

HOWELL TOWNSHIP BOARD MEETING  
3525 Byron Road  
Howell, MI 48855  
June 10, 2019  
6:30 P.M.

1. Call to Order:
2. Roll Call:           Mike Coddington   ( )           Jeff Smith       ( )  
                          Jean Graham       ( )           Harold Melton   ( )  
                          Jonathan Hohenstein ( )           Evan Rudnicki   ( )  
                          Matthew Counts   ( )
3. Pledge of Allegiance:
4. Call to the Board:
5. Approval of the Minutes:  
  A. Budget Meeting May 13, 2019  
  B. Regular Board Meeting May 13, 2019
6. Howell Township Budget Public Hearing
7. Correspondence:
8. Unfinished Business:  
  A. Howell Township Budget - Approval
9. Call to the Public:
10. New Business:  
  A. Appoint new planning commission representative  
  B. Resolution 06.19.465   Supervisor Salary  
  C. Resolution 06.19.466   Treasurer Salary  
  D. Resolution 06.19.467   Clerk Salary  
  E. Resolution 06.19.468   Trustee Salary  
  F. Charter Communication Franchise Contract  
  G. Appoint back-up for Howell Parks & Recreation
11. Reports:  
  A. Supervisor    B. Treasurer    C. Clerk           D. Zoning  
  E. Assessing    F. Fire Authority G. MHOG           H. Planning Commission  
  I. Z B A         J. WWTP         K. HAPRA          L. Property Committee
12. Call to the Public:
13. Closed Session
14. Disbursements:  
  Regular and Check Register
15. Adjournment:

# AGENDA ITEM

5 A

**HOWELL TOWNSHIP BOARD MEETING  
2017/2018 BUDGET MEETING  
MINUTES**

Howell Township Hall  
May 13 2019  
6:00. p.m.

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Also present: Deputy Supervisor/Assessor, Brent Kilpela

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

Trustee Counts joined the meeting at 6:04 p.m. and Trustee Smith joined the meeting at 6:07 p.m.

Supervisor Coddington stated this would be an Informational Meeting only and not a Public Hearing as it was not published in the local paper.

**2019/2020 BUDGET**

Deputy Supervisor Kilpela went over the proposed budget revenues, appropriations and funds. He explained the amended budget, the activity in each category, the proposed budget and the proposed percentage change. Discussion followed and Kilpela answered questions from the Board. (Copy of proposed budget is available at the Township Office.

There will be a Public Hearing for this budget at the June Township Board Meeting and to receive approval from the Board.

**CALL TO THE PUBLIC:**

There was no response.

**ADJOURNMENT:**

**MOTION** by Graham, seconded by Counts, **"TO ADJOURN."** Motion carried. The meeting adjourned 6:17 p.m.


**APPROVED:**

As Presented: \_\_\_\_\_

As Amended: \_\_\_\_\_

As Corrected: \_\_\_\_\_

Dated: \_\_\_\_\_

  
\_\_\_\_\_  
Jean Graham  
Howell Township Clerk

\_\_\_\_\_  
Mike Coddington  
Howell Township Supervisor

\_\_\_\_\_  
Debby Johnson,  
Howell Township Recording Secretary

# AGENDA ITEM

5 B

**HOWELL TOWNSHIP BOARD REGULAR MEETING  
MINUTES**

3525 Byron Road  
Howell, MI 48855  
May 13, 2019  
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.

All rose for the Pledge of Allegiance.

**APPROVAL OF THE AGENDA:**

MAY 13, 2019

**MOTION** by Counts, seconded by Hohenstein, **"TO APPROVE THE MAY 13, 2019 AGENDA AS AMENDED: ADD APPROVAL OF THE APRIL 8, 2019 CLOSED SESSION MINUTES AND REMOVE ITEM 11, CLOSED SESSION."** Discussion followed. Motion carried.

**APPROVAL OF MINUTES:**

APRIL 8, 2019 REGULAR MEETING MINUTES

**MOTION** by Hohenstein, seconded by Rudnicki, **"TO APPROVE THE APRIL 8, 2019 REGULAR MEETING MINUTES AS PRESENTED."** Discussion followed. Motion carried. (See April 8,, 2019, Regular Meeting Minutes)

APRIL 8, 2019 CLOSED SESSION MINUTES

**MOTION** Counts, seconded by Graham, **"TO APPROVE THE APRIL 8, 2019 CLOSED SESSION MEETING MIUNTES AS PRESENTED."** Discussion followed. Motion carried.

**CORRESPONDENCE:**

No additions.

**UNFINISHED BUSINESS:**

**A. HATCH AGREEMENT & RESOLUTION**

Clerk Graham stated that at the February Board Meeting, it was approved to adopt Resolution 02.19.460 for an IFT (Industrial Facility Exemption Certificate) for Real Property, for HATCH Stamping Company, with the condition that the agreement be reviewed and approved by our legal counsel. The legal description needed to be updated. All previous conditions have been resolved.

- **MOTION** by Rudnicki, seconded by Hohenstein, **"TO ACCEPT THE UPDATED AGREEMENT FOR HATCH."** Discussion followed. Motion carried.

**B. FARM LEASE**

Treasurer Hohenstein reported on the Farm Lease Meeting. Properties were bundled into groups. Some of the parcels received higher bids and some received lower bids from previous years. (Complete list of parcel's and those who received the bids may be obtained at the Township Office.) Leases start in 2020.

- Treasurer Hohenstein is recommending that the Board go forward with accepting the bids except for the Township owned property on Oak Grove Road. Mr. Mills was the highest bidder for the Oak Grove Road properties, but Treasurer Hohenstein stated that Mr. Mills has not paid rent on the Township property that he has been farming behind his house.
- A letter and invoice has been sent to Mr. Mills. Mr. Mills came into the Township office and talked with Treasurer Hohenstein about negotiating a different deal. He was advised to come to the Board Meeting.
- Mr. Mills came to the Board Meeting and stated his belief of what was previously agreed upon. He states it was with a hand shake from a previous Board Member but he can't remember who he had the deal with and there was no signed agreement.
- There was discussion between Board Members and Mr. Mills.
- **MOTION** by Smith, seconded by Melton, **"TO ACCEPT THE FARM LEASES AS RECOMMENDED BY THE FARM LEASE COMMITTEE, EXCEPT FOR OAK GROVE PARCELS #4706-25-100-028, 4706-25-200-046 and 4706-25-200-047, UNTIL NEGOTIATIONS AND AN AGREEMENT HAS BEEN APPROVED."** Discussion followed. Motion carried.

**CALL TO THE PUBLIC:**

No response.

**NEW BUSINESS:**

**A. HAFA FIRE PREVENTION CODE ORDINANCE #262 FOR HOWELL TOWNSHIP TO REVIEW FOR ADOPTION**

Supervisor Coddington stated that the Fire Authority goes through and updates their codes to match the National Code. It is the code for 2018. This is only renewed every two years because there are many changes each year and they wait until those changes are validated. They would like all the townships to be under the same code to make it all more functional.

- **MOTION** by Smith, seconded by Melton, **"TO ACCEPT ORDINANCE #262, FOR THE NEW FIRE PREVENTION CODE ORDINANCE."** Discussion followed. Motion carried. (This is an update to the current Fire Prevention Code Ordinance #262.)

**B. REPLACEMENT OF 7 TOWNSHIP HALL WINDOWS**

Clerk Graham stated that 7 windows in the Township Hall need to be replaced. 3 bids have been submitted. The bid from Wallside is recommended.

- **MOTION** by Smith, seconded by Milton, **"TO APPROVE THE WINDOW CONTRACT WITH WALLSIDE WINDOWS FOR REPLACEMENT OF 7 WINDOWS FOR \$4,959.00 AS PRESENTED."** Discussion followed. Motion carried.

**C. REZONING OF PARCEL #4706-27-200-001, 2198 W. HIGHLAND RD. FROM SFR TO NSC FOR APPLICANT J. MILLS PLUMBING**

Trustee Smith stated that the applicant is asking to rezone their parcel from SFR-Single Family Residential to NSC – Neighborhood Service Commercial to allow for office space in the current house already on the property. This has already been approved and recommended by the Township Planning Commission and Livingston County Planning Commission.

- Applicant J Mills Plumbing stated they are hoping to move out of the current house and want to turn that building into office space. Their company has been around for almost 70 years and they are growing.
- **MOTION** by Rudnicki, seconded by Melton, **"TO APPROVE THE RECOMMENDATION FROM THE PLANNING COMMISSION TO REZONE PARCEL#4706-27-200-001 FROM SFR TO NSC."** Discussion followed. Motion carried.

D. PLANNING COMMISSION POSITION

Clerk Graham stated that Commissioner Mark Freude has turned in his resignation from the Planning Commission effected immediately. We need approval to accept his resignation so that we can post and publish the position for a new appointment.

- **MOTION** by Hohenstein, seconded by Graham, **“TO ACCEPT THE RESIGNATION OF MARK FREUDE FROM THE PLANNING COMMISSION, EFFECTED IMMEDIATELY.”** Discussion followed. Motion carried.

**CALL TO THE PUBLIC:**

No response.

**REPORTS:**

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Working on lawsuits.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- Had discussion with Zoning Administrator Daus about not issuing Land Use Permits to those who do not pay their Business License or have other unpaid issues. The Zoning Department will be taking BS&A Classes that will help in the Building Program to allow for certain situations.
- Tribar has not paid their IFT taxes on time for the last 2 years. They have an IFT which gives them a tax break. The Township cannot just pull that. However, the office recently receive an apology letter from Tribar stating they will be paying on time moving forward.

C. CLERK:

(Clerk Graham reported on the following items)

- May Election for Howell School Bond; the turnout was low for in-person voting. More residents voted absentee. The Bond Proposal did pass. We did not get picked for the Election Audit.
- Received feedback from the Tribunal; everything was good.
- Human Resource Meeting; employee raises. Recommendation from HR Committee is:
  - a) 4% increase for all full time employees.
  - b) Accounting clerk and payroll persons, 2% increase.
  - c) Board of Review; 4 hours or less \$60.00 per meeting, 4 hours or more \$150.00 per meeting. Going from 3 meetings to 2 meetings.

**MOTION** by Hohenstein, seconded by Rudnicki, **“TO APPROVE THE RECOMMENDATION OF THE HUMAN RESOURCE COMMITTEE AS PRESENTED, ON THE CONDITION OF BUDGET APPROVAL AT THE JUNE BOARD MEETING.”** Discussion followed. Motion carried.

- Clean-up Day is May 18<sup>th</sup>.

D. ZONING:

(See Zoning Administrator Daus' prepared written report)

E. ASSESSING:

(See Assessor Kilpela's prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- Approved budget.
- Approved Fire Code Ordinance to send to municipalities.
- Open House this Sunday at 1:00 P.M. to tour the new building. There will be a bigger Open House this fall.
- Went over the updates for additional updates to the new building that was not included in the contract.

G. MHOG:

(Trustee Counts reported on the following items)

- For the month of March, usage went up by 2.2% from March of last year.
- Main line discussion.
- New service building that is being built outside the main water plant.
- Plug a well at the old greenhouse.
- Conversation about the Eager Road Bridge.
- Conversation about the Mason Road property that is in front of Howell Township owned property.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- Final Site Plan approved for the Grand River Party Store.
- Discussion on sidewalks and pathways.
- Scheduled 2 Public Hearing for next month; Parcel #4706-27-200-006 to rezone from MFR to RSC and Parcel #4706-27-100-025 to re-zone AR-RSC to MFR.

I. ZONING BOARD OF APPEALS (ZBA):

(Trustee Rudnicki reported on the following items)

- Josie Modrack will be taking over as Recording Secretary for Debby Johnson.
- Welcomed new members Evan Rudnicki and Carrie Newstead.
- Reappointed officers; Kim Babcock as Chair and Andrew Sloan as Vice Chair.
- Approved a -30ft variance on Parcel #4706-03-400-019 to allow for construction of an accessory structure.

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- Had some issues in the plant with ammonia and phosphorus, but now have it under control. Discussion followed.
- There has been some personal changes.
- Is requesting a new laboratory testing item (Hach DR 3900). It will help run the plant better. **MOTION** by Hohenstein, seconded by Rudnicki, **"TO ACCEPT THE PROPOSAL FOR THE HACH DR 3900 FROM USABLUENOTEBOOK FOR \$5,415.25 AS PRESENTED."** Discussion followed. Motion carried.
- Both secondary clarifiers need new skimmers. **MOTION** by Hohenstein, seconded by Counts, **"TO ACCEPT THE QUOTE FROM WESTECH FOR THE SKIMMER ARMS FOR BOTH CLARIFIERS, NOT TO EXCEED \$6,000.00."** Discussion followed. Motion carried.
- One UV module failed. The control board had a short circuit that caused it to burn up and damaged some ballasts. They were able to be rebuilt with spare parts. The plant is running out of these spare parts. There will be a need for a new module when this happens again. Will come back with quotes.



- Inframark wants to bring in new staff. Contract states 2.5 people but InFramark says they are in need of 3 full time employees to operate the plant. Discussion followed.

K. HAPRA:

(Clerk Graham reported on the following items)

- The Board has been asking for a report to which Howell Township residences that are using the HAPRA services. We are starting to get weekly updates.
- Registration for Summer Camp has started and are planning on having 27 kids per week.
- Want residents to remember that the Bennett Center is open for registration. Will have a Registration Night on May 21<sup>st</sup> from 6 – 8 p.m.
- Boat passes are available at the Rec Center.

L. PROPERTY COMMITTEE:

(Treasurer Hohenstein reported on the following items)

- There has been some interest on Doc Earl's property on Oak Grove Road. Negotiations are being worked on.
- The Crandall Road property offer has been rescinded.
- The Property Committee is working out details with the potential buyer on the Mason Road property. Will need a temporary 66' easement to allow for sufficient access to the back of the property for a potential future park. This would be left in place until final site plan has been approved. There is a potential deal with MHOG to acquire some property but this is only in the development stage. If the Township acquires the MHOG property, there will be no need for the temporary easement. It was the consensus of the Board to agree with the Property Committee's recommendation.
- Discussion on the language for purchase agreements for Site Plans. The Property Committee is stating within 180 days. If Final Site Plan Approval is not finished within the 180 days, the Preliminary Site Plan should be granted. That would give potential buyers enough to decide if they want to purchase property. There could be a onetime 60 day extension with a nonrefundable purchase of 3% of the purchase price. This would go towards the full purchase price but would not be refundable if the buyer backs out of deal. It was the consensus of the Board to agree with the Property Committee's recommendation.
- The Property Committee's recommendation on the Pineview Village property is to go forward with Mr. Gronow's previous deposit for this current offer but it will not be refundable. This is a onetime offer. It was the consensus of the Board to agree with the Property Committee's recommendation.

**CALL TO PUBLIC:**

A) Christian Bugeja from Chestnut Real Estate wanted to confirm on the Oak Grove Property that the first offer was with a PILOT Program and the 2<sup>nd</sup> offer was without the PILOT Program. Discussion followed. (An updated purchase agreement is needed.)

B) Steve Gronow from Chestnut Real Estate: 1) wanted to clear up issue about the parking for the park area on the Mason Road property. He stated he has carved out as much as possible for the park but needs every bit of space shown for his development. The Township and Chestnut Development are both hoping for the Township to acquire the MHOG property for access to the park. 2) Had issues with the 180 days for the Final Site Plan Approval. He doesn't think it is enough time if there is an issue and then having to wait for reports to come back in. He states you cannot get financing from lenders unless you have full governmental approval for the project.

REMINDER: TOWNSHIP CLEAN-UP DAY, SATURDAY, MAY 18<sup>TH</sup>, 9:00 A.M.-NOON.

**DISBURSEMENTS: REGULAR AND CHECK REGISTER:**

**MOTION** by Hohenstein, seconded by Melton, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH MAY 8, 2019 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

**ADJOURNMENT: MOTION** by Smith, seconded by Hohenstein, **“TO ADJOURN.”** Motion carried. The meeting adjourned 7:50 p.m.

