



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

Monday May 6, 2013

**COUNCIL -
MANAGER
GOVERNMENT**

Council members and
other officials normally
in attendance:

1. Dennis L. Perkins
City Attorney
2. Dawn Cooper
Council Member
3. Jeffrey Hansen
Council Member
4. Doug Heins
Council Member
5. Shea Charles
City Manager
6. Phillip Campbell
Mayor
7. Jane Cartwright
Clerk
8. Scott Niblock
Council Member
9. Al Schlittler
Mayor Pro Tem
10. Steven L. Manor
Council Member

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, April 22, 2013:
 - A. Regular Meeting
 - B. Executive Session
4. Citizens' Comments (items not on agenda)
5. Reports by Council Members Serving on Commissions (items not on agenda)
6. Council Correspondence:
 - A. The Connection Youth Services, Request for Fee Waiver
7. Discussion – Water Line for Doc May Park
8. Discussion/Introduction – Blight Ordinances:
 - A. No. 869, Amendment to Chapter 622.02, Trees & Vegetation
 - B. No. 870, Chapter 1410.06, Extensions of Building Permits
 - C. No. 871, Chapter 1450.02, Performance Bonds for Extension of Building Permits
 - D. No. 872, Amendment to 1460.09, Inspections of New Residential Rentals
 - E. No. 873, Chapter 1480, Property Maintenance
9. Discussion/Introduction – Ordinance No. 874, Opera House Historic District
 - A. Schedule Public Hearing for Creation of Opera House Historic District
10. Discussion/Approval – Schedule 2013/2014 Budget Public Hearing
11. Discussion/Approval – RFP for Rental Rehabilitation Grant Program
12. Approve payment of bills ending 05/06/2013 in the amount of \$349,926.57 and payroll to cover the period ended 05/04/2013
13. City Manager's Report:
14. Old Business
15. New 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.*

16. Executive Session – Pending Litigation

17. 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.

Regular Meeting of the Howell City Council
Monday April 22, 2013
Howell City Council Chambers – Lower Level
611 E. Grand River
Howell, Michigan 48843
517-546-3502

1. The Regular Meeting of the Howell City Council was called to order by Mayor Phillip Campbell at 7:00 p.m.

Council Members Present: Dawn Cooper, Jeffrey Hansen, Doug Heins, Steven Manor, Scott Niblock, Al Schlittler and Mayor Phillip Campbell.

Also Present: City Manager Shea Charles, City Attorney Dennis L. Perkins and City Clerk Jane Cartwright.

Others in Attendance: Police Chief George Basar, Finance Director/Treasurer Catherine Stanislawski, DPS Director Erv Suida, Interim Community Development Director Erin Perdu, DPW Superintendent Marcel Goch, DDA Director Diane Larkin, Kathleen Goetsch, Nick Proctor, Richard Grimes, Michael Mulvahill, Helen Budd, Sandra Mitter, Pam Lewis, Julia Blair, Nikolas Hertrich.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVED MINUTES:**

MOTION by Schlittler, SUPPORT by Niblock, “To approve the minutes of the regular City Council meeting held April 8, 2013.” MOTION CARRIED (7-0).

MOTION by Heins, SUPPORT by Hansen, “To approve the minutes of the Executive Session held April 8, 2013.” MOTION CARRIED (7-0).

4. **CITIZENS’ COMMENTS**

- None.

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

- Member Niblock reported on the Howell Area Fire Authority meeting. The Authority received a grant to fund the replacement of tornado sirens.
- Member Cooper reported on the April 17, 2013 Planning Commission meeting. Approved the site plan for Grand Plaza apartments and set a public hearing for the Lucy Road rezoning.

6. **COUNCIL CORRESPONDENCE:**

- A. First Presbyterian Church, Request for Fee Waiver.
- B. Howell High School Class of 2013, Request for Fee Waiver.

MOTION by Schlittler, SUPPORT by Cooper, "To waive the additional \$150 pavilion rental fee for First Presbyterian Church for July 14, 2013; and to waive the pavilion rental fee requested by the Howell High School Class of 2013 for the Senior Picnic scheduled for May 22, 2013." MOTION CARRIED (7-0).

7. **PRESENTATION – MAYOR’S PROCLAMATION, POLICE OFFICER J. J. WILSON**

Mayor Campbell read and presented the proclamation honoring 28 years of service to Police Officer Wilson. Police Chief Basar also presented Officer Wilson with his Retirement Badge.

8. **APPROVED – CIVIC EVENT APPLICATIONS**

A. Pink Party, June 13, 2013. MOTION by Manor, SUPPORT by Hansen, "To approve the Civic Event application submitted by the Executive Board for the Pink Party scheduled for June 13, 2013 contingent upon payment for Insurance Coverage for the event." Pam Lewis, Sandy Mittner & Diana Biemann were in attendance and indicated they were partnering with St. Joseph Mercy Hospital again this year. The event raised \$55,500 last year. MOTION CARRIED (7-0). MOTION by Manor, SUPPORT by Hansen, "To authorize pink ribbons on light posts in downtown Howell from May 28 through June 15, 2013 according to the civic event application for the Pink Party." MOTION CARRIED (7-0).

B. Memorial Day Parade, May 27, 2013. MOTION by Hansen, SUPPORT by Schlittler, "To approve the Civic Event application submitted by the American Legion Post 141 for the Memorial Day Parade on May 27, 2013." MOTION CARRIED (7-0).

9. **APPROVED – RESOLUTION NO. 13-03, ARBOR DAY**

MOTION by Schlittler, SUPPORT by Hansen, "To adopt Resolution No. 13-03 to recognize the importance of trees, the observance of Arbor Day and the City of Howell as a Tree City USA Community." MOTION CARRIED (7-0). City Manager Charles encouraged Council Members to attend the Arbor Day Celebration scheduled for April 26, 2013.

10. **APPROVED – BUDGET WORK SESSION**

MOTION by Cooper, SUPPORT by Hansen, "To schedule a budget work session for May 13, 2013 & May 14, 2013 at 6:30 p.m." Discussion followed on scheduling conflicts and concerns with the timing of the work sessions noting that the budget had to be approved at the May 20, 2013 meeting. MOTION CARRIED (6-1). Member Heins opposed.

11. **APPROVED – RESOLUTION NO. 13-04 2012/2013 BUDGET AMENDMENTS**

MOTION by Cooper, SUPPORT by Hansen, "To adopt Resolution No. 13-04, Budget Amendments." Council reviewed the Budget report for the period ending March 31, 2013. Finance Director Stanislawski indicated the 2013/2014 line item

budget would be rerun for the next budget work session reflecting the 2012/2013 activity through 3/31/13 and incorporating the budget amendments presented. MOTION CARRIED (7-0).

12. DISCUSSED – BLIGHT ORDINANCES

Member Heins requested language clarification under 1480.06, line 5, incomplete sentence; and under 1480.08, line 2, reference to “him”. Interim Community Development Director Perdu indicated she would make the corrections. The proposed ordinances will be scheduled for introduction at the May 6, 2013 meeting.

13. APPROVED – PAYMENT OF BILLS

MOTION by Schlittler, SUPPORT by Cooper, “To approve payment of bills ending April 22, 2013 in the amount of \$332,116.15 and payroll to cover the period ended April 20, 2013.” Member Heins questioned the invoice from HRC with billable hours for October, 2012. City Manager Charles explained the work was for the S2 Grant; HRC agreed to hold the invoice until the grant was awarded. MOTION CARRIED (7-0).

14. CITY MANAGER’S REPORT

- All the undeveloped property in Town Commons & Gallery Park has been sold. The City expects to see site plans in the near future.
- There are a few corrections to the Wage History report presented at the April 15th budget work session. A revised report will be distributed to Council.
- Staff has contacted CSX to follow up on the status of the Isbell Street bridge.
- Council Member Hansen requested the link to obtain the quarterly report for the Economic Development Council.

15. OLD BUSINESS

- Member Cooper referenced the missing welcome sign at the east entrance to the City and questioned if the City had way finding signs that could be installed for this purpose. DPS Director Suida indicated they did not have “Welcome to Howell” Way Finding Signs. DDA Director Larkin indicated that the current sign could not be repaired and the DDA was looking at new signs as part of the budget process; she will pursue formal quotations for new welcome signs.
- Member Heins requested a listing of the Police Officers, overtime hours and wages.

16. NEW BUSINESS

- Member Heins indicated the HRC contract dated April 14, 2008 was a 5 year contract and had expired. He also questioned if the City was going out for bid for engineering services. City Manager Charles indicated the City uses more than one engineering firm; each project has a separate quotation. The 2008 contract with HRC was approved prior to the onset of the street program. Staff has been pleased with the work provided by HRC. Member Heins

reviewed the specifics of the 2008 contract including the inflation escalator and requested a schedule of increases over the last 5 years.

17. EXECUTIVE SESSION – PENDING LITIGATION

7:43 p.m. MOTION by Hansen, SUPPORT by Schlittler, “To adjourn to executive session to discuss pending litigation with a roll call vote”. Niblock – yes, Schlittler – yes, Manor – yes, Cooper – yes, Hansen – yes, Heins – yes, Campbell – yes. MOTION CARRIED (7-0).

8:50 p.m. MOTION by Hansen, SUPPORT by Schlittler, “To reconvene the regular meeting.” MOTION CARRIED (7-0).

18. ADJOURN

MOTION by Hansen, SUPPORT by Schlittler, “To adjourn the regular meeting of the City Council at 8:50 p.m. MOTION CARRIED (7-0).

Phillip Campbell, Mayor

Jane Cartwright, City Clerk

NOTES



Livingston

Family Center



May 1, 2013

Dear Council Members,

I am writing this letter on behalf of The Connection Youth Services, a local non-profit that helps at-risk youth and their families. I am requesting that the Council consider allowing us an extension on the use of the Rotary Pavilion at Howell City Park on June 21, 2013.

Every summer, The Connection hosts a graduation party at Howell City Park for all of our youth who completed high school or a GED that year. As you know, this is no small feat, especially for at-risk youth. Several community members recognize the importance of this occasion and help to support the event with donations of graduation gifts, food, and entertainment. This year the cost to rent a pavilion is now \$100 for a designated four hour time slot. Unfortunately, the time frames conflict with the time we need to plan the party. If we are restricted to the designated four hour time of 11:30 am to 3:30pm many of the adults invited will not be able to attend as this will be in the middle of the work day. Yet, the later designated time of 4:00pm to 8:00pm will mean that The Connection staff will not be in attendance as their work day ends at 4:00pm on Fridays.

Every year we have held the party from 2-6 pm. These hours have allowed the staff and other working persons to attend the event. However, in order to be able to continue these hours we would be required to pay the \$100 rental fee twice (\$200) for only four hours use of the pavilion; an expense we cannot afford. I am requesting that the Council grant us permission to use the pavilion for the cost of \$100. We would still only be using the facility for four hours but during the time of 2 to 6 pm.

I hope that this request will be approved as we would like to continue having our yearly graduation party at Howell City Park. We like having the event there because it is centrally located, is large enough for field games, and most importantly it has been our tradition for the last seven years.

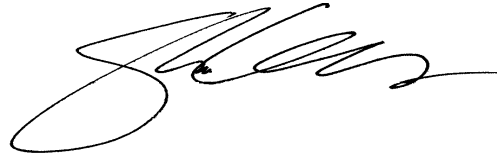
Thank you for your time and consideration.

Vickie Smith
Program Manager
The Connection Youth Services
(517) 552-3975

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: SHEA CHARLES, CITY MANAGER
DATE: MAY 2, 2013
RE: DOC MAY WATER PROJECT

In March the City Council was approached about providing water to the landscaping in Doc May Park. City staff has evaluated the request and developed a price for the work. We are seeking Council feedback on how to proceed with the request.

A handwritten signature in black ink, appearing to read 'Shea Charles', with a large, stylized initial 'S'.

Shea Charles
City Manager

DEPARTMENT OF PUBLIC WORKS

Project Cost Estimate

Project:

MANPOWER

	DeLuca	Ford	Freestone	Gardynik	Hable	Jones	Beduhn 16	Vervaet			TOTALS
REG HRS											
OT HRS											
<u>SUBTOTAL</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$176.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>FRINGES</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$176.00	\$0.00	\$0.00	\$0.00	\$0.00

	McClanahan 16	LaRowe	Luce	Rutzel 16	Schlusler						TOTALS	
REG HRS												
OT HRS												
<u>SUBTOTAL</u>	\$395.36	\$0.00	\$0.00	\$373.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$944.80
<u>FRINGES</u>	\$218.00	\$0.00	\$0.00	\$205.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$423.92
TOTAL	\$613.36	\$0.00	\$0.00	\$579.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,368.72

EQUIPMENT

UNIT #	10	14	15	25	34	341	55	57	22-10	43-08	
HOURS	16			16							
TOTAL	\$260.32	\$0.00	\$0.00	\$146.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UNIT #	11-12	19-10	93	781	42-422	420-10	37-10	29	331-90	61	
HOURS			2	2	16	16	4	4	3	3	
TOTAL	\$0.00	\$0.00	\$38.82	\$14.52	\$574.40	\$263.36	\$149.96	\$154.80	\$21.78	\$104.97	\$1,729.17

MATERIAL

<u>Material Costs</u>											
copper					\$510.00						
curb,corp,box					\$181.00						
hydrant & fittings					\$166.50						
sand,stone,asphalt					\$150.20						
Total Materials					\$1,007.70						\$1,007.70

TOTAL COST

\$4,105.59

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: ERIN PERDU, INTERIM COMMUNITY DEVELOPMENT DIRECTOR
DATE: MAY 1, 2013
RE: BLIGHT/PROPERTY MAINTENANCE ORDINANCE AMENDMENTS

Based on the discussion from the April 22, 2013 City Council meeting, the five ordinances making up the complete Property Maintenance package are being brought to you for introduction.

The ordinance package includes the following:

- Ordinance 869 dealing with Trees and Vegetation
- Ordinance 870 dealing with Building Permit Extensions
- Ordinance 871 dealing with Performance Bonds for Building Permits
- Ordinance 872 dealing with Rental Inspections (upon initial registration)
- Ordinance 873 dealing with overall Property Maintenance (corrections have been made to 1480.06 & 1480.08)

ACTION REQUESTED:

- Introduce Ordinance 869, amendments to Section 622.02 Trees and Vegetation.
- Introduce Ordinance 870, creation of Section 1410.06 Extensions of Building Permits.
- Introduce Ordinance 871, creation of Subsection 1450.02 (g) regarding Performance Bonds for Building Permits.
- Introduce Ordinance 872, amendments to Section 1460.09 regarding Rental Inspections.
- Introduce Ordinance 873, creation of Section 1480 Property Maintenance.

REVIEWED & APPROVED FOR SUBMISSION:



Shea Charles, City Manager

1 **ORDINANCE NO. 869**

2
3 An Ordinance to amend various Chapters of the Howell City Code.

4
5 THE CITY OF HOWELL ORDAINS:

6
7
8 **Section 1.** Chapter 622.02 of the Howell City Code is hereby amended regarding growth of
9 grass, brush and weeds creating a nuisance, the addition of trees and a hardship
10 provision for payment of charges as a result of a violation of this section.

