



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



Visit the City of Howell website at www.CityofHowell.org
or download the My Howell MI app

Monday, June 12, 2023

**COUNCIL -
MANAGER
GOVERNMENT**

Council Members
and other officials
normally in
attendance:

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

Ervin J. Suida
City Manager

Scott Mannor
Police Chief

Dennis L. Perkins
City Attorney

Deanna Robson
City Clerk

1. Call to Order
2. Pledge of Allegiance (all stand)
3. Approval of Consent Agenda
 - A. Regular Meeting Minutes, May 22, 2023
 - B. Closed Session Minutes, May 22, 2023
 - C. Bills
4. Call to the Public – Items not on the Agenda
5. Reports by Council Members Serving on Boards & Commissions
6. Discussion/Adoption – Ordinance No. 957, Section 430.05 – Parking Offenses and Fines
7. Discussion/Adoption – Resolution No. 2023-10, Resolution of Authorization, Local Support for DNR Project
8. Discussion/Approval – Audit Extension Request, Yeo & Yeo
9. City Manager's Report
10. Unfinished Business
11. New Business
12. Closed Session – Property Acquisition
13. 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 4 allows for Citizens' Comments on any non-agenda item. Where the Agenda provides Public Hearing comment, each person addressing the Council shall be limited to five (5) minutes regarding the specific agenda Public Hearing item. The Mayor may allow additional time at his/her discretion.

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

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

Regular Meeting of the Howell City Council
Monday, May 22, 2023
Howell City Council Chambers – Lower Level
611 E. Grand River Avenue
Howell, Michigan 48843

1. CALL TO ORDER

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

Council Members Participating: Luke Wilson, Nikolas Hertrich, Alex Clos, Jacob Schlittler, Erin Britten and Mayor Ellis.

Council Member Absent: Mayor Pro Tem Jan Lobur.

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

Others in Attendance: DPS Director Matt Davis, Finance Director Alyssa Alden, Assessor Peter Augustino, DDA Director Kate Litwin, Jordan Jones, Emily Ferguson, Jim and Nicole Glenn, Joe Perrone, Caron Davis, Tom Richardson, Sandra Mitchell and Dan Brockway.

2. PLEDGE OF ALLEGIANCE

3. APPROVED – CONSENT AGENDA

MOTION by Wilson, SECOND by Schlittler, “To approve the consent agenda as presented.” Mayor Ellis noted that the consent agenda included two budgeted purchases. MOTION CARRIED (6-0).

4. CALL TO THE PUBLIC

Jim Glenn, 303 Isbell, inquired about lawn maintenance and enforcement guidelines, as well as the demolished house on Court Street.

5. REPORTS BY COUNCIL MEMBERS SERVING ON COMMISSIONS

Member Hertrich reported on the May 16th HAPRA Board meeting: approved the Melon Festival civic event application and liquor license; reviewed and approved various policies; discussed the Spark fitness program and the potential addition of golf lessons for women and children; the Senior Center received an ARPA funded grant from the Livingston County Agency on Aging; the new program guide has been distributed; received an additional donation from HAPRA supporter Bob Maxey Ford; the Touch a Truck program was a great success and may include flight equipment next year; a stakeholder meeting will be scheduled; and Chairman Dunleavy will be stepping down as he assumes his new role as Oceola Township Supervisor.

Mayor Ellis reported on the May 17th Planning Commission meeting: approved a PUD for multi-family housing complex at 227 Barnard; and the final draft of master plan was presented and will be discussed before submitting to Council.

6. ADOPTED – ORDINANCE NO. 956, CODIFICATION

MOTION by Clos, SECOND by Wilson, "To adopt Ordinance No. 956, Codification, approving the codification of ordinances and resolutions enacted by City Council in 2022." MOTION CARRIED (6-0).

7. INTRODUCED - ORDINANCE NO. 957, SECTION 430.05 – PARKING OFFENSES AND FINES

Member Clos introduced Ordinance No. 957, Section 430.05, Parking Offenses and Fine Schedule. Mayor Ellis noted that the ordinance would result in an increase in parking ticket fees from \$5 to \$10 and allow for escalation of fees for repeat offenders in order to improve parking availability downtown.

8. APPROVED – WEST STREET EMERGENCY SEWER REPAIR

MOTION by Schlittler, SECOND by Wilson, "To authorize staff to move forward with the West Street emergency sewer repair." Mayor Ellis noted that the repair was needed due to a sinkhole and collapse of the sanitary sewer. DPS Director Matt Davis presented current drawings, photographs and information regarding the cause of the sewer and concrete degradation; history of the sewer and its repairs; and current technology and its impact on the repair strategy. Flows will need to be maintained while the work is being completed; staff will have to coordinate with four different contractors; and the only known variable at this point is the lining price. If approved, the repair will still come back before Council for bill approval. Once this section of the pipe is lined, the hydrogen sulfide will not erode the liner, however, staff will begin evaluating other lines. MOTION CARRIED (6-0).

9. APPROVED – CIVIC EVENT APPLICATION: HOWELL MELON FESTIVAL, HAPRA, AUGUST 17-20, 2023

MOTION by Hertrich, SECOND by Clos, "To approve the Civic Event Application submitted by the Howell Area Parks & Recreation Authority for the 2023 Howell Melon Festival scheduled for August 17-20, 2023, incorporating staff comments." Jordan Jones from HAPRA expressed her excitement to bring the Melon Festival back to downtown. She noted that the event was moved to a weekend later in August; into the melon season and no longer competing with Milford Memories, VetFest nor the start of school. She provided information about the wide variety of events and activities planned for the festival. Volunteers are needed for the run and in the festival tent (sign up via howellmelonfestival.com). MOTION CARRIED (6-0).

10. APPROVED – LOCAL OFFICERS COMPENSATION COMMISSION RECOMMENDATION

MOTION by Wilson, SECOND by Clos, "To accept the Local Officers Compensation Commission recommendation to increase the per diem pay of the City Council members from \$52.50 to \$55 per meeting and increase the Mayor's per diem pay from \$18.38 to \$20 per meeting with the annual salary of \$4,000 remaining the same." Mayor Ellis noted that the LOCC received compensation study information with pay rates in comparable municipalities, similar to what had been provided for the previous review of staff salaries. Mayor and Council have not approved an increase to their pay rates in 15-20 years. MOTION CARRIED (6-0).

11. BOARD/COMMISSION APPOINTMENTS:

A. Capital Improvement Rate Advisory Board Reappointment, Sean Munsey, term ending June 30, 2027

MOTION by Hertrich, SECOND by Schlittler, "To approve the reappointment of Sean Munsey to the Capital Improvement Rate Advisory Board, with a term ending June 30, 2027." MOTION CARRIED (6-0).

B. Planning Commission Resignation, Robert Spaulding, May 17, 2023

Mayor Ellis stated that Mr. Spaulding's resignation was due to his relocation outside of the City.

C. Planning Commission, James Davis, term ending April 30, 2025

MOTION by Wilson, SECOND by Schlittler, "To approve the appointment of James Davis to the Planning Commission, with a term ending April 30, 2025." MOTION CARRIED (6-0).

12. CITY MANAGER'S REPORT

- The boat launch kiosk is up and running and the Scofield Park kiosk should be working by Memorial Day weekend. Staff has already issued over 1,000 park passes.
- Staff plans to add four trash cans downtown and is developing a plan for trash removal with the Farmer's Market.
- The BS&A conversion has been very successful, and after completion Council will have their own dashboards and access to view funds and other information electronically.
- Repair of the Howell Drain, which has been a problem for many years, has been completed.
- Consolidation of City Hall will be delayed, but only for approximately one week.
- Staff is working on a nuisance (nut, fruit bearing and sapping) tree removal policy to allow removal at the homeowner's cost. The draft policy will be brought to Council for consideration.

