

**HOWELL TOWNSHIP BOARD REGULAR MEETING
MINUTES**

3525 Byron Road
Howell, MI 48855
January 14, 2019
6:30. p.m.

MEMBERS PRESENT:

Mike Coddington	Supervisor
Jean Graham	Clerk
Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Harold Melton	Trustee
Evan Rudnicki	Trustee
Jeff Smith	Trustee

MEMBERS ABSENT:

Supervisor Coddington called the meeting to order at 6:30 p.m. The roll was called.

All rose for the Pledge of Allegiance.

APPROVAL OF THE AGENDA: MOTION by Hohenstein, seconded by Melton, **“TO APPROVE THE JANUARY 14, 2019 AGENDA AS PRESENTED.”** Motion carried.

APPROVAL OF MINUTES:

A. DECEMBER 10, 2018 REGULAR MEETING MINUTES

- **MOTION** by Hohenstein, seconded by Melton, **“TO APPROVE THE DECEMBER 10, 2018 REGULAR SESSION MEETING MINUTES AS PRESENTED.”** Motion carried. (See December 10, 2018 Regular Meeting Minutes)

CORRESPONDENCE:

- See list from Board Packet.
- No additions.

AUDIT, YEAR ENDED JUNE 30, 2018

Neil Hammerbacher from Gabridge & Company went over the audit they conducted for the year ending June 30, 2018. Mr. Hammerbacher explained what the Township’s responsibilities are and the responsibilities of the auditors. There is nothing that needs to be modified in the report, so this report has a clean opinion. The report is approximately 50 pages. The results disclosed no instances of noncompliance or other matters that are required to be reported under “Government Auditing Standards”. Mr. Hammerbacher gave Brent Kilpela who resides over the Township’s financial statements, praise for doing a thorough job. Mr. Hammerbacher took questions and comments from the Board members. Mr. Kilpela also thanked Mr. Hammerbacher for being easy to work with. **MOTION** by Melton, seconded by Rudnicki, **“TO ACCEPT THE AUDIT REPORT FROM GABRIDGE AND COMPANY AS PRESENTED.”** Discussion followed. Motion carried. (Public may come into the office to review the full audit. It is also posted on the Township website.)

FINANCIAL REPORT

Deputy Supervisor Kilpela gave an overview of the Township’s Revenues and Expenditures period ending 12/31/2018. There will need to be a budget amendment due to two new lawsuits, otherwise the General Fund is on track. **MOTION** by Graham, seconded to Hohenstein, **“TO AMEND THE BUDET FOR THE LEGAL EXPENSES OF \$70,000.00 AS PRESENTED.”** Discussion followed. Motion carried. Mr. Kilpela explained the collecting and spending the funds for the Road Fund. The Sewer and Water Fund is looking good at this point. The Township as a whole is just over 2 times the budgeted surplus. The Cash Flow Using Budgeted Revenue Report and the Cash Flow Using Historical Average Revenue

were reported on. Questions and comments were taken from the Board members. The Board thanked Kilpela for the good work.

CALL TO THE PUBLIC:

- No response.

PUBLIC HEARING:

HOWELL TOWNSHIP RECREATION MASTER PLAN

- **MOTION** by Hohenstein, seconded by Graham, **“TO OPEN THE PUBLIC HEARING FOR HOWELL TOWNSHIP RECREATION MASTER PLAN AT 7:00 P.M.”** Motion carried.
- Chris Nordstrom, Landscape Architect & Planner from Carlisle/Wortman the consulting firm that is helping in developing the Township Recreation Master Plan gave a synopsis of why the Township is looking into developing a master plan. This is to bring guidance for a 5-year plan. The DNR requires to have a plan in place every 5 years. The first plan was done in 2014. This plan is a much more in-depth. By having a plan, it makes the Township available for grants. The Township does not have any parks at this time. This process started back in April 2018. There was a Community Open House on July 17, 2018 where residents could express their opinions. A survey went out to the residents of the Township. Of those that responded, 87% indicated they want protection of Natural Resources, 83% indicated they would like access to paths and trails. A majority indicated they had to travel a distance to get to a park. Also, 85% indicated a desire to see a Township owned park and 87% indication to see trails within the Township. One of the plans is to try and connect to the Howell City’s trails. The steering committee is made up of, Planning Commissioner Martha Haglund, Zoning Administrator Joe Daus, Treasurer Jonathan Hohenstein and Clerk Jean Graham.
- Questions and comments were taken from the Board.
- There was no response from the public.
- **RESOLUTION 01.19.459 – ADOPTING THE 2019-2023 HOWELL TOWNSHIP PARKS & RECREATION MASTER PLAN – MOTION** by Hohenstein, seconded by Melton, **“TO ACCEPT RESOLUTION 01.19.459 ADOPTING THE 2019-2023 HOWELL TOWNSHIP PARKS & RECREATION MASTER PLAN AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Graham – yes, Rudnicki – yes, Counts – yes, Coddington – yes, Hohenstein – yes, Melton – yes, Smith – yes. Motion carried 7 to 0.

