



## HOWELL CITY COUNCIL MEETING AGENDA

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



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

**Monday, May 19, 2025**

### COUNCIL - MANAGER GOVERNMENT

Council Members  
and other officials  
normally in  
attendance:

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

Ervin J. Suida  
*City Manager*

Michael Dunn  
*Police Chief*

Sarah Gabis  
*City Attorney*

Deanna Robson  
*City Clerk*

1. Call to Order
2. Pledge of Allegiance (all stand)
3. Approval of Agenda
4. Approval of Consent Agenda:
  - A. Regular Meeting Minutes, May 12, 2025
  - B. Work Session Meeting Minutes, May 12, 2025
  - C. Bills
5. Call to the Public – Items not on the Agenda
6. Reports by Council Members Serving on Boards & Commissions
7. Discussion/Approval – Civic Events:
  - A. Chalking Through the Decades, Hometown District, July 19, 2025
  - B. Howell Melon Festival & Melon Run, Howell Area Parks & Recreation Authority, August 14-17, 2025
8. City Manager's Report
9. Unfinished Business
10. New Business
11. Adjournment

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

### **Public Comment Guidelines**

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

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

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

**Regular Meeting of the Howell City Council**  
**Monday, May 12, 2025**  
**Howell City Council Chambers**  
**611 E. Grand River Avenue**  
**Howell, Michigan 48843**

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**1. Call to Order**

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

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

Also Present: City Manager Erv Suida, Police Chief Michael Dunn, City Attorney Sarah Gabis, City Clerk Deanna Robson, Planning & Zoning Administrator Kristi Troy, DPS Deputy Director Mike Spitler, Finance Director Alyssa Miller, Kat Markovich, Tom Richardson, Dan Brockway, Susie Hill, Jeff Amayo and Aaren Currie.

**2. Pledge of Allegiance**

**3. APPROVED - Agenda**

**MOTION by Clos, SECOND by Schlittler, "To approve the agenda as presented." MOTION CARRIED (7-0).**

**4. APPROVED – Consent Agenda**

**MOTION by Lobur, SECOND by Wilson, "To approve the Consent Agenda as presented." MOTION CARRIED (7-0).**

**5. Call to the Public**

None.

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

Member Lobur reported that the SEMCOG General Assembly meeting is scheduled for June 12<sup>th</sup> at the Detroit Zoo; and the Regional Review Committee will meet on June 24<sup>th</sup> and select projects for the year.

Member Hertrich reported that the SEMCOG Justice40 Committee is on hold.

**7. Council Correspondence: Howell Public Schools Request for Placements of Banners on Light Posts**

**MOTION by Clos, SECOND by Britten, "To approve the request from Howell Public Schools to display "Congratulations Howell Graduates" banners on light posts along North State Street from May 13, 2025 – June 6, 2025." MOTION CARRIED (7-0).**

Mayor Ellis also introduced correspondence from Bob MacBride thanking staff for their cleanup work on Grand River Avenue and other City streets.

**8. PUBLIC HEARING: Fiscal Year 2025/2026 Budget**

Mayor Ellis opened the public hearing at 7:03 p.m.

Mayor Ellis closed the public hearing at 7:03 p.m.

**9. ADOPTED – Resolution No. 2025-06, Fiscal Year 2025/2026 Budget Adoption**

**MOTION by Hertrich, SECOND by Wilson, "To adopt Resolution No. 2025-06, Fiscal Year 2025-2026 Budget." MOTION CARRIED (7-0).**

**10. ADOPTED – Resolution No. 2025-07, Fiscal Year 2024/2025 Budget Amendments**

**MOTION by Lobur, SECOND by Schlittler, "To adopt Resolution No. 2025-07, Fiscal Year 2024/2025 Budget Amendments." MOTION CARRIED (7-0).**

**11. ADOPTED – Resolution No. 2025-08, Amend Poverty Exemption Income and Asset Test Guidelines**

**MOTION by Clos, SECOND by Britten, "To adopt Resolution No. 2025-08, Poverty Exemption Income and Asset Test Guidelines." City Manager Suida congratulated Assessor Peter Augostino on the recent audit. MOTION CARRIED (7-0).**

**12. City Manager’s Report**

- Displayed the City website with Depot Lot Fire & Ice Project updates.
- Announced that City received and additional \$500,000 in grant dollars from the MEDC for the Depot Lot Fire & Ice Project.
- Snedikor lot demo went out to bid on May 3<sup>rd</sup>, and the project is on track for completion in the late summer/fall.
- Discussed appropriations with Representative Woolford for the D19 interchange and the initiative was put forward to the Appropriations Committee, with results expected in June.
- Member Hertrich has been working on a DNR conversion for Lucy Road Park; appraisal results are expected next week.
- MEP permits have been successfully implemented with very few glitches.
- The utility rate study should be brought to Council at end of June or early July.

**13. Unfinished Business**

None.

**14. New Business**

**MOTION by Clos, SECOND by Wilson, “To create a position of Deputy City Manager and delegate authority in the absence of the City Manager to act as the City Manager.”  
MOTION CARRIED (7-0).**

Susie Hill, 822 Spring, inquired about the Lucy Road Park property, a building on Walnut Street, mowing in the parks, and the tennis court at Baldwin Park.

**15. Adjournment**

**MOTION by Wilson, SECOND by Britten, “To adjourn the regular meeting of the City Council at 7:17 p.m.” MOTION CARRIED (7-0).**

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Robert Ellis, Mayor

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



**Work Session Meeting of the Howell City Council**  
**Monday, May 12, 2025**  
**Howell City Council Chambers**  
**611 E. Grand River Avenue**  
**Howell, Michigan 48843**

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**1. Call to Order**

The Work Session of the Howell City Council was called to order by Mayor Rober Ellis at 5:33 p.m.

Council Members Participating: Jan Lobur, Luke Wilson, Nikolas Hertrich, Alex Clos, Erin Britten, Mayor Pro Tem Jacob Schlittler (arrived at 5:58 p.m.) and Mayor Robert Ellis.

Also Present: City Manager Erv Suida, City Attorney Sarah Gabis, City Clerk Deanna Robson, Planning & Zoning Administrator Kristi Troy, DPS Deputy Director Mike Spitler and Human Resources Manager Jamie Helman.

**2. Call to the Public**

None.

Mayor Ellis turned the meeting over to City Manager Erv Suida.

**3. Discussed:**

- A. Deputy City Manager Position
- B. Scofield City Park Staffing
- C. Depot Lot Fire & Ice Project Updates
- D. Potential Parking Ordinance Changes

**4. New Business**

None.

**5. Adjournment**

The Work Session adjourned at 6:38 p.m.

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Robert Ellis, Mayor

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Deanna Robson, City Clerk

CITY OF HOWELL  
WARRANT COVER  
May 19, 2025

NAME	AMOUNT	DESCRIPTION
Accounts Payable	\$ 1,135,082.32	
	Less DDA \$ (9,480.55)	
TOTAL	<u>\$ 1,125,601.77</u>	

## INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 05/20/2025 - 05/20/2025

POSTED PAID

BANK ACCOUNTS: GFCK - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>							
<b>Department: 000 GENERAL</b>							
101-000-081.000	05/20/2025	BLUE CROSS BLUE SHIELD OF	HEALTH INSURANCE - POST 65 RETIREES -	JUNE 2025		692.34	1401
101-000-083.001	05/20/2025	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE - PRE 65 RETIREES -	JUNE 2025		860.19	1399
101-000-083.001	05/20/2025	BLUE CROSS BLUE SHIELD OF	HEALTH INSURANCE - POST 65 RETIREES -	JUNE 2025		2,094.33	1401
101-000-231.026	05/20/2025	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE - ACTIVE EMPLOYEES -	JUNE 2025		43,885.18	1400
101-000-414.001	05/20/2025	LIVINGSTON COUNTY TREASURE	PRE ADJUSTMENT REFUND	05072025		2,134.33	106349
Total Department 000 GENERAL						49,666.37	
<b>Department: 172 CITY MANAGER</b>							
101-172-727.000	05/20/2025	VISA	CREDIT CARD CHARGES - CITY MANAGER -	05012025		20.00	1398
101-172-727.000	05/20/2025	AMAZON CAPITAL SERVICES, I	CITY HALL BULLETIN BOARD	1MGP-XX9T-7NWC		489.04	106334
101-172-802.000	05/20/2025	VISA	CREDIT CARD CHARGES - CITY MANAGER -	05012025		14.99	1398
101-172-850.000	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		116.91	106362
101-172-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - CITY MANAGER -	05012025		38.51	1398
101-172-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		149.00	1398
Total Department 172 CITY MANAGER						828.45	
<b>Department: 191 FINANCE</b>							
101-191-850.000	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		40.04	106362
Total Department 191 FINANCE						40.04	
<b>Department: 215 CLERK</b>							
101-215-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - CLERK - APRIL 2	05012025		140.00	1398
Total Department 215 CLERK						140.00	
<b>Department: 228 INFORMATION TECHNOLOGY</b>							
101-228-822.001	05/20/2025	FOWLerville COMMUNITY SCHO	DTE POLE RENTAL FEE - 2025 2ND QTR	C2425-22		124.37	106343
101-228-850.005	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		40.64	106362
101-228-850.008	05/20/2025	VISA	CREDIT CARD CHARGES - IT - APRIL 2025	05012025		50.76	1398
101-228-850.008	05/20/2025	VISA	CREDIT CARD CHARGES - IT - APRIL 2025	05012025		595.00	1398
Total Department 228 INFORMATION TECHNOLOGY						810.77	
<b>Department: 261 GENERAL SERVICE ADMINISTRATION</b>							
101-261-714.001	05/20/2025	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE - PRE 65 RETIREES -	JUNE 2025		4,911.48	1399
101-261-714.001	05/20/2025	BLUE CROSS BLUE SHIELD OF	HEALTH INSURANCE - POST 65 RETIREES -	JUNE 2025		8,983.11	1401
Total Department 261 GENERAL SERVICE ADMINISTRATION						13,894.59	
<b>Department: 262 ELECTIONS</b>							
101-262-727.000	05/20/2025	VISA	CREDIT CARD CHARGES - CLERK - APRIL 2	05012025		2,011.08	1398
101-262-727.000	05/20/2025	VISA	CREDIT CARD CHARGES - CLERK - APRIL 2	05012025		1,777.65	1398
Total Department 262 ELECTIONS						3,788.73	
<b>Department: 265 CITY HALL</b>							
101-265-727.000	05/20/2025	APPLIED INNOVATION	COPIER CONTRACT - 4/7-5/6	2821641		321.91	1402
101-265-727.000	05/20/2025	STAPLES	OFFICE SUPPLIES - KLEENEX, PENS, CLOR	6030794975		54.33	106357
101-265-727.000	05/20/2025	STAPLES	OFFICE SUPPLIES - PAPER	6030794977		184.95	106357
101-265-727.000	05/20/2025	STAPLES	OFFICE SUPPLIES - BANKERS BOXES	6030794979		44.92	106357
101-265-727.000	05/20/2025	STAPLES	OFFICE SUPPLIES - SOAP, TAPE, POST-IT	6030794981		88.21	106357
101-265-727.001	05/20/2025	VISA	CREDIT CARD CHARGES - CITY MANAGER -	05012025		48.97	1398
101-265-740.000	05/20/2025	CINTAS	FLOOR MATS - PD/CH	4229593674		26.52	106338
101-265-850.000	05/20/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS - 5/11-6/10	4003539		1,732.34	106339
101-265-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 611 E GRAND RIVER LBBY	4409305012025		4,346.32	106341
101-265-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 611 E GRAND RIVER BLDG	7031205012025		200.61	106341

