

HOWELL TOWNSHIP BOARD REGULAR ELECTRONIC MEETING

MINUTES

3525 Byron Road

Howell, MI 48855

May 11, 2020

6:30 P.M.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Harold Melton Trustee

Supervisor Coddington called the meeting to order at 6:38 p.m. The roll was called.

APPROVAL OF THE AGENDA:

May 11, 2020

MOTION by Hohenstein, seconded by Rudnicki, **“TO APPROVE THE MAY 11, 2020 AGENDA AS PRESENTED.”** Discussion followed. Motion carried by unanimous consent.

APRIL 13, 2020 MEETING MINUTES:

REGULAR BOARD MEETING MINUTES

MOTION by Graham, seconded by Counts, **“TO APPROVE THE APRIL 13, 2020 MEETING MINUTES AS PRESENTED.”** Discussion followed. Motion carried by unanimous consent. (See April 13, 2020 Regular Meeting Minutes)

CORRESPONDENCE:

See list.

CALL TO THE PUBLIC:

No response.

UNFINISHED BUSINESS

UNION AT OAK GROVE PILOT DISCUSSION

This affordable housing project is on Oak Grove, behind the Kroger store. Treasurer Hohenstein reminded the Board that this item was on last month’s agenda but was bumped due to many of the issues were taken care of just before the meeting. An explanation was given on the market feasibility of an affordable housing project located in Howell Township. The study was prepared in accordance with Michigan State Housing Development Authority (MSHDA) guidelines. Questions were taken from the Board. Lori Edwards from the Annex Group gave an update on targeted units according to income level. Treasurer Hohenstein gave an update from the Property Committee on this project. Treasurer Hohenstein gave some pros and cons to the project. Some of the other Board members gave their reasons for and reasons against the 30-year commitment tax abatement PILOT project. Discussion followed. The impact to the schools is better to put this type of project in than putting in a manufacturing development. The other entities that receive money from the taxes on the property will take a cut, but is still far better than having the property sit empty for possibly many years to come. The PILOT Program will still follow all the Planning Commission regulations. Each building will have 8 or 12 two story units which is far less units per building than most projects of this style. Supervisor Coddington added that it is a good transition from commercial to residential and making Howell Township a leader in the County for bringing in this type of housing.

- **MOTION** by Hohenstein, seconded by Rudnicki, **“TO ACCEPT ORDINANCE #284 TAX EXEMPTION ORDINANCE – UNION AT OAK GROVE, AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Hohenstein – yes, Smith – no, Counts – no, Rudnicki – yes, Coddington – yes, Graham – yes. Motion carries 4 to 2.

NEW BUSINESS:

A. TAX EXEMPTION ORDINANCE-UNION AT OAK GROVE

- See agenda item above.

B. UNION DEVELOPMENT HOLDINGS, LLC REQUEST EXTENSION ON INITIAL EARNEST MONEY DEPOSIT

Treasurer Hohenstein stated Union Development Holdings is requesting an extension on the next earnest money deposit. The Additional Earnest Money Deposit is due, July 10, 2020 but they do not believe they will have MSHDA approval by then. They are requesting to amend and modify the agreement so that the next deposit is due by September 28, 2020. Further explanation from the Annex Group for the extension which could take it into 2021. It is the Property Committee’s recommendation to deny their request due to many delayed actions on the developer’s part.

- Supervisor Coddington proposed to the Board if anyone wanted to make a motion. No motion was proposed. No action was taken. It is the Board consensus to follow with the original contract.

C. BIDS FOR FRONT DESK PARTITION

Clerk Graham stated it is the consensus of the office staff and management to install a glass partition at the front desk separating the public from office workers. Due to the possibility of another round with a/the virus it is suggested to go with a permanent partition rather than a removable one. There are two quotes available. A quote from Kosin’s Glass at \$1,253.00 is half the amount quoted from another company. The quote is for glass and not Plexiglas. Treasurer Hohenstein stated that this is a crucial step in opening the Township to the public.

- **MOTION** by Rudnicki, seconded by Hohenstein, **“TO ACCEPT THE QUOTE FROM KOSIN’S GLASS FOR THE PARTITION IN THE OFFICE NOT TO EXCEED \$1,300.00 AS PRESENTED.”** Discussion followed. Motion carried by unanimous consent.

D. HAFA BUDGET

Howell Area Fire Authority Chief Pless gave a brief synopsis of the HAFA Budget. He answered questions from the Board. Supervisor Coddington explained how the HAFA Budget is passed. The Fire Chief and his department puts together a budget. It then goes to the Budget Committee for the Fire Authority. That committee makes recommendations back to the Board. Then the Fire Authority Board votes on it and accepts it then passes it on to the Townships. Those townships take it back to their Boards for a vote to pass it or not. If those Boards agree to pass the budget it will then go into effect.

