



HOWELL CITY COUNCIL MEETING AGENDA

City Council Chambers, Lower Level – 7:00 P.M.

611 E. Grand River, Howell, MI 48843

Visit the City of Howell website at www.cityofhowell.org

Monday May 23, 2022

COUNCIL - MANAGER GOVERNMENT

Council members and
other officials normally
in attendance:

1. Dennis L. Perkins
City Attorney
2. Jan Lobur
Council Member
3. Luke Wilson
Council Member
4. Nikolas Hertrich
Council Member
5. Ervin J. Suida
City Manager
6. Robert Ellis
Mayor
7. Alex Clos
Council Member
8. Jacob Schlittler
Council Member
9. Steven L. Manor
Mayor Pro Tem
10. Deanna Robson
City Clerk

SEATING:

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

1. Regular Meeting Called to Order
2. Pledge of Allegiance (all stand)
3. Approval of Consent Agenda
 - A. Regular Meeting Minutes
 - B. Closed Session Meeting Minutes
 - C. Bills
4. Citizens' Comments – Items not on the agenda
5. Reports by Council Members Serving on Commissions
6. Council Correspondence – LAC Funding Request
7. Board/Commission Appointments
 - A. Planning Commission Councilmember Re-appointment – Jan Lobur, term ending April 30, 2023
 - B. Planning Commission Appointment – Jon Hougaboom, term ending April 30, 2025
 - C. Capital Improvement Rate Advisory Board (CIRAB) Appointment – Sean Munsey, term ending June 30, 2023
 - D. Local Officers Compensation Commission Appointment – Susie Hill, term ending May 19, 2026
8. Discussion/Introduction – Ordinance No. 950, Motorsports Gateway Final PUD
9. Discussion/Approval – Civic Event Application, Balloons & Brews
10. Discussion/Approval – Civic Event Application, Balloonfest
11. Discussion/Approval – Civic Event Application, HHS Homecoming Parade
12. Discussion/Approval – Civic Event Application, Miles for Smiles

*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.*

13. Discussion/Approval – T2 Parking Software
14. Discussion/Approval – Bennett Center Floor Tile Removal
15. Discussion/Approval – Wastewater Treatment Plant Front Access Gate
16. Discussion/Approval – Resolution No. 22-08, DWSRF Public Hearing
17. City Manager's Report
18. Unfinished Business
19. New Business
20. Adjournment

Public Comment Guidelines

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

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

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

Regular Meeting of the Howell City Council
Monday May 9, 2022
Howell City Council Chambers – Lower Level
611 E. Grand River Ave.
Howell, Michigan 48843
517-546-3502

1. CALL TO ORDER

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

Council Members Participating: Jan Lobur, Luke Wilson, Nikolas Hertrich, Alex Clos, Jacob Schlittler, Steve Manor, and Mayor Bob Ellis.

Also, Present: City Manager Ervin Suida, and City Attorney Dennis Perkins

Others in Attendance: Finance Director; Elle O’Connell, Police Chief; Scott Mannor, DPS Director Matt Davis, Communications Specialist Danica Katnik, Deanna Robson, Nathan Walker, Nancy Faught, Tom Richardson, Caron Davis, Erin Britten, Kim Foster, Margaret Wilhon, Sandra Mitchell, Andrew Roberts, Bridgette Roberts, Alan Mueller, Annette Muller, Susie Hill, Kristie Guadiano and Jessica from WHMI

Minutes prepared by Mary-Margaret Scrimger of Minutes Solutions Inc. from an audio recording.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF CONSENT AGENDA

MOTION by Manor, SECOND by Wilson, “To approve the consent agenda as presented.” MOTION CARRIED (7-0).

4. CITIZENS COMMENTS – Items not on the agenda

- Christy Guadiano, 791 Glenlivet Street, asked the council to support a stand-alone food pantry in Howell. She runs a program that addresses food insecurity within schools. Her program is volunteer based and is funded by local donations and grants. Similar to small street libraries where you can take a book or leave a book, she suggested doing one with a pantry. Other surrounding towns have this program. There is the support of local businesses. The Council were supportive and requested that Christy Guadiano begin discussing logistics with the City Manager.
- Nathan Walker, 132 Isbell St. was there to qualify for his communication badge, which means he must attend a city council meeting. The council welcomed him.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

- Steve Manor noted that the Sims County Executive met on April 29, 2022. They discussed amendments to the transportation plan for southeast Michigan. None of the amendments were in Livingston County. There was a report presented on storm water infrastructure. The executive director reported and noted that there were changes to grant applications for parks.

6. CITY CORRESPONDENCE: HOWELL AREA HISTORICAL SOCIETY

The Howell Area Historical Society wrote a letter to the Council to thank them for cleaning up near the railway.

7. PUBLIC HEARING: 2022/2023 CITY BUDGET AND TRUTH IN TAXATION

The floor was opened to citizens with questions and comments. There were no comments.

8. DISCUSSION/ADOPTION – RESOLUTION NO. 22-07, 2022/2023 CITY BUDGET

MOTION by Lobur, SECOND by Clos, “To adopt resolution No. 22-07, approval of the 2022-2023 City of Howell Budget and approve an operational mileage rate of 15.0952 and garbage mileage rate of 1.0590 mills.” MOTION CARRIED (7-0)

9. DISCUSSION/APPROVAL – CIVIC EVENT APPLICATION, CORPUS CHRISTI PROCESSION

MOTION by Lobur, SECOND by Hertrich, “To approve the civic event application filed by the St. Joseph Roman Catholic Church for the Corpus Christi Procession, scheduled for Sunday, June 19, 2022, from 12 p.m. until 2 p.m., with the condition that event signs are in compliance with the City of Howell Sign Ordinance.” MOTION CARRIED (7-0).

10. DISCUSSION/APPROVAL – ENGINEERING PROFESSIONAL SERVICE AGREEMENT

MOTION by Manor, SECOND by Schlittler, “To approve the attached HRC 2022 hourly rate schedule as submitted, reflecting varying rate adjustment no greater than 5%.” MOTION CARRIED (7-0).

11. DISCUSSION/APPROVAL – 504 NORTH COURT DEMOLITION

MOTION by Manor, SECOND by Clos, “To approve awarding the demolition contract for the house at 504 N. Court to Regal Rigging and Demolition for an amount not to exceed \$18,000” The council discussed that this can be brought to court and added to the owner’s tax bill. MOTION CARRIED (7-0).

12. DISCUSSION/APPROVAL – DEPOT LOT ENGINEERING

MOTION by Manor, SECOND by Schlittler, “To approve the proposals as submitted by Hubbell, Roth and Clark to complete the Design Engineering for the Depot Parking Lot improvement project, for a cost not to exceed \$92,777.” The

City Manager provided more detail on the motion: the intent of the project is to reconstruct the depot lot, which would include adding 41 parking spots, an ice rink, and improving the lighting. This is a \$1.2 million dollar project that would mostly be funded through ARPA and other grant funding. MOTION CARRIED (7-0).

13. DISCUSSION/APPROVAL – RENTAL PROGRAM CONTRACT

MOTION by Lobur, SECOND by Manor, “To approve the proposal from Carlisle/Wortman and Associates Inc. to provide admin and inspection services for a cost of \$50 per inspection as outlined in their proposal.” MOTION CARRIED (7-0).

14. DISCUSSION/APPROVAL – CITY CONSOLIDATION STUDY AND PLAN

MOTION by Clos, SECOND by Hertrich, “To approve the proposal from Boss Engineering for the planning phase of the City Hall renovation project for a cost not to exceed \$9,000.” The City manager explained that the renovation of the town hall is a result of the bank moving out of town hall. The attempts to lease the unit have not been successful, resulting in \$110,000 of lost revenue per year. This project will investigate what is possible with the space by consolidating city hall. MOTION CARRIED (7-0).

MOTION by Clos, SECOND by Wilson, “To approve the proposal from Lindhout Associates Architects for architectural and planning for the city hall renovation project at a cost not to exceed a total of \$13,440.” MOTION CARRIED (7-0).

15. CITY MANAGER’S REPORT

There was a successful kickoff meeting for grants. The next step is to prioritize what grants the City would have the greatest chance of success of obtaining.

16. UNFINISHED BUSINESS

There was discussion regarding the City having a booth at the farmers market. More applicants are needed for the Local Officers Compensation Council and for the Capital Improvement Advisory Board, which is responsible for water and sewer rates.

17. NEW BUSINESS

MOTION by Lobur, SECOND by Clos, “To approve signing the agreement and to pay the initial instalment of \$20,000 BSNA cloud software upgrade” The City Manager noted that BSNA is used to run the City on all fronts. MOTION CARRIED (7-0).

MOTION by Manor, SECOND by Lobur, “To appoint Cliff Lichlyter to the Brownfield Development Board for a term expiring November 1, 2023.” MOTION CARRIED (7-0).

18. CLOSED SESSION

MOTION by Manor, SECOND by Schlittler, “To enter closed session to discuss personnel issues” A roll call vote was taken. Wilson – yes, Schlittler – yes, Manor – yes, Lobur – yes, Clos – yes, Hertrich – yes, Ellis – yes. MOTION CARRIED (7-0).

MOTION by Clos, SECOND by Schlittler, “To reconvene the open session at 7:55pm .” MOTION CARRIED (7-0).

ADDITIONAL NEW BUSINESS (CONTINUATION OF AGENDA ITEM 17)

MOTION by Manor, SECOND by Wilson, “To accept Angela Guillen’s resignation effective May 10, 2022, and have the Mayor execute an agreement between Angela Guillen facilitated by legal counsel.” MOTION CARRIED (7-0).

MOTION by Manor, SECOND by Wilson, “To appoint Jamie Helman as the interim City Clerk effective May 10, 2022, until a permanent clerk has been hired.” MOTION CARRIED (7-0).

MOTION by Schlittler, SECOND by Lobur, “To appoint Deanna Robson as the full-time City Clerk effective May 19, 2022. Wages and terms will be finalized by the Clerk and the City. ” MOTION CARRIED (7-0).

19. ADJOURN

MOTION by Manor, SECOND by Clos, “To adjourn the regular meeting of the City Council at 8:16pm” MOTION CARRIED (7-0).

Robert Ellis, Mayor

Deanna Robson, City Clerk

CITY OF HOWELL

5/23/2022

NAME	AMOUNT	DESCRIPTION
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H S A		City Portion
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M E R S	\$ -	Employer
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TOTAL	\$ -	
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BALANCE FORWARD	\$ 722,567.10	***** A/P
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TOTAL	\$ 722,567.10	
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5/7/2022	\$ 196,260.78	*included Payroll
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DB: Howell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL

EXP CHECK RUN DATES 05/23/2022 - 05/23/2022

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

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BANK CODE: GN1ST

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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MISC 93814	AALPHA DISTRIBUTING LLC PO BOX 677 HOWELL MI, 48844	05/17/2022 05/23/2022 / / 05/23/2022	1029 0.0000	GN1ST N Y N	CHILDREN'S HARD HATS	534.00 0.00 534.00
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Open

GL NUMBER 641-441-957.000	DESCRIPTION EDUCATION / TRAINING	AMOUNT 534.00
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VENDOR TOTAL:	534.00
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ASCENSION 93713	ASCENSION MICHIGAN 22255 GREENFIELD RD #422 SOUTHFIELD MI, 48075	05/12/2022 05/23/2022 / / 05/23/2022	465590 0.0000	GN1ST N N N	NEW HIRE PHYSICAL	95.00 0.00 95.00
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Open

GL NUMBER 101-270-835.000	DESCRIPTION PHYSICALS / MEDICAL EXPENSE	AMOUNT 95.00
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VENDOR TOTAL:	95.00
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AXON 93714	AXON ENTERPRISE INC PO BOX 29661 DEPT 2018 PHOENIX AZ, 85038-9661	05/12/2022 05/23/2022 / / 05/23/2022	INUS072295 0.0000	GN1ST N N N	TASER CARTRIDGES	785.16 0.00 785.16
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Open

GL NUMBER 101-301-887.001	DESCRIPTION GUN RANGE	AMOUNT 785.16
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VENDOR TOTAL:	785.16
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BOB MAXEY 93811	BOB MAXEY FORD OF HOWELL 2798 E GRAND RIVER HOWELL MI, 48843	05/17/2022 05/23/2022 / / 05/23/2022	243350 0.0000	GN1ST N N N	REPAIR #302	 81.85 0.00 81.85
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Open

GL NUMBER 640-441-930.006	DESCRIPTION REPAIR & MAINT. VEHICLES	AMOUNT 81.85
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BOB MAXEY 93812	BOB MAXEY FORD OF HOWELL 2798 E GRAND RIVER HOWELL MI, 48843	05/17/2022 05/23/2022 / / 05/23/2022	243695 0.0000	GN1ST N N N	REPAIR #302	 81.85 0.00 81.85
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Open

GL NUMBER 640-441-930.006	DESCRIPTION REPAIR & MAINT. VEHICLES	AMOUNT 81.85
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BOB MAXEY 93813	BOB MAXEY FORD OF HOWELL 2798 E GRAND RIVER HOWELL MI, 48843	05/17/2022 05/23/2022 / / 05/23/2022	244692 0.0000	GN1ST N N N	REPAIR #43	 327.40 0.00 327.40
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Open

GL NUMBER 640-441-930.006	DESCRIPTION REPAIR & MAINT. VEHICLES	AMOUNT 327.40
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VENDOR TOTAL:	491.10
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BS&A SOFT 93775	BS&A SOFTWARE 14965 ABBEY LANE BATH MI, 48808	05/17/2022 05/23/2022 / / 05/23/2022	138499 0.0000	GN1ST N N N	FINANCIAL MANAGEMENT SOFTWARE SUPPOR	10,340.00 0.00 10,340.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-822.000	COMPUTER SOFTWARE SUPPORT	10,340.00

BS&A SOFT 93776	BS&A SOFTWARE 14965 ABBEY LANE BATH MI, 48808	05/17/2022 05/23/2022 / / 05/23/2022	139485 0.0000	GN1ST N N N	FINANCIAL MANAGEMENT SOFTWARE TRAINI	300.00 0.00 300.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-822.000	COMPUTER SOFTWARE SUPPORT	300.00

BS&A SOFT 93779	BS&A SOFTWARE 14965 ABBEY LANE BATH MI, 48808	05/17/2022 05/23/2022 / / 05/23/2022	139585 0.0000	GN1ST N N N	FINANCIAL MANAGEMENT SOFTWARE SUPPOR	1,000.00 0.00 1,000.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-822.000	COMPUTER SOFTWARE SUPPORT	1,000.00

BS&A SOFT 93809	BS&A SOFTWARE 14965 ABBEY LANE BATH MI, 48808	05/17/2022 05/23/2022 / / 05/23/2022	140380 0.0000	GN1ST N N N	FINANCIAL MANAGEMENT SOFTWARE SUPPOR	7,040.00 0.00 7,040.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-822.000	COMPUTER SOFTWARE SUPPORT	7,040.00

BS&A SOFT 93778	BS&A SOFTWARE 14965 ABBEY LANE BATH MI, 48808	05/17/2022 05/23/2022 / / 05/23/2022	141310 0.0000	GN1ST N N N	FINANCIAL MANAGEMENT SOFTWARE SUPPOR	1,000.00 0.00 1,000.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-822.000	COMPUTER SOFTWARE SUPPORT	1,000.00

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VENDOR TOTAL:	19,680.00
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BYRUM ACE 93792	BYRUM ACE HARDWARE 1250 E GRAND RIVER HOWELL MI, 48843	05/17/2022 05/23/2022 / / 05/23/2022	89265 0.0000	GN1ST N N N	SUPPLIES	25.58 0.00 25.58
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Open

GL NUMBER 101-265-931.000	DESCRIPTION BUILDING MAINTENANCE	AMOUNT 25.58
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VENDOR TOTAL:	25.58
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PERF/BONDS 93715	C & L WARD BROS. CO. INC. 9284 LAPEER ROAD DAVISON MI, 48423	05/12/2022 05/23/2022 / / 05/23/2022	PB21-225 0.0000	GN1ST N Y N	ESCROW RELEASE - 521 ABERDEEN WAY	750.00 0.00 750.00
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Open

GL NUMBER 101-000-283.000	DESCRIPTION DEV ESCROW	AMOUNT 750.00
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VENDOR TOTAL:	750.00
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CARLISLE 93716	CARLISLE/WORTMAN ASSOCIATES INC 117 NORTH FIRST ST SUITE 70 ANN ARBOR MI, 48104	05/12/2022 05/23/2022 / / 05/23/2022	2164783 0.0000	GN1ST N N N	2022 RECREATION MASTER PLAN	277.50 0.00 277.50
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Open

GL NUMBER 101-172-801.000	DESCRIPTION PROFESSIONAL SERVICES	AMOUNT 277.50
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VENDOR TOTAL:	277.50
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CEI 93788	CEI P.O. BOX 310 HAMBURG MI, 48139	05/17/2022 05/23/2022 / / 05/23/2022	773646 0.0000	GN1ST N N N	ROOF INSPECTION/REPAIR	180.00 0.00 180.00
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Open

GL NUMBER 101-265-931.000	DESCRIPTION BUILDING MAINTENANCE	AMOUNT 180.00
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VENDOR TOTAL:	180.00
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CINTAS 93739	CINTAS P.O. BOX 630910 CINCINNATI OH, 45263-0910	05/16/2022 05/23/2022 / / 05/23/2022	4119091926 0.0000	GN1ST N N N	FLOOR MATS	89.16 0.00 89.16
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Open

GL NUMBER 101-265-804.005	DESCRIPTION CONTRACT SERV - MAT CLEANING	AMOUNT 89.16
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CINTAS 93773	CINTAS P.O. BOX 631025 CINCINNATI OH, 45263-1025	05/17/2022 05/23/2022 / / 05/23/2022	5094184909 0.0000	GN1ST N Y N	FIRST AID REFILL	44.96 0.00 44.96
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Open

GL NUMBER 641-441-740.026	DESCRIPTION OPER SUPP/SAFETY EQUIPMENT	AMOUNT 44.96
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VENDOR TOTAL:	134.12
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HOWELLCITY 93752	CITY OF HOWELL 611 E GRAND RIVER HOWELL MI, 48843	05/17/2022 05/23/2022 / / 05/23/2022	15473052522 0.0000	GN1ST N N N	UTILITIES - 15473	 22.25 0.00 22.25
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Open

GL NUMBER 101-747-881.001	DESCRIPTION BEAUTIFICATION SUPPLIES	AMOUNT 22.25
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HOWELLCITY 93753	CITY OF HOWELL 611 E GRAND RIVER HOWELL MI, 48843	05/17/2022 05/23/2022 / / 05/23/2022	15705052522 0.0000	GN1ST N N N	UTILITIES - 15705	 155.75 0.00 155.75
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Open

GL NUMBER 101-276-920.002	DESCRIPTION UTILITIES - WAT / SEW	AMOUNT 155.75
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VENDOR TOTAL:	178.00
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CLEAR RATE 93747	CLEAR RATE COMMUNICATIONS, INC. P.O. BOX 27308 LANSING MI, 48909-7308	05/16/2022 05/23/2022 / / 05/23/2022	3097332 0.0000	GN1ST N N N	COMMUNICATIONS	 1,651.09 0.00 1,651.09
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-850.000	COMMUNICATIONS - TELEPHONES	1,030.42
591-564-850.000	COMMUNICATIONS - TELEPHONES	57.04
590-564-850.000	COMMUNICATIONS - TELEPHONES	91.84
590-536-850.007	COMMUNICATIONS - ALARMS	270.53
641-441-850.000	COMMUNICATIONS - TELEPHONES	100.42
101-751-850.000	COMMUNICATIONS - TELEPHONES	86.58
101-276-850.000	COMMUNICATIONS - TELEPHONES	14.26
		1,651.09

VENDOR TOTAL:	1,651.09
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BANK CODE: GN1ST

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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CORE TECH 93717	CORE TECHNOLOGY CORPORATION P.O. BOX 74008484 CHICAGO IL, 60674-8484	05/12/2022 05/23/2022 / / 05/23/2022	CORMN0000580 0.0000	GN1ST N N N	ANNUAL SUBSCRIPTION	 1,549.00 0.00 1,549.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-804.000	CONTRACTUAL SERVICES	1,549.00

VENDOR TOTAL:	1,549.00
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CRAMPTON 93789	CRAMPTON ELECTRIC CO INC P O BOX 380 FOWLERVILLE MI, 48836	05/17/2022 05/23/2022 / / 05/23/2022	116564 0.0000	GN1ST N N N	SUPPLIES	 1,128.84 0.00 1,128.84
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Open

GL NUMBER	DESCRIPTION	AMOUNT
202-463-775.000	MAINTENANCE SUPPLIES	1,128.84

CRAMPTON 93799	CRAMPTON ELECTRIC CO INC P O BOX 380 FOWLERVILLE MI, 48836	05/17/2022 05/23/2022 / / 05/23/2022	116577 0.0000	GN1ST N N N	SUPPLIES	 387.00 0.00 387.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-930.007	REPAIR & MAINT - PLANT	387.00

VENDOR TOTAL:	1,515.84
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DORNBOS SI 93793	DORNBOS SIGN INC. 619 W HARRIS CHARLOTTE MI, 48813	05/17/2022 05/23/2022 / / 05/23/2022	INV62001 0.0000	GN1ST N N N	SIGNS	 328.25 0.00 328.25
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-286-775.000	MAINTENANCE SUPPLIES	328.25

VENDOR TOTAL:	328.25
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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL

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EXP CHECK RUN DATES 05/23/2022 - 05/23/2022

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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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DTE 93766	DTE ENERGY P O BOX 740786 CINCINNATI OH, 45274-0786	05/17/2022 05/23/2022 / / 05/23/2022	1824305242022 0.0000	GN1ST N Y N	CITY UTILITIES	 27,528.66 0.00 27,528.66
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-920.000	UTILITIES - ELECTRICITY	27,275.55
202-474-920.010	ELEC/TRAFFIC SIGNAL ENERGY	221.80
101-751-920.000	UTILITIES - ELECTRICITY	31.31
		<hr/> 27,528.66

DTE 93765	DTE ENERGY P O BOX 740786 CINCINNATI OH, 45274-0786	05/17/2022 05/23/2022 / / 05/23/2022	2669705252022 0.0000	GN1ST N Y N	CITY UTILITIES	 38.34 0.00 38.34
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-920.004	UTILITIES - PUMP STATION	38.34

DTE 93762	DTE ENERGY P O BOX 740786 CINCINNATI OH, 45274-0786	05/17/2022 05/23/2022 / / 05/23/2022	3159505262022 0.0000	GN1ST N Y N	CITY UTILITIES	 1,149.21 0.00 1,149.21
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Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-920.005	UTILITIES / ELEC / WELLS	1,149.21

DTE 93761	DTE ENERGY P O BOX 740786 CINCINNATI OH, 45274-0786	05/17/2022 05/23/2022 / / 05/23/2022	3171005262022 0.0000	GN1ST N Y N	CITY UTILITIES	 2,715.91 0.00 2,715.91
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Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-920.005	UTILITIES / ELEC / WELLS	2,715.91

DTE 93769	DTE ENERGY P O BOX 740786 CINCINNATI OH, 45274-0786	05/17/2022 05/23/2022 / / 05/23/2022	3743005252022 0.0000	GN1ST N Y N	CITY UTILITIES	 138.57 0.00 138.57
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BANK CODE: GN1ST

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

GL NUMBER	DESCRIPTION	AMOUNT
101-448-920.000	UTILITIES - ELECTRICITY	138.57

DTE	DTE ENERGY	05/17/2022	4478805262022	GN1ST	CITY UTILITIES	
93760	P O BOX 740786	05/23/2022		N		1,507.30
	CINCINNATI OH, 45274-0786	/ /	0.0000	Y		0.00
		05/23/2022		N		1,507.30

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-920.005	UTILITIES / ELEC / WELLS	1,507.30

DTE	DTE ENERGY	05/17/2022	4512405262022	GN1ST	CITY UTILITIES	
93763	P O BOX 740786	05/23/2022		N		2,369.61
	CINCINNATI OH, 45274-0786	/ /	0.0000	Y		0.00
		05/23/2022		N		2,369.61

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-920.005	UTILITIES / ELEC / WELLS	2,369.61

DTE	DTE ENERGY	05/17/2022	459005252022	GN1ST	CITY UTILITIES	
93757	P O BOX 740786	05/23/2022		N		105.71
	CINCINNATI OH, 45274-0786	/ /	0.0000	Y		0.00
		05/23/2022		N		105.71

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-920.004	UTILITIES - PUMP STATION	105.71

DTE	DTE ENERGY	05/17/2022	7031205252022	GN1ST	CITY UTILITIES	
93768	P O BOX 740786	05/23/2022		N		421.94
	CINCINNATI OH, 45274-0786	/ /	0.0000	Y		0.00
		05/23/2022		N		421.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.000	UTILITIES - ELECTRICITY	421.94

DTE	DTE ENERGY	05/17/2022	7401705252022	GN1ST	CITY UTILITIES	
93764	P O BOX 740786	05/23/2022		N		26.81
	CINCINNATI OH, 45274-0786	/ /	0.0000	Y		0.00
		05/23/2022		N		26.81

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
226-528-920.000	UTILITIES - ELECTRICITY	26.81

DTE	DTE ENERGY	05/17/2022	7479705252022	GN1ST	CITY UTILITIES	
93767	P O BOX 740786	05/23/2022		N		12,230.07
	CINCINNATI OH, 45274-0786	/ /	0.0000	Y		0.00
		05/23/2022		N		12,230.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-920.000	UTILITIES - ELECTRICITY	12,230.07

DTE	DTE ENERGY	05/17/2022	8765705252022	GN1ST	CITY UTILITIES	
93759	P O BOX 740786	05/23/2022		N		29.52
	CINCINNATI OH, 45274-0786	/ /	0.0000	Y		0.00
		05/23/2022		N		29.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-920.007	UTILITIES / ELEC / BARNARD	29.52

DTE	DTE ENERGY	05/17/2022	8779805272022	GN1ST	CITY UTILITIES	
93758	P O BOX 740786	05/23/2022		N		199.21
	CINCINNATI OH, 45274-0786	/ /	0.0000	Y		0.00
		05/23/2022		N		199.21

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-536-920.004	UTILITIES - PUMP STATION	199.21

VENDOR TOTAL:	48,460.86
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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL
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FERGUSONS 93774	FERGUSON WATERWORKS #3386 P.O. BOX 802817 CHICAGO IL, 60680-2817	05/17/2022 05/23/2022 / / 05/23/2022	0149645 0.0000	GN1ST N N N	SUPPLIES	 1,412.44 0.00 1,412.44
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Open

GL NUMBER 591-536-775.000	DESCRIPTION MAINTENANCE SUPPLIES	AMOUNT 1,412.44
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FERGUSONS 93808	FERGUSON WATERWORKS #3386 P.O. BOX 802817 CHICAGO IL, 60680-2817	05/17/2022 05/23/2022 / / 05/23/2022	WA000932 0.0000	GN1ST N N N	SUPPLIES	 94.28 0.00 94.28
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Open

GL NUMBER 591-536-740.004	DESCRIPTION OPERATING SUPPLIES / TOOLS	AMOUNT 94.28
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VENDOR TOTAL:	1,506.72
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FIRST IMPR 93738	FIRST IMPRESSION PRINT & MARKETING 907 FOWLER ST HOWELL MI, 48843	05/12/2022 05/23/2022 / / 05/23/2022	79647 0.0000	GN1ST N N N	PARK PASS BANNERS	 304.40 0.00 304.40
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Open

GL NUMBER 101-191-727.000	DESCRIPTION OFFICE SUPPLIES	AMOUNT 304.40
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VENDOR TOTAL:	304.40
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GRACON SER 93718	GRACON SERVICES INC 4265 OKEMOS RD, STE A OKEMOS MI, 48864-3285	05/12/2022 05/23/2022 / / 05/23/2022	14528 0.0000	GN1ST N N N	BRIGHTON IT NETWORK/SERVERS	 1,600.00 0.00 1,600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-228-822.001	NETWORK SUPPORT	1,600.00

GRACON SER 93719	GRACON SERVICES INC 4265 OKEMOS RD, STE A OKEMOS MI, 48864-3285	05/12/2022 05/23/2022 / / 05/23/2022	14531 0.0000	GN1ST N N N	BRIGHTON IT (8) HOURS, HOWELL IT (8)	 748.00 0.00 748.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-677.014	IT SHARED SERVICES - BRIGHTON	374.00
101-228-801.000	PROFESSIONAL SERVICES	374.00
		<hr/> 748.00

VENDOR TOTAL: 2,348.00

GRANGER 93794	GRANGER CONSTRUCTION CO. 6267 AURELIUS LANSING MI, 48911	05/17/2022 05/23/2022 / / 05/23/2022	04302022 0.0000	GN1ST N N N	20190331, SRF #5689-01	 557,196.91 0.00 557,196.91
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-967.000	PROJECT COSTS	557,196.91

VENDOR TOTAL: 557,196.91

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G WASTE 93772	GRANGER WASTE PO BOX 22213 LANSING MI, 48909	05/17/2022 05/23/2022 / / 05/23/2022	23882652 0.0000	GN1ST N N N	RUBBISH	 49.00 0.00 49.00
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Open

GL NUMBER 590-564-920.003	DESCRIPTION UTILITIES - RUBBISH	AMOUNT 49.00
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G WASTE 93796	GRANGER WASTE PO BOX 22213 LANSING MI, 48909	05/17/2022 05/23/2022 / / 05/23/2022	23982283 0.0000	GN1ST N N N	RUBBISH	 56.01 0.00 56.01
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Open

GL NUMBER 590-564-920.003	DESCRIPTION UTILITIES - RUBBISH	AMOUNT 56.01
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VENDOR TOTAL:	105.01
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MISC 93750	GWEN HOLLISTER 5515 OAK GROVE HOWELL MI, 48855	05/16/2022 05/23/2022 / / 05/23/2022	05162022 0.0000	GN1ST N Y N	REFUND DAILY PARK PASSES	 200.00 0.00 200.00
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Open

GL NUMBER 101-751-651.001	DESCRIPTION 20 DAILY PASSES @ \$10.00 EACH	AMOUNT 200.00
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VENDOR TOTAL:	200.00
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HACH CO 93771	HACH COMPANY 2207 COLLECTIONS CENTER DR CHICAGO IL, 60693	05/17/2022 05/23/2022 / / 05/23/2022	12738010 0.0000	GN1ST N N N	LAB SUPPLIES	 111.35 0.00 111.35
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Open

GL NUMBER 590-564-775.003	DESCRIPTION LABORATORY SUPPLIES	AMOUNT 111.35
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HACH CO 93803	HACH COMPANY 2207 COLLECTIONS CENTER DR CHICAGO IL, 60693	05/17/2022 05/23/2022 / / 05/23/2022	12994317 0.0000	GN1ST N N N	LAB SUPPLIES	 321.00 0.00 321.00
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Open

GL NUMBER 590-564-775.003	DESCRIPTION LABORATORY SUPPLIES	AMOUNT 321.00
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VENDOR TOTAL:	432.35
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HI-TECH 93720	HI-TECH SAFE & LOCK COMPANY INC 122 W CLINTON RD HOWELL MI, 48843	05/12/2022 05/23/2022 / / 05/23/2022	32966 0.0000	GN1ST N N N	LOCKS CHANGED	 317.00 0.00 317.00
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Open

GL NUMBER 101-265-931.000	DESCRIPTION BUILDING MAINTENANCE	AMOUNT 317.00
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VENDOR TOTAL:	317.00
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HOW SOFT 93787	HOWELL SOFT CLOTH CAR WASH 1009 S MICHIGAN AVE HOWELL MI, 48843	05/17/2022 05/23/2022 / / 05/23/2022	04282022 0.0000	GN1ST N N N	PROPANE	 10.30 0.00 10.30
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Open

GL NUMBER 101-747-880.004	DESCRIPTION ARBOR DAY CELEBRATION	AMOUNT 10.30
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VENDOR TOTAL:	10.30
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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
HURON GUNS 93722	HURON VALLEY GUNS 56477 GRAND RIVER AVE NEW HUDSON MI, 48165	05/12/2022 05/23/2022 / / 05/23/2022	209869 0.0000	GN1ST N N N	UNIFORM - KOZOWICZ	259.97 0.00 259.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-741.000	UNIFORMS/CLOTHING ALLOWANCE	259.97

HURON GUNS 93723	HURON VALLEY GUNS 56477 GRAND RIVER AVE NEW HUDSON MI, 48165	05/12/2022 05/23/2022 / / 05/23/2022	209871 0.0000	GN1ST N N N	UNIFORM - LASSILA	61.99 0.00 61.99
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-741.000	UNIFORMS/CLOTHING ALLOWANCE	61.99

HURON GUNS 93724	HURON VALLEY GUNS 56477 GRAND RIVER AVE NEW HUDSON MI, 48165	05/12/2022 05/23/2022 / / 05/23/2022	209872 0.0000	GN1ST N N N	UNIFORM - LASSILA	57.99 0.00 57.99
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-741.000	UNIFORMS/CLOTHING ALLOWANCE	57.99

HURON GUNS 93726	HURON VALLEY GUNS 56477 GRAND RIVER AVE NEW HUDSON MI, 48165	05/12/2022 05/23/2022 / / 05/23/2022	210226 0.0000	GN1ST N N N	UNIFORM ALTERATIONS	133.50 0.00 133.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-741.000	UNIFORMS/CLOTHING ALLOWANCE	133.50

HURON GUNS 93815	HURON VALLEY GUNS 56477 GRAND RIVER AVE NEW HUDSON MI, 48165	05/17/2022 05/23/2022 / / 05/23/2022	210227 0.0000	GN1ST N N N	UNIFORM - CAPTAIN POSITION	35.98 0.00 35.98
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301-741.000	UNIFORMS/CLOTHING ALLOWANCE	35.98

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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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HURON GUNS 93725	HURON VALLEY GUNS 56477 GRAND RIVER AVE NEW HUDSON MI, 48165	05/12/2022 05/23/2022 / / 05/23/2022	210229 0.0000	GN1ST N N N	UNIFORM - KOZOWICZ	 81.99 0.00 81.99
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Open

GL NUMBER 101-301-741.000	DESCRIPTION UNIFORMS/CLOTHING ALLOWANCE	AMOUNT 81.99
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HURON GUNS 93727	HURON VALLEY GUNS 56477 GRAND RIVER AVE NEW HUDSON MI, 48165	05/12/2022 05/23/2022 / / 05/23/2022	210230 0.0000	GN1ST N N N	UNIFORM - JOHN	 109.98 0.00 109.98
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Open

GL NUMBER 101-301-741.000	DESCRIPTION UNIFORMS/CLOTHING ALLOWANCE	AMOUNT 109.98
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VENDOR TOTAL:	741.40
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IMAGE ONE 93728	IMAGE ONE PO BOX 933423 CLEVELAND OH, 44193	05/12/2022 05/23/2022 / / 05/23/2022	648142 0.0000	GN1ST N N N	CONTRACT INVOICE 4/1/22-4/30/22	 627.98 0.00 627.98
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Open

GL NUMBER 101-172-727.000 101-191-727.000 101-301-727.000 641-441-727.000 591-564-727.000	DESCRIPTION OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	AMOUNT 91.42 103.80 312.76 40.27 79.73 627.98
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VENDOR TOTAL:	627.98
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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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J J JINKLE 93729	J J JINKLEHEIMER & CO 2705 E GRAND RIVER HOWELL MI, 48843	05/12/2022 05/23/2022 / / 05/23/2022	80678 0.0000	GN1ST N N N	APPAREL	 115.97 0.00 115.97
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	OFFICE SUPPLIES	115.97

VENDOR TOTAL:	115.97
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KIMBALL 93786	KIMBALL MIDWEST DEPT L-2780 COLUMBUS OH, 43260-2780	05/17/2022 05/23/2022 / / 05/23/2022	9825782 0.0000	GN1ST N N N	SUPPLIES	 9.03 0.00 9.03
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Open

GL NUMBER	DESCRIPTION	AMOUNT
641-441-775.000	MAINTENANCE SUPPLIES	9.03

VENDOR TOTAL:	9.03
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KONICA MIN 93806	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC. DEPT CH 19188 PALATINE IL, 60055-9188	05/17/2022 05/23/2022 / / 05/23/2022	279632563 0.0000	GN1ST N N N	SCANNER/COPIER	 4,914.44 0.00 4,914.44
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Open

GL NUMBER	DESCRIPTION	AMOUNT
641-441-970.000	CAPITAL OUTLAY / EQUIPMENT	4,914.44

VENDOR TOTAL:	4,914.44
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LIV CTY TA 93751	LIVINGSTON COUNTY TREASURERS' ASSOC 2877 W. COON LAKE ROAD HOWELL MI, 48843	05/16/2022 05/23/2022 / / 05/23/2022	05162022 0.0000	GN1ST N Y N	ANNUAL DUES	 10.00 0.00 10.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-840.000	DUES & MEMBERSHIPS	10.00

VENDOR TOTAL:	10.00
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LIV FEED	LIVINGSTON FEED & SEED	05/17/2022	14182	GN1ST	SUPPLIES	
93816	361 MARION ST	05/23/2022		N		149.99
	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/23/2022		N		149.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-536-775.000	MAINTENANCE SUPPLIES	149.99

LIV FEED	LIVINGSTON FEED & SEED	05/17/2022	14192	GN1ST	SUPPLIES	
93817	361 MARION ST	05/23/2022		N		149.99
	HOWELL MI, 48843	/ /	0.0000	N		0.00
		05/23/2022		N		149.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-285-740.000	OPERATING SUPPLIES	149.99

VENDOR TOTAL:	299.98
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BANK CODE: GN1ST

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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LOREA 93818	LOREA TOP SOIL & AGGREGATE 2000 N BURKHART RD HOWELL MI, 48855	05/17/2022 05/23/2022 / / 05/23/2022	6851 0.0000	GN1ST N N N	SUPPLIES	 21.00 0.00 21.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
591-536-775.000	MAINTENANCE SUPPLIES	21.00

LOREA 93819	LOREA TOP SOIL & AGGREGATE 2000 N BURKHART RD HOWELL MI, 48855	05/17/2022 05/23/2022 / / 05/23/2022	6853 0.0000	GN1ST N N N	SUPPLIES	 21.00 0.00 21.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
591-536-775.000	MAINTENANCE SUPPLIES	21.00

LOREA 93791	LOREA TOP SOIL & AGGREGATE 2000 N BURKHART RD HOWELL MI, 48855	05/17/2022 05/23/2022 / / 05/23/2022	6973 0.0000	GN1ST N N N	SUPPLIES	 64.00 0.00 64.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
203-454-775.000	MAINTENANCE SUPPLIES	64.00

VENDOR TOTAL: 106.00

MI MUN LEA 93730	MICHIGAN MUNICIPAL LEAGUE P.O. BOX 7409 ANN ARBOR MI, 48107	05/12/2022 05/23/2022 / / 05/23/2022	24561 0.0000	GN1ST N Y N	CLASSIFIED AD	 60.72 0.00 60.72
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-270-900.000	PRINTING & PUBLISHING	60.72

VENDOR TOTAL: 60.72

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MML	MICHIGAN MUNICIPAL LEAGUE	05/12/2022	24505	GN1ST	CLASSIFIED AD	
93731	P.O. BOX 7409	05/23/2022		N		68.04
	ANN ARBOR MI, 48107-7409	/ /	0.0000	N		0.00
		05/23/2022		N		68.04

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-270-900.000	PRINTING & PUBLISHING	68.04

VENDOR TOTAL:	68.04
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CROSSBOW I	NALCO WATER PRETREATMENT SOLUTIONS	05/17/2022	2618721	GN1ST	SERVICE ON DI WATER SYS.	
93801		05/23/2022		N		344.24
	NETWORK PLACE 24658	/ /	0.0000	N		0.00
	CHICAGO IL, 60673	05/23/2022		N		344.24

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-564-804.000	CONTRACTUAL SERVICES	344.24

VENDOR TOTAL:	344.24
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NCL OF WI	NCL OF WISCONSIN INC	05/17/2022	470155	GN1ST	LAB SUPPLIES	
93798	P O BOX 8	05/23/2022		N		574.58
	BIRNAMWOOD WI, 54414	/ /	0.0000	N		0.00
		05/23/2022		N		574.58

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-775.003	LABORATORY SUPPLIES	574.58

VENDOR TOTAL:	574.58
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MISC 93746	ODP BUSINESS SOLUTIONS	05/16/2022 05/23/2022	220612238001	GN1ST N	OFFICE SUPPLIES	48.50
	PO BOX 633211 CINCINNATI OH, 45263	/ / 05/23/2022	0.0000	Y N		0.00 48.50

Open

GL NUMBER 101-301-727.000	DESCRIPTION OFFICE SUPPLIES	AMOUNT 48.50
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MISC 93745	ODP BUSINESS SOLUTIONS	05/16/2022 05/23/2022	235374792002	GN1ST N	OFFICE SUPPLIES	8.42
	PO BOX 633211 CINCINNATI OH, 45263	/ / 05/23/2022	0.0000	Y N		0.00 8.42

Open

GL NUMBER 101-301-727.000	DESCRIPTION OFFICE SUPPLIES	AMOUNT 8.42
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MISC 93807	ODP BUSINESS SOLUTIONS	05/17/2022 05/23/2022	242177822001	GN1ST N	OFFICE SUPPLIES	123.50
	PO BOX 633211 CINCINNATI OH, 45263	/ / 05/23/2022	0.0000	Y N		0.00 123.50

Open

GL NUMBER 641-441-727.000	DESCRIPTION OFFICE SUPPLIES	AMOUNT 79.28
591-564-727.000	OFFICE SUPPLIES	44.22
		123.50

VENDOR TOTAL:	180.42
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	City/State/Zip	Disc. Date	Disc. %	Sep CK		Discount
		Due Date		1099		Net Amount
OFFICE DEP	OFFICE DEPOT	05/12/2022	239702463001	GN1ST	OFFICE SUPPLIES	
93732	P O BOX 633211	05/23/2022		N		113.73
	CINCINNATI OH, 45263-3211	/ /	0.0000	N		0.00
		05/23/2022		N		113.73
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
590-564-740.000	OPERATING SUPPLIES				52.53	
101-265-775.001	JANITOR SUPPLIES				61.20	
					113.73	
VENDOR TOTAL:						113.73

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O'REILLY 93782	O'REILLY P.O. BOX 9464 SPRINGFIELD MO, 65801-9464	05/17/2022 05/23/2022 / / 05/23/2022	3360-494219 0.0000	GN1ST N N N	SUPPLIES	 31.50 0.00 31.50
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Open

GL NUMBER 640-441-775.000	DESCRIPTION MAINTENANCE SUPPLIES	AMOUNT 31.50
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O'REILLY 93784	O'REILLY P.O. BOX 9464 SPRINGFIELD MO, 65801-9464	05/17/2022 05/23/2022 / / 05/23/2022	3360-495851 0.0000	GN1ST N N N	SUPPLIES	 132.36 0.00 132.36
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Open

GL NUMBER 640-441-775.000	DESCRIPTION MAINTENANCE SUPPLIES	AMOUNT 132.36
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O'REILLY 93783	O'REILLY P.O. BOX 9464 SPRINGFIELD MO, 65801-9464	05/17/2022 05/23/2022 / / 05/23/2022	3360-495964 0.0000	GN1ST N N N	SUPPLIES	 38.81 0.00 38.81
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Open

GL NUMBER 640-441-775.000	DESCRIPTION MAINTENANCE SUPPLIES	AMOUNT 38.81
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O'REILLY 93785	O'REILLY P.O. BOX 9464 SPRINGFIELD MO, 65801-9464	05/17/2022 05/23/2022 / / 05/23/2022	3360-496844 0.0000	GN1ST N N N	SUPPLIES	 297.18 0.00 297.18
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Open

GL NUMBER 640-441-775.000	DESCRIPTION MAINTENANCE SUPPLIES	AMOUNT 297.18
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O'REILLY 93781	O'REILLY P.O. BOX 9464 SPRINGFIELD MO, 65801-9464	05/17/2022 05/23/2022 / / 05/23/2022	3360-496962 0.0000	GN1ST N N N	SUPPLIES	 320.27 0.00 320.27
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Open

GL NUMBER 640-441-775.000	DESCRIPTION MAINTENANCE SUPPLIES	AMOUNT 320.27
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O'REILLY 93780	O'REILLY P.O. BOX 9464 SPRINGFIELD MO, 65801-9464	05/17/2022 05/23/2022 / / 05/23/2022	3360-496963 0.0000	GN1ST N N N	SUPPLIES	116.82 0.00 116.82
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Open

GL NUMBER 640-441-775.000	DESCRIPTION MAINTENANCE SUPPLIES	AMOUNT 116.82
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VENDOR TOTAL: 936.94

OSCAR 93805	OSCAR W LARSON COMPANY 10100 DIXIE HIGHWAY CLARKSTON MI, 48348	05/17/2022 05/23/2022 / / 05/23/2022	SRVCE00000084918 0.0000	GN1ST N N N	QUARTERLY "B" INSPECTION	250.00 0.00 250.00
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Open

GL NUMBER 640-441-751.000	DESCRIPTION GASOLINE & DIESEL FUEL	AMOUNT 250.00
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VENDOR TOTAL: 250.00

PARAGON LA 93770	PARAGON LABORATORIES, INC. 30555 SOUTHFIELD RD, STE 400 SOUTHFIELD MI, 48076	05/17/2022 05/23/2022 / / 05/23/2022	53370-226929 0.0000	GN1ST N N N	WET TESTING	1,948.00 0.00 1,948.00
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Open

GL NUMBER 590-537-801.000	DESCRIPTION PROFESSIONAL SERVICES	AMOUNT 1,948.00
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VENDOR TOTAL: 1,948.00

PEERLESS 93800	PEERLESS MIDWEST INC. P.O. BOX 207362 DALLAS TX, 75320-7362	05/17/2022 05/23/2022 / / 05/23/2022	66370 0.0000	GN1ST N N N	SERVICE CALL - WELL #8	315.00 0.00 315.00
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Open