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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>							
<b>Department: 265 CITY HALL</b>							
101-265-920.003	05/20/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0126423-1389-9		114.73	106363
101-265-930.005	05/20/2025	PITNEY BOWES GLOBAL FINANC	POSTAGE METER LEASE - 3/30-6/29/25	3320708272		480.72	106355
Total Department 265 CITY HALL						7,644.53	
<b>Department: 270 PERSONNEL</b>							
101-270-727.000	05/20/2025	VISA	CREDIT CARD CHARGES - HR - APRIL 2025	05012025		33.74	1398
101-270-801.000	05/20/2025	ISOLVED BENEFIT SERVICES	FSA/HRA ADMIN SERVICES - APRIL 2025	1144871942		78.75	1405
101-270-822.000	05/20/2025	VISA	CREDIT CARD CHARGES - HR - APRIL 2025	05012025		1,023.86	1398
101-270-900.000	05/20/2025	VISA	CREDIT CARD CHARGES - HR - APRIL 2025	05012025		150.00	1398
101-270-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - HR - APRIL 2025	05012025		140.00	1398
Total Department 270 PERSONNEL						1,426.35	
<b>Department: 301 POLICE DEPARTMENT</b>							
101-301-727.000	05/20/2025	APPLIED INNOVATION	COPIER CONTRACT - 4/7-5/6	2821641		55.91	1402
101-301-740.000	05/20/2025	AMAZON CAPITAL SERVICES, I	BAGGIES FOR SPARE KEYS	1V9P-KVFJ-463Q		4.99	106334
101-301-740.000	05/20/2025	CINTAS	FLOOR MATS - PD/CH	4229593674		26.52	106338
101-301-740.000	05/20/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	05012025		75.00	1398
101-301-740.000	05/20/2025	VISA	CREDIT CARD CHARGES - POLICE DEPUTY C	05012025		138.00	1398
101-301-740.000	05/20/2025	AMAZON CAPITAL SERVICES, I	ROAD FLARES	1KFF-T9HR-CTCD		308.38	106334
101-301-740.000	05/20/2025	AMAZON CAPITAL SERVICES, I	LOCK-OUT KITS, SPEAKERS	1KMR-W1Y6-MKTF		403.18	106334
101-301-804.000	05/20/2025	LIVINGSTON COUNTY INFORMAT	OSSI & CONNECTIVITY FEES (1ST & 2ND Q	14035		3,050.00	106351
101-301-822.000	05/20/2025	LIVINGSTON COUNTY INFORMAT	OSSI SOFTWARE MAINTENANCE	14035		13,577.84	106351
101-301-822.000	05/20/2025	VECTOR SOLUTIONS	GUARDIAN TRACKING	INV116384		2,453.54	106360
101-301-850.000	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		879.05	106362
101-301-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	05012025		1,462.74	1398
101-301-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	05012025		322.44	1398
101-301-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	05012025		32.99	1398
101-301-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	05012025		9.64	1398
101-301-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	05012025		28.73	1398
101-301-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	05012025		12.99	1398
101-301-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	05012025		929.94	1398
101-301-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	05012025		210.16	1398
101-301-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	05012025		89.25	1398
Total Department 301 POLICE DEPARTMENT						24,071.29	
<b>Department: 441 PUBLIC SERVICE DEPARTMENT</b>							
101-441-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93730		73.34	106348
101-441-741.002	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93417		537.11	106348
101-441-741.002	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93729		97.92	106348
101-441-741.002	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93446		569.29	106348
101-441-802.000	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		298.00	1398
101-441-850.000	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		137.54	106362
101-441-850.000	05/20/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS - 5/11-6/10	4003539		255.02	106339
101-441-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 148 MARION ST - 4/2-5/1	3070405012025		230.34	106341
101-441-920.003	05/20/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0126423-1389-9		454.46	106363
Total Department 441 PUBLIC SERVICE DEPARTMENT						2,653.02	
<b>Department: 447 ENGINEERING DEPARTMENT</b>							
101-447-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - TAP GRANT	0226979		1,696.02	1404
101-447-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - CDS GRANT	0226993		1,064.00	1404
101-447-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - 2027 SAFETY G	0226995		149.80	1404

## INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 05/20/2025 - 05/20/2025

POSTED PAID

BANK ACCOUNTS: GFCK - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>							
<b>Department: 447 ENGINEERING DEPARTMENT</b>							
Total Department 447 ENGINEERING DEPARTMENT						2,909.82	
<b>Department: 448 STREET LIGHTING &amp; MAINTENANCE</b>							
101-448-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 135 N. STATE ST - 4/2-5	3743005012025		91.24	106341
Total Department 448 STREET LIGHTING & MAINTENANCE						91.24	
<b>Department: 450 PARKING LOT MAINTENANCE</b>							
101-450-740.018	05/20/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - TOOLS FOR VOLUNTERR	222215		9.99	106336
Total Department 450 PARKING LOT MAINTENANCE						9.99	
<b>Department: 567 CEMETERY</b>							
101-567-850.000	05/20/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS - 5/11-6/10	4003539		46.21	106339
101-567-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 920 ROOSEVELT - 4/2-5/1	4464805012025		201.39	106341
101-567-920.002	05/20/2025	CITY OF HOWELL	UTILITY BILLING - 920 ROOSEVELT - 2/2	1570505072025		163.74	106347
101-567-920.003	05/20/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0126423-1389-9		172.09	106363
101-567-931.001	05/20/2025	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - APRIL 2025	04252025		75.81	106352
101-567-931.001	05/20/2025	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - APRIL 2025	04252025		49.19	106352
Total Department 567 CEMETERY						708.43	
<b>Department: 703 COMMUNITY ACTION PROMOTION</b>							
101-703-880.004	05/20/2025	VISA	CREDIT CARD CHARGES - FINANCE - APRIL	05012025		435.40	1398
101-703-880.004	05/20/2025	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - APRIL 2025	04252025		417.90	106352
101-703-880.004	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - A	05012025		82.40	1398
101-703-880.004	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - A	05012025		25.73	1398
101-703-880.004	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		7.91	1398
101-703-881.000	05/20/2025	VISA	CREDIT CARD CHARGES - CITY MANAGER -	05012025		26.25	1398
101-703-881.001	05/20/2025	CITY OF HOWELL	UTILITY BILLING - 124 N STATE IRRG -	1547305072025		27.75	106347
101-703-881.002	05/20/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0126423-1389-9		14.33	106363
101-703-920.002	05/20/2025	CITY OF HOWELL	UTILITY BILLING - 170 CATRELL - 2/25-	1749705072025		64.58	106347
Total Department 703 COMMUNITY ACTION PROMOTION						1,102.25	
<b>Department: 722 COMMUNITY DEVELOPMENT</b>							
101-722-727.000	05/20/2025	VISA	CREDIT CARD CHARGES - FINANCE - APRIL	05012025		14.99	1398
101-722-801.000	05/20/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - RETAINER APRI	2179046		1,300.00	1403
101-722-801.000	05/20/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - PLANNING CONS	2179045		760.00	1403
101-722-850.005	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		120.66	106362
101-722-860.000	05/20/2025	TROY, KRISTI	MILEAGE REIMBURSEMENT FOR PUBLIC MANA	05082025		114.66	106359
101-722-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - COMM DEV - APRI	05012025		70.75	1398
Total Department 722 COMMUNITY DEVELOPMENT						2,381.06	
<b>Department: 751 RECREATION/PARKS</b>							
101-751-727.000	05/20/2025	VISA	CREDIT CARD CHARGES - HR - APRIL 2025	05012025		9.85	1398
101-751-740.000	05/20/2025	GOOSEWORKS, LLC	OPERATING SUPPLIES	5370		550.00	106345
101-751-740.000	05/20/2025	GLOBAL INDUSTRIAL	OPERATING SUPPLIES	123113010		503.07	106344
101-751-740.019	05/20/2025	VISA	CREDIT CARD CHARGES - FINANCE - APRIL	05012025		157.94	1398
101-751-775.006	05/20/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - MAINTENANCE SUPPLIES	05132025		152.35	106336
101-751-775.006	05/20/2025	HOWELL HARDWARE	PARTS/SUPPLIES - HARDWARE FOR SWIM AR	19027		37.47	106346
101-751-850.000	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		421.32	106362
101-751-850.000	05/20/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS - 5/11-6/10	4003539		140.36	106339
101-751-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 1108 CITY PARK - 4/2-5/	4441605012025		81.94	106341
101-751-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 1100 CITY PARK DR - 4/2	3198305012025		137.13	106341



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BANK ACCOUNTS: GFCK - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>							
<b>Department: 751 RECREATION/PARKS</b>							
101-751-920.002	05/20/2025	CITY OF HOWELL	UTILITY BILLING - CITY PARK REST ROOM	1240005072025		136.58	106347
101-751-920.002	05/20/2025	CITY OF HOWELL	UTILITY BILLING - CITY PARK BATH HOU	1240105072025		218.06	106347
101-751-920.003	05/20/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0126423-1389-9		397.09	106363
101-751-970.002	05/20/2025	VISA	CREDIT CARD CHARGES - CITY MANAGER -	05012025		8,845.61	1398
101-751-970.002	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		2,500.00	1398
Total Department 751 RECREATION/PARKS						14,288.77	
Total Fund 101 GENERAL FUND						126,455.70	
<b>Fund: 203 LOCAL STREET FUND</b>							
<b>Department: 454 STORM SEWER MAINTENANCE</b>							
203-454-775.000	05/20/2025	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - APRIL 2025	04252025		69.20	106352
Total Department 454 STORM SEWER MAINTENANCE						69.20	
Total Fund 203 LOCAL STREET FUND						69.20	
<b>Fund: 226 RUBBISH &amp; GARBAGE COLL FUND</b>							
<b>Department: 528 WASTE/REFUSE COLLECTION</b>							
226-528-804.016	05/20/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - RESIDENTIAL -	0126355-1389-3		35,632.19	106363
226-528-804.019	05/20/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0126423-1389-9		3,232.85	106363
226-528-804.020	05/20/2025	WASTE MANAGEMENT	WASTE REMOVAL SERVICE - COMMERCIAL -	0126423-1389-9		1,567.60	106363
226-528-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 117 N. WALNUT - 4/2-5/1	458015012025		48.90	106341
226-528-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 102 W. SIBLEY ST. - 4/2	3120705012025		27.03	106341
226-528-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 122 E. SIBLEY - 4/2-5/1	3109005012025		34.15	106341
226-528-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 201 W. CLINTON - 4/2-5/	3011805012025		22.44	106341
226-528-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 201 N. STATE ST - 4/2-5	3402705012025		23.41	106341
Total Department 528 WASTE/REFUSE COLLECTION						40,588.57	
Total Fund 226 RUBBISH & GARBAGE COLL FUND						40,588.57	
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>							
<b>Department: 728 ECONOMIC DEVELOPMENT ACTIVITY</b>							
248-728-727.000	05/20/2025	APPLIED INNOVATION	COPIER CONTRACT - DDA - 5/15-8/14	2826539		468.69	1402
248-728-802.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		350.00	1398
248-728-804.000	05/20/2025	CITY OF HOWELL	WAY FINDING SIGNS	0000003874		3,629.31	106347
248-728-850.000	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		40.64	106362
248-728-850.000	05/20/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS - 5/11-6/10	4003539		46.21	106339
248-728-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		79.00	1398
248-728-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		35.00	1398
248-728-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		71.12	1398
248-728-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		40.00	1398
248-728-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		150.70	1398
248-728-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		150.70	1398
248-728-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		21.09	1398
248-728-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		7.15	1398
248-728-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		42.34	1398
248-728-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		1,527.47	1398
248-728-860.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		1,519.26	1398
248-728-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 118 W CLINTON ST - 4/2-	4667705012025		321.14	106341
248-728-920.002	05/20/2025	CITY OF HOWELL	UTILITY BILLING - 209 E CLINTON - 2/2	1733905072025		165.40	106347
248-728-920.002	05/20/2025	CITY OF HOWELL	UTILITY BILLING - 118 W CLINTON - 2/2	1054005072025		86.08	106347

