

HOWELL TOWNSHIP SPECIAL BOARD MEETING
3525 Byron Road
Howell, MI 48855
December 19, 2016
6:30 P.M.

1. Call to Order:
2. Roll Call: Mike Coddington () Carolyn Eaton ()
 Jean Graham () Dar Howard ()
 Jonathan Hohenstein () Harold Melton ()
 Matthew Counts ()
3. Pledge of Allegiance:
4. Committee Appointments:
A) Fire Authority
B) Human Resource
C) Financial Committee
D) Other
5. Clerk/Deputy Clerk Training:
6. Closed Session:
 A. Attorney Client Confidential Correspondence – Property Sale Negotiations
7. Property Sale/Signer Resolutions
 A. 4706-21-200-013 Warner Road - Resolution
8. Call to the Public:
9. Adjournment:

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 12/31/2016	YTD BALANCE 12/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000-OTHER						
101-000-402.00	GEN FUND PROPERTY TAX INCOME	280,000.00	0.00	21,164.29	280,000.00	0.00
101-000-403.00	GEN FUND ACT 7 TAX INCOME	16,000.00	23,154.52	17,397.23	(7,154.52)	144.72
101-000-420.00	GEN FUND DELINQ PERSONAL TAX INCOME	1,500.00	199.77	611.77	1,300.23	13.32
101-000-451.00	GEN FUND CABLE TV FRANCHISE FEES INCOME	70,000.00	40,185.16	37,321.74	29,814.84	57.41
101-000-452.00	GEN FUND RIGHT OF WAY FEES INCOME	500.00	7,728.43	5,437.17	(7,228.43)	1,545.69
101-000-470.00	GEN FUND BUSINESS LICENSE FEES INCOME	5,000.00	7,760.00	3,240.00	4,240.00	15.20
101-000-476.00	GEN FUND LICENSES & PERMITS INCOME	12,000.00	6,696.00	7,790.00	5,304.00	55.80
101-000-490.00	GEN FUND DOG LICENSES INCOME	175.00	43.50	51.00	131.50	24.86
101-000-495.00	GEN FUND TRAILER FEES INCOME	1,300.00	579.50	812.50	720.50	44.58
101-000-575.00	GEN FUND CONSTITUT REVENUE SHARING INC	515,000.00	259,698.00	252,443.00	255,302.00	50.43
101-000-607.00	GEN FUND COLLECTION FEE/SCHOOLS INCOME	18,000.00	20,190.00	0.00	(2,190.00)	112.17
101-000-608.00	GEN FUND ZONING FEES INCOME	10,000.00	0.00	5,050.00	10,000.00	0.00
101-000-609.00	GEN FUND ZONING APPEAL BOARD FEES INCOM	1,500.00	1,400.00	0.00	100.00	93.33
101-000-610.00	GEN FUND LAND DIVISION FEES INCOME	1,500.00	350.00	750.00	1,150.00	23.33
101-000-611.00	GEN FUND MUNICIPAL CIVIL INFRACTION INC	100.00	0.00	0.00	100.00	0.00
101-000-613.00	GEN FUND PARKING VIOLATIONS INCOME	100.00	0.00	0.00	100.00	0.00
101-000-614.00	GEN FUND PRE-CONFERENCE ZONING INCOME	500.00	0.00	12.50	150.00	70.00
101-000-615.00	GEN FUND ADDRESSING FEES INCOME	200.00	350.00	0.00	0.00	0.00
101-000-642.00	GEN FUND CEMETERY LOTS INCOME	1,000.00	200.00	100.00	0.00	100.00
101-000-642.01	GEN FUND GRAVE OPENINGS INCOME	1,000.00	1,400.00	650.00	(400.00)	140.00
101-000-664.00	GEN FUND INTEREST INCOME	10,000.00	1,064.03	(450.00)	200.00	80.00
101-000-694.00	GEN FUND OTHER REVENUE	0.00	537.00	5,113.07	8,935.97	10.64
101-000-695.00	GEN FUND ADMIN FEES INCOME	95,000.00	73,185.35	855.44	(537.00)	100.00
				72,214.48	21,814.65	77.04
Total Dept 000-OTHER		1,040,375.00	438,521.26	430,564.19	601,853.74	42.15