Member Hertrich inquired about trash removal for the Friday night concerts at the Courthouse. City Manager Suida responded that staff also provides event boxes for the concerts, adding that trash cans downtown are checked and emptied daily.

13. UNFINISHED BUSINESS

None.

14. NEW BUSINESS

MOTION by Wilson, SECOND by Clos, "To excuse Mayor Pro Tem Lobur from the meeting, reason stated." MOTION CARRIED (6-0).

MOTION by Wilson, SECOND by Hertrich, "To amend the agenda to add an item "C" under the Closed Session to discuss Amber Reineck House v. City of Howell." MOTION CARRIED (6-0).

15. CLOSED SESSION:

7:32 p.m. MOTION by Wilson, SECOND by Clos, "To enter closed session to discuss Citizens Insurance Company v. City of Howell MTT, Amber Reineck House v. City of Howell, and a property purchase on a roll call vote." Britten – yes, Wilson – yes, Hertrich – yes, Clos – yes, Schlittler – yes, Ellis – yes. MOTION CARRIED (6-0).

8:47 p.m. MOTION by Wilson, SECOND by Clos, "To reconvene the regular meeting." MOTION CARRIED (6-0).

MOTION by Wilson, SECOND by Clos, "To settle the Citizen's Insurance v City of Howell Tax Tribunal matter by establishing a Fair Market Value to Citizen's real property and buildings of \$10,500,000, a State Equalized Value of \$5,250,000 and a Taxable Value of \$5,250,000 for tax

year 2022 and establishing a Fair Market Value to Citizen's real property and buildings of \$10,500,000, a State Equalized Value of \$5,250,000 and a Taxable Value of \$5,250,000 for tax year 2023, with no interest assessed against any refunds to be paid and refunds, if any, to be paid within 60 days. The City's attorney shall execute all documents necessary to carry out the terms and conditions of this settlement." MOTION CARRIED (6-0).

MOTION by Wilson, SECOND by Clos, "To settle the Amber Reineck House et al v City of Howell et al case in the amount of \$750,000 in full and final settlement of all claims set out in Plaintiff's complaint. The settlement amount is contingent upon a settlement agreement, that will include a mutual release of claims, and an Order of Dismissal with Prejudice, without further costs or fees to any party. The City Manager is authorized to execute such agreements." MOTION CARRIED (6-0).

16. ADJOURNMENT

MOTION by Wilson, SECOND by Schlittler, "To adjourn the regular meeting of the City Council at 8:49 p.m." MOTION CARRIED (6-0).

Robert Ellis, Mayor

Deanna Robson, City Clerk

**CITY OF HOWELL
WARRANT COVER
June 12, 2023**

<u>NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Accounts Payable	\$ 544,518.28	
	Less DDA \$ (1,776.08)	
TOTAL	<u>\$ 542,742.20</u>	
MERS Pay Date 6/20/23	\$ 127,920.39	
Payroll Pay Date 5/25/23	\$ 197,775.16	5/7-5/20/23

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 06/13/2023 - 06/13/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-081.000	INSURANCE	BLUE CROSS BLUE SHIELD OF	MEDICARE - JUNE 2023	326.48	None
101-000-081.000	DF OTHER GOVERNMENT UNITS	MUTUAL OF OMAHA	LIFE/ADD/STD/LTD - JUNE 2023	573.39	None
101-000-081.000	INSURANCE	VSP INSURANCE CO. (CT)	RETIREE VISION - JUNE 2023	9.78	None
101-000-081.000	INSURANCE	DELTA DENTAL	DENTAL - JUNE 2023	42.65	None
101-000-083.001	DF FORMER EMPLOYEE/HLTH IN	BLUE CROSS BLUE SHIELD OF	MEDICARE - JUNE 2023	1,583.44	None
101-000-083.001	DF FORMER EMPLOYEE/HLTH IN	BLUE CROSS BLUE SHIELD OF	OUT OF STATE RETIREES - JUNE 2023	151.47	None
101-000-083.001	DF FORMER EMPLOYEE/HLTH IN	VSP INSURANCE CO. (CT)	RETIREE VISION - JUNE 2023	334.60	None
101-000-083.001	DF FORMER EMPLOYEE/HLTH IN	VSP INSURANCE CO. (CT)	ACTIVE EMPLOYEE - JUNE 2023	9.78	None
101-000-083.001	INSURANCE	BLUE CARE NETWORK OF MICH	ACTIVE EMPLOYEE - JUNE 2023	880.84	None
101-000-083.001	DF FORMER EMPLOYEE/HLTH IN	DELTA DENTAL	DENTAL - JUNE 2023	1,579.33	None
101-000-083.001	INSURANCE	BLUE CARE NETWORK OF MICH	PRE-65 RETIREE MEDICAL - JUNE 2023	878.87	None
101-000-283.000	DEV ESCROW	CARLISLE/WORTMAN ASSOCIATE	SLU - 425 N. NATIONAL	210.00	None
101-000-283.000	DEV ESCROW	CARLISLE/WORTMAN ASSOCIATE	251 MASON SELF STORAGE	262.50	None
101-000-283.000	DEV ESCROW	CARLISLE/WORTMAN ASSOCIATE	JAX CAR WASH	262.50	None
101-000-283.000	DEV ESCROW	CARLISLE/WORTMAN ASSOCIATE	JD RACING PUD	1,627.50	None
101-000-283.000	DEV ESCROW	CARLISLE/WORTMAN ASSOCIATE	BARNARD STATION	315.00	None
101-000-283.000	DEV ESCROW	CARLISLE/WORTMAN ASSOCIATE	SLU - 323 ROOSEVELT	525.00	None
101-000-283.000	DEV ESCROW	CARLISLE/WORTMAN ASSOCIATE	SLU - 110 N. CHESTNUT	367.50	None
101-000-283.000	BCE23-00004 - PLSC23-0003	THE LANDSCAPE GROUP INC	Check Request For Bond: BCE23-00004	757.50	None
101-000-283.000	BCE23-00002 - PLSC23-0001	MATT & KRISTINA MEYER	Check Request For Bond: BCE23-00002	442.50	None
101-000-283.000	DEV ESCROW	MCCRAY, MICHAEL	ESCROW CLOSE-OUT - 1244 LAKESIDE DRIV	2,000.00	None
			Total Department 000 GENERAL	<u>13,140.63</u>	
Department: 101 MAYOR & COUNCIL					
101-101-900.000	PRINTING & PUBLISHING	LIVINGSTON DAILY PRESS & A	COUNCIL PUBLICATIONS	340.00	None
			Total Department 101 MAYOR & COUNCIL	<u>340.00</u>	
Department: 172 CITY MANAGER					
101-172-740.000	OPERATING SUPPLIES	VISA	CREDIT CARD CHARGES - CITY MANAGER -	113.40	None
101-172-801.000	PROFESSIONAL SERVICES	UNMUTED	MARKET REVIEW	3,000.00	None
101-172-956.000	MISCELLANEOUS	VISA	CREDIT CARD CHARGES - CITY MANAGER -	15.75	None
			Total Department 172 CITY MANAGER	<u>3,129.15</u>	
Department: 191 FINANCE					
101-191-727.000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	50.99	None
101-191-727.000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	33.77	None
101-191-727.000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	31.49	None
101-191-801.000	PROFESSIONAL SERVICES	PLANTE & MORAN PLLC	PROFESSIONAL SERVICES	684.95	None
101-191-822.000	COMPUTER SOFTWARE SUPPORT	BS&A SOFTWARE	CLOUD FEES FOR MULTIPLE MODULES, SOFT	17,412.35	None
101-191-840.000	DUES & MEMBERSHIPS	MICHIGAN ASSESSORS ASSOCIA	2023 REGULAR & SUBSCRIBING MEMBERSHIP	95.00	None
			Total Department 191 FINANCE	<u>18,308.55</u>	
Department: 215 CLERK					
101-215-860.000	CONFERENCE /TRANSPORTATION	ROBSON, DEANNA	LCMCA & OTHER MEETINGS, NOTARY APPLIC	88.78	None
101-215-860.000	CONFERENCE /TRANSPORTATION	JARSON, SUSAN	MILEAGE - LCMCA MEETING, NOTARY FEES	27.74	None
101-215-930.010	RECORDS MAINTENANCE	SHRED EXPERTS LLC	MONTHLY SHREDDING AND RECORD RETENTIO	677.25	None
101-215-930.010	RECORDS MAINTENANCE	SHRED EXPERTS LLC	MONTHLY SHREDDING	135.00	None
101-215-930.010	RECORDS MAINTENANCE	SHRED EXPERTS LLC	MONTHLY SHREDDING	90.00	None
			Total Department 215 CLERK	<u>1,018.77</u>	
Department: 228 INFORMATION TECHNOLOGY DEPT					

