



**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)

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**Monday July 8, 2019**

**COUNCIL -  
MANAGER  
GOVERNMENT**

Council members and  
other officials normally  
in attendance:

1. Dennis L. Perkins  
*City Attorney*
2. Jan Lobur  
*Council Member*
3. Randy Greene  
*Council Member*
4. Michael Mulvahill  
*Council Member*
5. Erv Suida  
*Interim City  
Manager*
6. Nick Proctor  
*Mayor*
7. Jane Cartwright  
*City Clerk*
8. Jeannette Ambrose  
*Council Member*
9. Bob Ellis  
*Council Member*
10. Steven L. Manor  
*Mayor Pro Tem*

**SEATING:**

Above list arranged  
according to seating  
order; left to right.

1. Regular Meeting Called to Order
2. Pledge of Allegiance (all stand)
3. Approve Minutes – June 24, 2019:
  - A. Work Session
  - B. Regular Meeting
4. Citizens' Comments (items not on agenda)
5. Reports by Council Members Serving on Commissions
6. Council Correspondence:
7. Discussion/Approval – Town Commons Major PUD Amendment
8. Discussion/Introduction – Ordinance Amendments:
  - A. Ordinance No. 925, Amend Chapter 1610, Fire Prevention Code
  - B. Ordinance No. 926, Amend Chapter 1612, Damages/Permits/Fees
  - C. Ordinance No. 927, Amend Chapter 1614, Fireworks
9. Discussion/Approval – Water Meter Change Out, North of Grand River & East of Michigan
10. Discussion/Approval – Resolution No. 19-18, Utility Rate Increases
11. Discussion/Approval – Resolution No. 19-19, Collection Bin Permit Fee
12. Discussion/Approval – MML Workers Compensation Fund Board of Trustees
13. Discussion/Approval – Salary Adjustment, Finance Director/Treasurer
14. Approve payment of bills ending July 8, 2019 in the amount of \$1,588,921.85 and payroll to cover the period ending July 6, 2019
15. City Manager's Report:
  - A. Lead & Copper Rule Testing Update
16. Old Business

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

17. New Business

18. Adjournment

**Public Comment Guidelines**

Members of the public are permitted to address a meeting of Council upon recognition by the Mayor. Each person shall begin by stating their name and address and shall be permitted to speak once on each agenda item for three (3) minutes. Agenda item 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 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 anytime by direct mail or by addressing the City Clerk, and copies will be distributed to Council Members.

**Work Session of the Howell City Council**  
**Monday June 24, 2019**  
**Howell City Hall**  
**2<sup>nd</sup> Floor Conference Room**  
**Lower Level Council Chambers**  
**Howell, Michigan 48843**  
**517-546-3502**

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The Work Session was opened by Mayor Proctor at 4:00 p.m.

Council Members Present: Robert Ellis, Randy Greene, Jan Lobur, Michael Mulvahill, Jeannette Ambrose, Steven Manor and Nick Proctor.

Also Present: City Clerk Jane Cartwright, Kathie Grinzinger, Heather Elliott.

**Citizen Comments** – No response.

**MML Executive Search Profile Phase**

Interim City Manager Erv Suida introduced MML Lead Executive Recruiter Kathie Grinzinger and noted that the Senior Staff team completed the same process for the Profile Phase earlier in the day. Mr. Suida left the work session at 4:01 pm.

Ms. Grinzinger reviewed the national executive search process and time line for completion estimated at 120 days. Once the profile is complete and recruitment begins, the outreach information or application period is normally 4 weeks to give candidates the opportunity to research the community. MML will prescreen all candidates before bringing finalists forward to Council. Ms. Grinzinger led the Council through the process of building the profile centered around the Community or personality of the City, government culture, opportunities, challenges & candidate attributes including requested skills & knowledge.

The Work Session adjourned at 6:44 p.m.

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Jane Cartwright, City Clerk

**Regular Meeting of the Howell City Council**  
**Monday June 24, 2019**  
**Howell City Council Chambers – Lower Level**  
**611 E. Grand River**  
**Howell, Michigan 48843**  
**517-546-3502**

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**1. CALL TO ORDER**

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

Council Members Present: Jeannette Ambrose, Robert Ellis, Randy Greene, Jan Lobur, Michael Mulvahill, Steven Manor, and Mayor Nick Proctor.

Also Present: Interim City Manager Erv Suida, City Attorney Dennis Perkins and City Clerk Jane Cartwright.

Others in Attendance: Police Chief George Basar, Deputy Police Chief Scott Mannor, Community Development Director Tim Schmitt, Finance Director Catherine Stanislawski, DPW Operations Manager Mike Luce, WTP Operations Manager Jim Webster, IT Director Mike Pitera, Acting DPW Superintendent Matt Davis, Assessor Ashley Winstead, Caron Davis, Tom Richardson.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVED MINUTES**

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the minutes of the regular meeting of the City Council held June 10, 2019.” MOTION CARRIED (7-0).

**4. CITIZENS’ COMMENTS**

- None.

**5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS**

- Member Lobur reported on the Planning Commission meeting held June 19, 2019. Received a status report on Hartland Dental, Lake Trust Credit Union, and Chelsea Ridge construction. Reviewed and approved the revised site plan for Soapy Bucket Car Wash for complete reconstruction on the site.
- Member Manor gave an update on the County Transportation Plan. The Livingston County Board of Commissions accepted the plan and will start implementation as soon as funds are available. Hamburg Township has contracted with LETS to transport senior citizens; this was also envisioned to transport residents between Howell and Brighton as part of the plan. Member Manor requested Council’s assistance on encouraging the County Commissioners to secure funding to start implementation of the transportation plan.

- Mayor Proctor reported on the Howell Area Fire Authority meeting held July 19, 2019. Discussed local ordinances required to regulate requirements of the Fireworks Act. The updated Fire Prevention Code has been approved by all member municipalities except the City of Howell. City Attorney Perkins stated his review should be complete for the July 8, 2019 meeting. Mayor Proctor also reviewed the May fire run statistics for all four fire stations within the authority.

6. **COUNCIL CORRESPONDENCE**

- Howell Rotary Club, Request for Waiver of Park Fees. MOTION by Lobur, SUPPORT by Ellis, “To authorize the use of the Rotary Pavilion from 11:00 am until 2:00 pm on August 19, 2019 and waive the rental and entrance fees for Rotary Club Members.” MOTION CARRIED (7-0).

7. **APPROVED – CIVIC EVENT APPLICATION, 5C LOVE LIFE CHOCOLATE WALK**

MOTION by Mulvahill, SUPPORT by Greene, “To approve the Civic Event application submitted by the Pregnancy Helpline for the 5C Love Life Chocolate Walk scheduled for September 14, 2019 incorporating staff comments.” MOTION CARRIED (7-0).

8. **APPROVED – DESIGN ENGINEERING PROPOSAL, SEWER DISPOSAL SYSTEM IMPROVEMENTS, STATE REVOLVING FUND**

MOTION by Ellis, SUPPORT by Mulvahill, “To accept the proposal for Wastewater Treatment Plant Design Engineering Services provided by HRC of Howell MI for an amount not to exceed \$1,180,000 with the City’s portion being \$541,996.49.” Nancy Faught, HRC, indicated construction is estimated at \$11.3 million and design engineering is estimated at 10% of the construction cost. Pepsi & Marion Township are contributing to the project. MOTION CARRIED (7-0).

9. **APPROVED – EXTENSION OF LISTING AGREEMENT, THOMAS A. DUKE COMPANY**

MOTION by Manor, SUPPORT by Ellis, “To approve the Listing Agreement Extension with the Thomas Duke Company for the marketing of the Highland Howell property for one year and authorize the Mayor to sign the agreement.” MOTION CARRIED (7-0).

10. **POSTPONED – UNSAFE BUILDING PROCEEDINGS, 320 BIJOU**

MOTION by Ellis, SUPPORT by Ambrose, “To postpone Unsafe Building action on 320 Bijou for 60 days to allow the property owner time to make repairs.” Community Development Director Schmitt stated park management brought this issue to the attention of the City. After meeting with the property owner, staff is recommending the extension. Member Ambrose commented on the positive upgrades to the Mobile Home Park including the Howell Estates Community Center. MOTION CARRIED (7-0).

11. **APPROVED – NOTICE OF INTENT RESOLUTION NO. 19-16, DWRF**  
MOTION by Manor, SUPPORT by Lobur, “To adopt Notice of Intent Resolution No. 19-16, Water Supply System Revenue Bonds, Series 2020 (Drinking Water Revolving Fund Project) for an amount not to exceed \$10 million.” MOTION CARRIED (7-0).
12. **APPROVED – RESOLUTION NO. 19-17, BUDGET AMENDMENTS**  
MOTION by Ellis, SUPPORT by Mulvahill, “To adopt Resolution No. 19-17, Budget Amendments.” Member Greene clarified the number of vacant Police Officer positions. Mayor Proctor commented on the good position the City is ending the 2018/2019 fiscal year noting the positive outcomes and receipt of PPT revenues in the amount of \$337,000. MOTION CARRIED (7-0).
13. **INTRODUCED – RESOLUTION NO. 19-18, UTILITY RATE INCREASES**  
Member Ellis introduced Resolution No. 19-18, Utility Rate Increases.
14. **INTRODUCED – RESOLUTION NO. 19-19, DONATION BIN FEE**  
Member Lobur introduced Resolution No. 19-19, Fees for Collection Bin Permits in the City of Howell. Council thanked Community Development Director Schmitt for moving forward on this project.
15. **DISCUSSED – MEMORIAL DAY PARADE**  
Mayor Proctor referenced the 2019 amendments to the civic event policy for 50% cost sharing and proposed the Memorial Day Parade be made a city event coordinated by the American Legion. Discussion followed on a potential agreement with the American Legion to conduct the parade under the Civic Event Policy. MOTION by Ellis, SUPPORT by Greene, “To establish the Memorial Day Parade as a city sponsored event.” MOTION CARRIED (7-0).” Council directed staff to work with the American Legion to develop a proposal for coordination of the Memorial Day Parade.
16. **APPROVED - PAYMENT OF BILLS**  
MOTION by Ellis, SUPPORT by Ambrose, “To approve the payment of bills ending June 24, 2019 in the amount of \$668,338.51 and payroll to cover the period ending June 22, 2019.” Member Ambrose questioned Ferguson Waterworks. MOTION CARRIED (7-0).
17. **BOARD/COMMISSION APPOINTMENT – THOMPSON LAKE BOARD:**  
Leonard Mattson, term ending April 30, 2021. MOTION by Ellis, SUPPORT by Mulvahill, “To approve the reappointment of Leonard Mattson to the Thompson Lake Board, term ending April 30, 2021.” MOTION CARRIED (7-0).
18. **CITY MANAGER’S REPORT:**
  - A water repair was completed on Grand River near National today.

- N. Michigan between Grand River and Clinton will be shut down the evening of June 25<sup>th</sup> to complete the water main tie-in for State Street.
- Received the 2018 MERS actuarial report. With the reduction in interest rate assumption from 7.75 to 7.35%, the City's plan is 60% funded. Staff will bring forward a recommendation for an additional payment.

**19. OLD BUSINESS**

- Member Mulvahill questioned the status of the gas station at 401 E. Grand River. Community Development Director Schmitt stated they have not picked up their building permit.

**20. NEW BUSINESS**

- Mayor Proctor presented the notification from GFOA that the City's 2018 Comprehensive Annual Financial Report (CAFR) has been awarded the Certificate of Achievement for Excellence in Financial Reporting. Council commended Finance Director Stanislawski and staff for their excellent work in receiving this award for the 12<sup>th</sup> consecutive year.
- Member Ambrose expressed concern with the trees down in the cemetery. Interim City Manager Suida stated he will look into it and report back.
- Member Manor questioned the process for acting on the vacant lot up for tax sale by the Livingston County Treasurer. Clerk Cartwright explained the procedure for scheduling a closed session to discuss property acquisition. Council concurred they had no interest in purchasing the property under the current offering of tax sale.
- Mayor Proctor requested staff bring forward ideas for the next agenda on the allocation of PPT money with suggestions of page field lighting using the Thai Summit donation, extra pension liability payment, Barnard Center demolition, and Clinton Street grant match dollars.
- Member Greene referenced the recent communication from IT Director Pitera on the ransomware attack and suggested regular updates on IT security.

**21. ADJOURN**

MOTION by Ellis, SUPPORT by Mulvahill, "To adjourn the regular meeting of the City Council at 7:56 p.m." MOTION CARRIED (7-0).

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Nick Proctor, Mayor

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Jane Cartwright, City Clerk

# NOTES

CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR & CITY COUNCIL  
**FROM:** TIMOTHY R. SCHMITT, COMMUNITY DEVELOPMENT DIRECTOR  
**DATE:** JULY 2, 2019  
**RE:** TOWN COMMONS PHASE 2 PLANNED UNIT DEVELOPMENT – MAJOR MODIFICATION

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Mayberry Homes is requesting a major modification to the existing Town Commons Planned Unit Development (PUD). This would modify the design of the 21.23 acre second phase to rework the lot design and reduce the number of lots to 75, along with removing all attached units in the second phase and eliminating a section of road that went to the west of the detention pond.

The Planning Commission reviewed the Preliminary Plans for the project at their February meeting and had a number of questions and requested clarifications. A public hearing was subsequently held at the May Planning Commission meeting, where the public made comment on the plans and the Final Site Plan was reviewed by the Planning Commission. The residents of Phase 1 of Town Commons had a number of concerns, but nothing that fundamentally altered the project and therefore the Planning Commission made a positive recommendation on the Final Site Plan, subject to Mayberry meeting and working with the Homeowners Association (HOA). They met and have agreed to work on issues going forward. Mayberry's comments regarding that HOA concerns are in their attached review letter.

The matter is now being forwarded to the City Council for review and a final decision on the major modification. A rezoning is not necessary in this case, as the property is already zoned PUD, Planned Unit Development. A revised PUD agreement is attached that will cover Phase 2, but will still include all of the design characteristics from Phase 1. Final construction plans for Phase 2A have been submitted and will be reviewed, should the overall changes to Phase 2 be approved by City Council. Additionally, Staff will continue to work with Mayberry on final design for two resident requested items: park improvements in Pere Marquette Park and traffic calming between Henderson Road and M-59.

**ACTION REQUESTED:**

Approve the major modification to the Planned Unit Development Agreement and Final Site Plan (plan date: March 14, 2019) application (#19-06) from Mayberry Homes for the vacant property to the north and west of the existing Town Commons development, parcel ID number 4717-26-200-003, to allow construction of Phase two of the development and all necessary infrastructure, subject to the following conditions:

1. The construction shall meet all current, applicable ordinance standards.
2. Each subphase shall submit for construction plan review prior to construction and shall meet all applicable standards at the time of the construction.
3. Modification of the plans to meet all applicable ordinance requirements as noted in the Staff and Consultant reviews.

4. Finalization of the Planned Unit Development Agreement for Phase 2,
5. All design standards, requirements, and conditions of approval from the original Town Commons PUD Approval shall remain in effect. Where conflicting standards exist, the specific standard outlined in the Phase 2 Development Agreement shall control.
6. Addition of traffic calming measures in Phase 2 to prevent cut through traffic from Henderson Road to M-59.
7. Design and installation of a tot lot in Pere Marquette Park as part of Phase 2A.

**REVIEWED & APPROVED FOR SUBMISSION:**

A handwritten signature in black ink, appearing to read "E. Suida". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Ervin J. Suida, Interim City Manager



## **Town Commons – Phase 2**

### **Mayberry Homes**

### **Project Narrative**

#### **General**

Mayberry Homes is proposing to commence the development of Phase II of the Howell Town Commons subdivision. The original development plan was presented to the City of Howell and approved in the early 2000's as a multi-phase single family home development with a neo traditional theme. Phase 1 of the development included a commercial corridor along the entrance drive from M-59. Phase 1 is essentially built out leading to this request to begin the next phase.

Phase II includes the lands north of the large pond and a small section along the railroad tracks at the southwestern corner of the property. This phase will be comprised of single family lots only. Mayberry, through their marketing and development of the phase 1 parcels, is proposing several variations to the lot configuration to make the lots more marketable and appealing to today's buyers. The general street configuration approved in the original plans will be maintained with one exception, along the west side of the parcel. A listing of the changes from the original approved plans is provided below. Phase 2 is being modernized to accommodate more traditional residential elements to each lot. Additionally, changes to the wetland were minimized to reduce the development's impact to the local environment.

#### **Changes to Phase II Plan**

The following changes are proposed for Phase II of Howell Town Commons.

- Reduction in number of lots: Phase II reduced from 30 multiple dwelling units and 101 single family residential lots to 75 single family lots (5.65 units/acre reduced to 3.53 units/acre).
  - The decrease in quantity of lots is attributed to the overall increase of open space, seen in the expansion park space. This proposal also features wider lots throughout Phase 2, which also contributes to the reduction in lots shown. Previously, lots varied between 50-ft and 60-ft in width. This proposal recommends all Phase 2 lots to be 65-ft or more, depending on placement and curvature of the roads.
  - This design removed 18 townhome units (Townhome Buildings 8, 9 and 10) from the southwest corner of this phase, adjacent to the railroad. The 12-unit apartment pad on the east side of the development has been moved to a future phase.
- Reduction of setback space on each lot to support a wider variety of house types
  - Rear of lot: Formerly 30-ft to accommodate back-of-lot garage in keeping with Neo-Traditional style; now 20-ft, thus disallowing the ability to construct back-of-lot garages.

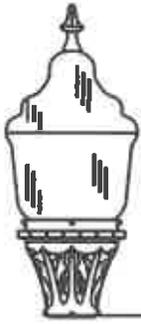
- Sides of lot: Formerly 16-ft to accommodate driveway on one side, and 4-ft on the other (total of 20-ft); now 7.5-ft on both sides of the lot (total of 15-ft)
- Front of lot (street-side): front setback line reduced from 24-ft to 15-ft, with the setback for the garage being 22 feet at the front of home; overall, the size of the lot increased with these changes. Currently, front porches are allowed to encroach on the 24' front yard setback up to 8'. The 8' allowable encroachment will be removed for phase 2.
- Removal of townhouses 8, 9, and 10 on Town Commons Drive along the railroad to the southwest to support single family units 105 through 111; accompanied by increase in area of "Pere Marquette Park".
- Removal of the Grafton Lane section in Phase 2 behind lots 103, 104, and 105 to support wider lots from 88 to 101.
- Revision to configuration of Circle Lane in the northern area of Phase 2 to allow for wider and deeper lots; subsequent removal of "Small Park" inside the former Circle Lane cul-de-sac.
- Removal of a section of Cecil Street which cut through West Park – subsequent removal of lots 171 through 176.
- Expansion of Cecil Park by removing the former Wagner Lane, supporting expansion (width and depth) of lots 122 through 131.
- Added a pedestrian trail around the pond along the north side of Shiawassee Park, which links Phases 1 and 2 of the development.
- Open space within Phase 2 scope was increased from 3.17 acres to 4.51 acres – reducing impact to the wetland and nature area at West Park.

### Planning Commission Public Hearing

A few concerns were raised by the neighbors during the Planning Commission Public Hearing. Mayberry Homes proposes the following in response to the neighborhood concerns.

- ***"Traffic Calming Measures": The neighborhood is concerned with potential increased traffic that may use the neighborhood as a connector between M-59 and Henderson Rd.***
  - Mayberry Homes will work with the City of Howell on an effective way to alleviate these concerns with analysis of the following traffic calming measures:
    - Additional Stop Signs
    - Residential Intersection Mini-Circle
- ***"Exterior Colors and Architecture": Some neighbors are dissatisfied with the exterior colors and architectural designs***
  - Mayberry Homes is committed to offer what the buying public demands, however will remain sensitive to the charm of the established neighborhood. Mayberry will continue to adhere to minimum separation standards in homes with like colors and front elevations. As previously stated at the Planning Commission, Mayberry Homes is not asking for a variance in Architectural Standards originally approved for Town Commons
- ***"Pere Marquette Park": Neighbors were concerned that Mayberry Homes removed amenities from Pere Marquette Park. It was suggested that Mayberry provide a feature in this park that would encourage community enjoyment***
  - Mayberry Homes will design a tot lot in Pere Marquette Park
- ***Better Communication with the Town Commons HOA"***
  - Mayberry Homes is committed to a much stronger relationship with the HOA. Communication lines have been opened with the HOA Board of Directors.

PHASE II PLANNING COMMISSION APPROVAL  
5-15-19



**HOWELL  
MICHIGAN**

CITY OFFICES • 611 E. Grand River • Howell, MI 48843

(517) 546-3502 • (517) 546-3861  
Fax: (517) 546-6030

May 21, 2019

David Straub  
Mayberry Homes/ EL Holdings Co. LLC  
1650 Kendale Blvd. STE 200  
East Lansing, MI 48823

Re: #19-06 – Town Commons - Planned Unit Development Modification - Final Plan Review

Mr. Straub,

For your records, on May 15, 2019 the Planning Commission voted to recommend approval to the City Council for the Planned Unit Development Modification and Final Site Plan (plan date: March 14, 2019) application (#19-06) from Mayberry Homes for the vacant property to the north and west of the existing Town Commons development, parcel id number 4717-26-200-003, to allow construction of Phase two of the development and all necessary infrastructure, subject to the following conditions:

1. The construction shall meet all current and applicable ordinance standards.
2. Each sub-phase shall submit for construction plan review prior to construction and shall meet all applicable standards at the time of the construction.
3. Modification of the plans to meet all applicable ordinance requirements as noted in the Staff and Consultant reviews.
4. Finalization of the Planned Unit Development Agreement prior to City Council's review of the request, including the changes noted in this memo, unless changed by the Planning Commission.
5. All design standards, requirements, and conditions of approval from the original Town Commons PUD Approval shall remain in effect. Where conflicting standards exist, the specific standard outlined in the Phase 2 Development Agreement shall take precedence.

Please sign below acknowledging receipt of these conditions and return a copy to our office. If you have any questions please feel free to contact me at (517) 546-3861. Please note, the site plan expires in one year and the work is expected to be done by that time.

Sincerely,



Timothy R. Schmitt, AICP  
Community Development Director

I acknowledge receipt of and agree to the conditions above.

  
\_\_\_\_\_

Date: 5-30-19

CITY OF HOWELL  
MEMORANDUM

**TO:** MEMBERS OF THE PLANNING COMMISSION  
**FROM:** TIMOTHY R. SCHMITT, COMMUNITY DEVELOPMENT DIRECTOR  
**DATE:** MAY 9, 2019  
**RE:** #19-06 – TOWN COMMONS PHASE 2 – FINAL SITE PLAN

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The Planning Commission reviewed the Preliminary PUD plans for the proposed second phase of the Town Commons project at their February meeting. The applicant is proposing to modify the 21.23 acre second phase to rework the lot design and reduce the number of lots to 75, along with removing all attached units in the second phase and eliminating a section of road that went to the west of the detention pond. The Planning Commission discussed the plans, but did not raise any huge concerns with respect to the overall design or use of the property.

Staff has reviewed the final site plans and the proposed development agreement and have met with the applicant multiple times. They have made the many of the changes that both Staff and Carlisle Wortman have requested, however, there is one final item that the Commission should discuss, related to the six corner lots that have a side to rear relationship. Carlisle Wortman has indicated concerns with this relationship, but it is not a ‘design killer’ and if the Planning Commission is comfortable with it, Staff is as well.

The Master Deed and Bylaws are already in place. This property is included as future development area in the existing Town Commons Master Deed and an amendment will be made to the existing document to include the new phases, as they come online. The Development Agreement for this phase is largely acceptable, however, Staff has the following minor questions/changes that they would like to see the applicant address:

- How many total phases are there? The Development Agreement indicates four subphases, but the plans appear to only show three.
- The chart on page 4 shows a minimum side yard setback of 7’5”. This appears to be a typo and should be corrected, as the plans show 7’6”.
- The chart on page 4 has a modified building height measurement from the Zoning Ordinance. This somewhat substantially increases the building height potentially for each house. Staff does not support this change and would recommend simply using the calculation in the existing Zoning Ordinance, which has not been
- The applicant should clarify that the impervious surface calculation on phase 4 is for the overall project, not for individual lots.

Under the Planned Unit Development process, the Final Site Plan is brought back to the Planning Commission and a public hearing is held. This request is considered a major amendment to the plans and therefore requires Planning Commission and City Council approval to implement. The property’s zoning classification will not change as it is already zoned PUD, Planned Unit Development. The overall site plan will be approved as part of this request. Future

construction drawings for the roads and utilities will be reviewed at the time of installation to ensure that the construction meets the standards at the time of construction.

At this time, Staff has no remaining concerns and would **recommend approval** and offers the following draft motion for the Planning Commission to use in discussing the item.

### **Recommendation**

Staff recommends that the Planning Commission **recommend approval to the City Council** for the Planned Unit Development Agreement and Final Site Plan (plan date: March 14, 2019) application (#19-06) from Mayberry Homes for the vacant property to the north and west of the existing Town Commons development, parcel id number 4717-26-200-003, *to allow construction of Phase two of the development and all necessary infrastructure, subject to the following conditions:*

1. The construction shall meet all current, applicable ordinance standards.
2. Each subphase shall submit for construction plan review prior to construction and shall meet all applicable standards at the time of the construction.
3. Modification of the plans to meet all applicable ordinance requirements as noted in the Staff and Consultant reviews.
4. Finalization of the Planned Unit Development Agreement prior to City Council's review of the request, including the changes noted in this memo, unless changed by the Planning Commission.
5. All design standards, requirements, and conditions of approval from the original Town Commons PUD Approval shall remain in effect. Where conflicting standards exist, the specific standard outlined in the Phase 2 Development Agreement shall control.



**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: January 24, 2019  
Rev: April 19, 2019

## Planned Unit Development / Site Plan Review For Howell, Michigan

### GENERAL INFORMATION

<b>Applicant:</b>	Mayberry Homes
<b>Project Name:</b>	Town Commons, Phase 2
<b>Plan Date:</b>	December 2018
<b>Latest Revision:</b>	March, 2019
<b>Location:</b>	Town Commons, between Phase 1 and Henderson Road.
<b>Zoning:</b>	PUD
<b>Action Requested:</b>	Amendment of PUD
<b>Required Information:</b>	Amendment of a PUD requires a final site plan to be submitted. Therefore, Ordinance requirements for submission have been met.

### PROJECT AND SITE DESCRIPTION

The applicant is proposing to amend Phase 2 of the Town Commons PUD. The approved plan is provided on Sheet C-101. As approved, Phase 2 consisted of mostly single-family homes, except for 18 townhomes located adjacent to the railroad tracks and a 12-unit apartment building on the east property line.

As requested by the Planning Commission, Director Schmitt and I met with the applicant to resolve issues raised in our previous meeting. The meeting was productive and resulted in revisions to the plan.

The applicant proposes to develop Phase 2 exclusively as single-family residences. The substantive differences between Phase 1 (approved) and Phase 2 (proposed) are as follows:

	Phase 2 (approved)	Phase 2 (proposed)
<b>Area</b>	21.43 ac.	21.43 ac.
<b>Unit Mix</b>	101 lots	75 lots
	18 townhomes	
	12 apartment units <sup>1</sup>	
<b>Total units</b>	119 <sup>2</sup>	75
<b>Density</b>	5.5 du/ac.	3.5 du/ac.
<b>Open Space</b>	3.17 ac.	4.51 ac.
<sup>1</sup> 12 apt. units now shown as "Future Phase".		
<sup>2</sup> There are discrepancies in Plan notes on Sheet C-101 – calculations exclude 12 apt. units.		

Commissioners will note that the major change is in size of lots. In the approved plan, lot width was generally 50'. The proposed lot width in the amended plan is 65'-70'.

There are also variations proposed in the site layout.

- The alley which is an extension of Grafton Lane will be eliminated.
- The extension of Proctor St. adjacent to Shiawassee Park is removed.
- The square off of Garfield St. is revised.
- Cecil Park has been moved and the connecting street eliminated.
- The 12-unit apartment is moved to a later phase.

**PUD AMEDMENT PROCESS**

Section 9.09 sets forth the circumstance in which a PUD may be modified. A modification may be considered minor when the following circumstances:

- 1) Such changes will not adversely or substantially affect the initial basis for granting approval; and
- 2) Such minor changes will not adversely or substantially affect the overall PUD in light of intent and purpose of such development as set forth in Section 9.01.

In circumstances that are not considered a minor change, the amendment must follow the procedures set forth in Section 9.06(c) for approval of the existing plan.

In consultation with the City's Director of Community Development, we concur that the proposed changes, while not necessarily undesirable, are substantive. Therefore, amendments shall follow the same process as approval of the final plan.

**SITE PLAN CONSIDERATIONS**

1. Density and Land Use Mix – We concur with the proposal to remove the 18 townhomes adjacent to the railroad track. The entirety of Phase 2 is now proposed to be single-family lots which have a greater width and area than in the approved plans. To some extent, providing

large lots as a transition between the higher densities in Phase 1 and lower densities to the north within the Township makes sense. Density within Phase 2 will be reduced from 5.5 du/ac. to 3.5 du/ac. As raised in our previous review, a key factor is whether the overall character and overriding themes of Town Commons will be maintained. It is my opinion that the revisions made to the plan address our concerns, with a few minor comments.

2. Lot Area/Setbacks – As indicated, the applicant is proposing lots of greater width and area. Phase 2 was previously approved with lots that were 50’ – 60’ in width with minimum areas of 5,000 square feet. The proposed Phase 2 will increase lot widths to 65’ – 70’ and lot areas of approximately 6,500 square feet and greater.

The proposal for Phase 2 is also modifying approved setbacks as discussed in our previous review. The following are the revised setbacks:

	<b>Approved</b>	<b>Provided</b>
<b>Lot Area</b>	5,000 sq. ft.	6,500 sq. ft.
<b>Lot Width</b>	50’ – 60’	65’ – 70’
<b><u>Setbacks</u></b>		
<b>Front</b>	24’	15’ *
<b>Side</b>	5’/15’	7 ½’
<b>Rear</b>	30’	20’
<i>*Notes indicate 22’ for garages.</i>		

The modification in front and rear yard setbacks have been addressed in the following manner:

- 1) Moving houses closer to the utility easements leaves less room between the house and easement. However, bringing homes closer to the street frontage is consistent with the design theme for Town Commons. It may also address a concern in our previous review regarding rear yard space.
- 2) Garages are required to have a 22’ setback. Thus, the amount of space for driveway length has been increased to 22’.
- 3) In most cases, reducing rear yards from 30’ to 20’ is acceptable, since less than 30% of the lots are back-to-back. The only circumstances which remain an issue is where rear yards back up to side yard (Lots 102-104 and 132-134). In these cases, we recommend that either a 25’ rear yard be required or a specific house footprint be specified for these lots which doesn’t consume the entire rear yard.

## **PARK/OPEN SPACE**

The overall amount of park and open space is being increased in this proposal. The change to West Park which eliminates the connecting street is an improvement. Further, there will be a connecting walkway through the park.

In addition, the relocation of Cecil Park is an improvement, particularly due to providing a connecting walkway between Finley and Cecil Street. As requested, within the block bounded by Cecil, Finley and Garfield Streets a connecting mid-block walk has been addressed. We believe this will be an excellent addition.

## **LANDSCAPING**

A revised landscape plan as required by Section 3.04 and Section 5.10 has been provided. We have the following comments:

- 1) An extensive amount of landscaping is not required by Ordinance other than street trees. However, additional landscaping has been provided in park areas.
- 2) A mixture of street trees (red oak, sugar maple and red maple) are provided. The quantity and spacing meet Ordinance requirements. Please note that the applicant is providing trees larger than required by Ordinance (3 ½" v 2 ½" caliper).
- 3) The perimeter of park areas will be planted with 7' – 8' Norway Spruce.

## **NATURAL FEATURES**

Section 3.04 (c)(3) requires information regarding natural features, including woodlands and wetlands. Plans have been revised to clarify that information. There are also areas where there will be encroachments in the wetlands (see Sheet C-103) from grading, street and sidewalk construction. A permit from MDEQ will be required.

## **BUILDING ELEVATIONS/FLOOR PLANS**

As previously discussed with the applicant, the acceptability of this proposed amendment will be heavily influenced by the type, quality and appearance of the homes being built. The applicant has provided typical elevations on Sheet A-101.

## **Development Agreement**

A proposed Development Agreement has been submitted which follows the template we have provided to the City. We have the following comments and observations:

- 1) Subsection 6 identifies the possibility that Phase 2 may be further divided into sub-phases. This is based on a discussion that Director Schmitt and I had with the applicant. However, I would like this phrase added: "Each sub-phase shall include the associated infrastructure improvements within and necessary to serve that sub-phase."

- 2) Under subsection 7, I would like the last sentence revised to read: "The permitted density and land use mix shall be as depicted on the final PUDD site plan dated \_\_\_\_\_ and approved by City Council." In other words, don't specify a maximum density since the plan will govern.
- 3) Subsection 8 identifies the specific setback requirements, along with an explanation of any limitations. Please note this may be modified by my comment on rear to side yard setback relationships.
- 4) Subsection 12 discusses lighting referencing a lighting plan. However, no lighting plan was included in the site plan.

## RECOMMENDATIONS

The proposed revisions by and large address previous concerns raised by our office. We would ask that consideration be given to our concern regarding the rear to side yard relationship on six lots. Otherwise, we recommend approval. Planning Commission and City council approval must be conditioned on the applicant receiving the necessary MDEQ wetland permits.

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Yours Truly,



**CARLISLE/WORTMAN ASSOC., INC.**

**Richard K. Carlisle, AICP**

**President**

## ARTICLE 9 PLANNED UNIT DEVELOPMENT (PUD)

### . Section 9.01 Intent.

Planned unit development (PUD) regulations are intended to provide for various types of land *uses* planned in a manner which shall encourage the *use* of land in accordance with its character and adaptability; conserve natural resources and energy; encourage innovation in land *use* planning; provide enhanced housing, employment, shopping and recreational opportunities; improve traffic and pedestrian circulation; and bring about a greater compatibility of design and *use*.

The provisions of this article provide enabling authority and standards for the submission, review and approval of applications for planned unit developments.

### . Section 9.02 Regulations.

(a) A planned unit development (PUD) may be applied for in any zoning *district*. The granting of a PUD application shall require a rezoning by way of an amendment to this Zoning Ordinance upon the recommendation of the Planning Commission and approval of the City Council. Therefore, the procedures set forth in Article 13, including a public hearing to be held by the Planning Commission, shall apply.

(b) Any land *use* authorized in this Zoning Ordinance may be included in a PUD, subject to adequate protection of the public health, safety and welfare and the compatibility of various land *uses* both within and outside the development.

(c) The applicant for a PUD must demonstrate all of the following as a condition to being entitled to PUD treatment:

(1) Granting of the PUD will result in one (1) of the following:

A. A recognizable and material benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the PUD regulations; or

B. Long-term protection and preservation of natural resources and natural features of a significant quantity and/or quality, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the PUD regulations; or

C. A *nonconforming use* shall, to a material extent, be rendered more conforming, or less offensive, to the zoning *district* in which it is situated.