GL NUMBER 591-564-930.008	DESCRIPTION REPAIR & MAINT - PUMP STATION	AMOUNT 315.00
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VENDOR TOTAL: 315.00

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PLANTE & M 93733	PLANTE & MORAN PLLC P O BOX 79001 DRAWER 2003 DETROIT MI, 48279-2003	05/12/2022 05/23/2022 / / 05/23/2022	2142462 0.0000	GN1ST N N N	PROFESSIONAL SERVICES	 9,700.00 0.00 9,700.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-801.000	PROFESSIONAL SERVICES	9,700.00

VENDOR TOTAL: 9,700.00

RANDYS SER 93790	RANDY'S SERVICE STATION 8030 W MASON RD FOWLERVILLE MI, 48836	05/17/2022 05/23/2022 / / 05/23/2022	I099455 0.0000	GN1ST N N N	TIRES #39	 2,530.50 0.00 2,530.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
640-441-775.002	MAINTENANCE SUPPLIES - TIRES	2,530.50

VENDOR TOTAL: 2,530.50

EMPLOYEE 93810	SCOTT REECE ,	05/17/2022 05/23/2022 / / 05/23/2022	97251489 0.0000	GN1ST N N N	BIOSOLIDS CONFERENCE/HOTEL	 162.06 0.00 162.06
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Open

GL NUMBER	DESCRIPTION	AMOUNT
590-564-860.000	CONFERENCE /TRANSPORTATION	162.06

VENDOR TOTAL: 162.06

SEHI COMPU 93734	SEHI COMPUTER PRODUCTS, INC 2930 BOND ST ROCHESTER HILLS MI, 48309	05/12/2022 05/23/2022 / / 05/23/2022	I00224376 0.0000	GN1ST N N N	TABLETS FOR INSPECTIONS	 5,049.99 0.00 5,049.99
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-371-980.004	EQUIP /COMPUTER HARDWARE	5,049.99

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	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

VENDOR TOTAL:	5,049.99
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SHIFMAN	SHIFMAN FOURNIER, PLC	05/12/2022	14826	GN1ST	PROFESSIONAL SERVICES	
93735	31600 TELEGRAPH RD. #100	05/23/2022		N		5,704.00
	BINGHAM FARMS MI, 48025	/ /	0.0000	N		0.00
		05/23/2022		Y		5,704.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-270-801.000	PROFESSIONAL SERVICES	5,704.00

VENDOR TOTAL:	5,704.00
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MISC	SHOLTEY, SCOTT	05/12/2022	C53332	GN1ST	PARKING TICKET OVERPAYMENT	
93736	2601 SWAYZE ST	05/23/2022		N		10.00
	FLINT MI, 48503	/ /	0.0000	Y		0.00
		05/23/2022		N		10.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-671.000	MISCELLANEOUS REVENUES	10.00

VENDOR TOTAL:	10.00
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STAPLES 93740	STAPLES	05/16/2022 05/23/2022	3506519129	GN1ST N	OFFICE SUPPLIES	197.64
	P.O. BOX 660409 DALLAS TX, 75266-0409	/ / 05/23/2022	0.0000	N N		0.00 197.64

Open

GL NUMBER 101-172-727.000	DESCRIPTION OFFICE SUPPLIES	AMOUNT 197.64
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STAPLES 93741	STAPLES	05/16/2022 05/23/2022	3506519130	GN1ST N	OFFICE SUPPLIES	45.20
	P.O. BOX 660409 DALLAS TX, 75266-0409	/ / 05/23/2022	0.0000	N N		0.00 45.20

Open

GL NUMBER 101-172-727.000	DESCRIPTION OFFICE SUPPLIES	AMOUNT 45.20
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STAPLES 93744	STAPLES	05/16/2022 05/23/2022	3506519133	GN1ST N	OFFICE SUPPLIES	47.41
	P.O. BOX 660409 DALLAS TX, 75266-0409	/ / 05/23/2022	0.0000	N N		0.00 47.41

Open

GL NUMBER 101-191-727.000	DESCRIPTION OFFICE SUPPLIES	AMOUNT 47.41
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VENDOR TOTAL:	290.25
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HOME DEPOT 93721	THE HOME DEPOT DEPT 32-2501386647 P.O. BOX 78047 PHOENIX AZ, 85062-8047	05/12/2022 05/23/2022 / / 05/23/2022	03282022	GN1ST N N N	CREDIT CARD CHARGES	7.83 0.00 7.83
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Open

GL NUMBER 590-564-740.000 590-564-740.000	DESCRIPTION OPERATING SUPPLIES OPERATING SUPPLIES	AMOUNT 42.27 (34.44)
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7.83

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VENDOR TOTAL:						7.83
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TIDEWATER 93804	TIDEWATER PRODUCTS INC P.O.BOX 23181 TOLEDO OH, 43623	05/17/2022 05/23/2022 / / 05/23/2022	6862 0.0000	GN1ST N N N	SUPPLIES	 3,824.30 0.00 3,824.30
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Open

GL NUMBER 590-564-775.004	DESCRIPTION CHEMICALS	AMOUNT 3,824.30
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VENDOR TOTAL:		3,824.30
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TROY CLEAN 93737	TROY CLEANERS COMPANY 6020 FENTON RD FLINT MI, 48507	05/12/2022 05/23/2022 / / 05/23/2022	04302022 0.0000	GN1ST N N N	UNIFORM CLEANING	 256.27 0.00 256.27
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Open

GL NUMBER 101-301-741.002	DESCRIPTION UNIFORMS/CLEANING/ RENTAL	AMOUNT 256.27
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VENDOR TOTAL:		256.27
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USA BLUEBK 93797	USA BLUEBOOK P O BOX 9004 GURNEE IL, 60031-9004	05/17/2022 05/23/2022 / / 05/23/2022	954385 0.0000	GN1ST N N N	SUPPLIES	 7.65 0.00 7.65
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Open

GL NUMBER 590-564-740.000	DESCRIPTION OPERATING SUPPLIES	AMOUNT 7.65
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USA BLUEBK 93802	USA BLUEBOOK P O BOX 9004 GURNEE IL, 60031-9004	05/17/2022 05/23/2022 / / 05/23/2022	955912 0.0000	GN1ST N N N	LAB SUPPLIES	 97.74 0.00 97.74
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Open

GL NUMBER 591-564-775.004	DESCRIPTION CHEMICALS	AMOUNT 97.74
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USA BLUEBK 93795	USA BLUEBOOK P O BOX 9004 GURNEE IL, 60031-9004	05/17/2022 05/23/2022 / / 05/23/2022	962192 0.0000	GN1ST N N N	SUPPLIES	 139.50 0.00 139.50
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Open

GL NUMBER 590-564-740.000	DESCRIPTION OPERATING SUPPLIES	AMOUNT 139.50
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VENDOR TOTAL:	244.89
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MISC 93749	VANCE LAW ENFORCEMENT 3723 CLEVELAND AVE COLUMBUS OH, 43224	05/16/2022 05/23/2022 / / 05/23/2022	00391125-0 0.0000	GN1ST N Y N	RIFLE AMMUNITION	 4,071.60 0.00 4,071.60
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Open

GL NUMBER 101-301-887.001	DESCRIPTION GUN RANGE	AMOUNT 4,071.60
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VENDOR TOTAL:	4,071.60
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	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
VERIZON WI	VERIZON WIRELESS	05/17/2022	9905029737	GN1ST	CELLULAR COMMUNICATIONS	
93754	P O BOX 15062	05/23/2022		N		1,511.45
	ALBANY NY, 12212-5062	/ /	0.0000	N		0.00
		05/23/2022		N		1,511.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
641-441-850.000	COMMUNICATIONS - TELEPHONES	50.02
101-722-850.005	COMMUNICATIONS - CELL PHONES	73.00
101-191-850.000	COMMUNICATIONS - TELEPHONES	36.01
101-228-850.005	COMMUNICATIONS - CELL PHONES	89.99
101-276-850.005	COMMUNICATIONS - CELL PHONES	49.98
101-301-850.000	COMMUNICATIONS - TELEPHONES	648.13
590-536-804.000	CONTRACTUAL SERVICES	200.05
590-564-850.000	COMMUNICATIONS - TELEPHONES	90.59
591-564-850.000	COMMUNICATIONS - TELEPHONES	90.59
641-441-850.000	COMMUNICATIONS - TELEPHONES	140.61
641-441-850.000	COMMUNICATIONS - TELEPHONES	42.48
		1,511.45

VENDOR TOTAL:

1,511.45

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WM 93756	WM CORPORATE SERVICES, INC. AS PAYMENT AGENT PO BOX 4647 CAROL STREAM IL, 60197-4647	05/17/2022 05/23/2022 / / 05/23/2022	0044315-1389-6 0.0000	GN1ST N Y N	RUBBISH - RESIDENTIAL	33,475.02 0.00 33,475.02
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Open

GL NUMBER	DESCRIPTION	AMOUNT
226-528-804.016	CONTRACT SERV - RESIDENT PICKP	33,475.02

WM 93755	WM CORPORATE SERVICES, INC. AS PAYMENT AGENT PO BOX 4648 CAROL STREAM IL, 60197-4648	05/17/2022 05/23/2022 / / 05/23/2022	0044339-1389-6 0.0000	GN1ST N N N	RUBBISH - COMMERCIAL	5,056.28 0.00 5,056.28
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Open

GL NUMBER	DESCRIPTION	AMOUNT
641-441-920.003	UTILITIES - RUBBISH	314.11
101-276-920.003	UTILITIES - RUBBISH	108.11
101-751-920.003	UTILITIES - RUBBISH	108.11
226-528-804.019	CONTR SERV - CBD COMPACTOR	2,919.18
101-747-881.002	RECYCLE LIVINGSTON SERVICES	13.50
101-265-920.003	UTILITIES - RUBBISH	108.11
226-528-804.020	CONTR SERV-CORRUGATED CARDBRD	1,485.16
		<u>5,056.28</u>

VENDOR TOTAL:	<u>38,531.30</u>
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TOTAL - ALL VENDORS:	<u>722,567.10</u>
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CITY OF HOWELL
BANK OF ANN ARBOR
CREDIT CARD DETAIL - APRIL 2022

FINANCE	Vendor	Acct No	Amount	Description
	PRIOR MONTH BALANCE		\$ 489.38	
	OTHER CHARGES	101-191-956.003	\$ 57.57	LATE FEES AND INTEREST
	HOWELL'S MAINSTREET WINERY	101-191-860.000	\$ 68.97	TRAINING
	ODEN TRAINING	591-564-957.000	\$ 250.00	TRAINING - HOLMAN
	ODEN TRAINING	591-564-957.000	\$ 250.00	TRAINING - REYNA
	STAPLES	101-191-727.000	\$ 19.60	OFFICE SUPPLIES
	MOTOROLA SOLUTIONS	591-290-740.002	\$ 368.00	WAVE SUBSCRIPTION
			<u>\$ 1,503.52</u>	

CITY OF HOWELL
BANK OF ANN ARBOR
CREDIT CARD DETAIL - APRIL 2022

IT	Vendor	Acct No	Amount	Description
	PRIOR MONTH BALANCE - APRIL		\$ 1,648.21	
	OTHER CHARGES	101-228-727.000	\$ 72.61	LATE FEES AND INTEREST
	ZOOM	101-228-980.008	\$ 129.94	MONTHLY SUBSCRIPTION
	CDW	101-301-980.004	\$ 92.86	BATTERY REPLACEMENT
	AMAZON	101-371-980.004	\$ 44.97	TABLET NETWORK ADAPTERS
			<u>\$ 1,988.59</u>	

CITY OF HOWELL
BANK OF ANN ARBOR
CREDIT CARD DETAIL - APRIL 2022

CITY MGR Vendor	Acct No	Amount	Description
PRIOR MONTH BALANCE		\$ 858.35	
OTHER CHARGES	101-172-727.000	\$ 66.67	LATE FEES AND INTEREST
MI ASSOC. OF MUNICIPAL CLERK	101-215-860.000	\$ 195.00	CONFERENCE/TRAINING
4IMPRINT	641-441-727.000	\$ 534.55	JOIN FAIR PROMOTIONAL ITEMS
MARCO'S PIZZA	101-172-727.000	\$ 68.52	MASTER PLAN STEERING COMMITTEE MEETING
		<u>\$ 1,723.09</u>	

CITY OF HOWELL
BANK OF ANN ARBOR
CREDIT CARD DETAIL - APRIL 2022

POLICE	Vendor	Acct No	Amount	Description
	PRIOR MONTH BALANCE		\$ 2,794.11	
	OTHER CHARGES	101-301-740.000	\$ 99.86	LATE FEES AND INTEREST
	AMAZON	101-301-740.000	\$ 124.32	OFFICE SUPPLIES
	TRANSUNION	101-301-740.000	\$ 75.00	MONTHLY TLO
	AMAZON	101-301.740.000	\$ 49.04	SNOW BROOMS FOR PATROL CARS
	HOLIDAY INN	101-301-957.000	\$ 721.50	SWAT SCHOOL LODGING
	HOLIDAY INN	101-301-957.000	\$ (39.00)	SALES TAX REIMBURSEMENT
	AMAZON	101-301-727.000	\$ 3.30	OFFICE SUPPLIES
	AMAZON	101-301-740.000	\$ 71.12	OFFICE SUPPLIES
	TRANSUNION	101-301-740.000	\$ 75.00	MONTHLY TLO
			<u>\$ 3,974.25</u>	

CITY OF HOWELL
BANK OF ANN ARBOR
CREDIT CARD DETAIL - APRIL 2022

DPW	Vendor	Acct No	Amount	Description
	PRIOR MONTH BALANCE - APRIL		\$ 932.49	
	OTHER CHARGES	101-747-880.004	\$ 95.22	LATE FEES AND INTEREST
	GFS STORE	101-747-880.004	\$ 67.51	ARBOR DAY SUPPLIES
	GFS STORE	101-747-880.004	\$ (2.33)	SALES TAX REFUND
			<u>\$ 1,092.89</u>	

NOTES

May 16, 2022

City of Howell
City Council
611 East Grand River Avenue
Howell, MI 48843

Via Electronic Delivery

Re: Livingston Arts Council Funding Request

Livingston Arts Council (LAC) respectfully submits this correspondence to formally request the City of Howell (City) designate funds toward rehabilitation, renovation and expansion of the Historic Howell Opera House as presented during the April 25, 2022 City Council meeting. This request considers feedback received during subsequent conversation with City Finance Director and Treasurer Elle O'Connell.

LAC requests City financial support of \$50,000 toward completion of the above referenced project with the understanding that \$25,000 would be provided during 2022 and an additional \$25,000 during 2023.

We understand that City funding would be contingent on attaining Michigan Economic Development Corporation (MEDC) grant funding through the American Rescue Plan Act Program's Revitalization and Placemaking Program (RAP).

MEDC RAP guidance states that all submissions must include a letter of support from the local or regional economic development organization and/or municipality. Guidance further notes "The most competitive proposals will also include a financial contribution from the local unit of government."

Accordingly, LAC also respectfully requests a letter of support from the City of Howell for submission with our RAP application.

We thank you for your consideration of this request for both financial and written support for our downtown Howell endeavor.

Should you have any questions, please contact me using the below information.

Respectfully submitted,

Ronald L. Long
Livingston Arts Council President
810-360-3045
ron.long@boaa.com

CITY OF HOWELL

APPLICATION FOR MEMBERSHIP ON CITY BOARD OR COMMISSION

Deliver completed application to:

City Manager's Office
611 E. Grand River Ave.
Howell, Michigan 48843
Fax: 517-546-6030

Thank you for your interest in serving on a City of Howell board or commission. The Howell City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City.
- Appointee is a registered elector of the City.

Name in Full: **Jon Hougaboom**

Home Address: **326 W. Caledonia**

Phone: **(517)546 -8645**

Place of Employment: **Entec Polymers**

Title: **Tech Service Eng.**

Business Address: **1900 Summit Tower Blvd Suite 900 Orlando FL.**

Business Phone **(517)375-5638** Business Fax: () -

E-Mail Address: **JHougaboom@gmail.com**

Length of Residence in City: **Since 1956**

Own or Rent: **Own**

Are you a U.S. Citizen? ☒ Yes ☐ No

Educational Background:

Howell High School, Ferris State College Plastic Program

Occupational Background:

Have worked at Entec for 7 years, the company supplies plastic resin to molders, I work with engineering staffs and plant personal in ensure the product being used meets expectations. In Michigan we supply mainly to the automotive industry. Have spent 35 years in the plastic industry.

Community Activities:

Howell Jaycees, Melon Fest, High School PTO, Downtown Business Owner(Spag's) 1995-2004

Board or Commission on which you are interested in serving:

1) **Planning Comission**

2)

3)

4)

Additional information on experience, qualifications, etc.

Have you ever attended the Howell Citizens Academy?

☒ Yes ☐ No If yes, date attended: **2009**

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission:

Wish to serve on the planning commission to help the city formulate plans and to make suggestions that will make the city a inviting place for economic and social development.

Are you, your spouse, or an immediate family member related to any City Official or Department Head? ☐ Yes ☒ No If yes, please explain below.

Do you, your spouse, or an immediate family member currently have a business relationship with the City of Howell? ☐ Yes ☒ No If yes, please explain below.

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled or expunged or sealed by the Court?

☐ Yes ☒ No If yes, please explain below.

References:

Name: **Greg Clum**

Relationship to you: **Friend**

Telephone: **(517) 546-2130**

Name: **Alan Schlittler**

Relationship to you: **Friend**

Telephone: **(517)546-5777**

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations, subject to any restrictions, which I have included, to the City of Howell Office of the City Manager.

I, **Jon Hougaboom**, certify that the information provided in this application is, to the best of my knowledge, true and accurate.

Signature: Jon Hougaboom 4/27/22 Date:



CITY OF HOWELL

APPLICATION FOR MEMBERSHIP ON CITY BOARD OR COMMISSION

Deliver completed application to:

City Manager's Office
611 E. Grand River Ave.
Howell, Michigan 48843
Fax: 517-546-6030

Thank you for your interest in serving on a City of Howell board or commission. The Howell City Council requires that every member of a board or commission meet the following qualifications:

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- Appointee is a registered elector of the City.

Name in Full: **Sean P. Munsey**

Home Address: **311 W. Brooks** Phone: **(517)404 -9374**

Place of Employment: **Milan Supply Co.** Title: **Assistant Branch Manager**

Business Address: **1443 Grand Oaks Drive** Howell, MI. 48843

Business Phone **(517)552-1702** Business Fax: **(517)552-1706**

E-Mail Address: **munsey311@att.net**

Length of Residence in City: **22 years** Own or Rent: **own**

Are you a U.S. Citizen? ☒ Yes ☐ No

Educational Background:

High school graduate, 2+ years of college

Occupational Background:

25+ years of wholesale distribution, the last 16+ years in the wastewater/water well industry.

Community Activities:

I served on the Howell BZA starting in 2006 for 15+ years, my last 10 years or so as the Chairman.

Board or Commission on which you are interested in serving:

1) **CIRAB**

2)

Additional information on experience, qualifications, etc.

A good portion of my job is working with engineered plans quoting out, and selling to contractors, residential and light commercial onsite wastewater treatment systems and final disposal fields. I also quote/sell water well systems and controls for residential and larger commercial systems.

Have you ever attended the Howell Citizens Academy?

☒ Yes ☐ No If yes, date attended: **June/July 2005 if I recall. I was told it was the second one that was put on.**

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission:

My working knowledge of wastewater systems should translate to the CIRAB in a positive way, I feel. I am interested in learning the inner workings of this board and using my practical knowledge to contribute in a way that would help all users of the system.

Are you, your spouse, or an immediate family member related to any City Official or Department Head? ☐ Yes ☒ No If yes, please explain below.

Do you, your spouse, or an immediate family member currently have a business relationship with the City of Howell? ☒ Yes ☐ No If yes, please explain below.

In a small way. The City of Howell has an account with, and occasionally purchases from, the company I've been with for 16+ years.

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled or expunged or sealed by the Court?
☐ Yes ☒ No If yes, please explain below.

References:

Name: **Paul Streng** Relationship to you: **I've lived next door to Paul and Cindy Streng for the 22 years I've lived in Howell.**


Telephone: () -

Name: **Jacob Schlittler** Relationship to you: **Jacob was a member of the BZA during some of the years I was the Chairman. He recommended I apply for this board.**

Telephone: () -

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations, subject to any restrictions, which I have included, to the City of Howell Office of the City Manager.

I, Sean P. Munsey, certify that the information provided in this application is, to the best of my knowledge, true and accurate.

Signature:  Date: 5-11-22

CITY OF HOWELL

APPLICATION FOR MEMBERSHIP ON CITY BOARD OR COMMISSION

RECEIVED

MAR 13 2022

Deliver completed application to:

City Manager's Office
611 E. Grand River Ave.
Howell, Michigan 48843
Email: KLockhart@cityofhowell.org

CITY OF HOWELL

Thank you for your interest in serving on a City of Howell board or commission. The Howell City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City.
- Appointee is a registered elector of the City.

Name in Full: SUSIE G. HILL

Home Address: 822 SPRING ST

Phone: (517) 546 5673

Place of Employment: RETIRED-UFM MED CTR

Title: PT. SERVICES ASS'T. III

AVON RER - AVON PRODUCTS, INC. / MEDICAL TRANSPORTATION DRIVER FOR RICK A.M.T.

Business Address: ↓ P.O. Box 3374 PORT HURON, MICH

175 PROGRESS PLACE, N.Y. N.Y

Business Phone () -

Business Fax: () -

E-Mail Address: SusieH@umich.edu

Length of Residence in City: 69 YRS

Own or Rent:

Are you a U.S. Citizen? ☒ Yes ☐ No

Educational Background: HIGH SCHOOL - HHS. CLEARLY COLLEGE CERT. SUBSTANCE ABUSE
SOME COLLEGE. LCC, BRICHTON & M

Occupational Background:

LICENSED DAY CARE 14 YRS, HOWELL SCHOOL BUS DRIVER - 12 1/2 YRS. LOTS
TRANSPORTATION DRIVER 2 YRS, UOFM. MED CTR 22 YRS, AVON RER 44 YRS,
MED. TRANSPORTATION DRIVER - 8 1/2 YRS

Community Activities:

Board or Commission on which you are interested in serving:

- 1) LOCAL OFFICER - COMPENSATION
- 2) COUNCIL
- 3) COMPENSATION
- 4)

Additional information on experience, qualifications, etc.

Have you ever attended the Howell Citizens Academy?

☒ Yes ☐ No If yes, date attended:

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission:

MAYOR ASKED ME & I AM ALONG TIME
CITIZEN

Are you, your spouse, or an immediate family member related to any City Official or Department Head? ☐ Yes ☒ No If yes, please explain below.

Do you, your spouse, or an immediate family member currently have a business relationship with the City of Howell? ☐ Yes ☒ No If yes, please explain below.

JOE

References:

Name: NANCY SAUVAGE Relationship to you: FRIEND
Telephone: (517) 546 5886

Name: JUDITH DES MARAIS Relationship to you: FRIEND
Telephone: (517) 248-2077

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations, subject to any restrictions, which I have included, to the City of Howell Office of the City Manager.

I, SUSIE HILL, certify that the information provided in this application is, to the best of my knowledge, true and accurate.

Signature: Susie Hill

Date: 4/14/2022

Experience

Pt Services Assistant III

1988 - 2010

University of Michigan Medical Center
Occupational/Physical Therapy Division
Ann Arbor, Michigan 48109

- Responsible for greeting and assisting patients, staff and visitors.
- Handling multi-line telephone and paging system
- Scheduling various types of appointments
- Processing patient referrals
- Recording patient charges at all four treatment sites
- Maintaining patient files and statistical reports
- Interaction with 3rd party payers for required documentation
- Use of EWS, Mainframe, Microsoft Word, C-Cube billing, CareWeb, and various other programs

Unit Clerk

1992 - 1994

Medilodge of Howell
Howell, Michigan 48843

- Responsible for greeting and assisting patients, families and visitors
- Handling multi-line telephones and paging systems
- Requisitioning diagnostic and therapeutic services
- Coordinating appointments with respective departments
- Organizing and consulting with nurses and staff. Keeping them informed of needs, activities and problems related to nursing station and patients
- Transcribing physician orders
- Assemble and maintain patient charts for a 200 bed facility

School Bus Driver

1977 - 1989

Howell Public Schools
Howell, Michigan 48843

- Responsible for driving, supervising and discipline of grades K-12
- Daily vehicle safety inspections, fueling and cleanliness
- Liaison between parents and school transportation program

Sales Representative

1977 - Present

Avon Products Inc.
Cincinnati, Ohio

- Member of the Rose Circle, an honorary sales level for the top 5 percent of sales representatives nationwide

Clerical Assistant

1987 - 1989

University of Michigan Hospitals
Educational Services for Nursing
Ann Arbor, Michigan 48109

- Responsible for typing, word processing, filing, office organization and phones
- Fully responsible for designing and implementing a central filing system for the staff

Bus Driver

1986 - 1988

Livingston Essential Transportation
Services - Southeastern Michigan
Transportation Authority
Howell, Michigan 48843

- Bus driver for the adult physically and emotionally handicapped, Work Skills Center employees and seniors

Education

High school diploma - Howell High School - 1966

- Computer Software education classes
- Basic first aid
- CPR
- Alcohol Intervention and referral
- Counseling for intervention for abused and battered spouses and children
- Direct sales and marketing

References

References are available on request.



Community Development Department
611 E Grand River Ave • Howell, MI 48843

TO: City Council
FROM: Paul Montagno, Interim Community Development Director
RE: Motorsports Gateway LLC, Final PUD

Date: May 19, 2022

An application was submitted by Motorsports Gateway, LLC to rezone approximately 273 acre of land consisting of three parcels with parcels with ID numbers 4717-01-100-131, 4717-01-200-002, and 4717-01-100-126, from R-1, Single Family Residential to PUD, Planned Unit Development. In your packet you will find the City Planner's review dated May 12, 2022, the City Engineer's review dated May 12, 2022, and the submittal packet from the applicant.

At their regular meeting on May 18, 2022, the Planning Commission adopted a motion to recommend approval of 22-03, Motorsports Gateway Final PUD Plan to the City Council with the condition that the applicant address the following items during construction engineering plan review.

1. All outstanding items in the Planner's review dated May 12, 2022,
2. All outstanding items in the engineering review dated May 12, 2022, and
3. Enter into a PUD Development Agreement.

Attached to this memo is a copy of the draft Ordinance 950 to amend Section 4.02, "Zoning District Map" for introduction. The map has been updated to

This draft Ordinance 950 to amend Section 4.02, "Zoning District Map" has been placed on your agenda for introduction.

ACTION REQUESTED: Introduce Ordinance 950, an ordinance to amend Section 4.02 of the Howell City Zoning Code.

REVIEWED & APPROVED FOR SUBMISSION:

Ervin J. Suida
City Manager



517-546-3861



517-546-6030

ORDINANCE NO. 950

An Ordinance to amend Section 4.02 of the Howell City Zoning Code.

THE CITY OF HOWELL ORDAINS, WITH CONDITIONS:

Section 1. Section 4.02 Zoning District Map. Zoning Map is hereby amended to read as follows:

The boundaries of the districts enumerated in Section 4.01 are hereby established as shown on the Zoning Map which accompanies this Zoning Ordinance and which, with all notations, references and other information shown thereon, shall be as much a part of this Zoning Ordinance as if fully described herein. Unless shown otherwise, the boundaries of the districts are lot lines; the centerlines of streets, alleys, roads or such lines extended; and the corporate limits of the City.

Where unzoned property exists, or where, due to the scale, lack of detail or illegibility of the Zoning Map, there is any uncertainty, contradiction or conflict as to the intended location of any district boundary line shown thereon, the exact location of a district boundary line shall be determined, upon written application, or upon its own motion, by the Board of Zoning Appeals.

Provided, further that the following described land and premises shall be classified from B-2, General Business, to PUD, Planned Unit Development:

4717-01-100-131

4717-01-200-002

4717-01-100-126

PARCEL 1: Part of the Northwest 1/4, the Southwest 1/4 and the Southeast 1/4 of Section 1, Town 2 North, Range 4 East, City of Howell, Livingston County, Michigan, more particularly described as follows: Commencing at the West 1/4 corner of said Section 1; thence North 00 degrees 52 minutes 44 seconds West along the West line of said Section, 351.34 feet (previously described as 348.79 feet to the Point of Beginning; thence continuing North 00 degrees 52 minutes 44 seconds West along said West line, 447.32 feet; thence North 89 degrees 07 minutes 22 seconds East 125.00 feet; thence North 00 degrees 52 minutes 38 seconds West 100.00 feet; thence South 89 degrees 07 minutes 22 seconds West 33.90 feet; thence North 00 degrees 52 minutes 38 seconds West 4.00 feet; thence South 89 degrees 07 minutes 22 seconds West 24.50 feet; thence South 00 degrees 52 minutes 38 seconds East 4.00 feet; thence South 89 degrees 07 minutes 22 seconds West 66.62 feet to the West line of said Section and the centerline of Pinckney Road (66 feet wide right-of-way; thence North 00 degrees 52 minutes 44 seconds West along said West line and centerline 321.44 feet; thence North 89 degrees 03 minutes 12 seconds East (previously described as East) 299.90 feet; thence North 00 degrees 54 minutes 52 seconds West 5.05 feet; thence South 65 degrees 20 minutes 48 seconds East (previously described as South 65 degrees 20 minutes 05 seconds East) 844.05 feet; thence South 89 degrees 43 minutes 50 seconds East (previously described as South 89 degrees 43 minutes 42 seconds East) 581.10 feet; thence North 00 degrees 54 minutes 41 seconds West (previously described as North 00 degrees 54 minutes 33 seconds West) 578.53 feet; thence North 86 degrees 55 minutes 00 seconds East 960.86 feet (previously

described as North 86 degrees 55 minutes 08 seconds East 961.10 feet) to the North-South 1/4 line of said Section; thence South 00 degrees 42 minutes 33 seconds East (previously described as South 00 degrees 41 minutes 13 seconds East) 1320.06 feet to the center of said Section; thence North 85 degrees 54 minutes 55 seconds East 2598.76 feet (previously described as North 85 degrees 55 minutes 03 seconds East 2599.32 feet) to the East 1/4 corner of Section; thence South 00 degrees 43 minutes 04 seconds East (previously described as South 00 degrees 46 minutes 58 seconds East) along the East line of said Section and the centerline of Lucy Road (66 feet wide right-of-way) 528.21 feet; thence South 89 degrees 12 minutes 16 seconds West 184.28 feet (previously described as South 89 degrees 13 minutes 02 seconds West 185.00 feet); thence South 00 degrees 47 minutes 44 seconds East (previously described as South 00 degrees 46 minutes 58 seconds East) 360.00 feet; thence South 89 degrees 12 minutes 16 seconds West (previously described as South 89 degrees 13 minutes 02 seconds West) 48.00 feet; thence South 00 degrees 47 minutes 44 seconds East (previously described as South 00 degrees 46 minutes 58 seconds East) 150.00 feet; thence South 89 degrees 12 minutes 16 seconds West (previously described as South 89 degrees 13 minutes 02 seconds West) 42.00 feet; thence South 00 degrees 47 minutes 44 seconds East (previously described as South 00 degrees 46 minutes 58 seconds East) 640.00 feet; thence North 89 degrees 12 minutes 16 seconds East 272.72 feet (previously described as North 89 degrees 13 minutes 02 seconds East 275.00 feet); thence South 00 degrees 43 minutes 04 seconds East (previously described as South 00 degrees 46 minutes 58 seconds East) along the East line of said Section and the centerline of Lucy Road (66 feet wide right-of-way) 196.92 feet; thence South 89 degrees 12 minutes 16 seconds West 426.46 feet (previously described as South 89 degrees 13 minutes 02 seconds West 429.00 feet); thence South 00 degrees 47 minutes 44 seconds East (previously described as South 00 degrees 44 minutes 52 seconds East) 198.69 feet to the Northerly right of way line of Interstate I-96 (variable width right of way); thence North 85 degrees 02 minutes 17 seconds West along said right of way line 2075.84 feet (previously described as North 85 degrees 04 minutes 04 seconds West 2073.69 feet) to a point of curvature; thence continuing along said right of way line 1913.95 feet (previously described as 1916.13 feet) along a curve to the right having a radius of 2667.79 feet, a This page is only a part of a 2016 ALTA® Commitment for Title Insurance issued by First American Title Insurance Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I-Requirements; Schedule B, Part II-Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form. Copyright 2006-2016 American Land Title Association. All rights reserved. The use of this Form (or any derivative thereof) is restricted to ALTA licensees and ALTA members in good standing as of the date of use. All other uses are prohibited. Reprinted under license from the American Land Title Association. Form 5030026 (9-27-17) Page 14 of 14 ALTA Commitment for Title Insurance (8-1-16) Michigan central angle of 41 degrees 06 minutes 20 seconds (previously described as 41 degrees 09 minutes 09 seconds) and a long a chord which bears North 64 degrees 29 minutes 07 seconds West 1873.16 feet (previously described as North 64 degrees 29 minutes 30 seconds West 1875.22) to a point of tangency; thence continuing along said right of way line North 43 degrees 55 minutes 57 seconds West (previously described as North 43 degrees 54 minutes 55 seconds West) 1491.34 feet to the Point of Beginning.

EXCEPTING THEREFROM THAT PORTION KNOWN AS:

PARCEL 3 A part of the Northwest 1/4 and the Southwest 1/4 of Section 1, Town 2 North, Range 4 East, City of Howell, Livingston County, Michigan described as follows: Beginning at the

intersection of the West Section line of said Section 1 and the North line of Michigan Interstate Highway 96, said point being North 00 degrees 52 minutes 44 seconds West 348.79 feet (previously measured as 351.68 feet) from the West 1/4 corner of said Section 1; thence along the West and North line of a survey recorded in Liber 1215, page 993 and 994, Livingston County Records, the following 11 courses: North 00 degrees 52 minutes 44 seconds West 447.32 feet along the West Section line; thence North 89 degrees 07 minutes 22 seconds East 125.00 feet; thence North 00 degrees 52 minutes 38 seconds West 100.00 feet; thence South 89 degrees 07 minutes 22 seconds West 33.90 feet; thence North 00 degrees 52 minutes 38 seconds West 4.00 feet; thence South 89 degrees 07 minutes 22 seconds West 24.50 feet; thence South 00 degrees 52 minutes 38 seconds East 4.00 feet; thence South 89 degrees 07 minutes 22 seconds West 66.62 feet (previously measured as 66.60 feet) to the West Section line; thence North 00 degrees 52 minutes 44 seconds West 141.00 feet along the said West Section line; thence North 89 degrees 03 minutes 18 seconds East 300.02 feet (previously measured as 300.00 feet; thence North 00 degrees 54 minutes 52 seconds West 185.26 feet; thence South 65 degrees 20 minutes 05 seconds East (previously measured as South 65 degrees 20 minutes 28 seconds East) 363.55 feet; to a intermediate meander traverse line, said point being North 65 degrees 20 minutes 05 seconds West 15 feet from the centerline of the Marion and Genoa Drain; thence along said meander line the following three courses; South 13 degrees 17 minutes 28 seconds West 176.99 feet; thence South 44 degrees 21 minutes 36 seconds West 122.20 feet; thence South 34 degrees 51 minutes 09 seconds West 690.69 feet to the North line of Michigan Interstate Highway 96 to a point which is North 43 degrees 54 minutes 55 seconds West 35.00 feet from the centerline of said Marion and Genoa Drain; thence North 43 degrees 54 minutes 55 seconds West 138.41 feet along said North line to the Point of Beginning. PARCEL 2: A parcel of land in the Northeast Fractional 1/4 of Section 1, Town 2 North, Range 4 East, Marion Township (now City of Howell), Livingston County, State of Michigan, more particularly described by Darrell Hughes, Michigan Registered Land Surveyor No. 19834, as beginning at a point, said point being the East 1/4 corner of Section 1; proceeding thence, from said point of beginning, South 85 degrees 51 minutes 21 seconds West 2598.96 feet, along the East and West 1/4 line of Section 1, to the Center of Section 1; thence North 00 degrees 45 minutes 54 seconds West 2210.90 feet, along the North and South 1/4 line of Section 1; thence: the following ten courses, along the Northerly line of the proposed 86.00 feet wide road; 157.64 feet, along the arc of a 393.00 feet radius curve to the right (not tangent with previous course), having a central angle of 22 degrees 58 minutes 55 seconds, whose chord measures 156.58 feet and bears South 68 degrees 59 minutes 33 seconds East, to a point of tangency for said arc; thence South 57 degrees 30 minutes 05 seconds East 362.76 feet, to a point of curve; thence 293.01 feet, along the arc of a 393.00 feet radius curve to the right, having a central angle of 42 degrees 43 minutes 04 seconds, whose chord measures 286.27 feet and bears South 36 degrees 08 minutes 33 seconds East, to a point of tangency for said arc; thence South 14 degrees 47 minutes 01 seconds East 388.87 feet, to a point of curve; thence 216.74 feet, along the arc of a 307.00 feet radius curve to the left, having a central angle of 40 degrees 26 minutes 59 seconds, whose chord measures 212.26 feet and bears South 35 degrees 00 minutes 30 seconds East, to a point of tangency for said arc; thence South 55 degrees 14 minutes 00 seconds East 1245.73 feet, to a point of curve; thence 167.79 feet, along the arc of a 557.00 feet radius curve to the left, having a central angle of 17 degrees 15 minutes 34 seconds, whose chord measures 167.15 feet and bears South 63 degrees 51 minutes 47 seconds East, to a point of tangency for said arc; thence South 72 degrees 29 minutes 33 seconds East 204.63 feet, to a point of curve; thence 178.00 feet, along the arc of a 557.00 feet radius curve to the left, having a central angle of 18 degrees 18

minutes 37 seconds, whose chord measures 177.25 feet and bears South 81 degrees 38 minutes 52 seconds East, to a point of tangency for said arc; thence North 89 degrees 11 minutes 49 seconds East 233.96 feet; thence, leaving said Northerly road line, South 00 degrees 52 minutes 04 seconds East 122.81 feet, along the East line of Section 1 and the center line of Lucy Road, to the Point of Beginning.

Provided that the following conditions are met by the applicant to the satisfaction of staff and the City Council:

1. Address all outstanding items in the planners review dated May 12, 2022 during construction plan review. ,
2. Address all outstanding items in the engineering review dated May 12, 2022 during construction plan review,
3. Enter into a PUD Development Agreement,

Section 2. All Ordinances inconsistent herewith are hereby repealed.

Section 3. This Ordinance shall be known as and may be cited as an ordinance amending the Howell City Zoning Code being Ordinance # 950

Section 4. This Ordinance shall take effect 7 days after publication and pursuant to the Howell City Charter.

ADOPTED by the Howell City Council at its regular meeting this _____day of May, 2022.

BY: ROBERT ELLIS, MAYOR

BY: DEANNA ROBSON, CLERK

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Ordinance No. 950, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the _____ day of May, 2022 and that the meeting was held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____day of _____, 2022.

BY:
Howell City Clerk



Carlisle | Wortman
ASSOCIATES, INC.

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

Date: May 12, 2022

Final PUD Plan Review for The City of Howell, Michigan

Applicant: Motorsports Gateway Howell, LLC

Project Name: Howell Motorsports Complex PUD

Plan Date: April 20, 2022

Location: Parcels 4717-01-100-131, 4717-01-200-002, and 4717-01-100-126

Zoning: R-1 – Single Family Residential

Action Requested: Final PUD Plan Approval

PROJECT AND SITE DESCRIPTION

The applicant is requesting final PUD plan approval for a mixed-use, multi-phase development at an approximately 273 acre site in the Loop Road Area, as identified in the City's Master Plan. The site is bounded by Pinckney Road and S. Michigan Avenue to the west, Lucy Road to the east, and to the south by I-96.

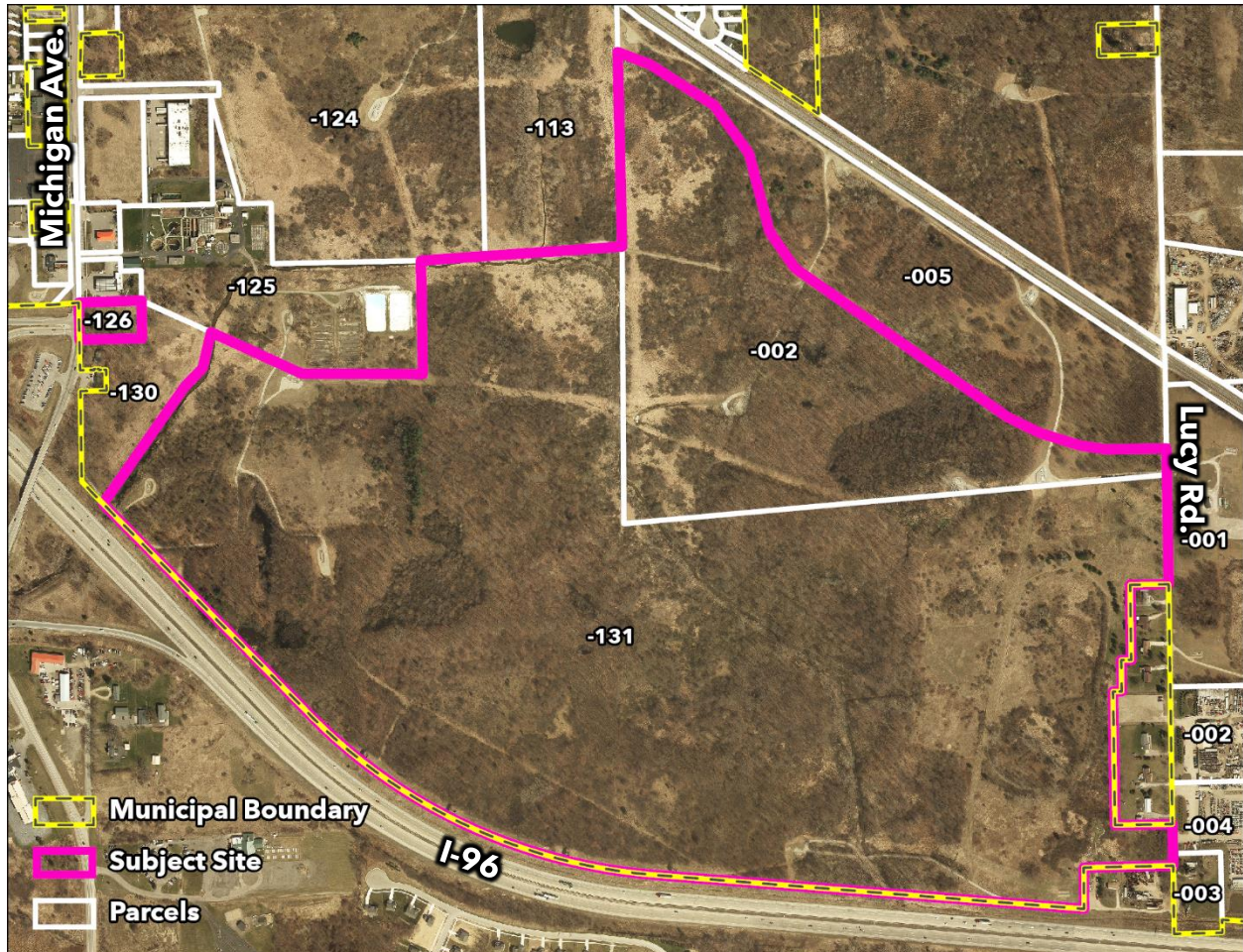
At the Planning Commission's February 16, 2022, regular meeting, the Commission reviewed and provided comments on the preliminary PUD site plan for this proposal according to procedures listed in Section 9.03 of the City's Zoning Ordinance. According to the final PUD review procedures, applicants are required to submit a final PUD plan within six (6) months of receiving the Planning Commission's comments on a preliminary PUD plan. In addition to the final PUD requirements listed in Article 9 of the Zoning Ordinance, final PUD plans must also conform the site plan review standards listed in Section 3.04.

The total development area consists of three (3) parcels, as shown in Figure 1. The parcel known by tax ID # 4717-01-100-131 is approximately 216.12 acres in area and is predominantly vacant, with wetlands and woodlands scattered throughout. Wetlands are concentrated around the Marion-Genoa Drain, which traverses the site generally east/west. The western portion of the property, including the drain, is within the Wellhead Protection Area (WHPA) for the City's Well 7. Five (5) gas wells, owned and operated by the Panhandle Eastern Pipeline Company, are located generally along the southern portion of the property.

*Richard K. Carlisle, President Douglas J. Lewan, Executive Vice President John L. Enos, Principal
David Scurto, Principal Benjamin R. Carlisle, Principal Sally M. Elmiger, Principal Craig Strong, Principal R. Donald Wortman, Principal
Laura K. Kreps, Senior Associate Paul Montagno, Senior Associate Megan Masson-Minock, Senior Associate*

Each well is surrounded by an exclusion zone where development is not permitted. Notes on the site plan describe the exclusion zones as “300-foot square centered on well.” Each of these exclusion zones are approximately two (2) acres in area. Another Panhandle exclusion zone for a gas line bounds the northern portion of the property. Sheet 5 of the site plan indicates that a total of 134.7 acres are encumbered by private easements or covenants. Several single-family homes and one industrial site border the subject site to the east along Lucy Road, all of which are under the jurisdiction of Marion Township.

Figure 1. Approximate Location of Subject Site



The applicant has provided details about the parcel known by ID # 4717-01-200-002, which was not included on the preliminary PUD plan. The parcel is approximately 55.11 acres in area and is predominantly vacant with woodland scattered throughout. The parcel is bounded to the north by a thirty-three (33) acre parcel which is owned by Marion Township but located within the city limits. The site plan shows (3) private wells on the 002 parcel, each with half-acre exclusion zones.

The parcel known by tax ID # 4717-01-100-126 is approximately 1.26 acres in area, and fronts along Michigan Avenue immediately across from the westbound I-96 entrance/exit ramps. The parcel is currently vacant, and is bounded by 1195 Michigan Avenue (Speedway) to the north, and parcel 4717-01-100-130, owned by Cornerstone RG, LLC, to the east and south. An access drive from Michigan Avenue is proposed across this parcel, which will provide a connection to the MGH complex. The easement across the Cornerstone property has been executed by both parties.

