	P: 517-546-2534
City of Howell	P: 517-546-3500

CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS AND COMMENTS

EVENT TITLE: Memorial Day Parade – 2023

Public Services: Mike Spitler
Comments: DPW has no comment and no cost.

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

Fire: Jamil Czubenko
Comments: Fire Dept has no comments or costs.

Community Development: Kristi Troy
Comments: No comment, no cost.

Downtown Development: Kate Litwin
Comments: No comment from the DDA



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: KYM LOCKHART, PUBLIC INFORMATION OFFICER
DATE: APRIL 3, 2023
RE: CIVIC EVENT APPLICATION, PRIDE ALLIANCE OF LIVINGSTON PARADE

Attached is the completed Civic Event Application, filed by the Pride Alliance of Livingston (Sara Steinhauser), for the Pride Alliance of Livingston parade. This event will take place on Saturday, June 10, 2023, from 12 pm until 6 pm.

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

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

ACTION REQUESTED:

A motion to approve the Civic Event Application filed by the Pride Alliance of Livingston (Sara Steinhauser), for the Pride Alliance of Livingston Parade, taking take place on Saturday, June 10, 2023, from 12 pm until 6 pm.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager

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 Parade			
Event Purpose: Celebrate Pride month with LGBTQ+ residents			
SPONSORING ORGANIZATION INFORMATION			
Legal Business Name: Livingston Diversity Council			
<input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> City Operated/Sponsored	<input type="checkbox"/> Co-Sponsored
Address: P.O. Box 202	City: Howell	State/Zip: MI 48844	
Mailing Address:	City:	State/Zip:	
Telephone: 810 734-788-3834	Email Address: sesteinhaus24@gmail.com		
Contact Name: Sara Steinhauser	Title:		
Telephone: 734-788-3834	Cell Phone:	Email Address: " "	
CONTACT PERSON ON DAY OF EVENT			
Name: Sara Steinhauser			Title:
Address: 2575 W Marr		City: Howell	
Telephone: 734-788-3834	Cell Phone:	Email Address: sesteinhaus24@gmail	
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 10 th 12:00pm			
Rain Date(s): June 10 th 6:00pm			
Event Location(s): Describe & Attach Map Courthouse lawn and alleyway			
Event Hours(s): 12:00pm - 5:00pm			
Estimate date/time for set up: June 10 th at 9:00am			
Estimate date/time for clean up: June 10 th at 6:00pm			
Describe set up and clean up procedures: Courthouse lawn - tents and tables Alleyway - simple stand alone decorations			

EVENT INFORMATION (Continue)

Estimated Attendance: 300

Describe crowd control plans for this event:

We will have designated people to watch for any potential issues and address as needed (call police etc.)

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

We will talk to local businesses, as we did last two years. Many are supportive of event

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

Describe sidewalk use:

walking to event

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

1 speaker for light music and presenter

Proposed time music will begin: 12:00 pm

Proposed time music will end: 5:00 pm

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

carthouse lawn

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:

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

No stakes of any kind allowed on asphalt.

- | | | | |
|--|-----------------|--|-----------------|
| <input type="checkbox"/> Booths: | Quantity: | <input checked="" type="checkbox"/> Tables: | Quantity: 10-12 |
| <input checked="" type="checkbox"/> Tents: | Quantity: 10-12 | <input type="checkbox"/> Rides: | Quantity: |
| <input type="checkbox"/> Awnings: | Quantity: | <input checked="" type="checkbox"/> Other (describe) | Quantity: |
| <input type="checkbox"/> Canopies: | Quantity: | <input checked="" 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: NO - unless food trucks can be invited without us having to provide additional paperwork/license (will have food trucks)

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.

At tables/tents

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

I have attached the following items:

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

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

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

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

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


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

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

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

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

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

Applicant Signature 	Date 2/13/2023
Complete this application and return it, along with all required documentation, to the City Clerk's Office prior to the application deadline. Please note that a new application must be submitted each year.	Application Receipt Date

INDEMNIFICATION AGREEMENT

The Pride Alliance of Livingston (*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 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  Date 2/13/2023