(2) The proposed type and density of *use* shall not result in an unreasonable increase in the need for or burden upon public services, facilities, roads and utilities.

(3) The proposed development shall be consistent with the public health, safety and welfare of the City.

(4) The proposed development shall not result in an unreasonable negative environmental impact on the subject site or surrounding land.

(5) The proposed development shall not result in an unreasonable negative economic impact upon surrounding properties.

### . Section 9.03 Procedure for Review.

(a) Pre-application Conference. Prior to the submission of an application for planned unit development (PUD) approval, the applicant shall meet with the *Zoning Administrator*, together with any City staff and consultants the Administrator deems appropriate. The applicant shall present at such conference or conferences, at least a sketch plan of the proposed PUD as well as the following information: total number of acres in the project; a statement of the number of residential units, if any; the number and type of nonresidential units and the number of acres to be occupied by each type of *use*; the known deviations from the Ordinance regulations which are to be sought; the number of acres to be preserved as open or recreational space; and all known natural resources and natural features to be preserved.

(b) Preliminary Plan. Following the pre-application conference, the applicant shall submit to the *Building* Department a preliminary *site plan* of the proposed PUD in accordance with the procedures set forth in Section 3.04 and conforming with this section. The Planning Commission shall review the preliminary *site plan* and shall provide the applicant with written comments, which shall be part of the official minutes of the Planning Commission. Review and comment upon a preliminary plan by the Planning Commission shall not bind the City to approval of a final PUD plan.

The preliminary *site plan* for a PUD shall contain at a minimum the following information:

- (1) Evidence of ownership; location and description of site; dimensions and areas;
- (2) General topography and soil information;
- (3) Scale, north arrow, date of plan;
- (4) Existing zoning of site; existing land use and zoning of adjacent parcels; location of existing *buildings*, drives and streets on the site and within 100 feet of the site;
- (5) Location, type and land area of each proposed land *use*; *dwelling unit* density (*dwelling units* per acre);
- (6) Location, size and *uses* of open space;
- (7) General description of the organization to be utilized to own and maintain common areas and facilities;
- (8) General landscape concept showing tree masses to be preserved or added, *buffer* areas and similar features;
- (9) General description of proposed water, sanitary and storm drainage systems;
- (10) Existing natural and man-made features to be preserved or removed; location of existing *structures*, streets and drives; location, width and purpose of existing easements;
- (11) General location, function, *surface* width and rights of way of proposed public and private streets;
- (12) General location of proposed parking areas and approximate number of spaces to be provided in each area; and
- (13) Location and area of each development phase.

(c) Final Plan. Within six (6) months following receipt of the Planning Commission comments on the preliminary PUD plan, the applicant shall submit a final PUD plan to the *Building* Department in accordance with the procedures set forth in Section 3.04 and conforming with this section. If a final PUD plan is not submitted by the applicant for approval within six (6) months following receipt of Planning Commission comments, the preliminary PUD plan approval becomes null and void.

The final PUD plan shall constitute an application to amend this Zoning Ordinance, and shall be noticed for public hearing before the Planning Commission, and otherwise acted upon by the Planning Commission and the City Council, as provided by law (see Article 13) The Planning Commission shall, to the extent it deems appropriate, submit detailed recommendations relative to the PUD project, including, without limitation, recommendations with respect to matters on which the City Council must exercise discretion. Final PUD plans shall include the following:

- (1) A *site plan* meeting all requirements of Section 3.04;
- (2) A separate narrative that provides specific details regarding all deviations from this Zoning Ordinance that would otherwise be applicable in the absence of this PUD article;
- (3) A specific schedule of the intended development and *construction* details, including phasing or timing;
- (4) A specific schedule of the general improvements to constitute a part of the development, including, without limitation, lighting, signage, the mechanisms designed to reduce noise, utilities and visual screening features;
- (5) A specification of the exterior *building* materials and architecture with respect to the *structures* proposed in the project; and
- (6) Signatures of all parties having an interest in the property.

## **. Section 9.04 Project Design Standards.**

- (a) Residential Design Standards.

(1) Residential *uses* shall be permitted with the following maximum densities, based upon the zoning *district* in which the property is situated immediately prior to classification under this article. Land area under water, public road rights-of-way and private road easements shall not be included in the gross density calculation.

Maximum Density Permitted

<u>District</u>	<u>Dwellingunits/Gross Acres</u>
R-2	3.5
R-1	4.0
R-T	8.0
R-M	9.0
O-1	9.0
CBD	9.0
B-1	9.0
B-2	9.0
I-1	9.0
I-2	9.0

(2) Where a planned unit development (PUD) contains both residential and non-residential land *uses*, residential density shall be calculated on the basis of the area devoted to residential land *use* only.

(3) Additional density greater than that specified in (a) (1) hereof for residential *uses* may be allowed in the discretion of the City Council, upon the recommendation of the Planning Commission and based upon a demonstration by the applicant of planning and design excellence resulting in a material benefit to the City, adjacent land *uses* and/or the ultimate users of the project, including, without limitation, innovative design producing significant energy *efficiency*, pedestrian or vehicular safety, long-term aesthetic beauty, and protection and preservation of natural resources and features.

(b) Nonresidential Design Standards.

(1) Nonresidential *uses* may be permitted in combination with other nonresidential uses or as part of a common development with residential *uses*.

(2) Nonresidential *uses*, including parking and drives, shall be separated and *buffered* from residential units.

(c) General Design Standards.

(1) All regulations applicable to *setbacks*, parking and loading, general provisions and other requirements shall be met in relation to each respective land use in the development based upon the zoning *district* in which the *use* is listed as a permitted or specially permitted *use*. In all cases, the strictest provisions shall apply.

Notwithstanding the immediately preceding paragraph, deviations with respect to such regulations may be granted as part of the overall approval of the PUD, provided there are features or elements designed into the project plan for the purpose of achieving the objectives of this article.

(2) To the maximum extent feasible, the development shall be designed so as to preserve natural resources and natural features.

(3) There shall be a perimeter *setback* and *berming*, for the purpose of *buffering* the development in relation to surrounding properties. Such perimeter *setback* shall be established with a dimension from the property line of up to one hundred (100) feet in the discretion of the City Council, upon the recommendation of the Planning Commission, taking into consideration the *use* or *uses* in and adjacent to the development. The *setback* distance need not be uniform at all points on the perimeter of the development.

(4) Thoroughfare, drainage and utility design shall meet or exceed the standards otherwise applicable in connection with each of the respective types of *uses* served.

(5) There shall be underground installation of utilities, including cable, electricity and telephone, as found necessary by the City.

(6) Signage, lighting, *landscaping*, *building* architecture and materials, and other features of the project, and shall be designed to achieve an integrated and controlled development, consistent with the character of the community, surrounding development or developments, and natural features of the area.

(7) Where nonresidential *uses* adjoin residentially zoned property, noise reduction and visual screening mechanisms, such as landscape *berms* and/or decorative *walls*, shall be employed.

(8) The City Council, upon the recommendation of the Planning Commission, shall resolve all ambiguities as to applicable regulations using the Zoning Ordinance, *Master Plan* and other City standards or policies as a guide.

#### **. Section 9.05 Conditions.**

(a) Reasonable conditions may be required with the approval of a planned unit development (PUD), to the extent authorized by law, for the purpose of ensuring that public services and facilities affected by a proposed land *use* or activity will be capable of accommodating increased service and facility loads caused by the land *use*, protecting the natural environment and natural resources, ensuring compatibility with adjacent land *uses*, and promoting the *use* of land in a socially and economically desirable manner.

(b) Conditions imposed shall be designed as follows: to protect natural resources and the public health, safety and welfare of individuals in the project, those immediately adjacent and the community as a whole; to meet the intent and purpose of this Zoning Ordinance; and to ensure compliance with the standards of this Zoning Ordinance. All conditions imposed shall be made a part of the record of the approved PUD.

#### **. Section 9.06 Phasing and Commencement of Construction.**

(a) Phasing. Where a project is proposed for *construction* in phases, each phase, upon completion, shall be capable of standing on its own in terms of services, facilities and open space, and shall contain the necessary components to ensure protection of natural resources and the health, safety and welfare of the users of the planned unit development (PUD) and the residents of the surrounding area. In addition, in developments which include residential and nonresidential *uses*, the relative mix of *uses* and the scheduled completion of *construction* for each phase shall be disclosed and determined to be reasonable in the discretion of the City Council after recommendation from the Planning Commission.

(b) Commencement and Completion of Construction. *Construction* shall be commenced within one (1) year following final approval of a PUD. Each phase of the project shall be commenced within one (1) year of the schedule established for the same in the application submitted. If *construction* is not commenced within such time, any approval of a *site plan* on the project shall expire and be null and void. However, an extension for a specified period may be granted by the City Council upon good cause shown if such request is made prior to the expiration of the initial period. Moreover, in the event a *site plan* has expired, the City shall be authorized to rezone the property in any reasonable manner, and, if the property remains classified as PUD, a new application shall be required and shall be reviewed in light of then existing and applicable law and ordinance provisions.

#### **. Section 9.07 Performance Guarantees.**

In the interest of ensuring compliance with this article and protecting the health, safety and welfare of the residents of the City, the Planning Commission, as a condition of final approval of the *site plan*, shall require the applicant to deposit a performance guarantee as set forth in Section 3.09 for the completion of improvements associated with the proposed *use*.

#### **. Section 9.08 Effect of Approval.**

When approved, the planned unit development (PUD) amendment, with all conditions imposed, if any, shall constitute the land *use* authorization for the property, and all improvement and *use* shall be in conformity with such amendment.

#### **. Section 9.09 Modification of an Approval Final Plan.**

(a) Approved final plans for a planned unit development (PUD) may be modified in accordance with the procedures set forth in Section 9.03(c).

(b) Minor changes may be permitted by the Planning Commission, following normal *site plan* review procedures outlined in Section 3.04, subject to its finding that:

(1) Such changes will not adversely or substantially affect the initial basis for granting approval; and

(2) Such minor changes will not adversely or substantially affect the overall PUD in light of intent and purpose of such development as set forth in Section 9.01.



CITY OF HOWELL

# REQUEST FOR REVIEW

611 E. Grand River Ave.

Howell, MI 48843

(517) 546-3861

FAX: (517) 546-6030

Date 1-2-19 Permit # \_\_\_\_\_

Location of Property TOWN COMMONS, HOWELL, MI

City Charter, Ordinance Chapter, Section and Paragraph you are petitioning under (ARTICLE 7 SIGNS)

Body(s) to be Addressed  Zoning Board of Appeals  Planning Commission

### PROPERTY OWNER INFORMATION

Name MAYBERRY HOMES / EC HANDLES CO. LLC Phone (517) 717-5000

Address 1650 KENDALL BLVD STE 200 City E. LANSING State MI Zip 48823

Property Owner's Signature giving consent to petition

Signature DAVID SNAUS, C.O.O. Date 1-2-19

### LAND USE

Nature of Petition  Site Plan  Appeal  Rezoning  P.U.D.  Sign Approval  Other AMENDMENT TO MASTER PLAN

Zoning  Present  Proposed

Corner Lot  Yes  No Lot Size width \_\_\_\_\_ depth \_\_\_\_\_ sq. footage \_\_\_\_\_

Property Setbacks front \_\_\_\_\_ rear \_\_\_\_\_ right side \_\_\_\_\_ left side \_\_\_\_\_

Barrier Free  Yes  No Number of Off-Street Parking Spaces \_\_\_\_\_ Handicap Spaces \_\_\_\_\_

### PROJECT NARRATIVE

State your case, be specific. If you desire a type of special consideration or special use, so state. If additional space is needed, attach as EXHIBIT A.

- REQUEST AMENDMENT TO PHASE II
- REQUEST AMENDMENT TO REUSE TOWNHOME LOTS 116-119
- SEE EXHIBIT A FOR ADDITIONAL INFO.

Attach the following documentation with your request:

- Legal Description of the Property (EXHIBIT A-1)
- Architect/Engineering Drawing (EXHIBIT A-2)
- Location Map (EXHIBIT A-3)

EXHIBIT A-1 = REPLAT LOTS 116-119 (SEE EX. B Docs)  
EXHIBIT A-2 = PHASE II AMENDMENT.

Continued on back.

**NON-USE/DIMENSIONAL VARIANCE REQUEST NARRATIVE**

Section 12.04(e) of the Zoning Ordinance requires that the applicant present evidence to show that if the Zoning Ordinance is strictly applied, practical difficulties will result to the applicant. Please provide a narrative and evidence concerning how all four (4) of these practical difficulties apply to your property. The Board of Zoning Appeals may not grant a variance unless it determines that each of the following circumstances exist. If additional space is needed, attach as EXHIBIT B.

1. That the restrictions of the Zoning Ordinance would unreasonably prevent the owner from using the property for a permitted purpose.
2. That the variance would do substantial justice to the applicant as well as to other property owners in the district and a lesser relaxation than that requested would not give substantial relief to the owner of the property or be more consistent with justice to other property owners.
3. That the plight of the landowner is due to the unique circumstances of the property.
4. That the alleged hardship has not been created by any person presently having an interest in the property.

Attach the following documentation with your request:

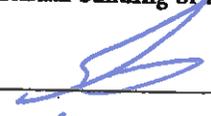
- Survey of Property depicting the use/dimensional request (EXHIBIT B-1)
- Construction Drawing(s) of Proposed Structure, if applicable (EXHIBIT B-2)

**APPLICANT INFORMATION**

Name DAVID STRAUB  
 Phone (517) 575-5355 Cell ( ) Email DSTRAUB@MAYBELLYHOMES.COM  
 Address 1650 KENDALL AVE Ste 200 City EAST LANSING State MI Zip 48927

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized to make this application as his/her authorized agent, and we agree to conform to all laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the State Construction code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring a circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Signature of Applicant  Date 1-2-19  
 Please Print DAVID STRAUB Title COO.

**LIVINGSTON COUNTY & STATE OF MICHIGAN PERMITS & INSPECTIONS**

Local governmental agency to complete this section.

Inspection	Required?	Approved	Date	Number	By
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____

Appeal is hereby:

- GRANTED  REFUSED for the following reason(s):

Approval Signature \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

STATE OF MICHIGAN  
COUNTY OF LIVINGSTON  
CITY OF HOWELL

DEVELOPMENT AGREEMENT  
FOR THE TOWN COMMONS PHASE 2 PLANNED UNIT DEVELOPMENT

**THIS DEVELOPMENT AGREEMENT** is by and between **Mayberry Homes LLC** (“**Developer**”), a **Michigan Limited Liability corporation**, whose address is 1650 Kendale Blvd, Suite 200, East Lansing, Michigan, 48823, and the **CITY OF HOWELL**, a Michigan municipal corporation whose address is 611 East Grand River Avenue, Howell, Michigan 48843 (the “**City**”).

**Recitals**

- A. Mayberry Homes is the developer and proprietor of the Town Commons Phase 2 Planned Unit Development located on property described in the attached and incorporated Property Description Exhibit 1 hereto, which property is referred to herein as the “Property”, located in the City of Howell, County of Livingston, State of Michigan.
- B. As part of both the application and approval process, Mayberry Homes has offered and agreed to make the on-site and off-site improvements depicted on the Town Commons Phase 2 Planned Unit Development Site Plan dated March 14, 2019 and attached as Exhibit 2 hereto, which the Parties agree are necessary and roughly proportional to the burden imposed in order to (i) ensure that public services and facilities affected by the Development will be capable of accommodating increased service and facility loads caused by the Development, (ii) protect the natural environment and conserve natural resources, (iii) ensure compatibility with adjacent uses of land, (iv) promote use of the Property in a socially and economically desirable manner, and (v) achieve other legitimate objectives authorized under the Michigan Zoning Enabling Act, MCL 125.3301 *et seq.*
- C. For the purpose of confirming the rights and obligations in connection with the improvements, development, and other obligations to be undertaken on the Property, Developer and the City entered into the Development Agreement, effective on the date of this Agreement.

**NOW, THEREFORE**, as an integral part of the grant of the Planned Unit Development rezoning of the Property and approval of the site plan, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **IT IS AGREED as follows:**

- 1. **Definitions.** As used in this Agreement, the following terms shall have the meanings set forth below.
  - (A) “**Commencement Date**” means the date that building permits are first issued for any phase of the Project.

(B) **“Components”** means the separate components of the Development on the Property as shown on the Planned Unit Development Site Plan, consisting of \_75 single family lots, 3 parks, roads and public utilities and **“Component”** shall mean any one of the Components.

(C) **“Developer”** means Mayberry Homes LLC, its successors and assigns.

(D) **“Development”** means all Components of the Town Commons Phase 2 development as shown on the Planned Unit Development Site Plan, including the infrastructure and all required construction on each Component.

(E) **“Planned Unit Development Site Plan”** means the site plan and all associated plans that have been reviewed by the Planning Commission and approved by the City Council.

2. **Compliance with Applicable Laws.** All development, use, and improvement of the Property shall be subject to and in accordance with all applicable City ordinances and county, state and federal laws, and shall also be subject to and in accordance with this Agreement, the Planned Unit Development Site Plan and all other approvals and permits required under applicable City ordinances and county, state and federal laws. To the extent that the development of the property in accordance with this Agreement and the Planned Unit Development Site Plan deviates from existing City ordinances, this Agreement and the Planned Unit Development Site Plan shall control. All references in this Agreement to City ordinances shall be deemed to refer to the zoning and other applicable ordinances in effect as of the date of this Agreement. The Development shall not be subject to any additional zoning requirements contained in any amendment or additions to the zoning ordinances that conflict with the provisions of this Agreement and the Planned Unit Development Site Plan, provided that all construction and development is completed in compliance with this Agreement and the Planned Unit Development Site Plan.

3. **Compliance with Conditions of Approval.** All development, use and improvement of the Property shall be in conformance with any and all conditions of the approval of the City Council and Planning Commission pertaining to the Development as reflected in the official minutes of such approvals. It is specifically agreed that final site plan approval is contingent upon the execution of and compliance with this Agreement.

4. **Development as a PUD.** The Property shall be used, developed, and improved only in accordance with the following:

(A) Article 9, Planned Unit Development District of the Zoning Ordinance of the City of Howell.

(B) The Planned Unit Development Site Plan, as approved and adopted by the City Council (“City Council”) and referred to herein as the “Planned Unit Development Site Plan,” which Planned Unit Development Site Plan are not

attached due to their bulk and size, but which shall be maintained on file in the offices of the City.

- (C) All applicable City ordinances and design standards, except for those deviations, which have been approved as part of the Town Commons Phase 2 Planned Unit Development Site Plan approval.
- (D) Any and all conditions of the approval of the City Council and Planning Commission pertaining to the Development as reflected in the official minutes of such approvals and in this Agreement.

5. **Effect of PUD Approval.** Approval of the Town Commons Phase 2 Planned Unit Development, reclassifies the zoning of the Property to Planned Unit Development and constitutes the land use authorization for the Property, and all use and improvement of the Property shall be in conformity with such Town Commons Phase 2 Planned Unit Development Site Plan, the Conditions of Approval and this Agreement.
  
6. **Phasing of Planned Unit Development.** The Property shall be developed in phases, as follows: Phase 2A, Phase 2B, Phase 2C, Phase 2D. Each sub-phase shall include the associated infrastructure improvements within and necessary to serve that sub-phase.
  
7. **Density and Land Use.** Within the Town Commons Phase 2 Planned Unit Development, all buildings and site amenities shall be laid-out, situated, and designed in accordance with the Conditions of Approval and as described on the approved Town Commons Phase 2 Planned Unit Development Site Plan. The permitted density and land use mix shall be as depicted on the final PUD site plan dated \_\_\_\_\_ and approved by City Council.
  
8. **Area, Setbacks, Building Height, and other Regulations.** The following regulations as depicted on the Town Commons Phase 2 Planned Unit Development Site Plan shall govern as the applicable zoning area, width, setback, and building height regulations for each Component of the Development.

<b>Component</b>	
Parcel Area	21.23 Acres
Min. Front Setback	Minimum 15'-0" to porch or warm wall of house; 22'-0" to front facing or side load garage. The front setback can be increased as long as there is no potential encroachment on the rear yard setback
Min. Side Setbacks	Minimum 7'-5" each side
Min. Rear Setback	Minimum 20' rear yard setback. No structural encroachments into rear yard setback including, but not limited to decks, shed structures, garages, additions etc. Grade level patios may encroach into rear yard setback
Max. Building Height	Single-Family Residential Dwellings shall be a minimum of (1) story and shall not exceed twenty-eight feet (28') in height measured from the adjacent grade to the bottom of the gutter at any point along a portion of the Dwelling fronting the street
Lot Coverage (%)	50%
Impervious Surface (acres)	9.66
Impervious Surface Ratio (%)	45%

9. **Water and Sanitary Sewer Systems.**

- (A) Developer shall, at its sole expense, construct and install on-site and off-site improvements to and connections tying into the municipal water and sewage systems in accordance with and as set forth in detail with the Town Commons Phase 2 Planned Unit Development Site Plan.
- (B) Developer shall dedicate easements and conveyances for, and may post financial security relating to the completion of construction and dedication of, all such water and sewer system improvements in accordance with and as set forth in this Agreement.

10. **Storm Water Drainage.**

- (A) Developer, at its sole expense, shall construct and maintain an on-site storm water drainage system, in accordance with the Town Commons Phase 2 Planned Unit Development Site Plan, and all applicable ordinances, laws,

codes, standards, and regulations, as well as the approved site plan for each phase and sub-phase.

- (B) Developer shall maintain the on-site storm water management system in accordance with the standard form of Storm Water Management and Maintenance Agreement and Plan (“Storm Water Agreement”), which is attached to and made part of this Agreement.
- (C) No building permits shall be issued for any phase of a Component in the Development prior to completion and approval of the on-site storm water drainage system for such phase of such Component.
- (D) Developer shall acquire necessary easements over adjoining properties to accommodate storm water management prior to construction of any Components.

11. **Landscaping.** Internal landscaping and landscaping amenities on the Property shall be completed and maintained as shown and described in the landscape plans, details, and information that are part of the approved Town Commons Phase 2 Planned Unit Development Site Plan.

12. **Lighting and Signs:**

- (A) The height, type, illumination, location, design, character, appearance, and installation of the lighting shall be included as part of the Town Commons Phase 2 Planned Unit Development Site Plan and shall otherwise comply with all applicable City ordinances.
- (B) All signs throughout the Town Commons Phase 2 Planned Unit Development shall be consistent in design, character, materials, size, and appearance and shall be included as part of the Town Commons Phase 2 Planned Unit Development Site Plan. The height, size, type, location, installation, design, character, materials, and appearance of all signs within or for the Town Commons Phase 2 Planned Unit Development shall comply with all applicable City regulations and ordinances.

13. **Open Space and Natural Features.**

- (A) For the purpose of ensuring long-term preservation of open space and natural features within the Town Commons Phase 2 Planned Unit Development, all open space and storm water drainage and detention areas and facilities shall be perpetually preserved as conservation areas by way of either permanent conservation easements, specific restrictions in the Declaration of Easements, Covenants, Conditions and Restrictions of the Town Commons Phase 2 Development or the Master Deed and Bylaws for each Component of the Development all in such form as approved by the City.

- (B) Developer and, for all times in the future, all future owners and co-owners shall be required to maintain and preserve all of the aforementioned open space and common areas as protected open space, drainage courses, and
- (C) Natural preserves in accordance with the terms and provisions of all the aforementioned agreements, easements, and deed restrictions that have been or are to be recorded in connection with such areas within the Town Commons Phase 2 Planned Unit Development. Furthermore, Developer, and all of its successors in ownership of any portion or all of the Property, shall at all times comply with any permits issued by the City, the Michigan Department of Environmental Quality, and any other governmental unit relative to such areas located on the Property.

14. **Traffic and Pedestrian Circulation.**

- (A) Developer shall design, situate, construct, maintain, and repair all roads, entranceways, drives, parking lots, safety paths, walkways, and traffic circulation signage within and for the Town Commons Phase 2 Planned Unit Development, at its sole expense, in accordance with and as set forth in detail in the Permit Conditions and PUD Plans.
- (B) Developer may post financial security relating to the completion of construction of all such roads, drives, and parking lots within and for the Town Commons Phase 2 Planned Unit Development in accordance with and as set forth in detail in the Permit Conditions and this Agreement.
- (C) Developer shall use its best efforts and diligently pursue necessary easements over adjoining properties in order to provide access to the Development in accordance with and as set forth in the this Agreement. All road construction shall be in compliance with the City of Howell street design standards.

15. **Completion of Improvements; Financial Assurances.**

- (A) All on-site and off-site improvements of the Development, including without limitation, all roads, drives, entranceways, parking lots, sanitary sewer service system, water service system, storm water drainage system, detention and retention facilities, gas and electric utilities, lighting, signage, landscaping, landscaping amenities, public safety path, internal private pedestrian walkways with related amenities and improvements, barrier or screening walls, sidewalks, retaining walls, soil erosion and sedimentation controls, and any other improvements within or for the Development shall be completely constructed and provided to all buildings and facilities within the Development as required and as set forth in the Planned Unit Development Documents, the approved Planned Unit Development Site Plan, any other approvals or permits granted by the City, and all applicable ordinances, laws, standards, and regulations.

- (B) During the construction of the Development, Developer shall be obligated to maintain the above improvements and amenities, and, at the City's request, Developer shall provide financial assurances satisfactory to the City for completion, preservation, and maintenance of such improvements on a phase-by-phase basis such that, upon completion, each phase will be capable of standing on its own in terms of the presence of services, facilities, and open space, and shall contain the necessary components to ensure the protection of natural resources and the health, safety, and welfare of the users of the Development and the residents of the surrounding area.
- (C) Such financial assurances shall be in the form as set forth in Section 3.09, Performance Guarantees, of the Zoning Ordinance, together with an agreement with the City, approved by the City Attorney, authorizing the City, at its option, to complete and maintain such improvements using the funds from the letter of credit or cash posted by the Developer if Developer has failed to complete and/or maintain the improvements within the time specified therein. If Developer proceeds with any phase within the development of the Property, Developer shall be obligated to design and completely construct all of the improvements and amenities required for said phase.

16. **City Enforcement.** In the event there is a failure to timely perform any obligation or undertaking required under or in accordance with the PUD Documents, the City may serve written notice upon the owner of the portion of the Property with respect to which the obligation or undertaking is required (the "violating party") setting forth such deficiencies and a demand that the deficiencies be cured within a stated reasonable time period, and the date, time, and place for a hearing before the City Council, or such other board, body, or official delegated by the City Council, for the purpose of allowing the violating party an opportunity to be heard as to why the City should not proceed with the correction of the deficiency or obligation which has not been undertaken or property fulfilled. At any such hearing, the time for curing and the hearing itself may be extended and/or continued to a date certain. The foregoing notice and hearing requirements shall not be necessary in the event the City determines in its discretion that an emergency situation exists requiring immediate action. If, following the hearing described above, the City Council, or such other board, body, or official designated to conduct the hearing, shall determine that the obligation has not been fulfilled or failure corrected within the time specified in the notice, or if an emergency circumstance exists as determined by the City in its discretion, the City shall thereupon have the power and authority, but not the obligation, to take any or all of the following actions, in addition to any actions authorized under City ordinances and/or State laws:

- (A) Enter upon the Property, or cause its agents or contractors to enter the Property, and perform such obligation or take such corrective measures as reasonably found by the City to be appropriate. The cost and expense of making and financing such actions by the City, including notices by the City and legal fees incurred by the City, plus an administrative fee in an amount

equivalent to twenty-five percent (25%) of the total of all such costs and expenses incurred, shall be paid by the violating party within thirty (30) days of a billing to the violating party. The payment obligation under this paragraph shall be secured by a lien against the phase or phases of the Property within which the deficiency exists, which lien shall be deemed effective as of the date of the initial written notice of deficiency provided to the violating party pursuant to this paragraph, or in emergency circumstances, the date at which the City incurred its first cost or expense in taking corrective action. Such security shall be realized by placing a billing which has been unpaid by the violating party for more than thirty (30) days on the delinquent tax rolls of the City relative to such portion of the Property, to accumulate interest and penalties, and to be deemed and collected, as and in the same manner as made and provided for collection of delinquent real property taxes. In the discretion of the City, such costs and expenses may be collected by suit initiated against the violating party, and, in such event, the violating party shall pay all court costs and attorney fees incurred by the City in connection with such suit if the City prevails in collecting funds thereby.

- (B) Initiate legal action for the enforcement of any of the provisions, requirements, or obligations set forth in the Planned Unit Development Documents. Except in emergency circumstances, the violating party shall be provided notice of the deficiencies from the City and shall be afforded an opportunity to timely correct. In the event the City obtains any relief as a result of such litigation, the violating party shall pay all court costs and attorney fees incurred by the City in connection with such suit.
- (C) The City may issue a stop work order as to any or all aspects of the Development, may deny the issuance of any requested building permit or certificate of occupancy within any part or all of the Development regardless of whether the violating party is the named applicant for such permit or certificate of occupancy, and may suspend further inspections of any or all aspects of the Development.

17. **Delay in Enforcement; Severability.** Any failure or delay by the City to enforce any provision herein contained shall in no event be deemed, construed, or relied upon as a waiver or estoppel of the right to eventually do so thereafter. Each provision and obligation contained herein shall be considered to be an independent and separate covenant and agreement, and in the event one or more of the provisions and/or obligations shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, all remaining provisions and/or obligations shall nevertheless remain in full force and effect.

18. **Access to Property.** In all instances in which the City utilizes the proceeds of a financial assurance given to ensure completion or maintenance of improvements, and at any time throughout the period of development and construction of any part of the Development, the City and its contractors, representatives, consultants, and agents shall be permitted and are hereby granted authority to enter upon all or any portion of

the Property for the purpose of inspecting and/or completing the respective improvements and for the purposes of inspecting for compliance with and enforcing the Planned Unit Development Documents.

19. **Agreement Jointly Drafted.**

- (A) The Parties have negotiated the terms of the Planned Unit Development Documents, and such documentation represents the product of the joint efforts and mutual agreements of the Parties. Developer fully accepts and agrees to the final terms, conditions, requirements, and obligations of the Planned Unit Development Documents, and they shall not be permitted in the future to claim that the effect of the Planned Unit Development Documents results in an unreasonable limitation upon uses of all or a portion of the Property, or claim that enforcement of the Planned Unit Development Documents causes an inverse condemnation, other condemnation or taking of all or any portion of the Property.
- (B) Furthermore, it is agreed that the improvements and undertakings described in the Planned Unit Development Documents are necessary and roughly proportional to the burden imposed and are necessary in order to: (i) ensure that public services and facilities necessary for and affected by the Development will be capable of accommodating the development on the Property and the increased service and facility loads caused by the Development; (ii) protect the natural environment and conserve natural resources; (iii) ensure compatibility with adjacent uses of land; (iv) promote use of the Property in a socially, environmentally, and economically desirable manner; and (v) achieve other legitimate objectives authorized under the Michigan Zoning Enabling Act, MCL 125.3301 *et seq.*
- (C) It is further agreed and acknowledged hereby that all such improvements, both on-site and off-site, are clearly and substantially related to the burdens to be created by the development of the Property, and all such improvements without exception are clearly and substantially related to the City's legitimate interests in protecting the public health, safety, and general welfare.
- (D) The Parties acknowledge and agree that such improvements, both on-site and off-site, have been found to be necessary and constitute a recognizable and material benefit to the ultimate users of the Planned Unit Development and to the community, which benefit would otherwise be unlikely to be achieved without the Planned Unit Development and is an important component of the Planned Unit Development upon which the City relied in its consideration and approval of the Town Commons Phase 2 Planned Unit Development.

20. **Ambiguities and Inconsistencies.** Where there is a question with regard to applicable regulations for a particular aspect of the Development, or with regard to clarification, interpretation, or definition of terms or regulations, and there are no apparent express provisions of the Planned Unit Development Documents which

apply, the City, in the reasonable exercise of its discretion, shall determine whether the regulations of the City's Zoning Ordinance, as that Ordinance may have been amended, or other City Ordinances shall be applicable provided such determination is not inconsistent with the nature and intent of the Planned Unit Development Documents. In the event of a conflict or inconsistency between two or more provisions of the Planned Unit Development Documents, or between the Planned Unit Development Documents and applicable City ordinances, the more restrictive provision, as determined in the reasonable discretion of the City, shall apply.

21. **Warranty of Ownership.** Developer hereby warrants that they are the owners in fee simple of portions of the Property described on the attached Property Description Exhibit.
22. **Running with the Land; Governing Law.** This Development Agreement shall run with the land constituting the Property, and shall be binding upon and inure to the benefit of the Parties and all of their respective heirs, successors, assigns, and transferees. This Agreement shall be recorded by any of the Parties following the execution of this Agreement. This Development Agreement shall be interpreted and construed in accordance with Michigan law and shall be subject to enforcement only in Michigan courts. The parties understand and agree that this Development Agreement is consistent with the intent and provisions of the Michigan and U.S. Constitutions and all applicable law.
23. **Recording.** This Agreement may be recorded with the Livingston County Register of Deeds. If this Agreement is not recorded in its entirety, an Affidavit shall be recorded in accordance with the Planned Unit Development Site Plan, upon approval by the City Attorney, containing the legal description of the entire project, specifying the dates of approval and all amendments of the Planned Unit Development site plan, and declaring that all future development of the Property has been authorized, restricted, and required to be carried out only in accordance with the Planned Unit Development site plan.

**THIS DEVELOPMENT AGREEMENT** was executed by the respective Parties on the date specified with the notarization of their signatures and shall be considered to be dated on \_\_\_\_\_, and shall take effect on the effective date of Ordinance \_\_\_\_\_ adopted by the City Council on said date.

*[Intentionally blank. Signatures commence on next page.]*



CITY OF HOWELL,  
a Michigan municipal corporation

By: \_\_\_\_\_  
\_\_\_\_\_, Mayor

By: \_\_\_\_\_  
\_\_\_\_\_, Clerk

STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF LIVINGSTON    )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by  
\_\_\_\_\_, Mayor, and \_\_\_\_\_, Clerk of the City of Howell, a Michigan municipal  
corporation.