According to the final PUD project narrative, the site will be developed in the four (4) following phases:

Phase 1-A:	Motorsports Gateway Garage Condominiums and Driving Course
Phase 1-B:	Motorsports Gateway Expansion
Phase 2:	Automotive Innovation Park
Phase 3:	Mixed Use Entertainment District

Phase 1-A will include ninety-two (92) garage condominium units, a 1.4 mile driving circuit, a paved Paddock area for parking and outdoor events, and a Paddock Building.

The ninety-two (92) garage condo units will be distributed between thirteen (13) buildings with four (4) to ten (10) units in each. The condo unit buildings will be two (2) stories and thirty-five (35) feet in height. A typical condo unit will be approximately 1,200 square feet in area with a second-story mezzanine and balcony.

The Paddock Building will serve as a temporary space for some of the MGH amenities until construction of a Pit Lane Clubhouse in Phase 1-B. The Paddock Building and paved Paddock area will provide parking and flexible outdoor event space, automotive detailing services, food and beverage services, a temporary fitness center with locker rooms, and public restrooms. The Paddock Building will have a footprint of 8,952 square feet, and will be thirty-five (35) feet in height with two (2) stories. A refueling station with above-ground tanks will be located to the southwest of the Paddock area and accessory garage building, which will provide premium and race fuel.

Phase 1-B will include a 0.5 mile extension to the drive course, and the additional garage condo units and Pit Lane Clubhouse as previously mentioned. The Pit Lane Clubhouse will have a 12,000 square foot footprint and will be forty-five (45) feet in height with three (3) stories. Sixty-six (66) rentable garages are proposed, which will be three hundred (300) square feet in floor area and located a separate building adjacent to the Paddock parking area. An additional one hundred and eight (108) garage condo units are planned for Phase 1-B, for a maximum of hundred (200) condo units when the MGH complex is complete.

The site plan indicates that the MGH complex will have approximately four hundred (400) members in total. For clarity, the applicant should provide additional details about the proposed membership structure, and how membership will be limited beyond condominium owners.

Phase 2 is described as an Automotive Innovation Park that will be located in a 35.67-acre area between the MGH complex and Lucy Road. This phase will include automotive-related original and aftermarket equipment manufacturing, boutique automotive production facilities, customization and maintenance, and vehicle storage.

Phase 3 is described as a Mixed-Use Entertainment Zone that will be located in a 9.65-acre area to the west of the MGH complex. The proposed uses in this phase include retail and boutique shopping, office rental space, restaurants, and residential and lodging. In addition, a 4.4-acre area north of the Phase 3 area is intended to be a nature area with public trails.

Items to be Addressed: 1) The applicant should provide additional details about the proposed membership structure.

EXISTING CONDITIONS AND ZONING

Parcel 4717-01-100-126 is zoned SMich, South Michigan Avenue. Adjacent land uses and zoning districts are shown in Table 1. Parcels 4717-01-100-131 and 4717-01-200-002 are zoned R-1, Single Family Residential. Adjacent land uses and zoning districts are shown in Table 2.

Table 1. Parcel 4717-01-100-126 Adjacent Land Uses and Zoning

Direction	Parcel	Owner	Zoning	Existing Land Use
North	4717-01-100-102	Speedway, LLC	SMich, South Michigan Avenue	Gasoline station
South/East	4717-01-100-130	Cornerstone RG, LLC	R-1, Single Family Residential	Vacant
West	Right-of-Way	MDOT	N/A	Michigan Ave and I-96 access

Table 2. Parcel 4717-01-100-131 and 4717-01-200-002 Adjacent Land Uses and Zoning

Direction	Parcel	Owner	Zoning	Existing Land Use
North	4717-01-200-005	Marion Township	R-1, Single Family Residential	Panhandle Pipeline Exclusion Zone
	4717-01-100-113	City of Howell	R-1, Single Family Residential	Panhandle Pipeline Exclusion Zone
	4717-01-100-124	Steven Dickson & Berkshire LTD	SMich, South Michigan Avenue	Vacant
	4717-01-100-125	City of Howell	I-1, Light Industrial	Wastewater Treatment Plant
South	I-96	MDOT	N/A	Interstate highway
East	(Multiple)	(Multiple)	I-1, Light Industrial I-2, General Industrial	Single family dwellings, automotive salvage
West	4717-01-100-130	Cornerstone RG, LLC	R-1, Single Family Residential	Vacant

The applicant has indicated that the billboards existing on the site will be removed.

Items to be Addressed: None.

REVIEW PROCEDURES

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

Final PUD plan requirements are listed in Section 9.03(c). Those requirements, and our review of the provided PUD plan according to those requirements, are listed below.

- (1) A site plan meeting all requirements of Section 3.04;

CWA Comments: *The applicant needs to provide additional site plan information to meet the requirements of Section 3.04. Please see the following sections of this review for additional comments.*

- (2) A separate narrative that provides specific details regarding all deviations from this Zoning Ordinance that would otherwise be applicable in the absence of this PUD article;

CWA Comments: *The project narrative describes the facilities and uses proposed in each phase. According to the Zoning Ordinance's general PUD design standards, the regulations applicable to setbacks, parking and loading, general provisions and other requirements shall be met in relation to each respective land use in the development based upon the zoning district in which the use is listed as a permitted or specially permitted use. In all cases, the strictest provisions shall apply. Deviations from these regulations may be granted as part of the overall approval of the PUD, provided there are features or elements designed into the project plan for the purpose of achieving the City's objectives for permitting PUDs as listed in Article 9.*

Tables 3 through 5 provide a summary of the uses proposed in each phase, and our interpretation of how these uses are defined and regulated under the Zoning Ordinance. Our assessment of each use, and comments regarding additional information that the applicant will need to provide are also included.

The uses approved with the PUD plan, and any deviations from the standard Zoning Ordinance requirements, will become the zoning standards for the site. The applicant should confirm that the uses listed in this review are consistent with their proposal, and specify any additional uses or deviations that should be considered.

Table 3. Phase 1-A and Phase 1-B Uses and Zoning Regulations

Facilities	Use Described in Narrative	Use Defined in Zoning Ordinance	Zoning District Regulations
Garage Condo Units, Rental Garages	92 Units in Phase 1-A, 108 units and rental garages in Phase 1-B	Multifamily dwellings, detached accessory structures	Permitted Use, R-M District
Fueling Station Adjacent to Rental Unit Building	Fueling Station	Automobile filling stations	Special Land Use, B-1 District
Paddock Building (Phase 1-A), Pit Lane Clubhouse (Phase 1-B)	Automotive Detailing	Automobile service stations/washes	Special Land Use, B-2 District
	Food and Beverage Service/Lounge	Golf Clubs, Country Clubs, etc.	Special Land Use, R-1 District
	Gym Facilities		

	Indoor/Outdoor Special Events		
Driving Circuit	1.5 Miles in Phase 1- A, 0.5 Miles in Phase 1-B		

Garage Condo Units - The application narrative indicates that “owners of a garage condo are able to work, host guests, and enjoy the unit with their families. Each unit can be customized with utilities for eating, cooking, and entertaining, but are not intended for permanent residence.” The units will be unfinished, but the buildings will be serviced by water and sewer utilities. As previously discussed, the buildings will contain four (4) to ten (10) units each.

In our assessment, the most-similar principal use that is permitted under the City’s Zoning Ordinance are multiple family dwellings. Even if the units are not intended to be permanent residences, future owners will have the option to install amenities that could meet the Ordinance’s definition of a dwelling. Section 2.02 of the Ordinance defines a dwelling as “any house, room, apartment, boarding house/rooming house, which is wholly or partly used or intended to be used for living, sleeping, cooking, eating and sanitation.” Multiple family dwellings are defined as “a building, or a portion thereof, designed exclusively for occupancy by three (3) or more families, living independently of each other.”

The Planning Commission may want to discuss the use of these units as dwelling weather permanent or temporary and determining if that is an appropriate use in this PUD. The Planning Commission may want to consider and condition of approval regarding this use.

Paddock, Paddock Building & Pit Lane Clubhouse – Of the uses permitted in the City’s Zoning Ordinance, the facilities and operations proposed for the Driving Circuit, Paddock and Paddock Building, and the Pit Lane Clubhouse have similar characteristics of a golf course or country club. Food and beverage service, lounge areas, fitness facilities, indoor and outdoor special events, as well as administrative offices are incidental to golf courses or country clubs, and are also proposed for the MGH complex.

Section 2.02 of the Ordinance defines a Club as an “organization of persons for special purposes or for the promulgation of sports, arts, sciences, literature, politics or the like, not operated for profit.” While the Ordinance does not define specific types of clubs, the regulations established in Section 6.11 for golf courses and country clubs are intended for large outdoor recreational facilities and appear to be appropriate for this proposal. Incidental uses, such as clubhouses, pro shops, and maintenance buildings are also permitted.

The final PUD plan includes a floor plan for the Paddock Building, but does not specify the interior layout or how the proposed uses will be arranged. Updated floor plans should be provided, and a more-detailed description of the facility amenities and operations.

Fuel Station and Automotive Detailing Services – Requirements for automobile filling and service stations are established in Section 6.17 of the Zoning Ordinance. According to that section, automobile detailing services must be within an enclosed building. The updated Paddock Building floor plans will need to demonstrate compliance with this requirement. The applicant should also

provide a more detailed description about the detailing services, and what materials will be in use and stored on-site.

The fuel service station is shown on the site plan to the southwest of the Paddock area and accessory garage building. The site plan and narrative indicate that fuel will be stored in above-ground tanks, and that premium fuel and racing fuel will be available. The site plan does not include a detailed layout or equipment and structure specifications for the fuel service station, which will need to be provided to demonstrate compliance with Section 6.17. This information should specify the number of fuel pumps proposed, as well as the size and location of storage tanks.

Section 8.06 of the Zoning Ordinance establishes additional requirements for the use and storage of hazardous materials. The applicant will also need to identify fuel loading and unloading areas, details about the fuel storage and pumping equipment, as well as a secondary containment/spill prevention plan.

Automotive Innovation Park: The uses proposed in Phase 2 of the development and their corresponding zoning classifications are listed in Table 4. We see no issues with the uses as proposed, however, the applicant should specify if additional uses or Ordinance deviations should be considered.

Table 4. Phase 2, Automotive Innovation Park Uses and Zoning Regulations

Use Described in Narrative	Use Defined in Zoning Ordinance	Zoning District Regulations
Original/ Aftermarket Equipment Manufacturing	Manufacturing, processing, packaging or assembling of merchandise from previously prepared raw materials. Plastic products such as laminate, pipe, plumbing products, and miscellaneous molded or extruded products Tool, die, gauge, and machine shops	Permitted Uses, I-1 District
Automotive Customization/ Boutique Manufacturing	Automobile repair garages, metal plating, buffing and polishing. Uses listed above.	Special Land Use, I-1 District
Automotive Maintenance	Automobile repair garages.	Special Land Use, I-1 District
Vertical Vehicle Storage	Self-storage facilities.	Special Land Use, B-2 District

Mixed-Use Entertainment Zone: The uses proposed in Phase 3 of the development and their corresponding zoning classifications are listed in Table 5. We see no issues with the uses as proposed, however, the applicant should specify if additional uses or Ordinance deviations should be considered.

Table 5. Phase 3, Mixed-Use Entertainment Zone Uses and Zoning Regulations

Use Described in Narrative	Use Defined in Zoning Ordinance	Zoning District Regulations
Retail and Boutique Shopping	Generally recognized retail businesses	Permitted Use, CBD District
Offices	Offices	Permitted Use, CBD District
Restaurants	Restaurants and taverns without drive throughs. Sidewalk café service, operated by a restaurant.	Permitted Use, CBD District
Residential Opportunities	One-family dwellings located above the first floor within a building containing a permitted use.	Permitted Use, CBD District
Lodging Opportunities	Motels and hotels	Special Land Use, B-2 District
Nature Trail	Publicly owned and operated parks and recreational facilities	Permitted Use, CBD District

- (3) A specific schedule of the intended development and construction details, including phasing or timing;

CWA Comments: *The applicant has specified the project's overall phasing and indicate that they intend to commence construction for the additional phases within one (1) year following final PUD approval. Information regarding phasing and timing should be included in a development agreement.*

- (4) A specific schedule of the general improvements to constitute a part of the development, including, without limitation, lighting, signage, the mechanisms designed to reduce noise, utilities and visual screening features;

CWA Comments: *Lighting and sign details are not included in the final PUD plan, and should be provided.*

According to Section 6.17, outdoor sound systems at golf courses or country clubs must be reviewed by the Planning Commission to ensure that impacts on adjacent uses are minimized. Details about similar sound systems intended for outdoor events or driving course announcements should be provided. If the applicant confirms that no outdoor sound systems are proposed, approval should include a condition that City approval will be required before any outdoor sound systems may be installed.

- (5) A specification of the exterior building materials and architecture with respect to the structures proposed in the project; and

CWA Comments: Elevations for the condo buildings and Paddock Building have been included in the final PUD plan, and we see no issues with the design or materials proposed. However, the Paddock Building's interior and exterior design, in terms of bays with roll-up garage doors, are identical to the condo buildings. The Paddock Building elevations and floorplans should be updated to identify the uses that are proposed for that building according to the project narrative.

(6) Signatures of all parties having an interest in the property.

CWA Comments: The subject site includes three (3) parcels that are subject to a number of easements and covenants. The applicant should verify that they have obtained written authorization from all parties having interest in the property for the development as proposed, and provide copies to the City. We defer to the City Attorney for guidance on this matter.

Items to be Addressed:

- 1) The applicant should confirm that the uses listed in this review are consistent with their proposal, and specify any additional uses or deviations that should be considered.
- 2) The Planning Commission May want to discuss the use of the condos as dwellings.
- 3) Provide paddock building floor plans.
- 4) Information regarding phasing and timing should be included in a development agreement.
- 5) Provide signage and lighting details on the plan.
- 6) Details about similar sound systems intended for outdoor events or driving course announcements should be provided, or the applicant should confirm that none are proposed.
- 7) Provide additional info about auto service detailing and materials used
- 8) Auto detailing must comply with Section 6.17
- 9) Fuel station layout and details must be provided to comply with Section 8.06
- 10) Signatures of all parties having an interest in the property must be provided.

AREA, WIDTH, HEIGHT, SETBACKS

Per Section 9.04(a)(1) of the City's Zoning Ordinance, the maximum residential densities permitted in a PUD are based on a property's zoning immediately prior to a PUD classification. The maximum gross density permitted for R-1 District properties is four (4) units per acre. Land under water, road rights-of-way, and private easements are not included in the gross density calculation. For mixed-use developments, only areas devoted to a residential land use are included in the density calculation.

The proposed residential density for the MGH complex and the PUD as a whole complies with the four (4) unit per acre requirement. If the entirety of the Phase 3 area was devoted to residential use, a maximum of thirty-nine (39) dwellings could be permitted. However, the actual number of units that may be permitted in Phase 3 is likely to be fewer given the roads, easements, and wetlands in that area. This requirement will need to be recalculated with the submittal of a Phase 3 final site plan.

Table 6. Required and Proposed Residential Density

Phase	Residential Area (Acres)	Dwelling Units		Dwellings per Acre	
		Max. Permitted	Proposed	Max. Permitted	Proposed
Phases 1-A & 1-B	76.2	305	200	4	2.62
Phase 3*	9.65	39	TBD	4	TBD
Total	85.85	343	TBD	4	TBD

**Calculations based on total acres within Phase 3. Actual residential area to be determined.*

Section 9.04(c)(3) requires PUDs to be surrounded by a perimeter buffer of up to one hundred (100) feet. While the MGH complex generally meets this requirement, the driving course is approximately twenty (20) feet from I-96 at its closest point. This deviation may be permitted as proposed.

Items to be addressed:

- 1) *The Planning Commission must make a determination regarding the PUD buffer.*

NATURAL RESOURCES

Topography: As indicated by the applicant, the site contains gentle slopes towards the wetland pockets and to the Marion-Genoa Drain. The western portion of the site is located in the EGLE-approved Wellhead Protection Area (WHPA) for the City's Well 7. A WHPA is the surface area that overlies an aquifer that is directly contributing water to a well.

Wetlands: Wetlands are scattered throughout the site and are concentrated around the Marion-Genoa Drain. Previous wetland delineation studies have determined that some of the wetlands are regulated by EGLE. The applicant has indicated that they are in the process of completing a new wetlands study. If the final PUD plan is approved, we recommend that the City include a condition that the applicant must obtain permits as required by EGLE.

The applicant has indicated that two separate wetland areas, approximately 10.3 acres in total, will remain.

Woodlands: The site plan identifies 22.6 acres of woodland to the north of the MGH complex that will be preserved. The applicant should specify how preservation will be ensured, such as a conservation easement, deed restriction or similar instrument. If this is an important element of the PUD the Planning Commission may want to recommend that approval be conditioned on a conservation easement, deed restriction or similar document that is acceptable to the City being recorded.

Floodplain: There are floodplain areas located on this site. We defer to the City Engineer for comment on whether any floodplain-related issues need to be addressed by the applicant.

Items to be Addressed:

- 1) *Obtain permits as required by EGLE.*
- 2) *Approval should be conditioned on a conservation easement or similar document that is acceptable to the City being recorded for any land that is proposed to be protected.*
- 3) *Any items identified by the City Engineer must be addressed.*

BUILDING LOCATION AND SITE ARRANGEMENT

We see no issues with the proposed building locations and overall site arrangement.

In the R-M, Multiple Family Residential District, Section 4.07 requires a minimum of twenty-five (25) feet to be maintained between buildings. The proposed condo buildings are approximately twenty (20) feet apart, with as little as 5.3 feet of separation between utility rooms in some locations. It is our understanding that the building official will require fire suppression in these buildings.

A dumpster enclosure area is proposed to the north of the Paddock Building, which will be screened by a wall. Details about the screening wall should be provided. The application narrative indicates that refuse will be collected from the condo units and brought to the Paddock Building for sorting. No dumpster areas are shown adjacent to the condo building units. The applicant should provide additional information about how refuse collection will operate, and where the sorting will take place.

Items to be Addressed:

- 1) *The applicant should provide additional information about how refuse collection will operate, and where sorting will take place.*

PARKING, LOADING

The site plan indicates that 752 total parking spaces are proposed. The Paddock area includes 363 spaces, and plan indicates that three (3) unstriped spaces are provided in front of each condo unit for a total of 276 spaces. An additional 113 parallel and perpendicular parking spaces are provided on the opposite side of the interior drive aisles from the condos. Given that the units are twenty-four (24) feet in width, we estimate that approximately two (2) unstriped spaces per unit will be available. However, this is acceptable in our assessment given the proposed use of the site.

Fire apparatus turning templates are provided. However, we recommend that garbage truck turning templates also be provided to confirm that the dumpster enclosure behind the Paddock Building will be accessible for refuse collection, and that adequate turn-around area is available.

Items to be Addressed:

- 1) *Garbage truck turning templates should be provided.*

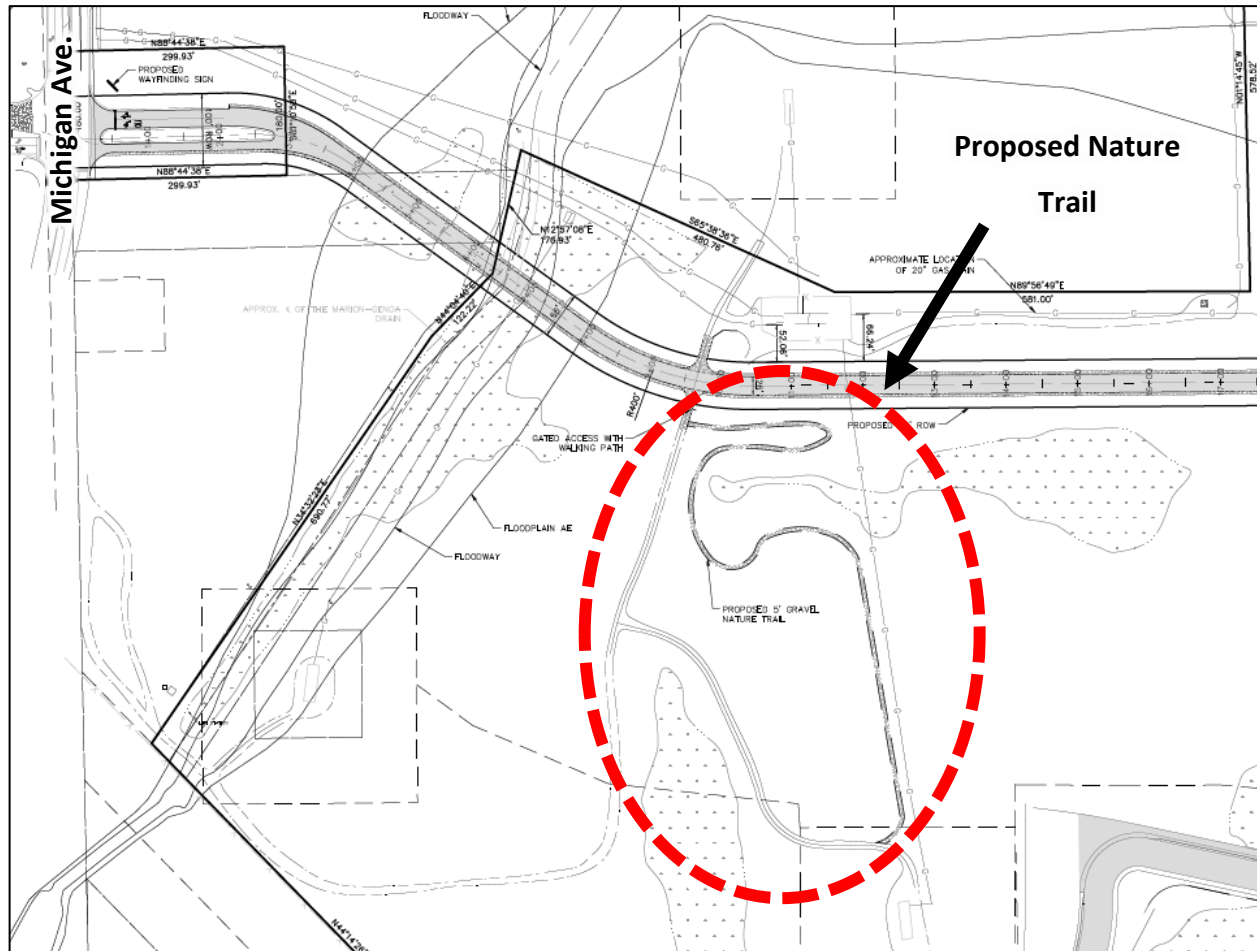
SITE ACCESS AND CIRCULATION

The MGH complex's primary point of access will be from a proposed two-lane road extending from Michigan Avenue to the currently proposed Phase 1A Area. An emergency gravel access drive is also proposed from Lucy Road, beginning just north of the I-96 right-of-way. We defer to the the City engineers to review the cross section for the proposed emergency access drive to ensure it meets the city's standards.

Curbs and traffic islands are typically required to direct the flow of interior traffic. None are proposed, in part to accommodate driving-related outdoor events in the paddock area. We recommend that the applicant consider adding traffic islands to provide separation between parking areas, access drives, and pedestrian walkways adjacent to the Paddock Building and condos.

Information should be provided for the proposed nature trail. As shown on the plan, it is not clear how the trail will be connected to a larger trail or pedestrian network. The nature trail is proposed to be five (5) feet in width with a gravel surface. We recommend the applicant consider a ten (10) foot width to accommodate pedestrians and cyclists.

Figure 2. Proposed Gravel Nature Trail



Items to be addressed:

- 1) A condition that the emergency access drive must be kept clear of snow, structurally maintained, and that the applicant obtain approvals from all individuals who have interest in the properties crossed by the access drive.
- 2) Provide clarification of how nature trail access will be provided.
- 3) Consider expanding the nature trail width to ten (10) feet.

LANDSCAPING

Landscape plantings are proposed at the entrance to the MGH complex from the proposed access drive, to the north and west of the Paddock Building, and to the west of the detention pond to the north of the Paddock Building.

As mentioned previously, we acknowledge that the proposed landscaping and overall site layout are designed to maintain views of the driving course from multiple locations across the site. A reduction in required landscaping may be appropriate given the overall intent of the development. However, the Planning Commission will need to make a determination about whether required landscaping should be provided in certain areas.

We recommend that additional landscaping be provided along the interior drive aisle and parking area berms. Section 5.10(3)(e) requires one (1) tree for every eight (8) parking spaces to be provided within or at the perimeter of parking lots. We recommend that some of these required plantings or alternate landscaping be provided.

Section 5.10 also requires ten (10) percent of a site's total area to be landscaped in addition to any required parking lot or greenbelt landscaping. At minimum, we recommend that some of this landscaping be provided around the fuel pump and storage tank island. We also recommend that a masonry wall be considered to screen the fueling area.

Items to be Addressed:

- 1) *The Planning Commission should determine if additional landscaping should be provided.*

LIGHTING

The final PUD plan does not include a lighting plan, which should be provided for Phase 1-A. Light pole locations are shown on the site plan, but specifications about the fixtures are not shown. No building-mounted fixtures appear to be proposed. The applicant should provide a photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in foot-candles). Specifications and details for the type of fixtures being proposed, including the total lumen output, type of lamp, and method of shielding should also be provided.

Items to be Addressed:

- 1) *A lighting plan should be provided.*

SIGNS

Two (2) monument signs are proposed at the MGH complex entrance from the access drive. Details and elevations of the monument signs should be provided.

Items to be Addressed:

- 1) *Details and elevations of the monument signs should be provided.*

FLOOR PLAN AND ELEVATIONS

Floor plans and elevation have been provided in the site plan. As previously discussed, updated Paddock Building floor plans should be provided that identify the operations indicated in the narrative. Updated elevations may also be necessary, as the provided elevations are identical in design (but not materials) to the condo units.

Items to be Addressed: *Provide updated floor plans for the Paddock Building.*

UTILITIES AND STORMWATER MANAGEMENT

We defer to the city engineer to review all utilities and stormwater management facilities based on the City standards.

Items to be Addressed: *Address all comments from the City Engineer.*

RECOMMENDATIONS

Prior to making a recommendation to Council, the following items should be addressed to the Planning Commission's satisfaction. Many of these items could be addressed in the final engineering plan submittal:

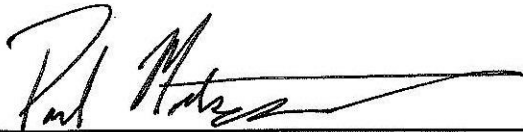
- 1) The applicant should provide additional details about the proposed membership structure.
- 2) The applicant should confirm that the uses listed in this review are consistent with their proposal, and specify any additional uses or deviations that should be considered.
- 3) The Planning Commission may want to discuss the use of the condos as dwellings.
- 4) Updated Paddock Building floorplans should be provided.
- 5) Information regarding phasing and timing should be included in a development agreement.
- 6) Details about similar sound systems intended for outdoor events or driving course announcements should be provided, or the applicant should confirm that none are proposed.
- 7) Provide additional info about auto service detailing and materials used.
- 8) Auto detailing must comply with Section 6.17
- 9) Additional information about the fuel station layout and details must be provided to demonstrate compliance with Section 8.06.
- 10) Signatures of all parties having an interest in the property must be provided.
- 11) Additional information about how refuse collection will operate, and where sorting will take place should be provided.
- 12) Garbage truck turning templates should be provided.
- 13) Clarification of how nature trail access will be provided.
- 14) Consider expanding the nature trail width to ten (10) feet.
- 15) A lighting plan must be provided
- 16) Details and elevations of the monument signs should be provided.
- 17) Any items identified by the City Engineer must be addressed.

The Planning Commission will need to make the following determinations in their recommendation to Council:

- 1) Whether additional perimeter buffer should be provided.
- 2) Whether additional landscaping should be provided.

The Planning Commission will also need to make a determination about whether to recommend the following conditions of approval:

- 1) Enter into a PUD Development agreement.
- 2) Approval is conditioned on the demolition and reclamation of the existing billboards as proposed.
- 3) The units shall not be used as residences.
- 4) Automotive detailing services must be within a completely enclosed building.
- 5) Obtain permits as required by EGLE.
- 6) Approval should be conditioned on a conservation easement or similar document that is acceptable to the City being recorded for any land that is proposed to be protected.
- 7) Any items identified by the City Engineer must be addressed.
- 8) Items identified by the Howell Area Fire Department should be addressed.
- 9) The emergency access drive must be kept clear of snow, structurally maintained, and that the applicant obtain approvals from all individuals who have interest in the properties crossed by the access drive.



CARLISLE/WORTMAN ASSOC., INC.
Paul Montagno, AICP
Senior Associate



CARLISLE/WORTMAN ASSOC., INC.
Mike Auerbach
Planner

#104-2201

cc. Erv Suida, City Manager



May 12, 2022

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

Attn: Mr. Paul Montagno, AICP
Interim Community Development Director

Re: Planned Unit Development (PUD) Review
Motorsports Gateway

HRC Job No. 20220144.02

Dear Mr. Montagno:

As requested, this office has reviewed the proposed Planned Unit Development (PUD) for the above-mentioned project as prepared by Atwell, LLC (dated April 20, 2022) and has the following comments:

General

1. At a minimum, it is noted that the following permits will be required:

- Livingston County Drain Commission
- EGLE (wetland, water main, sanitary, floodplain)
- NPDES
- MDOT

Due to potential lead time for these permits, it is recommended to submit as soon as possible.

2. Updated plans will need to be sealed by a licensed Professional Engineer, Surveyor, or Architect licensed to practice in the State of Michigan.
3. As stated in your PUD application, Panhandle Eastern Pipeline company has significant pipeline, gas wells, easements and setback requirements located throughout the property. As noted, the plans must take these into account.
4. Proposed 100' right-of-way will be dedicated to the City of Howell, for future installation of roadway and proposed utilities. This right of way should be shown on the construction plans.
5. Per section 9.03 of the City of Howell's Zoning Ordinance, a specific schedule of construction for the development including phasing and timing of events should be included.
6. Per section 3.04 of the City of Howell's Zoning Ordinance, all exterior lighting locations, type of light, and illumination patterns, should be shown on the plan set.
7. All water main and sanitary sewer must be placed in 10' wide easements and shown on the construction plans per City of Howell Engineering Standards and section 3.04 of the City of Howell's Zoning Ordinance. Please show on Construction plans.
8. Two (2) permanent benchmarks for the work must be indicated on the plans. Please show on Construction plans.
9. Per City of Howell Engineering Design Standards, finished grades for all structures shall be indicated on the plans. Please show on Construction plans.

10. All engineering construction plans shall contain the latest version of the relevant City of Howell Standard Detail Sheets.
11. Per the City of Howell Engineering Design Standards, an itemized quantity list will need to be shown on the plans. Please include with the construction plan submittal.

Water Main

1. All water supply improvements shall conform to the City of Howell Engineering Design Standards.
2. The water service leads, and size should be shown on the construction plans.
3. Per EGLE requirements, all water mains must be profiled and shown on the plan set when construction plans are submitted.
4. A minimum vertical clearance of 18 inches shall be maintained between any water main and any utility. Also, 10-feet of horizontal clearance is required from the edge of any water main to the edge of any storm or sanitary sewer. This shall be noted on the plans.

Sanitary Sewer

1. All sanitary sewer improvements shall conform to the City of Howell Engineering Design Standards.
2. The sanitary pump station shall be located so that the system from Lucy Road will be able to travel to the pump station, and that only one pump station will be required to outlet Lucy Road. Pump station design information and calculations will be required to be submitted with the construction plans.

Storm Water Management

1. All storm water improvements shall conform to the City of Howell Engineering Design Standards and meet requirements of all permitting agencies.
2. Storm sewer design calculations will need to be provided and the storm will need to be profiled with the construction plans, per City of Howell Engineering Design Standards.
3. An agreement for the long-term operation and maintenance of all detention systems will need to be completed by the owner and submitted to the City of Howell prior to final acceptance of the project.

Paving & Grading

1. All paving and grading improvements shall be designed in accordance with the City of Howell Engineering Design Standards.
2. The proposed access road will need to be profiled, per the City of Howell Engineering Design Standards.
3. All ramp, sidewalk, and safety path work within the public right-of-way must conform to current American with Disabilities Act (ADA) standards.

Traffic Impact Study

HRC reviewed the Traffic Impact Study for Motor Sports Complex Development in Howell prepared by Fleis & VandenBrink (F&V) dated April 20, 2022. The study followed general traffic engineering principles and practices. We have the following comments:

1. Since the interchange at I-96/Pinckney Road is under MDOT's jurisdiction, the MDOT Brighton TSC or University Region must approve the traffic study.
2. The trip generation rate for Marina was used, which appears to be in the range expected for the track and garage condos portion of the development. M-1 Concourse in Pontiac would be a comparable site to verify the number of trips. Does the developer have similar properties operational in Michigan?
3. Due to the connection to the I-96/ D-19 interchange, the TIS should account for the full build-out of the development.

Noise Analysis

1. The noise model from SPL Track Environmental, dated April 18, 2022, was reviewed. The noise analysis does not provide enough detail for a complete review.
2. Zoning Ordinance, Article 8, Section 8.03 (a) (3) Noise and Vibration requires the applicant to comply with the outlined requirements.
 - a. A methodology for analyzing the proposed site noise at neighboring property lines is required.
 - b. A map of recorded noise readings, source locations, and receptor sites is necessary to interpret the results of the noise model.

Summary

Subject to the above comments being addressed in the construction plan submittal, this office does not object to the proposed PUD plan.

One (1) complete set of construction plans must be submitted to the Howell Area Fire Department for their review and approval.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Andy Malczewski

TP/aem

pc: City of Howell; E. Suida, M. Davis, M. Spitler
HRC; M. Darga, T. Pietila, C. Hill-Stramsak, File



PLANNED UNIT DEVELOPMENT NARRATIVE

Howell Automotive District

Motorsports Gateway Howell, LLC

Parcels: 4717-01-100-126, 4717-01-100-131, 4717-01-200-002
Howell, MI

April 20th, 2022

PROJECT CONTACTS

DEVELOPER / APPLICANT	MOTORSPORTS GATEWAY HOWELL, LLC 41920 MIDTOWN CIRCLE, UNIT 206 NOVI , MICHIGAN 48375	JORDAN DICK (248) 982-9812
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SURVEYOR	BOSS ENGINEERING 3121 E GRAND RIVER HOWELL, MICHIGAN 48843	CHRISTOPHER FERGUS, PS (517) 546-4836

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A. PROJECT SUMMARY

The Motorsports Gateway Howell (MGH) intends to establish a mixed-use, multi-phase, ± 273 acre development in the city of Howell. The site is located in the “Loop Road Area”, as it is commonly known, and bounded north of I-96 between Michigan Avenue and Lucy Road. The Planned Unit Development (PUD) site includes the purchase of 3 parcels known by the following tax IDs: 4717-01-100-126 (± 1.24 acres), 4717-01-100-131 (± 216.73 acres), 4717-01-200-002 (± 55.11 acres).

The site is predominantly vacant with patches of woodlands and wetlands. Wetlands are particularly established surrounding the Marion-Genoa Drain and are regulated by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The development plan for this project has taken care to creatively propose a design that will work with the topography of the land and allow the natural features to become an attribute to the project.

Currently, the property is zoned R-1 Single Family Residential. The 2015 Master Plan identifies the Loop Road Area with a mix of potential land uses, including retail, entertainment, hotel, residential, office, and research, to name a few. The Master Plan also recognizes the related challenges in developing this area. Comprehensive planning is imperative to accomplish the vision of a destination employment district.

Our project can satisfy many of the primary goals set by the city for the Loop Road Area as an innovative redevelopment. MGH believes that the Planned Unit Development process provides the best opportunity to work with the City of Howell to create a development plan consistent with the desires of the community.

B. PURPOSE AND INTENT

MGH is proposing an Automotive-Themed District located in the city of Howell. This District will support the city's economic growth and stability by diversifying and increasing the number of visitors to the City of Howell. The unique attributes of this development will create a destination point for Automotive Enthusiasts in the surrounding Motor City area and beyond. The location of the proposed development provides visitors with easy access from I-96 and attracts visitors into Howell directly off the interstate. Also, the Livingston County Spencer J. Hardy Airport provides an effective point of connection for visitors outside the state of Michigan.

The PUD site proposal includes the preservation of important natural resources, including wetlands and woodlands. The development utilizes the natural contours of the land to create varied elevations through the development.

Howell residents will be able to enjoy public amenities with their families in the Entertainment Zone. This zone can support existing small businesses in downtown Howell by providing satellite store fronts or new businesses. MGH plans to also provide public nature trails and biking paths to enjoy the preserved nature areas. MGH also intends to provide lodging to accommodate visitors to the city.

The Automotive Innovation Park can create employment opportunities as light-industrial and niche automotive centered businesses migrate to Howell to develop and test products on the driving circuit. The unique attributes of this development also provide current residents and non-residents a reason to own non-residential property in Howell, generating additional tax revenue for the city.

Overall, the creation of new amenities, community, employment opportunities, and business development in this district will have a positive impact on the city of Howell and its residents.

C. EXISTING CONDITIONS

SITE ACCESS

Michigan Avenue fronts the west side of the property at the on/off ramp from west bound I-96, which is a signalized intersection. Michigan Avenue is a five-lane road at this location and is under the jurisdiction of MDOT. Lucy Road fronts the east side of the property. Lucy is a two-lane gravel road and is under the jurisdiction of the Livingston County Road Commission.

NATURAL FEATURES

The Marion Genoa Drain enters the property from under I-96 at the southeast corner of the site, traverses through the property before exiting the site under I-96 at the southwest corner. The site is somewhat wooded interspersed with open areas throughout. A wetland delineation was previously prepared by King & MacGregor Environmental which identified pockets of wetlands throughout the site, some of which are regulated by the State of Michigan (EGLE). The topography of the site generally contains gentle slopes toward the wetland pockets and ultimately to the Marion Genoa Drain which carries stormwater runoff under I-96 at the southeast corner of the property.

FLOODPLAIN

FEMA FIRMS were reviewed to determine if portions of the site are mapped as floodplains, floodways, or other flood prone areas. These maps record the following data: 100-year (1% annual chance of flooding) and 500-year (0.2% annual chance of flooding) floodplains, the height of the base flood elevation, and the risk to premium areas developed across a floodplain. According to the associated FEMA Firm Panel, a floodway and Zone AE 100 year floodplain exists along the Marion-Genoa Drain corridor. Zone AE represents an area within the 100 year floodplain with a base flood elevation determined via flood study.

UTILITIES

A 12" water main exists on the east side of Michigan Avenue just south of the Speedway gas station. The city's wastewater treatment plant is located adjacent to the northeast corner of the property, immediately north of the Speedway gas station. Preliminary indication is that sufficient capacity exists in the system to provide public water and sewer to this development area. A pipeline and easement to the Panhandle Eastern Pipeline Company traverses along the north side of the property. The existing easement contains use exclusions and the development team is currently in discussion with Panhandle Eastern to allow certain elements of the project to occur within the easement area. Additionally, there are five gas wells on-site that are owned and operated by Panhandle with 300 square-foot exclusion zones that prohibit development.

BILLBOARDS

MGH intends to remove the billboards along I-96 to create continuity in the natural landscape.

D. ZONING AND COMPATIBILITY

The development site is located in the “Loop Road Area”. It is bounded by Michigan Avenue to the west, Lucy Road to the east, and I-96 to the south. The PUD site plan includes the purchase of 3 parcels known by the following tax IDs:

- # 4717-01-100-126 (± 1.24 acres)
- # 4717-01-100-131 (± 216.73 acres)
- # 4717-01-200-002 (± 55.11 acres)

Currently, the site is zoned R-1 Single Family Residential. The 2015 Master Plan identifies the Loop Road Area with a mix of potential land uses, including retail, entertainment, hotel, residential, office, and research.

An industrial site (ie. Regal Auto Parts scrap yard and PADNOS Recycling Center) is located to the east along Lucy Road along with a railway in the northern section of the property, both owned by the City of Howell.

MGH intends to support the city in creating a through road as an alternative truck route; An objective initiated in 2001 by the the City of Howell in collaboration with the Livingston County Road Commission (LCRC). MGH plans to dedicate a ±8.43 acre right-of-way for the city to develop the through-road.

The Howell Motorsports Complex meets the city of Howell’s goals for the redevelopment of the Loop Road Area. MGH intends for the Automotive Innovation Park, along Lucy Road to bring in light industrial and commercial businesses. This development would also satisfy the city’s goal to bring entertainment near the I-96 access ramps.

E. LAND USE PLAN

Our mixed-use Automotive-themed district is defined by four areas of interest; Driver's Club, Garage Condominium Community, Automotive Innovation Park, and Mixed-Use Entertainment Zone. A property management company will maintain the driving circuit, paddock, rentable garages, clubhouse, and related utilities.

DRIVER'S CLUB

The MGH Driver's Club consists of four distinct parts; Members Driving Circuit, Members Rentable Garages, Pit Lane Clubhouse, and Paddock.

MEMBERS DRIVING CIRCUIT

- Casual driving
- Performance driving
- Driver development and training
- Driver's Club competitions
- Special Events

MEMBERS RENTABLE GARAGES

- ± 12x25 Drivers Club Member vehicle storage units
- Units are climate controlled with electrical outlets and lighting, but do not include plumbing within the unit
- Public restrooms

FUTURE PIT LANE CLUBHOUSE

- Food and beverage service
- Lounge
- Fitness center & locker rooms
- Meeting space
- Indoor event space

PADDOCK & PADDOCK BUILDING

- Parking for Members and additional parking for Garage Condo Community
- Flexible outdoor event space
- Fueling station (premium & race fuel)
- Automotive detailing services
- Admin and operations
- Food and beverage service
- Temporary Fitness center & locker rooms
- Public restrooms

GARAGES CONDOMINIUM COMMUNITY

The Motorsports Gateway Garage Condominium Community is a collection of ± 200 car garage condominium units and a few outdoor common areas for small events and private gatherings. At this time, these units are not intended for permanent residence. Owners of a garage condo are able to work, host guests, and enjoy their unit with their families. Each unit can be customized with utilities for eating, cooking, and entertaining, but are not intended for permanent residence. To maintain facility cleanliness, MGH will provide trash and recycling bins outside of each building. MGH facility employees will move trash to Paddock dumpsters for any additional sorting and collection.

PROPOSED RESIDENTIAL DENSITY

Initial: $92 / 76.42 \text{ AC} = 1.20 \text{ UNITS/AC}$

Ultimate: $\text{MAX } 200 / 76.42 \text{ AC} = 2.62 \text{ UNITS/AC}$

Note: Based on garage condo area 76.42 acres

AUTOMOTIVE INNOVATION PARK

Niche automotive business will be located in the Automotive Innovation Park. These types of business may include automotive research and development for original equipment manufacturers (OEM) and aftermarket manufacturers, boutique automotive production facilities, and automotive customization and performance maintenance specialists. MGH also intends to establish vertical automotive storage in this area. Special public events, like exotic vehicle driving experiences and automotive collector shows, will also take place here. Indoor event space and outdoor gathering space in the Automotive Innovation Park may be rented to support such events. Special public events and Automotive Innovation Park businesses may reserve the Event Track (a subsection of the full Driving Circuit) for testing and event driving.

MIXED-USE ENTERTAINMENT ZONE

Visitors of the Automotive-themed District will be able to enjoy the mixed-use entertainment zone with their family and friends. This area is intended to provide satellite locations to support businesses established in downtown Howell or new businesses. The Entertainment Zone can provide visitors with retail and boutique shopping, office rental space, restaurants, residential opportunities, and lodging. MGH also intends to develop ± 4.4 acres of nature area with trails for public use that connect to the Entertainment Zone, as shown in the site plan.

F. HOURS OF OPERATION

Hours of operation for all retail, entertainment, and commercial businesses in the development will be consistent with the ordinances set by the city of Howell. MGH also offers amenities that do not fall under traditional hour of operation ordinances. However, MGH intends to use the city of Howell's ordinances to guide the operating hours of these amenities.

DRIVING CIRCUIT

Natural daylight cycles will dictate hours of operation, with careful consideration around seasonal changes to minimize potential disruptions in the surrounding area. Being located in Michigan, the Driving Circuit may not be operational under certain seasonal conditions (eg. heavy snowfall or ice in winter months).

CLUBHOUSE

MGH will follow operational hours commonly set for similar athletic or sports-based country clubs (eg. golf, yacht, polo). Special event hours may differ (eg. wedding, charity, corporate). Weekend hours for the lounge and restaurant will follow traditional bar and restaurant hours.

GARAGE CONDO, ENTERTAINMENT DISTRICT, AND AUTOMOTIVE INNOVATION PARK

MGH will provide 24/7 access to the respective owners/renters in these areas.

G. IMPACT ANALYSES

TRAFFIC

The main entrance to the development will connect to Michigan Avenue and align with the signalized entrance at the on/off ramp to I-96. This is currently a 3-legged signalized intersection, with the proposed development adding the fourth leg to the east. It is likely that modifications to the existing signal will be necessary to accommodate the new intersection configuration. Michigan Avenue is a 5-lane road with an average daily traffic of 20,800 vehicles per day according to Southeast Michigan Council of Governments (SEMCOG). While development of this vacant land will cause an increase in traffic, in comparison to the existing vacant use, it is not anticipated that this development will generate more peak hour traffic. Fleis & Vandenbrink completed a traffic impact study and concluded the following:

BACKGROUND CONDITIONS (2024)

- A conservative 0.5% annual background growth rate was utilized in order to project the existing traffic volumes to the buildout year of 2024.
- The results of the background conditions analysis indicates that all approaches and movements at the study intersections will continue to operate in a manner similar to existing conditions, with increases in delay due to the addition of background traffic growth

FUTURE CONDITIONS (2024)

- The results of the future conditions analysis indicates that, with the addition of site generated traffic, all approaches and movements at the study intersections will continue to operate acceptably, in a manner similar to background conditions with additional delays for northbound left-turn and southbound through movements.