TOTAL REVENUES		1,040,375.00	438,521.26	430,564.19	601,853.74	42.15
Expenditures						
Dept 101-TOWNSHIP BOARD						
101-101-703.00	TWP BOARD SALARY	23,135.00	8,240.00	9,840.00	14,895.00	35.62
101-101-703.02	TWP BOARD CLERICAL EXPENSE	2,500.00	327.13	268.54	2,172.87	13.09
101-101-703.03	TWP BOARD FLAT RATE MTG CHARGE EXPENSE	600.00	90.00	90.00	510.00	15.00
101-101-704.00	TOWNSHIP BOARD PER DIEM EXPENSE	200.00	0.00	0.00	200.00	0.00
101-101-705.00	AFFILIATE BOARD PER DIEM EXPENSE	1,200.00	400.00	150.00	800.00	33.33
101-101-900.00	TWP BOARD PRINTING & PUBLICATION EXPENS	3,075.00	390.00	360.00	2,685.00	12.68
Total Dept 101-TOWNSHIP BOARD		30,710.00	9,447.13	10,708.54	21,262.87	30.76
Dept 171-SUPERVISOR						
101-171-703.00	SUPERVISOR SALARY	30,250.00	12,461.52	13,442.29	17,788.48	41.20
101-171-703.01	DEPUTY SUPERVISOR SALARY	12,100.00	4,456.47	3,618.38	7,643.53	36.83
101-171-860.00	SUPERVISOR MILEAGE & EXPENSES	100.00	0.00	0.00	100.00	0.00
101-171-957.00	SUPERVISOR DUES & SUBSCRIPTION EXPENSE	100.00	0.00	0.00	100.00	0.00
Total Dept 171-SUPERVISOR		42,550.00	16,917.99	17,060.67	25,632.01	39.76
Dept 191-ELECTIONS						
101-191-703.00	ELECTION SALARY	13,475.00	6,663.66	(395.00)	6,811.34	49.45
101-191-707.00	ELECTION CLERICAL EXPENSE	27,150.00	12,882.30	8,614.31	14,267.70	47.45
101-191-720.00	ELECTION EDUCATION EXPENSE	250.00	0.00	0.00	250.00	0.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL TOWNSHIP
 PERIOD ENDING 12/31/2016
 % Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 12/31/2016	YTD BALANCE 12/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-191-726.00	ELECTION POSTAGE EXPENSE	3,000.00	(669.66)	(538.66)	3,669.66	(22.32)
101-191-727.00	ELECTION SUPPLIES EXPENSE	3,600.00	867.96	218.85	2,732.04	24.11
101-191-860.00	ELECTION MILEAGE & EXPENSE	250.00	(40.71)	(6.64)	290.71	(16.28)
101-191-900.00	ELECTION PRINTING & PUBLICATION EXPENSE	500.00	295.09	20.00	204.91	59.02
101-191-903.00	ELECTION ACCUVOTE SYS EXPENSE	8,000.00	1,150.00	840.00	6,850.00	14.38
101-191-930.00	ELECTION EQUIPMENT REPAIR EXPENSE	2,000.00	0.00	1,538.97	2,000.00	0.00
Total Dept 191-ELECTIONS		58,225.00	21,148.64	10,291.84	37,076.36	36.32
Dept 209-ASSESSING						
101-209-703.00	ASSESSING SALARY	60,500.00	19,447.79	24,034.56	41,052.21	32.15
101-209-703.01	ASSESSING CONTRACT LABOR	2,500.00	0.00	0.00	2,500.00	0.00
101-209-703.02	ASSESSING FIELD INSPECTOR WAGES	19,380.00	7,365.29	5,361.90	12,014.71	38.00
101-209-703.04	ASSESSING HOURLY WAGES CLERICAL	12,645.00	4,456.14	3,808.91	8,188.86	35.24
101-209-703.07	ASSESSING TECHNICIAN SALARY	0.00	0.00	5,188.57	0.00	0.00
101-209-720.00	ASSESSING EDUCATION EXPENSE	3,000.00	0.00	1,492.41	3,000.00	0.00
101-209-726.00	ASSESSING POSTAGE EXPENSE	3,500.00	0.00	150.50	3,500.00	0.00
101-209-727.00	ASSESSING SUPPLIES EXPENSE	900.00	0.00	470.00	900.00	0.00