Notary Public  
\_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_

# MAYBERRY HOMES HOWELL TOWN COMMONS PHASE 2 CITY OF HOWELL, MICHIGAN



**TETRA TECH**

www.tetrattech.com

**PROJECT LOCATION:**  
CITY OF HOWELL, MICHIGAN

**CLIENT INFORMATION:**  
MAYBERRY HOMES  
1650 KENDALE BLVD. SUITE 200  
EAST LANSING, MI. 48823

**Tt PROJECT No.:**  
200-107190-18001

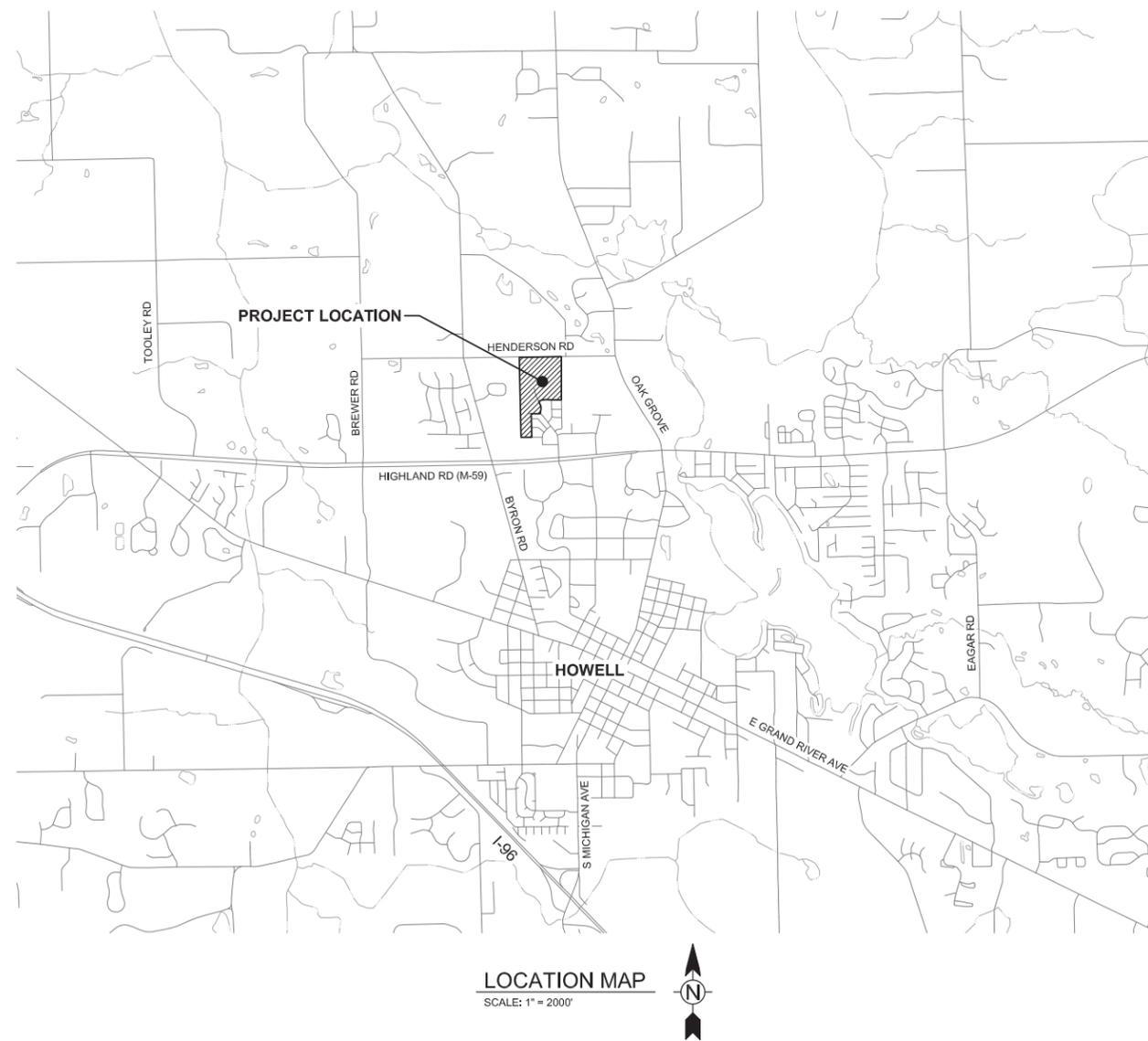
**CLIENT PROJECT No.:**

**PROJECT DESCRIPTION / NOTES:**

**ISSUED:**

PHASE 2 REVISED - DECEMBER, 2018  
CITY SITE PLAN APPROVAL - MARCH 14TH, 2019

**VICINITY MAP:**



SHEET INDEX

- G-001 COVER
- C-101 APPROVED PHASING PLAN
- C-102 PROPOSED PHASING PLAN
- C-103 PROPOSED SITE AND UTILITY PLAN - PHASE 2A
- C-104 PROPOSED SITE AND UTILITY PLAN - PHASES 2B AND 2C
- C-105 PROPOSED GRADING AND STORM SEWER PLAN - PHASE 2A
- C-106 PROPOSED GRADING AND STORM SEWER PLAN - PHASES 2B AND 2C
- C-107 PROPOSED LANDSCAPE PLAN PHASE 2A
- C-108 PROPOSED LANDSCAPE PLAN PHASES 2B AND 2C
- A-101 PROPOSED HOUSE ELEVATIONS







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MATCHLINE SEE SHEET C-103



MARK	DATE	DESCRIPTION	BY

HOWELL TOWN COMMONS  
**PROPOSED SITE AND  
 UTILITY PLAN - PHASES 2B AND 2C**

PROJ: 200-107190-18001  
 DESN: GJM  
 DRWN: TAH  
 CHKD: GJM

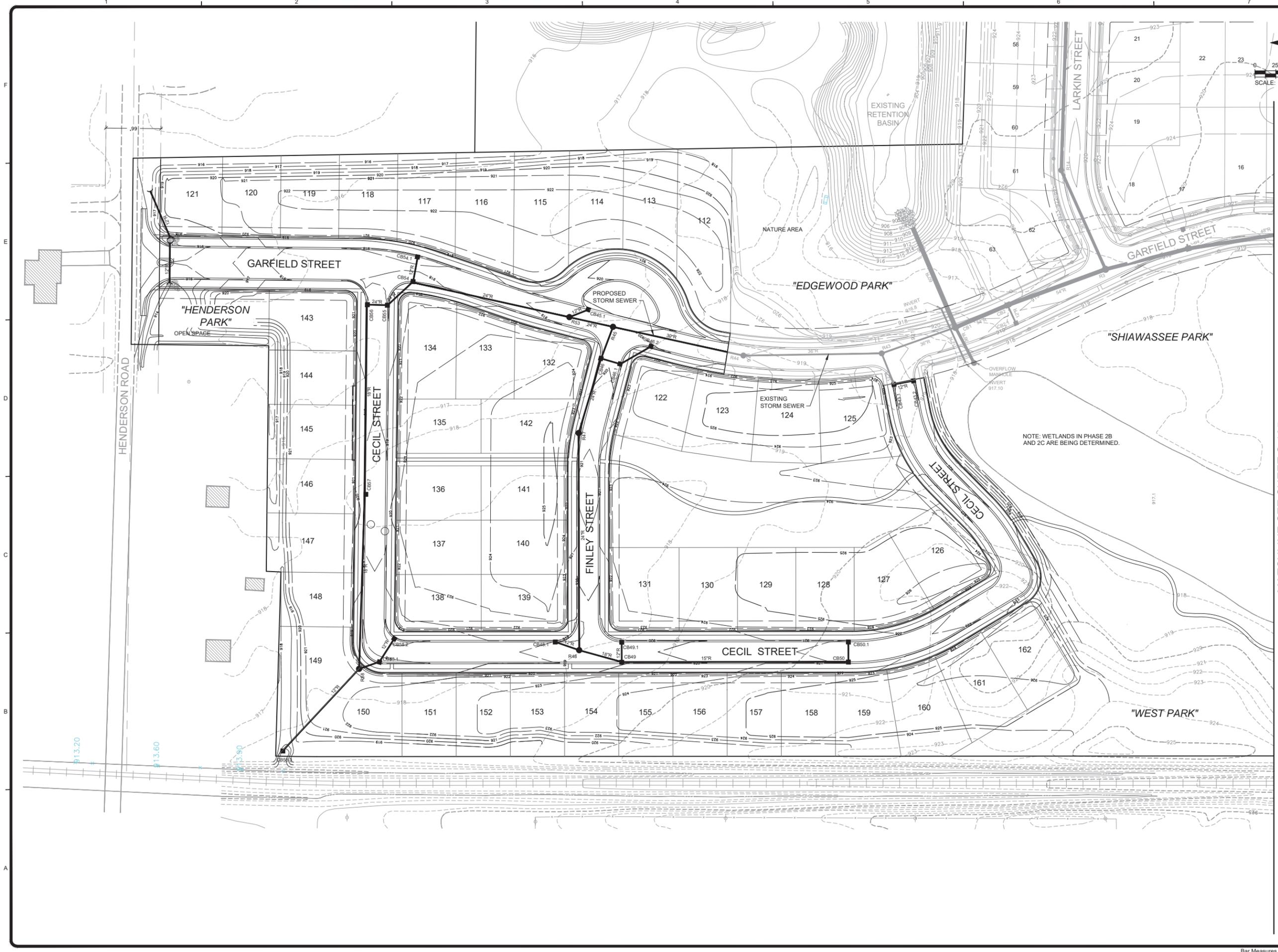
**C-104**

Bar Measures 1 inch, otherwise drawing not to scale

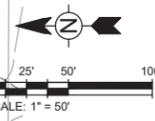
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MATCHLINE SEE SHEET C-105



NOTE: WETLANDS IN PHASE 2B AND 2C ARE BEING DETERMINED.

**TETRA TECH**  
 www.tetra.tech.com  
 401 S. WASHINGTON SQUARE, SUITE 100  
 LANSING, MI 48233  
 PH. (517) 316-3900

MARK	DATE	DESCRIPTION	BY

HOWELL TOWN COMMONS  
**PROPOSED GRADING AND  
 STORM SEWER PLAN - PHASES 2B AND 2C**

PROJ: 200-107190-18001  
 DESN: GJM  
 DRWN: TAH  
 CHKD: GJM

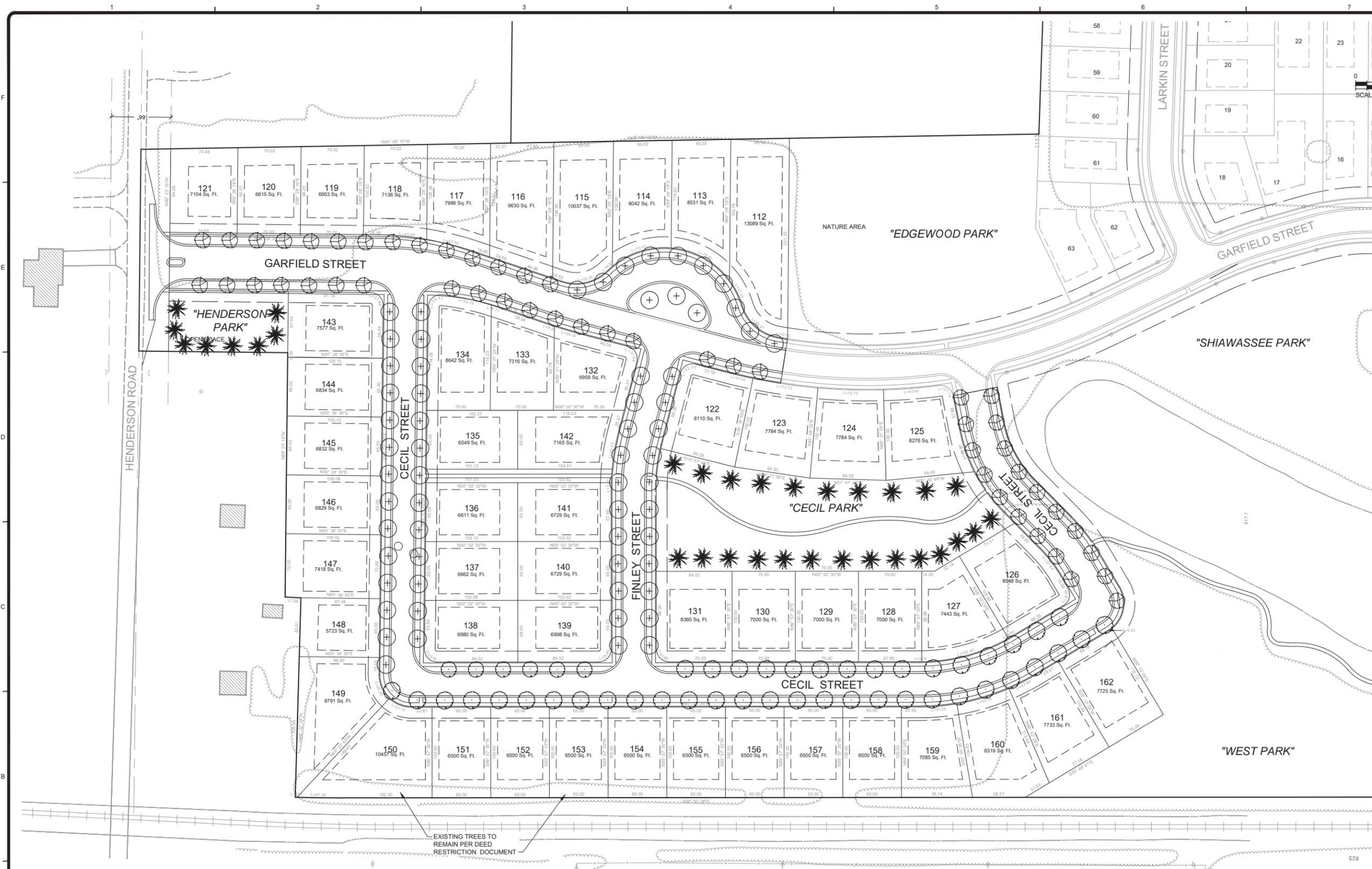
**C-106**

Copyright: Tetra Tech

Bar Measures 1 inch, otherwise drawing not to scale



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MATCHLINE SEE SHEET C-107

**PLANT SCHEDULE**

SYMBOL	COMMON NAME	QUANTITY	SIZE
	NORWAY SPRUCE	32	7-8'
	RED OAK	62	3-1/2" CAL
	RED MAPLE	51	3-1/2" CAL
	SUGAR MAPLE	49	3-1/2" CAL

**TETRA TECH**  
  
 www.tetra.tech.com  
 401 S. WASHINGTON SQUARE, SUITE 100  
 LANSING, MI 48233  
 PH. (517) 316-3930

MARK	DATE	DESCRIPTION	BY

HOWELL TOWN COMMONS  
**PROPOSED LANDSCAPE PLAN  
 PHASES 2B AND 2C**

PROJ: 200-107190-18001  
 DESN: GJM  
 DRWN: TAH  
 CHKD: GJM

**C-108**

Copyright: Tetra Tech

Bar Measures 1 inch, otherwise drawing not to scale



CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR & CITY COUNCIL  
**FROM:** JANE CARTWRIGHT, CITY CLERK  
**DATE:** JULY 3, 2019  
**RE:** ORDINANCE AMENDMENTS – CHAPTER 1610, 1612 & 1614

Enclosed is the July 3, 2019 letter from City Attorney Perkins outlining three proposed ordinances to amend Chapter 1610 Fire Prevention Code; Chapter 1612, Damages, Permits and Fees; and Chapter 1614 Fireworks.

Ordinances No. 925, 926 & 927 are ready to be introduced.

**ACTION REQUESTED:**

- 1) Introduce Ordinance No. 925 amending Chapter 1610, Fire Prevention Code.
- 2) Introduce Ordinance No. 926 amending Chapter 1612, Damages, Permits and Fees.
- 3) Introduce Ordinance No. 927 amending Chapter 1614, Fireworks.

**REVIEWED & APPROVED FOR SUBMISSION:**



Ervin J. Suida, Interim City Manager

LAW OFFICE OF  
**DENNIS PERKINS, PLLC**  
ATTORNEY AND COUNSELOR AT LAW  
528 WEST GRAND RIVER AVENUE  
HOWELL, MICHIGAN 48843

(517)546-6623  
FACSIMILE (517)546-6718

July 3, 2019

Ms. Jane Cartwright  
Howell City Clerk  
611 E. Grand River Avenue  
Howell, MI 48843

RE: Ordinance to Amend Chapter 1610—Fire Prevention Code  
Ordinance to Amend Chapter 1612—Damages, Permits and Fees  
Ordinance to Amend Chapter 1614---Fireworks

Dear Ms. Cartwright,

Enclosed you will find three proposed ordinances regarding changes to the Chapters set out, above. All are in draft format. I ask that you assign ordinance numbers to each. The main changes in each ordinance are as follows:

1. Chapter 1610. The major change to this ordinance is the adoption of the 2018 edition of the International Fire Code, including the Appendices set out in Section 1610.01.
2. Chapter 1612. This ordinance is linked directly to Chapter 1610. Changes to the Fire Prevention Code to fit with local policy are set out in this Chapter, as to damages to equipment and materials, permitting procedures and fees charged for certain work by the Fire Authority. The changes made in this Chapter are more technical to ensure that this Chapter is in sync with the new provisions of Chapter 1610. I wish to thank Jamil Czubenko for his assistance in this endeavor.
3. Chapter 1614. In most instances, the State has pre-empted matters as to fireworks in the Act. However, there are instances in the Act where the State has allowed municipalities to locally control certain portions of the Act. Those are set out in this ordinance. This ordinance contains changes made by the State Legislature to Michigan's Fireworks Code. The City does not allow the use of fireworks during the year, except on certain days and times as set out in the State Act. The first major change has been the reduction of days when persons can use fireworks during the year. Please compare what was granted to persons as to the use of fireworks in the City. The second major change has been the increase of the civil fine from \$500 to \$1,000, with \$500 of said fines to be remitted to the Howell City Police. Otherwise, the other changes are new definitions that fit the City's ordinance and technical changes in the format of the ordinance.

I understand that these will be introduced at the Council meeting on July 8, 2019. I would ask that you set these on the agenda in the order set out above.

Thanks. If there are further problems or questions, please contact me.

Sincerely yours,

/s/

Dennis L. Perkins

DLP/

Enclosures

cc   Erv Suida  
      Chief Andrew Pless  
      Fire Marshall Jamil Czubenko  
      Chief George Basar



50 City, the provision of the State code shall prevail.

51  
52 1610.99 PENALTY.

53 (EDITOR’S NOTE: See Section 202.99 for general Code penalty if no specific penalty is  
54 provided.)

55  
56 **Section 2.** All Ordinances inconsistent herewith are hereby repealed.

57  
58 **Section 3.** This Ordinance shall take effect pursuant to the Howell City Charter.

59  
60  
61  
62  
63  
64  
65 ADOPTED by the Howell City Council at its regular meeting this \_\_\_\_\_day of July,  
66 2019.

67  
68 \_\_\_\_\_  
69 BY: NICK PROCTOR, MAYOR

70  
71  
72 \_\_\_\_\_  
73 BY: JANE CARTWRIGHT, CLERK

74  
75  
76 **CERTIFICATION**

77  
78 **I hereby certify that the foregoing is a true and complete copy of Ordinance No. 925,**  
79 **adopted by the City Council of the City of Howell, Livingston County, Michigan, at a**  
80 **regular meeting held on the \_\_\_\_\_ day of July, 2019 and that the meeting was held and the**  
81 **minutes therefore were filed in compliance with Act No. 267 of the Public Acts of 1976.**

82  
83  
84 **IN WITNESS WHEREOF, I have hereto affixed my official signature this**  
85 **day of \_\_\_\_\_, 20\_\_\_\_\_.**

86  
87  
88  
89 \_\_\_\_\_  
90 **BY:**  
91 **Howell City Clerk**  
92

1  
2  
3 **ORDINANCE NO. 926**

4 An ordinance to amend various sections to Chapter 1612 to the Howell City Code for purposes  
5 of providing for the issuance of permits and collection of fees as it affects compliance and  
6 enforcement of Chapter 1610 of the Howell City Code, the Fire Prevention Code for the City of  
7 Howell. For clarity and future publication purposes, all sections of 1612 are contained, below,  
8 regardless of whether or not the same has been amended.  
9

10 THE CITY OF HOWELL ORDAINS AS FOLLOWS:

11  
12 **Section 1.**

13  
14 1612.01 Referenced codes and standards.

15 The codes and standards referenced in this code shall be those that are listed in Chapter 80  
16 of Chapter 1610.01 and such codes and standards shall be considered part of the requirements of  
17 this code to the prescribed extent of each such reference. Where differences occur between the  
18 provisions of this code and the referenced standards, the provisions, which establish the higher  
19 standard for the promotion of the safety and welfare of the public and the protection of the  
20 public, or as otherwise determined by the State of Michigan law, shall apply.  
21

22 1612.02 ENFORCEMENT RESPONSIBILITIES.

23 On behalf of and under the auspices of the City, the Howell Area Fire Authority, through  
24 the Howell Area Fire Department, shall be responsible for fire prevention, inspection activities  
25 and code enforcement of buildings and occupancies as related to the risk of fire or explosion  
26 within the City. The function of the Authority and Department shall be the implementation,  
27 administration and enforcement of the provisions of this code and the codes and standards  
28 referenced in Chapter 80 of Chapter 1610.01.  
29

30 1612.03 UNLAWFUL BOARDING OR TAMPERING WITH  
31 AUTHORITY/DEPARTMENT EQUIPMENT.

32 A person shall not, without proper authorization from the fire official in charge of said fire  
33 authority/department emergency equipment, cling to, attach to, climb upon or into, board, or  
34 swing upon any fire authority/department emergency vehicle, whether the same is in motion or at  
35 rest, operate any emergency warning equipment, or to manipulate or tamper with any levers,  
36 valves, switches, starting devices, brakes, pumps, or any equipment or protective clothing on, or  
37 a part of, any fire department emergency vehicle.  
38

39 1612.04 DAMAGE / INJURY TO AUTHORITY/DEPARTMENT  
40 EQUIPMENT/PERSONNEL.

41 It shall be unlawful for any person to damage or deface, or attempt or conspire to damage  
42 or deface, any fire department emergency vehicle or equipment at any time; or to injure, or  
43 attempt or conspire to injure, fire authority/department personnel while performing  
44 authority/departmental duties.  
45  
46

1 1612.05 GENERAL AND REQUIRED OPERATIONAL PERMITS.

2 Permits shall be in accordance with section 1610.01, otherwise being section 105 of the  
3 International Fire Code of the Fire Prevention Code. Where reference is made to this section for  
4 permits elsewhere in this code and there are no provisions for issuing said permits by the  
5 department of fire prevention, the code official is authorized to waive the particular permit  
6 requirement. The code official is authorized to issue operational permits for the operations set  
7 forth herein and in Chapter 1610 of the Code. Where there are no provisions for issuing said  
8 permits, the code official is authorized to waive the particular permit requirement.  
9

10 1612.06 HAZARDOUS MATERIALS REFERENCES.

11 The following subsections of the International Fire Code as adopted pursuant to Section  
12 1610.01 of the Howell City Code are hereby amended as follows:  
13  
14

15 *Section 105.6.20 Hazardous Materials.* An operational permit is required to store,  
16 transport on site, dispense, use or handle hazardous materials in excess of the amounts  
17 listed in Table 105.6.20. An operational permit, once issued, shall remain valid until  
18 revoked or until the occupancy for which the permit was issued shall change ownership.  
19 Upon any change of ownership, a new operational permit for the occupancy shall be  
20 required to store, transport or site, dispense, use or handle hazardous materials in excess of  
21 the amounts listed in Table 105.6.20. Notwithstanding the fact that no additional permit  
22 need be issued, nor any further fee charged, for a change in the operation or manner of  
23 storage, transportation, dispensing, use or handling of the permitted hazardous substance,  
24 nor for any change in the type of hazardous substance being so used, any such change from  
25 the conditions of the original permit shall create a duty on the permit holder to advise the  
26 Fire Marshal or his designee of such changes forthwith. Failure to comply with this  
27 notification mandate may be cause for revocation of an operational permit where the  
28 circumstances surrounding such permit have been changed without notice to the Fire  
29 Marshal.  
30

31 *Exception:* (1) Nothing in this subsection shall apply to a farm or farm operation  
32 as defined in Section 202 of this Code and Michigan Compiled Laws  
33 Section 286.472, that being the Michigan Right to Farm Act, Act 93 of  
34 the Public Acts of 1981, as amended.  
35

36 (2) Nothing in this subsection shall apply to one or two family  
37 dwelling occupancies.  
38

39 *Section 105.6.20.1 Required amounts for reporting.* Reportable quantities shall be  
40 considered the maximum amount of hazardous material on site at any given time. This  
41 amount is required to be reported to the fire department as indicated in Table 105.6.20.  
42

43 *Section 105.6.20.2 Permit Fees.* The following fees shall be applied to the maximum  
44 quantity of each form of hazardous materials:  
45  
46

<u>Quantity &amp; Form</u>	<u>Fee</u>
0-1,000 lbs.; 0-100 cu. ft.; 0-330 gal.	\$100.00
1,001-20,000lbs; 101-6,000 cu.ft; 331-990 gal.	\$250.00
20,001+ lbs.; 6,001+ cu. ft.; 991+ gal.	\$500.00

1612.07 INSTALLATION OF FIRE SUPPRESSION AND PERMIT FEES;  
 INSTALLATION OF FIRE ALARM/DETECTION SYSTEMS AND PERMIT  
 FEES.

The following subsections of the International Fire Code as adopted pursuant to Section 1610.01 of the Howell City Code are hereby amended as follows:

*Section 105.7.1.1 Installations.* Before any fire suppression system or component is installed, enlarged, extended or modified, a permit shall be obtained from the code official. This shall include any device or relay connected to or controlled by the fire suppression system. A qualified installer who is properly licensed and/or certified to perform such work as determined by the code official must perform all work. Construction documents shall be reviewed by the code official prior to the issuance of the permit. Upon issuance of the permit, the permit must be posted at the job site in plain view.

*Section 105.7.1.2 Permit fees.* Permit fees cover initial plan review and two inspections.

*Sprinkler Systems:*

<u>Riser(s) &amp; Sprinkler Heads</u>	<u>Fee</u>
1-20 heads	\$80.00
21-50 heads	\$90.00
51-100 heads	\$100.00
101-200 heads	\$120.00
201-300 heads	\$140.00
301-400 heads	\$160.00
401-500 heads	\$180.00
501-1000 heads	\$200.00
> 1001 heads	\$0.50 per heads

*Standpipes:* \$45.00 per standpipe.

*Fire pump:* \$50.00

*Dry or wet chemical fire suppression systems:* \$90.00 per system. Each additional system in the same building reviewed at the same time is \$45.00. Alterations, additions, or modifications to each existing system are \$35.00.

*Total flooding agent extinguishing systems:* \$90.00 plus appropriate detection system fee.

1 Plan Reviews: the code official might require an outside third party. This review  
2 will be charged at the current fire safety consultants or plan reviewer's rates.  
3 These fees shall be paid prior to issuance of the permit.  
4

5 ~~Section 105.7.6.1~~ **Section 105.7.7.1 Installations.** Before any fire alarm or detection system  
6 or component is installed, enlarged, extended or modified, a permit shall be obtained from  
7 the code official. This shall include auxiliary devices such as magnetic locks, electronic  
8 locks, or any device or relay connected to or controlled by the fire alarm or detection  
9 system. A qualified installer who is properly licensed and/or certified to perform such work  
10 as determined by the code official must perform all work. Construction documents shall be  
11 reviewed by the code official prior to the issuance of the permit. Upon issuance of the  
12 permit, the permit must be posted at the job site in plain view.  
13

14 ~~Section 105.7.6.2~~ **Section 105.7.7.2 Permit fees.** Permit fees cover initial plan review and  
15 two inspections.  
16

<u>Device</u>	<u>Fee</u>
Control Panel	\$20.00
First initiating or auxiliary Control devices (smoke detector, Heat detector, control switch, etc.)	\$10.00
Each additional initiating or aux control Device	\$0.50 per device
First audio/visual indicating or Communications device (horn, strobe, Bell, etc.)	\$10.00
Each additional audio/visual indicating or communications device	\$0.50 per device

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35 Plan Reviews: The code official might require an outside third party. This review  
36 will be charged at the current fire safety consultants or plan reviewer's rates.  
37 These fees shall be paid prior to issuance of the permit.  
38

39 1612.08 PERMIT ISSUANCE; ADDITIONAL FEES; CANCELLATION FEES.

40 The following subsections of the International Fire Code as adopted pursuant Section  
41 1610.01 of the Howell City Code are hereby amended as follows:  
42

43 ~~Section 105.7.17~~ **Section 105.7.26 Permit issuance.** A permit granted hereunder shall not  
44 be transferable nor shall any such permit be extended beyond the time set fourth therein  
45 unless approved by the fire official. When work is started without a permit, the permit fee  
46 shall be doubled.

1  
2 ~~Section 106.5~~ **Section 106.6** *Additional fees.* The following fees may be charged for a re-  
3 inspection and shall apply to each inspector performing the re-inspection. These fees shall  
4 be paid in full prior to the re-inspection being performed.

- 5  
6 1. \$30.00 per re-inspection during normal working hours.  
7 2. \$75.00 per re-inspection during non-working hours.  
8

9 ~~Section 106.6~~ **Section 106.7** *Cancellation fees.* Handling cost of permits canceled after  
10 being issued is 35% of the permit fee or \$10.00, whichever is greater.  
11

12 1612.09 BOARD OF APPEALS.  
13

14 The following subsections of the International Fire Code as adopted pursuant to Section  
15 1610.01 of the Howell City Code are hereby amended as follows:  
16

17 ~~Section 108.4~~ **Section 109.4** *Board of appeals members.* The board of appeals shall consist  
18 of the following:

19 Two (2) members of the Howell Area Fire Authority board. Three (3) certified  
20 fire inspectors from a jurisdiction outside the Howell Area Fire Authority.

21 No member of the appeals board shall have a conflict of interest with the issue being  
22 addressed.  
23

24 1612.10 VIOLATIONS; PENALTIES; MUNICIPAL CIVIL INFRACTIONS;  
25 COLLECTION OF CHARGES.

26 The following subsections of the International Fire Code as adopted pursuant to Section  
27 1610.01 of the Howell City Code are hereby amended as follows:  
28

29 *Section 109.5 Prohibited parking; exception; bus-loading zone; violation as civil*  
30 *infraction.* The code official may issue a civil infraction against a person who parks a  
31 vehicle in such a manner as to conflicts, obscure, prevent or obstruct access to fire  
32 hydrants, fire stations, accidents, emergency exits for egress from a building, within 500  
33 feet of a fire blocking designated fire lanes or any other violation under Ordinance No. 745  
34 or Ordinance No. 746 of the Howell City Code as it relates to fire safety violations.  
35

36 ~~Section 109.4~~ **Section 110.4** *Violation penalties.* Persons who shall violate a provision of  
37 this code or shall fail to comply with any of the requirements thereof or who shall erect,  
38 install, alter, repair, or do work in violation of the approved construction documents or  
39 directive of the code official, or of a permit or certificate used under provisions of this  
40 code, shall be responsible for a municipal civil infraction. The sanction for a violation  
41 which is a municipal civil infraction shall be a civil fine in an amount as set forth in section  
42 202.99 of the Howell City Code, plus any costs, damages, expenses and other sanctions, as  
43 authorized by the Revised Judicature Act, MCL 600.101, *et.seq.*, that being Act No 236 of  
44 the Public Acts of 1961, as amended, and other applicable laws.  
45  
46

1 ~~Section 109.5.1~~ **Section 110.5 Fee Schedule.** For any violation of the parking requirements  
2 listed in Section ~~109.4~~ **109.54** of this Code, the fine for such an offense shall be as set forth  
3 in Chapter 430.05 of the Howell City Code.

4  
5 ~~Section 109.5.2~~ **Section 110.5.1 Towing and Storage Costs.** In addition to the above  
6 violation penalties, a person who violates this section shall be responsible for all vehicle  
7 towing and storage costs incurred if the Fire Chief and/or his/her designees, as defined in  
8 Section 109.5 (2) herein, determines that the vehicle parked in violation of section 109.5  
9 must be towed to insure public safety and/or fire department access to a building or  
10 emergency scene.

11  
12 ~~Section 109.6~~ **Section 110.6 Application and allocation for fees, fines.** Payment for any  
13 permit fees shall be paid to the Howell Area Fire Authority. Payment for civil infraction or  
14 municipal civil infraction fines and costs shall be paid to the City.

15  
16 ~~Section 109.6.1~~ **Section 110.6.1 Issuing of tickets for violations.** The Fire Chief and/or  
17 his/her designees, who shall be the Deputy Fire Chief, Assistant Fire Chiefs, Fire Marshal,  
18 and fire inspectors assigned to the Fire Marshal's Division shall be authorized to issue  
19 tickets for violation of any code within this Chapter.

20  
21 ~~Section 111.4~~ **Section 112.4 Failure to comply.** Any person who shall continue any work  
22 after having been served with a stop work order, except such work as that person is directed  
23 to perform to remove a violation or unsafe condition, shall be issued a municipal civil  
24 infraction violation notice pursuant to Chapter 202 of the Howell City Code.

25  
26 ~~Section 111.5~~ **Section 112.5 Collection of charges.** The Howell Area Fire Authority may  
27 proceed in a court of appropriate jurisdiction to collect any monies remaining unpaid for  
28 services provided as a mature debt of the Howell Area Fire Authority and shall have any  
29 and all other remedies provided by law for the collection of all charges.

30  
31 **Section 114.1 False alarms; inspections; orders to correct.** (1) A fire, sprinkler, or water  
32 alarm system experiencing more than two false alarms within a thirty-day (30) period or  
33 four false alarms within the calendar year is deemed defective. Upon written notice to the  
34 owner or lessee of the alarm system by the Fire Chief and/or his/her designee, the owner or  
35 lessee shall have the system inspected by an alarm system contractor who shall, within  
36 fifteen days, file a written report to the fire chief and/or his/her designee of the result of  
37 his/her inspection, the probable cause of the false alarms and his/her recommendation for  
38 eliminating false alarms.

39  
40 (2) Upon receipt of the report, the fire chief and/or his/her designee shall forward the same  
41 to the owner or lessee, ordering corrections, based upon recommendations contained in the  
42 report.

43  
44 (3) The owner or lessee shall have three working days from the receipt of the order to make  
45 such corrections. Thereafter, to defray the cost of responding to false alarms, the owner or  
46 lessee of an alarm system shall pay to the fire authority the amount of the response as per

1 the cost recovery fees for each false alarm received and responded to by the fire department  
2 during the calendar year in which the order to correct the system was issued. The amount  
3 due to the fire authority shall be paid forthwith upon demand by the fire department and if  
4 not so paid, the fire authority and/or designee shall have the right, along with all of the  
5 other rights it may have, to impose a lien on the real and personal property of the owner or  
6 lessee and such lien shall be enforced in the same manner as are delinquent taxes.

7  
8 *Section 114.2 Misrepresented False Alarms.* It shall be unlawful for any person to  
9 summon, in any way, the fire department unless a valid reason for ~~their~~ **its** response is  
10 present. The fire chief and/or his/her designee shall have the authority to issue fines as per  
11 the cost recovery ordinance to any person causing a false alarm, if the person causing a  
12 false alarm is a minor the fines shall be the responsibly of the minors legal supervisor.