As Presented: \_\_\_\_\_

\_\_\_\_\_  
Howell Township Clerk

As Amended: \_\_\_\_\_

Jean Graham

As Corrected: \_\_\_\_\_

\_\_\_\_\_  
Mike Coddington  
Howell Township Supervisor

Dated: \_\_\_\_\_

\_\_\_\_\_  
Debby Johnson, Recording Secretary

# AGENDA ITEM

6

**HOWELL TOWNSHIP  
2019/2020  
PROPOSED BUDGET**



**Prepared by: Deputy Supervisor/Accounting Clerk**

**PROPOSED BUDGET REPORT FOR HOWELL TOWNSHIP  
2019-2020**

GL NUMBER	DESCRIPTION	2018-19	2018-19	2019-20	2019-20	COMMENTS
		AMENDED BUDGET	ACTIVITY THRU 4/24/19	PROPOSED BUDGET	PROPOSED % CHANGE	
<b>Fund 101 - GENERAL FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 000 - OTHER						
101-000-402.00	GEN FUND PROPERTY TAX INCOME	300,000	294,969	310,000	3.33	
101-000-403.00	GEN FUND ACT 7 TAX INCOME	20,000	25,022	25,000	25.00	
101-000-420.00	GEN FUND DELINQ PERSONAL TAX INCOME	1,500	546	1,500	0.00	
101-000-451.00	GEN FUND CABLE TV FRANCHISE FEES INC	80,000	58,443	80,000	0.00	
101-000-452.00	GEN FUND RIGHT OF WAY FEES INCOME	5,000	0	5,000	0.00	
101-000-470.00	GEN FUND BUSINESS LICENSE FEES INCOME	5,000	6,080	5,000	0.00	
101-000-476.00	GEN FUND LICENSES & PERMITS INCOME	12,000	10,090	12,000	0.00	
101-000-490.00	GEN FUND DOG LICENSES INCOME	200	47	50	(75.00)	New Online Registering
101-000-495.00	GEN FUND TRAILER FEES INCOME	1,500	1,525	1,500	0.00	
101-000-573.00	GEN FUND LOCAL COMM SHARE	75,000	26,782	25,000	(66.67)	STATE REVISED EMPP
101-000-575.00	GEN FUND CONSTITUT REV SHARING INC	545,000	482,338	580,000	6.42	
101-000-607.00	GEN FUND COLLECTION FEE/SCHOOLS INC	10,500	10,620	10,500	0.00	
101-000-608.00	GEN FUND ZONING FEES INCOME	15,000	12,500	15,000	0.00	
101-000-609.00	GEN FUND ZBA FEES INC	2,000	4,000	2,000	0.00	
101-000-610.00	GEN FUND LAND DIVISION FEES INCOME	1,500	2,150	2,000	33.33	
101-000-611.00	GEN FUND MUNI CIVIL INFRACTION INC	100	0	100	0.00	
101-000-613.00	GEN FUND PARKING VIOLATIONS INCOME	100	100	100	0.00	
101-000-614.00	GEN FUND PRE-CONFERENCE ZONING INC	500	0	500	0.00	
101-000-615.00	GEN FUND ADDRESSING FEES INCOME	500	275	500	0.00	
101-000-642.00	GEN FUND CEMETERY LOTS INCOME	1,000	350	1,000	0.00	
101-000-642.01	GEN FUND GRAVE OPENINGS INCOME	1,000	25	1,000	0.00	
101-000-664.00	GEN FUND INTEREST INCOME	3,000	3,943	5,000	66.67	
101-000-694.00	GEN FUND OTHER REVENUE	0	219	250	0.00	
101-000-695.00	GEN FUND ADMIN FEES INCOME	105,000	109,228	110,000	4.76	
Totals for dept 000 - OTHER		1,185,400	1,049,252	1,193,000	0.64	
<b>TOTAL ESTIMATED REVENUES</b>		<b>1,185,400</b>	<b>1,049,252</b>	<b>1,193,000</b>	<b>0.64</b>	
<b>APPROPRIATIONS</b>						
Dept 101 - TOWNSHIP BOARD						
101-101-703.00	TWP BOARD SALARY	25,000	17,143	25,000	0.00	
101-101-703.02	TWP BOARD CLERICAL EXPENSE	2,500	721	2,500	0.00	
101-101-703.03	TWP BOARD FLAT RATE MTG CHARGE EXP	600	150	600	0.00	
101-101-704.00	TOWNSHIP BOARD PER DIEM EXPENSE	200	0	200	0.00	
101-101-705.00	AFFILIATE BOARD PER DIEM EXPENSE	1,200	820	1,200	0.00	
101-101-900.00	TWP BOARD PRINTING & PUBLICATION EXP	3,000	987	3,000	0.00	
Totals for dept 101 - TOWNSHIP BOARD		32,500	19,821	32,500	0.00	
Dept 171 - SUPERVISOR						
101-171-703.00	SUPERVISOR SALARY	31,800	25,385	33,400	5.03	
101-171-703.01	DEPUTY SUPERVISOR SALARY	12,700	8,000	12,700	0.00	
101-171-860.00	SUPERVISOR MILEAGE & EXPENSES	100	0	100	0.00	
101-171-957.00	SUPERVISOR DUES & SUBSCRIPTION EXP	100	0	100	0.00	
Totals for dept 171 - SUPERVISOR		44,700	33,385	46,300	3.58	
Dept 191 - ELECTIONS						
101-191-703.00	ELECTION SALARY	22,000	13,649	22,000	0.00	
101-191-707.00	ELECTION CLERICAL EXPENSE	28,400	19,361	28,400	0.00	
101-191-720.00	ELECTION EDUCATION EXPENSE	200	0	200	0.00	
101-191-726.00	ELECTION POSTAGE EXPENSE	3,000	733	3,000	0.00	
101-191-727.00	ELECTION SUPPLIES EXPENSE	3,600	1,332	3,600	0.00	
101-191-860.00	ELECTION MILEAGE & EXPENSES	300	141	300	0.00	
101-191-900.00	ELECTION PRINTING & PUBLICATION EXP	500	125	500	0.00	
101-191-930.00	ELECTION EQUIPMENT REPAIR EXPENSE	12,000	6,183	12,000	0.00	

		2018-19	2018-19	2019-20	2019-20	
		AMENDED	ACTIVITY	PROPOSED	PROPOSED	
GL NUMBER	DESCRIPTION	BUDGET	THRU 4/24/19	BUDGET	% CHANGE	COMMENTS
Totals for dept 191 - ELECTIONS		70,000	41,524	70,000	0.00	
Dept 209 - ASSESSING						
101-209-703.00	ASSESSING SALARY	63,500	48,537	63,500	0.00	
101-209-703.01	ASSESSING CONTRACT LABOR	10,000	0	10,000	0.00	
101-209-703.02	ASSESSING FIELD INSPECTOR WAGES	19,300	8,342	13,000	(32.64)	Assessor doing fieldwork
101-209-703.04	ASSESSING HOURLY WAGES CLERICAL	12,600	9,274	12,600	0.00	
101-209-720.00	ASSESSING EDUCATION EXPENSE	1,500	450	1,500	0.00	
101-209-726.00	ASSESSING POSTAGE EXPENSE	4,000	2,615	4,500	12.50	
101-209-727.00	ASSESSING SUPPLIES EXPENSE	1,000	979	3,000	200.00	Pivot Point App
101-209-801.00	ASSESSING LEGAL (CONTRACT SVC) EXP	5,000	0	5,000	0.00	
101-209-860.00	ASSESSING MILEAGE & EXPENSES	2,500	506	2,500	0.00	
101-209-865.00	ASSESSING CONFERENCE EXPENSE	700	470	700	0.00	
101-209-957.00	ASSESSING DUES & SUBSCRIPTION EXP	700	349	700	0.00	
Totals for dept 209 - ASSESSING		120,800	71,522	117,000	(3.15)	
Dept 215 - CLERK						
101-215-703.00	CLERK SALARY	31,800	25,385	33,400	5.03	
101-215-703.01	CLERK DEPUTY WAGES	24,500	20,150	25,700	4.90	
101-215-703.04	CLERK ACCOUNTING WAGES	36,700	30,785	38,500	4.90	
101-215-720.00	CLERK EDUCATION EXPENSE	2,000	1,200	2,000	0.00	
101-215-860.00	CLERK MILEAGE & EXPENSES	2,000	1,291	2,000	0.00	
101-215-865.00	CLERK CONFERENCE EXPENSE	300	0	300	0.00	
101-215-957.00	CLERK DUES & SUBSCRIPTION EXPENSE	500	420	500	0.00	
Totals for dept 215 - CLERK		97,800	79,231	102,400	4.70	
Dept 247 - BOARD OF REVIEW						
101-247-703.00	BOARD OF REVIEW SALARY	3,000	1,500	3,000	0.00	
101-247-900.00	BOARD OF REVIEW PRINTING & PUB EXP	500	350	500	0.00	
Totals for dept 247 - BOARD OF REVIEW		3,500	1,850	3,500	0.00	
Dept 253 - TREASURER						
101-253-703.00	TREASURER SALARY	31,800	25,385	33,400	5.03	
101-253-703.01	TREASURER DEPUTY WAGES	28,400	23,011	29,820	5.00	
101-253-703.02	TREASURER CLERICAL EXPENSE	10,000	4,608	12,500	25.00	Treasurer Asst Full Year
101-253-720.00	TREASURER EDUCATION EXPENSE	1,400	0	1,400	0.00	
101-253-726.01	TREASURER POSTAGE	5,500	3,355	5,500	0.00	
101-253-801.01	TREASURER LEGAL EXPENSE	5,000	773	5,000	0.00	
101-253-860.00	TREASURER MILEAGE & EXPENSES	700	415	700	0.00	
101-253-865.00	TREASURER CONFERENCE EXPENSE	300	49	300	0.00	
101-253-900.00	TREASURER PRINTING & PUBLICATION EXP	500	0	500	0.00	
101-253-957.00	TREASURER DUES & SUBSCRIPTION EXP	100	10	100	0.00	
Totals for dept 253 - TREASURER		83,700	57,606	89,220	6.59	
Dept 265 - TOWNSHIP HALL						
101-265-707.00	TWP HALL CLERICAL EXPENSE	43,000	35,897	30,000	(30.23)	UB Position vacated
101-265-720.00	TWP HALL EDUCATION EXPENSE	700	0	700	0.00	
101-265-721.00	TWP HALL LIFE INSURANCE EXPENSE	2,800	1,819	2,800	0.00	
101-265-721.01	TWP HALL HEALTH INSURANCE EXPENSE	30,000	19,265	30,000	0.00	
101-265-721.02	TWP HALL HEALTHFLEX EXPENSE	800	0	800	0.00	
101-265-722.00	TWP HALL RETIREMENT EXPENSE	59,500	48,627	62,500	5.04	
101-265-725.00	TWP HALL FICA/MEDICARE EXPENSE	38,500	26,019	38,500	0.00	
101-265-726.00	TWP HALL POSTAGE EXPENSE	2,800	123	2,800	0.00	
101-265-727.00	TWP HALL KITCHEN/BATH SUPPLIES EXP	2,000	1,465	2,000	0.00	
101-265-727.01	TWP HALL OFFICE SUPPLIES EXPENSE	8,000	4,713	8,000	0.00	
101-265-728.00	TWP HALL COMPUTER SUPPORT EXPENSE	25,000	8,105	25,000	0.00	County Flyover - GIS
101-265-728.01	TWP HALL IT SUPPORT EXPENSE	7,000	2,156	7,000	0.00	
101-265-775.00	TWP HALL OFFICE CLEANING & MAINT EXP	6,000	3,679	6,000	0.00	
101-265-776.00	TWP HALL SEPTIC FIELD EXPENSE	1,000	0	1,000	0.00	
101-265-801.00	TWP HALL GROUNDS CONTRACT SVCS EXP	500	0	500	0.00	
101-265-801.01	TWP HALL LEGAL EXPENSE	2,000	1,138	2,000	0.00	
101-265-801.09	TWP HALL FINANCIAL AUDIT	9,500	0	9,500	0.00	
101-265-822.00	TWP HALL INSURANCE & BOND EXPENSE	12,000	9,782	12,000	0.00	

GL NUMBER	DESCRIPTION	2018-19	2018-19	2019-20	2019-20	COMMENTS
		AMENDED BUDGET	ACTIVITY THRU 4/24/19	PROPOSED BUDGET	PROPOSED % CHANGE	
101-265-850.00	TWP HALL TELEPHONE EXPENSE	4,000	2,842	4,000	0.00	
101-265-851.00	TWP HALL WEB SITE EXPENSE	5,000	3,320	5,000	0.00	
101-265-860.00	TWP HALL MILEAGE & EXPENSES	200	27	200	0.00	
101-265-900.00	TWP HALL PRINTING & PUBLICATION EXP	200	0	200	0.00	
101-265-920.00	TWP HALL ELECTRICITY EXPENSE	7,500	4,635	7,500	0.00	
101-265-922.00	TWP HALL NATURAL GAS EXPENSE	5,000	2,526	5,000	0.00	
101-265-930.00	TWP HALL GROUNDS EQUIP REPAIR EXP	20,000	6,187	20,000	0.00	
101-265-930.01	TWP HALL OFFICE EQUIPMENT & REPAIR	5,000	3,579	5,000	0.00	
101-265-931.00	TWP HALL GROUNDS CARE EXPENSE	4,000	2,040	5,000	25.00	
101-265-932.00	TWP HALL SNOW REMOVAL EXPENSE	4,000	0	5,000	25.00	
101-265-957.00	TWP HALL DUES & SUBSCRIPTION EXP	6,000	30	6,000	0.00	
Totals for dept 265 - TOWNSHIP HALL		312,000	187,974	304,000	(2.56)	
Dept 268 - TOWNSHIP AT LARGE						
101-268-801.00	TWP AT LARGE ECONOMIC DEV EXPENSE	6,000	0	6,000	0.00	
101-268-801.01	TWP AT LARGE LEGAL EXPENSE	100,000	80,330	80,000	(20.00)	Lawsuit Resolution?
101-268-882.00	TWP AT LARGE SPRING CLEAN UP EXPENSE	4,000	0	4,000	0.00	
101-268-883.00	TWP AT LARGE ROAD SIDE PICKUP EXPENSE	1,200	45	1,200	0.00	
101-268-920.00	TWP AT LARGE STREETLIGHT EXPENSE	6,000	3,585	6,000	0.00	
101-268-974.00	TWP AT LARGE DRAIN EXPENSE	25,000	22,615	25,000	0.00	
Totals for dept 268 - TOWNSHIP AT LARGE		142,200	106,575	122,200	(14.06)	
Dept 276 - CEMETERY						
101-276-931.00	CEMETERY GROUNDS CARE & MAINT EXP	10,000	3,461	10,000	0.00	
101-276-933.00	CEMETERY GRAVE OPENINGS EXPENSE	1,200	25	1,200	0.00	
Totals for dept 276 - CEMETERY		11,200	3,486	11,200	0.00	
Dept 400 - PLANNING COMMISSION						
101-400-703.00	PLANNING COMMISSION-SALARY	8,000	4,990	8,000	0.00	
101-400-707.00	PLANNING CLERICAL EXPENSE	2,000	1,052	2,000	0.00	
101-400-720.00	PLANNING EDUCATION EXPENSE	500	0	1,000	100.00	Education Day Planned
101-400-726.00	PLANNING POSTAGE EXPENSE	1,000	153	1,000	0.00	
101-400-801.00	PLANNING-CONTRACTED PLANNER EXP	20,000	14,155	25,000	25.00	Correcting Ordinances
101-400-801.01	PLANNING LEGAL EXPENSE	2,000	1,790	2,000	0.00	
101-400-865.00	PLANNING CONFERENCE EXPENSE	500	0	500	0.00	
101-400-900.00	PLANNING PRINTING & PUBLICATION EXP	1,500	898	1,500	0.00	
101-400-957.00	PLANNING DUES & SUBSCRIPTION EXP	1,000	370	1,000	0.00	
Totals for dept 400 - PLANNING COMMISSION		36,500	23,408	42,000	15.07	
Dept 402 - ZONING ADMINISTRATION						
101-402-703.00	ZONING-SALARY ADMIN	57,700	34,879	57,700	0.00	
101-402-703.02	ZONING CLERICAL EXPENSE	12,500	5,417	12,500	0.00	
101-402-703.05	ZONING WAGES - CODE ENFORCEMENT	500	0	500	0.00	
101-402-860.00	ZONING MILEAGE & EXPENSES	700	461	700	0.00	
101-402-900.00	ZONING PRINTING & PUBLICATION EXP	400	0	400	0.00	
Totals for dept 402 - ZONING ADMINISTRATION		71,800	40,757	71,800	0.00	
Dept 412 - BOARD OF APPEALS						
101-412-703.00	BOARD OF APPEALS SALARY	3,000	660	3,000	0.00	
101-412-707.00	BOARD OF APPEALS CLERICAL EXPENSE	900	218	900	0.00	
101-412-720.00	BOARD OF APPEALS EDUCATION EXPENSE	200	0	200	0.00	
101-412-865.00	BOARD OF APPEALS CONFERENCE EXP	200	0	200	0.00	
101-412-900.00	BOARD OF APPEALS PRINT & PUB EXP	800	0	800	0.00	
Totals for dept 412 - BOARD OF APPEALS		5,100	878	5,100	0.00	
Dept 447 - ENGINEERING						
101-447-801.00	ENGINEERING CONTRACTED SVCS EXP	8,000	0	8,000	0.00	
Totals for dept 447 - ENGINEERING		8,000	0	8,000	0.00	
Dept 547 - CHARGEBACKS						
101-547-978.00	GEN FUND CHARGEBACK EXPENSE	4,000	195	4,000	0.00	
Totals for dept 547 - CHARGEBACKS		4,000	195	4,000	0.00	