101-209-801.00	ASSESSING LEGAL (CONTRACT SVC) EXPENSE	25,000.00	3,527.96	5,538.50	21,472.04	14.11
101-209-860.00	ASSESSING MILEAGE & EXPENSES	1,200.00	818.10	885.87	381.90	68.18
101-209-865.00	ASSESSING CONFERENCE EXPENSE	700.00	508.85	564.68	191.15	72.69
101-209-957.00	ASSESSING DUES & SUBSCRIPTION EXPENSE	700.00	225.00	660.00	475.00	32.14
Total Dept 209-ASSESSING		130,025.00	36,349.13	48,155.90	93,675.87	27.96
Dept 215-CLERK						
101-215-703.00	CLERK SALARY	30,250.00	12,521.52	13,442.29	17,728.48	41.39
101-215-703.01	CLERK DEPUTY WAGES	21,295.00	8,919.31	8,667.02	12,375.69	41.88
101-215-703.04	CLERK ACCOUNTING WAGES	35,000.00	14,445.77	17,104.87	20,554.23	41.27
101-215-720.00	CLERK EDUCATION EXPENSE	1,000.00	21.09	0.00	978.91	2.11
101-215-860.00	CLERK MILEAGE & EXPENSES	1,000.00	103.41	128.37	896.59	10.34
101-215-865.00	CLERK CONFERENCE EXPENSE	800.00	37.28	0.00	762.72	4.66
101-215-957.00	CLERK DUES & SUBSCRIPTION EXPENSE	500.00	180.00	436.00	320.00	36.00
Total Dept 215-CLERK		89,845.00	36,228.38	39,778.55	53,616.62	40.32
Dept 247-BOARD OF REVIEW						
101-247-703.00	BOARD OF REVIEW SALARY	3,410.00	240.00	480.00	3,170.00	7.04
101-247-900.00	BOARD OF REVIEW PRINTING & PUB EXP	500.00	50.00	69.98	450.00	10.00
Total Dept 247-BOARD OF REVIEW		3,910.00	290.00	549.98	3,620.00	7.42
Dept 253-TREASURER						
101-253-703.00	TREASURER SALARY	30,250.00	12,521.52	13,442.29	17,728.48	41.39
101-253-703.01	TREASURER DEPUTY WAGES	24,625.00	9,615.94	11,114.28	15,009.06	39.05
101-253-720.00	TREASURER EDUCATION EXPENSE	1,400.00	0.00	0.00	1,400.00	0.00
101-253-726.01	TREASURER POSTAGE	5,500.00	2,105.32	4,312.72	3,394.68	38.28
101-253-801.01	TREASURER LEGAL EXPENSE	15,000.00	1,651.00	198.00	13,349.00	11.01
101-253-860.00	TREASURER MILEAGE & EXPENSES	700.00	244.03	231.44	455.97	34.86
101-253-865.00	TREASURER CONFERENCE EXPENSE	300.00	44.00	48.00	256.00	14.67
101-253-900.00	TREASURER PRINTING & PUBLICATION EXPENSES	500.00	15.00	15.00	485.00	3.00
101-253-957.00	TREASURER DUES & SUBSCRIPTION EXPENSE	100.00	0.00	0.00	100.00	0.00

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Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 253-TREASURER		78,375.00	26,196.81	29,361.73	52,178.19	33.42
Dept 265-TOWNSHIP HALL						
101-265-707.00	TWP HALL CLERICAL EXPENSE	37,270.00	16,796.45	15,197.47	20,473.55	45.07
101-265-720.00	TWP HALL EDUCATION EXPENSE	700.00	0.00	0.00	700.00	0.00
101-265-721.00	TWP HALL LIFE INSURANCE EXPENSE	2,800.00	844.27	1,005.06	1,955.73	30.15
101-265-721.01	TWP HALL HEALTH INSURANCE EXPENSE	4,500.00	4,885.99	0.00	(385.99)	108.58
101-265-721.02	TWP HALL HEALTHFLEX EXPENSE	800.00	0.00	0.00	800.00	0.00
101-265-722.00	TWP HALL RETIREMENT EXPENSE	66,550.00	21,562.02	24,082.21	44,987.98	32.40
101-265-725.00	TWP HALL FICA/MEDICARE EXPENSE	36,300.00	12,583.67	13,466.88	23,716.33	34.67
101-265-726.00	TWP HALL POSTAGE EXPENSE	2,400.00	0.00	111.19	2,800.00	0.00