11
12 **622.02 TREES AND VEGETATION.**

13 (a) Cutting and Removal. No owner, lessee or occupant, or any agent, servant,
14 representative or employee of such owner, lessee or occupant, having control of any
15 occupied or unoccupied lot or land or any part thereof in the City, shall permit or
16 maintain on any such lot or land, or on or along the sidewalk, street or alley adjacent to
17 the same between the property line and the curb, or between the property line and the
18 middle of the alley up to twenty feet outside the property line if there is no curb, any
19 growth of weeds, grass or other rank vegetation to a greater height than eight inches ~~on~~
20 ~~the average~~, or any accumulation of dead weeds, grass or brush. No person shall cause,
21 suffer or allow poison ivy, ragweed or other poisonous plants, or plants detrimental to
22 health, to grow on any such lot or land in such a manner that any part of such ivy,
23 ragweed or other poisonous or harmful weed extends upon, overhangs or borders any
24 public place (including the public sidewalk), or allow seed, pollen or other poisonous
25 particles or emanations therefrom to be carried through the air into any public place. No
26 person shall allow or maintain upon any portion of such lot or land any growth of grass,
27 brush, weeds so as to create a nuisance due to unsightliness, an unhealthy or unsafe
28 condition, or traffic hazard, or fire hazard.

29 No person shall neglect to cut, remove or destroy weeds, grass or other
30 vegetation as directed in this section, or fail, neglect or refuse to comply with the
31 provisions of any notice herein provided for or violate any of the provisions in this
32 section, or resist or obstruct the City Manager or his or her authorized agent in the cutting
33 and removal of weeds, grass and other vegetation.

34 (b) Trees. No tree or other vegetation by virtue of disease, damage or insect
35 infestation presents a hazard to persons or vegetation on public property shall be
36 maintained on private property.

37
38 ~~(b)~~(c) Obstructing Vision. Whenever any tree, shrub, bush or plant is located on or
39 adjacent to a street right of way such as to obstruct the view of a driver of a vehicle
40 entering or driving upon that street, the vegetation in question shall be cut or trimmed so
41 as to eliminate such obstruction, provided that the written approval of the City Manager
42 must be obtained before any tree with a trunk diameter of greater than one inch is
43 removed or radically trimmed. No shrub, bush or plant shall be permitted to grow to a
44 height of greater than three feet if it is located so as to provide such obstruction.

45
46 ~~(e)~~(d) Duty of Owner Lessee or Occupant. The owner, lessee or occupant of any lot or

1 land shall cut and remove or cause to be cut and removed or destroyed by other lawful
2 means, all such weeds, grass or other rank, poisonous or harmful vegetation as often as
3 may be necessary to comply with subsection (a) hereof, provided that cutting, removing
4 or destroying such weeds and vegetation at least once in every four weeks between May
5 15 and September 15 shall be deemed to be in compliance with this section.
6

7 ~~(d)~~(e) Noncompliance; Remedy of City. If the provisions of the foregoing subsections
8 are not complied with, the City Manager or his or her duly authorized representative shall
9 serve notice upon the owner, lessee or occupant or any person having the care or control
10 of any such lot or land to comply with the provisions of this section. Such notice shall be
11 given verbally to any of such persons or in writing. If in writing, it shall be sent first class
12 mail to the owner of record of the lot or land in question with a copy sent to the occupant
13 of such lot or land if other than the owner of record thereof. If the person upon whom the
14 notice is served fails, neglects or refuses to cut, remove or destroy, or to cause to be cut,
15 removed or destroyed, such weeds, grass, trees, or other vegetation within five business
16 days from the date of such notice, or if no person can be found in the City who either is
17 or claims to be the owner of such lot or land or who either represents or claims to
18 represent such owner, the City Manager shall cause such weeds, grass, trees and other
19 vegetation to be removed or destroyed and the actual cost of such cutting, removal or
20 destruction, plus an administrative fee of seventy-five dollars (\$75.00) for inspection and
21 other additional costs in connection therewith, shall be certified to by the City Manager
22 or his or her duly authorized representative and shall become and be a lien upon the
23 property on which such weeds, grass, trees and other vegetation were located. A
24 statement for such actual costs plus administrative fee shall thereupon be sent by first
25 class mail to the property owner or his or her representative to whom the original notice
26 was given. Should the obligation as described by this statement remain unpaid after forty-
27 five days from the date of the statement, the City Manager or his or her representative
28 may then certify the delinquent amount, after first adding a penalty of ten percent, to the
29 Assessor. At the discretion of the City Manager, this amount shall either be incorporated
30 into a special assessment roll, to be processed in the manner prescribed by the City
31 Charter and ordinances of the City, or shall be entered upon the next tax roll as a charge
32 against such premises and be collected and the lien thereof enforced in the same manner
33 as general City taxes against such premises are collected and liens enforced. In general,
34 the decision as to whether the obligation shall be made a part of a special assessment roll
35 or certified directly to the assessing officer for collection as a City tax shall depend upon
36 the number and magnitude of such outstanding delinquent statements.
37

38 (f) Hardship. Under proof of financial hardship the City Manager may authorize
39 charges under section (d) herein to be paid in installments or to be reduced subject to City
40 Council approval.
41

42 ~~(e)~~(g) Exemptions. Exempted from the provisions of this section, except subsection (b)
43 hereof, are flower gardens, plots of shrubbery, vegetable gardens and small grain plots.
44 An exemption under this subsection cannot be claimed unless the land has been subjected
45 to adequate cultivation.
46

1 **Section 2.** All Ordinances inconsistent herewith are hereby repealed.

2

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

4

5

6 ADOPTED by the Howell City Council at its regular meeting this _____ day of _____ 2013.

7

8

9

10

BY: PHILLIP CAMPBELL, MAYOR

11

12

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14

BY: JANE CARTWRIGHT, CLERK

15

16

CERTIFICATION

17

18

19 I hereby certify that the foregoing is a true and complete copy of Ordinance No. 869,
20 adopted by the City Council of the City of Howell, Livingston County, Michigan, at a
21 regular meeting held on the _____ day of _____, 2013, and that the meeting was
22 held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts
23 of 1976.

24

25 IN WITNESS WHEREOF, I have hereto affixed my official signature this _____ day
26 of _____, 20____.

27

28

BY: _____
Howell City Clerk

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31

1 **ORDINANCE NO. 870**

2
3 An Ordinance to amend various Chapters of the Howell City Code.

4
5 THE CITY OF HOWELL ORDAINS:

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7
8 **Section 1.** Chapter 1410 of the Howell City Code is hereby amended to add Section 1410.06
9 regarding building permits and the extensions thereof.

10
11 1410.06 Extensions of Building Permits

12
13 Pursuant to the this State Construction Code, Section 105.5, building permits shall become
14 invalid after the expiration of 180 days pursuant to the terms and conditions set out in that
15 Section. One or more extensions of time may be authorized by the Building Official for periods
16 not more than 180 days each, subject to the terms of Section 105.5 of the State Construction
17 Code and Section 1450.02 of the Howell City Code.
18

19 **Section 2.** All Ordinances inconsistent herewith are hereby repealed.

20
21 **Section 3.** This Ordinance shall take effect pursuant to the Howell City Charter.

22
23
24 ADOPTED by the Howell City Council at its regular meeting this _____ day of _____ 2013.

25
26 _____
27 BY: PHILLIP CAMPBELL, MAYOR

28
29 _____
30 BY: JANE CARTWRIGHT, CLERK

31
32
33 **CERTIFICATION**

34 I hereby certify that the foregoing is a true and complete copy of Ordinance No. 870,
35 adopted by the City Council of the City of Howell, Livingston County, Michigan, at a
36 regular meeting held on the _____ day of _____, 2013, and that the meeting was
37 held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts
38 of 1976.

39
40 IN WITNESS WHEREOF, I have hereto affixed my official signature this _____ day
41 of _____, 20 ____.

42
43
44 BY: _____
45 Howell City Clerk

1
2
3 **ORDINANCE NO. 871**

4 An Ordinance to amend various Chapters of the Howell City Code.

5 THE CITY OF HOWELL ORDAINS:

6
7
8 **Section 1.** Chapter 1450 of the Howell City Code is hereby amended to add Section
9 1450.02(g) calling for performance bonds upon a request for extension of a
10 building permit.

11
12 1450.02 (g) Building permits issued by the Building Official may be issued by said official
13 upon the filing of a refundable performance bond as set forth herein. The bond shall be returned
14 in full so long as the work as set out in the building permit is completed while the permit remains
15 valid. The bond will be forfeited in full if the work set out in the permit is not completed while
16 the permit is valid. The bond amounts are hereby set out as follows:

- 17
18 i. A performance bond in the amount of \$400 cash for a new single family dwelling;
19
20 ii. A performance bond in the amount of \$100 cash for a construction project costing
21 less than \$1,000;
22
23 iii. A performance bond in the amount of \$200 cash for a construction project costing
24 more than \$1,000 but less than \$4,999;
25
26 iv. A performance bond in the amount of \$300 cash for a construction project costing
27 more than \$5,000 but less than \$14,999;
28
29 v. A performance bond in the amount of \$500 cash for a construction project costing
30 more than \$15,000
31

32 **Section 2.** All Ordinances inconsistent herewith are hereby repealed.

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

35
36
37 ADOPTED by the Howell City Council at its regular meeting this _____ day of _____ 2013.

38
39
40
41 _____
42 BY: PHILLIP CAMPBELL, MAYOR

43
44
45 _____
46 BY: JANE CARTWRIGHT, CLERK

1
2 **CERTIFICATION**
3

4 **I hereby certify that the foregoing is a true and complete copy of Ordinance No. 871,**
5 **adopted by the City Council of the City of Howell, Livingston County, Michigan, at a**
6 **regular meeting held on the _____ day of _____, 2013, and that the meeting was**
7 **held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts**
8 **of 1976.**
9

10 **IN WITNESS WHEREOF, I have hereto affixed my official signature this _____ day**
11 **of _____, 20_____.**
12

13
14 **BY: _____**
15 **Howell City Clerk**
16

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ORDINANCE NO. 872

An Ordinance to amend various Chapters of the Howell City Code.

THE CITY OF HOWELL ORDAINS:

Section 1. Section 1460.09 of the Howell City Code is hereby amended to add inspections for new rental registration applications.

1460.09 INSPECTIONS.

(a) The Building Official shall inspect residential rental structures and residential rental units pursuant to any of the following circumstances:

(1) Upon receipt of a new rental registration application for a property that was not previously registered.

~~(2)~~(2) Upon receipt of a complaint from an owner or tenant that the premises are in violation of the Property Maintenance for Rental Properties Ordinance of the City of Howell (Chapter 1470) or any portion of this chapter.

~~(2)~~(3) Upon receipt of a report or a referral from the Howell City police department, Howell City department of public services, other law enforcement agencies, public agencies or departments, or any individual indicating that the premises may be in violation of this chapter. The request shall be based on the personal knowledge of the person making the report.

~~(3)~~(4) If an exterior survey of the premises gives the building inspector probable cause to believe that the premises are in violation of this chapter.

~~(4)~~(5) Upon receipt of information that the residential rental unit is not registered with the City as required by this chapter.

Section 2. All Ordinances inconsistent herewith are hereby repealed.

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

ADOPTED by the Howell City Council at its regular meeting this ___day of _____
2013.

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BY: PHILLIP CAMPBELL, MAYOR

BY: JANE CARTWRIGHT, CLERK

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Ordinance No. 872, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the _____ day of _____, 2013, 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**

1 **ORDINANCE NO. 873**

2
3 An Ordinance to amend various Chapters of the Howell City Code.

4
5 THE CITY OF HOWELL ORDAINS:

6
7
8 **Section 1.** Chapter 1480 is hereby added to the Howell City Code for purposes of property
9 maintenance.

10
11 CHAPTER 1480 - - PROPERTY MAINTENANCE

12
13 **1480.01 – Intent**

14 This chapter shall be construed to secure its expressed intent, which is to ensure public health,
15 safety and welfare insofar as they are affected by the continued occupancy and maintenance of
16 any and all structures, units and premises. Existing structures and premises that do not comply
17 with these provisions shall be altered or repaired to provide a minimum level of health and safety
18 as required herein.

19
20
21 **1480.02 – Definitions**

22
23 *Building Materials* - Any lumber, bricks, concrete, cinder blocks, plumbing materials, electrical
24 wiring or equipment, heating ducts or equipment, shingles, mortar, cement, nails, screws, or
25 other material commonly used in the construction or repair of any buildings or structures.

26
27 **1480.03 - Grading and Drainage**

28 All privately owned lots and property shall be graded and maintained to prevent the erosion of
29 soil and to prevent the accumulation of stagnant water thereon, or within any structure located
30 thereon. No property owner shall change the grade or drainage pattern so as to cause water to
31 flow upon neighboring properties. Detention and retention structures as required under the
32 Howell City Zoning are exempt from this provision.

33
34 **1480.04 – Accessory Structures**

35 All accessory structures, including detached garages, fences and walls shall be maintained
36 structurally sound and in good repair as determined by the Building Official.

37
38 **1480.05 – Defacement of Property**

39 No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any
40 structure or building on any private or public property by placing thereon any marking, carving
41 or graffiti. It shall be the responsibility of the owner to restore said surface to an approved state
42 of maintenance and repair according to the Building Official.

43
44 **1480.06 – Exterior Surfaces**

45 All exterior surfaces, including but not limited to, doors, door and window frames, cornices,
46 porches, trim, balconies, decks and fences shall be maintained in good condition. Stairways,

1 decks, porches and balconies shall be structurally sound, with proper anchorage and capable of
2 supporting the imposed loads. Exterior wood surfaces, other than decay-resistant woods, shall be
3 protected from the elements by a decay protective covering, treatment or moisture barrier. All
4 siding and masonry joints, as well as those between the building envelope and the perimeter of
5 the windows, doors and skylights, shall be maintained weather resistant and water tight. (Note
6 that the presence of a moisture barrier by itself does not satisfy this requirement.) All metal
7 surfaces subject to rust and corrosion, and all surfaces with rust and corrosion shall be stabilized
8 and coated to inhibit future rust and corrosion and oxidation stains shall be removed from
9 exterior surfaces.

10
11 **1480.07 – Roofs and Drainage**

12 The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage
13 shall be adequate to prevent dampness or deterioration in the walls or interior portion of the
14 structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from
15 obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

16
17 **1480.08 – Building Materials Left Outside**

18 No property owner shall store, accumulate, or permit the storage or accumulation of any building
19 materials on property owned, leased, rented or occupied by him or her for any period longer than
20 reasonably necessary for the immediate use of such materials, but in no event longer than the
21 length of an active building permit on the premises.

22
23 **1480.99 Penalty**

24
25 (a) Any owner of a structure, unit or premises who fails to comply with any of the
26 requirements of this chapter shall be responsible for a municipal civil infraction pursuant to the
27 Section 202.99 of the Howell City Code.

28
29 (b) The City may also seek any and all remedies available to it by law, including
30 bringing an action for an injunction or other process against a person to restrain, prevent or abate
31 any violation of this chapter.

32
33 **Section 2.** All Ordinances inconsistent herewith are hereby repealed.

34
35 **Section 3.** This Ordinance shall take effect pursuant to the Howell City Charter.

36
37
38 ADOPTED by the Howell City Council at its regular meeting this _____ day of _____
39 2013.