13  
14  
15  
16 1612.11 DEFINITIONS.

17 The following subsections of the International Fire Code as adopted pursuant to Section  
18 1610.01 of the Howell City Code are hereby amended as follows:

19  
20 *Section 202 General Definitions.* The following definitions shall be in addition to the  
21 definitions noted in the International Fire Code, ~~2012~~ **2018** edition.

22  
23 “*Code Official*” The fire chief, fire marshal, fire inspector, code enforcement officer, or  
24 other designated authority charged by the applicable governing body with the duties of  
25 administration and enforcement of the code, or duly authorized representative. The term  
26 “fire official” may be used interchangeably with “code official” in this code.

27  
28 “*False Alarm*” Means the activation of an alarm of an alarm system through mechanical  
29 failure, malfunction, improper installation or the negligence of the owner or lessee of an  
30 alarm system or his/her employee or agent. “False alarm” does not include the alarm  
31 caused by severe weather or other violent conditions beyond the control of the owner or  
32 lessee of an alarm system or his/her employee or agent.

33  
34 “*Farm*” Means the land, plants, animals, buildings, structures, including ponds used for  
35 agricultural or aqua cultural activities, machinery, equipment, and other appurtenances used  
36 in the commercial production of farm products. MCL 286.472(a).

37  
38 “*Farm Operations*” Means the operation and management of a farm or a condition or  
39 activity that occurs at any time as necessary on a farm in connection with the commercial  
40 production, harvesting, and storage of farm products. MCL 286.472(b).

41  
42 “*Fire Watch*”. A temporary measure intended to ensure continuous and systematic  
43 surveillance of a building or portion thereof by one or more qualified individuals for the  
44 purposes of identifying and controlled fire hazards, detecting early signs of unwanted fire,  
45 raising an alarm of fire and notifying the fire department by method(s) approved or  
46 recommended by the code official.

1  
2 “*Misrepresented False Alarm*” The willful and knowing initiation or transmission of a  
3 signal, message or other notification of event of fire or the emergency when no danger  
4 exists.

5  
6 “*Water Capacity*” The amount of water, in either pounds or gallons, at 60 deg. F (15.6 deg.  
7 C) required to fill a container full of water.

8  
9 1612.12 OPEN BURNING REGULATION.

10 The following subsections of the International Fire Code as adopted pursuant to Section  
11 1610.01 of the Howell City Code are hereby amended as follows:

12  
13 *Section 307.1.2 Local Burning Ordinances Preserved.* Nothing in this Code shall be  
14 construed as prohibiting the City from regulating matters of open burning pursuant to  
15 Chapter 1613 of the Howell City Code. In the event of a conflict between this Code and  
16 Chapter 1613, Chapter 1613 shall be deemed to supersede this Code and control, for so  
17 long as it remains in force. Notwithstanding Chapter 1613, however, the Fire Chief, Fire  
18 Marshal, or fire code official shall retain the authorization under Section 307.7 of this code  
19 to ban all open burning if conditions warrant.

20  
21 *Section 307.6 Fire department training.* Open burning is allowed for the purpose of  
22 training fire fighters in firefighting practice, or for the purpose of training the public,  
23 including workers or employees, or for the purpose of demonstration by the fire official or  
24 other trained fire personnel, when such burning is done in accordance with accepted  
25 practice.

26  
27 *Section 307.7 Banning open burning.* The Fire Chief, Fire Marshal, or fire code official  
28 shall be authorized to issue a ban on all open burning if condition are to hazardous in the  
29 opinion of the fire code official to allow the open burning, open flame, etc.

30  
31 1612.13 MISCELLANEOUS PROVISIONS.

32 The following subsections of the International Fire Code as adopted pursuant to Section  
33 1610.01 of the Howell City Code are hereby amended as follows:

34  
35 *Section 312.2.1 Maintenance.* It shall be the property owner's responsibility to provide and  
36 maintain this protection.

37  
38 ~~*Section 507.5 Fire Hydrants systems.* Fire hydrant systems shall comply with section~~  
39 ~~507.5.1 through 507.5.6 and shall be in accordance with Appendix C and Howell Area Fire~~  
40 ~~Department standards and polices.~~

41  
42 *Section 507.5.4.1. Removal of obstructions.* If upon the expiration of the time mentioned in  
43 a notice of violation, obstructions or encroachments to fire hydrant, or to other fire  
44 protection equipment, are not removed, the code official shall proceed to remove or have  
45 removed the same. The expense incurred shall be a debt to the local governing body from

1 the responsible person and shall be collected as any other debt to the Howell Area Fire  
2 Authority.

3  
4 *Section 903.3.5.3 Required pressure margin.* Due to unforeseeable and changing conditions  
5 within the water supply, the code official is authorized to require a pressure margin of up to  
6 20 lbs. over the minimum design criteria for installed automatic fire sprinkler systems.  
7 Where this margin cannot be achieved, approved means shall be taken to provide this  
8 margin.

9  
10 *Section 912.2 Location.* With respect to hydrants, driveways, buildings and landscaping,  
11 fire department connections shall be so located that fire apparatus and hose connected to  
12 supply the system will not obstruct access to the buildings for other fire apparatus. The  
13 location of fire department connections shall be within 100 feet of a hydrant and shall be  
14 approved by the fire code official.

15  
16 ~~*Section 915.4*~~ *Section 918.1 General.* Precautions shall be taken in all rooms and areas  
17 containing fire sprinkler equipment such as piping, valve(s), and fire pump(s), to prevent  
18 freezing of said equipment during times of extremely cold temperatures.

19  
20 1612.14 FLAMMABLE AND COMBUSTIBLE LIQUIDS AND MATERIALS;  
21 AEROSOL PRODUCTS; BUSINESS OPERATIONS, STORAGE,  
22 DISPENSING AND IDENTIFICATION.

23 The following subsections of the International Fire Code as adopted pursuant to Section  
24 1610.01 of the Howell City Code are hereby amended as follows:

25  
26 *Section 2301.1 Scope.* Automotive motor fuel-dispensing facilities, marine motor fuel-  
27 dispensing facilities, fleet vehicle motor fuel-dispensing facilities, aircraft motor-vehicle  
28 fuel-dispensing facilities and repair garages shall be in accordance with this chapter and the  
29 International Fuel Gas Code, International Building Code and International Mechanical  
30 Code, and the Michigan Storage and Handling of Flammable and Combustible Liquids  
31 Rules, as amended, or their equivalent. Such operations shall include both public accessible  
32 and private operations.

33  
34 *Section 2306.1 General.* Storage of flammable and combustible liquids shall be in  
35 accordance with Chapter 57 and ~~Sections 2306~~, **Sections 2306.2 through 2306.3**, and the  
36 Michigan Storage and Handling of Flammable and Combustible Liquids Rules, as  
37 amended, or ~~their~~ **its** equivalent.

38  
39 *Section 2306.7.8 Gravity and pressure dispensing.* Flammable or combustible liquids shall  
40 not be dispensed by gravity from tanks, drums, barrels, or similar containers. Flammable  
41 or combustible liquids shall not be dispensed by a device operating through pressure within  
42 a storage tank, drum or container. Approved pumps taking suction from the top of the  
43 container shall be utilized.

44  
45 *Exception:* (1) Tanks, drums, barrels, or similar containers used in farms  
46 or farm operations as defined within this code.

- 1  
2 (2) Tanks, drums, barrels or similar containers used at one or  
3 two family residential dwellings.  
4

5 ~~Section 5103.2 Identification. Cartons shall be identified on at least one side with the~~  
6 ~~classification level of the aerosol products contained within the carton as follows:~~  
7

8 ~~— LEVEL \_\_\_\_\_ AEROSOLS~~  
9

10 ~~—The side of the carton marked shall be clearly visible when stored in configurations of~~  
11 ~~two or more cartons.~~  
12

13 1612.15 EXPLOSIVE MATERIALS, FIREWORKS AND ROCKETRY;  
14 REQUIRMENTS AND PROHIBITIONS.

15 The following subsections of the International Fire Code as adopted pursuant to Section  
16 1610.01 of the Howell City Code are hereby amended as follows:  
17

18 *Section 5601.1.1 Explosive materials standards.* In addition to the requirements of this  
19 chapter, NFPA 495 shall govern the manufacture, transportation, storage, sale handling and  
20 use of explosive materials, and the Michigan Explosive Law 1970 PA 202, as amended, or  
21 its equivalent.  
22

23 *Section 5601.1.3 Fireworks.* The possession, manufacture, storage, sale, handling and use  
24 of fireworks are prohibited unless in compliance with the Michigan Fireworks Safety Act,  
25 being Act 256 of 2011, as amended by Act 65 of 2013, and as hereinafter amended, or its  
26 equivalent, and Chapter 1614 of the Howell City Code, as amended.  
27

28 *Section 5601.1.4 Rocketry.* The storage, handling and use of model and high-power rockets  
29 shall comply with the requirements of NFPA 1122, NFPA 1125, and NFPA 1127, and the  
30 Michigan Model Rocket Law 1965 PA 333, as amended, or its equivalent.  
31

32 *Section 5608.1 General.* The display of fireworks, including proximate audience displays  
33 and pyrotechnic special effects in motion picture, television, theatrical, and group  
34 entertainment productions, shall comply with this chapter and NFPA 1123 or NFPA 1126.  
35 Approved public displays shall be handled by an approved competent operator, and the  
36 fireworks shall be arranged, located, discharged and fired in a manner that will not be a  
37 hazard to property or endanger any person.  
38

39 1612.16 STORAGE TANK REGULATIONS FOR FLAMMABLE AND  
40 COMBUSTIBLE LIQUIDS; ABOVEGROUND AND UNDERGROUND  
41 TANKS; PERMITS.

42 The following subsections of the International Fire Code as adopted pursuant to Section  
43 1610.01 of the Howell City Code are hereby amended as follows:  
44

45 *Section 5701.3 Referenced documents.* The applicable requirements of Chapter 50, other  
46 chapters of this code, the International Building Code, and the International Mechanical

1 Code pertaining to flammable liquids, and the Michigan Storage and Handling of  
2 Flammable and Combustible Liquids Rules, as amended, or their equivalent shall apply.

3  
4 *Section 5701.4 Permits.* Permits shall be required as set forth in Section 105.6 and 105.7,  
5 and the Michigan Fire Prevention Code 1941 PA 207, as amended, or its equivalent.

6  
7 *Section 5704.2.9 Aboveground tanks.* Above-ground storage of flammable and combustible  
8 liquids in tanks shall comply with Section 5704.2 and Sections 5704.2.9.1 through  
9 ~~5704.2.9.7.10~~, 5704.2.9.7.9 and the Michigan Above-ground Storage Tanks Rules, or their  
10 equivalent.

11  
12 *Exception:* (1) Above-ground storage tanks used in farms or farm  
13 operations as defined within this code.

14  
15 (2) Above-ground storage tanks used at one or two family  
16 residential dwellings where the water capacity of said tank  
17 is less than 1,100 gallons.

18  
19  
20 *Section 5704.2.11 Underground tanks.* Underground storage of flammable and combustible  
21 liquids in tanks shall comply with section 5704.2 and Sections 5704.2.11.1 through  
22 ~~5704.2.11.5.2~~, 5704.2.11.4.2 and the Michigan Underground Storage Tank Rules, or their  
23 equivalent.

24  
25 *Section 6101.2 Permits.* Permits shall be required as set forth in sections 105.6 and 105.7  
26 and the Michigan Fire Prevention Code 1941 PA 207, as amended, or its equivalent.

27  
28 Distributors shall not fill LP-gas container for which a permit is required unless a permit  
29 for installation has been issued for that location by the fire code official.

30  
31 **Section 2.** All Ordinances inconsistent herewith are hereby repealed.

32  
33 **Section 3.** This Ordinance shall take effect pursuant to the Howell City Charter.

34  
35 ADOPTED by the Howell City Council at its regular meeting this \_\_\_\_\_ day of July,  
36 2019.

37  
38  
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40 \_\_\_\_\_  
41 BY: NICK PROCTOR, MAYOR

42  
43  
44 \_\_\_\_\_  
45 BY: JANE CARTWRIGHT, CLERK  
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**CERTIFICATION**

**I hereby certify that the foregoing is a true and complete copy of Ordinance No. 926, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the \_\_\_\_\_ day of July, 2019 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 day of \_\_\_\_\_, 20 \_\_\_\_.**

**BY:  
Howell City Clerk**

Page 1 of 4  
**ORDINANCE NO. 927**

An Ordinance to amend Chapter 1614 of the Howell City Code.

THE CITY OF HOWELL ORDAINS:

**Section 1.** Chapter 1614 is hereby amended as follows.

1614.01 DEFINITIONS.

(a) *Consumer Fireworks* means fireworks devices that are designed to produce visible efforts by combustion, that are required to comply with the construction, chemical composition, and labeling regulations promulgated by the United States consumer product safety commission under 16 CFR parts 1500 and 1507, and that are listed in APA standard 87-1, 3.1.2, 3.1.3, or 3.5 Consumer fireworks does not include low-impact fireworks.

(b) *Display fireworks* means large fireworks devices that are explosive materials intended for use in fireworks displays and designed to produce visible or audible effects by combustion, deflagration, or detonation, as provided in 27 CFR 555.11, 49 CFR 172, and APA standard 87-1, 4.1.

(c) *Firework or fireworks* means any composition or device, except for a starting pistol, a flare gun, or a flare, designated for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation. Fireworks consist of consumer fireworks, low-impact fireworks, articles pyrotechnic, display fireworks, and special effects.

(d) *Low-impact fireworks* means ground and handheld sparkling devices as that phrase is defined under APA standard 87-1, 3.1, 3.1.1.1 to 3.1.1.8, and 3.5.

(e) *Novelties* means that term as defined under APA standard 87-1, 3.2, 3.2.1, 3.2.2, 3.2.3, 3.2.4, and 3.2.5 and all of the following:

- (1) Toy plastic or paper caps for toy pistols in sheets, strips, rolls, or individual caps containing not more than .25 of a grain of explosive content per cap, in packages labeled to indicate the maximum explosive content per cup.
- (2) Toy pistols, toy cannons, toy canes, toy trick noisemakers, and toy guns in which toy caps as described in subparagraph (i) are used, that are constructed so that the hand cannot come in contact with the cap when in place for the explosion, and that are not designed to break apart or be separated so as to form a missile by the explosion.
- (3) Flitter sparklers in paper tubes not exceeding 1/8 inch in diameter.
- (4) **Toy snakes not containing mercury, if packed in cardboard boxes with**

not more than 12 pieces per box for retail sale and if the manufacturer's name and the quantity of each box are printed on the box, and toy smoke devices.

(f) Person means an individual, agent, association, charitable organization, company, limited liability company, corporation, labor organization, legal representative, partnership, unincorporated organization, or any other legal or commercial entity.

1614.02 PROHIBITION ON USE OF CONSUMER FIREWORKS.

a. ~~Except as provided for in this subsection (b), below, no~~ No person shall ignite, discharge or use consumer fireworks within the City, except that this prohibition shall not preclude any person from the ignition, discharge and use of consumer fireworks on the following days after 11:00 p.m.: ~~day preceding, the day of, or the day after a national holiday. The following are national holidays for purposes of this section:~~

- ~~\_\_\_\_\_ New Year's Day~~
- ~~\_\_\_\_\_ Birthday of Martin Luther King Jr.~~
- ~~\_\_\_\_\_ Washington's Birthday~~
- ~~\_\_\_\_\_ Memorial Day~~
- ~~\_\_\_\_\_ Independence Day~~
- ~~\_\_\_\_\_ Labor Day~~
- ~~\_\_\_\_\_ Columbus Day~~
- ~~\_\_\_\_\_ Veterans Day~~
- ~~\_\_\_\_\_ Thanksgiving Day~~
- ~~\_\_\_\_\_ Christmas Day~~

~~b. No person shall ignite, discharge or use consumer fireworks within the City between the hours of 1 a.m. and 8 a.m., on the day preceding, the day of, or the day after a national holiday, as said national holidays are set out in subsection (a) above.~~

1. December 31 until 1:00 a.m. on January 1.
2. The Saturday and Sunday immediately preceding Memorial Day until 11:45 p.m. on each of those days.
3. June 29 until July 4 until 11:45 p.m. on each of those days.
4. July 5, if that date is a Friday or Saturday, until 11:45 p.m.
5. The Saturday and Sunday immediately preceding Labor Day until 11:45 p.m. on each of those days.
- 6.

€ b. No person shall ignite, discharge or use consumer fireworks within the City on public property, school property, church property, or the property of another person without that

1 organization's or person's expressed permission to use those fireworks on those premises.

2  
3 **1614.03 PROHIBITION ON USE OF CONSUMER FIREWORKS BY MINORS**  
4 **WITHOUT ADULT SUPERVISION.**

5  
6 No person under the age of eighteen (18) shall ignite, discharge or use consumer fireworks  
7 within the city without adult supervision.

8  
9 **1614.04 ENFORCEMENT**

10  
11 The Fire Chief, his designees and sworn law enforcement officers are authorized to enforce  
12 the provisions of this ordinance.

13  
14 **1614.99 VIOLATIONS, FINES AND PENALTIES**

15  
16 Any violation of this ordinance by any person, firm, or corporation shall be a municipal  
17 civil infraction subject to a civil fine of ~~\$500.00~~ **\$1,000.00** for each violation. **The City of Howell**  
18 **Police Department, as the law enforcement agency responsible for enforcing this ordinance,**  
19 **shall receive \$500 of the fine collected.**

20  
21 **Section 2.** All Ordinances inconsistent herewith are hereby repealed.

22  
23 **Section 3.** This Ordinance shall take effect pursuant to the Howell City Charter.

24  
25 ADOPTED by the Howell City Council at its regular meeting this \_\_\_day of July, \_\_\_\_\_2019.

26  
27  
28 \_\_\_\_\_  
BY: NICK PROCTOR, MAYOR

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BY: JANE CARTWRIGHT, CLERK

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CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Ordinance No. 927, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the \_\_\_\_\_ day of July, 2019 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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
BY:  
Howell City Clerk

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CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR & CITY COUNCIL  
**FROM:** MIKE LUCE, DPW OPERATIONS MANAGER  
**DATE:** JULY 2, 2019  
**RE:** METER CHANGE OUT WARD #1

In 2018 Staff conducted a very thorough Qualification Based Selection (QBS) process for a long term water meter solution. I have included the November 2018 memo provided to Council outlining the process and why this transition was necessary. The approved plan included a pilot program to make certain the product and the installation met the goals established through the QBS process. The Pilot was performed in ward #1, route 1NA5, (residences located North of Thompson Lake) and has been working through several read cycles for evaluation. We are pleased to report that both the product and the installation met and in some cases exceeded staff's expectations. For instance, prior to this system going into effect route 1NA5 took 7 man hours to complete a read cycle; with the newly installed system the process takes around 5 minutes. We are now prepared to move forward with the complete residential system change.

The Department of Public Services has budgeted in the 2019/2020 fiscal year the meter change to complete the rest of the routes in ward #1. This includes all residential meters North of Grand River and East of Michigan Avenue; a map of the area is included for reference. The regional Neptune System supplier, Ferguson Waterworks, were able to hold the 2018 costs and provide a unit price quote for completing the remaining 379 residential meters at a cost of \$130,383.79.

Staff recommends approval of the Ferguson Waterworks proposal to provide and change out 379 meters to complete Ward 1 at the unit prices provided for a total of \$130,383.79. Funds are available in the water and sewer funds meter line item, 590-536-970.001 & 591-536-970.001 in the amount of \$158,000.

**ACTIONS REQUESTED:**

A motion to approve the unit price proposal from Ferguson Waterworks for the hardware and installation of 379 meters in Ward 1 for an amount not to exceed \$130,383.79.

**REVIEWED & APPROVED FOR SUBMISSION:**



Erv Suida,  
Interim City Manager

**BUDGETED & AVAILABLE:**



Catherine M. Stanislawski,  
Finance Director/Treasurer

CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR & CITY COUNCIL  
**FROM:** ERVIN SUIDA, DPS DIRECTOR  
**DATE:** NOVEMBER 28, 2018  
**RE:** WATER METER CONVERSION PROPOSAL

Over the past several months city staff has undertaken a Qualification Based Selection (QBS) process for the City's water meters and reading system. The review is complete and staff is now recommending proceeding with implementation of a new system. The DPW staff is seeking approvals of two items 1) purchase of a new handheld reading system and 2) approval of conversion of meters in the northeast part of the City both from Ferguson Waterworks of Madison Heights.

**BACKGROUND**

In 2012 the City of Howell converted a failing AMR (Automatic Meter Reading) system to a touch pad reading system. This was based on an extensive study and analysis of systems available at that time and presented to Mayor and Council during the annual retreat. In 2012 staff was not comfortable moving forward with any AMR or AMI (Advanced Metering Infrastructure) system as the technology was very limited and costly with the service life of the equipment between 5 and 7 years and a complete system conversion cost excluding meters in the range of \$1.5 million. A short term, 5 to 7 year solution was to go back to walking routes and redwing meters with a handheld device at a fraction of the cost while we waited for the technology and costs to level out.

Currently the system we are using has limited support from the distributor and we are having continual failures in meter reading resulting in a significant increase in effort. Additionally, recent testing of meters that have been pulled and replaced are not within accuracy standards of the AWWA (American Water Works Association). Most meters have an accuracy guarantee for 20 years and can be more or less depending on water quality. The DPW over the past 6 years has changed out most of our large meters and high water users, however our residential meters are from the early to mid 1990's and reaching a point that replacement is necessary.

City Staff has performed a qualification based selection process with the 5 major meter distributors in Michigan. All provided presentation and examples based on a needs and recommendation QBS proposal developed by DPW, Finance and Utility billing personnel. Two companies stood out above the rest, ETNA industries with SENSUS meters and Ferguson Waterworks with Neptune meters and were asked to provide costs. Both of these companies provide meters and AMR /AMI systems that come with great referrals and guarantees of up to 20 years.

The Ferguson Neptune Solution provides a system that will integrate with our current touch pads allowing for a multi-year change over approach while still using the touch pad readers with their handhelds and probes. This is a huge benefit and will allow the City to complete a change out over 4 to 5 years instead of everything in one year. The Neptune solution is also over \$200,000 less for a complete change out as compared to SENSUS.

It is proposed that the City purchase the N\_Sight Mobile system with software and hardware for 4 readers from Ferguson Waterworks at a cost of \$40,134.68. Monies for this expense are budgeted in the Water and Sewer funds under automatic read system line items 590 & 591-536-980.003 for a total amount of \$49,146. This purchase will replace our current SLC reading system which is constantly falling and no longer supported.

The action being requested is to perform a complete meter replacement and AMR system installation of route 1NA5 which is located north of the Lake Thompson. An AMR system will allow meter readers to gather reads via a mobile read collector mounted to a pickup. This route was selected because it is the most labor intensive walking route with 181 residential meters in an area with no sidewalks and many homes with difficult access. The cost to change out route 1NA5 with new Neptune t-10 meters including the AMR is \$66,045.91. This includes a full turnkey operation with installation and all hardware for 181 units included. Funds are available in the meter line items in the water and sewer funds 590 & 591-536-970.001 for an amount of \$84,962.

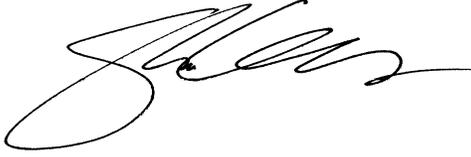
This conversion project will allow us to evaluate not only the installation process but how the entire system operates for us. Once this is complete and successful, staff will then include a comprehensive change over plan for the remainder of the system during the budgeting process. Current cost for a complete change out of all residential meters and the new AMR is approximately \$900,000.

Looking long term, once the system is mostly converted, the City will be able to install data collector/routers converting the system to an AMI solution enabling water reads to be made remotely transmitting directly to City Hall eliminating the need for manual reads, freeing staff to perform other work.

**ACTION REQUESTED:**

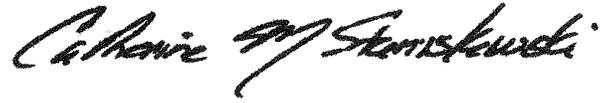
- 1) Approve the purchase of the N\_Sight Mobile software and 4 Handheld Trimble Units and 4 Pocket Probe readers from Ferguson Waterworks of Madison Heights MI. for an amount not to exceed \$40,134.68.
- 2) Approve the proposal from Ferguson Waterworks of Madison Heights MI. for the Hardware and installation of 181 residential meters located in route 1NA5 for an amount not to exceed \$66,045.91.

**REVIEWED & APPROVED FOR SUBMISSION:**

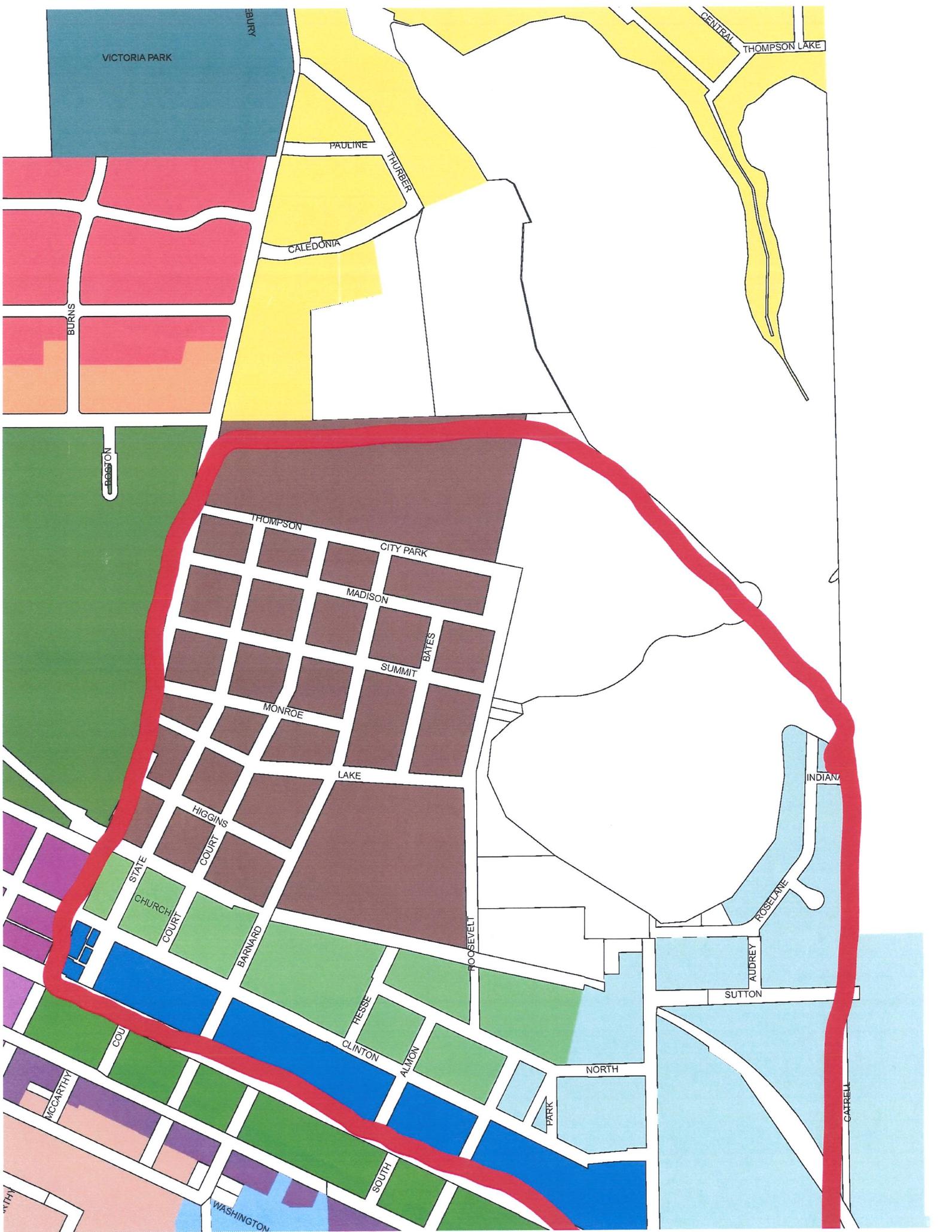
A handwritten signature in black ink, appearing to read 'Shea Charles', written in a cursive style.

Shea Charles,  
City Manager

**BUDGETED & AVAILABLE:**

A handwritten signature in black ink, appearing to read 'Catherine M. Stanislawski', written in a cursive style.

Catherine M. Stanislawski,  
Finance Director/Treasurer



Overall Totals Ward 1		Meter + R900 Cost	Subtotal	Installation	Total
5/8 inch	304	\$197.33	\$59,988.32	\$95.00	\$28,880.00
3/4 inch	19	\$244.00	\$4,636.00	\$95.00	\$1,805.00
1 inch	39	\$306.67	\$11,960.13	\$95.00	\$3,705.00
1 1/2 inch	9	\$552.00	\$4,968.00	\$300.00	\$2,700.00
2 inch	6	\$668.00	\$4,008.00	\$300.00	\$1,800.00
3 inch	2	\$2,466.67	\$4,933.34	\$500.00	\$1,000.00
<b>Total Meters Ward 1</b>	<b>379</b>	<b>Total Cost Ward 1 Meters &amp; R900's</b>	<b>\$90,493.79</b>	<b>Total Cost Ward 1 Installation</b>	<b>\$39,890.00</b>

Overall Totals Ward 2		Meter + R900 Cost	Subtotal	Installation	Total
5/8 inch	434	\$197.33	\$85,641.22	\$95.00	\$41,230.00
3/4 inch	32	\$244.00	\$7,808.00	\$95.00	\$3,040.00
1 inch	50	\$306.67	\$15,333.50	\$95.00	\$4,750.00
1 1/2 inch	13	\$552.00	\$7,176.00	\$300.00	\$3,900.00
2 inch	5	\$668.00	\$3,340.00	\$300.00	\$1,500.00
3 inch	1	\$2,466.67	\$2,466.67	\$500.00	\$500.00
<b>Total Meters Ward 2</b>	<b>535</b>	<b>Total Cost Ward 2 Meters &amp; Radios</b>	<b>\$121,765.39</b>	<b>Total Cost Ward 2 Installation</b>	<b>\$54,920.00</b>

Ward 1 & 2 Totals		Meter + R900 Cost	Subtotal	Installation	Total
5/8 inch	738	\$197.33	\$145,629.54	\$95.00	\$70,110.00
3/4 inch	51	\$244.00	\$12,444.00	\$95.00	\$4,845.00
1 inch	89	\$306.67	\$27,293.63	\$95.00	\$8,455.00

1 1/2 inch	22	\$552.00	\$12,144.00	\$300.00	\$6,600.00
2 inch	11	\$668.00	\$7,348.00	\$300.00	\$3,300.00
3 inch	3	\$2,466.67	\$7,400.01	\$500.00	\$1,500.00
<b>Total Meters Ward 1&amp;2</b>	<b>914</b>	<b>Total Cost Ward 1&amp;2 Meters &amp; R900's</b>		<b>Total Cost Ward 1&amp;2 Installation</b>	
			<b>\$212,259.18</b>		<b>\$94,810.00</b>

<b>Grand Total Ward 1</b>	<b>\$130,383.79</b>
<b>Grand Total Ward 2</b>	<b>\$176,685.39</b>
<b>Grand Total Ward 1 &amp; 2</b>	<b>\$307,069.18</b>

CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR & CITY COUNCIL  
**FROM:** CATHERINE STANISLAWSKI, CITY FINANCE DIRECTOR  
**DATE:** JULY 2, 2019  
**RE:** WATER/SEWER RATE ADJUSTMENTS

As introduced at the June 24th meeting, we are proposing rate increases of 6.5% for water and 6.9% for sewer based on the recommendation of our rate advisors, Utility Financial Solutions (UFS).

We usually review and suggest rate adjustments at the beginning of our fiscal year. It was decided to forego a rate increase last July and our rates have stayed the same since July 2017.

The rates specifically address the three targets the City needs to concentrate on when designing a viable and sustainable system. The three targets are:

- **A debt coverage ratio of 1.45** - Maintaining a ratio of 1.45 will ensure that adequate funds are available to meet bond obligations of 1.25. In addition this target will help stabilize cash flows in years when sales are low or if we were to lose a major customer. The debt coverage ratio computation evaluates if there are sufficient monies to pay both principal and interest on the debt.
- **Minimum cash reserve levels** - A determination of a minimum cash balance will help cover any timing differences between when expenses are incurred and revenues are received. A cash reserve will also help in the case of an emergency. A blown generator, transmission line collapse or any increased unfunded mandates from the State could require a large cash outflow. There is no working capital reserve that is right for every system
- **Operating income targets** - The target is intended to help fund annual depreciation expense and provide an adequate return on investment. By calculating an adequate rate of return, the system will ensure that current customers are paying their fair share for the use of the infrastructure and not deferring the charge to future users.

By meeting these targets, the systems will be able to generate sufficient revenues to fund current operations and have reserves to replace the value the utility loses over time (depreciation) in addition to recovering the interest cost of debt. As with any long-range planning, the rate determination attempts to address the unpredictability of the future.

Also attached are the pages detailing the proposed future capital improvement plans for both systems. The rate analysis takes into consideration the need to ensure adequate cash reserves are established to replace assets in a timely fashion.

### **WATER SYSTEM ANALYSIS**

For the water system, the cost of service rates for bi-monthly service and commodity purchase compare with our current rates as follows:

	<b>Current Bi-Monthly Rate</b>	<b>Proposed 2019</b>
Usage Charge	4.77	4.96
Meter size: 5/8	16.75	19.50
3/4	20.50	23.50
1	30.50	34.50
1.5	66.00	75.00
2	103.00	120.00
3	174.00	200.00
4	270.00	300.00
6	479.00	510.00

The recommended rates provide for a 6.5% overall annual increase. The increase for the majority of customers, our residents using 5/8 inch meters, ranges from \$4.65 per bimonthly bill for 10 thousand gallons to \$12.25 for 50 thousand gallons. The next largest group of users, with 1 inch meters, will see an increase of \$5.90 in their bi-monthly billing up to \$13.50. These increases range from 4.80% to 7.54% of the current bill.

### **WASTEWATER ANALYSIS**

On the Wastewater side, the cost of service rates for bi-monthly service compared with our current rates is detailed in the following table. The current commodity charge of \$4.41 compares to \$4.61 as the true cost of service charge. The recommended rates provide for a 6.9% overall annual increase.

	<b>Current Bi-Monthly Rate</b>	<b>Proposed 2019</b>
Usage Charge	4.41	4.61
Meter size: 5/8	20.50	23.25
3/4	29.00	32.25
1	49.00	54.50
1.5	96.00	106.00
2	175.00	200.00
3	275.00	300.00
4	440.00	475.00
6	825.00	880.00

The impact on the majority of customers, our residents using 5/8 inch meters ranges from \$4.75 per bimonthly bill for 10 thousand gallons to \$12.75 for 50 thousand gallons. The next largest group of users, with 1 inch meters, will see an increase of \$7.50 in their bi-monthly billing up to \$15.50. These increases range from 5.29 % to 8.06% of the current bill.