101-265-727.00	TWP HALL KITCHEN/BATH SUPPLIES EXPENSE	1,800.00	256.94	442.23	1,143.06	18.35
101-265-727.01	TWP HALL OFFICE SUPPLIES EXPENSE	6,000.00	4,682.28	1,592.98	1,317.72	78.04
101-265-728.00	TWP HALL COMPUTER SUPPORT EXPENSE	25,000.00	11,042.86	9,538.00	13,957.14	44.17
101-265-728.01	TWP HALL IT SUPPORT EXPENSE	6,000.00	4,514.50	1,485.25	1,485.50	75.24
101-265-775.00	TWP HALL OFFICE CLEANING & MAINT EXPENSE	6,000.00	1,877.95	2,993.87	4,122.05	31.30
101-265-776.00	TWP HALL SEPTIC FIELD EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
101-265-801.00	TWP HALL GROUNDS CONTRACTED SVCS EXP	200.00	0.00	75.00	200.00	0.00
101-265-801.01	TWP HALL LEGAL EXPENSE	2,000.00	0.00	1,689.50	2,000.00	0.00
101-265-801.09	TWP HALL FINANCIAL AUDIT	9,000.00	4,300.00	0.00	4,700.00	47.78
101-265-822.00	TWP HALL INSURANCE & BOND EXPENSE	11,000.00	10,252.00	10,151.00	748.00	93.20
101-265-850.00	TWP HALL TELEPHONE EXPENSE	4,000.00	1,659.54	2,379.40	2,340.46	41.49
101-265-851.00	TWP HALL WEB SITE EXPENSE	5,000.00	3,726.00	3,776.50	1,274.00	74.52
101-265-860.00	TWP HALL MILEAGE & EXPENSES	200.00	0.00	0.00	200.00	0.00
101-265-900.00	TWP HALL PRINTING & PUBLICATION EXPENSE	150.00	49.00	0.00	101.00	32.67
101-265-920.00	TWP HALL ELECTRICITY EXPENSE	7,000.00	2,857.51	3,271.62	4,142.49	40.82
101-265-922.00	TWP HALL NATURAL GAS EXPENSE	5,000.00	111.14	436.20	4,888.86	2.22
101-265-930.00	TWP HALL GROUNDS EQUIP REPAIR EXPENSE	15,000.00	7,563.00	2,858.78	7,437.00	50.42
101-265-930.01	TWP HALL OFFICE EQUIPMENT & REPAIR	12,000.00	4,130.95	975.16	7,869.05	34.42
101-265-931.00	TWP HALL GROUNDS CARE EXPENSE	4,000.00	0.00	660.00	4,000.00	0.00
101-265-932.00	TWP HALL SNOW REMOVAL EXPENSE	3,800.00	0.00	0.00	3,800.00	0.00
101-265-957.00	TWP HALL DUES & SUBSCRIPTION EXPENSE	6,000.00	0.00	5,397.20	6,000.00	0.00
Total Dept 265-TOWNSHIP HALL		281,470.00	113,696.07	101,585.50	167,773.93	40.39
Dept 268-TOWNSHIP AT LARGE						
101-268-801.00	TWP AT LARGE ECONOMIC DEV EXPENSE	7,000.00	0.00	6,000.00	7,000.00	0.00
101-268-801.01	TWP AT LARGE LEGAL EXPENSE	35,000.00	2,344.00	3,928.50	32,656.00	6.70
101-268-882.00	TWP AT LARGE SPRING CLEAN UP EXPENSE	4,500.00	0.00	0.00	4,500.00	0.00
101-268-882.01	TWP AT LARGE SHRED/RED BARREL EXPENSE	1,000.00	625.01	0.00	374.99	62.50
101-268-883.00	TWP AT LARGE ROAD SIDE PICKUP EXPENSE	200.00	15.00	40.00	185.00	7.50
101-268-920.00	TWP AT LARGE STREETLIGHT EXPENSE	4,600.00	1,783.35	1,601.49	2,816.65	38.77
101-268-974.00	TWP AT LARGE DRAIN EXPENSE	26,000.00	0.00	0.00	26,000.00	0.00
Total Dept 268-TOWNSHIP AT LARGE		78,300.00	4,767.36	11,569.99	73,532.64	6.09
Dept 276-CEMETERY						
101-276-931.00	CEMETERY GROUNDS CARE & MAINT EXPENSE	10,000.00	3,830.50	4,655.50	6,169.50	38.31
101-276-933.00	CEMETERY GRAVE OPENINGS EXPENSE	1,150.00	775.00	0.00	375.00	67.39