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 4/24/19	2019-20 PROPOSED BUDGET	2019-20 PROPOSED % CHANGE	COMMENTS
Dept 966 - TRANSFER OUT						
101-966-999.00	GEN FUND TRANSFER OUT-PARKS & REC	125,000	125,000	160,000	28.00	\$50K per year for Park
Totals for dept 966 - TRANSFER OUT		125,000	125,000	160,000	28.00	
<b>TOTAL ESTIMATED APPROPRIATIONS</b>		<b>1,168,800</b>	<b>793,212</b>	<b>1,189,220</b>	<b>1.75</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 101</b>		<b>16,600</b>	<b>256,040</b>	<b>3,780</b>		
<b>Fund 204 - ROAD FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 000 - OTHER						
204-000-402.00	ROAD FUND PROPERTY TAX INCOME	320,000	315,576	330,000	3.13	
204-000-665.00	ROAD FUND INTEREST INCOME	0	514	0	0.00	
Totals for dept 000 - OTHER		320,000	316,090	330,000	3.13	
<b>TOTAL ESTIMATED REVENUES</b>		<b>320,000</b>	<b>316,090</b>	<b>330,000</b>	<b>3.13</b>	
<b>APPROPRIATIONS</b>						
Dept 000 - OTHER						
204-000-801.00	ROAD IMPROVEMENT EXPENSE	259,000	258,941	249,000	(3.86)	
204-000-802.00	ROAD CHLORIDE EXPENSE	60,000	27,116	80,000	33.33	
Totals for dept 000 - OTHER		319,000	286,057	329,000	3.13	
Dept 547 - CHARGEBACKS						
204-547-978.00	ROAD FUND CHARGEBACK EXPENSE	1,000	6	1,000	0.00	
Totals for dept 547 - CHARGEBACKS		1,000	6	1,000	0.00	
<b>TOTAL ESTIMATED APPROPRIATIONS</b>		<b>320,000</b>	<b>286,063</b>	<b>330,000</b>	<b>3.13</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 204</b>		<b>0</b>	<b>30,027</b>	<b>0</b>		
<b>Fund 220 - REC FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 000 - OTHER						
220-000-664.00	REC FUND INTEREST INCOME	10	228	250	2,400.00	
220-000-699.00	REC FUND OPERATING TRANSFER IN	125,000	125,000	160,000	28.00	\$50K per year for Park
Totals for dept 000 - OTHER		125,010	125,228	160,250	28.19	
<b>TOTAL ESTIMATED REVENUES</b>		<b>125,010</b>	<b>125,228</b>	<b>160,250</b>	<b>28.19</b>	
<b>APPROPRIATIONS</b>						
Dept 000 - OTHER						
220-000-801.00	REC FUND CONTRACTED SVCS EXPENSE	125,000	87,867	110,000	(12.00)	
Totals for dept 000 - OTHER		125,000	87,867	110,000	(12.00)	
<b>TOTAL ESTIMATED APPROPRIATIONS</b>		<b>125,000</b>	<b>87,867</b>	<b>110,000</b>	<b>(12.00)</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 220</b>		<b>10</b>	<b>37,361</b>	<b>50,250</b>		



GL NUMBER	DESCRIPTION	2018-19	2018-19	2019-20	2019-20	COMMENTS
		AMENDED BUDGET	ACTIVITY THRU 4/24/19	PROPOSED BUDGET	PROPOSED % CHANGE	
<b>Fund 592 - SWR/WTR</b>						
<b>ESTIMATED REVENUES</b>						
Dept 000 - OTHER						
592-000-663.11	DEPOSITS FOR LAND SALE #11	0	383,256	0	0.00	
592-000-664.00	SWR/WTR FUND INTEREST INCOME	500	2,253	2,000	300.00	
592-000-665.06	SPEC ASSESS INTEREST INCOME-SEWER #6	5,943	2,751	4,977	(16.25)	
592-000-665.07	SPEC ASSESS INTEREST INCOME-SEWER #7	3,805	3,806	3,330	(12.48)	
592-000-665.08	SPEC ASSESS INTEREST INCOME-SEWER 8	56,710	50,292	49,113	(13.40)	
592-000-665.09	SPEC ASSESS INTEREST INCOME-WATER 8	25,606	22,829	22,167	(13.43)	
592-000-665.11	SPEC ASSESS INTEREST INCOME-SEWER 11	24,605	20,568	29,851	21.32	Properties Returning to Roll
592-000-665.12	SPEC ASSESS INTEREST INCOME-WATER 11	6,860	6,862	8,988	31.02	Properties Returning to Roll
592-000-665.20	SEWER FARM LAND RENTAL INCOME	20,000	17,901	18,000	(10.00)	
592-000-671.00	SEWER CONNECTION FEE INCOME	100,000	253,575	175,000	75.00	Oak Grove Meadows 50 taps
592-000-671.01	SEWER ADDTL REU CONNECT FEE INCOME	25,000	40,881	25,000	0.00	
Totals for dept 000 - OTHER		269,029	804,974	338,426	25.80	
Dept 420 - WATER 4 CONNECT						
592-420-476.00	WATER CONNECTION FEE INCOME	100,000	243,915	175,000	75.00	Oak Grove Meadows 50 taps
592-420-476.01	WATER CONNECT ADDL REU FEES INC	35,000	36,000	35,000	0.00	
Totals for dept 420 - WATER 4 CONNECT		135,000	279,915	210,000	55.56	
Dept 441 - UTILITY BILLING						
592-441-477.00	UTILITY BILLING SEWER USER FEES INCOME	900,000	719,391	925,000	2.78	Chestnut Crossing
592-441-477.02	UTILITY BILLING WATER USER FEES INCOME	975,000	841,185	1,000,000	2.56	Chestnut Crossing
592-441-617.00	UTILITY BILLING SEWER DEBT SVC FEE INC	30,000	31,227	30,000	0.00	
592-441-694.00	UTILITY BILLING PENALTY SEWER USER	20,000	30,473	20,000	0.00	
592-441-694.02	UTILITY BILLING PENALTY & INT SEWER INC	20,000	32,456	20,000	0.00	
592-441-694.03	UTILITY BILLING PENALTY SEWER DEBT INC	1,500	2,865	1,500	0.00	
Totals for dept 441 - UTILITY BILLING		1,946,500	1,657,597	1,996,500	2.57	
<b>TOTAL ESTIMATED REVENUES</b>		<b>2,350,529</b>	<b>2,742,486</b>	<b>2,544,926</b>	<b>8.27</b>	
<b>APPROPRIATIONS</b>						
Dept 000 - OTHER						
592-000-775.00	SEWER FUND REPAIR & IMPROV EXPENSE	15,000	10,972	15,000	0.00	
592-000-929.00	SEWER FUND BOND REPORTING FEES	1,000	1,000	1,000	0.00	
592-000-972.00	SEWER/WATER CAPITAL OUTLAY EXPENSE	70,000	51,204	70,000	0.00	
592-000-996.00	SWR/WTR FUND ISSUANCE COST EXPENSE	200		200	0.00	
Totals for dept 000 - OTHER		86,200	63,176	86,200	0.00	
Dept 420 - WATER 4 CONNECT						
592-420-996.04	WATER NEW USER BOND INTEREST EXP	56,790	56,788	51,288	(9.69)	
Totals for dept 420 - WATER 4 CONNECT		56,790	56,788	51,288	(9.69)	
Dept 441 - UTILITY BILLING						
592-441-726.00	UTILITY BILLING POSTAGE EXPENSE	4,000	2,258	4,000	0.00	
592-441-728.00	UTILITY BILLING SOFTWARE SUPPORT EXP	1,000	167	1,000	0.00	
592-441-801.01	UTILITY BILLING LEGAL EXPENSE	1,000	0	1,000	0.00	
592-441-801.02	UTILITY BILLING AUDITS/STUDIES EXPENSE	25,500	21,888	13,000	(49.02)	Follow up for Sewer Audit
592-441-803.00	UTILITY BILLING WATER EXPENSE	650,000	448,927	650,000	0.00	
592-441-822.00	UTILITY BILLING INSURANCE & BOND EXP	10,000	8,991	11,000	10.00	
592-441-989.00	UTILITY BILLING CONTINGENCY EXPENSE	5,700	0	5,700	0.00	
Totals for dept 441 - UTILITY BILLING		697,200	482,231	685,700	(1.65)	
Dept 442 - WWTP						
592-442-729.00	WWTP CHEMICALS EXPENSE	18,000	13,158	18,000	0.00	
592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE	469,000	286,591	475,000	1.28	Additional Contractors
592-442-850.00	WWTP TELEPHONE EXPENSE	11,000	8,855	11,000	0.00	
592-442-920.00	WWTP ELECTRICITY EXPENSE	87,500	64,276	87,500	0.00	
592-442-922.00	WWTP NATURAL GAS EXPENSE	10,000	7,494	10,000	0.00	

		2018-19	2018-19	2019-20	2019-20	
		AMENDED	ACTIVITY	PROPOSED	PROPOSED	
GL NUMBER	DESCRIPTION	BUDGET	THRU 4/24/19	BUDGET	% CHANGE	COMMENTS
592-442-930.00	WWTP EQUIPMENT REPAIR EXPENSE	15,000	5,390	15,000	0.00	
592-442-956.00	WWTP MISCELLANEOUS EXPENSE	15,000	8,814	15,000	0.00	
592-442-962.00	WWTP MISS DIG FEES EXPENSE	1,000	869	1,500	50.00	
592-442-966.00	WWTP STATE OF MICHIGAN EXPENSE	2,500	1,950	2,500	0.00	
592-442-969.01	WWTP BIOSOLIDS LAND APPL EXP	35,000	21,327	35,000	0.00	
592-442-996.06	WWTP (SWR 6) BOND INTEREST EXPENSE	61,945	61,938	48,376	(21.90)	
Totals for dept 442 - WWTP		725,945	480,662	718,876	(0.97)	
Dept 547 - CHARGEBACKS						
592-547-978.00	CHARGEBACK EXPENSE	5,000	0	5,000	0.00	
Totals for dept 547 - CHARGEBACKS		5,000	0	5,000	0.00	
Dept 852 - SEWER/WATER 8						
592-852-992.03	SWR/WTR 8 BOND AGENT FEE EXP	1,000	550	1,000	0.00	
592-852-996.08	SWR/WTR 8 BOND INTEREST EXP	115,090	115,088	98,888	(14.08)	
Totals for dept 852 - SEWER/WATER 8		116,090	115,638	99,888	(13.96)	
Dept 853 - SEWER 7						
592-853-991.02	SEWER 7 AGENT FEES	1,000	300	1,000	0.00	
592-853-996.07	SEWER 7 BOND INTEREST EXPENSE	25,465	25,463	22,313	(12.38)	
Totals for dept 853 - SEWER 7		26,465	25,763	23,313	(11.91)	
Dept 854 - SEWER/WATER 11						
592-854-992.03	SWR 11 PAYING AGENT FEE EXP	1,000	300	1,000	0.00	
592-854-996.11	SWR/WTR 11 BOND INTEREST EXP	170,765	170,763	154,563	(9.49)	
Totals for dept 854 - SEWER/WATER 11		171,765	171,063	155,563	(9.43)	
<b>TOTAL ESTIMATED APPROPRIATIONS</b>		<b>1,885,455</b>	<b>1,395,321</b>	<b>1,825,828</b>	<b>(3.16)</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 592</b>		<b>465,074</b>	<b>1,347,165</b>	<b>719,098</b>		
ESTIMATED REVENUES - ALL FUNDS						
		<b>3,980,939</b>	<b>4,233,056</b>	<b>4,228,176</b>	<b>6.21</b>	
<b>APPROPRIATIONS - ALL FUNDS</b>		<b>3,499,255</b>	<b>2,562,463</b>	<b>3,455,048</b>	<b>(1.26)</b>	
<b>NET OF REVENUES/APPROPRIATIONS - ALL FUNDS</b>		<b>481,684</b>	<b>1,670,593</b>	<b>773,128</b>		

# AGENDA ITEM

7

# HOWELL TOWNSHIP

June 10, 2019

## CORRESPONDENCE

- 1) **AMERICAN FUNDS** – Semi-annual reports, three booklets
- 2) **United States Census brochure**

AGENDA ITEM

8 A

See Agenda  
Item

6

# AGENDA ITEM

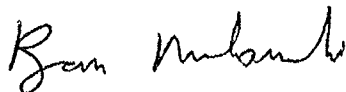
10 A

Ryan Makowski  
2115 W Allen Rd.  
Howell, MI 48855

To: Howell Township County Clerk

Please consider this letter as my interest in the position for the Planning Commission. I have been a resident of Howell Township since 2017 and plan to reside in Howell Township for the coming future. I am employed by the State of Michigan and work in Livingston County. Prior to my move to Howell Township I was residing in Sterling Heights, MI. It was during that time that I served on the Board of Appeals for the City of Sterling Heights. It is my previous experience serving on a city board as well as my passion to continue to help in the planning for Howell Township that will make me a valuable addition to the Planning Commission. I also have a working relationship with another member of the Planning Commission, which should help in the transition into the role. I have reviewed the scheduled meeting dates and times and am available for those meetings. I hope that this letter will help in the consideration for myself for the Planning Commission.

Thank you,



Ryan Makowski



Alexander M. Hansen  
3513 Amber Oaks Dr.  
Howell, MI 48855

Planning Commission  
3525 Byron Rd.  
Howell, MI 48855

To Whom It May Concern,

I am interested in being considered for a seat on the Planning Commission. I currently hold a seat on the Howell Township Zoning Board of Appeals. I'm deeply committed to the betterment of my community and would like to continue that positive impact on the Howell Township Planning Commission. I am confident that I am qualified and would continue to be an asset to the township and community.

I have a Bachelor's of Fine Arts from Northern Michigan University. Last year, I completed my Master's of Business Administration specializing in Finance from Davenport University. During the day, I manage a credit union branch focused on bettering the community and it's residents.

Beyond my educational and work background, I have also served on the Zoning Board of Appeals for Howell Township since January 2018. This appointment has enhanced my understanding of government procedure and the effectiveness of due process. It has been extremely rewarding to see the direct positive impact of the decisions the board makes for the betterment of the community. I'm deeply honored to serve on the ZBA, but this opportunity would allow me to improve my community even more for future generations and current residents.

In my neighborhood, I have worked hard as a member of the Amber Oaks Community Home Owner's Association. Currently I serve as the President of the board, and prior to that served as Treasurer. No matter the challenges facing my neighborhood, I have worked diligently to be an honest and fair pillar of my community. This approach and understanding will continue to benefit our community.

I would like to thank you in advance for taking time to consider me for this appointment with the Howell Township, and I look forward to hearing from you.

Respectfully,



**Alexander M. Hansen**



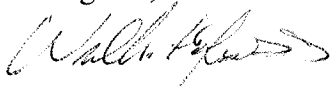
May 14, 2019  
Howell Township  
3525 Byron Rd.  
Howell, MI 48855

RE: Planning Commission Letter of Interest

To Whom It May Concern,

I am interested in the open position on the Howell Township Planning Commission. I have lived here in the Township for two years but have grown up in Livingston County for the past twenty-seven years. I take great pride knowing I come from such a wonderful community. I am an excellent voice of reason and find myself analyzing every situation. I want to be able to help the Township grow in ways that are best for the community and all whom reside in it and I believe I would be a great addition to the Planning Commission.

Best Regards,



William Hofsess  
386 Geneva Ct.  
Howell, MI 48855



# AGENDA ITEM

10 B

**Township of Howell  
County of Livingston, State of Michigan**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY  
SUPERVISOR**

**June 10, 2019**

06.19. 465

WHEREAS, the Township Board of the Township of Howell, County of Livingston, State of Michigan (the "Township"), at a regular board meeting held after the budget meeting June 10, 2019 at 6:30 p.m. at 3525 Byron Road, Howell MI.

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting; the salary for officers composing the township board shall be determined by the township board.

BE IT RESOLVED, that as of 1<sup>st</sup> day of July, 2019 the salary of the Supervisor shall be as follows:

Supervisor: \$                  fixed annual salary and \$ 60.00 per diem for subsequent meetings after attending the first meeting effective July 1<sup>st</sup>, 2019

I further certify that the following Members were present at said meeting:

and that the following Members were absent:

I further certify that Member          moved for adoption of said resolution and that Member  
  Supported said motion.

Roll call vote:

\_\_\_\_\_  
Jean Graham - Township Clerk

# AGENDA ITEM

10 C

**Township of Howell**  
**County of Livingston, State of Michigan**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**

**June 10, 2019**

**TREASURER**

06.19. 4666

WHEREAS, the Township Board of the Township of Howell, County of Livingston, State of Michigan (the "Township"), at a regular board meeting held after the budget meeting June 10, 2019 at 6:30 p.m. at 3525 Byron Road, Howell MI.

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting; the salary for officers composing the township board shall be determined by the township board.

