

HOWELL TOWNSHIP BOARD REGULAR MEETING

MINUTES

Howell Township Hall

September 11, 2017

6:30. p.m.

MEMBERS PRESENT:

Mike Coddington Supervisor
Jean Graham Clerk
Jonathan Hohenstein Treasurer
Matthew Counts Trustee
Carolyn Eaton Trustee
Dar Howard Trustee

MEMBERS ABSENT:

Harold Melton Trustee

Supervisor Coddington called the meeting to order at 6:30 p.m. The roll was called. All rose for the Pledge of Allegiance.

APPROVAL OF THE AGENDA: MOTION by Hohenstein, seconded by Howard, **“TO APPROVE THE SEPTEMBER 11, 2017 AGENDA AS PRESENTED.”** Motion carried.

APPROVAL OF MINUTES:

MOTION by Hohenstein, seconded by Howard, **“TO APPROVE THE AUGUST 14, 2017 REGULAR MEETING MINUTES AS PRESENTED.”** Motion carried. (See August 14, 2017 Meeting Minutes)

CORRESPONDENCE:

See List.

CALL TO THE PUBLIC:

No response.

UNFINISHED BUSINESS:

- A. KENNELS – Trustee Counts reported on the Kennels Ordinance. This has been an enduring process for a couple of years between the Planning Commission and the Board to resolve. The Planning Commission is now recommending to the Township Board the final ordinance for approval. The changes better define the types of kennels; Commercial and Rural. The ordinance now includes animals six months old and younger. **MOTION** by Hohenstein, seconded by Eaton, **“ONCE THE SPELLING ERRORS ARE CORRECTED, TO ACCEPT THE KENNEL ORDINANCE AS PRESENTED AND THEN WILL BECOME OFFICIAL, 7 DAYS AFTER PUBLICATION.”** Discussion followed. A roll-call vote was taken: Coddington – yes, Graham – yes, Howard – yes, Eaton – yes, Counts – yes, Hohenstein – yes. Motion carries 6 to 0.

NEW BUSINESS:

- A. GENERAL APPROPRIATIONS ACT RESOLUTION – Supervisor Coddington explained that this is just a revamp of the previous Resolution # 05.17.427 with the added verbiage, “Debt Service Fund and Sewer & Water Debt Service Funds”. The added verbiage gives the resolution better clarification. **MOTION** by Counts, seconded by Howard, **“TO ACCEPT RESOLUTION #09.17.434, GENERAL APPROPRIATIONS ACT AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Eaton – yes, Hohenstein – yes, Counts – yes, Graham – yes, Howard – yes, Coddington – yes. Motion carries 6 to 0.
- B. BUSINESS LICENSE FEES – The Township is in the processes of getting an additional BS&A program for zoning and building, that will tie everything together. It will also include a place for Business Licenses.

The current fee schedule will not work within the BS&A program. It is being requested to set a new fee schedule. Leave the fee of \$30.00 for a New Business License and raise the yearly Renewal Fee to \$30.00. Also, to fit into the program, instead of accumulating the late fees daily, it will go to increments of every 10 days: 1-10 days late (\$30.00) 11-20 days late (\$60.00) 21-30 days late (\$90.00) 31-40 days late (\$120.00) 41-50 days late (\$150.00). If it is still not paid after 50 days, it will go to the Board to determine if the Township will take legal action. **MOTION** by Hohenstein, seconded by Graham, **“MOVE TO ACCEPT THE PROPOSED BUSINESS LICENSE FEES AS PRESENTED.”** Discussion followed. Motion carried.

RPORTS:

A. SUPERVISOR:

(Coddington reported on the following item)

- Received a few calls for possible future land developments.

B. TREASURER:

(Hohenstein reported on the following item)

- Tax collection is at 56%.

C. CLERK:

(Graham reported on the following items)

- Checking on the Deputy Clerk’s computer to see if a new computer will need to be purchased or upgraded to work with the new BS&A program and still be able to access the QVF program. She is having trouble working in some of the BS&A programs. The issue might be her computer was not able to be upgraded to Windows 8 when all the other computers were upgraded. Her computer has the QVF program and at that time QVF would not work with Windows 8. Asking permission to upgrade that computer if necessary. **MOTION** by Hohenstein, seconded by Howard, **“TO GRANT PERMISSION FOR A NEW COMPUTER NOT TO EXCEED \$1,000.00 FOR THE DEPUTY CLERK PENDING, THERE IS NOT ANOTHER SOLUTION TO SOLVE THE PROGRAM ISSUES.”** Discussion followed. Motion carried.
- Discussion followed about the current procedures for backing up the computers. It was the advice of the Board, to do a backup more frequently.
- New election equipment is in. Testing on the new equipment has been done. Some municipalities have an election this year. We do not have an election scheduled until August of next year.
- Consumer Energy Company Gas Franchise Ordinance has been given to our legal team. This has to be done every 10 years. There is discussion in trying to get Consumer Energy to expand their usage to more residents. Waiting to hear back from them.

D. ZONING:

(Prepared by Daus)

- See report.

E. ASSESSING:

(Prepared by Assessor Kilpela)

- See report.

F. FIRE AUTHORITY:

(Coddington reported on the following items)

- Have a new secretary/treasurer.
- More work on the agreement between Howell City and the Fire Authority. This should be finalized later this month. Then agreement will come back to this Board, next month, for our approval. All participating boards will have to approve the agreement.
- Paid bills.

G. MHOG:

(Howard reported on the following items)

- Mid-year budget: On budget for expenses and over on expected revenues with the dry summer.
- Almost done with acquiring the properties for the Cross County Main.
- Growth on water usage.
- Paid bills.

H. PLANNING COMMISSION:

(Counts reported on the following items)

- Public Hearing for the Kennel Ordinance. (Recommended to the Board)
- Public Hearing on a rezoning for Bedrock Adventure to allow for a brewery. (Discussion tabled)
- Hamilton Propane's final site plan review. (Was granted with contingencies)
- Chestnut Development's final site plan review. (Was granted with contingencies)
- Marr Bible Church's preliminary and final site plan review. (Was granted with contingencies)
- Devine Grounds' final site plan review. (Was granted with contingencies)

I. ZONING BOARD OF APPEALS (ZBA):

(Eaton reported on the following item)

- Devine Grounds was granted 7 variances that were previously approved but, because time had expired, they had to come back for re-approval.

J. WEBSITE:

(Counts)

- Nothing new to report.

K. WWTP:

(Hohenstein reported on the following items)

- See report of the 9.11.2017 Waste Water Treatment Plant Meeting.
- Presented MHOG Utility Director, Greg Tatara's, "Draft Scope of Work" for providing some assistance to the Waste Water Treatment Plant. It is a 5 Task Process. The rates and schedule are in line with what is expected. Much discussion followed. It was the consensus of the Board to proceed forward with this 5 Task Process.

L. HAPRA:

(Graham)

- They are putting a team together to go over applicants to replace the HAPRA Director's position.

CALL TO PUBLIC:

No response.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Eaton, seconded by Howard, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH SEPTEMBER 6, 2017 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

ADJOURNMENT: **MOTION** by Hohenstein, seconded by Howard, **“TO ADJOURN.”** Motion carried. The meeting adjourned 7:25 p.m.

APPROVED:

As Presented: **X** _____
Jean Graham
Howell Township Clerk

As Amended: _____
Mike Coddington
Howell Township Supervisor

As Corrected: _____

Dated 10.9.2017 _____
Debby Johnson
Recording Secretary