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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>							
<b>Department: 728 ECONOMIC DEVELOPMENT ACTIVITY</b>							
248-728-920.016	05/20/2025	DTE ENERGY	ELECTRICITY - 522 E. SIBLEY - 4/2-5/1	4534805012025		18.56	106341
248-728-920.016	05/20/2025	DTE ENERGY	ELECTRICITY - 908 E. SIBLEY - 4/1-5/1	4545405012025		18.70	106341
248-728-920.016	05/20/2025	DTE ENERGY	ELECTRICITY - 1151 S. MICHIGAN AVE -	2946405012025		19.14	106341
248-728-920.016	05/20/2025	DTE ENERGY	ELECTRICITY - 218 E. SIBLEY 4/2-5/1	4521505012025		18.39	106341
248-728-920.016	05/20/2025	DTE ENERGY	ELECTRICITY - 209 E CLINTON - 4/2-5/1	3054905012025		281.44	106341
248-728-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		8.02	1398
248-728-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		35.26	1398
248-728-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		32.20	1398
248-728-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		10.26	1398
248-728-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		47.00	1398
248-728-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		136.48	1398
248-728-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		12.00	1398
248-728-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		70.00	1398
248-728-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DDA - APRIL 202	05012025		21.80	1398
Total Department 728 ECONOMIC DEVELOPMENT ACTIVITY						9,480.55	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						9,480.55	
<b>Fund: 249 BUILDING DEPARTMENT FUND</b>							
<b>Department: 371 BUILDING DEPARTMENT</b>							
249-371-727.000	05/20/2025	STAPLES	OFFICE SUPPLIES - STAMPER	6030794983		12.46	106357
249-371-727.000	05/20/2025	VISA	CREDIT CARD CHARGES - COMM DEV - APRIL	05012025		9.99	1398
249-371-801.000	05/20/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - PERMIT REVENUE	2179082		2,230.20	1403
249-371-801.000	05/20/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - CODE CONSULTA	2179081		500.00	1403
249-371-801.000	05/20/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - 219 N WALNUT	2178895		270.00	1403
249-371-801.000	05/20/2025	CARLISLE/WORTMAN ASSOCIATE	PROFESSIONAL SERVICES - 202 S. MICHIG	2178894		505.00	1403
249-371-804.000	05/20/2025	ACTON, ROB G.	PLUMBING, MECHANICAL INSPECTIONS & ME	05082025		100.00	106333
249-371-804.000	05/20/2025	ACTON, ROB G.	PLUMBING, MECHANICAL INSPECTIONS & ME	05082025		200.00	106333
249-371-804.000	05/20/2025	ZIRKLE, LARRY	INSPECTIONS & PLAN REVIEWS	05082025		100.00	106365
Total Department 371 BUILDING DEPARTMENT						3,927.65	
Total Fund 249 BUILDING DEPARTMENT FUND						3,927.65	
<b>Fund: 408 LOOP ROAD PROJECT FUND</b>							
<b>Department: 516 ROAD RECONSTRUCTION</b>							
408-516-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - LOOP RD	0226986		3,086.91	1404
408-516-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - LOOP RD	0226999		13,927.92	1404
Total Department 516 ROAD RECONSTRUCTION						17,014.83	
<b>Department: 539 WATER MAIN REHAB</b>							
408-539-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - LOOP RD	0226986		1,543.46	1404
408-539-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - LOOP RD	0226999		6,963.96	1404
Total Department 539 WATER MAIN REHAB						8,507.42	
<b>Department: 548 SANITARY SEWER CONSTRUCTION</b>							
408-548-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - LOOP RD	0226986		1,543.46	1404
408-548-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - LOOP RD	0226999		6,963.97	1404
Total Department 548 SANITARY SEWER CONSTRUCTION						8,507.43	
Total Fund 408 LOOP ROAD PROJECT FUND						34,029.68	
<b>Fund: 409 2023 CITY HALL CONSTRUCTION FUND</b>							

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GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 409 2023 CITY HALL CONSTRUCTION FUND</b>							
<b>Department: 265 CITY HALL</b>							
409-265-970.002	05/20/2025	LINDHOUT ASSOC. ARCHITECTS	PROFESSIONAL SERVICES - PHASE 2 CONST	2025-0145		1,398.01	1406
409-265-970.002	05/20/2025	LINDHOUT ASSOC. ARCHITECTS	PROFESSIONAL SERVICES - PHASE 2 CONST	2025-0151		3,261.99	1406
Total Department 265 CITY HALL						4,660.00	
Total Fund 409 2023 CITY HALL CONSTRUCTION FUND						4,660.00	
<b>Fund: 482 DEPOT LOT</b>							
<b>Department: 516 ROAD RECONSTRUCTION</b>							
482-516-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - DEPOT LOT FIE	0226981		5,313.10	1404
482-516-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - DEPOT LOT CE	0227000		62,088.10	1404
482-516-970.002	05/20/2025	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - APRIL 2025	04252025		193.12	106352
482-516-970.002	05/20/2025	C.E. GLEESON	DEPOT LOT CONSTRUCTION	24245-1		292,446.09	106337
482-516-970.002	05/20/2025	C.E. GLEESON	DEPOT LOT CONSTRUCTION	24245-2		297,658.76	106337
482-516-970.002	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - A	05012025		201.20	1398
482-516-970.002	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		837.39	1398
482-516-970.002	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		42.39	1398
Total Department 516 ROAD RECONSTRUCTION						658,780.15	
<b>Department: 539 WATER MAIN REHAB</b>							
482-539-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - DEPOT LOT FIE	0226981		664.14	1404
482-539-970.002	05/20/2025	C.E. GLEESON	DEPOT LOT CONSTRUCTION	24245-1		36,555.76	106337
482-539-970.002	05/20/2025	C.E. GLEESON	DEPOT LOT CONSTRUCTION	24245-2		37,207.35	106337
Total Department 539 WATER MAIN REHAB						74,427.25	
<b>Department: 548 SANITARY SEWER CONSTRUCTION</b>							
482-548-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - DEPOT LOT FIE	0226981		664.14	1404
482-548-970.002	05/20/2025	C.E. GLEESON	DEPOT LOT CONSTRUCTION	24245-1		36,555.76	106337
482-548-970.002	05/20/2025	C.E. GLEESON	DEPOT LOT CONSTRUCTION	24245-2		37,207.34	106337
Total Department 548 SANITARY SEWER CONSTRUCTION						74,427.24	
Total Fund 482 DEPOT LOT						807,634.64	
<b>Fund: 590 SEWER FUND</b>							
<b>Department: 536 WATER OR SEWER SYSTEMS</b>							
590-536-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93417		537.11	106348
590-536-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93729		97.92	106348
590-536-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93730		73.34	106348
590-536-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93446		569.29	106348
590-536-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93446		569.29	106348
590-536-804.000	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		20.02	106362
590-536-850.007	05/20/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS - 5/11-6/10	4003539		438.45	106339
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 1865 GARFIELD ST BLDG -	4590005012025		102.21	106341
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 1420 W. GRAND RIVER - 4	4501705012025		558.47	106341
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 1021 OAK CLUSTER DR - 4	4455605012025		172.54	106341
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 603 ROOSEVELT ST - 4/2-	4418405012025		230.73	106341
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 425 AUBREY ST - 4/2-5/1	3185005012025		78.40	106341
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 1116 CITY PARK DR - 4/2	3148805012025		19.50	106341
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 1401 N. MICHIGAN AVE -	3083705012025		279.40	106341
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 810 N. HIGHLANDER WAY -	3050605012025		30.51	106341
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 935 W. GRAND RIVER - 4/	3037305012025		223.41	106341
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 737 E. WASHINGTON - 4/2	3002705012025		497.19	106341



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<b>Fund: 590 SEWER FUND</b>							
<b>Department: 536 WATER OR SEWER SYSTEMS</b>							
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 511 WARBLER WAY - 4/2-5	2988805012025		85.32	106341
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 601 WEST ST - 4/2-5/1	6486705012025		286.41	106341
590-536-920.004	05/20/2025	DTE ENERGY	ELECTRICITY - 1502 MCPHERSON 4/2-5/1	3067805012025		17.65	106341
590-536-973.001	05/20/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - SCREWS FOR MIU INSTA	223650		3.25	106336
Total Department 536 WATER OR SEWER SYSTEMS						4,890.41	
<b>Department: 537 INDUSTRIAL PRETREATMENT</b>							
590-537-801.000	05/20/2025	MERIT LABORATORIES	NPDES TESTING	73554		666.00	106353
Total Department 537 INDUSTRIAL PRETREATMENT						666.00	
<b>Department: 564 TREATMENT PLANT</b>							
590-564-727.000	05/20/2025	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - APRIL 2025	04252025		80.66	106352
590-564-740.000	05/20/2025	NORTHWEST PIPE & SUPPLY IN	MISC FITTINGS	55811		82.20	1407
590-564-740.000	05/20/2025	NORTHWEST PIPE & SUPPLY IN	MISC FITTINGS	55774		32.51	1407
590-564-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93417		585.96	106348
590-564-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93729		106.84	106348
590-564-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93730		80.00	106348
590-564-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93446		621.04	106348
590-564-775.004	05/20/2025	NALCO WATER PRETREATMENT S	LAB SUPPLY	6660350100		153.67	106354
590-564-775.004	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - A	05012025		1,594.59	1398
590-564-801.000	05/20/2025	FISH DOCTORS, INC	FISH TANK	12359		201.96	106342
590-564-801.004	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - MAHL STUDY	0226976		420.00	1404
590-564-802.000	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		298.00	1398
590-564-804.000	05/20/2025	REECE, SCOTT	WWTP CONTRACTOR SERVICE - APRIL 2025	INV-20250416		3,579.54	106356
590-564-804.013	05/20/2025	REPUBLIC SERVICES 237	BIOSOLIDS CAKE HAULING	0237-002158928		13,593.10	1408
590-564-850.000	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		100.70	106362
590-564-850.000	05/20/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS - 5/11-6/10	4003539		223.90	106339
590-564-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 1191 PINCKNEY RD - 4/1-	7479705012025		12,494.88	106341
590-564-930.007	05/20/2025	WILLIAM E. WALTER, INC	OLD HEADWORKS FURNACE REPLACEMENT	79905		19,970.00	106364
590-564-957.000	05/20/2025	VELOCITYEHS	TRAINING	328673		2,616.00	106361
590-564-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DEP DIR - A	05012025		13.18	1398
590-564-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		350.00	1398
Total Department 564 TREATMENT PLANT						57,198.73	
Total Fund 590 SEWER FUND						62,755.14	
<b>Fund: 591 WATER FUND</b>							
<b>Department: 261 GENERAL SERVICE ADMINISTRATION</b>							
591-261-900.000	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		60.00	1398
Total Department 261 GENERAL SERVICE ADMINISTRATION						60.00	
<b>Department: 536 WATER OR SEWER SYSTEMS</b>							
591-536-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93417		537.11	106348
591-536-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93729		97.92	106348
591-536-741.000	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93730		73.34	106348
591-536-850.004	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		40.04	106362
591-536-970.002	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - TMF GRANT	0226982		9,372.05	1404
591-536-970.002	05/20/2025	HUBBELL ROTH & CLARK, INC	PROFESSIONAL SERVICES - DWAM GRANT AD	0226984		705.60	1404
591-536-973.001	05/20/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - SCREWS FOR MIU INSTA	223650		3.24	106336
Total Department 536 WATER OR SEWER SYSTEMS						10,829.30	

# INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 05/20/2025 - 05/20/2025

POSTED PAID

BANK ACCOUNTS: GFCK - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
<b>Fund: 591 WATER FUND</b>							
<b>Department: 564 TREATMENT PLANT</b>							
591-564-740.001	05/20/2025	BYRUM ACE HARDWARE	PARTS/SUPPLIES - TOOLS FOR VOLUNTERR	222215		119.93	106336
591-564-741.002	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93417		585.96	106348
591-564-741.002	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93729		106.80	106348
591-564-741.002	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93730		80.00	106348
591-564-741.002	05/20/2025	J J JINKLEHEIMER & CO	DPW UNIFORMS	93446		621.04	106348
591-564-775.003	05/20/2025	USA BLUEBOOK	LAB CHEMS	INV00700774		202.18	1409
591-564-775.003	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		330.67	1398
591-564-802.000	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		298.00	1398
591-564-850.000	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		100.67	106362
591-564-850.000	05/20/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS - 5/11-6/10	4003539		138.63	106339
591-564-860.000	05/20/2025	BECKER, ALEX	MILEAGE TO CLASS AND HOTEL	05122025		98.84	106335
591-564-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 144 MARION ST - 4/2-5/1	3096905012025		44.12	106341
591-564-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 148 MARION ST - 4/2-5/1	3070405012025		5,240.31	106341
591-564-920.005	05/20/2025	DTE ENERGY	ELECTRICITY - 416 THOMPSON - 4/2-5/1	3135505012025		112.03	106341
591-564-920.005	05/20/2025	DTE ENERGY	ELECTRICITY - 601 HENRY -4/2-5/1	3058905012025		254.02	106341
591-564-920.005	05/20/2025	DTE ENERGY	ELECTRICITY - 3147 NORTON RD - 4/2-5/	3171005012025		2,325.48	106341
591-564-920.005	05/20/2025	DTE ENERGY	ELECTRICITY - 3255 NORTON RD - 4/2-5/	3159505012025		2,258.63	106341
591-564-920.005	05/20/2025	DTE ENERGY	ELECTRICITY - 3175 NORTON RD - 4/2-5/	4512405012025		3,826.83	106341
591-564-920.005	05/20/2025	DTE ENERGY	ELECTRICITY - 3145 NORTON RD - 4/2-5/	4478805012025		1,344.91	106341
591-564-930.009	05/20/2025	LINDE GAS & EQUIPMENT INC.	CO2 TANK INSPECTIONS	49591430		795.00	106350
591-564-930.009	05/20/2025	LINDE GAS & EQUIPMENT INC.	RTU MAINTENANCE	49566168		466.00	106350
591-564-957.000	05/20/2025	VELOCITYEHS	TRAINING	328673		2,616.00	106361
591-564-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		551.25	1398
591-564-957.000	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		350.00	1398
Total Department 564 TREATMENT PLANT						22,867.30	
Total Fund 591 WATER FUND						33,756.60	
<b>Fund: 640 EQUIPMENT POOL FUND</b>							
<b>Department: 441 PUBLIC SERVICE DEPARTMENT</b>							
640-441-775.000	05/20/2025	VISA	CREDIT CARD CHARGES - FINANCE - APRIL	05012025		1,468.47	1398
640-441-775.000	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		221.00	1398
640-441-775.000	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		147.58	1398
640-441-850.000	05/20/2025	VERIZON WIRELESS	CELLULAR COMMUNICATIONS - MARCH 26 -	6111930529		351.99	106362
640-441-920.000	05/20/2025	DTE ENERGY	ELECTRICITY - 148 MARION ST - 4/2-5/1	3070405012025		287.93	106341
640-441-930.006	05/20/2025	VISA	CREDIT CARD CHARGES - POLICE CHIEF -	05012025		207.92	1398
640-441-930.006	05/20/2025	D & K TRUCK COMPANY	TRUCK 29 NOX SENSOR	1258042		818.53	106340
640-441-930.006	05/20/2025	D & K TRUCK COMPANY	RETURN - TRUCK #29 NOX SENSOR	1262179		(212.50)	106340
640-441-981.003	05/20/2025	SOUTHERN TRUCK EQUIPMENT I	#20 WATER PLANT LIFT GATE	I-331517		7,429.97	106358
640-441-981.003	05/20/2025	VISA	CREDIT CARD CHARGES - DPW DIRECTOR -	05012025		113.70	1398
Total Department 441 PUBLIC SERVICE DEPARTMENT						10,834.59	
Total Fund 640 EQUIPMENT POOL FUND						10,834.59	
<b>Fund: 642 IT REPLACEMENT FUND</b>							
<b>Department: 228 INFORMATION TECHNOLOGY</b>							
642-228-973.000	05/20/2025	CLEAR RATE COMMUNICATIONS,	COMMUNICATIONS - 5/11-6/10	4003539		890.00	106339
Total Department 228 INFORMATION TECHNOLOGY						890.00	
Total Fund 642 IT REPLACEMENT FUND						890.00	

# INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 05/20/2025 - 05/20/2025

POSTED PAID

BANK ACCOUNTS: GFCK - GENERAL FUND CHECKING

GL Number	Invoice Date	Vendor Name	Invoice Description	Invoice Number	Due Date	Amount	Check Number
--- TOTALS BY FUND ---							
	101		GENERAL FUND			126,455.70	
	203		LOCAL STREET FUND			69.20	
	226		RUBBISH & GARBAGE COLL FUND			40,588.57	
	248		DOWNTOWN DEVELOPMENT AUTHORITY FUND			9,480.55	
	249		BUILDING DEPARTMENT FUND			3,927.65	
	408		LOOP ROAD PROJECT FUND			34,029.68	
	409		2023 CITY HALL CONSTRUCTION FUND			4,660.00	
	482		DEPOT LOT			807,634.64	
	590		SEWER FUND			62,755.14	
	591		WATER FUND			33,756.60	
	640		EQUIPMENT POOL FUND			10,834.59	
	642		IT REPLACEMENT FUND			890.00	
	Total For All Funds:					1,135,082.32	

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

Dept.	Amount	Description
CITY MGR	\$ 20.00	Office Supplies
CITY MGR	\$ 48.97	Office Supply/Food & Bev
CITY MGR	\$ 14.99	Dues & Memberships
CITY MGR	\$ 26.25	Community Promotion
CITY MGR	\$ 38.51	Education/Training
CITY MGR	\$ 8,845.61	Project Costs
CLERK	\$ 140.00	Education/Training
CLERK	\$ 1,777.65	Office Supplies
CLERK	\$ 2,011.08	Office Supplies
Comm Dev	\$ 9.99	Office Supplies
Comm Dev	\$ 70.75	Education/Training
DDA	\$ 7.15	Conference/Transportaion
DDA	\$ 8.02	Education/Training
DDA	\$ 10.26	Education/Training
DDA	\$ 12.00	Education/Training
DDA	\$ 21.09	Conference/Transportaion
DDA	\$ 21.80	Education/Training
DDA	\$ 32.20	Education/Training
DDA	\$ 35.00	Conference/Transportaion
DDA	\$ 35.26	Education/Training
DDA	\$ 40.00	Conference/Transportaion
DDA	\$ 42.34	Conference/Transportaion
DDA	\$ 47.00	Education/Training
DDA	\$ 70.00	Education/Training
DDA	\$ 71.12	Conference/Transportaion
DDA	\$ 79.00	Conference/Transportaion
DDA	\$ 136.48	Education/Training
DDA	\$ 150.70	Conference/Transportaion
DDA	\$ 150.70	Conference/Transportaion
DDA	\$ 350.00	Dues & Memberships
DDA	\$ 1,519.26	Conference/Transportaion
DDA	\$ 1,527.47	Conference/Transportaion
DPW Dep	\$ 13.18	Education/Training
DPW Dep	\$ 25.73	Arbor Day Celebration
DPW Dep	\$ 82.40	Arbor Day Celebration
DPW Dep	\$ 201.20	Project Costs
DPW Dep	\$ 1,594.59	Chemicals
DPW	\$ 7.91	Arbor Day Celebration
DPW	\$ 42.39	Project Costs
DPW	\$ 60.00	Printing & Publishing
DPW	\$ 113.70	Vehicles Accessories
DPW	\$ 147.58	Maintenance Supplies
DPW	\$ 149.00	Education/Training
DPW	\$ 221.00	Maintenance Supplies
DPW	\$ 298.00	Dues & Memberships
DPW	\$ 298.00	Dues & Memberships
DPW	\$ 298.00	Dues & Memberships
DPW	\$ 330.67	Laboratory Supplies
DPW	\$ 350.00	Education/Training
DPW	\$ 350.00	Education/Training
DPW	\$ 551.25	Education/Training
DPW	\$ 837.39	Project Costs
DPW	\$ 2,500.00	Project Costs
Finance	\$ 14.99	Office Supplies
Finance	\$ 157.94	Oper Supp/Small Equip
Finance	\$ 435.40	Arbor Day Celebration - On behalf of DPW
Finance	\$ 1,468.47	Maintenance Supplies - On behalf of DPW
IT	\$ 50.76	Communications - Internet
IT	\$ 595.00	Communications - Internet
HR	\$ 9.85	Office Supplies
HR	\$ 33.74	Office Supplies
HR	\$ 140.00	Education/Training
HR	\$ 150.00	Printing & Publishing
HR	\$ 1,023.86	Computer Software & Support
Police Dep	\$ 138.00	Operating Supplies
POLICE	\$ 9.64	Conference/Transportaion
POLICE	\$ 12.99	Conference/Transportaion
POLICE	\$ 28.73	Conference/Transportaion
POLICE	\$ 32.99	Conference/Transportaion
POLICE	\$ 75.00	Operating Supplies
POLICE	\$ 89.25	Education/Training
POLICE	\$ 207.92	Repair & Maint. Vehicles
POLICE	\$ 210.16	Education/Training
POLICE	\$ 322.44	Conference/Transportaion
POLICE	\$ 929.94	Conference/Transportaion
POLICE	\$ 1,462.74	Conference/Transportaion
	<u>\$ 33,442.45</u>	



**CITY OF HOWELL  
MEMORANDUM**

**TO:** MAYOR & CITY COUNCIL  
**FROM:** KYM LOCKHART, PUBLIC INFORMATION OFFICER  
**DATE:** MAY 14, 2025  
**RE:** CIVIC EVENT APPLICATION, CHALKING THROUGH THE DECADES

Attached is the completed Civic Event Application for Chalking Through the Decades, filed by the Hometown District (Cindy & Kelly). This event will take place on July 19, 2025, from 10:00 am until 5:00 pm.

