



NEW HAVEN VILLAGE COUNCIL REGULAR MEETING AGENDA

May 12, 2026 at 7:00 PM
Municipal Council Room – 57775 Main Street

In accordance with the Americans with Disabilities Act, reasonable accommodations can be made with advance notice by calling the Village Offices at (586) 749-5301

The New Haven Village Council will hold its Regular Council Meeting at 7:00 pm, in the Municipal Council Room located at 57775 Main Street.

- 1. Call to Order/Pledge/Roll Call**
- 2. Approval of Agenda**
- 3. Public Comments on Agenda**
- 4. Approval of the Minutes**

[A.](#) April 14, 2026 regular meeting minutes

5. Consent Agenda

All matters listed under Consent Agenda are considered routine by the council and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered separately.

- A. Fire Department Report
- B. Fire Inspection Report
- C. DPW Report
- D. Building Department Report
- E. Sheriff Department Report
- F. Engineering Project Status Report
- G. Code Enforcement

6. Payment of Bills – Treasurer Report

- A. Approval of May 2026 Payroll: \$156,935.77 and bills to be paid for May 2026: \$474,956.94 Total of \$631,892.71

B. Treasurer's Report - Total Village cash assets of \$8,132,505.09

7. Communications/Committee Reports

A. Agenda Items for June 9, 2026 due by May 30, 2026 - Clerk Whitsett

B. Planning Commission Update - Trustee Dilbert

C. Parks and Rec Update - Trustee Guerrero

8. Unfinished Business

A. Funeral Home and Seifert Update

9. New Business

A. Set Public Hearing for 2026 Millage Rates

B. Administrative Review – Draft Ordinance

C. Parks & Recreation Master Plan Proposal

D. Code Enforcement unpaid fines for tax rollover

E. International Fire Code Update

F. Tree-Removal – Centennial Cemetery

G. Clarification of Roles – Parks & Recreation Committee and Civic Event Operations

10. Call from the Floor (limited to three minutes)

11. Call from the Table

12. Adjournment

Please hold all public comments until call from the floor. There is a 3-minute limit for all calls from the floor. The Council will not take any action on issues raised during call from the floor. This is an opportunity for citizens to voice concerns and thoughts on non-agenda Items.

The Council meetings are set and carried out to conduct the business of the Village. Please turn off all cell phones and pagers before entering the meeting room. Please be courteous to those speaking and others at the meeting. Thank you.



NEW HAVEN VILLAGE COUNCIL REGULAR MEETING MINUTES

April 14, 2026 at 7:00 PM
Municipal Council Room – 57775 Main Street

1. Call to Order/Pledge/Roll Call

Meeting called to order at 7:00 PM

PRESENT

President Brian Meissen

Trustee Chris Dilbert

Trustee Corinna Guerrero

Trustee Alicia Hashem

Trustee Fred Nona

Trustee Mario Pruccoli

Clerk Rachel Whitsett

Treasurer Tim Sosnovske

ABSENT

Trustee Tracy Bonkowski

2. Approval of Agenda

Motion made by Trustee Guerrero to approve the agenda as amended, Seconded by Trustee Pruccoli.

Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

Remove

New Business - D. Parks and Rec Master Plan Update

New Business - D. Master Plan Update

Add

New Business - J. Cement work for water main repair

3. Public Comments on Agenda

GFL - Brett introducing our new point of contact Drew

4. Approval of the Minutes

A. March 10, 2026 Public Hearing Budget FY 2026-2027 minutes

Motion made by Trustee Guerrero to approve the March 10, 2026 public hearing minutes for budget FY 2026-2027 as presented, Seconded by Trustee Hashem.

Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

B. March 10, 2026 Regular Meeting Minutes

Motion made by Trustee Hashem to approve the March 10, 2026 regular meeting minutes, Seconded by Trustee Guerrero.

Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

5. Consent Agenda

Motion made by Trustee Nona to approve the consent agenda as presented, Seconded by Trustee Hashem.

Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

6. Payment of Bills – Treasurer Report

A. Approval of April 2026 Payroll: \$116,910.21 and bills to be paid for April 2026: \$652,369.16 Total of \$769,279.37

Motion made by Trustee Guerrero to pay April bills totaling \$769,279.37, Seconded by Trustee Hashem.

Roll Call - Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

B. Treasurer's Report - Total Village cash assets of \$8,175,777.80

Motion made by Trustee Pruccoli to receive and file Treasurers report, Seconded by Trustee Guerrero.

Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

7. Communications/Committee Reports

A. Agenda Items for May 12, 2026 due by May 2, 2026 - Clerk Whitsett

B. Planning Commission Update - Trustee Dilbert

C. Parks and Rec Update - Trustee Guerrero

8. Unfinished Business

A. Funeral Home and Seifert Update

Discussion only

B. Government Affairs Liaison

Motion made by Trustee Pruccoli to create a temp position of Government Affairs Liaison, with benefit changes as discussed at the table, and appoint Jeff Yaroch for a 6 month position to revisit at the October 2026 meeting, Seconded by Trustee Nona.

Roll Call - Voting Yea: President Meissen, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

Voting Nay: Trustee Dilbert

9. New Business

A. National Student Leadership Week Proclamation

Motion made by Trustee Dilbert to adopt Resolution #2026-005 "Resolution Proclamation for National Student Leadership Week", Seconded by Trustee Guerrero.

Roll Call - Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

B. Resolution Numbers Correction

Motion made by Trustee Pruccoli to adjust resolution numbers as presented, Seconded by Trustee Hashem.

Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

C. Lenox Twp Library Rezone Recommendation

Motion made by Trustee Dilbert to rezone of Lenox Township Library parcel #26-06-33-102-001 from SF2 to GBD conditional rezone. Conditions; Land use will be restricted to a public library and associated off-street parking, on-street parking adjacent to the property meeting engineering and zoning standards can be counted toward the required off-street parking count, and applicable special land use, sire plan review, and variance standards and procedure will be followed and met, Seconded by Trustee Guerrero.

Roll Call - Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

Motion made by Trustee Dilbert to rezone of Lenox Township Library parcel #26-06-33-102-002 from SF2 to GBD conditional rezone. Conditions; Land use will be restricted to a public library and associated off-street parking, on-street parking adjacent to the property meeting engineering and zoning standards can be counted toward the required off-street parking count, and applicable special land use, sire plan review, and variance standards and procedure will be followed and met, Seconded

by Trustee Hashem.

Roll Call - Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

D. Village Office Consulting Firm Procurement

Discussion only

E. Attendance Policy

Discussion only

F. EGLE MS4 Notice – Corrective Actions and Funding Request

Motion made by Trustee Guerrero to approve Tri-County storm system maps for \$3,900 (+\$158.00 per hour) and subcontract dry weather \$10,775.30, Seconded by Trustee Hashem.

Roll Call - Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

G. Zenner FHD Hydrant Meter

Motion made by Trustee Pruccoli to buy Zenner Fire Hydrant Meter totaling \$4,249.95, Seconded by Trustee Hashem.

Roll Call - Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

H. Hose Purchase

Motion made by Trustee Guerrero to purchase fire hose from HD Edwards for \$6,636.00, Seconded by Trustee Hashem.

Roll Call - Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

I. Cement work or water main repairs

Motion made by Trustee Guerrero to approve cement work for water main repairs from Superior Surfaces, for \$19,700.00, Seconded by Trustee Hashem.

Roll Call - Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

10. Call from the Floor (limited to three minutes)

Luann Kendall - Carl St - construction of Redwood Apartments.

Annette Higgins - Water on property along Stevens St

11. Call from the Table

- A. BS&A Cloud implementation at the end of April
- B. Lenox Township Data Center Town Hall April 15th 5pm to 8pm

12. Closed Session in accordance with MCL 15.268(d) to consider the purchase of real property

Motion made by Trustee Pruccoli to go into closed session at 8:43 PM to discuss the purchase of real property, Seconded by Trustee Guerrero.

Roll Call - Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

Motion made by Trustee Pruccoli to return to open session at 9:02 PM, Seconded by Trustee Nona.

Roll Call - Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

13. Adjournment

Motion made by Trustee Nona to adjourn at 9:03 PM, Seconded by Trustee Guerrero.

Voting Yea: President Meissen, Trustee Dilbert, Trustee Guerrero, Trustee Hashem, Trustee Nona, Trustee Pruccoli

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF NEW HAVEN

Balance As of 04/30/2026
 % Fiscal Year Completed: 8.22

Section 6, Item B.

GL Number	Description	26-27 Amended Budget	YTD Balance 04/30/2026	Activity For 04/30/2026	Available Balance 04/30/2026	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Revenues						
Department: 000 REVENUE						
101-000-403.000	CURRENT REAL TAX	1,408,000.00	0.00	0.00	1,408,000.00	0.00
101-000-405.000	IN LIEU OF TAXES - PINEWOODS	11,300.00	24,375.52	24,375.52	(13,075.52)	215.71
101-000-406.000	IN LIEU OF TAXES - PERRY ACRE	26,000.00	0.00	0.00	26,000.00	0.00
101-000-407.000	DELINQUENT PERSONAL TAX	70,000.00	0.00	0.00	70,000.00	0.00
101-000-447.000	PROPERTY TAX ADMIN FEE	24,500.00	0.00	0.00	24,500.00	0.00
101-000-455.000	FRANCHISE FEES	45,000.00	430.39	430.39	44,569.61	0.96
101-000-460.000	TAX WEED COLLECTION	2,500.00	0.00	0.00	2,500.00	0.00
101-000-461.000	CIVIL INFRACTION COLLECTIONS	15,000.00	0.00	0.00	15,000.00	0.00
101-000-487.000	TRAILER TAXES	5,000.00	358.00	358.00	4,642.00	7.16
101-000-568.000	STATE MICHIGAN SALES TAX	761,000.00	0.00	0.00	761,000.00	0.00
101-000-570.000	STATE MICHIGAN LIQUOR TAX	5,000.00	0.00	0.00	5,000.00	0.00
101-000-574.000	METRO AUTHORITY REVENUE	25,000.00	0.00	0.00	25,000.00	0.00
101-000-664.000	INTEREST INCOME	50,000.00	0.00	0.00	50,000.00	0.00
101-000-670.000	MISCELLANEOUS INCOME	500.00	0.00	0.00	500.00	0.00
101-000-675.000	EQUIP RENT-CITY OWNED	200,000.00	11,577.92	11,577.92	188,422.08	5.79
101-000-678.000	ADMIN ALLOC REVENUE	47,000.00	0.00	0.00	47,000.00	0.00
Total Dept 000 - REVENUE		2,695,800.00	36,741.83	36,741.83	2,659,058.17	1.36
Department: 300 POLICE DISBURSEMENTS						
101-300-660.000	POLICE FINES & FORFEITURES	31,000.00	1,532.85	1,532.85	29,467.15	4.94
Total Dept 300 - POLICE DISBURSEMENTS		31,000.00	1,532.85	1,532.85	29,467.15	4.94
Department: 336 PARKS & RECREATION DISBURSEMENTS						
101-336-670.000	MISCELLANEOUS INCOME	2,500.00	100.00	100.00	2,400.00	4.00
101-336-674.000	DONATIONS	9,000.00	312.00	312.00	8,688.00	3.47
Total Dept 336 - PARKS & RECREATION DISBURSEMENTS		11,500.00	412.00	412.00	11,088.00	3.58
Department: 340 FIRE DISBURSEMENTS						
101-340-657.000	ENFORCEMENT FINES-FIRE INSPECTOR	0.00	600.00	600.00	(600.00)	100.00
Total Dept 340 - FIRE DISBURSEMENTS		0.00	600.00	600.00	(600.00)	100.00
Department: 371 CODE ENFORCEMENT						
101-371-657.000	ENFORCEMENT FINES	7,500.00	0.00	0.00	7,500.00	0.00
Total Dept 371 - CODE ENFORCEMENT		7,500.00	0.00	0.00	7,500.00	0.00
Department: 405 SMART						
101-405-409.000	SMART REVENUE	3,200.00	0.00	0.00	3,200.00	0.00
Total Dept 405 - SMART		3,200.00	0.00	0.00	3,200.00	0.00
Revenues		2,749,000.00	39,286.68	39,286.68	2,709,713.32	1.43
Account Category: Expenditures						
Department: 111 GENERAL FUND DISBURSEMENTS						
101-111-702.000	SALARY & WAGES	152,440.00	13,180.86	13,180.86	139,259.14	8.65
101-111-702.100	MEDICAL BUYOUT	4,000.00	333.33	333.33	3,666.67	8.33
101-111-702.931	SALARIES & WAGES - BLDG MAINT	8,549.00	784.20	784.20	7,764.80	9.17
101-111-703.000	SALARIES & WAGES - COUNCIL	14,400.00	1,000.00	1,000.00	13,400.00	6.94
101-111-703.100	SALARIES & WAGES - PRESIDENT	14,400.00	1,200.00	1,200.00	13,200.00	8.33
101-111-703.200	SALARIES & WAGES - HSNB	4,500.00	240.00	240.00	4,260.00	5.33