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BY: PHILLIP CAMPBELL, MAYOR

BY: JANE CARTWRIGHT, CLERK

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Ordinance No. 873, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the _____ day of _____, 2013, 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

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: ERIN PERDU, INTERIM COMMUNITY DEVELOPMENT DIRECTOR
DATE: MAY 2, 2013
RE: HISTORIC DISTRICT ORDINANCE - INTRODUCTION

Enclosed is an ordinance in support of the proposed Opera House Historic District. The language is modeled after the State of Michigan Historic Preservation Office's suggested ordinance for historic district. The ordinance includes language regarding:

- Setting up the framework for creating historic districts
- Appointing study committees and historic district commissions
- The duties of the historic district commission
- Standards by which a historic district commission must review work

The ordinance also creates the single-resource Howell Opera House Historic District that is being contemplated by the Study Committee appointed by City Council in January 2013. Any future historic districts that the City wishes to create would be added to this ordinance.

This ordinance is being brought before you for introduction at the May 6th meeting so that it can be adopted at the same time the Historic District Study Report for the Opera House is approved and the Historic District Commission for the Opera House is appointed (tentatively scheduled for the May 20th meeting).

In addition to taking action on the Historic District Ordinance, City Council must set a public hearing for the creation of the Opera House District and approval of the Study Committee's report. Staff recommends that the hearing be set for May 20th.

ACTION REQUESTED:

- Introduction of Ordinance #874, creation of Chapter 1250 Historic District Ordinance.
- Motion to set a public hearing for the creation of the Opera House Historic District for May 20th.

REVIEWED & APPROVED FOR SUBMISSION:



Shea Charles, City Manager

1 **ORDINANCE NO. 874**

2
3 An Ordinance to amend various Chapters of the Howell City Code.

4
5 THE CITY OF HOWELL ORDAINS:

6
7
8 **Section 1.** Chapter 1250 is hereby added to the Howell City Code for purposes of
9 establishing a procedure and ordinance for local historic districts.

10
11 **Chapter 1250 HISTORIC DISTRICT ORDINANCE**

12
13 **1250.01 TITLE**

14 This Ordinance shall be known as the “Historic District Ordinance of the City of Howell.”

15 **1250.02 STATEMENT OF PURPOSE**

16 Historic preservation is hereby declared to be a public purpose and the City Council of the City
17 of Howell may hereby regulate the construction, addition, alteration, repair, moving, excavation,
18 and demolition of resources in historic districts within the City limits. The purpose of this
19 Ordinance is to:

- 20 1. Safeguard the heritage of the City of Howell by preserving districts which reflect
21 elements of its history, architecture, archaeology, engineering or culture.
22 2. Stabilize and improve property values in each district and surrounding areas.
23 3. Foster civic beauty.
24 4. Strengthen the local economy.
25 5. Promote the use of historic districts for the education, pleasure, and welfare of the
26 citizens of the City of Howell and the State of Michigan.

27 The City of Howell may by Ordinance establish one or more historic districts. The historic
28 district(s) shall be administered by the Historic District Commission and pursuant to this
29 Ordinance.

30 **1250.03 DEFINITIONS**

- 31 1. **“Alteration”** means work that changes the detail of a resource but does not change its
32 basic size or shape.
33 2. **“Certificate of Appropriateness”** means the written approval of a permit application
34 for work that is appropriate and does not adversely affect a resource.
35 3. **“Commission”** means the Historic District Commission of the City of Howell.
36 4. **“Committee”** means a historic district study committee appointed by the city council.
37 5. **“Demolition”** means the razing or destruction, whether entirely or in part, of a
38 resource and includes, but is not limited to, demolition by neglect.

- 1 6. **“Demolition by Neglect”** means neglect in maintaining, repairing, or securing a
2 resource that results in deterioration of an exterior feature of the resource of the loss
3 of structural integrity of the resource.
- 4 7. **“Denial”** means the written rejection of a permit application for work that is
5 inappropriate and that adversely affects a resource.
- 6 8. **“Department”** means the department of history, arts and libraries
- 7 9. **“Fire Alarm System”** means a system designed to detect and announce the
8 presence of fire or by-products of fire. Fire alarm system includes smoke alarms.
- 9 10. **“Historic District”** means an area, or group of areas, not necessarily having
10 contiguous boundaries, that contains one resource or a group of resources that are
11 related by history, architecture, archaeology, engineering, or culture.
- 12 11. **“Historic Preservation”** means the identification, evaluation, establishment, and
13 protection of resources significant in history, architecture, archaeology, engineering,
14 or culture.
- 15 12. **“Historic Resource”** means a publicly or privately owned building, structure, site,
16 object, feature or open space that is significant in the history, architecture,
17 archaeology, engineering, or culture of the city of Howell, state of Michigan, or the
18 United States.
- 19 13. **“Notice to Proceed”** means the written permission to issue a permit for work that is
20 inappropriate and that adversely affects a resource, pursuant to a finding under
21 Section 399.205(6) of Public Act 169 of 1970, as amended.
- 22 14. **“Open Space”** means undeveloped land, a naturally landscaped area, or a formal or
23 man-made landscaped area that provides a connective link or buffer between other
24 resources.
- 25 15. **“Ordinary Maintenance”** means keeping a resource unimpaired and in good
26 condition through ongoing minor intervention, undertaken from time to time, in its
27 exterior condition. Ordinary maintenance does not change the external appearance of
28 the resource except through the elimination of the usual and expected effects of
29 weathering. Ordinary maintenance does not constitute work for the purposes of this
30 Ordinance.
- 31 16. **“Proposed Historic District”** means an area, or group of areas not necessarily
32 having contiguous boundaries, that has delineated boundaries and that is under review
33 by a committee or a standing committee for the purpose of making a recommendation
34 as to whether it should be established as a historic district or added to an established
35 historic district.
- 36 17. **“Repair”** means to restore a decayed or damaged resource to good or sound
37 condition by any process. A repair that changes the external appearance of a resource
38 constitutes work for the purposes of this Ordinance.
- 39 18. **“Resource”** means one or more publicly or privately owned historic or non-historic
40 buildings, structures, sites, objects, features, or open spaces located within a historic
41 district.
- 42 19. **“Smoke Alarm”** means a single-station or multiple-station alarm responsive to
43 smoke and not connected to a system. As used in this subdivision, a “single-station
44 alarm” means an assembly incorporating a detector, the control equipment, and the
45 alarm sounding device into a single unit, operated from a power supply either in the
46 unit or obtained at the point of installation. “Multiple-station alarm” means 2 or more

1 single-station alarms that are capable of interconnection such that actuation of 1 alarm
2 causes all integrated separate audible alarms to operate.

3 20. **“Work”** means construction, addition, alteration, repair, moving, excavation, or
4 demolition.

5 **1250.04 HISTORIC DISTRICT STUDY COMMITTEE AND THE STUDY**
6 **COMMITTEE REPORT**

7 Before establishing a historic district(s), the City Council shall appoint a Historic District Study
8 Committee. A majority of the persons appointed to the Study Committee shall have a clearly
9 demonstrated interest in or knowledge of historic preservation. The Study Committee shall
10 contain representation of at least one member appointed from one or more duly organized local
11 historic preservation organizations. The Study Committee shall do all of the following:

- 12 1. Conduct a photographic inventory of resources within each proposed historic district
13 following procedures established by the State Historic Preservation Office of the
14 Michigan Historical Center.
- 15 2. Conduct basic research of each proposed historic district and historic resources
16 located within that district.
- 17 3. Determine the total number of historic and non-historic resources within a proposed
18 historic district and the percentage of historic resources of that total. In evaluating the
19 significance of historic resources, the Committee shall be guided by the selection
20 criteria for evaluation issued by the United States Secretary of the Interior for
21 inclusion of resources in the National Register of Historic Places, as set forth in 36
22 CFR part 60, and criteria established or approved by the State Historic Preservation
23 Office of the Michigan Historical Center.
- 24 4. Prepare a preliminary Historic District Study Committee report that addresses at
25 minimum the following:
 - 26 a) The charge of the Committee.
 - 27 b) The composition of Committee membership.
 - 28 c) The historic district(s) studied.
 - 29 d) The boundaries of each proposed historic district in writing and on maps.
 - 30 e) The history of each proposed historic district.
 - 31 f) The significance of each district as a whole, as well as a sufficient number of its
32 individual resources to fully represent the variety of resources found within the
33 district, relative to the evaluation criteria.
 - 34 g) Transmit copies of the preliminary report for review and recommendations to the
35 local planning body, the State Historic Preservation Office of the Michigan
36 Historical Center, the Michigan Historical Commission, and the State Historic
37 Preservation Review Board.
 - 38 h) Make copies of the preliminary report available to the public pursuant to section
39 399.203 (4) of Public Act 169 of 1970, as amended.
 - 40
 - 41
- 42 5. Not less than sixty (60) calendar days after the transmittal of the preliminary report,
43 the Historic District Study Committee shall hold a public hearing in compliance with
44 Public Act 267 of 1976, as amended. Public notice of the time, date and place of the

1 hearing shall be given in the manner required by Public Act 267. Written notice shall
2 be mailed by first class mail not less than fourteen (14) calendar days prior to the
3 hearing to the owners of properties within the proposed historic district, as listed on
4 the most current tax rolls. The report shall be made available to the public in
5 compliance with Public Act 442 of 1976, as amended.
6

7 6. After the date of the public hearing, the Committee and the City Council have not
8 more than one year, unless otherwise authorized by the City Council, to take the
9 following actions:

10
11 a) The Committee shall prepare and submit a final report with its
12 recommendations and the recommendations, if any, or the local planning
13 body to the City Council as to the establishment of a Historic District(s). If
14 the recommendation is to establish a Historic District(s), the final report
15 shall include a draft of the proposed ordinance(s).

16 b) After receiving a final report that recommends the establishment of a
17 Historic District(s), the City Council, at its discretion, may introduce and
18 pass or reject an ordinance(s). If the City Council passes an ordinance(s)
19 establishing one or more Historic Districts, the City shall file a copy of the
20 ordinance(s), including a legal description of the property or properties
21 located within the Historic District(s) with the Register of Deeds. The City
22 Council shall not pass an ordinance establishing a contiguous historic
23 district less than 60 days after a majority of the property owners within the
24 proposed historic district, as listed on the tax rolls of the local unit, have
25 approved the establishment of the historic district pursuant to a written
26 petition.
27

28 7. A writing prepared, owned, used, in the possession of, or retained by a committee
29 in the performance of an official function of the Historic District Commission
30 should be made available to the public in compliance with Public Act 442 of
31 1976, as amended.
32

33 **1250.05 ESTABLISHING, ADDING ONTO, MODIFYING, OR ELIMINATING**
34 **HISTORIC DISTRICTS**
35

36 1. The City Council may at any time establish by ordinance additional historic districts,
37 including proposed districts previously considered and rejected, may modify
38 boundaries or an existing historic district, or may eliminate an existing historic
39 district. Before establishing, modifying, or eliminating a historic district, a historic
40 district study committee appointed by the City Council shall follow the procedures as
41 stated in Section 399.203 (1-3) of Public Act 169 of 1970, as amended. To conduct
42 these activities, the City Council may retain the initial committee, establish a standing
43 committee, or establish a committee to consider only specific proposed districts and
44 then be dissolved. The committee shall consider any previously written committee
45 reports pertinent to the proposed action.

- 1 2. In considering elimination of a historic district, a committee shall follow the
2 procedures set forth in Section 399.203 (1-3) of Public Act 169 of 1970, as amended
3 for the issuance of a preliminary report, holding a public hearing, and issuing a final
4 report but with the intent of showing one or more of the following:
5
6 a) The historic district has lost those physical characteristics that enabled the
7 establishment of the district.
8 b) The historic district was not significant in the way previously defined.
9 c) The historic district was established pursuant to defective procedures.

10
11 **1250.06 THE HISTORIC DISTRICT COMMISSION**

12
13 The City Council may establish by ordinance a commission to be called a historic district
14 commission. The Commission may be established at any time, but not later than the time the first
15 historic district is established. Each member of the Commission shall reside within the city
16 limits. The commission shall consist of five (5) to seven (7) members. Members shall be
17 appointed by the City Council. A majority of the members shall have a clearly demonstrated
18 interest in or knowledge of historic preservation. Members shall be appointed for a term of three
19 (3) years, except the initial appointments of three (3) members for a term of two (2) years and
20 two (2) members for a term of one year. Subsequent appointments shall be for three-year terms.
21 Members shall be eligible for reappointment. In the event of a vacancy on the Commission,
22 interim appointments shall be made by the City Council within sixty (60) calendar days to
23 complete the unexpired term of such position. Two (2) members shall be appointed from a list
24 submitted by duly organized local historic preservation organizations. If such a person is
25 available for appointment, one member shall be an architect who has two years of architectural
26 experience or who is duly registered in the State of Michigan.

27
28 The City Council may prescribe powers and duties of the Commission, in addition to those
29 prescribed in this Ordinance, that foster historic preservation activities, projects, and programs in
30 the local unit.

31
32 **1250.07 HISTORIC DISTRICT COMMISSION MEETINGS, RECORDKEEPING**
33 **& RULES OF PROCEDURE**

- 34
35 1. The Historic District Commission shall meet at least quarterly or more frequently at
36 the call of the Commission.
37 2. The business that the Commission may perform shall be conducted at a public
38 meeting held in compliance with the Open Meetings Act, Public Act 267 of 1976, as
39 amended. Public notice of the date, time, and place of the meeting shall be given in
40 the manner required by Public Act 267. A meeting agenda shall be part of the notice
41 and shall include a listing of each permit application to be reviewed or considered by
42 the Commission.
43 3. The Commission shall keep a record of its resolutions, proceedings and actions. A
44 writing prepared, owned, used, in the possession of, or retained by the Commission in

1 the performance of an official function shall be made available to the public in
2 compliance with the Freedom of Information, Public Act 442 of 1976, as amended.

- 3 4. The commission shall adopt its own rules of procedure and shall adopt design review
4 standards and guidelines to carry out its duties under this act.
5

6 **1250.08 DELEGATION OF MINOR CLASSES OF WORK**

7
8 The commission may delegate the issuance of Certificates of Appropriateness for specified
9 minor classes of work to its staff, or to another delegated authority. The Commission shall
10 provide to its delegated authority specific written standards for issuing Certificates of
11 Appropriateness under this subsection. The Commission shall review the Certificates of
12 Appropriateness issued by the delegate on at least a quarterly basis to determine whether or not
13 the delegated responsibilities should be continued.
14

15 **1250.09 ORDINARY MAINTENANCE**

16
17 Nothing in this Ordinance shall be construed to prevent ordinary maintenance or repair of a
18 resource within a historic district or to prevent work on any resource under a permit issued by the
19 inspector of buildings or other duly delegated authority before the Ordinance was enacted.
20

21 **1250.10 REVIEW BY THE COMMISSION**

22
23 The Commission shall review and act upon only exterior features of a resource and shall not
24 review and act upon interior arrangements unless specifically authorized to do so by the City
25 Council or unless interior work will cause visible change to the exterior of the resource. The
26 Commission shall not disapprove an application due to considerations not prescribed in
27 subsection 399.205 (3) of Public Act 169 of 1970, as amended.
28

29 **1250.11 DESIGN REVIEW STANDARDS AND GUIDELINES**

- 30
31 1. In reviewing plans, the Commission shall follow the U.S. Secretary of Interior's
32 *Standards for Rehabilitation* and guidelines for rehabilitating historic buildings as set
33 forth in 36 C.F.R. part 67. Design review standards and guidelines that address special
34 design characteristics of historic districts administered by the Commission may be
35 followed if they are equivalent in guidance to the Secretary of Interior's *Standards* and
36 guidelines and are established or approved by the State Historic Preservation Office of
37 the Michigan Historical Center.
38 2. In reviewing plans, the Commission shall also consider all of the following:
39 a. The historic or architectural value and significance of the resource and its
40 relationship to the historic value of the surrounding area.
41 b. The relationship of any architectural features of the resource to the rest of the
42 resource and to the surrounding area
43 c. The general compatibility of the design, arrangement, texture and materials
44 proposed to be used.
45 d. Other factors, such as aesthetic value, that the commission finds relevant.