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 06/13/2023 - 06/13/2023
 POSTED AND UNPOSTED OPEN AND PAID
 BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 228 INFORMATION TECHNOLOGY DEPT					
101-228-822.001	PROFESSIONAL SERVICES	GRACON SERVICES INC	WARRANTY FOR BACKUP SERVER	1,978.16	None
101-228-822.001	NETWORK SUPPORT	EPS SECURITY	TROUBLESHOOT DAMAGED CAMERA IN PD	247.50	None
101-228-822.001	NETWORK SUPPORT	HOWLERVILLE COMMUNITY SCHO	FIBER NETWORK POLE RENTAL FEES QTR. 1	124.37	None
Total Department 228 INFORMATION TECHNOLOGY DEPT				2,350.03	
Department: 261 GENERAL SERVICE ADMINISTRATION					
101-261-714.000	INSURANCE	VSP INSURANCE CO. (CT)	ACTIVE EMPLOYEE - JUNE 2023	908.86	None
101-261-714.000	EMPLOYEE MEDICAL INSURANCE	BLUE CARE NETWORK OF MICH	ACTIVE EMPLOYEE - JUNE 2023	45,778.26	None
101-261-714.000	EMPLOYEE MEDICAL INSURANCE	DELTA DENTAL	DENTAL - JUNE 2023	4,988.02	None
101-261-714.001	CITY SHARE MED INS RETIREE	BLUE CROSS BLUE SHIELD OF	MEDICARE - JUNE 2023	6,905.04	None
101-261-714.001	CITY SHARE MED INS RETIREE	BLUE CROSS BLUE SHIELD OF	OUT OF STATE RETIREES - JUNE 2023	1,868.13	None
101-261-714.001	CITY SHARE MED INS RETIREE	BLUE CARE NETWORK OF MICH	PRE-65 RETIREE MEDICAL - JUNE 2023	3,514.64	None
101-261-714.002	EMP DISABILITY / LIFE INSU	MUTUAL OF OMAHA	LIFE/ADD/STD/LTD - JUNE 2023	3,529.55	None
Total Department 261 GENERAL SERVICE ADMINISTRATION				67,492.50	
Department: 265 CITY HALL					
101-265-740.018	OPER SUPP/LANDSCAPING	LOREA TOP SOIL & AGGREGATE	MULCH	360.00	None
101-265-740.018	OPER SUPP/LANDSCAPING	LOREA TOP SOIL & AGGREGATE	MULCH	120.00	None
101-265-740.018	OPER SUPP/LANDSCAPING	LOREA TOP SOIL & AGGREGATE	MULCH	600.00	None
101-265-775.000	MAINTENANCE SUPPLIES	CINTAS	UNIFORMS	0.00	None
101-265-775.000	MAINTENANCE SUPPLIES	CINTAS	UNIFORMS	0.00	None
101-265-775.000	MAINTENANCE SUPPLIES	CINTAS	UNIFORM	0.00	None
101-265-775.000	MAINTENANCE SUPPLIES	CINTAS	UNIFORMS	0.00	None
101-265-775.000	MAINTENANCE SUPPLIES	CINTAS	FLOOR MATS	0.00	None
101-265-775.001	JANITOR SUPPLIES	OFFICE DEPOT	JANITORIAL/OFFICE SUPPLIES	72.88	None
101-265-775.001	JANITOR SUPPLIES	OFFICE DEPOT	JANITORIAL AND OFFICE SUPPLIES	79.14	None
101-265-804.005	CONTRACT SERV - MAT CLEANI	CINTAS	UNIFORMS	0.00	None
101-265-804.005	CONTRACT SERV - MAT CLEANI	CINTAS	UNIFORMS	0.00	None
101-265-804.005	CONTRACT SERV - MAT CLEANI	CINTAS	UNIFORM	0.00	None
101-265-804.005	CONTRACT SERV - MAT CLEANI	CINTAS	UNIFORMS	0.00	None
101-265-804.005	CONTRACT SERV - MAT CLEANI	CINTAS	FLOOR MATS	79.84	None
101-265-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 611 E. GRAND RIVER - 4/1-5	3,211.35	None
101-265-920.001	UTILITIES - GAS	CONSUMERS ENERGY	CITY UTILITIES - GAS - 611 E. GRAND R	16.83	None
101-265-920.001	UTILITIES - GAS	CONSUMERS ENERGY	CITY UTILITIES - GAS - 611 E. GRAND R	832.93	None
101-265-931.000	BUILDING MAINTENANCE	SAFETY SYSTEMS, INC.	CITY HALL FIRE SYSTEM REPAIR	202.00	None
101-265-931.000	BUILDING MAINTENANCE	BEST PEST CONTROL SERVICES	PEST CONTROL	300.00	None
101-265-931.000	BUILDING MAINTENANCE	HOME DEPOT	CREDIT CARD CHARGES - APRIL 2023	1,494.00	None
Total Department 265 CITY HALL				7,368.97	
Department: 266 CITY ATTORNEY/OUTSIDE COUNSEL					
101-266-826.000	CONTRACTUAL ATTORNEY FEES	ROSATI, SCHULTZ, JOPPICH &	PROFESSIONAL SERVICES	3,010.00	None
101-266-826.000	CONTRACTUAL ATTORNEY FEES	MILLER CANFIELD PADDOCK &	PROFESSIONAL SERVICES	1,829.88	None
101-266-826.002	LEGAL FEES - RETAINER	PERKINS, DENNIS, PLLC	PROFESSIONAL SERVICES	1,050.00	None
101-266-826.003	LEGAL FEES - CRIMINAL	PERKINS, DENNIS, PLLC	PROFESSIONAL SERVICES	1,190.00	None
101-266-826.004	LEGAL FEES - CIVIL	PERKINS, DENNIS, PLLC	PROFESSIONAL SERVICES	4,732.00	None
101-266-956.000	MISCELLANEOUS	PERKINS, DENNIS, PLLC	PROFESSIONAL SERVICES	0.00	None
Total Department 266 CITY ATTORNEY/OUTSIDE COUNSEL				11,811.88	
Department: 270 PERSONNEL					
101-270-822.000	COMPUTER SOFTWARE SUPPORT	BS&A SOFTWARE	CLOUD FEES FOR MULTIPLE MODULES, SOFT	9,839.36	None
101-270-835.000	PHYSICALS / MEDICAL EXPENS	REDICARE PARTNERS, PLLC	J. DELAND SEASONAL WORK DRUG SCREEN	30.00	None