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

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

**ACTION REQUESTED:**

The Hometown District filed a motion to approve the Civic Event Application for Chalking Through the Decades (Cindy & Kelly). This event will occur on July 19, 2025, from 10:00 am until 5:00 pm.

**REVIEWED & APPROVED FOR SUBMISSION:**

Kristi Troy  
Deputy City Manager

CITY OF HOWELL  
CIVIC EVENT APPLICATION  
STAFF RECOMMENDATIONS AND COMMENTS

**EVENT TITLE: Chalking Through The Decades – 2025**

**Public Services:** Ray Kraft  
Comments: DPW has no comment, cost estimate is \$150

**Police:** Mike Dunn  
Comments: PD – No comment, no cost.

**Fire:** Jamil Czubenko  
FD has no comments or cost for the chalk event.

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

**Downtown Development:** Kate Litwin  
Comments: No comments, no cost from DDA.



**CITY OF HOWELL**  
**CIVIC EVENT APPLICATION**

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

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

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

**EVENT**

Event Name: Chalking Through the Decades

Event Purpose: Chalk Art Contest

**SPONSORING ORGANIZATION INFORMATION**

Legal Business Name: Hometown District

☐ Non-Profit

☒ For Profit

☐ City Operated/Sponsored

☐ Co-Sponsored

Address: 110 W. Grand River Ave City: Howell

State/Zip: MI 48843

Mailing Address:

City:

State/Zip:

Telephone: [REDACTED]

Email Address:

hometowndistrict@gmail.com

Contact Name: Cindy / Kelly

Title:

Telephone:

Cell Phone:

Email Address:

**CONTACT PERSON ON DAY OF EVENT**

Name: Cindy or Kelly

Title:

Address: 110 W. Grand River Ave City: Howell

Telephone: [REDACTED]

Email Address:

hometowndistrict@gmail.com

**TYPE OF EVENT (Check One)**

☐ Marathon/Race

☐ Block Party

☐ Political or Ballot Issue Event

☐ Video or Film Production

☐ Festival/Fair

☐ Wedding

☒ Other (describe) Art Show

**EVENT INFORMATION**

Event Date(s): July 19, 2025

Rain Date(s): August 3, 2025

Event Location(s): Describe & Attach Map

Walnut St. between Grand River and Sibley

Event Hours(s): 10am - 5pm

Estimate date/time for set up: 7am - 10am

Estimate date/time for clean up: 7:30pm - 9pm

Chalk will be left on streets until weather / wear removes it.  
Describe set up and clean up procedures:

We will provide trash recepticals, we will be chalking out the boundaries the morning of, check-in table, artists will bring own supplies and be responsible for clean-up. We will make sure everything is cleaned up by 9pm.



## EVENT INFORMATION (Continue)

Estimated Attendance: 1,000

Describe crowd control plans for this event:

sidewalks will be clear, we can ask chief Dunn if they can come out and walk the beat.

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

It will bring business to downtown but not blocking any businesses. Many routes going around area

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:

Walnut St. between Sibley and Grand River

Street closed: date/time: 7/19/25 7am - 9pm

Street re-open: date/time: 7/19/25 9pm

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: 8:30 am

Proposed time music will end: 7 pm

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

On the side of the Opera House - The Walnut Room

Describe noise control: n/a

It won't be very loud. We will be playing 50's music.



## EVENT INFORMATION (Continue)

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

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Barricades | Quantity: 4? - need blocked at each end |
| <input type="checkbox"/> Traffic Cones         | Quantity:                               |
| <input type="checkbox"/> 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: 2 |
| <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.

at end of Grand River. Hoping for a balloon arch and banner



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

*Cynthia J. Corn*

Date

4/25/25

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

Application Receipt Date



## INDEMNIFICATION AGREEMENT

The Chalking Trough the Decades (~~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 Chalking Trough the Decades (~~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.

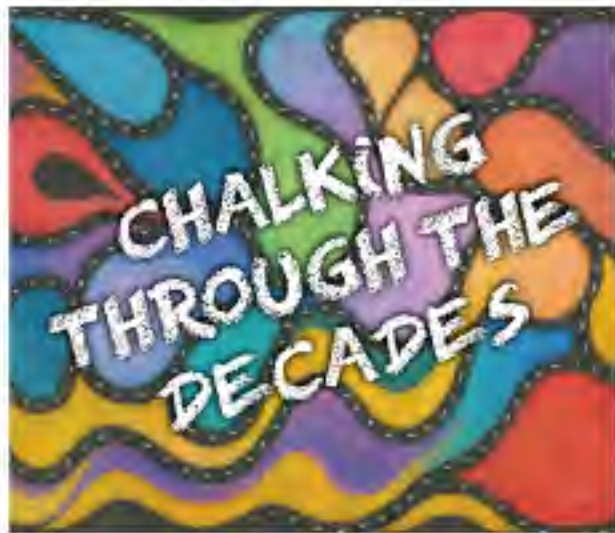
Signature Cynthia L. Conn Date 4/25/25

Printed Name Cynthia L. Conn Title \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_





Howell Summit



Barricade

Barricade

2FOG's Pub

Opera House

Diamonds Steak and Seafood

Carryout Howell

Howell's Mainstreet Winery

Foundation

Chapel



**CITY OF HOWELL  
MEMORANDUM**

**TO:** MAYOR & CITY COUNCIL  
**FROM:** KYM LOCKHART, PUBLIC INFORMATION OFFICER  
**DATE:** MAY 14, 2025  
**RE:** CIVIC EVENT APPLICATION, HOWELL MELON FESTIVAL & MELON RUN

Attached is the completed Civic Event Application for Howell Melon Festival & Melon Run, filed by the Howell Area Parks and Recreation Authority (Jordan Hilbrecht). This event will take place on August 14 – 17, 2025.

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

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

**ACTION REQUESTED:**

A motion to approve the Civic Event Application for Howell Melon Festival & Melon Run, filed by the Howell Area Parks and Recreation Authority (Jordan Hilbrecht). This event will take place on August 14 – 17, 2025.

**REVIEWED & APPROVED FOR SUBMISSION:**

Kristi Troy  
Deputy City Manager

CITY OF HOWELL  
CIVIC EVENT APPLICATION  
STAFF RECOMMENDATIONS AND COMMENTS

**EVENT TITLE: Melon Fest / Melon Run – 2025**

**Public Services:**

Ray Kraft

Comments:

DPW has no comment, last year's cost was  
\$7,722.46

**Police:**

Mike Dunn

Comments:

PD: No comments – Last year's cost was  
\$8,100.73

**Fire:**

Jamil Czubenko

committee.

FD no comment or costs, we are working with the

**Community Development:**

Kristi Troy

Comments:

No cost, I do have to say axe throwing is  
something I didn't expect to see 😊

**Downtown Development:**

Lexie Wilcox

Comments:

No comment or costs from the DDA

# CITY OF HOWELL

## CIVIC EVENT APPLICATION

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

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

### EVENT

Event Name: Howell Melon Festival & Howell Melon Run  
Event Purpose: Community Celebration of Local Melon

### SPONSORING ORGANIZATION INFORMATION

Legal Business Name: Howell Area Parks and Recreation Authority

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

Address: 1661 N. Latson Rd. City: Howell State/Zip: MI 48843

Mailing Address: City: State/Zip:

Telephone: Email Address: Jhllbrecht@howellrecreation.org

Contact Name: Jordan Hllbrecht Title: Recreation Manager

Telephone: Cell Phone: Email Address:

### CONTACT PERSON ON DAY OF EVENT

Name: same as above Title:

Address: City:

Telephone: Cell Phone: Email Address:

### TYPE OF EVENT (Check One)

☒ Marathon/Race ☐ Block Party ☐ Political or Ballot Issue Event ☐ Video or Film Production

☒ Festival/Fair ☐ Wedding ☐ Other (describe) \_\_\_\_\_

### EVENT INFORMATION

Event Date(s): 8/14/2025 - 8/17/2025

Rain Date(s):

Event Location(s): Describe & Attach Map Maps attached & schedules

August 14th State St. August 15th Walnut & S. Center. August  
Event Hours(s): 16th everything else

Estimate date/time for set up:

Estimate date/time for clean up: Everything August 17th

Describe set up and clean up procedures:  
HAPRA staff and vendors will do all set up and clean up outside of barricades, panels, water bibs and water barrels. Working with DPW to make possible



**EVENT INFORMATION (Continue)**

Estimated Attendance: 40,000+

Describe crowd control plans for this event:

working with PD, DPW, and Fire to make sure the event is successful and safe.

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

Will bring economic boost to local businesses

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

Describe sidewalk use:

Will street closures be necessary? ☒ YES ☐ NO*If yes, include a detailed map including road closures and emergency vehicle access.*

Describe street closures: 100 Blocks of:

- |                   |   |
|-------------------|---|
| - N. State St     | - S. Walnut                               |
| - N. Michigan Ave | - N. Center                               |
| - S. Michigan Ave | - S. Center                               |
| - N. Walnut       | - Grand River from<br>Chestnut to Barnard |
|                   | - The race route on<br>Friday             |

Street closed: date/time:

Varied - check attached schedule

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: State St

Parking lot(s) closed: date/time: 8/14/25 - 8/17/25

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: check schedule

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

- |   |                    |   |
|---|--------------------|---|
| <input checked="" type="checkbox"/> Barricades    | Quantity: See Maps | Electrical panels, water bibs on hydrants |
| <input checked="" type="checkbox"/> Traffic Cones | Quantity: See Maps |   |
| <input type="checkbox"/> 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: 100+ | <input checked="" type="checkbox"/> Tables:                | Quantity: |
| <input checked="" type="checkbox"/> Tents:  | Quantity: 100+ | <input checked="" type="checkbox"/> Rides:                 | Quantity: |
| <input type="checkbox"/> Awnings:           | Quantity:      | <input type="checkbox"/> Other (describe)                  | Quantity: |
| <input type="checkbox"/> Canopies:          | Quantity:      | <input checked="" type="checkbox"/> *Portable Toilets: 10+ | 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:**Magicians, Mechanical Bulls, Rock climbing, craft stations, Hawaiian Dancers, Bands on Main stage  
Dock diving dogs, street hockeyWill electric services be needed? ☒ YES ☐ NO *If yes, describe in detail.*

Working with DPW

Will other utilities be needed? ☒ YES ☐ NO *If yes, describe in detail.*Will other City facilities be needed? ☒ YES ☐ NO *If yes, describe in detail.*Will the event have food, beverage or concessions? ☒ YES ☐ NO *If yes, please attach copy of valid Food License*

Describe:

Food Vendors on N Walnut

Do you plan to have alcohol served at this event? ☒ YES ☐ NO *If yes, Liquor Liability Insurance is required, as well as a Special License from the Michigan Liquor Control Commission**If yes, describe measures to be taken to prohibit the sale of alcohol to minors.*

ID Check and bracelets given to those over 21 who wish to drink

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

Describe signs proposed locations, etc. Throughout town, on side streets, along race route

**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.

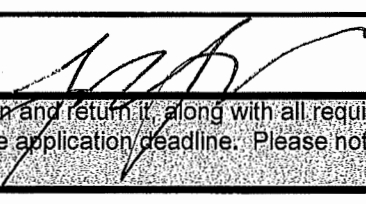
Applicant and sponsoring organization further understands the approval of this civic event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Civic Event Policy. The applicant and sponsoring organization understands that 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

4/8/25

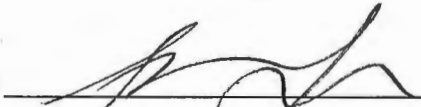
Complete this application and return it, along with all required documentation, to the City Clerk's Office prior to the application deadline. Please note that a new application must be submitted each year.

