

**HOWELL TOWNSHIP REGULAR BOARD  
MEETING MINUTES**  
3525 Byron Road Howell, MI 48855  
February 13, 2023  
6:30 P.M.

**MEMBERS PRESENT:**

Mike Coddington	Supervisor
Jean Graham	Clerk
Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Jeff Smith	Trustee
Harold Melton	Trustee
Bob Wilson	Trustee

**MEMBERS ABSENT:**

Supervisor Coddington called the meeting to order at 6:30 p.m. The roll was called. There were 8 people in the audience. All rose for the Pledge of Allegiance.

**APPROVAL OF THE AGENDA:**

February 13, 2023

**MOTION** by Melton, **SECOND** by Counts, **“TO APPROVE THE FEBRUARY 13, 2023 AGENDA AS PRESENTED.”** Discussion followed. Motion carried.

**APPROVAL OF BOARD MEETING MINUTES:**

January 9, 2023

A) REGULAR BOARD MEETING MINUTES

**MOTION** by Hohenstein, **SECOND** by Melton, **“TO APPROVE THE JANUARY 9, 2023 REGULAR MEETING MINUTES AS PRESENTED.”** Discussion followed. Motion carried.

**CORRESPONDENCE:**

No additions. No questions.

**CALL TO THE PUBLIC:**

Pam Hibbard, Howell Township resident, addressed the Board regarding all of the upcoming legislative changes with the passage of Proposal 22-2 and the significant impact and workload on the Clerk’s Department.

Don Hibbard, Howell Township resident, addressed the Board regarding all of the upcoming legislative changes with the passage of Proposal 22-2 and the significant impact and workload on the Clerk’s Department.

**UNFINISHED BUSINESS:**

A. Dangerous Building Demo

Board members discussed the bids and licensing requirements for the demolition of the property at 1073 E. Barron Road. Trustee Smith clarified with the Township Supervisor, the lien placed by the Township Attorney against the property. **MOTION** by Hohenstein, **SECOND** by Melton, **“TO ACCEPT THE BID FOR DEMOLITION FROM BOWMAN EXCAVATING, INC. FOR \$7,890.00 AS PRESENTED.”** Discussion followed. Motion carried.

B. Heritage Square PUD/Site Plan Review Amendment

Bruce Michael, Odawa Development was present to discuss the Site Plan and changes to Heritage Square. Board members inquired about the setbacks on the northern edge of the property, Clarification from the Planning Commission on: single trees in the front yards of each house, sidewalk placement, lot sizes, parking requirements, lighting, and a single HOA. **MOTION** by Graham, **SECOND** by Counts, **"TO ACCEPT THE HERITAGE SQUARE SITE PLAN REVIEW AMENDMENT AS PRESENTED."** Discussion followed. Motion carried.

C. Pioneer Cemetery

Board Members discussed the RFP (Request for Proposal) and requirements needed to repair the cemetery. Hohenstein clarified the bidding policy for the Township and how inspection fees are paid. Wilson explained how contractors are involved regarding erosion permits through the Drain Commission. Counts explained the benefits of changing the wording in the RFP for clarification on what is expected. Supervisor Coddington clarified how the bids were going to be accepted and published. There was a consensus to edit, post and publish the correct Request for Proposal as discussed.

**NEW BUSINESS:**

A. Livingston County Drain Resolution 02.23.520

Ken Recker, Chief Deputy Drain Commissioner was present to discuss receiving ARPA funds for the County and how they would be utilized in the Township regarding Howell No. 5 Drain and Rossington Drain. He further discussed percentages of how the projects would be funded regarding residents, the County and the Township. Assessor, Brent Kilpela indicated his opinion on the project regarding the Township portion of the project. **MOTION** by Hohenstein, **SECOND** by Melton, **"TO APPROVE RESOLUTION 02.23.520 HOWELL NO. 5 DRAIN MAINTENANCE AND REPAIR AS PRESENTED."** A roll-call vote was taken: Hohenstein - yes, Smith - yes, Counts - yes, Wilson - yes, Coddington - yes, Graham - yes, Melton - yes. Motion carried.