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 06/13/2023 - 06/13/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 270 PERSONNEL					
101-270-957.000	EDUCATION / TRAINING	VISA	CREDIT CARD CHARGES - CITY MANAGER -	151.84	None
101-270-957.000	EDUCATION / TRAINING	VISA	CREDIT CARD CHARGES - CITY MANAGER -	21.59	None
Total Department 270 PERSONNEL				<u>10,042.79</u>	
Department: 301 POLICE DEPARTMENT					
101-301-740.000	OPERATING SUPPLIES	CINTAS	UNIFORMS	0.00	None
101-301-740.000	OPERATING SUPPLIES	CINTAS	UNIFORMS	0.00	None
101-301-740.000	OPERATING SUPPLIES	CINTAS	UNIFORM	0.00	None
101-301-740.000	OPERATING SUPPLIES	CINTAS	UNIFORMS	0.00	None
101-301-740.000	OPERATING SUPPLIES	CINTAS	FLOOR MATS	0.00	None
101-301-804.000	CONTRACTUAL SERVICES	CORE TECHNOLOGY CORPORATIO	CORE SERVICES	1,656.00	None
101-301-930.004	EQUIPMENT VEHICLES	CRUISERS INC	REPAIRS TO #315	93.50	None
Total Department 301 POLICE DEPARTMENT				<u>1,749.50</u>	
Department: 371 BUILDING DEPARTMENT					
101-371-727.000	OFFICE SUPPLIES	VISA	CREDIT CARD CHARGES - CITY MANAGER -	21.69	None
101-371-801.000	PROFESSIONAL SERVICES	CARLISLE/WORTMAN ASSOCIATE	PERMIT REVENUE	776.40	None
101-371-801.000	PROFESSIONAL SERVICES	CARLISLE/WORTMAN ASSOCIATE	RENTAL INSPECTIONS	2,400.00	None
101-371-801.000	PROFESSIONAL SERVICES	CARLISLE/WORTMAN ASSOCIATE	BUILDING ADMIN\RETAINER	4,500.00	None
101-371-822.000	COMPUTER SOFTWARE SUPPORT	BS&A SOFTWARE	CLOUD FEES FOR MULTIPLE MODULES, SOFT	4,329.04	None
101-371-957.000	EDUCATION / TRAINING	MITCHELL, SANDRA	COURSE REIMBURSEMENT-MSU EXT. CITIZEN	250.00	None
Total Department 371 BUILDING DEPARTMENT				<u>12,277.13</u>	
Department: 448 STREET LIGHTING					
101-448-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - STREETLIGHTS - 4/1-4/30/23	31,434.05	None
Total Department 448 STREET LIGHTING				<u>31,434.05</u>	
Department: 450 PARKING LOT MAINTENANCE					
101-450-775.000	MAINTENANCE SUPPLIES	LIVINGSTON COUNTY ROAD COM	COLD PATCH	43.13	None
Total Department 450 PARKING LOT MAINTENANCE				<u>43.13</u>	
Department: 523 FORESTRY/CONSERVATION					
101-523-740.000	OPERATING SUPPLIES	LIVINGSTON FEED & SEED	GRASS SEED	139.99	None
101-523-804.027	CONTRACT SERV-TREE TRIMMIN	ARBOR MASTER TREE SERVICE	TREE REMOVALS	2,800.00	None
101-523-960.009	NEIGHBORHOOD TREE PROGRAM	TREES 'N' SCAPES, INC.	TREES	2,542.00	None
101-523-960.009	NEIGHBORHOOD TREE PROGRAM	TREES 'N' SCAPES, INC.	ARBOR DAY TREES	0.00	None
101-523-960.009	NEIGHBORHOOD TREE PROGRAM	TREES 'N' SCAPES, INC.	GATOR BAGS	559.80	None
Total Department 523 FORESTRY/CONSERVATION				<u>6,041.79</u>	
Department: 567 LAKEVIEW CEMETERY					
101-567-775.000	MAINTENANCE SUPPLIES	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - MAY 2023	59.36	None
101-567-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 920 ROOSEVELT - 4/1-5/2/23	119.52	None
101-567-920.001	UTILITIES - GAS	CONSUMERS ENERGY	CITY UTILITIES - GAS - 803 ROOSEVELT	72.40	None
101-567-931.001	CEMETERY MAINTENANCE	LOREA TOP SOIL & AGGREGATE	TOPSOIL	126.50	None
101-567-931.001	CEMETERY MAINTENANCE	LOREA TOP SOIL & AGGREGATE	TOPSOIL	34.50	None
Total Department 567 LAKEVIEW CEMETERY				<u>412.28</u>	
Department: 703 COMMUNITY ACTION PROMOTION					
101-703-880.004	ARBOR DAY CELEBRATION	TREES 'N' SCAPES, INC.	TREES	0.00	None
101-703-880.004	ARBOR DAY CELEBRATION	TREES 'N' SCAPES, INC.	ARBOR DAY TREES	1,860.00	None
101-703-880.004	ARBOR DAY CELEBRATION	TREES 'N' SCAPES, INC.	GATOR BAGS	0.00	None

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 703 COMMUNITY ACTION PROMOTION					
Total Department 703 COMMUNITY ACTION PROMOTION				1,860.00	
Department: 722 COMMUNITY DEVELOPMENT					
101-722-801.000	PROFESSIONAL SERVICES	CARLISLE/WORTMAN ASSOCIATE	RECYCLE LIVINGSTON SITE PLAN	105.00	None
101-722-801.000	PROFESSIONAL SERVICES	CARLISLE/WORTMAN ASSOCIATE	PLANNING CONSULTATION	980.00	None
101-722-801.000	PROFESSIONAL SERVICES	CARLISLE/WORTMAN ASSOCIATE	RETAINER	1,200.00	None
101-722-967.000	PROJECT COSTS	CARLISLE/WORTMAN ASSOCIATE	2022 MASTER PLAN	1,627.50	None
Total Department 722 COMMUNITY DEVELOPMENT				<u>3,912.50</u>	
Department: 751 RECREATION / PARKS DEPARTMENT					
101-751-775.006	MAINTENANCE SUPPLIES / PAR	LOREA TOP SOIL & AGGREGATE	21AA	50.00	None
101-751-775.006	MAINTENANCE SUPPLIES / PAR	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - MAY 2023	104.57	None
101-751-775.006	MAINTENANCE SUPPLIES / PAR	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - MAY 2023	9.49	None
101-751-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 1100 CITY PARK - 4/1-5/2/2	10.43	None
101-751-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 1108 CITY PARK - 4/1-5/2/2	22.46	None
101-751-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - STREETLIGHTS - 4/1-4/30/23	31.31	None
Total Department 751 RECREATION / PARKS DEPARTMENT				<u>228.26</u>	
Total Fund 101 GENERAL FUND				<u>192,961.91</u>	
Fund: 202 MAJOR STREET FUND					
Department: 454 STORM SEWER MAINTENANCE					
202-454-967.000	COUNTY DRAIN ASSESSMENT	LIVINGSTON COUNTY DRAIN CO	HOWELL CITY DRAIN IMPROVEMENT	65,822.78	None
Total Department 454 STORM SEWER MAINTENANCE				<u>65,822.78</u>	
Department: 463 ROUTINE MAINTENANCE					
202-463-775.000	MAINTENANCE SUPPLIES	DEMEUSE TOPSOIL	TOPSOIL	816.00	None
202-463-775.000	MAINTENANCE SUPPLIES	DEMEUSE TOPSOIL	TOPSOIL	288.00	None
202-463-775.000	MAINTENANCE SUPPLIES	BYRUM ACE HARDWARE	PARTS/SUPPLIES	51.98	None
202-463-775.000	MAINTENANCE SUPPLIES	LIVINGSTON COUNTY ROAD COM	COLD PATCH	307.06	None
Total Department 463 ROUTINE MAINTENANCE				<u>1,463.04</u>	
Department: 474 TRAFFIC SIGNS					
202-474-920.010	ELEC/TRAFFIC SIGNAL ENERGY	DTE ENERGY	ELECTRIC - STREETLIGHTS - 4/1-4/30/23	248.42	None
Total Department 474 TRAFFIC SIGNS				<u>248.42</u>	
Department: 538 STORM WATER MANAGEMENT					
202-538-967.000	PROJECT COSTS	WM CORPORATE SERVICES, INC	40 YARD ROLL-OFF	559.56	None
Total Department 538 STORM WATER MANAGEMENT				<u>559.56</u>	
Total Fund 202 MAJOR STREET FUND				<u>68,093.80</u>	
Fund: 203 LOCAL STREET FUND					
Department: 454 STORM SEWER MAINTENANCE					
203-454-775.000	MAINTENANCE SUPPLIES	MILAN SUPPLY COMPANY	SUMP PUMP DRAIN REPAIR PARTS	225.67	None
203-454-775.000	MAINTENANCE SUPPLIES	NORTHWEST PIPE & SUPPLY IN	SUMP/EDGE DRAIN REPAIR SUPPLIES	62.91	None
203-454-775.000	MAINTENANCE SUPPLIES	LOREA TOP SOIL & AGGREGATE	PEA STONE	180.00	None
203-454-967.000	PROJECT COSTS	LIVINGSTON COUNTY DRAIN CO	HOWELL CITY DRAIN IMPROVEMENT	65,822.79	None
Total Department 454 STORM SEWER MAINTENANCE				<u>66,291.37</u>	
Department: 463 ROUTINE MAINTENANCE					
203-463-775.000	MAINTENANCE SUPPLIES	LIVINGSTON COUNTY ROAD COM	COLD PATCH	986.73	None
Total Department 463 ROUTINE MAINTENANCE				<u>986.73</u>	

