

**HOWELL TOWNSHIP REGULAR BOARD ELECTRONIC/ZOOM MEETING
MINUTES**

3525 Byron Road
Howell, MI 48855
May 10, 2021
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.

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

APPROVAL OF THE AGENDA:

May 10, 2021

MOTION by Melton, seconded by Hohenstein, **“TO APPROVE THE MAY 10, 2021 AGENDA AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Hohenstein – yes, Smith – yes, Counts – yes, Rudnicki – yes, Coddington – yes, Graham – yes, Melton – yes. Motion carries 7 to 0.

APPROVAL OF BOARD MEETING MINUTES:

A) SPECIAL BOARD MEETING MINUTES

MOTION by Hohenstein, seconded by Rudnicki, **“TO APPROVE THE APRIL 8, 2021 SPECIAL MEETING MINUTES AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Counts – yes, Coddington – yes, Melton – yes, Hohenstein – yes, Smith – yes, Rudnicki – yes, Graham – yes. Motion carries 7 to 0. (See April 8, 2021 Special Zoom Meeting Minutes.)

B) REGULAR BOARD MEETING MINUTES

MOTION by Hohenstein, seconded by Counts, **“TO APPROVE THE APRIL 12, 2021 REGULAR MEETING MINUTES AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Hohenstein – yes, Counts – yes, Rudnicki – yes, Smith – yes, Graham – yes, Coddington – yes, Melton – yes. Motion carries 7 to 0. (See April 12, 2021 Regular Meeting Minutes.)

C) CLOSED SESSION MEETING MINUTES

MOTION by Rudnicki, seconded by Hohenstein, **“TO APPROVE THE APRIL 12, 2021 CLOSED SESSION MEETING MINUTES AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Coddington – yes, Smith – yes, Graham – yes, Counts – yes, Melton – yes, Hohenstein – yes, Rudnicki – yes. Motion carries 7 to 0.

CORRESPONDENCE:

No additions. No questions.

CALL TO THE PUBLIC:

No response.

PUBLIC HEARING:

SPECIAL ASSESSMENT DISTRICT AND COST

MOTION by Rudnicki, seconded by Counts, **“TO OPEN THE PUBLIC HEARING FOR SPECIAL ASSESSMENT DISTRICT AND COST.”** Discussion followed. A roll-call vote was taken: Rudnicki – yes, Hohenstein – yes, Smith – yes, Melton – yes, Coddington – yes, Graham – yes, Counts – yes. Motion carries 7 to 0. (Public Hearing opened at 6:35 pm)

Treasurer Hohenstein explained that the Special Assessment District is for 1 person, 1 parcel on Burkhart Road. They are interested in using the new program to pay for their Water and Sewer Connection Fees. The cost is \$10,000.00 plus the interest. There were no questions from the public. **MOTION** by Graham, seconded by Hohenstein, **“TO CLOSE THE PUBLIC HEARING FOR SPECIAL ASSESSMENT DISTRICT AND COST.”** Discussion followed. A roll-call vote was taken: Smith – yes, Melton – yes, Hohenstein – yes, Graham – yes, Rudnicki – yes, Counts – yes, Coddington – yes. Motion carries 7 to 0. (Public Hearing closed at 6:37 pm)

PUBLIC HEARING:

A SPECIAL ASSESSMENT ROLL - WATER

B. SPECIAL ASSESSMENT ROLL – SEWER

C. RESOLUTION 05.21.487

It was the consensus of the Board to conduct the Public Hearing A, B and C as one motion.

MOTION Rudnicki, seconded by Hohenstein, **“TO OPEN THE PUBLIC HEARING FOR SPECIAL ASSESSMENT ROLL – WATER, SPECIAL ASSESSMENT ROLL – SEWER AND FOR RESOLUTION 05.21.487.”** Discussion followed. A roll-call vote was taken: Graham – yes, Rudnicki – yes, Counts – yes, Coddington – yes, Hohenstein – yes, Melton – yes, Smith – yes. Motion carries 7 to 0. (Public Hearing opened at 6:38 pm)

- Treasurer Hohenstein explained that the Water Contract has changed slightly. Legal Counsel advised that the contract be changed to reflect the new laws. The idea stays the same. It is for those who are interested in paying their Connection Fees on their Winter Tax Bill as a Special Assessment. Because this person is doing both water and sewer the Board has allowed the Special Assessment to be paid over a 10-year time period with 10 payments. The interest rate is 2.5% annually. This will be recorded with the Register of Deeds.
- Discussion followed.
- Sewer Contract is same as the Water Contract with the same regulations.
- It was explained that if the resolution is approved, then that approves both the Water and the Sewer Contracts.
- **MOTION** by Hohenstein, seconded by Smith, **“TO ACCEPT RESOLUTION #05.21.487, A RESOLUTION APPROVING SPECIAL ASSESSMENT CONTRACT, CREATING SPECIAL ASSESSMENT DISTRICT, AND CONFIRMING THE ROLL AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Melton – yes, Graham – yes, Coddington – yes, Rudnicki – yes, Counts – yes, Smith – yes, Hohenstein – yes. Motion carries 7 to 0.