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Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 111 GENERAL FUND DISBURSEMENTS						
101-111-705.000	SALARIES & WAGES - CLERK	7,500.00	625.00	625.00	6,875.00	8.33
101-111-706.000	VILLAGE TREASURER	5,400.00	450.00	450.00	4,950.00	8.33
101-111-707.931	SALARIES & WAGES-OT-BLDG R&M	1,591.00	0.00	0.00	1,591.00	0.00
101-111-707.932	SALARIES & WAGES-OT-EQUIP R&M	240.00	0.00	0.00	240.00	0.00
101-111-709.000	ZONING BOARD OF APPEALS	2,000.00	0.00	0.00	2,000.00	0.00
101-111-715.000	FICA TAX EXPENSE	17,510.00	1,362.73	1,362.73	16,147.27	7.78
101-111-715.100	HEALTH INSURANCE	20,000.00	1,562.23	1,562.23	18,437.77	7.81
101-111-715.200	WORKERS COMPENSATION	1,030.00	(251.10)	(251.10)	1,281.10	(24.38)
101-111-715.300	LIFE INSURANCE	3,200.00	290.42	290.42	2,909.58	9.08
101-111-718.000	PENSION EXPENSE	8,049.00	714.92	714.92	7,334.08	8.88
101-111-727.000	OFFICE SUPPLIES	3,000.00	104.94	104.94	2,895.06	3.50
101-111-740.000	OPERATING SUPPLIES	3,000.00	357.11	357.11	2,642.89	11.90
101-111-745.000	EDUCATION & TRAINING	2,500.00	0.00	0.00	2,500.00	0.00
101-111-746.000	MILEAGE	750.00	0.00	0.00	750.00	0.00
101-111-750.000	POSTAGE	500.00	0.00	0.00	500.00	0.00
101-111-768.000	UNIFORMS	1,300.00	0.00	0.00	1,300.00	0.00
101-111-807.000	PROF SVCS - LEGAL	100,000.00	0.00	0.00	100,000.00	0.00
101-111-807.700	PROF SVCS - AUDIT	39,000.00	0.00	0.00	39,000.00	0.00
101-111-807.800	PROF SVCS - COMMUNITY PLANNIN	60,000.00	4,800.00	4,800.00	55,200.00	8.00
101-111-807.900	PROF SVCS - ENGINEERING	3,000.00	0.00	0.00	3,000.00	0.00
101-111-807.901	PROF SVCS-WEEDS FOR TAXES	2,000.00	0.00	0.00	2,000.00	0.00
101-111-807.915	PROF SVCS - DEMOLITION PROJECT	2,000.00	0.00	0.00	2,000.00	0.00
101-111-807.920	PROF SVCS - INSPECTOR	12,000.00	0.00	0.00	12,000.00	0.00
101-111-807.925	PROF SVCS - VIDEO SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
101-111-808.000	COMPUTER SYSTEM SUPPORT	60,000.00	6,344.42	6,344.42	53,655.58	10.57
101-111-812.000	GROUPS AND MAINTENANCE	1,500.00	0.00	0.00	1,500.00	0.00
101-111-850.000	TELEPHONE	6,500.00	99.94	99.94	6,400.06	1.54
101-111-900.000	PRINTING/PUBLICATION	6,000.00	0.00	0.00	6,000.00	0.00
101-111-910.000	INSURANCE GEN'L LIABILITY ALLOC	30,000.00	0.00	0.00	30,000.00	0.00
101-111-910.100	INSURANCE REBATES	(3,700.00)	0.00	0.00	(3,700.00)	0.00
101-111-920.000	UTILITIES	8,000.00	909.38	909.38	7,090.62	11.37
101-111-920.100	WATER & SEWER USAGE	21,000.00	0.00	0.00	21,000.00	0.00
101-111-931.000	BUILDING REPAIR & MAINTENANCE	18,000.00	483.96	483.96	17,516.04	2.69
101-111-932.000	EQUIPMENT REPAIR & MAINTENANC	6,000.00	0.00	0.00	6,000.00	0.00
101-111-956.100	BANK SERVICE CHARGES	500.00	0.00	0.00	500.00	0.00
101-111-958.000	MEMBERSHIPS & DUES	7,000.00	3,440.00	3,440.00	3,560.00	49.14
101-111-964.300	PROP TAX REFUNDS & CHGBACKS	1,600.00	0.00	0.00	1,600.00	0.00
101-111-964.400	DEBT SERVICE-COPIER & POSTAGE MACHIN	8,000.00	377.76	377.76	7,622.24	4.72
101-111-979.000	PROPERTY TAX - VILLAGE OFFICE	71,000.00	0.00	0.00	71,000.00	0.00
101-111-991.100	LEASE PRINCIPAL PAYMENT	106,200.00	8,850.00	8,850.00	97,350.00	8.33
Total Dept 111 - GENERAL FUND DISBURSEMENTS		843,459.00	47,260.10	47,260.10	796,198.90	5.60
Department: 266 GOVERNMENT AFFAIRS LIAISON						
101-266-702.000	SALARY & WAGES	23,374.00	0.00	0.00	23,374.00	0.00
101-266-715.000	FICA TAX EXPENSE	1,789.00	0.00	0.00	1,789.00	0.00
101-266-715.200	WORKERS COMPENSATION	50.00	0.00	0.00	50.00	0.00
Total Dept 266 - GOVERNMENT AFFAIRS LIAISON		25,213.00	0.00	0.00	25,213.00	0.00

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Balance As of 04/30/2026
 % Fiscal Year Completed: 8.22

Section 6, Item B.

GL Number	Description	26-27 Amended Budget	YTD Balance 04/30/2026	Activity For 04/30/2026	Available Balance 04/30/2026	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 300 POLICE DISBURSEMENTS						
101-300-740.000	OPERATING SUPPLIES	350.00	0.00	0.00	350.00	0.00
101-300-805.000	PROF SVCS - SHERIFF'S SERVICES	1,175,000.00	0.00	0.00	1,175,000.00	0.00
101-300-850.000	TELEPHONE	1,200.00	30.18	30.18	1,169.82	2.52
101-300-920.000	UTILITIES	6,500.00	909.38	909.38	5,590.62	13.99
101-300-931.000	BUILDING REPAIR & MAINTENANCE	9,000.00	7,000.00	7,000.00	2,000.00	77.78
Total Dept 300 - POLICE DISBURSEMENTS		1,192,050.00	7,939.56	7,939.56	1,184,110.44	0.67
Department: 336 PARKS & RECREATION DISBURSEMENTS						
101-336-702.000	SALARY & WAGES	97,517.00	8,319.76	8,319.76	89,197.24	8.53
101-336-703.500	SALARIES & WAGES- PARK & REC COMMITT	21,200.00	980.00	980.00	20,220.00	4.62
101-336-707.000	SALARIES & WAGES - OVERTIME	4,326.00	233.94	233.94	4,092.06	5.41
101-336-715.000	FICA TAX EXPENSE	9,486.00	729.36	729.36	8,756.64	7.69
101-336-715.100	HEALTH INSURANCE	18,000.00	1,640.61	1,640.61	16,359.39	9.11
101-336-715.200	WORKERS COMPENSATION	412.00	(290.91)	(290.91)	702.91	(70.61)
101-336-715.300	LIFE INSURANCE	1,000.00	163.60	163.60	836.40	16.36
101-336-718.000	PENSION EXPENSE	3,177.00	439.70	439.70	2,737.30	13.84
101-336-740.000	OPERATING SUPPLIES	6,000.00	152.71	152.71	5,847.29	2.55
101-336-740.100	VILLAGE BEAUTIFICATION	12,000.00	0.00	0.00	12,000.00	0.00
101-336-746.000	MILEAGE	50.00	0.00	0.00	50.00	0.00
101-336-751.000	GAS & OIL	1,600.00	102.94	102.94	1,497.06	6.43
101-336-768.000	UNIFORMS	1,500.00	740.00	740.00	760.00	49.33
101-336-807.100	PROF SVCS-EMPLOYMENT PHYSICAL	250.00	0.00	0.00	250.00	0.00
101-336-807.900	PROF SVCS - ENGINEERING	500.00	0.00	0.00	500.00	0.00
101-336-808.000	COMPUTER SYSTEM SUPPORT	3,000.00	681.91	681.91	2,318.09	22.73
101-336-812.000	GROUNDS AND MAINTENANCE	20,000.00	708.55	708.55	19,291.45	3.54
101-336-920.000	UTILITIES	10,000.00	1,507.53	1,507.53	8,492.47	15.08
101-336-931.000	BUILDING REPAIR & MAINTENANCE	2,000.00	99.00	99.00	1,901.00	4.95
101-336-943.000	RENT - CITY OWNED EQUIP	80,000.00	5,922.30	5,922.30	74,077.70	7.40
101-336-945.000	COMMUNITY & RECREATION EVENTS	34,000.00	636.55	636.55	33,363.45	1.87
101-336-945.200	CIVIC EVENTS	28,000.00	1,328.98	1,328.98	26,671.02	4.75
101-336-945.300	SENIOR PROGRAM	5,000.00	87.87	87.87	4,912.13	1.76
Total Dept 336 - PARKS & RECREATION DISBURSEMENTS		359,018.00	24,184.40	24,184.40	334,833.60	6.74
Department: 340 FIRE DISBURSEMENTS						
101-340-702.000	SALARY & WAGES	64,593.00	6,153.02	6,153.02	58,439.98	9.53
101-340-715.000	FICA TAX EXPENSE	4,944.00	470.71	470.71	4,473.29	9.52
101-340-715.100	HEALTH INSURANCE	22,000.00	1,757.54	1,757.54	20,242.46	7.99
101-340-715.200	WORKERS COMPENSATION	288.00	0.00	0.00	288.00	0.00
101-340-715.300	LIFE INSURANCE	600.00	52.50	52.50	547.50	8.75
101-340-718.000	PENSION EXPENSE	3,234.00	307.65	307.65	2,926.35	9.51
101-340-740.000	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-340-745.000	EDUCATION & TRAINING	1,300.00	0.00	0.00	1,300.00	0.00
101-340-746.000	MILEAGE	500.00	0.00	0.00	500.00	0.00
101-340-768.000	UNIFORMS	1,300.00	0.00	0.00	1,300.00	0.00
101-340-808.000	COMPUTER SYSTEM SUPPORT	0.00	24.95	24.95	(24.95)	100.00
101-340-850.000	TELEPHONE	1,000.00	134.17	134.17	865.83	13.42
Total Dept 340 - FIRE DISBURSEMENTS		100,259.00	8,900.54	8,900.54	91,358.46	8.88

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GL Number	Description	26-27 Amended Budget	YTD Balance 04/30/2026	Activity For 04/30/2026	Available Balance 04/30/2026	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 371 CODE ENFORCEMENT						
101-371-702.000	SALARY & WAGES	2,575.00	1,625.01	1,625.01	949.99	63.11
101-371-715.000	FICA TAX EXPENSE	197.00	124.30	124.30	72.70	63.10
101-371-715.300	LIFE INSURANCE	175.00	12.85	12.85	162.15	7.34
101-371-718.000	PENSION EXPENSE	129.00	31.25	31.25	97.75	24.22
101-371-740.000	OPERATING SUPPLIES	100.00	0.00	0.00	100.00	0.00
101-371-745.000	EDUCATION & TRAINING	200.00	0.00	0.00	200.00	0.00
101-371-751.000	GAS & OIL	100.00	0.00	0.00	100.00	0.00
101-371-768.000	UNIFORMS	500.00	0.00	0.00	500.00	0.00
101-371-943.000	RENT - FIRE OWNED EQUIP	3,640.00	0.00	0.00	3,640.00	0.00
Total Dept 371 - CODE ENFORCEMENT		7,616.00	1,793.41	1,793.41	5,822.59	23.55
Department: 405 SMART						
101-405-860.100	BUS TRIPS	3,400.00	0.00	0.00	3,400.00	0.00
Total Dept 405 - SMART		3,400.00	0.00	0.00	3,400.00	0.00
Expenditures		2,531,015.00	90,078.01	90,078.01	2,440,936.99	3.56
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,749,000.00	39,286.68	39,286.68	2,709,713.32	1.43
TOTAL EXPENDITURES		2,531,015.00	90,078.01	90,078.01	2,440,936.99	3.56
NET OF REVENUES & EXPENDITURES:		217,985.00	(50,791.33)	(50,791.33)	268,776.33	
BEG. FUND BALANCE		2,799,304.31	2,799,304.31			
NET OF REVENUES/EXPENDITURES - 25-26		(231,194.23)	(231,194.23)			
END FUND BALANCE		2,786,095.08	2,517,318.75			