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Fund: 203 LOCAL STREET FUND					
Department: 538 STORM WATER MANAGEMENT					
203-538-967.000	PROJECT COSTS	WM CORPORATE SERVICES, INC 40 YARD ROLL-OFF		559.55	None
Total Department 538 STORM WATER MANAGEMENT				559.55	
Total Fund 203 LOCAL STREET FUND				67,837.65	
Fund: 226 RUBBISH & GARBAGE COLL FUND					
Department: 528 WASTE/REFUSE COLLECTION					
226-528-822.000	COMPUTER SOFTWARE SUPPORT	BS&A SOFTWARE	CLOUD FEES FOR MULTIPLE MODULES, SOFT	502.65	None
226-528-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 117 N. WALNUT - 4/1-5/2/23	40.97	None
226-528-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 201 N. STATE - 4/1-5/2/23	20.83	None
226-528-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 201 W. CLINTON - 4/1-5/2/2	22.36	None
226-528-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 102 W. SIBLEY - 4/1-5/2/23	25.58	None
226-528-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 122 E. SIBLEY - 4/1-5/2/23	32.73	None
Total Department 528 WASTE/REFUSE COLLECTION				645.12	
Total Fund 226 RUBBISH & GARBAGE COLL FUND				645.12	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 728 ECONOMIC DEVELOPMENT ACTIVITY					
248-728-714.000	EMPLOYEE MEDICAL INSURANCE	VSP INSURANCE CO. (CT)	ACTIVE EMPLOYEE - JUNE 2023	26.78	None
248-728-714.000	EMPLOYEE MEDICAL INSURANCE	BLUE CARE NETWORK OF MICHIGAN	ACTIVE EMPLOYEE - JUNE 2023	1,321.26	None
248-728-714.000	EMPLOYEE MEDICAL INSURANCE	DELTA DENTAL	DENTAL - JUNE 2023	146.82	None
248-728-714.002	EMP DISABILITY / LIFE INSURANCE	MUTUAL OF OMAHA	LIFE/ADD/STD/LTD - JUNE 2023	59.44	None
248-728-804.001	CONTRACT SERV - JANITOR	T & M CLEANING SERVICE	JANITORIAL SERVICES - MARCH & APRIL	180.00	None
248-728-920.001	UTILITIES - GAS	CONSUMERS ENERGY	CITY UTILITIES - GAS - 118 W. CLINTON	25.95	None
248-728-920.016	UTILITIES - ELEC/OTHER	DTE ENERGY	ELECTRIC - 219 N. WALNUT - 4/1-5/2/23	15.83	None
Total Department 728 ECONOMIC DEVELOPMENT ACTIVITY				1,776.08	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				1,776.08	
Fund: 590 SEWER FUND					
Department: 536 WATER OR SEWER SYSTEMS					
590-536-730.000	POSTAGE	HOWELL POSTMASTER	POSTAGE FOR WATER/SEWER BILLING	220.00	None
590-536-822.000	COMPUTER SOFTWARE SUPPORT	BS&A SOFTWARE	CLOUD FEES FOR MULTIPLE MODULES, SOFT	1,005.30	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 603 ROOSEVELT - 4/1-5/2/23	93.65	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 1420 W. GRAND RIVER - 4/1-5/2/23	466.66	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 1021 OAK CLUSTER	152.84	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 1502 MCPHERSON PARK - 4/1-5/2/23	27.34	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 601 WEST - 4/1-5/2/23	326.73	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 810 N. HIGHLANDER - 4/1-5/2/23	28.19	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 935 W. GRAND RIVER - 4/1-5/2/23	231.99	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 737 E. WASHINGTON	228.45	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 511 WARBLER WAY - 4/1-5/2/23	105.01	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 1401 N. MICHIGAN - 4/1-5/2/23	219.75	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 425 AUBREY - 4/1-5/2/23	29.74	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 1116 CITY PARK - 4/1-5/2/23	17.75	None
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 1865 GARFIELD - 4/1-5/2/23	215.33	None
590-536-920.004	UTILITIES - PUMP STATION	CONSUMERS ENERGY	CITY UTILITIES - GAS - 1401 N. MICHIGAN	22.63	None
590-536-920.004	UTILITIES - PUMP STATION	CONSUMERS ENERGY	CITY UTILITIES - GAS - 601 WEST ST U	16.83	None
590-536-920.004	UTILITIES - PUMP STATION	CONSUMERS ENERGY	CITY UTILITIES - GAS - 1420 W. GRAND	19.32	None
590-536-920.004	UTILITIES - PUMP STATION	CONSUMERS ENERGY	CITY UTILITIES - GAS - 737 E. WASHINGTON	17.66	None