UNFINISHED BUSINESS:

PLANNING COMMISSION OPEN SEAT

1. Denise Markham – stated that she lives in Ingham County but she owns business in Howell Township. She recently purchased the business from her father. She now owns the Outlet Marathon on Burkhart Road. She runs the Booze Barn and has 2 rental houses on Burkhart Road and vacant property next to the gas station. She has other businesses in other counties. She is a retired law enforcement officer. She is concerned where things are going in the Township and is environmentally conscience. She is very much interested in this position. She is a busy person but will put the time into the position.
- Discussion and questions were taken from the Board.

- **MOTION** by Graham, seconded by Smith, **“TO ACCEPT DENISE MARKHAM TO THE PLANNING COMMISSION OPEN SEAT, TERM ENDING 12/31/2021.”** Discussion followed. A roll-call vote was taken: Graham – yes, Rudnicki – yes, Smith – yes, Hohenstein – yes, Melton – yes, Coddington – yes, Counts – yes. Motion carries 7 to 0. First Planning Commission Meeting will be May 25, 2021.
- 2. Paul Pominville – was unable to make the Board Meeting because he is a hired IT Service person with Howell Schools and he is on the agenda for the Howell School Board Meeting tonight. Trustee Counts had reach out to Mr. Pominville and explained that he is a long standing resident with Howell Township. He will have more of a rural/traditional approach to things. He has the time for the commitment to the Planning Commission.
- **MOTION** by Counts, seconded by Hohenstein, **“TO ACCEPT PAUL POMINVILLE TO THE PLANNING COMMISSION OPEN SEAT, TERM ENDING 12/31/2023.”** Discussion followed. A roll-call vote was taken: Melton – yes, Coddington – yes, Graham – yes, Smith – yes, Rudnicki – yes, Counts – yes, Hohenstein – yes. Motion carries 7 to 0. First Planning Commission Meeting will be May 25, 2021.

NEW BUSINESS:

A. FINANCIAL REPORT APRIL 30, 2021

REVENUE AND EXPENDITURE REPORT

Deputy Supervisor/Assessor Kilpela explained the Revenue and Expenditure Report, period ending 4/30/2021 and that 83% of the year is complete. He showed some categories where there will be some additions. Land divisions and permits are picking up. He is predicting that we will finish up the year strong. He explained that within expenditures there were some moving of expenses from one department to another. As of April 30th we have spent 73% of what is budgeted. This is good and on track. Road Fund is complete other than receiving the delinquent taxes from the County. Recreation Fund is on tract and we are members of Howell Area Parks & Recreation Authority. Sewer/Water Fund recently had a large deposit from the land sale of Union at Oak Grove. It also is collecting the tap-in fees from Chestnut Woods. With these two developments it puts us way ahead for the year. In expenditures Kilpela explained the Biolac repairs are saving the Township money and will pay for itself in less than two years.

4 BUDGET AMENDMENTS

- 1) Treasurer Dept. - decrease Treasurer Clerical Expense by \$11,000.00 to account for Utility Director.
- 2) Township Hall – increase Township Hall Utility Director Expense by \$5,500.00 to account for remainder of the year.
- 3) Township at Large – increase Township at Large Legal Expense by \$25,000.00 to account for additional legal fees.
- 4) Zoning Administration – decrease Zoning Clerical Expense by \$11,000.00 to account for Utility Director.

- **MOTION** by Counts, seconded by Rudnicki, **“TO ACCEPT BUDGET AMENDMENTS 1 – 4 AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Rudnicki – yes, Hohenstein – yes, Melton – yes, Counts – yes, Graham – yes, Smith – yes, Coddington – yes. Motion carries 7 to 0.

CASH FLOW USING BUDGETED REVENUE

Kilpela explained this is the amount the Township budgeted to take in each month. We are in better shape to start the new fiscal year than what we started this year. He went on to explain the General Fund Cash Flow, Road Fund Cash Flow, Parks & Recs Fund Cash Flow. We are sitting with healthy balances in all categories. He then went on to show Historical Averages for the Bond Payment and General Fund Cash Flow.

- Kilpela took questions from the Board.
- The Board thanked Kilpela for his great work.
- For complete Financial Report see Kilpela’s report in the May 10, 2021 Board Packet, agenda item 10A.