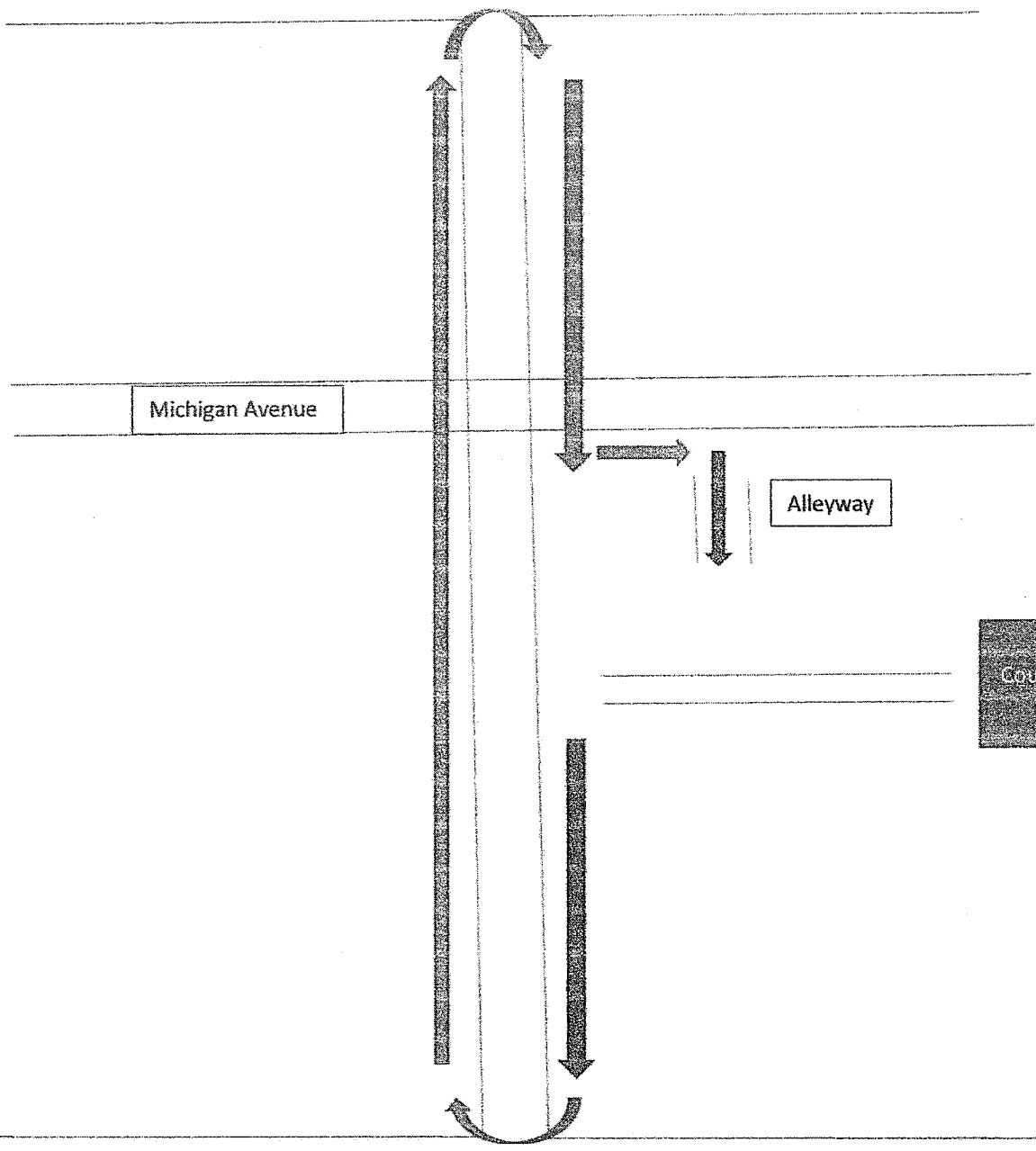
Printed Name Sara Steinhauser Title _____

Witness _____ Date _____

Printed Name _____

Parade Route

Center Street



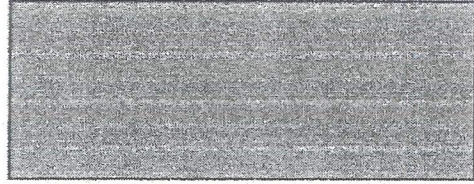
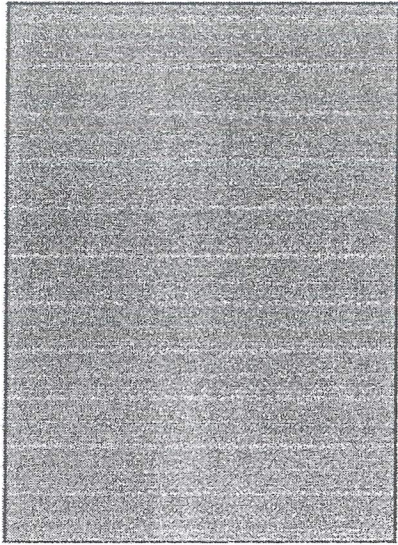
Michigan Avenue