The current practice limiting the variability in rate increases while still addressing the current and future costs of the system is an equitable program. It is understood that government enterprises may never achieve rates that fully fund the cost of service but rather attempt to maintain financial coverage while minimizing subsidies from any particular group of rate payers or the tax payers at large. While it is almost impossible to make everyone happy, most customers can understand the need for steady increases in rates as opposed to a dramatic spike in rates after multiple years of little or no increases.

**ACTION REQUESTED:**

Adoption of Resolution No.19-18 Utility Rate Increase.

**REVIEWED & APPROVED FOR SUBMISSION:**



Erv Suida, Interim City Manager

**RESOLUTION NO. 19-18**

**WHEREAS**, the Howell City Council passed Ordinance No. 703 which sets forth a method for adjusting the usage charges for water rates under Section 1044.07(g)(2) and for sanitary sewer rates under Section 1044.08(b)(1)(B) of the Howell City Code; and,

**WHEREAS**, said adjustment is to be done annually by the Howell City Council by means of the Consumer Price Index for the previous calendar year and applied to the City fiscal year; and,

**WHEREAS**, City Council may set such rates over and above the Consumer Price Index or Five Percent (5%) where, in the opinion of the City Council, such an increase is necessary for the optimum operation of the City ' s water system and sanitary sewer system; and,

**WHEREAS**, said usage charge for both water and sanitary sewer are to be adjusted after August 1st of the upcoming fiscal year of the City; and,

**WHEREAS**, City Council conducted a rate study in 2019 for water and sanitary sewer rates which include usage rates and readiness to serve rates and charges recommended for fiscal years 2019-2020; and,

**WHEREAS**, City Council has determined that an increase in the readiness to serve charge for both the water and sanitary sewer is necessary for the optimum operation of the City ' s water system and sanitary sewer system; and,

**WHEREAS**, as a result of increases in both the usage charges and the readiness to serve charge for both water and sanitary sewer, the Consumer Price Index shall not be used.

**NOW THEREFORE BE IT RESOLVED** that the usage charge for treated water rates as set forth in Section 1044.07(g)(2) shall be in the sum of ~~\$4.77~~ **\$4.96** per 1,000 gallons.

**BE IT FURTHER RESOLVED** that the readiness to serve charge for water rates as set forth in Section 1044.07(g)(1) shall be in the following sums:

<u>Meter Size (in.)</u>	<u>Bi-Monthly Charge</u>	
5/8	<del>\$16.75</del>	<b>19.50</b>
3/4	<del>20.50</del>	<b>23.50</b>
1	<del>30.50</del>	<b>34.50</b>
1 1/2	<del>66.00</del>	<b>75.00</b>
2	<del>103.00</del>	<b>120.00</b>
3	<del>174.00</del>	<b>200.00</b>
4	<del>270.00</del>	<b>300.00</b>
6	<del>479.00</del>	<b>510.00</b>

**BE IT FURTHER RESOLVED** that based on the rate study treated water usage charges increased approximately 6.5%, therefore the usage charges for raw/untreated water as set forth in Section 1044.07(g) shall be in the sum of ~~.93~~ **.99** per 1,000 gallons.

**BE IT FURTHER RESOLVED** that the usage charge for sanitary sewer as set forth in Section 1044.08(b)(1)(B) shall be the sum of ~~\$4.41~~ **\$4.61 (Collection System \$1.24 + Treatment Plant \$3.37)** per 1,000 gallons of water consumed.

**BE IT FURTHER RESOLVED** that the readiness to serve charge for sanitary sewer rates as set forth in Section 1044.08(b)(1)(A) shall be in the following sums:

<u>Meter Size (in.)</u>	<u>Bi-Monthly Charge</u>	
5/8	<del>\$20.50</del>	<b>23.25</b>
3/4	<del>29.00</del>	<b>32.25</b>
1	<del>49.00</del>	<b>54.50</b>
1 1/2	<del>96.00</del>	<b>106.00</b>
2	<del>175.00</del>	<b>200.00</b>
3	<del>275.00</del>	<b>300.00</b>
4	<del>440.00</del>	<b>475.00</b>
6	<del>825.00</del>	<b>880.00</b>

**BE IT FURTHER RESOLVED** that all charges as set forth in this Resolution shall take effect in the same manner as the effective date for ordinances as set out in the City Charter.

ADOPTED this 8<sup>th</sup> day of July 2019.

\_\_\_\_\_  
Nick Proctor, Mayor

\_\_\_\_\_  
Jane Cartwright, Clerk

#### CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 19-18, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the 8<sup>th</sup> day of July, 2019 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 8<sup>th</sup> day of July, 2019.

\_\_\_\_\_  
By: Howell City Clerk

## Water Capital improvements

### 2020 -DWRF

Replace WTP siding - \$200,000

Convert to CO2 ph control - \$450,000

Replace lime slaker - \$150,000

Add VFD to Wells 4 & 5 - \$175,000

This will be \$975,000 part of the 8.9 million DWRF loan

### 2021 -DWRF

Clinton Street and National Street Water main - \$760,000

North Tower underground improvements - \$400,000

### 2022 -DWRF

West Grand River water main - \$2,675,000

### 2023 -DWRF

East Grand River Water main - \$3,850,000

### 2024

Storage repairs - \$30,000

### 2025

Well cleaning - \$45,000

Misc water main replacement \$150,000

## Sanitary Capital Improvements

### 2020 SRF

HRC Design - \$740,000

### 2021 SRF

Clinton & National Street Sewer replacement - \$660,000

Original 2013 Project Plan - \$3,253,005

Headworks - \$1,427,416

Biosolids Facility - \$2,075,429

Remaining Misc. Work - \$604,591

This is a total of \$7,360,441 for the SRF project.

### 2022

West Street Station back-up Generator - \$120,000

High School lift station bypass - \$30,000

### 2023

Lake Street lift station Pump Replacement - \$15,000

### 2024

Rolling Oak Station electrical upgrade - \$25,000

### 2025

Misc Sewer replacement with Road projects - \$80,000

Executive Report

City of Howell, MI

Water

Financial Projection Report

May 3, 2019



**Specializing in Cost of Service,  
Rate Design, and Financial Analysis**

Rate Design and Financial Analysis



May 3, 2019

Catherine Stanislawski  
Finance Director/Treasurer  
City of Howell, MI

Dear Catherine;

We are pleased to present this executive summary report for a long-term financial projection completed for the City of Howell Water Department. This report was prepared to provide the City of Howell with a comprehensive examination of its existing financials by an outside party.

The specific purposes of this long-term financial projection study are:

- 1) Determine the utility's revenue requirements for fiscal year 2020
- 2) Recommend rate adjustments needed to work toward targeted revenue requirements

This report includes results of the long-term financial projection.

- 1) Recommended rate tracks are based on the utilities ability to meet three factors listed below:
  - a. Debt Coverage Ratio
  - b. Minimum Cash Reserves
  - c. Optimal Net Income

This report is intended for information and use by management and the Board of Directors for purposes stated above and is not intended to be used by anyone except the specified parties.

Sincerely,

*Dawn Lund*

Utility Financial Solutions, LLC  
Dawn Lund  
Vice-President

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<b>Introduction</b>	<b>1</b>
<b>Utility Revenue Requirements</b>	<b>2</b>
Development of Financial Targets	<b>3-5</b>
Recommended Rate Track	<b>6</b>
<b>Summary of Recommendations</b>	<b>7</b>
<b>Recommended Rate Design 2016</b>	



## Introduction

This report was prepared to provide the City of Howell Water Department with a long-term financial projection and rate track. The specific purposes of the financial plan are identified below:

- 1) ***Determine the utility's revenue requirements for fiscal year 2020.*** The Utility's revenue requirements were projected for the period from 2020 – 2024 and included adjustments for the following:
  - a. Anticipated O&M costs.
  - b. Capital improvements currently underway and scheduled over next five years. The City provided capital improvement information.
  - c. Growth rates as projected and provided by the City.
  
- 2) ***Recommend rate adjustments needed to work toward targeted revenue requirements.*** The primary purpose of this study is to identify appropriate revenue requirements and the rate adjustments needed to meet targeted revenue requirements. The report includes a long-term rate track for the City to help ensure the financial stability of the utility in future years.

The City retained Utility Financial Solutions, LLC to review the above items and make recommendations on the appropriate course of action. This report includes results of the long-term financial projection.



# Financial Projection

## Utility Revenue Requirements

Revenue requirements for the Water Department were projected for 2020 based on 2018 actual expenses and budget 2019. Revenues and expenses were analyzed with adjustments made to actual expenses to reflect projected operating characteristics and inflation. The table below summarizes the significant assumptions used in the projection:

	UFS Final Projected 2020	UFS Final Projected 2021	UFS Final Projected 2022	UFS Final Projected 2023	UFS Final Projected 2024
Inflation Rate - INFL	2.600%	2.600%	2.600%	2.600%	2.600%
Regular Growth - GRW	0.000%	0.000%	0.000%	0.000%	0.000%
Interest Revenue - INT REV	0.050%	0.050%	0.050%	0.050%	0.050%

Table Two below is a summary of the financial projection. The Water Department has a projected operating income for 2020 of \$149,819. The income is projected to decrease each year to an operating loss of (\$372,763) in 2024. The table below includes a total of \$8.6 million in bond issues for the capital improvement program. Operating Income, Cash Balances and Debt Coverage Ratio are projected to be below recommended targets throughout the projection period.

**Table Two – Projected Financial Statements – Without Rate Adjustments**

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Projected Adjusted Operating Income	Projected Cash Balances	Capital Improvements	Future Bond Issues	Cash from Sale of Land	Debt Coverage Ratio
2020	0.00%	\$ 2,303,348	\$ 2,222,902	\$ 149,819	\$ 1,596,849	\$ 975,000	\$ 975,000	\$ -	1.18
2021	0.00%	2,303,348	2,304,267	68,455	1,585,585	1,160,000	1,160,000	-	0.98
2022	0.00%	2,303,348	2,394,133	(21,411)	1,443,757	2,675,000	2,675,000	-	0.77
2023	0.00%	2,303,348	2,545,729	(173,008)	1,081,167	3,850,000	3,850,000	-	0.55
2024	0.00%	2,303,348	2,745,485	(372,763)	450,188	30,000	-	-	0.40
Target Operating Income for 2020 -				<b>\$655,082</b>					
Target Operating Income for 2024 -				<b>\$736,051</b>					
					<b>\$1,105,826</b>				
					<b>\$1,667,952</b>				
Minimum Debt Coverage -									<b>1.45</b>

1. The five year capital improvement plan was provided by the City
2. Growth rates were provided by the City
3. Financial projections should be updated during the budgeting process each year as expenses and capital expenditures change from projections.
4. The table includes a total of \$8.6 million in bond issues for the capital improvement program.

## DEVELOPMENT OF RECOMMENDED RATE TRACK:

When evaluating rates to charge customers, three factors must be considered:

1. Debt Coverage Ratio
2. Minimum Cash Reserves
3. Optimal Net Income

Each of these factors is discussed below:

- 1) **Debt Coverage Ratio** - Debt coverage ratios are mandated by covenants established in the bond ordinance and must be maintained to ensure the utility maintains its bond rating and has the capacity to issue revenue bonds. Typical revenue bond coverage ratios require that cash generated from operations exceed 1.25 times the debt payments. Due to fluctuations in sales, mainly the result of weather or the economy, a safety factor is recommended to help ensure coverage ratios requirements are met or exceeded during low sales years. We have established a target of 1.45 for financial projection purposes. This becomes the minimum target and rates must be established to meet the debt coverage target.

Table Three below contains projected debt coverage ratios from 2020-2024

**Table Three - Current Debt Coverage Ratio – Without Rate Adjustment**

	UFS Final Projected 2020	UFS Final Projected 2021	UFS Final Projected 2022	UFS Final Projected 2023	UFS Final Projected 2024
<b>Debt Coverage Ratio</b>					
Add Net Income	\$ 3,724	\$ (90,071)	\$ (208,490)	\$ (414,384)	\$ (639,310)
Add Depreciation Expense	439,934	478,934	525,334	632,334	786,334
Add Interest Expense	127,476	139,951	168,499	222,725	247,714
<b>Cash Available for Debt Service</b>	<b>\$ 571,135</b>	<b>\$ 528,815</b>	<b>\$ 485,343</b>	<b>\$ 440,676</b>	<b>\$ 394,739</b>
Debt Principal and Interest	\$ 482,476	\$ 540,079	\$ 627,171	\$ 803,265	\$ 995,718
Projected Debt Coverage Ratio	1.18	0.98	0.77	0.55	0.40
<b>Minimum Debt Coverage Ratio</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>

**Debt Ratios do not meet the recommended minimum throughout the projection period.**

**2) Minimum Cash Reserve Target** - To help ensure timely completion of capital improvements and enable the utility to meet requirements for large unexpected expenditures, a minimum cash reserve policy should be established. Minimum cash reserves attempts to quantify the minimum amount of cash the utility should keep in reserve, actual cash reserves may vary substantially above the minimum and is dependent on the life cycle of assets that are currently in service. The methodology used in this report is based on certain assumptions related to percent of operation and maintenance, rate base, capital improvements, and debt service. The establishment of minimum cash reserves should consider a number factors including:

- **Working Capital Lag** - Timing differences between when expenses are incurred and revenues received from customers. Establishing a minimum cash reserve helps to ensure cash exists to pay expenses in a timely manner.
- **Investment in assets** – Catastrophic events may occur that require substantial amounts of cash reserves to replace damaged assets. Some examples of catastrophic events include collection or interceptor breaks, floods, heavy rains, equipment failure. Many of these catastrophic events may allow the utility to recover the cost of damages from FEMA; however FEMA reimbursements can take between 6 months to 2 years to recover. The utility should ensure adequate cash reserves exist to replace the assets in a timely fashion. The minimum reserve levels are often combined with emergency funding from banks or bonding agencies.
- **Annual debt service** – Debt service payments do not occur evenly throughout the year and often occurs at periodic times typically every six months. The utility has to ensure adequate cash reserves exist to fund the debt service payment when the payment is due.
- **Capital improvement program** – Some capital improvements are funded through bond issuances and some through cash reserves. The establishment of a minimum cash reserve level helps to ensure timely replacement or construction of assets.

The minimum recommended cash reserve for the City in 2020 is \$1.1 million; the projected cash reserve is \$1.5 million for 2020 and decreases to \$450,188 in 2024 without rate changes.

**Table Four – Minimum Cash Reserves – Fiscal Year Ending 2020 – 2024 without rate adjustment**

Minimum Cash Reserve Level	Calculated Risk	UFS Final Projected 2020	UFS Final Projected 2021	UFS Final Projected 2022	UFS Final Projected 2023	UFS Final Projected 2024
Operation & Maintenance Less Depreciation Expense	16.4%	\$ 293,091	\$ 300,055	\$ 307,200	\$ 314,531	\$ 322,052
Historical Ratebase	1.0%	266,657	278,257	305,007	343,507	343,807
Current Portion of Debt Service Reserve	100.0%	540,079	627,171	803,265	995,718	996,093
Capital Plan Percent applied	20.0%	6,000	6,000	6,000	6,000	6,000
<b>Minimum Cash Reserve Levels</b>		<b>\$ 1,105,826</b>	<b>\$ 1,211,482</b>	<b>\$ 1,421,472</b>	<b>\$ 1,659,756</b>	<b>\$ 1,667,952</b>
<b>Projected Cash Reserves</b>		<b>\$ 1,596,849</b>	<b>\$ 1,585,585</b>	<b>\$ 1,443,757</b>	<b>\$ 1,081,167</b>	<b>\$ 450,188</b>

**Cash reserves are below recommended MINIMUM levels after 2022.**

**Notes:**

1. Operation and maintenance expenses exclude depreciation expense.
2. Rate base is historical investment in plant and equipment
3. Five year capital is budgeted capital improvements for next five years and excludes capital improvements funded through debt issuances
4. The projected balance includes a \$8.6 million in bond issues for the capital improvement program

**3) Optimal operating income targets** - The optimal target for setting rates is the establishment of a target operating income to help ensure the following:

1. Funding of Interest Expense on the outstanding principal on debt. Interest expense is below the operating income line and needs to be recouped through the operating income balance.
2. Funding of the inflationary increase on the assets invested in the system. The inflation on the replacement of assets invested in the utility should be recouped through the Operating Income
3. Adequate rate of return on investment to help ensure current customers are paying their fair share of the use of the infrastructure and not deferring the charge to future generations.

As improvements are made to the system, the optimal operating income target will increase unless annual depreciation expense is greater than yearly capital improvements. The target established for 2020 is \$669,327. The projected operating income is below the minimum throughout the projection.

**Table Five - Optimal Operating Income Targets Compared to Projected**

	Risk Assessed	UFS Projected 2016	UFS Projected 2017	UFS Projected 2018	UFS Projected 2019	UFS Projected 2020
Interest Expense	2.7%	150,811	142,686	134,311	125,811	134,686
System Equity	4.2%	409,279	431,365	453,444	475,617	455,099
Contributed Capital	3.0%	109,237	109,237	109,237	109,237	109,237
<b>Target Operating Income</b>		<b>\$ 669,327</b>	<b>\$ 683,289</b>	<b>\$ 696,993</b>	<b>\$ 710,666</b>	<b>\$ 699,023</b>
<b>Projected Operating Income (Loss)</b>		<b>\$ 120,492</b>	<b>\$ 67,484</b>	<b>\$ 18,506</b>	<b>\$ (31,676)</b>	<b>\$ (86,095)</b>
<b>Target Rate of Return %</b>		<b>3.5%</b>	<b>3.6%</b>	<b>3.6%</b>	<b>3.6%</b>	<b>3.7%</b>

The Water Department is projected to fall below optimal targeted operating income levels throughout the projection.

## RECOMMENDED RATE TRACK

The projection indicates current revenues are not adequate to maintain the long-term financial stability of the Utility. Rate adjustments of 6.5% in 2020 – 2024 are recommended to work the utility towards financial targets over the projection period. The rate track should be reviewed as part of the annual budget process as costs, revenues, growth and capital may vary from projections. Bonds issues totaling \$8.6 million are projected for the capital improvement program. Table Eight is a summary of the financial results with the recommended rate adjustments.

**Table Eight – Recommended Rate Adjustments**

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Projected Adjusted Operating Income	Projected Cash Balances	Capital Improvements	Future Bond Issues	Cash from Sale of Land	Debt Coverage Ratio
2020	6.50%	\$ 2,436,754	\$ 2,222,902	\$ 283,225	\$ 1,730,255	\$ 975,000	\$ 975,000	\$ -	1.46
2021	6.50%	2,578,832	2,304,267	343,938	1,994,541	1,160,000	1,160,000	-	1.49
2022	6.50%	2,730,145	2,394,133	405,385	2,279,715	2,675,000	2,675,000	-	1.45
2023	6.50%	2,891,293	2,545,729	414,937	2,505,488	3,850,000	3,850,000	-	1.28
2024	6.50%	3,062,915	2,745,485	386,804	2,634,788	30,000	-	-	1.16
Target Operating Income for 2020 -				<b>\$655,082</b>					
Target Operating Income for 2024 -				<b>\$736,051</b>					
					<b>\$1,105,826</b>				
					<b>\$1,667,952</b>				
Minimum Debt Coverage -									<b>1.45</b>

With the recommended rate track, the projected operating income for 2020 is projected to be \$283,225 and increase to \$386,804 by 2024. Cash balances are improving, and debt coverage ratio is being met until 2023. The bonds are DWRF loans and do not have a specific debt coverage requirement, however, prudent financial planning would work toward a coverage ratio of 1.45. As capital improvements and bonds materialize, the rate track will need to be reviewed and updated.

## Recommendations

1) The projection indicates current revenues are not adequate to maintain the long-term financial stability of the Utility. Rate adjustments of 6.5% are recommended in 2020-2024. Bond issuances of \$8.6 million are projected to be issued for the capital improvement program. The rate track should be reviewed as part of the annual budget process as costs, revenues, growth and capital may vary from projections. To ensure the utility meets financial targets and remains financially stable, the following rate track is recommended:

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Projected Adjusted Operating Income	Projected Cash Balances	Capital Improvements	Future Bond Issues	Cash from Sale of Land	Debt Coverage Ratio
2020	6.50%	\$ 2,436,754	\$ 2,222,902	\$ 283,225	\$ 1,730,255	\$ 975,000	\$ 975,000	\$ -	1.46
2021	6.50%	2,578,832	2,304,267	343,938	1,994,541	1,160,000	1,160,000	-	1.49
2022	6.50%	2,730,145	2,394,133	405,385	2,279,715	2,675,000	2,675,000	-	1.45
2023	6.50%	2,891,293	2,545,729	414,937	2,505,488	3,850,000	3,850,000	-	1.28
2024	6.50%	3,062,915	2,745,485	386,804	2,634,788	30,000	-	-	1.16
Target Operating Income for 2020 -				<b>\$655,082</b>					
Target Operating Income for 2024 -				<b>\$736,051</b>					
					<b>\$1,105,826</b>				
					<b>\$1,667,952</b>				
Minimum Debt Coverage -									<b>1.45</b>

2) A cash reserve policy should be considered and updated each year with the budget process based on the following formula:

Risk Assessed	UFS Final Projected 2020	UFS Final Projected 2021	UFS Final Projected 2022	UFS Final Projected 2023	UFS Final Projected 2024
<b>Minimum Cash Reserve Level</b>	<b>Calculated Risk</b>				
Operation & Maintenance Less Depreciation Expense	\$ 293,091	\$ 300,055	\$ 307,200	\$ 314,531	\$ 322,052
Historical Ratebase	1.0%	266,657	278,257	305,007	343,807
Current Portion of Debt Service Reserve	100.0%	540,079	627,171	803,265	996,093
Capital Plan Percent applied	20.0%	6,000	6,000	6,000	6,000
<b>Minimum Cash Reserve Levels</b>	<b>\$ 1,105,826</b>	<b>\$ 1,211,482</b>	<b>\$ 1,421,472</b>	<b>\$ 1,659,756</b>	<b>\$ 1,667,952</b>

## Recommended Rate Design 2020 – 6.5%

City of Howell								
Water Department								
Revenue Analysis								
Forecasted 2020 with Current Rates				Billing Months				
				6				
	Base			Volume		Volume		Calculated
Description	Base Rate	# of Customers	Rate Revenues	Rate	Volume	Volume \$	Total \$	
5/8	16.75	1,822	183,118	\$4.77	93,173	\$ 444,436	\$ 627,553	
3/4	20.50	253	31,151	4.77	9,979	47,600	78,750	
1	30.50	670	122,671	4.77	43,985	209,809	332,480	
1 1/2	66.00	85	33,828	4.77	18,262	87,108	120,937	
2	103.00	145	89,437	4.77	82,318	392,656	482,093	
3	174.00	31	32,526	4.77	35,041	167,147	199,673	
4	270.00	9	14,653	4.77	30,215	144,123	158,776	
6	479.00	6	17,330	4.77	55,156	263,095	280,425	
<b>Totals</b>		<b>3,022</b>	<b>524,714</b>		<b>368,129</b>	<b>\$1,755,973</b>	<b>\$2,280,687</b>	
City of Howell								
Water Department								
Revenue Analysis								
Forecasted 2020 with 6.5% Proposed Rate Increase								
	Base			Volume		Volume		Calculated
Description	Base Rate	# of Customers	Rate Revenues	Rate	Volume	Volume \$	Total \$	
5/8	19.50	1,822	213,181.61	\$4.96	93,173	462,138.55	675,320.15	
3/4	23.50	253	35,709.66	4.96	9,979	49,495.50	85,205.16	
1	34.50	670	138,759.35	4.96	43,985	218,166.01	356,925.35	
1 1/2	75.00	85	38,441.25	4.96	18,262	90,577.99	129,019.24	
2	120.00	145	104,198.40	4.96	82,318	408,295.98	512,494.38	
3	200.00	31	37,386.00	4.96	35,041	173,804.57	211,190.57	
4	300.00	9	16,281.00	4.96	30,215	149,863.94	166,144.94	
6	510.00	6	18,451.80	4.96	55,156	273,574.90	292,026.70	
<b>Totals</b>		<b>3,022</b>	<b>602,409</b>		<b>368,129</b>	<b>1,825,917</b>	<b>2,428,326</b>	
<b>Projected Increase</b>							<b>6.5%</b>	

## Recommended Rate Design 2020 – 6.5%

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Water Department		
Proposed Rate 2020		
	<b>Current Rates</b>	<b>Proposed 2020</b>
<b>Commodity</b>	<b>\$4.77</b>	<b>\$4.96</b>
<b><i>Bi-Monthly Customer Charge:</i></b>		
5/8	\$ 16.75	\$ 19.50
3/4	20.50	23.50
1	30.50	34.50
1 1/2	66.00	75.00
2	103.00	120.00
3	174.00	200.00
4	270.00	300.00
6	479.00	510.00
<b>Overall Increase</b>		<b>6.5%</b>

## Recommended Rate Design 2020 – 6.5%

<b><u>5/8</u></b>	<b>Current Rates</b>	<b>Proposed Rates</b>		
Bi-Monthly Customer Service Charge	\$ 16.75	\$ 19.50		
Commodity Charge	4.77	4.96		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change
10	\$ 64.45	\$ 69.10	\$ 4.65	7.21%
16	93.07	98.86	5.79	6.22%
24	131.23	138.54	7.31	5.57%
40	207.55	217.90	10.35	4.99%
50	255.25	267.50	12.25	4.80%
<b><u>3/4</u></b>	<b>Current Rates</b>	<b>Proposed Rates</b>		
Bi-Monthly Customer Service Charge	\$ 20.50	\$ 23.50		
Commodity Charge	4.77	4.96		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change
10	\$ 68.20	\$ 73.10	\$ 4.90	7.18%
16	96.82	102.86	6.04	6.24%
24	134.98	142.54	7.56	5.60%
40	211.30	221.90	10.60	5.02%
50	259.00	271.50	12.50	4.83%
<b><u>1</u></b>	<b>Current Rates</b>	<b>Proposed Rates</b>		
Bi-Monthly Customer Service Charge	\$ 30.50	\$ 34.50		
Commodity Charge	4.77	4.96		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change
10	\$ 78.20	\$ 84.10	\$ 5.90	7.54%
25	149.75	158.50	8.75	5.84%
35	197.45	208.10	10.65	5.39%
45	245.15	257.70	12.55	5.12%
55	292.85	307.30	14.45	4.93%

## Recommended Rate Design 2020 – 6.5%

	Current Rates	Proposed Rates		
<b>1 1/2</b>				
Bi-Monthly Customer Service Charge	\$ 66.00	\$ 75.00		
Commodity Charge	4.77	4.96		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change
20	\$ 161.40	\$ 174.20	\$ 12.80	7.93%
35	232.95	248.60	15.65	6.72%
45	280.65	298.20	17.55	6.25%
55	328.35	347.80	19.45	5.92%
65	376.05	397.40	21.35	5.68%
<b>2</b>				
Bi-Monthly Customer Service Charge	\$ 103.00	\$ 120.00		
Commodity Charge	4.77	4.96		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change
80	\$ 484.60	\$ 516.80	\$ 32.20	6.64%
95	556.15	591.20	35.05	6.30%
105	603.85	640.80	36.95	6.12%
115	651.55	690.40	38.85	5.96%
125	699.25	740.00	40.75	5.83%
<b>3</b>				
Bi-Monthly Customer Service Charge	\$ 174.00	\$ 200.00		
Commodity Charge	4.77	4.96		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change
100	\$ 651.00	\$ 696.00	\$ 45.00	6.91%
200	1,128.00	1,192.00	64.00	5.67%
300	1,605.00	1,688.00	83.00	5.17%
400	2,082.00	2,184.00	102.00	4.90%
500	2,559.00	2,680.00	121.00	4.73%

## Recommended Rate Design 2020 – 6.5%

	Current Rates	Proposed Rates		
<b>4</b>				
Bi-Monthly Customer Service Charge	\$ 270.00	\$ 300.00		
Commodity Charge	4.77	4.96		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change
200	\$ 1,224.00	\$ 1,292.00	\$ 68.00	5.56%
300	1,701.00	1,788.00	87.00	5.11%
400	2,178.00	2,284.00	106.00	4.87%
500	2,655.00	2,780.00	125.00	4.71%
600	3,132.00	3,276.00	144.00	4.60%
	Current Rates	Proposed Rates		
<b>6</b>				
Bi-Monthly Customer Service Charge	\$ 479.00	\$ 510.00		
Commodity Charge	4.77	4.96		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change
300	\$ 1,910.00	\$ 1,998.00	\$ 88.00	4.61%
400	2,387.00	2,494.00	107.00	4.48%
500	2,864.00	2,990.00	126.00	4.40%
600	3,341.00	3,486.00	145.00	4.34%
700	3,818.00	3,982.00	164.00	4.30%



**UFS**  
Utility Financial Solutions, LLC

**Specializing in Cost of Service,  
Rate Design, and Financial Analysis**

Rate Design and Financial Analysis



May 3, 2019

Catherine Stanislawski  
Finance Director/Treasurer  
City of Howell, MI

Dear Catherine;

We are pleased to present this executive summary report for a long-term financial projection completed for the City of Howell Wastewater Department. This report was prepared to provide the City with a comprehensive examination of its existing financials by an outside party.

The specific purposes of this long-term financial projection study are:

- 1) Determine the utility's revenue requirements for fiscal year 2020
- 2) Recommend rate adjustments needed to meet targeted revenue requirements

This report includes results of the long-term financial projection.

- 1) Recommended rate tracks are based on the utilities ability to meet three factors listed below:
  - a. Debt Coverage Ratio
  - b. Minimum Cash Reserves
  - c. Optimal Net Income

This report is intended for information and use by management and the Board of Directors for purposes stated above and is not intended to be used by anyone except the specified parties.

Sincerely,

*Dawn Lund*

Utility Financial Solutions, LLC  
Dawn Lund  
Vice-President

<b>Section</b>	<b>Executive Summary</b>	<b>Page</b>
<b>1</b>	<b>Introduction.....</b>	<b>1</b>
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<b>5</b>	<b>Summary of Recommendations.....</b>	<b>8</b>

This report was prepared to provide the City with a long-term financial projection and rate track. The specific purposes of the financial plan are identified below:

- 1) ***Determine the utility's revenue requirements for fiscal year 2020.*** The Utility's revenue requirements were projected for the period from 2020 – 2024 and included adjustments for the following:
  - a. Anticipated O&M costs
  - b. Capital improvements currently underway and scheduled over next five years. The City provided capital improvement information.
  
- 2) ***Recommend rate adjustments needed to meet targeted revenue requirements.*** The primary purpose of this study is to identify appropriate revenue requirements and the rate adjustments needed to meet targeted revenue requirements. The report includes a long-term rate track for the Wastewater Department to help ensure the financial stability of the utility in future years.

The City retained Utility Financial Solutions, LLC to review the above items and make recommendations on the appropriate course of action. This report includes results of the long-term financial projection.

## Utility Revenue Requirements

Revenue requirements for the Wastewater Department were projected for 2020 based on 2018 actual expenses and budget 2019. Revenues and expenses were analyzed with adjustments made to actual expenses to reflect projected operating characteristics and inflation. The table below summarizes the significant assumptions used in the projection:

	UFS Final Projected 2020	UFS Final Projected 2021	UFS Final Projected 2022	UFS Final Projected 2023	UFS Final Projected 2024
Inflation Rate - INFL	2.600%	2.600%	2.600%	2.600%	2.600%
Regular Growth - GRW	0.000%	0.000%	0.000%	0.000%	0.000%
Interest Revenue - INT REV	0.050%	0.050%	0.050%	0.050%	0.050%

Table Two below is a summary of the financial projection. The Wastewater Department's projected operating income for 2020 is \$113,739. The income is projected to decrease each year to an operating loss of (\$314,190) in 2024. The table below includes a \$7.36 million bond issue for the capital improvement program. Additionally, \$7.0 million will be invested in the capital improvement program and reimbursed through contributed capital. Recommended cash and debt coverage ratio targets are not being met throughout the projection.

**Table Two – Projected Financial Statements – Without Rate Adjustments**

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Projected Adjusted Operating Income	Projected Cash Balances	Capital Improvements	Future Bond Issues	Debt Coverage Ratio
2020	0.00%	\$ 2,476,988	\$ 2,581,443	\$ 113,739	\$ 1,675,540	\$ 740,000	-	1.65
2021	0.00%	2,476,988	2,661,607	33,575	1,437,447	8,020,441	7,360,441	1.15
2022	0.00%	2,476,988	3,034,405	(199,223)	765,730	150,000	-	0.27
2023	0.00%	2,476,988	3,093,841	(258,658)	172,208	15,000	-	0.19
2024	0.00%	2,476,988	3,149,372	(314,190)	(488,625)	25,000	-	0.11
Target Operating Income for 2020 -				<b>\$723,389</b>				
Target Operating Income for 2024 -				<b>\$803,708</b>				
MINIMUM (Cash Critical) Reserves for 2020 -					<b>\$1,450,279</b>			
MINIMUM (Cash Critical) Reserves for 2024 -					<b>\$2,037,584</b>			
Minimum Debt Coverage -								<b>1.45</b>

1. The five-year capital improvement plan and projected bond was provided by the City.
2. Financial projections should be updated during the budgeting process each year.

## DEVELOPMENT OF RECOMMENDED RATE TRACK:

When evaluating rates to charge customers, three factors must be considered:

1. Debt Coverage Ratio
2. Minimum Cash Reserves
3. Optimal Net Income

Each of these factors is discussed below:

- 1) **Debt Coverage Ratio** - Debt coverage ratios are mandated by covenants established in the bond ordinance and must be maintained to ensure the utility maintains its bond rating and has the capacity to issue revenue bonds. Typical revenue bond coverage ratios require that cash generated from operations exceed 1.25 times the debt payments. Due to fluctuations in sales, mainly the result of weather or the economy, a safety factor is recommended to help ensure coverage ratios requirements are met or exceeded during low sales years. We have established a target of 1.45 for financial projection purposes. This becomes the minimum target and rates must be established to meet the debt coverage target.