BE IT RESOLVED, that as of 1<sup>st</sup> day of July, 2019 the salary of the Treasurer shall be as follows:

Treasurer \$ \_\_\_\_\_ fixed annual salary and \$ 60.00 per diem for subsequent meetings after attending the first meeting effective July 1<sup>st</sup>, 2019.

I further certify that the following Members were present at said meeting:

and that the following Members were absent:

I further certify that Member \_\_\_\_\_ moved for adoption of said resolution and that Member \_\_\_\_\_ supported said motion.

Roll call vote:

---

Jean Graham - Township Clerk

# AGENDA ITEM

10 D

**Township of Howell  
County of Livingston, State of Michigan**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY  
CLERK**

**June 10, 2019**

06.19-467

WHEREAS, the Township Board of the Township of Howell, County of Livingston, State of Michigan (the "Township"), at a regular board meeting held after the budget meeting June 10, 2019 at 6:30 p.m. at 3525 Byron Road, Howell MI.

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting; the salary for officers composing the township board shall be determined by the township board.

BE IT RESOLVED, that as of 1<sup>st</sup> day of July, 2019 the salary of the Clerk shall be as follows:

Clerk \$            fixed annual salary and \$ 60.00 per diem for subsequent meetings after attending the first meeting effective July 1<sup>st</sup>, 2019

I further certify that the following Members were present at said meeting:

and that the following Members were absent:

I further certify that Member        moved for adoption of said resolution and that Member supported said motion.

Roll call vote:

\_\_\_\_\_  
Jean Graham - Township Clerk

# AGENDA ITEM

10 E



**Township of Howell**  
**County of Livingston, State of Michigan**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**  
**TRUSTEE**

**June 10, 2019**

06.19.468

WHEREAS, the Township Board of the Township of Howell, County of Livingston, State of Michigan (the "Township"), at a regular board meeting held after the budget meeting June 10, 2019 at 6:30 p.m. at 3525 Byron Road, Howell MI.

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting; the salary for officers composing the township board shall be determined by the township board.

BE IT RESOLVED, that as of 1<sup>st</sup> day of July, 2019 the salary of the Trustees shall be as follows:

Trustees \$                    fixed annual salary and \$ \$60.00 per diem for subsequent meetings after attending the first meeting effective July 1<sup>st</sup>, 2019

I further certify that the following Members were present at said meeting:

and that the following Members were absent: None

I further certify that Member                    moved for adoption of said resolution and that Member supported said motion.

Roll Call:

---

Jean Graham - Township Clerk

# AGENDA ITEM

10 F

# Charter

COMMUNICATIONS

May 17, 2019

**VIA Federal Express / Signature Required**

Township Supervisor Mike Coddington  
Howell Township (Livingston Co.)  
3525 Byron Road  
Howell, MI 48855  
517-546-2817

Dear Supervisor Coddington:

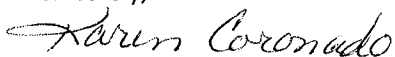
As you may know, the Michigan legislature passed Public Act 480, known as the Uniform Video Services Franchise Act ("the Act"), which became effective January 1, 2007. The Michigan Public Service Commission provided the Uniform Video Service Local Franchise Agreement ("Agreement") for use by cable operators and municipalities shortly thereafter. Charter is hereby filing for a cable television franchise renewal under the terms and conditions of the uniform Agreement established by the state of Michigan. Therefore, I'd like to direct your attention to the enclosed Agreement.

- **Franchise Fees:** As you review the Agreement, please note the franchise fee section. On page four of the Agreement, the directions stipulate that the municipality must indicate the franchise fee percentage they wish Charter to collect from customers for the term of the Agreement (from 0 to 5%). **The current franchise fee in your community is 5 %.** Therefore, if you choose to elect a franchise fee to be collected from customers and paid to your community, as allowed by the Act, please write the franchise fee percentage (%) in the blank on page four, paragraph VI.
- **PEG Fees:** Your community currently does **not** impose a fee for support of Public, Educational, and Government ("PEG") channels, nor does this apply as the community does not operate a PEG channel on the cable system. This amount, on page six of the Agreement, should remain at zero, in keeping with the Act.

I have enclosed **two originals** of the **Agreement** and both have been signed by an authorized Charter representative. Please **complete and sign both documents and return one fully executed (signed & dated) original to me** using the enclosed self-addressed envelope. Be sure that you keep one signed/dated original for your records.

Charter Communications is proud to provide our products and services in your community and we are committed to providing the highest level of customer service to our customers. Should you have any questions on the materials I've provided or the processes and steps described above, please call me at 810-652-1422.

Sincerely,



Karen Coronado  
Manager, State Government Affairs  
Charter ~ Michigan

Enclosures

| 855.75.SPECTRUM | 7372 Davison Road  
| www.spectrum.com | Davison, MI 48423

## INSTRUCTIONS FOR UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

Pursuant to 2006 Public Act 480, MCL 484.3301 *et seq*, any Video Service Provider seeking to provide video service in one or more service areas in the state of Michigan after January 30, 2007, shall file an application for a Uniform Video Service Local Franchise Agreement with the Local Unit of Government ("Franchising Entity") that the Provider wishes to service. Pursuant to Section 2(2) of 2006 PA 480, "Except as otherwise provided by this Act, a person shall not provide video services in any local unit of government without first obtaining a uniform video service local franchise as provided under Section 3." Procedures applicable to incumbent video service providers are set forth below.

As of the effective date (January 1, 2007) of the Act, no existing franchise agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the agreement. The incumbent video Provider, at its option, may continue to provide video services to the Franchising Entity by electing to do one of the following:

1. Terminate the existing franchise agreement before the expiration date of the agreement and enter into a new franchise under a uniform video service local franchise agreement.
2. Continue under the existing franchise agreement amended to include only those provisions required under a uniform video service local franchise.
3. Continue to operate under the terms of an expired franchise until a uniform video service local franchise agreement takes effect. An incumbent video Provider with an expired franchise on the effective date has 120 days after the effective date of the Act to file for a uniform video service local franchise agreement.

On the effective date (January 1, 2007) of the Act, any provisions of an existing Franchise that are inconsistent with or in addition to the provisions of a uniform video service local Franchise Agreement are unreasonable and unenforceable by the Franchising Entity.

If, at a subsequent date, the Provider would like to provide video service to an additional Local Unit of Government, the Provider must file an additional application with that Local Unit of Government.

### **The forms shall meet the following requirements:**

- The Provider must complete both the "Uniform Video Service Local Franchise Agreement" and "Attachment 1 - Uniform Video Service Local Franchise Agreement" forms if they are seeking a new/renewed Franchise Agreement, and send the forms by mail (certified, registered, first-class, return receipt requested, or by a nationally recognized overnight delivery service) to the appropriate Franchising Entity. Until otherwise officially notified by the Franchising Entity, the forms shall be sent to the Clerk or any official with the responsibilities or functions of the Clerk in the Franchising Entity. "**Attachment 2 - Uniform Video Service Local Franchise Agreement**" is not required to be filed at this time *unless* it is being used regarding amendments, terminations, or transfers pertaining to an existing Uniform Video Service Local Franchise Agreement. (Refer to Sections X to XII of the Agreement, as well as Section 3(4-6) of the Act.)
- Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL.**
  1. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:

"[insert PROVIDER'S NAME]  
[CONFIDENTIAL INFORMATION]"

2. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.
3. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.

- Responses to all questions must be provided and must be amended appropriately when changes occur.
- All responses must be printed out, typed, signed/dated (where appropriate), and mailed (certified, registered, first class, return receipt requested, or by a national recognized overnight delivery service) to the appropriate party.
- The Agreement and Attachments are templates. Tab through the documents and fill in as appropriate, use the appropriate “dropdown box” (City/Village/Township) when indicated.
- For sections that need explanation, if the Provider runs out of space, the Provider should then submit the application with typed attachments that are clearly identified.
- The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by this Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the franchise agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as “confidential.”
- A Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under this subsection, the franchise agreement shall be considered complete and the Franchise Agreement approved. The Provider shall notify both the Franchising Entity and the Michigan Public Service Commission of such an approved and completed Agreement by completing **Attachment 3 - Uniform Video Service Local Franchise Agreement**.
- For changes to an existing Uniform Video Service Local Franchise Agreement (amendments, transfers, or terminations), the Provider must complete the “**Attachment 2 - Uniform Video Service Local Franchising Entity**” form, and send the form to the appropriate Franchising Entity.
- For information that is to be submitted to the Michigan Public Service Commission, please use the following address:

Michigan Public Service Commission  
Attn: Video Franchising  
P.O. Box 30221  
Lansing, MI 48909

Fax: (517) 284-8200

Questions should be directed to the Telecommunications Division, Michigan Public Service Commission at (517) 284-8190.

## UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

THIS UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT (“Agreement”) is made, pursuant to 2006 PA 480, MCL 484.3301 *et seq.* (the “Act”) by and between the Township of Howell (Livingston Co) , a Michigan municipal corporation (the “Franchising Entity”), and Spectrum Mid-America, LLC, a Delaware Limited Liability corporation doing business as n/a.

### I. Definitions

For purposes of this Agreement, the following terms shall have the following meanings as defined in the Act:

- A. “Cable Operator” means that terms as defined in 47 USC 522(5).
- B. “Cable Service” means that terms as defined in 47 USC 522(6).
- C. “Cable System” means that term as defined in 47 USC 522(7).
- D. “Commission” means the Michigan Public Service Commission.
- E. “Franchising Entity” means the local unit of government in which a provider offers video services through a franchise.
- F. “FCC” means the Federal Communications Commission.
- G. “Gross Revenue” means that term as described in Section 6(4) of the Act and in Section VI(D) of the Agreement.
- H. “Household” means a house, an apartment, a mobile home, or any other structure or part of a structure intended for residential occupancy as separate living quarters.
- I. “Incumbent video provider” means a cable operator serving cable subscribers or a telecommunication provider providing video services through the provider’s existing telephone exchange boundaries in a particular franchise area within a local unit of government on the effective date of this act.
- J. “IPTV” means internet protocol television.
- K. “Local unit of government” means a city, village, or township.
- L. “Low-income household” means a household with an average annual household income of less than \$35,000.00 as determined by the most recent decennial census.
- M. “METRO Act” means the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48, MCL 484.3101 *et seq.*
- N. “Open video system” or “OVS” means that term as defined in 47 USC 573.
- O. “Person” means an individual, corporation, association, partnership, governmental entity, or any other legal entity.
- P. “Public rights-of-way” means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easements dedicated for compatible uses.
- Q. “Term” means the period of time provided for in Section V of this Agreement.
- R. “Uniform video service local franchise agreement” or “franchise agreement” means the franchise agreement required under the Act to be the operating agreement between each franchising entity and video provider in this state.
- S. “Video programming” means that term as defined in 47 USC 522(20).
- T. “Video service” means video programming, cable services, IPTV, or OVS provided through facilities located at least in part in the public rights-of-way without regard to delivery technology, including internet protocol technology. This definition does not include any video programming provided by a commercial mobile service provider defined in 47 USC 332(d) or provided solely as part of, and via, a service that enables users to access content, information, electronic mail, or other services offered over the public internet.
- U. “Video service provider” or “Provider” means a person authorized under the Act to provide video service.
- V. “Video service provider fee” means the amount paid by a video service provider or incumbent video provider under Section 6 of the Act and Section VI of this Agreement.

## II. Requirements of the Provider

- A. An unfranchised Provider will not provide video services in any local unit of government without first obtaining a uniform video service local franchise agreement as provided under **Section 3 of the Act** (except as otherwise provided by the Act).
- B. The Provider shall file in a timely manner with the Federal Communications Commission all forms required by that agency in advance of offering video service in Michigan.
- C. The Provider agrees to comply with all valid and enforceable federal and state statutes and regulations.
- D. The Provider agrees to comply with all valid and enforceable local regulations regarding the use and occupation of public rights-of-way in the delivery of the video service, including the police powers of the Franchising Entity.
- E. The Provider shall comply with all Federal Communications Commission requirements involving the distribution and notification of federal, state, and local emergency messages over the emergency alert system applicable to cable operators.
- F. The Provider shall comply with the public, education, and government programming requirements of Section 4 of the Act.
- G. The Provider shall comply with all customer service rules of the Federal Communications Commission under 47 CFR 76.309 (c) applicable to cable operators and applicable provisions of the Michigan Consumer Protection Act, 1976 PA 331, MCL 445.901 to 445.922.
  - i. Including but not limited to: MCL 445.902; MCL 445.903 (1)(a) through 445.903(1)(cc); MCL 445.903(1)(ff) through (jj); MCL 445.903(2); MCL 445.905; MCL 445.906; MCL 445.907; MCL 445.908; MCL 445.910; MCL 445.911; MCL 445.914; MCL 445.915; MCL 445.916; MCL 445.918.
- H. The Provider agrees to comply with in-home wiring and consumer premises wiring rules of the Federal Communications Commission applicable to cable operators.
- I. The Provider shall comply with the Consumer Privacy Requirements of 47 USC 551 applicable to cable operators.
- J. If the Provider is an incumbent video provider, it shall comply with the terms which provide insurance for right-of-way related activities that are contained in its last cable franchise or consent agreement from the Franchising Entity entered before the effective date of the Act.
- K. The Provider agrees that before offering video services within the boundaries of a local unit of government, the video Provider shall enter into a Franchise Agreement with the local unit of government as required by the Act.
- L. The Provider understands that as the effective date of the Act, no existing Franchise Agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the Agreement.
- M. The Provider provides an exact description of the video service area footprint to be served, pursuant to **Section 2(3)(e) of the Act**. If the Provider is not an incumbent video Provider, the date on which the Provider expects to provide video services in the area identified under **Section 2(3)(e) of the Act** must be noted. The Provider will provide this information in Attachment 1 - Uniform Video Service Local Franchise Agreement.
- N. The Provider is required to pay the Provider fees pursuant to **Section 6 of the Act**.

## III. Provider Providing Access

- A. The Provider shall not deny access to service to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides.
- B. It is a defense to an alleged violation of Paragraph A if the Provider has met either of the following conditions:
  - i. Within 3 years of the date it began providing video service under the Act and the Agreement; at least 25% of households with access to the Provider's video service are low-income households.
  - ii. Within 5 years of the date it began providing video service under the Act and Agreement and from that point forward, at least 30% of the households with access to the Provider's video service are low-income households.
- C. **[If the Provider is using telecommunication facilities]** to provide video services and has more than 1,000,000 telecommunication access lines in Michigan, the Provider shall provide access to its video service to a number of households equal to at least 25% of the households in the provider's telecommunication

service area in Michigan within 3 years of the date it began providing video service under the Act and Agreement and to a number not less than 50% of these households within 6 years. **The video service Provider is not required to meet the 50% requirement in this paragraph until 2 years after at least 30% of the households with access to the Provider's video service subscribe to the service for 6 consecutive months.**

- D. The Provider may apply to the Franchising Entity, and in the case of paragraph C, the Commission, for a waiver of or for an extension of time to meet the requirements of this section if 1 or more of the following apply:
- i. The inability to obtain access to public and private rights-of-way under reasonable terms and conditions.
  - ii. Developments or buildings not being subject to competition because of existing exclusive service arrangements.
  - iii. Developments or buildings being inaccessible using reasonable technical solutions under commercial reasonable terms and conditions.
  - iv. Natural disasters
  - v. Factors beyond the control of the Provider
- E. The Franchising Entity or Commission may grant the waiver or extension only if the Provider has made substantial and continuous effort to meet the requirements of this section. If an extension is granted, the Franchising Entity or Commission shall establish a new compliance deadline. If a waiver is granted, the Franchising Entity or Commission shall specify the requirement or requirements waived.
- F. The Provider shall file an annual report with the Franchising Entity and the Commission regarding the progress that has been made toward compliance with paragraphs B and C.
- G. Except for satellite service, the provider may satisfy the requirements of this paragraph and Section 9 of the Act through the use of alternative technology that offers service, functionality, and content, which is demonstrably similar to that provided through the provider's video service system and may include a technology that does not require the use of any public right-of-way. The technology utilized to comply with the requirements of this section shall include local public, education, and government channels and messages over the emergency alert system as required under Paragraph II(E) of this Agreement.

#### **IV. Responsibility of the Franchising Entity**

- A. The Franchising Entity hereby grants authority to the Provider to provide Video Service in the Video Service area footprint, as described in this Agreement and Attachments, as well as the Act.
- B. The Franchising Entity hereby grants authority to the Provider to use and occupy the Public Rights-of-way in the delivery of Video Service, subject to the laws of the state of Michigan and the police powers of the Franchising Entity.
- C. The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by the Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the Franchise Agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."
- D. The Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under **Section 3(3) of the Act**, the Franchise Agreement shall be considered complete and the Franchise Agreement approved.
- i. If time has expired for the Franchising Entity to notify the Provider, The Provider shall send (via mail: certified or registered, or by fax) notice to the Franchising Entity and the Commission, using Attachment 3 of this Agreement.
- E. The Franchising Entity shall allow a Provider to install, construct, and maintain a video service or communications network within a public right-of-way and shall provide the provider with open, comparable, nondiscriminatory, and competitively neutral access to the public right-of-way.
- F. The Franchising Entity may not discriminate against a video service provider to provide video service for any of the following:
- i. The authorization or placement of a video service or communications network in public right-of-way.
  - ii. Access to a building owned by a governmental entity.
  - iii. A municipal utility pole attachment.
- G. The Franchising Entity may impose on a Provider a permit fee only to the extent it imposes such a fee on incumbent video providers, and any fee shall not exceed the actual, direct costs incurred by the Franchising



Entity for issuing the relevant permit. A fee under this section shall not be levied if the Provider already has paid a permit fee of any kind in connection with the same activity that would otherwise be covered by the permit fee under this section or is otherwise authorized by law or contract to place the facilities used by the Provider in the public right-of-way or for general revenue purposes.