B. AGREEMENT FOR LAW ENFORCEMENT SERVICES

Supervisor Coddington explained that communication with the current Code Enforcement was problematic. We have a potential agreement for Law Enforcement Services. Marion Township has started working with the Livingston County Sheriff Deputies for Code Enforcement as a contracted service. We would like to do the same agreement as Marion Township will be using. This is a one year contract / end of this year. By passing the Motor Vehicle Code in our Zoning Ordinance, then law enforcement can ticket speeding. Part of those fees will come back to Howell Township which will help off-set the cost for the Law Enforcement services.

- Discussion followed.
- **MOTION** by Graham, seconded by Counts, **“TO ACCEPT AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH THE COUNTY OF LIVINGSTON, LIVINGSTON COUNTY SHERIFF AND HOWELL TOWNSHIP.”** Discussion. A roll-call vote was taken: Counts – yes, Graham – yes, Coddington – yes, Melton – yes, Smith – yes, Hohenstein – yes, Rudnicki – yes. Motion carries 7 to 0.

C. LAWN SERVICE CONTRACT

Clerk Graham explained that with our current lawn service provider some of the lawn maintenance is not getting done and billing is a problematic issue also. The contract we have is very old. A new contract has now been provided. A quote from another company was submitted but is more costly.

- **MOTION** by Hohenstein, seconded by Smith, **“TO STAY WITH SHARPE’S OUTDOOR SERVICES AND THEIR ESTIMATE AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Coddington – yes, Counts – yes, Rudnicki – yes, Graham – yes, Hohenstein – yes, Melton – yes, Smith – yes. Motion carries 7 to 0.
- Contract is good through the end of the year.
- Will need to get contract for the snow removal.

D. DUCT CLEANING BIDS

Clerk Graham stated it has been awhile since the ducts have been cleaned. Two quotes have been submitted. One actually came out and looked at everything. The other bidder just gave a quote over the phone. The ducts should be cleaned before the filters on the furnaces get changed. Treasurer Hohenstein added that he believed the ducts needed cleaning because of the air that sometime comes out from them.

- Discussion followed.
- **MOTION** by Smith, seconded by Counts, **“TO USE AMISTEE, INC FOR THE AIR DUCT CLEANING AS WRITTEN UP AND NOT TO EXCEED \$2,150.00.”** Discussion followed. A roll-call vote was taken: Smith – yes, Melton – yes, Hohenstein – yes, Coddington – yes, Counts – yes, Rudnicki – yes, Graham – yes. Motion carries 7 to 0.

E. FURNACES INSPECTIONS & NEW FILTERS

Clerk Graham explained that one company was supposed to show last week but did not show. The other company has not submitted their bid yet. The company that installed the furnaces was bought out and that company is no longer servicing our furnaces. Trying to get quotes from other companies. Looking for approval for an amount to go ahead and get the furnaces checked. Treasurer Hohenstein would like to see good filters be installed.

- Discussion followed.
- **MOTION** by Rudnicki, seconded by Hohenstein, **“TO APPROVE FURNACE AND AIR CONDITIONER UNITS UPKEEP AND FILTERS CHANGE NOT TO EXCEED \$2,000.00.”** Discussion followed. A roll-call vote was taken: Hohenstein – yes, Smith – yes, Counts – yes, Rudnicki – yes, Coddington – yes, Graham – yes, Melton – yes. Motion carries 7 to 0.

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Nothing new to report.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- Attended a meeting with the County Planning Commission on internet service with broadband. The County was trying to apply for some federal money to help get more service in the County. This funding did not go through. Looking to do some sort of survey to get data of who has service or not.

C. CLERK:

(Clerk Graham reported on the following items)