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Fund: 201 MAJOR STREET FUND						
Account Category: Revenues						
Department: 000 REVENUE						
201-000-553.000	STATE OF MICHIGAN ACT 51	506,000.00	0.00	0.00	506,000.00	0.00
201-000-664.000	INTEREST INCOME	40,000.00	0.00	0.00	40,000.00	0.00
Total Dept 000 - REVENUE		546,000.00	0.00	0.00	546,000.00	0.00
Revenues		546,000.00	0.00	0.00	546,000.00	0.00
Account Category: Expenditures						
Department: 463 ROAD MAINTENANCE						
201-463-702.000	SALARY & WAGES	77,982.00	8,937.31	8,937.31	69,044.69	11.46
201-463-707.000	SALARIES & WAGES - OVERTIME	1,273.00	119.97	119.97	1,153.03	9.42
201-463-715.000	FICA TAX EXPENSE	6,072.00	692.88	692.88	5,379.12	11.41
201-463-715.100	HEALTH INSURANCE	19,000.00	893.99	893.99	18,106.01	4.71
201-463-715.200	WORKERS COMPENSATION	4,326.00	(309.92)	(309.92)	4,635.92	(7.16)
201-463-715.300	LIFE INSURANCE	1,300.00	107.12	107.12	1,192.88	8.24
201-463-718.000	PENSION EXPENSE	4,054.00	452.89	452.89	3,601.11	11.17
201-463-740.000	OPERATING SUPPLIES	2,000.00	0.00	0.00	2,000.00	0.00
201-463-751.000	GAS & OIL	2,000.00	35.72	35.72	1,964.28	1.79
201-463-768.000	UNIFORMS	1,300.00	0.00	0.00	1,300.00	0.00
201-463-807.200	PROF SVCS - DUMPSTER	1,200.00	137.50	137.50	1,062.50	11.46
201-463-807.900	PROF SVCS - ENGINEERING	2,000.00	0.00	0.00	2,000.00	0.00
201-463-808.000	COMPUTER SYSTEM SUPPORT	0.00	1,158.00	1,158.00	(1,158.00)	100.00
201-463-930.000	ROAD MAINTENANCE	7,000.00	153.30	153.30	6,846.70	2.19
201-463-932.000	EQUIPMENT REPAIR & MAINTENANC	7,000.00	171.67	171.67	6,828.33	2.45
201-463-943.000	RENT - CITY OWNED EQUIP	16,000.00	875.34	875.34	15,124.66	5.47
201-463-966.000	TRANSFER TO OTHER FUNDS	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 463 - ROAD MAINTENANCE		252,507.00	13,425.77	13,425.77	239,081.23	5.32
Department: 465 RIGHT OF WAY MAINTENANCE						
201-465-938.000	RIGHT OF WAY MAINTENANCE	3,650.00	0.00	0.00	3,650.00	0.00
Total Dept 465 - RIGHT OF WAY MAINTENANCE		3,650.00	0.00	0.00	3,650.00	0.00
Department: 474 TRAFFIC						
201-474-702.000	SALARY & WAGES	1,288.00	170.59	170.59	1,117.41	13.24
201-474-707.000	SALARIES & WAGES - OVERTIME	206.00	0.00	0.00	206.00	0.00
201-474-715.000	FICA TAX EXPENSE	114.00	13.05	13.05	100.95	11.45
201-474-715.100	HEALTH INSURANCE	110.00	0.00	0.00	110.00	0.00
201-474-715.300	LIFE INSURANCE	75.00	2.55	2.55	72.45	3.40
201-474-718.000	PENSION EXPENSE	77.00	8.52	8.52	68.48	11.06
201-474-740.000	OPERATING SUPPLIES	150.00	473.75	473.75	(323.75)	315.83
201-474-785.000	TRAFFIC SERVICE	10,000.00	0.00	0.00	10,000.00	0.00
201-474-910.000	INSURANCE GEN'L LIABILITY ALLOC	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 474 - TRAFFIC		14,520.00	668.46	668.46	13,851.54	4.60
Department: 479 WINTER MAINTENANCE						
201-479-702.000	SALARY & WAGES	2,864.00	0.00	0.00	2,864.00	0.00
201-479-707.000	SALARIES & WAGES - OVERTIME	2,884.00	0.00	0.00	2,884.00	0.00
201-479-715.000	FICA TAX EXPENSE	464.00	0.00	0.00	464.00	0.00
201-479-715.100	HEALTH INSURANCE	2,000.00	0.00	0.00	2,000.00	0.00
201-479-715.300	LIFE INSURANCE	25.00	0.00	0.00	25.00	0.00

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Fund: 201 MAJOR STREET FUND						
Account Category: Expenditures						
Department: 479 WINTER MAINTENANCE						
201-479-718.000	PENSION EXPENSE	288.00	0.00	0.00	288.00	0.00
201-479-934.000	WINTER MAINTENANCE	15,000.00	(129.93)	(129.93)	15,129.93	(0.87)
201-479-943.000	RENT - CITY OWNED EQUIP	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 479 - WINTER MAINTENANCE		26,025.00	(129.93)	(129.93)	26,154.93	0.50
Department: 483 ADMINISTRATIVE						
201-483-944.000	ADMIN ALLOC EXPENSE	26,000.00	0.00	0.00	26,000.00	0.00
201-483-991.100	LEASE PRINCIPAL PAYMENT	2,004.00	167.00	167.00	1,837.00	8.33
Total Dept 483 - ADMINISTRATIVE		28,004.00	167.00	167.00	27,837.00	0.60
Expenditures		324,706.00	14,131.30	14,131.30	310,574.70	4.35
Fund 201 - MAJOR STREET FUND:						
TOTAL REVENUES		546,000.00	0.00	0.00	546,000.00	0.00
TOTAL EXPENDITURES		324,706.00	14,131.30	14,131.30	310,574.70	4.35
NET OF REVENUES & EXPENDITURES:		221,294.00	(14,131.30)	(14,131.30)	235,425.30	
BEG. FUND BALANCE		1,257,688.20	1,257,688.20			
NET OF REVENUES/EXPENDITURES - 25-26		(753,393.62)	(753,393.62)			
END FUND BALANCE		725,588.58	490,163.28			

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Fund: 203 LOCAL STREET FUND						
Account Category: Revenues						
Department: 000 REVENUE						
203-000-553.000	STATE OF MICHIGAN ACT 51	200,798.00	0.00	0.00	200,798.00	0.00
203-000-676.000	TRANSFER FROM OTHER FUNDS	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 000 - REVENUE		300,798.00	0.00	0.00	300,798.00	0.00
Revenues		300,798.00	0.00	0.00	300,798.00	0.00
Account Category: Expenditures						
Department: 463 ROAD MAINTENANCE						
203-463-702.000	SALARY & WAGES	88,188.00	11,132.14	11,132.14	77,055.86	12.62
203-463-707.000	SALARIES & WAGES - OVERTIME	721.00	0.00	0.00	721.00	0.00
203-463-715.000	FICA TAX EXPENSE	6,804.00	851.61	851.61	5,952.39	12.52
203-463-715.100	HEALTH INSURANCE	23,000.00	897.79	897.79	22,102.21	3.90
203-463-715.200	WORKERS COMPENSATION	1,442.00	(309.92)	(309.92)	1,751.92	(21.49)
203-463-715.300	LIFE INSURANCE	600.00	123.50	123.50	476.50	20.58
203-463-718.000	PENSION EXPENSE	4,445.00	556.59	556.59	3,888.41	12.52
203-463-740.000	OPERATING SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
203-463-745.000	EDUCATION & TRAINING	500.00	0.00	0.00	500.00	0.00
203-463-751.000	GAS & OIL	2,000.00	35.71	35.71	1,964.29	1.79
203-463-768.000	UNIFORMS	1,000.00	0.00	0.00	1,000.00	0.00
203-463-807.200	PROF SVCS - DUMPSTER	1,500.00	137.50	137.50	1,362.50	9.17
203-463-808.000	COMPUTER SYSTEM SUPPORT	0.00	1,157.00	1,157.00	(1,157.00)	100.00
203-463-930.000	ROAD MAINTENANCE	5,000.00	260.12	260.12	4,739.88	5.20
203-463-932.000	EQUIPMENT REPAIR & MAINTENANC	6,000.00	3,611.67	3,611.67	2,388.33	60.19
203-463-943.000	RENT - CITY OWNED EQUIP	15,000.00	1,024.12	1,024.12	13,975.88	6.83
Total Dept 463 - ROAD MAINTENANCE		157,200.00	19,477.83	19,477.83	137,722.17	12.39
Department: 474 TRAFFIC						
203-474-702.000	SALARY & WAGES	3,854.00	230.05	230.05	3,623.95	5.97
203-474-715.000	FICA TAX EXPENSE	299.00	17.60	17.60	281.40	5.89
203-474-715.100	HEALTH INSURANCE	250.00	0.00	0.00	250.00	0.00
203-474-715.300	LIFE INSURANCE	600.00	3.31	3.31	596.69	0.55
203-474-718.000	PENSION EXPENSE	193.00	11.49	11.49	181.51	5.95
203-474-740.000	OPERATING SUPPLIES	6,000.00	0.00	0.00	6,000.00	0.00
203-474-785.000	TRAFFIC SERVICE	5,000.00	0.00	0.00	5,000.00	0.00
203-474-910.000	INSURANCE GEN'L LIABILITY ALLOC	5,400.00	0.00	0.00	5,400.00	0.00
Total Dept 474 - TRAFFIC		21,596.00	262.45	262.45	21,333.55	1.22
Department: 479 WINTER MAINTENANCE						
203-479-702.000	SALARY & WAGES	12,000.00	0.00	0.00	12,000.00	0.00
203-479-707.000	SALARIES & WAGES - OVERTIME	6,000.00	0.00	0.00	6,000.00	0.00
203-479-715.000	FICA TAX EXPENSE	1,400.00	0.00	0.00	1,400.00	0.00
203-479-715.100	HEALTH INSURANCE	2,000.00	0.00	0.00	2,000.00	0.00
203-479-715.300	LIFE INSURANCE	150.00	0.00	0.00	150.00	0.00
203-479-718.000	PENSION EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
203-479-934.000	WINTER MAINTENANCE	22,000.00	(129.92)	(129.92)	22,129.92	(0.59)
203-479-943.000	RENT - CITY OWNED EQUIP	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 479 - WINTER MAINTENANCE		69,550.00	(129.92)	(129.92)	69,679.92	0.19
Department: 483 ADMINISTRATIVE						

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Fund: 203 LOCAL STREET FUND						
Account Category: Expenditures						
Department: 483 ADMINISTRATIVE						
203-483-944.000	ADMIN ALLOC EXPENSE	11,000.00	0.00	0.00	11,000.00	0.00
203-483-956.100	BANK SERVICE CHARGES	200.00	0.00	0.00	200.00	0.00
203-483-991.100	LEASE PRINCIPAL PAYMENT	2,004.00	167.00	167.00	1,837.00	8.33
Total Dept 483 - ADMINISTRATIVE		13,204.00	167.00	167.00	13,037.00	1.26
Expenditures		261,550.00	19,777.36	19,777.36	241,772.64	7.56
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		300,798.00	0.00	0.00	300,798.00	0.00
TOTAL EXPENDITURES		261,550.00	19,777.36	19,777.36	241,772.64	7.56
NET OF REVENUES & EXPENDITURES:		39,248.00	(19,777.36)	(19,777.36)	59,025.36	
BEG. FUND BALANCE		112,251.91	112,251.91			
NET OF REVENUES/EXPENDITURES - 25-26		(47,056.99)	(47,056.99)			
END FUND BALANCE		104,442.92	45,417.56			

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Fund: 204 HIGHWAY IMPROVEMENT FUND						
Account Category: Revenues						
Department: 000 REVENUE						
204-000-403.000	CURRENT REAL TAX	307,000.00	0.00	0.00	307,000.00	0.00
204-000-407.000	DELINQUENT PERSONAL TAX	15,000.00	0.00	0.00	15,000.00	0.00
204-000-664.000	INTEREST INCOME	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000 - REVENUE		332,000.00	0.00	0.00	332,000.00	0.00
Revenues		332,000.00	0.00	0.00	332,000.00	0.00
Account Category: Expenditures						
Department: 204 HIGHWAY FUND DISBURSEMENTS						
204-204-926.000	STREET LIGHTING	57,600.00	4,899.96	4,899.96	52,700.04	8.51
204-204-964.300	PROP TAX REFUNDS & CHGBACKS	335.00	0.00	0.00	335.00	0.00
204-204-991.100	LEASE PRINCIPAL PAYMENT	4,800.00	400.00	400.00	4,400.00	8.33
Total Dept 204 - HIGHWAY FUND DISBURSEMENTS		62,735.00	5,299.96	5,299.96	57,435.04	8.45
Expenditures		62,735.00	5,299.96	5,299.96	57,435.04	8.45
Fund 204 - HIGHWAY IMPROVEMENT FUND:						
TOTAL REVENUES		332,000.00	0.00	0.00	332,000.00	0.00
TOTAL EXPENDITURES		62,735.00	5,299.96	5,299.96	57,435.04	8.45
NET OF REVENUES & EXPENDITURES:		269,265.00	(5,299.96)	(5,299.96)	274,564.96	
BEG. FUND BALANCE		665,918.50	665,918.50			
NET OF REVENUES/EXPENDITURES - 25-26		67,601.61	67,601.61			
END FUND BALANCE		1,002,785.11	728,220.15			