- **MOTION** by Hohenstein, seconded by Rudnicki, **“TO ACCEPT THE HAFA BUDGET AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Counts – yes, Coddington – yes, Hohenstein - yes, Smith – yes, Rudnicki – yes, Graham – yes. Motion carries 6 to 0.

ARTICLES OF INCORPORATION AMENDMENT FIVE

This would do away with the above procedures for passing the HAFA Budget. With the amendment, the fire chief will create the budget. It will then go through the finance committee, then go to the Board. The Board will then approve it, with the representative on behalf of the townships. It will no longer need to go back to each township board for approval. Fire Chief Pless took questions from the Board.

- **MOTION** by Hohenstein, seconded by Smith, **“TO ACCEPT THE FIFTH AMENDED AND RESTATED ARTICLES OF INCORPORATION OF THE HOWELL AREA FIRE AUTHORITY AS PRESENTED.”**

Discussion followed. A roll-call vote was taken: Coddington – yes, Counts – yes, Rudnicki – yes, Graham – yes, Hohenstein – yes, Smith – yes. Motion carries 6 to 0.

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Attending several County Meetings and the effect the COVID-19 has on the County.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- With the Governor's stay until the end of May the office will remain with staff working in the office Monday and Thursday 9:00 am until 1:00 pm. Staff may come in and work additional hours as needed. The plan is for the staff to come back full time on June 1st but will not be open to the public without an appointment. Once the glass partition is up and we have the protective equipment required the Township will open to the public. The restrooms will be closed to the public until further notice.

C. CLERK:

(Clerk Graham reported on the following items)

- We are working on getting some washable cloth masks for the employees.
- Not sure what all protective equipment will be required for the election inspectors and voters. Waiting for directions from the State.
- Have order enough envelopes for 100% Absentee Voting for the August Elections. What envelopes are not used for the August Election they can be used for the November Election.

D. ZONING:

(See Zoning Administrator Daus's prepared written report)

E. ASSESSING:

(See Assessor Kilpela's prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- March and April meetings were combined.
- Passed two resolutions for the emergency paid sick leave and contractors.
- Approved paving at the Ocoola and Cohoctah stations.

G. MHOG:

(Supervisor Coddington reported on the following items)

- Dividing up the crews so they are not all working at the same time.
- They are meeting all their deadlines.
- Sent out letter to their contractors stating that they are essential workers so that they can work.
- Still discussion on the Cross-Country Line.
- Discussion on painting of Genoa Tower.
- Computer upgrades.
- Discussion on Eager Road bridge problems.
- Discussion on U-tube video on installing meters.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- See prepared written report in packet.

I. ZONING BOARD OF APPEALS (ZBA):

(Trustee Rudnicki reported on the following items)

- No meeting this month.
- Still waiting for information about the meeting that was postponed last month.

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- See prepared written report in packet.
- Inframark has agreed to the proposal. It had been sent to their legal counsel. There was a change and now it has been sent to our legal counsel. If we receive it back from our legal counsel in time it will be on the next agenda.
- Questions about buildings on Township owned properties and the safety of them. These building have been looked into and one has been boarded up. There is a barn that might need to come down. This issue does not have to do with the WWTP.

K. HAPRA:

(Clerk Graham reported on the following items)

- They made cutbacks on their employees.
- The City needs to approve the budget before the City will open the boat launch.
- Still working on the building at Oceola.

L. PROPERTY COMMITTEE:

(Treasurer Hohenstein reported on the following items)

- No updates currently.

CALL TO THE PUBLIC:

Judith Minton, 552 Olde English Circle – 1) Wanted to know where the PILOT Program is located. {On Oak Grove behind the Kroger Center.} 2) Will there be an appeal to the veterans for the PILOT Program? {This program strictly depends on income.}

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Rudnicki, **“TO APPROVE THE REGULAR DISBURSEMENTS AS OF MAY 7, 2020 CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carries by unanimous consent.

ADJOURNMENT: MOTION by Rudnicki, seconded by Smith, **“TO ADJOURN.”** Motion carried by unanimous consent. The meeting adjourned 8:02 p.m.

As Presented: X

As Amended: _____

As Corrected: _____

Dated: 06.08.2020

Howell Township Clerk
Jean Graham

Mike Coddington
Howell Township Supervisor

Debby Johnson, Recording Secretary