NOISE

The Driving Circuit is located at the south end of the property adjacent to I-96, approximately 1,600 feet from Michigan Avenue, and approximately 1,800 feet from Lucy Road. The nearest Howell residential home is located approximately 2,600 feet North of the Driving Circuit on the other side of the railroad tracks.

A noise generation model was created by SPL Track Environmental and concluded that the closest Howell residents to the driving circuit would experience low impact from the ambient noise. Details can be reviewed in the noise generation model.

NATURAL FEATURES

The existing site is wooded and bisected by the Marion-Genoa Drain. Many wetlands exist on the property which are primarily focused around the drain and identified floodplain areas. Wetlands reflected on the site plan are from a previous wetland delineation performed in 2017/2018 and an updated delineation is currently underway to accurately define these important natural features. While development of the property will inevitably impact some of these natural features, the site plan has been developed to work with and preserve the natural features to the maximum extent possible as these are beneficial to the driving experience and overall character of the project. The initial phase of development has identified three separate areas for permanent preservation totaling ± 32.9 acres with the potential for additional preservation areas to be identified as future development plans evolve.

H. INFRASTRUCTURE

UTILITIES

Public water main will be extended from the existing 12" main located on Michigan Avenue along the proposed access road and through the development area. The garage condominiums and The Paddock Clubhouse will be fire suppressed. Sanitary sewer will be collected from the development area via gravity sewer and directed to a proposed pump station. The pump station will pump through a proposed force main which will ultimately discharge to an existing gravity sewer line near the wastewater treatment plant at the northwest corner of the site. Preliminary planning effort is currently underway with gas, electric, telephone and data companies for service planning to the site. At this time we do not anticipate any issues with servicing this development and will continue to update the City as plans progress.

STORMWATER MANAGEMENT

SYSTEM-1: EXISTING WETLAND

The northwest portion of the development is to utilize the existing wetland for stormwater management. The impervious surface from the condos and parking area is to be collected in catch basins and directed to a pretreatment structure before discharging into the wetland. The track area is to sheet flow to the wetland through vegetated buffers whenever possible. Water will flow through an equalization culvert before following to the natural overland flow route to the north towards the Marion Genoa drain.

SYSTEM-2: DETENTION BASIN

The central portion of the development is to be collected in the proposed north detention basin. The impervious surfaces are collected in catch basins and directed to the forebay for pretreatment. The basin is to outlet to the existing wetland at a release rate of 0.15 cfs per county standards.

SYSTEM-3: DETENTION BASIN

The eastern portion of the track is collected in the proposed south detention basin. The impervious surfaces sheet flow to the proposed pretreatment structure before entering the basin. The basin is to outlet to the existing wetland at a release rate of 0.15 cfs per county standards.

I. PHASING PLAN

MGH plans to complete the Howell Motorsports Complex in three distinct phases to optimize the completion timeline. Our objective is to commence construction for the additional phases within one (1) year following the final approval of our PUD.

PHASE 1-A

- 92 Garage Condominiums
- Paddock building
- ± 1.5 miles Members Driving Circuit
- Public walking/biking nature trails
- Primary access road to Michigan Avenue
- Secondary emergency access

PHASE 1-B

- Pit Lane Clubhouse Building
- Rentable Driver's Club Member garages
- ± 108 garage condominium units
- ± 0.5 mile driving circuit extension

PHASE 2

- ± 35.67 acre Automotive Innovation Park

PHASE 3

- ± 9.65 acre Mixed-Use Entertainment Zone

J. PUD QUALIFICATION

MGH believes that to develop the property to meet the goals of the Master Plan, and given the various site constraints that exist, a PUD is the proper way to zone and entitle this property. Upon review of the City Zoning Ordinance, MGH understands the several conditions that need to be met to be allowed to proceed with a PUD development. To address those conditions specifically, MGH offers the following:

Section 9.02c - Granting of the PUD will result in one (1) of the following:

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

Motorsports Gateway is a multi-use automotive-themed district that will attract members and visitors regionally and beyond. Our unique garage condo community will provide a family safe atmosphere for our members to store and drive their prized automobiles. The Automotive Innovation Park will create jobs for the community and the Entertainment District will complement Downtown Howell with additional retail and entertainment activities. When our development is completed, users will be able to stay, work, and play. The interest generated from this development will create a positive impact on the City of Howell and surrounding area. As part of the proposed development MGH will dedicate the necessary right-of-way for construction of the long desired through-road connecting Lucy Rd to Michigan Ave and construct the western half necessary to provide access to the proposed development area. Additionally, the project will extend utilities along the western portion of the roadway and construct a pump station to provide a looped water service and sanitary service to properties on Lucy Road.

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

Significant quantity of wetlands and woodlands exist on the property. The design philosophy of our exclusive driving circuit is to follow the contour of the land to minimize earthwork activity and avoid impacts to wetlands to the extent possible. It is important for us to preserve the unique character of the land, which we see as an asset to the development.

A nonconforming use shall, to a material extent. be rendered more conforming, or less offensive, to the zoning district in which it is situated. The proposed type and density of use shall not result in an unreasonable increase in the need for or burden upon public services, facilities, roads and utilities.

The primary access to the development is located on Michigan Avenue at the on/off ramp to I-96, which is an ideal location to minimize impacts to the local road network. Utility demand for the subject development is low given the overall size of the property and will not overburden the existing utility system. The wastewater treatment plant is located immediately adjacent to the subject property.

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

The proposed road to and through the property has been designed to accommodate the City's fire truck turning template. All buildings will be fire suppressed and designed to meet or exceed building code requirements.

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

The proposed development includes a fueling station which will be designed to meet current safety and environmental standards. The provided sound study shows minimal impact of increase in noise at surrounding properties.

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

The Motorsports Gateway project will create a unique destination-based entertainment and business district on what is currently vacant property. The development will attract members, visitors and business interest that will in turn create a positive economic impact on both the surrounding properties and the greater Howell area.

PROJECT CONTACTS

ARCHITECT
INFORM
W RANDOLPH STREET
SUITE 200
ICAGO, ILLINOIS 60601
TACT: JORDAN WHITTED
HONE: (309) 825-1351

SURVEYOR
BOSS ENGINEERING
3121 E GRAND RIVER
HOWELL, MICHIGAN 48843
CONTACT: CHRISTOPHER FERGUS, PS
PHONE: (517) 546-4836

LEGAL DESCRIPTION

[illegible]

PARCEL 2: (4717-01-200-002)

2 PARCELS OF LAND IN THE NORTH EAST FRACTIONAL 1/4 OF SECTION 1, TOWN 2 NORTH, RANGE 4 EAST, MARION TOWNSHIP (NOW CITY OF HOWELL), LIVINGSTON COUNTY, STATE OF MICHIGAN, MORE PARTICULARLY DESCRIBED BY DARRELL HUGHES, MICHIGAN REGISTERED LAND SURVEYOR NO. 19834, AS BEGINNING AT A POINT, SAID POINT BEING THE EAST 1/4 CORNER OF SECTION 1, PROCEEDING THENCE, FROM SAID POINT OF BEGINNING, SOUTH 85 DEGREES 51 MINUTES 21 SECONDS WEST 2598.96 FEET, ALONG THE WEST LINE OF SAID SECTION 1, 11 MINUTES 11 SECONDS EAST 152.73 FEET, TO A POINT OF CURVE, THENCE 68.75 FEET, ALONG THE WEST 220.90 FEET, ALONG THE NORTH AND SOUTH 1/4 LINE OF SECTION 1, THENCE, THE FOLLOWING TEN COURSES, ALONG THE NORTHERN LINE OF THE PROPOSED 86.00 FEET WIDE ROAD; 157.64 FEET, ALONG THE ARC OF A 393.0 FEET RADIUS CURVE TO THE RIGHT (NOT TANGENT WITH PREVIOUS COURSE), HAVING A CENTRAL ANGLE OF 22 DEGREES 58 MINUTES 55 SECONDS, WHOSE CHORD MEASURES 156.58 FEET AND BEARS SOUTH 68 DEGREES 59 MINUTES 33 SECONDS EAST, TO A POINT OF TANGENCY FOR SAID ARC, THENCE SOUTH 57 DEGREES 30 MINUTES 05 SECONDS EAST 362.78 FEET, TO A POINT OF CURVE, THENCE 293.01 FEET, ALONG THE ARC OF A 393.0 FEET RADIUS CURVE TO THE LEFT, HAVING A CENTRAL ANGLE OF 22 DEGREES 58 MINUTES 55 SECONDS, WHOSE CHORD MEASURES 286.27 FEET AND BEARS SOUTH 36 DEGREES 18 MINUTES 33 SECONDS EAST, TO A POINT OF TANGENCY FOR SAID ARC, THENCE SOUTH 14 DEGREES 47 MINUTES 01 SECONDS EAST 388.87 FEET, TO A POINT OF CURVE, THENCE 216.74 FEET, ALONG THE ARC OF A 307.0 FEET RADIUS CURVE TO THE LEFT, HAVING A CENTRAL ANGLE OF 40 DEGREES 26 MINUTES 59 SECONDS, WHOSE CHORD MEASURES 212.26 FEET AND BEARS SOUTH 35 DEGREES 10 MINUTES 30 SECONDS EAST, TO A POINT OF TANGENCY FOR SAID ARC, THENCE SOUTH 10 MINUTES 11 SECONDS EAST 152.73 FEET, TO A POINT OF CURVE, THENCE 68.75 FEET, ALONG THE ARC OF A 393.0 FEET RADIUS CURVE TO THE LEFT, HAVING A CENTRAL ANGLE OF 17 DEGREES 15 MINUTES 34 SECONDS, WHOSE CHORD MEASURES 167.15 FEET AND BEARS SOUTH 63 DEGREES 51 MINUTES 47 SECONDS EAST, TO A POINT OF TANGENCY FOR SAID ARC, THENCE SOUTH 72 DEGREES 29 MINUTES 33 SECONDS EAST 204.63 FEET, TO A POINT OF CURVE, THENCE 178.00 FEET, ALONG THE ARC OF A 557.0 FEET RADIUS CURVE TO THE LEFT, HAVING A CENTRAL ANGLE OF 18 DEGREES 18 MINUTES 37 SECONDS, WHOSE CHORD MEASURES 177.25 FEET AND BEARS SOUTH 81 DEGREES 33 MINUTES 52 SECONDS EAST, TO A POINT OF TANGENCY FOR SAID ARC, THENCE SOUTH 11 MINUTES 11 SECONDS EAST 152.73 FEET, TO A POINT OF CURVE, THENCE 68.75 FEET, ALONG THE ARC OF A 393.0 FEET RADIUS CURVE TO THE LEFT, HAVING A CENTRAL ANGLE OF 17 DEGREES 15 MINUTES 34 SECONDS, WHOSE CHORD MEASURES 167.15 FEET AND BEARS SOUTH 63 DEGREES 51 MINUTES 47 SECONDS EAST, TO A POINT OF TANGENCY FOR SAID ARC, THENCE SOUTH 72 DEGREES 29 MINUTES 33 SECONDS EAST 204.63 FEET, ALONG THE EAST LINE OF SECTION 1 AND THE CENTER LINE OF LUCY ROAD TO THE POINT OF BEGINNING.

PARCEL 3 (4717-01-100-126)

PART OF THE NORTHWEST AND THE SOUTHWEST 1/4 OF SECTION 1, TOWN 2 NORTH, RANGE 4 EAST, CITY OF HOWELL, LIVINGSTON COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE WEST SECTION LINE OF SAID SECTION 1 AND THE NORTH LINE OF MICHIGAN INTERSTATE HIGHWAY 96, SAID POINT BEING NORTH 00 DEGREES 52 MINUTES 44 SECONDS WEST 348.79 FEET (PREVIOUSLY MEASURED AS 351.68 FEET) FROM THE WEST 1/4 CORNER OF SAID SECTION 1; THENCE ALONG THE WEST AND NORTH LINE OF A SURVEY RECORDED IN LIBER 1215, PAGE 993 AND 994, LIVINGSTON COUNTY RECORDS, THE FOLLOWING 11 COURSES: NORTH 00 DEGREES 52 MINUTES 44 SECONDS WEST 473.32 FEET ALONG THE WEST SECTION LINE; THENCE NORTH 00 DEGREES 27 MINUTES 22 SECONDS EAST 125.00 FEET; THENCE NORTH 00 DEGREES 38 MINUTES 38 SECONDS WEST 100.00 FEET; THENCE SOUTH 00 DEGREES 07 MINUTES 07 SECONDS WEST 90.00 FEET; THENCE SOUTH 00 DEGREES 32 MINUTES 38 SECONDS WEST 4.00 FEET; THENCE SOUTH 89 DEGREES 07 MINUTES 22 SECONDS WEST 24.50 FEET; THENCE SOUTH 00 DEGREES 52 MINUTES 38 SECONDS EAST 4.00 FEET; THENCE SOUTH 89 DEGREES 07 MINUTES 22 SECONDS WEST 68.62 FEET (PREVIOUSLY MEASURED AS 65.80 FEET) TO THE WEST SECTION LINE; THENCE NORTH 00 DEGREES 52 MINUTES 44 SECONDS WEST 141.00 FEET ALONG THE SAID WEST SECTION LINE; THENCE NORTH 89 DEGREES 03 MINUTES 18 SECONDS EAST 300.02 FEET (PREVIOUSLY MEASURED AS 300.00 FEET); THENCE NORTH 00 DEGREES 54 MINUTES 52 SECONDS WEST 185.26 FEET; THENCE SOUTH 65 DEGREES 20 MINUTES 05 SECONDS EAST (PREVIOUSLY MEASURED AS SOUTH 65 DEGREES 20 MINUTES 28 SECONDS EAST) 363.55 FEET; TO A INTERMEDIATE MEANDER TRAVERSE LINE, SAID POINT BEING NORTH 65 DEGREES 20 MINUTES 05 SECONDS WEST 15 FEET FROM THE CENTERLINE OF THE MARION AND GENOA RAILROAD; THENCE ALONG SAID MEANDER TRAVERSE LINE, FOLLOWING THE FOLLOWING COURSE: S 89 DEGREES 51 MINUTES 18 SECONDS WEST 175.99 FEET; THENCE SOUTH 34 DEGREES 51 MINUTES 18 SECONDS WEST 122.75 FEET; THENCE SOUTH 34 DEGREES 51 MINUTES 18 SECONDS WEST 69.60 FEET TO THE NORTH LINE OF MICHIGAN INTERSTATE HIGHWAY 96 TO A POINT WHICH IS NORTH 43 DEGREES 54 MINUTES 55 SECONDS WEST 350.00 FEET FROM THE CENTERLINE OF SAID MARION AND GENOA RAILROAD; THENCE NORTH 00 DEGREES 54 MINUTES 55 SECONDS WEST 138.41 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING.

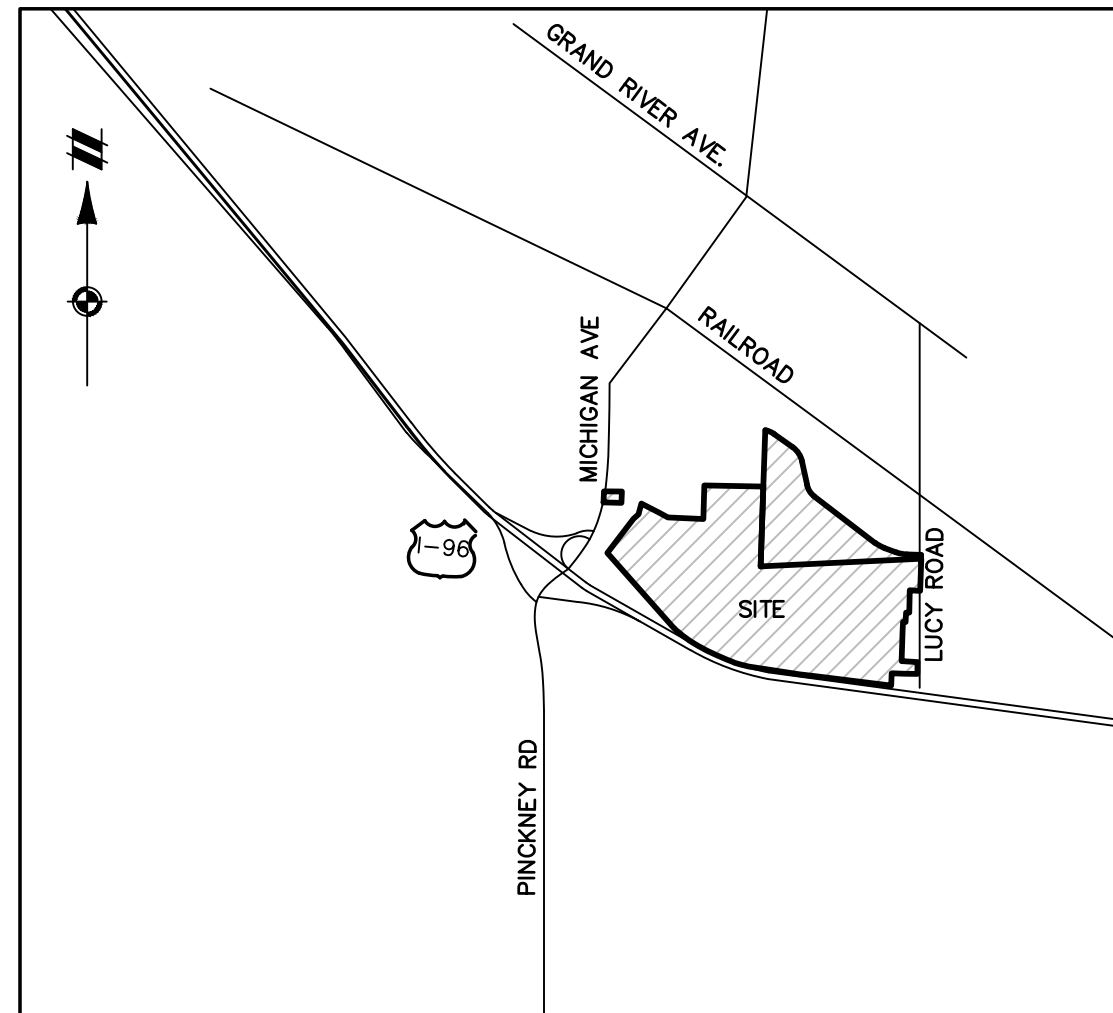
This aerial map illustrates the proposed development site, which is divided into several distinct zones and features. The site is bounded by Michigan Ave to the west, Interstate 96 to the south, and Lucy Road to the east. A railroad line runs diagonally across the upper right portion of the map. The development is divided into three main colored zones: a blue hatched area labeled 'MIXED-USE ENTERTAINMENT ZONE' on the left, a yellow hatched area labeled 'FUTURE TRACK AND CONDO EXPANSION AREA' in the center, and a green hatched area labeled 'AUTOMOTIVE INNOVATION PARK' on the right. A 'PR. ACCESS EASEMENT' is indicated by a line pointing to a specific location on the western boundary. The map also shows existing infrastructure, including roads and a railroad, and various topographical features like water bodies and vegetation. A north arrow is located in the upper right corner.

DEVELOPMENT NARRATIVE

Automotive and motorsports enthusiasts desire a safe place to store and enjoy their treasured vehicles while connecting with like-minded people. Motorsports Gateway Howell proposes a transformational multi-phased Automotive District located north of I-96 between Michigan Avenue and Lucy Road in Howell.

The initial phase of the project, which is reflected in this plan set, includes a 92-unit garage condominium community surrounding a +/- 1.5-mile members driving circuit as well as a paddock and paddock building, public nature trails, and construction of an access road connecting thru the property. These have been carefully designed to minimize impacts on the natural features that exist on the site, including wetlands and woodlot areas.


Additional phases of the project are planned to add garage condominiums, an extension to the driving circuit, an expansion to the clubhouse building, an Automotive Innovation Park to incorporate research and development facilities for original equipment manufacturers (OEM) / aftermarket manufacturers and a Mixed-Use Entertainment Zone for visitors.



LOCATION MAP
SCALE: 1" = 3000'

SHEET LIST

SHEET LIST	
Sheet Number	Sheet Title
1	COVER SHEET
2	ZONING ANALYSIS
3	OVERALL EXISTING CONDITIONS
4	OVERALL LAYOUT PLAN
5	GARAGE CONDO LAYOUT PLAN
6	ACCESS ROAD LAYOUT PLAN
7	TEMPORARY EMERGENCY ACCESS PLAN
8	GARAGE CONDO GRADING PLAN
9	ACCESS ROAD GRADING PLAN
10	DRAINAGE AREA PLAN
11	POND DETAILS
12	GARAGE CONDO UTILITY PLAN
13	ACCESS ROAD UTILITY PLAN
14	FIRE PROTECTION PLAN
15	GARAGE CONDO LANDSCAPE PLAN
SK-101	OVERALL FLOOR PLANS
SK-201	PERSPECTIVE & MATERIAL BOARD
SK-202	BUILDING ELEVATIONS - TYPICAL GARAGE CONDO BUILDING
SK-203	BUILDING ELEVATIONS - PADDOCK BUILDING
1 OF 3	ALTA SURVEY
2 OF 3	ALTA SURVEY
3 OF 3	ALTA SURVEY

REVISIONS		
NA	NA	NA
		
N/A		
DRAWN BY: MM		
CHECKED BY: JK		
P.M.: J. KIME		
JOB #: 21002308		
FILE CODE: -		
SHEET NO. 1		

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MOTORSPORTS GATEWAY HOWELL, LLC
MOTORSPORTS GATEWAY HOWELL
FINAL PUD PLAN
ZONING ANALYSIS

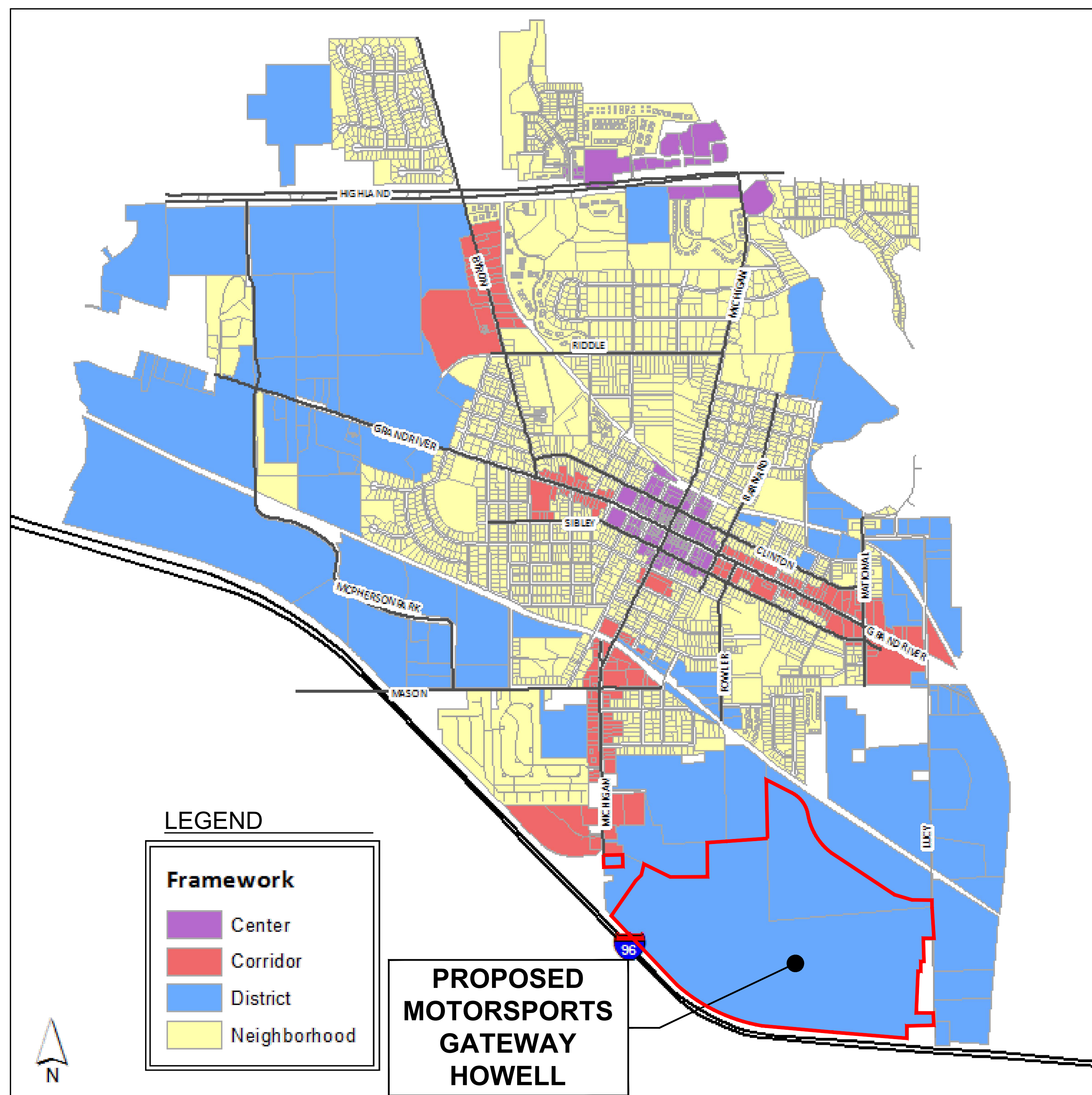
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05/10/2022 PER CLIENT	

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REVISIONS		
NA	NA	NA
		
N/A		
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CHECKED BY: JK		
P.M.: J. KIME		
JOB #: 21002308		
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SHEET NO. 2		

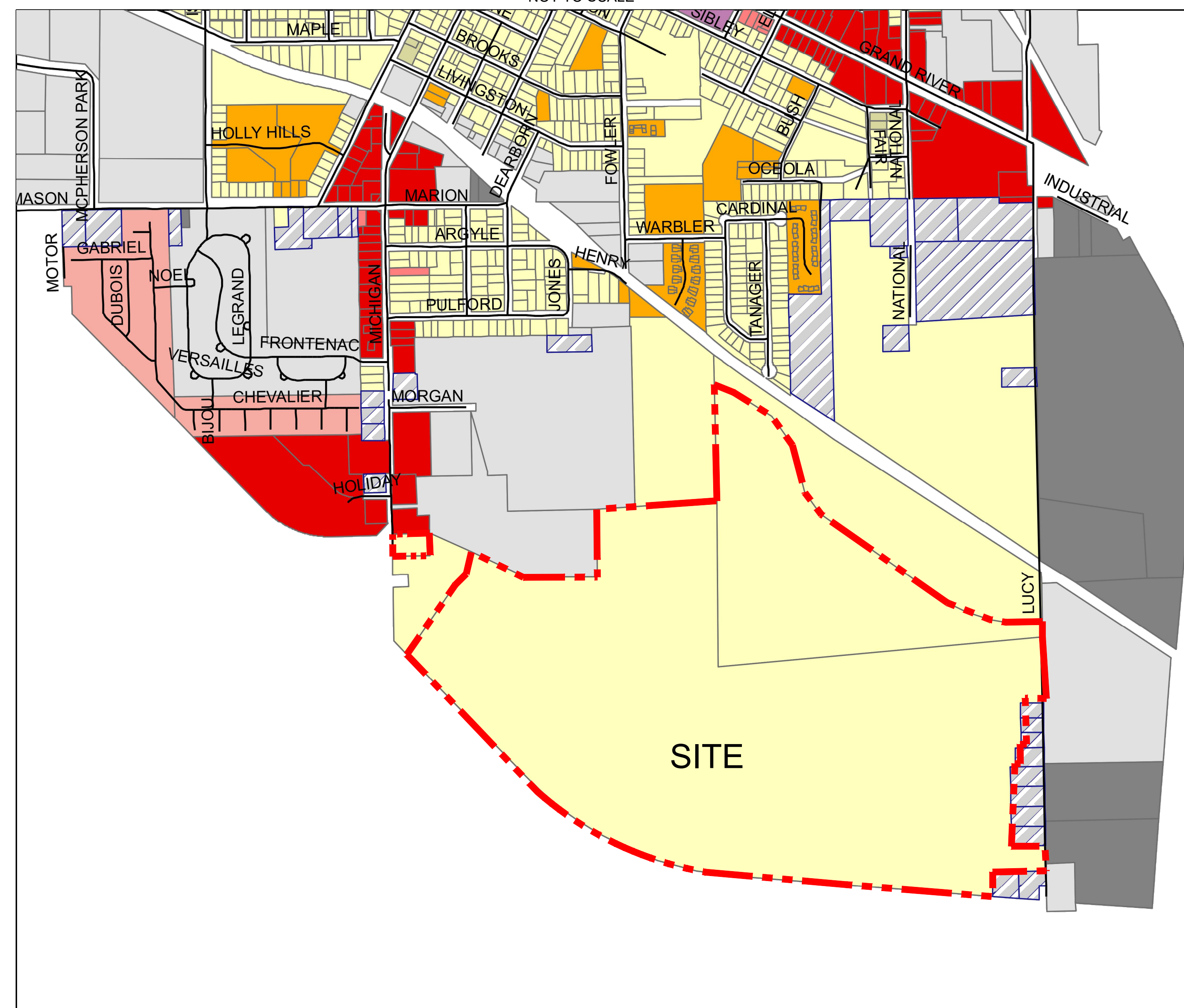
CITY OF HOWELL OVERALL FRAMEWORK MAP

NOT TO SCALE

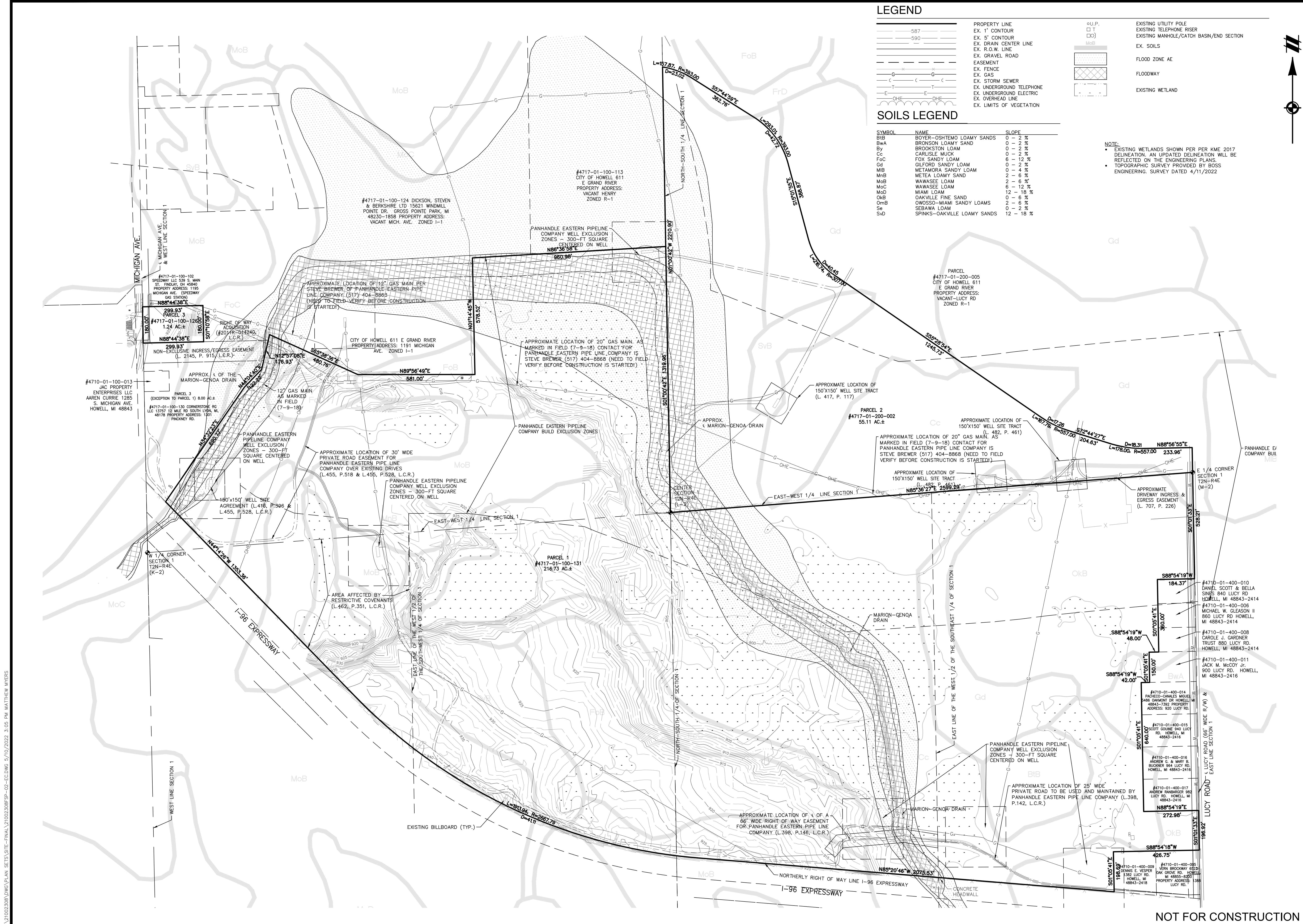


CITY OF HOWELL ZONING MAP

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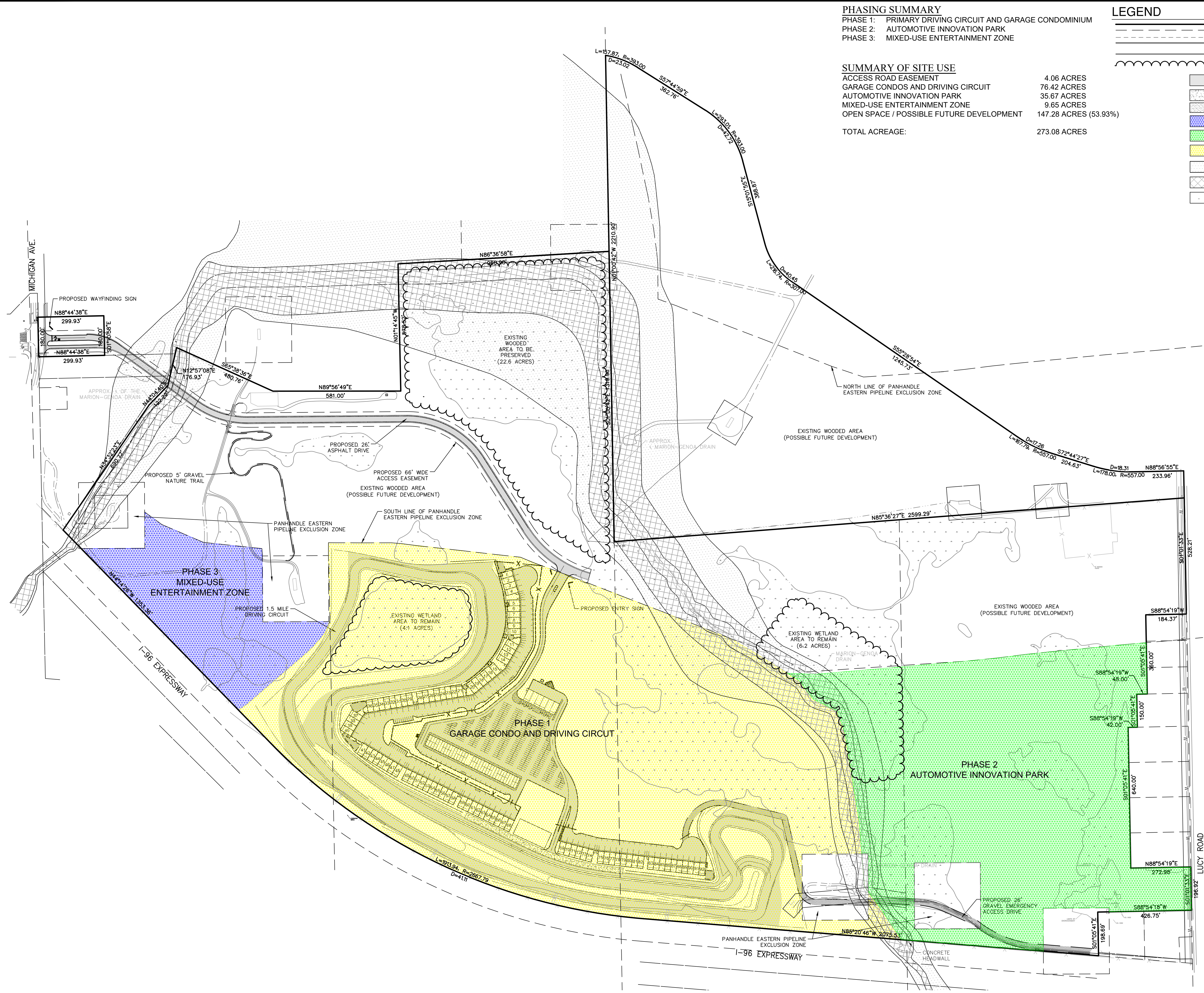


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 866-850-4200 www.atwell-group.com TWO TOWNE SQUARE, SUITE 700 CITY OF HOWELL MI 48847-2000	
SECTION 1	TOWN 2 NORTH, RANGE 7 EAST
CITY OF HOWELL	LIVINGSTON COUNTY, MICHIGAN
MOTORSPORTS GATEWAY HOWELL, LLC	MOTORSPORTS GATEWAY HOWELL FINAL PUD PLAN OVERALL EXISTING CONDITIONS
DATE APR. 20, 2022	05/10/2022 PER CLIENT
REVISIONS	
0 100 200 SCALE: 1" = 200 FEET	
DRAWN BY:	JK
CHECKED BY:	P.M.: J. KIME
JOB #:	21002308
FILE CODE:	-
SHEET NO.	3









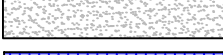
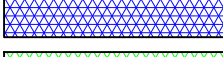
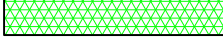




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PHASING SUMMARY
 PHASE 1: PRIMARY DRIVING CIRCUIT AND GARAGE CONDOMINIUM
 PHASE 2: AUTOMOTIVE INNOVATION PARK
 PHASE 3: MIXED-USE ENTERTAINMENT ZONE

<u>SUMMARY OF SITE USE</u>	
ACCESS ROAD EASEMENT	4.06 ACRES
GARAGE CONDOS AND DRIVING CIRCUIT	76.42 ACRES
AUTOMOTIVE INNOVATION PARK	35.67 ACRES
MIXED-USE ENTERTAINMENT ZONE	9.65 ACRES
OPEN SPACE / POSSIBLE FUTURE DEVELOPMENT	147.28 ACRES (53.93%)
 TOTAL ACREAGE:	 273.08 ACRES

LEGEND

	PROPERTY LINE
	PROPOSED ACCESS EASEMENT
	PROPOSED BUILDING SETBACK
	PROPOSED CURB AND GUTTER
	PROPOSED EDGE OF PAVEMENT
	EXISTING WOODED AREA TO REMAIN
	PROPOSED ASPHALT
	PROPOSED CONCRETE
	PROPOSED GRAVEL
	MIXED-USE ENTERTAINMENT ZONE
	AUTOMOTIVE INNOVATION PARK
	GARAGE CONDOS AND DRIVING CIRCUIT
	FLOODPLAIN ZONE AE
	FLOODWAY
	WETLAND

8

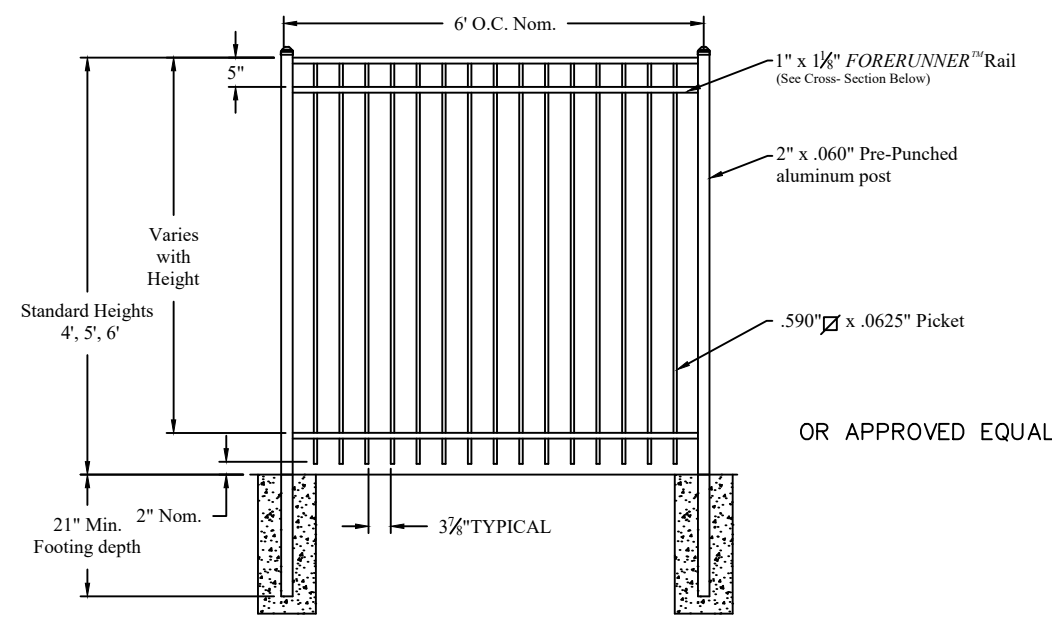
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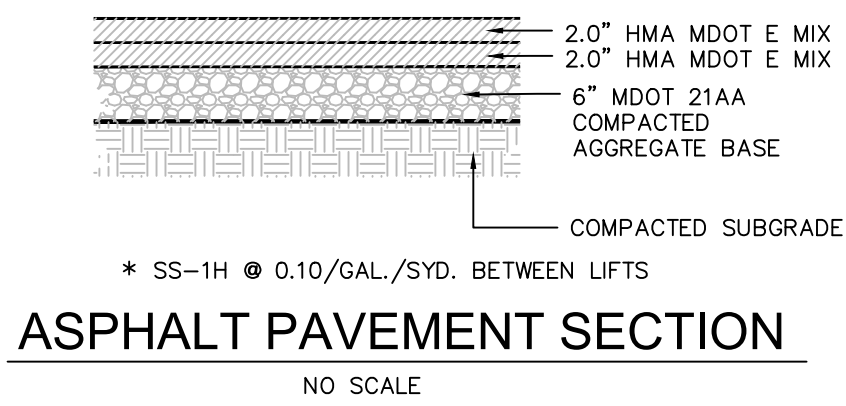
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DECORATIVE FENCE DETAIL

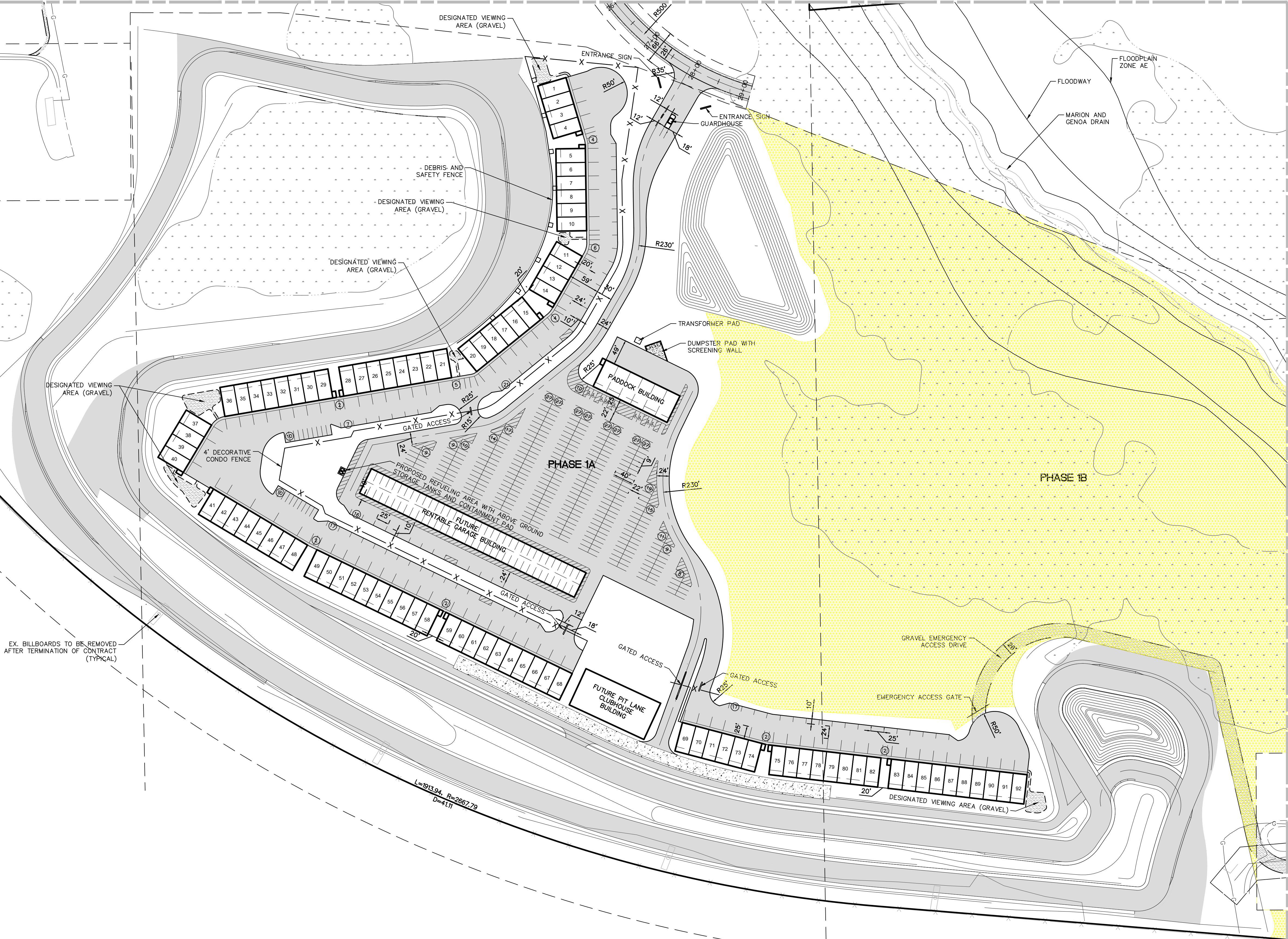
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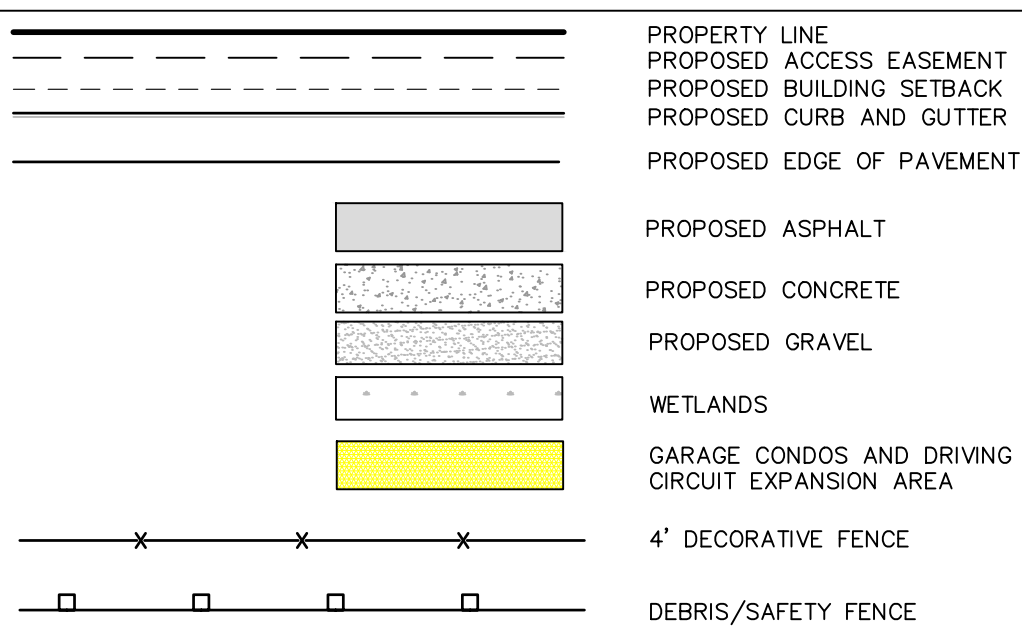
ASPHALT PAVEMENT SECTION