OLD BUSINESS:

JOHN MILLS

Supervisor Coddington stated that at last month’s meeting, Mr. Mills questioned the ability to hunt on Howell Township owned properties by the previous owners.

- Mr. Mills submitted a proposal / example that he would like the Township Board to consider; allowing hunting on properties currently owned by Howell Township. Mr. Mills would like a notice given to each of the previous owners of these properties asking if they would like to be granted hunting privileges and they will comply with the conditions specified in an agreement. He also gave his opinion on what his legal counsel has indicated as liability.
- Discussion took place on who is currently hunting on which properties.
- Currently the agricultural lease agreements states, no hunting allowed.
- Discussion on what the Township’s legal counsel has indicated would be potential liability. The current leases are for agricultural leases and not for hunting.
- Discussion on crop damage and Crop Damage Permits.
- Discussion on letting the person holding the lease have the decision as to whether they want to lease it for hunting or agricultural reasons.

- Discussion on if the properties are leased for hunting and not for agricultural, will the growth of vegetation to lure the wild life on the properties be as appealing to potential buyers.
- Discussion on allowing only the previous owners of the properties to hunt on those properties versus allowing hunting by other hunters.
- **MOTION** by Smith, seconded by Melton, **“TO SEEK FURTHER LEGAL OPINION ON THE LIABILITY OF ALLOWING HUNTING ON TOWNSHIP PROPERTIES.”** Discussion followed. A roll-call vote was taken: Melton – yes, Graham – no, Coddington – yes, Rudnicki – yes, Counts – yes, Smith – yes, Hohenstein – no. Motion carries 5 to 2.
- This will be brought back to the next Board Meeting.

NEW BUSINESS:

A. RESOLUTION 01.19.458 JULIANNA’S WISH

- Mark Ward stated that he lost his daughter, Julianna, about a year ago. To honor her life, he has established Julianna’s Wishes that raises funds through charitable events to help organizations with youth connections in need of help. He is requesting that the Township approve a Local Governing Body Resolution for Charitable Gaming Licenses that will allow for certain fund raising events. The State requires a resolution from Howell Township because the organization is established from Mr. Ward’s home address that is in Howell Township, even though events most likely will take place outside of the Township.
- Treasurer Hohenstein stated that he has contacted legal counsel on this issue and the resolution is in proper order.
- **MOTION** by Graham, seconded by Melton, **“TO ACCEPT RESOLUTION 01.19.458 LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES FOR JULIANNA’S WISHES.”** Discussion followed. A roll-call vote was taken: Graham – yes, Rudnicki – yes, Smith – yes, Hohenstein – yes, Melton – yes, Coddington – yes, Counts – yes. Motion carried 7 to 0.
- Mr. Ward stated that he was intrigued by the presentation of the Howell Township Park & Recreation Master Plan presentation. Perhaps Juliann’s Wishes could help in some matter in the future.

B. HUMAN RESOURCES MANUAL AMENDMENTS

- Clerk Graham stated the Board would like the verbiage in the Human Resource Manual to indicate anyone who has over the allotted amount 80 hours for vacation and or personal time of 70 ^72^ hours by year’s end, to be paid out the excess amount of hours and not to carry the excess hours over into the next year.
- Amended verbiage was presented.
- It was suggested to add a line of when the payout date will take place.
- **MOTION** by Graham, seconded by Hohenstein, **“TO ACCEPT THE AMENDMENTS TO THE HUMAN RESOURCE MANUAL AS PRESENTED WITH THE ADDITION OF INDICATING A DATE FOR THE PAYOUT, AT THE DISCRETION OF THE CLERK AND TREASURER.”** Discussion followed. Motion carried.

C. SET PUBLIC HEARING – HATCH STAMPING IFT

- Clerk Graham stated that Spark (Economic Development) came in to apply for an IFT for Hatch Stamping. A public hearing needs to take place at the next Board meeting. The notice on the public hearing will be published this Sunday in the Livingston Daily.
- Treasurer Hohenstein stated that an IFT is a tax break for industrial users.
- **MOTION** by Counts, seconded by Rudnicki, **“TO SET THE PUBLIC HEARING FOR HATCH STAMPING’S IFT ON FEBRUARY 11, 2019.”** Discussion followed. Motion carried.