Table Three below contains projected debt coverage ratios from 2020-2024

**Table Three - Current Debt Coverage Ratio – Without Rate Adjustment**

	UFS Final Projected 2020	UFS Final Projected 2021	UFS Final Projected 2022	UFS Final Projected 2023	UFS Final Projected 2024
<b>Debt Coverage Ratio</b>					
Add Net Income	\$ 20,103	\$ 4,232	\$ (291,036)	\$ (185,424)	\$ (62,905)
Add Depreciation Expense	480,065	509,665	690,483	696,483	697,083
Add Interest Expense	69,512	136,543	203,351	190,288	176,739
<b>Cash Available for Debt Service</b>	<b>\$ 569,681</b>	<b>\$ 650,440</b>	<b>\$ 602,798</b>	<b>\$ 701,347</b>	<b>\$ 810,917</b>
Debt Principal and Interest	\$ 269,512	\$ 336,543	\$ 716,282	\$ 714,278	\$ 711,909
Projected Debt Coverage Ratio	2.11	1.93	0.84	0.98	1.14
<b>Minimum Debt Coverage Ratio</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>

**Debt Ratios do not meet the recommended 1.45 minimum after 2020.**

2) **Minimum Cash Reserve Target** - To help ensure timely completion of capital improvements and enable the utility to meet requirements for large unexpected expenditures, a minimum cash reserve policy should be established. Minimum cash reserves attempts to quantify the minimum amount of cash the utility should keep in reserve, actual cash reserves may vary substantially above the minimum and is dependent on the life cycle of assets that are currently in service. The methodology used in this report is based on certain assumptions related to percent of operation and maintenance, rate base, capital improvements, and debt service. The establishment of minimum cash reserves should consider a number factors including:

- **Working Capital Lag** - Timing differences between when expenses are incurred and revenues received from customers. Establishing a minimum cash reserve helps to ensure cash exists to pay expenses in a timely manner.
- **Investment in assets** – Catastrophic events may occur that require substantial amounts of cash reserves to replace damaged assets. Some examples of catastrophic events include collection or interceptor breaks, floods, heavy rains, equipment failure. Many of these catastrophic events may allow the utility to recover the cost of damages from FEMA; however FEMA reimbursements can take between 6 months to 2 years to recover. The utility should ensure adequate cash reserves exist to replace the assets in a timely fashion. The minimum reserve levels are often combined with emergency funding from banks or bonding agencies.
- **Annual debt service** – Debt service payments do not occur evenly throughout the year and often occurs at periodic times typically every six months. The utility has to ensure adequate cash reserves exist to fund the debt service payment when the payment is due.
- **Capital improvement program** – Some capital improvements are funded through bond issuances and some through cash reserves. The establishment of a minimum cash reserve level helps to ensure timely replacement or construction of assets.

The minimum recommended cash reserve for the Wastewater Department in 2020 is \$1.45 million and increases to \$2.0 million by 2024. For 2020, the projected cash reserve is \$1.68 million and decreases to (\$488,625) in 2024 without rate changes. The cash balance includes a \$7.36 million bond issue for the capital improvement program. Additionally, \$7.0 million will be invested in the capital improvement program and reimbursed through contributed capital. Table four on the next page provides the minimum cash reserve calculation.

**Table Four – Minimum Cash Reserves – Fiscal Year Ending 2020 – 2024 without rate adjustment**

<u>Minimum Cash Reserve Level Calculated Risk</u>	Risk	UFS Final Projected 2020	UFS Final Projected 2021	UFS Final Projected 2022	UFS Final Projected 2023	UFS Final Projected 2024
Operation & Maintenance Less Depreciation Expense	16.4%	\$ 345,432	\$ 353,744	\$ 385,302	\$ 394,086	\$ 403,116
Historical Ratebase	1.0%	323,217	473,421	474,921	475,071	475,321
Current Portion of Debt Service Reserve	100.0%	336,543	716,282	714,278	711,909	714,059
Capital Plan Percent applied	20.0%	445,088	445,088	445,088	445,088	445,088
<b>Minimum Cash Reserve Levels</b>		<b>\$ 1,450,279</b>	<b>\$ 1,988,536</b>	<b>\$ 2,019,590</b>	<b>\$ 2,026,155</b>	<b>\$ 2,037,584</b>
<b>Projected Cash Reserves</b>		<b>\$ 1,675,540</b>	<b>\$ 1,437,447</b>	<b>\$ 765,730</b>	<b>\$ 172,208</b>	<b>\$ (488,625)</b>

**Cash reserves are below the minimum throughout the projection.**

**Notes:**

1. Operation and maintenance expenses exclude depreciation expense.
2. Rate base is historical investment in plant and equipment
3. Five-year capital is budgeted capital improvements for next five years and excludes capital improvements funded through debt issuances

**3) Optimal operating income targets** - The optimal target for setting rates is the establishment of a target operating income to help ensure the following:

1. Funding of Interest Expense on the outstanding principal on debt. Interest expense is below the operating income line and needs to be recouped through the operating income balance.
2. Funding of the inflationary increase on the assets invested in the system. The inflation on the replacement of assets invested in the utility should be recouped through the Operating Income
3. Adequate rate of return on investment to help ensure current customers are paying their fair share of the use of the infrastructure and not deferring the charge to future generations.

As improvements are made to the system, the optimal operating income target will increase unless annual depreciation expense is greater than yearly capital improvements. The target established for 2020 is \$723,389 and increases to \$803,708 by 2024. Operating Income is projected at a loss of (\$104,455) for 2020 and (\$672,384) by 2024.

**Table Five - Optimal Operating Income Targets Compared to Projected**

	Risk Assessed	UFS Final Projected 2020	UFS Final Projected 2021	UFS Final Projected 2022	UFS Final Projected 2023	UFS Final Projected 2024
Interest Expense	3.4%	69,512	136,543	203,351	190,288	176,739
System Equity	5.9%	350,908	100,000	100,000	100,000	100,000
Contributed Capital	3.2%	302,969	526,969	526,969	526,969	526,969
<b>Target Operating Income</b>		<b>\$ 723,389</b>	<b>\$ 763,512</b>	<b>\$ 830,320</b>	<b>\$ 817,257</b>	<b>\$ 803,708</b>
<b>Projected Operating Income (Loss)</b>		<b>\$ (104,455)</b>	<b>\$ (184,620)</b>	<b>\$ (557,417)</b>	<b>\$ (616,853)</b>	<b>\$ (672,384)</b>
Target Rate of Return %		4.2%	2.4%	2.6%	2.7%	2.7%

The Wastewater Department is projected to fall below optimal targeted operating income levels throughout the projection.

## RECOMMENDED RATE TRACK

The projection indicates current revenues are not adequate to maintain the long-term financial stability of the Utility. Rate adjustments of 6.9% in 2020-2024 are recommended to work the utility towards financial targets over the projection period. A \$7.36 million bond issue is projected for the capital improvement program. Additionally, \$7.0 million will be invested in the capital improvement program and reimbursed through contributed capital. The rate track should be reviewed as part of the annual budget process as costs and revenues may vary from projections. Table Eight is a summary of the financial results with the recommended rate adjustments.

**Table Eight – Recommended Rate Adjustments**

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Projected Adjusted Operating Income	Projected Cash Balances	Capital Improvements	Future Bond Issues	Debt Coverage Ratio
2020	6.90%	\$ 2,603,127	\$ 2,581,443	\$ 239,878	\$ 1,801,679	\$ 740,000	-	2.11
2021	6.90%	2,737,969	2,661,607	294,556	1,825,576	8,020,441	7,360,441	1.93
2022	6.90%	2,882,115	3,034,405	205,905	1,562,092	150,000	-	0.84
2023	6.90%	3,036,208	3,093,841	300,562	1,534,161	15,000	-	0.98
2024	6.90%	3,200,933	3,149,372	409,755	1,608,168	25,000	-	1.14
Target Operating Income for 2020 -				<b>\$723,389</b>				
Target Operating Income for 2024 -				<b>\$803,708</b>				
MINIMUM (Cash Critical) Reserves for 2020 -					<b>\$1,450,279</b>			
MINIMUM (Cash Critical) Reserves for 2024 -					<b>\$2,037,584</b>			
Minimum Debt Coverage -								<b>1.45</b>

With the recommended rate track, the projected operating income for 2020 is projected to be \$239,878 and increases to \$409,755 by 2024. Cash balances are maintaining and the debt coverage ratio improves. As capital improvements and bonds materialize, the rate track will need to be reviewed and updated.

## Recommendations

- 1) The projection indicates current revenues are not adequate to maintain the long-term financial stability of the Utility. Rate adjustments of 6.9% are recommended in 2020-2024; as well as a projected bond in 2021. The rate track should be reviewed as part of the annual budget process as costs and revenues may vary from projections. To ensure the utility meets financial targets and remains financially stable, the following rate track is recommended:

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Projected Adjusted Operating Income	Projected Cash Balances	Capital Improvements	Future Bond Issues	Debt Coverage Ratio
2020	6.90%	\$ 2,603,127	\$ 2,581,443	\$ 239,878	\$ 1,801,679	\$ 740,000	-	2.11
2021	6.90%	2,737,969	2,661,607	294,556	1,825,576	8,020,441	7,360,441	1.93
2022	6.90%	2,882,115	3,034,405	205,905	1,562,092	150,000	-	0.84
2023	6.90%	3,036,208	3,093,841	300,562	1,534,161	15,000	-	0.98
2024	6.90%	3,200,933	3,149,372	409,755	1,608,168	25,000	-	1.14
Target Operating Income for 2020 -				<b>\$723,389</b>				
Target Operating Income for 2024 -				<b>\$803,708</b>				
MINIMUM (Cash Critical) Reserves for 2020 -					<b>\$1,450,279</b>			
MINIMUM (Cash Critical) Reserves for 2024 -					<b>\$2,037,584</b>			
Minimum Debt Coverage -								<b>1.45</b>

- 2) A cash reserve policy should be considered and updated with the yearly budget process based on the following formula:

Minimum Cash Reserve Level Calculated Risk	Risk	UFS Final Projected 2020	UFS Final Projected 2021	UFS Final Projected 2022	UFS Final Projected 2023	UFS Final Projected 2024
Operation & Maintenance Less Depreciation Expense	16.4%	\$ 345,432	\$ 353,744	\$ 385,302	\$ 394,086	\$ 403,116
Historical Ratebase	1.0%	323,217	473,421	474,921	475,071	475,321
Current Portion of Debt Service Reserve	100.0%	336,543	716,282	714,278	711,909	714,059
Capital Plan Percent applied	20.0%	445,088	445,088	445,088	445,088	445,088
<b>Minimum Cash Reserve Levels</b>		<b>\$ 1,450,279</b>	<b>\$ 1,988,536</b>	<b>\$ 2,019,590</b>	<b>\$ 2,026,155</b>	<b>\$ 2,037,584</b>

## Rate Design 2020 – 6.9%

City of Howell							
Wastewater Department							
Revenue Analysis							
Forecasted 2020 with Current Rates				Billing Months			
			6				
	Base	# of	Base	Volume		Volume	Calculated
Description	Rate	Customers	Rate	Rate	Volume	\$	Total
			Revenues				\$
5/8	\$ 20.50	1,876	\$230,748	\$ 4.41	88,959	\$392,310	\$623,058
3/4	29.00	263	45,762	4.41	9,528	42,017	87,779
1	49.00	475	139,650	4.41	41,996	185,201	324,851
1 1/2	96.00	78	44,928	4.41	17,436	76,892	121,820
2	175.00	135	141,750	4.41	78,595	346,603	488,353
3	275.00	23	37,950	4.41	33,456	147,543	185,493
4	440.00	6	15,840	4.41	28,848	127,220	143,060
6	825.00	6	29,700	4.41	52,662	232,238	261,938
8	-	-	-	4.41	-	-	-
<b>Totals</b>		<b>2,862</b>	<b>686,328</b>	<b>40</b>	<b>351,479</b>	<b>1,550,022</b>	<b>2,236,350</b>
City of Howell							
Wastewater Department							
Revenue Analysis							
Forecasted 2020 with 6.9% Proposed Rate Increase							
		# of	Base	Volume		Volume	Calculated
Description	Base Rate	Customers	Rate	Rate	Volume	\$	Total
			Revenues				\$
5/8	\$ 23.25	1,876.00	\$261,702	\$ 4.61	88,959	\$ 410,102	671,803.51
3/4	\$ 32.25	263.00	50,891	4.61	9,528	43,922	94,812.78
1	\$ 54.50	475.00	155,325	4.61	41,996	193,600	348,925.40
1 1/2	\$ 106.00	78.00	49,608	4.61	17,436	80,379	129,986.86
2	\$ 200.00	135.00	162,000	4.61	78,595	362,322	524,321.64
3	\$ 300.00	23.00	41,400	4.61	33,456	154,234	195,634.08
4	\$ 475.00	6.00	17,100	4.61	28,848	132,989	150,089.18
6	\$ 880.00	6.00	31,680	4.61	52,662	242,770	274,450.22
8	-	-	-	4.61	-	-	-
<b>Totals</b>		<b>2,862</b>	<b>769,706</b>	<b>41</b>	<b>351,479</b>	<b>1,620,318</b>	<b>2,390,024</b>
							6.9%

## Rate Design 2020 – 6.9%

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<b>City of Howell</b>		
<b>Proposed Wastewater Rate 2020</b>		
	<b>Current Rates</b>	<b>Proposed 2020</b>
Commodity	<b>\$ 4.41</b>	<b>\$ 4.61</b>
<b>Breakdown of Commodity Charge</b>		
Treatment Charge		<b>\$ 2.38</b>
Collection Charge		<b>\$ 2.23</b>
<b>Bi-Monthly Customer Charge</b>		
5/8	\$ 20.50	\$ 23.25
3/4	29.00	32.25
1	49.00	54.50
1 1/2	96.00	106.00
2	175.00	200.00
3	275.00	300.00
4	440.00	475.00
6	825.00	880.00
<b>Overall Increase</b>		<b>6.9%</b>

## Rate Design 2020 – 6.9%

<b>5/8</b>	<b>Current Rates</b>	<b>Proposed Rates</b>		
Bi-Monthly Customer Service Charge	\$ 20.50	\$ 23.25		
Commodity Charge	4.41	4.61		
<b>Usage Level in 1000 Gal</b>	<b>Current Rates</b>	<b>Proposed Rates</b>	<b>Dollar Impact</b>	<b>Percent Change</b>
10	\$ 64.60	\$ 69.35	\$ 4.75	7.35%
16	91.06	97.01	5.95	6.53%
24	126.34	133.89	7.55	5.98%
40	196.90	207.65	10.75	5.46%
50	241.00	253.75	12.75	5.29%
<b>3/4</b>	<b>Current Rates</b>	<b>Proposed Rates</b>		
Bi-Monthly Customer Service Charge	\$ 29.00	\$ 32.25		
Commodity Charge	4.41	4.61		
<b>Usage Level in 1000 Gal</b>	<b>Current Rates</b>	<b>Proposed Rates</b>	<b>Dollar Impact</b>	<b>Percent Change</b>
10	\$ 73.10	\$ 78.35	\$ 5.25	7.18%
16	99.56	106.01	6.45	6.48%
24	134.84	142.89	8.05	5.97%
40	205.40	216.65	11.25	5.48%
50	249.50	262.75	13.25	5.31%
<b>1</b>	<b>Current Rates</b>	<b>Proposed Rates</b>		
Bi-Monthly Customer Service Charge	\$ 49.00	\$ 54.50		
Commodity Charge	4.41	4.61		
<b>Usage Level in 1000 Gal</b>	<b>Current Rates</b>	<b>Proposed Rates</b>	<b>Dollar Impact</b>	<b>Percent Change</b>
10	\$ 93.10	\$ 100.60	\$ 7.50	8.06%
16	119.56	128.26	8.70	7.28%
24	154.84	165.14	10.30	6.65%
40	225.40	238.90	13.50	5.99%
50	269.50	285.00	15.50	5.75%

## Rate Design 2020 – 6.9%

		Current Rates	Proposed Rates		
<b>1 1/2</b>					
Bi-Monthly Customer Service Charge		\$ 96.00	\$ 106.00		
Commodity Charge		4.41	4.61		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change	
18	\$ 175.38	\$ 188.98	\$ 13.60	7.75%	
22	193.02	207.42	14.40	7.46%	
34	245.94	262.74	16.80	6.83%	
50	316.50	336.50	20.00	6.32%	
60	360.60	382.60	22.00	6.10%	
<b>2</b>					
Bi-Monthly Customer Service Charge		\$ 175.00	\$ 200.00		
Commodity Charge		4.41	4.61		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change	
85	\$ 549.85	\$ 591.85	\$ 42.00	7.64%	
95	593.95	637.95	44.00	7.41%	
105	638.05	684.05	46.00	7.21%	
110	660.10	707.10	47.00	7.12%	
120	704.20	753.20	49.00	6.96%	
<b>3</b>					
Bi-Monthly Customer Service Charge		\$ 275.00	\$ 300.00		
Commodity Charge		4.41	4.61		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change	
100	\$ 716.00	\$ 761.00	\$ 45.00	6.28%	
200	1,157.00	1,222.00	65.00	5.62%	
300	1,598.00	1,683.00	85.00	5.32%	
400	2,039.00	2,144.00	105.00	5.15%	
500	2,480.00	2,605.00	125.00	5.04%	

## Rate Design 2020 – 6.9%

	Current Rates	Proposed Rates		
<b>4</b>				
Bi-Monthly Customer Service Charge	\$ 440.00	\$ 475.00		
Commodity Charge	4.41	4.61		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change
200	\$ 1,322.00	\$ 1,397.00	\$ 75.00	5.67%
300	1,763.00	1,858.00	95.00	5.39%
400	2,204.00	2,319.00	115.00	5.22%
500	2,645.00	2,780.00	135.00	5.10%
600	3,086.00	3,241.00	155.00	5.02%
<b>6</b>				
Bi-Monthly Customer Service Charge	\$ 825.00	\$ 880.00		
Commodity Charge	4.41	4.61		
Usage Level in 1000 Gal	Current Rates	Proposed Rates	Dollar Impact	Percent Change
300	\$ 2,148.00	\$ 2,263.00	\$ 115.00	5.35%
400	2,589.00	2,724.00	135.00	5.21%
500	3,030.00	3,185.00	155.00	5.12%
600	3,471.00	3,646.00	175.00	5.04%
700	3,912.00	4,107.00	195.00	4.98%

CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR & CITY COUNCIL  
**FROM:** TIMOTHY R. SCHMITT, COMMUNITY DEVELOPMENT DIRECTOR  
**DATE:** JULY 1, 2019  
**RE:** COLLECTION BIN PERMIT FEE – RESOLUTION NO. 19-19

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In May, the City Council adopted an ordinance regulating collection bins within the City. As required by the ordinance, Staff has sent out notices to all the property owners and bin owners that the ordinance is in place and that they have 90 days to comply with its terms. Staff is finalizing the actual permit application and informed the bin owners that the application would be available on July 1<sup>st</sup>. Staff has already received visits from at least one company that is intending to comply with the new law to allow their bins to stay in the City. We discussed the overall process with them and explained that Staff was still implementing the ordinance.

The remaining implementation item that is needed is the establishment of the fee for the permit. Now that the ordinance is in place, Staff has reviewed the final version and determined that the issuance of a permit under this ordinance will be similar to a basic building permit. Some investigation and administrative time will be needed, but with a complete application, a large amount of Staff time will not be needed. Therefore, Staff is recommending that the collection bin fee be set at \$100. This will be in alignment with the minimum fee required for a building permit and will cover the minimum amount of Staff time involved with issuing permits under the new ordinance.

Resolution No. 19-19 was introduced at the June 24, 2019 meeting and is now ready for adoption.

**ACTION REQUESTED:**

Adopt Resolution No. 19-19, Fees for Collection Bin Permits in the City of Howell, setting the fee at \$100 per application.

**REVIEWED & APPROVED FOR SUBMISSION:**



Erv Suida, Interim City Manager

**RESOLUTION NO. 19-19**  
**ESTABLISH FEES FOR COLLECTION BINS IN THE CITY OF HOWELL**

**WHEREAS**, On May, 20, 2019, the Howell City Council adopted a new ordinance to regulate the placement of collection bins within the City, and;

**WHEREAS**, the Ordinance provides for the ability of the City to collect a nonrefundable fee for administration of the Ordinance, and;

**WHEREAS**, City Staff have reviewed the process for issuing Collection Bin permits and expect our costs to be limited to review and issuance of permits, and;

**THEREFORE, BE IT RESOLVED**, the City of Howell sets the permit fee for Collection Bin permits within the City at \$100. City Staff will monitor the costs associated with the permit and bring forward annual revisions, if necessary.

Adopted by the Howell City Council this July 8, 2019.

\_\_\_\_\_  
Nickolas Proctor, Mayor

\_\_\_\_\_  
Jane Cartwright, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 19-19, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the 8<sup>th</sup> day of July 2019 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 8th day of July, 2019.

\_\_\_\_\_  
BY: Howell City Clerk

CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR & CITY COUNCIL  
**FROM:** JANE CARTWRIGHT, CITY CLERK  
**DATE:** JULY 1, 2019  
**RE:** WORKERS COMPENSATION FUND BOARD OF TRUSTEES ELECTION

The City of Howell participates in the Michigan Municipal League Workers Compensation Fund. The Fund provides workers compensation insurance and risk management services and is governed by a 13-member Board of Trustees composed of elected and appointed municipal officials. The Board of Trustees is elected by the governing bodies of participating municipalities.

Attached you will find information on the 2019 Fund Trustee Election. There are three seats available for four year terms beginning on October 1, 2019.

**ACTION REQUESTED:**

Motion to authorize votes to be cast for the 2019 Official Ballot to serve as Trustees of the Michigan Municipal League Workers Compensation Fund as presented.

**REVIEWED & APPROVED FOR SUBMISSION:**



Ervin J. Suida, Interim City Manager

to	Members of the MML Workers' Compensation Fund	from	Michael J. Forster
cc		date	June 24, 2019
pages	1	subject	2019 Fund Trustee Election

Dear Fund Member:

Enclosed is your ballot for this year's Board of Trustees election. Three (3) Trustees have agreed to seek election. You also may write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than August 10. You may also submit your ballot online by going to [www.mml.org](http://www.mml.org). Click on *Insurance*, then *Workers' Compensation Fund*; the official ballot is located in the left navigation bar under *Online Forms*.

Thank you for your membership in the Worker's Compensation Fund, and for participating in the election of your governing board.

Sincerely,



Michael J. Forster

Fund Administrator

THE CANDIDATES  
Four-year terms beginning October 1, 2019



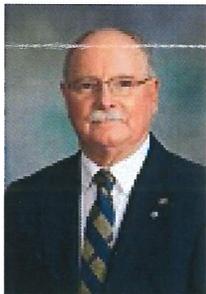
*Devin Olson, City Manager, City of Munising*

Devin has five years' experience as a municipal official, having served as Munising's City Manager since 2014. Devin has also served on MML's Transportation and Infrastructure Committee for three years. Devin is seeking election to his first term.



*Adam Smith, City Manager/Municipal Executive, City of Grand Ledge*

Adam has worked in local government since 2004 and currently serves as the City Manager/Municipal Executive of Grand Ledge. He is chair of the MML's Municipal Services Committee, formerly served six years as City Manager Representative on the Elected Officials Academy Board of Directors, and received the League's Special Award of Merit in 2013. Adam is an active member of Michigan Municipal Executives, having served on its Board of Directors from 2013-2016, and currently serving as its Advocacy Chairperson. He has given workshops on effective Council-Manager relationships. Adam has a Bachelor's Degree in Public Administration and a Master's in Administrative Leadership, both from Central Michigan University; a Certificate in Strategic Foresight from the University of Houston; and is a graduate of the Disney Institute for Leadership Excellence. Adam is seeking re-election to his second term.



*David J. Tossava, Mayor, City of Hastings*

David has over twelve years' municipal experience and has served as mayor of Hastings for two years. He also serves on the Board of Directors of the Michigan Association of Mayors. David is seeking election to his first term.

CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR & CITY COUNCIL  
**FROM:** ERV SUIDA, INTERIM CITY MANAGER  
JANE CARTWRIGHT, CITY CLERK/HR DIRECTOR  
**DATE:** JULY 1, 2019  
**RE:** FINANCE DIRECTOR SALARY ADJUSTMENT

In August, 2018 City Manager Charles indicated he would be bringing forward an adjustment for the Finance Director/Treasurer in the near future. At that time, staff was focused on the Headlee Override election, and the salary adjustment was never finalized. Catherine was originally hired in 2004 as the Accountant; she was appointed Treasurer within the first year, and then promoted to Finance Director after three years.

Staff is proposing a 3% step increase from \$80,328 to \$83,117 for Finance Director/Treasurer Catherine Stanislawski in recognition of her experience, education, and 15 years of outstanding service to the City of Howell. Pursuant to Chapter 4 of The Howell City Charter salaries of the City Clerk, Assessor, Treasurer and City Manager are all set by City Council.

**ACTION REQUESTED:**

A motion to approve a 3 percent increase in salary for Finance Director/Treasurer Catherine Stanislawski from \$80,328 to \$83,117 effective July 8, 2019.

**REVIEWED & APPROVED FOR SUBMISSION:**



Ervin J. Suida, Interim City Manager

## **CHAPTER 4**

### **GENERAL PROVISIONS AFFECTING OFFICERS OF THE CITY**

#### **Section 4.1 Officers to be Elected.**

The elective officers of the City shall be a Mayor, six Councilmen, three members of the Board of Review, and one Municipal Judge, each of whom shall be elected from the City at large.

**[Editor's Note] The provision for a Municipal Court still remains a part of this Charter but has been superseded by Michigan State Legislative Action.**

#### **Section 4.2 The Administrative Officers.**

The administrative officers of the City shall be the City Manager, Assessor, Attorney, Chief of Police, Clerk, Fire Chief, Health Officer, and Treasurer. The Council may, by resolution, upon the recommendation of the City Manager, create such additional administrative offices, or combine any administrative offices, in any manner not inconsistent with State law, and prescribe the duties thereof as it may deem necessary for the proper operation of the City government. No creation of any administrative office, or combination thereof one with another, shall abolish the office of City Manager nor diminish any of the duties or responsibilities of that office as set forth in this Charter.

#### **Section 4.3 Terms of Elective Officers.**

The terms of office of Councilmen shall be for four years. The term of office of the Mayor shall be for two years. The term of office of the Municipal Judge shall be for six years. The terms of office of all elected officers of the City except the Municipal Judge, shall commence on and date from the Monday following the regular City election at which they are elected. The term of office of the Municipal Judge shall commence on and date from the first of January next following his election.

**[Editor's Note] The provision for a Municipal Court still remains a part of this Charter but has been superseded by Michigan State Legislative Action.**

#### **Section 4.4 Administrative Officers; Appointment, Terms, and Remuneration.**

(a) The City Manager, Assessor, Attorney, Clerk, Treasurer and Health Officer shall hold office by virtue of appointment by the Council which body shall also set their salaries. They shall hold office at the pleasure of the Council.

(b) All administrative officers of the City except the City Manager, Assessor, Attorney, Clerk, Treasurer and Health Officer shall be appointed or selected by the City Manager, subject to the confirmation of each appointment by the Council, and shall serve at the pleasure of the City Manager who shall set their salaries and wages in accordance with budget appropriations.

(c) All personnel employed by the City who are not elected officers or members of a board created by this Charter or declared to be administrative officers by or under authority of this section shall be deemed to be employees of the City.

#### **Section 4.5 Eligibility for Office in City.**

No person shall be elected or appointed to any office who is in default to the city. The election or appointment of any such defaulter shall be void. No person shall be eligible to any office of the city, other than that of City Manager, unless he shall be a registered elector of and a taxpayer to the city, and shall have been a resident of the city or of any territory comprising the city for at least one year for elective office immediately prior to the date of the election at which he is a candidate for office, or two years immediately prior the date of his appointment to office.

(Amended in 1988)

#### **Section 4.6 Vacancies in Office.**

Every City office shall become vacant upon the happening of any of the following events before the expiration of the term of such office:

1. The death of the incumbent;
2. His resignation;
3. His removal from office;
4. His conviction of any infamous crime or of any offense involving a violation of his oath of office;
5. His conviction of a violation of this Charter;
6. The decision of any competent tribunal, declaring his election or appointment to be void;
7. If the officer of the City shall absent himself continuously from the City for more than sixty days

without the permission of the Council;

8. In the case of the Mayor and members of the Council, where such officer shall miss four consecutive regular meetings of the Council or twenty-five per cent of such meetings in a fiscal year of the City, unless such absence shall be excused by the Council at the time of the absence and the reason therefor entered in the proceedings of the Council;

9. If the officer shall be convicted of any act constituting misconduct in office under the provisions of this Charter.

(Amended in 1966)

#### **Section 4.7 Resignations.**

Resignations of elective officers and of the City Manager, Assessor, Attorney, Clerk, and Treasurer shall be made in writing and filed with the Clerk or Mayor, and shall be acted upon by the Council at its next regular meeting following receipt thereof by the Clerk or Mayor, as the case may be. Resignations of appointive officers, other than the City Manager, Assessor, Attorney, Clerk, and Treasurer, shall be made in writing to the City Manager, and shall be immediately acted upon by him.

#### **Section 4.8 Filling Vacancies.**

(a) If a vacancy occurs in any elective office or in the office of Assessor, Attorney, Clerk, or Treasurer, the Council shall, within thirty days after such vacancy occurs, appoint a person who possesses the qualifications required of holders of the office in which the vacancy exists to fill such vacancy for the balance of the term of the person whose office is so filled. A vacancy in the office of City Manager shall be filled within ninety days.

(b) If a vacancy occurs in any appointive office, other than that of City Manager, Attorney, Assessor, Clerk, or Treasurer, the Council shall, within thirty days thereafter, appoint a qualified person to fill such vacancy in the manner required for making the original appointment.

#### **Section 4.9 Term of Office Cannot Be Shortened or Extended.**

Except by procedures provided in this Charter, the terms of the elected officials of the City and of officers of the City appointed for a definite term shall not be shortened. The terms of officers of the City may not be extended beyond the period for which any such officer was elected or appointed except that, with the consent of the Council, an elective officer of the City may, after his term has expired, continue to hold office, provisionally, until his successor is elected and has qualified.

#### **Section 4.10 Increase or Decrease of Compensation.**

The Council shall not grant or authorize extra compensation to any City officer, elective or appointive, or to any employee, agent, or contractor, after the service has been rendered or the contract entered into. Nor shall the salary of any officer, elective or appointive, be increased or decreased after his election or appointment to a fixed term of office.

#### **Section 4.11 Oath and Bond of Office.**

Every officer, elected or appointed, before entering upon the duties of his office, shall take the oath of office prescribed by Section 2 of Article XVI of the Constitution of the State and shall file the same with the Clerk, together with any bond which he may be required by this Charter or by the Council to give. The oath and bond of the Clerk shall be filed with and kept by the Treasurer. In case of failure to comply with the provisions of this section within ten days from the date of his election or appointment, such officer shall be deemed to have declined the office and such office shall thereupon become vacant, unless the Council shall, by resolution, extend the time in which such officer may qualify as above set forth.

#### **Section 4.12 Surety and Fidelity Bonds.**

Except as otherwise provided in this Charter, the Council may require any officer or employee to give a bond, to be approved by the Council, conditioned upon the faithful and proper performance of the duties of his office or employment, in such sum as the Council shall determine. All such officers or employees receiving, disbursing, or responsible for the City funds shall be bonded. The resignation or removal of any bonded officer or employee shall not, nor shall the appointment of another to the office or employment, exonerate such officer or employee or his sureties from any liability incurred by him or them. All official bonds shall be corporate surety bonds and the premiums thereon shall be paid by the City, except as otherwise provided in this Charter. No bond required by this section shall be renewed upon its expiration or in the event of the reappointment of any officer or employee to a position for which a bond is required, but a new bond shall be furnished. No bond, except that of the Municipal Judge, shall be issued for a term exceeding two years. The requirements of this section may be met by the purchase by the City of one or more

blanket corporate surety bonds covering all or any group or groups of the officers and employees of the City.

**Section 4.13 Delivery of Office and Its Effects by Officer to His Successor.**

Whenever any officer or employee shall resign, be removed from office or employment, or the term for which any officer has been elected or appointed has expired, he shall, on demand, deliver to his successor in office or to his superior all the books, papers, moneys, and effects in his custody as such officer or employee, and which in any way appertain to his office or employment. Every person violating this provision shall be deemed guilty of a violation of this Charter, and may be proceeded against in the same manner as public officers generally for a like offense under the general laws of the State, now or hereafter in force and applicable thereto. Every officer and employee of the City shall be deemed an officer within the meaning and provisions of such general laws of the State for the purposes of this section.