- 1 e. Whether the applicant has certified in the application that the property where
2 work will be undertaken has, or will have before the proposed project completion
3 date, a fire alarm system or a smoke alarm system complying with the
4 requirements of the Stille-DeRossett-Hale single state construction code act 1972
5 PA 230, MCL 12.1501 to 125.1531.
6

7 **1250.12 PERMIT APPLICATIONS**
8

- 9 1. A permit shall be obtained before any work affecting the exterior appearance of a
10 resource is performed within a historic district. The person, individual, partnership, firm,
11 corporation, organization, institution, or agency of government proposing to do that work
12 shall file an application for a permit with the Building Official. Upon receipt of a
13 complete application, the Building Official shall immediately refer the application, along
14 with all required supporting materials that make the application complete, to the
15 Commission. A permit shall not be issued and proposed work shall not proceed until the
16 Commission has acted on the application by issuing a Certificate of Appropriateness or a
17 Notice to Proceed as prescribed in this ordinance. A commission shall not issue a
18 Certificate of Appropriateness unless the applicant certifies in the application that the
19 property where work will be undertaken has, or will have before the project completion
20 date, a fire alarm system or a smoke alarm system complying with the requirements of
21 the Stille-DeRossett-Hale single state construction code act 1972 PA 230, MCL 12.1501
22 to 125.1531.
- 23 2. The Commission shall file Certificates of Appropriateness, Notices to Proceed, and
24 Denials of applications for permits with the Building Official. A building permit shall
25 not be issued until the Commission has acted as prescribed by the Ordinance.
- 26 3. If an application is for work that will adversely affect the exterior of a resource the
27 Commission considers valuable to the City of Howell, the State of Michigan, or the
28 nation, and the Commission determines that the alteration or loss of that resource will
29 adversely affect the public purpose of the City, state or nation, the Commission shall
30 attempt to establish with the owner of the resource an economically feasible plan for the
31 preservation of the resource.
- 32 4. The failure of the Commission to act on an application within sixty (60) calendar days
33 after the date a complete application is filed with the Commission, unless an extension is
34 agreed upon in writing by the applicant and the Commission, shall be considered to
35 constitute an approval.
- 36 5. The City may charge a reasonable fee to process a permit application.
37

38 **1250.13 DENIALS**
39

40 If a permit application is denied, the decision shall be binding on the Building Official or other
41 authority. A denial shall be accompanied by a written explanation by the Commission of the
42 reasons for denial and, if appropriate, a notice that an application may be re-submitted for
43 Commission review when the suggested changes have been made. The denial shall also include
44 the notification of the applicant's right to appeal to the State Historic Preservation Review Board
45 and to the circuit court.
46

1 **1250.14 NOTICE TO PROCEED**

2
3 Work within a historic district shall be permitted through the issuance of a Notice to Proceed by
4 the Commission if any of the following conditions prevail and if the proposed work can be
5 demonstrated by a finding of the Commission to be necessary to substantially improve or correct
6 any of the following conditions:

- 7 1. The resource constitutes a hazard to the safety of the public or to the structure's
8 occupants.
- 9 2. The resource is a deterrent to a major improvement program that will be of substantial
10 benefit to the community and the applicant proposing the work has obtained all necessary
11 planning and zoning approvals, financing and environmental clearances.
- 12 3. Retaining the resource will cause undue financial hardship to the owner when a
13 governmental action, an act of God, or other events beyond the owner's control created
14 the hardship, and all feasible alternatives to eliminate the financial hardship, which may
15 include offering the resource for sale at its fair market value or moving the resource to a
16 vacant site within the historic district, have been attempted and exhausted by the owner.
- 17 4. Retaining the resource is not in the interest of the majority of the community

18
19 **1250.15 APPEAL OF A COMMISSION DECISION**

- 20
21 1. The applicant aggrieved by a decision of the Commission concerning a permit application
22 may file an appeal with the State Historic Preservation Review Board. The appeal shall
23 be filed within sixty (60) calendar days after the decision is furnished to the applicant.
24 The appellant may submit all or part of the appellant's evidence and arguments in written
25 form. The State Historic Preservation Review Board shall consider an appeal at its first
26 regularly scheduled meeting after receiving the appeal. A permit applicant aggrieved by
27 the decision of the State Historic Preservation Review Board may appeal the decision to
28 the circuit court having jurisdiction over the historic district commission whose decision
29 was appealed to the State Historic Preservation review board.
- 30 2. Any citizen or duly organized historic preservation in the City of Howell as well as
31 resource property owners, jointly or severally aggrieved by a decision of the historic
32 district commission may appeal the decision to the circuit court, except that a permit
33 applicant aggrieved by a decision rendered under this Ordinance may not appeal to the
34 court without first exhausting the right to appeal to the State Historic Preservation
35 Review Board.

36
37 **1250.16 WORK WITHOUT A PERMIT**

38
39 When work has been done upon a resource without a permit, and the Commission finds that the
40 work does not qualify for a Certificate of Appropriateness, the Commission may require an
41 owner to restore the resource to the condition that the resource was in before the inappropriate
42 work or to modify the work so that it qualifies for a Certificate of Appropriateness. If the owner
43 does not comply with the restoration or modification requirement within a reasonable time, the
44 Commission may seek an order from the circuit court to require the owner to restore the resource
45 to its former condition or to modify the work so that it qualifies for a Certificate of

1 Appropriateness. If the owner does not comply or cannot comply with the order of the court, the
2 Commission or its agents may enter the property and conduct work necessary to restore the
3 resource to its former condition or modify the work so that it qualifies for a Certificate of
4 Appropriateness in accordance with the court’s order. The costs of the work done shall be
5 charged to the owner and may be levied by the City of Howell as a special assessment against the
6 property. When acting pursuant to an order of the circuit court, the Commission or its agents
7 may enter a property for purposes of this section.
8

9 **1250.17 DEMOLITION BY NEGLECT**

10
11 Upon a finding by the Commission that a historic resource within a historic district or a proposed
12 historic district subject to its review and approval is threatened with Demolition by Neglect, the
13 Commission may do either of the following:

- 14 1. Require the owner of the resource to repair all conditions contributing to Demolition by
15 Neglect
- 16 2. If the owner does not make repairs within a reasonable time, the Commission or its
17 agents may enter the property and make such repairs as necessary to prevent Demolition
18 by Neglect. The costs of the work shall be charged to the owner, and may be levied by
19 the City of Howell as a special assessment against the property. The Commission or its
20 agents may enter the property for purposes of this section upon obtaining an order from
21 the circuit court.
22

23 **1250.18 REVIEW OF WORK IN PROPOSED DISTRICTS**

24
25 Upon receipt of substantial evidence showing the presence of historic, architectural,
26 archaeological, engineering, or cultural significance of a proposed historic district, the City
27 Council may, at its discretion, adopt a resolution requiring that all applicants for permits within
28 the proposed historic district be referred to the Historic District Commission as prescribed in
29 Section 12 of this ordinance. The Historic District Commission shall review permit applications
30 with the same powers that would apply if the proposed historic district was an established
31 historic district. The review may continue in the proposed historic district for not more than one
32 year, or until such time as the City Council approves or rejects the establishment of the historic
33 district by ordinance, whichever occurs first.
34

35 **1250.19 EMERGENCY MORATORIUM**

36
37 If the City Council determines that pending work will cause irreparable harm to resources
38 located within an established or proposed historic district, the City Council may by resolution
39 declare an emergency moratorium on all such work for a period not to exceed six (6) months,
40 upon finding that the threat of irreparable harm to resources is still present. Any pending permit
41 application concerning a resource subject to an emergency moratorium may be summarily
42 denied.
43

44 **1250.20 PENALTIES FOR VIOLATIONS**

- 1 1. A person, individual, partnership, firm, corporation, organization, institution, or agency
2 of government that violates this act is responsible for a Civil Infraction Violation and
3 may be fined not more than \$5,000.
- 4 2. A person, individual, partnership, firm, corporation, organization, institution, or agency
5 of government that violates this act may be ordered by the court to pay the costs to
6 restore or replicate a resource unlawfully constructed, added to, altered, moved,
7 excavated or demolished.

8
9 **1250.21 ACCEPTANCE OF GIFTS OR GRANTS**

10
11 The City Council may accept state or federal grants for historic preservation purposes; may
12 participate in state and federal programs that benefit historic preservation, and may accept public
13 or private gifts for historic preservation purposes. The City Council may appoint the Historic
14 District Commission to accept and administer grants, gifts, and program responsibilities.
15

16 **1250.22 ACQUISITION OF HISTORIC RESOURCES**

17
18 If all efforts by the Commission to preserve a resource fail, or if it is determined by the City
19 Council that public ownership is the most suitable, the City Council, if considered to be in the
20 public interest, may acquire the resource using public funds, public or private gifts, grants or
21 proceeds from the issuance of revenue bonds. The acquisition shall be based upon the
22 recommendation of the Commission. The Commission is responsible for maintaining publicly
23 owned resources using its own funds, if not specifically designated for other purposes, or public
24 funds committed for that use by the City Council. Upon recommendation of the Commission,
25 the City may sell resources acquired under this section with protective easements included the
26 property transfer documents, if appropriate.
27

28 **1250.23 DISTRICTS DESIGNATED**

- 29
30 1. Howell Opera House Historic District: The Howell Opera House Historic District is
31 designated May 20, 2013. The boundaries of the Howell Opera House Historic District
32 are shown on a map on file in the office of the city clerk. The district is comprised of the
33 following described parcel:

34
35 Section 36, Township 3 North, Range 4 East, Howell City, Crane and Brooks Addition
36 beginning at Northwest corner of Lot 55, thence East 45.5 feet, South 60 feet, East 6
37 inches, South 72 feet, West 46 feet, North 132 feet to begin excepting south 10 feet for
38 alley.
39

40 **Tax ID# 4717-36-307-010**

41 **Commonly known as 123 W. Grand River Ave.**

42
43 **Section 2.** All Ordinances inconsistent herewith are hereby repealed.

44
45 **Section 3.** This Ordinance shall take effect pursuant to the Howell City Charter.

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ADOPTED by the Howell City Council at its regular meeting this _____ day of _____ 2013.

BY: PHILLIP CAMPBELL, MAYOR

BY: JANE CARTWRIGHT, CLERK

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Ordinance No. 874, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the _____ day of _____, 2013, 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**

CITY OF HOWELL
MEMORANDUM

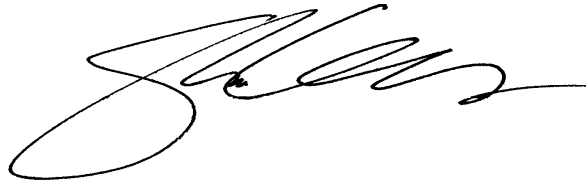
TO: MAYOR & CITY COUNCIL
FROM: SHEA CHARLES, CITY MANAGER
DATE: MAY 1, 2013
RE: 2013 BUDGET HEARING

The City is required to hold a public hearing annually on the proposed budget and the millage rate for the upcoming fiscal year. I recommend the hearing be scheduled for May 20, 2013 at 7:00 p.m. A notice of the hearing will be published in the Livingston County Daily Press & Argus on May 14, 2013.

We are proposing an operating millage rate of 15.9443 and a rubbish millage of 1.3 which is consistent with 2012. At the conclusion of the public hearing and the discussion, the resolution to adopt the FY2013-14 Annual Budget will be on the agenda for discussion and approval.

ACTION REQUESTED:

Motion to set a public hearing for May 20, 2013 at 7:00 p.m. to receive comment on the proposed 2013-2014 City Budget and proposed operating millage rate of 15.9443 and rubbish millage of 1.3.

A handwritten signature in black ink, appearing to read 'Shea Charles', with a large, stylized initial 'S'.

Shea Charles, City Manager

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: DIANE LARKIN, DDA DIRECTOR/MAIN STREET MANAGER
DATE: MAY 1, 2013
RE: MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY GRANT FUNDS

The Michigan State Housing Development Authority (MSHDA) offers a variety of Community Development grants to assist local municipalities in implementation of local initiatives to improve the quality and diversity of our local housing stock. We have several downtown building owners expressing interest in recreating and/or improving upper floor residential spaces; and MSHDA's Rental Rehabilitation Program offers grant funds to help offset the costs incurred for these projects.

MSHDA's Rental Rehabilitation Program provides a 0% interest, five-year forgivable loan to property owners who meet terms and conditions of the program.

- Property owners are required to provide at least 25% of project costs.
- \$35,000 per unit maximum for the creation of rental units in previously non-residential space (or residential space currently vacant for more than five years).
- \$25,000 maximum for any unit in legal residential use and occupied during the last five years.
- Upon completion, rehabbed units must meet HUD, MSHDA and local building codes.
- 51% of rehabbed units must meet affordability standards, as set by HUD.
- 51% of rehabbed units must be made available for low-to-moderate income households, as established by HUD, based on household size. For example:

FY 2013 Income Limit	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
80% Area Median Income	\$44,950	\$51,350	\$57,750	\$64,150	\$69,300	\$74,450

Traditionally, we could apply for Rental Rehab grant funds through Livingston County's MSHDA County Allocation Funds. However, we recently learned this year's county allocation funds are restricted to homeowner weatherization programs. In order to proceed, the city would need to oversee the program itself. The City could either use staff resources or a Third Party Administrator to run the program. Given the limited staff resources, a TPA is the recommended route.

The City needs the following steps to proceed with the program:

1. Issue an RFP for Third Party Services for Grant Administration (TPA). The TPA will assist with property pre-approval, grant submission, drafting work specifications and bid documents, contractor selection, monitoring construction process, contractor payments,

draft mortgage and lien documents required by grant program, and pre-qualification and selection of tenants. The TPA is paid through grant administration funds (paid as a percentage of the grant award amount) with no cost incurred by the City of Howell.

2. Approval of local program guidelines.
3. Hold Public Hearing (date to be determined) before submission of grant documents.
4. Proceed with promoting this resource to eligible building owners.

At this time, staff is requesting authorization to publish a Request For Proposal (RFP) for TPA services (attached). Staff will review the RFPs and make a recommendation to City Council for approval. Staff will develop local guidelines and bring before council for approval at a meeting in the near future. A Rental Rehab program overview is attached.

ACTION REQUESTED:

A motion to authorize staff to proceed with a Request For Proposal for the Rental Rehabilitation Grant Program.

REVIEWED & APPROVED FOR SUBMISSION:

A handwritten signature in black ink, appearing to read 'Shea Charles', written over a faint circular stamp.

