

HOWELL TOWNSHIP REGULAR BOARD ELECTRONIC/ZOOM MEETING

MINUTES

3525 Byron Road
Howell, MI 48855
December 14, 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.

Due to the meeting being a Zoom Meeting, there was no Pledge of Allegiance.

APPROVAL OF THE AGENDA:

December 14, 2020

MOTION by Melton, seconded by Counts, **“TO APPROVE THE DECEMBER 14, 2020 AGENDA AS PRESENTED.”** Discussion followed. Motion passes by unanimous consent.

NOVEMBER 9, 2020 MEETING MINUTES:

A) REGULAR BOARD MEETING MINUTES

MOTION by Hohenstein, seconded by Rudnicki, **“TO APPROVE THE NOVEMBER 9, 2020 MEETING MINUTES AS PRESENTED.”** Discussion followed. Motion passes by unanimous consent. (See November 9, 2020 Regular Zoom Meeting Minutes.)

CORRESPONDENCE:

No additions and there were no questions.

CALL TO THE PUBLIC:

Leslie Berg, 502 Kimball Street, Howell City – President of the Homeowners Association of Town Commons. Has concern about the proposed development going in behind Kroger on Oak Grove Road. Would like to know the status of the project and if it is part of the plans to join the development to Kimball or ~~Weiding~~ Welland[^] Street which are city streets. (There is a proposed apartment complex development for that location. It is currently at the Planning Commission and will go for a Final Site Plan on the 15th. It is not in the plans to join roads.)

UNFINISHED BUSINESS:

A. ORDINANCE AMENDMENT FROM HEAVY COMMERCIAL TO INDUSTRIAL FLEX ZONE

Clerk Graham stated that discussion from last month’s meeting the Board wanted to reduce the amount of days allowed to store vehicles on a temporary site. It has been agreed upon to 60 days maximum.

- **MOTION** by Graham, seconded by Rudnicki, **“TO ACCEPT ORDINANCE #285, AN ORDINANCE TO MAKE AN AMENDMENT FROM HEAVY COMMERCIAL TO INDUSTRIAL FLEX ZONE, AS PRESENTED WITH THE CHANGE TO SECTION 16.21 TOW YARDS, SECTION A, NOT TO EXCEED 60 DAYS.”** Discussion followed. Motion passes by unanimous consent.

B. APPROVAL OF NEW ZONING FOR INDUSTRIAL FLEX ZONE

Map was first presented at last month's meeting.

- **MOTION** by Graham, seconded by Hohenstein, "**TO ACCEPT THE MAP FOR THE INDUSTRIAL FLEX ZONE AS PRESENTED.**" Discussion followed. Motion passes by unanimous consent.

C. CONTRACT ASSESSMENTS

Treasurer Hohenstein stated that this is for residents who are in the sewer/water district but do not have a special assessment or have not paid connection fees and probably in District 8. There could be other situations where this could happen. If their well or septic fails they will then have to connect to the system. Treasurer Hohenstein gave an example for District 8. The example does not include the cost of getting the work done. The resident will be responsible for hiring this work done. An example of a "Contract for special Assessment Lien" was given. He would like to keep the rate at the cost of the bond which is the Township's cost. You can pay off early with no penalty. You can pay extra on your payment. There will be separate contracts for water and for sewer. This is a way to help the resident fund this expense should they need to connect into the system. This would be for 10 years rather than having to fund the whole amount at once.

- **MOTION** by Counts, seconded by Rudnicki, "**TO APPROVE THE CONCEPT AND PROCESS FOR CONTRACT ASSESSMENT LEINS.**" Discussion followed. This is to approve the concept process of the liens but not the actual liens which will be separate. Motion passes by unanimous consent.

All contracts will be brought back to the Board for approval.

NEW BUSINESS:

A. INTERGOVERNMENTAL AGREEMENT

Clerk Graham stated that the AMAR is once every five years. If the assessor is not compliant with any of the requirements they are asked to submit a corrective action plan and correct the mistakes. If current assessor leaves the position or is let go the law stipulates the Township must get a new assessor that is MAAO or MMAO. The agreement presented is with the County and not the State.