- H. The Franchising Entity shall not require the provider to obtain any other franchise, assess any other fee or charge, or impose any other franchise requirement than is allowed under the Act and this Agreement. For purposes of this Agreement, a franchise requirement includes but is not limited to, a provision regulating rates charged by video service providers, requiring the video service providers to satisfy any build-out requirements, or a requirement for the deployment of any facilities or equipment.
- I. Notwithstanding any other provision of the Act, the Provider shall not be required to comply with, and the Franchising Entity may not impose or enforce, any mandatory build-out or deployment provisions, schedules, or requirements except as required by **Section 9 of the Act**.
- J. The Franchising Entity is subject to the penalties provided for under Section 14 of the Act.

## V. Term

- A. This Franchise Agreement shall be for a period of 10 years from the date it is issued. The date it is issued shall be calculated either by (a) the date the Franchising Entity approved the Agreement, provided it did so within 30 days after the submission of a complete franchise agreement, or (b) the date the Agreement is deemed approved pursuant to **Section 3(3) of the Act**, if the Franchising Entity either fails to notify the Provider regarding the completeness of the Agreement or approve the Agreement within the time periods required under that subsection.
- B. Before the expiration of the initial Franchise Agreement or any subsequent renewals, the Provider may apply for an additional 10-year renewal under **Section 3(7) of the Act**.

## VI. Fees

- A. A video service Provider shall calculate and pay an annual video service provider fee to the Franchising Entity. The fee shall be 1 of the following:
  - i. If there is an existing Franchise Agreement, an amount equal to the percentage of gross revenue paid to the Franchising Entity by the incumbent video Provider with the largest number of subscribers in the Franchising Entity.
  - ii. At the expiration of an existing Franchise Agreement or if there is no existing Franchise Agreement, an amount equal to the percentage of gross revenue as established by the Franchising Entity of \_\_\_\_\_% (percentage amount to be inserted by Franchising Entity which shall not exceed 5%) and shall be applicable to all providers
- B. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- C. The Franchising Entity shall not demand any additional fees or charges from a provider and shall not demand the use of any other calculation method other than allowed under the Act.
- D. For purposes of this Section, "gross revenues" means all consideration of any kind or nature, including, without limitation, cash, credits, property, and in-kind contributions received by the provider from subscribers for the provision of video service by the video service provider within the jurisdiction of the franchising entity.
  - 1. **Gross revenues shall include all of the following:**
    - i. All charges and fees paid by subscribers for the provision of video service, including equipment rental, late fees, insufficient funds fees, fees attributable to video service when sold individually or as part of a package or bundle, or functionally integrated, with services other than video service.
    - ii. Any franchise fee imposed on the Provider that is passed on to subscribers.
    - iii. Compensation received by the Provider for promotion or exhibition of any products or services over the video service.
    - iv. Revenue received by the Provider as compensation for carriage of video programming on that Provider's video service.
    - v. All revenue derived from compensation arrangements for advertising to the local franchise area.
    - vi. Any advertising commissions paid to an affiliated third party for video service advertising.
  - 2. **Gross revenues do not include any of the following:**
    - i. Any revenue not actually received, even if billed, such as bad debt net of any recoveries of bad debt.

- ii. Refunds, rebates, credits, or discounts to subscribers or a municipality to the extent not already offset by subdivision (D)(i) and to the extent the refund, rebate, credit, or discount is attributable to the video service.
  - iii. Any revenues received by the Provider or its affiliates from the provision of services or capabilities other than video service, including telecommunications services, information services, and services, capabilities, and applications that may be sold as part of a package or bundle, or functionality integrated, with video service.
  - iv. Any revenues received by the Provider or its affiliates for the provision of directory or internet advertising, including yellow pages, white pages, banner advertisement, and electronic publishing.
  - v. Any amounts attributable to the provision of video service to customers at no charge, including the provision of such service to public institutions without charge.
  - vi. Any tax, fee, or assessment of general applicability imposed on the customer or the transaction by a federal, state, or local government or any other governmental entity, collected by the Provider, and required to be remitted to the taxing entity, including sales and use taxes.
  - vii. Any forgone revenue from the provision of video service at no charge to any person, except that any forgone revenue exchanged for trades, barters, services, or other items of value shall be included in gross revenue.
  - viii. Sales of capital assets or surplus equipment.
  - ix. Reimbursement by programmers of marketing costs actually incurred by the Provider for the introduction of new programming.
  - x. The sale of video service for resale to the extent the purchaser certifies in writing that it will resell the service and pay a franchise fee with respect to the service.
- E.** In the case of a video service that is bundled or integrated functionally with other services, capabilities, or applications, the portion of the video Provider's revenue attributable to the other services, capabilities, or applications shall be included in gross revenue unless the Provider can reasonably identify the division or exclusion of the revenue from its books and records that are kept in the regular course of business.
- F.** Revenue of an affiliate shall be included in the calculation of gross revenues to the extent the treatment of the revenue as revenue of the affiliate has the effect of evading the payment of franchise fees which would otherwise be paid for video service.
- G.** The Provider is entitled to a credit applied toward the fees due under **Section 6(1) of the Act** for all funds allocated to the Franchising Entity from annual maintenance fees paid by the provider for use of public rights-of-way, minus any property tax credit allowed under **Section 8 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (METRO Act)**, 2002 PA 48, MCL 484.3108. The credits shall be applied on a monthly pro rata basis beginning in the first month of each calendar year in which the Franchising Entity receives its allocation of funds. The credit allowed under this subsection shall be calculated by multiplying the number of linear feet occupied by the Provider in the public rights-of-way of the Franchising Entity by the lesser of 5 cents or the amount assessed under the **METRO Act**. The Provider is not eligible for a credit under this section unless the provider has taken all property tax credits allowed under the **METRO Act**.
- H.** All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- I.** Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- J.** The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(1) of the Act**, applied against the amount of the subscriber's monthly bill.
- K.** The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

## **VII. Public, Education, and Government (PEG) Channels**

- A.** The video service Provider shall designate a sufficient amount of capacity on its network to provide for the same number of public, education, and government access channels that are in actual use on the incumbent video provider system on the **effective date of the Act** or as provided under **Section 4(14) of the Act**.
- B.** Any public, education, or government channel provided under this section that is not utilized by the Franchising Entity for at least 8 hours per day for 3 consecutive months may no longer be made available to the Franchising Entity and may be programmed at the Provider's discretion. At such a time as the

- Franchising Entity can certify a schedule for at least 8 hours of daily programming for a period of 3 consecutive months, the Provider shall restore the previously reallocated channel.
- C. The Franchising Entity shall ensure that all transmissions, content, or programming to be retransmitted by a video service Provider is provided in a manner or form that is capable of being accepted and retransmitted by a Provider, without requirement for additional alteration or change in the content by the Provider, over the particular network of the Provider, which is compatible with the technology or protocol utilized by the Provider to deliver services.
  - D. The person producing the broadcast is solely responsible for all content provided over designated public, education, or government channels. The video service Provider *shall not* exercise any editorial control over any programming on any channel designed for public, education, or government use.
  - E. The video service Provider is not subject to any civil or criminal liability for any program carried on any channel designated for public, education, or government use.
  - F. If a Franchising Entity seeks to utilize capacity pursuant to **Section 4(1) of the Act** or an agreement under **Section 13 of the Act** to provide access to video programming over one or more PEG channels, the Franchising Entity shall give the Provider a written request specifying the number of channels in actual use on the incumbent video provider's system or specified in the agreement entered into under **Section 13 of the Act**. The video service Provider shall have 90 days to begin providing access as requested by the Franchising Entity. The number and designation of PEG access channels shall be set forth in an addendum to this agreement effective 90 days after the request is submitted by the Franchising Entity.
  - G. A PEG channel shall only be used for noncommercial purposes.

#### VIII. PEG Fees

- A. The video service Provider shall also pay to the Franchising Entity as support for the cost of PEG access facilities and services an annual fee equal to one of the following options:
  - 1. If there is an existing Franchise on the effective date of the Act, the fee (enter the fee amount \_\_\_\_\_) paid to the Franchising Entity by the incumbent video Provider with the largest number of cable service subscribers in the Franchising Entity as determined by the existing Franchise Agreement;
  - 2. At the expiration of the existing Franchise Agreement, the amount required under (1) above, which is \_\_\_\_\_% of gross revenues. (The amount under (1) above is not to exceed 2% of gross revenues);
  - 3. If there is no existing Franchise Agreement, a percentage of gross revenues as established by the Franchising Entity and to be determined by a community need assessment, is \_\_\_\_\_% of gross revenues. (The percentage that is established by the Franchising Entity is not to exceed 2% of gross revenues.); and
  - 4. An amount agreed to by the Franchising Entity and the video service Provider.
- B. The fee required by this section shall be applicable to all providers, pursuant to Section 6(9) of the Act.
- C. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- D. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- E. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- F. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(8) of the Act**, applied against the amount of the subscriber's monthly bill.
- G. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

#### IX. Audits

- A. No more than every 24 months, a Franchising Entity may perform reasonable audits of the video service Provider's calculation of the fees paid under **Section 6 of the Act** to the Franchising Entity during the preceding 24-month period only. All records reasonably necessary for the audits shall be made available by the Provider at the location where the records are kept in the ordinary course of business. The Franchising Entity and the video service Provider shall each be responsible for their respective costs of the audit. Any additional amount due verified by the Franchising Entity shall be paid by the Provider within 30 days of the Franchising Entity's submission of invoice for the sum. If the sum exceeds 5% of the total fees which the

audit determines should have been paid for the 24-month period, the Provider shall pay the Franchising Entity's reasonable costs of the audit.

- B. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the provider shall be made within 3 years from the date the compensation is remitted.

## **X. Termination and Modification**

This Franchise Agreement issued by a Franchising Entity may be terminated or the video service area footprint may be modified, except as provided under **Section 9 of the Act**, by the Provider by submitting notice to the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

## **XI. Transferability**

This Franchise Agreement issued by a Franchising Entity or an existing franchise of an incumbent video service Provider is fully transferable to any successor in interest to the Provider to which it is initially granted. A notice of transfer shall be filed with the Franchising Entity within 15 days of the completion of the transfer. The Provider will use Attachment 2, when notifying the Franchising Entity. The successor in interest will assume the rights and responsibilities of the original provider and will also be required to complete their portion of the Transfer Agreement located within Attachment 2.

## **XII. Change of Information**

If any of the information contained in the Franchise Agreement changes, the Provider shall timely notify the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

## **XIII. Confidentiality**

Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL**.

- A. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:  
    "[insert PROVIDER'S NAME]  
    [CONFIDENTIAL INFORMATION]"
- B. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.
- C. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.

## **XIV. Complaints/Customer Service**

- A. The Provider shall establish a dispute resolution process for its customers. Provider shall maintain a local or toll-free telephone number for customer service contact.
- B. The Provider shall be subjected to the penalties, as described under **Section 14 of the Act**, and the Franchising Entity and Provider may be subjected to the dispute process as described in **Section 10 of the Act**.
- C. Each Provider shall annually notify its customers of the dispute resolution process required under **Section 10 of the Act**. Each Provider shall include the dispute resolution process on its website.
- D. Before a customer may file a complaint with the Commission under **Section 10(5) of the Act**, the customer shall first attempt to resolve the dispute through the dispute resolution process established by the Provider in **Section 10(2) of the Act**.
- E. A complaint between a customer and a Provider shall be handled by the Commission pursuant to the process as described in **Section 10(5) of the Act**.
- F. A complaint between a Provider and a franchising entity or between two or more Providers shall be handled by the Commission pursuant to the process described in **Section 10(6) of the Act**.
- G. In connection with providing video services to the subscribers, a provider shall not do any act prohibited by Section 10(1)(a-f) of the Act. The Commission may enforce compliance to the extent that the activities are not covered by **Section 2(3)(l) in the Act**.



**XV. Notices**

Any notices to be given under this Franchise Agreement shall be in writing and delivered to a Party personally, by facsimile or by certified, registered, or first-class mail, with postage prepaid and return receipt requested, or by a nationally recognized overnight delivery service, addressed as follows:

*If to the Franchising Entity:*  
(must provide street address)

*If to the Provider:*  
(must provide street address)

**Township of Howell (Livingston Co):**

3525 Byron Road

Howell, MI 48855

CUID MI2111

Attn: Township Supervisor

Fax No.: 517-546-1483

Charter Communications

12405 Powerscourt Drive

St. Louis, MO 63131

Attn: Legal Department

Fax No.: 314-965-6640

Or such other addresses or facsimile numbers as the Parties may designate by written notice from time to time.

**XVI. Miscellaneous**

- A. **Governing Law.** This Franchise Agreement shall be governed by, and construed in accordance with, applicable Federal laws and laws of the State of Michigan.
- B. **The parties to this Franchise Agreement are subject to all valid and enforceable provisions of the Act.**
- C. **Counterparts.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute on and the same agreement.
- D. **Power to Enter.** Each Party hereby warrants to the other Party that it has the requisite power and authority to enter into this Franchise Agreement and to perform according to the terms hereof.
- E. **The Provider and Franchising Entity are subject to the provisions of 2006 Public Act 480.**

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Franchise Agreement.

**Township of Howell (Livingston Co), a Michigan Municipal Corporation**

**Spectrum Mid-America, LLC, a Delaware Limited Liability corporation doing business as n/a**



\_\_\_\_\_  
 Print Name  
**Township Supervisor**  
 Title  
**3525 Byron Road**  
 Address  
**Howell, MI 48855**  
 City, State, Zip  
**517-546-2817**  
 Phone  
**517-546-1483**  
 Fax  
 \_\_\_\_\_  
 Email

*Paul Abbott*  
 \_\_\_\_\_  
 By  
 \_\_\_\_\_  
 Print Name  
**Paul D. Abbott**  
 Title  
**Vice President, Local Government  
 Affair**  
 Address  
**12405 Powerscourt Drive**  
 City, State, Zip  
**St. Louis, MO 6313**  
 Phone  
**774-243-9738**  
 Fax  
 \_\_\_\_\_  
 Email

**FRANCHISE AGREEMENT** *(Franchising Entity to Complete)*

Date submitted:
Date completed and approved:



## ATTACHMENT 1

### UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT (Pursuant To 2006 Public Act 480)

(Form must be typed)

Date: May 17, 2019		
Applicant's Name: Spectrum Mid-America, LLC,		
Address 1: 12405 Powerscourt Drive		
Address 2:		Phone: 314-965-0555
City: St. Louis	State: Missouri	Zip: 63131
Federal I.D. No. (FEIN): 45-4593320		

**Company executive officers:**

Name(s): Thomas M. Rutledge
Title(s): President and Chief Executive Officer

**Person(s) authorized to represent the company before the Franchising Entity and the Commission:**

Name: Marilyn Passmore		
Title: Director, Government Affairs		
Address: 4670 E. Fulton, #102, Ada, MI 49301		
Phone: 616-607-2377	Fax: 616-975-1107	Email: marilyn.passmore@charter.com

**Describe the video service area footprint as set forth in Section 2(3e) of the Act. (An exact description of the video service area footprint to be served, as identified by a geographic information system digital boundary meeting or exceeding national map accuracy standards.)**

As an incumbent video provider, the Provider is satisfying this requirement by allowing the Franchising Entity to seek right-of-way related information comparable to that required by a permit under the metropolitan extension telecommunications rights-of-way oversight act, 2002 PA 48, MCL 484.3101 to 484.3120, as set forth in its last cable franchise from the Franchising Entity entered before the effective date of this Act.”

The area provided for service is in the Township of Howell (Livingston Co), MI. Upon request, the Provider shall provide a route map showing the location of the Cable System within the municipality, to the Franchising Entity.