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Fund: 206 FIRE FUND						
Account Category: Revenues						
Department: 000 REVENUE						
206-000-403.000	CURRENT REAL TAX	497,000.00	0.00	0.00	497,000.00	0.00
206-000-403.200	BOARD OF REVIEW INCREASES/DECREASES	2,000.00	0.00	0.00	2,000.00	0.00
206-000-451.500	CERT OF OCCUPANCY-INSPECTION	500.00	0.00	0.00	500.00	0.00
206-000-451.700	PRE-APPLICATION MEETING FEE	3,000.00	0.00	0.00	3,000.00	0.00
206-000-461.000	CIVIL INFRACTION COLLECTIONS	1,000.00	0.00	0.00	1,000.00	0.00
206-000-664.000	INTEREST INCOME	4,100.00	0.00	0.00	4,100.00	0.00
206-000-670.000	MISCELLANEOUS INCOME	1,000.00	0.00	0.00	1,000.00	0.00
206-000-670.200	FIRE COST RECOVERY	2,500.00	200.00	200.00	2,300.00	8.00
206-000-675.000	EQUIP RENT-FIRE OWNED	3,900.00	0.00	0.00	3,900.00	0.00
Total Dept 000 - REVENUE		515,000.00	200.00	200.00	514,800.00	0.04
Department: 342 TRAINING-FIRE DEPARTMENT						
206-342-651.000	USE AND ADMISSION FEES	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 342 - TRAINING-FIRE DEPARTMENT		5,000.00	0.00	0.00	5,000.00	0.00
Revenues		520,000.00	200.00	200.00	519,800.00	0.04
Account Category: Expenditures						
Department: 340 FIRE DISBURSEMENTS						
206-340-702.000	SALARY & WAGES	255,000.00	35,853.50	35,853.50	219,146.50	14.06
206-340-702.100	MEDICAL BUYOUT	4,000.00	333.33	333.33	3,666.67	8.33
206-340-707.000	SALARIES & WAGES - OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
206-340-715.000	FICA TAX EXPENSE	20,000.00	2,768.29	2,768.29	17,231.71	13.84
206-340-715.100	HEALTH INSURANCE	18,500.00	1,234.38	1,234.38	17,265.62	6.67
206-340-715.200	WORKERS COMPENSATION	8,286.00	(1,495.82)	(1,495.82)	9,781.82	(18.05)
206-340-715.300	LIFE INSURANCE	700.00	138.20	138.20	561.80	19.74
206-340-718.000	PENSION EXPENSE	3,682.00	629.93	629.93	3,052.07	17.11
206-340-740.000	OPERATING SUPPLIES	30,000.00	8,152.97	8,152.97	21,847.03	27.18
206-340-745.000	EDUCATION & TRAINING	7,000.00	2,330.00	2,330.00	4,670.00	33.29
206-340-746.000	MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
206-340-750.000	POSTAGE	350.00	0.00	0.00	350.00	0.00
206-340-751.000	GAS & OIL	3,000.00	264.25	264.25	2,735.75	8.81
206-340-768.000	UNIFORMS	7,000.00	588.13	588.13	6,411.87	8.40
206-340-807.000	PROF SVCS - LEGAL	1,550.00	0.00	0.00	1,550.00	0.00
206-340-807.100	PROF SVCS-EMPLOYMENT PHYSICALS	1,000.00	0.00	0.00	1,000.00	0.00
206-340-808.000	COMPUTER SYSTEM SUPPORT	10,500.00	5,007.69	5,007.69	5,492.31	47.69
206-340-850.000	TELEPHONE	3,000.00	99.94	99.94	2,900.06	3.33
206-340-900.000	PRINTING/PUBLICATION	500.00	0.00	0.00	500.00	0.00
206-340-910.000	INSURANCE GEN'L LIABILITY ALLOC	6,000.00	0.00	0.00	6,000.00	0.00
206-340-920.000	UTILITIES	5,300.00	909.33	909.33	4,390.67	17.16
206-340-920.100	WATER & SEWER USAGE	2,195.00	0.00	0.00	2,195.00	0.00
206-340-931.000	BUILDING REPAIR & MAINTENANCE	10,000.00	561.35	561.35	9,438.65	5.61
206-340-932.000	EQUIPMENT REPAIR & MAINTENANC	25,000.00	2,958.28	2,958.28	22,041.72	11.83
206-340-956.100	BANK SERVICE CHARGES	150.00	0.00	0.00	150.00	0.00
206-340-958.000	MEMBERSHIPS & DUES	1,500.00	175.00	175.00	1,325.00	11.67
206-340-964.300	PROP TAX REFUNDS & CHGBACKS	550.00	0.00	0.00	550.00	0.00
206-340-970.000	CAPITAL OUTLAY	20,000.00	0.00	0.00	20,000.00	0.00
206-340-975.000	EQUIPMENT	50,000.00	0.00	0.00	50,000.00	0.00

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GL Number	Description	26-27 Amended Budget	YTD Balance 04/30/2026	Activity For 04/30/2026	Available Balance 04/30/2026	% Bdgt Used
Fund: 206 FIRE FUND						
Account Category: Expenditures						
Department: 340 FIRE DISBURSEMENTS						
	Total Dept 340 - FIRE DISBURSEMENTS	496,763.00	60,508.75	60,508.75	436,254.25	12.18
Department: 342 TRAINING-FIRE DEPARTMENT						
206-342-704.000	SALARIES & WAGES - PART-TIME	3,090.00	0.00	0.00	3,090.00	0.00
206-342-715.000	FICA TAX EXPENSE	232.00	0.00	0.00	232.00	0.00
206-342-718.000	PENSION EXPENSE	46.00	0.00	0.00	46.00	0.00
206-342-740.000	OPERATING SUPPLIES	800.00	0.00	0.00	800.00	0.00
206-342-745.000	EDUCATION & TRAINING	500.00	0.00	0.00	500.00	0.00
	Total Dept 342 - TRAINING-FIRE DEPARTMENT	4,668.00	0.00	0.00	4,668.00	0.00
	Expenditures	501,431.00	60,508.75	60,508.75	440,922.25	12.07
Fund 206 - FIRE FUND:						
	TOTAL REVENUES	520,000.00	200.00	200.00	519,800.00	0.04
	TOTAL EXPENDITURES	501,431.00	60,508.75	60,508.75	440,922.25	12.07
	NET OF REVENUES & EXPENDITURES:	18,569.00	(60,308.75)	(60,308.75)	78,877.75	
	BEG. FUND BALANCE	210,557.98	210,557.98			
	NET OF REVENUES/EXPENDITURES - 25-26	(14,974.80)	(14,974.80)			
	END FUND BALANCE	214,152.18	135,274.43			

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GL Number	Description	26-27 Amended Budget	YTD Balance 04/30/2026	Activity For 04/30/2026	Available Balance 04/30/2026	% Bdgt Used
Fund: 209 CEMETERY FUND						
Account Category: Revenues						
Department: 000 REVENUE						
209-000-403.000	CURRENT REAL TAX	68,500.00	0.00	0.00	68,500.00	0.00
209-000-407.000	DELINQUENT PERSONAL TAX	3,400.00	0.00	0.00	3,400.00	0.00
209-000-650.000	GRAVE OPENINGS	13,000.00	690.00	690.00	12,310.00	5.31
209-000-655.000	FOUNDATIONS	3,500.00	300.00	300.00	3,200.00	8.57
209-000-664.000	INTEREST INCOME	4,700.00	0.00	0.00	4,700.00	0.00
209-000-665.000	LOT SALES	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 000 - REVENUE		101,100.00	990.00	990.00	100,110.00	0.98
Revenues		101,100.00	990.00	990.00	100,110.00	0.98
Account Category: Expenditures						
Department: 209 CEMETERY DISBURSEMENTS						
209-209-702.000	SALARY & WAGES	31,930.00	2,379.72	2,379.72	29,550.28	7.45
209-209-707.000	SALARIES & WAGES - OVERTIME	1,653.00	0.00	0.00	1,653.00	0.00
209-209-715.000	FICA TAX EXPENSE	2,575.00	182.04	182.04	2,392.96	7.07
209-209-715.100	HEALTH INSURANCE	7,000.00	584.89	584.89	6,415.11	8.36
209-209-715.200	WORKERS COMPENSATION	335.00	(115.84)	(115.84)	450.84	(34.58)
209-209-715.300	LIFE INSURANCE	500.00	15.48	15.48	484.52	3.10
209-209-718.000	PENSION EXPENSE	1,700.00	119.01	119.01	1,580.99	7.00
209-209-740.000	OPERATING SUPPLIES	0.00	928.80	928.80	(928.80)	100.00
209-209-751.000	GAS & OIL	2,000.00	171.70	171.70	1,828.30	8.59
209-209-808.000	COMPUTER SYSTEM SUPPORT	1,650.00	1,479.00	1,479.00	171.00	89.64
209-209-812.000	GROUNDS AND MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
209-209-910.000	INSURANCE GEN'L LIABILITY ALLOC	250.00	0.00	0.00	250.00	0.00
209-209-932.000	EQUIPMENT REPAIR & MAINTENANC	2,500.00	0.00	0.00	2,500.00	0.00
209-209-943.000	RENT - CITY OWNED EQUIP	32,000.00	1,120.64	1,120.64	30,879.36	3.50
209-209-956.100	BANK SERVICE CHARGES	120.00	0.00	0.00	120.00	0.00
209-209-964.300	PROP TAX REFUNDS & CHGBACKS	75.00	0.00	0.00	75.00	0.00
209-209-991.100	LEASE PRINCIPAL PAYMENT	1,992.00	166.00	166.00	1,826.00	8.33
Total Dept 209 - CEMETERY DISBURSEMENTS		91,280.00	7,031.44	7,031.44	84,248.56	7.70
Expenditures		91,280.00	7,031.44	7,031.44	84,248.56	7.70
Fund 209 - CEMETERY FUND:						
TOTAL REVENUES		101,100.00	990.00	990.00	100,110.00	0.98
TOTAL EXPENDITURES		91,280.00	7,031.44	7,031.44	84,248.56	7.70
NET OF REVENUES & EXPENDITURES:		9,820.00	(6,041.44)	(6,041.44)	15,861.44	
BEG. FUND BALANCE		318,035.54	318,035.54			
NET OF REVENUES/EXPENDITURES - 25-26		32,016.91	32,016.91			
END FUND BALANCE		359,872.45	344,011.01			

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Fund: 219 CEMETERY PERPETUAL CARE FUND						
Account Category: Revenues						
Department: 000 REVENUE						
219-000-664.000	INTEREST INCOME	775.00	0.00	0.00	775.00	0.00
219-000-665.000	LOT SALES	1,925.00	0.00	0.00	1,925.00	0.00
Total Dept 000 - REVENUE		2,700.00	0.00	0.00	2,700.00	0.00
Revenues		2,700.00	0.00	0.00	2,700.00	0.00
Fund 219 - CEMETERY PERPETUAL CARE FUND:						
TOTAL REVENUES		2,700.00	0.00	0.00	2,700.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES:		2,700.00	0.00	0.00	2,700.00	
BEG. FUND BALANCE		76,110.16	76,110.16			
NET OF REVENUES/EXPENDITURES - 25-26		4,173.73	4,173.73			
END FUND BALANCE		82,983.89	80,283.89			

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GL Number	Description	26-27 Amended Budget	YTD Balance 04/30/2026	Activity For 04/30/2026	Available Balance 04/30/2026	% Bdgt Used
Fund: 226 GARBAGE AND RUBBISH COLLECTION FUND						
Account Category: Revenues						
Department: 000 REVENUE						
226-000-611.000	TRASH CHARGES	361,400.00	30,484.75	30,484.75	330,915.25	8.44
226-000-615.000	PENALTY CHARGES	12,000.00	1,032.26	1,032.26	10,967.74	8.60
226-000-664.000	INTEREST INCOME	1,650.00	0.00	0.00	1,650.00	0.00
Total Dept 000 - REVENUE		375,050.00	31,517.01	31,517.01	343,532.99	8.40
Revenues		375,050.00	31,517.01	31,517.01	343,532.99	8.40
Account Category: Expenditures						
Department: 528 RUBBISH COLLECTION						
226-528-806.000	PROF SVCSS - TRASH COLLECTION	360,000.00	0.00	0.00	360,000.00	0.00
226-528-944.000	ADMIN ALLOC EXPENSE	10,000.00	0.00	0.00	10,000.00	0.00
226-528-956.100	BANK SERVICE CHARGES	200.00	0.00	0.00	200.00	0.00
Total Dept 528 - RUBBISH COLLECTION		370,200.00	0.00	0.00	370,200.00	0.00
Expenditures		370,200.00	0.00	0.00	370,200.00	0.00
Fund 226 - GARBAGE AND RUBBISH COLLECTION FUND:						
TOTAL REVENUES		375,050.00	31,517.01	31,517.01	343,532.99	8.40
TOTAL EXPENDITURES		370,200.00	0.00	0.00	370,200.00	0.00
NET OF REVENUES & EXPENDITURES:		4,850.00	31,517.01	31,517.01	(26,667.01)	
BEG. FUND BALANCE		136,656.11	136,656.11			
NET OF REVENUES/EXPENDITURES - 25-26		(24,938.64)	(24,938.64)			
END FUND BALANCE		116,567.47	143,234.48			