- **MOTION** by Rudnicki, seconded by Hohenstein, "**TO ENTER IN AGREEMENT FOR LIVINGSTON COUNTY DESIGNATE ASSESSOR FOR THE PERIOD OF JANUARY 1, 2021 THROUGH DECEMBER 31, 2025.**" Discussion followed. Motion passes by unanimous consent.

Assessor Kilpela is not planning to leave his position nor does the Township plan to dismiss him. Assessor Kilpela is compliant in all areas.

B. HOWELL TOWNSHIP SEWER/WATER CONNECTION

Treasurer Hohenstein reminded the Board that every year the Water/Sewer Connections go up 5% automatically on January 1st, if the Board takes no action on the issue. It is his suggestion to leave the connection fees at the current rate.

- **MOTION** by Counts, seconded by Hohenstein, "**TO LEAVE HOWELL TOWNSHIP CONNECTION FEES AT THE CURRENT RATE OF \$5,000.00 EACH.**" Discussion followed. Motion passes by unanimous consent.

C. COVID-19 PREPAREDNESS AND RESPONSE PLAN

Treasurer Hohenstein stated that it is required to have a COVID Preparedness and Response Plan in place for the Township. Two different plans were presented, one plan is from MTA and one plan is from MIOSHA. Treasurer Hohenstein specified that he prefers the plan from MIOSHA. The packet also includes the current Emergency Order, which can change. It also shows emergency rules and the MIOSHA Training Packet for the employees. Records need to be kept for 1 year.

- **MOTION** by Counts, seconded by Melton, **“TO APPROVE THE MIOSHA EMERGENCY COVID PLAN FOR HOWELL TOWNSHIP.”** Discussion followed. Motion passes by unanimous consent.
- Treasurer Hohenstein will be the Work Site Supervisor for COVID Plan.
- Each employee was given a risk factor. All employees were given a low risk except the Zoning Administrator who is at a medium risk factor because of his minimal public contact.
- The Township office is closed but the vestibule is open at times for people to come in and pay taxes, utility bills, drop off plans and for mail delivery. Things are done with the least amount of exposure to the public.
- The plan is to have each employee come in and get done what is needed to get done and then leave.
- Discussion on whether if an employee goes out of state for personal reason if they will need to quarantine afterwards. No action was taken.

D. CEMETERY PRICE INCREASE

Clerk Graham stated that Huron Cemetery Maintenance has increased their prices for opening and closing of graves. Does the Township want to pass that increase into the Township Fee Schedule?

- **MOTION** by Smith, seconded by Melton, **“TO ACCEPT THE PRICE INCREASE FOR 2021 FORWARD FROM HURON CEMETERY MAINTANCE AS PRESENTED.”** Discussion followed. Motion passes by unanimous consent.

E. RESIGNATION OF CAROLYN HENRY

Supervisor Coddington state that Carolyn Henry has submitted a letter of resignation from Planning Commission.

- **MOTION** by Graham, seconded by Rudnicki, **“TO ACCEPT CAROLYN HENRY’S RESIGNATION FROM THE PLANNING COMMISSION.”** Discussion followed. Motion passes by unanimous consent.
- There is now a vacant position on the Planning Commission. It is posted on the website and on the front door. The person must be a resident of Howell Township and the Planning Commission Board may have one member that has a business within the Township but is not a resident. Anyone interested should submit a letter to the Township Clerk.

F. REAPPOINTMENTS

1) SUPERVISOR, TREASURY & CLERK DEPUTY’S

Clerk Graham informed the Trustee’s that all prior deputies have been reappointed. There is no need for Board approval but just for informational purpose. Deputy Supervisor – Brent Kilpela, Deputy Treasurer – Carol Makushik, Deputy Clerk – Debby Johnson.