NO SCALE

SEE SHEET 6 FOR CONTINUATION



LEGEND



SITE DATA

PARCEL SUMMARY	
TOTAL GROSS AREA:	273.08 ACRES
EXISTING RIGHT OF WAY	0.77 ACRES
ACCESS ROAD EASEMENT	4.06 ACRES
PIPELINE EXCLUSION AREA	134.57 ACRES
MARION AND GENOA DRAIN EASEMENT (OUTSIDE OF EXCLUSION ZONE)	2.46 ACRES
TOTAL NET AREA	131.22 ACRES
EX. ZONING	R1 - SINGLE FAMILY RESIDENTIAL
PR. ZONING	PUD - PLANNED UNIT DEVELOPMENT

RESIDENTIAL DENSITY *
INITIAL: 92 / 76.42 AC = 1.20 UNITS/AC
ULTIMATE: MAX 200 / 76.42 AC = 2.62 UNITS/AC
*NOTE: BASED ON GARAGE CONDO AREA 76.42 ACRES

PHASE 1A SITE SUMMARY (INDUSTRIAL STYLE LAND USE)	
GARAGE CONDOMINIUM	92 UNITS
FUTURE RENTABLE GARAGES	66 UNITS

PR. BUILDING HEIGHT:	
GARAGE CONDOS	2-STORY (MAX 35')
PADDOCK BUILDING	2-STORY (MAX 35')
FUTURE PIT LANE CLUBHOUSE BUILDING	3-STORY (MAX 45')
FUTURE RENTABLE GARAGE BUILDING	1-STORY (MAX 35')

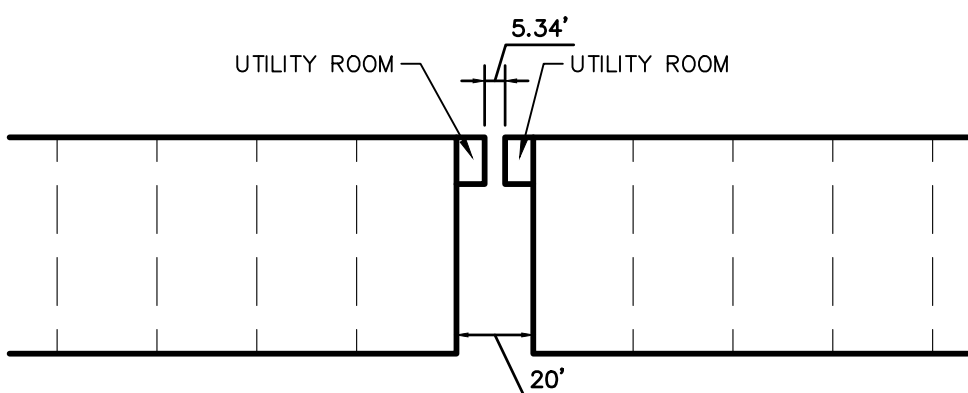
SETBACKS	
FRONT:	25'
SIDE:	25'
REAR:	25'
BUILDING TO BUILDING:	SEE DETAIL BELOW

LOT COVERAGE	
GARAGE CONDOS (PHASE 1A):	136,860 SF
PADDOCK BUILDING	8,952 SF
PIT LANE CLUBHOUSE BUILDING	12,000 SF
RENTABLE GARAGE BUILDING	23,730 SF
TOTAL BUILDING AREA:	181,542 SF

PROP. LOT COVERAGE (GARAGE CONDO AREA):
181,542/(76.42 AC. x 43,560 SF) x 100 = 5.452%

PARKING DATA	
TOTAL ANTICIPATED MEMBERSHIP	400 MEMEBERS (DRIVERS CLUB AND CONDO OWNERS)
PADDOCK AREA	363 SPACES
GARAGE CONDO SPACES *	276 SPACES
*3 SPACES IN FRONT OF EACH UNIT UNSTRIPED	
GARAGE CONDO OVERFLOW	113 SPACES
TOTAL PARKING PROVIDED	752 SPACES

ADA FOR GENERAL ACCESS AREA (363 SPACES) = 8 REQUIRED, 9 PROVIDED



BUILDING SEPARATION DETAIL

NO SCALE

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SOUTHFIELD, MI 48076
248.447.2000

SECTION 1

TOWN 2 NORTH, RANGE 7 EAST

CITY OF HOWELL

LIVINGSTON COUNTY, MICHIGAN

MOTORSPORTS GATEWAY HOWELL, LLC

MOTORSPORTS GATEWAY HOWELL

FINAL PUD PLAN

GARAGE CONDO LAYOUT PLAN

DATE

APR. 20, 2022

05/10/2022 PER CLIENT

REVISIONS

0 50 100

SCALE: 1" = 100 FEET

DRAWN BY: MM

CHECKED BY: JK

P.M.: J. KIME

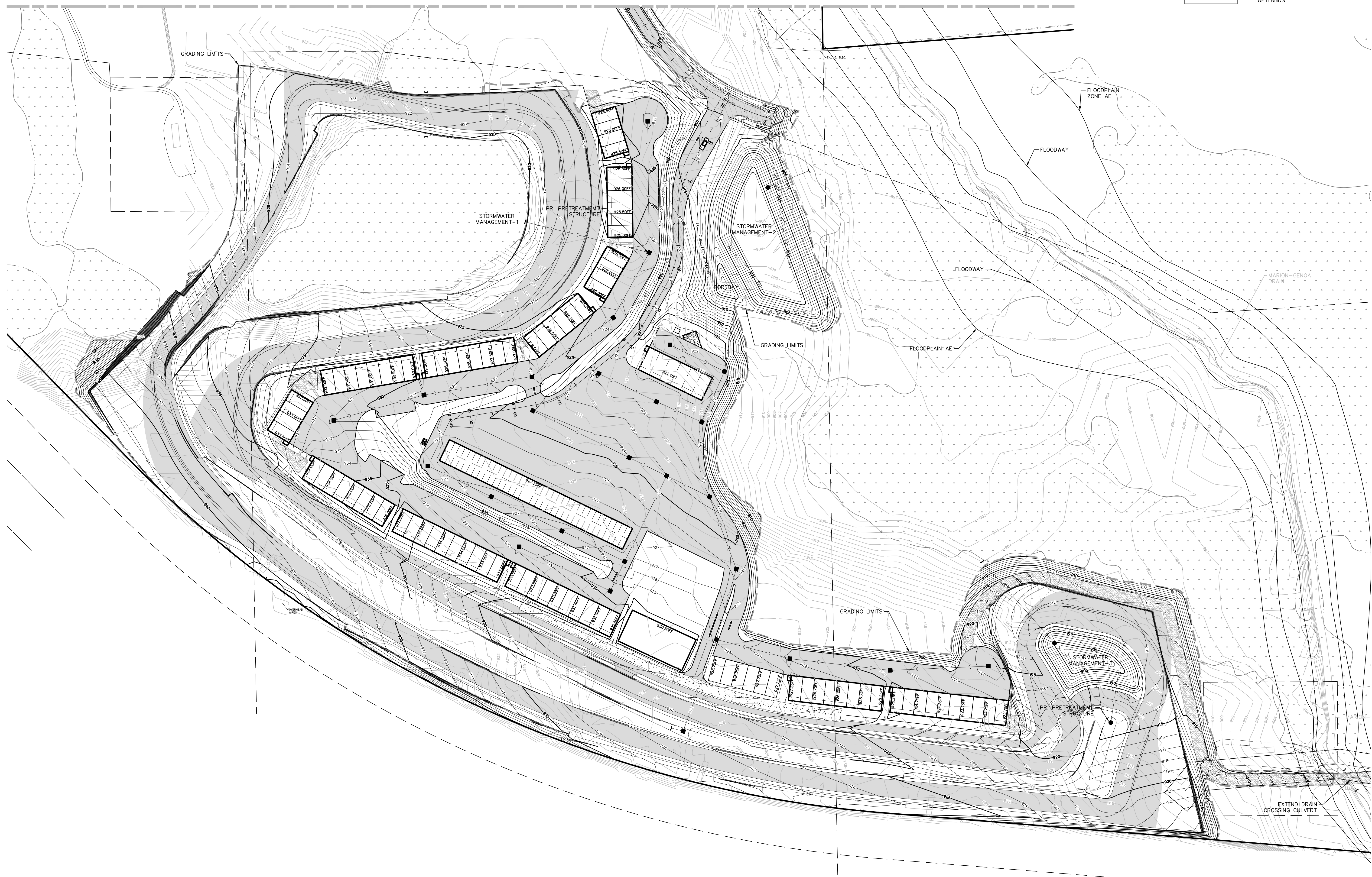
JOB #: 21002308

FILE CODE: --

SHEET NO. 5



SEE SHEET 9 FOR CONTINUATION



NOT FOR CONSTRUCTION

STORMWATER MANAGEMENT NARRATIVE

STORMWATER MANAGEMENT SYSTEM-1: EXISTING WETLAND
THE NORTHWEST PORTION OF THE DEVELOPMENT IS TO UTILIZE THE EXISTING WETLAND FOR STORMWATER MANAGEMENT. THE IMPERVIOUS SURFACE FROM THE CONDOS AND PARKING AREA IS TO BE COLLECTED IN CATCH BASINS AND DIRECTED TO A PRETREATMENT STRUCTURE BEFORE DISCHARGING INTO THE WETLAND. THE TRACK AREA IS TO SHEET FLOW TO THE WETLAND THROUGH VEGETATED BUFFERS WHENEVER POSSIBLE. WATER WILL FLOW THROUGH AN EQUALIZATION CULVERT BEFORE FOLLOWING TO THE NATURAL OVERLAND FLOW ROUTE TO THE NORTH TOWARDS THE MARION GENOA DRAIN.

STORMWATER MANAGEMENT SYSTEM-2: DETENTION BASIN
THE CENTRAL PORTION OF THE DEVELOPMENT IS TO BE COLLECTED IN THE PROPOSED NORTH DETENTION BASIN. THE IMPERVIOUS SURFACES ARE COLLECTED IN CATCH BASINS AND DIRECTED TO THE FOREBAY FOR PRETREATMENT. THE BASIN IS TO OUTLET TO THE EXISTING WETLAND AT A RELEASE RATE OF 0.15 CFS PER COUNTY STANDARDS.

STORMWATER MANAGEMENT SYSTEM-3: DETENTION BASIN
THE EASTERN PORTION OF THE TRACK IS COLLECTED IN THE PROPOSED SOUTH DETENTION BASIN. THE IMPERVIOUS SURFACES SHEET FLOW TO THE PROPOSED PRETREATMENT STRUCTURE BEFORE ENTERING THE BASIN. THE BASIN IS TO OUTLET TO THE EXISTING WETLAND AT A RELEASE RATE OF 0.15 CFS PER COUNTY STANDARDS

LEGEND

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IV. Basin volume provided

$V_{\text{Forebay}} =$	6,500 cf	Elevation	907.00
------------------------	----------	-----------	--------

Design Elevations	Bottom of Storage	902.00
	V _{100D} =	906.90
	Freeboard =	908.00

IV. Basin volume provided

Design Elevations	Bottom of Storage	905.00
	$V_{100D} =$	910.95
	Freeboard =	912.00

_____ 588 _____
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THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY. ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

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IN THE WORK, OF ANY NEARBY
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PERSONS.

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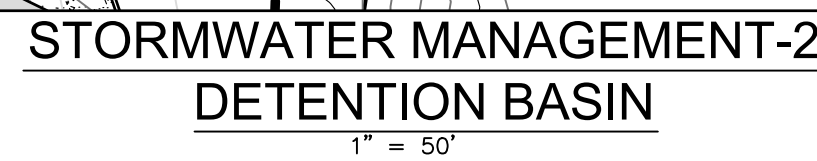
SECTION 1
TOWN 2 NORTH, RANGE
CITY OF HOWELL
LIVINGSTON COUNTY, MICHIGAN

MOTORSPORTS GATEWAY HOWELL, LLC
MOTORSPORTS GATEWAY HOWELL
FINAL PUD PLAN
POND DETAILS

DATE	APR. 20, 2022
05/10/2022 PER CLIENT	

[illegible]

REVISIONS	
SCALE: 1" = 50 FEET	
DRAWN BY: MM	
CHECKED BY: JK	
P.M.: J. KIME	
JOB #: 21002308	
FILE CODE: -	
SHEET NO. 11	

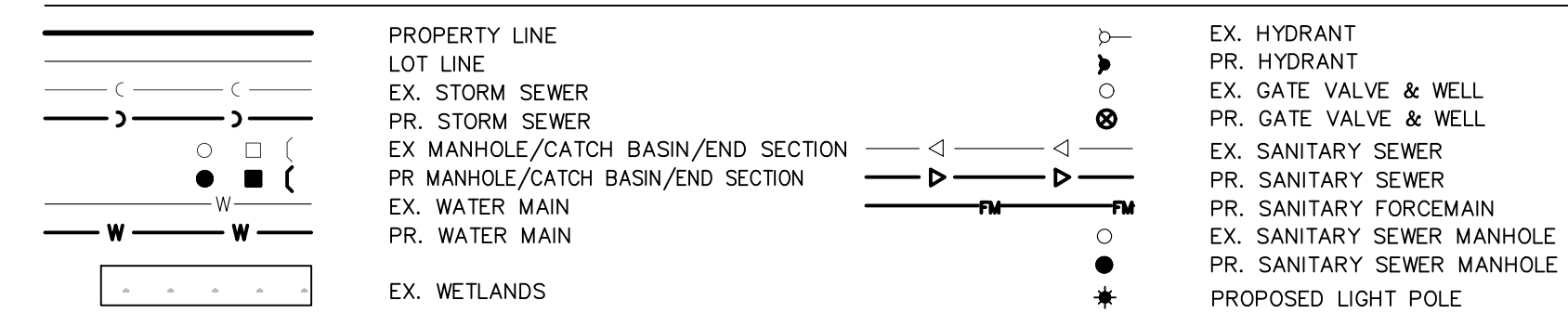


NOT FOR CONSTRUCTION

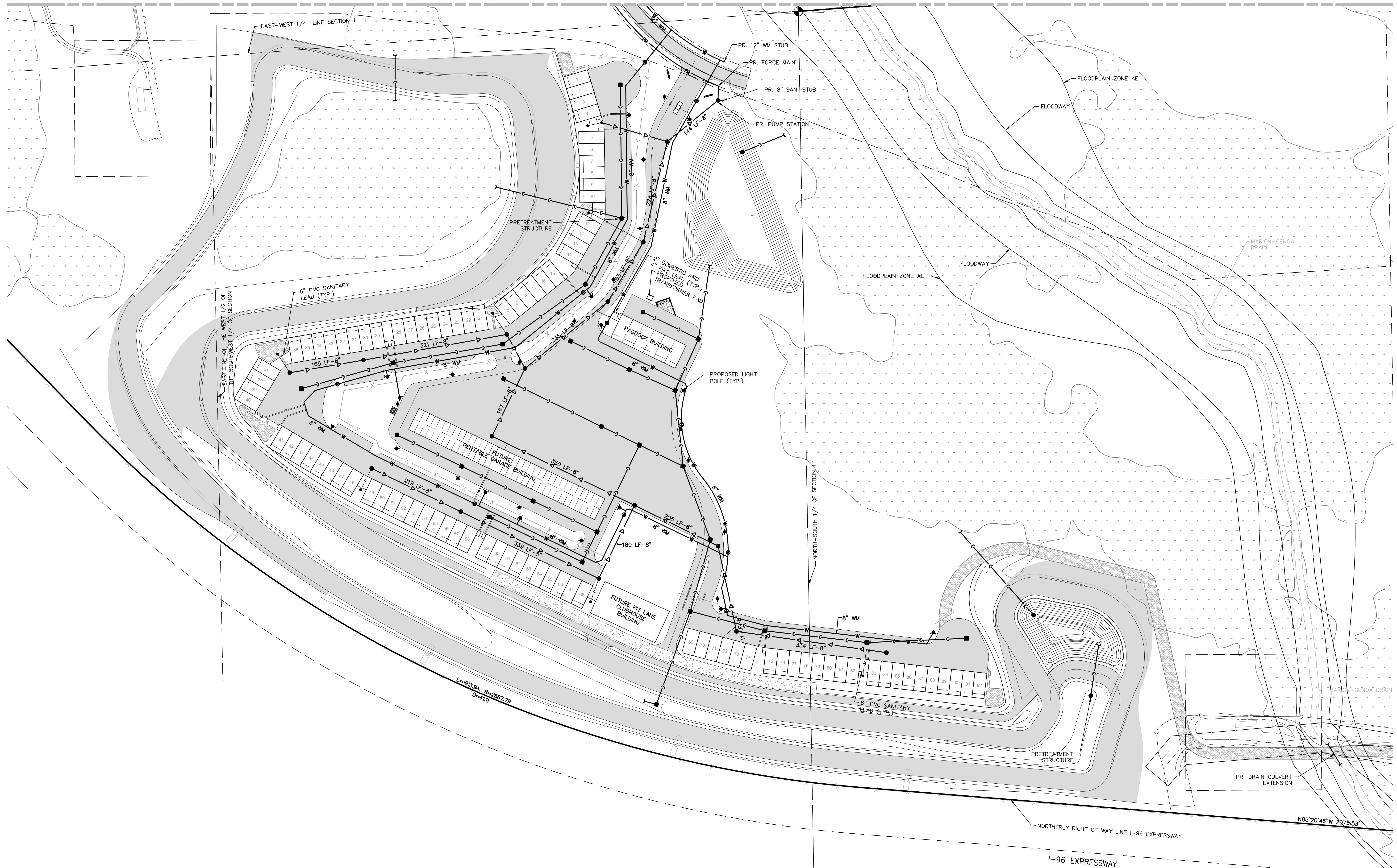
UTILITY NOTES

1. ALL WATERMAIN TO BE DUCTILE IRON CLASS 52.
2. ON SITE PUBLIC WATERMAIN TO BE 8".
3. ACCESS ROADWAY WATERMAIN TO BE 12"
4. DOMESTIC WATER SERVICES TO BE TYPE K COPPER.
5. SANITARY SEWER TO BE 8" PVC SDR-26.
6. SANITARY LEADS TO BE 6" PVC SDR 23.5.
7. SANITARY FORCE MAIN TO BE HDPE.
8. STORM SEWER TO BE RCP CL-IV.

LEGEND



SEE SHEET 13 FOR CONTINUATION



NOT FOR CONSTRUCTION

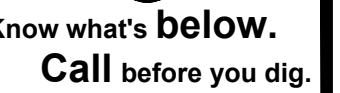
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8. STORM SEWER TO BE RCP CL-IV.

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PROPERTY LINE
LOT LINE
EX. STORM SEWER
PR. STORM SEWER
EX MANHOLE/CATCH
PR MANHOLE/CATCH
EX. WATER MAIN
PR. WATER MAIN

EX. WETLANDS

EX. HYDRANT
PR. HYDRANT
EX. GATE VALVE & WELL
PR. GATE VALVE & WELL
EX. SANITARY SEWER
PR. SANITARY SEWER
PR. SANITARY FORCEMAIN
EX. SANITARY SEWER MANHOLE
PR. SANITARY SEWER MANHOLE
PROPOSED LIGHT POLE



THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

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IN THE WORK, OF ANY NEARBY
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SECTION 1
TOWN 2 NORTH, RANGE
CITY OF HOWELL
LIVINGSTON COUNTY, MI

MOTORSPORTS GATEWAY HOWELL, LLC
MOTORSPORTS GATEWAY HOWELL
FINAL PUD PLAN
ACCESS ROAD UTILITY PLAN

DATE
APR. 20, 2022

05/10/2022 PER CLIENT

REVISIONS

SCALE: 1" = 100 FEET

DRAWN BY: MM

CHECKED BY: JK
M.: J. KIME
ID #: 21002708

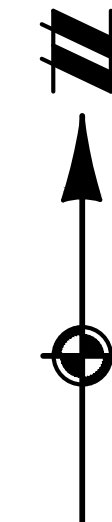
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SHEET NO. 12

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NOT FOR CONSTRUCTION



Know what's **below**.
Call before you dig

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IN THE WORK, OF ANY NEARBY
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SECTION 1

TOWN 2 NORTH, RANGE 7 EAST

CITY OF HOWELL

LIVINGSTON COUNTY, MICHIGAN

MOTORSPORTS GATEWAY HOWELL, LLC

MOTORSPORTS GATEWAY HOWELL, LLC
MOTORSPORTS GATEWAY HOWELL

FINAL PUD PLAN
FIRE PROTECTION PLAN

DATE _____

APR. 20, 2022

05/10/2022 PER CLIENT

REFERENCES

REVISIONS

SCALE: 1" = 100 FEET

DRAWN BY: MM

CHECKED BY: JK

P.M.: J. KIME

JOB #: 21002308

FILE CODE: —

SHEET NO. 14

NOT FOR CONSTRUCTION

K:\21002308\DWG\PLAN SETS\SITE-FINAL\21002308\FP-08-FP.DWG 5/10/2022 3:06 PM MATTHEW MYERS

CAD FILE: 21002308FSP-08-FP.DWG

LANDSCAPE NARRATIVE

PHASE 1A OF THE DEVELOPMENT CONSISTS OF APPROXIMATELY 51 ACRES OF THE 273 ACRE PUD. THE VAST MAJORITY OF THE WOODED SITE WILL REMAIN UNDISTURBED AT THIS TIME AS THE PLANS FOR FUTURE DEVELOPMENT HAVE YET TO BE DEFINED. WITH THE DEVELOPMENT OF PHASE 1A, THE PROJECT HAS IDENTIFIED THREE DESIGNATED AREAS FOR PERMANENT WOODLAND / WETLAND PRESERVATION TOTALING 32.9 ACRES. ADDITIONAL AREAS OF PRESERVATION WILL BE LATER DEFINED WITH FUTURE DEVELOPMENT PLANS.

ON-SITE LANDSCAPING IS INTENTIONALLY LIMITED IN ORDER TO MAXIMIZE VIEWING OPPORTUNITIES OF THE TRACK AND OF THE PADDOCK PARKING / EVENT AREA. THE PADDOCK PARKING / EVENT AREA HAS NO LANDSCAPE ISLANDS OR OTHER OBSTRUCTIONS TO MAXIMIZE THE FLEXIBILITY OF THE SPACE FOR CAR SHOWS, DRIVING EXPERIENCE COURSES, AND OTHER SIMILAR EVENT USES.

LEGEND

	PROPERTY LINE
	PROPOSED ACCESS EASEMENT
	PROPOSED ASPHALT
	EDGE OF WETLAND
	WETLAND AREA



DECIDUOUS & EVERGREEN TREES

SYMBOL	KEY	QTY.	BOTANICAL NAME	COMMON NAME	SIZE	NOTES
	AR	7	ACER RUBRUM	RED MAPLE	2" CAL.	B & B
	PA	12	PICEA ABIES	NORWAY SPRUCE	6' HT.	B & B
	PG	12	PICEA GLAUCA	WHITE SPRUCE	6' HT.	B & B
TOTAL		31				

ORNAMENTAL TREES, SHRUBS, & PERENNIALS

KEY	QTY.	BOTANICAL NAME	COMMON NAME	SIZE	NOTES
BGJ	10	BUXUS x 'GREEN GEM'	GREEN GEM BOXWOOD	18" HT.	CONT.
BN	6	BETULA NIGRA	RIVER BIRCH	1.5" CAL.	B & B
HSD	40	HEMEROCALLIS STELLA D'ORO	DAYLILY STELLA D'ORO		CONT.
SJ	8	SPIREA JAPONICA 'LITTLE PRINCESS'	LITTLE PRINCESS SPIREA	12" HT.	CONT.

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TOWN 2 NORTH, RANGE 7 EAST

CITY OF HOWELL

LIVINGSTON COUNTY, MICHIGAN

MOTORSPORTS GATEWAY HOWELL, LLC

MOTORSPORTS GATEWAY HOWELL

FINAL PUD PLAN

GARAGE CONDO LANDSCAPE PLAN

DATE: APR. 20, 2022

05/10/2022 PER CLIENT

REVISIONS

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SCALE: 1" = 100 FEET

DRAWN BY: MM

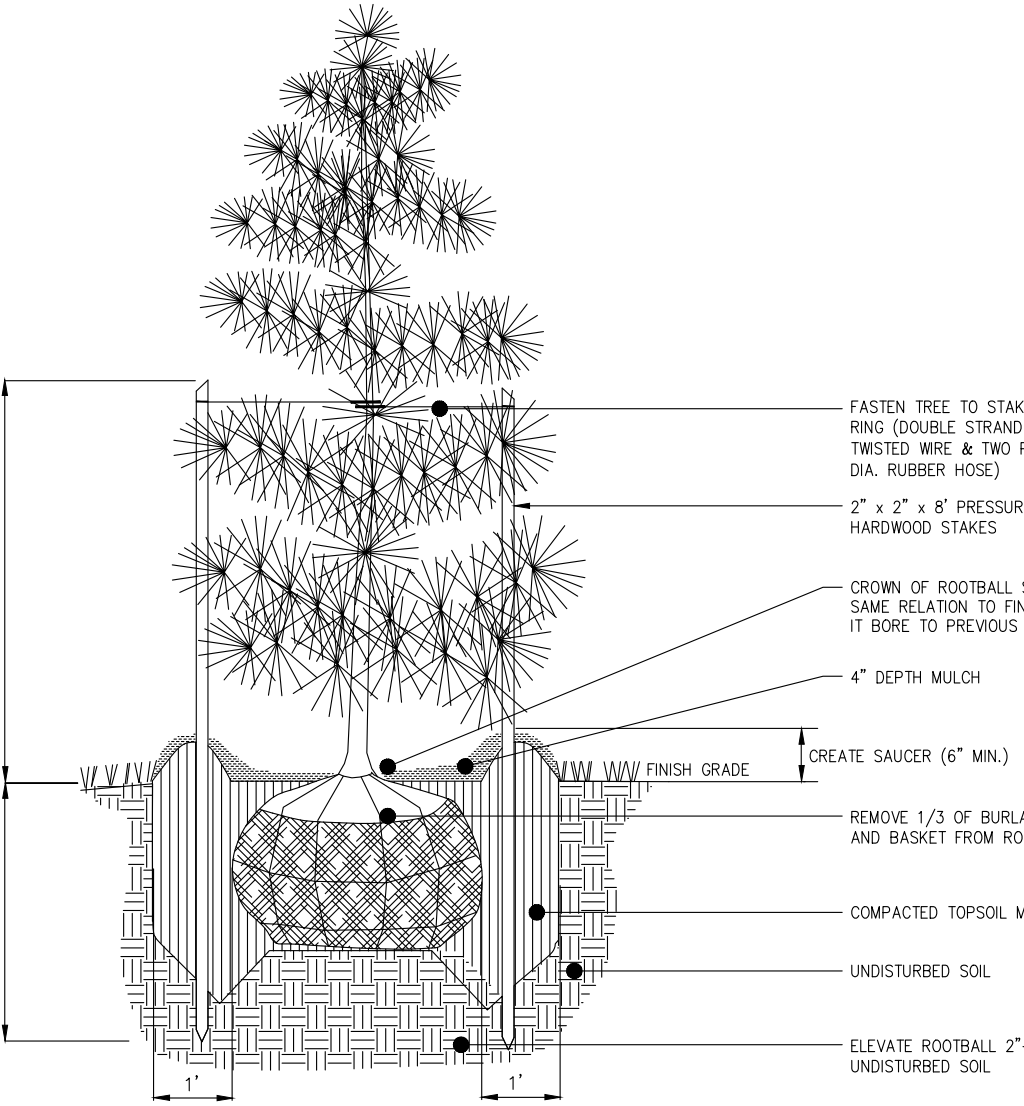
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P.M.: J. KIME

JOB #: 21002308

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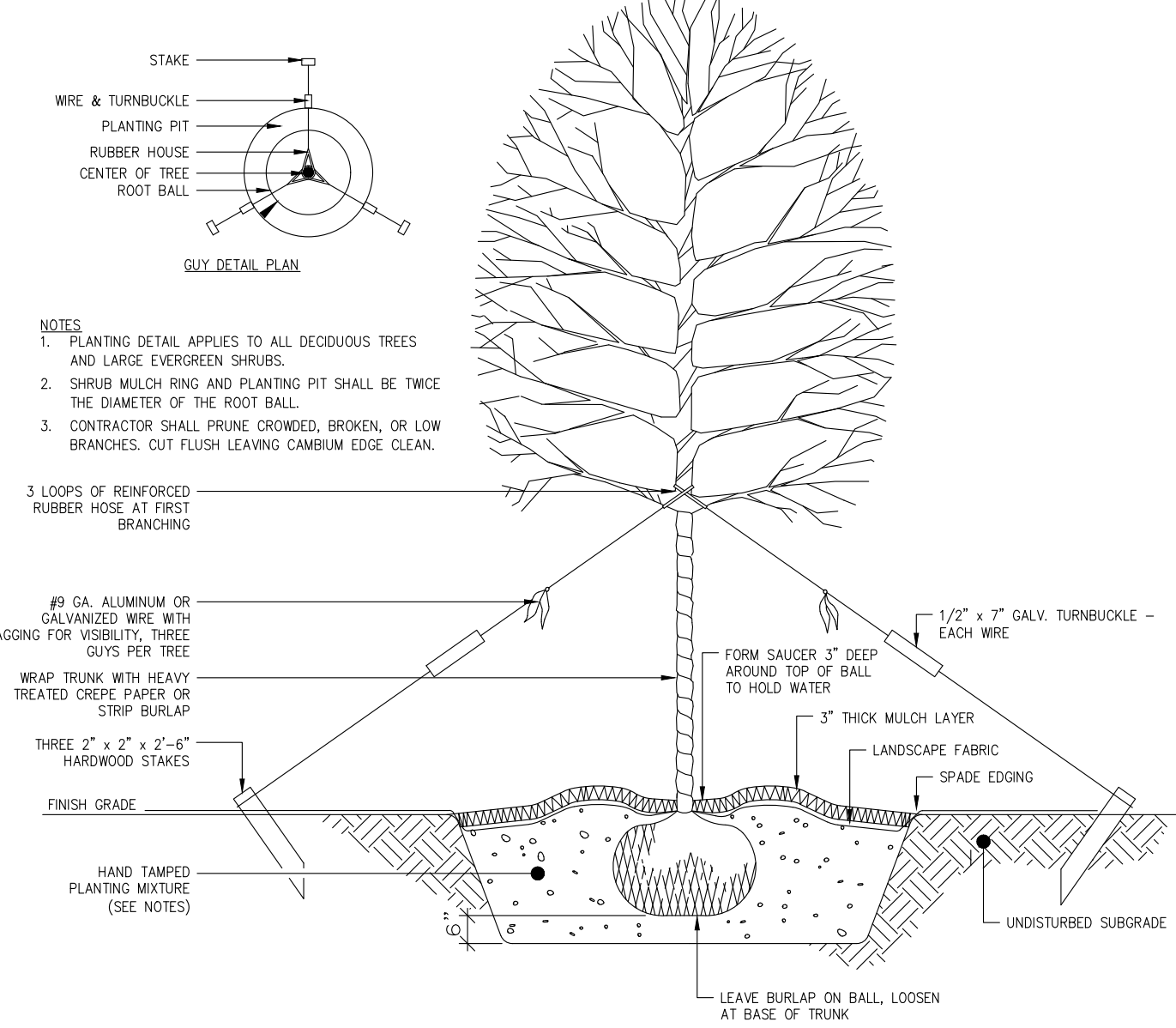
SHEET NO. 15



- GENERAL NOTES
- DO NOT ALLOW AIR POCKETS TO FORM WHEN BACKFILLING.
 - DO NOT DAMAGE MAIN ROOTS OR DESTROY ROOT BALL WHEN INSTALLING TREE STAKE.
 - REMOVE TREE RINGS AND STAKES TWO YEAR AFTER INSTALLATION.
 - WATER TREE THOROUGHLY SUBSEQUENT TO INSTALLATION.

CONIFEROUS TREE PLANTING DETAIL

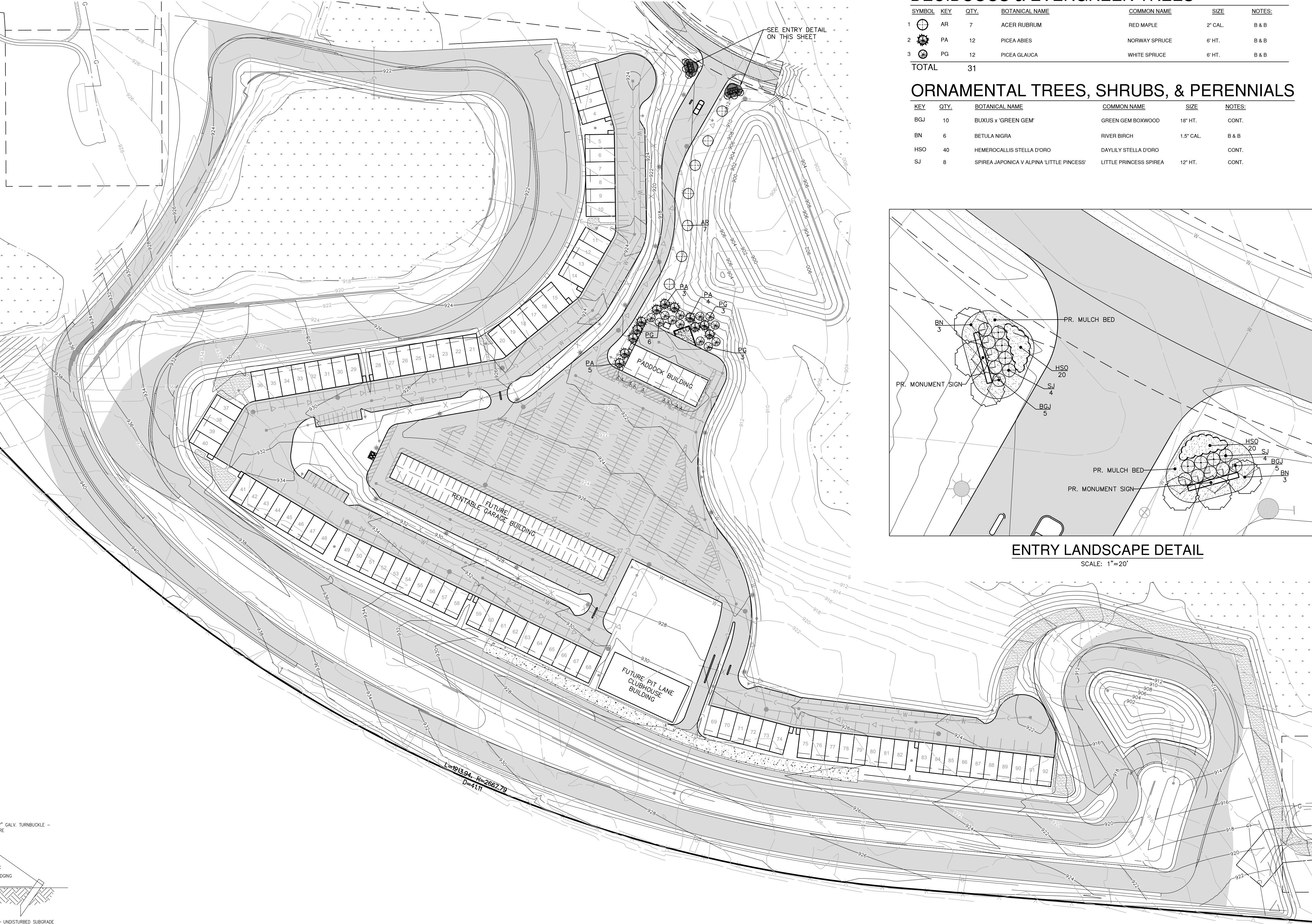
NOT TO SCALE



- NOTES
- CONTRACTOR SHALL PRUNE CROWDED, BROKEN, OR STRAY BRANCHES. CUT FLUSH, LEAVING CAMBIUM EDGE CLEAN.
 - HAND TAMPED PLANTING MIXTURE SHALL BE 1-PART APPROVED ORGANIC MATTER, 4-PARTS NATIVE SOIL, 1 LB 10-10-10 FERTILIZER PER CUBIC YARD OF BACKFILL OR APPROVED SUBSTITUTE.

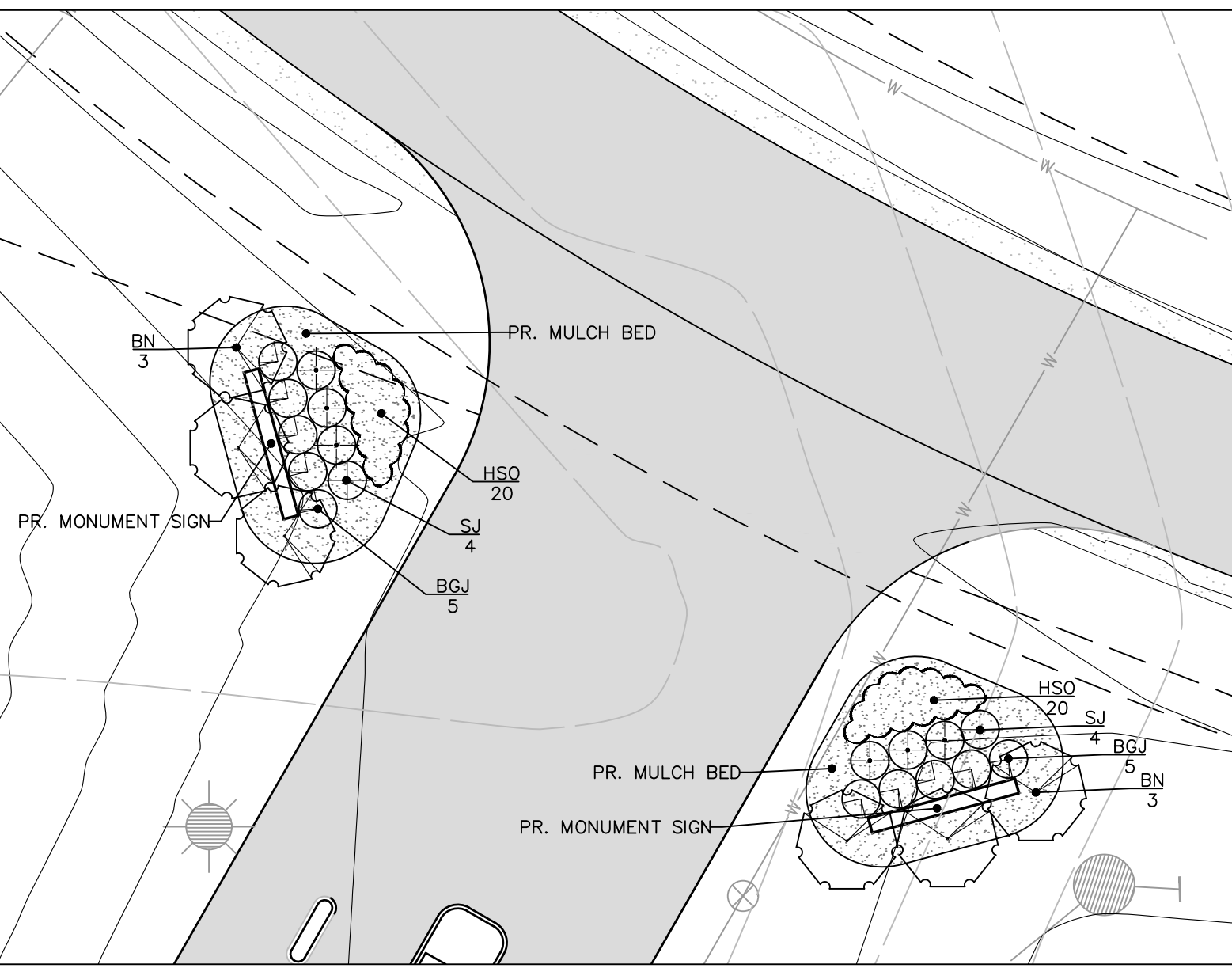
DECIDUOUS CANOPY TREE PLANTING DETAIL

NOT TO SCALE

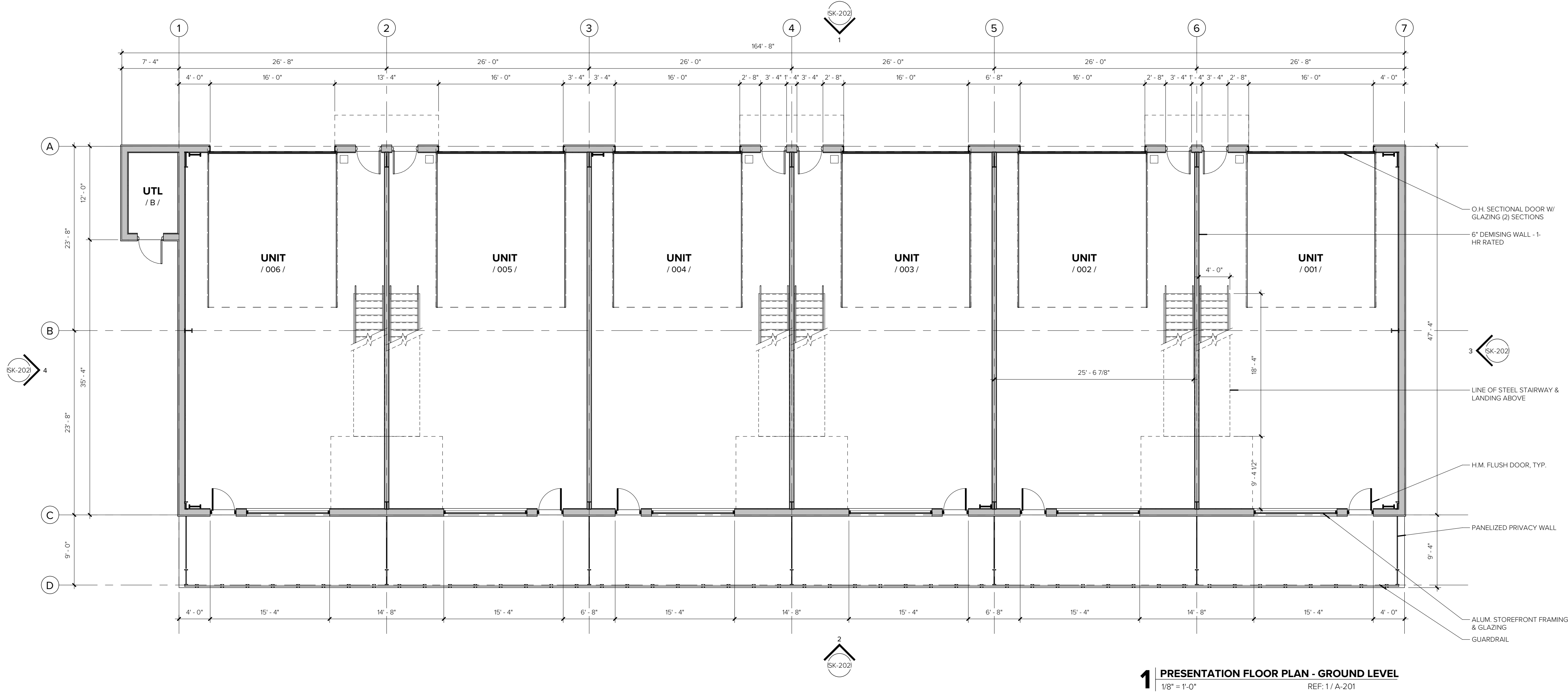


ENTRY LANDSCAPE DETAIL

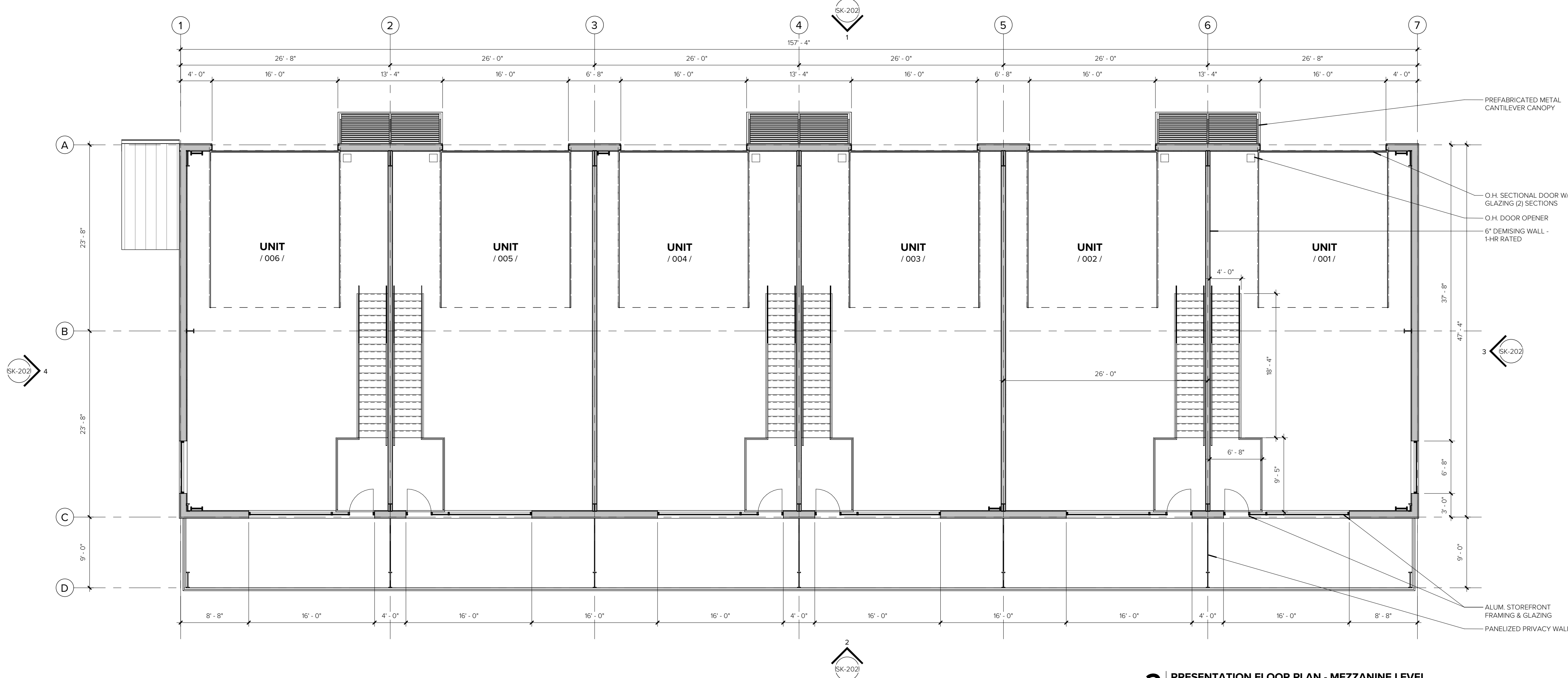
SCALE: 1"=20'