- Had a Human Resource meeting to discuss salaries for 2021/2022. It is their recommendation for 4% increase for hourly employees. Discussion that raises cannot be approved until the 2021/2022 Budget has been approved through a Public Hearing which will be at next month's meeting, June 14, 2021. An approval may be done by "contingent upon".
- **MOTION** by Counts, seconded by Rudnicki, **"TO APPROVE THE HUMAN RESOURCE COMMITTEE'S RECOMMENDATION ON PAY RAISES FOR HOURLY EMPLOYEES FOR 2021/2022 CONTINGENT UPON THE BUDGET IS APPROVED AT THE PUBLIC HEARING IN JUNE 2021."** Discussion followed. A roll-call vote was taken: Counts – yes, Coddington – yes, Melton – yes, Hohenstein – yes, Smith – yes, Rudnicki – yes, Graham – yes. Motion carries 7 to 0.
- Supervisor, Treasurer, Clerk and Trustee salaries. It was noted that these need to be done by resolutions. They can be voted on as a whole.
- **MOTION** by Smith, seconded by Counts, **"TO INCREASE THE SUPERVISOR'S (RESOLUTION #05.21.488,) THE TREASURER'S (RESOLUTION #05.21.489,) THE CLERK'S (RESOLUTION #05.21.490) AND TRUSTEE'S (RESOLUTION #05.21.491) PAY BY 4% CONTINGENT UPON THE BUDGET IS APPROVED AT THE PUBLIC HEARING IN JUNE 2021."** Discussion followed. A roll-call vote was taken: Hohenstein – no, Counts – yes, Rudnicki – yes, Smith – yes, Graham – yes, Coddington – no, Melton – no. Motion carries 4 to 3.
- Clerk Graham is requesting that the HAPRA Meeting compensation be increased from \$60.00 to \$80.00 per meeting. Discussion followed about what Board members receive for attending other committee meetings.
- **MOTION** by Hohenstein, seconded by Melton, **"TO INCREASE THE AMOUNT FOR HAPRA AND ZBA TO \$80.00 PER MEETING."** Discussion followed. A roll-call vote was taken: Coddington – yes, Smith – yes, Graham – yes, Counts – yes, Melton – yes, Hohenstein – yes, Rudnicki – no. Motion carries 6 to 1.
- Clerk Graham reminded the Board that the Election Department is looking for a new place to hold the precincts for upcoming elections.

D. ZONING:

(See Zoning Administrator Daus's prepared written report)

E. ASSESSING:

(See Assessor Kilpela's prepared written report)

- Assessor Kilpela added that Tanger Outlet Mall appealed their 2020/2021 evaluation. They are now over 25% vacant. They may need some type of decrease. Discussion followed.

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- Had an executive session.
- Update from the Fire Chief on the hose and turn-out gear that was placed.
- Fund allocations has some surplus and discussion where that would go.

G. MHOG:

(Trustee Counts reported on the following items)

- March was up by 50% from 2020. That was due to MHOG furnishing water to Howell City for two weeks.
- Tower painting for Genoa Township is underway.
- Construction continues.
- EGLE is requiring starting in 2025 to have a complete inventory list.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- There was no May Meeting.

I. ZONING BOARD OF APPEALS (ZBA):

(Trustee Rudnicki reported on the following items)

- There was no May Meeting.

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- Didn't receive report from the operator in time.
- There is nothing new to report at this time.

K. HAPRA:

(Clerk Graham reported on the following items)

- The Oceola Community Center opened on May 5th with a ribbon cutting ceremony on the 7th.
- Hired a teacher for the Summer Camps.
- A committee is working on the Dog Park.

L. PROPERTY COMMITTEE:

(Treasurer Hohenstein reported on the following items)

- The committee met to discuss the Township's park land and future park area.
- A park was designated on southern part of a property. It is 73 acres with 322 REU's. Talking with attorney to see if some of those excess REU's can be removed to help make the property more sellable. It is the recommendation of the Property Committee to remove the park from this property and creating 2 new parks on the 80 acre parcel on Tooley Road and the 2.5 acre parcel on Barron and Oak Grove.
- Supervisor Coddington added that on the 80 acre Tooley Road property that it also be designated for possible future Township Hall and park.
- **MOTION** by Rudnicki, seconded by Melton, **"TO GO WITH THE PROPERTY COMMITTEE'S RECOMMENDATION TO REMOVE THE PARK LAND FROM THE OAK GROVE AND MARR ROAD PROPERTY AND ADD THE 80 ACRES ON TOOLEY ROAD AND THE 2.5 ACRE PROPERTY AT THE CORNER OF BARRON AND OAK GROVE."** Discussion followed. A roll-call vote was taken:

Rudnicki – yes, Hohenstein – yes, Smith – yes, Melton – yes, Coddington – yes, Graham – yes, Counts – yes. Motion carries 7 to 0.

CALL TO THE PUBLIC:

No response.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Melton, **“TO APPROVE THE REGULAR DISBURSEMENTS AS OF APRIL 30, 2021 CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. A roll-call vote was taken: Smith – yes. Melton – yes, Hohenstein – yes, Graham – yes, Rudnicki – yes, Counts – yes, Coddington – yes. Motion carries 7 to 0.

ADJOURNMENT: MOTION by Rudnicki, seconded by Hohenstein, **“TO ADJOURN.”** A roll-call vote was taken: Graham – yes, Rudnicki – yes, Counts – yes, Coddington – yes, Hohenstein – yes, Melton – yes, Smith – yes. Motion carries 7 to 0. The meeting adjourned (8:33 pm.)

As Presented: X

Howell Township Clerk
Jean Graham

As Amended: _____

As Corrected: _____

Mike Coddington
Howell Township Supervisor

Dated: 06.14.2021

Debby Johnson, Recording Secretary