2) BOARD MEMBERS COMMITTEE MEETINGS

- a) Planning Commission – Matthew Counts and Jeff Smith as alternate
- b) ZBA – Evan Rudnicki and Jeff Smith as alternate
- c) Fire Authority – Mike Coddington and Matthew Counts as alternate
- d) MHOG – Mike Coddington, Matthew Counts and Jonathan Hohenstein as alternate
- e) HAPRA – Jean Graham and Evan Rudnicki as alternate
- f) WWTP – Jonathan Hohenstein, Brent Kilpela and Jean Graham
- g) Property Committee – Jonathan Hohenstein, Jeff Smith, Jean Graham

- **MOTION** by Counts, seconded by Rudnicki, **“TO ACCEPT THE LIST OF APPOINTMENTS AS PRESENTED.”** Discussion followed. Motion passes by unanimous consent.

3) BOARD OF REVIEW

Township Assessor Kilpela submitted a letter requesting that Bill Graham, Sue Daus and Aaren Currie be reappointed to the Board of Review.

- **MOTION** by Graham, seconded by Hohenstein, **“TO ACCEPT THE LIST OF RECOMMENDED APPOINTEES TO THE BOARD OF REVIEW AS PRESENTED FOR THE TERM OF JANUARY 1, 2021 – DECEMBER 31, 2022.”** Discussion followed. Motion passes by unanimous consent.

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Nothing new to report.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- Collecting taxes. Things are going pretty smooth even with the Township being closed.
- By the Governor’s orders, Electronic Meetings should be extended through the month of March.

C. CLERK:

(Clerk Graham reported on the following items)

- Nothing new to report.

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)

- Personal issue appeal – no decision has been made at this time.
- Renewed the contract with the attorney.
- Set meeting schedule for 2021.

G. MHOG:

(Trustee Counts reported on the following items)

- Genoa and Oceola water towers are schedule to be painted.
- Sidewalks along Grand River in Genoa Township are torn up. MHOG is working with engineering to try and keep the waterlines from freezing.
- There is a bleach container that needs to be repaired. They are trying to figure how to remove the large container without having to remove the roof which will be very expensive.
- Budget was discussed.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- Roman Pools purchased a piece of property at the corner of Grand River and Warner Road. They would like to put some temporary shipping containers on the property to store equipment and parts. They eventually would like to build a pole barn with an office and showroom. Because of the zoning regulations they are still working on what uses will be allowed.
- The Annex Group came for Final Site Plan Approval. A traffic study was done for this project. The exit onto Henderson Road will lineup with Armond Road. Asking for more analysis on drainage.
- The Industrial Flex Zone that came to the Board tonight.

- I. ZONING BOARD OF APPEALS (ZBA):
(Trustee Smith reported on the following items)
 - There was no ZBA Meeting.

- J. WWTP:
(Treasurer Hohenstein reported on the following items)
 - Hired a third full time person.
 - Plant is running smoothly.

- K. HAPRA:
(Clerk Graham reported on the following items)
 - Budget was discussed.
 - Lights at the park, photo with Santa.
 - Received MPARKS VIRTUAL AWARD.
 - Building project is moving forward.

- L. PROPERTY COMMITTEE:
(Treasurer Hohenstein reported on the following items)
 - Allen Edwin pulled out of the project on Oak Grove Road
 - Developer interested in Pineview Village missed their deadline to pull out of the project, but has not closed.

CALL TO THE PUBLIC:

No response.

BURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Rudnicki, **“TO APPROVE THE REGULAR DISBURSEMENTS AS OF NOVEMBER 30, 2020 CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion passes by unanimous consent.

ADJOURNMENT: **MOTION** by Counts, seconded by Melton, **“TO ADJOURN.”** Motion passes by unanimous consent. The meeting adjourned (7:50 p.m.)

As Presented: _____

Howell Township Clerk
Jean Graham

As Amended: _____

As Corrected: X _____

Mike Coddington
Howell Township Supervisor

Dated: 01.11.2021 _____

Debby Johnson, Recording Secretary