

**HOWELL TOWNSHIP REGULAR BOARD
MEETING MINUTES**
3525 Byron Road
Howell, MI 48855
November 22, 2021
6:00 P.M.

MEMBERS PRESENT:

Mike Coddington	Supervisor
Jean Graham	Clerk
Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Harold Melton	Trustee (Arrival Time 6:10pm)
Mike Newstead	Trustee
Jeff Smith	Trustee (Arrival Time 6:25pm)

MEMBERS ABSENT:

Supervisor Coddington called the meeting to order at 6:00 p.m.

All rose for the Pledge of Allegiance.

APPROVAL OF THE AGENDA:

November 22, 2021

MOTION by Counts, seconded by Hohenstein, **“TO APPROVE THE NOVEMBER 22, 2021 AGENDA AS AMENDED: ADD MI SIGNAL’S METRO ACT UNDER 8G.”** Discussion followed. Motion carried.

APPROVAL OF BOARD MEETING MINUTES:

October 11, 2021

REGULAR BOARD MEETING MINUTES

MOTION by Hohenstein, seconded by Newstead, **“TO APPROVE THE OCTOBER 11, 2021 REGULAR MEETING MINUTES AS PRESENTED.”** Discussion followed. Motion carried.

CORRESPONDENCE:

None

CALL TO THE PUBLIC:

No Response

UNFINISHED BUSINESS:

None

NEW BUSINESS:

A. HAPRA Budget

Tim Church, Executive Director of the Howell Recreation presented the HAPRA 2022 proposed budget and participation counts to the Board. It was noted that access to Howell City Park and the boat launch were removed from the budget this year as HAPRA no longer has an agreement with Howell City.

B. REZONING REQUEST

A copy of the Livingston County Planning Department Review for Rezoning Z-31-21 and Z-32-21 and Livingston County Planning Commission Meeting Minutes for the October 20, 2021 Meeting presented to the Board for review.

1. Request Z-31-21 NSC to OS

Legacy Realty LLC/Lake Trust Credit Union 4706-26-100-035

Rezone from neighborhood service commercial (NSC) to office service district (OS). Borek Jennings Funeral Home would like to purchase this parcel for funeral home use. Mr. Borek from Borek Jennings Funeral Home was present to answer questions and discussion followed. **MOTION** by Graham, seconded by Newstead, **“TO PASS THE REQUEST TO CHANGE IT FROM NSC TO OS.”** Discussion followed. Motion carried.

2. Request Z-32-21 I to IFZ

Jeremy Kratt/R&K II, LLC 1684 Hydraulic Drive 4706-28-100-052

Rezone from Industrial (I) to Industrial Flex Zone (IFZ). The proposed future use would be an indoor and outdoor storage facility. Parcel contains 21 acres and is in the process of being split. Discussion followed. **MOTION** by Hohenstein, seconded by Counts, **“TO ACCEPT THE REZONING FOR CASE NUMBER Z-32-21 WITH THE CONDITION THAT THE LAND BE SPLIT BEFORE THE REZONING TAKES PLACE”** Discussion followed. Motion carried.

C. SPECIAL USE PERMITS

1. PC-2021-08

Special use permit for outside RV storage, with the conditions that contractor operations are not allowed, and that screening is provided along I-96. Mr. Dave Hughes from Pirates Cove Storage was present to answer questions and discussion followed. **MOTION** by Newstead, seconded by Hohenstein, Jeff Smith sustained **“TO ACCEPT THE SPECIAL USE FOR CASE NUMBER PC-2021-08.”** Discussion followed. Motion carried.

2. PC-2021-09

Special use permit to allow a day care with 7-12 children. Mr. and Mrs. Balog, owners of Balog Day Care, were present to answer several questions including fencing and drop off times. Discussion followed. **MOTION** by Graham, seconded by Melton, **“TO ACCEPT PC-2021-09 FOR THE DAY CARE TO ALLOW 7-12 CHILDREN.”** Discussion followed. Motion carried.

3. PC-2021-10

Special use permit for a funeral home. Mr. Borek from Borek Jennings Funeral Home was present to answer questions and discussion followed. **MOTION** by Graham, seconded by Hohenstein, **“TO ACCEPT THE SPECIAL USE PERMIT FOR PC-2021-10 FOR THE FUNERAL HOME.”** Discussion followed. Motion carried.

MOTION by Hohenstein, seconded by Counts, **“TO MOVE METRO ACT DISCUSSION TO 8D.”**
Discussion followed. Motion carried.