Shea Charles, City Manager

**CITY OF HOWELL
REQUEST FOR PROPOSALS
THIRD PARTY ADMINISTRATOR
OF MSHDA GRANT FUNDS
ISSUED BY CITY OF HOWELL
ISSUE DATE: MAY 7, 2013**

**SECTION 1
GENERAL INFORMATION**

I-1 Purpose

This Request for Proposal (RFP) provides interested consultants with sufficient information to enable them to prepare and submit a proposal to the City of Howell to satisfy its need for professional assistance in applying for and administering Michigan State Housing Development Authority (MSHDA) Office of Community Development Rental Rehabilitation Program. The Grant(s) will assist property owners in creating and/or improving residential rental units, with 51% of the rental units serving low-to-moderate income tenants with incomes at or below 80% or area median income (AMI). The program will be available for mixed use buildings in the Downtown Development Authority District. All potential applicants will be given an equal opportunity to participate.

I-2 Issuing Office

The RFP is issued on behalf of the City of Howell. Proposals should be sent to:
City of Howell
Attention: Jane Cartwright, City Clerk
611 E. Grand River
Howell, Michigan 48843.

I-3 Project Statement

The City of Howell, located in southeast Michigan, having a large number of underutilized upper floor spaces in the Central Business District, represents a strong need for rehabilitation now and into the future. The MSHDA Rental Rehabilitation Program is to aid in creating and/or rehabilitating residential spaces of commercial buildings, creating mixed-use properties, and providing housing alternatives for low and moderate-income families in the City of Howell.

I-4 Point of Contact

There shall be a single point of contact for purposes of information relative to this RFP. All questions regarding this RFP should be addressed or directed to:

City of Howell
Attention: Diane Larkin, DDA Director
122 State Street
Howell, Michigan 48843
Telephone: (517) 540-6727
DLarkin@downtownhowell.org

I-5 Response Date and Time

To be considered, a proposal must arrive at the issuing office on or before 4:00 pm on May 28, 2013.

I-6 Proposals

To be considered, consultants must submit a complete response to this RFP, using the format provided in SECTION II. Each proposal shall be submitted in **three (3) copies** to the City Clerk. The consultant shall make no other distribution of the proposals. An official authorized to bind the consultant to the provisions of the proposal must sign the proposal in ink. For the RFP, proposals must remain valid for at least ninety (90) days.

I-7 Addenda to the RFP

In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all consultants on record as receiving the original RFP. It shall be the bidder's responsibility to make inquiry as to changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such addenda.

I-8 Rejection of Proposals

The City reserves the right to reject any and all proposals received as a part of this RFP, or to negotiate with any source whatsoever in any manner necessary to serve the best interests of the City. The City does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained. The City of Howell reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council approves the bid.

The selection of the Consultant will be made by the City and be based on criteria outlined in Section III-2
CRITERIA FOR SELECTION.

I-9 Incurring Costs

The City of Howell is not liable for any cost by consultants prior to the issuance of a contract.

I-10 Type of Contract

It is proposed that, if a contract is entered into as a result of this RFP, it will be a purchase of service contract. Negotiations may be undertaken with consultants as to price and other factors that show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be the most advantageous to the City of Howell, price and other factors considered. The City of Howell reserves the right to consider the proposals or modifications thereof received at any time before an award is made, if such action were in the interest of the City of Howell.

I-11 Disclosure

All responses to this RFP shall remain confidential until the opening of the proposal by the issuing office on the date and time noted above. Thereafter, all responses shall be available for public inspection.

I-12 Acceptance of Proposal Content

The contents of the proposal of the successful bidder may become contractual obligations, if a contract ensues. Failure of the successful bidder to accept these obligations may result in the cancellation of the award.

I-13 Prime Contractor Responsibilities

The selected firm will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the City of Howell will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

I-14 Contract Payments & Schedule

The successful consultant must agree that they will accept as “payment-in-full” no more than the maximum amount allowable according to the terms of the applicable grant. The terms of payment for any contract entered into as result of the RFP will be negotiated as mutually agreeable and subject to funding from the grant (s).

I-15 News Release

News releases pertaining to this RFP or the service, study or project to which it relates will not be made without prior issuing office approval, and then only in coordination with the issuing office.

SECTION II INFORMATION REQUIRED FROM CONSULTANT

Consultant proposals must be submitted in the format outlined below:

II-1 Business Organization

State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work hereunder. Indicate whether you operate as an individual, partnership or corporation: if as a corporation, include the state in which you are incorporated. If appropriate, indicate whether you are licensed to operate in the State of Michigan.

II-2 Project Team

Identify key individuals by name and title that will actually do the work under this proposal. Include resumes for all key project personnel.

II-3 Capacity to Perform Work

Demonstrate the ability of having the capacity and staffing necessary to perform all work under this proposal.

II-4 Statement of the Project

State in succinct terms your understanding of the project represented by this RFP.

II-5 Management Summary and Work Plan

Include a narrative description of the proposed effort and of the products and services that will be delivered, also include your technical work plan. Specifically, include the manner in which tasks as described in Section IV shall be performed and detail the related products and services to be delivered.

II-6 Prior Experience

Proposals submitted should include, in this section, descriptions of qualifying experience to include project descriptions, costs and related information of projects that have been successful. Also, the name, address and phone number of the responsible official of the client organization who may be contacted.

II-7 Authorized Negotiators

Include the names and phone numbers of personnel of your organization authorized to negotiate the proposed contract with the City of Howell.

II-8 Additional Information and Comments

Include any other information that is believed to be pertinent but not specifically asked for elsewhere, such as innovative ideas for additional services to be provided.

**SECTION III
SELECTION OF CONTRACTOR**

All proposals received shall be subject to an evaluation by the issuing office deemed appropriate for the purpose of selecting the Consultant with whom a contract may be signed. The following factors will be considered in making the selection:

III-1 Bidder Qualifications

Respondents submitting proposals shall have the following minimum qualifications:

- A. The experience and capability to train personnel to carry out the project specifications.
- B. The experience and skills to solve operational problems that may arise during implementation of the project and for the duration of the contract period.
- C. The ability to satisfactorily perform necessary administrative tasks such as financial reports, data collection, reporting, billing, etc.
- D. Have demonstrated integrity and record of compliance with public policy.
- E. No bid may be accepted from or contract awarded to any person, firm or corporation which in arrears or in default to the City of Howell upon any debt or contract, or has failed to perform faithfully any previous contract with the City of Howell.

III-2 Criteria for Selection

- A. Responsiveness to the RFP Requirements
- B. Consultant Qualifications and Capability
- C. Acceptance as Payment-in-Full Maximum Payment Allowable by Grant Requirements

Evaluation Factors Maximum Points Quality Levels Score

Consultant's understanding of 10 X _____ = _____
the project scope and intent.

Thoroughness of the Consultant's 10 X _____ = _____
approach to the Planning, organization and management of the project 7

Proposed method of communication, 10 X _____ = _____
problem solving, data gathering and evaluation

Schedule of the proposed work plan 10 X _____ = _____

Experience of consultant with 10 X _____ = _____
projects similar in scope and/or size

Client references for work completed 10 X _____ = _____
relevant to this project.

Consultant's ability to provide future 10 X _____ = _____
services

Relevant experience and qualifications of 10 X _____ = _____
the project staff.

TOTAL _____

Quality Levels

Excellent 1.0 Meets all requirements; reflects significant enhancements or strengths as compared to minimum levels of acceptability; no offsetting weakness.

Very Good 0.8 Meets all requirements; reflects some enhancement or strength; few if any offsetting weakness.

Fair 0.4 May contain significant weakness only partially offset by less Pronounced strengths; should meet all minimum requirements but some areas of doubt may exist.

Poor 0.2 Serious doubt exists about ability to meet minimum needs but may be sufficient; significant weakness without offsetting strengths.

Deficient 0.0 Does not meet minimum needs.

SECTION IV SCOPE OF WORK DETAILED GUIDELINES

IV-1 General

- A. Environmental reviews.
- B. Maintenance of financial records.
- C. Performance and compliance reports.
- D. Participation in the MSHDA monitoring and program audits and clearance of monitoring and audit findings.
- E. Maintain online system and input information for review in compliance with MSHDA.

IV-2 Project Administration

- A. Manage rehabilitation program to assure compliance with Federal and State Regulations.
- B. Provide primary property owner and contractor contact and project coordination.
- C. Provide initial structure inspections and specifications preparation.
- D. Supervise bidding process and monitor labor standards compliance.
- E. Assist local building inspectors with follow-up inspections as needed.



HOWELL MAIN STREET DDA

The Facts about Rental Rehab – Rental Rehab Program (RRP)

WHAT IS THE PURPOSE OF THIS PROGRAM?

To provide decent, affordable housing for individuals and families with low incomes in harmony with the city's community development, and reinvestment objectives.

HOW DO WE ACCOMPLISH THIS?

By providing a forgivable loan at the end of five years, as long as property owner meets terms and conditions of the lien. Owners contribute 25% of the project cost for each rental rehabilitation project. Rehabilitated units must be in compliance with HUD, MSHDA and local building codes.

HOW MUCH MONEY CAN A LANDLORD RECEIVE?

- Generally CDBG funds will be used only for targeted programs. In NPP or downtown revitalization areas, MSHDA may approve maximum OCD assistance of \$25,000 per unit for existing units (occupied as legal residences within the past 5 years).
- \$35,000 for the creation of new units (converting office/commercial/storage space into residential units).

WHAT IS THE LANDLORD OBLIGATED TO DO?

- The initial occupant of 51% of the units (1 of 1 unit, 1 of 2 units, 2 of 3, 3 of 4, 3 of 5, etc.) in the project must have income at or below 80% AMI.
- The rent charged to the initial occupant(s) of 51% of the units cannot exceed the HUD Section 8 "Fair Market Rent".
- The landlord may not economically displace the initial low/mod tenant(s). Therefore, any rent increase for those tenants after their first year of occupancy cannot exceed 10% of the previous year's rent.
- All units in the project must be maintained as residential rental property for a period of five years. Additionally, for five years, the units will be maintained up to local property standard or at a minimum HUD Housing Quality Standards (HQS) and marketed to the general public when vacancies occur.
- All Tenants (for all units) must be given a minimum a one year lease.
- Landlords must market (list) their units on the Michigan Housing Locator web-site (www.MichiganHousingLocator.com) for the five year lien period.
- A Mortgage and Note between the City/Village and the property owner will regulate the rental program requirements.
- Failure to comply by the landlord and/or Grantee could result in required repayment of part or all of the CDBG or MSHDA funds to MSHDA.

WHAT KIND OF LIEN IS PLACED AGAINST THE RENTAL PROPERTY?

- A deferred payment mortgage between the "City" and the building owner to be recorded at the register of deeds. There are no interest or mortgage payments due.
- A five-year compliance period enforced by a lien is required. During the compliance period the property must be maintained to property standards and local property maintenance code requirements and continued to be utilized for residential rental use and fairly marketed to the general public.
- All rehabilitation costs including costs attributable to lead base paint hazard reduction or abatement, or landscaping must be included in the lien. Additionally, soft costs such as inspections, work specifications and other soft costs charged to the project must be added to the lien.
- In the event of sale, should a new owner agree to continue to abide by the terms of the CDBG or MSHDA-assistance for the remainder of the lien period, repayment of the CDBG or MSHDA-assistance would not be required. Otherwise, repayment would be required.

WHO WILL REHABILITATE THE RENTAL UNITS?

The program allows the landlord to select any city approved, licensed and insured contractor of their choice. The city will help owner obtain 3 bids for the property. The lowest responsible bid will be selected. The city will maintain a list of contractors interested in doing the projects. If the landlord knows of contractors, they are advised to refer all interested contractors to the city office.

When procuring services with federal funds, the City is required to check the List of Parties Excluded From Federal Procurement and Non-Procurement Programs. Contractors that are on that list cannot be awarded contracts funded with federal dollars. The City must check the federal website, Excluded Parties List System at <http://www.epls.gov/> to review the current list and ensure that contracts are not awarded to debarred or suspended contractors.

WHAT DOES A LANDLORD NEED TO DO TO BE APPROVED FOR THIS PROGRAM?

Complete a Pre-Application required by MSHDA and provided by the Housing Improvement Division. After we review the pre-application, if the project seems viable the landlord completes an Application and submits \$_____ non-refundable downpayment.

HOW SOON CAN WE START A PROJECT?

As our administration time allows. Projects are ranked in order of priority.

This fact sheet is only an overview of the program. Participants must comply with any and all requirements of HUD/MSHDA of the City.

CITY OF HOWELL

5/7/2013

	Amount	Description
MERS	\$ 43,307.58	City's Contribution
Fifth Third H S A	\$ 3,000.00	Deductible Contribution
<hr/>		
TOTAL	\$ 46,307.58	
BALANCE FORWARD	\$ 349,926.57	
TOTAL	\$ 349,926.57	*****
payroll 04-06-2013	\$ 132,297.95	Included *****

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	CK Run Date	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
ALEX CHEM	ALEXANDER CHEMICAL CORPORATION	04/17/2013	SCL 1000300	GEN	CREDIT RETURN CYLINDERS	
57025	16932 COLLECTION CENTER DR	05/07/2013		N		(900.00)
04/17/2013	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		05/07/2013		N		(900.00)

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-775.004	CHEMICALS	(900.00)

VENDOR TOTAL: (900.00)

AMER CONCR	AMERICAN CONCRETE PRODUCTS	04/24/2013	71158	GEN	CONCRETE FOR FOUNDATIONS	
57026	4944 MASON RD	05/07/2013		N		295.00
04/24/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/07/2013		N		295.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-931.001	CEMETERY MAINTENANCE	295.00

VENDOR TOTAL: 295.00

SBC	AT & T	04/24/2013	517546211404-13	GEN	COMMUNICATIONS	
57023	P.O. BOX 5080	05/07/2013		N		431.44
04/24/2013	CAROL STREAM IL, 60197-5080	/ /	0.0000	N		0.00
		05/07/2013		N		431.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-850.000	COMMUNICATIONS - TELEPHONES	431.44

SBC	AT & T	04/18/2013	517546601404-13	GEN	COMMUNICATIONS	
56958	P.O. BOX 5080	05/07/2013		N		449.34
04/18/2013	CAROL STREAM IL, 60197-5080	/ /	0.0000	N		0.00
		05/07/2013		N		449.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-850.000	COMMUNICATIONS - TELEPHONES	449.34

SBC	AT & T	04/24/2013	517546751004-13	GEN	COMMUNICATIONS WTP & DPW	
57024	P.O. BOX 5080	05/07/2013		N		348.25
04/24/2013	CAROL STREAM IL, 60197-5080	/ /	0.0000	N		0.00
		05/07/2013		N		348.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	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
			Due Date		1099		

591-564-850.000				COMMUNICATIONS - TELEPHONES			139.30
640-441-850.000				COMMUNICATIONS - TELEPHONES			69.65
641-441-850.000				COMMUNICATIONS - TELEPHONES			139.30
							348.25

SBC	AT & T		04/01/2013	517552318504-13	GEN	LIFT STATIONS & WWTP FAX MACHINE	
56913	P.O. BOX 5080		05/07/2013		N		310.86
04/01/2013	CAROL STREAM IL, 60197-5080		/ /	0.0000	N		0.00
			04/23/2013		N		310.86

PD CK# 77135 04/29/2013

GL NUMBER	DESCRIPTION	AMOUNT
590-536-850.007	COMMUNICATIONS - ALARMS	267.22
590-564-850.000	COMMUNICATIONS - TELEPHONES	43.64
		310.86