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1 PRESENTATION FLOOR PLAN - GROUND LEVEL
1/8" = 1'-0" REF: 1/ A-201



2 PRESENTATION FLOOR PLAN - MEZZANINE LEVEL
1/8" = 1'-0" REF: 1/ A-201

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SHEET TITLE
OVERALL FLOOR PLANS

PROJECT
MOTORSPORTS GATEWAY
- GARAGES
HOWELL, MI

ISSUANCE
DATE
DRAWN
CHECKED
CONSULTANT

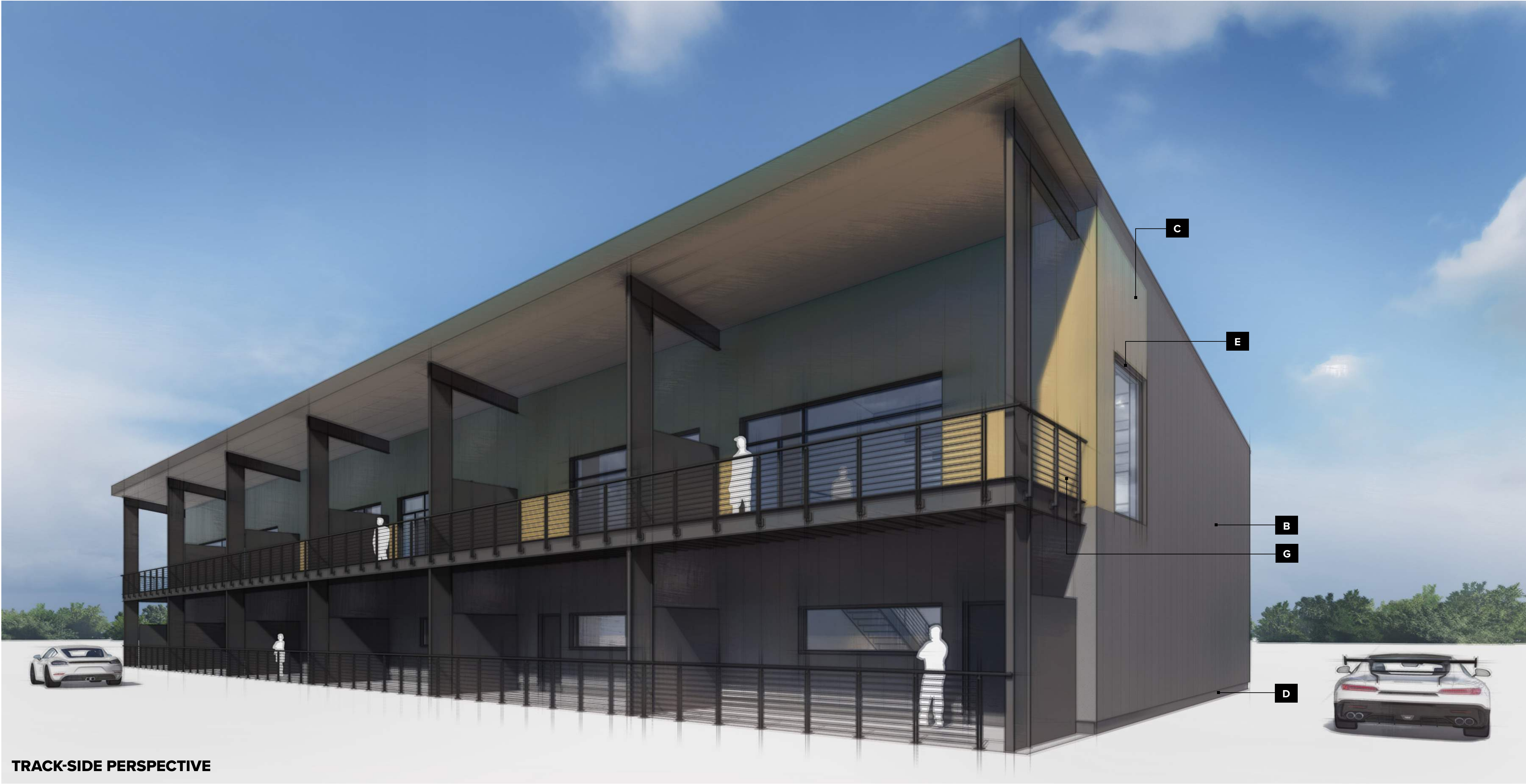
PROJECT NO. 2755.00

SK-101

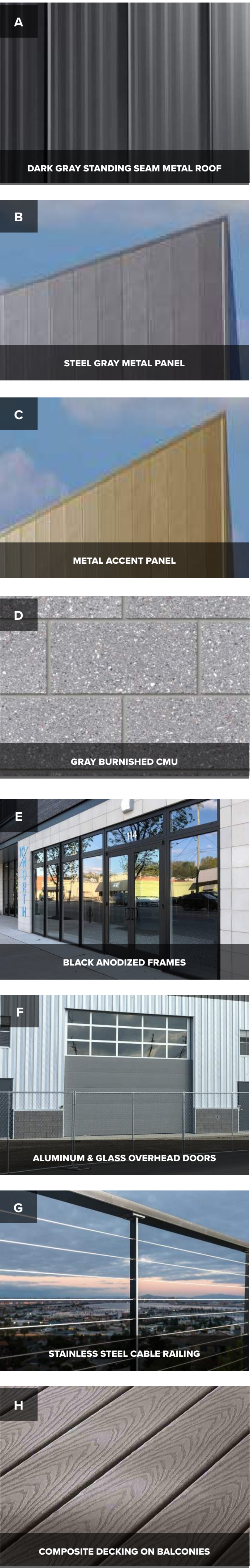
SHEET NO.



DRIVE-SIDE PERSPECTIVE



TRACK-SIDE PERSPECTIVE



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SHEET TITLE
PERSPECTIVE & MATERIAL
BOARD

PROJECT
MOTORSPORTS GATEWAY
- GARAGES
HOWELL, MI

ISSUANCE
DATE
DRAWN
CHECKED
CONSULTANT

STAMPS

PROJECT NO. 2755.00

SK-201

SHEET NO.

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www.in-formstudio.com
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SUITE 102B
NORTHVILLE, MI 48067

INFORM





ALTA/NSPS LAND TITLE SURVEY
(SEE SHEET 2 FOR DETAILS)
(SEE SHEET 3 FOR DESCRIPTIONS & EXCEPTIONS)

CERTIFICATION:

To: MOTORSPORTS GATEWAY GARAGE CONDOS HOWELL, LLC, A MICHIGAN LIMITED LIABILITY COMPANY, FIRST NATIONAL BANK IN HOWELL, AND EACH SUCCESSOR AND/OR ASSIGNEE AND FIRST AMERICAN TITLE INSURANCE COMPANY;

This is to certify that this map or plot and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes NO ITEMS of Table A thereof. The field work was completed on March 31, 2022.

Date of Plot or Map: April 15, 2022.

Christopher S. Fergus P.S. #47055

GENERAL SURVEY NOTES:

1. BEARINGS ARE BASED ON MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.
2. SUBSURFACE UTILITIES NOT LOCATED FOR THIS SURVEY MAY EXIST. IT IS THE RESPONSIBILITY OF THE OWNER OF THE RESPECTIVE UTILITY TO ACCURATELY LOCATE SUCH UTILITIES.
3. THE LOCATIONS OF GAS MAINS, AS SHOWN ON THIS SURVEY ARE APPROXIMATE. THE LOCATIONS ARE BASED ON PHYSICAL FIELD LOCATIONS OF GAS RISERS ALONG WITH DRAWINGS SUPPLIED BY PANHANDLE EASTERN PIPE LINE COMPANY AND PER STEVE BREWER OF PANHANDLE.
4. OWNER OF SUBJECT PROPERTY AT THE TIME OF THE REFERENCED TITLE COMMITMENT: CITY OF HOWELL.
5. WETLANDS WERE FLAGGED AND LOCATED BY BOSS ENGINEERING UNDER JOB NO. 17-256, DATED 2-9-18.
6. PANHANDLE EASTERN PIPE LINE COMPANY RESTRICTED ZONES AND NON-RESTRICTED ZONES, PANHANDLE EASTERN PIPE LINE COMPANY WELL EXCLUSION ZONES AND CENTERLINE OF GAS EASEMENTS AS SHOWN ON THIS DRAWING ARE SHOWN PER SURFACE USE AGREEMENT BETWEEN PANHANDLE EASTERN PIPE LINE COMPANY AND THE CITY OF HOWELL, DATED MARCH 23, 2021, ALONG WITH DRAWINGS PREPARED BY BOSS ENGINEERING UNDER JOB NO. 20-281.

BOSS Engineering
Engineers Planners Landscape Architects
3121 E. GRAND RIVER AVE.
HOWELL, MI. 48843
517.546.4836 FAX 517.548.1670

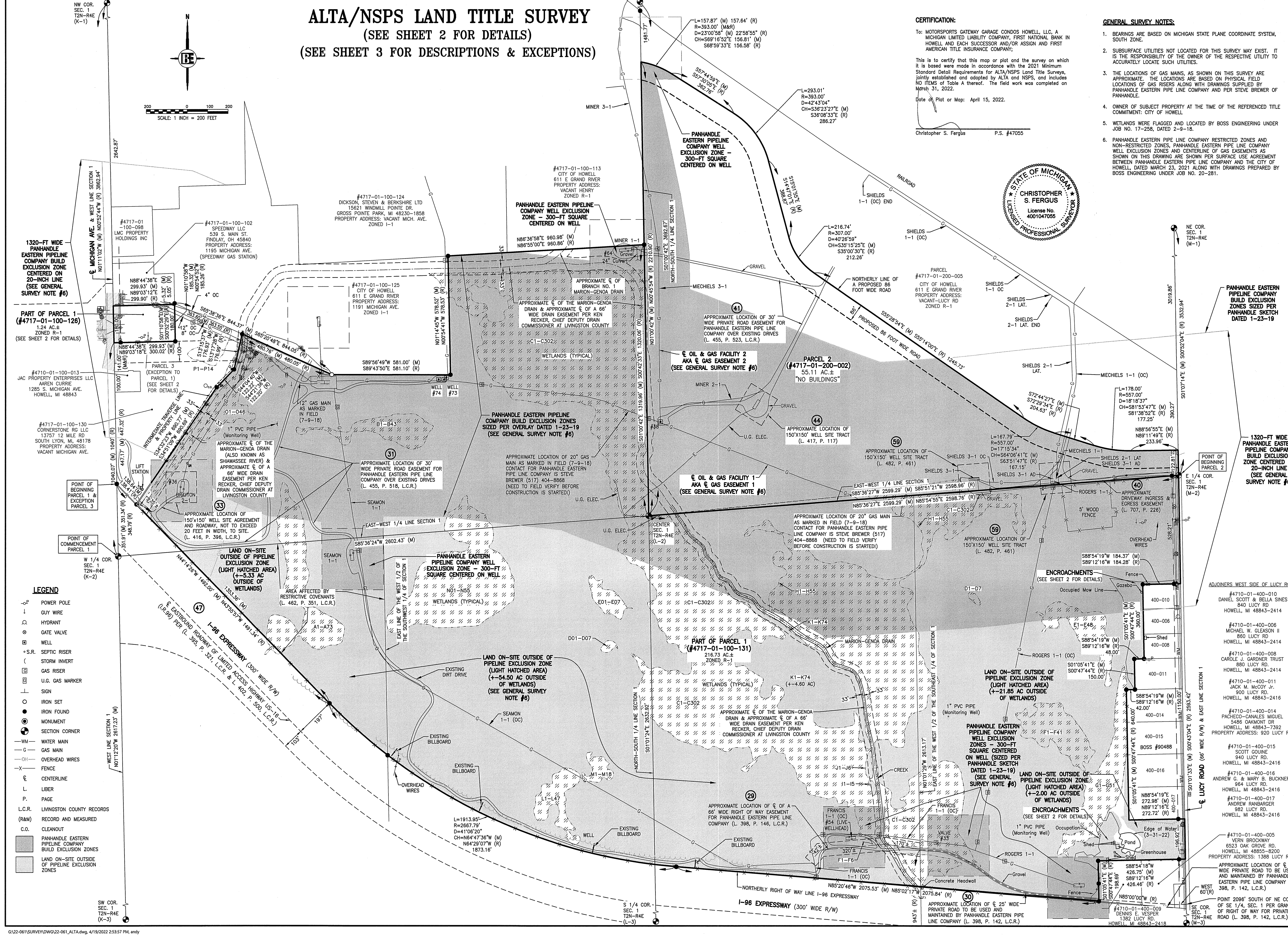
MOTORSPORTS GATEWAY HOWELL
PREPARED FOR: MOTORSPORTS GATEWAY GARAGE CONDOS HOWELL, LLC
NOV. MI. 48375
248-982-9812

PROJECT: 41920 MIDTOWN CIRCLE, UNIT 206
FOR: MOTORSPORTS GATEWAY GARAGE CONDOS HOWELL, LLC
NOV. MI. 48375
248-982-9812

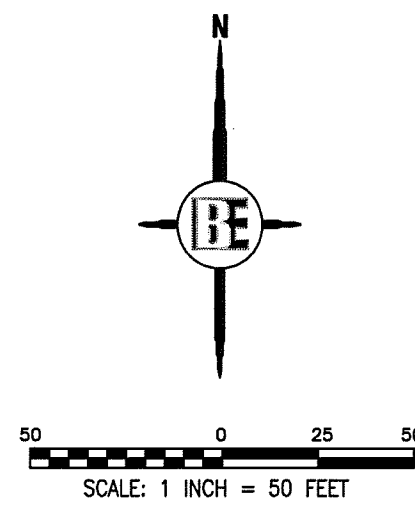
TITLE: ALTA/NSPS LAND TITLE SURVEY DETAIL SHEET
NO. BY: 1
DATE: 4-15-22

DESIGNED BY: AEB
DRAWN BY: AEB
CHECKED BY: AEB
SCALE: 1" = 50'
JOB NO. 22-061
DATE 4-15-22
SHEET NO. 1 OF 3

BOSS Engineering

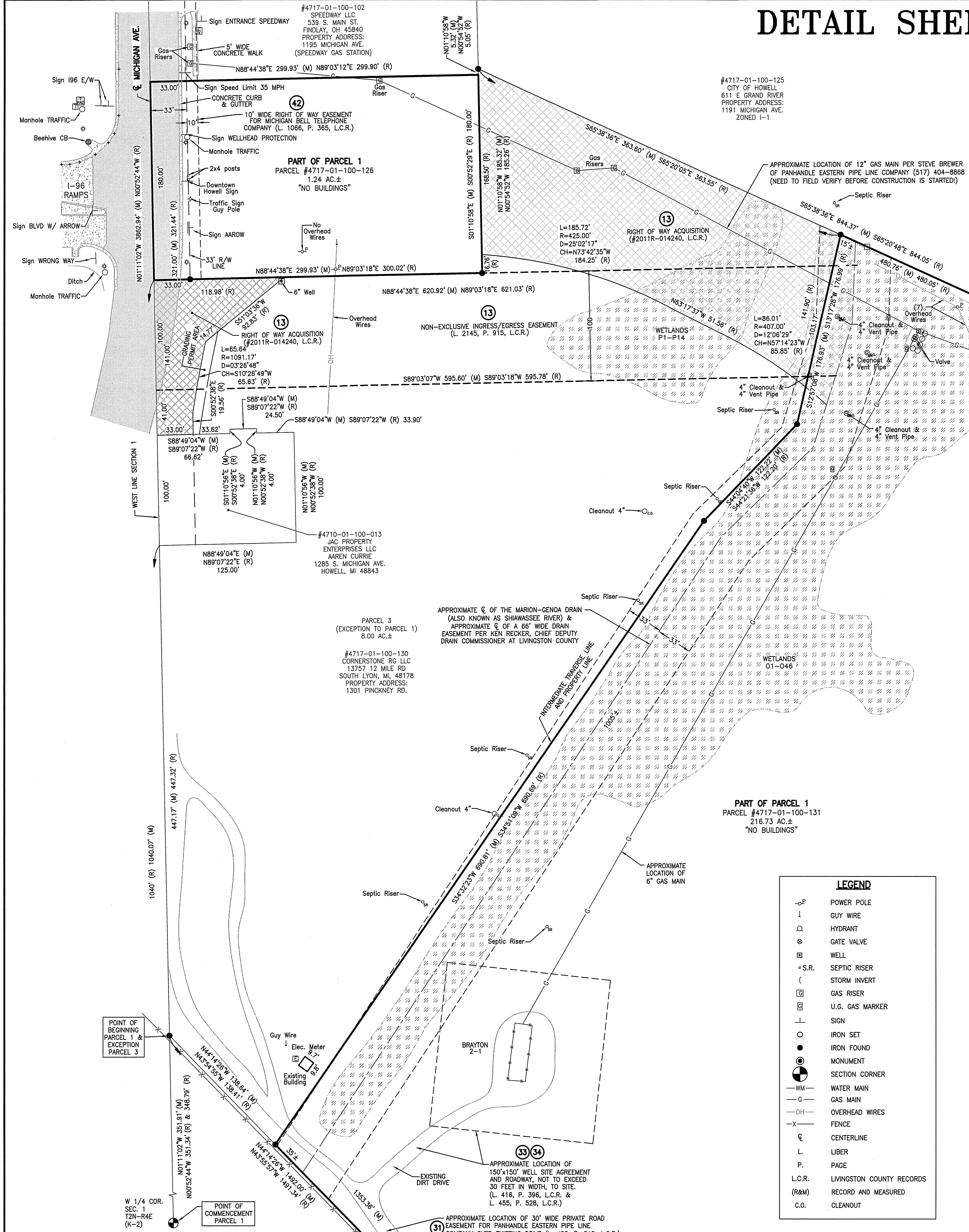
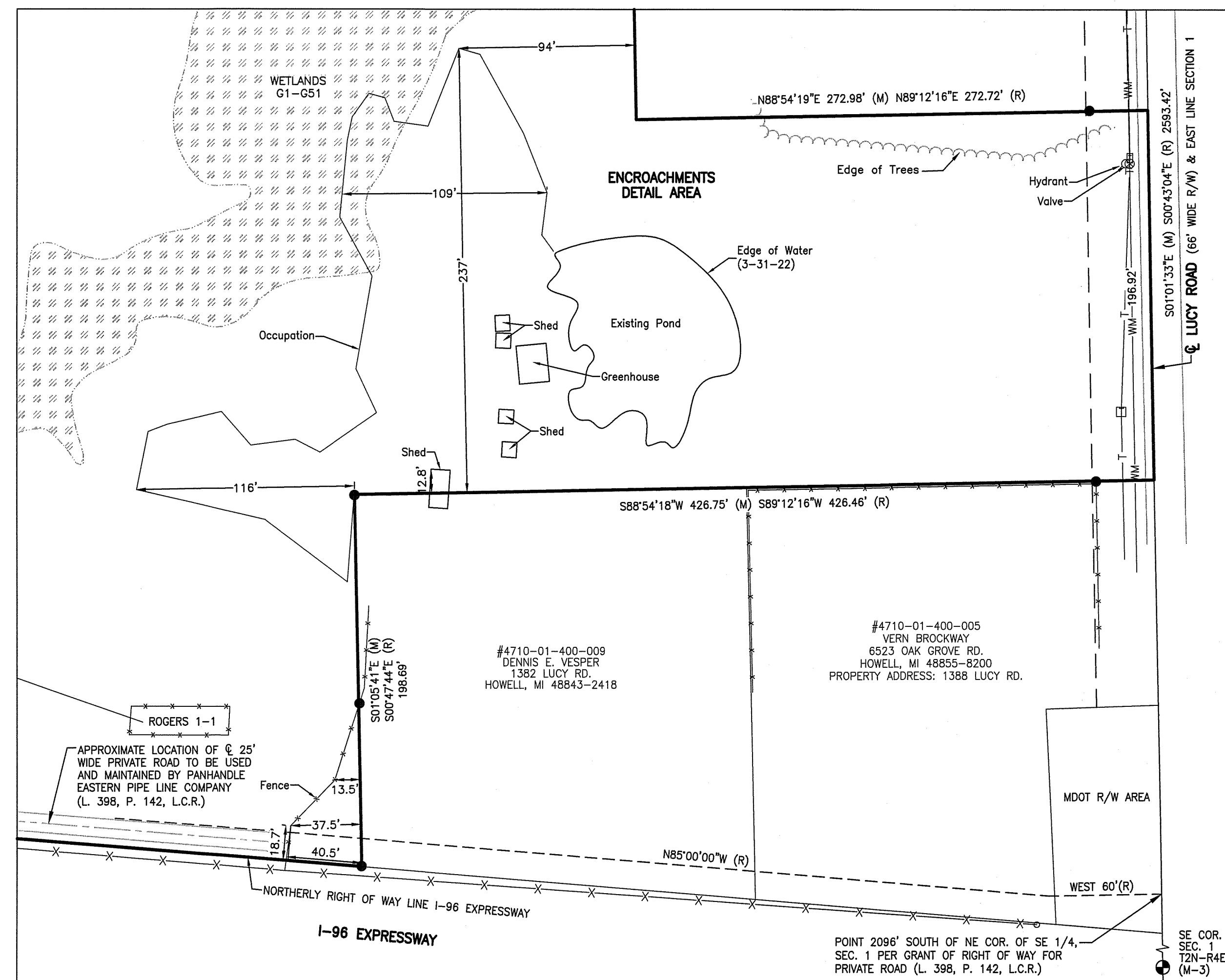
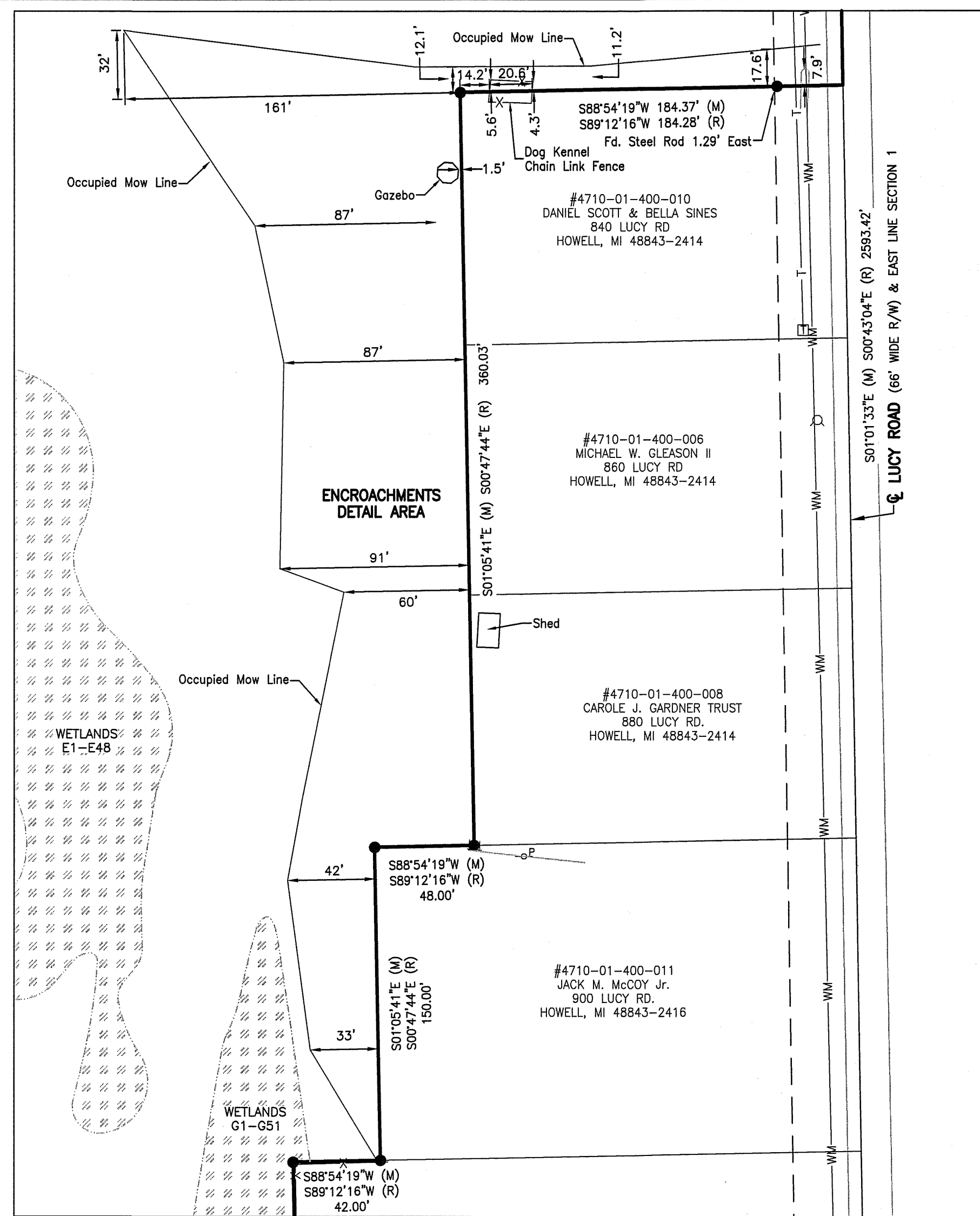


DETAIL SHEET

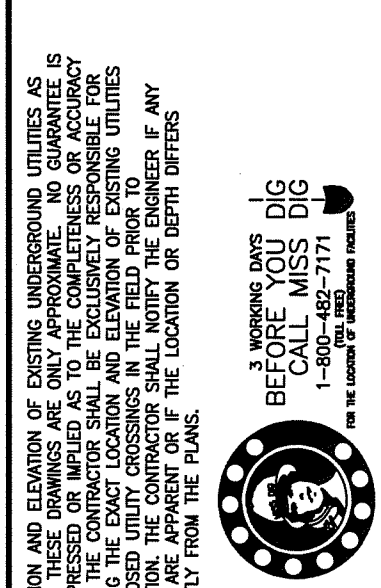


GENERAL SURVEY NOTES:

1. BEARINGS ARE BASED ON MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.
2. SUBSURFACE UTILITIES NOT LOCATED FOR THIS SURVEY MAY EXIST. IT IS THE RESPONSIBILITY OF THE OWNER OF THE RESPECTIVE UTILITY TO ACCURATELY LOCATE SUCH UTILITIES.
3. THE LOCATIONS OF GAS MAINS, AS SHOWN ON THIS DRAWING ARE APPROXIMATE. THE LOCATIONS ARE BASED ON PHYSICAL FIELD LOCATIONS OF GAS RISERS ALONG WITH DRAWINGS SUPPLIED BY PANHANDLE EASTERN PIPE LINE COMPANY AND PER STEVE BREWER OF PANHANDLE.
4. OWNER OF SUBJECT PROPERTY AT THE TIME OF THE REFERENCED TITLE COMMITMENT: CITY OF HOWELL.



LEGEND	
⊙	POWER POLE
⊙	GUY WIRE
⊙	HYDRANT
⊙	GATE VALVE
⊙	WELL
⊙	SEPTIC RISER
⊙	STORM INVERT
⊙	GAS RISER
⊙	U.G. GAS MARKER
⊙	SIGN
⊙	IRON SET
⊙	IRON FOUND
⊙	MONUMENT
⊙	SECTION CORNER
WM	WATER MAIN
GM	GAS MAIN
OH	OVERHEAD WIRES
X	FENCE
CL	CENTERLINE
L	LIBER
P	PAGE
L.C.R.	LIVINGSTON COUNTY RECORDS
(R&M)	RECORD AND MEASURED
C.O.	CLEANOUT



BEBOSS Engineering
Engineers Surveyors Planners Landscape Architects
3121 E. GRAND RIVER AVE.
HOWELL, MI. 48843
517.546.4836 FAX 517.548.1670

PROJECT:	
MOTORSPORTS GATEWAY HOWELL	
PREPARED FOR: MOTORSPORTS GATEWAY GARAGE CONDOS HOWELL, LLC	
FOR: 41920 MIDTOWN CIRCLE, UNIT 206 NOVI, MI 48375 248-982-9812	
TITLE:	
ALTA/NSPS LAND TITLE SURVEY DETAIL SHEET	
DESIGNED BY:	DATE
AEB	4-19-22
DRAWN BY:	DATE
AEB	4-19-22
CHECKED BY:	DATE
	4-19-22
SCALE:	REVISION PER
1" = 50'	NO
JOB NO.	DATE
22-061	4-15-22
DATE	REVISION PER
4-15-22	NO
SHEET NO.	
2 OF 3	

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: DANICA KATNIK, COMMUNICATIONS SPECIALIST
DATE: MAY 16, 2022
RE: CIVIC EVENT APPLICATION, BALLOONS & BREWS

Attached is the completed Civic Event application filed by the Howell Area Chamber of Commerce Foundation for “Balloons & Brews”, scheduled for Saturday, June 25, 2022 from 12 to 4pm.


Staff has reviewed the application and their comments are attached.

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

ACTION REQUESTED:

A motion to approve the Civic Event application filed by the Howell Area Chamber of Commerce Foundation for “Balloons & Brews”, scheduled for Saturday, June 25, 2022 from 12 to 4pm.

REVIEWED & APPROVED FOR SUBMISSION:

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

Ervin J. Suida, City Manager

**CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS & COMMENTS**

EVENT TITLE: **Balloons and Brews**

Public Services: **Matt Davis, Ray Kraft**

Comments: **We don't have an exact list of everything we need yet,

but working with committee to get everything

situated.**

Police:

Comments:

**Scott Mannor

PD has no comment.**

Fire:

Comments:

Jamil Czubenko

**Community
Development:**

Balloons and Brews is good with no comment or costs.

Comments:

Paul Montagno

Community Development has no issues.

DDA:

Comments:

**Kate Litwin

No comment from DDA.**

CITY OF HOWELL

CIVIC EVENT APPLICATION

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

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

EVENT			
Event Name: Balloons & Brews			
Event Purpose: Community development			
SPONSORING ORGANIZATION INFORMATION			
Legal Business Name: Howell Area Chamber of Commerce Foundation			
<input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> City Operated/Sponsored	<input type="checkbox"/> Co-Sponsored
Address: 123 E. Washington Street		City: Howell	State/Zip: MI 48843
Mailing Address: same as above		City:	State/Zip:
Telephone: 517-546-3920		Email Address:	
Contact Name: Dianne Samples		Title: Membership Development Director	
Telephone: 517-546-3920		Cell Phone: 517-672-6205 Email Address: dsamples@howell.org	
CONTACT PERSON ON DAY OF EVENT			
Name: Renee Lewis		Title: Balloonfest Director	
Address: 2000 Grand River Annex, Suite 600		City: Brighton, MI 48114	
Telephone: 248-996-0979		Cell Phone: 248-996-0979 Email Address: renee@infinitymgtgroup.com	
TYPE OF EVENT (Check One)			
<input type="checkbox"/> Marathon/Race	<input checked="" type="checkbox"/> Block Party	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Video or Film Production
<input type="checkbox"/> Festival/Fair	<input type="checkbox"/> Wedding	<input type="checkbox"/> Other (describe) _____	
EVENT INFORMATION			
Event Date(s): Saturday, June 25, 2022			
Rain Date(s): not applicable			
Event Location(s): Describe & Attach Map State Street between Clinton and Grand River, Howell, MI			
Event Hours(s): 12 pm - 4 pm			
Estimate date/time for set up: Saturday, June 25, 2022 8 am - 12 pm			
Estimate date/time for clean up: Saturday, June 25, 2022 4 pm - 8 pm			
Describe set up and clean up procedures: State Street would be closed the day of the event between 8 am and 8 pm. Street will be bicycle barricaded off, allowing only one entry and exit point. Tents will be set up for the brewers, tables and chairs will also be set for attendees to sit, space will be allocated for food trucks, and portable toilets for the Farmers Market will be utilized during the event.			

EVENT INFORMATION (Continue)

Estimated Attendance: approx. 250

Describe crowd control plans for this event:

Street will be barricaded to control attendees. Volunteers will manage entry and exit points.

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

Adjacent businesses will lose parking for the day, but could gain economic impact due to increased foot traffic.

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

Describe sidewalk use:

Will street closures be necessary? ☒ YES ☐ NO

If yes, include a detailed map including road closures and emergency vehicle access.

Describe street closures: State Street between Clinton and Grand River will need to be closed 8 am - 6 pm

Street closed: date/time: Saturday, June 25, 2022; 8 am

Street re-open: date/time: Saturday, June 25, 2022; 8 pm

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

Will parking lot closures be necessary? ☐ YES ☒ NO

If yes, include a detailed map indicating proposed closures.

Parking lot(s) location:

Parking lot(s) closed: date/time:

Parking lot(s) re-open: date/time:

What parking arrangements are proposed to accommodate attendance?

Will music be provided/included during the event? ☒ YES ☐ NO *Music must conform to City Ordinance.*

Describe type of music proposed: ☒ Live ☐ Amplification ☒ Recorded ☒ Loudspeakers

Proposed time music will begin: Saturday, June 25, 2022; 11:30 am

Proposed time music will end: Saturday, June 25, 2022; 4 pm

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

There will be a DJ at the event.

Describe noise control:

City noise ordinance will be in compliance.

EVENT INFORMATION (Continue)

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

☒ Barricades Quantity: 2

☐ Traffic Cones Quantity:

☐ Other (describe) Quantity:

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

No stakes of any kind allowed on asphalt.

☐ Booths: Quantity: ☒ Tables: Quantity: 20

☒ Tents: Quantity: 7 ☐ Rides: Quantity:

☐ Awnings: Quantity: ☐ Other (describe) Quantity:

☐ Canopies: Quantity: ☒ *Portable Toilets: Quantity: 2

**May be required depending on event*

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, rides, routes, portable toilets, etc.

Will the event have kiddie rides, inflatables, (i.e. moonwalk), amusement rides, climbing walls, live animals, etc.?

☐ YES ☒ NO

If yes, additional insurance coverage will be required.

Will electric services be needed? ☒ YES ☐ NO If yes, describe in detail.

Will other utilities be needed? ☐ YES ☒ NO If yes, describe in detail. Potable water

Will other City facilities be needed? ☐ YES ☒ NO If yes, describe in detail.

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

Describe: Food license required for food vendors. Community registered and compliant food vendors will be utilized for food. Local businesses will be utilized for beverages.

Do you plan to have alcohol served at this event? ☒ YES ☐ NO *If yes, Liquor Liability Insurance is required, as well as a Special License from the Michigan Liquor Control Commission*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors.

Identification will be checked to ensure only those of legal drinking age are admitted at the point of entry. Wrist bands and ticket sales will be used to monitor those who have legally purchased a tasting ticket.

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

Describe signs proposed locations, etc.

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

I have attached the following items:

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

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

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

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

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

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

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

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

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

Applicant Signature

Reanne Sample

Date

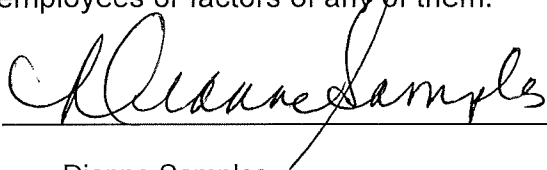
5.4.2022

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

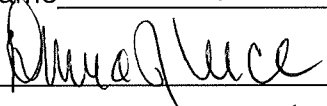
Application Receipt Date

INDEMNIFICATION AGREEMENT

The Howell Area Chamber of Commerce Foundation (*event sponsor*) agrees to defend, indemnify, and hold harmless the City of Howell, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Balloons & Brews (event name) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Howell or by third parties, or by the agents, servants, employees or factors of any of them.

Signature  Date 5-4-2022

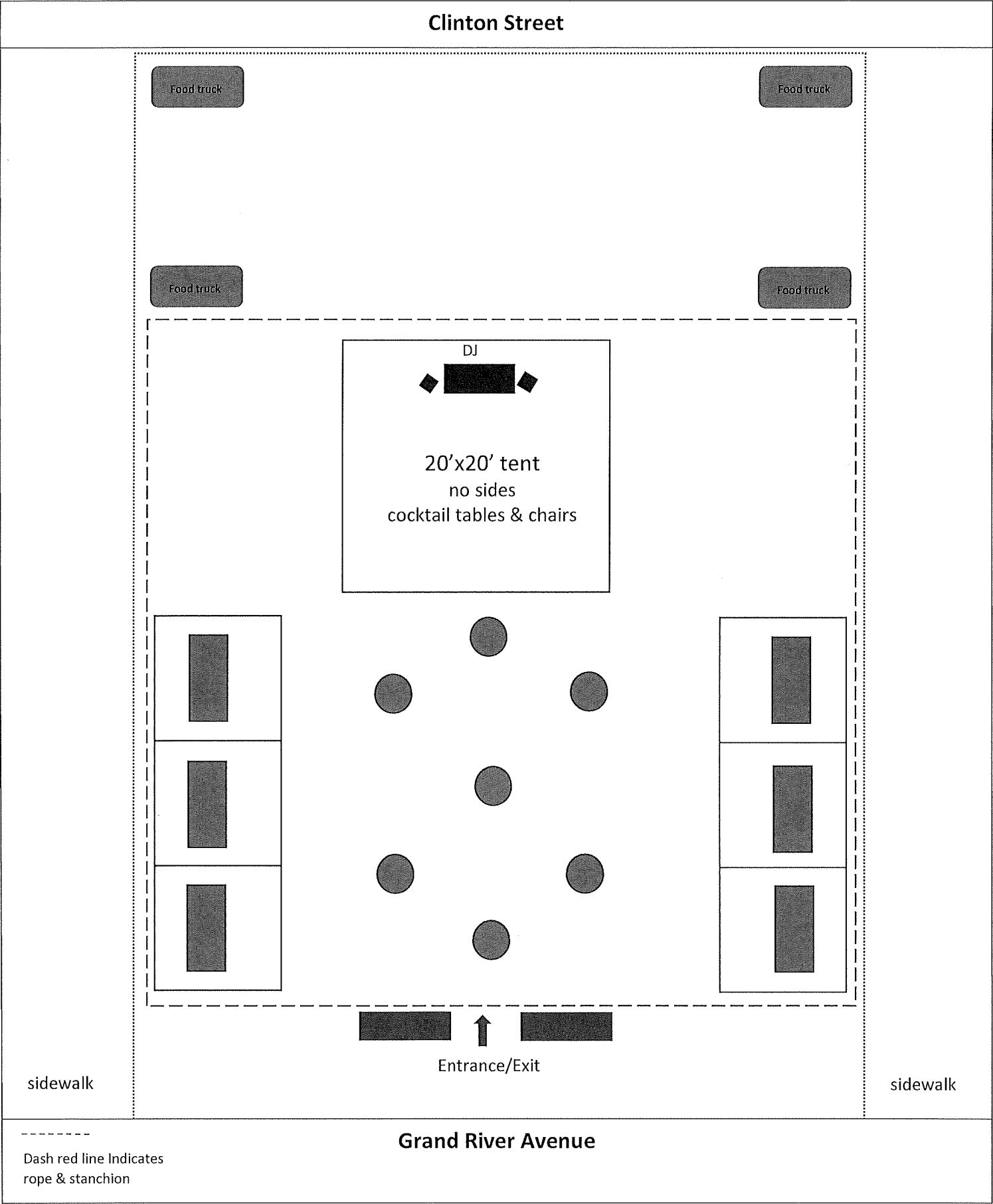
Printed Name Dianne Samples Title Membership Development Director

Witness  Date 5-4-2022

Printed Name Donna J. Luce

Balloons & Brews Site Plan

N. State Street between Grand River & Clinton
Howell, MI



Balloons & Brews Schedule of Events

Saturday, June 25, 2022

12 pm – 4 pm

N. State Street

Howell, MI

Balloons & Brews is a new event to be held in conjunction with the Michigan Challenge Balloonfest in downtown Howell.

This event is a fundraiser for the Fantasy of Lights Parade also held in downtown Howell each November.

Individuals age 21 or older will be able to purchase an individual ticket or VIP ticket. They will receive a wrist band providing them entry to the event.

Attendees will be able to enjoy tastings and one six ounce pour, music supplied by a DJ from Bash Entertainment, and to purchase food from food trucks.

A tentative schedule of events is outlined below.

8 am – 10 am:	Set up tents, tables, chairs
10 am:	Food trucks in position and begin set up
	Breweries begin set up
11 am:	DJ begins set up
11:45 am:	Will call/wrist band sales open
12 pm – 4 pm:	Tastings begin
	DJ to play music
	Food trucks open
3:45 pm:	Last call
4 pm:	Tastings end
	Food trucks close
	DJ stops playing music
4 pm – 8 pm:	Teardown
5 pm:	Breweries packed up and leaving
	Food trucks leave site
8 pm:	Site clean and clear

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: DANICA KATNIK, COMMUNICATIONS SPECIALIST
DATE: MAY 18, 2022
RE: CIVIC EVENT APPLICATION, MICHIGAN CHALLENGE BALLOONFEST

Attached is the completed Civic Event application filed by the Howell Area Chamber of Commerce for the 2022 Michigan Challenge Balloonfest, scheduled for Friday, June 24 through Sunday, June 26, 2022.

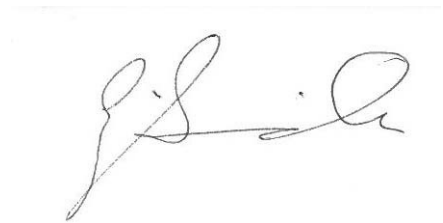
Staff has reviewed the application and their comments are attached. As part of Council's approval, staff has requested that the applicant sign the application.

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

ACTION REQUESTED:

A motion to approve the Civic Event application filed by the Howell Area Chamber of Commerce for the 2022 Michigan Challenge Balloonfest, scheduled for Friday, June 24 through Sunday, June 26, 2022, with the condition that the applicant sign the submitted civic event application.

REVIEWED & APPROVED FOR SUBMISSION:

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

Ervin J. Suida, City Manager

**CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS & COMMENTS**

EVENT TITLE: 2022 Balloonfest

Public Services: Matt Davis, Ray Kraft

Comments: We don't have an exact list of stuff we need on my end yet, but I'm working directly with Renee and Jake (and the police) from the committee to get everything situated.

Police: Scott Mannor

Comments: Application still needs to be signed. PD will only provide crowd control in an emergency situation; otherwise crowd management is the responsibility of the applicant, who is aware of this. 2019 cost was \$13,450.68.

Fire: Jamil Czubenko

Comments: FD is NOT providing crowd control. Aside from that, we are on the Balloonfest committee and continue to work through this event. No further comments.

**Community
Development:** Paul Montagno

Comments: Community Development has no issues.

DDA:

Kate Litwin

Comments:

No comment from DDA.