CITY OF HOWELL

7/9/2019

NAME	AMOUNT	DESCRIPTION
M E R S	\$ 74,517.43	EMPLOYERS SHARE
TOTAL	<u>\$ 74,517.43</u>	
BALANCE FORWARD	<u>\$1,514,404.42</u>	*****
TOTAL	<u><u>\$1,588,921.85</u></u>	
Pay ending 6-22-2019	\$190,881.32	*****

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

AALPHA BUS	AALPHA BUSINESS PRODUCTS	06/14/2019	11579	GEN	LATE NOTICES UTILITIES	
83641	P.O. BOX 677	07/09/2019		N		159.96
06/14/2019	HOWELL MI, 48844	/ /	0.0000	N		0.00
		07/09/2019		N		159.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-727.000	OFFICE SUPPLIES	79.98
591-290-727.000	OFFICE SUPPLIES	79.98
		<u>159.96</u>

VENDOR TOTAL: 159.96

ADVANCE DI	ADVANCED DISPOSAL	06/20/2019	VR0000660824	GEN	RUBBISH CONTRACT	
83554	10599 W FIVE MILE RD	07/09/2019		N		36,538.65
06/20/2019	NORTHVILLE MI, 48168	/ /	0.0000	Y		0.00
		07/09/2019		N		36,538.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
226-528-804.016	CONTRACT SERV - RESIDENT PICKP	31,416.70
226-528-804.019	CONTR SERV - CBD COMPACTOR	450.00
641-441-920.003	UTILITIES - RUBBISH	103.92
101-276-920.003	UTILITIES - RUBBISH	103.92
101-751-920.003	UTILITIES - RUBBISH	103.92
226-528-804.019	CONTR SERV - CBD COMPACTOR	935.28
226-528-804.019	CONTR SERV - CBD COMPACTOR	311.76
226-528-804.019	CONTR SERV - CBD COMPACTOR	467.64
226-528-804.019	CONTR SERV - CBD COMPACTOR	467.64
101-747-881.002	RECYCLE LIVINGSTON SERVICES	12.99
101-265-920.003	UTILITIES - RUBBISH	103.92
226-528-804.019	CONTR SERV - CBD COMPACTOR	467.64
226-528-804.020	CONTR SERV-CORRUGATED CARDBRD	1,335.32
226-528-804.020	CONTR SERV-CORRUGATED CARDBRD	258.00
		<u>36,538.65</u>

VENDOR TOTAL: 36,538.65

ALLSTAR	ALLSTAR ALARM LLC	06/14/2019	258694	GEN	1/4 ALARM MONITORING & FIRE ALARM	
83533	8345 MAIN ST	07/09/2019		N		215.01
06/14/2019	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		07/09/2019		N		215.01

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-804.000	CONTRACTUAL SERVICES	215.01

VENDOR TOTAL: 215.01

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

ST JOHNS P	ASCENSION MICHIGAN AT WORK	06/14/2019	355228	GEN	EMPLOYEE PHYSICAL	
83532	22255 GREENFIELD RD #422	07/09/2019		N		285.00
06/14/2019	SOUTHFIELD MI, 48075	/ /	0.0000	N		0.00
		07/09/2019		N		285.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-270-835.000	PHYSICALS / MEDICAL EXPENSE	285.00

VENDOR TOTAL: 285.00

MISC	ATA NATIONAL TITLE GROUP LLC	06/25/2019	06/25/2019	GEN	REFUND FOR WATER/SEWER 939 DEARBORN	
83517	31440 NORTHWESTERN HWY	07/09/2019		N		0.00
	SUITE 100					
06/25/2019	FARMINGTON HILLS MI, 48334	07/09/2019	0.0000	N		0.00
		07/09/2019		N		102.28

Open

\*REFUND FOR WATER/SEWER 939 DEARBORN

GL NUMBER	DESCRIPTION	AMOUNT
590-536-643.001	2205-5/8 S RTS	35.10
591-536-643.000	1205-5/8 W RTS	28.69
226-528-635.000	3601-RUBBISH	13.70
591-536-644.000	1000-WTR USAGE	12.88
590-536-644.001	2000-SEW USG PL	8.70
590-536-644.005	2005-SEW USG.CM	3.21

102.28

VENDOR TOTAL: 102.28

BIS	BUSINESS INFORMATION SYSTEMS, INC.	06/26/2019	76775	GEN	MAINT. AGREEMENT 8 /2019 TO 8/2020	
83527	1350 NE 56TH STREET- SUITE 300	07/09/2019		N		870.00
06/26/2019	FORT LAUDERDALE FL, 33334	/ /	0.0000	N		0.00
		07/09/2019		N		870.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-822.000	COMPUTER SOFTWARE SUPPORT	870.00

VENDOR TOTAL: 870.00

BYRUM ACE	BYRUM ACE HARDWARE	06/13/2019	1906-117517	GEN	HOSE NOZZLE	
83610	1250 E GRAND RIVER	07/09/2019		N		17.99
06/13/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		17.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	
Ref #	Address	CK Run Date	PO	Hold		Gross Amount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Discount
Invoice Notes		Due Date		1099		Net Amount

101-276-740.000	OPERATING SUPPLIES					17.99
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BYRUM ACE	BYRUM ACE HARDWARE	06/17/2019	1906-118159	GEN	FLUSH LEVER	
83609	1250 E GRAND RIVER	07/09/2019		N		4.99
06/17/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		4.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-775.006	MAINTENANCE SUPPLIES / PARKS	4.99

BYRUM ACE	BYRUM ACE HARDWARE	06/13/2019	1906-118233	GEN	SPRAYER & MARKER	
83611	1250 E GRAND RIVER	07/09/2019		N		20.58
06/13/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		20.58

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-740.000	OPERATING SUPPLIES	20.58

BYRUM ACE	BYRUM ACE HARDWARE	06/26/2019	1906-119713	GEN	CABLE TIES	
83558	1250 E GRAND RIVER	07/09/2019		N		14.99
06/26/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		14.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-740.000	OPERATING SUPPLIES	14.99

VENDOR TOTAL: 58.55

CARLISLE	CARLISLE/WORTMAN ASSOCIATES INC	06/14/2019	2153112	GEN	CONCEPT PLAN REVIEW - S MICHIGAN	
83535	117 NORTH FIRST ST	07/09/2019		N		200.00
	SUITE 70					
06/14/2019	ANN ARBOR MI, 48104	/ /	0.0000	N		0.00
		07/09/2019		N		200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-801.000	PROFESSIONAL SERVICES	200.00

CARLISLE	CARLISLE/WORTMAN ASSOCIATES INC	06/14/2019	2153113	GEN	GROUP HOUSING STUDY	
83534	117 NORTH FIRST ST	07/09/2019		N		250.00
	SUITE 70					
06/14/2019	ANN ARBOR MI, 48104	/ /	0.0000	N		0.00
		07/09/2019		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	
Ref #	Address	CK Run Date	PO	Hold		Gross Amount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Discount
Invoice Notes		Due Date		1099		Net Amount

101-722-801.000	PROFESSIONAL SERVICES				250.00	
VENDOR TOTAL:						450.00

CARTWRIGH	CARTWRIGHT, JANE	06/26/2019	6-21-2019	GEN	MILEAGE AND DINNER CONFERENCE	
83526		07/09/2019		N		151.64
06/26/2019	,	/ /	0.0000	N		0.00
		07/09/2019		N		151.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-860.000	CONFERENCE /TRANSPORTATION	151.64
VENDOR TOTAL:		151.64

CHASE HOME	CHASE	06/17/2019	834	GEN	SEWER BOND PHASE II	
83531	P.O. BOX 9001022	07/09/2019		N		105,718.50
06/17/2019	LOUISVILLE KY, 40290	/ /	0.0000	N		0.00
		07/09/2019		N		105,718.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-906-991.000	PRINCIPAL	95,000.00
590-906-995.000	INTEREST	10,718.50
VENDOR TOTAL:		105,718.50

COMP BATTE	COMPLETE BATTERY SOURCE	06/27/2019	361699BRI	GEN	WELL #6 GENERATOR	
83604	6480 GRAND RIVER	07/09/2019		N		85.80
06/27/2019	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		07/09/2019		N		85.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-930.008	REPAIR & MAINT - PUMP STATION	85.80
VENDOR TOTAL:		85.80

CONSUMERS	CONSUMERS ENERGY	06/14/2019	JULY 2019	GEN	CITY UTILITIES - GAS	
83539	P.O. BOX 740309	07/09/2019		N		1,158.34
06/14/2019	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		07/01/2019		N		1,158.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.001	UTILITIES - GAS CITY HALL	18.56
101-265-920.001	UTILITIES - GAS CITY HALL #2	278.36
590-536-920.004	UTILITIES - PUMP STATION 737 E WASHINGT	17.99

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

101-276-920.001	UTILITIES - GAS 803 ROOSEVELT					17.99
590-536-920.004	UTILITIES - PUMP STATION WEST ST					15.15
591-564-920.001	UTILITIES - GAS 150 MARION ST					198.41
641-441-920.001	UTILITIES - GAS 150 MARION ST					297.62
640-441-920.001	UTILITIES - GAS VACTOR BLDG					11.77
641-441-920.001	UTILITIES - GAS VACTOR BLDG					9.63
640-441-920.001	UTILITIES - GAS 152 MARION ST					23.69
591-564-920.001	UTILITIES - GAS HIGH SERVICE BLDG/717 S					118.17
590-564-920.001	UTILITIES - GAS 1191 PINCKNEY RD					135.29
590-536-920.004	UTILITIES - GAS 1420 W GR RVR					15.71
						1,158.34

VENDOR TOTAL: 1,158.34

CORBY EN	CORBY ENERGY SERVICES INC.	06/20/2019	PAY 4	GEN	SANITARY CLEANING & TELEVISION	
83550	6001 SCHOONER	07/09/2019		N		17,625.00
06/20/2019	BELLEVILLE MI, 48112	/ /	0.0000	N		0.00
		07/09/2019		N		17,625.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-804.000	CONTRACTUAL SERVICES	17,625.00

VENDOR TOTAL: 17,625.00

CORRIGAN	CORRIGAN OIL COMPANY	06/25/2019	6836602-IN	GEN	DIESEL FUEL	
83643	775 N SECOND ST	07/09/2019		N		3,367.66
06/25/2019	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		07/09/2019		N		3,367.66

Open

GL NUMBER	DESCRIPTION	AMOUNT
640-441-751.000	GASOLINE & DIESEL FUEL	3,367.66

VENDOR TOTAL: 3,367.66

CRUISERS	CRUISERS INC	06/20/2019	40181	GEN	312 DOCKING STATION	
83540	5977 BRIGHTON PINES CT	07/09/2019		N		327.00
06/20/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		327.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-930.004	EQUIPMENT VEHICLES	327.00

CRUISERS	CRUISERS INC	06/20/2019	40182	GEN	319 DOCKING STATION	
83541	5977 BRIGHTON PINES CT	07/09/2019		N		327.00
06/20/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		327.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	
Ref #	Address	CK Run Date	PO	Hold		Gross Amount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Discount
Invoice Notes		Due Date		1099		Net Amount

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-930.004	EQUIPMENT VEHICLES	327.00
CRUISERS	CRUISERS INC	06/20/2019 40183 GEN 313 DOCKING STATION
83542	5977 BRIGHTON PINES CT	07/09/2019 N 102.50
06/20/2019	HOWELL MI, 48843	/ / 0.0000 N 0.00
		07/09/2019 N 102.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-930.004	EQUIPMENT VEHICLES	102.50
CRUISERS	CRUISERS INC	06/20/2019 40194 GEN 315 DOCKING STATION
83543	5977 BRIGHTON PINES CT	07/09/2019 N 327.00
06/20/2019	HOWELL MI, 48843	/ / 0.0000 N 0.00
		07/09/2019 N 327.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-930.004	EQUIPMENT VEHICLES	327.00

VENDOR TOTAL: 1,083.50

PERF/BONDS	CUPPS, APRIL	06/14/2019 PB19-172 GEN ESCROW RELEASE 504 MAPLE
83536	504 MAPLE	07/09/2019 N 750.00
06/14/2019	HOWELL MI, 48843	/ / 0.0000 Y 0.00
		07/09/2019 N 750.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	750.00

VENDOR TOTAL: 750.00

D&G EQUIP	D & G EQUIPMENT INC	06/14/2019 834337 GEN REPAIR PARTS
83537	2 INDUSTRIAL PARK DR	07/09/2019 N 77.90
06/14/2019	WILLIAMSTON MI, 48895	/ / 0.0000 N 0.00
		07/09/2019 N 77.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.019	OPER SUPP/SMALL EQUIPMENT	77.90

VENDOR TOTAL: 77.90

DEMUSE TOP	DEMEUSE TOPSOIL	06/14/2019 6-10-2019 GEN MULCH & TOPSOIL
83538	4618 M-59	07/09/2019 N 846.00

07/03/2019 11:32 AM  
 User: Daus  
 DB: Howell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL  
 EXP CHECK RUN DATES 07/09/2019 - 07/09/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN  
 A/P

Vendor Code Ref # Invoice Date Invoice Notes	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
06/14/2019	HOWELL MI, 48843	/ / 07/09/2019	0.0000	N N		0.00 846.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.018	OPER SUPP/LANDSCAPING	846.00

VENDOR TOTAL: 846.00

MISC 83516 06/25/2019	DOUGLAS, DARLENE 1016 BURNS HOWELL MI, 48843	06/25/2019 07/09/2019 07/09/2019	06/25/2019 0.0000	GEN N N N	REFUND WATER/SEWER ACCT 926 BOSTON B	0.00 0.00 75.02

Open

\*REFUND WATER/SEWER ACCT 926 BOSTON BLVD

GL NUMBER	DESCRIPTION	AMOUNT
591-536-644.000	1000-WTR USAGE	75.02

VENDOR TOTAL: 75.02

DET EDISON 83518 06/02/2019	DTE ENERGY P O BOX 740786 CINCINNATI OH, 45274-0786	06/02/2019 07/09/2019 / / 06/19/2019	LAKESIDE/6/2019 0.0000	GEN N N N	CITY UTILITIES	40.33 0.00 40.33

PD CK# 91136 06/25/2019

GL NUMBER	DESCRIPTION	AMOUNT
590-536-920.004	UTILITIES - PUMP STATION 1158 LAKESIDE	40.33

VENDOR TOTAL: 40.33

ESRI 83596 07/02/2019	ESRI P.O. BOX 741076 LOS ANGELES CA, 90074-1076	07/02/2019 07/09/2019 / / 07/09/2019	318946 0.0000	GEN N N N	MAINTENANCE FEES 2019 TO 2020	5,572.91 0.00 5,572.91

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-822.000	COMPUTER SOFTWARE SUPPORT	630.46
101-257-822.000	COMPUTER SOFTWARE SUPPORT	530.46
641-441-822.000	COMPUTER SOFTWARE SUPPORT	3,490.15
591-564-822.000	COMPUTER SOFTWARE SUPPORT	460.92
590-564-822.000	COMPUTER SOFTWARE SUPPORT	460.92

5,572.91

VENDOR TOTAL: 5,572.91

FIRST IMPR	FIRST IMPRESSION PRINT & MARKETING	06/20/2019	73260	GEN	PARKING TICKETS 2000 EA

Vendor Code Ref # Invoice Date Invoice Notes	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
83546	907 FOWLER ST	07/09/2019		N		2,004.51
06/20/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		2,004.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-740.000	OPERATING SUPPLIES	2,004.51

FIRST IMPR 83557 06/26/2019	FIRST IMPRESSION 907 FOWLER ST HOWELL MI, 48843	PRINT & MARKETING	06/26/2019 07/09/2019 / /	73277 0.0000	GEN N N N	BUSINESS CARDS - SAWYER	71.37 0.00 71.37
			07/09/2019				

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-900.000	PRINTING & PUBLISHING	71.37

FIRST IMPR 83556 06/26/2019	FIRST IMPRESSION 907 FOWLER ST HOWELL MI, 48843	PRINT & MARKETING	06/26/2019 07/09/2019 / /	73280 0.0000	GEN N N N	BUSINESS CARDS - MAAS	71.37 0.00 71.37
			07/09/2019				

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-900.000	PRINTING & PUBLISHING	71.37

VENDOR TOTAL: 2,147.25

PERF/BONDS 83563 06/26/2019	FLYNN, DAVID 928 GRISWOLD HOWELL MI, 48843		06/26/2019 07/09/2019 / /	PB19-113 0.0000	GEN N Y N	ESCROW RELEASE 928 GRISWOLD	750.00 0.00 750.00
			07/09/2019				

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	750.00

VENDOR TOTAL: 750.00

GALLS INC 83529 06/17/2019	GALLS INCORPORATED P.O. BOX 71628 CHICAGO IL, 60694-1628		06/17/2019 07/09/2019 / /	012990339 0.0000	GEN N N N	TRAINING GUNS	285.37 0.00 285.37
			07/09/2019				

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-740.000	OPERATING SUPPLIES	285.37

VENDOR TOTAL: 285.37

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

GALLS INC	GALLS LLC	06/17/2019	012972652	GEN	TRAINING GUNS	
83530	P.O. BOX 71628	07/09/2019		N		417.71
06/17/2019	CHICAGO IL, 60673-1628	/ /	0.0000	Y		0.00
		07/09/2019		N		417.71

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-740.000	OPERATING SUPPLIES	417.71

VENDOR TOTAL: 417.71

GIBBONS, P	GIBBONS, PATRICK K.	06/30/2019	JUNE 30 2019	GEN	PAYMENT IN LIEU OF HEALTH INSURANCE	
83616	2012 BECK RD	07/09/2019		N		849.38
06/30/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		Y		849.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-714.001	CITY SHARE MED INS RETIREE	849.38

VENDOR TOTAL: 849.38

GORALSKI	GORALSKI, ROGER	06/30/2019	JUNE 30,2019	GEN	PAYMENT IN LIEU OF HEALTH INSURANCE	
83564	3800 RANIER DR	07/09/2019		N		450.27
06/30/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		Y		450.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-714.001	CITY SHARE MEDICAL INS RETIREE	450.27

VENDOR TOTAL: 450.27

GRACON SER	GRACON SERVICES INC	06/20/2019	12948	GEN	NETWORK SECURITY PROJECT	
83548		07/09/2019		N		3,200.00
	4265 OKEMOS RD, STE A	/ /	0.0000	N		0.00
06/20/2019	OKEMOS MI, 48864-3285	07/09/2019		N		3,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-228-822.001	NETWORK SUPPORT	3,200.00

GRACON SER	GRACON SERVICES INC	06/20/2019	12960	GEN	DATA BACKUP SOFTWARE RENEWAL	
83547		07/09/2019		N		3,975.60
	4265 OKEMOS RD, STE A	/ /	0.0000	N		0.00
06/20/2019	OKEMOS MI, 48864-3285	07/09/2019		N		3,975.60

Open

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-000-677.014	IT SHARED SERVICES - BRIGHTON	2,092.19
101-228-822.001	NETWORK SUPPORT	1,492.16
101-000-081.001	DUE FROM REC AUTHORITY	391.25
		<u>3,975.60</u>

VENDOR TOTAL: 7,175.60

GRAINGER	GRAINGER	06/20/2019	9208125386	GEN	PLUGS	
83553	DEPT 825552573	07/09/2019		N		12.01
06/20/2019	PALATINE IL, 60038-0001	/ /	0.0000	N		0.00
		07/09/2019		N		12.01

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-775.000	MAINTENANCE SUPPLIES	12.01

VENDOR TOTAL: 12.01

WESTERN LI	GRAYMONT CAPITAL INC.	06/20/2019	133382 RI	GEN	CHEMICALS	
83549	DEPT CH 16910	07/09/2019		N		5,937.76
06/20/2019	PALATINE IL, 60055-6910	/ /	0.0000	N		0.00
		07/09/2019		N		5,937.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-775.005	MAINTENANCE SUPPLY - LIME	5,937.76

VENDOR TOTAL: 5,937.76

HACH CO	HACH COMPANY	06/30/2019	11500148	GEN	LAB SUPPLIES	
83565	2207 COLLECTIONS CENTER DR	07/09/2019		N		81.03
06/07/2019	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		07/09/2019		N		81.03

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-775.003	LABORATORY SUPPLIES	81.03

HACH CO	HACH COMPANY	06/20/2019	11514022	GEN	LAB SUPPLIES	
83552	2207 COLLECTIONS CENTER DR	07/09/2019		N		456.46
06/20/2019	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		07/09/2019		N		456.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-775.003	LABORATORY SUPPLIES	456.46

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL  
 EXP CHECK RUN DATES 07/09/2019 - 07/09/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN  
 A/P

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

VENDOR TOTAL: 537.49

PERF/BONDS	HOME PRO ROOFING	06/21/2019	PB19-173	GEN	ESCROW RELEASE 1238 STILL VALLEY DR	
83566	680 N CEDAR RD.	07/09/2019		N		750.00
06/07/2019	FOWLERVILLE MI, 48836	/ /	0.0000	Y		0.00
		07/09/2019		N		750.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	750.00

VENDOR TOTAL: 750.00

HOW HARDW	HOWELL HARDWARE	06/11/2019	96423	GEN	MISC SUPPLIES	
83637	1076 S MICHIGAN AVE	07/09/2019		N		7.49
06/11/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		7.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-775.000	MAINTENANCE SUPPLIES	7.49

HOW HARDW	HOWELL HARDWARE	06/11/2019	96562	GEN	REPLACEMENT ROD FOR MOWER WEIGHTS	
83638	1076 S MICHIGAN AVE	07/09/2019		N		44.27
06/11/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		44.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-740.000	OPERATING SUPPLIES	44.27

HOW HARDW	HOWELL HARDWARE	06/20/2019	96563	GEN	BOLTS FOR MOWER CASTER WHEELS	
83639	1076 S MICHIGAN AVE	07/09/2019		N		3.36
06/20/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		3.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-740.000	OPERATING SUPPLIES	3.36

VENDOR TOTAL: 55.12

HOW PARKS	HOWELL PARKS AND RECREATION AUTHORI	07/01/2019	208.0620001	GEN	3RD QUARTER PARTICIPATION FEES	
83592	925 W GRAND RIVER	07/09/2019		N		25,806.25
07/01/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		25,806.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

101-966-999.059	TO/PARKS & REC FUND					25,806.25
VENDOR TOTAL:						25,806.25

HOWELL POS 83588	HOWELL POSTMASTER 325 S MICHIGAN HOWELL MI, 48843	07/01/2019 07/09/2019	JULY 2019	GEN N	WATER / SEWER POSTAGE	350.00
07/01/2019		/ /	0.0000	N		0.00
		07/09/2019		N		350.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-730.000	POSTAGE	175.00
591-290-730.000	POSTAGE	175.00
		350.00

VENDOR TOTAL: 350.00

HUBBELL 83571	HUBBELL ROTH & CLARK P O BOX 824 BLOOMFIELD HILLS MI, 48303-0824	06/30/2019 07/09/2019	0170645/0170649	GEN N	SAW GRANT	38,581.87
06/30/2019		/ /	0.0000	N		0.00
		07/09/2019		N		38,581.87

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-801.004	ENGINEERING SERVICES	11,862.70
590-564-801.004	ENGINEERING SERVICES	344.83
202-538-801.004	ENGINEERING SERVICES	13,187.17
203-538-801.004	ENGINEERING SERVICES	13,187.17
		38,581.87

HUBBELL 83570	HUBBELL ROTH & CLARK P O BOX 824 BLOOMFIELD HILLS MI, 48303-0824	06/13/2019 07/09/2019	0170650	GEN N	SLUDGE EQUIPMENT PROCUREMENT	12,534.70
06/13/2019		/ /	0.0000	N		0.00
		07/09/2019		N		12,534.70

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-801.004	ENGINEERING SERVICES	12,534.70

HUBBELL 83569	HUBBELL ROTH & CLARK P O BOX 824 BLOOMFIELD HILLS MI, 48303-0824	06/13/2019 07/09/2019	0170651	GEN N	DAM SITE PUMP STATION REPLACEMENT	3,532.23
06/13/2019		/ /	0.0000	N		0.00
		07/09/2019		N		3,532.23

Open

GL NUMBER	DESCRIPTION	AMOUNT
465-548-801.003	ENGINEERING / LIFT STATION	3,532.23

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	
Ref #	Address	CK Run Date	PO	Hold		Gross Amount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Discount
Invoice Notes		Due Date		1099		Net Amount

HUBBELL	HUBBELL ROTH & CLARK	06/13/2019	0170653	GEN	STATE STREET/ MATCH ELIGIBLE	
83572	P O BOX 824	07/09/2019		N		2,857.68
06/13/2019	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/09/2019		N		2,857.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
497-516-967.000	PROJECT COSTS	2,371.87
497-539-967.000	PROJECT COSTS	200.04
497-548-967.000	PROJECT COSTS	285.77
		<u>2,857.68</u>

HUBBELL	HUBBELL ROTH & CLARK	06/13/2019	0170654	GEN	STATE STREET/MATCH ELIGIBLE	
83574	P O BOX 824	07/09/2019		N		19,484.25
06/13/2019	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/09/2019		N		19,484.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
497-516-967.000	PROJECT COSTS	16,171.93
497-539-967.000	PROJECT COSTS	1,363.90
497-548-967.000	PROJECT COSTS	1,948.42
		<u>19,484.25</u>

HUBBELL	HUBBELL ROTH & CLARK	06/13/2019	0170655	GEN	STATE STREET / MATCH ELIGIBLE	
83573	P O BOX 824	07/09/2019		N		7,644.00
06/13/2019	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/09/2019		N		7,644.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
497-516-967.000	PROJECT COSTS	6,344.52
497-539-967.000	PROJECT COSTS	535.08
497-548-967.000	PROJECT COSTS	764.40
		<u>7,644.00</u>

HUBBELL	HUBBELL ROTH & CLARK	06/13/2019	0170656	GEN	HOWDEN MEADOWS INSPECTIONS	
83575	P O BOX 824	07/09/2019		N		1,049.38
06/13/2019	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/09/2019		N		1,049.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	1,049.38

HUBBELL	HUBBELL ROTH & CLARK	06/13/2019	0170657	GEN	IHA FINAL ENGINEERING INSPECTION	
83576	P O BOX 824	07/09/2019		N		827.20

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 DB: Howell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL  
 EXP CHECK RUN DATES 07/09/2019 - 07/09/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN  
 A/P

Vendor Code Ref # Invoice Date Invoice Notes	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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06/13/2019	BLOOMFIELD HILLS MI, 48303-0824	/ / 07/09/2019	0.0000	N N		0.00 827.20
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	827.20

HUBBELL 83577 06/13/2019	HUBBELL ROTH & CLARK P O BOX 824 BLOOMFIELD HILLS MI, 48303-0824	06/13/2019 07/09/2019 / / 07/09/2019	0170658 0.0000	GEN N N N	SOAPY BUCKET FINAL ENGINEERING REVIE	192.58 0.00 192.58
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	192.58

HUBBELL 83578 06/13/2019	HUBBELL ROTH & CLARK P O BOX 824 BLOOMFIELD HILLS MI, 48303-0824	06/13/2019 07/09/2019 / / 07/09/2019	0170659 0.0000	GEN N N N	LAKE TRUST FINAL ENGINEERING	188.16 0.00 188.16
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	188.16

HUBBELL 83579 06/13/2019	HUBBELL ROTH & CLARK P O BOX 824 BLOOMFIELD HILLS MI, 48303-0824	06/13/2019 07/09/2019 / / 07/09/2019	0170660 0.0000	GEN N N N	HEARTLAND DENTAL FINAL ENGINEERING	192.58 0.00 192.58
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	192.58

HUBBELL 83580 06/13/2019	HUBBELL ROTH & CLARK P O BOX 824 BLOOMFIELD HILLS MI, 48303-0824	06/13/2019 07/09/2019 / / 07/09/2019	0170662 0.0000	GEN N N N	TOWN COMMONS HOLDING LLC	1,150.52 0.00 1,150.52
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	1,150.52

HUBBELL 83644 06/21/2019	HUBBELL ROTH & CLARK P O BOX 824 BLOOMFIELD HILLS MI, 48303-0824	06/21/2019 07/09/2019 / / 07/09/2019	0170663 0.0000	GEN N N N	2019 SRF PLAN REVIEW	765.80 0.00 765.80
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Open

GL NUMBER	DESCRIPTION	AMOUNT
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

590-564-801.004	ENGINEERING SERVICES					765.80
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HUBBELL	HUBBELL ROTH & CLARK	06/13/2019	0170664	GEN	CLINTON PLACE FINAL ENGINEERING REVI	
83581	P O BOX 824	07/09/2019		N		189.84
06/13/2019	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/09/2019		N		189.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	189.84

HUBBELL	HUBBELL ROTH & CLARK	06/21/2019	0170665	GEN	WTP FILTER REHAB	
83645	P O BOX 824	07/09/2019		N		1,449.31
06/21/2019	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/09/2019		N		1,449.31

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-930.009	REPAIR & MAINT - EQUIPMENT	1,449.31

VENDOR TOTAL: 90,640.10

HURON GUNS	HURON VALLEY GUNS	06/26/2019	82789	GEN	UNIFORM - BANFIELD & KOBEL	
83562	56477 GRAND RIVER AVE	07/09/2019		N		209.96
06/26/2019	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		07/09/2019		N		209.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-741.000	UNIFORMS/CLOTHING ALLOWANCE	209.96

HURON GUNS	HURON VALLEY GUNS	06/26/2019	82790	GEN	UNIFORM - SAWYER	
83560	56477 GRAND RIVER AVE	07/09/2019		N		94.99
06/26/2019	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		07/09/2019		N		94.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-741.000	UNIFORMS/CLOTHING ALLOWANCE	94.99

HURON GUNS	HURON VALLEY GUNS	06/26/2019	82792	GEN	UNIFORMS - KELLEHER	
83559	56477 GRAND RIVER AVE	07/09/2019		N		310.96
06/26/2019	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		07/09/2019		N		310.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-741.000	UNIFORMS/CLOTHING ALLOWANCE	310.96

HURON GUNS	HURON VALLEY GUNS	06/26/2019	82793	GEN	UNIFORM - MAAS	
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Vendor Code Ref # Invoice Date Invoice Notes	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
83561 06/26/2019	56477 GRAND RIVER AVE NEW HUDSON MI, 48165	07/09/2019 / / 07/09/2019	0.0000	N N N		137.98 0.00 137.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-741.000	UNIFORMS/CLOTHING ALLOWANCE	137.98

VENDOR TOTAL: 753.89

J J JINKLE 83634 06/18/2019	J J JINKLEHEIMER & CO 2705 E GRAND RIVER HOWELL MI, 48843	06/18/2019 07/09/2019 / / 07/09/2019	67543 0.0000	GEN N N N	DPS - T SHIRTS	781.00 0.00 781.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
640-441-741.002	UNIFORMS/CLEANING/ RENTAL	200.00
641-441-741.002	UNIFORMS/CLEANING/ RENTAL	421.00
590-564-741.002	UNIFORMS/CLEANING/ RENTAL	160.00
		781.00

VENDOR TOTAL: 781.00

LIV FEED 83583 06/13/2019	LIVINGSTON FEED & SEED 361 MARION ST HOWELL MI, 48843	06/13/2019 07/09/2019 / / 07/09/2019	12925 0.0000	GEN N N N	GRASS SEED/ GRAVE MAINT	163.16 0.00 163.16
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-284-740.018	OPER SUPP/LANDSCAPING	163.16

VENDOR TOTAL: 163.16

LOCKHART,D 83584 06/13/2019	LOCKHART, DARREN 2888 E JONES RD HOWELL MI, 48855	06/30/2019 07/09/2019 / / 07/09/2019	JUNE 30, 2019 0.0000	GEN N N Y	PAYMENT IN LIEU OF HEALTH INSURANCE	849.38 0.00 849.38
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-714.001	CITY SHARE MEDICAL INS RETIREE	849.38

VENDOR TOTAL: 849.38

LOVE, C 83585 06/13/2019	LOVE, CRAIG 7250 NE 192ND PLACE CITRA FL, 32113	06/13/2019 07/09/2019 / /	JUNE 30, 2019 0.0000	GEN N N	PAYMENT IN LIEU OF HEALTH INSURANCE	510.31 0.00
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

Open 07/09/2019 Y 510.31

GL NUMBER	DESCRIPTION	AMOUNT
641-441-714.001	CITY SHARE MED INS RETIREE	510.31

VENDOR TOTAL: 510.31

LOWES HOME	LOWE'S HOME CENTERS INC	06/30/2019	925550	GEN	UTILITY CART	
83606	P O BOX 530954	07/09/2019		N		131.09
05/31/2019	ATLANTA GA, 30353-0954	/ /	0.0000	N		0.00
		07/09/2019		N		131.09

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-284-740.018	OPER SUPP/LANDSCAPING	131.09

LOWES HOME	LOWE'S HOME CENTERS INC	06/30/2019	925632	GEN	PLUMBING SUPPLIES	
83605	P O BOX 530954	07/09/2019		N		20.73
05/31/2019	ATLANTA GA, 30353-0954	/ /	0.0000	N		0.00
		07/09/2019		N		20.73

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-931.000	BUILDING MAINTENANCE	20.73

LOWES HOME	LOWE'S HOME CENTERS INC	06/13/2019	925860	GEN	CREDIT PALLET	
83613	P O BOX 530954	07/09/2019		N		(12.75)
06/13/2019	ATLANTA GA, 30353-0954	/ /	0.0000	N		0.00
		07/09/2019		N		(12.75)

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-740.000	OPERATING SUPPLIES	(12.75)

LOWES HOME	LOWE'S HOME CENTERS INC	06/13/2019	925861	GEN	QUICKCRETE	
83612	P O BOX 530954	07/09/2019		N		132.69
06/13/2019	ATLANTA GA, 30353-0954	/ /	0.0000	N		0.00
		07/09/2019		N		132.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-740.000	OPERATING SUPPLIES	132.69

LOWES HOME	LOWE'S HOME CENTERS INC	06/05/2019	927347	GEN	LIGHT BULBS	
83608	P O BOX 530954	07/09/2019		N		58.78
06/05/2019	ATLANTA GA, 30353-0954	/ /	0.0000	N		0.00
		07/09/2019		N		58.78

Open

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-265-931.000	BUILDING MAINTENANCE	58.78
LOWES HOME 83607 06/05/2019	LOWE'S HOME CENTERS INC P O BOX 530954 ATLANTA GA, 30353-0954	06/05/2019 980769 07/09/2019 / / 0.0000 07/09/2019
		GEN LUMBER FOR BOOT ROOM N 398.98 N 0.00 N 398.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
641-441-931.000	BUILDING MAINTENANCE	398.98

VENDOR TOTAL: 729.52

MASTER MED 83640 06/20/2019	MASTER MEDIA SUPPLY P O BOX 705 HOWELL MI, 48844	06/20/2019 80724 07/09/2019 / / 0.0000 07/09/2019	GEN NOTE PADS N 40.96 N 0.00 N 40.96
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	OFFICE SUPPLIES	40.96

VENDOR TOTAL: 40.96

MILLER CAN 83598 06/30/2019	MILLER CANFIELD PADDOCK & STONE P.O. DRAWER 640348 DETROIT MI, 48264-0348	06/30/2019 1441239 07/09/2019 / / 0.0000 07/09/2019	GEN PROFESSIONAL SERVICES N 1,120.00 N 0.00 Y 1,120.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-266-826.000	CONTRACTUAL ATTORNEY FEES	1,120.00

VENDOR TOTAL: 1,120.00

PERF/BONDS 83521 06/26/2019	MISIGNAL INC 1004 S MICHIGAN AVE, SUITE 102 HOWELL MI, 48843	06/26/2019 PROW-084 07/09/2019 / / 0.0000 06/26/2019	GEN ESCROW RELEASE 152 MARION ST N 2,350.00 Y 0.00 N 2,350.00
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PD CK# 91139 06/26/2019

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	2,350.00

VENDOR TOTAL: 2,350.00

PERF/BONDS 83520	MISIGNAL INC. 1004 S MICHIGAN AVE, SUITE 102	06/26/2019 PROW-083 07/09/2019	GEN ESCROW RELEASE 931 JONES ST N 4,375.00
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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL  
 EXP CHECK RUN DATES 07/09/2019 - 07/09/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
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 A/P

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

06/26/2019	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		06/26/2019		N		4,375.00

PD CK# 91140 06/26/2019

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	4,375.00

VENDOR TOTAL: 4,375.00

MORETTI	MORETTI GROUP	06/13/2019	00076522	GEN	TRANSCRIPT TAKEN SRF WWTP IMPRV	
83582	COURT REPORTING & VIDEOCONFERENCING	07/09/2019		N		397.10
	471 W SOUTH ST, STE 41B					
06/13/2019	KALAMAZOO MI, 49007	/ /	0.0000	N		0.00
		07/09/2019		Y		397.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-536-804.000	CONTRACTUAL SERVICES	397.10

VENDOR TOTAL: 397.10

MURPHY, B	MURPHY, BARB	06/30/2019	JUNE30,2019	GEN	PAYMENT IN LIEU OF HEALTH INSURANCE	
83646	2823 GRAMER RD	07/09/2019		N		637.03
06/30/2019	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		07/09/2019		Y		637.03

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-290-714.001	CITY SHARE MED INS RETIREE	318.52
590-536-714.001	CITY SHARE MED INS RETIREE	318.51

637.03

VENDOR TOTAL: 637.03

OFFICE DEP	OFFICE DEPOT	06/26/2019	333744102001	GEN	OFFICE SUPPLIES	
83635	P O BOX 633211	07/09/2019		N		145.18
06/26/2019	CINCINNATI OH, 45263-3211	/ /	0.0000	N		0.00
		07/09/2019		N		145.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-727.000	OFFICE SUPPLIES	145.18