[**Option A:** for Providers that Options B and C are not applicable, a description based on a geographic information system digital boundary meeting or exceeding national map accuracy standards]

[**Option B:** for Providers with 1,000,000 or more access lines in Michigan using telecommunication facilities to provide Video Service, a description based on entire wire centers or exchanges located in the Franchising Entity]

[**Option C:** for an Incumbent Video Service Provider, it satisfies this requirement by allowing the Franchising Entity to seek right-of-way information comparable to that required by a permit under the METRO Act as set forth in its last cable franchise or consent agreement from the Franchising Entity entered into before the effective date of the Act]


**Pursuant to Section 2(3)(d) of the Act, if the Provider is not an incumbent video Provider, provide the date on which the Provider expects to provide video services in the area identified under Section 2(3)(e) (the Video Service Area Footprint).**

Date: N/A

**For All Applications:**

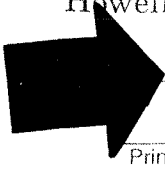
**Verification  
(Provider)**

I, Paul D. Abbott, of lawful age, and being first duly sworn, now states: As an officer of the Provider, I am authorized to do and hereby make the above commitments. I further affirm that all statements made above are true and correct to the best of my knowledge and belief.

Name and Title (printed): Paul D. Abbott, Vice President, Local Government Affairs	
Signature: 	Date: 5/8/2019

**(Franchising Entity)**

Howell Township (Livingston Co), a Michigan municipal corporation



Print Name

Township Supervisor

Title

3525 Byron Road

Address

Howell, MI 48855

City, State, Zip

517-546-2817

Phone

517-546-1483

Fax

Email

Date

ATTACHMENT 1

# AGENDA ITEM

11 B

# HOWELL TOWNSHIP

1Q19	
<b>G2G CLOUD SOLUTIONS</b>	
Transaction Amount	\$2,956.29
Enhanced Access Fees	\$95.27
Net Enhanced Access Fees	\$60.03
<b>G2G CLOUD SOLUTIONS Share Back Amount</b>	<b>\$30.01</b>

1Q19

<b>1Q19 Total Quarterly Share Back Amount</b>	<b>\$30.01</b>
---	----------------

2Q19	
<b>G2G CLOUD SOLUTIONS</b>	
Transaction Amount	\$865.56
Enhanced Access Fees	\$37.75
Net Enhanced Access Fees	\$23.79
<b>G2G CLOUD SOLUTIONS Share Back Amount</b>	<b>\$11.90</b>

2Q19

<b>2Q19 Total Quarterly Share Back Amount</b>	<b>\$11.90</b>
---	----------------

<b>G2G CLOUD SOLUTIONS Share Back Total</b>	<b>\$41.91</b>
<b>Shareback YTD Total:</b>	<b>\$41.91</b>

1Q19	G2G CLOUD SOLUTIONS	Pay Type
	DOG LICENSES - OTC	CREDIT CARD
	GENERAL - OTC	CREDIT CARD
	UTILITY BILLING - OTC	CREDIT CARD
	WINTER TAX - OTC	CREDIT CARD
	<b>TOTAL</b>	

2Q19	G2G CLOUD SOLUTIONS	Pay Type
	DLQ PERSONAL PROPERTY	CREDIT CARD
	DOG LICENSES - OTC	CREDIT CARD
	GENERAL - OTC	CREDIT CARD
	SUMMER TAX - OTC	CREDIT CARD
	WINTER TAX - OTC	CREDIT CARD
	<b>TOTAL</b>	

YTD

# AGENDA ITEM

11 D

**ADDRESS ASSIGNMENT**

Permit #	Contractor	Job Address	Fee Total
PA19-003	GORDON KEITH D	3228 WARNER	\$25.00
<b>Work Description:</b> NEW ADDRESS: 3228 WARNER			
PA19-004	CHESTNUT CROSSING LLC	4115 BERRY FARM DR	\$25.00
<b>Work Description:</b> ADDRESS AT THE WEST END OF BUILDING G ON THE SOUTH SIDE OF BERRY FARMS FOR A UTILITY/HOUSE METER.			

**Total Permits For Type: 2**  
**Total Fees For Type: \$50.00**

**Commercial Land Use**

Permit #	Contractor	Job Address	Fee Total
P19-044	CHESTNUT DEVELOPMENT	HIGHLAND - VACANT	\$50.00
<b>Work Description:</b> SITE BALANCING			

**Total Permits For Type: 1**  
**Total Fees For Type: \$50.00**

**Residential Land Use**

Permit #	Contractor	Job Address	Fee Total
P19-037	MESSNER GEORGE F & DORE	4786 CRANDALL	\$10.00
<b>Work Description:</b> RE ROOF - TEAR OFF HOUSE AND GARAGE - WITH NO STRUCTURAL CHANGES.			
P19-042	MASSON GREGORY M & KATH	3996 INDIAN CAMP TRL	\$10.00
<b>Work Description:</b> RE-ROOF			
P19-038	RUSSELL JOHNNY A	4330 MARWOOD DR	\$20.00
<b>Work Description:</b> RE ROOF - NO STRUCTUAL CHANGES			
P19-039	RIGHTER AUSTIN AND DEBLI	359 SUNBURY DR	\$50.00
<b>Work Description:</b> 130' OF 6' TALL WHITE VINYL FENCE WITH 1 WALK GATE. ATTACHING TO HOMEOWNER BACK FENCE, ATTACHING TO EXISTING PARTIAL SIDE FENCE. ADDING NEW FENCE TO OTHER SIDE. HAS LETTER FROM AND LETTER FROM PARCEL LINE HOMEOWNERS.			

P19-043	FLATEAU DOUG AND AMY	3725 AMBER OAKS DR	\$50.00
<b>Work Description:</b> 12 X 24 ABOVE GROUND KAYAK POOL			
P19-048	FREDERICK KYLE AND ST JO	3537 AMBER OAKS DR	\$50.00
<b>Work Description:</b> 30 X 16 DECK ON REAR OF HOUSE.			
P19-053	ROUSE ANDREW J AND ARMS	3568 AMBER OAKS DR	\$50.00
<b>Work Description:</b> 59 FT OF 4' BLACK CHAIN LINK FENCE			
P19-047	BISHOP ANDREW AND KELSE	335 KEENEN CT	\$50.00
<b>Work Description:</b> ADDING A FENCE TO THE REAR YARD, TO BE 6" INSIDE OF PROPERTY LINE.			
P19-052	WESTVIEW CAPITAL LLC	3201 HILL HOLLOW LN	\$105.00
<b>Work Description:</b> 2,735 SQ FT 2 STORY DWELLING ON A FULL PARTLY FINISHED BASEMENT, WITH A 2 CAR ATTACHED GARAGE.			
P19-045	SCHLACK LAWRENCE D AND	3870 WARNER	\$75.00
<b>Work Description:</b> 20 X 32 X 10 POLE BARN WITH AN ATTACHED 8 X 32 LEAN-TO			
P19-046	WILLIAMS WAYNE R & LAURA	2240 TOOLEY	\$10.00
<b>Work Description:</b> KITCHEN REMODEL			
P19-041	BRIDEAU WAYNE AND WAND	2078 OAK GROVE RD	\$10.00
<b>Work Description:</b> WATERGUARD GROUND COLLECTION SYSTEM, TRIPLE SAFE SUMP.			
P19-050	COTTON LARRY L & KAY A	131 ROBIN CT	\$10.00
<b>Work Description:</b> RE-ROOF			
P19-049	HILL DEBRA G	501 HENDERSON	\$10.00
<b>Work Description:</b> INTERIOR WATERPROOFING AND A SUMP PUMP			
P19-040	SEECH JAMES	1268 PIN OAK BLF	\$10.00
<b>Work Description:</b> RE ROOF - NEW STRUCTURAL CHANGES.			
P19-051	ESKOLA DANIEL J & MARY L	3400 DONA MARIE	\$75.00
<b>Work Description:</b> 24 X 24 SINGLE STORY ADDITION ON A CRAWL SPACE AND A 20 X 40 IN GROUND POOL.			

**Total Permits For Type: 16**  
**Total Fees For Type: \$595.00**

## Sewer Connection

Permit #	Contractor	Job Address	Fee Total
P17-178	G L B PARTNERS LLC	3201 HILL HOLLOW LN	\$0.00
<b>Work Description:</b>			



Total Permits For Type: 1

Total Fees For Type: \$0.00

## Sign

Permit #	Contractor	Job Address	Fee Total
P19-036	BOWERS DAVID P & PAMELA J	2375 W GRAND RIVER	\$175.00
<b>Work Description:</b> REPLACING OF FRONT SIGN, REPLACING OF BUIDLING SIGN. SPOKE TO JOE PRIOR TO HIS VACATION. JOSIE VERIFIED SIZE REQUIREMENTS			

Total Permits For Type: 1

Total Fees For Type: \$175.00

## Water Connection

Permit #	Contractor	Job Address	Fee Total
P17-177	G L B PARTNERS LLC	3201 HILL HOLLOW LN	\$0.00
<b>Work Description:</b>			
PWS19-007	DAUS JULIUS J III	2271 OAK GROVE RD	\$0.00
<b>Work Description:</b> WATER CONNECTION DISTRICT #8			

Total Permits For Type: 2

Total Fees For Type: \$0.00

# Report Summary

Population: All Records  
Permit.DateIssued Between  
5/1/2019 12:00:00 AM AND  
5/31/2019 11:59:59 PM

Grand Total Fees: \$870.00

Grand Total Permits: 23

# AGENDA ITEM

11 E

## **Monthly Activity Report for May 2019 – Assessing Dept/Brent Kilpela**

### **MTT UPDATE:**

**Burkhart Ridge v Howell Township:** Prehearing General Call commencing September 3, 2019. Prehearing Statements due by July 8, 2019. Accompanied appraiser to the onsite visit. Petitioner originally filed for the 2018 tax year but has also filed for the 2019 tax year.

**SMALL CLAIMS TRIBUNAL:** No pending litigation.

### **ASSESSING OFFICE:**

**ASSESSOR:** Doing fieldwork around all the rain this spring. Finished section 29 and moved into section 30 of the Township. My goal is to get through section 32 before the snow flies. The longer term goal is to have all of the Township looked at by the end of next year.

**OTHER:** Attended monthly waste water treatment plant meeting. Completed annual IFT report for the State of Michigan.

# AGENDA ITEM

11 H

**HOWELL TOWNSHIP  
PLANNING COMMISSION MEETING  
MAY 28, 2019 SYNOPSIS**

- 1) Motion passed to appoint Commissioner Martha Haglund as the Vice-Chairperson of the Planning Commission.
- 2) Motion passed to recommend denial of the request from applicant Vern Brockway to rezone parcel #4706-27-200-006, file #PC-2019-003, from multiple family residential (MFR) to regional service commercial (RSC) based on the findings discussed.
- 3) Motion passed to recommend approval of the request from Chestnut Development, LLC to rezone parcel #4706-27-100-025, file #PC-2019-04, from agricultural residential and regional service commercial (AR, RSC) to multiple family residential (MFR) based on the findings discussed.
- 4) Motion passed to approve the temporary site plan application from Michael Crosby, file #PC-2019-06, parcel #4706-32-400-002 to set up a tent for retail sales of fireworks for the dates June 15, 2019 through July 15, 2019, based on the information provided.
- 5) Motion passed to postpone action on the preliminary site plan application for Chestnut Development, LLC, file #PC-2019-06, parcel #4706-27-100-025, until all details mentioned are addressed by the applicant.
- 6) Meeting adjourned 8:40 P.M.

# AGENDA ITEM

111

**HOWELL TOWNSHIP**  
**ZONING BOARD OF APPEALS**  
**SYNOPSIS: May 20, 2019**

- Approved Petitioner, Jared Runyan, File #PZBA-2019-02, Parcel #4706-14-300-019, 3410 Byron Road for a -26 ft. variance to Article XIV: Supplemental Regulations, Section 14.07 Accessory Building Provisions, Item B to allow for construction of an accessory structure within side yard setbacks.

# AGENDA ITEM

11 J



Howell Township  
Waste Water Treatment Plant  
Meeting: June 6, 2019 10 am

Attending: Clint Houseworth, James Soper, Greg Tatara, Jim Aulette, Brent Kilpela, Jean Graham, Jonathan Hohenstein

Please see Clint's attached report for details on the plant operation.

**Skimmers:** Clint ordered the parts approved by the Board. Shipping turned out to be more than expected and the Board's motion, 'not to exceed \$6,000' is insufficient. **Recommend to approve materials cost from WesTech not to exceed \$6,000 plus shipping.**

**Non-Potable Water System:** After much research and trials by Greg and an engineer from HRC there are two possible solutions. The entire system can be replaced for an estimated \$50,000 or we can hook to the MHOG water for about \$5,000 in plumbing changes and repairs and then just pay MHOG for the water used. Greg is going to get Clint some meters and other gear to test whether using MHOG water will work.

**IPP (Industrial Pre-Treatment Plan):** Township has an industrial user interested in sending its industrial waste water to the treatment plant which would require an IPP. It is the committee's recommendation to not start an IPP at this time. The interested user would be very small and the costs and requirements of an IPP are the same whether we accept 1 gallon of industrial waste water or 1 million gallons.

**Grease Traps:** Clint and James will be looking into getting local restaurants to stay on track with their grease trap maintenance. The Booze Barn had another back up due to grease build up from McDonalds. It is now clear McDonalds is not keeping their trap clean.

Respectfully submitted,  
Jonathan Hohenstein

June 6, 2019

Howell Township  
3525 Byron Road  
Howell, Michigan 48855-7751

***Re: Monthly Report for May, 2019***

It is with pleasure that we submit to you the April, 2019 Status Report for the Howell Township Wastewater Treatment Facility and Lift Stations. We appreciate the opportunity to be of service to Howell Township.

**Wastewater Treatment Plant (WWTP)**

1. The WWTP bounced back from the April treatment upset with a full recovery in May. All treatment parameters were excellent throughout the entire month of May. All process control targets are back within normal parameters. Please find a copy of the monthly WWTP performance results attached to this report.
2. The sludge tanks were sampled by Biotech on April 30<sup>th</sup> for fecal coliform, metals, and nutrients. The results were received in May and all parameters were within the EPA 503 requirements for land application. We are still expecting sludge hauling to be completed late June or early July.
3. We reported last month that we began pumping water out of the lagoons a few days each week. This practice was continued through the month of May, however due to consistent rain throughout the month the water levels have remained fairly constant. The routine pumping will continue through the summer.
4. A Ferric Chloride delivery of approximately 4,000 gallons was received on 5/7/19 from Kemira.
5. We continued to rotate folks in from out of state to provide operations coverage through the month of May. Jim Aulette provided the certified operator coverage again this month as he is working for Inframark as an independent contractor.
6. The new Plant Manager, James Soper, began his employment on 5/28/19. We are excited to have him on board. We have now focused our efforts on filling out the other two remaining positions.

7. The Hach DR 3900 was ordered and arrived the first week of June. We will begin training the staff on its use and will soon be using it for ammonia and phosphorus analysis.
8. The WesTech materials to replace the skimmers in both clarifiers have been ordered. The shipping costs are determined once all the items are packaged and weighed. Westech was asked to provide us with a shipping cost estimate. They have provided an estimate of \$450 for this freight. The cost of the materials is \$5,844. Last month the board approved a not to exceed amount of \$6,000 for the purchase of the materials. It appears \$6,000 will not be sufficient to cover the items plus shipping costs. We recommend that the Township Board revise their previous stated approval to include the \$5,844 total materials cost plus shipping. This way the freight cost is covered without needing to overestimate it.
9. It has been determined the existing non-potable pumps will not work under the current conditions, even if a priming pump system is added. With the assistance of Greg Tatara (MHOG), we plan to further investigate the cost and functionality of making a connection to potable city water and moving away from mechanical pumping altogether.
10. A copy of the preventive maintenance activities is attached to this report for your review.

### **Lift Stations**

1. Storms caused power outages in numerous areas of the sewer system on May 23<sup>rd</sup>. We had multiple lift stations operating on standby power for much of the day. The WWTP also experienced a power outage and was on standby power for a short time as well.
2. A sewer backup at the liquor store off N Burkhart Rd occurred on 5/23/19 at 6:00 PM. MHOG responded and found the line downstream of the nearby McDonald's plugged with grease. They had to jet the line that evening to get it flowing. The nearby lines were also inspected at that time and were found to contain a significant amount of grease buildup as well, and due to this M&K was brought in the following day (24<sup>th</sup>) to thoroughly clean all the lines in the area to open everything back up. This is an example of the need to inspect restaurant grease traps and require that the customers maintain an appropriate cleaning schedule.
3. Still waiting resolution from AT&T regarding LS #8 phone line.
4. Giffels Webster continued to perform survey work at the Grand River lift station. They were unable to locate a manhole on the west side of the river that will be needed for bypass pumping during construction. We were able to locate the

manhole with a metal detector and found it to be buried under a few inches of soil.

5. A copy of the Lift Station operating statistics is attached.

### **Collection System**

1. We received 217 Miss-Dig locate requests during the month of May. We located with paint and flagging 35 dig sites, 163 were responded to as no conflict with no sewer in the area, 3 tickets were canceled by the requester, 14 tickets were listed as unresponsive or outside of service area, and 2 were requests for asbuilt drawings only.