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Fund: 590 SEWER FUND					
Department: 536 WATER OR SEWER SYSTEMS					
590-536-920.004	UTILITIES - PUMP STATION	DTE ENERGY	ELECTRIC - 1158 LAKESIDE DRIVE - 4/15	51.76	None
590-536-930.008	REPAIR & MAINT - PUMP STAT	JACK DOHENY COMPANY INC	VACTOR HOSE ATTACHMENT	228.15	None
Total Department 536 WATER OR SEWER SYSTEMS				<u>3,725.08</u>	
Department: 564 TREATMENT PLANT					
590-564-740.000	OPERATING SUPPLIES	HOWELL HARDWARE	TOOLS	57.45	None
590-564-740.000	OPERATING SUPPLIES	SAFWARE, INC.	GAS CYLINDER AND HOSE FOR METER	394.14	None
590-564-740.000	OPERATING SUPPLIES	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - MAY 2023	426.55	None
590-564-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORMS	76.14	None
590-564-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORMS	0.00	None
590-564-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORM	0.00	None
590-564-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORMS	0.00	None
590-564-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	FLOOR MATS	0.00	None
590-564-775.004	CHEMICALS	ALEXANDER CHEMICAL CORPORA	FERRIC CHLORIDE	10,070.13	None
590-564-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 1191 PINCKNEY - 4/1-4/30/2	10,789.81	None
590-564-920.001	UTILITIES - GAS	CONSUMERS ENERGY	CITY UTILITIES - GAS - 1191 PINCKNEY	1,527.56	None
590-564-930.007	REPAIR & MAINT - PLANT	THE CLEANING SMITH SERVICE	ADMIN CLEANING	165.00	None
590-564-930.007	REPAIR & MAINT - PLANT	CUMMINS SALES AND SERVICE	GENERATOR SERVICE	1,045.66	None
590-564-930.007	REPAIR & MAINT - PLANT	GRAINGER	PARTS/SUPPLIES	139.20	None
590-564-930.007	REPAIR & MAINT - PLANT	BISBEE INFRARED SERVICES	INFRARED STUDY	500.00	None
590-564-957.000	EDUCATION / TRAINING	CLICKSAFETY	SAFETY TRAINING	950.00	None
590-564-957.000	EDUCATION / TRAINING	VELOCITYEHS	MSDS ONLINE & TRAINING	1,581.86	None
Total Department 564 TREATMENT PLANT				<u>27,723.50</u>	
Total Fund 590 SEWER FUND				<u>31,448.58</u>	
Fund: 591 WATER FUND					
Department: 261 GENERAL SERVICE ADMINISTRATION					
591-261-730.000	POSTAGE	HOWELL POSTMASTER	POSTAGE FOR WATER/SEWER BILLING	220.00	None
591-261-822.000	COMPUTER SOFTWARE SUPPORT	BS&A SOFTWARE	CLOUD FEES FOR MULTIPLE MODULES, SOFT	1,005.30	None
Total Department 261 GENERAL SERVICE ADMINISTRATION				<u>1,225.30</u>	
Department: 536 WATER OR SEWER SYSTEMS					
591-536-644.000	WATER COMMODITY CHARGES	ROZA, JULIE	UB refund for account: 17235	49.67	None
591-536-804.000	CONTRACTUAL SERVICES	HYDROCORP	CROSS CONNECTION CONTROL	634.00	None
591-536-967.013	EAST GRAND RIVER WATER MAI	C & D HUGHES, INC	EAST GRAND RIVER WATER MAIN IMPROVEME	146,074.36	None
591-536-973.001	WATER METERS	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - MAY 2023	85.17	None
Total Department 536 WATER OR SEWER SYSTEMS				<u>146,843.20</u>	
Department: 564 TREATMENT PLANT					
591-564-740.001	OPERATING SUPPLIES / TOOLS	GRAINGER	PARTS/SUPPLIES	61.05	None
591-564-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORMS	0.00	None
591-564-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORMS	43.96	None
591-564-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORM	0.00	None
591-564-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORMS	0.00	None
591-564-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	FLOOR MATS	0.00	None
591-564-775.000	MAINTENANCE SUPPLIES	A & L PARTS PLUS	SUPPLIES	9.52	None
591-564-775.000	MAINTENANCE SUPPLIES	HOWELL HARDWARE	SUPPLIES	13.05	None
591-564-775.000	MAINTENANCE SUPPLIES	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - MAY 2023	4.36	None
591-564-775.003	LABORATORY SUPPLIES	HACH COMPANY	LAB SUPPLIES	61.07	None
591-564-775.003	LABORATORY SUPPLIES	VWR INTERNATIONAL LLC	LAB SUPPLIES	191.50	None

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Fund: 591 WATER FUND					
Department: 564 TREATMENT PLANT					
591-564-775.003	LABORATORY SUPPLIES	VWR INTERNATIONAL LLC	LAB SUPPLIES	(93.08)	None
591-564-775.004	CHEMICALS	LINDE GAS & EQUIPMENT INC.	CO2 DELIVERY	6,572.31	None
591-564-801.004	ENGINEERING SERVICES	WSP USA ENVIRONMENT & INFR	WELLHEAD PROTECTION PLAN UPDATE	1,753.50	None
591-564-804.000	CONTRACTUAL SERVICES	LINDE GAS & EQUIPMENT INC.	CO2 TANK INSPECTION	795.00	None
591-564-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 148 MARION - 4/1-5/2/23	5,247.53	None
591-564-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 144 MARION - 4/1-5/2/23	39.32	None
591-564-920.001	UTILITIES - GAS	CONSUMERS ENERGY	CITY UTILITIES - GAS - 150 MARION ST	604.69	None
591-564-920.001	UTILITIES - GAS	CONSUMERS ENERGY	CITY UTILITIES - GAS - 717 S. MICHIGA	147.88	None
591-564-920.005	UTILITIES / ELEC / WELLS	DTE ENERGY	ELECTRIC - 3147 NORTON - 4/4-5/3/23	3,257.10	None
591-564-920.005	UTILITIES / ELEC / WELLS	DTE ENERGY	ELECTRIC - 3175 NORTON - 4/4-5/3/23	2,389.15	None
591-564-920.005	UTILITIES / ELEC / WELLS	DTE ENERGY	ELECTRIC - 3255 NORTON - 4/4-5/3/23	1,759.67	None
591-564-920.005	UTILITIES / ELEC / WELLS	DTE ENERGY	ELECTRIC - 601 HENRY - 4/1-5/2/23	449.06	None
591-564-920.005	UTILITIES / ELEC / WELLS	DTE ENERGY	ELECTRIC - 416 THOMPSON - 4/1-5/2/23	118.41	None
591-564-920.005	UTILITIES / ELEC / WELLS	DTE ENERGY	ELECTRIC - 3145 NORTON - 4/4-5/3/23	1,719.74	None
591-564-930.008	REPAIR & MAINT - PUMP STAT	HUTSON, INC.	RADIATOR CAP - GENERATOR	28.26	None
591-564-930.008	REPAIR & MAINT - PUMP STAT	LOWE'S HOME CENTERS INC	CREDIT CARD CHARGES - MAY 2023	58.60	None
591-564-930.009	CONTRACTUAL SERVICES	R S TECHNICAL SERVICES INC	SERVICE CALL FOR PHOSPHATE PUMP	462.00	None
591-564-930.009	REPAIR & MAINT - EQUIPMENT	HAMLETT ENVIRONMENTAL	VALVE	222.00	None
591-564-931.000	REPAIR & MAINT - PUMP STAT	K&J ELECTRIC, INC.	LAB GFI ISSUE	105.00	None
591-564-957.000	EDUCATION / TRAINING	VELOCITYEHS	MSDS ONLINE & TRAINING	1,581.86	None
Total Department 564 TREATMENT PLANT				27,602.51	
Total Fund 591 WATER FUND				175,671.01	
Fund: 640 EQUIPMENT POOL FUND					
Department: 441 PUBLIC SERVICE DEPARTMENT					
640-441-740.001	OPERATING SUPPLIES / TOOLS A & L PARTS PLUS		SUPPLIES	9.49	None
640-441-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORMS	0.00	None
640-441-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORMS	0.00	None
640-441-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORM	13.29	None
640-441-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORMS	13.29	None
640-441-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	FLOOR MATS	0.00	None
640-441-751.001	VEHICLE OIL & VARIOUS SUPP	O'REILLY	OIL	124.92	None
640-441-775.000	MAINTENANCE SUPPLIES	HUTSON, INC.	PARTS	40.64	None
640-441-775.000	MAINTENANCE SUPPLIES	D & K TRUCK COMPANY	PARTS	853.90	None
640-441-775.000	MAINTENANCE SUPPLIES	MICHIGAN CAT	PARTS	45.28	None
640-441-775.000	MAINTENANCE SUPPLIES	MICHIGAN CAT	PARTS	55.44	None
640-441-775.000	MAINTENANCE SUPPLIES	BOB MAXEY FORD OF HOWELL	PARTS	37.60	None
640-441-775.000	MAINTENANCE SUPPLIES	BOB MAXEY FORD OF HOWELL	RETURN PART	(37.44)	None
640-441-775.000	MAINTENANCE SUPPLIES	KIMBALL MIDWEST	SUPPLIES	72.20	None
640-441-775.000	MAINTENANCE SUPPLIES	MICHIGAN DEPARTMENT OF STA	LICENSE PLATES	50.00	None
640-441-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 148 MARION - 4/1-5/2/23	288.33	None
640-441-920.001	UTILITIES - GAS	CONSUMERS ENERGY	CITY UTILITIES - GAS - 150 MARION ST	47.12	None
640-441-920.001	UTILITIES - GAS	CONSUMERS ENERGY	CITY UTILITIES - GAS - 152 MARION ST	87.32	None
640-441-930.006	REPAIR & MAINT. VEHICLES	AUTO JEEVES	PD VEHICLE DETAIL	385.00	None
640-441-981.003	VEHICLES ACCESSORIES	TRUCK & TRAILER SPECIALTIE	BACKRACK	43.59	None
640-441-981.003	VEHICLES ACCESSORIES	TRUCK & TRAILER SPECIALTIE	BACKRACK	106.46	None
Total Department 441 PUBLIC SERVICE DEPARTMENT				2,236.43	
Total Fund 640 EQUIPMENT POOL FUND				2,236.43	