D. METRO ACT

MiSignal’s METRO Act Permit Application- Treasurer, Hohenstein explained to the board that the Township has 45 days to act on the METRO Act Application which allows MiSignal to run their lines through the Township at their own cost. A \$10,000 Bond/Liability Insurance was needed in case something was disturbed or damaged while MiSignal places their lines. **MOTION** by Hohenstein, seconded by Graham, **“I MOVE TO APPROVE MISIGNAL’S METRO ACT PERMIT APPLICATION RECEIVED BY THE TOWNSHIP ON OCTOBER 14, 2021 WITH THE CONDITION THAT MISIGNAL POSTS A BOND CONSISTANT WITH MCL 482.3115 IN THE AMOUNT OF \$10,000.00 TO ENSURE THAT THE PUBLIC RIGHT-OF-WAY IS RETURNED TO ITS ORIGINAL CONDITION DURING AND AFTER MISIGNAL’S ACCESS AND USE, AND THAT THE TOWNSHIP BOARD FURTHER DESIGNATE AND DIRECT WITH THE TOWNSHIP TREASURER, WITH THE HELP OF THE TOWNSHIP ATTORNEY TO CONFIRM THAT MISIGNAL SECURES THE SAME.”** Discussion followed. Motion carried.

E. PROPOSED ROAD PROJECTS

Treasurer Hohenstein presented meeting minutes to the Board from the October 26, 2021 meeting he held with Assessor Kilpela, Jodie Tedesco and Robert Daavettila from the Livingston County Road Commission.

- Burkhart Road – Grand River Avenue to Crandall Road
Livingston County Road Commission was not happy with the quality of the chip and seal work done on Burkhart Road. The Road Commission would like to do an asphalt overlay to correct the situation. They are asking that the township pay \$272,020.00 into the project and the Road Commission will pay \$357,980.00. Normally the Township and Road Commission split the cost of such projects, but due to the quality of work done prior, L.C.R.C is willing to pick up a larger portion of the asphalt overlay. **MOTION** by Counts, seconded by Graham, **“TO ACCEPT ROAD PROJECT FOR BURKHART ROAD: GRAND RIVER TO CRANDALL IN THE AMOUNT OF \$272,020.00”** Discussion followed. Motion carried.
- Oak Grove Road- Board decided to put the Oak Grove Road project on hold.
- Bridge Repair- Board was informed of the repair work needed on the Marr Road Bridge.
- Mason Road- Board was informed of the work needed on Mason Road.

Trustee Counts asked Treasurer Hohenstein to work with the Livingston County Road Commission to evaluate all roads in Howell Township, create a list of which roads need work and to prioritize the work needed. He would like Mr. Hohenstein to present this list to the Board at the December 2021 meeting.

F. HOWELL PLANNING COMMISSION

Clerk Graham asked the Board to reappoint Ms. Markham to the Howell Township Planning Commission for the term beginning January 1, 2022 and ending December 31, 2025. **MOTION** by Graham, seconded by Counts, **“TO ACCEPT MS. MARKHAM TO THE HOWELL TOWNSHIP PLANNING COMMISSION FOR A TERM BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2025”** Discussion followed. Motion carried.

G. HUMAN RESOURCES

Treasurer Hohenstein presented to the Board a list of proposed changes for employee compensation from the Human Resource Committee meeting held on November 2, 2021. The Human Resource and

Procedures Manual is under review by the Township's attorneys. It was noted that the Committee felt these changes were needed in an effort to remain competitive when hiring new employees and retaining employees. **MOTION** by Hohenstein, seconded by Melton, **"I MOVE TO ACCEPT THE HUMAN RESOURCES COMMITTEE RECOMMENDATIONS AS PRESENTED."** Discussion followed. Motion carried.

REPORTS:

B. TREASURER:

- Rainbow Construction- Current Lawsuit has been dismissed.
- Oakland Tactical-December 9, 2021 case has been moved to Cleveland, OH and Treasurer, Hohenstein will attend to hear the oral argument.
- DTE- Howell Township has received a check from DTE to reimburse the Township for repairs to the Township lawn from their trucks.
- MTA Class- Treasurer Hohenstein attended a class through MTA on tax collection. **MOTION** by Graham, seconded by Newstead, **"TO PAY TREASURER, HOHENSTEIN \$25.00 FOR THE MTA CLASS THAT YOU TOOK"** Discussion followed. Motion carried.

C. CLERK:

- EMS CONTRACT
Howell Township has received a contract from the Livingston County EMS to hold elections for all three precincts at their complex. The contract has been reviewed by the Township's attorney. The contract will allow the Township access to rooms for three days for the purpose of holding elections for a fee of \$100.00 per election. New Voter ID cards will have to be sent out due to the new polling locations and precinct changes due to the last US Census in the near future. Absentee Voting Board will still be held at the Township Hall. **MOTION** by Hohenstein, seconded by Melton, **"TO ACCPET THE POLLING PLACE LEASING AGREEMENT WITH LIVINGSTON COUNTY AS PRESENTED"** Discussion followed. Motion carried.
- UNITED OF OMAHA LIFE INSURANCE COMPANY
Clerk Graham reviewed with the Board of how the beneficiary designation works with United Of Omaha Life Insurance Company.

D. ZONING:

See Zoning Administrator Daus's Monthly Permit report for Board review.

E. ASSESSING:

See Assessor Kilpela's Monthly Activity Report for October 2021 for Board review.