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Fund: 549 BUILDING FUND						
Account Category: Revenues						
Department: 000 REVENUE						
549-000-451.000	PERMITS & LICENSES	84,000.00	26,333.00	26,333.00	57,667.00	31.35
549-000-451.200	REGISTRATION FEES	2,000.00	115.00	115.00	1,885.00	5.75
549-000-451.500	CERT OF OCCUPANCY-INSPECTION	5,000.00	2,065.00	2,065.00	2,935.00	41.30
549-000-456.000	BUILDING ADMINISTRATION FEES	25,000.00	3,450.00	3,450.00	21,550.00	13.80
549-000-457.000	PERMIT PLAN REVIEW	7,000.00	1,225.00	1,225.00	5,775.00	17.50
549-000-664.000	INTEREST INCOME	2,700.00	0.00	0.00	2,700.00	0.00
Total Dept 000 - REVENUE		125,700.00	33,188.00	33,188.00	92,512.00	26.40
Revenues		125,700.00	33,188.00	33,188.00	92,512.00	26.40
Account Category: Expenditures						
Department: 549 BUILDING DEPARTMENT						
549-549-702.000	SALARY & WAGES	79,568.00	7,022.54	7,022.54	72,545.46	8.83
549-549-702.100	MEDICAL BUYOUT	4,000.00	333.33	333.33	3,666.67	8.33
549-549-702.300	SALARIES & WAGES-INSPECTORS	60,000.00	4,307.45	4,307.45	55,692.55	7.18
549-549-703.300	SALARIES & WAGES - PLANNING	13,500.00	1,620.00	1,620.00	11,880.00	12.00
549-549-710.000	PLANNING COMMISSION	0.00	123.27	123.27	(123.27)	100.00
549-549-715.000	FICA TAX EXPENSE	12,100.00	1,016.20	1,016.20	11,083.80	8.40
549-549-715.100	HEALTH INSURANCE	3,700.00	308.60	308.60	3,391.40	8.34
549-549-715.200	WORKERS COMPENSATION	422.00	(100.49)	(100.49)	522.49	(23.81)
549-549-715.300	LIFE INSURANCE	800.00	69.78	69.78	730.22	8.72
549-549-718.000	PENSION EXPENSE	4,184.00	367.81	367.81	3,816.19	8.79
549-549-727.000	OFFICE SUPPLIES	600.00	376.44	376.44	223.56	62.74
549-549-740.000	OPERATING SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
549-549-746.000	MILEAGE	14.00	0.00	0.00	14.00	0.00
549-549-808.000	COMPUTER SYSTEM SUPPORT	3,200.00	5,557.08	5,557.08	(2,357.08)	173.66
549-549-850.000	TELEPHONE	660.00	99.92	99.92	560.08	15.14
549-549-956.100	BANK SERVICE CHARGES	250.00	0.00	0.00	250.00	0.00
549-549-991.100	LEASE PRINCIPAL PAYMENT	6,000.00	500.00	500.00	5,500.00	8.33
Total Dept 549 - BUILDING DEPARTMENT		189,998.00	21,601.93	21,601.93	168,396.07	11.37
Expenditures		189,998.00	21,601.93	21,601.93	168,396.07	11.37
Fund 549 - BUILDING FUND:						
TOTAL REVENUES		125,700.00	33,188.00	33,188.00	92,512.00	26.40
TOTAL EXPENDITURES		189,998.00	21,601.93	21,601.93	168,396.07	11.37
NET OF REVENUES & EXPENDITURES:		(64,298.00)	11,586.07	11,586.07	(75,884.07)	
BEG. FUND BALANCE		191,057.99	191,057.99			
NET OF REVENUES/EXPENDITURES - 25-26		(24,347.57)	(24,347.57)			
END FUND BALANCE		102,412.42	178,296.49			

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Fund: 590 WATER FUND						
Account Category: Revenues						
Department: 000 REVENUE						
590-000-607.000	WATER USER CHARGES	600,000.00	42,691.48	42,691.48	557,308.52	7.12
590-000-607.001	USER & RTS CHARGES (PER DWRP)	193,500.00	16,462.89	16,462.89	177,037.11	8.51
590-000-607.002	DEBT SERVICE CHARGE (PER DWRP)	202,000.00	16,805.40	16,805.40	185,194.60	8.32
590-000-607.003	TURN ON/OFF CHARGES	1,000.00	240.00	240.00	760.00	24.00
590-000-607.005	FINAL BILL CHARGE	2,700.00	330.00	330.00	2,370.00	12.22
590-000-610.100	VILLAGE WATER USAGE	12,163.00	0.00	0.00	12,163.00	0.00
590-000-615.000	PENALTY CHARGES	20,000.00	3,543.70	3,543.70	16,456.30	17.72
590-000-645.000	WATER CONNECTIONS	50,000.00	5,450.00	5,450.00	44,550.00	10.90
590-000-645.100	WATER METER	15,000.00	1,755.00	1,755.00	13,245.00	11.70
590-000-664.000	INTEREST INCOME	28,000.00	0.00	0.00	28,000.00	0.00
Total Dept 000 - REVENUE		1,124,363.00	87,278.47	87,278.47	1,037,084.53	7.76
Revenues		1,124,363.00	87,278.47	87,278.47	1,037,084.53	7.76
Account Category: Expenditures						
Department: 590 WATER DISBURSEMENTS						
590-590-702.000	SALARY & WAGES	126,488.00	16,213.56	16,213.56	110,274.44	12.82
590-590-707.000	SALARIES & WAGES - OVERTIME	5,000.00	549.25	549.25	4,450.75	10.99
590-590-715.000	FICA TAX EXPENSE	10,100.00	1,282.44	1,282.44	8,817.56	12.70
590-590-715.100	HEALTH INSURANCE	21,000.00	3,212.78	3,212.78	17,787.22	15.30
590-590-715.200	WORKERS COMPENSATION	800.00	(192.82)	(192.82)	992.82	(24.10)
590-590-715.300	LIFE INSURANCE	3,000.00	227.71	227.71	2,772.29	7.59
590-590-718.000	PENSION EXPENSE	6,575.00	838.19	838.19	5,736.81	12.75
590-590-740.000	OPERATING SUPPLIES	9,848.58	955.49	955.49	8,893.09	9.70
590-590-742.000	METERS	10,000.00	0.00	0.00	10,000.00	0.00
590-590-745.000	EDUCATION & TRAINING	500.00	140.00	140.00	360.00	28.00
590-590-750.000	POSTAGE	10,200.00	277.50	277.50	9,922.50	2.72
590-590-751.000	GAS & OIL	2,000.00	56.98	56.98	1,943.02	2.85
590-590-768.000	UNIFORMS	1,500.00	0.00	0.00	1,500.00	0.00
590-590-802.000	WATER CONSUMPTION	225,000.00	16,288.74	16,288.74	208,711.26	7.24
590-590-802.100	WATER CONSUMPTION FIXED	346,000.00	27,000.00	27,000.00	319,000.00	7.80
590-590-807.000	PROF SVCS - LEGAL	500.00	0.00	0.00	500.00	0.00
590-590-807.500	PROF SVCS - TESTING	5,000.00	76.00	76.00	4,924.00	1.52
590-590-807.900	PROF SVCS - ENGINEERING	3,000.00	0.00	0.00	3,000.00	0.00
590-590-808.000	COMPUTER SYSTEM SUPPORT	6,200.00	3,313.72	3,313.72	2,886.28	53.45
590-590-850.000	TELEPHONE	3,000.00	0.00	0.00	3,000.00	0.00
590-590-910.000	INSURANCE GEN'L LIABILITY ALLOC	5,200.00	0.00	0.00	5,200.00	0.00
590-590-920.000	UTILITIES	15,000.00	3,438.58	3,438.58	11,561.42	22.92
590-590-931.000	BUILDING REPAIR & MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0.00
590-590-932.000	EQUIPMENT REPAIR & MAINTENANC	17,000.00	(173.59)	(173.59)	17,173.59	(1.02)
590-590-935.000	MAIN & WELL MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
590-590-943.000	RENT - CITY OWNED EQUIP	18,000.00	2,111.60	2,111.60	15,888.40	11.73
590-590-956.100	BANK SERVICE CHARGES	600.00	0.00	0.00	600.00	0.00
590-590-958.000	MEMBERSHIPS & DUES	1,500.00	0.00	0.00	1,500.00	0.00
590-590-991.100	LEASE PRINCIPAL PAYMENT	37,500.00	3,125.00	3,125.00	34,375.00	8.33
590-590-997.000	DEPRECIATION EXPENSE	170,000.00	0.00	0.00	170,000.00	0.00
Total Dept 590 - WATER DISBURSEMENTS		1,068,011.58	78,741.13	78,741.13	989,270.45	7.37
Department: 591 DWRP PROJECT						

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Fund: 590 WATER FUND						
Account Category: Expenditures						
Department: 591 DWRP PROJECT						
590-591-964.000	INTEREST EXPENSE	36,000.00	0.00	0.00	36,000.00	0.00
Total Dept 591 - DWRP PROJECT		36,000.00	0.00	0.00	36,000.00	0.00
Expenditures		1,104,011.58	78,741.13	78,741.13	1,025,270.45	7.13
Fund 590 - WATER FUND:						
TOTAL REVENUES		1,124,363.00	87,278.47	87,278.47	1,037,084.53	7.76
TOTAL EXPENDITURES		1,104,011.58	78,741.13	78,741.13	1,025,270.45	7.13
NET OF REVENUES & EXPENDITURES:		20,351.42	8,537.34	8,537.34	11,814.08	
BEG. FUND BALANCE		4,879,212.75	4,879,212.75			
NET OF REVENUES/EXPENDITURES - 25-26		664,293.51	664,293.51			
END FUND BALANCE		5,563,857.68	5,552,043.60			

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Fund: 592 SEWER FUND						
Account Category: Revenues						
Department: 000 REVENUE						
592-000-607.001	RTS CHARGES-SEWER	187,000.00	16,457.63	16,457.63	170,542.37	8.80
592-000-609.000	SEWER CHARGES	750,000.00	52,861.66	52,861.66	697,138.34	7.05
592-000-610.000	VILLAGE SEWER USAGE	11,050.00	0.00	0.00	11,050.00	0.00
592-000-612.000	SEWER DEBT CHARGES	700,000.00	57,758.86	57,758.86	642,241.14	8.25
592-000-615.000	PENALTY CHARGES	35,000.00	6,312.70	6,312.70	28,687.30	18.04
592-000-644.000	SEWER CONNECTIONS	35,000.00	4,150.00	4,150.00	30,850.00	11.86
592-000-664.000	INTEREST INCOME	11,000.00	0.00	0.00	11,000.00	0.00
592-000-670.000	MISCELLANEOUS INCOME	0.00	100.00	100.00	(100.00)	100.00
Total Dept 000 - REVENUE		1,729,050.00	137,640.85	137,640.85	1,591,409.15	7.96
Revenues		1,729,050.00	137,640.85	137,640.85	1,591,409.15	7.96
Account Category: Expenditures						
Department: 592 SEWER DISBURSEMENTS						
592-592-702.000	SALARY & WAGES	53,148.00	4,540.10	4,540.10	48,607.90	8.54
592-592-707.000	SALARIES & WAGES - OVERTIME	309.00	117.63	117.63	191.37	38.07
592-592-715.000	FICA TAX EXPENSE	4,089.00	356.23	356.23	3,732.77	8.71
592-592-715.100	HEALTH INSURANCE	6,000.00	641.25	641.25	5,358.75	10.69
592-592-715.200	WORKERS COMPENSATION	252.00	(31.18)	(31.18)	283.18	(12.37)
592-592-715.300	LIFE INSURANCE	500.00	44.71	44.71	455.29	8.94
592-592-718.000	PENSION EXPENSE	2,678.00	232.83	232.83	2,445.17	8.69
592-592-740.000	OPERATING SUPPLIES	3,000.00	753.39	753.39	2,246.61	25.11
592-592-750.000	POSTAGE	4,000.00	92.50	92.50	3,907.50	2.31
592-592-751.000	GAS & OIL	600.00	18.99	18.99	581.01	3.17
592-592-768.000	UNIFORMS	1,000.00	0.00	0.00	1,000.00	0.00
592-592-801.000	DSWD DISPOSAL SERVICE - SEWER	535,055.00	38,360.00	38,360.00	496,695.00	7.17
592-592-801.100	IWC CHARGES - SEWER	5,000.00	673.11	673.11	4,326.89	13.46
592-592-801.300	O & M / OMI - SEWER	48,000.00	3,746.00	3,746.00	44,254.00	7.80
592-592-801.400	O & M / MCWDD - SEWER	168,000.00	13,101.00	13,101.00	154,899.00	7.80
592-592-807.900	PROF SVCS - ENGINEERING	16,672.30	0.00	0.00	16,672.30	0.00
592-592-808.000	COMPUTER SYSTEM SUPPORT	1,100.00	1,961.92	1,961.92	(861.92)	178.36
592-592-850.000	TELEPHONE	750.00	0.00	0.00	750.00	0.00
592-592-910.000	INSURANCE GEN'L LIABILITY ALLOC	2,500.00	0.00	0.00	2,500.00	0.00
592-592-920.000	UTILITIES	3,500.00	581.12	581.12	2,918.88	16.60
592-592-931.000	BUILDING REPAIR & MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00
592-592-932.000	EQUIPMENT REPAIR & MAINTENANC	6,000.00	97.93	97.93	5,902.07	1.63
592-592-943.000	RENT - CITY OWNED EQUIP	6,000.00	523.92	523.92	5,476.08	8.73
592-592-956.100	BANK SERVICE CHARGES	600.00	0.00	0.00	600.00	0.00
592-592-958.000	MEMBERSHIPS & DUES	1,700.00	0.00	0.00	1,700.00	0.00
592-592-964.000	DEBT SERVICE - INTEREST EXPENSE	260,000.00	5,072.37	5,072.37	254,927.63	1.95
592-592-964.100	DEBT SERVICE-INTERCEPTORS AGENT FEE	150.00	0.00	0.00	150.00	0.00
592-592-964.600	DEBT SERVICE - AGENT FEE	300.00	6.37	6.37	293.63	2.12
592-592-991.100	LEASE PRINCIPAL PAYMENT	37,500.00	3,125.00	3,125.00	34,375.00	8.33
592-592-997.000	DEPRECIATION EXPENSE	230,000.00	0.00	0.00	230,000.00	0.00
Total Dept 592 - SEWER DISBURSEMENTS		1,400,403.30	74,015.19	74,015.19	1,326,388.11	5.29
Expenditures		1,400,403.30	74,015.19	74,015.19	1,326,388.11	5.29

Fund 592 - SEWER FUND:

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF NEW HAVEN

Balance As of 04/30/2026
 % Fiscal Year Completed: 8.22

Section 6, Item B.