Application Receipt Date

## INDEMNIFICATION AGREEMENT

The HAPRA (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 Melon Festival (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

4/8/25

Printed Name

Jordan Hilbrecht

Title

Rec. Manager - Spec. Events

Witness

Jennifer Baca

Date

4/8/25

Printed Name

Jennifer Baca



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Mailing Address: P.O. Box 30005, Lansing, MI 48909  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_

Request ID: \_\_\_\_\_

(For MLCC Use Only)

### Special License Application

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

#### Part 1 - Applicant Organization Information

Applicant organization name: Howell Area Parks and Recreation Authority

Applicant address: 1661 N. Latson Rd.

City: Howell

Zip Code: 48843

Contact name: Jordan Hilbrecht

Phone: 517-579-2867

Email: [jhilbrecht@howellrecreation.org](mailto:jhilbrecht@howellrecreation.org)

Alternate contact name: Tim Church

Phone: 517-546-0693

Email: [tchurch@howellrecreation.org](mailto:tchurch@howellrecreation.org)

1. Has the applicant organization previously received a Special License? ☒ Yes ☐ No

*Michigan organizations must provide current articles of Incorporation filed with Michigan Corporations Division.*

*Out-of-state organizations must provide: (a) current articles of Incorporation from state of Issuance; (b) current certificate of good standing from state of Incorporation; and (c) current Certificate of Authority to Transact Business in Michigan Issued by the Michigan Corporations Division.*

Leave Blank - MLCC Use Only

2. Has the applicant organization been established for one (1) year or longer? ☒ Yes ☐ No

Date the applicant organization was established (month/day/year): 2015

3. Is the applicant organization a municipality? ☒ Yes ☐ No

#### Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 100 Block of State St.

City, township, or village where event will be held: Howell, MI 48843

County: Livingston

**1. Will you submit your completed application at least ten (10) business days before your event?**

☒ Yes ☐ No

**It is strongly recommended that you submit the application as soon as you know the date of your event(s).**

2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location?

☒ Yes ☐ No

3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5)

☒ Yes ☐ No

4. Is the event location within 500 feet of a church or school?

If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5)

☒ Yes ☐ No

5. Is the event location outdoors or partially outdoors?

☒ Yes ☐ No

If Yes, list the exact dimensions of the outdoor area:

**Submit a clear diagram of the outdoor service area with your application form.**

45

feet X

270

feet =

square feet

Width

Length

Describe type and height of the barrier that will be used to enclose the outdoor area:

Bike Rack Fencing 43" tall

6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons:

Paid staff will be checking IDs and handing out wristbands and drinks tickets are only sold in one location in limited quantities at a time.



7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? If Yes, attach a copy of your documentary proof of approval to use the state owned land.	<input type="radio"/> Yes <input checked="" type="radio"/> No
8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)	<input type="radio"/> Yes <input checked="" type="radio"/> No
9. Will the event(s) involve an auction of donated wine? If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption <u>AND</u> for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.	<input type="radio"/> Yes <input checked="" type="radio"/> No
10. Will marijuana be sold and consumed under a Temporary Marijuana Event License issued by the Cannabis Regulatory Agency (CRA) within the proposed event area where alcoholic liquor will be sold and consumed?	<input type="radio"/> Yes <input checked="" type="radio"/> No
11. Is the event location within the commons area of a Social District? If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to <a href="#">MCL 436.1551(3)</a> . Submit the documentation and the diagram with this application.	<input checked="" type="radio"/> Yes <input type="radio"/> No

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	Aug 14, 2025	Describe event being held: Community Festival celebrating the Howell Melon		
	Date			
	5pm      10pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction		
	Start Time    End Time			
		Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No    If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

2	Aug 15, 2025	Describe event being held: Community Festival celebrating the Howell Melon		
	Date			
	5pm      11pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction		
	Start Time    End Time			
		Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No    If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

3	Aug 16, 2025	Describe event being held: Community Festival celebrating the Howell Melon		
	Date			
	10am      11pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction		
	Start Time    End Time			
		Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No    If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

4	Aug 17, 2025	Describe event being held: Community Festival celebrating the Howell Melon		
	Date			
	10am      3pm	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input checked="" type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction		
	Start Time    End Time			
		Is this date a Sunday? <input checked="" type="radio"/> Yes <input type="radio"/> No    If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

5		Describe event being held:		
	Date			
		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction		
	Start Time    End Time			
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No    If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

6		Describe event being held:		
	Date			
		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction		
	Start Time    End Time			
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No    If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		



12. Special license date information Continued from Page 2.

7		Describe event being held:				
	Date					
	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction		
	Start Time	End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	<input type="radio"/> Yes <input type="radio"/> No

8		Describe event being held:				
	Date					
	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction		
	Start Time	End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	<input type="radio"/> Yes <input type="radio"/> No

LCC-110 (01-23)

9		Describe event being held:				
	Date					
	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction		
	Start Time	End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	<input type="radio"/> Yes <input type="radio"/> No

10		Describe event being held:				
	Date					
	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction		
	Start Time	End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	<input type="radio"/> Yes <input type="radio"/> No

11		Describe event being held:				
	Date					
	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction		
	Start Time	End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	<input type="radio"/> Yes <input type="radio"/> No

12		Describe event being held:				
	Date					
	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction		
	Start Time	End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	<input type="radio"/> Yes <input type="radio"/> No

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

**Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4**

**For Organizations established less than one year or are municipalities** - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

**For Organizations established one year or more** - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.



### Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>	50
x Number of Special Licenses:	4
= Special License Fees: <i>MLCC Fee Code: 4008</i>	200
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>	7.50
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>	160
= TOTAL FEES DUE:	367.5

If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

Make checks payable to:  
**State of Michigan**

Leave Blank - MLCC Use Only

### Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

#### By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

Sean Dunleavy 517-546-3259

Print Name and Phone Number of President

*Sean P. Dunleavy*  
Signature of President

4/15/2025  
Date

Tammy Beal

Print Name of Notary

*Tammy L. Beal*  
Signature of Notary

4-15-2025  
Date

Notary Public, State of Michigan, County of Livingston



Acting in the County of Livingston



My commission expires

Candie Hovarter 810-227-5225

Print Name and Phone Number of Secretary

*Candie Hovarter*  
Signature of Secretary

4.15.25  
Date

Tammy Beal

Print Name of Notary

*Tammy L. Beal*  
Signature of Notary

4-15-2025  
Date

Notary Public, State of Michigan, County of Livingston

**TAMMY L. BEAL**  
**NOTARY PUBLIC - STATE OF MICHIGAN**  
**COUNTY OF LIVINGSTON**  
My Commission Expires November 12, 2030  
Acting in the County of Livingston



Acting in the County of Livingston




My commission expires

11-12-2030



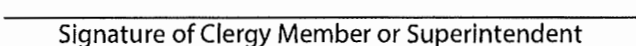
**Part 5 - Local Law Enforcement Approval\***

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: Howell Police Department	
Name & title of reviewing officer: Michael Dunn - Chief of Police	
Phone number of officer: 517-546-1330	Email of officer: mdunn@cityofhowell.org
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input checked="" type="radio"/> Yes <input type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input checked="" type="radio"/> Yes <input type="radio"/> No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
 Signature of Reviewing Officer	
5/6/2025 Date	

**Part 6 - Church/School Consent (If Applicable)\***

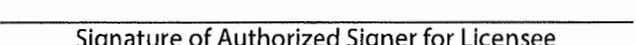
If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
 Signature of Clergy Member or Superintendent	
Date	

**\*Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

**Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)**

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
 Signature of Authorized Signer for Licensee	
Date	



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Mailing Address: P.O. Box 30005, Lansing, MI 48909  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC Use Only)

**Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License**

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☒ Regular ☐ Special meeting of the ☐ Membership ☒ Board of Directors

called to order by \_\_\_\_\_ on April 15th \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Time)

the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from \_\_\_\_\_  
(Name of Organization)

for a Special License to serve alcohol on August 14th - August 17th 2025  
(Event Date or Dates)

to be located at 100 Block of N. State St. Howell MI 48843  
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be Recommended \_\_\_\_\_ for issuance.  
(Recommended or Not Recommended)

**Approval Vote Tally**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

**Certification by Authorized Officer of Organization:**

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☒ Regular ☐ Special meeting held on April 15th, 2025  
(Date)

\_\_\_\_\_  
Print Name & Title of Authorized Officer

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Mailing Address: P.O. Box 30005, Lansing, MI 48909  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC Use Only)

### Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

Applicant organization:		Wine auction date:	
Donor Name	Donor Address	Wine Brand(s) Donated	Quantity Donated

**Signature of Authorized Officer**

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

\_\_\_\_\_  
Print Name of Authorized Officer                      Signature of Authorized Officer                      Date



Michigan Department of Licensing and Regulatory Affairs  
Finance and Administrative Services  
Revenue Services

LARA Revenue Services **is not** a part of  
the Michigan Liquor Control  
Commission (see note below).

## Credit Card Authorization Form

**\*\* FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 \*\***

**\*\* DO NOT EMAIL OR MAIL THIS FORM \*\***

*Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.*

**\*\*IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED\*\***

Name on Card: _____	Payment Amount: _____
Billing Address: _____	Card Number: _____
City: _____ State: _____ Zip Code: _____	Check One:
Phone: _____	<input type="radio"/> MasterCard <input type="radio"/> Visa <input type="radio"/> Discover <input type="radio"/> American Express
Email: _____	Security Code/CW Code: _____
Applicant/Licensee Name: _____	Request or Business ID #: _____
Expiration Date: _____	
Payment is for: _____	Signature _____

**IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.**

**Credit Card Payment Itemization:**

Fee Type	Fee Amount	MLCC Fee Code
<input type="checkbox"/> Inspection Fee(s):	_____	4036
<input type="checkbox"/> Special License Fee(s):	_____	4008
<input type="checkbox"/> Temporary Authorization Fee:	_____	4037
<input type="checkbox"/> License Renewal Fee(s):	_____	4004
<input type="checkbox"/> Manufacturer License(s):	_____	4038
<input type="checkbox"/> Wholesaler License(s):	_____	4085
<input type="checkbox"/> New Retailer License(s):	_____	4012
<input type="checkbox"/> Transfer Retailer License(s):	_____	4034
<input type="checkbox"/> Conditional License	_____	4012
<input type="checkbox"/> New Add Bar <input type="checkbox"/> Transfer Add Bar:	_____	4012/4034
<input type="checkbox"/> Sunday Sales Permit (AM):	_____	4033
<input type="checkbox"/> Sunday Sales Permit (PM):	_____	4032
<input type="checkbox"/> Catering Permit:	_____	4031

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

## Howell Melon Festival

### Thursday

- 8 am - State St Closes
  - Perrys Tents arrive
  - Porta Johns arrives
  - Fencing arrives
- 5 pm - Tent Opens
  - Trivia 5:30 pm - 7:30 pm
  - Jason Harper Band 8 pm - 10 pm
- 10 pm - Tent Closes
  - 9:30 pm - last call