Alleyway

Courthouse

S. National Street

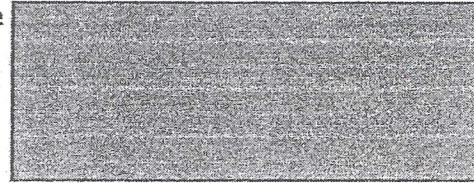
Michigan Avenue



Hope Ribbons



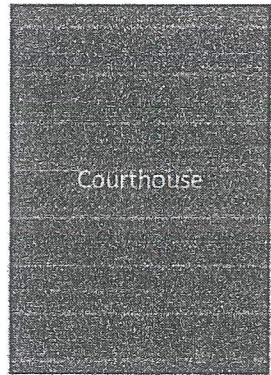
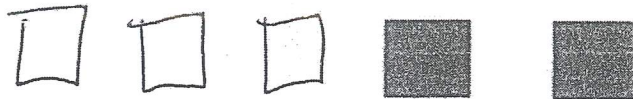
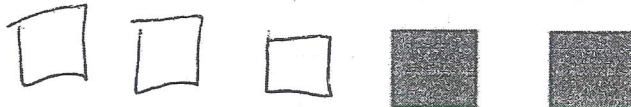
Info Table



N. State Street

Grand River

Tents and Tables



Courthouse



Food trucks

CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS AND COMMENTS

EVENT TITLE: Pride Parade – 2023

Public Services: Mike Spitler
Comments: The cost will be approx. \$250. No comments.

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

Fire: Jamil Czubenko
Comments: Food trucks are required to comply with the Food Truck application and inspections. No costs.

Community Development: Kristi Troy
Comments: No comments and no cost.

Downtown Development: Kate Litwin
Comments: No comment from the DDA

Dear Jamie

03 April, 2023

I, John Davis, am submitting my resignation to the City Compensation board effective immediately. This is due to our moving out of the City of Howell. We will be closing on our new home on April 10th2023. I have been grateful to the city for allowing me to be part of the board and serving Howell. I do apologize for the short notice, but we have only been told of our closing time on the house on April 3rd2023. I do hope this does not become an issue for the board with my departure.

We have had 25 wonderful years in Howell and still plan to share in the city's events and shopping. Although we will not be able to participate in the governmental body of the city, we will always call Howell home.

Thank you.

John C. Davis



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: CITY CLERK DEANNA ROBSON
DATE: APRIL 3, 2023
RE: DEPUTY CITY CLERK APPOINTMENT

Pursuant to Section 7.5 of the Howell City Charter:

“The Clerk and the Treasurer may appoint their own deputies, subject to the written confirmation of the Council. The Clerk and the Treasurer may terminate the status of their respective deputies at pleasure, upon the filing of a statement of such termination with the Mayor.”

Jamie Helman was appointed as Deputy City Clerk in June 2022 and has proven to be an incredible asset to the Clerk’s Department, however, in order to facilitate succession planning and departmental efficiency, I would like to remove Jamie Helman as Deputy City Clerk and replace her with Susie Jarson.

Since Susie Jarson was hired as Election Coordinator, she has displayed the attention to detail, skills and integrity which are vital in the Clerk role. In conjunction with succession planning, and organizationally consistent with many other municipalities, I would like to appoint Susie Jarson as Deputy City Clerk. Susie will continue her role as Election Coordinator, and the Deputy Clerk appointment will also allow her to administer oaths of office and to represent the Clerk’s Office, while also continuing to increase her knowledge and enhance her experience.

ACTION REQUESTED:

A motion to approve the appointment of Susie Jarson as Deputy City Clerk.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: ERVIN J. SUIDA, CITY MANAGER
DATE: APRIL 6, 2023
RE: BOARD AND COMMISSION REAPPOINTMENTS

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

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

ACTION REQUESTED:

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