Total Dept 276-CEMETERY		11,150.00	4,605.50	4,655.50	6,544.50	41.30

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Fund 101 - GENERAL FUND						
Expenditures						
Dept 400-PLANNING COMMISSION						
101-400-703.00	PLANNING COMMISSION-SALARY	4,500.00	850.00	1,300.00	3,650.00	18.89
101-400-707.00	PLANNING CLERICAL EXPENSE	950.00	120.43	358.12	829.57	12.68
101-400-720.00	PLANNING EDUCATION EXPENSE	500.00	0.00	0.00	500.00	0.00
101-400-726.00	PLANNING POSTAGE EXPENSE	800.00	0.00	0.00	800.00	0.00
101-400-801.00	PLANNING-CONTRACTED PLANNER EXPENSE	20,000.00	6,614.60	15,232.57	13,385.40	33.07
101-400-801.01	PLANNING LEGAL EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
101-400-865.00	PLANNING CONFERENCE EXPENSE	500.00	0.00	0.00	500.00	0.00
101-400-900.00	PLANNING PRINTING & PUBLICATION EXPENSE	1,500.00	0.00	672.94	1,500.00	0.00
101-400-957.00	PLANNING DUES & SUBSCRIPTION EXPENSE	1,000.00	370.00	790.00	630.00	37.00
Total Dept 400-PLANNING COMMISSION		30,750.00	7,955.03	18,353.63	22,794.97	25.87
Dept 402-ZONING ADMINISTRATION						
101-402-703.00	ZONING-SALARY ADMIN	50,000.00	22,962.90	22,858.30	27,037.10	45.93
101-402-703.05	ZONING WAGES - CODE ENFORCEMENT	500.00	0.00	0.00	500.00	0.00
101-402-860.00	ZONING MILEAGE & EXPENSES	600.00	125.88	390.01	474.12	20.98
101-402-900.00	ZONING PRINTING & PUBLICATION EXP	350.00	0.00	0.00	350.00	0.00
Total Dept 402-ZONING ADMINISTRATION		51,450.00	23,088.78	23,248.31	28,361.22	44.88
Dept 412-BOARD OF APPEALS						
101-412-703.00	BOARD OF APPEALS SALARY	1,500.00	400.00	0.00	1,100.00	26.67
101-412-707.00	BOARD OF APPEALS CLERICAL EXPENSE	900.00	52.04	0.00	847.96	5.78
101-412-720.00	BOARD OF APPEALS EDUCATION EXPENSE	200.00	0.00	0.00	200.00	0.00
101-412-865.00	BOARD OF APPEALS CONFERENCE EXPENSE	200.00	0.00	0.00	200.00	0.00
101-412-900.00	BOARD OF APPEALS PRINTING & PUBLICITN EX	800.00	80.00	160.00	720.00	10.00
Total Dept 412-BOARD OF APPEALS		3,600.00	532.04	160.00	3,067.96	14.78
Dept 447-ENGINEERING						
101-447-801.00	ENGINEERING CONTRACTED SVCS EXPENSE	8,000.00	4,696.42	2,000.00	3,303.58	58.71
Total Dept 447-ENGINEERING		8,000.00	4,696.42	2,000.00	3,303.58	58.71
Dept 547-CHARGEBACKS						
101-547-978.00	GEN FUND CHARGEBACK EXPENSE	4,000.00	142.02	539.41	3,857.98	3.55
Total Dept 547-CHARGEBACKS		4,000.00	142.02	539.41	3,857.98	3.55
Dept 966-TRANSFER OUT						
101-966-999.00	GEN FUND TRANSFER OUT-PARKS & REC	100,000.00	0.00	50,000.00	100,000.00	0.00
Total Dept 966-TRANSFER OUT		100,000.00	0.00	50,000.00	100,000.00	0.00
TOTAL EXPENDITURES		1,002,360.00	306,061.30	368,019.55	696,298.70	30.53

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Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,040,375.00	438,521.26	430,564.19	601,853.74	42.15
TOTAL EXPENDITURES		1,002,360.00	306,061.30	368,019.55	696,298.70	30.53
NET OF REVENUES & EXPENDITURES		38,015.00	132,459.96	62,544.64	(94,444.96)	348.44