VENDOR TOTAL: 145.18

PERF/BONDS	ON TOP CONSTRUCTION INC.	06/26/2019	PB19-177	GEN	ESCROW RELEASE 518 ROOSEVELT	
83524	117 N ELM	07/09/2019		N		750.00
06/26/2019	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		07/09/2019		N		750.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	750.00
VENDOR TOTAL:		750.00

OSCAR	OSCAR W LARSON COMPANY	06/30/2019	SRVCE00000069025	GEN	ANNUAL A RENEWAL FUEL TANKS	
83589	10100 DIXIE HIGHWAY	07/09/2019		N		500.00
06/30/2019	CLARKSTON MI, 48348	/ /	0.0000	N		0.00
		07/09/2019		N		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
640-441-751.000	GASOLINE & DIESEL FUEL	500.00
VENDOR TOTAL:		500.00

PARAGON LA	PARAGON LABORATORIES, INC.	06/18/2019	205512	GEN	REQUIRED TESTING WELL #1	
83590	30555 SOUTHFIELD RD, STE 400	07/09/2019		N		334.00
06/18/2019	SOUTHFIELD MI, 48076	/ /	0.0000	N		0.00
		07/09/2019		N		334.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-804.000	CONTRACTUAL SERVICES	334.00

PARAGON LA	PARAGON LABORATORIES, INC.	06/18/2019	205601	GEN	REQUIRED WATER TESTING ON PLANT TAP	
83591	30555 SOUTHFIELD RD, STE 400	07/09/2019		N		569.00
06/18/2019	SOUTHFIELD MI, 48076	/ /	0.0000	N		0.00
		07/09/2019		N		569.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-804.000	CONTRACTUAL SERVICES	569.00
VENDOR TOTAL:		903.00

PAYROLL	PAYROLL FUND	06/22/2019	06-25-2019	GEN	PAYROLL ENDING PAY ENDING 06-22-2019	
83519		07/09/2019		N		190,881.32
06/22/2019	,	/ /	0.0000	N		0.00
		06/19/2019		N		190,881.32

PD CK# 91137 06/25/2019

GL NUMBER	DESCRIPTION	AMOUNT
101-000-001.002	PAYROLL CHECKING	190,881.32
VENDOR TOTAL:		190,881.32

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		
PLANN &ZON	PLANNING & ZONING CENTER, INC.	07/01/2019	10/19-09/20	GEN	SUBSCRIPTION RENEWAL	
83587	4337 E GRAND RIVER, #257	07/09/2019		N		185.00
07/01/2019	HOWELL MI, 48843-6583	/ /	0.0000	Y		0.00
		07/09/2019		N		185.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-840.000	DUES & MEMBERSHIPS	185.00

VENDOR TOTAL: 185.00

PLESS, L	PLESS, LUANN	06/30/2019	JUNE 30,2019	GEN	PAYMENT IN LIEU OF HEALTH INSURANCE	
83593	1018 PINECONE	07/09/2019		N		637.03
06/30/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		Y		637.03

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-714.001	CITY SHARE MED INS RETIREE	637.03

VENDOR TOTAL: 637.03

PERF/BONDS	PREMIUM ROOFING LLC	06/26/2019	PB19-254	GEN	ESCROW RELEASE 713 SPRING ST	
83525	P.O. BOX 2123	07/09/2019		N		750.00
06/26/2019	HOWELL MI, 48844	/ /	0.0000	Y		0.00
		07/09/2019		N		750.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	750.00

VENDOR TOTAL: 750.00

QUALIFICAT	QUALIFICATION TARGETS INC.	06/26/2019	21901745	GEN	STEEL TARGETS W/STANDS	
83528	1145 CLYDE HANSON DR	07/09/2019		N		770.00
06/26/2019	HAMMOND WI, 54015	/ /	0.0000	N		0.00
		07/09/2019		N		770.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-887.001	GUN RANGE	770.00

VENDOR TOTAL: 770.00

R S TECH	R S TECHNICAL SERVICES INC	06/14/2019	DB-1002	GEN	SULFURIC ACID PUMP REPAIR PARTS	
83594	695 LINCOLN LAKE AVE	07/09/2019		N		233.62
06/14/2019	LOWELL MI, 49331-9416	/ /	0.0000	N		0.00
		07/09/2019		N		233.62

Open

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 BANK CODE: GEN  
 A/P

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
591-564-930.009	REPAIR & MAINT - EQUIPMENT	233.62

VENDOR TOTAL: 233.62

REDICARE	REDICARE PARTNERS, PLLC	06/17/2019	178227	GEN	PHYSICAL - CDL	
83595	4185 E GRAND RIVER AVE	07/09/2019		N		80.00
06/17/2019	HOWELL MI, 48843-8523	/ /	0.0000	N		0.00
		07/09/2019		N		80.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-270-835.000	PHYSICALS / MEDICAL EXPENSE	80.00

VENDOR TOTAL: 80.00

RESTROOM D	RESTROOM DIRECT	06/15/2019	21080	GEN	DPW DRINKING FOUNTAIN	
83614	129 OAKPARK DR, UNIT A	07/09/2019		N		961.69
06/15/2019	MOORESVILLE NC, 28115	/ /	0.0000	N		0.00
		07/09/2019		N		961.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
641-441-740.020	OPER SUPP/FURNITURE	961.69

VENDOR TOTAL: 961.69

RUTTAN, R	RUTTAN, REBECCA	06/30/2019	JUNE 30 2019	GEN	PAYMENT IN LIEU OF HEALTH INSURANCE	
83599	7957 WAHBASEE LANE	07/09/2019		N		600.36
06/30/2019	WILLIAMSBURG MI, 49690	/ /	0.0000	N		0.00
		07/09/2019		Y		600.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-714.001	CITY SHARE MED INS RETIREE	300.18
101-215-714.001	CITY SHARE MEDICAL INS RETIREE	300.18
		600.36

VENDOR TOTAL: 600.36

PERF/BONDS	SMOLYANOV HOME IMPROVEMENT LLC	06/26/2019	PB19-240	GEN	ESCROW RELEASE 903 OAK CLUSTER CT	
83523	5002 DEWITT RD	07/09/2019		N		750.00
06/26/2019	CANTON MI, 48188	/ /	0.0000	Y		0.00
		07/09/2019		N		750.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	750.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

VENDOR TOTAL: 750.00

SPARTAN TI	SPARTAN TIRE & SERVICE CENTER	06/30/2019	11846	GEN	REPAIR MOWER TIRE	
83600	716 S MICHIGAN AVE	07/09/2019		N		10.00
06/30/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		10.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-740.000	OPERATING SUPPLIES	10.00

VENDOR TOTAL: 10.00

SPICER GRO	SPICER GROUP	06/20/2019	196611	GEN	SAW GRANT APPENDIX WORK	
83551	230 S WASHINGTON AVE	07/09/2019		N		1,755.00
06/20/2019	SAGINAW MI, 48607	/ /	0.0000	N		0.00
		07/09/2019		N		1,755.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
202-538-801.004	ENGINEERING SERVICES	877.50
203-538-801.004	ENGINEERING SERVICES	877.50
		<u>1,755.00</u>

VENDOR TOTAL: 1,755.00

DEQ	STATE OF MICHIGAN	07/02/2019	13489/2019	GEN	DRINKING WATER RENEWAL - RUTZEL	
83601	MDEQ, OFFICE OF FINANCIAL MANAGMENT	07/09/2019		N		95.00
	P.O. BOX 30657	/ /	0.0000	Y		0.00
07/02/2019	LANSING MI, 48909-8157	07/09/2019		N		95.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-536-957.000	EDUCATION / TRAINING	95.00

VENDOR TOTAL: 95.00

STUCKER, B	STUCKER, BOB	06/30/2019	JUNE 30 2019	GEN	PAYMENT IN LIEU OF HEALTH INSURANCE	
83602	P. BOX 116	07/09/2019		N		637.03
06/30/2019	BLISSFIELD MI, 49228	/ /	0.0000	N		0.00
		07/09/2019		Y		637.03

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-290-714.001	CITY SHARE MED INS RETIREE	637.03

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

VENDOR TOTAL: 637.03

THE HOME	THE HOME DEPOT	06/26/2019	2040435	GEN	DEHUMIDIFIER HOOK UP	
83636	DEPT 32-2501386647	07/09/2019		N		84.97
	P.O. BOX 78047					
06/26/2019	PHOENIX AZ, 85062-8047	/ /	0.0000	N		0.00
		07/09/2019		N		84.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-775.000	MAINTENANCE SUPPLIES	84.97

VENDOR TOTAL: 84.97

TLS LLC	TLS CONSTRUCTION LLC	06/21/2019	1105	GEN	PEANUT ROW WATER SERVICE REPAIR	
83618	714 E. GRAND RIVER	07/09/2019		N		2,255.00
06/21/2019	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		07/09/2019		N		2,255.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-536-804.000	CONTRACTUAL SERVICES	2,255.00

VENDOR TOTAL: 2,255.00

TLS COSTRU	TLS CONSTRUCTION LLC	06/20/2019	PAY #2	GEN	STATE STREET IMPROVE	
83555	714 E GRAND RIVER STE 4	07/09/2019		N		119,290.05
06/20/2019	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/09/2019		N		119,290.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
497-516-967.000	PROJECT COSTS	99,010.74
497-539-967.000	PROJECT COSTS	8,350.30
497-548-967.000	PROJECT COSTS	11,929.01
		119,290.05

VENDOR TOTAL: 119,290.05

US TREASUR	UNITED STATES TREASURY	06/26/2019	2019	GEN	PCORI FEE FOR 2018 PLAN YR	
83522	INTERNAL REVENUE SERVICE	07/09/2019		N		58.80
06/26/2019	OGDEN UT, 84201-0009	/ /	0.0000	N		0.00
		07/09/2019		N		58.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-270-804.006	MI CLAIMS TAX	58.80

VENDOR TOTAL: 58.80

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

UNIVAR	UNIVAR USA INC	06/30/2019	DT834176	GEN	PLANT CHEMICALS	
83603	13009 COLLECTIONS CENTER DR	07/09/2019		N		1,052.26
06/30/2019	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		07/09/2019		N		1,052.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-775.004	CHEMICALS	1,052.26

VENDOR TOTAL: 1,052.26

UNIVER. CR	UNIVERSAL CREATIVE CONCEPTS	06/24/2019	47319	GEN	COMMUNITY PROMO - ACTIVITY BOOKS	
83621	9909 CLAYTON RD. #217	07/09/2019		N		437.40
06/24/2019	SAINT LOUIS MO, 63124	/ /	0.0000	N		0.00
		07/09/2019		N		437.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-881.000	COMMUNITY PROMOTION	437.40

UNIVER. CR	UNIVERSAL CREATIVE CONCEPTS	06/24/2019	47320	GEN	COMMUNITY PROMO - BAGS	
83622	9909 CLAYTON RD. #217	07/09/2019		N		420.00
06/24/2019	SAINT LOUIS MO, 63124	/ /	0.0000	N		0.00
		07/09/2019		N		420.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-881.000	COMMUNITY PROMOTION	420.00

UNIVER. CR	UNIVERSAL CREATIVE CONCEPTS	06/24/2019	47321	GEN	COMMUNITY PROMO - PENS	
83619	9909 CLAYTON RD. #217	07/09/2019		N		280.90
06/24/2019	SAINT LOUIS MO, 63124	/ /	0.0000	N		0.00
		07/09/2019		N		280.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-881.000	COMMUNITY PROMOTION	280.90

UNIVER. CR	UNIVERSAL CREATIVE CONCEPTS	06/24/2019	47322	GEN	COMMUNITY PROMO - BADGES	
83620	9909 CLAYTON RD. #217	07/09/2019		N		853.00
06/24/2019	SAINT LOUIS MO, 63124	/ /	0.0000	N		0.00
		07/09/2019		N		853.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-881.000	COMMUNITY PROMOTION	853.00

VENDOR TOTAL: 1,991.30

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL  
 EXP CHECK RUN DATES 07/09/2019 - 07/09/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN  
 A/P

Vendor Code Ref # Invoice Date Invoice Notes	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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US BANK 83647	US BANK PHIL P.O. BOX 86 MINNEAPOLIS MN, 55486	07/03/2019 07/09/2019 / / 07/09/2019	1420019 0.0000	GEN N Y N	PH III BONDS	87,375.00 0.00 87,375.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
380-908-991.000	PRINCIPAL	75,000.00
380-908-995.000	INTEREST	12,375.00
		<u>87,375.00</u>

VENDOR TOTAL: 87,375.00

US BNK-970 83632	US BANK ST PAUL CM-9705 P.O. BOX 70870 SAINT PAUL MN, 55170	07/02/2019 07/09/2019 / / 07/09/2019	1422061 0.0000	GEN N Y N	PH1, LOOP RD & D-19 BONDS	339,746.25 0.00 339,746.25
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Open

GL NUMBER	DESCRIPTION	AMOUNT
380-906-991.000	PRINCIPAL	161,000.00
380-906-995.000	INTEREST	88,346.25
352-906-991.000	PRINCIPAL	69,000.00
352-906-995.000	INTEREST	21,400.00
		<u>339,746.25</u>

US BNK-970 83627	US BANK ST PAUL CM-9705 P.O. BOX 70870 SAINT PAUL MN, 55170	07/01/2019 07/09/2019 / / 07/09/2019	1422062 0.0000	GEN N Y N	2009 SEWER BOND	142,735.25 0.00 142,735.25
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-906-991.000	PRINCIPAL	100,000.00
590-906-995.000	INTEREST	42,735.25
		<u>142,735.25</u>

US BNK-970 83631	US BANK ST PAUL CM-9705 P.O. BOX 70870 SAINT PAUL MN, 55170	07/02/2019 07/09/2019 / / 07/09/2019	1422063 0.0000	GEN N Y N	N PARKING LOT BONDS	108,350.00 0.00 108,350.00
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Open

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 EXP CHECK RUN DATES 07/09/2019 - 07/09/2019  
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 A/P

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
394-906-991.000	PRINCIPAL	75,000.00
394-906-995.000	INTEREST	33,350.00
		<u>108,350.00</u>

US BNK-970	US BANK ST PAUL	07/02/2019	1423696	GEN	PKG LOT #1 & PH II DEBT	
83630	CM-9705	07/09/2019		N		183,850.00
	P.O. BOX 70870					
07/02/2019	SAINT PAUL MN, 55170	/ /	0.0000	Y		0.00
		07/09/2019		N		183,850.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
384-906-991.000	PRINCIPAL	14,061.00
384-906-995.000	INTEREST	4,240.00
380-907-991.000	PRINCIPAL	132,612.00
380-907-995.000	INTEREST	32,937.00
		<u>183,850.00</u>

VENDOR TOTAL: 774,681.50

VSP	VSP	07/03/2019	JULY 2019/RET	GEN	VISION INSURANCE - RETIREES	
83648		07/09/2019		N		206.42
	P.O. BOX 742788					
07/03/2019	LOS ANGELES CA, 90074-2788	/ /	0.0000	N		0.00
		07/09/2019		N		206.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-083.001	DF FORMER EMPLOYEE/HLTH INS	206.42

VSP	VSP	07/01/2019	JULY 2019-ACT	GEN	VISION INSURANCE EMPLOYEES INSURANCE	
83624		07/09/2019		N		962.42
	P.O. BOX 742788					
07/01/2019	LOS ANGELES CA, 90074-2788	/ /	0.0000	N		0.00
		07/09/2019		N		962.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-081.000	DF OTHER GOVERNMENT UNITS	24.71
101-290-714.000	EMPLOYEE MEDICAL INSURANCE	937.71
		<u>962.42</u>

VENDOR TOTAL: 1,168.84

WOODS, J	WOODS, JEFFREY	06/30/2019	JUNE 30 2019	GEN	PAYMENT IN LIEU OF HEALTH INSURANCE	
83617	3758 BRITTON RD	07/09/2019		N		849.38

07/03/2019 11:32 AM  
 User: Daus  
 DB: Howell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL  
 EXP CHECK RUN DATES 07/09/2019 - 07/09/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN  
 A/P

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		
06/30/2019	BANCROFT MI, 48414	/ /	0.0000	N		0.00
		07/09/2019		Y		849.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-714.001	CITY SHARE MEDICAL INS RETIREE	849.38

VENDOR TOTAL: 849.38

WOOSLEY, T	WOOSLEY, TIM	06/30/2019	JUNE 30 2019	GEN	PAYMENT IN LIEU OF HEALTH INSURANCE	
83615	1950 115 AVE	07/09/2019		N		849.38
06/15/2019	EVART MI, 49631	/ /	0.0000	N		0.00
		07/09/2019		Y		849.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-714.001	CITY SHARE MED INS RETIREE	849.38

VENDOR TOTAL: 849.38

TOTAL - ALL VENDORS: 1,514,404.42

CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR & CITY COUNCIL  
**FROM:** JIM WEBSTER, WATER PLANT OPERATIONS MANAGER  
**DATE:** JULY 8, 2019  
**RE:** LEAD & COPPER RULE TESTING UPDATE

The purpose of the Lead and Copper Rule (LCR) is to protect public health by minimizing lead and copper levels in drinking water. Lead and copper enter drinking water mainly from corrosion of lead and copper containing plumbing materials. The rule establishes action levels (AL) for lead and copper based on a 90th percentile level of tap water samples. An action level exceedance is not a violation but triggers other requirements to minimize exposure to lead and copper in drinking water, including water quality parameter monitoring, corrosion control treatment, source water monitoring/treatment, public education, and lead service line replacement. All community water supplies are subject to the LCR requirements.

The City of Howell has been testing for lead & copper throughout our system since 1992. Sampling is conducted within private homes that have the greatest probability of containing lead components based on the age of the home. Initial testing began in 1992 collecting 40 samples every 6 months for 2 testing round's, then was done annually collecting 20 samples until 1995 when testing frequency was reduced to every three years (collecting 20 samples), as results in the city were well under EPA limits.

The Michigan Safe Drinking Water Act was expanded in 2018 through changes to the lead & copper rule to better protect and prioritize the public health. Our state now has the strongest protections in the United State against lead in drinking water.

The City of Howell will be conducting our triennial (every 3 years) testing this July. With these changes, over the past few weeks City staff has conducted plumbing inspection at sampling sites to help better understand the service\_line and home plumbing materials present throughout the water distribution system. A tier system is used for determining these favorable sites. First chosen are those residences with lead service lines or ones with interior lead plumbing. Next are those residences with copper plumbing with lead solder installed before July 1988. Lastly would be sites that represent materials commonly found throughout the City.

The lead action level of 15 parts per billion (ppb) remains in effect through December 31, 2024. The new lead action level of 12 ppb will take effect January 1, 2025.

Below is additional information:

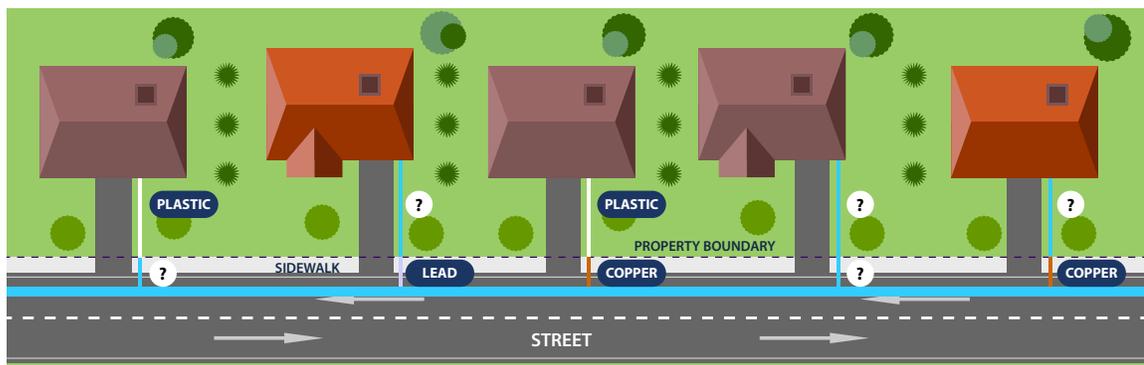
# WHAT CHANGED WITH MICHIGAN'S 2018 LEAD AND COPPER RULE?

Prior to the adoption of the new Michigan Lead and Copper Rule in June 2018, Michigan's requirements were consistent with the federal Lead and Copper Rule. The new Michigan rule includes targeted changes that are detailed here.

1

## NEW REQUIREMENT: INVENTORY ALL SERVICE LINES

### BEFORE



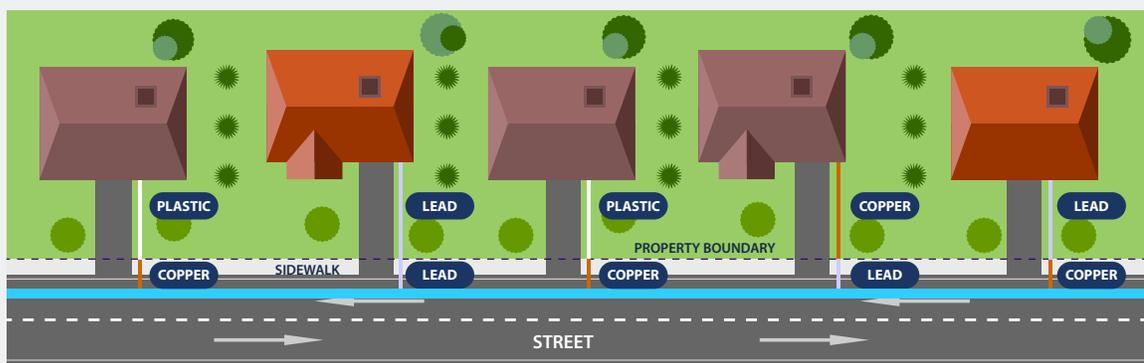
### WHAT'S NEW?

- Water systems must create a distribution system materials inventory that identifies the material of all service lines in the distribution system, including the portions on both public and private property.
- Water supplies must notify residents within 30 days if they live in a house with a lead service line.

### WHY?

Some water supplies have incomplete service line records, which means they may not know which houses have a lead service line and which ones do not. Completing a service line inventory is a critical starting point for protecting consumers from lead in drinking water. It is important for water suppliers to let consumers know if they have a lead service line so they can take precautions in their home. The inventory is necessary for water supplies to plan and implement lead service line removal requirements. It also identifies buildings that meet criteria to include in a water supply's Lead and Copper Rule sampling pool.

### AFTER



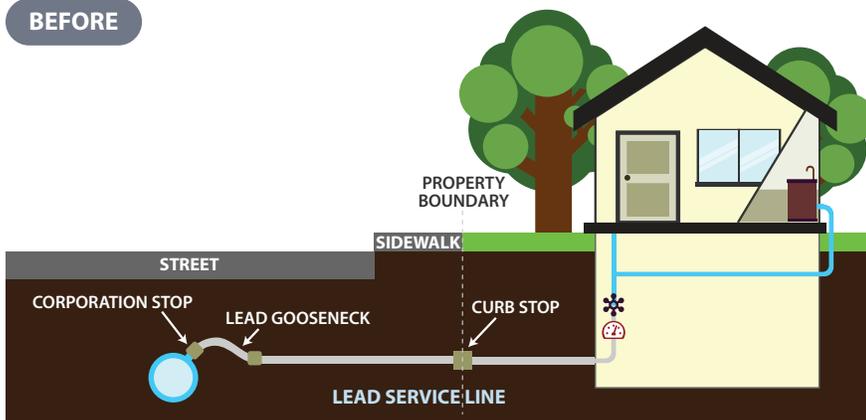
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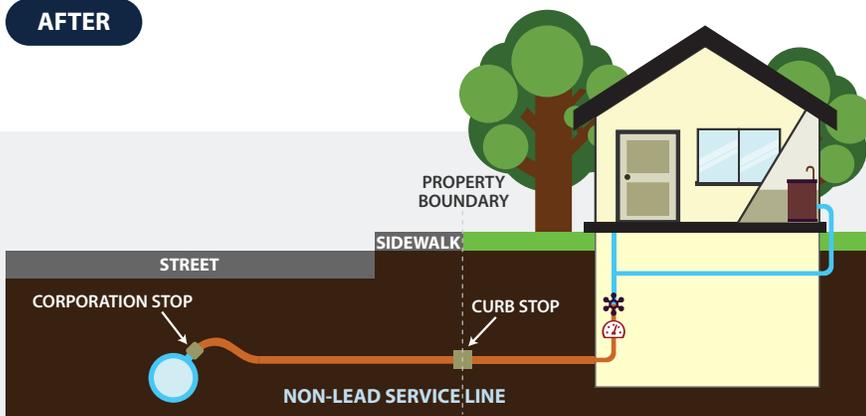
2

## NEW REQUIREMENT: COMPLETE LEAD SERVICE LINE REPLACEMENT

BEFORE



AFTER



### WHAT'S NEW?

- Water supplies are required to fully replace all lead service lines. Full replacement means removing entire lead service lines, on both public and private property. Removing only part of the lead service line is prohibited, unless emergency repairs are necessary.
- The definition of a lead service line changed. Lead service lines extend from the water main in the street to either the first water shutoff valve inside the building or 18 inches inside the building. Lead goosenecks, lead pigtails, and any other fittings made of lead between the water main and the shutoff are also considered lead service lines.
- Galvanized service lines – steel pipes with a thin coating of zinc – that are or were attached to a lead service line must also be replaced.
- Water supplies must replace an average of 5% of lead service lines each year so that all lead service lines are removed within 20 years. A water supplier can use a different replacement schedule based on the water supply's asset management plan if they receive permission from the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

### WHY?

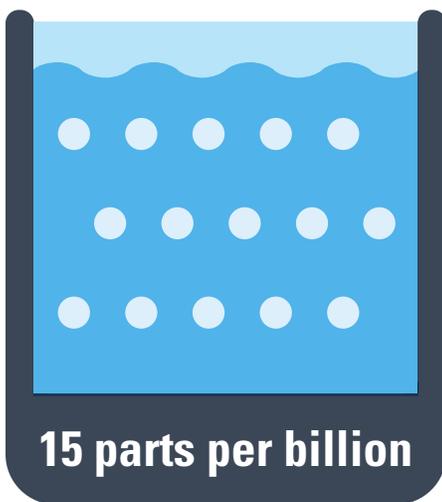
Lead service lines are the largest source of lead in contact with drinking water. Lead service line replacement permanently removes this lead source from drinking water supplies. Studies show that partial lead service line replacement can release lead particles into water, increase pipe corrosion, and can allow more lead to reach a homeowner's faucet.

# WHAT CHANGED WITH MICHIGAN'S 2018 LEAD AND COPPER RULE?

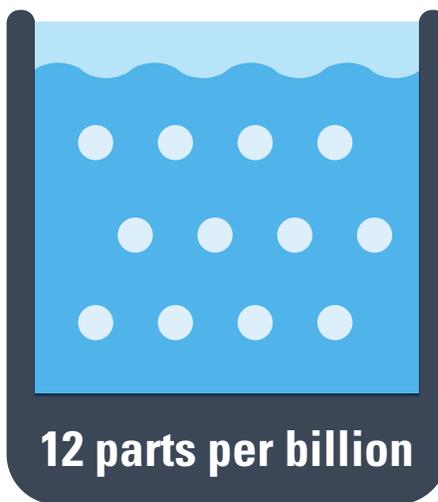
Prior to the adoption of the new Michigan Lead and Copper Rule in June 2018, Michigan's requirements were consistent with the federal Lead and Copper Rule. The new Michigan rule includes targeted changes that are detailed here.

3

## TARGETED REVISION: LOWER LEAD ACTION LEVEL



BEFORE



AFTER

### WHAT'S NEW?

- The lead action level will decrease from 15 ppb to 12 ppb on January 1, 2025.
- As in the federal Lead and Copper Rule, when a water system exceeds the lead action level, the water system is required to
  - 1) send notices to all customers,
  - 2) optimize corrosion control, and
  - 3) increase the pace of lead service line replacement to 7% per year if appropriate corrosion control had already been in place.

### WHY?

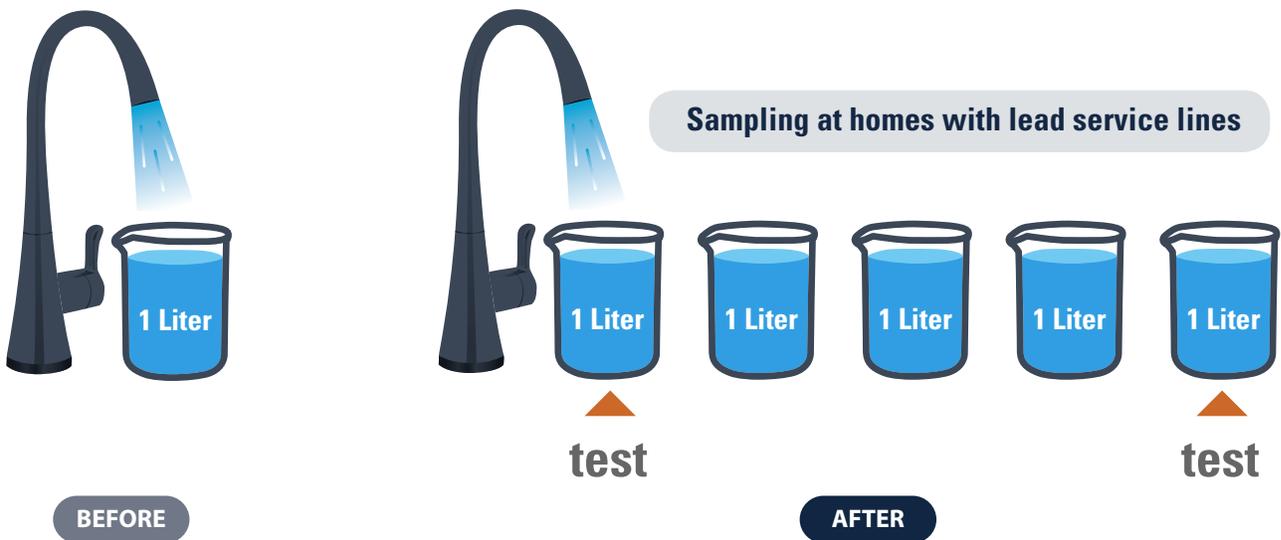
Lowering the lead action level encourages more water supplies to evaluate whether additional corrosion control can lower lead levels in the drinking water to avoid exceeding the action level. A lower lead action level may result in more water supplies exceeding the action level. If this happens, those water supplies will reduce the risk of lead exposure by improving corrosion control treatment or accelerating lead service line replacement. More consumers will receive notice of elevated lead levels and public education about lead in drinking water.

# WHAT CHANGED WITH MICHIGAN'S 2018 LEAD AND COPPER RULE?

Prior to the adoption of the new Michigan Lead and Copper Rule in June 2018, Michigan's requirements were consistent with the federal Lead and Copper Rule. The new Michigan rule includes targeted changes that are detailed here.

4

## TARGETED REVISION: NEW SAMPLING REQUIREMENTS AND METHODS



### WHAT'S NEW?

- Before, water supplies were required to test only the first liter of water collected from a tap. Now, water supplies will test both the first and fifth liters of water collected from lead service line homes.
- Water supplies must sample at buildings with lead service lines or lead pipes before sampling at buildings with other service line or plumbing materials.
- Water supplies must test their water annually, unless they meet a stricter standard for lead in the samples. The federal rule allows most water supplies that meet the lead action level (15 ppb) and copper action level (1,300 ppb) to sample every three years. Now some of these water supplies will sample annually if they are unable to meet new criteria in the Michigan rule to qualify for reduced sampling frequency.
- More water supplies using corrosion control treatment are required to sample water quality parameters more frequently than under the federal rule to ensure that corrosion control is working as planned.

### WHY?

Lead can be found in service lines that deliver water to a building. Even where there is no lead service line, lead can be found in plumbing inside the building in such things as fittings, fixtures, pipes (lead or galvanized), and solder. The first liter from the tap typically does not include water from the lead service line, which is the largest source of lead in contact with drinking water. The first liter sample can potentially show the risk of lead release from internal plumbing. The fifth liter is more likely to capture a portion of the water from the lead service line leading up to the home. The fifth liter better measures the potential range of exposure to lead in water in lead service line homes. Collecting two samples at lead service line homes also helps water supplies measure the effectiveness of corrosion control treatment for addressing multiple lead sources in plumbing. The increased sampling frequency for lead and copper and water quality parameters will provide more timely data for detecting unexpected changes in water quality.

# WHAT CHANGED WITH MICHIGAN'S 2018 LEAD AND COPPER RULE?

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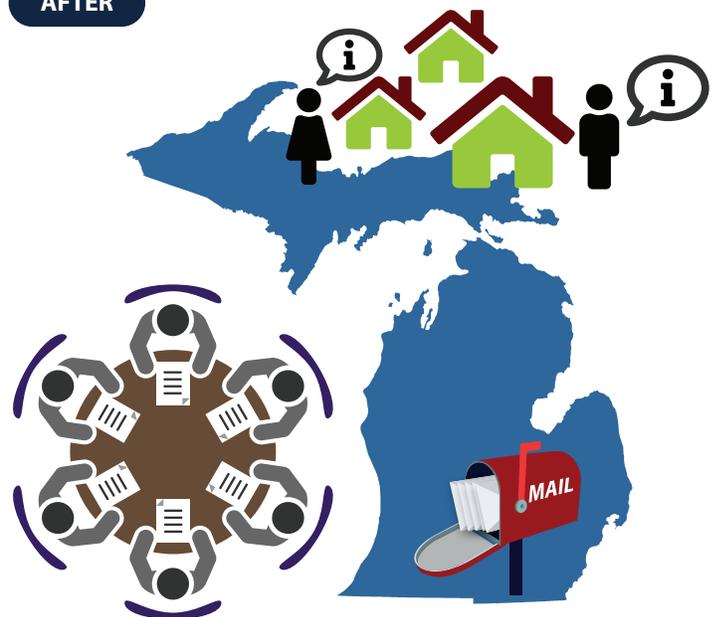
5

## NEW REQUIREMENT: PUBLIC INVOLVEMENT

### BEFORE



### AFTER



### WHAT'S NEW?

- A State Water System Advisory Council will advise the EGLE and local water supplies on lead in drinking water awareness campaigns, advise communities on action plans if lead action levels are exceeded, promote data and information transparency and management, and support all communities in Michigan on lead and other drinking water quality issues.
- Every water system with more than 50,000 customers must also have a local Water System Advisory Council. The community advisory council must have at least five members with at least one community representative who does not formally represent the interests of any incorporated organization.
- The local Water System Advisory Council will plan and provide public awareness outreach materials for all water system customers about lead in drinking water. They also will advise the water system on community level needs such as accessing homes for lead service line replacement, data transparency, and other community collaborative efforts related to lead in drinking water.

### WHY?

These two levels of Water System Advisory Councils create public participation opportunities for community and expert input supporting public awareness, emergency response, and transparency related to lead in drinking water. The water system advisory councils will provide targeted outreach to the diversity of customers the water supply serves.

# NOTES