SBC	AT & T		04/01/2013	5175524330004-1	GEN	FOWLER HEIGHTS LIFT STATION	
56912	P.O. BOX 5080		05/07/2013		N		35.46
04/01/2013	CAROL STREAM IL, 60197-5080		/ /	0.0000	N		0.00
			04/23/2013		N		35.46

PD CK# 77135 04/29/2013

GL NUMBER	DESCRIPTION	AMOUNT
590-536-850.007	COMMUNICATIONS - ALARMS	35.46

VENDOR TOTAL: 1,575.35

BRGHT FRD	BRIGHTON FORD		04/18/2013	172279	GEN	REPAIR TO WIRING	
56959	8240 W GRAND RIVER		05/07/2013		N		288.00
04/18/2013	BRIGHTON MI, 48114		/ /	0.0000	N		0.00
			05/07/2013		N		288.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
640-441-930.006	REPAIR & MAINT. VEHICLES	288.00

VENDOR TOTAL: 288.00

BRI STONE	BRIGHTON STONE & FIREPLACE, INC.		04/25/2013	8472	GEN	BLOCK FOR COLUMBARIUM	
57027	7196 W GRAND RIVER		05/07/2013		N		164.00
04/25/2013	BRIGHTON MI, 48114		/ /	0.0000	N		0.00
			05/07/2013		N		164.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-967.000	PROJECT COSTS	164.00

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P 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
		Due Date		1099		

VENDOR TOTAL: 164.00

MISC	BROCKWAY, DAN	04/19/2013	1452REF	GEN	ESCROW RELEASE FOR 308 LAKE ST	
57007	3008 PENNINGTON WAY	05/07/2013		N		400.00
04/19/2013	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		05/07/2013		N		400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-283.000	DEV ESCROW	400.00

VENDOR TOTAL: 400.00

BS&A SOFT	BS&A SOFTWARE	04/24/2013	088991	GEN	SPECIAL ASSESSEMENT 2014	
56924	14965 ABBEY LANE	05/07/2013		N		510.00
04/24/2013	BATH MI, 48808	/ /	0.0000	N		0.00
		05/07/2013		N		510.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-822.000	COMPUTER SOFTWARE SUPPORT	510.00

BS&A SOFT	BS&A SOFTWARE	04/24/2013	089402	GEN	ACCOUNTS PAYABLE UPDATE & SUPPORT	
56939	14965 ABBEY LANE	05/07/2013		N		630.00
04/24/2013	BATH MI, 48808	/ /	0.0000	N		0.00
		05/07/2013		N		630.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-822.000	COMPUTER SOFTWARE SUPPORT	630.00

BS&A SOFT	BS&A SOFTWARE	04/24/2013	089582	GEN	CASH RECEIPTING SUPPORT & UPDATE	
56937	14965 ABBEY LANE	05/07/2013		N		630.00
04/24/2013	BATH MI, 48808	/ /	0.0000	N		0.00
		05/07/2013		N		630.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-822.000	COMPUTER SOFTWARE SUPPORT	630.00

BS&A SOFT	BS&A SOFTWARE	04/24/2013	089724	GEN	DELQ PERSONAL PROP TAX	
56934	14965 ABBEY LANE	05/07/2013		N		320.00
04/24/2013	BATH MI, 48808	/ /	0.0000	N		0.00
		05/07/2013		N		320.00

Open

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

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

GL NUMBER	DESCRIPTION	AMOUNT
101-191-822.000	COMPUTER SOFTWARE SUPPORT	320.00
BS&A SOFT	BS&A SOFTWARE	04/24/2013 089883 GEN GENERAL LEDGER /BUDGET UPDATES & SU
56935	14965 ABBEY LANE	05/07/2013 N 740.00
04/24/2013	BATH MI, 48808	/ / 0.0000 N 0.00
		05/07/2013 N 740.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-822.000	COMPUTER SOFTWARE SUPPORT	740.00
BS&A SOFT	BS&A SOFTWARE	04/24/2013 090399 GEN TAX SYSTEM UPDATES & SUPPORT
56936	14965 ABBEY LANE	05/07/2013 N 1,015.00
04/24/2013	BATH MI, 48808	/ / 0.0000 N 0.00
		05/07/2013 N 1,015.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-822.000	COMPUTER SOFTWARE SUPPORT	1,015.00
BS&A SOFT	BS&A SOFTWARE	04/24/2013 091044 GEN ASSESSING SYSTEM SUPPORT & UPDATE
56938	14965 ABBEY LANE	05/07/2013 N 1,135.00
04/24/2013	BATH MI, 48808	/ / 0.0000 N 0.00
		05/07/2013 N 1,135.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-822.000	COMPUTER SOFTWARE SUPPORT	1,135.00

VENDOR TOTAL: 4,980.00

CCPINDUSTR	CCP INDUSTRIES	04/18/2013 IN01070137 GEN SAFETY VESTS AND EAR PROTECTION
56960	P.O. BOX 73627	05/07/2013 N 135.35
04/18/2013	CLEVELAND OH, 44193	/ / 0.0000 N 0.00
		05/07/2013 N 135.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
641-441-740.026	OPER SUPP/SAFETY EQUIPMENT	135.35

VENDOR TOTAL: 135.35

CEI	CEI	04/12/2013 757284 GEN ROOF REPAIR CITY HALL
57028	P.O. BOX 200	05/07/2013 N 363.00
04/12/2013	HOWELL MI, 48844	/ / 0.0000 N 0.00
		05/07/2013 N 363.00

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	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
			Due Date		1099		Net Amount

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-931.000	BUILDING MAINTENANCE	363.00
VENDOR TOTAL:		363.00

CENTU MAN	CENTURY MANUFACTURING CORP	04/12/2013	5221691	GEN	WEED KILLER	
56961		05/07/2013		N		131.92
	P.O. BOX 2208					
04/12/2013	SEAFORD NY, 11783	/ /	0.0000	N		0.00
		05/07/2013		N		131.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-775.000	MAINTENANCE SUPPLIES	131.92
VENDOR TOTAL:		131.92

CERT DOC	CERTIFIED DOCUMENT DESTRUCTION	04/09/2013	64312	GEN	DOCUMENT SHREDDING	
56940	300 W CHESTNUT ST	05/07/2013		N		45.89
04/09/2013	WAUSEON OH, 43567	/ /	0.0000	N		0.00
		05/07/2013		N		45.89

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-930.010	RECORDS MAINTENANCE	45.89
VENDOR TOTAL:		45.89

COMCAST	COMCAST	04/24/2013	05-2013	GEN	INTERNET	
56919	P O BOX 3005	05/07/2013		N		101.90
04/24/2013	SOUTHEASTERN PA, 19398-3005	/ /	0.0000	Y		0.00
		04/23/2013		N		101.90

PD CK# 77139 04/29/2013

GL NUMBER	DESCRIPTION	AMOUNT				
101-228-850.008	COMMUNICATIONS - INTERNET	101.90				
COMCAST	COMCAST	04/24/2013	05-2013 DPW	GEN	DPW & WTP CABLE MAY 2013	
56914	P O BOX 3005	05/07/2013		N		58.08
04/24/2013	SOUTHEASTERN PA, 19398-3005	/ /	0.0000	Y		0.00
		04/23/2013		N		58.08

PD CK# 77136 04/29/2013

GL NUMBER	DESCRIPTION	AMOUNT
641-441-850.008	COMMUNICATIONS - INTERNET	34.85

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P 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
				1099		

591-564-850.000	COMMUNICATIONS - TELEPHONES				23.23	
						58.08

COMCAST	COMCAST	04/24/2013	05-2013 WTP	GEN	CABLE MAY 2013	
56915	P O BOX 3005	05/07/2013		N		47.52
04/24/2013	SOUTHEASTERN PA, 19398-3005	/ /	0.0000	Y		0.00
		04/23/2013		N		47.52

PD CK# 77137 04/29/2013

GL NUMBER	DESCRIPTION	AMOUNT
591-564-850.000	COMMUNICATIONS - TELEPHONES	47.52

COMCAST	COMCAST	04/24/2013	05-2013WWTP	GEN	CABLE MAY 2013	
56916	P O BOX 3005	05/07/2013		N		47.52
04/24/2013	SOUTHEASTERN PA, 19398-3005	/ /	0.0000	Y		0.00
		04/23/2013		N		47.52

PD CK# 77138 04/29/2013

GL NUMBER	DESCRIPTION	AMOUNT
590-564-850.008	COMMUNICATIONS - INTERNET	47.52

VENDOR TOTAL: 255.02

CRAMPTON	CRAMPTON ELECTRIC CO INC	04/30/2013	111308	GEN	SURGE PROTECTION MARION TWP L/S	
57029		05/07/2013		N		187.25
	P O BOX 380					
02/08/2013	FOWLERVILLE MI, 48836	/ /	0.0000	N		0.00
		05/07/2013		N		187.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-930.011	REPAIR & MAINT - PUMP MARION TWP	187.25

VENDOR TOTAL: 187.25

CRANE TECH	CRANE TECHNOLOGIES	02/08/2013	46116	GEN	CHAIN SLING INSPECTION	
57030	1954 ROCHESTER INDUSTRIAL DR	05/07/2013		N		351.00
02/08/2013	ROCHESTER HILLS MI, 48309	/ /	0.0000	N		0.00
		05/07/2013		N		351.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-801.000	PROFESSIONAL SERVICES	351.00

VENDOR TOTAL: 351.00

CRUISERS	CRUISERS INC	04/10/2013	29033	GEN	LIGHT REPAIRED UNIT 47	
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EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P 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
		Due Date		1099		
56962	988 RICKETT RD	05/07/2013		N		125.00
04/10/2013	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		05/07/2013		N		125.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
640-441-930.006	REPAIR & MAINT. VEHICLES	125.00

CRUISERS	CRUISERS INC	04/16/2013	29084	GEN	REMOVE RADAR 319	
56963	988 RICKETT RD	05/07/2013		N		80.00
04/16/2013	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		05/07/2013		N		80.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-930.004	EQUIPMENT VEHICLES	80.00

VENDOR TOTAL: 205.00

D&G EQUIP	D & G EQUIPMENT INC	04/18/2013	33681	GEN	CHAINSAW PLUGS	
57031	2 INDUSTRIAL PARK DR	05/07/2013		N		10.00
04/18/2013	WILLIAMSTON MI, 48895	/ /	0.0000	N		0.00
		05/07/2013		N		10.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-536-740.004	OPERATING SUPPLIES / TOOLS	10.00

VENDOR TOTAL: 10.00

DAWDA MANN	DAWDA MANN MULCAHY & SADLER PLC	04/09/2013	3-2013	GEN	DEVELOPMENT & RESTRICTIONS	
56942	39533 WOODWARD AVE	05/07/2013		N		17,633.92
	SUITE 200					
04/09/2013	BLOOMFIELD HILLS MI, 48304-5103	/ /	0.0000	N		0.00
		05/07/2013		Y		17,633.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
227-290-826.000	CONTRACTUAL ATTORNEY FEES	17,633.92

DAWDA MANN	DAWDA MANN MULCAHY & SADLER PLC	04/09/2013	MARCH 2013	GEN	LUCY PARK	
56941	39533 WOODWARD AVE	05/07/2013		N		461.70
	SUITE 200					
04/09/2013	BLOOMFIELD HILLS MI, 48304-5103	/ /	0.0000	N		0.00
		05/07/2013		Y		461.70

Open

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	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
			Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
227-290-826.000	CONTRACTUAL ATTORNEY FEES	461.70

VENDOR TOTAL: 18,095.62

DORNBOS SI	DORNBOS SIGN & SAFETY INC.	04/11/2013	INV10836	GEN	STICKERS - SAVES LIVES	
57034	619 W HARRIS	05/07/2013		N		535.00
04/11/2013	CHARLOTTE MI, 48813	/ /	0.0000	N		0.00
		05/07/2013		N		535.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
202-474-775.000	MAINTENANCE SUPPLIES	267.50
203-474-775.000	MAINTENANCE SUPPLIES	267.50
		<u>535.00</u>

DORNBOS SI	DORNBOS SIGN & SAFETY INC.	04/11/2013	INV10837	GEN	NEW STREET SIGNS	
57035	619 W HARRIS	05/07/2013		N		1,468.65
04/11/2013	CHARLOTTE MI, 48813	/ /	0.0000	N		0.00
		05/07/2013		N		1,468.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
202-474-775.000	MAINTENANCE SUPPLIES	1,468.65

DORNBOS SI	DORNBOS SIGN & SAFETY INC.	04/24/2013	INV11017	GEN	DO NOT FEED WILDLIFE	
57059	619 W HARRIS	05/07/2013		N		145.22
04/24/2013	CHARLOTTE MI, 48813	/ /	0.0000	N		0.00
		05/07/2013		N		145.22

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-775.000	MAINTENANCE SUPPLIES	72.61
101-751-775.006	MAINTENANCE SUPPLIES / PARKS	72.61
		<u>145.22</u>

DORNBOS SI	DORNBOS SIGN & SAFETY INC.	04/24/2013	INV11030	GEN	SIGN - INTERSECTIONS	
57032	619 W HARRIS	05/07/2013		N		108.68
04/24/2013	CHARLOTTE MI, 48813	/ /	0.0000	N		0.00
		05/07/2013		N		108.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
202-474-775.000	MAINTENANCE SUPPLIES	108.68

VENDOR TOTAL: 2,257.55

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

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

DET EDIS	DTE	04/16/2013	6520400	GEN	STEET LIGHTING & SIGNALS	
56964		05/07/2013		N		27,632.12
	P.O. BOX 630795					
04/16/2013	CINCINNATI OH, 45263-0795	/ /	0.0000	Y		0.00
		05/07/2013		N		27,632.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-920.000	UTILITIES - ELECTRICITY	27,493.22
202-474-920.010	ELEC/TRAFFIC SIGNAL ENERGY	107.59
101-751-920.000	UTILITIES - ELECTRICITY	31.31
		<u>27,632.12</u>

VENDOR TOTAL: 27,632.12

DET EDISON	DTE ENERGY	04/24/2013	5295506-5-13	GEN	1158 LAKESIDE - LIFT STATION	
56917	P O BOX 740786	05/07/2013		N		49.93
04/24/2013	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		04/23/2013		N		49.93

PD CK# 77140 04/29/2013

GL NUMBER	DESCRIPTION	AMOUNT
590-536-920.004	UTILITIES - PUMP STATION	49.93

VENDOR TOTAL: 49.93

ENP&ASSOC	ENP & ASSOCIATES	04/30/2013	INV-0006	GEN	PLANNING & ZONING ADMIN 4/16 TO 4/3	
56965		05/07/2013		N		2,623.44
	P.O. BOX 131095					
04/30/2013	ANN ARBOR MI, 48113	/ /	0.0000	N		0.00
		05/07/2013		N		2,623.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-801.000	PROFESSIONAL SERVICES	2,623.44

VENDOR TOTAL: 2,623.44

FASTENAL	FASTENAL COMPANY	04/12/2013	MIBRG70917	GEN	MARKING PAINT	
56966	P O BOX 1286	05/07/2013		N		159.47
04/12/2013	WINONA MN, 55987-1286	/ /	0.0000	N		0.00
		05/07/2013		N		159.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
202-474-775.000	MAINTENANCE SUPPLIES	159.47