(7-0)

**MOTION** by Hohenstein, **SECOND** by Smith, **"TO APPROVE RESOLUTION 02.23.521 PETITION FOR MAINTENANCE AND IMPROVEMENT OF THE ROSSINGTON DRAIN AS PRESENTED."** A roll-call vote was taken: Counts - yes, Coddington - yes, Melton - yes, Hohenstein - yes, Smith - yes, Wilson - yes, Graham - yes. Motion carried. (7-0)

Amendment made to the agenda. **MOTION** by Counts, **SECOND** by Melton, **"TO DEVIATE FROM THE AGENDA AND MOVE TO SECTION 9D."** Discussion followed. Motion carried.

B. Howell Township Annual Financial Report Year Ending June 30, 2022

Assessor Kilpela indicated auditors are typically present from Gabridge & Company, PLC but with significant fee increases arising, he would present the financial report. He reviewed with the Board the audit and indicated Howell Township as of June 30, 2022 is debt free. He further noted coming from a \$25 million deficit, this was the highlight of his career. Board members thanked Kilpela for his dedication in this significant achievement.

C. Financial Report ending 1/31/2023

Assessor Kilpela reviewed the year to date report and indicated this budget was prepared in May of 2022. He indicated we are ahead of the budget based on the time of year and we are in a healthy financial position. Clerk Graham clarified if ARPA funding could be utilized for election administration. Board members commended Assessor Kilpela for all his hard work. Discussion followed.

D. Approve/Deny Resignation of Glen Miller from Planning Commission

Supervisor Coddington indicated the letter of resignation was included in the packet. **MOTION** by Graham, **SECOND** by Counts, **"TO ACCEPT THE RESIGNATION OF GLEN MILLER FROM THE PLANNING COMMISSION."** Discussion followed. Motion carried.

E. Generator Issues

Treasurer Hohenstein indicated the new generator installed at the Township hall is in need of repair. There was a review of demand on the natural gas system for the Township and Consumer's Energy recommended to have the gas service line and meter upgraded. **MOTION** by Hohenstein, **SECOND** by Melton, **"TO APPROVE THE RECOMMENDATION FROM CONSUMER'S ENERGY NOT TO EXCEED \$7,500.00 AS PRESENTED."** Discussion followed. Motion carried.

F. 2023-2024 Bids for Lawn Service & Snow Plowing

Clerk Graham indicated there were three bids received regarding lawn service and snow plowing for the Township. **MOTION** by Counts, **SECOND** by Smith, **"TO HAVE A COMPARISON PERFORMED ON THE THREE BIDS PRESENTED AND CHOOSE THE MOST COST EFFECTIVE BID FOR HOWELL TOWNSHIP."** Discussion followed. Motion carried.

**REPORTS:**

A. SUPERVISOR:

Supervisor Coddington gave a brief update on issues in the Township including discussions with residents regarding cable lines.

B. TREASURER:

Treasurer Hohenstein indicated there were significant complaints regarding MiSignal. He indicated residents would like better communication regarding projects including reverting back to having a Township Newsletter. He further discussed Howell Township Proposed Road Projects 2023 which includes using Permazyme as discussed at the July 11<sup>th</sup> Board meeting with Steve Wasylk. Trevor Bennett, LCRC has offered to use Permazyme on any gravel road project, at the Townships discretion, at no extra cost to the Township. **MOTION** by Melton, **SECOND** by Hohenstein **"TO APPROVE GRAVEL RESURFACING AND LIMITED DRAINAGE ON DEAL ROAD, FROM FLEMING TO THE END (1,400 feet) FOR \$38,000.00 AS PRESENTED."** Discussion followed. Motion carried. **MOTION** by Melton, **SECOND** by Hohenstein, **"TO APPROVE LIMESTONE RESURFACING AND LIMITED DRAINAGE ON MARR ROAD, BURKHART TO THE BRIDGE (5,600 feet) FOR \$241,000.00 AS PRESENTED."** Discussion followed. Motion carried. **MOTION** by Melton, **SECOND** by Hohenstein, **"TO APPROVE GRAVEL REFURBISHING AND LIMITED DRAINAGE ON FLEMING ROAD, GRAND RIVER TO MARR (6,600 feet) FOR \$130,000.00 AS PRESENTED."** Treasurer Hohenstein clarified the motion to make a change to Fleming Road, Marr to Allen for \$167,000.00 as amended. Discussion followed. There was a request for a 5 minute recess before the motion carried.