### **Priority Projects**

1. Biolac Diffuser Replacement – scheduling as dry weather and available staffing permits, new flexible airline headers to feed each line will need to be installed with this project as well.
2. Non-Potable Water System – see comments above under Wastewater Treatment Plant
3. Crampton Electric is scheduled to install blower moter #4 in June. They were calling Jerry's old cell phone number to schedule after he had left. Therefore, the installation was delayed further because they were not aware he had left and contact number no longer valid. Clint Houseworth reached out to Crampton Electric and cleared up the confusion.
4. Clarifier Skimmer Replacements – scheduling will occur once materials arrive

## ORDER ACKNOWLEDGEMENT

<b>WESTECH</b> <sup>®</sup>	P.O. BOX 65068	Phone: 801-265-1000	Sales Order No.
	SALT LAKE CITY, UTAH 84165-0068	Fax: 801-265-1080	22150-132921 Rev 1

Thank you for the Purchase Order. We appreciate the opportunity to supply you with your equipment needs and know you will be pleased with its performance. Please note the following and contact us if there are any discrepancies.

Quoted by: JOY ALLEN	Proj Manager: JOY ALLEN	Ship Via: BEST WAY
RFQ No.: Q22150-132921	Prime Job No: 18387A	Freight: FOB SHIPPING POINT, FREIGHT PREPAID & ADDED
Order Taken: 5/29/2019	Prime Name: HOWELL TOWNSHIP WWTP	Lead Time: 4 WK
Order Taken by: JOY ALLEN	Equipment: COP CLARIFIERS	Requested Ship Date: 6/26/2019
Phone: 801-290-1878 or 801-265-1000	P.O. Number: CLINT HOUSERWORTH	Tax Exemption No.:
Email: JALLEN@WESTECH-INC.COM	Payment Terms: NET 30 DAYS	
For Group: 15		

Bill To:	HOWELL TOWNSHIP, MI	Ship To:	Howell Township Wwtp
	JEAN GRAHAM		CLINT HOUSEWORTH
	3525 Byron Rd		1222 Packard Drive
HOW000	HOWELL, MI 48855	19861	HOWELL, MI 48843
	UNITED STATES OF AMERICA		UNITED STATES OF AMERICA

Tel/Fax: 517-719-7486 / 517-546-3283  
CLERK@HOWELLTOWNSHIPMI.ORG

Tel/Fax: 517-546-5767 / 574-315-9630

Doc	No.	Part/Dwg Number	Description	Qty	Units	Unit Price	Net Price
56809	325	B170A	SKIMMER BLADE RETAINER	8	EA	378.00	3,024.00
56809	411	B190A	SKIMMER CUP	4	EA	403.00	1,612.00
56809	413	B190A	SKIMMER BLADE	4	EA	290.00	1,160.00
56809	529	LD110-529	BOLT 3/8 DIA X 1-1/2" W/NUT & LFW	96	EA	.50	48.00
FREIGHT ESTIMATE - \$450.00							

No sales, GST, PST, use, or other taxes have been included in our pricing.	Quoted in US Dollars	Grand Total	5,844.00
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-All information provided with and including this proposal is considered proprietary and is not for distribution without express written consent of WesTech Engineering, Inc.

-Some components of this proposal are manufactured overseas. All applicable import freight costs and duties will be invoiced at cost.

-Payment must be made in full via wire transfer before shipment can be made.

-Pricing does not include sea freight packaging unless specifically noted. This service is available for an additional charge. Please contact us for additional information.

This order is subject to all specifications above as well as all attachments included with this document.

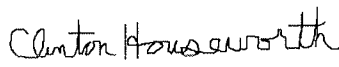
Thank you again for your order!

Please acknowledge receipt and concurrence to this Sales Order Acknowledgement. Please return by faxing to 801-265-1080.

Best Regards,



X



Date Signed: 6/5/2019

Creature Control  
 179 Kuhn St  
 Gregory MI 48137  
 United States  
 Phone: 800-441-1519



Jerry Severn Trent  
 Clint house worth Howell Township -Waste Water  
 1222 Packard Dr  
 Howell MI 48843

Invoice #:	0047720
Date:	May 1, 2019
Balance Due (USD):	\$150.00

To Pay Your Invoice Online »  
 1. Go to: <https://creaturecontrol.freshbooks.com/code>  
 2. Enter this code: YzS9bHTsSP4PBZE

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
Wildlife Services	Misc - Maintenance and monitoring of muskrat traps. Over a two-week period.	150.00	1	150.00
<p>NOTES: TECH: Dave Mullins, I'm happy to report after 2 weeks of trapping and moving the traps around to various dens we have not caught a muskrat so this concludes the three-year process of eliminating them out of the ponds no further trapping will be recommended at this time until muskrat population comes back into full force.</p> <p>If you are pleased with the service we provide it would help us out greatly if you leave a review at one of the links below:</p> <p>GOOGLE REVIEW  <a href="https://g.co/kgs/BnZ0of">https://g.co/kgs/BnZ0of</a>            OR</p> <p>YELP REVIEW- <a href="http://m.yelp.com/biz/creature-control-grand-rapids">http://m.yelp.com/biz/creature-control-grand-rapids</a></p> <p>If you don't have a Yelp or Google account you can use link below without having to create an account.  <a href="https://www.customerlobby.com/reviews/8654/creature-control/">https://www.customerlobby.com/reviews/8654/creature-control/</a></p>				
<p><b>APPROVED</b></p> <p><i>AB</i></p>				<b>Subtotal:</b> 150.00
				<b>Total:</b> 150.00
				Amount Paid: 0.00
				<b>Balance Due (USD):</b> \$150.00
<p>Thank you for your business! Please note that payment is due upon receipt of all invoices for services rendered. A 15% late fee may be assessed for each 30 days an invoice is past due.</p>				

FYI

**RECEIVED**

MAY 22 2019

HOWELL TOWNSHIP

This invoice was sent using **FRESHBOOKS**

# AGENDA ITEM

11 L

Howell Township  
Property Committee Meeting:  
May 16, 2019  
11-12:15

Attending: Jean Graham, Jeff Smith, Jonathan Hohenstein

**Farm Lease Agreement:**

The Board requested that we look into the issue of John Mills farming Township property without permission and without paying rent for six years. John stated at the Board meeting that he has been farming the property in question but the property is not worth what he pays on his current lease for the Marr Road property of \$102.76 per acre. John was the only and highest bidder on the Oak Grove Road parcels for the 2020 farming season at \$76.50 per acre. **The property committee recommends that John Mills pay his bid price of \$76.50 per acre for the six years the property was farmed without permission and to pay for the 2019 farming season at the same time. It is recommended that payment is due within one week from the Boards decision.**

Property	Tillable Acres	Price	Years	Amount
4706-25-200-046	6	\$76.50	2013-2019	\$3,213.00
4706-25-200-047	5	\$76.50	2013-2019	\$2,677.50
<b>Total</b>				<b>\$5,890.50</b>

The total price if John paid the amount in his lease of \$102.76 over the same time period is \$7,912.52.

**It is further recommended that if John Mills does not timely pay the price determined by the Board: Mr. Mills will not be able to harvest the crop currently planted on Township property, will no longer be able to farm any Township owned property, the Oak Grove Road properties may be put back out for bid, and Mr. Mills may face legal action.**

Howell Township  
Property Committee Meeting:  
May 29, 2019  
9-12

Attending: Jeff Smith, Jonathan Hohenstein, Christian Bugeja, Steve Gronow

**Mason Road:** Steve Gronow discussed the issues he has with the Mason Road property. If the Board insists on having the park be any more than what Steve has proposed he would lose approximately 26 premium lots and would be a deal breaker for Steve and the development. A lot of discussion took place about the temporary 66' wide easement to the parkland. Any easement would complicate the development of the parcel beyond what Steve is willing to consider. Steve is offering a 24' wide easement that must follow the proposed road through the development from Mason Road. No other easement options will be considered. Waiting to try and get the MHOG property resolved is not



possible because of the time Steve needs for site plan approval and financing putting the project on a tight schedule.

The Board requested that the park be 25 acres with the lower western property line be extended north to form the boarder of the property and to protect the Township's access include a temporary 66' wide easement until access is provided to the Township. **The Property Committee recommends that the Board reject Steve Gronow's current offer and recommends no counter offer.**

**Pineview Village:** Let Steve Gronow know that Pineview attorney is waiting on hearing from Steve on the pavement issue. Steve called Pineview attorney and left a voice message. Steve left after this phone call.

**Oak Grove Road:** Discussion about latest offer from interested party including possible PILOT on the Doc Earl property. Tried to get a conference call to no avail to discuss a few items in the offer. Christian said there is another developer who has shown interest in the property behind Mr. Mills and in Pineview Village.

**Tooley Road:** Christian said there is someone who has shown interest in some property on Tooley Road but that they talked with Steve not himself and Christian did not know the details.

Respectfully submitted,  
Jonathan Hohenstein

# AGENDA ITEM

14

**Howell Township**  
**Invoice and Check Registers**

**As of 6/5/2019**

User: BRENT KILPELA  
DB: Howell Twp

Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
4021494438	CINTAS CORPORATION #725	05/08/2019	06/10/2019	65.64	0.00	Paid	Y 05/09/2019
17727	BLUE MATS	BRENT KILPELA					
	101-265-775.00	TWP HALL OFFICE CLEANING & MAINT EXPENS		65.64			
05031	FIRE PROTECTION PLUS, INC	05/03/2019	06/03/2019	192.00	0.00	Paid	Y 05/09/2019
17728	FIRE EXTINGUISHER INSPECTION	BRENT KILPELA					
	101-265-930.00	TWP HALL GROUNDS EQUIP REPAIR EXPENSE		192.00			
5/1/2019	CAREFREE MAINTENANCE CO.	05/01/2019	06/01/2019	230.00	0.00	Paid	Y 05/09/2019
17729	APRIL CLEANING	BRENT KILPELA					
	101-265-775.00	TWP HALL OFFICE CLEANING & MAINT EXPENS		230.00			
200311429249	DTE ENERGY	04/30/2019	06/10/2019	300.79	0.00	Paid	Y 05/09/2019
17730	STREET LIGHTS	BRENT KILPELA					
	101-268-920.00	TWP AT LARGE STREETLIGHT EXPENSE		300.79			
123007	BS&A SOFTWARE	05/01/2019	05/31/2019	1,049.00	0.00	Paid	Y 05/09/2019
17731	TAX SYSTEM ANNUAL MAINTENANCE	BRENT KILPELA					
	101-000-123.00	GEN FUND PREPAID EXPENSES		1,049.00			
46993	FAHEY SCHULTZ BURZYCH RHODES	05/02/2019	06/01/2019	1,494.50	0.00	Paid	Y 05/09/2019
17732	RAINBOW	BRENT KILPELA					
	101-268-801.01	TWP AT LARGE LEGAL EXPENSE		1,494.50			
46992	FAHEY SCHULTZ BURZYCH RHODES	05/02/2019	06/01/2019	4,035.00	0.00	Paid	Y 05/09/2019
17733	OAKLAND TACTICAL SUPPLY	BRENT KILPELA					
	101-268-801.01	TWP AT LARGE LEGAL EXPENSE		4,035.00			
46991	FAHEY SCHULTZ BURZYCH RHODES	05/02/2019	06/01/2019	2,368.00	0.00	Paid	Y 05/09/2019
17734	GENERAL	BRENT KILPELA					
	101-268-801.01	TWP AT LARGE LEGAL EXPENSE		2,368.00			
46990	FAHEY SCHULTZ BURZYCH RHODES	05/02/2019	06/01/2019	4,347.00	0.00	Paid	Y 05/09/2019
17735	CROSSROADS OUTDOOR	BRENT KILPELA					
	101-268-801.01	TWP AT LARGE LEGAL EXPENSE		4,347.00			
46989	FAHEY SCHULTZ BURZYCH RHODES	05/02/2019	06/01/2019	22.50	0.00	Paid	Y 05/09/2019
17736	BANKRUPTCY	BRENT KILPELA					
	101-253-801.01	TREASURER LEGAL EXPENSE		22.50			

User: BRENT KILPELA  
DB: Howell Twp

Inv Num Vendor  
Inv Ref# Description  
GL Distribution

Inv Date Entered By

Due Date

Inv Amt

Amt Due

Status

Jrnalized Post Date

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
2012722748631	CONSUMERS ENERGY	05/02/2019	05/28/2019	17.78	0.00	Paid	Y 05/09/2019
17737	391 N BURKHART MAY 2019	BRENT KILPELA					
	592-442-922.00	WWTP NATURAL GAS EXPENSE		17.78			
5/1/2019	DTE ENERGY	05/02/2019	05/24/2019	403.63	0.00	Paid	Y 05/09/2019
17738	2571 OAKGROVE MAY 2019	BRENT KILPELA					
	592-442-920.00	WWTP ELECTRICITY EXPENSE		403.63			
5/3/2019	DTE ENERGY	05/03/2019	05/28/2019	121.47	0.00	Paid	Y 05/09/2019
17739	391 N BURKHART MAY 2019	BRENT KILPELA					
	592-442-920.00	WWTP ELECTRICITY EXPENSE		121.47			
5/2/2019	DTE ENERGY	05/02/2019	06/01/2019	119.97	0.00	Paid	Y 05/09/2019
17740	1009 N BURKHART MAY 2019	BRENT KILPELA					
	592-442-920.00	WWTP ELECTRICITY EXPENSE		119.97			
95830	TRUE VALUE HARDWARE	05/01/2019	06/15/2019	34.18	0.00	Paid	Y 05/09/2019
17741	PVC CEMENT, GARDEN HOSE	BRENT KILPELA					
	592-442-956.00	WWTP MISCELLANEOUS EXPENSE		34.18			
530356811	UIS SCADA	05/03/2019	06/02/2019	1,112.00	0.00	Paid	Y 05/09/2019
17742	SERVICE CALL	BRENT KILPELA					
	592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		1,112.00			
517548388804	AT&T	04/28/2019	05/20/2019	82.64	0.00	Paid	Y 05/09/2019
17743	517 548-3888 FOR MAY 2019	BRENT KILPELA					
	592-442-850.00	WWTP TELEPHONE EXPENSE		82.64			
194925	SPICER GROUP	05/13/2019	05/20/2019	2,310.50	0.00	Paid	Y 05/13/2019
17744	BD Bond Refund	BRENT KILPELA					
	101-000-203.00	BSP18-0008		2,310.50			
195310	SPICER GROUP	05/13/2019	05/20/2019	3,047.25	0.00	Paid	Y 05/13/2019
17745	BD Bond Refund	BRENT KILPELA					
	101-000-203.00	BSP18-0012		3,047.25			
195690	SPICER GROUP	05/13/2019	05/20/2019	3,118.50	0.00	Paid	Y 05/13/2019
17746	BD Bond Refund	BRENT KILPELA					
	101-000-203.00	BSP18-0012		3,118.50			

User: BRENT KILPELA  
DB: Howell Twp

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Unlized Post Date
195970							
17747	SPICER GROUP BD Bond Refund 101-000-203.00	05/13/2019 BRENT KILPELA	05/20/2019	320.50	0.00	Paid	05/13/2019
		BSP18-0003		320.50			
5/9/2019	DTE ENERGY 2559 W GRAND RIVER MAY 2019	05/09/2019 BRENT KILPELA	05/31/2019	175.83	0.00	Paid	05/14/2019
		WWTTP ELECTRICITY EXPENSE		175.83			
5/9/2019	DTE ENERGY 1034 AUSTIN CT MAY 2019	05/09/2019 BRENT KILPELA	05/31/2019	231.37	0.00	Paid	05/14/2019
		WWTTP ELECTRICITY EXPENSE		231.37			
5/9/2019	DTE ENERGY 1575 N BURKHART MAY 2019	05/09/2019 BRENT KILPELA	05/31/2019	326.16	0.00	Paid	05/14/2019
		WWTTP ELECTRICITY EXPENSE		326.16			
05/09/2019	DTE ENERGY 1222 PACKARD DR MAY 2019	05/09/2019 BRENT KILPELA	05/31/2019	6,542.58	0.00	Paid	05/14/2019
		WWTTP ELECTRICITY EXPENSE		6,542.58			
5/9/2019	DTE ENERGY 3888 OAKGROVE MAY 2019	05/09/2019 BRENT KILPELA	05/31/2019	193.26	0.00	Paid	05/14/2019
		WWTTP ELECTRICITY EXPENSE		193.26			
5/9/2019	DTE ENERGY 2700 TOOLEY RD MAY 2019	05/09/2019 BRENT KILPELA	05/31/2019	159.14	0.00	Paid	05/14/2019
		WWTTP ELECTRICITY EXPENSE		159.14			
202607588219	CONSUMERS ENERGY 2571 OAK GROVE MAY 2019	05/03/2019 BRENT KILPELA	05/29/2019	90.29	0.00	Paid	05/14/2019
		WWTTP NATURAL GAS EXPENSE		90.29			
17754	ALEXANDER CHEMICAL CORPORATION FERRIC CHLORIDE 592-442-729.00	05/08/2019 BRENT KILPELA	06/07/2019	7,082.46	0.00	Paid	05/14/2019
		WWTTP CHEMICALS EXPENSE		2,360.82			
		PREPAID EXPENSES		4,721.64			
SLS 10080363							
17756	INFRAMARK, LLC FEB MAINT. WWTTP 592-442-801.00	02/06/2019 BRENT KILPELA	03/08/2019	25,073.42	0.00	Paid	05/14/2019
		WWTTP CONTRACTED SERVICES EXPENSE		25,073.42			