GL Number	Description	26-27 Amended Budget	YTD Balance 04/30/2026	Activity For 04/30/2026	Available Balance 04/30/2026	% Bdgt Used
Fund: 592 SEWER FUND						
	TOTAL REVENUES	1,729,050.00	137,640.85	137,640.85	1,591,409.15	7.96
	TOTAL EXPENDITURES	1,400,403.30	74,015.19	74,015.19	1,326,388.11	5.29
	NET OF REVENUES & EXPENDITURES:	<u>328,646.70</u>	<u>63,625.66</u>	<u>63,625.66</u>	<u>265,021.04</u>	
	BEG. FUND BALANCE	3,558,221.22	3,558,221.22			
	NET OF REVENUES/EXPENDITURES - 25-26	990,004.87	990,004.87			
	END FUND BALANCE	<u>4,876,872.79</u>	<u>4,611,851.75</u>			
Report Totals:						
	TOTAL REVENUES - ALL FUNDS	7,905,761.00	330,101.01	330,101.01	7,575,659.99	4.18
	TOTAL EXPENDITURES - ALL FUNDS	6,837,329.88	371,185.07	371,185.07	6,466,144.81	5.43
	NET OF REVENUES & EXPENDITURES:	<u>1,068,431.12</u>	<u>(41,084.06)</u>	<u>(41,084.06)</u>	<u>1,109,515.18</u>	

Village of New Haven

Memo

To: Village Council
From: Clerk, Rachel Whitsett
cc: Treasurer, Tim Sosnovske
Date: May, 1, 2026
Re: Millage Public Hearings

Council,

We need to set the public hearings in June for the general operating millage and the fire special assessment millage.

Historically, the public hearings have been set back-to-back at 6:30 before the June council meeting. The June council meeting will be June 9, 2026 at 7 PM.

We need separate motions for each of the public hearings.

Thank you,

Rachel



AGENDA REPORT

New Haven, Michigan

Regular Council Meeting

MEETING DATE: May 12, 2026

DEPARTMENT: Planning Commission

DATE SUBMITTED: May 6, 2026

PREPARED BY: Rachel Whitsett

ITEM TITLE: Administrative Review – Draft Ordinance

EXECUTIVE SUMMARY:

The Planning Commission is recommending Council adopt the administrative review ordinance review as presented.

RECOMMENDED ACTION:

Approve the draft administrative review ordinance to be published on line for community feedback to be brought back to the June 2026 meeting for review/adoption.

ADMINISTRATIVE REVIEW:

EXHIBITS:

Administrative review draft ordinance

ADMINISTRATIVE REVIEW – DRAFT ORDINANCE

SECTION 515-100 SITE PLAN REVIEW

C. Administrative Review

The Planning Commission may permit an application to be administratively reviewed when one or more of the following actions is demonstrated. As part of an administrative review approval, the Planning Commission may determine which required site plan submission/data requirements of Section 515-100(C) are required.

- (1.) The application shall not require Special Land Use or Rezoning approval.
- (2.) The property or property owner shall not be subject to an active code of ordinance or zoning ordinance violation, corrective order, or court proceeding.
- (3.) The property or property owner shall not be delinquent in property or real tax, a water bill, and other Village of New Haven accounts.
- (4.) NEW CONSTRUCTION. (other than single-family residential)
 1. Minor changes during construction due to unanticipated site constraints or outside agency requirements.
 2. Construction of accessory structures.
 3. Sidewalk or pedestrian pathway construction or relocation.
- (5.) NEW USES OR CHANGES OF USE.
 1. Re-occupancy of a Class A Non-Conforming use of land, building, or structure that has discontinued use for 12 months or less.
 2. A change in use to a similar or less intense use.
- (6.) EXPANSIONS, ALTERATIONS AND OTHER PROJECTS.
 1. An increase in the existing floor area of a multiple-family or non-residential building of up to 2,500 square feet or twenty percent (20%), whichever is less.
 2. Minor landscaping changes, or species substitutions consistent with an approved construction plan.
 3. Grading, excavation, filling, soil removal, or creation of ponds on a residential lot.
 4. Minor building modifications that do not significantly alter the facade, height, or floor area of the building.
 5. Parking lot improvements, without any building changes.

6. Waste receptacle relocation to a more inconspicuous location, or installation of screening around the waste receptacle.
7. Changes to a site required by the Village for code or safety considerations.
8. Projects and activities of a similar character and intensity, as determined by the Planning Commission.



Carlisle | Wortman
ASSOCIATES, INC.

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

April 16, 2026

Brian Meissen
Village President
Village of New Haven
57775 Main Street
New Haven, Michigan 48048

RE: Proposal for Services: Recreation Plan Preparation

Dear Mr. Meissen:

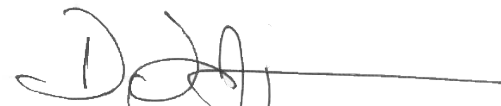
Carlisle/Wortman Associates is pleased to submit a proposal for services to prepare the Village's 2027 - 2031 Recreation Plan. We are well acquainted with the current Michigan Department of Natural Resources (MDNR) requirements for recreation plan and grant application submittals and will ensure your plan meets all applicable standards. Our knowledge of the Village, combined with our experience with MDNR planning requirements, makes us well suited to assist with this update.

We are enclosing a work plan, timeline, and fees for your review. The deadline for submission of falls on February 1, 2027, although the MDNR accepts plans throughout the year. We intend to complete the plan by late fall 2027 with submittal well in advance of the deadline. Chris Nordstrom will be Project Manager for the project, overseeing all aspects of the planning efforts.


We appreciate the opportunity to submit this proposal.

Sincerely,

CARLISLE/WORTMAN ASSOCIATES, INC.



David Scurto, AICP
Principal



Chris Nordstrom, PLA, ASLA
Senior Associate / Landscape Architect

Cc: Brian Stier, Village of New Haven Fire Chief

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

Village of New Haven 2027 – 2031 Parks & Recreation Master Plan Update Work Plan, Timeline, and Fees

The object of this proposal is to update New Haven’s 2015 Parks & Recreation Master Plan, preparing a document that will both act as a useful guideline for parks and recreation development and while meeting the requirements set forth by the Michigan Department of Natural Resources (MDNR). The primary goal of the Parks & Recreation Plan is to provide a clear direction for the Village over a five year period (2027 – 2031) and to articulate a vision for long-term development of parks and recreation in the community.

We highly recommend appointment of a Recreation Plan Steering Committee consisting of three or more members who can offer guidance on policies and visions for the community. CWA will work closely with this group to ensure that your plan best meets the needs of the Village.

Project Highlights

The main tasks of the Master Plan include:

- A community profile,
- A review of existing amenities and comparison of your recreation system against comparable community recreation offerings,
- The formulation of recreation goals and objectives for the community as well as a specific capital improvement schedule including costs, and
- Implementation strategies addressing priority and funding.

The following work plan details the tasks described above. In addition, a timeline with fees further describes when each task would be completed.

W o r k P l a n

1. Community Profile

- Document the most recent demographic, physical, and land use characteristics of the community using US Census, American Community Survey, SEMCOG data, and other available information.
- Prepare a description of the current administrative structure of the Village and the role of recreation in the community. This will include a description of volunteers and any partnerships with other organizations such as schools or private recreation providers.
- Acquire current GIS data and aerial imagery from Macomb County to allow preparation of local and regional inventory maps.

2. Recreation Inventory

- Prepare a description of the Village's recreation facilities and their relationship to New Haven residents, as well as the recreation facilities of nearby communities, the county, and schools. Input from Village staff will be used.
- Analyze the inventory data along with the community description and formulate conclusions regarding opportunities and needs for the community's recreation system. The analysis will also provide a comparison to national recreation standards.
- Prepare high-level existing inventory maps and concept maps for proposed facility improvements.

3. Public Participation and Needs Assessment

The MDNR requires all communities receive public input in at least two forms. A Public Hearing is mandatory, but other forms of input may be obtained at the Village's discretion. We will work with you to develop a public outreach strategy that works best for New Haven. We recommend:

- Prepare and advertise an online survey to be hosted on SoGoSurvey. Hard copies will be made available at the Village Hall for residents who prefer not to utilize the electronic option. CWA will analyze the results from the survey and provide it to Village staff to help inform the decision-making process.
- A required Public Hearing will be held prior to plan adoption, and is counted as one of the two forms of required public input. The Public Hearing must be noticed in the Township's paper-of-record.
- Should the Village desire additional input, we will work with you to develop additional forms of community outreach. Some techniques we have used in the past include stakeholder interviews with specific populations such as teens, seniors, or special needs groups, and listening sessions set up at special events or at area parks.

4. Master Plan

- Develop draft plan using MDNR guidelines.
- Submit draft plan chapters to the Recreation Plan Steering Committee for review and comment. Revise draft accordingly.

- Present the completed draft plan to the Parks and Recreation Committee prior to release to the public for a 30-day public review period. Note: The review period must be noticed in the Village’s paper-of-record.
- Receive comments, discuss revisions, and submit for final approval.
- Mandatory Public Hearing may be held in front of the Village Council.
- The Plan must be adopted by the Village Council. Adoption may occur only after the required 30-day public review period and Public Hearing have been completed.
- Assist with Post Completion Self Certification (PCSC) report preparation.
- Assemble adoption papers and prepare certification checklist.
- Submit plan to regional and county agencies.
- Submit final plan to MDNR.

Assistance from Village staff will be requested for preparing and publishing notices in local newspaper, the Village website, social media, and other locations.

T i m e l i n e

The following timeline has some flexibility and can be adjusted to better meet the needs of the Township. For the online survey and community input meetings, we will work with the Master Planning Steering Committee and the Parks and Recreation Commission to develop a schedule that accommodates the requirements of both groups.

May 2026	KO	<ul style="list-style-type: none"> • Kickoff meeting with Village staff and the Recreation Plan Steering Committee. • Develop questions for online survey. • Collect data for community profile and recreation inventory. Begin plan narrative.
Spring – Summer 2026	COMMUNITY INPUT	<ul style="list-style-type: none"> • Collect data via a community survey to receive input from residents, community interest groups, and other community stakeholders. • OPTIONAL: Facilitate focus groups and/or other public input sessions to gather additional information. • Transmit individual Plan chapters to the Steering Committee for review and comment as they are completed.
September 2026	SC	<ul style="list-style-type: none"> • Complete draft report and submit to Recreation Plan Steering Committee for review; revise accordingly.

- | | | |
|-------------------------|------------|---|
| October 20, 2026 | PRC | <ul style="list-style-type: none"> • Present plan to Parks & Recreation Committee and request approval to distribute plan for public review. |
| October – November 2026 | | <ul style="list-style-type: none"> • 30-day (minimum) public review of draft plan <p>The draft master plan is made available for public review online and in hard copy form at selected locations in the Village.</p> <p>A notice of the availability of draft plan for public review and comment must be published in local newspaper and incorporated in the Plan.</p> <p>Action Requested: Resolution from the Parks and Recreation Committee recommending adoption of the Master Plan by the Village Council.</p> |
| December 8, 2026 | PH | <ul style="list-style-type: none"> • Village Council Meeting <p>Public Hearing. The public hearing must be published at least one week prior to the meeting in at least one newspaper with a general circulation. The notice and minutes of the public hearing must be incorporated in the plan. The hearing is held as part of the regularly scheduled Village Council meeting.</p> <p>Action Requested: Formal adoption of the Recreation Master Plan by the Village Council.</p> |
| January 2027 | | <ul style="list-style-type: none"> • Collect official resolutions and meeting minutes. • Assist with PCSC report preparation, letters of transmittals to regional authorities, and other documentation collection. • Submit Plan to MDNR. Upload final document to MDNR system and assist with submittal prior to the February 1, 2027 deadline. |

Fees

The fees presented below represent the hours anticipated for the

Task	Principal David Scurto (hours)	Project Manager Chris Nordstrom (hours)	GIS Prep & Planning Support	Support Staff
Community Profile	2	8	24	2
Recreation Inventory	2	16	32	
Public Participation and Needs Assessment	2	16	24	
Master Plan	4	16	16	2
Hourly Rate	10 hours @ \$170/hr.	56 hours @ \$145/hr.	96 hours @ \$125/hr.	4 hours @ \$75/hr
Fee	\$1,700	\$8,120	\$12,000	\$300

Total Project Cost: \$22,120.00

Meetings: Five meetings are included: one kickoff meeting with Village staff/Recreation Plan Steering Committee, a follow-up meeting with the Recreation Plan Steering Committee, one meeting with the Parks & Recreation Committee, and one meeting with the Village Council. Additional meetings may be desired and would be billed at hourly rates.