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Fund: 641 DEPARTMENT PUBLIC SERVICES					
Department: 441 PUBLIC SERVICE DEPARTMENT					
641-441-727.000	OFFICE SUPPLIES	OFFICE DEPOT	JANITORIAL/OFFICE SUPPLIES	7.62	None
641-441-727.000	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	23.22	None
641-441-727.000	OFFICE SUPPLIES	OFFICE DEPOT	JANITORIAL AND OFFICE SUPPLIES	4.02	None
641-441-740.001	OPERATING SUPPLIES / TOOLS	BYRUM ACE HARDWARE	PARTS/SUPPLIES	14.99	None
641-441-740.026	OPER SUPP/SAFETY EQUIPMENT	NORTHERN SAFETY CO INC	SAFETY EQUIPMENT	273.75	None
641-441-740.026	OPER SUPP/SAFETY EQUIPMENT	NORTHERN SAFETY CO INC	SUPPLIES	48.78	None
641-441-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORMS	0.00	None
641-441-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORMS	0.00	None
641-441-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORM	152.68	None
641-441-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	UNIFORMS	197.95	None
641-441-741.002	UNIFORMS/CLEANING/ RENTAL	CINTAS	FLOOR MATS	0.00	None
641-441-775.000	MAINTENANCE SUPPLIES	CINTAS	UNIFORMS	0.00	None
641-441-775.000	MAINTENANCE SUPPLIES	CINTAS	UNIFORMS	0.00	None
641-441-775.000	MAINTENANCE SUPPLIES	CINTAS	UNIFORM	0.00	None
641-441-775.000	MAINTENANCE SUPPLIES	CINTAS	UNIFORMS	0.00	None
641-441-775.000	MAINTENANCE SUPPLIES	CINTAS	FLOOR MATS	0.00	None
641-441-920.000	UTILITIES - ELECTRICITY	DTE ENERGY	ELECTRIC - 148 MARION - 4/1-5/2/23	230.66	None
641-441-920.001	UTILITIES - GAS	CONSUMERS ENERGY	CITY UTILITIES - GAS - 150 MARION ST	907.03	None
641-441-920.001	UTILITIES - GAS	CONSUMERS ENERGY	CITY UTILITIES - GAS - 150 MARION ST	38.55	None
641-441-931.000	BUILDING MAINTENANCE	BEST PEST CONTROL SERVICES	PEST CONTROL	300.00	None
641-441-931.000	BUILDING MAINTENANCE	BYRUM ACE HARDWARE	PARTS/SUPPLIES	35.98	None
641-441-957.000	EDUCATION / TRAINING	KRAGER, PAIGE	CLP ENDORSEMENT FEE	30.62	None
641-441-957.000	EDUCATION / TRAINING	VELOCITYEHS	MSDS ONLINE & TRAINING	1,581.85	None
Total Department 441 PUBLIC SERVICE DEPARTMENT				3,847.70	
Total Fund 641 DEPARTMENT PUBLIC SERVICES				3,847.70	

INVOICE DISTRIBUTION REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 06/13/2023 - 06/13/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GN1ST - GENERAL FUND CHECKING

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
101			GENERAL FUND	192,961.91	
202			MAJOR STREET FUND	68,093.80	
203			LOCAL STREET FUND	67,837.65	
226			RUBBISH & GARBAGE COLL FUND	645.12	
248			DOWNTOWN DEVELOPMENT AUTHORITY FUND	1,776.08	
590			SEWER FUND	31,448.58	
591			WATER FUND	175,671.01	
640			EQUIPMENT POOL FUND	2,236.43	
641			DEPARTMENT PUBLIC SERVICES	3,847.70	
Total For All Funds:				<u>544,518.28</u>	

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

Dept.	Amount	Description
CITY MANAGER	\$ 151.84	TRAINING FOOD-TRUE COLORS/BIGGEST LOSER
CITY MANAGER	\$ 21.69	LAPTOP CASE - K. TROY
CITY MANAGER	\$ 15.75	BUDGET SESSION FOOD
CITY MANAGER	\$ 21.59	TRAINING FOOD-TRUE COLORS/BIGGEST LOSER
CITY MANAGER	\$ 113.40	BUDGET SESSION FOOD
CITY MANAGER	<u>\$ 324.27</u>	



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: ERVIN J SUIDA, CITY MANAGER
DATE: 6.6.2023
RE: ORDINANCE NO. 957 - UPDATING 430.05 PARKING OFFENSES AND FINE SCHEDULE

Attached is proposed Ordinance No. 957, which updates the parking offenses and fine schedule for two of the four parking offenses that was introduced at the May 22, 2023 meeting.

Staff is recommending the attached changes to the fee schedule which include a graduating fine for repeat offenders. Initially, the staff is comfortable raising the cost of the violation from \$5.00 to \$10.00, which is far below other communities which charge upwards of \$45.00 and issue warrants if not paid within (14) days. We feel this increase is fair and will not be discouraging if a customer or visitor receives a parking fine. However, increasing the fine and including the rolling (7) day graduating fines should curb the behavior of the repeat offenders, creating more turnover for prime parking spots downtown for customers and visitors.

ACTION REQUESTED:

Motion to adopt Ordinance No. 957, Section 430.05 Parking Offenses and Fine Schedule.



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: ERVIN J SUIDA, CITY MANAGER
DATE: 5.16.2023
RE: ORDINANCE NO. 957 - UPDATING 430.05 PARKING OFFENSES AND FINE SCHEDULE

Before you for introduction and discussion, Ordinance 957, is an updated fine/fee schedule for two of the four parking offenses listed in our traffic ordinance. These revisions are coming before Council because of repeat violations from the same downtown business owners, workers, and residents. Repeat parking violators hurt the economic vitality of downtown businesses as each public parking spot represents \$20,000 in annual revenue for our downtown businesses. Essentially, taking up spaces that should be for the public and the customers of downtown, results in a loss of revenue for neighboring businesses. The City of Howell has several eight-hour lots totaling over 250 spaces. These lots, which are only enforced from 8 am to 5:30 pm, are within the CBD and are available for the use of business owners, employees, and residents within the downtown area who need parking longer than four hours.

Two benefits of having a business in the Central Business District (CBD) are that you are not responsible for providing stormwater management or the need to provide, manage and maintain your parking lot. Businesses outside the CBD are required to provide the appropriate amount of parking required for their use, including stormwater management for all impervious surfaces. One of the drawbacks of operating within the CBD is that all parking is public and regulated by the local authority.

The City currently manages seven parking lots with a total of 519 parking spaces and an additional 337 on-street parking spaces within the CBD. We have provided a map showing the locations of lots and on-street parking within this district. The parking lots are a mix of four and eight-hour parking and two-hour parking for on-street. All parking, whether in a lot or on the street, is regulated Monday - Saturday from 8 am to 5:30 pm, except holidays. This means all parking is only enforced 9.5 hours out of a 24-hour day, except for holidays or lot maintenance. The enforcement times and regulations are mostly a result of past parking study recommendations that have been in effect for many years. A case and eventual ruling out of Saginaw District Courts resulted in a delay in enforcement as "chalking tires" was ruled a violation of the 4th Amendment. The City has since purchased a software program that allows us to digitally "chalk tires" and resume parking enforcement.