User: BRENT KILPELA  
 DB: Howell Twp

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date

5/9/2019	DTE ENERGY	05/09/2019	05/31/2019	360.58	0.00	Paid	Y
17757	TWP HALL MAY 2019	BRENT KILPELA					05/14/2019
	101-265-920.00	TWP HALL ELECTRICITY EXPENSE		360.58			

0002462228	MICHIGAN.COM	05/01/2019	05/20/2019	310.00	0.00	Paid	Y
17758	APRIL PUBLICATIONS	BRENT KILPELA					05/14/2019
	101-412-900.00	BOARD OF APPEALS PRINTING & PUBLICITN EX		90.00			
	101-191-900.00	ELECTION PRINTING & PUBLICATION EXPENSE		60.00			
	101-101-900.00	TWP BOARD PRINTING & PUBLICATION EXPENS		160.00			

80532	MASTER MEDIA	05/07/2019	06/06/2019	344.70	0.00	Paid	Y
17759	OFFICE SUPPLIES	BRENT KILPELA					05/14/2019
	101-265-727.01	TWP HALL OFFICE SUPPLIES EXPENSE		344.70			

4019805488	CINTAS CORPORATION #725	04/10/2019	05/10/2019	65.64	0.00	Paid	Y
17760	BLUE MATS	BRENT KILPELA					05/14/2019
	101-265-775.00	TWP HALL OFFICE CLEANING & MAINT EXPENS		65.64			

5/9/2019	JEAN GRAHAM	05/09/2019	06/08/2019	339.30	0.00	Paid	Y
17761	CLERK EXPENSES	BRENT KILPELA					05/14/2019
	101-191-860.00	ELECTION MILEAGE & EXPENSES		31.90			
	101-215-860.00	CLERK MILEAGE & EXPENSES		7.42			
	101-265-727.00	TWP HALL KITCHEN/BATH SUPPLIES EXPENSE		11.48			
	101-191-727.00	ELECTION SUPPLIES EXPENSE		288.50			

800-900-0238-5619	PURCHASE POWER	05/14/2019	05/15/2019	1,647.23	0.00	Paid	Y
17762	PREPAID POSTAGE	BRENT KILPELA					05/15/2019
	101-000-123.00	GEN FUND PREPAID EXPENSES		1,647.23			

5/16/2019	WALLSIDE WINDOWS	05/16/2019	05/16/2019	2,479.00	0.00	Paid	Y
17763	DEPOSIT FOR TWP WINDOWS	BRENT KILPELA					05/16/2019
	101-265-930.00	TWP HALL GROUNDS EQUIP REPAIR EXPENSE		2,479.00			

195969	SPICER GROUP	05/21/2019	05/28/2019	1,578.50	0.00	Paid	Y
17764	BD Bond Refund	BRENT KILPELA					05/21/2019
	101-000-203.00	BSP17-0001		1,578.50			

5/14/2019	DTE ENERGY	05/14/2019	06/05/2019	34.08	0.00	Paid	Y
17765	271 E HIGHLAND MAY 2019	BRENT KILPELA					05/21/2019
	592-442-920.00	WTWP ELECTRICITY EXPENSE		34.08			

User: BRENT KILPELA  
DB: Howell Twp

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
517552195605	AT&T	05/13/2019	06/03/2019	77.44	0.00	Paid	Y
17766	517 552-1956 FOR MAY 2019	BRENT KILPELA					
	592-442-850.00	WWTTP TELEPHONE EXPENSE		77.44			05/21/2019
40711	INFRAMARK, LLC	05/15/2019	06/14/2019	24,326.88	0.00	Paid	Y
17767	WWTTP MAINT MAY 2019	BRENT KILPELA					
	592-442-801.00	WWTTP CONTRACTED SERVICES EXPENSE		24,326.88			05/21/2019
854006222	AT&T LONG DISTANCE	05/06/2019	06/05/2019	0.84	0.00	Paid	Y
17768	WWTTP LONG DISTANCE	BRENT KILPELA					
	592-442-850.00	WWTTP TELEPHONE EXPENSE		0.84			05/21/2019
33269669	SILVER LINING TIRE RECYCLING	05/20/2019	06/20/2019	353.00	0.00	Paid	Y
17769	CLEAN-UP DAY TIRE SCRAP	BRENT KILPELA					
	101-268-882.00	TWP AT LARGE SPRING CLEAN UP EXPENSE		353.00			05/21/2019
O-2054	MICHIGAN TWP ASSOC	05/10/2019	07/01/2019	5,925.59	0.00	Paid	Y
17770	ANNUAL DUES 7/1/2019 - 6/30/2020	BRENT KILPELA					
	101-000-123.00	GEN FUND PREPAID EXPENSES		5,925.59			05/21/2019
19-36227	GBS INC.	05/13/2019	06/13/2019	45.00	0.00	Paid	Y
17771	VOTETEST - SMART TEST DECK	BRENT KILPELA					
	101-191-930.00	ELECTION EQUIPMENT REPAIR EXPENSE		45.00			05/21/2019
2999	COMPLETE OUTDOOR SERVICES, INC.	05/07/2019	06/07/2019	546.75	0.00	Paid	Y
17772	CEMETERY MAINT (1 OF 8)	BRENT KILPELA					
	101-276-931.00	GROUND CARE & MAINT.		546.75			05/21/2019
2152623	CARLISLE WORTMAN ASSOC, INC.	05/13/2019	06/13/2019	965.00	0.00	Paid	Y
17773	GENERAL CONSULTATION	BRENT KILPELA					
	101-400-801.00	PLANNING-CONTRACTED PLANNER EXPENSE		965.00			05/21/2019
2152624	CARLISLE WORTMAN ASSOC, INC.	05/13/2019	06/13/2019	80.00	0.00	Paid	Y
17774	MIKE PAIGE AMENDMENT	BRENT KILPELA					
	101-400-801.00	PLANNING-CONTRACTED PLANNER EXPENSE		80.00			05/21/2019
2152625	CARLISLE WORTMAN ASSOC, INC.	05/13/2019	06/13/2019	25.00	0.00	Paid	Y
17775	ZONING ORDINANCE	BRENT KILPELA					
	101-400-801.00	PLANNING-CONTRACTED PLANNER EXPENSE		25.00			05/21/2019





User: BRENT KILPELA  
DB: Howell Twp

Inv Num Vendor  
Inv Ref# Description  
GL Distribution

Inv Date Entered By

Due Date

Inv Amt

Amt Due

Status

Jrnalized Post Date

202874562096	CONSUMERS ENERGY	05/17/2019	06/13/2019	144.39	0.00	Paid	Y	06/03/2019
17786	TWP HALL JUNE 2019	BRENT KILPELA						
	101-265-922.00	TWP HALL NATURAL GAS EXPENSE		144.39				
5/22/2019	G-O WWTP VACTOR PAD	05/22/2019	06/03/2019	1,195.97	0.00	Paid	Y	06/03/2019
17787	SANITARY DISPOSAL	BRENT KILPELA						
	592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		1,195.97				
202696581742	CONSUMERS ENERGY	05/16/2019	06/12/2019	449.14	0.00	Paid	Y	05/30/2019
17788	1222 PACKARD DR MAY 2019	BRENT KILPELA						
	592-442-922.00	WWTP NATURAL GAS EXPENSE		449.14				
517540695205	AT&T	05/22/2019	06/10/2019	71.94	0.00	Paid	Y	05/30/2019
17789	517 540-6952 FOR JUNE 2019	BRENT KILPELA						
	592-442-850.00	WWTP TELEPHONE EXPENSE		71.94				
517540696305	AT&T	05/17/2019	06/10/2019	51.84	0.00	Paid	Y	06/03/2019
17790	517-540-6963 FOR JUNE 2019	BRENT KILPELA						
	592-442-850.00	WWTP TELEPHONE EXPENSE		51.84				
517546516005	AT&T	05/22/2019	06/10/2019	71.79	0.00	Paid	Y	06/03/2019
17791	517 546-5160 FOR JUNE 2019	BRENT KILPELA						
	592-442-850.00	WWTP TELEPHONE EXPENSE		71.79				
517540694705	AT&T	05/22/2019	06/10/2019	68.40	0.00	Paid	Y	06/03/2019
17792	517-540-6947 FOR JUNE 2019	BRENT KILPELA						
	592-442-850.00	WWTP TELEPHONE EXPENSE		68.40				
517540124105	AT&T	05/22/2019	06/10/2019	77.44	0.00	Paid	Y	06/03/2019
17793	517 540-1241 FOR JUNE 2019	BRENT KILPELA						
	592-442-850.00	WWTP TELEPHONE EXPENSE		77.44				
517546349605	AT&T	05/22/2019	06/10/2019	860.47	0.00	Paid	Y	06/03/2019
17794	517 546-3496 FOR JUNE 2019	BRENT KILPELA						
	592-442-850.00	WWTP TELEPHONE EXPENSE		860.47				
5/29/2019	LIVINGSTON COUNTY TREASURER	05/29/2019	06/03/2019	760.00	0.00	Paid	Y	05/30/2019
17795	MOBILE HOME FEES	BRENT KILPELA						
	701-000-239.00	TRUST MOBILE HOME TAX PAYABLE		760.00				

User: BRENT KILPELA  
 DB: Howell Twp

Inv Num	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
6/3/2019	LIVINGSTON COUNTY TREASURER	06/03/2019	06/03/2019	96.00	0.00	Paid	Y 06/03/2019
17796	DOG LICENSES	BRENT KILPELA					
	701-000-238.00	TRUST DUE TO COUNTY DOG LICENSE		96.00	0.00		
	# of Invoices:	70	# Due:	0	Totals:	114,213.13	0.00
	# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos: 114,213.13  
*Covers with Check Register BC*

--- TOTALS BY FUND ---

101 - GENERAL FUND	43,836.36	0.00
592 - SWR/WTR	69,520.77	0.00
701 - TRUST & AGENCY	856.00	0.00

--- TOTALS BY DEPT/ACTIVITY ---

000 - OTHER	29,205.21	0.00
101 - TOWNSHIP BOARD	160.00	0.00
191 - ELECTIONS	1,033.85	0.00
209 - ASSESSING	23.55	0.00
215 - CLERK	7.42	0.00
253 - TREASURER	22.50	0.00
265 - TOWNSHIP HALL	4,106.43	0.00
268 - TOWNSHIP AT LARGE	12,978.29	0.00
276 - CEMETERY	546.75	0.00
400 - PLANNING COMMISSION	1,240.00	0.00
412 - BOARD OF APPEALS	90.00	0.00
442 - WWTP	64,799.13	0.00

Check Date	Bank	Check	Vendor Name	Amount
<b>Bank GEN GENERAL FUND CHECKING</b>				
05/14/2019	GEN	101001614 (E)	DTE ENERGY	360.58
05/14/2019	GEN	17200	BS&A SOFTWARE	1,049.00
05/14/2019	GEN	17201	CAREFREE MAINTENANCE CO.	230.00
05/14/2019	GEN	17202	CINTAS CORPORATION #725	131.28
05/14/2019	GEN	17203	DTE ENERGY	300.79
05/14/2019	GEN	17204	FAHEY SCHULTZ BURZYCH RHODES	12,267.00
05/14/2019	GEN	17205	FIRE PROTECTION PLUS, INC	192.00
05/14/2019	GEN	17206	JEAN GRAHAM	339.30
05/14/2019	GEN	17207	MICHIGAN.COM	310.00
05/14/2019	GEN	17208	MASTER MEDIA	344.70
05/14/2019	GEN	17209	SPICER GROUP	8,796.75
05/15/2019	GEN	17210	PURCHASE POWER	1,647.23
05/16/2019	GEN	17211	WALLSIDE WINDOWS	2,479.00
06/03/2019	GEN	101001615 (E)	AT&T	23.55
06/03/2019	GEN	101001616 (E)	CONSUMERS ENERGY	144.39
06/03/2019	GEN	101001617 (E)	GBS INC.	45.00
06/03/2019	GEN	101001618 (E)	LASHBROOK SEPTIC SERVICE	80.00
06/03/2019	GEN	17212	CARLISLE WORTMAN ASSOC, INC.	1,240.00
06/03/2019	GEN	17213	COMPLETE OUTDOOR SERVICES, INC.	546.75
06/03/2019	GEN	17214	HART	608.45
06/03/2019	GEN	17215	MICHIGAN TWP ASSOC	5,925.59
06/03/2019	GEN	17216	MUTUAL OF OMAHA INSURANCE COMPANY	213.00
06/03/2019	GEN	17217	SILVER LINING TIRE RECYCLING	353.00
06/03/2019	GEN	17218	SPICER GROUP	6,209.00
<b>GEN TOTALS:</b>				
Total of 24 Checks:				43,836.36
Less 0 Void Checks:				0.00
<b>Total of 24 Disbursements:</b>				<b>43,836.36</b>
<b>Bank T&amp;A TRUST &amp; AGENCY CHECKING</b>				
06/03/2019	T&A	3420	LIVINGSTON COUNTY TREASURER	760.00
06/03/2019	T&A	3421	LIVINGSTON COUNTY TREASURER	96.00
<b>T&amp;A TOTALS:</b>				
Total of 2 Checks:				856.00
Less 0 Void Checks:				0.00
<b>Total of 2 Disbursements:</b>				<b>856.00</b>
<b>Bank UTYCK UTILITY CHECKING</b>				
05/14/2019	UTYCK	2499	ALEXANDER CHEMICAL CORPORATION	7,082.46
05/14/2019	UTYCK	2500	INFRAMARK, LLC	25,073.42
05/14/2019	UTYCK	2501	TRUE VALUE HARDWARE	34.18
05/14/2019	UTYCK	2502	UIS SCADA	1,112.00
05/14/2019	UTYCK	590002850 (E)	AT&T	82.64
05/14/2019	UTYCK	590002851 (E)	CONSUMERS ENERGY	17.78
05/14/2019	UTYCK	590002852 (E)	CONSUMERS ENERGY	90.29
05/14/2019	UTYCK	590002853 (E)	DTE ENERGY	403.63
05/14/2019	UTYCK	590002854 (E)	DTE ENERGY	121.47
05/14/2019	UTYCK	590002855 (E)	DTE ENERGY	119.97
05/14/2019	UTYCK	590002856 (E)	DTE ENERGY	175.83
05/14/2019	UTYCK	590002857 (E)	DTE ENERGY	231.37
05/14/2019	UTYCK	590002858 (E)	DTE ENERGY	326.16
05/14/2019	UTYCK	590002859 (E)	DTE ENERGY	6,542.58
05/14/2019	UTYCK	590002860 (E)	DTE ENERGY	193.26
05/14/2019	UTYCK	590002861 (E)	DTE ENERGY	159.14
06/03/2019	UTYCK	2503	AT&T LONG DISTANCE	0.84
06/03/2019	UTYCK	2504	CREATURE CONTROL	150.00
06/03/2019	UTYCK	2505	G-O WWTP VACTOR PAD	1,195.97
06/03/2019	UTYCK	2506	INFRAMARK, LLC	24,326.88
06/03/2019	UTYCK	2507	DELUXE	318.36
06/03/2019	UTYCK	590002862 (E)	AT&T	77.44
06/03/2019	UTYCK	590002863 (E)	AT&T	71.94
06/03/2019	UTYCK	590002864 (E)	AT&T	51.84
06/03/2019	UTYCK	590002865 (E)	AT&T	71.79
06/03/2019	UTYCK	590002866 (E)	AT&T	68.40
06/03/2019	UTYCK	590002867 (E)	AT&T	77.44
06/03/2019	UTYCK	590002868 (E)	AT&T	860.47
06/03/2019	UTYCK	590002869 (E)	CONSUMERS ENERGY	449.14
06/03/2019	UTYCK	590002870 (E)	DTE ENERGY	34.08
<b>UTYCK TOTALS:</b>				

06/05/2019 09:06 AM  
User: BRENT KILPELA  
DB: Howell Twp

CHECK REGISTER FOR HOWELL TOWNSHIP  
CHECK DATE FROM 05/09/2019 - 06/05/2019

Page: 2/2

Check Date	Bank	Check	Vendor Name	Amount
Total of 30 Checks:				69,520.77
Less 0 Void Checks:				0.00
Total of 30 Disbursements:				<u>69,520.77</u>

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REPORT TOTALS:

Total of 56 Checks:	114,213.13
Less 0 Void Checks:	0.00
Total of 56 Disbursements:	<u>114,213.13</u>

*C Agrees with Invoice  
Register Bk*