Proposal accepted by:

Signature
Date
Brian Meissen
Village President
Village of New Haven

Signature
Date
David Scurto, AICP
Principal
Carlisle/Wortman Associates, Inc.



AGENDA REPORT

New Haven, Michigan

Council Meeting

MEETING DATE: 05/12/26

DEPARTMENT: Fire Dept.

DATE SUBMITTED: 04/30/26

PREPARED BY: Chief Stier

ITEM TITLE: IFC Update

EXECUTIVE SUMMARY: The transition from the 2021 International Fire Code (IFC) to the 2024 IFC focuses heavily on evolving technologies, specifically energy storage and electric vehicles, while refining safety protocols for modern construction methods.

RECOMMENDED ACTION: Approve IFC 2024

ADMINISTRATIVE REVIEW:

EXHIBIT: Attached letter from Fire Inspector



NEW HAVEN FIRE DEPARTMENT

Fire Prevention Division

57775 Main Street
New Haven, Michigan 48048-0429
Phone: (586) 749-9351
Fire Inspector Josh Guerrero

“Protect, Prevent, Preserve”

Chief,

Below are the listed reasons that I believe the Village should update our Fire Code.

Currently we are using the IFC 2021 version, the newest updated version is the 2024.

In the 2021, there are not enough codes or regulations needed to properly review a possible site plan for any industrial complexes that may come into our service area in the future.

In the 2024 version, there are multiple key points concerning battery storage mandates that are addressed such as:

Requiring Fire-safe rooms.

Increased fire wall separation from 1-hour to 2-hour.

Explosion proof safety measures.

Exhaust ventilation systems for toxic gases during a battery fire.

Expansion of required clean agent fire suppression systems.

Threshold for the maximum number, weight and or kwh of batteries.

This is not a complete list and does not give the specific codes, if needed I can reference and give more information.

Thank you,

Josh Guerrero

Fire Inspector/Investigator





AGENDA REPORT

New Haven, Michigan
Council Meeting May 12, 2026

MEETING DATE: May 12, 2026
DEPARTMENT: New Business
DATE SUBMITTED: April 21, 2026
PREPARED BY: Marcuz Dilbert, DPW Superintendent
ITEM TITLE: Tree-Removal – Centennial Cemetery

EXECUTIVE SUMMARY:

DPW has solicited bids for the removal of several large trees and associated stumps located within the municipal cemetery. These trees are situated in **close proximity to headstones and adjacent residential fencing**, creating a high-risk environment for removal.

Multiple bids were received; however, not all vendors proposed a complete scope of work. Specifically, lower-cost proposals **excluded stump grinding in areas near headstones** or did not demonstrate the specialized experience required for complex removals in confined and sensitive locations.

The recommended contractor is a **licensed arborist** with experience in high-risk tree removals and has provided a proposal that includes:

- **Full removal of all identified trees and stumps**, including those near headstones
- Use of **specialized equipment and controlled techniques** to minimize disturbance
- Consideration of **risk mitigation and liability associated with cemetery property and neighboring structures**

Due to the size of the trees and their location, incomplete removal or improper handling could result in **damage to monuments, Village property, and private fencing**, leading to additional costs and potential liability.

Although the recommended bid is higher in cost, it represents the **most responsible and complete approach**, ensuring the work is performed safely and in its entirety.

RECOMMENDED ACTION:

It is recommended that Village Council approve the award of the cemetery tree and stump removal contract to the licensed arborist, Tree Solutions LLC. in the amount of \$45,400.00, as the proposal provides the most comprehensive scope of work and lowest overall risk to the Village, despite not being the lowest bid.

ADMINISTRATIVE REVIEW:



The Tree Guys

74555 Fulton St. Armada, MI 48005

586.690.2620

mitreeguys@yahoo.com

"Doing what others can't for prices you can afford"

Section 9, Item F.

Date 4-10-26

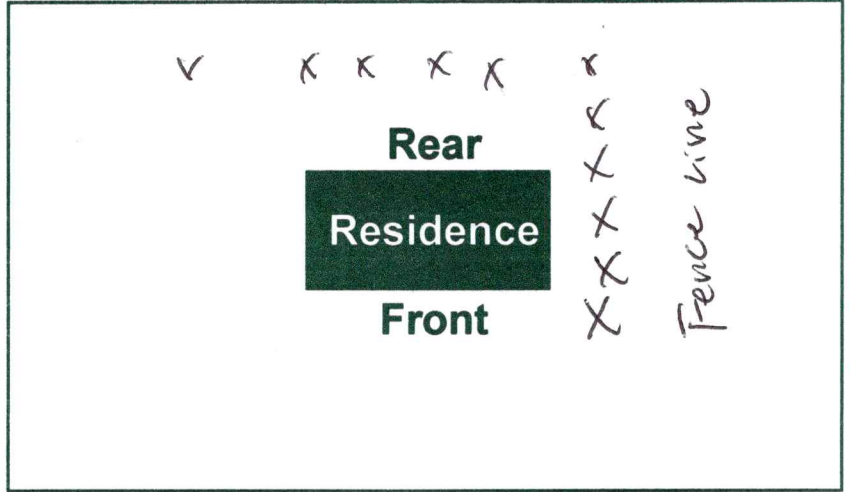
Name University of New Haven

Address _____

Contact 586-453-2788

Home Phone _____

Cell Phone _____



RECOMMENDATIONS:

1. <u>11X Big Removals all trees are severe rotten</u>	
<u>need cradle!</u>	
<u>take all debris</u>	
<u>leave areas cleaned clear</u>	
<u>Trees are very rotten and pose threat</u>	
<u>to surrounding property</u>	
<u>removals without stumps</u>	<u>* 13,000</u>
<u>with stumps</u>	<u>* 14,500</u>

Person or persons stated above being the owner/manager of property address above, hereby approve and authorize as indicated above and allow the Tree Guys, their representatives, employees and agents to perform the service as requested. I also allow the tree service provider to enter my premises, unencumbered and to bring the necessary equipment, tools and personal that would allow him/her to complete the tree service in the most economical, safe and time efficient manner, and I release The Tree Guys of any and all liability for damages to soil, sprinkler systems, cable lines, landscape lighting, grass or the like that may or many not be damaged or altered from their original state the removal process. It is the home owner's responsibility to notify and have marked any and all required utilities before service begins. After job completion upon payment payee is stating that all requested work has been completed and that any and all deficiencies and damages have been repaired or items replaced or paid for and that The Tree Guys are released from job and job is complete and no other repairs or replacements or rework is required. Owner agrees to pay the amount agreed to and mentioned above for the service requested above at time of service. Returned check fee is \$35 plus any and all fees and cost associated with the returned check. Cancellation, if scheduled service is canceled with less than 72 hours notice a 10% of contract fee will be charged. Payment is expected at time of service. If stump grinding cannot be completed, a maximum of up to \$200 will be refunded. Job is said to be complete, any and all deficiency has been fixed or repaired or reimbursed for. We reserve the right to cancel this contract at any time for any reason and prorate the work that has been accomplished based at \$500 per hour.

Customer Signature: _____ Date _____

JOB COST	
DISCOUNT	
BALANCE DUE UPON COMPLETION	

Accepted by _____ Date _____

\$ 22,000 \$ 23,500 \$ ~~36,500~~



PO Box 380284
Clinton Twp., MI 48038
586.482.2000
Treesolutionsmi.com

Date: April 16th, 2026
Invoice #
Expiration Date: 30 DAYS



Cris Sovel
ISA Certified Arborist
MI-4557A

Name: Jason Davenport (Centennial Cemetery)
Address: 57775 Main St
City: New Haven
Zip: 48048
Phone: 586.453.2388
Email: jdavenport@newhavenmi.org

Scheduled Date Of Completion	Payment Terms	Due Date
To Be Scheduled Upon Board Approval	UPON COMPLETION	

Description	Unit Price	Line Total
-------------	------------	------------

****PLEASE SEE ATTACHED DOCUMENTS FOR ITEMIZED LIST OF WORK TO BE COMPLETED****

Contractor agrees to haul all wood from project listed above. Any additional work added will be negotiated at time of service.

Subtotal
Sales Tax
Total

Quotation prepared by: CRIS SOVEL

This is a quotation on the goods named, subject to the conditions noted below. Although precautionary measures will be taken, Tree Solutions LLC & all affiliates are not to be held responsible for driveways, walkways, etc. when using heavy equipment during the process.

To accept this quotation, sign here and return: _____

\$ 45,400

Tree Removal Proposal

Project Scope: Complete removal of multiple trees as outlined below, utilizing specialized equipment including a 120' grapple saw (crane), 60' spider lift, and 65' bucket truck as needed for safe and efficient dismantling.

All removals include:

- Sectional dismantling and full tree removal
 - Stump grinding 8–12" below grade
 - Stump chips returned to hole and left on site.
 - All wood to be hauled off site.
-

1. Right Side – Entrance Fence Line

Removal of **6 maple trees** located along privacy fence.

- Equipment: 120' grapple saw & 60' spider lift
 - Includes stump grinding & onsite chip backfill
- Total: \$21,500**
-

2. Right Side – Near Shed / Fence Line

Removal of **3 cherry trees, 1 maple, 1 box elder, and 1 ailanthus.**

- Equipment: 120' grapple saw
 - Includes stump grinding & onsite chip backfill
- Total: \$5,800**
-

3. Left Side – Property Line

Removal of **3 maple trees.**

- Equipment: 120' grapple saw & 60' spider lift
 - Includes stump grinding & onsite chip backfill
- Total: \$13,600**
-

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4. Left Side – White Pine

Removal of heavily damaged white pine.

- Equipment: 120' grapple saw & 65' bucket truck
 - Includes stump grinding & onsite chip backfill
- Total: \$4,500**
-

***All removals have been marked with orange "X" by township prior.**

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ESTIMATE

EST-011993

Estimate Date: Apr 17, 2026

Expiry Date: May 15, 2026

FROM:

Treemendous Tree Care LLC
 License: 225916186000
 22832 Macomb Industrial Drive
 Clinton Township, MI, 48036
 Email: Treemendoustreecare247@gmail.com
 Phone: (248) 506-0241

TO:

The Village of New Haven
 Attn: Jason Davenport
 57775 Main Street
 New Haven, MI, 48048
 Phone: (586) 453-2388

JOB LOCATION:

Centennial St
 New Haven, MI, 48048

JOB:

# Services	Qty	Price	Discount	Tax (%)	Total
1 Tree Removal Broken norway spruce at Crandell st- removal cutting flush. <u>*additional \$250 to grind stump*</u> **crane required 2.5 hour** *Grapple required*	1.00	\$3,000.00	\$0.00	No Tax	\$3,000.00
2 Clean Up Included in your service Chip and haul away all tree debris from performed work Stump milling stay on site Thorough work zone clean up All Valpak discounts applied	1.00	\$0.00	\$0.00	No Tax	\$0.00

\$ 35,000
 5,150 Stump

Subtotal	\$3,000.00
Grand Total (\$)	\$3,000.00

Accepted payment methods

Credit Card, Check, Cash

Message

Thank you so much for having me out to your property to assess your tree care needs! Please review the attached quote and let us know if you are ready to move onto the next step for scheduling. If you have any questions, don't hesitate to give me a call.

Best Regards,

Ryan Bishop
Business Development
586-899-4646

Terms

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Services. Upon acceptance, we will perform the services described in this estimate. Any additional services requested by you and not included in this estimate will incur additional charges.

Schedule. The services will be completed and will be made in accordance with the schedule agreed upon.

Changes. Changes in the specifications, quantities, schedule or other aspects of the services that are requested or approved by you do not become binding unless accepted in writing. Any such changes may result in additional or increased charges, and you agree to pay such increased charges.

Taxes. You will be responsible for payment of all applicable federal, state and local taxes.

Payment Terms. All invoices for services covered by the estimate are payable upon completion of work or date stated on the invoice.

3% processing fee for all credit and debit cards.

Late Charges; Interest. Any invoices not paid by you on the date of completion may bear interest after the due date until the invoice is paid.

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Client agrees to allow us to utilize any photos, descriptions, reviews, quotes, texts or videos of the property for marketing purposes.