Staff is recommending the attached changes to the fee schedule which include a graduating fine for repeat offenders. Initially, the staff is comfortable raising the cost of

the violation from \$5.00 to \$10.00, which is far below other communities which charge upwards of \$45.00 and issue warrants if not paid within (14) days. We feel this increase is fair and will not be discouraging if a customer or visitor receives a parking fine. However, increasing the fine and including the rolling (7) day graduating fines, should curb the behavior of the repeat offenders, creating more turnover for prime parking spots downtown for customers and visitors.

ACTION REQUESTED:

Introduction of Ordinance No. 957, Section 430.05 Parking Offenses and Fine Schedule.

ORDINANCE NO. 957

An Ordinance to amend the Howell City Code as it relates to certain parking violations within the City.

THE CITY OF HOWELL ORDAINS:

Section 1. Chapter 430.05(B)(1-5) of the Howell City Code is hereby amended to change the schedule of fines and penalties for the offenses enumerated in said Chapter, listed therein.

430.05 FINE SCHEDULE

(B) Following is the schedule of fines for parking violations in the City:

<u>Offense</u>	<u>(If Paid Within 48 Hrs.)</u>	<u>(Not Paid Within 48 Hrs.)</u>	<u>(Not Paid Within 10 Days)</u>
1. Parking in parking lot over posted time limits	\$10.00	\$20.00	\$40.00
If a violation set forth in this subparagraph occurs within 7 days of a previously cited violation, the parking fines as set forth in this paragraph (B)(1), shall be doubled.			
2 Parking on designated streets over time limit	\$10.00	\$20.00	\$40.00
If a violation set forth in this subparagraph occurs within 7 days of a previously cited violation, the parking fines as set forth in this paragraph (B)(2), shall be doubled.			
3 Bicycle parking violations.	\$ 5.00	\$10.00	\$30.00
4. Handicap Zone	\$60.00	\$80.00	\$100.00
5. Prohibited Zone (City boat launch & City Park with no seasonal permit)	\$30.00	\$60.00	\$80.00

Section 2. All Ordinances inconsistent herewith are hereby repealed.

Section 3. This Ordinance shall take effect when published as provided by the Howell

City Charter.

ADOPTED by the Howell City Council at its regular meeting on this 12th day of June, 2023.

ROBERT ELLIS, MAYOR

DEANNA ROBSON, CLERK

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Ordinance No. 957, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the 12th day of June, 2023 and that the meeting was held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 12th day of June, 2023.

BY:
Howell City Clerk



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: ERVIN J SUIDA, CITY MANAGER
DATE: JUNE 7, 2023
RE: SPARK GRANT RESOLUTION

As Council is aware, the City was not selected in the first round of funding for the DNR SPARK Grant. This is due to our application not scoring high enough to reach the fundable range. Since the DNR requires all applicants to submit a new application, City staff is working closely with Carlisle Wortman and HRC to improve our submittal in the hopes of rating higher. The team is on track to submit the revised grant application by the deadline at the end of the month. We anticipate the second round to be as competitive as the first. The team has worked hard to maximize our points and present a quality project. We should find out if our second-round grant submission was successful in September.

The SPARK grants' current application requires a resolution from the authorizing board to support the DNR project and to authorize the submission of the project, including anticipated costs. This resolution is similar to what Council approved last November for the first round.

ACTION REQUESTED:

A motion to approve Resolution No. 2023-10 to support the DNR SPARK grant at Scofield Park and commit to a financial obligation for \$1,180,000 (54%) of a total \$2,180,000 project cost during the 2024-2025 fiscal year.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager

**RESOLUTION NO. 2023-10
RESOLUTION OF AUTHORIZATION
LOCAL SUPPORT FOR DNR PROJECT**

WHEREAS, the City of Howell desires to invest and improve the existing 21 acre Scofield Park located adjacent to Thompson Lake and within the jurisdiction of the City, with updated facilities and amenities to accommodate persons of all abilities and support the park as a regional recreational 'Gem' for community programming and events.

WHEREAS, the City of Howell has identified as part of their 2023-2027 Recreational Master plan improvements and investments to Scofield Park.

WHEREAS, the proposed project, if completed, will be a benefit to the community; and,

WHEREAS, the Michigan Department of Natural Resources Spark Grant has invited local communities to apply for its Michigan Spark Grant, providing funding to support projects that provide safe, accessible, public recreation facilities and spaces to improve people's health, introduce new recreation experiences build on existing park infrastructure and make it easier for people to enjoy both indoor and outdoor recreation, and

WHEREAS, the City of Howell desires to apply and request the maximum allowable amount of One Million Dollars (\$1,000,000) in MDNR Spark Grant funding, title "Howell Scofield Park" to support the investment and improvements to Scofield Park.

WHEREAS, the City of Howell is hereby making a financial commitment to the project in the amount of \$1,180,000 matching funds, in cash and/or force account; and,

THEREFORE, IT BE RESOLVED, that the City of Howell hereby authorizes submission of a Spark Application for \$1,000,000, and further resolves to make available its financial obligation amount of \$1,180,000 (54%) of a total \$2,180,000 project cost, during the 2024-2025 fiscal year.

Adopted by the Howell City Council on June 12, 2023.

Robert Ellis, Mayor

Deanna Robson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 2023-10, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the 12th day of June 2022 and that the meeting was held, and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts of

1976.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 12th day of June 2023.

BY: Howell City Clerk



**CITY OF HOWELL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL
FROM: ALYSSA ALDEN – FINANCE DIRECTOR
DATE: 06/05/23
RE: AUDIT ENGAGEMENT EXTENSION REQUEST – YEO & YEO

Yeo & Yeo has been the City's external audit firm for the past 3 fiscal years. The City and Plante Moran have a working relationship with their audit team. The City's 3-year contract with Yeo & Yeo has ended and Yeo & Yeo has submitted for an extension. Signing a 5-year contract will be the most cost-effective long term. It is also beneficial to maintain a working relationship with an audit firm as this will provide the firm with a deeper understanding of the City's operations and internal controls.

ACTION REQUESTED:

A motion to approve the audit engagement extension request with Yeo & Yeo for a 5-year contract.

REVIEWED & APPROVED FOR SUBMISSION:

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

Ervin J. Suida
City Manager

April 27, 2023

Erv Suida, City Manager
City of Howell
611 East Grand River Avenue
Howell, MI 48843

Dear Mr. Suida:

We appreciate the opportunity and thank you for considering an extension to our auditing engagement. We have enjoyed working with you and your staff and feel we have been able to provide a consistent quality audit team. We have a deep understanding of how the City operates, which helps us identify key areas during our audit to identify weaknesses, offer opportunities to strengthen controls and make suggestions to increase operating efficiencies.

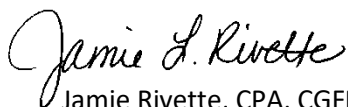
We do understand that cost is an important factor, and we can provide the best price savings with a 5-year contract and offer the following options for your consideration:

3-year contract	Financial Statement Audit	Single Audit with one major program or Compliance Examination
2023	\$38,500	\$5,000
2024	\$41,300	\$5,250
2025	\$44,500	\$5,500

5-year contract	Financial Statement Audit	Single Audit with one major program or Compliance Examination
2023	\$34,375	\$5,000
2024	\$37,000	\$5,250
2025	\$39,725	\$5,500
2026	\$42,700	\$5,750
2027	\$45,900	\$6,000

Again, thank you for this opportunity and should you have any questions, feel free to contact me at your convenience.

Sincerely,



Jamie Rivette, CPA, CGFM
Principal

Response: Please select one: 3-year engagement 5-year engagement

Acceptance:

Signature & Title