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Talking with attorneys and realtors.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- Working with Handy Township on a cost sharing project for repairing Owosso Road. Handy Township has requested that the project not start until after July 1st. This will allow the cost sharing expenses to go into next year's budget.
- Waiting for bids from Culvers for other road projects.
- Cohoctah is ready to finish in the cost sharing project of Allen Road.
- MDEQ is back about the PFAS at the WWTP. There are no problems at this time.

C. CLERK:

(Clerk Graham reported on the following items)

- There is a possibility there could be a May Election for Howell Public Schools.
- There is a need to move the March Board Meetings back a week. It is mandated that the March Board of Review take place the same week. When both the Board of Review and a Board Meeting take place on the same day, there is a lot of things that have to be moved around in the board room to go from one meeting to the other. Also Clerk's training is usually the 2nd week in March which means the Clerk and the Recording Secretary are not available for the 2nd Monday Meeting.
- **MOTION** by Counts, seconded by Rudnicki, **"TO PERMANENTLY MOVE THE MARCH TOWNSHIP BOARD MEETING TO THE 3RD MONDAY OF THE MONTH."** Discussion followed. Motion carried.

D. ZONING:

(See Zoning Administrator Daus' prepared written report)

E. ASSESSING:

(See Assessor Kilpela's prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- Paid bills.
- Update on Deputy Chief Hicks back surgery; he is doing well.
- The main station addition is almost complete. An open house will be scheduled for some time early spring.

G. MHOG:

(Trustee Counts reported on the following items)

- Paid bills.
- A lot of work being done at Chestnut Crossing.
- Secured all the easements for the transmission line. Starting soil samples.
- Purchased a backup controller for the main water plant.

- House Bill 5898, placing a fee on all water systems (Safe Water Act). Renamed, Rebuild Michigan Fund.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- TLS Construction came back with site plan amendments and they were approved.
- Working on a pathway/trail plan through parts of Howell Township.
- Working on the Sign Regulations Ordinance text amendments. There will be a Public Hearing on January 22nd with the Planning Commission.
- Planning Commission discussed the possibility of having an open session at their February Meeting to allow residents to give their views on the newly passed marijuana law.

I. ZONING BOARD OF APPEALS (ZBA):

(No meeting to report on.)

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- It was previously approved for a recycle tank at a cost of \$2,000.00 and the invoice was for \$2,350.00. Need approval to pay the overage cost. **MOTION** by Hohenstein, seconded by Counts, **“RECOMMEND APPROVAL FOR OVERAGE COST OF \$350.00 FOR NEW LEVEL TRANSDUCER INSTALLATION.”** Discussion followed. Motion carried.
- A missing motor needs to be installed in the blower room. **MOTION** by Hohenstein, seconded by Melton, **“TO RECOMMEND APPROVAL OF BID FROM CRAMPTON ELECTRIC FOR A MOTOR AND INSTALLATION AT THE WWTP NOT TO EXCEED \$5,500.00 AS PRESENTED.”** Discussion followed. Motion carried.
- Grand River pump station is a critical station. It is an original station from 1989 and is need of work. We are in the process of getting bids for replacing the station.
- Chemical room heater needs to be replaced. It is a safety issue to keep the safety shower line from freezing. **MOTION** by Hohenstein, seconded by Smith, **“TO RECOMMEND APPROVAL FOR HEATER AND INSTALLTION FROM LAKESIDE SERVICE NOT TO EXCEED \$5,000.00 AS PRESENTED.”** Discussion followed. Motion carried.

K. HAPRA

(Clerk Graham reported on the following items)

- Met the new Pool Director, Christy Brown.
- A lot of maintenance is needed at the pool which is a school issue.
- There are some new employees coming in.

CALL TO PUBLIC:

- Bill Graham, 4540 Oak Grove Road, a resident farmer and property owner, submitted his written statement and read his reasons on why he believes that the process of leasing Township owned properties needs to be administered differently. A couple of key reasons is to make sure the properties are accessible to all farmers in the area and to make sure all properties that are being worked have leases. (Complete list, available at the Township office.) He would like to see changes made to make it fair for all.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Milton, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH JANUARY 8, 2019 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

ADJOURNMENT: **MOTION** by Melton, seconded by Hohenstein, **“TO ADJOURN.”** Motion carried. The meeting adjourned 8:32 p.m.

APPROVED:

As Presented: _____
Jean Graham
Howell Township Clerk

As Amended: _____
Mike Coddington
Howell Township Supervisor

As Corrected: X _____

Dated: 2-11-2019 _____
Debby Johnson
Recording Secretary