

HOWELL TOWNSHIP BOARD REGULAR MEETING

MINUTES

3525 Byron Road
Howell, MI 48855
January 13, 2020
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:

JANUARY 13, 2020

MOTION by Melton, seconded by Counts, **“TO APPROVE THE JANUARY 13, 2020 AGENDA AS PRESENTED.”** Discussion followed. Motion carried.

DECEMBER 09, 2019 MEETING MINUTES:

REGULAR BOARD MEETING MINUTES - **MOTION** by Hohenstein, seconded by Melton, **“TO APPROVE THE DECEMBER 09, 2019 MEETING MINUTES AS PRESENTED.”** Discussion followed. Motion carried. (See December 09, 2019 Regular Meeting Minutes)

CORRESPONDENCE:

No additions.

CALL TO THE PUBLIC:

No response.

ANNUAL FINANCIAL REPORT YEAR ENDED JUNE 30, 2019:

Neil Hammerbacher from Gabridge & Company went over the 45 page audit that was conducted for the year ending June 30, 2019. The results disclosed no instances of noncompliance or other matters that are required to be reported under “Government Auditing Standards”. Mr. Hammerbacher thanked Township Assessor Brent Kilpela, Treasurer Jonathan Hohenstein, Clerk Jean Graham and Deputy Treasurer Carol Makushik for their help and cooperation in making the audit easy. Mr. Hammerbacher stated the Township had a positive year and has a “Clean Opinion”. Mr. Hammerbacher opened the floor to the Board for questions. The public may come into the office to review the full audit. It is also posted on the Township website.

UNFINISHED BUSINESS:

- A. PLANNING COMMISSION OPEN SEAT APPOINTMENT – With the resignation of William Hofsess, it leaves an open seat on the Planning Commission Board. Two applications were submitted: Glen Miller and Ryan Makowski.
- Glen Miller spoke briefly to the Board, stating that the Planning Commission is important to help things in the best interest of the Township. He has worked in the past in West Bloomfield in setting

up their Wet Lands Ordinance. He also stated that he is a residential builder; he improves existing homes.

- Ryan Makowski was not present.
- **MOTION** by Smith, seconded by Melton, **“TO APPOINT GLEN MILLER TO THE HOWELL TOWNSHIP PLANNING COMMISSION, TERM ENDING DECEMBER 31, 2021.”** Discussion followed. Motion carried.

B. ZONING OF APPEAL (ZBA) OPEN SEAT APPOINTMENT – With the resignation of Kim Babcock, it leaves an open seat on the ZBA. One application was submitted: Tim Boal.

- Mr. Boal introduced himself and asked if the Board had any questions that weren’t covered in his letter of application. No questions.
- **MOTION** by Hohenstein, seconded by Rudnicki, **“TO APPOINT TIM BOAL TO THE HOWELL TOWNSHIP (ZBA) ZONING BOARD OF APPEALS, TERM ENDING DECEMBER 31, 2021.”** Discussion followed. Motion carried.

NEW BUSINESS:

A. PUBLIC HEARING – SMART LABEL SOLUTIONS, LLC, IFT

- **MOTION** by Rudnicki, seconded by Graham, **“TO OPEN THE PUBLIC HEARING FOR SMART LABEL SOLUTIONS, LLC’S IFT ON REAL PROPERTY, AT 6:45 P.M.”** Discussion followed. A roll-call vote was taken: Smith – yes, Melton – yes, Hohenstein – yes, Graham – yes, Rudnicki – yes, Counts – yes, Coddington – yes. Motion carried 7 to 0.
- Marcia Gebarowski from the Economic Development Council of Livingston County (EDCLC) and staff to Ann Arbor SPARK; her job is to work with local businesses to help them expand and to stay within Livingston County. She is in support of Smart Label Solutions, LLC to receive an IFT who has plans to consolidate and grow his business.
- Jeff Hudson owner of Smart Label Solutions, LLC stated he grew up here in Livingston County and raised his family in Livingston County. He started his company in 2005 in his basement but outgrew that and moved his company to Brighton until 2015. When the company outgrew that building he move it to Howell Township. The company outgrew that building and is currently spaced in 3 separate buildings all within Howell Township and would like to consolidate into one building. The company manufactures hardware and develops software. The company started with two employees and now has about 20 employees and is expecting to grow the number of employees by 50%. He does have an office in Portland Oregon which will have some growth also. The two offices are connected which will help the plant here in Howell Township.
- Questions were taken from the Board.
- **MOTION** by Counts, seconded by Hohenstein, **“TO CLOSE THE PUBLIC HEARING FOR SMART LABEL SOLUTIONS, LLC’S IFT ON REAL PROPERTY, AT 6:55 P.M.”** Discussion followed. Motion carried.

1) AGREEMENT FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE REAL PROPERTY

- **MOTION** by Graham, seconded by Hohenstein, **“TO ACCEPT THE AGREEMENT FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATION FOR REAL PROPERTY FOR SMART LABEL SOLUTIONS, LLC AS WRITTEN.”** 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.

2) RESOLUTION #01.20.474, APPROVING APPLICATION OF SMART LABEL SOLUTIONS, LLC FOR IFT FOR REAL PROPERTY.