**MOTION** by Melton, **SECOND** by Hohenstein to take a five minute break at 8:29 p.m. Motion carried.

**MOTION** by Melton, **SECOND** by Counts to reconvene the meeting at 8:33 p.m. Motion carried.

**MOTION** by Melton, **SECOND** by Hohenstein, **"TO APPROVE GRAVEL REFURBISHING AND LIMITED DRAINAGE ON FLEMING ROAD, MARR TO ALLEN (7,582 feet) FOR \$167,000.00 WITH AMENDMENT AS PRESENTED."** Discussion followed. Motion carried.

C. CLERK:

Clerk Graham requested the Boards approval to send Deputy Clerk Guillen to the one day Capital Conference 2023 in Lansing. **MOTION** by Counts, **SECOND** by Hohenstein, **"TO APPROVE SENDING THE DEPUTY CLERK TO THE 2023 CAPITAL CONFERENCE 2023 FOR \$75.00 PLUS MILEAGE."** Discussion followed. Motion carried. Clerk Graham asked for clarification on sub-committees and Planning Commission Chair's pay and if it's retroactive back to January 1, 2023. She would recommend making all subcommittees, Special Board, Property Committee and Parks and Recreation Committee meetings the same pay rate of \$80.00 **MOTION** by Smith, **SECOND** by Counts, **"TO APPROVE ALL SUBCOMMITTIES PAY RATE OF \$80.00 AND MAKE THE SUBCOMMITTEES THAT WERE \$60.00 RETROACTIVE TO JANUARY 1, 2023 WITH AMENDMENT TO INCLUDE ANY SPECIAL BOARD MEETINGS AS PRESENTED."** Treasurer Hohenstein clarified the motion. Discussion followed. Motion carried. Clerk Graham reminded the Board that the next meeting is Monday, March 20, 2023 at 6:30 p.m. it is moved back because of Board of Review. Clerk Graham addressed the Board regarding the workplace being hostile and is asking for direction from the Board and for them to intervene regarding the environment. Board members clarified what issues needed to be resolved. **MOTION** by Smith, **SECOND** by Wilson, **"TO APPROVE FORMING A SUBCOMMITTEE OF COUNTS, WILSON AND SMITH TO INVESTIGATE AND MAKE A RECOMMENDATION TO THE BOARD TO RESOLVE ISSUES IN HOWELL TOWNSHIPS WORK ENVIRONMENT."** Discussion followed. Motion carried.

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 Fire Authority Meeting. Member Smith asked for clarification on property ownership for a parcel in the City of Howell.

G. MHOG:

Trustee Counts reported on the MHOG Meeting.

H. PLANNING COMMISSION:

Trustee Counts reported on the Planning Commission Meeting.

I. ZONING BOARD OF APPEALS (ZBA):

Burkhart Ridge request was denied.

J. WWTP:

Treasurer Hohenstein reported on the WWTP Meeting. **MOTION** by Hohenstein, **SECOND** by Graham, **"TO APPROVE THE WASTE WATER PROJECT PROPOSALS AS PRESENTED."** Discussion followed. Motion carried.

K. HAPRA

Clerk Graham indicated the report was in the packet.

L. PROPERTY COMMITTEE

Treasurer Hohenstein reported on the Property Committee. There was extensive discussion on Spark Grant requests, reimbursements, and a maintenance plan in place for the grant.

**CALL TO THE PUBLIC:**

Tim Boal, Howell Township resident, addressed the Board regarding the challenges and lack of communication regarding solar farms.

Bill Graham, Howell Township resident, addressed the Board regarding the Clerk, the Howell Township work environment and unaddressed complaints regarding behaviors of employees in the Township.

**DISBURSEMENTS: REGULAR AND CHECK REGISTER:**

**MOTION** by Hohenstein, **SECOND** by Melton, **"TO APPROVE THE REGULAR DISBURSEMENTS AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH."** Discussion followed. Motion carried.

**ADJOURNMENT:** **MOTION** by Counts, **SECOND** by Smith, **"TO ADJOURN."** Motion carried. The meeting was adjourned at 9:29pm.

  
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Howell Township Clerk  
Jean Graham

  
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Mike Coddington  
Howell Township Supervisor

  
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Angie Guillen, Recording Secretary