By inquiring about our services or doing business with us, you are giving your consent to receive notifications and messages (e-mail or text) regarding our promotions or services.

Tree work may cause lawn damage.

All Stump millings stay on site.

Cancelation fee of 18% for any scheduled work order.

Not responsible for underground sprinkler systems of utilities.

Not responsible for any damaged or cracked concrete.

Again, we appreciate you agreeing to these terms and conditions as we only set them in place to ensure everyone's safety and satisfaction. If you have any questions regarding these Terms and Conditions, please

reach out to us.

You can be confident, that our goal is to provide you with the highest quality of service! We look forward to working with you!

For Questions related to the estimate, please contact:

Ryan Whitton, (248) 840-3601

Business powered by [Markate.com](https://www.markate.com)



ESTIMATE

EST-011992

Estimate Date: Apr 17, 2026

Expiry Date: May 15, 2026

FROM:

Tremendous Tree Care LLC
 License: 225916186000
 22832 Macomb Industrial Drive
 Clinton Township, MI, 48036
 Email: Treemendoustreecare247@gmail.com
 Phone: (248) 506-0241

TO:

The Village of New Haven
 Attn: Jason Davenport
 57775 Main Street
 New Haven, MI, 48048
 Phone: (586) 453-2388

JOB LOCATION:

Centennial St
 New Haven, MI, 48048

JOB:

#	Services	Qty	Price	Discount	Tax (%)	Total
1	Tree Removal	1.00	\$13,500.00	\$0.00	No Tax	\$13,500.00
	4 maples in second section- removals, cutting flush. <u>*additional \$2700 to grind stumps*</u>					
	crane required all day					
	grapple required					
2	Clean Up	1.00	\$0.00	\$0.00	No Tax	\$0.00
	Included in your service					
	Chip and haul away all tree debris from performed work					
	Stump milling stay on site					
	Thorough work zone clean up					
	All Valpak discounts applied					

Subtotal	\$13,500.00
Grand Total (\$)	\$13,500.00

Accepted payment methods

Credit Card, Check, Cash

Message

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Business Development
586-899-4646

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Business powered by [Markate.com](https://www.markate.com)



ESTIMATE

EST-011991

Estimate Date: Apr 17, 2026

Expiry Date: May 15, 2026

FROM:

Tremendous Tree Care LLC

License: 225916186000

22832 Macomb Industrial Drive

Clinton Township, MI, 48036

Email: Tremendoustreecare247@gmail.com

Phone: (248) 506-0241

TO:

The Village of New Haven

Attn: Jason Davenport

57775 Main Street

New Haven, MI, 48048

Phone: (586) 453-2388

JOB LOCATION:

Centennial St

New Haven, MI, 48048

JOB:

#	Services	Qty	Price	Discount	Tax (%)	Total
1	Tree Removal 7 maples near entrance- removals, cutting flush. *Additional \$1800 to grind stumps* **crane required all day** *grapple required*	1.00	\$16,000.00	\$0.00	No Tax	\$16,000.00
2	Clean Up Included in your service Chip and haul away all tree debris from performed work Stump milling stay on site Thorough work zone clean up All Valpak discounts applied	1.00	\$0.00	\$0.00	No Tax	\$0.00

Subtotal	\$16,000.00
Grand Total (\$)	\$16,000.00

Accepted payment methods

Credit Card, Check, Cash

Message

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586-899-4646

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ESTIMATE

EST-011990

Estimate Date: Apr 17, 2026

Expiry Date: May 15, 2026

FROM:

Treemendous Tree Care LLC
 License: 225916186000
 22832 Macomb Industrial Drive
 Clinton Township, MI, 48036
 Email: Treemendoustreecare247@gmail.com
 Phone: (248) 506-0241

TO:

The Village of New Haven
 Attn: Jason Davenport
 57775 Main Street
 New Haven, MI, 48048
 Phone: (586) 453-2388

JOB LOCATION:

Centennial St
 New Haven, MI, 48048

JOB:

#	Services	Qty	Price	Discount	Tax (%)	Total
1	Tree Removal Sweet birch, maple, cherry and oak along fence- removal cutting flush. **additional \$400 to grind stumps** **Crane required 2 hours**	1.00	\$2,500.00	\$0.00	No Tax	\$2,500.00
2	Clean Up Included in your service Chip and haul away all tree debris from performed work Stump milling stay on site Thorough work zone clean up All Valpak discounts applied	1.00	\$0.00	\$0.00	No Tax	\$0.00

Subtotal \$2,500.00

Grand Total (\$) \$2,500.00

Accepted payment methods

Credit Card, Check, Cash

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For Questions related to the estimate, please contact:
Ryan Whitton, (248) 840-3601

Business powered by [Markate.com](https://www.markate.com)



AGENDA REPORT

New Haven, Michigan

Council Meeting April 14, 2026

MEETING DATE: APRIL 14, 2026

DEPARTMENT: Office

DATE SUBMITTED: March 17, 2026

PREPARED BY: Sandra Cazel

ITEM TITLE: Clarification of Roles – Parks & Recreation Committee and Civic Event Operations

EXECUTIVE SUMMARY:

As we continue preparing for upcoming civic events and recreation activities, I would like to request clarification regarding the roles of the Parks & Recreation Committee and Village Administration in event coordination and operational decision-making.

Over the past several events, there has been some uncertainty regarding authority related to vendor selection, event logistics, and administrative coordination. Because the events involve contracts, insurance considerations, budgeting, and coordination with multiple Village departments, it is important that operational responsibilities be clearly defined.

To help avoid confusion and ensure efficient event planning moving forward, I have drafted two documents for Council’s consideration:

- A Parks & Recreation Committee Authority Policy outlining the advisory role of the committee
- A Civic Event Operational Authority Statement clarifying administrative responsibilities for coordinating vendors, performers, and event logistics
- Village Event Operations Checklist outlining the logistics of the event timeline

These documents are intended to establish a clear structure where:

- The Parks & Recreation Committee provides valuable recommendations and community input
- Village Administration manages operational coordination and execution of events
- Council retains final policy and budget authority

RECOMMENDED ACTION:

It is recommended that the Village Council adopt the proposed Parks & Recreation Committee Authority Policy and Civic Event Operations Policy to establish clear roles for the Parks & Recreation Committee, Event Chairs, and Village Administration in the planning and coordination of Village civic events.

ADMINISTRATIVE REVIEW:

Parks & Recreation Committee Authority Policy

Village of New Haven
Parks & Recreation Committee Authority Policy

Purpose

The purpose of the Parks and Recreation Committee is to provide guidance and recommendations regarding the development, maintenance, and enhancement of the Village’s parks, recreational facilities, and community recreation opportunities.

Advisory Role

The Parks and Recreation Committee serves in an **advisory capacity to the Village Council**. The Committee may review issues, develop recommendations, and assist in identifying community recreation needs; however, the Committee does not possess independent administrative or operational authority.

Responsibilities

The Committee’s responsibilities include:

1. Reviewing and recommending updates to the Village **Parks and Recreation Master Plan**.
2. Identifying and recommending park improvement projects and recreation initiatives.
3. Providing input on park policies, rules, and procedures.
4. Assisting in identifying grant opportunities and recreation funding sources.
5. Serving as a liaison between the community and the Village Council regarding parks and recreation matters.

Limitations of Authority

The Parks and Recreation Committee shall **not**:

- Enter into contracts or agreements on behalf of the Village.
- Direct Village employees or staff.
- Commit Village funds.
- Independently authorize vendors, performers, or event services.
- Assume operational control of Village events or facilities.

All such authority rests with the **Village Council and Village Administration** as defined by Village policy and ordinance.

Coordination with Village Administration

Administrative staff assigned by the Village shall provide support to the Committee and are responsible for the **implementation and operational coordination** of approved programs, park maintenance, and civic events.

Civic Event Operational Authority Statement

Village of New Haven
Civic Event Operations and Administrative Authority

Purpose

Village civic events are intended to promote community engagement, recreation, and local participation. Due to the logistical, financial, and liability considerations associated with public events, clear operational authority is necessary to ensure proper coordination and accountability.

Administrative Responsibility

The **Village Administration**, through the Office Administrator or designated staff, shall be responsible for the operational management of Village civic events. This includes, but is not limited to:

- Vendor and performer coordination
- Contract review and execution (as authorized)
- Event scheduling
- Permit coordination
- Insurance and liability compliance
- Site logistics, setup, and safety planning
- Coordination with Village departments such as Public Works, Police, and Fire

Role of the Parks & Recreation Committee

The Parks and Recreation Committee may:

- Recommend civic events or recreational activities.
- Provide feedback on community programming.
- Assist in identifying opportunities for community engagement.

The Committee does **not** have operational authority over civic events unless specifically delegated by the Village Council.

Vendor and Performer Selection

All vendors, performers, and event service providers shall be coordinated through Village Administration to ensure:

- Contract compliance
- Budget adherence

- Insurance verification
- Consistent procurement practices
- Event safety planning

Final Authority

Final approval for major event expenditures or contracts remains with the **Village Council or Village President** as required by Village policy.

Village Event Operations Checklist

(Example: Music in the Park)

1. Pre-Event Planning (60–90 Days Before)

Administration

- Confirm event date with Village calendar
- Confirm park availability and any scheduling conflicts
- Establish event budget
- Identify potential performers or vendors
- Verify funding source or sponsorships
- Confirm insurance requirements if applicable
- Coordinate with DPW regarding park use and equipment needs
- Notify Police or Fire Department if required

Parks & Recreation Committee / Event Chair

- Recommend performers or entertainment options
- Assist with community outreach ideas
- Identify possible volunteers
- Provide input on event schedule or activities

2. Vendor and Entertainment Coordination (30–60 Days Before)

Administration

- Confirm performer selection
- Execute performer contract if required
- Confirm payment amount and budget line
- Verify vendor insurance (if required)
- Confirm stage, sound, or electrical needs
- Arrange portable restrooms if necessary
- Arrange trash containers or recycling
- Confirm equipment rentals (tables, tents, stage)

Event Chair / Volunteers

- Assist with event promotion
 - Distribute flyers or community announcements
 - Recruit volunteers for event day
 - Coordinate simple activities if part of event
-

3. Event Promotion (2–4 Weeks Before)

Administration

- Post event on Village website
- Post event on Village social media
- Issue public notices if needed
- Confirm signage for event location

Event Chair / Volunteers

- Share event information within community groups
 - Assist with local promotion
 - Encourage attendance
-

4. Final Event Preparation (1 Week Before)

Administration

- Confirm performer arrival time
- Confirm vendor setup times
- Confirm electrical access and equipment
- Confirm DPW setup schedule
- Confirm restroom access
- Confirm trash removal plan
- Confirm weather contingency plan

Event Chair / Volunteers

- Confirm volunteer schedule
 - Assign volunteers to tasks such as:
 - greeting attendees
 - assisting vendors
 - directing parking (if needed)
 - monitoring trash areas
-

5. Event Day Setup

Administration / DPW

- Stage setup if required
- Electrical access verified
- Tables and chairs placed
- Trash containers placed
- Restrooms open or delivered
- Signage posted
- Safety inspection of park area

Event Chair / Volunteers

- Volunteer check-in
 - Direct vendors or performers to setup areas
 - Help greet attendees
 - Assist with general event coordination
-

6. During the Event

Administration

- Ensure event runs according to schedule
- Address vendor or performer issues
- Monitor safety concerns
- Coordinate with police or emergency services if needed

Event Chair / Volunteers

- Assist attendees with general questions
 - Monitor trash areas and park cleanliness
 - Help maintain event flow
 - Notify staff if issues arise
-

7. Event Close-Down

Administration / DPW

- Ensure vendors remove equipment
- Confirm park cleanup
- Remove signage
- Secure park facilities
- Verify equipment returned

Event Chair / Volunteers

- Assist with basic cleanup
 - Help remove event materials
 - Thank volunteers and participants
-

8. Post-Event Follow-Up

Administration

- Process performer or vendor payments
- Document event expenses
- Record attendance estimates
- Review any incidents or issues

Parks & Recreation Committee

- Discuss event feedback at next meeting
- Recommend improvements for future events

EVENT RESPONSIBILITIES

Event	Volunteer/Event Chair Responsibilities	Administration Responsibilities
Music in the Park	Recruit volunteers to help at info booth, greet attendees, help with community outreach	Book bands, verify contracts and insurance, coordinate stage/equipment, manage payments
Slow Roll (bike ride)	Help recruit volunteers to guide riders, hand out maps, assist with registration	Route planning and safety coordination with Police and Fire , insurance verification, event logistics, permits
Movies in the Park	Recruit volunteers for setup, distribute snacks, help with crowd control	Movie licensing, screen and sound setup, electrical needs, insurance, permits
Easter Egg Hunt	Coordinate volunteers to hide eggs, manage check-in, help crowd control	Purchase eggs, safety supervision, coordinate park setup with Administration, oversee sanitation, permits
Bus Trips	Assist with participant registration, check-in, distribute information, assist participants with boarding and exiting	Coordinate bus contracts, verify insurance, manage payments, communicate trip logistics and schedule, handle liability and permits