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P 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
		Due Date		1099		

VENDOR TOTAL: 159.47

FENTON	FENTON PRECAST	04/23/2013	2311	GEN	PRECAST FOUNDATIONS	
57036		05/07/2013		N		310.00
	P O BOX 289					
04/23/2013	FENTON MI, 48430	/ /	0.0000	N		0.00
		05/07/2013		N		310.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-931.001	CEMETERY MAINTENANCE	310.00

VENDOR TOTAL: 310.00

FIBERTEC	FIBERTEC INC	04/20/2013	102336	GEN	NPDES PERMIT REQ MERCURY TESTING	
57021	1914 HOLLOWAY DR	05/07/2013		N		205.00
04/09/2013	HOLT MI, 48842	/ /	0.0000	Y		0.00
		05/07/2013		N		205.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-801.000	PROFESSIONAL SERVICES	205.00

VENDOR TOTAL: 205.00

FISH	FISH WINDOW CLEANING	04/22/2013	3046-2468	GEN	WINDOW CLEANING 611 E GRAND RIVER	
57056		05/07/2013		N		475.00
	P.O. BOX 988					
04/22/2013	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		05/07/2013		N		475.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-931.000	BUILDING MAINTENANCE	475.00

FISH	FISH WINDOW CLEANING	04/22/2013	3046-2469	GEN	WINDOW CLEANING POLICE DEPT	
57057		05/07/2013		N		130.00
	P.O. BOX 988					
04/22/2013	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		05/07/2013		N		130.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-931.000	BUILDING MAINTENANCE	130.00

FISH	FISH WINDOW CLEANING	04/22/2013	3046-2470	GEN	WINDOW CLEANING CITIZENS BANK	
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EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P Post Date	Invoice CK Run Date	Bank Hold	Invoice Description	Gross Amount
Ref #	Address	Disc. Date	Disc. %	Sep CK		Discount
Invoice Date	City/State/Zip	Due Date		1099		Net Amount
57058		05/07/2013		N		60.00
	P.O. BOX 988					
04/22/2013	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		05/07/2013		N		60.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-265-931.000	BUILDING MAINTENANCE	60.00

VENDOR TOTAL: 665.00

FONSON INC	FONSON INC	04/23/2013	PAY # 15	GEN	HMY III	
57037	7644 WHITMORE LAKE RD	05/07/2013		N		69,830.82
04/23/2013	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		05/07/2013		N		69,830.82

Open

GL NUMBER	DESCRIPTION	AMOUNT
483-548-967.000	PROJECT COSTS	69,830.82

FONSON INC	FONSON INC	04/12/2013	PAY EST #14	GEN	HMY III	
56967	7644 WHITMORE LAKE RD	05/07/2013		N		52,846.52
04/12/2013	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		05/07/2013		N		52,846.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
483-516-967.000	PROJECT COSTS	13,309.00
483-548-967.000	PROJECT COSTS	39,537.52
		52,846.52

VENDOR TOTAL: 122,677.34

GALLAGHER	GALLAGHER FIRE EQUIPMENT CO.	04/23/2013	MA66272	GEN	FIRE EXT INSPECTIONS	
57038	30895 W. EIGHT MILE RD.	05/07/2013		N		4.47
04/23/2013	LIVONIA MI, 48152	/ /	0.0000	N		0.00
		05/07/2013		N		4.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-801.000	PROFESSIONAL SERVICES	4.47

VENDOR TOTAL: 4.47

GORDON FD	GORDON FOOD SERVICE INC.	04/24/2013	758100009	GEN	ARBOR DAY CELEBRATION	
57039	PAYMENT PROCESSING CENTER	05/07/2013		N		188.29
	DEPT CH10490					

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	CK Run Date	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
04/24/2013	PALATINE IL, 60055-0490	/ /	0.0000	N		0.00
		05/07/2013		N		188.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-747-880.004	ARBOR DAY CELEBRATION	188.29

VENDOR TOTAL: 188.29

GRAINGER	GRAINGER	04/12/2013	9077399096	GEN	SHELVING FOR MAINT GARAGE	
56946	DEPT 825552573	05/07/2013		N		251.92
04/12/2013	PALATINE IL, 60038-0001	/ /	0.0000	N		0.00
		05/07/2013		N		251.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-930.007	REPAIR & MAINT - PLANT	251.92

GRAINGER	GRAINGER	04/12/2013	9115580137	GEN	CABLE , WELL #8	
56945	DEPT 825552573	05/07/2013		N		175.95
04/12/2013	PALATINE IL, 60038-0001	/ /	0.0000	N		0.00
		05/07/2013		N		175.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-775.000	MAINTENANCE SUPPLIES	175.95

GRAINGER	GRAINGER	04/16/2013	9117910845	GEN	HEAD TANK DRAIN- PLUGS REPLACED	
56944	DEPT 825552573	05/07/2013		N		19.27
04/16/2013	PALATINE IL, 60038-0001	/ /	0.0000	N		0.00
		05/07/2013		N		19.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-775.000	MAINTENANCE SUPPLIES	19.27

VENDOR TOTAL: 447.14

WESTERN LI	GRAYMONT WESTERN LIME INC.	04/21/2013	18258 RI	GEN	LIME	
57040	DEPT CH 16910	05/07/2013		N		5,320.00
04/24/2013	PALATINE IL, 60055-6910	/ /	0.0000	N		0.00
		05/07/2013		N		5,320.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-775.005	MAINTENANCE SUPPLY - LIME	5,320.00

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P 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
		Due Date		1099		

VENDOR TOTAL: 5,320.00

GRUNDYS AC	GRUNDY'S ACE HARDWARE	04/15/2013	74295	GEN	HEATER	
56947	1250 E GRAND RIVER	05/07/2013		N		28.99
04/15/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/07/2013		N		28.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-930.008	REPAIR & MAINT - PUMP STATION	28.99

GRUNDYS AC	GRUNDY'S ACE HARDWARE	04/17/2013	74312	GEN	PAINT FOR PARKING LINES	
56969	1250 E GRAND RIVER	05/07/2013		N		8.98
04/17/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/07/2013		N		8.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-747-740.000	OPERATING SUPPLIES	8.98

GRUNDYS AC	GRUNDY'S ACE HARDWARE	04/22/2013	74313	GEN	CAULK	
57045	1250 E GRAND RIVER	05/07/2013		N		29.94
04/22/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/07/2013		N		29.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-930.007	REPAIR & MAINT - PLANT	29.94

GRUNDYS AC	GRUNDY'S ACE HARDWARE	04/22/2013	74338	GEN	KEYS AND ZIP TIES	
56970	1250 E GRAND RIVER	05/07/2013		N		15.37
04/22/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/07/2013		N		15.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-740.000	OPERATING SUPPLIES	15.37

GRUNDYS AC	GRUNDY'S ACE HARDWARE	04/23/2013	74348	GEN	HOSE BIB FOR CEMETERY	
57043	1250 E GRAND RIVER	05/07/2013		N		13.03
04/23/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/07/2013		N		13.03

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-931.001	CEMETERY MAINTENANCE	13.03

GRUNDYS AC	GRUNDY'S ACE HARDWARE	04/24/2013	74352	GEN	D-CON, PAINT, BRUSHES	
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EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P Post Date	Invoice CK Run Date	Bank Hold	Invoice Description	Gross Amount
Ref #	Address	Disc. Date	Disc. %	Sep CK		Discount
Invoice Date	City/State/Zip	Due Date		1099		Net Amount
57046	1250 E GRAND RIVER	05/07/2013		N		64.52
04/24/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/07/2013		N		64.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-930.008	REPAIR & MAINT - PUMP STATION	64.52

GRUNDYS AC	GRUNDY'S ACE HARDWARE	04/26/2013	74366	GEN	TOILET HANDLE	
57041	1250 E GRAND RIVER	05/07/2013		N		7.28
04/26/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/07/2013		N		7.28

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-931.000	BUILDING MAINTENANCE	7.28

GRUNDYS AC	GRUNDY'S ACE HARDWARE	04/24/2013	74367	GEN	CLEANING SUPPLIES	
57044	1250 E GRAND RIVER	05/07/2013		N		143.88
04/24/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/07/2013		N		143.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-740.000	OPERATING SUPPLIES	71.94
591-564-775.000	MAINTENANCE SUPPLIES	35.97
641-441-775.000	MAINTENANCE SUPPLIES	35.97
		<u>143.88</u>

GRUNDYS AC	GRUNDY'S ACE HARDWARE	04/26/2013	74373	GEN	ADHESIVE FOR COLUMBARIUM WALL	
57042	1250 E GRAND RIVER	05/07/2013		N		10.76
04/26/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/07/2013		N		10.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-967.000	PROJECT COSTS	10.76

VENDOR TOTAL: 322.75

HOW TOW UT	HOWELL TOWNSHIP UTILITIES	04/24/2013	03-31-2013	GEN	UTILITIES	
56923	3525 BYRON RD.	05/07/2013		N		351.51
04/24/2013	HOWELL MI, 48855	/ /	0.0000	N		0.00
		04/23/2013		N		351.51

PD CK# 77141 04/29/2013

GL NUMBER	DESCRIPTION	AMOUNT
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EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P 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
		Due Date		1099		Net Amount

590-536-964.005	HOWELL TWP PMT - MCDONALDS					351.51
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VENDOR TOTAL: 351.51

JOHNDEEREL	JOHN DEERE LANDSCAPES	04/22/2013	64203778	GEN	FERTILIZER, EDGING, GRASS SEED & CO	
56973	24110 NETWORK PLACE	05/07/2013		N		865.85
04/22/2013	CHICAGO IL, 60673-1241	/ /	0.0000	N		0.00
		05/07/2013		N		865.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-276-967.000	PROJECT COSTS	46.00
101-276-931.001	CEMETERY MAINTENANCE	94.50
101-751-931.003	BLDG MAINTENANCE - BARNARD	544.80
101-265-740.018	OPER SUPP/LANDSCAPING	62.29
248-728-881.001	BEAUTIFICATION SUPPLIES	118.26
		<u>865.85</u>

VENDOR TOTAL: 865.85

KINSEY J	KINSEY JIM	04/15/2013	4-2013	GEN	REIMBURSE CLOTHING	
57022		05/07/2013		N		200.00
04/15/2013	,	/ /	0.0000	N		0.00
		05/07/2013		N		200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-741.000	UNIFORMS/CLOTHING ALLOWANCE	200.00

VENDOR TOTAL: 200.00

KNAPHEIDE	KNAPHEIDE TRUCK EQUIPMENT	04/19/2013	1098146	GEN	BEARING FLANGE	
57047	1200 S AVERILL	05/07/2013		N		93.08
04/19/2013	FLINT MI, 48503	/ /	0.0000	N		0.00
		05/07/2013		N		93.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
640-441-775.000	MAINTENANCE SUPPLIES	93.08

VENDOR TOTAL: 93.08

LINCOLN NA	LINCOLN NATIONAL LIFE INSURANCE	04/24/2013	MAY 2013	GEN	MAY 2013 DISABILITY /LIFE INSURANCE	
56922	P.O. BOX 0821	05/07/2013		N		2,368.55
04/24/2013	CAROL STREAM IL, 60132-0821	/ /	0.0000	N		0.00
		04/23/2013		N		2,368.55

PD CK# 77142 04/29/2013

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	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
			Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-290-714.002	EMP DISABILITY / LIFE INSURANCE	2,120.34
101-000-081.001	DUE FROM REC AUTHORITY	81.95
101-000-081.000	DF OTHER GOVERNMENT UNITS	166.26
		<u>2,368.55</u>

VENDOR TOTAL: 2,368.55

LIV CTY BL	LIVINGSTON COUNTY BUILDING DEPT	04/22/2013	27	GEN	SERVICES FOR MARCH 2013	
56979	2300 E GRAND RIVER	05/07/2013		N		2,083.83
	SUITE 104					
04/22/2013	HOWELL MI, 48843-7580	/ /	0.0000	N		0.00
		05/07/2013		N		2,083.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-371-801.000	PROFESSIONAL SERVICES	2,083.83

VENDOR TOTAL: 2,083.83

HOMETOWN	LIVINGSTON COUNTY PRESS & ARGUS NEW	04/15/2013	569234	GEN	ORDINANCE 867 & 868	
56949	P.O. BOX 773964	05/07/2013		N		50.00
	3964 SOLUTIONS CENTER					
04/15/2013	CHICAGO IL, 60677-3009	/ /	0.0000	N		0.00
		05/07/2013		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-900.000	PRINTING & PUBLISHING	50.00

HOMETOWN	LIVINGSTON COUNTY PRESS & ARGUS NEW	04/15/2013	569241	GEN	COUNCIL PROCEEDINGS 4-8-2013	
56948	P.O. BOX 773964	05/07/2013		N		40.00
	3964 SOLUTIONS CENTER					
04/15/2013	CHICAGO IL, 60677-3009	/ /	0.0000	N		0.00
		05/07/2013		N		40.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-900.000	PRINTING & PUBLISHING	40.00

HOMETOWN	LIVINGSTON COUNTY PRESS & ARGUS NEW	04/19/2013	569323	GEN	NOTICE OF PUBLIC ACCURACY TEST	
57005	P.O. BOX 773964	05/07/2013		N		40.00
	3964 SOLUTIONS CENTER					
04/19/2013	CHICAGO IL, 60677-3009	/ /	0.0000	N		0.00
		05/07/2013		N		40.00

Open

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	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
			Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-262-900.000	PRINTING & PUBLISHING	40.00
HOMETOWN 57006	LIVINGSTON COUNTY PRESS & ARGUS NEW P.O. BOX 773964 3964 SOLUTIONS CENTER	04/19/2013 569512 GEN NOTICE OF NOMINATING PETITIONS 05/07/2013 N 45.00
04/19/2013	CHICAGO IL, 60677-3009	/ / 0.0000 N 0.00 05/07/2013 N 45.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-262-900.000	PRINTING & PUBLISHING	45.00
VENDOR TOTAL:		175.00

LIV CO 56987	LIVINGSTON COUNTY TREASURER 200 E GRAND RIVER	04/22/2013 BOR-PETERSON GEN BOARD OF REVIEW ADJUST - PETERSON 05/07/2013 N 268.28
04/22/2013	HOWELL MI, 48843	/ / 0.0000 N 0.00 05/07/2013 N 268.28

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-899-964.002	MI TAX TRIBUNAL REFUNDS	264.68
101-899-964.003	ADMIN FEE REFUND	3.60
VENDOR TOTAL:		268.28

MERIT LAB 57049	MERIT LABORATORIES 2680 EAST LANSING DR	04/10/2013 55903 GEN DIAMOND CHROME TESTING 05/07/2013 N 32.00
04/10/2013	EAST LANSING MI, 48823	/ / 0.0000 N 0.00 05/07/2013 N 32.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537-801.000	PROFESSIONAL SERVICES	32.00
MERIT LAB 57048	MERIT LABORATORIES 2680 EAST LANSING DR	04/04/2013 55964 GEN DIAMOND CHROME SAMPLES 05/07/2013 N 32.00
04/04/2013	EAST LANSING MI, 48823	/ / 0.0000 N 0.00 05/07/2013 N 32.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537-801.000	PROFESSIONAL SERVICES	32.00