### Friday

- 8 am - N. Walnut Closes & S. Center
  - Food vendors start to set up
- 10 am - Pool delivered and start set up
  - Will need water hook-up for this
- 4 pm - Clinton & 200 Block of N. State St. closes
  - Food vendors open
  - Packet Pick Up starts at 4:30 pm
  - Mascot Dash (6:00 pm), Melon Roll (6:15 pm), & Melon Mile set(6:30 pm) set up
- 5 pm - Festival tent opens
- 6 pm - Race course closes
  - Clinton, Park St. Roosevelt, Scofield Park, Madison & all inside roads of the area
- 7 pm - Melon 5k
- 9 pm - Race Clean up & open streets
- 11 pm - Festival Tent Closes
  - 10:30 - last call

### Saturday

- 5 am - Grand River Closes (closed from Byron to National, hard barricades at Chestnut, Barnard, Court, N. Michigan Ave. and S. Michigan Ave)
  - Vendor setup starts
  - S. Walnut, N & S Michigan Ave, and S. Court St all close as well
- 8 am - Main Stage starts to set up
- 9 am - Vendor fair opens
- 10 am - Events start
  - Flint Scottish Pipeband march from the library to the main stage
  - Festival tent opens
  - Car show
  - Kids Melon Patch Opens ( rock climbing, crafts, kids activities)
  - S. Michigan Stage - Magician, Hawaiian Dancers, Small performers
  - Mechanical Bull

- Street Hockey
- 8 pm - Main stage performance starts
- 10 pm - Main stage performance ends
- 11 pm - Festival tent closes & main stage tear down
  - 10:30 pm last call

### **Sunday**

- 5 am - Farmers market set up
- 10 am - all events start
  - Festival tent opens
    - Mimosas and beermosas
  - Kids Melon Patch Opens ( rock climbing, crafts, kids activities)
  - S. Michigan Stage - Magician, Hawaiian Dancers, Small performers
  - Mechanical Bull
  - Street Hockey
- 5 pm - all events end
  - Clean up and tear down start
- 7 pm - all roads open

### **Additional Information**

- HAPRA is working with 1<sup>st</sup> Presbyterian church, and they will be bringing their craft show out onto Grand River, all vendors are to follow the same rules and regulations as HAPRA vendors
- HAPRA is working with the Historical Society to host the car show on Grand River on Saturday 10 -2 pm
- HAPRA is working with the Chamber and Farmers Market to host the Farmers Market on Grand River on Sunday
- HAPRA has been in contact with Livingston County Art Alliance to work together on promoting Concerts at the Courthouse on Friday night
- HAPRA has been in contact with the DDA and various block captains to work together for the best promotional outcomes for downtown businesses.
- HAPRA has been in contact with Howell Rotary to provide a space for Melon Ice Cream sales on the courthouse lawn
- HAPRA has been in contact with county personnel about grounds use and equipment use.
- Road barricades will need to be ordered from Spartan Barricade to safely close Grand River, HAPRA, Howell PD, and DPW have been working on the requirements and equipment needed
- HAPRA, Howell PD , and DPW have been working to make sure the Melon Run course is properly and safely closed and Scofield Park and wood chip trail will be groomed before the run to ensure maximum safety levels.



- HAPRA is working with Howell Fire to make sure the event follows all rules and regulations for Grand River closure, food vendors, Main Stage Performance, and all other areas of the event.

#### **Entertainment Vendors**

- Thursday
  - Jason Harper
  - Trivia
- Friday
  - Concert at the Courthouse
- Saturday
  - Flint Scottish Pipe Band
  - Double Wide Ride
  - First Time Crush
  - Keith Ozment
  - ACP Entertainment
    - Mechanical Bull
  - Princesses, Superheroes, Dancers, and Magicians (working on contracts still)
  - Theater groups
- Sunday
  - Local artist in festival tent



START/FINISH

CHECK IN

2 MILE

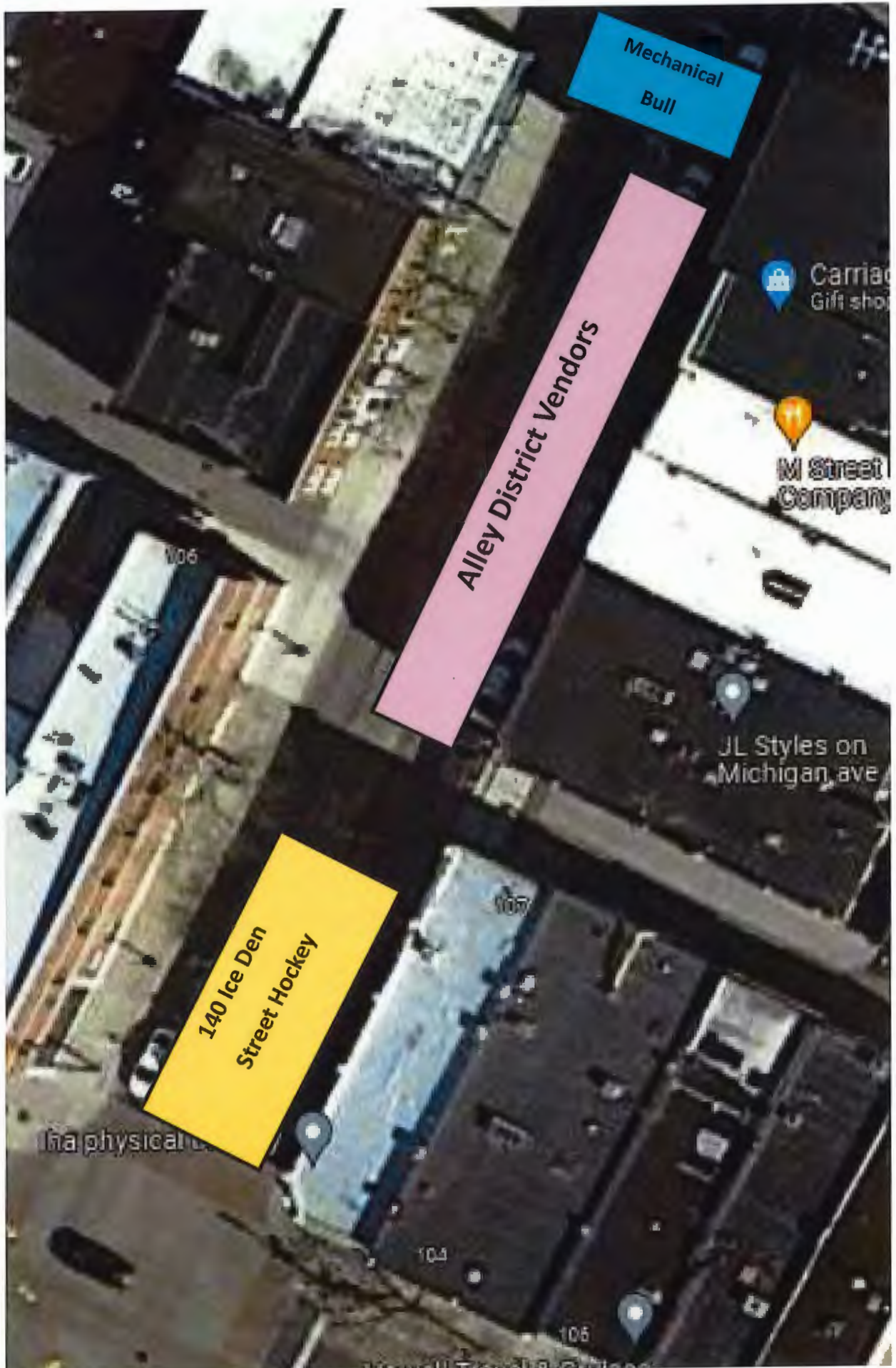
1 MILE

3 MILE

[www.howellrecreation.org](http://www.howellrecreation.org)



N. Michigan Ave







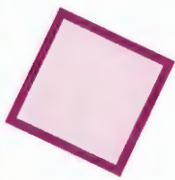
**N. Center St.**



Barricades



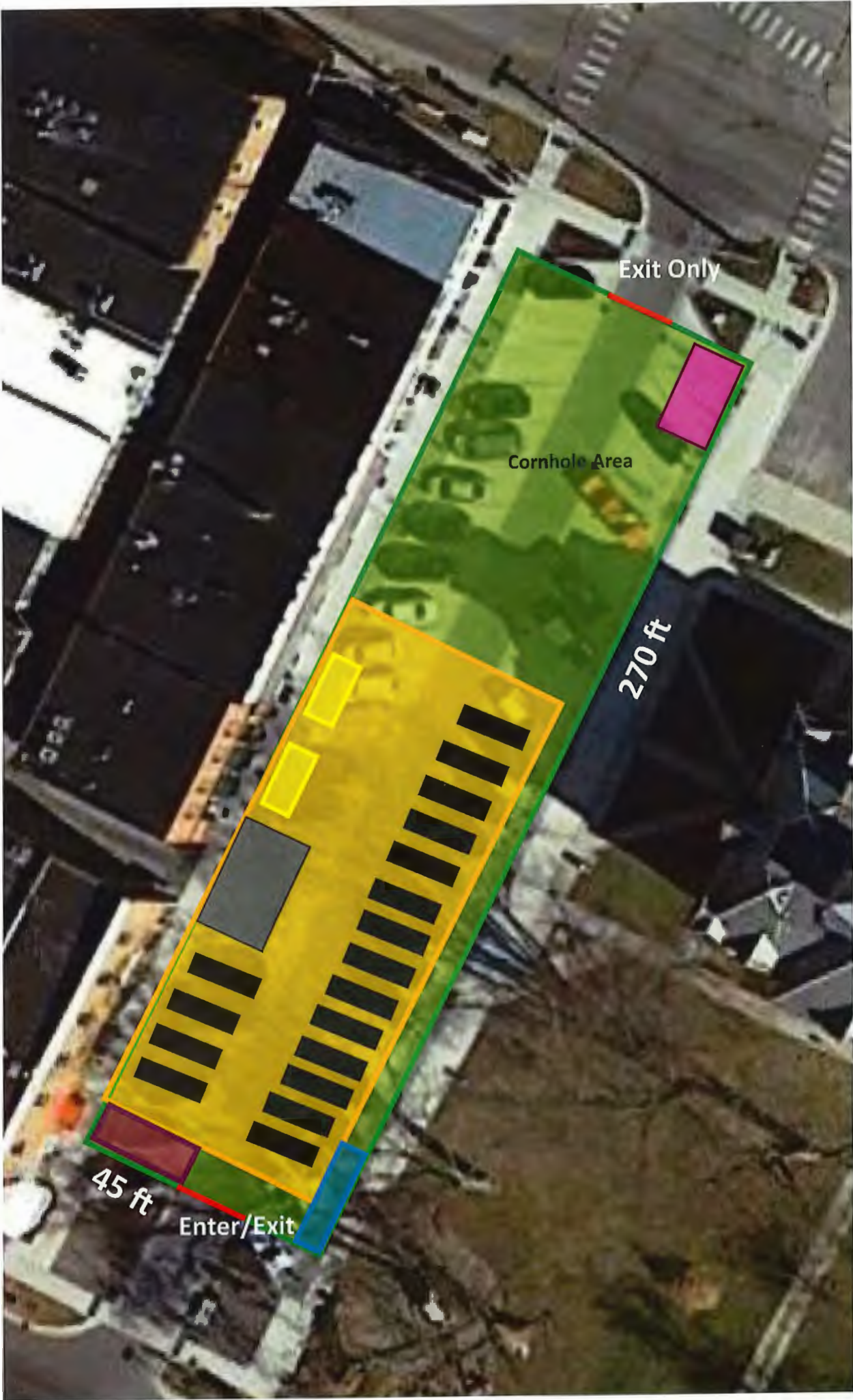
Kid Melon  
Patch with Bike  
rack fencing



20 x 20 Tent



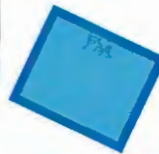
State St.