CITY OF HOWELL

CIVIC EVENT APPLICATION

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

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

EVENT

Event Name: Michigan Challenge Balloonfest

Event Purpose: Community development

SPONSORING ORGANIZATION INFORMATION

Legal Business Name: Howell Area Chamber of Commerce

☒ Non-Profit

☐ For Profit

☐ City Operated/Sponsored

☐ Co-Sponsored

Address: 123 E. Washington Street

City: Howell

State/Zip: MI 48843

Mailing Address: same as above

City:

State/Zip:

Telephone: 517-546-3920

Email Address:

Contact Name: Dianne Samples

Title: Membership Development Director

Telephone: 517-546-3920

Cell Phone: 517-672-6205

Email Address: dsamples@howell.org

CONTACT PERSON ON DAY OF EVENT

Name: Renee Lewis

Title: Balloonfest Director

Address: 2000 Grand River Annex, Suite 600

City: Brighton, MI 48114

Telephone: 248-996-0979

Cell Phone: 248-996-0979

Email Address: renee@infinitymgtgroup.com

TYPE OF EVENT (Check One)

☐ Marathon/Race

☐ Block Party

☐ Political or Ballot Issue Event

☐ Video or Film Production

☒ Festival/Fair

☐ Wedding

☐ Other (describe) _____

EVENT INFORMATION

Event Date(s): June 24-26 2022

Rain Date(s): not applicable

Event Location(s): Describe & Attach Map Howell High School complex

Event Hours(s):

Estimate date/time for set up: Tuesday, June 21, 2022 8 am

Estimate date/time for clean up: Monday, June 27, 2022 8 am

Describe set up and clean up procedures:

The carnival will begin set up on Tuesday, June 21, 2022 at 8 am. All other set up will begin on Thursday, June 23, 2022 at 8 am.

EVENT INFORMATION (Continue)

Estimated Attendance: up to 120,000

Describe crowd control plans for this event:

Howell PD and Fire will be on site. Please see police and fire safety plans attached.

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

Increased traffic

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

Describe sidewalk use:

Will street closures be necessary? ☐ YES ☒ NO

If yes, include a detailed map including road closures and emergency vehicle access.

Describe street closures:

Street closed: date/time:

Street re-open: date/time:

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

Will parking lot closures be necessary? ☐ YES ☒ NO

If yes, include a detailed map indicating proposed closures.

Parking lot(s) location:

Parking lot(s) closed: date/time:

Parking lot(s) re-open: date/time:

What parking arrangements are proposed to accommodate attendance?

Will music be provided/included during the event? ☒ YES ☐ NO ***Music must conform to City Ordinance.***

Describe type of music proposed: ☒ Live ☐ Amplification ☒ Recorded ☐ Loudspeakers

Proposed time music will begin: Friday, June 24, 2022 4 pm - 7:30 pm
Saturday, June 25, 2022 10 am - 10 pm
Proposed time music will end: Sunday, June 26, 2022 10 am - 7 pm

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

There will be three entertainment venues at the balloonfest site.

Describe noise control:

EVENT INFORMATION (Continue)

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

☒ Barricades Quantity:
☒ Traffic Cones Quantity:
☐ Other (describe) Quantity:

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

No stakes of any kind allowed on asphalt.

<input checked="" type="checkbox"/> Booths:	Quantity:	<input checked="" type="checkbox"/> Tables:	Quantity:
<input checked="" type="checkbox"/> Tents:	Quantity:	<input checked="" type="checkbox"/> Rides:	Quantity:
<input type="checkbox"/> Awnings:	Quantity:	<input type="checkbox"/> Other (describe)	Quantity:
<input type="checkbox"/> Canopies:	Quantity:	<input checked="" type="checkbox"/> *Portable Toilets:	Quantity:

**May be required depending on event*

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, rides, routes, portable toilets, etc.

Will the event have kiddie rides, inflatables, (i.e. moonwalk), amusement rides, climbing walls, live animals, etc.?

☒ YES ☐ NO

If yes, additional insurance coverage will be required.

If yes, describe in detail the types of attractions proposed:

Provided by Wade Shows and Big Rock Entertainment

Will electric services be needed? ☒ YES ☐ NO If yes, describe in detail.

Will other utilities be needed? ☒ YES ☐ NO If yes, describe in detail. Potable water

Will other City facilities be needed? ☐ YES ☐ NO If yes, describe in detail.

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

Describe: Food license required for food vendors. Howell Area Chamber will provide food and beverages to guests and volunteers at no charge.

Do you plan to have alcohol served at this event? ☒ YES ☐ NO *If yes, Liquor Liability Insurance is required, as well as a Special License from the Michigan Liquor Control Commission*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors.

Beer tent will be in DOWNTOWN Howell on State Street. Identification will be checked to ensure only those of legal drinking age are admitted at the point of entry.

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

Describe signs proposed locations, etc. Signage will be mostly placed on school grounds.

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

I have attached the following items:

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

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

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

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

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

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

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

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

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

Applicant Signature

Date

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

Application Receipt Date

INDEMNIFICATION AGREEMENT

The Howell Area Chamber of Commerce (***event sponsor***) agrees to defend, indemnify, and hold harmless the City of Howell, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Michigan Challenge Balloonfest (***event name***) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Howell or by third parties, or by the agents, servants, employees or factors of any of them.

Signature _____ Date _____

Printed Name Dianne Samples Title Membership Development Director

Witness _____ Date _____

Printed Name _____

Howell Police Department BALLOONFEST 2022



Emergency Operation Plan

Balloonfest 2022
Emergency Operation Plans

Mission Statement: To provide protection and public safety for all participants, attendees and spectators for the annual Balloonfest, including associated events occurring before and after the scheduled main event which is held on the last full weekend in June.

The Balloonfest is a premier summer-time attraction in Livingston County and historically attracts over 200,000 people to the Howell School Campus over a three day period. Emergency management of the event is coordinated effort between the Howell Police Department, Howell Area Fire Department, the Livingston County Emergency Medical Service and Central Dispatch. The Balloonfest is contained to the school grounds between W. Grand River, Highland Road (M-59), High School Drive and Highlander Way

With any major event, public safety is a high priority. Although it would be impossible to plan for every conceivable emergency incident, the most probable have been identified.

A Unified Incident Command System will be implemented in the event of a major emergency and/or emergency operations plans are activated.

Resources

Major resources on-scene will be limited to standard issue equipment, issued by the police, fire, and EMS personnel. The Mobile Command Center (MCC) will be stationed on-scene directly across from the launch field.

Police personnel will be equipped with emergency equipment (flares, cones, caution tape, etc) as part of routine Balloonfest management.

A fire truck will be stationed at the MCC during hours of the balloon launch and fireworks.

An ambulance will be stationed on site as determined by EMS management and will be available if needed. EMS will have a utility vehicle to respond to emergencies.

In the event of emergency operations, sufficient equipment is available locally and is able to respond within minutes.

Communications

To ensure interoperability, routine and emergency communications will be on Zone G Talkgroup 6, which is the designated frequency for all Balloonfest public safety personnel.

Communication with the Balloonfest Team and public safety officials is important. It is also acknowledged that the Balloonfest personnel are equipped with radios for communication. One radio frequency will be designated as an emergency channel during the event. To increase communication capabilities, this designated frequency will be one programmed in the MCC radio system. Dispatch personnel have the responsibility to monitor this frequency.

Weather monitoring resources:

- The MCC has equipment installed that has the capability to monitor weather. This will be activated and the dispatcher(s) shall monitor it. In the event severe weather is forecasted the Chief of Police (or designee) will immediately be notified.
- A telephone number is available that connects directly with the National Weather Service.
- Several web-sites available that have real-time weather information:
 - <http://www.wunderground.com/US/MI/Howell.html>
 - <http://www.nws.noaa.gov/>
 - <http://forecast.weather.gov/MapClick.php?CityName=Detroit&state=MI&site=DTX&textField1=42.3831&textField2=-83.1022&e=1>
 - <http://weather.weatherbug.com/>

Staffing of Emergency Personnel

Below are estimated staffing of the Police, Fire and EMS personnel:

Police Department

Thursday, June 23rd:

- 1800-2300 hrs: Two (2) officers on foot with the responsible for patrolling the carnival.

Friday, June 24:

- 1500-1800 hrs: One (1) officer; 2 Howell PD Sergeants on site and 1 officer on general foot patrol
- 1800-2400 hrs: Six (6) officers – Three (3) Howell PD Sergeants, Deputy Chief and Chief and CERT Team members

Saturday, June 25:

- 1200-1500 hrs: One (1) officer; Two (2) Howell PD Sergeants on site and 1 officer on general foot patrol.

- 1500-1800 hrs: One (1) officer; Two (2) Howell PD Sergeants onsite and 1 officer on general foot patrol.
- 1800-2400 hrs; Six (6) officers; Three (3) Howell PD Sergeants, Deputy Chief and Chief CERT Team members

Sunday, June 26:

- 1200-1500 hrs: One (1) officer; Two (2) Howell PD Sergeants on site and 1 officer on general foot patrol.
- 1500-1800 hrs; One (1) officer; Two (2) Howell PD Sergeants on site and 1 officers on general foot patrol.
- 1800-2100 hrs: Four (4) officers; Two (2) Howell PD Sergeants on site and 4 officers on general foot patrol.

Fire Department

The fire department will have personnel on during the fireworks and the balloon launches as well as on site throughout the weekend.

Emergency Medical Service

The EMS trailer will be on site. There will also be an EMS off road vehicle available to respond to emergencies. EMS will not be doing citizen transports to vehicles.

Severe Weather

During the month of June in Michigan, atmospheric conditions are volatile and conditions are present in which tumultuous weather is possible. Severe thunderstorms, high winds, sizeable hail, and tornados can develop rapidly, with little or no warning.

In the event of severe weather, implementation of emergency actions plans is essential to provide optimum public safety. In any severe weather situation, the emergency operation plans must be fluid, and decisions must be made with limited information.

Initial Meeting

In the event severe weather threatens the Balloonfest, the emergency managers will meet at the MCC for a conference. The purpose of the meeting is to determine if the threat is significant enough to activate the emergency operational plans.

It is acknowledged that the Chief of Police (or designee) will act as the IC. The IC will have full authority to order and implement the emergency actions plans.

At minimum, a representative from the following agencies shall attend the meeting:

- Howell Police Department
- Howell Fire Department
- Emergency Medical Service Representative
- Balloonfest Committee Representative

The mammoth size of Balloonfest which encompasses over 100 acres and at any given time over 80,000 citizens is challenging and requires two types of responses to severe weather. Based on information at hand, the IC will determine the management technique.

Warning Systems

Notifying attendees of upcoming severe weather will be the responsibility of the IC. Several systems have been put in place to accomplish this.

Severe Weather Sirens

The Fire Department has the capability to immediately activate the severe weather warning system, which consists of sirens placed in strategic locations throughout the county. The nearest siren is located directly across from the site at the Fire Department. Upon order by the IC, fire department personnel will activate the system.

Public Address System

Upon the order by the IC, an announcement will be made by the public announcement system located at the launch field will be broadcast throughout the site. A script will be authored at the IC to be read verbatim by the announcer. This is to ensure the message is delivered properly and to prevent panic. The public address system will reach citizens near the launch field and the roadway west toward the carnival.

Portable Bullhorns

The Balloonfest has been divided into three geographical areas: 1) the carnival 2) the launch field, and 3) the arts and crafts. Four (4) bullhorns, will be maintained at the MCC and will be used for mobile notifications.

Dependent on staffing levels on site, two (2) police officers and/or firefighters will be assigned to each geographical area and will be charged with the responsibility for notification and direction of citizens.

Carnival, Vendor Row, Food Court and Arts and Crafts

The carnival personnel will be notified as soon as possible by the IC or authorized representative and instructed to close down operations. One police officer will be assigned to the carnival area to augment evacuation procedures.

The notification of participants in Vendor Row, Food Court and Arts and Crafts area will be the responsibility of the Balloonfest Committee.

Evacuation

The decision to evacuate must not be made lightly and must be based upon the information at hand, direction and severity of the weather, safe routes, other traffic congestion, etc. In the event it is determined that evacuation of the Balloonfest site is most prudent course of action, the IC will issue the order and activate the Incident Command System.

The decision to evacuate will be made with the goal to evacuate the site as quickly, orderly, and safely as possible while directing vehicular traffic and citizens toward safety.

Warning Systems

The IC will activate the warning systems as described earlier.

Traffic Routes

The Balloonfest site is basically a square with four primary exits: High School Drive and W. Grand River, VIP entrance and W. Grand River, High School Drive and M-59, and the Bus Garage and M-59. It bears note that Highlander Way is a north/south roadway located on the west edge of the site, with entrances/exits to the site, therefore mandating traffic management.

With the goal of orderly evacuation, it is paramount that all traffic exiting a designated exit point must be managed and channeled to a predestined direction. Officers posted at locations will be cognizant of this and institute appropriate traffic control devices and directions. Fire Department personnel will work in partnership with the Police Officers assigned.

Intersections

- High School Drive and W. Grand River – One public safety personnel will be assigned this post. Traffic exiting the site will be funneled eastbound on W. Grand River
- VIP Parking and W. Grand River – One public safety personnel will be assigned to this post. Traffic exiting the site will be funneled westbound on W. Grand River
- Bus Garage and M-59 – Two public safety personnel will be assigned this post. Traffic exiting the site will be funneled across M-59 into the turn-around and then westbound on M-59.
- High School Drive and M-59 – Two public safety personnel will be assigned this post. Traffic exiting the site will be funneled eastbound on M-59.
- Highlander Way and M-59 – One public safety personnel will be assigned this post. Westbound M-59 traffic must be managed against northbound traffic on Highlander Way. This is a fluid post which will require coordination, discretion and judgment on the parts of personnel assigned.
- Highlander Way and Service Entrance – One public safety person can adequately manage this post. Traffic exiting the site will be funneled northbound on Highlander Way.
- Highlander Way and VIP exit – One public safety person can adequately manage this post. Traffic exiting the site will be funneled southbound on Highlander Way.

Mobile Officers assigned shift duties will have the responsibility to direct traffic through the City of Howell in the most orderly fashion. This may entail utilizing the police override option of the traffic light at W. Grand River and Byron road, Walnut street and National street. Police Officers may be posted as the situation requires to direct traffic. The command officer on duty will have the responsibility for management of traffic in the downtown area. High considerations and decisions must be made to ensure the smoothest traffic flow away from the downtown area and towards safety.

Note: All emergency doors that allow entrance to schools for the purpose of emergency shelter will be opened to provide shelter in the event it is needed.

Shelter in Place

In the event of severe weather that is imminent and dangerous the IC may order shelter in place plans to be activated.

Warning Systems

The IC will activate the warning systems as described earlier.

Identification of Shelters

Each shelter will be clearly marked indicating that it is an emergency shelter. Signs will be posted on access doors which will serve notification as its purpose.

Building Access

Board of Education personnel have provided the Howell Police Department one (1) master key that opens all doors and two (2) swipe cards that open doors with electronic access capability. The key and swipe cards will be maintained at the MCC and will be available for assignment as necessary.

Shelters

As stated above, the Balloonfest has been divided into three geographical areas: 1) The Carnival, Vendor Row and the Launch Field, 2) Food Court, and 3) The Arts and Crafts. Each area has a designated building that will serve as an emergency shelter.

The Carnival, Vendor Row and the Launch Field

The Freshman Campus provides adequate shelter. Specific emergency shelter access doors have been identified to permit access to the building. All doors will be identified "Emergency Shelter Access" via signs provided by the City and the Chamber. Shelter in place plan for the above is as follows:

Carnival: The Freshman Campus provides an adequate shelter that will serve the carnival. Located on the west side of the building, adjacent to the carnival are two main doors that have been designated as access doors.

- ❖ On the northwest corner, the door with “Board of Education”
- ❖ On the southwest side of the door with “Freshman Campus”

Two officers assigned to the carnival will have the responsibility to open these doors and direct citizens in.

Vendor Row: The two cafeteria doors located on the north side of the building will serve as an access point for citizens walking in the vendor area. One officer will leave the carnival area and open the above doors. This officer will be responsible to direct citizens into these doors.

Launch Field: The Freshman Campus provides adequate shelter that will serve the launch field. Located on the north side of the building, several doors have been identified:

- ❖ Two cafeteria doors
- ❖ Student Business Entrance
- ❖ Door at the information booth

Food Court

The Highlander Way Middle School provides adequate shelter for citizens in the food court area. Specific emergency shelter access doors have been identified to permit access to the building. All doors will be identified “Emergency Shelter Access” via signs provided by the City and/or the Chamber. Shelter in place plan for the above is as follows:

- ❖ Two doors on the southeast side of the school, gymnasium entrance
- ❖ One door marked C-3 on the southeast side of the school
- ❖ One door marked D-1 on the southwest side of the school

Arts and Crafts

The Howell High School provides adequate shelter for citizens in the arts and crafts area. Specific emergency shelter access doors have been identified to permit access to the building. All doors will be identified “Emergency Shelter Access” via signs provided by the City and/or the Chamber. Shelter in place plan for the above is as follows:

- ❖ Five doors on the south side of the school

Assignments

Officers and/or Firefighters will be assigned specific doors they will be responsible to open for sheltering purposes. Assignments to particular doors will be made at the safety meeting each morning. Each discipline’s management will have the responsibility to notify identified officers and will be held responsible for ensuring proper posting.

A master list of assigned personnel will be maintained at the MCC and sufficient copies will be supplied to all disciplines.

Other Emergency Operations

Fire

The Balloonfest site encompasses virtually the entire Howell School campus, which is approximately 100 acres.

With that said, four main access roads provide optimum access for responding emergency personnel: High School Drive/W. Grand River, Carnival, Bus Garage, and High School Drive/M-59. Depending on the geographical location of the fire, the Howell Fire Department will respond accordingly. A Howell Fire Department representative will function as the Incident Commander with the Howell Police Department providing support.

In general terms, High School Drive/W. Grand River will provide access to the arts and crafts area. The VIP entrance will provide access to the launch field, and the carnival entrance will serve the carnival, main strip of vendors and the food area. The north entrances will be used as needed.

Upon notification of a fire, both police and fire department personnel will respond. After initial assessment of the incident, the fire department will order sufficient equipment to respond.

Police Officers will then initiate evacuation measures of significant distance to ensure public safety.

The Fire Department will have the responsibility for any investigatory measures with the police department providing support.

Carnival

In the event of an emergency situation at the carnival such as a ride collapse, etc, emergency personnel will respond. Police officers will render first aid to any victims until relieved by Fire Department and/or EMS personnel.

The Incident Command responsibilities will fall on the highest ranking fire department officer until the arrival of EMS personnel.

Police officers will then evacuate the area to provide a sufficient area to manage the incident, ensure a pathway large enough for responding personnel is established and maintained.

Investigation into the matter will be the responsibility of the police department.

Balloon Crash

In the event a balloon crashes on-site, emergency personnel will respond. Police officers will render first aid to any victims until relieved by Fire Department and/or EMS personnel.

The Incident Command responsibilities will fall on the highest ranking fire department officer until the arrival of EMS personnel.

Police officers will then evacuate the area to provide a sufficient area to manage the incident, ensure a pathway large enough for responding personnel is established and maintained.

Investigation into the matter will be the responsibility of the police department until relieved by proper authority such as the FAA.

Staging Area

In the event an incident of such magnitude occurs in which mutual aid is ordered, the Howell Fire Department Station #20 will serve as a staging area. A staging area manager will be designated promptly by the Incident Commander to coordinate staging area duties and responsibilities.

Emergency Operation Plans

Detailed emergency operations plans will be authored and maintained in the MCC. A copy of the plans will be distributed to necessary personnel.

Assignments

Assignment of public safety personnel to specific duties is paramount to emergency management. It is recognized that severe weather can crop up at a moment's notice and response is tailored to on-scene staffing. Therefore, it may not be possible to staff all posts.

The following posts are in a priority order, based upon full staffing, and the highest amount of attendees to the event.

In the event emergency conditions surface during times of limited staffing, posts shall be filled from top to bottom. The IC will determine staffing levels at each post, dependent on the circumstances and available staffing.

Evacuation of Balloonfest Site

It is Police Officers and/or Firefighters that will be assigned as follows:

Carnival and Vendor Row, Food Court, Arts and Crafts	

One officer will be assigned each area with bullhorns to advise citizens to evacuate the area.

High School Drive/W. Grand River	

One public safety personnel will be assigned to this post. Traffic exiting the site will be funneled eastbound on W. Grand River.

Highlander Way/W. Grand River	

One public safety personnel will be assigned this post. Traffic must be managed with the emphasis on funneling traffic westbound on W. Grand River against north and south traffic on Highlander Way.

Bus Garage/M-59	

Two public safety personnel will be assigned this post. Traffic exiting the site will be funneled across M-59 into the turn-around and then westbound on M-59.

High School Drive/M-59	

Two public safety personnel will be assigned this post. Traffic exiting the site will be funneled eastbound on M-59.

Highlander Way and M-59	

One public safety personnel will be assigned this post. Eastbound/Westbound M-59 traffic must be managed against northbound traffic on Highlander Way. Northbound Highlander Way traffic will be routed westbound on M-59.

M-59/Byron, and Michigan	

One police officer assigned a police vehicle will have the responsibility to utilize the police override option for the lights at this location. The lights will be turned flashing yellow for east/west M-59 and flashing red for north/south Byron Rd and Michigan Ave.

Highlander Way and VIP exit	

One public safety person can adequately manage this post. Traffic exiting the site will be funneled southbound on Highlander Way.

Highlander Way and Service Entrance	

One public safety person can adequately manage this post. Traffic exiting the site will be funneled northbound on Highlander Way.

VIP Parking and Grand River	

One public safety personnel will be assigned to this post. Traffic exiting the site will be funneled westbound on W. Grand River.

Other Intersections	

Public Safety personnel will be assigned assorted intersections, specifically along W. Grand River with the concept of a smooth traffic flow through the Central Business District and away from the Balloonfest site.

Other posts may be assigned as the situation dictates.

Shelter in Place

Officers will be assigned the following areas and responsibilities in the event it is deemed necessary to shelter in place:

Carnival and Vendor Row, Food Court, Arts and Crafts	

One officer will be assigned each area with bullhorns to direct citizens to the designated shelter.

Freshman Campus, northwest and southwest doors	
--	--

Freshman Campus, north side, two cafeteria doors, student business entrance and information booth entrance	
--	--

Howell High School, five doors on south side of building	
--	--

Highlander Way Middle School, two doors on southeast side of school (gymnasium entrance, door marked C-3 on southeast side of school and door marked D-1 on southwest side of the school)	
---	--

Two additional public safety personnel will be posted in strategic areas to direct citizens to appropriate sheltering locations

Carnival	

Vendor Row	

Food Court	

Arts and Crafts	

Launch Field	

Other posts may be assigned as the situation dictates.

Incident Commander Checklist

_____ Assignment of first responder's responsibilities

_____ Conduct initial meeting at MCC

_____ Howell Police personnel

_____ Howell Fire Department personnel

_____ EMS personnel

_____ Balloonfest representative

_____ Other:

_____ Order severe weather sirens activated

Notes

Howell Area Fire Department BALLOONFEST 2022



Incident Action Plan

Balloonfest 2022 **Incident Action Plan**

Mission Statement: To provide protection and public safety for all participants, attendees and spectators for the annual Balloonfest, including associated events occurring before and after the scheduled main events which is held on June 24, 25 and 26.

The Balloonfest is a premier summer-time attraction in Livingston County and historically attracts over 50,000 people to the Howell High School Campus over a three day period. Emergency management of the event is a coordinated effort between the Howell Police Department (HPD), Howell Area Fire Department (HAFD), Livingston County Emergency Medical Services (LCEMS) and 911/Central Dispatch (LVCD). The Balloonfest is contained to the school grounds between Grand River and M-59, and High School Drive and Highlander Way

With any major event, public safety is a grave concern. Although it would be impossible to plan for every conceivable emergency incident, the most probable have been identified.

A Unified Incident Command System will be implemented in the event of a major emergency and/or emergency operations plans are activated.

Resources

Major resources on-scene will be limited to standard issued equipment issued by the police, fire, and EMS personnel. The Mobile Command Center (MCC) will be stationed on-scene directly across from the launch field.

Fire personnel will be equipped with emergency equipment as part of routine Balloonfest management.

An Engine and gator will be staffed on site during hours of the balloon launch, balloon glow and fireworks.

An ambulance will be stationed on site as determined by LCEMS management and will be available if needed. LCEMS will have a utility vehicle to respond to emergencies.

In the event of emergency operations, sufficient equipment is available locally and is able to respond within minutes.

Communications

To ensure interoperability, routine and emergency communications will be on SPEV1, which is the designated frequency for all Balloonfest public safety personnel.

Communication with the Balloonfest Team and public safety officials is important. It is also acknowledged that the Balloonfest personnel are equipped with radios for communication. One radio frequency (47FD911) is designated as an emergency channel. To increase communication capabilities, this designated frequency has been programmed in the MCC radio system. Dispatch personnel have the responsibility to monitor this frequency.

Weather monitoring resources:

- The MCC has equipment installed that has the capability to monitor weather. This will be activated and the dispatcher(s) shall monitor it. In the event severe weather is forecasted the Fire Chief (or designee) will immediately be notified.
- A telephone number is available that connects directly with the National Weather Service.
- Several web-sites available that have real-time weather information:
 - <http://www.wunderground.com/US/MI/Howell.html>
 - <http://www.nws.noaa.gov/>
 - <http://forecast.weather.gov/MapClick.php?CityName=Detroit&state=MI&site=DTX&textField1=42.3831&textField2=-83.1022&e=1>
 - <http://weather.weatherbug.com/>

Staffing of Emergency Personnel

Below are estimated staffing of the Fire, Police and EMS personnel:

Fire Department

Friday, June 24:

- 1800-2300: Four (4) Firefighters; 1 Command Officer on site

Saturday, June 25:

- 1800-2300: Four (4) Firefighters; 1 Command Officer on site

Sunday, June 26:

- 1800-2300: Four (4) Firefighters; 1 Command Officer on site

The HAFD will have personnel on during the fireworks, balloon launches and glow as well as on site throughout the weekend.

Emergency Medical Services

The LCEMS trailer will be on site. There will also be a LCEMS off road vehicle available to respond to emergencies. LCEMS will not be doing citizen transports to vehicles.

Severe Weather

During the month of June in Michigan, atmospheric conditions are volatile and conditions are present in which tumultuous weather is possible. Severe thunderstorms, high winds, sizeable hail, and tornados can develop rapidly, with little or no warning.

In the event of severe weather, implementation of emergency actions plans is essential to provide optimum public safety. In any severe weather situation, the emergency operation plans must be fluid, and decisions must be made with limited information.

Initial Meeting

In the event severe weather threatens the Balloonfest, the emergency managers will meet at the MCC for a conference. The purpose of the meeting is to determine if the threat is significant enough to activate the emergency operational plans.

It is acknowledged that the Fire Chief (or designee) will act as the HAFD Incident Command (IC). The HAFD IC will have full authority to order and implement the emergency actions plans.

At minimum, a representative from the following agencies shall attend the meeting:

- Howell Police Department
- Howell Area Fire Department
- Livingston County Emergency Medical Service Representative
- Balloonfest Committee Representative

The mammoth size of Balloonfest which encompasses over 100 acres and at any given time over 50,000 citizens is challenging and requires two types of responses to severe weather. Based on information at hand, the IC will determine the management technique.

Warning Systems

Notifying attendees of upcoming severe weather will be the responsibility of the IC. Several systems have been put in place to accomplish this.

Severe Weather Sirens

Livingston County Central Dispatch/911 has the capability to immediately activate the severe weather warning system, which consists of sirens placed in strategic locations throughout the county. The nearest siren is located directly across the site at the Fire Department. Upon order by the IC, fire department personnel will activate the system.

Public Address System

Upon the order of the IC, an announcement will be made by the public announcement system located at the launch field, will be broadcasted throughout the site. A script will be authored by the IC to be read verbatim by the announcer. This is to ensure the message is delivered properly and to prevent panic. The public address system will reach citizens near the launch field and the roadway west toward the carnival.

Portable Bullhorns

The Balloonfest has been divided into three geographical areas: 1) the carnival 2) the launch field, and 3) the arts and crafts. Four (4) bullhorns, will be maintained at the MCC and will be used for mobile notifications.

Dependent on staffing levels on site, two (2) firefighters and/or police officers will be assigned to each geographical area and will be responsible for notification and direction of attendees.

Carnival, Vendor Row, Food Court and Arts and Crafts

The carnival personnel will be notified as soon as possible by the IC or authorized representative and instructed to close down operations. One police officer will be assigned the carnival area to augment evacuation procedures.

The notification of participants in Vendor Row, Food Court and Arts and Crafts area will be the responsibility of the Balloonfest Committee.

Evacuation

The decision to evacuate must not be made lightly and must be based upon the information at hand, direction and severity of the weather, safe routes, other traffic congestion, etc. In the event it is determined that evacuation of the Balloonfest site is most prudent course of action, the IC will issue the order and activate the Incident Command System.

The decision to evacuate will be made with the goal to evacuate the site as quickly, orderly, and safely as possible while directing vehicular traffic and citizens toward safety.

Warning Systems

The IC will activate the warning systems as described earlier.

Traffic Routes

The Balloonfest site is basically a square with four primary exits: High School Drive and Grand River, VIP entrance and Grand River, High School Drive and M-59, and the Bus Garage and M-59. It bears note that Highlander Way is a north/south roadway located on the west edge of the site, with entrances/exits to the site, therefore mandating traffic management.

With the goal of orderly evacuation, it is paramount that **all** traffic exiting a designated exit point **must** be managed and channeled to a predestinated direction. Officers posted

at locations will be cognizant of this and institute appropriate traffic control devices and directions. Fire Department personnel will work in partnership with the Police Officers assigned.

Intersections

- High School Drive and Grand River – One public safety personnel will be assigned this post. Traffic exiting the site will be funneled eastbound on Grand River
- VIP Parking and Grand River – One public safety personnel will be assigned to this post. Traffic exiting the site will be funneled westbound on Grand River
- Bus Garage and M-59 – Two public safety personnel will be assigned this post. Traffic exiting the site will be funneled across M-59 into the turn-around and then westbound on M-59.
- High School Drive and M-59 – Two public safety personnel will be assigned this post. Traffic exiting the site will be funneled eastbound on M-59.
- Highlander Way and M-59 – One public safety personnel will be assigned this post. Westbound M-59 traffic must be managed against northbound traffic on Highlander Way. This is a fluid post which will require coordination and discretion and judgment on the parts of personnel assigned.
- Highlander Way and Service Entrance – One public safety person can adequately manage this post. Traffic exiting the site will be funneled northbound on Highlander Way.
- Highlander Way and VIP exit – One public safety person can adequately manage this post. Traffic exiting the site will be funneled southbound on Highlander Way.

Note: Mobile HPD Officers assigned shift duties will have the responsibility to direct traffic through the City of Howell in the most orderly fashion. This may entail utilizing the police override option at Grand River and Byron, Walnut and National. Police Officers may be posted as the situation requires to direct traffic. The command officer on duty will have the responsibility for management of traffic in the downtown area. High considerations and decisions must be made to ensure the smoothest traffic flow away from the downtown area and towards safety.

Note: All emergency doors that allow entrance to schools for the purpose of emergency shelter will be opened to provide shelter in the event it is needed.

Shelter in Place

In the event of severe weather that is imminent and dangerous the IC may order shelter in place plans to be activated.

Warning Systems

The IC will activate the warning systems as described earlier.

Identification of Shelters

Each shelter will be clearly marked indicating that it is an emergency shelter. Signs will be posted on access doors which will serve notification as its purpose.

Building Access

Howell Public Schools has provided the HAFD with master keys that open all doors and swipe cards that open doors with electronic access capability. The keys and swipe card will be maintained in their appropriate KnoxBox and available for assignment as necessary.

Shelters

As stated above, the Balloonfest has been divided into three geographical areas: 1) The Carnival, Vendor Row and the Launch Field, 2) Food Court, and 3) The Arts and Crafts. Each area has a designated building that will serve as an emergency shelter.

The Carnival, Vendor Row and the Launch Field

The Freshman Campus provides adequate shelter. Specific emergency shelter access doors have been identified to permit access to the building. All doors will be identified “Emergency Shelter Access” via signs provided by the City and the Chamber. Shelter in place plan for the above is as follows:

Carnival: The Freshman Campus provides an adequate shelter that will serve the carnival. Located on the west side of the building, adjacent to the carnival are two main doors that have been designated as access doors.

- ❖ On the northwest corner, the door with “Board of Education”
- ❖ On the southwest side of the door with “Freshman Campus”

Two HPD officers assigned to the carnival will have the responsibility to open these doors and direct citizens in.

Vendor Row: The two cafeteria doors located on the north side of the building will serve as an access point for citizens walking in the vendor area. One HPD officer will leave the carnival area and open the above doors. This officer will be responsible to direct citizens into these doors.

Launch Field: The Freshman Campus provides adequate shelter that will serve the launch field. Located on the north side of the building, several doors have been identified:

- ❖ Two cafeteria doors
- ❖ Student Business Entrance
- ❖ Door at the information booth

Food Court

The Highlander Way Middle School provides adequate shelter for citizens in the food court area. Specific emergency shelter access doors have been identified to permit

access to the building. All doors will be identified “Emergency Shelter Access” via signs provided by the City and/or the Chamber. Shelter in place plan for the above is as follows:

- ❖ Two doors on the southeast side of the school, gymnasium entrance
- ❖ One door marked C-3 on the southeast side of the school
- ❖ One door marked D-1 on the southwest side of the school

Arts and Crafts

The Howell High School provides adequate shelter for citizens in the arts and crafts area. Specific emergency shelter access doors have been identified to permit access to the building. All doors will be identified “Emergency Shelter Access” via signs provided by the City and/or the Chamber. Shelter in place plan for the above is as follows:

- ❖ Five doors on the south side of the school

Assignments

HAFD firefighters and/or HPD officers will be assigned specific doors they will be responsible to open for sheltering purposes. Assignments to particular doors will be made at the safety meeting each morning. Each discipline’s management will have the responsibility to notify identified personnel and will be held responsible for ensuring proper posting.

A master list of assigned personnel will be maintained at the MCC.

Other Emergency Operations

Fire

The Balloonfest site encompasses virtually the entire Howell School campus, which is approximately 100 acres.

With that said, four main access roads provide optimum access for responding emergency personnel: High School Drive/Grand River, Carnival, Bus Garage, and High School Drive/M-59. Depending on the geographical location of the fire, the HAFD will respond accordingly. A HAFD Fire Officer will function as the Incident Commander with the HPD providing support.

In general terms, High School Drive/Grand River will provide access to the arts and crafts area. The VIP entrance will provide access to the launch field, and the carnival entrance will serve the carnival, main strip of vendors and the food area. The north entrances will be used as needed.

Upon notification of a fire, both fire department and police personnel will respond. After initial assessment of the incident, the fire department will respond with sufficient equipment needed.

HPD Officers will then initiate evacuation measures of significant distance to ensure public safety.

The HAFD will have the responsibility for any investigatory measures with the HPD providing support.

Carnival

In the event of an emergency situation at the carnival such as a ride collapse, etc, emergency personnel will respond. HAFD will render medical care to any victims until relieved by LCEMS personnel.

HPD officers will then evacuate the area to provide a sufficient area to manage the incident, ensure a pathway large enough for responding personnel is established and maintained.

Investigation into the matter will be the responsibility of the police department.

Balloon Crash

In the event a balloon crashes on-site, emergency personnel will respond. HAFD will render medical care to any victims until relieved by LCEMS personnel.

Incident Command responsibilities will fall on HAFD Fire Officers.

Police officers will then evacuate the area to provide a sufficient area to manage the incident, ensure a pathway large enough for responding personnel is established and maintained.

Investigation into the matter will be the responsibility of the police department until relieved by proper authority such as the FAA.

Staging Area

In the event an incident of such magnitude occurs which mutual aid is ordered, the Howell Fire Department Station #20 will serve as a staging area. A staging area manager will be designated promptly by the Incident Commander to coordinate staging area duties and responsibilities.

Emergency Operation Plans

Detailed emergency operations plans will be authored and maintained in the MCC. A copy of the plans will be shared to necessary personnel.

Assignments

Assignment of public safety personnel to specific duties is paramount to emergency management. It is recognized that severe weather can crop up at a moment's notice and response is tailored to on-scene staffing. Therefore, it may not be possible to staff all posts.

The following posts are in a priority order, based upon full staffing, and the highest amount of attendees to the event.

In the event emergency conditions surface during times of limited staffing, posts shall be filled from top to bottom. The IC will determine staffing levels at each post, dependent on the circumstances and available staffing.

Evacuation of Balloonfest Site

Firefighters will be assigned as follows:

Carnival and Vendor Row, Food Court, Arts and Crafts	

Public safety personnel will be assigned each area with bullhorns to advise citizens to evacuate the area.

High School Drive/Grand River	

One public safety personnel will be assigned to this post. Traffic exiting the site will be funneled eastbound on Grand River.

Highlander Way/Grand River	

One public safety personnel will be assigned this post. Traffic must be managed with the emphasis on funneling traffic westbound on Grand River against north and south traffic on Highlander Way.

Bus Garage/M-59	

Two public safety personnel will be assigned this post. Traffic exiting the site will be funneled across M-59 into the turn-around and then westbound on M-59.

High School Drive/M-59	

Two public safety personnel will be assigned this post. Traffic exiting the site will be funneled eastbound on M-59.

Highlander Way and M-59	

One public safety personnel will be assigned this post. Eastbound/Westbound M-59 traffic must be managed against northbound traffic on Highlander Way. Northbound Highlander Way traffic will be routed westbound on M-59.

M-59/Byron, and Michigan	

One police officer assigned a police vehicle will have the responsibility to utilize the police override option for the lights at. The lights will be turned flashing yellow for east/west M-59 and flashing red for north/south Byron and Michigan.

Highlander Way and VIP exit	

One public safety person can adequately manage this post. Traffic exiting the site will be funneled southbound on Highlander Way.

Highlander Way and Service Entrance	

One public safety person can adequately manage this post. Traffic exiting the site will be funneled northbound on Highlander Way.

VIP Parking and Grand River	

One public safety person will be assigned to this post. Traffic exiting the site will be funneled westbound on Grand River.

Other Intersections	

Public Safety personnel will be assigned assorted intersections, specifically along Grand River with the concept of a smooth traffic flow through the Central Business District and away from the Balloonfest site.

Other posts may be assigned as the situation dictates.

Shelter in Place

Public Safety Personnel will be assigned the following areas and responsibilities in the event it is deemed necessary to shelter in place:

Carnival and Vendor Row, Food Court, Arts and Crafts	

A Public Safety Person will be assigned each area with bullhorns to direct citizens to the designated shelter.

Freshman Campus, northwest and southwest doors	
Freshman Campus, north side, two cafeteria doors, student business entrance and information booth entrance	
Howell High School, five doors on south side of building	
Highlander Way Middle School, tow doors on south east side of school (gymnasium entrance, door marked C-3 on southeast side of school and door marked D-1 on southwest side of school	

Two additional public safety personnel will be posted in strategic areas to direct citizens to appropriate sheltering locations

Carnival	
Vendor Row	
Food Court	
Arts and Crafts	
Launch Field	

Other posts may be assigned as the situation dictates.

Incident Commander Checklist

- _____ Assignment of first responder's responsibilities
- _____ Conduct initial meeting at MCC
 - _____ Howell Police personnel
 - _____ Howell Area Fire Department personnel
 - _____ LCEMS personnel
 - _____ Balloonfest representative
 - _____ Other:
- _____ Order severe weather sirens activated
- _____ Author announcement for public address system
- _____ Deploy public safety personnel with bullhorns and notification instructions
- _____ Assign public safety personnel to posts

IMPORTANT PHONE NUMBERS

Chief Hicks	517-376-0958
DC/FM Czubenko	517-404-8175
DC Anderson	517-225-7895
AC Hager	517-672-6226

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: DANICA KATNIK, COMMUNICATIONS SPECIALIST
DATE: MAY 16, 2022
RE: CIVIC EVENT APPLICATION, HOWELL HIGH SCHOOL'S 2022 HOMECOMING PARADE

Attached is the completed Civic Event application filed by Howell Public Schools for the High School's 2022 Homecoming Parade scheduled for Friday, September 30, 2022 from 5-6pm.

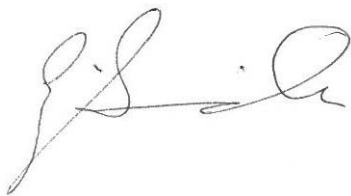
Staff has reviewed the application and their comments are attached.

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

ACTION REQUESTED:

A motion to approve the Civic Event application filed by Howell Public Schools for the High School's 2022 Homecoming Parade scheduled for Friday, September 30, 2022 from 5-6pm.

REVIEWED & APPROVED FOR SUBMISSION:

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

Ervin J. Suida, City Manager

**CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS & COMMENTS**

EVENT TITLE: **Howell High School Homecoming Parade**

Public Services: **Matt Davis, Ray Kraft**

Comments: **This looks good, I don't have any issues. Tony already has a list of barricades going.**

Police: **Scott Mannor**

Comments: **PD has no comment.**

Fire: **Jamil Czubenko**

Comments: **FD has no comment or cost.**

**Community
Development:** **Paul Montagno**

Comments: **I have no issues with this event.**

DDA: **Kate Litwin**

Comments: **No comment from DDA.**

CITY OF HOWELL

CIVIC EVENT APPLICATION

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

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

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

EVENT

Event Name: Howell High School's Homecoming Parade 2022

Event Purpose: Celebrate Howell High's continued Homecoming tradition

SPONSORING ORGANIZATION INFORMATION

Legal Business Name: Howell Public Schools

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

Address: 1200 W. Grand River Ave. City: Howell State/Zip: MI 48843

Mailing Address: Same City: Same State/Zip: Same

Telephone: (517) 840-8300 Email Address: dinatalg@howellschools.com

Contact Name: Gabriella DiNatale-Park Title: Leadership Teacher

Telephone: (810) 516-6527 Cell Phone: 516-6527 Email Address: dinatalg@howellschools.com

CONTACT PERSON ON DAY OF EVENT

Name: Gabriella DiNatale-Park Title: Leadership Teacher

Address: 22188 Brookfield Dr. City: South Lyon

Telephone: (810) 516-6527 Cell Phone: 516-6527 Email Address: dinatalg@howellschools.com

TYPE OF EVENT (Check One)

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

EVENT INFORMATION

Event Date(s): Friday, September 30, 2022

Rain Date(s): None

Event Location(s): Downtown Howell from National Street to Chesnut

Event Hours(s): 5:00 PM - 6:00 PM

Estimate date/time for set up: Friday, September 30, 2022 4:30 PM

Estimate date/time for clean up: Friday, September 30, 2022 5:45-6:00 PM

Describe set up and clean up procedures: Leadership students from Howell High School will be positioned at the staging areas (the parking lots of Family Video and the chiropractor's office across the street) to clean those areas once the parade begins. Students will also be located in the parking lot of the First Presbyterian Church where the parade will end. They will be responsible for all clean up required.

EVENT INFORMATION (Continue)

Estimated Attendance: 1,000

Describe crowd control plans for this event:

We hope to have some Howell PD close off Grand River Ave. from National to Chesnut and place roadblocks at the entrance of some of the side streets that open to Grand River.

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

There will be minimal impact to residential property. Downtown businesses should experience an increase in foot traffic due to the event.

Will sidewalks be used?

☒ YES☐ NO

If yes, include a detailed map outlining the proposed sidewalk use.

Describe sidewalk use:

Spectators will line both sides of Grand River Avenue through downtown.

Will street closures be necessary?

☒ YES☐ NO

If yes, include a detailed map including road closures and emergency vehicle access.

Describe street closures:

Street closed: date/time: Friday, September 30th from 4:30 PMStreet re-open: date/time: Friday, September 30th from 6:00 PM

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

The point of origin will be the parking lot of Family Video (near National Street) and the chiropractor's office across the street. We will end in the parking lot of the Presbyterian

Will parking lot closures be necessary?

☐ YES☐ NO

If yes, include a detailed map indicating proposed closures.

Church at the corner of (Grand River and N. Center Street)

Parking lot(s) location:

Parking lot(s) closed: date/time:

Parking lot(s) re-open: date/time:

What parking arrangements are proposed to accommodate attendance?

We will encourage family members of those walking in the parade to park on Sibley & Clinton Streets as well as utilize public parking throughout downtown.

Will music be provided/included during the event?

☒ YES☒ NO

Music must conform to City Ordinance.

Describe type of music proposed:

☒ Live☐ Amplification☐ Recorded☐ Loudspeakers

Proposed time music will begin: 5:00 PM

Proposed time music will end: 6:00 PM

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

The live music will be provided by Howell High School, Highlander Way Middle School & Parker Middle School.

Describe noise control:

The marching band will use their own noise control methods.

EVENT INFORMATION (Continue)

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

- ☒ Barricades Quantity: 12
☐ Traffic Cones Quantity:
☐ Other (describe) Quantity:

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

No stakes of any kind allowed on asphalt.

- | | | | |
|------------------------------------|-----------|---|-----------|
| <input type="checkbox"/> Booths: | Quantity: | <input type="checkbox"/> Tables: | Quantity: |
| <input type="checkbox"/> Tents: | Quantity: | <input type="checkbox"/> Rides: | Quantity: |
| <input type="checkbox"/> Awnings: | Quantity: | <input type="checkbox"/> Other (describe) | Quantity: |
| <input type="checkbox"/> Canopies: | Quantity: | <input type="checkbox"/> *Portable Toilets: | Quantity: |

**May be required depending on event*

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, rides, routes, portable toilets, etc.

Will the event have kiddie rides, inflatables, (i.e. moonwalk), amusement rides, climbing walls, live animals, etc.?

☐ YES ☒ NO

If yes, additional insurance coverage will be required.

If yes, describe in detail the types of attractions proposed:

Will electric services be needed? ☐ YES ☒ NO If yes, describe in detail.

Will other utilities be needed? ☐ YES ☒ NO If yes, describe in detail.

Will other City facilities be needed? ☐ YES ☒ NO If yes, describe in detail.

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

Describe:

Do you plan to have alcohol served at this event? ☐ YES ☒ NO *If yes, Liquor Liability Insurance is required, as well as a Special License from the Michigan Liquor Control Commission*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors.

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

Describe signs proposed locations, etc.