- **MOTION** by Graham, seconded by Hohenstein, **“TO ACCEPT RESOLUTION #01.20.474, APPROVING APPLICATION OF SMART LABEL SOLUTIONS, LLC FOR INDUSTRIAL**

FACILITIES EXEMPTION CERTIFICATE (IFT) FOR REAL PROPERTY.” Discussion followed. A roll-call vote was taken: Melton – yes, Graham – yes, Coddington – yes, Rudnicki – yes, Counts – yes, Smith – yes, Hohenstein – yes. Motion carried 7 to 0.

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Talking with attorneys.
- Talking with developers.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- Working on the Grand River pump station update.
- Working on the Pine View property agreement.
- The judge granted Oakland Tactical an extension. Should be ready by next meeting.
- Zoning Assistant Modrack is requesting to take the BS&A class, “Advanced Building Department. The class cost is \$205.00 and is takes place in February. **MOTION** by Hohenstein, seconded by Melton, **“TO ALLOW JOSIE MODRACK TO TAKE THE BS&A’S ADVANCED BUILDING DEPARTMENT CLASS AT THE COST OF \$205.00.”** Discussion followed. Motion carried.

C. CLERK:

(Clerk Graham reported on the following items)

- Working with the Treasurer on some of the same issues.
- Absentee Ballot Applications are out for those who are on the Permanent List.

D. ZONING:

(See Zoning Administrator Daus’ prepared written report)

- Supervisor Coddington added that Zoning Administrator Daus has been getting several inquiries about smaller houses. The current ordinance minimum is 900 square feet. Discussion took place on small homes. It is the consensus of the Board to have the Planning Commission explore the demographics and trending of small houses.

E. ASSESSING:

(See Assessor Kilpela’s prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- It was a straight business meeting. Nothing new to report.

G. MHOG:

(Trustee Counts reported on the following items)

- Discussion on how to pay for the cross country lines and a 24” main.
- A proposal was introduced to bond out. This would be because, if the plant reaches over 5 million gallon per day, there will be a need for a 3rd operator and run it 24 hours per day and 7 days a week. It also has to do with where the towers are. The Townships will need to put money into this project. Discussion from the Board followed. There may be other ways to fund this project rather than bonding out.
- The storage building is progressing well.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- No December Meeting.

I. ZONING BOARD OF APPEALS (ZBA):

(Trustee Rudnicki reported on the following items)

- No December Meeting.

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- Flow Pacing: It is requested to also upgrade the influent sampler to flow pacing. Cost is \$8,000.00. **MOTION** by Hohenstein, seconded by Counts, **“RECOMMEND APPROVAL OF QUOTE FROM UIS NOT TO EXCEED \$8,000.00 AS PRESENTED.”** Discussion followed. Motion carried.
- Fecal Coliform: The current machine for testing E.coli and fecal coliform is old and requires much repairs and upgrades to keep it in working order. There is a new machine to do this testing at cost of \$4,500.00 to be purchased by the Township. **MOTION** by Hohenstein, seconded by Melton, **“RECOMMEND APPROVAL OF QUOTE FROM IDEXX NOT TO EXCEED \$4,500.00 AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Graham – yes, Rudnicki – yes, Smith – yes, Hohenstein – yes, Melton – yes, Coddington – yes, Counts – no. Motion carried 6 to 1.
- UV Testing: There are 4 banks. Three of these banks do the work. The need for the 4th bank is in case one of the other banks fails. Discussion followed on fixing vs completely replacing. Quotes from Inframark to come.

K. HAPRA:

(Clerk Graham reported on the following items)

- Approved purchase of 2019 truck.
- Moving forward on the engineering for the construction on the new HAPRA facility.
- The HAPRA Committee was invited to a MPARK Meeting.

L. PROPERTY COMMITTEE:

(Treasurer Hohenstein reported on the following items)

- Met with new Township Realtor, Scott Griffith, to discuss all the Township owned properties and about the asking prices. A Market Analysis was performed.
- Title work is an issue. Bell Title will do the work for achieving, “Clear Titles” on 12 Township owned properties at \$1,000.00 per property.
- There are two small Township owned properties on Burkhart Road that are configured so that the access to all the utilities are on the south piece. These two pieces should be combined.
- **MOTION** by Hohenstein, seconded by Rudnicki, **“RECOMMENDED APPROVAL TO START THE PROCESS OF COMBINING TWO TOWNSHIP OWNED PROPERTIES #4706-17-400-029 AND #4706-17-400-026.”** Discussion followed. Motion carried.
- **MOTION** by Hohenstein, seconded by Graham, **“RECOMMENDED APPROVAL TO START TITLE WORK ON ALL TOWNSHIP OWNED PROPERTIES WITH BELL TITLE.”** Discussion followed. Motion carried.
- **MOTION** by Counts, seconded by Graham, **“TO ACCEPT THE RECOMMENDED PRICES AS PRESENTED.”** Discussion followed. Motion carried.

- Discussion on still allowing the Property Committee to negotiate with the realtor on prices staying within the same previous perimeters.

CALL TO THE PUBLIC:

Marcia Gebarowski from the Economic Development Council of Livingston County (EDCLC) offered her knowledge when exploring the small housing issue.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Melton, **“TO APPROVE THE REGULAR DISBURSEMENTS AS OF JANUARY 2, 2020 CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carries.

ADJOURNMENT: MOTION by Counts, seconded by Melton, **“TO ADJOURN.”** Motion carried. The meeting adjourned 7:55 p.m.

As Presented: X

Howell Township Clerk
Jean Graham

As Amended: _____

Mike Coddington
Howell Township Supervisor

As Corrected: _____

Dated: 02.10.2020

Debby Johnson, Recording Secretary