F. FIRE AUTHORITY:

- Howell Fire Department, Station 20 has been given approval to order a new rescue engine which should be delivered in 22-24 months.
- The attorney contract has been renewed with Mr. Kevin Gentry with no increase.
- COVID-19 Funds will be issued to the Fire Fighters evenly for the work they did.

G. MHOG:

- MHOG now has meters but they do not have MXU devices.
- Oceola Township tower painting is now completed.

- A 4 year capital improvement project list was created and is under review and how they will pay for these project.
- Chestnut Development on Mason road has been pumping water improperly onto MHOG Property. A cease and desist letter has been sent to them.
- Padnos – Howell City approved the plans for Padnos to build a car shredder and told them to go to MHOG to get the needed water for the operation. MHOG denied water use to Padnos as the City is not part of MHOG. Padnos is now suing MHOG over the water issue.

H. PLANNING COMMISSION:

- Econo Print Invoice for the Master Plan Survey Card mailing.
MOTION by Counts, seconded by Smith, **“TO APPROVE ECONO PRINT’S INVOICE OF \$1,553.57 FOR PUTTING THE CARDS OUT FOR THE MASTER PLAN.”** Discussion followed. Motion carried.
- Left Turn light is in place on Oak Grove Road.

J. WWTP:

- Inframark has hired a new Plant Manager/Operator, Jason Hall. Mr. Hall is only temporarily assigned to Howell Township. Mr. Hall has done a review of the operations and has found many issues that need to be addressed.
- Use MHOG rather than purchase a pumping system for the Waste Water Treatment Plant. **MOTION** by Counts, seconded by Hohenstein, **“TO APPROVE CSM MECHANICAL TO HOOK WATER SYSTEM TO MHOG WATER NOT TO EXCEED \$9,000.00.”** Discussion followed. Motion carried.
- A leak was found on the generator located at the Lambert Drive Lift Station. Due to the emergency nature of the leak, Cummins Sales and Service was hired to fix the issue. **MOTION** by Counts, seconded by Newstead, **“TO ACCEPT THE EMERGENCY WORK DONE BY CUMMINS TO THE LAMBERT DRIVE GENERATOR AS PRESENTED.”** Discussion followed. Motion carried.
- Several pump stations have uneven run times between the pumps. This is currently being looked into by Jason Hall. Mr. Counts requested that for the December Board meeting he would like a status report on all the pump stations and uneven times and what the plan is to fix them.
- A discussion was held on the Mercury violation and it is believed they will not be an issue in the future.
- LIFT STATIONS- **MOTION** by Counts, seconded by Hohenstein, **“TO APPROVE FOR KENNEDY BID TO INSTALL THE KISM SYSTEM ON REMAINING LIFT STATIONS IN THE AMOUNT OF \$18,405.00.”** Discussion followed. Motion carried.
- Burkhart Ridge pump station clean up completed but new floats are needed. **MOTION** by Hohenstein, seconded by Counts, **“MOVE TO APPROVE WORK DONE BY M & K AT THE BURKHART RIDGE PUMP STATION.”** Discussion followed. Motion carried.
- A new updated UV lighting system is needed. Currently only 1 bank of UV lights are working out of the three. Repair work is needed now prior to purchasing a new updated lighting system. **MOTION** by Counts, seconded by Milton, **“TO APPROVE THE REQUESTED QUOTE FOR THE UV SYSTEM BOTH FOR ULTRA TECH AND FOR UIS AS PRESENTED.”** Discussion followed. Motion carried.
- The headworks building heaters inducer is no longer working. **MOTION** by Hohenstein, seconded by Smith, **“TO REPLACE AN INDUCER AS QUOTED FROM SCHUTZ NOT TO EXCEED \$949.90 AS PRESENTED.”** Discussion followed. Motion carried.

K. HAPRA:

Clerk Graham reviewed the October 19, 2021 Howell Park and Recreation Meeting Minutes. Many new holiday events have been planned, please see web site for updates.

L. PROPERTY COMMITTEE

Treasurer Hohenstein reported on the following items:

- Heritage Square PUD., Burkhart & Mason Road-Addendum to Land Purchase Agreement. The NW corner 25 acres had been dedicated for a park. This addendum eliminates the park land and allows the entire piece to be included in the purchase.
- **MOTION** by Graham, seconded by Hohenstein, **“TO ACCEPT THE ADDENDUM TO THE PURCHASE AGREEMENT TO REMOVE THE PARK LAND PROPERTY FROM THE AGREEMENT”** Discussion followed. Motion carried.

CALL TO THE PUBLIC:

No Response

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Milton, to **“TO APPROVE THE REGULAR DISBURSEMENTS AS PRESENTED AND ANY NORMAL AND CUSTOMARY PAYMENTS FOR THE MONTH.”** Motion carried.

ADJOURNMENT: MOTION by Newstead, seconded by Counts, **“TO ADJOURN.”** Motion carried. The meeting adjourned (8:10 pm)

As Presented: X

Howell Township Clerk
Jean Graham

As Amended: _____

As Corrected: _____

Mike Coddington
Howell Township Supervisor

Dated: December 13, 2021

Teresa Murrish, Recording Secretary