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	PO	Hold		Discount
Invoice Date	City/State/Zip	CK Run Date	Disc. %	Sep CK		Net Amount
		Disc. Date		1099		
		Due Date				
MERIT LAB	MERIT LABORATORIES	04/15/2013	55965	GEN	PERMIT REQ	
56951	2680 EAST LANSING DR	05/07/2013		N		65.00
04/15/2013	EAST LANSING MI, 48823	/ /	0.0000	N		0.00
		05/07/2013		N		65.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-801.000	PROFESSIONAL SERVICES	65.00

Vendor Code	Vendor name	A/P	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	PO	Hold		Discount
Invoice Date	City/State/Zip	CK Run Date	Disc. %	Sep CK		Net Amount
		Disc. Date		1099		
		Due Date				
MERIT LAB	MERIT LABORATORIES	04/11/2013	56046	GEN	DIAMOND CHROME TESTING	
57050	2680 EAST LANSING DR	05/07/2013		N		48.00
04/11/2013	EAST LANSING MI, 48823	/ /	0.0000	N		0.00
		05/07/2013		N		48.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537-801.000	PROFESSIONAL SERVICES	48.00

VENDOR TOTAL: 177.00

Vendor Code	Vendor name	A/P	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	PO	Hold		Discount
Invoice Date	City/State/Zip	CK Run Date	Disc. %	Sep CK		Net Amount
		Disc. Date		1099		
		Due Date				
ENFORCEMEN	MICHIGAN DEPARTMENT OF STATE	04/24/2013	2013	GEN	PLATES	
56921	7064 CROWNER DR.	05/07/2013		N		52.00
04/24/2013	LANSING MI, 48918	/ /	0.0000	N		0.00
		04/23/2013		N		52.00

PD CK# 77143 04/29/2013

GL NUMBER	DESCRIPTION	AMOUNT
101-301-740.000	OPERATING SUPPLIES	52.00

VENDOR TOTAL: 52.00

Vendor Code	Vendor name	A/P	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	PO	Hold		Discount
Invoice Date	City/State/Zip	CK Run Date	Disc. %	Sep CK		Net Amount
		Disc. Date		1099		
		Due Date				
MI PIPE	MICHIGAN PIPE & VALVE	04/15/2013	470227	GEN	PIPE	
57009	P.O. BOX 4370	05/07/2013		N		693.00
04/15/2013	JACKSON MI, 49204-4370	/ /	0.0000	N		0.00
		05/07/2013		N		693.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
202-454-775.000	MAINTENANCE SUPPLIES	693.00

VENDOR TOTAL: 693.00

Vendor Code	Vendor name	A/P	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	PO	Hold		Discount
Invoice Date	City/State/Zip	CK Run Date	Disc. %	Sep CK		Net Amount
		Disc. Date		1099		
		Due Date				
MI AWWA	MICHIGAN SECTION AWWA	04/11/2013	2013-MARZOLF	GEN	REGISTRATION - MARZOLF	
57051	P.O BOX 609	05/07/2013		N		95.00
04/11/2013	GRAND LEDGE MI, 48837	/ /	0.0000	N		0.00
		05/07/2013		N		95.00

Open

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	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
			Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
591-564-957.000	EDUCATION / TRAINING	95.00
VENDOR TOTAL:		95.00

MILLER CAN	MILLER CANFIELD PADDOCK & STONE	04/02/2013	1201650	GEN	LOOP ROAD DEVELOPMENT	
56952	P.O. DRAWER 640348	05/07/2013		N		5,139.52
04/02/2013	DETROIT MI, 48264-0348	/ /	0.0000	N		0.00
		05/07/2013		Y		5,139.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
430-516-801.000	PROFESSIONAL SERVICES	5,139.52
VENDOR TOTAL:		5,139.52

NALCO COMP	NALCO COMPANY	04/19/2013	97390479	GEN	LIME SLURRY ADDITIVE	
57052	P.O. BOX 70716	05/07/2013		N		776.34
04/19/2013	CHICAGO IL, 60673-0716	/ /	0.0000	N		0.00
		05/07/2013		N		776.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-775.004	CHEMICALS	776.34
VENDOR TOTAL:		776.34

NATL CONCR	NATIONAL CONCRETE PRODUCTS CO.	04/16/2013	6964	GEN	CATCH BASINS	
57010	939 S MILL ST	05/07/2013		N		390.60
04/16/2013	PLYMOUTH MI, 48170	/ /	0.0000	N		0.00
		05/07/2013		N		390.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
202-454-775.000	MAINTENANCE SUPPLIES	390.60
VENDOR TOTAL:		390.60

NIEMI, GLAD	NIEMI, GLADYS	04/22/2013	04222013	GEN	CLASS FEES REIMBURSED	
57011		05/07/2013		N		20.00
04/22/2013	,	/ /	0.0000	N		0.00
		05/07/2013		N		20.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-957.000	EDUCATION / TRAINING	20.00

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P 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
		Due Date		1099		

VENDOR TOTAL: 20.00

NORTHERN	NORTHERN SAFETY CO. INC.	04/22/2013	900382150	GEN	GLOVES & EARMUFFS	
57012	P.O. BOX 4250	05/07/2013		N		117.03
04/22/2013	UTICA NY, 13504-4250	/ /	0.0000	N		0.00
		05/07/2013		N		117.03

Open

GL NUMBER	DESCRIPTION	AMOUNT
641-441-740.026	OPER SUPP/SAFETY EQUIPMENT	117.03

VENDOR TOTAL: 117.03

BUS HEALTH	OCCUPATIONAL HEALTH CENTER	04/15/2013	708808586	GEN	PART TIME SEASONAL EMPLOYEES	
56953	P.O. BOX 5106	05/07/2013		N		209.00
04/02/2013	SOUTHFIELD MI, 48086-5106	/ /	0.0000	N		0.00
		05/07/2013		N		209.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-270-835.000	PHYSICALS / MEDICAL EXPENSE	209.00

BUS HEALTH	OCCUPATIONAL HEALTH CENTER	04/22/2013	708820595	GEN	EMPLOYEE PHYSICAL	
57013	P.O. BOX 5106	05/07/2013		N		209.00
04/22/2013	SOUTHFIELD MI, 48086-5106	/ /	0.0000	N		0.00
		05/07/2013		N		209.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-270-835.000	PHYSICALS / MEDICAL EXPENSE	209.00

VENDOR TOTAL: 418.00

OFFICE DEP	OFFICE DEPOT	04/02/2013	651599291001	GEN	BATTERY BACK UP	
56954	P O BOX 633211	05/07/2013		N		227.05
04/02/2013	CINCINNATI OH, 45263-3211	/ /	0.0000	N		0.00
		05/07/2013		N		227.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-980.004	EQUIP /COMPUTER HARDWARE	227.05

OFFICE DEP	OFFICE DEPOT	04/22/2013	653407290001	GEN	TONER, MARKERS AND STAPLES	
57014	P O BOX 633211	05/07/2013		N		132.73
04/22/2013	CINCINNATI OH, 45263-3211	/ /	0.0000	N		0.00
		05/07/2013		N		132.73

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	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
			Due Date		1099		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	OFFICE SUPPLIES	81.90
101-191-727.000	OFFICE SUPPLIES	40.95
101-722-727.000	OFFICE SUPPLIES	9.88
		<u>132.73</u>

VENDOR TOTAL: 359.78

PAYROLL	PAYROLL FUND	04/01/2013	04-20-2013	GEN	PAY ENDING 4-20-2013	
56911		05/07/2013		N		132,297.95
04/01/2013	,	/ /	0.0000	N		0.00
		04/23/2013		N		132,297.95

PD CK# 77114 04/23/2013

GL NUMBER	DESCRIPTION	AMOUNT
101-000-001.002	PAYROLL CHECKING	132,297.95

VENDOR TOTAL: 132,297.95

PERKINS, D	PERKINS, DENNIS L	04/30/2013	04302013	GEN	ATTORNEY FEES	
57053	105 E GRAND RIVER	05/07/2013		N		6,531.72
04/30/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/07/2013		Y		6,531.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-266-826.002	LEGAL FEES - RETAINER	1,050.00
101-266-826.003	LEGAL FEES - CRIMINAL	1,869.00
101-266-826.004	LEGAL FEES - CIVIL	3,391.50
101-266-956.000	MISCELLANEOUS	221.22
		<u>6,531.72</u>

VENDOR TOTAL: 6,531.72

MISC	POMA, DENISE	04/22/2013	810 HADDEN	GEN	REFUND RENTAL REGISTRATION	
57015		05/07/2013		N		25.00
04/22/2013	3412 BECK RD	/ /	0.0000	Y		0.00
	HOWELL MI, 48843	05/07/2013		N		25.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-671.003	RENTAL REGISTRATION FEE	25.00

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P 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
		Due Date		1099		

VENDOR TOTAL: 25.00

PRINTING	PRINTING SYSTEMS INC	04/22/2013	80195	GEN	AV BALLOT ENVELOPES	
57008	12005 BEECH DALY	05/07/2013		N		61.55
04/22/2013	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		05/07/2013		N		61.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-262-727.000	OFFICE SUPPLIES	61.55

VENDOR TOTAL: 61.55

SAFEWARE	SAFEWARE, INC.	04/17/2013	3349484	GEN	GASKETS FOR CHLORINE REPAIR KITS	
56955	P.O. BOX 64465	05/07/2013		N		408.34
04/17/2013	BALTIMORE MD, 21264-4465	/ /	0.0000	N		0.00
		05/07/2013		N		408.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-740.004	OPERATING SUPPLIES / TOOLS	408.34

VENDOR TOTAL: 408.34

SHANERS	SHANER'S CUTTING EDGE INC	04/22/2013	2142	GEN	522 FACTORY ST CLEAN UP	
57016	4979 N GREGORY RD	05/07/2013		N		432.00
04/22/2013	FOWLERVILLE MI, 48836	/ /	0.0000	N		0.00
		05/07/2013		N		432.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-804.002	CONTRACT SERV - ORD VIOLATIONS	432.00

VENDOR TOTAL: 432.00

SLC METER	SLC METER SERVICE, INC.	04/13/2013	25214	GEN	VERSA PROBE	
57017	10375 DIXIE HWY	05/07/2013		N		1,009.51
04/22/2013	DAVISBURG MI, 48350	/ /	0.0000	N		0.00
		05/07/2013		N		1,009.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-980.003	EQUIP / AUTOMATIC READ SYSTEM	1,009.51

VENDOR TOTAL: 1,009.51

SWANNS	SWANN'S CLOTHING STORE	04/18/2013	7023	GEN	CLOTHING ALLOWANCE - ILES	
56956	214 N WALNUT	05/07/2013		N		184.94

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P 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
		Due Date		1099		
04/18/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/07/2013		N		184.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-741.000	UNIFORMS/CLOTHING ALLOWANCE	184.94

VENDOR TOTAL: 184.94

Vendor Code	Vendor name	A/P 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
		Due Date		1099		
THE UPS 57019	THE UPS STORE 903 S LATSON RD	04/22/2013	04102013	GEN	SLC RETURN CORD	8.86
04/22/2013	HOWELL MI, 48843	05/07/2013		N		0.00
		/ /	0.0000	N		8.86
		05/07/2013		N		

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-536-775.000	MAINTENANCE SUPPLIES	8.86

Vendor Code	Vendor name	A/P 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
		Due Date		1099		
THE UPS 57018	THE UPS STORE 903 S LATSON RD	04/22/2013	04162013	GEN	L-3 PARTS RETURNED	9.52
04/22/2013	HOWELL MI, 48843	05/07/2013		N		0.00
		/ /	0.0000	N		9.52
		05/07/2013		N		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-730.000	POSTAGE	9.52

VENDOR TOTAL: 18.38

Vendor Code	Vendor name	A/P 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
		Due Date		1099		
TRACTOR-IA 57054	TRACTOR SUPPLY COMPANY P O BOX 689020	04/30/2013	300175796	GEN	NEW HITCH	124.98
04/30/2013	DES MOINES IA, 50368-9020	05/07/2013		N		0.00
		/ /	0.0000	N		124.98
		05/07/2013		N		

Open

GL NUMBER	DESCRIPTION	AMOUNT
640-441-775.000	MAINTENANCE SUPPLIES	124.98

VENDOR TOTAL: 124.98

Vendor Code	Vendor name	A/P 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
		Due Date		1099		
TREE'S N S 57020	TREES 'N' SCAPES, INC. 1775 W VERMONTVILLE HWY.	04/22/2013	1003	GEN	TREES	2,165.00
04/22/2013	CHARLOTTE MI, 48813	05/07/2013		N		0.00
		/ /	0.0000	N		2,165.00
		05/07/2013		N		

Open

GL NUMBER	DESCRIPTION	AMOUNT
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EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	CK Run Date	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
248-728-881.001	BEAUTIFICATION SUPPLIES					525.00
590-564-975.000	BUILDINGS /BLDG IMPROVEMENTS					550.00
101-747-880.004	ARBOR DAY CELEBRATION					970.00
101-285-974.002	NEIGHBORHOOD TREE PROGRAM					120.00
						2,165.00

VENDOR TOTAL: 2,165.00

USA BLUEBK	USA BLUEBOOK	04/16/2013	935724	GEN	TOOLS	
57055	P O BOX 9004	05/07/2013		N		91.50
04/16/2013	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		05/07/2013		N		91.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-536-740.004	OPERATING SUPPLIES / TOOLS	91.50
		91.50

VENDOR TOTAL: 91.50

VSP	VSP	04/24/2013	MAY 2013	GEN	MAY 2013 PREMIUM	
56918		05/07/2013		N		885.63
	P.O. BOX 742788					
04/24/2013	LOS ANGELES CA, 90074-2788	/ /	0.0000	N		0.00
		04/23/2013		N		885.63

PD CK# 77145 04/29/2013

GL NUMBER	DESCRIPTION	AMOUNT
101-000-081.001	DUE FROM REC AUTHORITY	47.14
101-290-714.000	EMPLOYEE MEDICAL INSURANCE	838.49
		885.63

VSP	VSP	04/29/2013	RET-5-2013	GEN	INSURANCE PREMIUM - RETIRES MAY 201	
56925		05/07/2013		N		159.96
	P.O. BOX 742788					
04/24/2013	LOS ANGELES CA, 90074-2788	/ /	0.0000	N		0.00
		04/23/2013		N		159.96

PD CK# 77145 04/29/2013

GL NUMBER	DESCRIPTION	AMOUNT
101-000-083.001	DF FORMER EMPLOYEE/HLTH INS	159.96
		159.96

VENDOR TOTAL: 1,045.59

WILLAIM	WILLIAMS DISTIBUTING- HOWELL	04/18/2013	HW00414501-001	GEN	HEADWORKS RAG MACHINE	
56957	840 MOTOR DRIVE	05/07/2013		N		1,440.84
04/18/2013	HOWELL MI, 48843	/ /	0.0000	N		0.00

EXP CHECK RUN DATES 05/07/2013 - 05/07/2013
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Vendor Code	Vendor name	A/P		Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	Invoice	Hold		Discount
Invoice Date	City/State/Zip	CK Run Date	PO	Sep CK		Net Amount
		Disc. Date	Disc. %	1099		
		Due Date				
		05/07/2013		N		1,440.84
Open						

GL NUMBER	DESCRIPTION	AMOUNT
590-564-930.007	REPAIR & MAINT - PLANT	1,440.84
VENDOR TOTAL:		1,440.84
TOTAL - ALL VENDORS:		349,926.57

NOTES