Electrical  
Throughout on  
the sides



## S. Walnut



Bentley Lake  
Farms



Barricades



This area will be  
used for staff  
parking and  
event staging

On Sunday this road may be used  
for a Tractor Show.



## Food Court N. Walnut



nut

Barricades



Electrical



Water Hook  
Up and line



No Food vendors for cross walk



Food Court  
Tables & Chairs  
Will extend into  
grand river for  
additional  
seating



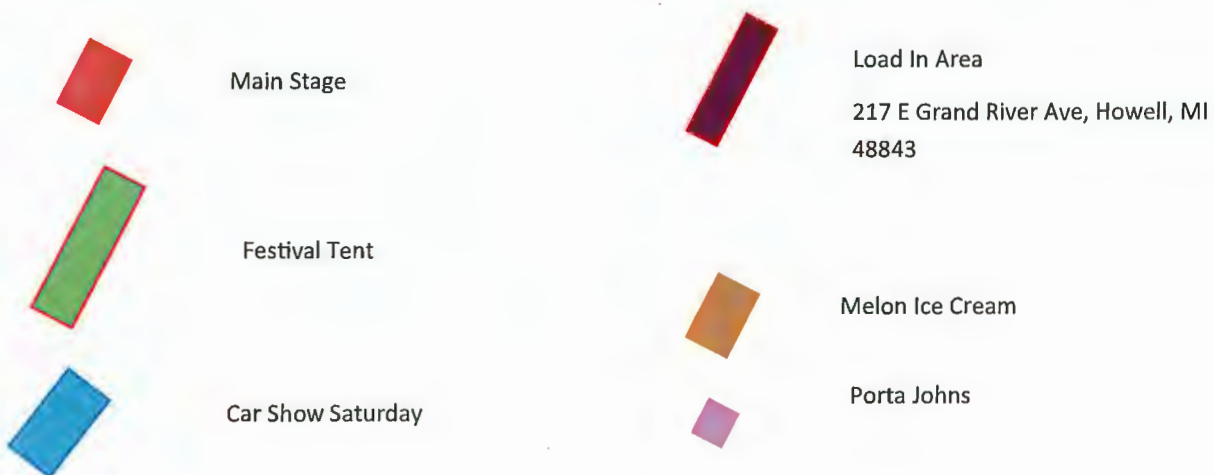
Porta Johns



Food Vendor  
&  
Staff Parking

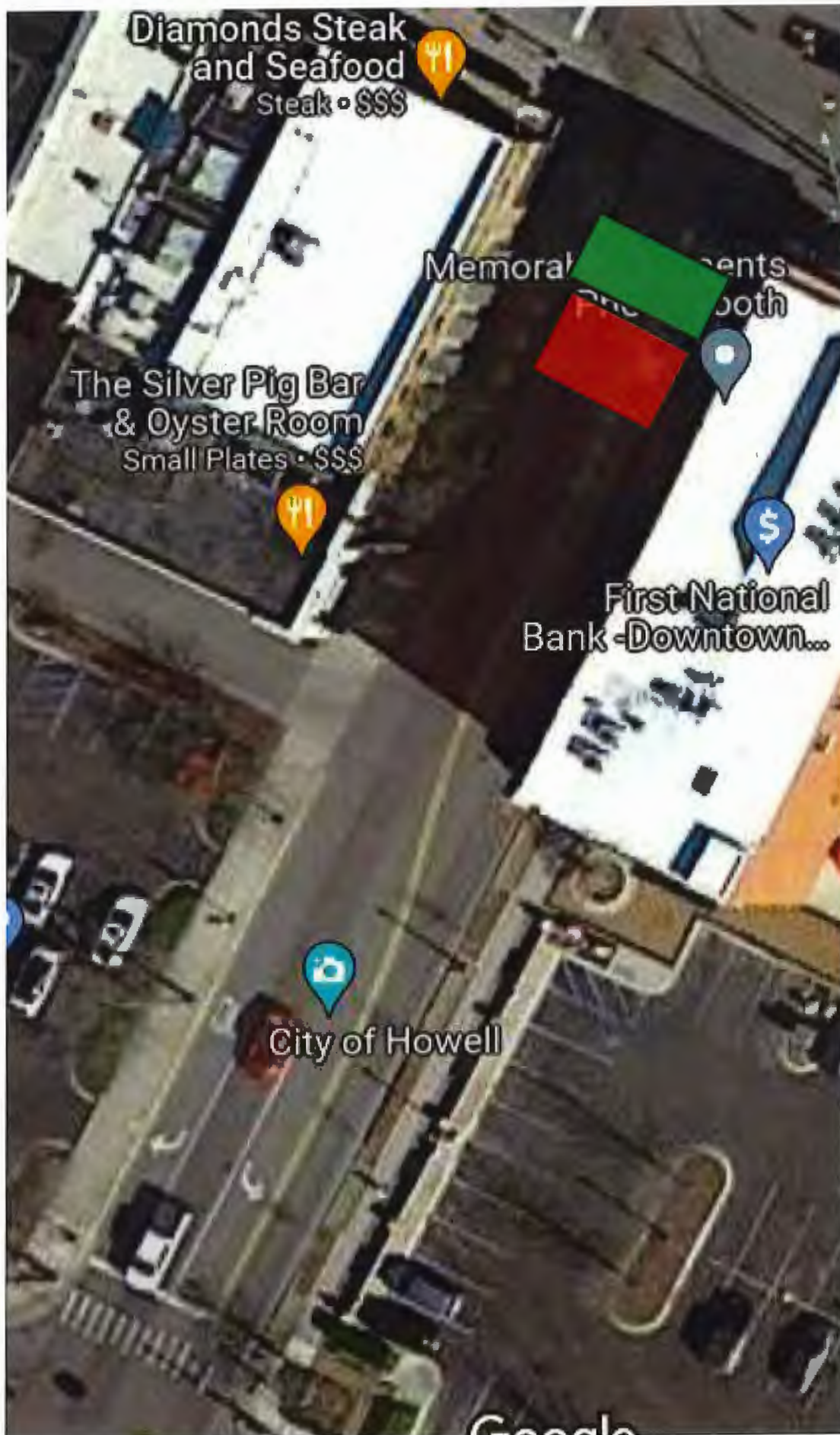








S. Michigan Ave.



Riser Stage  
for smaller  
entertain-  
ment acts

Bleachers

102 S. Michigan  
Ave, Howell, MI  
48843



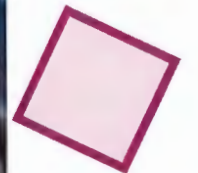
S. Center St.



pool



Bleachers



20 x 20 tent



State St.



⚡ Electrical  
Throughout on  
the sides

## Key



Barricaded Area 270' x 45'



Entertainment Area



Tent 120' x 30'



Entrance/Exit



Food Vendor



ID Check/Drink Ticket Sales



Beer and Wine Service Areas



Port-Johns and Hand Washing Station

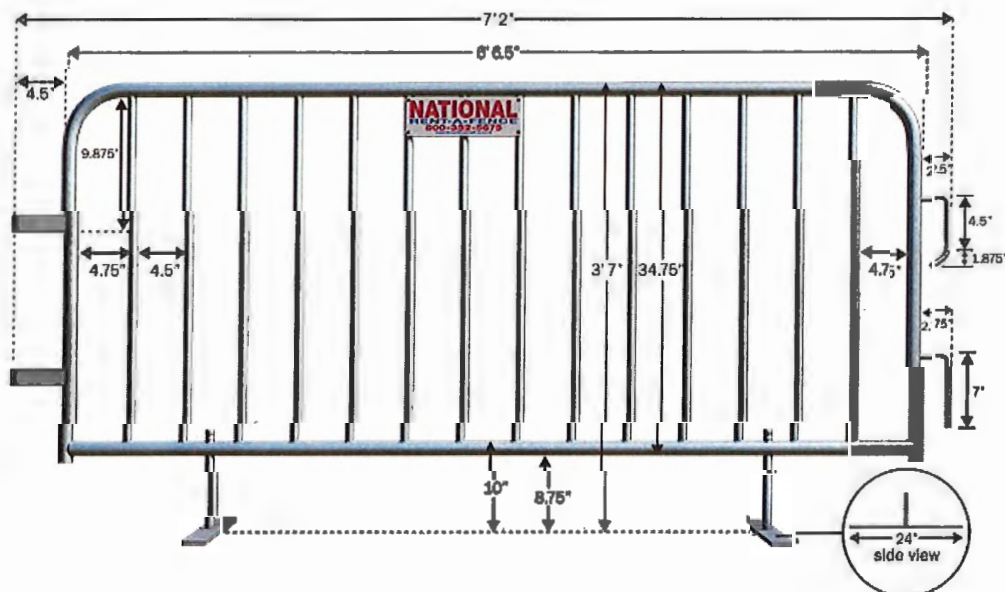
(leave 10ft of clearance on sidewalk, fencing will go to side of bathrooms so they are included in area)



Tables and Chairs

## Barricades

Width: 78.5" X Height: 43"





I would like to notify the council that we will not be doing the mechanical bull on N. Michigan Ave, but will instead offer axe throwing for a fee. This may cause some rearranging of the map, but nothing that will require changes to barricades or road shutdowns. We are using the same company that has been and is returning to Balloonfest. If you have any questions or concerns, please reach out.

Amended map - Attached

## Warrior Throwing

- **Setup:** Saturday, August 16th, completed by 10:30am
- **Axe Throwing:** 11 am–5 pm on Saturday, August 16th, and 10 am - 4 pm on Sunday, August 17th (**12 hours total**)
- **Teardown:** August 17th after the event

## What Sets Us Apart

**Unlike most axe-throwing setups, we don't just hand people an axe and hope for the best.** Our experienced coaches (who have trained league throwers and worked in top-tier axe-throwing venues) work **one-on-one with each participant** to help them find a throwing style that clicks. **We assign one coach for every two lanes to keep turnaround times fast and the action flowing smoothly**, even when things get busy. There are dozens of ways to throw an axe—we make sure everyone **learns, succeeds, and has a blast doing it.**

## Participant Info & Waivers

- **Ages 12+** (insurance requirement)
- **Waiver required** (name, signature, date)
- Minors (under 18) need a **parent/guardian's signature**
- **Closed-toe shoes are required**
- **Throwing fees will be determined and collected by Melon Festival personnel**

## Insurance & Liability

We are **fully insured** and will add you (and any required entities) as **additionally insured**. A certificate of insurance will be provided.





# Outdoor Fenced Setup

Get ready for an unforgettable axe-throwing experience with our **Outdoor Fenced Setup**!

These **secure, fenced-in lanes** are overseen by our **expert coaches**, with **one coach assigned to every two lanes** to keep things running smoothly and efficiently. Our coaches aren't just skilled at teaching technique—they're also **funny, engaging, and know how to keep the energy up**, making sure every thrower has a blast while learning to hit their mark. This setup keeps **turnaround times fast**, ensuring your guests spend **less time waiting and more time throwing!**

## Howell Melon Festival Pricing:

**2 Lanes – 1 Coach: \$2,795**

**4 Lanes – 2 Coaches: \$4,895**

**6 Lanes – 3 Coaches: \$5,945**





# 2-Lane Outdoor Fenced Axe Throwing