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

I have attached the following items:

- ☒ Completed Application
- ☒ Event Map (include detailed event layout and boundaries for all activities)
- ☒ Detailed Plan showing road closures, sidewalk uses, etc.
- ☐ Certificate of Insurance and Indemnification (due to City Clerk's Office 30 days prior to first day of event)
- ☒ Event Signage (description & location) - *We will provide all businesses along Grand River with fliers. by August 25, 2022*
- ☐ Schedule of activities for event
- ☐ Driver's License of Applicant

If document is missing, please explain:

Certificate of insurance will be provided by our central administrative offices

The applicant and sponsoring organization understands and agrees to:

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

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

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

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

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

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

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

Applicant Signature <i>[Signature]</i>	Date <i>05/13/2022</i>
Complete this application and return it, along with all required documentation, to the City Clerk's Office prior to the application deadline. Please note that a new application must be submitted each year.	Application Receipt Date

INDEMNIFICATION AGREEMENT

The Howell Public Schools (**event sponsor**) agrees to defend, indemnify, and hold harmless the City of Howell, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Howell High School Homecoming Parade (**event name**) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Howell or by third parties, or by the agents, servants, employees or factors of any of them.

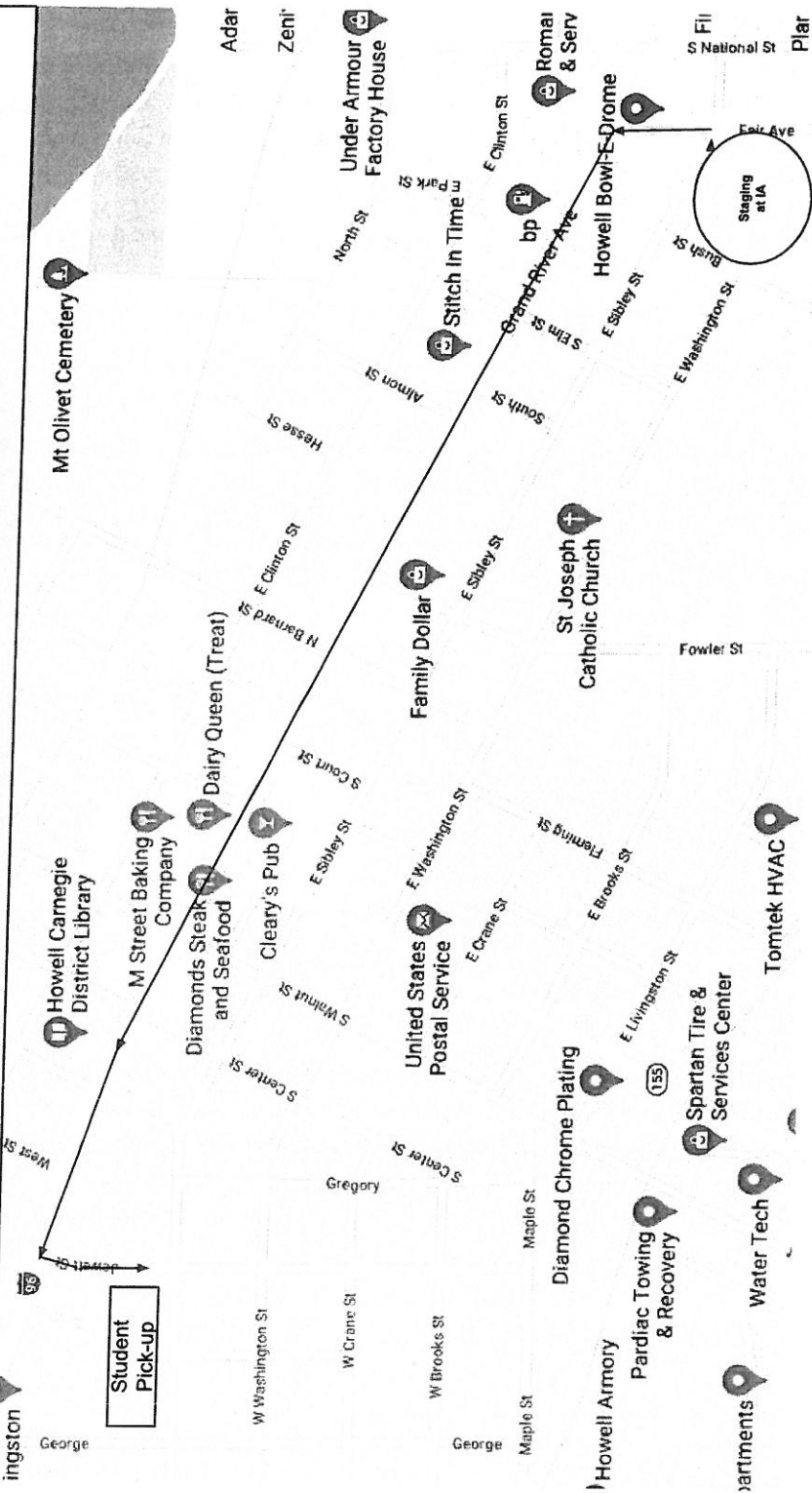
Signature Gabriella G. DiNatale-Park Date 5/13/2022

Printed Name Gabriella G. DiNatale-Park Title 5/13/2022

Witness Jeff Klapper Date 5/13/2022

Printed Name Jeff Klapper

2022 Howell High School Homecoming Parade Route



Road Closures

North Side Closures at Grand River

- National Street
- Elm Street
- Almon Street
- Barnard
- Michigan
- Walnut

South Side Closures at Grand River

- National
- Fair Ave.
- Elm Street
- South Street
- Fowler
- Barnard
- Court
- Michigan
- Walnut

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: DANICA KATNIK, COMMUNICATIONS SPECIALIST
DATE: MAY 18, 2022
RE: CIVIC EVENT APPLICATION, JULIANNA'S WISHES 5TH ANNUAL MILES FOR SMILES 5K/10K

Attached is the completed Civic Event application filed by Julianna's Wishes for the 5th Annual Miles for Smiles 5K/10K, scheduled for Saturday August 6, 2022 from 9am-2pm.

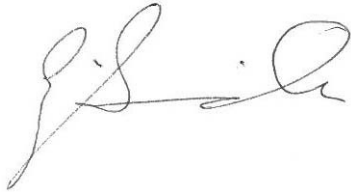
Staff has reviewed the application and their comments are attached.

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

ACTION REQUESTED:

A motion to approve the Civic Event application filed by Julianna's Wishes for the 5th Annual Miles for Smiles 5K/10K, scheduled for Saturday August 6, 2022 from 9am-2pm.

REVIEWED & APPROVED FOR SUBMISSION:

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

Ervin J. Suida, City Manager

**CITY OF HOWELL
CIVIC EVENT APPLICATION
STAFF RECOMMENDATIONS & COMMENTS**

EVENT TITLE: Miles for Smiles

Public Services: Matt Davis, Ray Kraft

Comments: DPW and PD will work together to figure out barricades.

Police: Scott Mannor

Comments: PD has no comment.

Fire: Jamil Czubenko

Comments: FD has no comments or costs.

**Community
Development:** Paul Montagno

Comments: Directional signs should be 10 feet outside of the right of way.
Otherwise, CD has no issues.

DDA: Kate Litwin

Comments: No comment from DDA.

CITY OF HOWELL

CIVIC EVENT APPLICATION

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

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

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

EVENT			
Event Name: <u>Julianna's Wishes 5th Annual Miles for Smiles 5K/10K</u>			
Event Purpose: <u>5K/10K Walk/Run to celebrate and honor kids we have lost too soon.</u>			
SPONSORING ORGANIZATION INFORMATION			
Legal Business Name: <u>Julianna's Wishes</u>			
<input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> City Operated/Sponsored	<input type="checkbox"/> Co-Sponsored
Address: <u>4092 Indian Camp Trl</u>		City: <u>Howell</u>	State/Zip: <u>MI</u>
Mailing Address: <u>4092 Indian Camp Trl</u>		City: <u>Howell</u>	State/Zip: <u>MI</u>
Telephone: <u>517-672-1924</u>		Email Address: <u>thejuliannaswishes93@gmail.com</u>	
Contact Name: <u>Beth Brown</u>		Title: <u>President</u>	
Telephone: <u>517-672-1924</u>		Cell Phone: <u>same</u>	Email Address: <u>theWardBrown@duke.edu</u>
CONTACT PERSON ON DAY OF EVENT			
Name: <u>Beth Brown</u>		Title: <u>President</u>	
Address: <u>4092 Indian Camp Trl</u>		City: <u>Howell</u>	
Telephone: <u>517-672-1924</u>		Cell Phone: <u>same</u>	Email Address: <u>theWardBrown@duke.edu</u>
TYPE OF EVENT (Check One)			
<input checked="" type="checkbox"/> Marathon/Race	<input type="checkbox"/> Block Party	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Video or Film Production
<input type="checkbox"/> Festival/Fair	<input type="checkbox"/> Wedding	<input type="checkbox"/> Other (describe) _____	
EVENT INFORMATION			
Event Date(s): <u>August 6, 2022</u>			
Rain Date(s): <u>n/a</u>			
Event Location(s): <u>Describe & Attach Map</u> <u>Howell High School 1200 W Grand River, Howell</u>			
Event Hours(s): <u>9am - 12pm</u>			
Estimate date/time for set up: <u>7am - 4pm August 6, 2022</u>			
Estimate date/time for clean up: <u>1pm August 6, 2022</u>			
Describe set up and clean up procedures: <u>Set up pop up tents at the football field, place signs around the course with pictures of the kids we have lost, place sponsor signs around the course, the school paints a line for the course to help the participants. We have all signs removed, tents down and clean up of any debris done by 1pm.</u>			

EVENT INFORMATION (Continue)

Estimated Attendance: 300 people

Describe crowd control plans for this event:

people gather before race at the football field. We have volunteers throughout the course to help participants.

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

We are mostly on Howell School grounds and have it approved by them already (Dawn Slick's contact), there is zero impact on any adjacent property.

Will sidewalks be used?

☒ YES

☒ NO

If yes, include a detailed map outlining the proposed sidewalk use.

Describe sidewalk use:

School grounds not city

Will street closures be necessary?

☒ YES

☐ NO

If yes, include a detailed map including road closures and emergency vehicle access.

Describe street closures:

Highlander Way from M59 to Highlander Way Middle School ~~freight~~ lane only heading north on Highlander Way

Street closed: date/time: 9am

Street re-open: date/time:

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

Will parking lot closures be necessary?

☐ YES

☒ NO

If yes, include a detailed map indicating proposed closures.

Parking lot(s) location:

Parking lot(s) closed: date/time:

Parking lot(s) re-open: date/time:

What parking arrangements are proposed to accommodate attendance?

Will music be provided/included during the event?

☒ YES

☐ NO

Music must conform to City Ordinance.

Describe type of music proposed:

☐ Live

☐ Amplification

☐ Recorded

☒ Loudspeakers

Proposed time music will begin: 8am

Proposed time music will end: 12pm

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

Football Field on school grounds not city property

Describe noise control:

EVENT INFORMATION (Continue)Will the event require the use of any of the following municipal equipment? ☒ YES ☐ NO☐ Barricades

Quantity:

We are not sure what is required for this

☐ Traffic Cones

Quantity:

☐ Other (describe)

Quantity:

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

No stakes of any kind allowed on asphalt.

☐ Booths:

Quantity:

☐ Tables:

Quantity:

☒ Tents:

Quantity:

☐ Rides:

Quantity:

☐ Awnings:

Quantity:

☐ Other (describe)

Quantity:

☐ Canopies:

Quantity:

☐ *Portable Toilets:

Quantity:

School property

*May be required depending on event

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, rides, routes, portable toilets, etc.

Will the event have kiddie rides, inflatables, amusement rides, live animals, **or other forms of entertainment?**☐ YES☒ NO

If yes, additional insurance coverage will be required.

If yes, describe in detail the types of attractions / entertainment proposed:

Will electric services be needed?

☐ YES☒ NO

If yes, describe in detail.

Will other utilities be needed?

☐ YES☒ NO

If yes, describe in detail.

Will other City facilities be needed?

☐ YES☒ NO

If yes, describe in detail.

Will the event have food, beverage or concessions?

☐ YES☒ NO

If yes, please attach copy of valid Food License

Describe:

Do you plan to have alcohol served at this event?

☐ YES☒ NO

If yes, Liquor Liability Insurance is required, as well as a Special License from the Michigan Liquor Control Commission

If yes, describe measures to be taken to prohibit the sale of alcohol to minors.

Do you plan to have special event signs?

☐ YES☐ NO

Signs must conform to City ordinance.

Describe signs proposed locations, etc.

School property only

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

I have attached the following items:

☒ Completed Application

☒ Event Map (include detailed event layout and boundaries for all activities)

☒ Detailed Plan showing road closures, sidewalk uses, etc.

- ☐ Certificate of Insurance and Indemnification (due to City Clerk's Office 30 days prior to first day of event)
- ☐ Event Signage (description & location)
- ☐ Schedule of activities for event
- ☐ Driver's License of Applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

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

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

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

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

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

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

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

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

Applicant Signature



Date

5-2-22

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

Application Receipt Date

Julianna's Wishes

The _Julianna's Wishes_(event sponsor) agrees to defend, indemnify, and hold harmless the City of Howell, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the _Julianna's Wishes 5th Annual Miles for Smiles 5k/10k_(event name) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Howell or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Beth Brown Date 5-2-22
Printed Name Beth Brown Title President
Witness Mark Ward Date 5-2-22
Printed Name MARK WARD

9:43



Done

Summary

Fix GPS

WATER RD

ALLEY DR

WIRE LN

MYRON RD



N HIGHLANDER WAY

MediLodge
of Howell

Angie's Inn
on The Grand

BRAVEVIEW DR

MCPHERSON

Apple Maps

Legal

This is the area that is city property and we need the road closed. Really just need the right lane between M59 and Highlander Hwy Middle School ~~through~~

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 17 2018**

JULIANNAS WISHES
4092 INDIAN CAMP TRAIL
HOWELL, MI 48855-8745

Employer Identification Number:
82-5467893
DLN:
26053534001238
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
March 26, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

JULIANNAS WISHES

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/16/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	CONTACT NAME: Mass Merchandising Underwriting PHONE (A/C, No, Ext): 800-426-2889 FAX (A/C, No): 260-459-5105 E-MAIL ADDRESS: info@sportsinsurance-kk.com PRODUCER CUSTOMER ID:																					
INSURED Juliana's Wishes 4th Annual Miles for Smiles 4092 Indian Camp Trl Howell, MI 48855 A Member of the Sports, Leisure & Entertainment RPG	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Nationwide Mutual Insurance Company</td><td>23787</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Nationwide Mutual Insurance Company	23787	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	Nationwide Mutual Insurance Company	23787																				
INSURER B:																						
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** W01986217**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6BRPG0000007485200	08/07/2021 12:01 AM EDT	08/08/2021 12:01 AM	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea Occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG PROFESSIONAL LIABILITY LEGAL LIAB TO PARTICIPANTS	\$1,000,000 \$1,000,000 \$5,000 \$1,000,000 \$5,000,000 \$1,000,000 \$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NOT PROVIDED WHILE IN HAWAII <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	
A	MEDICAL PAYMENTS FOR PARTICIPANTS			6BRPG0000007485200	08/07/2021 12:01 AM EDT	08/08/2021 12:01 AM	PRIMARY MEDICAL EXCESS MEDICAL	 \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Legal Liability to Participants (LLP) limit is a per occurrence limit.

Event Name: 4th Annual Miles for Smiles Type of Event: Walk and Run Distance: 5K

Event Date (including ancillary events and set-up/tear-down): 8/7/2021 to 8/7/2021 Number of Participants: 200 Event Location: Howell High School

CERTIFICATE HOLDER

Evidence of Coverage

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Coverage is only extended to U.S. events and activities.

** NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas

MILES FOR SMILES

5TH Annual 5k/10k

In Person or Virtual



Saturday, August 6th

9am Start

(1200 W Grand River, Howell, MI)

5K—\$25 10K—\$30

(in person cost. Price increase 7-16-22)

****Timed/Chipped***

****Finisher Medals***

****T-Shirts***

REGISTER HERE



Miles for Smiles celebrates and honors the lives of children that we have lost too soon. Please contact juliannaswishes93@gmail with any questions. All proceeds benefit Julianna's Wishes, which was created in memory of Julianna Ward -Brown to provide support to the community.



@Juliannaswishes93



@Juliannaswish



@Juliannaswishes

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: SCOTT MANNOR, CHIEF OF POLICE
DATE: MAY 17, 2022
RE: PURCHASE OF T2 SOFTWARE AND PRINTERS

The Police Department is moving forward with the T2 ticking software with three printer units. The city has need for an updated parking ticket issuance process. The current process of marking tires is no longer a valid way to monitor vehicles parked in the city lots. With the T2 system, officers will be able to accurately monitor vehicles and issue tickets from a handheld device. This will help ensure more available parking in the city lots by ticketing vehicles that commonly park over the time limit.

The total cost for the system is \$43,715.00. That cost is broken down over a three-year period as shown below.

Year 1 cost: \$22,187.00.
Year 2 cost: \$10,764.00.
Year 3 cost: \$10,764.00.

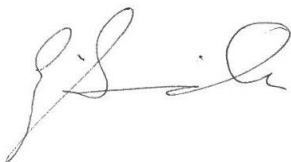
The attached proposal is for the T2 Parking Enforcement & Permit Management Software and Three (3) Handheld Thermal Printers.

Funds in the amount of \$22,187.00 (year 1) are requested. This was not a budgeted item.

ACTION REQUESTED:

A motion to authorize the purchase of T2 Parking Enforcement & Permit Management Software and Three (3) Handheld Thermal Printers for a price not to exceed \$22,187.00.

REVIEWED & APPROVED FOR SUBMISSION:



Ervin J. Suida
City Manager



Move Forward.

PREPARED FOR

City of Howell, MI

Parking Enforcement & Permit Management Software



321 Morris Road
Fort Washington, PA 19034

SHAWNDRÉE BILLINGSLEY
317.524.2140
Shawndree.Billingsley@t2systems.com

UPsafety | Cost Proposal

Hardware

Unlike many enforcement providers, we provide full, in-house support for the hardware we resell to you. That means that instead of calling the manufacturer technical support hotline, you're calling our fully US-based staff under the same one-hour Service Level Agreement that we maintain for our software. We believe anything less is not supporting the whole solution.

XF Print Hardware Package

We recommend this successor to our popular N5 class of one-piece devices as the workhorse device for your enforcement personnel. The hardware package includes the XF Rugged handheld device with built-in printer, Samsung Note 20, two hot-swappable external battery packs, which allows both the device and a supplemental battery to be charged in tandem, charging dock, power supply/charging cable, strap, carrying case and vehicle charger.

Samsung Note 20 & Printek FP530 Thermal Printer

For a newer computing unit, a two-piece solution is an excellent choice. This package includes (1) new in box Samsung Galaxy S20 device, (1) ruggedized case, (1) stylus, (1) new in box Printek FP 530 3" Bluetooth printer including a belt clip.

Data Plan Option

Verizon LTE Data Plan

We resell data plans from Verizon exclusively, because their network and speed are uncompromising. This plan includes mobile data for one device.

Platform Product (includes 24/7 Software Support)

CityCite™ Platform

We sell our cloud hosted software suite at a recurring license fee per device based on the functionality utilized.

This fee includes:

- 1) A license for (1) mobile user and (1) cloud user to use our front-end data entry software, and cloud based back-end management software. This includes access to all features of our software, **including the iPermit permitting module.**
- 2) 24/7/365 in house help desk support for any and all software and hardware issues.

- 3) Access to our *Client Resource Center*, which provides in depth details of the functionality within our mobile and back-end software, including video demonstrations and guided walk through's.
- 4) Any and all software updates, including product enhancements, issue resolutions, and new feature releases as they become available. Since inception, we have been releasing new software enhancements regularly throughout the year. Upgrades are provided at no additional cost to ALL current subscribers.

To ensure these features are fully utilized, we regularly hold *UPsafety User Webinars*, at no additional cost to subscribers, before each major update to identify, train, and answer any and all customer questions and concerns. Users who cannot make the webinar can request a recorded copy to view anytime.

- 5) Free admission to our yearly Users Conference.
- 6) Two free remote training sessions per year to ensure all users remain product experts.

CodeCite™ Platform

We sell our cloud hosted software suite at a recurring license fee per device based on the functionality utilized.

This fee includes:

- 1) *A license for (1) mobile user and (1) cloud user to use our front-end data entry software, and cloud based back-end management software.*
- 2) *24/7/365 in house help desk support for any and all software and hardware issues.*
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- 5) *Free admission to our yearly Users Conference*
- 6) *Two free remote training sessions per year to ensure all users remain product experts*

Patron Portal – Greater of 4.00% or \$3.00 per Citation or Permit Paid Online

We can fully customize an e-commerce site to meet your needs, including branding, adding customized dispute fields, and developing lookup logic. Through the portal, patrons can:

- Review photo evidence, as well as all ticket data recorded at the time of issuance

- Pay tickets online, from the moment a ticket is issued, via QR code on the ticket, the website printed on the ticket, or, through the Interactive Voice Response (IVR) phone number
- Dispute and inquire as to ticket status, including the upload documents to be viewed by enforcement or administrative staff

When a violator pays a \$30.00 citation, they will pay the citation amount, plus the service fee, and we will remit the full \$30.00 citation value to you next day.

Training and Implementation

Personalized Webinar Training

This fee is for online training of your officers and administrators on how to use the system inside and out, as well as training managers to a Train the Trainer standard.

Cloud Set Up and Customization

We charge this fee to fully customize the cloud to your department, including setting permissions for each individual employee, implementing ticket lifecycle business logic, creating report templates specified by managers, importing common street names in order to optimize officer drop down lists and more.

Our project managers work quickly, and with your help we can implement your perfect solution within 90 days of contract signing. For projects which cannot be implemented by UPsafety within 90 days of the contract execution date due to factors within your control, an extended project management fee of \$500 per week will apply.

Examples of factors within your control include but are not limited to; failure of you to provide appropriate information, resources, or personnel reasonably necessary to complete implementation. Any delays caused by third parties or by events outside the control of either UPsafety or you would not be applicable.

Programmatic Data Conversion – *Fee waived for standard data conversions*

Assuming cooperation from the incumbent vendor, we will migrate all records from the current system to CityCite.

Optional Products, Processing Services & Other per Item Services

CiteGuard Warranty

In the case of hardware damage or failure, this warranty fully covers:

- 1) Immediate shipment of a no-cost Loaner device to replace the affected device
- 2) A call tag for the affected device for shipment to our offices for repair

- 3) Shipping for the repaired device back to your offices
- 4) A call tag for the Loaner device

This provides for instant remediation of hardware issues, and keeps officers enforcing.

BBPOS WisePOS E Payment Terminal(s)

If the Client would prefer a more integrated option for in person credit and debit card payments, these Terminals integrate directly to the UPSafety cloud, allowing the Client a fully web-based point of sale which allows:

- Payments to be initiated directly through the Cloud software. When a cashier selects "Accept Card Payment", the Terminal will accept payment only for the amount of selected items.

Boasting a full color, touchscreen display, the BBPOS WisePOS E comes with EMV standard, and also allows for expanded functionality as payment trends change, including mobile wallet acceptance, EMV capabilities, and NFC/CTLS.

If Terminal(s) are utilized: Credit Card Processing – 2.9% and \$0.25 per Transaction

This fee will be billed monthly and included on a unified invoice for the amount of processing completed through purchased and utilized UPSafety terminals in the previous month; never taken out of your remittance totals. We believe this makes it easier to track, manage and audit.

DMV Research (dependent on state regulations)

DMV research for violators, we charge Per Successful Plate Lookup, which means that a charge is only incurred if a valid address has been found for the requested plate.

In State

For DMV research for in-state violators, we only charge for lookups when the state levies a fee to conduct a lookup.

Out of State

For DMV research for out of state violators, we charge Per Successful Plate Lookup, which means that a charge is only incurred if a valid address has been found for the requested plate.

Automated Delinquent Notices – \$1.00 per Automated Notification

The cost of customizing physical notices, which will be mailed to violators as warnings and requests for payment, or, for any other automated correspondence on behalf of your organization, is fully included in the set-up process. This fee is for the printing, stamping and mailing of physical notices to violators.

Standard Polyvinyl Paper

We provide top quality water and tear resistant polyvinyl paper. There are 50 rolls per case and clients see anywhere between 60-70 tickets per roll.

UPsafety- Confidential Quotation

321 Morris Road
Fort Washington, PA 19034



For: City of Howell - MI
Quote ID: Q-25917
Date Issued: 5/17/2022
Expires: 8/15/2022

Bill To:
City of Howell - MI
611 E Grand River Ave
Howell, Michigan 48843-2388
United States

Ship To:
City of Howell - MI
611 E Grand River Ave
Howell, MI 48843
United States

Prepared By:
Shawndrée Billingsley

EIN:

Prepared For:
Ervin Suida

Subscriptions

Product Name	Product Code	Quantity	Sales Price	Total
CityCite® Mobile License(s)		9.00	USD 8,244.00	USD 24,732.00
Year 1	100.5000	3.00	USD 2,748.00	USD 8,244.00
Year 2	100.5000	3.00	USD 2,748.00	USD 8,244.00
Year 3	100.5000	3.00	USD 2,748.00	USD 8,244.00
CiteGuard Warranty		9.00	USD 1,260.00	USD 3,780.00
Year 1	100.5006	3.00	USD 420.00	USD 1,260.00
Year 2	100.5006	3.00	USD 420.00	USD 1,260.00
Year 3	100.5006	3.00	USD 420.00	USD 1,260.00
Verizon LTE Data Plan		9.00	USD 1,260.00	USD 3,780.00
Year 1	100.5003	3.00	USD 420.00	USD 1,260.00
Year 2	100.5003	3.00	USD 420.00	USD 1,260.00
Year 3	100.5003	3.00	USD 420.00	USD 1,260.00
Group1 TOTAL:				USD 32,292.00

Services

Product Code	Product Name	Quantity	Sales Price	Total
100.5029	Personalized Webinar Training	1.00	USD 895.00	USD 895.00
100.5014	Cloud Setup & Customization	1.00	USD 1,875.00	USD 1,875.00
Group1 TOTAL:				USD 2,770.00

Hardware

Product Code	Product Name	Quantity	Sales Price	Total
105.0765	XF Print All-in-One Enforcement Handheld Package	3.00	USD 2,695.00	USD 8,085.00
504.0087	Payment Terminal BBPOS WisePOS E	1.00	USD 399.00	USD 399.00
663.1000	80mm White Polyvinyl Paper/ Case of 50 Rolls (U30070028PV)	1.00	USD 169.00	USD 169.00
Group1 TOTAL:				USD 8,653.00

Year 1 Total: USD 22,187.00

Year 2 Total: USD 10,764.00

Year 3 Total: USD 10,764.00

Net Total: USD 43,715.00

Tax Amount:

Tax Comments: N/A

Total: USD 43,715.00

Additional Information:

Freight Term:

Payment Terms:

IRIS Profile:

End User: City of Howell - MI

GP Customer Number:

Billing Terms

Variable cost services utilized additional.

Shipping additional.

Inquire with your Sales Representative about Up Front Cost Amortization options.

Tax rate, if applicable, will be finalized for calculation at time of invoicing.

Invoices paid via credit card will incur a 2.5% convenience fee.

Purchase orders can be forwarded to purchaseorders@t2systems.com

Quote Number: Q-25917

Customer

Signature

Print Name

Title

Date

PO #

Organization

United Public Safety

Signature

Print Name

Joe Weiler

Title

Vice President of Sales Operations

Date

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: MICHAEL SPITLER, DEPUTY DIRECTOR OF PUBLIC SERVICES
DATE: MAY 18, 2022
RE: BENNETT CENTER FLOOR TILE REMOVAL

Howell Area Parks and Recreation Authority hired a contractor to replace the carpet in multiple areas at the Bennett Center. This work was to be completed before the summer kids programs start at the beginning of June. While removing some of the carpets, the contractor discovered what they believed to be asbestos floor tiles. This discovery caused the contractor to stop all work until testing and abatement were completed, if required.

Regal Rigging and Demolition collected three samples to be tested at Apex Research. The results showed the glue and mastic were negative for asbestos; however, the floor tile tested positive. Regal submitted a quote for \$7,560 to finish removing the carpet and properly remove and dispose of the asbestos floor tile.

Due to the timing of when kids would be utilizing this building and when the original contractors needed to install the new carpet, Staff moved forward with Regal's proposal. Regal completed the removal and abatement on Saturday, May 14. This has allowed the carpet replacement to continue on schedule.

The carpet and tile removal was not budgeted for and will require a budget amendment for 101-751-931.000 Rec/Parks Building Maintenance line item.

REVIEWED & APPROVED FOR SUBMISSION:

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

Ervin J. Suida



Regal Demolition

2440 W Highland Rd · Howell, Mi. 48855
(810)206-8910

May 13,2022

To: City of Howell

RE: Bennett Center

Line items: To Remove and dispose of 1260 sq ft of carpet and 1260 sq ft of 9x9 tile. **Total- \$7560**

Other Terms:

- 1.Regal will not be held liable for any damages upon entering and exiting said property due to trafficking (i.e. curbs, gutters, spoils, concrete or asphalt driveways, sidewalks, grass, sprinklers, underground utilities, etc).
- 2.Regal shall maintain all necessary insurances.
- 3.Regal will complete the project within the project requirements.
- 4.Septic locating and pumping (if applicable), well abandonment (if applicable), disconnects, and stubs are the responsibility of the homeowner.
- 5.Unknown permit cost (including any bonding) will be the responsibility of Regal
- 6.Pulling of permits is included in this quote.
- 7.Footings or slab thicknesses that turn out to be more than 25% larger than code will incur additional charges (if applicable).
- 8.All materials on site and salvage rights to the property belong to Regal Demolition once agreement is signed.

Payment Terms: 30 days upon completion

Tracey Walter

Director of field operations

810-206-8910

X_____ X_____ Regal representative

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: SCOTT REECE, WWTP OPERATIONS MANAGER
DATE: MAY 17TH, 2022
RE: WASTEWATER TREATMENT PLANT FRONT ACCESS GATE

The current front access gate to the wastewater treatment plant is a double swing gate that is in poor condition. For security reasons and the potential to automate the gate in the future, the staff would like to replace the front access gate with a rolling cantilever-style gate. This allows for more effortless manual operation and would enable us to automate the gate in the future if we choose to do so.

Staff at the Plant received the following three quotes to remove the current gate and install the new cantilever-style gate:

- C&D fencing \$9,260.00
- Justice Fencing \$8,675.00
- The Fence Spot \$5,900.00

The Fence Spot is the low bid, and the staff is comfortable working with them. Funds in the amount of \$12,000 are budgeted in line item 590-564-975.000.

ACTION REQUESTED:

Authorize the purchase of a rolling gate from The Fence Spot for the price of \$5,900.00.

REVIEWED & APPROVED FOR SUBMISSION:



Ervin J. Suida
City Manager

BUDGETED AND AVAILABLE:



Elle Cole O'Connell
Finance Director/Treasurer

DESIGN SERVICE

C & D FENCE, LLC

FREE ESTIMATES

To Scott Reece
 Address Howell Wastewater Plant
 City Howell Telephone 517-375-6922
 State Mich Zip _____

Cantilever Gate 6' 38 strands

Specifications on proposal:
 Style Chainlink Height over-all 6' 1
 Fabric Galv high No. 9 gauge woven
 into a 2 inch mesh Line posts _____
 spaced _____ feet apart with _____ top rail

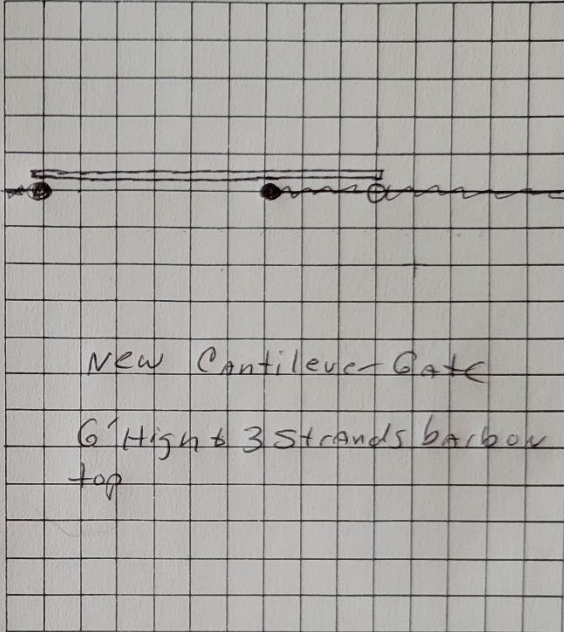
Quantities Required: Based on drawing
 Unit Price Extension
 _____ Ft. Fence Complete _____
 _____ Ft. Fence Complete _____
 _____ Ft. Toprail Complete _____

GATES
 No. Width SGL DBL Frame
1 30' open 3 Galv Cantilever

TERMINALS
 No. Size
1 6 5/8

MISCELLANEOUS
4 loadmaster rollers
with covers

Total Materials 9260.00
 Sales Tax _____
 Labor _____
 TOTAL \$ 9260.00



Fence line _____ Existing Fence W Survey Stake S Terminal ●

C & D FENCE CO. offers, subject to approval of its credit department and its engineering representative, to furnish fence materials to the undersigned customer for the property described herein, and in accordance with the plot and all the terms (including specifications and price) set forth herein. CUSTOMER HEREBY ASSUMES FULL RESPONSIBILITY FOR THE LOCATION OF FENCE LINE UPON WHICH MATERIALS ARE TO BE INSTALLED, and customer agrees to defend, hold harmless and indemnify C & D FENCE CO. from and against all claims, liabilities and expenses for injury, death or damage to persons, property, trespass and all other damage or claims arising out of the installation or location of said fence materials. All excess materials shall remain the property of and be returned to C & D FENCE CO. Neither shall C & D FENCE CO. be responsible or liable for delay, damage or default hereunder where occasioned by war, strikes, shortages of labor, material or transportation, acts of civil or military authorities or other causes beyond the control of said parties; the undersigned customer hereby expressly waiving all such claims. Customer agrees to pay the cash price set forth herein at the time of the acceptance of this proposal by customer. This proposal and said payment agreement (or other credit sale agreement), if any, shall constitute the entire agreement between customer and C & D FENCE CO. with respect to the sale and installation of said fence materials, and the same may hereafter be amended or modified only by a written agreement signed by customer and by the duly authorized representative of C & D FENCE CO. Not responsible for irrigation/water lines.

Invoice will be rendered for more or less quantities at above unit prices

Respectfully submitted by [Signature]
C & D FENCE, LLC
 7475 Sanford Road Phone: (517) 546-6689
 Howell, MI 48855 Cell: (810) 923-9567

Terms: 50% down bal on Completion
 After 30 days accounts are subject to 1 1/2% carrying charge per month which is an annual rate of 18%.

Special Notes: Owner gets permit if needed
 Post Footings Cemented
 Fence Grade _____
 Clearing _____
 Dirt _____
 Location of fence to property line is existing

ACCEPTED BY _____
 PURCHASER
 ADDRESS
 TITLE _____ Date 4-25-22

Where did you hear about us? _____



5-17-2022

Howell Waster Water Plant
1191 South Michigan ave
Howell, MI 48843
517-375-6922
sreece@cityofhowell.org

SUBJECT: Entry Gate

We are pleased to provide you with a quote for materials, labor and supervision to install the following:

- 30' opening x 6' plus barbwire cantilever slide gate, 4 rollers with covers, 1 new 6-5/8" post... **\$6,961**
- Excavate grade down on north side of the drive to minimize gap under the gate in the closed position, dirt to remain onsite... **\$1,714**
- Linear variable speed operator , vehicle safety, photo-eye, safety edge, free exit sensor, Cellgate cellular entry callbox with keypad/card reader on a stand, cards for \$5 each... **\$12,034**

**** Signed quote or PO to be placed on our schedule, balance of contract due within 7 days of completion, add 4% fee for credit card payments**

****Miss Dig will mark public utilities; all unmarked underground items are sole responsibility of owner if damage occurs**

****Fence will be installed at customer requested location, all costs associated with moving the fence are the sole responsibility of the property owner**

****Any tore out items will be disposed of unless otherwise communicated, dirt spoils raked along fence line (haul off at additional price)**

Any alterations or deviation from above specs involving extra cost will be executed on upon written orders and will become an extra charge added to the estimate. All temporary fencing quotes are based on six month rental unless otherwise specified. All agreements are contingent upon strikes, accidents, weather or delays beyond our control. Unknown underground obstructions causing delays may result in extra charges. Our workers are fully covered by Workman's Compensation Insurance. **Material pricing is good for 10 days. PROPOSAL IS GOOD FOR 10 DAYS.**

ACCEPTANCE OF PROPOSAL:

Signature: _____ Date: _____

Sincerely,

Seth Votava
President



West Location and Billing: 1276 E. Columbia Ave., Battle Creek, MI 49014
Phone: 269-964-1596 Fax: 269-964-0425

Office: 269-964-1596

Mobile: 810-599-0245

Email: svotava@justicefence.com

****Located in Howell and Battle Creek, MI**

Scott Reece

From: fencespot@aol.com
Sent: Thursday, May 12, 2022 2:40 PM
To: Scott Reece
Subject: gate quote



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender fencespot@aol.com

CAUTION: This email originated from outside the City Of Howell. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To: City of Howell

From: Mike Wilcox
The Fence Spot, Inc.
3513 S. Old US 23
Brighton, MI 48114
Phone: (810) 227-1760
Fax: (810) 227-3922

Replace 6' x 30' double swing gate with a 6' x 30' roller gate. \$5900.00

Installed complete

TERMS: 1/3 Down, balance upon completion.

LEAD TIME: 14 weeks, weather permitting.

Note: Clients are responsible for obtaining their own permits; however, The Fence Spot, Inc. will be happy to do the legwork required for the cost of permits plus any additional costs incurred (i.e., time and travel).

Clients are responsible for locating their own property boundaries. Costs to relocate a fence due to boundary disputes will be borne by the client.

Price based on normal digging conditions. Not responsible for damage to unmarked underground sprinkler systems or private utilities.

We are pleased to submit the above quotation for your consideration. Should you place an order, be assured it will receive our prompt attention. This quote is valid for 10 days. Thereafter, the price is subject to change. Please call with any questions. Thank you for the opportunity to bid on your project.

Accepted by: _____

Date: _____

If you accept this quote, please sign and mail to us with your deposit.

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: MATT DAVIS, DPS DIRECTOR
DATE: MAY 18, 2022
RE: DRINKING WATER STATE REVOLVING FUND APPLICATION

As part of the Drinking Water State Revolving Fund (DWSRF) application the City must hold a public hearing to receive comments on the proposed project plan. Attached is resolution 22-08 setting the hearing for the June 13th City Council meeting and includes a description of the overall projects, potential costs, and impact on water rates.

DWSRF OVERVIEW

The Drinking Water State Revolving Fund is a low interest loan program through the State of Michigan to assist water systems with upgrading and repairing their systems. The program is only for existing systems and cannot be used to expand capacity. Interest rates for the DWSRF are set annually and is currently set at 1.8% for a 20 year loan. The 1.8% compares to a current market rate of 4.5% - 5.0%, saving the system \$450,000 to \$550,000 in interest cost over the life of the loan.

Based on our existing needs, a lower than typical bond rate, funding availability, and the potential for debt forgiveness, staff decided to apply under the short timeline provided. Project plans are good for five years and must include a detailed project list and scope. Our last project plan application was submitted / approved in 2019.

Setting this public hearing and submitting the project plan does not obligate the City to move forward with the proposed projects. However, meeting these deadlines makes us eligible for funding during the 2023-2028, five-year funding period. Each project included in the project plan, will still require a separate Council approval prior to commencing with work.

CITY'S PROJECT PLAN OVERVIEW

The City's application includes five projects:

1. Lucy Road Water Main Extension	\$4,200,000
2. Brooks Street Water Main Improvements	\$550,000
3. Warbler Way Water Main Improvements	\$550,000
4. Lead Service Line Replacements	\$3,250,000
5. <u>Water Treatment Plant Water Main Replacement</u>	<u>\$300,000</u>
Total Project Plan \$8.85 Million.	

HRC's initial review of the potential debt shows the City may need to increase rates between \$0.25 to \$0.30/1,000 gallons annually, eventually raising the rates by \$1.31/1,000 gallons. This amount will result in an estimated monthly increase of \$7.81.

The city's current rates for water and sewer are as follows:

Water Rates

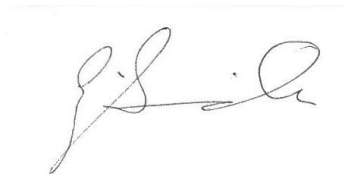
<i>Water</i>				<i>5.65 per thousand gallons</i>
<i>Ready to serve:</i>	<u><i>Water</i></u>	<u><i>Sewer</i></u>		
<i>5/8" meter</i>	<i>22.25</i>	<i>25.00</i>	<i>each (flat rate for 2 months)</i>	
<i>3/4" meter</i>	<i>27.00</i>	<i>35.25</i>	<i>each (flat rate for 2 months)</i>	
<i>1" meter</i>	<i>40.00</i>	<i>60.50</i>	<i>each (flat rate for 2 months)</i>	

Assuming the City can finance the full \$8.85 million through DWSRF, the annual debt service cost will be about \$534,730/year (assuming 1.8% interest rate). This debt service will be funded using existing water rates and the recommended increases over a 3 to 5 year period. Additional information can be found in the Draft project plan on the City's website under the 2023 Water System Improvements.

ACTION REQUESTED:

Motion to adopt Resolution No. 22-08 setting the DWSRF Public Hearing for June 13, 2022.

REVIEWED AND APPROVED FOR SUBMISSION:



Ervin J Suida

**PUBLIC NOTICE
CITY OF HOWELL
LIVINGSTON COUNTY, MICHIGAN**

NOTICE OF PUBLIC HEARING

The City of Howell will hold a public hearing on the application to the Michigan Department of Environment, Great Lakes, and Energy for funding assistance through the Drinking Water State Revolving Fund (DWSRF) Program for the proposed Water System Improvement Program. The public hearing is being held for the purpose of receiving comments from interested persons.

The hearing will be held at 7:00 p.m. on Monday, June 13, 2022, during the City Council's Regular Meeting at the City Hall Council Chambers, 611 East Grand River Avenue, Howell, Michigan, 48843.

The proposed Water System Improvement Program description and details are organized into a comprehensive 20-year Project Plan. If the DWSRF application is successful, the project construction will include replacement of the existing 4-inch and 12-inch water mains along Brooks Street, Warbler Way, and at the Water Treatment Plant with new 8-inch and 12-inch water mains. Also, new 12-inch water mains along Lucy Road to just north of I-96 and west to D-19, and replacement of all Lead and Galvanized water service leads throughout the city.

Impacts of the proposed project include:

Noise: Noise due to construction activities such as construction equipment, machinery, generators, compressors, etc. will be kept to a minimum, as practicable. The work hours will be maintained in accordance with local ordinances.

Traffic Disturbance: Traffic control devices and temporary lane closures will be necessary during construction to safely replace the water main. This will impact traffic flow patterns. Construction activities will be coordinated by location to mitigate any cumulative impacts.

Increased User Rates: An increase in user rates will be necessary to fund these improvements. By choosing the replacement approach to correcting the deterioration and undersized pipes and spreading out the costs over the entire district the rate increases have been minimized. The "Do Nothing" approach would increase the risk of water main breaks and the potential for water quality issues and require more costly construction in the future.

The total cost of the improvements project is estimated to be \$8.85 million. The repayment of the DWSRF loan, if approved, will be apportioned to City water customers based on water consumption. The estimated user costs to finance the proposed project have been determined assuming DWSRF financing with a 1.875% interest rate (current DWSRF interest rate) and a 20-year debt retirement. The apportionment costs are based on an annual average over a 20-year period to provide an estimate for user charges per 1,000 gallons of water consumption.

The approximate City of Howell user rate increase necessary to retire the debt incurred from the construction of the proposed project is \$1.31 per 1,000 gallons or \$7.81 per month for the average user.

Copies of the Water System Improvement Program Draft Project Plan detailing the proposed project is available for review beginning on Friday, May 13, 2022, at:

City of Howell City Hall, 611 East Grand River Avenue, Howell, MI 48843

Howell Carnegie District Library, 314 West Grand River Avenue, Howell, MI 48843

CityofHowell.org (PDF version)

Written comments received before the hearing record is closed on Monday, June 13, 2022, will receive responses in the Final DWSRF Project Plan. Written questions should be sent to:

Jamie Helman, Interim City Clerk, City of Howell, 611 East Grand River Avenue, MI 48843

In compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City of Howell at least seventy-two (72) hours in advance of the Public Hearing, if requesting accommodations.

Published May 13, 2022, in the Livingston Daily Press & Argus

Issued by: Jamie Helman, Interim City Clerk

RESOLUTION NO. 22-08
PUBLIC HEARING FOR DWRF IMPROVEMENT PLAN

WHEREAS, the City Council has an obligation to provide their water system customers with a more dependable water distribution and treatment system through implementing improvements, repairs, and/or replacement of aging water system infrastructure; and,

WHEREAS, the necessary improvements are as follows:

- 1) Lucy Road Water Main Extension.
- 2) Brooks Street Water Main Improvements.
- 3) Warbler Way Water Main Improvements.
- 4) Lead Service Line Replacements.
- 5) Water Treatment Plant Water Main Replacement

WHEREAS, the project described is planned for a phased implementation and proposed to be completed over the course of five years; and,

WHEREAS, the cost to users of the proposed project is estimated to be approximately \$1.31 per 1000 gallons for all phases.

NOW THEREFORE BE IT RESOLVED, that the Howell City Council will hold a public hearing Monday, June 13, 2022 at 7:00 p.m. at the Howell City Hall, 611 E. Grand River, Howell MI 48843, Council Chambers, Lower Level, to present detailed plans and receive public comment on the proposed water system improvement project.

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to publish notice of the public hearing in the Livingston County Daily Press & Argus in substantially the attached format. Project plans are available for public review at Howell City Hall during normal business hours.

ADOPTED this 13th day of June, 2022.

ROBERT ELLIS, MAYOR

DEANNA ROBSON, CLERK

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 22-08, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the 13th day of June 2022 and that the meeting was held and the minutes therefore were filed is

compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 13th day of June, 2022.

BY: Howell City Clerk

NOTES